DATE: February 26, 2025
TIME: 12:00 pm
LOCATION: CAPK Administrative Office
Board Room
1300 18th St., 3rd Floor
Bakersfield, CA 93301

Board of Directors Meeting Agenda

I. Call to Order

a. Moment of Silence / Pledge of Allegiance (Please Stand)

b. Reading of the Promise of Community Action (Please Stand)

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

c. Roll Call

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

II. Introduction of Guests / Public Forum

The public may address the Board of Directors on items not on the agenda but under the jurisdiction of the Board. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

III. Consent Agenda

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Board or the Public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed – ***Action Item***

a. **Minutes from January 27, 2025, Board of Directors Meeting *(p. 4-9)***
b. **Minutes from February 12, 2025, Program Review & Evaluation Committee Meeting *(p. 10-12)***
c. Head Start / State Child Development Program Presentation ***(p. 13-23)***
d. January 2025 Program Reports ***(p. 24-63)***
e. January 2025 Application Status Report & Funding Profiles ***(p. 64-68)***
f. January 2025 Head Start / State Child Development Division / Program Monthly Activity Report ***(p. 69-70)***
g. **Minutes from February 13, 2024 Personnel Committee Meeting *(p. 71-72)***
h. CVAF Addition of Positions & Service Credit Awards ***(p. 73-129)***
i. Change of Vendor to Unum for Leave Management, Short and Long-Term Disability Plans ***(p. 130-132)***
j. Head Start Personnel Update ***(p. 133-134)***
k. **Minutes from February 19, 2025 Budget & Finance Committee Meeting *(p. 135-136)***

l. Head Start / Early Head Start Budget to Actual Reports for December 31, 2024 ***(p. 137-150)***

IV. New Business

a. Agreement of Merger Between CAPK & California Veterans Assistance Foundation (CVAF) and Resolution Accepting Managing Authority Over CVAF – ***Action Item (p. 151-239)*** — Jeremy Tobias, Chief Executive Officer

b. Amendment to the CAPK Bylaws - ***Action Item (p. 240-259)*** — Jeremy Tobias, Chief Executive Officer

c. Appointment of New CAPK Board Member, Lee'o Whisenant - ***Action Item (p. 260-261)*** — Jeremy Tobias, Chief Executive Officer

d. Recognition of CVAF Outgoing Board Members – ***Info Item (Verbal)*** — Jeremy Tobias, Chief Executive Officer

e. Property & Casualty Insurance Renewal - ***Action Item (p. 262-333)*** — Emilio Wagner, Chief Facilities & Technology Officer

f. 2025-2026 San Joaquin County Office of Education (SJCOE) Head Start Cooperative Agreement - ***Action Item (p. 334-406)*** — Jerry Meade, Assistant HS Director: Program

g. New Lease for 115 Powers Ave., Manteca, CA - ***Action Item (p. 407-415)*** — Jerry Meade, Assistant HS Director: Program

h. 2024-2025 Head Start / Early Head Start Budget Revision – ***Action Item (p. 416-418)*** — Jerry Meade, Assistant HS Director: Program

i. Annual Budget for Fiscal Year 2025-2026 - ***Action Item (p. 419-433)*** — Tracy Webster, Chief Financial Officer

j. Financial Statements for December, 2024 - ***Action Item (p. 434-588)*** — Tracy Webster, Chief Financial Officer

k. Call for Election of Category II Low-Income Sector Board Member – East Kern Representative – ***Info Item (p. 589-613)*** — Pritika Ram, Chief Business Development Officer

l. California Department of Housing and Community Development: Homekey + Program Funding Application – ***Info Item (p. 614-615)*** — Louis Gill, Chief Program Officer

V. Foundation Report

a. CAPK Foundation Board Report – ***Action Item (p. 616-641)*** — Catherine Anspach, Director of Development

   i. Minutes from November 19, 2024 Board Meeting
   ii. CAPK Foundation Financial Reports

VI. Advisory Board Reports

a. Head Start Policy Council Report – ***Action Item (p. 642-647)*** — Fatima Echeverria, PC Representative

   iii. February 2025 Policy Council Report
   iv. Minutes from the Policy Council Meeting on December 17, 2024.

VII. Chief Executive Officer Report – *Info Item (Verbal Report)*

a. Update on Presidential Executive Orders and Budget Outlook — Jeremy Tobias, Chief Executive Officer

VIII. Board Member Comments

IX. Next Scheduled Meeting

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

X. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA and online at www.capk.org by 12:00 pm, February 21, 2025. Paula Daoutis, Executive Assistant.

DATE	January 27, 2025
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 12:10 pm at the CAPK Administrative Offices, Board Room, located at 1300 18th Street, Bakersfield, CA.

a. Roll Call was taken with a quorum present:

Present: Fred Plane (Chair), Maritza Jimenez (Vice Chair), Michelle Jara-Rangel (Treasurer), Denise Boshers, Fatima Echeverria, Curtis Floyd (left at 12:55 pm, back at 1:31 pm, left again at 2:00 pm), Gina Martinez, Jonathan Mullings (left at 2:18 pm), Yolanda Ochoa, Chris Parlier, Gema Perez, Guadalupe Perez (left at 1:32 pm).

Absent: Lily Pimentel-Stratton, Ana Vigil

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; Maria Contreras, Director of Facilities; Yolanda Gonzales, Director of Head Start; Freddy Hernandez, Director of Youth & Community Services; Susana Magana, Director of Housing & Supportive Services; Rebecca Moreno, Director of Housing & Supportive Services; and other CAPK staff.

b. Board Seat Appointments – Jeremy Tobias, Chief Executive Officer – ***Action Item***

i. Jeremy Tobias reported that District 2 Supervisor Chris Parlier has been appointed to be the Kern County Board of Supervisors Representative.
ii. Jeremy Tobias reported that Fatima Echeverria has been reappointed to be the Head Start Policy Council Representative

Motion was made and seconded to approve the Board appointments of Chris Parlier and Fatima Echeverria. Carried by unanimous vote (Ochoa/Martinez).

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. Board member Michelle Jara-Rangel asked to pull item III(y) from Consent Agenda.

Motion was made and seconded to approve all items on the Consent Agenda, with the exception of item III(y) Carried by unanimous vote (Ochoa/Mullings).
Item III(y) – Michelle Jara-Rangel pulled the item to inform the Board that the enrollment numbers previously included in the PRE Committee agenda packet were incorrect, but have since been corrected and are included in the Board agenda packet, and the correction is noted in the minutes.

Motion was made and seconded to approve item III(Y). Carried by unanimous vote (Ochoa/Echeverria).

IV. New Business

a. Agreement for the Merger and Integration of California Veterans Assistance Foundation (CVAF) – Jeremy Tobias, Chief Executive Officer – ***Info Item***

Jeremy Tobias reported that CAPK entered into discussions with CVAF to merge several months ago and following a vigorous evaluation of documents, consultation with the Board, senior management staff, and CAPK's legal representatives, both parties have signed a Letter of Intent for CAPK to acquire CVAF. Jeremy provided a brief summary of the services provided by CVAF, which began in 1998, and stated the intent is to move CVAF staff and programs to CAPK without disruption of services to clients currently being served. Some of CVAF's contractual funding requirements require that a minimum of one Board seat must be designated for a current or formerly homeless Veteran. The person currently serving in that capacity on the CVAF Board will be recommended for appointment by the CAPK Board to assume the vacant seat under the Private Sector effective March 1, 2025. The effective date of the merger agreement will be March 1, 2025; however, the effective date for the closing of the merger will be October 1, 2025. CAPK's attorney Alex Dominguez provided a detailed explanation of how the merger is structured and answered questions from Board Members.

Fred Plane asked what would happen if there were a disagreement between the current CAPK & CVAF Boards. Alex responded that a nonprofit management entity would be created for oversight if needed. There is a dispute resolution process during the interim period. A detailed resolution will be drafted that will include authorities granted to CAPK from CVAF during the interim.

Curtis Floyd asked about the service agreements and contracts to be completed by September 30, 2025, and suggested that at least 4 members of the CAPK Board be added to the CVAF Board through the completion of the merger. Alex said it is something that can be considered and explained how that might take place. Curtis also asked about the insurance coverage during the interim and Alex said that he will work with CAPK staff to ensure the proper coverage is held for both entities.

Fatima Echeverria asked how CVAF will be referenced under the CAPK umbrella. Jeremy Tobias replied that a new Veterans Services Division would be created and report to the Chief Program Officer.

Denise Boshers asked about the date that the CVAF funds will be transferred to CAPK. Jeremy replied that the we are planning for funds to move over on or around March 1, 2025,

Michelle Jara-Rangel asked about potential conflict of interest with the new Board Member coming over from CVAF due to his private business. Jeremy informed the Board he has been made aware that he can no longer submit bids on CAPK projects.

Jeremy introduced Deborah Johnson, an Army Combat Veteran, and current President of CVAF who provided a summary of her background and experience and more information about the CVAF programs.

Maritza Jimenez said she is familiar with Deb's work and feels that CAPK is a great fit and thanked Deb for trusting CAPK to proceed with the merger.

Lisa McGranahan reported that the the current plan is for CVAF employees to transfer to CAPK effective March 10, 2025 under the new Veteran Services Division, reporting to Louis Gill, Chief Program Officer (CPO). Jeremy Tobias added that part of this reorganization includes moving the Youth & Community Services Division under the Community Development umbrella, reporting to Pritika Ram, Chief Business Development Officer. This will

free up time and bandwidth for the CPO to effectively transition the CVAF programs into CAPK. Lisa also provided a brief summary of the steps taken to adjust job descriptions and the use of the CompEase system to ensure that the job descriptions and salaries are in line with CAPK for the CVAF staff coming over. Lisa also explained that some of the Job Descriptions that include hyphens, must remain that way until after the completion of the merger, due to the strict requirements of some of the existing funders. Once the merger has been concluded, some of the job descriptions will be changed to fall in line with CAPK job descriptions. Michelle Jara-Rangel asked if the CVAF employees transitioning to CAPK will be housed in the Administrative Office, and Lisa reported that staff will remain at their current locations.

Tracy Webster provided fiscal components to the merger and recommended engagement with our auditors from Daniells Phillips Vaughn & Bock (DPVB) with a cost of $18,000 to ensure that bank balances agree and validate that the funds recognized are accurate for CAPK's books. Tracy also provided a list of funding sources from CVAF for the Board's review.

Emilio Wagner provided an overview of the CVAF facilities, all of which are included in the agenda packet with specific details about each property and also noted that CVAF currently has 7 leased vehicles.

Jeremy Tobias concluded the presentation and said that the CAPK Bylaws will need to be amended to include the requirement for a homeless/formerly homeless veteran. A copy of the Bylaws with the proposed changes is included in the agenda packet, along with the biography of the prospective Board member who will attend the February Board meeting to introduce himself. Jeremy advised the Board that there will be several action items regarding the merger at the February Board meeting.

Maritza asked if this particular Board member will have a term date. Jeremy replied that we have an opening to be filled under the Private Sector and there is a 5-year term date, with the option for him to reapply at the conclusion of his term. Jeremy also noted that in the Bylaws, there is a provision whereby outside consultants can be used as an option to fill specific Board background requirements until a candidate that meets the specific criteria can be seated. Gina Martinez asked about adding an additional seat to the Board, but Jeremy Tobias said that we would need to add three seats, one for each sector and did not recommend that as an option.

b. Risk Insurance Renewal Update – Emilio Wagner, Chief Facilities and Technology Officer - ***Info Item***

Emilio Wagner provided an update for the Risk Insurance Renewal and said that staff are not prepared to make a recommendation at this time as further evaluation is warranted, but a recommendation will be made at the February meeting ahead of the March 1 renewal date. Emilio introduced staff from Insurica who provided the preliminary results from their efforts to secure the best possible coverage and renewal rates, all of which are included in the agenda packet.

c. Approval of Contract with Puiser Construction – Maria Contreras, Director of Facilities – ***Action Item***

Maria Contreras presented the above action item and explained the process for requesting bids for the completion of the Sterling Center Phase 3 of the remodel. Puiser Construction was selected as the contractor and staff requests approval to authorize the CEO to execute the contract and any future amendments.

Michelle Jara-Rangel asked about the start date, and if there will be any disruption to the classrooms. Maria responded that work would begin once the contract has been signed and confirmed there would be no disruptions. Michelle also asked if the construction staff is required to have background checks since children are onsite. Emilio said no, construction staff will never be alone with students so it is not required.

Curtis Floyd noted that under the procurement results, only 2 contractors responded. Maria replied that others attended the job walk, but did not respond. Maria and Emilio confirmed that some contractors do not have staffing levels to complete the project and therefore did not submit a bid.

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

d. Cal-AIM Program Update – Rebecca Moreno, Director of Housing & Supportive Services – ***Info Item***

Rebecca Moreno provided a brief update for the Cal-AIM program and discussed the current services offered in Bakersfield and Mojave, and noted the program has received awards from CalCAPA and KHS for program services. Staff, including members of the Grant Team, are working to identify potential funding opportunities to enable the expansion of 14 different service lines while also seeking to provide services in all outlying areas. Rebecca provided more detail as outlined in the attached PowerPoint presentation.

e. Kern Health Systems Cal-AIM Enhanced Care Management (ECM) Program Contract – Rebecca Moreno, Director of Housing & Supportive Services – ***Action Item***

Rebecca Moreno presented the above action item and provided an overview of the role of the ECM and CAPK's program goals and recommended approval of the contract for services with Kern Health Systems for Cal-AIM ECM and authorization for the CEO to execute the contract and future amendments.

Motion was made and seconded (Martinez/Mullings) to approve staff's recommendation. Carried by a vote of 11 in favor and 2 opposed (Floyd and Rangel) with one abstention (Jimenez).

f. New Job Description: Program Administrator Cal-AIM – Rebecca Moreno, Director of Housing & Supportive Services – ***Action Item***

Rebecca Moreno presented the above action and requested approval of the Cal-AIM Program Administrator job description.

Fred Plane emphasized that he preferred that the job description go before the Personnel Committee before coming to the Board for approval. Rebecca replied that the timing was a factor as to why it was coming straight to the Board.

Curtis Floyd said he is not comfortable about moving this item forward, and noted the contract that was approved above is troublesome and requires further evaluation from CAPK's attorney. Curtis feels the HIPPA requirements could present a big problem and wants this item to be vetted by the Personnel Committee. Fred Plane concurred with Curtis and added that there are stiff fines involved if there are compliance issues and the Board needs more time to review, after it has been vetted by CAPK's attorney and the Personnel Committee.

Motion was made and seconded to refer this item to the Personnel Committee for review. Carried by unanimous vote (Floyd/Ochoa).

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

Tracy Webster presented the above action item and provided a comprehensive report on the state of the financial statements as of November 30, 2024.

Motion was made and seconded to approve the Financial Statements for November 2024. Carried by a vote of eleven in favor and one abstention by Fatima Echeverria (Jara-Rangel/Jimenez).

h. Employee Giving Program – Martha Leon, Donor Relations Administrator – ***Info Item***

Martha Leon introduced herself and described her role with the Foundation. Martha announced that the Employee Giving Campaign was launched earlier in the month whereby employees can now donate to a CAPK program via payroll deduction. Maritza Jimenez asked if there would be some sort of recognition for employees that have signed up. Martha replied that employee donations are considered private.

V. Advisory Board Reports

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

Fatima Echeverria presented the above action item and said the first meeting of 2024/2025 was held in November. Approved recruitment and selection plan, elections took place for Policy Council and confirmed that she has been reappointed to be the Policy Council's representative for the CAPK Board.

Motion was made and seconded to approve the Head Start Policy Council Report and all items. Carried by unanimous vote (Ochoa/Jara-Rangel).

VI. Chief Executive Officer Report

a. National Community Action Foundation (NCAF) Master Class Series

Jeremy Tobias reported that the agency has purchased the NCAF Master Class Series, an on-demand training course for Board Members and senior staff. Paula will send additional information to the Board in the coming weeks.

b. 2025 Read Across America will be held on Tuesday, March 4th.

Jeremy reminded the Board that the 2025 Read Across America will be held on March 4th and encouraged all to participate if their schedules allowed.

VII. Election of Board Officers

a. Call for Nominations

The following Board Members were nominated to serve as Board Officers from February 1, 2025 – January 31, 2026:

Board Chair – Denise Boshers, Maritza Jimenez, and Michelle Jara-Rangel
Vice Chair – Denise Boshers, Gina Martinez, and Michelle Jara-Rangel (who declined for scheduling conflicts)
Secretary – Gina Martinez, Fatima Echeverria, and Fred Plane
Treasurer - Michelle Jara-Rangel, and Fred Plane

b. Voting for Board Officer Positions

Voting for all positions took place by ballot.

c. Reading of the Election Results

Board Chair – Maritza Jimenez
Vice Chair – Denise Boshers
Secretary – Gina Martinez
Treasurer – Michelle Jara-Rangel

VIII. Board Member Comments

Yolanda Ochoa announced that she and her daughter are running for Whisky Flat Days Mayor. The event takes place in February, and she appreciates everyone's support.

IX. Closed Session

Motion was made and seconded to enter into closed session at 2:43 pm. Carried by unanimous vote (Jimenez/Jara-Rangel).

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.

   Item cancelled.

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

c. Reconvene into Open Session

   The Board reconvened into open session at 3:15 pm.

X. Closed Session Report

Jeremy Tobias reported that the Board concluded the evaluation of the CEO, and approved a merit based 2% wage increase and a 4% one-time contribution to the employee's 457(b) account. Also, the Board approved the reimbursement to the CEO of the monthly base dues for social or networking clubs the CEO may join and approved the CEO to establish a similar policy for Executive Management staff.

XI. Next Scheduled Meeting

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

XII. Adjournment

The meeting was adjourned at 3:17 pm.

DATE February 12, 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 Chair, Gina Martinez called the meeting to order at 12:02 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: Gema Perez, Yolanda Ochoa, Gina Martínez

Absent: None

Others Present: Jeremy Tobias, Chief Executive Officer, Pritika Ram, Chief Business Development Officer, Yolanda Gonzales, Director of Head Start/State Child Development, Tracy Webster, Chief Financial Officer, Lisa McGranahan, Chief Human Resources Officer Freddy Hernandez, Director of Youth and Community Services, Maria Contreras, Director of Operations

Public Comments

No one addressed the Committee.

3. **Program Presentation**

a. Head Start/ State Child Development, presented by Letisha Brooks, Center Based Program Administrator

The Head Start wellness team presented their program by highlighting key initiatives designed to support staff well-being. One of the featured items was the monthly wellness calendar, which includes activities such as writing a gratitude list, maintaining a healthy diet, and fostering positive communication. Another initiative is the monthly wellness challenge, created to encourage healthier habits. This includes meditation videos aimed at helping staff cultivate mindfulness and personal growth. Additionally, the team introduced a mentorship program for new hires to support them during their probationary period and improve retention. The program focuses on connection and support, one-on-one meetings, and ongoing professional development. Each new hire is paired with an in-house mentor in a leadership role, helping them identify areas for improvement and succeed in their positions. Some highlights of the mentorship program include 100 mentees who have participated, with positive experiences that have contributed to both their professional and personal growth. The wellness program has also established designated wellness spaces in five Head Start locations: Broadway, Fairfax, Primeros Pasos, Sterling, and Vineland. Four of these locations are in Kern County, one is in San Joaquin County. These wellness spaces, separate from traditional lunchrooms, provide areas for meditation and various wellness activities. This program has been a

collaborative effort, and staff have provided positive feedback, expressing that the wellness rooms offer a space to reset and remind them of their purpose in the workplace.

4. <u>New Business</u>

a. January 2025 Program Reports presented by Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram shared that at the next PRE Committee meeting, the final calendar year numbers for agency programs submitted to the state will be presented and then provided highlights from a few select programs. For the Housing and Supportive Services Division, Pritika reported that the M St. Navigation Center served 126 overnight and 1,100 case management services (duplicated count) in the month of January. They also served 7,800 meals and transitioned 2 individuals into permanent housing. The Food Bank distributed 22.5 million pounds of food and recorded 2.4 million engagements (duplicated count) throughout the year. As staff continue working with commodity and food pantry partners, Pritika noted they have exceeded volunteer opportunities. The Friendship House Community Center had 24 students participate in the STEM program and through the CalVIP program, 2 students received a winter shopping experience. The 2025 Mixer is being actively planned, and the center is actively pursuing another violence prevention grant opportunity. The 211 program key data points include 15,468 calls with a 91% success rate in call completion. There is a high demand for food, utility and homeless services. The 211-call center is working on integrating new technology to streamline operations and reduce wait times. The program is also continuing to secure contracts with United Way and local partners.

Yolanda Ochoa inquired about the Food Bank's duplicated engagement numbers. Pritika clarified that engagements are counted as duplicated when the same individual visits the same site multiple times. The goal is to implement a CRM system to more accurately track engagement. Jeremy Tobias added that while there is nothing inherently wrong with duplicated counts, we are required to report on both duplicated and unduplicated numbers. Currently, the Food Bank does not have enough detailed data to determine whether individuals receiving food assistance are also enrolled in other CAPK programs. While most programs have tracking systems in place, the Food Bank and the VITA program still need improvements in this area.

Motion was made and seconded to approve the January 2025 Program Reports. Carried by unanimous vote (Ochoa/ Perez).

b. January 2025 - Application Status Report & Funding Profiles presented by Karen Vazquez, Senior Grant Analyst – ***Action Item***

Karen Vazquez presented the application status report and provided a brief summary of the current status of grants that have been submitted for consideration and also provided an overview of the funding profiles under $50,000.

Motion was made and seconded to approve the January 2025 Application Status Reports & Funding Profiles. Carried by unanimous vote (Ochoa/Perez).

c. January 2025 Head Start/State Child Development Division/Program Monthly Activity Report presented by Robert Espinoza, Enrollment and Attendance Manager - ***Action Item***

Robert Espinoza presented the report on behalf of Carol Hendricks and shared that the Head Start Division successfully met the state's enrollment benchmark of 97%, achieving 100% enrollment for both Early Head Start and Head Start programs. In terms of direct service positions, there are currently only 11 vacancies, which is a significant accomplishment. Additionally, the new hire cohort has begun onboarding new mentees. This past month, the department hosted a Fatherhood Conference, which saw over 200 attendees participating in various activities.

Motion was made and seconded to approve the September 2024 Head Start/State Child Development Program Activity Report. Carried by unanimous vote (Ochoa/Perez).

5. Committee Member Comments

Yolanda Ochoa expressed appreciation for the long-overdue wellness program and was pleased to see its implementation.

Jeremy Tobias recognized the Head Start program for achieving full enrollment and noted that an additional Board Member will be joining the PRE Committee in March.

Yolanda Gonzalez reminded committee members that the Read Across America event begins on March 4th. Anyone interested in participating can reach out to Paula to volunteer as a reader for the children. Gina Martinez inquired whether there are Spanish-only classes available. Yolanda responded that a dual-language curriculum is being implemented across all sites and there also Spanish speaking sites.

6. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
March 12, 2025
CAPK Administrative Office, Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 12:42 pm

CAPK HEAD START

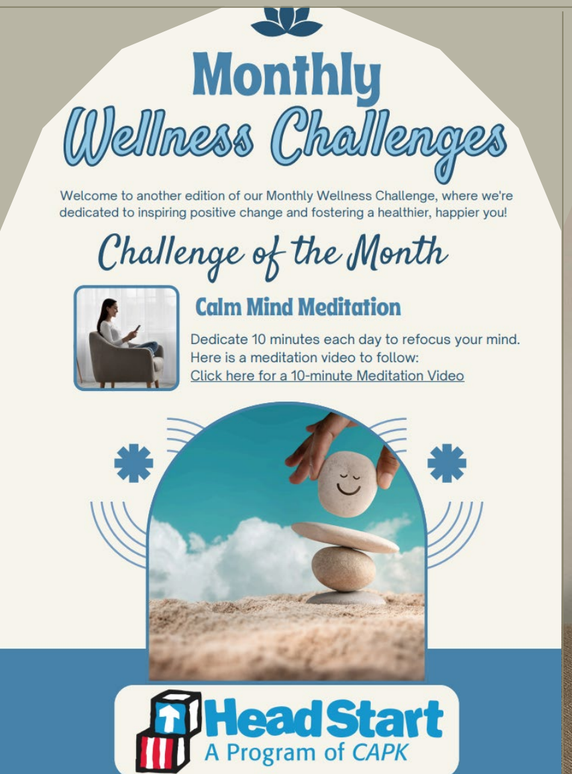
WELLNESS PRESENTATION





Presented By: Head Start Division

WHAT WILL WE COVER?







Monthly Calendars

Monthly Wellness Challenge Activities

New Hire Mentoring Program

Wellness Spaces

Program Overview



1302.45 Supports for mental health and well -being.

(a) Program-wide wellness supports. To support a program-wide culture that promotes mental health, social and emotional well-being, and overall health and safety.

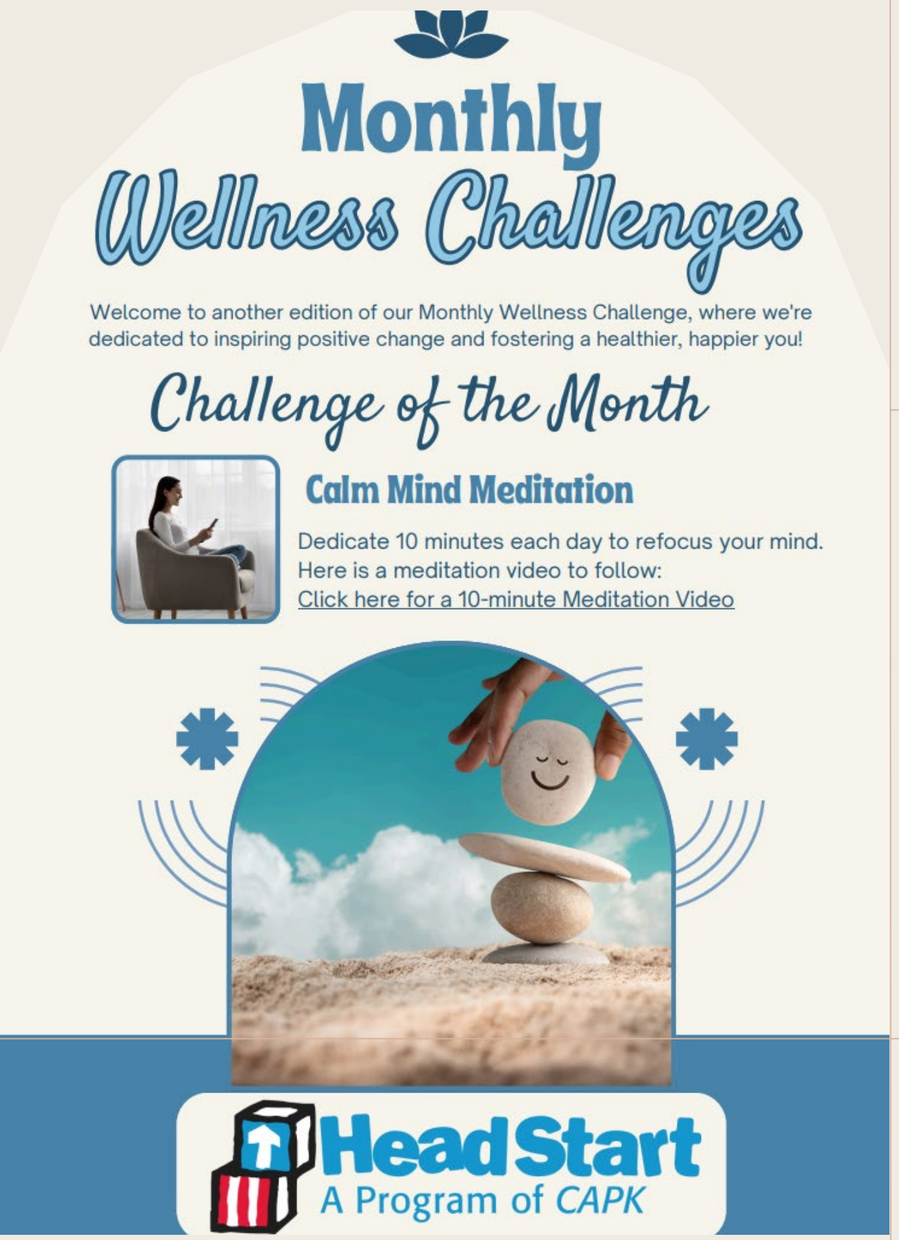
WHY WELLNESS?

MONTHLY WELLNESS CALENDARS



Wellness Activities

- Shared monthly with staff
- Posted in break spaces
- Utilized in team meetings as ice breaks
- Way of connecting with peers



MONTHLY WELLNESS CHALLE

Shared monthly with staff to promote wellness and healthy habits.

NEW HIRE

MENTORSHIP PROGRAM

The NHM program was developed as part of our divisions program goals and objectives under Goal #1 Workforce, to support retention and growth for new hires in their 6 - month probationary period.

01 Connection & Support

02 One on one meetings &/ or check-ins

03 On-going program development & succession



NHM Mentee Testimonials



“The New Hire Mentorship Program at CAPK has been an invaluable source of guidance, encouragement, and professional growth. Through the support of my mentor, I have gained the confidence and skillset to navigate challenges and make a meaningful impact in the Home Visiting Program. I will always be grateful for my Mentors unwavering support and positive attitude.”

~Efrain Rodriguez - Ramirez, HVP Data Analyst~



"I am grateful to my mentor and the mentorship program at CAPK. My mentor was always very encouraging. He provided guidance and always made me to feel supported. "

~Elizabeth Arzeo Saabedra, Administrative Assistant~

WELLNESS SPACES

Worksite wellness matters, healthy workplaces promote a positive culture, strong work relationships, and a healthy lifestyle. Intentional environments that encourage movement and spaces that inspire mental rest and focus increase productivity, creativity, and reduce stress.



- Broadway
- Fairfax
- Primeros Pasos
- Sterling
- Vineland



Head Start and Early Head Start
Program & Child Development centers

Area 1 Mary Ann Mooney	Area 2 Lizette Bravo	Area 3 Luz Adams	Area 4 Janey Felsoci	San Joaquin Nicole Nino
Broadway Rosa Rabago Slots Allocated 37	Alberta Dillard Sharon Briggs Slots Allocated 34	Delano Girlhene Soriano Slots Allocated 60	California City Anna Nuñez Slots Allocated 17	California St. Judy Artellan Slots Allocated 24
Pete H. Parra Yesenia Rubira Esther Dodd Slots Allocated 116	Alicante Maria Villanueva Slots Allocated 17	Primeros Pasos Frances Vega Slots Allocated 67	Cleo Foran Maria Alldredge Slots Allocated 23	Gianone Avery Cox Slots Allocated 16
Shafter HS Jimmy Alvidrez Slots Allocated 17	Angela Martinez Alia Dugum Norma Hernandez Slots Allocated 75	San Diego Amber Pumphrey Slots Allocated 32	Harvey L. Hall Letisia Lopez Ysenia P. Duenas Charlette McRae Slots Allocated 146	Kennedy Tina Moua Slots Allocated 16
Shafter EHS Estefany Avitia Slots Allocated 24	Fairfax Giovanni Aragon Slots Allocated 34	Sterling Briseyda Hernandez Silvia Fernandez Slots Allocated 134	Heritage Marivel Torres Slots Allocated 17	Lathrop Roonecia Morado Slots Allocated 24
Sunrise Villa Jacinta Zepeda Slots Allocated 17	Martha J. Morgan Angela Floratos Slots Allocated 50	Willow Shawna Marks Slots Allocated 37	Oasis Carleen Bencoma Slots Allocated 42	Lodi Holly Cuxin Slots Allocated 32
Taft Maria Alicia Huizar Slots Allocated 54	Stockdale Eva Rodriguez Slots Allocated 60		Rosamond Tina Nunez Slots Allocated 34	Marci Massei Janelle Andres Slots Allocated 41
Virginia Elizabeth Martinez-Medina Slots Allocated 17	Vineland Vacant Slots Allocated 17		Tehachapi Kimberly Freiberg Slots Allocated 15	
Total: 282	Total: 287	Total: 330	Total: 306	Total: 153

Program Management Team

There are 5 areas of the Head Start Program and Managers that oversee the Site Supervisors of each Child Development Center in Kern and San Joaquin County



Thank you



February 2025 PRE Committee

January 2025 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 2025

Month	January-25	**Program/Work Unit**	M Street Navigation Center
Division/Director	Rebecca Moreno	**Program Manager**	Laurie Hughey
Reporting Period	January 1, 2025 - December 31, 2025		

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)	126	126	1,500	8%	8%
Total Clients Served	209	209	2,400	9%	9%
Pets (i.e., kennel, emotional support assistance and service pet)	14	14	75	19%	19%
Residents Under 90 days length of stay	73	73	800	9%	9%
Exits to Permanent Housing (FNPI 4b)	2	2	114	2%	2%
Exits-Self	82	82	150	55%	55%
Exits-Involuntary	9	9	700	1%	1%
Case Management Services (SRV 7a)	1,144	1,144	8,000	14%	14%
Critical Incidents	31	31	250	12%	12%
Shelter Residents Meals (SRV 5ii)	7,786	7,786	70,000	11%	11%
Number of Volunteers *(duplicated)*	135	135	100	135%	135%
Volunteers Hours *(duplicated)*	-	0	3,000	0%	0%
Safe Camping	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served (SRV 7b)	62	62	500	12%	12%
Current client census	48	48	300	16%	16%
Meals (SRV 5ii)	2,846	2,846	20,000	14%	14%
Pets	8	8	75	11%	11%
Clients moved to Shelter (SRV 4m)	0	0	15	0%	0%
Exits to Permanent Housing (FNPI 4b)	3	3	20	15%	15%
Exits-Self	4	4	50	8%	8%
Exits-Involuntary	0	0	75	0%	0%
Critical Incidents	1	1			
Safe Parking	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served	6	6	30	20%	20%
Current client census	6	6	25	24%	24%
Clients moved to Shelter (SRV 4m)	0	0	10	0%	0%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal

Community Action Partnership of Kern
Monthly Report 2025

1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	There are 2 clients participating this this co-hort for Project Hire Up. The next Recycling Lives will start in March 2025, M Street is actively recruiting clients for this next phase, and there are 8 clients working various jobs in the community (boys & Girls Club, Goodwill, Allied security to name a few.
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.	Completed
3. Increase the number of clients who transition to permanent housing by 5% from the prior year (2024 - 73 clients) to 100 clients.	2 clients were housed during the month of January 2025.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	13
25 - 34	43
35 - 44	42
45 - 54	40
55 - 61	43
62+	28
Total:	**209**

Race Demographic	Month
American Indian or Alaska Native	4
Asian	2
Black or African American	38
Hispanic/Latina/e/o	38
White	75
Multiple races	50
Client Don't know / Refused	2
No Answer	
Total:	**209**

Gender	Month
Female	79
Male	128
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:	**209**

Zip Code	Month	Zip Code	Month
86326	1	93257	1
93301	37	96080	1
93303	1	93560	1
93304	18	95823	1
93305	22	94964	1
93306	8	93561	1
93307	21	93280	1
93308	18	50014	1
93309	5	27292	1
93311	2	38109	1
93312	2	85207	1
93313	1	93203	2
92225	1		
93720	1		
93726	1		
93241	1		
90013	1		
90014	1		
93501	1		
93591	1		
92371	1		
Not specified	51		
Total			**209**

Safe Camping - Client Demographic Information

Community Action Partnership of Kern
Monthly Report 2025

Race Demographic	Month
18 - 24	4
25 - 34	7
35 - 44	12
45 - 54	22
55 - 61	8
62+	9
Total:	**62**

Race Demographic	Month
American Indian or Alaska Native	0
Asian	0
Black or African American	12
Hispanic/Latina/e/o	3
White	37
Multiple races	10
Client Don't know / Refused	
No Answer	
Total:	**62**

Gender	Month
Female	25
Male	37
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:	**62**

Zip Code	Month	Zip Code	Month
93301	9		
93304	11		
93305	2		
93306	3		
93307	4		
93308	7		
93309	7		
93311	1		
93312	3		
93230	1		
93501	1		
93277	1		
97201	1		
Not specified	11		
Total			**62**

Program Highlights
There were a total of 3 clients housed from Safe Camp during the month of January.

Community Action Partnership of Kern
Monthly Report 2025

Month	January-25	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Rebecca Moreno	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2025 - December 31, 2025		

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 7a) (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	2,679	2,679	20,000	13%	13%
Number of applicants who received a response within 24 Hours (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	2,248	2,248	18,000	12%	12%
Pending Assessments (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of clients without initial contact by the end of the month.	0	0	200	0%	0%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	6				
Encampment Resolution (SRV 7a) (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of Clients Served	83	83	450	18%	18%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	10	10	70	14%	14%
HOUSED to permanent housing placement (SRV 4o)	2	2			

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. Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.	One FTE was hired and will be starting on 12/13/2025. 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 2025

Month	January-25	**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, 2025 to December 31, 2025		

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	YTD Goal	Annual Progress	
Number of Clients Currently Served	442	442	450	98%	
Number of Referrals Received (SRV 7c)	22				
Number of Enrollments	20				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	864	864	8,100	11%	11%

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)	31	31	100	31%	31%

Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)	10	10	75	13%	13%

Day Habilitation Services	Month	YTD Goal	YTD Goal	Month Progress	Annual Progress
Number of Clients Currently Enrolled	52	52	50	104%	104%
Number of services per client per month (i.e., client accepted day services, attended day services class)	0	0	2600	0%	0%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.	Pending new hire interviews, hiring for 1 position.

2.) Broaden CalAIM services by collaborating with existing and new managed care plans to diversify the program's funding sources.	Proactively assisting East Kern Resource Center develop and improve Calaim services; exploring options to add additional ECM and CS services, submitted application to partner and become a CBO with Anthem.
3.) Engage with volunteers/providers to operate Day Services classes and proactively offer Day Services classes 2-3 hours per day.	There was 4 main courses offered, 27 classes total in the month of January. Comper Basics, Home DIY &Cleaning Workshop, General Life Skills, and Prepare-U.
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2025

Month	January-25	**Program/Work Unit**	Adult Re-entry Program
Division/Director	Rebecca Moreno Director of Housing & Supportive Services	**Program Manager**	Rosario Miranda
Reporting Period	January 1, 2025 to January 31, 2025		

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 (duplicated client counts)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	33	33	200	17%	17%
Number of Client Contacts	44	44	720	6%	6%
Client Outcomes	**Month**	**YTD**			
Number of individuals who obtained safe and affordable housing (FNPI 4b), such as Housing Subsidy or Permanent Supportive Housing (PSH)	3	3			
Number of unemployed clients who obtained employment (up to a living wage) FNPI 1b, such as Workforce Development, Education, or Employment Services	2	2			
Referrals	**Month**	**YTD**			
Number of Clients referred to Mental Health Services or Substance Abuse Services (SRV 5v)	25	25			
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling) SRV 3c	24	24			
Transitional Housing Placements (SRV 4n)	4	4			
Permanent Housing Placements (SRV 4o)	0	0			

Job Readiness Training (SRV 1f)	17	17
Job Referrals (SRV 1l)	17	17
Incentives (e.g., food vouchers, transportation, application fees, gift cards) SRV 5hh	0	0
Food Distribution (food bags/boxes, food share program, bags of groceries) SRV 5jj	0	0
Kits/boxes (i.e., toiletries, hygiene kits) SRV 5nn	0	0

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) Create a comprehensive program policy and procedure manual, including documents such as referral forms and intake/assessment forms.	
2.) Maintain strong relationships with the Parole and Probation Departments while expanding efforts to provide comprehensive wraparound services.	Attending PACT meetings monthly. Actively meeting with BPD, Probation and Parole agencies.
3.) Focus on leveraging partnerships to address critical needs such as employment support, housing stability, and additional services through programs like CalAIM, including Day Habilitation, to holistically support successful reentry outcomes.	

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 2025

Month	January-25	**Program/Work Unit**	CalFresh Healthy Living
Division/Director	Susana Magana	**Program Manager**	Alan Rodriguez
Reporting Period	January 1, 2025 - December 31, 2025		

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, distributing Indirect Education materials and resources, and creating/implementing Public Health programs that focus on improving Policy Systems and Environments (PSE's). The CFHL program also has three (3) subcontractors that assist in carrying out the goal of educating the K-12 school population.

Supplemental Nutrition Assistance Program-Education(SNAP-Ed) eligible participants, receiving Nutrition Education (SRV 5ff)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Community Action Partnership of Kern (CAPK) Direct Education provided.	46	46	1,100	4%	4%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	887	887	9,500	9%	9%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	199	199	4,000	5%	5%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	446	446	7,500	6%	6%

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.	**Month**	**YTD**			
Community Action Partnership of Kern (CAPK) Direct Education provided.	225	225			
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	25	25			
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	77	77			
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	0	0	**YTD Goal**	**Annual Progress**	
Total (distributed printed material)	327	327	20,000	2%	

Policy Systems and Environmental Changes (PSE's)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**

Partner with six (6) agencies/program to evaluate and implement the Nutrition Pantry Program (NPP) to implement Trauma Informed Care practices with-in the food pantry.	1	1	6	17%	17%
Partner with three (3) health centers (clinics) to implement Food Insecurity screening practices.	0	0	3	0%	0%

Program Strategic Goals	Progress
1. Achieve and maintain full staffing levels by implementing targeted recruitment strategies and enhancing employee retention through professional development, competitive compensation, and fostering a supportive workplace culture.	Professional development has continued through program meeting in January, where leadership, opportunity and respect were the focus of the CFHL team discussion. The team was engaged through activities. Also onboarded one new Health Educator in the month of January. CFHL program is pending budget approval to move forward with comp ease to continue to foster competitive compensation and foster a supportive workplace culture.
2. Advance Policy, Systems, and Environmental (PSE) initiatives by strengthening community partnerships, implementing sustainable strategies, and creating impactful changes that improve access to healthy food and physical activity for low-income Kern County residents.	South High School signed MOU to begin implanting the Nutrition Pantry Program at their Spartan Market. CFHL drafted MOU and sent it over to Premier Valley Medical Group (PVMG) - Columbus clinic for review/edits. Currently pending response to move forward with Food Insecurity Screen and referral intervention.

Program Highlights

The program has kicked off the year on a fantastic note. CFHL gained a new partner in the SHOP domain to continue to implement the Nutrition Pantry program and pending MOU from another partner in the LIVE domain. The program also facilitated Spanish nutrition classes at Orangewood Elementary. In addition, the LIVE domain scheduled time to meet with Project Food Box, who produces weekly food boxes to participants eligible for Medically Tailored Meals. This may be a great organization to collaborate as the LIVE domain continues to work with Health care clinics.

Community Action Partnership of Kern
Monthly Report 2024

Month	December-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	58,763	702,594	600,000	10%	117%
Pounds Distributed	908,955	10,407,425	10,000,000	9%	104%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Pantry Program	138,331	1,309,537	1,000,000	14%	131%
Pounds Distributed	329,471	4,384,782	5,000,000	7%	88%
Fresh Rescue	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements *(Not included in Pantry Prgm)*	4,891	39,098	150,000	3%	26%
Pounds Distributed *(total)*	313,034	2,071,033	1,250,000	25%	166%
Commodity Supplemental Food Program (CSFP)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - CSFP	5,390	63,946	60,000	9%	107%
Pounds Distributed	192,209	2,376,909	2,000,000	10%	119%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Free Farmers Markets *(includes some connected to TEFAP*	12,884	183,545	175,000	7%	105%
Pounds Distributed	186,666	1,148,553	1,200,000	16%	96%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Brighter Bites	2,848	36,719	30,000	9%	122%
Pounds Distributed	34,256	280,434	450,000	8%	62%
Snack Attack	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Snack Attack	459	16,508	15,000	3%	110%
Pounds Distributed	1,200	10,989	12,500	10%	88%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Community Events	4,192	19,192	15,000	28%	128%
Pounds Distributed	402,440	1,810,633	1,200,000	34%	151%
Totals	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Neighbor Engagements	227,758	2,377,191	2,045,000	11%	116%

Total Pounds Distributed (SRV 5jj)	2,368,231	22,490,757	21,112,500	11%	107%
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)	54	528	350	15%	151%
Other Volunteers (i.e., general public, duplicated)	271	2,521	1,750	15%	144%

Explanation (Over/Under Goal Progress)

December 2024 marks the end of the year for the Food Bank. Looking at full year data as it relates to the goals set, we saw measurable growth in virtually all areas/programs of the Food Bank. In the area of fresh rescue, the number was low because we determined early in the year after setting the initial goal, that we needed to adjust how we measured engagements to ensure we weren't double counting. We left the goal unchanged, but will adjust for 2025. Overall, in 2025 the Food Bank distributed 22.5 million pounds of food and provided food insecure Kern County neighbors with emergency food resources more than 2.3 million times.

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

In December the Food Bank participated in the CAPK float for the Bakersfield Christmas parade by driving a food bank truck decorated in Christmas lights! Also in December we hosted the Shafter City Manager and other City staff for a tour and discussion about serving our neighbors in Shafter.

Community Action Partnership of Kern
Monthly Report 2025

Month	January-25	**Program/Work Unit**	Women Infants & Children (WIC) Nutrition
Division/Director	Susana Magana	**Program Manager**	Marissa Ortiz-Cortez
Reporting Period	January 1, 2025 - December 31, 2025		

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)	14,460		14,710		98%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	421		1,200		35%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	65	65	268	24%	24%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	104	104	2,000	5%	5%
WIC Presentations and Outreach Events	0	0	100	0%	0%
Publication in newspaper, television, and/or social media postings (English and Spanish)	15	15	350	4%	4%
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.	21	21	120	18%	18%
Peer Counseling Program (PCP)	**Clients Served**		**Goal**	**Annual Progress**	
Provide basic breastfeeding education and encouragement to WIC PCP participants.	232		1,000	0%	

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress

1. Enhance Nutrition Counseling Services. Strengthen the quality of nutrition counseling by providing staff with advanced training in active listening, addressing barriers to breastfeeding, and tailoring nutrition guidance to client needs. Focus on offering practical solutions and empathetic support to improve the effectiveness of sessions.	We have launched a new training model which includes post assessments to evaluate training retention and we are increasing observations.
2. Improve Client Engagement and Accessibility. Increase customer retention and satisfaction by enhancing communication channels, such as modernizing the phone system and introducing more efficient ways for clients to connect with staff. Implement strategies to ensure responsive, reliable support for clients across all locations.	We are launching zoom sessions as an option for breastfeeding peer counseling sessions in March 2025.
3. Expand Access Through Innovative Program Delivery. Explore and integrate multiple mediums for client interaction, including virtual services, to modernize program delivery and meet contemporary client expectations. Emphasize program enhancements that align with current trends and client preferences rather than relying solely on traditional program designs.	Our WIC leadership have met with Five9 and we are working to find two other bids for procurement purposes to launch a "call center" for WIC.

Program Highlights

Our program caseload is 14,710, however, we surpassed that amount with 14,748 WIC certified participants in January. The certified total includes new WIC enrollments for CAPK.CDPH WIC evaluates the certified total when determining funding increases.



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 2025

Month	January-25	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Anna Saavedra
Reporting Period	January 1, 2025 - December 31, 2025		

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)	11	11	60	18%	18%
Street Outreach and Education	55	55	75	73%	73%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	4	4
Social Security Insurance (SSI) (SRV 7i)	0	0
Medical Services (SRV 7c)	2	2
Mental Services (SRV 7c)	3	3
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	1	1
Educational and Career Development (SRV 7c)	1	1

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	45	45
House Hold Items	15	15
Hygiene Kits (SRV 5oo)	16	16
Emergency Clothing (SRV 7n)	49	49
Administrative Services & Copies	19	19
Transportation Services (SRV 7d)	4	4
Educational Supplies (SRV 2k)	0	0
Covid - 19 Supplies (SRV 5oo)	2	2

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First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	22	22	30	73%	73%
Children Receiving Case Management Services (SRV 7a)	29	29	30	97%	97%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	0	10	0%	0%
Children Educational Center Base Activities (FNPI 2b)	16	16	30	53%	53%
Children Educational Home Base Activities (FNPI 2b)	34	34	30	113%	113%
Children Summer Bridge Activities (FNPI 2b)	0	0	15	0%	0%
Collaborative Meetings Participated	1	1	12	8%	8%
Family Support Services for non-clients with children 5 and under	28	28			
First 5 Total	**130**	**130**			

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)	53	53			

CalCapa Diaper Supply Bank	Month	YTD	Annual Goal	Month Progress	Annual Progress
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	146	146	150	97%	97%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	164	164	1800	9%	9%

Walk-In Community Services (Duplicated Clients & Case Managed Clients)	Month	YTD
Administrative Services & Copies	289	289
Baby Supplies (SRV 2w)	126	126
Covid - 19 Supplies (SRV 5oo)	14	14
Court Mandated Parenting Correspondence (SRV 2w)	18	18
Educational Supplies (SRV 2k)	5	5
Emergency Clothing (SRV 7n)	364	364
Food Assistance (SRV 7c)	300	300
Household Items (SRV 7c)	15	15
Hygiene Kits (SRV 7c)	82	82

Referrals (SRV 7c)	85	85
Transportation Services (SRV 7d)	10	10

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.	The Cal-Aim program has been a great source of additional funds that will allow us to support operational expenses and client supplies.
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	We continue to meet new enterprises in East Kern, reaching out to them and informing them of all the services we provide to the East Kern Community. We recently met with Cal Portland who is now hosting a Golf Tournament on our behalf on March 8 at the Rio Bravo Golf Course.
3. Improve on-site services to more effectively connect with the East Kern target population.	We have been meeting with several community partners to discuss the needs of the East Kern communities.

Program Highlights
EKFRC CAL-AIMS program continues to grow in East Kern. Each case manager is currently working with 45 clients each, which brings us to a total of 90 clients. Each client is billed 3 times a month for different types of services provided to the client. KHS reimburses us $85 per service. CAL-AIMS clients will benefit from this program since they have so many different types of services to offer that are billable. We attended

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Month	January-25	**Program/Work Unit**	Energy & Utility Assistance
Division/Director	Fred Hernandez	**Program Administrator**	Vipassana Chawla
Reporting Period	January 1, 2025 - December 31, 2025		

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 Home Energy Program (LIHEAP) 2025	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	430	430	3,300	13%	13%
Households Served - Weatherization	6	6	150	4%	4%
Department of Energy (DOE) Bi-partisan Infrastructure Law (BIL) - Weatherization Assistance Program (WAP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Weatherization	3	3	50	6%	6%
Total Homes - Weatherized & Utility Assistance (Note: The data represents work submitted to CSD for reimbursement - delayed by 2 months)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i,)	**430**	**430**	**3,300**	13%	13%
Total Households Weatherized (FNPI 4h, SRV 4q, & SRV 4t)	**9**	**9**	**200**	5%	5%
PG&E Case Management Program	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Number of clients enrolled in the case management program (SRV7a).	477	477	2,400	20%	20%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1) Meet the PG&E goal of enrolling 2,400 clients into the PG&E Case Management Program.	At the moment we have met 20% of the goal. We hired two additional case managers in order to assist with the current work load.
2) Successfully implement the City of Bakersfield Weatherization Program and meet the contract goals.	The contract has been executed, but we are still waiting for the City of Bakersfield to provide us with the list of homes to repair.
3) Meet at least 22% of production goal for DOE BIL WAP contract	This contract has been a difficult contract to spend down due to it's current restrictions.

Program Highlights

In the month of January we successfully implemented the PG&E Case Management Program. The goal of the program is to case manage PG&E customers and assist with the removal of any barriers that keep them from paying their monthly bill. We also provide financial education, internal and external referrals for clothing, food, or any other community support service the client needs.

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Month	January-25		Friendship House Community Center (FHCC)
Division/Director	Fred Hernandez	**Program Administrator**	Lois Hannible
Reporting Period	January 1, 2025 - December 31, 2025		

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)	77	77	100	77%	77%
Summer Program (SRV 2m)	N/A	N/A	35	#VALUE!	#VALUE!
After School Program (FNPI 2c.2., FNPI 2c.3, SRV 2p)	30	30	50	60%	60%

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	0	-
Outcome/Case Managed Families (SRV 7a)	14	14
Provided Food Assistance (SRV 7c)	3	3
Assisted with Energy/HEAP Services (SRV 7c)	0	-
Crisis Intervention	0	-
Provided Mentoring Services (SRV 2p, 7c)	14	14
Assisted with relocation services/Deposit Payments (SRV 4d)	0	-
Temporary Housing Placements (SRV 4m)	0	-

Explanation (Over/Under Goal Progress)

CAPK Cal AIM assisted a Friendship House CalVIP participant with relocation services/deposit payment. Therefore, CalVIP is not reporting the relocation/deposit assistance. The assistance with those payments by Cal AIM were greatly appreciated and will allow the CalVIP team to focus on additional support services for the participant and his family. The number of participants for the Mentor program may appear high. However, recruitment for those participants have been active since July of 2024 and those youth will continue with the program until June of 2025. The FHCC Summer Program will not start until June of 2025.

Program Strategic Goals	Progress Towards Strategic Goals
1. Organize and execute successful fundraising events in collaboration with the Friendship House (FHCC) Advisory Board to generate financial support and sustain programs at the youth center.	The Friendship House Advisory Board is currently planning the 2025 Mixer & More Fundraiser. More information will be provided soon.
2. Recruit and retain dedicated Advisory Board members with the skills, networks, and passion to raise funds and support initiatives for the Friendship House sustainability and growth.	The Friendship House Advisory Board is recruiting additional members. Interviews to join the Advisory Board were held in January of 2025, which resulted in the selection of two new Advisory Board members which includes Kelly Fargo with Strata Credit Union and Jim George a retired professor from CSUB. An additional member is still being recruited.
3. Collaborate with the CAPK Executive Team to expand grant research and submission efforts for the CAPK Friendship House, ensuring resources align with and address the evolving needs of the community.	The FHCC Program Administrator worked with the Executive Team to apply for the Flexible Assistance for Survivors grant, which was submitted for consideration in January of 2025.

Program Highlights

Thanks to a grant from the Women & Girls Fund, 24 program participants in the Friendship House Girls Leading the Way Through STEM program were treated to a field trip to the California Science Center in Los

Angeles, on January 2nd. The girls explored space exploration exhibits, life science, animal habitats, watch a 3D movie on Cities of the Future, and engaged in discussions on various STEM topics, all while having fun.
In January of 2025 two CalVIP participants were assisted with basic needs of winter clothes. Each participant was taken to JCPenny where they each were allowed to pick out $250 worth of clothes. One youth reported that was his first time ever being taken to shop for clothes.

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Month	January-25	Program	Shafter Youth Center (SYC)
Division/Director	Fred Hernandez	Program Manager	Angelica Nelson
Reporting Period	January 1, 2025 - December 31, 2025		

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
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	17	17	40	43%	43%
Summer Program (SRV 2m) June/July			60	0%	0%

Community Programs	Month (New)	YTD (unduplicated)
Fitness Boot Camp, Zumba and Adult Basketball	56	56
Girls Scouts, Community Meeting Space, Dignity Mental Health Support, etc. (group count)	1	
On Site Collaboration: Energy, VITA, Food Bank	2	

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates, distributions (e.g., food, diapers)	0	0	6	0%	0%

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.	Student progress reports and report cards have been collected from the beginning of the school year. 80% of the students have maintained their grades, while 15% have shown improvements. Individual support strategies have been put into place to assist students.
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.	The search for additional funding continues with the help of CAPK Foundation and CAPK Grants team
3. Support the Exploration of Interests and the Development of Skills and Creativity for Youth.	Staff and students held an informal discussion on the current interests and sought what they would like to experience withing the After School Program.

Program Highlights

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Month	1-Jan	**Program/Work Unit**	Volunteer Income Tax Assistance (VITA)
Division/Director	Fred Hernandez	**Program Manager**	Jacqueline Guerra
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

The CAPK VITA program offers free tax preparation services. This service is available to low-to-moderate income individuals, the elderly, persons with disabilities, and limited English-speaking taxpayers. Additionally, the CAPK VITA program provides ITIN (Individual Taxpayer Identification Number) services through Certified Acceptance Agents (CAAs). CAAs are authorized by the IRS to assist individuals who do not qualify for a Social Security number but need an ITIN for tax filing purposes.

CAPK current year 2024 e-filed Tax Returns (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Federal	278	278	8,250	100%	3%
Social Security Number (SSN)	265				
Individual Taxpayer Identification Number (ITIN)	13				
State	278	278			
Social Security Number (SSN)	265				
Individual Taxpayer Identification Number (ITIN)	13				
CAPK 2019-2023, Paper Filed, and Prior Year Returns (total YTD added to Federal YTD) (SRV 3o)	**Month**	**YTD**			
Paper-filed, and Prior year returns (federal)	9	9			
Social Security Number (SSN)	7				
Individual Taxpayer Identification Number (ITIN)	2				
Paper-filed, and Prior year returns (state)	9	9			
Social Security Number (SSN)	9				
Individual Taxpayer Identification Number (ITIN)	2				
CAPK Refunds and Credits (SRV 3o)	**Month**	**YTD**			
Federal Refunds	$384,719.00	$384,719			
State Refunds	$112,574	$112,574			
Federal Earned Income Tax Credit (EITC) *(income limit $66,819 per household)*	$791,986	$791,986			
California Earned Income Tax Credit (CalEITC) *(income limit $131,950 per household)*	$53,781.00	$53,781			
Total Refunds and Credits		**$1,343,060**			
Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications **(Note: duplicate of Federal Tax Returns Completed)**	**Month**	**YTD**	**Goal Adjusted**	**Month Progress**	**Annual Progress**

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Applications (New/Renewal)	4	4	200	2%	2%

Explanation (Over/Under Goal Progress)

State refunds and CalEITC amounts may be inaccurate due to the inability to retrieve a State Paper report.

Program Strategic Goals	Progress Towards Goal
Persist in fostering connections within rural communities to extend outreach and engage with a larger number of clients.	

Sub-contactor: United Way Central Eastern California Current year 2024 e-filed returns	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal		0	3,250	0	0
State		0			
UWCEC 2019-2023 Paper Filed, and Prior Year Returns ***(total YTD added to Federal YTD)***	**Month**	**YTD**			
Paper-filed, and Prior year returns (federal)		0			
Paper-filed, and Prior year returns (state)		0			
Sub-contactor: United Way Central Eastern California Refunds and Credits	**Month**	**YTD**			
Federal Refunds		$0			
State Refunds		$0			
Federal Earned Income Tax Credit (EITC) (income limit $66,819 per household)		$0			
California Earned Income Tax Credit (CalEITC) *(income limit $31,950 per household)*		$0			
Total Refunds and Credits		**$0**			

Program Highlights

Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

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Month	January-25	**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, Eric Martinez, Rommel Almanza
Reporting Period	January 1, 2025 - December 31, 2026		

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	91	70	66	66
Power App Enhancements	5	7	1	1
Paginated Reports/ Power bi reports/ Dashboards	3	2	4	4

Projects	*Description of Status*	*Current % Status*
211 Optimizations	Discovery Phase	25%
Adult Reentry Program	Scheduled to deploy to UAT in February	40%
CalFresh Healthy Living CRM	Deployed to UAT January 2025	80%
CSBG 2024 Report	All available program files processed	100%
M Street	Scheduled to deploy to UAT in February	45%
SMS- CRM Integration	Project plan being created	20%
HMIS Email Campaign	Development Finalized	40%
Feeding America Service Insights Project	Testing Application and Configuring System	30%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	411	637	386	386

Construction Projects	*Description of Status*	*Current % Status*
Central Kitchen		
McFarland & Tehachapi Modulars		
Barnett House		

Major Maintenance Projects		*Description of Status*	*Current % Status*
Angela Martinez		Staff Development TI nearing completion.	90%
Stockdale HS		South Side of building under TI Playard permit obtained. Added a new CO for Door and IT Rm light Parking Lot Signage	75%
EKFRC		East Kern new office space TI began laundry room	90%
Sterling Remodel Phase 1 & 2		Temp Kitchen Kitchen Remodel Plans finalized	90%
Sterling Remodel Phase 3		Awarding Contract	10%
Sterling Block Wall		Property Line Site Survey	5%
Alberta Dillard		Survey Complete Working of Property Line Discrepancy's	5%
Harvey Hall		Awarding Contract & Scheduling Walks with Architect and Contractor Selected	15%

Food Bank		Food Pantry & Lobby Remodel	10%
Primeros Pasos		Kitchen Remodel	100%

Information & Technology

Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	533	188	721	721

Information & Technology Projects	*Description of Status*	*Current % Status*
Ring Central Migration	leaving Mitel to Ring Central for VOIP	*30%*
MS Intune/Defender	ability to capture devices in Microsoft	*60%*
DC04	Group Policy fix	75%

Risk Management

Workers Compensation Claims	Reported	Reported YTD
For Report Only	11	11
First Aid	2	2
Medical	1	1
Modified Duty	0	0
Lost Time	2	2
Under Investigation / Non-Industrial / Students / Parents / Volunteers / Clients	2	2
Property	2	2
Vehicle Incident / Grand Theft Auto	0	0
Motor Vehicle Accident	0	0
Work Place Violence / Over Doses / Death	0	0
Total	**20**	20

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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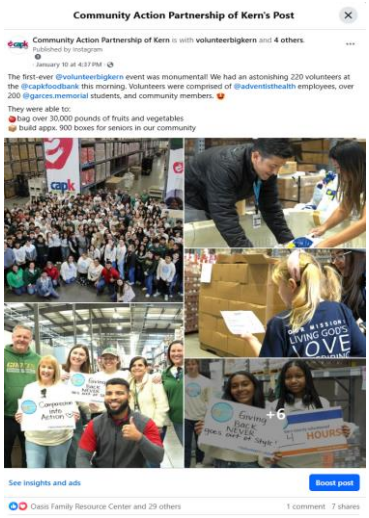
Month	January-25	**Program**	Community Development
Division/Director	Pritika Ram	**Program Manager**	Catherine Anspach, Vanessa Mendoza, Savannah Maldonado-Oates
Reporting Period	January 1, 2025 - December 31, 2025		

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	18,121	18,121	250,000	87%	7%
Facebook Impressions (i.e., number of times users see content)	412,598	412,598	1,750,000	283%	24%
Other Social Media Impressions	43,164	43,164	275,000	188%	16%

Highest Performing Post



https://www.facebook.com/capkern/posts/pfbid033xXVpdHdz8wycDC2S1wkegPDgUBoJPBjrpnU6VtMNhTXPEesbQDm55c4oqqJg4a7l

4,352 impressions How many times the post came across screens)
2,480 reach (how many individuals saw the post)
37 interactions (how many liked, commented, or shared)

Outreach Special Projects

Met with Christian Clegg to discuss upcoming year and partnership opportunities
M Street Christmas Luncheon video produced and shared on communication channels
Met with outside firm to discuss purchasing their volunteer management software.
Team assisted with the planning, marketing, and logistics of the 2nd annual fatherhood conference
Fatherhood Conference highlight video produced and shared on communication channels
Met with FHCC advisory board and FHCC leadership about the annual mixer
Completed communications plan and messaging for announcement of CVAF integration
Organized and hosted 250 volunteers for volunteers big kern day at the food bank and provided media support
Met with VITA team to plan marketing campaign for VITA tax season
Developed new VITA website for program with updated features, navigation tools, and easier access to services for clients
VITA Marketing Campaign developed: Media Buys, Content Development, Scripts for Radio, and Media Packages created (ongoing)
Met with HS SJ team to discuss marketing needs
Presented agency services to Child Support Case Managers
Continued planning for Food Bank's Agency Partner Conference: Video Request, Run of Show, Talking Points, Graphics, and Awards.

Developed 2025 CAPK event calendar
Began planning 2024 annual report
Joined a podcast on moneywise to discuss services
Planned and executed 2025 CalEITC Awareness Day Presser
MCAP marketing request for custom Letterhead and Envelopes
KHEP committee representation and continued planning for community engagement events
Discovery Meeting with City of McFarland: Assisting in organizing resource fair for city festival
Promotion for Friendship House Advisory Board positions: social media and email marketing
Head Start marketing request for custom banners
Assisting CalFresh Healthy Living with internship inquires
Captured, sorted, and edited media for Tri-Counties donation to WIC and MCAP
Sponsorship recognition for Oasis Family Resource Center
Creation of internal outreach cohort program for CAPK staff
Client Success Story: VITA program released
Meeting with Foundation to overview asks and deliverables: Collateral, video, social media content, and email marketing
Ongoing marketing support for Grant teams Community Needs Assessment survey and community focus groups
Outreach Advocacy
Prepared documents for NHSA Winter Institute DC visit as well as scheduled visits with Harder and Valadao's staff
attended weekly 211 network advocacy meeting to discuss budget ask
Advocacy Watch-list
OMB Budget freeze
Executive orders regarding funding, DEI, and immigration
CALFOODS
Projects
The Kern Coalition has made significant progress in finalizing key elements for the Catalyst Phase of the CA Jobs First initiative. This includes completing the convener scopes of work and budgets for the Catalyst Phase, finalizing the RFP for project submissions, and reviewing the scoring matrix created by the Governance Council to evaluate proposals. Additionally, the Coalition finalized and submitted three activation plans focused on advanced manufacturing, advanced agriculture, and the clean economy to the state on January 31, 2025. To support ongoing workforce development efforts and secure funding for projects outside the original scope of the CA Jobs First initiative, the Coalition has decided to expand its grant-writing capacity. This will involve researching and applying for additional grants aligned with current efforts. The Coalition is also preparing to launch the first series of subregional collaborative meetings in February 2025. These meetings will allow local stakeholders and industry representatives to come together and discuss Catalyst Phase projects that meet the criteria/scoring matrix and align with the initiatives overall expectations. Another important component to keep in mind is for subregions to develop competitive proposals to secure additional dollars from implementation funding, ensuring these projects are fully executed.

Community Services Block Grant (CSBG)	Results Oriented Management & Accountability (ROMA)
Preparing for the submission of the CY 2024 CSBG report.	Staff are undergoing re-certification.

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Foundation
Strategic meeting with Anthem team and Food Bank team to further partnership opportunities
Attended Bakersfield West Rotary as guest. Will be joining next month. Meetings are every Wednesday. BWR has roughly 68 members from a cross section of business industries.
Served as guest, along with Savannah Oates on Moneywise radio show and podcast to speak about CAPK and ways to support.
Developed communication and collateral for Employee Giving Campaign with first email sent to all employees on 1/7/2025.
Meeting with Bland Solar Management Team and Freddy Hernandez to discuss 40 year anniversary and partner opportunity with CAPK Energy
Solicited all past sponsors of 2024 Gourmet For Good. Prospected a list of additional companies to solicit. Secured $51,500 in sponsorship
Met with marketing and outreach team to establish and review a checklist of items with assigned deadlines.
Participated in the citywide event, Volunteer Big Kern which benefited the Food Bank.
Participated in the grants collaboration meeting with Food Bank Pantry Partner in McFarland.
Held debrief meeting with the Friendship Advisory Board regarding 2025 fundraising.
Coordinated and executed quarterly "Lunch & Learn" Series at Food Bank to engage community partners.
Attended Leadership meeting for 5 year Strategic Planning.
Developed the webpage for Gourmet For Good with fundraising metrics. Developed invitation for mailing.
Attended the 5th Annual Circle of Friends celebration for United Way.
Attended the Annual State of the County Dinner.
Attended and presented at The Gentleman's Club luncheon representing the Food Bank as the Charity of Choice,
Held two discovery meetings with CRM companies to explore options for upgrade in 2026.

Program Strategic Goals	Progress Towards Goal
Proactively identify and pursue new funding opportunities to support and enhance our organization's mission and projects.	Onboarding and refining the Donor Relations Administrator position to concentrate on stewarding our larger donors, expanding on workplace giving and increasing overall sponsorship.
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. Advancing Anti-Hunger Month to increase donations.
Further develop and grow Foundation Board to aid in the overall fiscal growth of the Foundation.	Meeting with Chair & Vice Chair to develop new term goals and reevaluate existing board. Establish an annual board retreat in September. Vetting companies that can lead retreat.

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Month	January-25	**Program/Division**	2-1-1 Call Center Program
Division/Director	Pritika Ram	**Program Manager**	Sabrina Jones-Roberts
Reporting Period	January 1, 2025 - December 31, 2025		

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 Payment Assistance	VITA Programs
Top 3 Unmet Needs	Specialty Food Providers	Food Stamps	Homeless Diversion Programs

Information and Referral Services (I&R) Calls Handled (SRV 7c)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Fresno & Madera County	4207	4,207	20,000	21%	21%
Kern County	3914	3,914	90,000	4%	4%
Kings County	282	282	4,000	7%	7%
Merced & Mariposa County	138	138	900	15%	15%
Stanislaus County	1064	1,064	10,000	11%	11%
Tulare County	867	867	10,000	9%	9%
Total County-based I&R Calls Handled	**10,472**	**10,472**	**134,900**	**93%**	**8%**
Average Wait Time	**0:24**				
Average Handle Time	**5:28**				

Other Service Call Types Handled (SRV 7c)	**Month**	**YTD**
LIHEAP (SRV 7b)	4631	4,631
Mental Health (SRV 7c)	365	365
Total County-based and Other Calls Handled	**15,468**	**15,468**

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	9.5	**7.48**

Grant Funded Services	**Activity**	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Cal-Fresh (SNAP) Application (SRV 3l)	50	20	20	350	6%	6%
Community Health Care Program / Medi-Cal Applications (SRV 3h)	30	12	12	70	17%	17%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c)	41	28	28	125	22%	22%

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)*	30,304	30,304	225,000	13%	13%

Referrals	**Month**	**YTD**
Food-related Calls (SRV 7c)	1241	1,241
Health and Human Service Referrals (SRV 7c)	1562	1,562
Housing and Homelessness Calls (SRV 7c)	411	411
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	513	513

Total Other Services		3,727	

Explanation (Over/Under Goal Progress)
211 has achieved 8% of its annual target goal for call handling metrics. 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. 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. This includes enhancing employee retention and foster opportunities for professional growth.	The program seeks to captivate skilled candidates by streamlining the recruitment process of internal Human Resources. The program aims to offer competitive wages, language fluency and competency incentives, and opportunity for growth. 2-1-1 is staffed with 21 Full Time Information and Referral (IR) Specialists to handle standard and Low-Income Home Energy Assistance calls. The program enriches employees through strategic schedule planning, honoring traditions, and celebrating achievements or milestones. Additionally, it supports opportunities for professional development and an incentive for IR's who obtain certification as a Community Resource Specialist.
2. Enhance the efficiency and effectiveness of our call center operations in the coming year by thoroughly evaluating and optimizing the use of our tools and technologies, including CRM systems. Focus will be placed on improving call handling performance, streamlining workflows, and identifying opportunities to align staffing levels with operational needs.	The program is in collaboration with the Information Systems Team to refine its processes and maximize technology by digitizing Food Pantry and Commodities resources, enhancing the Interactive Voice Response to allow callers to obtain food pantry sites without the requirement to communicate with a Specialist, and implementing a label maker to reduce the time dedicated to application mailers.
3. Prioritize retaining existing contracts, such as partnerships with United Ways, while actively exploring and proposing new opportunities to better serve our community members. Leverage the full potential of the call center by pursuing additional fee-for-service contracts and expanding services to maximize impact and efficiency.	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.

Program Highlights
The programs' average calls handled rate is 91% white its abandoned rate is 9% amongst seven (7) campaigns. Kaiser's Community Health Care Program has closed its enrollment; however, continues efforts in enrollments for special circumstances, Medi-Cal, and Medi-Cal renewals.

Community Action Partnership of Kern
Monthly Report 2025

Month	January-25	**Program/Work Unit**	Community School Partnership Program
Division/Director	Pritika Ram	**Program Manager**	Que'Mesha Banner
Reporting Period	January 1, 2025 - December 31, 2025		

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	Resume Building	Tax Preparation	Diapers
BCSD Referral Type	M.T.S.S (8)	F.A.C.E (23)	OTHER (35)

Direct Services	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Families referred to Program (SRV 7c) One-time services	66	66	700	9%	9%
Families Receiving Case Management Services (SRV 7a)	93	93	480	19%	19%

Results-Oriented Management and Accountability (ROMA) Assessment	**Month**	**YTD**
Families that completed Pre-assessment	20	20
Families that completed Post-assessment	5	5

Internal Referral Services (SRV 7c)	**Month**	**YTD**
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)	10	10
Total Families referred internally for Housing (CES)	8	8
Total families referred for Employment Resources (2-1-1 or external)	7	7
Total Families referred internally for Childcare (Head Start)	3	3
Total Families referred internally for Utility Assistance (Energy)	8	8
Total Families referred to Friendship House afterschool/ mentorship program	1	1
Families Receiving Emergency Food Boxes through CAPK Food Bank Pantry Partnership (SRV 5jj)	43	43
Home Visits (SRV 2cc)	0	0

Explanation (Over/Under Goal Progress)

The program works closely with the funder for referrals by consistently collaborating with liaisons and the Multi-

Tiered System of Support for opportunities to provide wrap around case management to new families. Community School Partnership Program Leadership remained connected with BCSD Leadership to seek strategies in increasing program awareness within school sites. □

□

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.	Food box criteria was reviewed and refined with a heightened focus on emergent needs to allow more focus on family engagement and enrich upon goal setting. The programs' Leadership met with the funding sources' Leadership to discuss programmatic goals. Team meetings were held with case managers in effort to identify barriers to food box procedures, discuss strategies for a standardized distribution approach.
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 are maximizing their opportunity to utilize available tools to capture data for ongoing case management supports and implement assessments to gauge program impacts based on family progress for all cases prior to their closure.
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 continues to explore options for housing resources.

Program Highlights

The Community School Partnership Program is staffed to case manager capacity. Case managers have various opportunities, driven by the school sites, that allow their participation in events that offer a chance to reconnect with families.

Application Status Report
January 2025

Name	Description	Funder	Amount Requested	Amount Awarded	Decision Date	Status
Workforce Innovation and Opportunity Act Employment Social Enterprise Program Year 2024-25	The ESE PY 24-25 grants will focus on promoting job training opportunities and transitional employment through social enterprise initiatives, targeting the hardest-to-serve individuals to help them achieve economic self-sufficiency and life stability. Abandoned: Unable to solidify a scope and partnership before the deadline.	Employment Development Department	$ -	$ -		Abandoned
CAPK Food Bank	California Water donated $5,000 unrestricted funds to our food bank.	Cal Water	$ 5,000.00	$ 5,000.00	1/10/2025	Awarded
WIC Community Innovation and Outreach Project	Improve WIC enrollment in Kern County through comprehensive and data-driven outreach efforts.	Food Research and Action Center	$ 750,000.00	$ -	1/17/2025	Denied
Financial Assistance for Survivors Pilot	A California grant program that provides cash assistance to survivors of violence and their families. This program will operate at FHCC using CalVIP staff. Partners noted in the application include the Family Justice Center and Open Door Network.	California Governor's Office of Emergency Services	$ 400,000.00	$ -		Pending
Workforce Innovations Grant	The National Alliance to End Homelessness (NAEH) Workforce Innovations Grant offers up to $50,000 to support workforce development in the homeless services sector. The funding is designed to address staffing challenges such as high turnover, recruitment difficulties, and job retention by supporting training programs, mentorship initiatives, staff incentives, and wellness activities.	The National Alliance to End Homelessness	$ 50,000.00			Research
PATH CITED	This grant will provide continued supportive services under the CES and CalAIM program. The services will include case management, housing assistance, with medical care through our Enhanced Care Management (ECM) provider. This program will also allow for CES/CalAIM to contract respitory therapists & LCSWs.	California Department of Healthcare Services (DHCS)	$ -	$ -		Research

Adult Reentry Grant (ARG) Cohort 4	The Adult Reentry Grant (ARG) Cohort 4 offers funding to community-based organizations to support individuals formerly incarcerated in state prison. This year, the grant combines two components—Warm Handoff/Reentry Services and Rental Assistance—into a single application, emphasizing a continuum of care model that helps participants transition to self-sufficiency and permanent housing. CAPK will apply to continue its successful Warm Handoff/Reentry Services program, which focuses on reducing recidivism and homelessness through strengths-based case management, housing navigation, employment support, and community reintegration. For this application, we will expand our program to include Rental Assistance, allowing us to provide direct financial support for housing costs, including rent, deposits, utilities, and landlord incentives. This integration will enhance our ability to address housing stability as a critical factor in successful reentry.	California Board of State and Community Corrections (BSCC)	$ -	$ -		Research
HomeKey +	To sustain and expand Permanent Supportive Housing (PSH) for Veterans and individuals with mental health or substance use disorders who are at risk of or experiencing homelessness. Alongside the City of Bakersfield, Kern Behavioral Health and Recovery Services, and CVAF, CAPK is currently considering rehabilitating a 39 room motel on union for a permanent housing project.	CA Department Housing and Community Development	$ -	$ -		Research
Homeless Veterans' Reintegration Program (HVRP)	The HVRP grant aims to help veterans experiencing or at risk of homelessness achieve high-quality career outcomes through employment-focused reintegration programs.	U.S. Department of Labor	$ -	$ -		Research
Other Opportunities						
Beacon Grant Award	The Oasis FRC received $4,044 from the Elks Lodge 1913 in Ridgecrest. They will donate items that are most needed by the FRC including shelf-stable milk and diapers.	Elks Lodge	$ 4,044.00	$ 4,044.00	1/30/2025	Awarded

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
January 2025

Funding Type	Private	**CAPK Program**	M Street Navigation Center
Funding Agency	National Alliance to End Homelessness	**Project Name**	Workforce Innovations Grant
CFDA	n/a	**Target Population**	M Street Staff
Request	$50,000	**Division Director**	Rebecca Moreno
Award Period	May 2025 – May 2026	**Program Manager**	Laurie Hughey
Description	The National Alliance to End Homelessness (NAEH) Workforce Innovations Grant offers up to $50,000 to support workforce development in the homeless services sector. The funding is designed to address staffing challenges such as high turnover, recruitment difficulties, and job retention by supporting training programs, mentorship initiatives, staff incentives, and wellness activities. CAPK will apply for this grant on behalf of the M Street Navigation Center to help reduce staff turnover and enhance workforce stability. We plan to use the funds for National Certified Peer Specialist training for navigators and staff retention bonuses to improve job satisfaction and long-term commitment. To streamline the application process, we intend to submit a video proposal showcasing the impact of these initiatives and the urgent need for workforce support at M Street.		

Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	California Water	**Project Name**	Food Bank Donation
CFDA	N/A	**Target Population**	Food Bank Clients
Request	$5,000	**Division Director**	Susana Magana
Award Period	1 year	**Program Manager**	Kelly Lowery
Description	California Water donated $5,000 in unrestricted funds to our food bank.		

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
January 2025

Funding Type	Private	**CAPK Program**	Oasis Family Resource Center
Funding Agency	Elks Lodge	**Project Name**	Beacon Grant Award
CFDA	N/A	**Target Population**	Ridgecrest Community Members
Request	$4,044	**Division Director**	Freddy Hernandez
Award Period	1 year	**Program Manager**	Eric Le Barbe
Description	The Elks Lodge has selected the Oasis Family Resource Center as the recipient of the Beacon Grant Award in recognition of its efforts to make prenatal care, maternity services, infant, and toddler care more accessible in our community. This grant will help replenish critical supplies that were depleted during the 10 months when Ridgecrest Regional Hospital (RRH) closed its OB/GYN services due to financial issues. It will also allow us to provide essential supplies that the center would otherwise be unable to purchase. The nearest maternity care facility alternative is 95 miles away, making local support even more vital. As part of this initiative, the Elk Lodge is collaborating with Oasis Family Resource Center to purchase shelf-stable milk and toddler pull-ups. This grant is not awarded in cash but rather as goods valued at $4,044.		

Funding Type	Private	**CAPK Program**	Oasis FRC
Funding Agency	Friends of Mercy Foundation	**Project Name**	Sister Phyllis Hughes Endowment for Special Needs – Friends of Mercy Foundation Grants Program
CFDA	n/a	**Target Population**	Low-income families in Ridgecrest
Request	$10,000	**Division Director**	Freddy Hernandez
Award Period	TBD	**Program Manager**	Eric Le Barbe
Description	The Friends of Mercy Foundation Grants Program supports initiatives assisting vulnerable populations, including children, women, and the elderly. CAPK is seeking $10,000 to expand services at the Oasis Family Resource Center (OFRC) in Ridgecrest, CA, to provide essential baby items, emergency supplies, and adult diapers to low-income families and seniors in this remote community. If awarded, the funding will help 30 families with baby essentials, 150 individuals/families with hygiene kits and emergency supplies, and 50 seniors with adult diapers. This support will improve access to basic necessities, promote community health, and enhance the well-being of those facing financial and geographic barriers.		

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
January 2025

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.

Date Presented/Approved

Policy Council:	_____	PRE Presentation:	_____	B&F Approval:	_____	Board Approval:	_____

Community Action Partnership of Kern
Monthly Report 2024

Month	January-25	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	January 1, 2025 - January 31, 2025		

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	
Reportable/Funded Enrollment	753	753	753	100%	
Disabilities	218 (YTD)	10%	10%	29%	
Over Income 101%-130% (up to 35%)	22	n/a	n/a	3%	
Over Income 131% and up (up to 10%)	58	n/a	n/a	8%	

Head Start (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	
Reportable/Funded Enrollment	936	936	936	100%	
Disabilities	93 (YTD)	10%	10%	10%	
Over Income 101%-130% (up to 35%)	23	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	83	n/a	n/a	9%	

Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To- Date	Annual Goal (Contract Limit 310)	Annual Progress (Calendar)	Annual Progress (Program Year)
Enrollment	273	317	298	106%	98%

Central Kitchen		Breakfast	Lunch	Snack
Meals and Snacks	60,243	22,449	18,113	19,681

Child and Adult Care Food Program (CACFP) (Note: The data represents information from December 2024)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	66,455	41,027/25,428	46,490	70%

Household Services	Month	YTD
Eligibility Determination (SRV 7b) (January 2025-December 2025)	116	116
Total Community Services	**116**	**116**

Explanation (Over/Under Goal Progress)

For January 2025, we have met our goals with our full-enrollment initiative. We reached 100% for both Early Head Start and Head Start. Staffing has increased as we only have 21 vacancies and only 11 of those are for direct service positions.

	Progress Towards Goal
Workforce: To enhance onboarding, recruitment and retention of staff by implementing, programs that embraces pathwys for learning, professional development, succession planning, and a positive culture to obtain and retain staff.	Objective B: Develop, implement, and evaluate a mentorship program for new staff onboarding to ensure comprehension, knowledge, and understanding of their position by gathering feedback from the mentors and mentees, assessing goal attainment, retention and promotion rates, and measuring the level of engagement between the mentees and mentors in the program. Progress: On January 31, 2025, we had our new hire mentorship cohort kick-off meeting. These mentorship meetings have been a success by giving new staff a mentor to assist in their development and foster a culture of inclusivity and support.

1. Every Wednesday in January we held an intake clinic at 1300 18th Street, at the Community Actions Partnership Enrollment and Attendance office.
2. January 9, 2025, presentation for Kern County Network for Children.
3. January 11, 2025, the Second Annual Fatherhood Conference was held. There were approximately 200 attendees.
4. January 16, 2025, Kern County Network for Children application clinic.
5. January 18, 2025, the Celebration of a King, Reach for Greatness, Stay Focused Mentoring Program recruitment event.
6. January 23, 2025, the Mental Health and Health Advisory Committee meeting was held.
7. Head Start and Early Head Start started working on the Physical Development Health domain and School Readiness Goals. Our Head Start classrooms are implementing the Exercise Study and our Ealy Head Start classrooms are implementing the Balls guide.
8. The Education Team provided CLASS 2.0 training for our Assistant Teachers and Classroom Aides (100 total participants) introducing the updated tool.
9. We have opened five wellness spaces at our Early Stars sites (Broadway, Fairfax, Primeros Pasos Starling, and Vineland). Each space looks different based on the center‘s dynamics we are encouraging staff to take their breaks, engage in quiet activities such as sand racking, crossword puzzles, coloring and/or simply relaxing on a soft massage chair.

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DATE	February 13, 2025
TIME	12:00 PM
LOCATION	CAPK Administrative Office Finance/Operations Conf Rm 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Personnel Committee Agenda

1. **Call to Order**

   Committee Chair Denise Boshers called the meeting to order at 12:06 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: Denise Boshers (Chair), Jonathan Mullings, Guadalupe Perez

   Absent: Lily Pimentel-Stratton

   Others present: Jeremy Tobias, Chief Executive Officer; Louis Gill, Chief Program Officer; Robert Espinosa, Program Design and Management Administrator; and other CAPK staff.

3. **Public Comments**

   Chair Denise Boshers asked members of the Board, and the public, if they would like to make any public comment. No one addressed the committee.

4. **New Business**

   a. CVAF Addition of Positions & Service Credit Award – Lisa McGranahan, Chief Human Resources Officer - ***Action Item***

      Lisa McGranahan presented the above action item and reported that on the January 27th Board meeting, there was a collective overview provided by staff regarding the plan to onboard staff from CVAF to CAPK with the intent to bring the detailed plan to this committee. Lisa explained the process of meeting with the CVAF staff, using the CompEase system to update the job descriptions that align with CAPK. CVAF staff with tenure retain their benefits that align with their years of service. The official onboarding date of March 10th, to allow the new benefit plan with CAPK be effective on April 1st so there is no break in coverage. Lisa noted that the job description for the President of Veterans Services – CVAF, it must be listed that way for a while due to the existing contracts that specify the exact job titles. The title will change in October once the merger is complete and will be titled as Director of Veteran Services. Recommendation to approve the job descriptions, honor service credits, etc., committee recommend approval by the full board.

Lupe Perez asked if any of the positions that are transitioning from CVAF came in at a lower pay than what they are currently receiving. Lisa responded that one position came in .80 cents per hour less, however, that issue will be addressed at the employees annual performance evaluation and merit increase.

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

b. Change of Vendor to Unum for Leave Management, Short and Long-Term Disability Plans – Lisa McGranahan, Chief Human Resources Officer - ***Action Item***

Lisa McGranahan presented the above action item and reported that upper management has continuously been working to upgrade benefits for staff. In reviewing the current vendor for Leave Management, Short and Long-Term Disability plans, there were some areas where the current vendor fell short in regard to service and cost. Lisa reviewed each of the plans as outlined in the agenda packet and stated that by making the change to Unum, there is a significant cost savings and increased benefits to the employees. Lisa also reported that employees have expressed an interest in better mental health options, which will be reviewed next.

Pastor Mullings questioned one of the calculations related to the annual cost for one of the plans, and Lisa explained how the calculation was achieved, to everyone's satisfaction.

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

c. 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. Staffing levels are increasing with several staff returning after having previously resigned, and attributed the increased benefit plans and salary increases through the CompEase system as the reason. Robert also reported that for the first time in several years, the Head Start and Early Head Start programs have achieved 100% enrollment and thanked all who have worked so diligently to address the issues to achieve this important goal. Jeremy Tobias agreed that the increased enrollment is a huge accomplishment.

5. <u>Committee Member Comments</u>

Denise Boshers, Jonathan Mullings and Lupe Perez collectively praised staff for their excellent work.

6. <u>Next Scheduled Meeting</u>

Personnel Committee
12:00 pm
Wednesday, March 5, 2025
1300 18th St., 3rd Floor
Bakersfield, CA 93301

7. **<u>Adjournment</u>**

The meeting was adjourned at 12:39 pm.

MEMORANDUM

To: CAPK Board of Directors

From: Lisa McGranahan, Chief Human Resource Officer

Date: February 26, 2025

Subject: *CVAF Addition of Positions & Service Credit Awards III(h) – Consent Item*

This agenda item was vetted and approved through the Personnel Committee on February 5th, 2025. All documents are attached to this memo. The purpose of this supplementary memo is to reiterate the information presented at the January 27, 2025 Board of Directors meeting related to the onboarding of the CVAF employees. It is our intention to onboard the existing CVAF employes into CAPK employment on March 10, 2025. This onboarding is subject to final approval by the Board of the Agreement of Merger between CAPK and CVAF. That agreement is presented on the Board agenda today.

It should be noted that there are nomenclature updates currently happening with the job descriptions for these employees; particularly as we fine-tune the reporting structure, and some finer details related to duties. The importance of this work relates to ensuring that we capture the necessary details of job description functions and verbiage in order to secure reimbursement from the VA.

Recommendation:

Staff recommend the approval of new positions and service credits, subject to approval of the Merger Agreement between CAPK and CVAF.

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Chief Human Resource Officer

Date: February 5, 2025

Subject: *Agenda Item (4a)*: CVAF Addition of Positions & Service Credit Award – **Action Item**

At the January 27, 2025 Board meeting, staff presented an overview of the plan to acquire the California Veterans Assistance Foundation (CVAF) and its employees in order to expand the services CAPK offers to the communities which we serve. As a part of this acquisition process, the existing CVAF staff are being hired as CAPK employees in order to continue to carry out the critical work that our community needs.

The process of hiring these staff members has followed the existing CAPK process to include livescan fingerprinting and DOJ clearance; recreation of job descriptions to mirror CAPK's format and content structure; a thorough study of each position and competency assignment by the utilization of our compensation tool, CompEase; and finally, an equity study to assign compensation at a commensurate rate with existing CAPK positions and responsibilities. Both CAPK leadership, including Human Resources and CVAF leadership, were present for these evaluations to ensure alignment and collaboration between the two agencies.

In further assessment of the incoming CVAF employees, Human Resources staff evaluated the tenure of each staff member so as to determine the service credit potential and the fiscal impact of honoring service credit. In this evaluation it was discovered that only four (4) incoming employees have lengthy tenure and thus, honoring service credit has minimal fiscal implications as the existing funding sufficiently pays for the staff in total. Further, we are able to demonstrate our commitment to employee well-being by honoring service credit; employees will start their CAPK employment with some time off accruals on which to rely if needed.

In furthering our commitment to employee well-being, we are also proposing to honor service credit with respect to employee benefits, specifically the retirement tenure and related vesting schedule. This will allow the incoming CVAF employees to enjoy the richer benefit and eligibility of both the 401A and 403B plans. Further, with the proposed hire date of March 10, 2025, existing CVAF employees will retain their current benefits coverages and be eligible for CAPK health and related benefits effective April 1, 2025. This allows for no break in benefit coverage for employees who choose one of CAPK's plan options.

The current staffing profile of CVAF is: 17 existing full-time employees; 5 current full-time vacancies; 2 temporary employees for an overall total of 24 staff members.

Attached you will find each of the job descriptions for each of the new fourteen (14) roles that are proposed to transition to CAPK effective March 10, 2025.

Fiscal Impact:

In concert with our Chief Financial Officer, it has been confirmed that existing funding from CVAF, that will also transition to CAPK on or around March 1, 2025, is sufficient to cover the incoming staff-related expenses in full.

Recommendation:

Staff recommends the Personnel Committee approve the attached job descriptions and authorize the honoring of service credit time and related compensation for the CVAF staff, and further request the Committee recommend approval by the full Board at the February 26, 2025 meeting

Attachments:

President of Veterans Services – CVAF
Programs Officer – CVAF
Program Director II – CVAF
Program Director I – CVAF
Healthcare Navigator – CVAF
Lead Case Manager – CVAF
Administrative Accounting Coordinator – CVAF
Lead Operations Assistant – CVAF
TFA Coordinator – CVAF
Case Manager – CVAF
Intake Eligibility Technician – CVAF
Operations Coordinator – CVAF
Outreach Worker – CVAF
Security Guard - CVAF

President of Veterans Services-CVAF

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 President of Veterans Services will direct, supervise, and monitor all agency contracts and/or grants that pertain to veteran services and self-sufficiency services. Ensures programmatic compliance with federal and state laws, and/or regulations, and any other requirements specific to the contracts/programs.

SUPERVISION RECEIVED:
Receives supervision from the Chief Program Officer

SUPERVISION EXERCISED:
Program 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Plans, develops, and enforces policies and objectives for CVAF to ensure it maintains core values and established goals.
- Manage and monitor managers/directors in CVAF operated programs located in the state of California.
- Create and review performance requirements for the Executive Director.
- Assign work, provide guidance and direction to ensure managers have sufficient resources to do their jobs.
- Develop responsibilities for staff, hiring employees and developing and mentoring managers.
- Create public awareness and ensure CVAF is visible to the community and those interested in assisting homeless and at-risk veterans.
- Coordinate fundraisers, community events, and programs to create responsiveness to the organization.
- Develop and recommend yearly budgets for each program for board approval and manage CVAF' s resources within those budget guidelines according to current laws and regulations. This includes ensuring compliance with state and federal guidelines as a non-profit organization, allocating funds for each department and ensuring the financial stability of the organization.
- Prepares financial documentation and ensures Single Audit is completed annually.
- Prepares financial reports to grantee agencies.
- Act as a liaison with the Department of Veterans Affairs, HUD and the Department of Labor in reference to program operations.
- Respond to requests/problems from personnel and outside agencies.

- Write grant proposals for the CVAF.
- Write checks and manage day-to-day finances to ensure vendors are paid for their services.
- Consult with Chairman of the Board to resolve problems.
- Negotiate all contracts for health care and other insurance for all CVAF employees with board approval.
- Establish and negotiate compensation packages for all CVAF employees, with board approval.
- Prepares and presents financial reports to the board of directors on a quarterly basis.
- Involved in strategic planning to exchange ideas and suggest changes to improve operations.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.

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 departmental 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 veterans and socially and economically challenged individuals and families.

Ability to:

- Supervise and lead a diverse team.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally, and in writing.
- Effectively work in group settings with Directors, Managers, Board of Directors, and others.
- Prepare accurate and concise reports and budgets.
- Coordinate and ensure timely reporting for contractual obligations.
- Ability to exercise sound judgment and consistently act to the betterment of our clients.
- Work with diverse personnel and communities to foster cultural competencies within population, including low-income, and other marginalized groups.

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 institution with a major in public administration, business administration, or closely related field. Possession of an advanced degree is desirable and may be substituted for one (1) year of required experience.
- Five (5) years' senior management level experience, including supervision, in directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization.
- Public speaking experience and media relations desirable.
- Must have strong and effective supervisory and communication skills.
- Any equivalent combination of 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.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Bilingual language fluency (Spanish/English) 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.
- 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: President of Veterans Services- CVAF			
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		

Programs Officer-CVAF

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:
The Programs Officer works across all program areas, including the finance team, to ensure effective and efficient grant making processes. The Programs Officer will also serve as the system administrator for CVAF's grants databases (HMIS, BNL), support the development and implementation of various initiatives, educate staff on Program policies and procedures, and be actively involved in the recruitment and training of Program staff.

SUPERVISION RECEIVED:
President of Veterans Services

SUPERVISION EXERCISED:
Program 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Monitor grants for legal, financial, and program compliance including but not limited to ensuring that grant requirements are correctly documented in case files and grantor software.
- Monitor and documents grant processes, forms, templates, reports and data to ensure full compliance with internal controls, grantor requirements and legal requirements.
- Generate reports and data analysis for Program Directors, finance team and Board.
- Work with finance to comply with compliance and financial audits.
- Work with the Program Director to ensure accurate and adequate paper and electronic document retention requirements are being met.
- Ensure all staff are aware and knowledgeable of the grants management process and technology to the degree their functions require. This includes training staff of all programs formally and informally.
- Implement and maintain protocol for testing and reconciling data accuracy and making timely and accurate database changes.
- Manage system upgrades, troubleshooting and roll-out of updates including staff notifications and training.
- Develop training materials and standard operating procedures. Maintain electronic manuals and update program section of policy and procedures manuals. Document system procedure changes and trains users on updates.
- Backfill Program Directors roles, if necessary, in assisting with board docket production and preparation.
- Assist in editing docket materials and preparing relevant materials.

- Design and maintain filing systems for CVAF's paper and electronic records.
- Participate in weekly Program Team staff meetings, including provision of work-related updates.
- Participate in weekly substantive check-ins with Program Directors.
- Collaborate with Program Directors, Finance Officer, Administrative Team and Director on special projects as needed.
- Provide counseling on Program policies and procedures to all staff.
- Be actively involved in recruitment by managing the Program hiring process.
- Develop training and development programs
- Assist in performance management processes.
- Support the management of disciplinary and grievance issues.
- Review employment and working conditions to ensure legal compliance.
- Perform other related work projects as assigned.

Other Job Specific Duties:

- Develop, implement, and evaluate programs aimed at 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 responsibilities.

Knowledge of:

- Agency policies and departmental 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 veterans 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 (2) years of supervisory experience.
- Up to one (1) year experience working with the veteran population and/or any duration of lived experience.
- Honorably discharged veteran preferred.
- Experience working in the non-profit sector preferred.
- 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.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

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: Programs Officer- CVAF			
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 Director II-CVAF

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 Program Director ll assists in managing and monitoring CVAF programs (including SSVF PI and PII Grants), identifying and addressing program and policy issues, and overseeing the accuracy of programmatic reporting. The role involves managing schedules, coordinating staff training, preparing official correspondence for approval, and ensuring property safety and security. The Program Director ll also drafts and implements policies for resident handbooks and must be well-versed in CVAF policies and guidelines, ensuring major decisions are approved by the Executive Director or President. This position will serve as liaison with stakeholders and community partners.

SUPERVISION RECEIVED:
President of Veterans Services

SUPERVISION EXERCISED:
Program 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assist leadership in managing and monitoring programs operated by CVAF, including SSVF PI and PII Grants.
- Monitor each program and inform the ED or President of ongoing program and policy issues. Consult with the ED or President ways to resolve them.
- Review and participate in an emergency contact schedule of CVAF employees for all programs.
- Monitor reports generated by the Operations Assistants/Case Managers for accuracy.
- Create and maintain control of reports and schedules.
- Coordinate, as assigned, necessary staff training such as first aid and CPR certification.
- Prepare for signature and posting of outgoing official correspondence as assigned. Send all correspondence to the President for approval.
- Establish and maintain the safety and security of CVAF property and furnishings.
- Prioritize the need for and draft policies and procedures for resident handbooks.
- Establish, expand and implement policies contained within the resident handbook.
- Be thoroughly familiar with the complete contents of the current edition of the CVAF Employee Handbook, Resident Handbooks, SSVF Guidelines and all operational policies.
- Ensure decisions affecting the CVAF are not made without consultation and approval by leadership.

- Perform additional duties on an occasional and/or continual basis as directed by the President.
- Generate a morning report and submit to leadership for approval.
- Prepare Quarterly SSVF Reports.
- Prepare monthly HPRP APR reports and Dashboard reports to the VA for the SSVF program as well as, quarterly reports to the VA on Goals and Target Populations.
- Prepare and deliver recurring payroll timesheets to the Executive Director.
- Create and review performance requirements for the SSVF Case Management team.
- Supervise and evaluate staff, assign work, provide guidance and direction to ensure they have sufficient resources to complete their responsibilities.
- Assess program staff performance and make change recommendations including disciplinary action.

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 program goals.
- Performs other tasks as required for the efficient operation of the comprehensive, integrated CVAF 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:

- Socioeconomic conditions and trends.
- Physical and mental illnesses and their impact upon personality, aging process, patterns of stability affecting veterans and barriers to self-sufficiency (such as drug abuse, unemployment, domestic abuse).
- Individual and group behavior and family relationships.
- Cultural and socioeconomic factors and influences affecting delivery of social services.
- Techniques of interviewing, diagnostic assessment and various counseling modalities.
- Transference and boundary setting.
- Professional ethics,
- Knowledge of program laws, rules and regulations.
- Public and private community social service resources.

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.

- Master's degree in social work from an accredited college or university, which includes an internship.
- Must be an experienced driver with experience transporting clients.
- Honorably discharged veteran preferred.
- Experience working in the non-profit sector preferred.
- Three (3) years of management 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.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Must complete American Heart Association First-Aid and CPR certification.
- Bilingual language fluency (English/Spanish) desirable.

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: Program Director l-CVAF			
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 Director I-CVAF

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:
The Program Director I assists in managing and monitoring CVAF programs (including SSVF PI and PII Grants), identifying and addressing program and policy issues, and overseeing the accuracy of programmatic reporting. The role involves managing schedules, coordinating staff training, preparing official correspondence for approval, and ensuring property safety and security. The Program Director I also drafts and implements policies for resident handbooks and must be well-versed in CVAF policies and guidelines, ensuring major decisions are approved by the Executive Director or President.

SUPERVISION RECEIVED:
President of Veterans Services

SUPERVISION EXERCISED:
Program 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assist leadership in managing and monitoring programs operated by CVAF, including SSVF PI and PII Grants.
- Monitor each program and inform leadership of ongoing program and policy issue and discuss ways to resolve them.
- Review and participate in an emergency contact schedule of CVAF employees for all programs.
- Monitor reports generated by the Operations Assistants/Case Managers for accuracy.
- Create and maintain control of reports and schedules.
- Coordinate, as assigned, necessary staff training such as first aid and CPR certification.
- Prepare for signature and posting of outgoing official correspondence as assigned. Send all correspondence to the President for approval.
- Establish and maintain the safety and security of CVAF property and furnishings.
- Prioritize the need for and draft policies and procedures for resident handbooks.
- Establish, expand and implement policies contained within the resident handbook.
- Be thoroughly familiar with the complete contents of the current edition of the CVAF Employee Handbook, Resident Handbooks, SSVF Guidelines and all operational policies.
- Ensure decisions affecting the CVAF are not made without consultation and approval by leadership.

- Perform additional duties on an occasional and/or continual basis as directed by the President.
- Generate a morning report and submit to leadership for review and approval.
- Prepare Quarterly SSVF Reports.
- Prepare monthly HPRP APR reports and Dashboard reports to the VA for the SSVF program and quarterly reports to the VA on Goals and Target Populations.
- Prepare and deliver recurring payroll timesheets to the Executive Director.
- Create and review performance requirements for the SSVF Case Management team.
- Supervise and evaluate staff, assign work, provide guidance and direction to ensure they have sufficient resources to complete their responsibilities.
- Assess program staff performance and make change recommendations including disciplinary action.

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 program goals.
- Performs other tasks as required for the efficient operation of the comprehensive, integrated CVAF 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:

- Socioeconomic conditions and trends.
- Physical and mental illnesses and their impact on stability creating barriers to self-sufficiency and family relationships.
- Cultural and socioeconomic factors and influences affecting delivery of social services.
- Techniques of interviewing, diagnostic assessment and various counseling modalities.
- Transference and boundary setting.
- Knowledge of program laws, rules and regulations.
- Public and private community social service resources.

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 from an accredited college or university, which includes an internship.
- Must be an experienced driver with experience transporting clients.
- Honorably discharged veteran preferred.
- Experience working in the non-profit sector preferred.
- One (1) year of management 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.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Must complete American Heart Association First-Aid and CPR certification.
- Bilingual language fluency (English/Spanish) desirable.

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: Program Director I-CVAF			
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		

Healthcare Navigator-CVAF

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 Healthcare Navigator will provide services that include connecting Veterans to VA healthcare benefits or community health care services where Veterans are not eligible for VA care. Provide case management and care coordination, health education, interdisciplinary collaboration, coordination, consultation, and administrative duties. Work closely with the Veterans primary care provider and members of the Veterans assigned multidisciplinary treatment team.

SUPERVISION RECEIVED:
Program Director

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:

- Act as a liaison between CVAF and the VA or community medical clinic and works with a population of Veterans with complex needs who require assistance accessing health care services or adhering to health care plans.
- Work closely with the Veterans assigned multidisciplinary team, including medical, nursing, and administrative specialists, and case management personnel.
- Provide timely, appropriate, Veteran centered care equitably.
- Conduct home visits and other locations that the Veteran may be currently residing in (i.e. encampments, homeless shelters, etc.).
- Provide crisis interventions and act as a crisis response team with CVAF and/or other community partners.
- Work collaboratively with CVAF staff and the Veteran to identify and address systems challenges for enhanced care coordination as needed.
- Works directly with Veterans and provides specialized case management and care coordination.
- Provide ongoing health education support as needed to the Veteran and family members.
- Identify systemic barriers within the organization, communicate with organizational leadership about these barriers, and work collaboratively to find viable solutions.
- Advise veterans about resources and programs, set up interviews to establish a need and follow up to make sure the services are provided.
- Utilize CVAF evaluation components and outcomes indicators and report those evaluation results to VA and organizational leadership.

- Embrace and embody the mission, vision, guiding principles, and goals of CVAF; and

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.
- Socioeconomic conditions and trends.
- Physical and mental illnesses and their impact upon personality, aging process, patterns of stability affecting veterans and barriers to self-sufficiency (such as drug abuse, unemployment, domestic abuse).
- Individual and group behavior and family relationships.
- Cultural and socioeconomic factors and influences affecting delivery of social services.
- Techniques of interviewing, diagnostic assessment and various counseling modalities.
- Transference and boundary setting.
- Professional ethics.
- Public and private community social service resources.

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.

- Two (2) years of experience in a healthcare or social services area of practice.
- Associate or bachelor's degree in social services or related field preferred.

- Up to one (1) year experience working with the veteran population and/or any duration of lived experience.
- Three (3) years of clerical experience preferred.
- Honorably discharged veteran 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 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 fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

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: Healthcare Navigator-CVAF			
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 Case Manager-CVAF

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 Lead Case Manager is responsible for the coordination and comprehensive services delivered to veterans and their families by the California Veterans Assistance Foundation. This program was designed to assist homeless and at-risk veterans, and their families obtain and maintain housing. The Lead Case Manager will provide direct support case management services and financial housing assistance to Veterans in the SSVF Program. The Lead Case Manager will provide oversight, training and direction to Case Managers.

SUPERVISION RECEIVED:
Program Director

SUPERVISION EXERCISED:
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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assess the functional and social needs of clients in order to develop, implement and monitor service plans leading to increased self-sufficiency, including housing.
- Assess the housing needs of clients and develop a Housing Stability Plan.
- Coordinates and provides training to staff, providers, partners, and community members.
- Maintain program documentation and forms, including complying with the agency policies and procedures and all other related guidelines for the CVAF 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
- Assist veterans to identify mainstream needs and facilitate a plan with appropriate service providers to meet those needs.
- Determine and access appropriate local, state, federal health and social resource agencies.
- Provide office and in-home visits on an ongoing basis as needed by clients, including follow-up services.
- Monitor, document and report client progress in HMIS and in client case files.
- Maintain client confidentiality and respond to clients in a timely manner.
- Provide outreach to the community regarding resources available in the SSVF Program.
- Recommend payment for rapid re-housing and complete paperwork per policy.
- Maintain client databases and referrals for service and generate reports.

- Maintain documentation of all payments to clients and all program expenses.
- Develop and maintain a list of housing providers and relationships with housing providers in Kern County.
- Guide clients through the process of obtaining and maintaining housing.
- Comply with established policies and procedures.
- Attend scheduled team meetings and training.
- Perform other duties and special projects as required.

Other Job Specific Duties:

- Assists and participates in 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.

- Associate degree in social services or related field.
- Up to two (2) years' experience working with the unsheltered or veteran population and/or any duration of lived experience.
- Knowledge of Kern County health and social services is preferred.
- Honorably discharged veteran 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 driver's license, current automobile insurance and acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Must be able to obtain applicable certifications/licensing relating to veterans 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: Lead Case Manager-CVAF			
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		

Administrative Accounting Coordinator-CVAF

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 Administrative/Accounting Coordinator is responsible for administrative clerical duties in addition to accounts payable and accounts receivable responsibilities and will maintain a comprehensive financial filing system.

SUPERVISION RECEIVED:
Program Director

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:
- Serve as the administrative assistant, providing clerical and receptionist support for the Veterans Services program.
- Enter and balance accounts receivable and payable using QuickBooks accounting software (at the direction of Finance Officer and/or Director).
- Ensure accounting requests are resolved and communicated in a timely manner to internal and external parties (at the direction of Finance Officer and/or Director).
- Assist with the annual financial audit and audits of programs by grantors.
- Maintain an orderly financial filing system.
- Oversee organizational insurance policies at the direction of Finance Officer and/or Director.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment
- Works on 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:
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, general ledger database, and other related software applications.
- Knowledge of MS Office and QuickBooks

- Accounts payable, accounts receivable and general ledger functions.
- Proper grammar, punctuation, and spelling

Ability to:

- Effectively manage multiple tasks and deadlines.
- Maintain accurate fiscal and administrative records and reports.
- Review fiscal and related documents quickly and accurately.
- Make computations and tabulations quickly and accurately.
- Work with attention to detail.
- Read and interpret rules, policies, and procedures.
- Use good organizational methods and procedures.
- Communicate effectively, verbally and in writing.
- Establish and maintain effective working relationships with internal and external customers.

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 accounting, relevant certification or commensurate experience.
- Three (3) years of increasingly responsible experience in fiscal record keeping, accounting, and reporting, including computer-assisted processes.
- Two (2) years of accounting experience in a non-profit or governmental entity is desirable.
- Familiarity with bookkeeping and basic accounting procedures.
- Experience compiling and maintaining data records.
- Honorably discharged veteran preferred
- Any equivalent combination of education, training, and experience which 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.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

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 Accounting Coordinator-CVAF			
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 Operations Assistant-CVAF

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 Lead Operations Assistant supports the Program Director with the administrative tasks associated with the daily operations of the Grant and Per Diem Programs funded through the US Department of Veterans Affairs. The Lead Operations Assistant will oversee program records, inventory, ensure accuracy of weekly, monthly, and other periodic reports. This position also interacts with the Grants/HR Officer and Finance Officer.

SUPERVISION RECEIVED:
Program Director

SUPERVISION EXERCISED:
Operations 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:

- Assist the Program Director in managing and monitoring administrative and program activities.
- Maintaining files for program record management.
- Maintain control and ensure accuracy of weekly, monthly, and other periodic reports as assigned by the Program Director.
- Greeting guests/visitors entering program site, determine nature and purpose of visit and direct or escort them to specific destination.
- Creates, stores, retrieves and maintains electronically prepared materials.
- Maintains and controls CVAF confidential reports.
- Answer incoming phone calls and transfer them as needed and/or taking messages and providing to recipient.
- Maintains a roster of all residents on a daily and nightly basis.
- Maintains inventory of all supplies needed by staff and residents.
- Maintains cleanliness, organization, and inventory of paper supply and hygiene closets.
- Mail pick-up and distribution for residents and staff.
- Maintains contact and relays urgent messages and issues to residents, case managers and/or Program Director.
- Perform additional duties on an occasional and/or continual basis as directed by the Operations Director or designee.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- 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.
- Modern office practices, methods, procedures, and equipment,
- Word processing, spreadsheet, database, and related software applications

Ability to:

- Communicate effectively, verbally and in writing, to employees at all levels of the organization.
- Demonstrate good interpersonal skills.
- Effectively present Agency program information to the public.
- Establish professional working relationships with staff, other 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.

- Associate degree in social services or related field preferred.
- Three (3) years of increasingly responsible experience in fiscal record keeping, accounting, and reporting, including computer-assisted processes.
- One (1) year of demonstrated supervisory experience.
- Accounting experience in a non-profit or governmental entity is desirable
- Honorably discharged veteran or individual of lived experience with homeless services preferred.
- Experience working in the non-profit sector.
- 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.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all

required vaccinations.

- Bilingual language fluency (English/Spanish) desirable.

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: Operations Assistant -CVAF			
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		

TFA Coordinator-CVAF

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 Temporary Financial Assistance (TFA) Coordinator performs duties related to preparing, processing, maintaining and reviewing financial, statistical, and accounting documents and records.

SUPERVISION RECEIVED:
Program Director

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:
- Work closely with case managers to compile temporary financial assistance requests as part of the SSVF team.
- Verify that financial requests comply with program guidelines and ensure that the correct documentation has been submitted by program participants and staff.
- Ensure information and data is accurately reflected in client files and HMIS.
- Assist with updating data in client case files and HMIS.
- Track financial requests to ensure timely processing of temporary financial assistance.
- Maintain confidentiality of sensitive information and adhere to data protection policies.
- Prepare written materials for the purposes of documenting activities, providing written reference and/or conveying information.
- Communicate effectively with the admin team, internal staff, and external stakeholders to address inquiries, resolve issues, and provide necessary information.
- Perform other job-related duties as required.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Works on 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:

- SSVF program evidence-based practices, outcome measurement and quality management.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, general ledger database, and other related software applications.
- Accounts payable, accounts receivable and general ledger functions.

Ability to:

- Effectively manage multiple tasks and deadlines.
- Maintain accurate fiscal and administrative records and reports.
- Review fiscal and related documents quickly and accurately.
- Make computations and tabulations quickly and accurately.
- Work with attention to detail.
- Read and interpret rules, policies, and procedures.
- Use good organizational methods and procedures.
- Communicate effectively, verbally and in writing.
- Establish and maintain effective working relationships with internal and external customers.

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 business administration, accounting, or related field.
- Three (3) years of prior case management experience with knowledge of SSVF Program highly preferred.
- Experience working with low income, homeless population, veterans, military families and/or service members strongly preferred.
- Experience working in property management or housing placement is preferred.
- Previous case management experience preferred.
- Three (3) years of increasingly responsible experience in fiscal record keeping, accounting, and reporting, including computer-assisted processes.
- Honorably discharged veteran preferred.
- Accounting experience in a non-profit or governmental entity is desirable.
- Any equivalent combination of education, training, and experience which 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.
- Must have reliable transportation during work hours.

- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

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: TFA Coordinator-CVAF			
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		

Case Manager-CVAF

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 Case Manager is responsible for the coordination and comprehensive services delivered to veterans and their families by the California Veterans Assistance Foundation. This program was designed to assist homeless and at-risk veterans, and their families obtain and maintain housing. The Case Manager will provide direct support case management services and financial housing assistance to Veterans in the SSVF Program.

SUPERVISION RECEIVED:
Program Director

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:

- Assess the functional and social needs of clients in order to develop, implement and monitor service plans leading to increased self-sufficiency, including housing.
- Assess the housing needs of clients and develop a Housing Stability Plan.
- Assist veterans to identify mainstream needs and facilitate a plan with appropriate service providers to meet those needs.
- Determine and access appropriate local, state, federal health and social resource agencies.
- Provide office and in-home visits on an ongoing basis as needed by clients, including follow-up services.
- Monitor, document and report client progress in HMIS and in client case files.
- Maintain client confidentiality and respond to clients in a timely manner.
- Provide outreach to the community regarding resources available in the SSVF Program.
- Recommend payment for rapid re-housing and complete paperwork per policy.
- Maintain client databases and referrals for service and generate reports.
- Maintain documentation of all payments to clients and all program expenses.
- Develop and maintain a list of housing providers and relationships with housing providers in Kern County.
- Guide clients through the process of obtaining and maintaining housing.
- Comply with established policies and procedures.
- Attend scheduled team meetings and training.
- Perform other duties and special projects as required.

Other Job Specific Duties:

- Assists and participates in 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.

- Associate degree in social services or related field preferred.
- Up to one (1) year experience working with the veteran population and/or any duration of lived experience.
- Knowledge of Kern County health and social services is preferred.

- Honorably discharged veteran preferred.
- Call center experience preferred.
- 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, current automobile insurance and acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Must be able to obtain applicable certifications/licensing relating to veterans programming, as appropriate
- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desired.

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: Case Manager-CVAF			
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		

Intake/Eligibility Technician-CVAF

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 Intake/Eligibility Technician is responsible for the coordination and comprehensive services delivered to veterans and their families by the California Veterans Assistance Foundation. The Intake/Eligibility Technician uses interactive interviewing and fact gathering to obtain, verify and evaluate information from veterans regarding initial eligibility for SSVF assistance.

SUPERVISION RECEIVED:
Program Director

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:

- Interview and obtain veteran's household information in difficult and emotional situations on such matters as household income, assets and financial obligations, familial status and housing crisis situation. Verifies information needed to determine initial eligibility for SSVF assistance.
- Completes same day SSVF program intake based on veteran's eligibility and housing crisis; Route completed case file to SSVF Program or designee for case manager assignment and program follow up.
- Provides information and makes routine referrals to mainstream resources but not limited to veteran service providers, homeless programs and housing programs.
- Ensures accuracy, completeness, timely submission and consistency of eligibility documents and case files.
- Monitor, document and report veteran progress into Homeless Management Information System (HMIS} and CVAF's referral log.
- Create, store, retrieve and maintain electronically prepared materials; Maintain and control VA, CVAF and veteran household information.
- Develop and maintain partnerships with CVAF programs, community partners and VA entities that provide services to veterans.
- Plans, organizes and prioritizes workload to ensure that necessary tasks are completed in accordance with regulations related to SSVF eligibility and timeliness.
- Attends meetings and participates in training sessions or staff development activities.
- Performs other job-related duties as assigned.

Other Job Specific Duties:

- Maintains a safe and functional work environment.
- Works alternative hours as required.
- Always maintains client confidentiality
- Performs other duties as required.
- Provide applicants with information regarding additional CAPK programs.
- Attend meetings, workshops, and seminars as required.
- Receive applicants in a courteous and professional manner.
- Work collaboratively as part of a team.
- Must be willing to travel throughout Kern County, as needed, to assist 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:

- Courteous and respectful call handling and phone etiquette.
- Applicable federal, state, and local laws, codes, and regulations.
- Contractual, departmental, and agency policies and procedures.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Proper grammar, punctuation, and spelling.
- Current problems of socially and economically challenged families.

Ability to:

- Successfully complete CAPK's Energy Program Eligibility Technician training.
- Effectively communicate, verbally and in writing.
- Greet and assist visitors and clients in a professional manner and provide quality customer service.
- Work under pressure and in new situations.
- Work independently.
- Perform mathematical calculations and apply basic math concepts.
- Demonstrate good interpersonal skills.
- Problem solve and exercise sound judgement.

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 services or related field preferred.
- One (1) year experience working in a clerical social service environment.
- Experience working with people of diverse socioeconomic backgrounds.
- Honorably discharged veteran preferred.
- Experience working in property management or housing placement is preferred.
- Previous case management experience preferred.
- 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.
- Must have reliable transportation during work hours.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

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: Intake/Eligibility Technician-CVAF			
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 Coordinator-CVAF

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 Operations Coordinator assists the Lead Operations Assistant and Program Director with administrative tasks and the daily operations of the Grant and Per Diem Programs funded through the US Department of Veterans Affairs. This position also interacts with CVAF's Administrative Office.

SUPERVISION RECEIVED:
Lead Operations Assistant

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 operations support to the GPO team managing and monitoring program activities.
- Maintaining files for program record management.
- Maintain control and ensure accuracy of weekly, monthly, and other periodic reports as assigned by the Lead Operations Coordinator and/or designee.
- Greeting guests/visitors entering program site, determining the nature and purpose of visit and direct or escorting them to specific destination.
- Creates, stores, retrieves and maintains electronically prepared materials.
- Maintains and controls CVAF confidential reports.
- Answer incoming phone calls and transfer them as needed and/or taking messages and providing to recipient.
- Maintains a roster of all residents on a daily and nightly basis.
- Maintains inventory of all supplies needed by staff and residents.
- Maintains cleanliness, organization, and inventory of paper supply and hygiene closets.
- Mail pick-up and distribution for residents and staff.
- Maintains contact and relays urgent messages and issues to residents or GPO program site staff.
- Perform additional duties on an occasional and/or continual basis as directed by the Operations Coordinator or designee.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the program 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 equipment.
- Word processing, spreadsheet, database, and related software applications.
- Current problems of socially and economically challenged families.

Ability to:

- Demonstrate excellent customer service skills.
- Problem solve and address conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Work independently.
- Demonstrate good interpersonal skills.
- 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.

- Associate degree in social services or related field preferred
- Three (3) years of clerical experience.
- Honorably discharged veteran or individual of lived experience with homeless services preferred.
- Experience working in non-profit sector.
- 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.
- Must have reliable transportation during work hours.

- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

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: Operations Coordinator- CVAF			
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		

Outreach Worker-CVAF

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:** TBD

SUMMARY:
The Outreach Worker builds relationships with homeless individuals, provides advocacy, and assists with connection to benefits and housing. The primary goal is to identify unsheltered homeless individuals through direct street outreach activities and through community referrals from mental health, hospitals, local law enforcement and municipalities and other social service agencies. In identifying highly vulnerable homeless individuals, the Outreach Worker will administer assessment tools, facilitate placement into emergency housing, if needed, and connect to social services and permanent housing. The Outreach Worker will also assist individuals in obtaining housing readiness documentation and accompany them through the housing application process.

SUPERVISION RECEIVED:
Program Director

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:

- Conduct outreach in the community, focusing on those who are most vulnerable. Outreach will occur in identified "hot spot" neighborhoods and at times when individuals are most likely to be found (including early morning and evenings).
- Complete a Vulnerability Index Service Prioritization and Decision Assistance Tool (VI-SPDAT) to determine vulnerability and acuity of individuals/families during street outreach as well as other outreach and referral processes.
- Assist homeless individuals/families with accessing resources and making referrals; continue to engage with unsheltered homeless individuals/families until shelter or permanent housing is obtained.
- Provide advocacy for homeless individuals/families when they encounter barriers.
- Assist in obtaining housing readiness documentation such as ID, social security card, income verification and transportation to appointments as necessary.
- Provide support for people as they transition from homelessness to housing.
- Maintain complete client records, daily outreach logs, mileage logs, and other reports as directed.
- Establish and maintain positive, productive working relationships with mental health programs, shelter programs, police (and other local officials), and providers of services and resources to homeless individuals/families.

- Attend team meetings, case conferences, training workshops and community meetings as needed.

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.
- Mental health, physical health, and substance abuse issues and symptoms.
- Harm Reduction and Housing First models of service delivery.
- 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.
- Effectively present program information to the public in small and large group settings.
- Demonstrate good interpersonal skills and effectively work within a team and successfully motivate others.
- Provide excellent customer services and establish professional working relationships with staff, agencies, and stakeholders.
- Display appropriate, professional, healthy boundaries and exercises mature judgment and understanding of safety concerns.
- 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.

- Associate degree in social services or related field preferred.
- One (1) year of working with various socio-economic groups including the veteran or homeless populations.
- One (1) year of experience in promoting services, outreaching, marketing, or educating the public on available services and resources.
- Honorably discharged veteran preferred.
- 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.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

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: Outreach Worker- CVAF			
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		

Security Guard- CVAF

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:** TBD

SUMMARY:
The Security Guards will provide surveillance of our premises and protect staff and visitors as well as detection of suspicious happenings and prevent vandalism, thefts or other criminal behavior.

SUPERVISION RECEIVED:
President of Veterans 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Inspect and patrol premises regularly.
- Respond to emergencies.
- Deter criminal activity.
- Control property access by construction workers, CVAF employees and visitors.
- Conduct security checks on property.
- Write reports on what was observed while on duty, suspicious behaviors and happenings.
- Screen clients prior to entry for program services, 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 CVAF and site-specific policies and procedures.
- Enforce rules and regulations of CVAF property.

Other Job Specific Duties:
- Assists with 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 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 socially and economically challenged families and individuals.
- Modern office practices, methods, procedures, and equipment, including computers.

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.
- Assist with allocation of onsite resources.
- Establish professional working relationships with staff, partners, and volunteers.
- 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.
- One (1) year experience working with the unsheltered or veteran population and/or any duration of lived experience preferred.
- Veteran status 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 fingerprinted and pass pre-employment background check
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

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 outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high.

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: Security Guard-CVAF			
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		

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Chief Human Resource Officer

Date: February 13, 2025

Subject: *Agenda Item 4(b)*: Change of Vendor to Unum for Leave Management, Short and Long-term Disability Plans – **Action Item**

The Human Resources staff has encountered both service and quality of plan concerns with our current leave management services vendor Hartford for some time. In the course of preparing for Open Enrollment for the 2024 plan year, we informed our JPA Broker, Kennan, that we would like to conduct a market study of Keenan resources to hopefully identify better service and plan options. After a thorough market search, Keenen presented Unum plans as both a cost-saving and improved service option. Human Resources staff viewed available plans and available options and interviewed the suggested plan providers so that the vendor's ability to better address existing concerns could be assessed. Based on the research and plan provisions, staff is recommending further partnership with Unum. It should be noted that CAPK is currently utilizing the suggested vendor, Unum, for Basic and Supplemental Life Insurance, as well as Critical Illness, Accident Insurance and Hospital Indemnity plans. This existing partnership has allowed for further cost-savings.

Below is a comparison of the current and proposed cost for leave management services:

FMLA Cost Comparison		
Based on 1,000 employees	**Current**	**FMLA & ADA ASSIST**
Carrier Name	**Hartford**	**Unum**
Total FMLA Administration	Yes	Yes
ADA Assist	No	Yes
ADA Administration	Yes	No
Contract Duration	Up for renewal	3-year FMLA 3-year ADA Assist
Implementation Fees	N/A	$2,000 ADA Assist $5,000 Takeover Conversion**
Per Employee Per Month	$6.36 PEPM	$2.98 + $0.72 = $3.70 PEPM
Estimated Monthly Cost	**$6,360**	**$3,700**
Estimated Annual Cost	**$76,320**	**$51,400**

As you can see, the proposed vendor and plan nets almost twenty-five thousand (25K) dollar annual savings and offers a rate guarantee of three years with enhanced service over what we experience today. Additional savings will be realized in the second contract year after initial implementation (and associated fees).

Below is a comparison of the current and proposed cost for Short and Long-term disability plans and services:

		Current	Option 1
Carrier Name		**Hartford**	**Unum**
Rate Guarantee		2 years	3 years
General Plan Information		**STD**	**STD**
Elimination Period		30 days	7 days
Benefit Percentage		60%	80%
Maximum Weekly Benefit		$1,385	$2,550
Maximum Period of Payment		180 days	180 days
Deductible Income & Offsets			
CASDI		Yes	Yes
Social Security		Yes	Yes
PERS/STRS Retirement		No	Yes
Integrated Income			
Sick Leave Integration		Yes	No
Gross-Up		No	No
STD Rate Structure	**Subsc**		
Total Volume	94	$135,914	$135,914
Premium Rate (per $10)		$0.045	$0.080
STD Monthly Premium		**$611.61**	**$1,087.31**
STD Annual Premium		**$7,339.36**	**$13,047.74**
% Change Over Current			**77.78%**
$ Change Over Current			**$5,708.39**

		Current	Option 6
Carrier Name		**Hartford**	**Unum**
Rate Guarantee		2 years	3 years
General Plan Information		**LTD**	**LTD**
Elimination Period		180 days	180 days
Benefit Percentage		60%	60%
Maximum Monthly Benefit		$6,000	$11,000
Maximum Benefit Period		SSNRA	SS ADEA
Own Occupation Period		12 months	24 months
Pre-Existing Condition Limitations		3/12	3/12
LTD Rate Structure	**Subsc**		
LTD Volume	94	$704,652	$704,652
Premium Rate (per $100)		$0.345	$0.270
LTD Monthly Premium		**$2,431.05**	**$1,902.56**

LTD Annual Premium		**$29,172.59**	**$22,830.72**
% Change Over Current			**-21.74%**
$ Change Over Current			**-$6,341.87**

As you can see, the proposed Short-term Disability plan nets an increase in cost, annually, of $5,708.38 for the covered employees (exempt only) but with significant plans enhancements over what is experienced today. Items of note are the significantly reduced elimination period and the significant increase in the weekly benefit amount.

Further, the Long-term Disability plan nets a decrease in cost, annually, of $6,341.87 for the covered employees (exempt only) but with significant plans enhancements over what is experienced today. Item of note is the significant increase in the maximum monthly benefit amount.

Fiscal Impact:

When looking at the proposed plans and related costs, even with significant increases in coverage and expected improvements in service, the net fiscal impact is a savings of $25,553.48 annually. HR staff is also looking into improved EAP plans and may potentially return in the coming months with a plan to utilize realized savings to increase much-needed EAP services.

Recommendation:
Staff recommend the Personnel Committee approve with a recommendation to the full Board the change in Leave Management and Short and Long-term Disability plans to Unum and authorizing the CEO to sign and execute the related service contracts.

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Program

Robert Espinosa, Program Design and Management Administrator

Date: February 5, 2025

Subject: *Agenda Item 4b: 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 January 2025, the following information is provided to the Personnel Committee:

- 646 Staff employed.
- 21 Vacant Positions.
- Onboard 11 new staff members.
- One (1) staff member rehired.
- Eight (8) Resignations.
- Seven (7) days of interviews were conducted for five (5) direct service requisitions.

Job opportunities are continuously posted on the Head Start California website, accompanied by dedicated recruitment efforts for our direct service positions.

Attached is a document that details the closed classrooms and staff vacancies for the closed and open classrooms as of January 29, 2025.

Attachment:
Enrollment Staffing Data Sheet

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	34	34	100%	6	6	0	100%
Alicante	20	20	100%	2	2	0	100%
Angela Martinez EHS	24	24	100%	9	7	2	78%
Angela Martinez HS	51	49	96%	9	8	1	89%
Bakersfield College	32	28	88%				
Blanton	16	12	75%				
Broadway (PY)	37	40	108%	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	8	100%	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	34	100%	5	4	1	80%
Family Childcare EHS	20	22	110%				
Family Childcare HS	10	20	200%				
Garden Pathways	11	14	127%				
Gianone	16	17	106%	3	3	0	100%
Harvey L. Hall EHS	68	59	87%	24	24	0	100%
Harvey L. Hall	74	79	107%	9	9	0	100%
Heritage (PY)	17	20	118%	2	2	0	100%
Kennedy	16	20	125%	6	5	1	83%
Lathrop	24	24	100%	9	9	0	100%
Lodi	32	34	106%	9	9	0	100%
M. Massei	24	24	100%	9	9	0	100%
MJM EHS	16	16	100%	6	6	0	100%
MJM HS	34	34	100%	6	6	0	100%
Oasis EHS (PY)	4	6	150%	3	2	1	67%
Oasis (PY)	34	26	76%	6	5	1	83%
Pete Parra EHS	48	48	100%	15	13	2	87%
Pete Parra HS	68	63	93%	8	8	0	100%
Primeros Pasos EHS	16	17	106%	6	6	0	100%
Primeros Pasos HS	51	49	96%	9	9	0	100%
Rosamond (PY)	51	60	118%	9	9	0	100%
San Diego EHS	32	33	103%	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	3	0	100%
Stockdale HS	45	31	69%	12	8	4	67%
Sterling EHS	72	59	82%	26	20	6	77%
Sterling HS	53	57	108%	9	8	1	89%
Sunrise Villa (PY)	17	19	112%	3	3	0	100%
Taft (PY)	51	61	120%	15	15	0	100%
Taft College	22	17	77%				
Tehachapi (PY)	15	18	120%	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	38	103%	9	9	0	100%
Home Base Kern 160	160	122	76%	16	16	0	100%
SJC EHS HB 80	80	80	100%	8	8	0	100%
Total	**1689**	**1652**	**98%**	**336**	**316**	**20**	**94%**

Funded Enrollment	1689	1652 98%

Active Enrollment	1656	1652 100%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Stockdale HS ~ 45		
Class A	8	3
Sterling EHS ~ 80		
Class 8	8	1
Class 9	9	2
TBD~ 8		
Class 1	8	0
Classrooms Fully	**Total Slots**	**Staff Vac.**
4	**33**	**6**

* TBD- St. Mary's- slots pending

	Slots	Staff Vac.
Closed Enrollment	**2%**	**30.00%**
Open Enrollment	**98%**	**70.00%**

Enrollment Data Run Date January 29, 2025 Staffing Data Run Date

DATE	February 19, 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 12:05 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, Fred Plane, Fatima Echeverria and Ana Vigil

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Susana Magana, Director of Health & Nutrition 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 December 31, 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.

   b. Annual Budget for Fiscal Year 2025-2026 – Tracy Webster, Chief Financial Officer – ***Action Item***

      Tracy Webster presented the above action item and provided a summary of the budget documents included in the agenda packet and noted this agenda item was provided to the committee and the full Board in January as an info item for review.

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

      Jeremy Tobias added that the budget will also be presented at the board meeting next week. This budget is based on current contracts/grants previously approved and signed, and the best available information at this date. If there are any changes in contracts/grants due to the current administration, the budget will be brought back to the Board for amendment.

   c. December 2024 Financial Reports – Tracy Webster, Chief Financial Officer – ***Action Item***

      Tracy Webster presented the above action item and highlighted noteworthy details. The Central Kitchen expenditures are currently at 88.2% as of 12/31/24, slightly above the target of 83.3%, which represents the

expected spend for 10 out of 12 months. USDA revenue is 70.3%. CMAP is currently earning 41.6% as pf 12/31/24, which is below the target of 50%. Center based state programs (CSPP, CMIG and CCTR) reflect average attendance/enrollment for the current period. CCT is at 61.4%, CSPP is at 45.8% and CMIG is at 2.4%.

In addition, the CCTR program in San Joaquin County, sponsored by SJCOE, has an attendance rate of 50.9%, just above the target of 50%. The CSPP and Head Start programs for Pre-K are still in the early stages, with the CSPP contract at 0.0% as the program is being established.

The Finance Division currently has three vacancies, and the team continues to work on transitioning to the SageIntacct accounting software, which went live in January 2025. Agency expenditures are at 78% for the year, which aligns with the goal of 83.3%. The Indirect Fund budget to actual report for December shows that revenue exceeds expenditures by $1,066,628, representing 83.2% of the budgeted surplus. Overall, expenditures are at 81.1% of the budget and is aligned with the target of 83.3% (10 of 12 months). Tracy also reported that the agency check register is included in the financial statements.

Ana Vigil asked if there has been a dip in services in MCAP due to the current political climate. Susana Magana answered we have not seen a dip in services, 2700 children are enrolled and an additional 150 are included on the wait list. Susana reported that the program has not seen any of the families terminating services due to the political climate.

Michelle Jara-Rangel asked if MCAP had to increase the number of providers to add 150 additional children. Susana Magana responded that there were 350 providers historically, but the number has increased to 500 providers that staff is working with throughout the state.

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

5. Committee Member Comments

No Comments

6. Next Scheduled Meeting

Budget & Finance Committee
March 19, 2025
1300 18th St., 3rd Floor Board Room
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 12:20 pm.

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MEMORANDUM

To: Budget and Finance Committee of Policy Council

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: February 19, 2025

Subject: *Head Start*
Budget to Actual Report for the period ended December 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 December 31, 2024. Ten months (83.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 89% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

Non-Federal Share (Head Start and Early Head Start combined)

The non-Federal share is at 114% 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 - December 31, 2024
Month 10 of 12 (83.3%)

Prepared 02/03/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	7,789,945	7,239,382	550,563	93%	7%
FRINGE BENEFITS	2,534,192	2,283,221	250,971	90%	10%
TRAVEL	55,000	51,806	3,195	94%	6%
EQUIPMENT	-	-	-		
SUPPLIES	535,017	849,713	(314,696)	159%	-59%
CONTRACTUAL	186,280	174,774	11,506	94%	6%
CONSTRUCTION	-	-	-		
OTHER	4,417,992	3,183,739	1,234,253	72%	28%
INDIRECT	1,533,410	1,309,212	224,198	85%	15%
TOTAL BASE FUNDING	**17,051,836**	**15,091,846**	**1,959,990**	**89%**	**11%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	60,904	34,717	26,187	57%	43%
SUPPLIES	23,986	21,934	2,052	91%	9%
CONTRACTUAL	12,800	1,350	11,450	11%	89%
OTHER	63,752	99,998	(36,246)	157%	-57%
INDIRECT	16,144	19,587	(3,443)	121%	-21%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**177,586**	**0**	**100%**	**0%**
GRAND TOTAL HS FEDERAL FUNDS	**17,229,422**	**15,269,432**	**1,959,990**	**89%**	**11%**

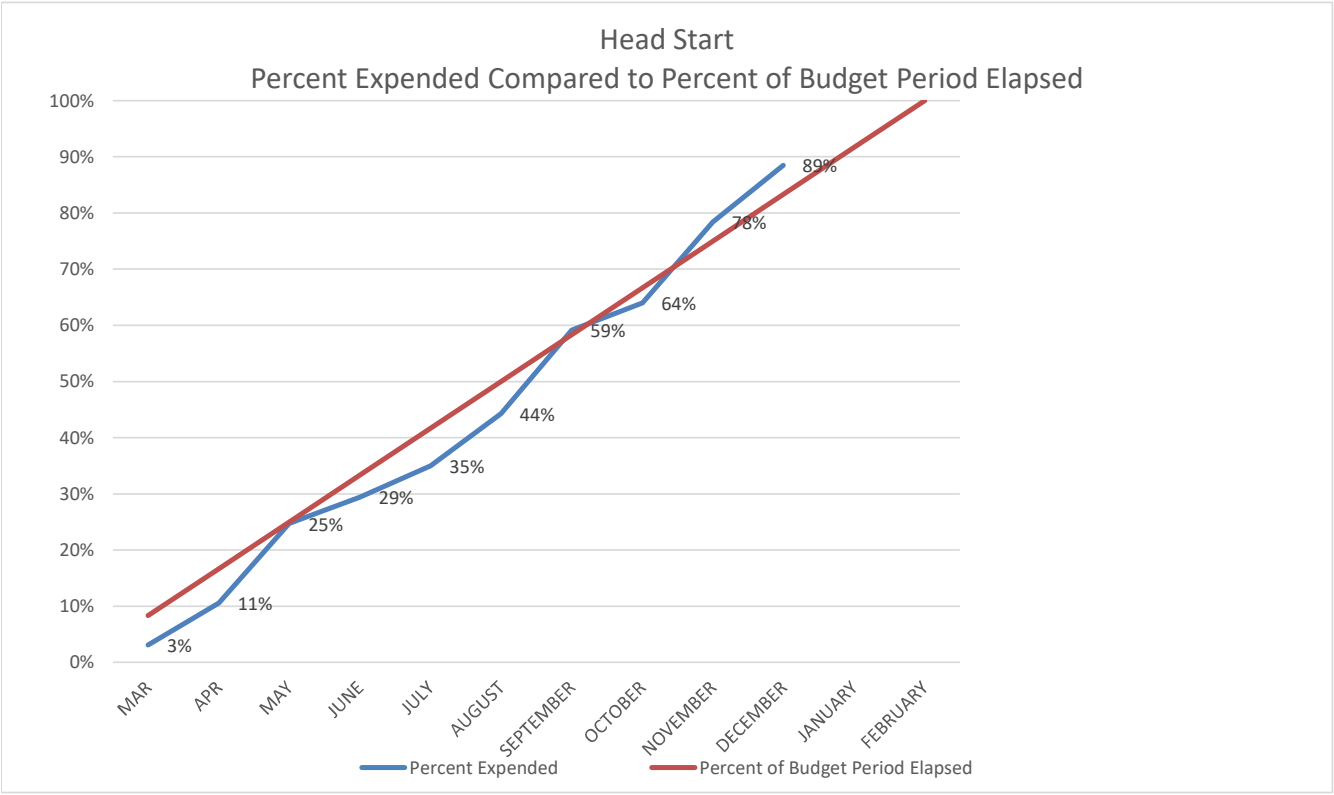
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,252,076	3,412,574	(1,160,498)	152%	-52%
CALIF DEPT OF ED	10,925,665	11,569,523	(643,858)	106%	-6%
TOTAL NON-FEDERAL	**13,177,741**	**14,982,097**	**(1,804,356)**	**114%**	**-14%**

Budget reflects Notice of Award #09CH012489-01-03
Actual expenditures include posted expenditures and estimated adjustments through 12/31/2024
Administrative Cost for HS and EHS Combined **4.2%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	50,778	-	-	-	**50,778**	1/1/2025
Lowe's	2,028	325	-	-	**2,353**	1/1/2025
Smart & Final	396	-	-		**396**	1/2/2025
Save Mart	689	-	-	-	**689**	1/4/2025
Chevron & Texaco Business Card	6,873	-	-	-	**6,873**	1/6/2025
Home Depot	10,802	-	-	-	**10,802**	1/5/2025
	71,565	**325**	**-**	**-**	**71,891**	


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%
89%
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 of Policy Council

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: February 19, 2025

Subject: *Early Head Start*
Budget to Actual Report for the period ended December 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 December 31, 2024. Ten months (8.3%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 69% of the budget.

Training & Technical Assistance Funds

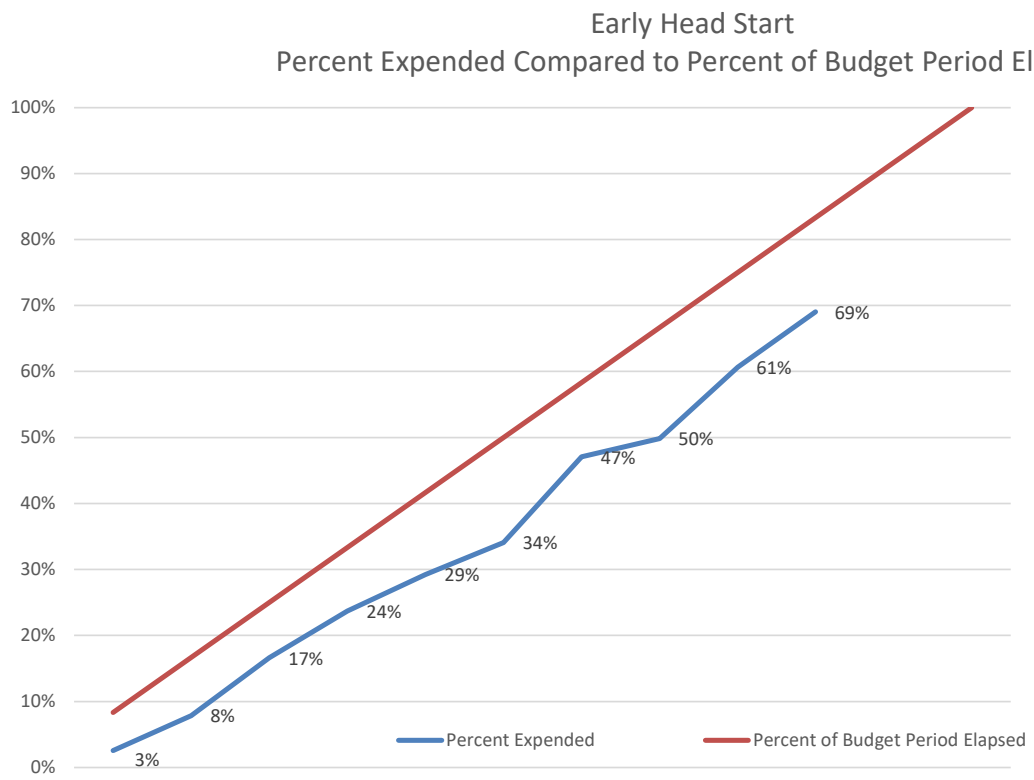
Overall expenditures are at 70% of the budget.

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 - December 31, 2024
Month 10 of 12 (83.3%)

Prepared 02/03/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	12,396,888	8,422,347	3,974,541	68%	32%
FRINGE BENEFITS	3,803,667	2,594,347	1,209,320	68%	32%
TRAVEL	45,000	55,588	(10,588)	124%	-24%
EQUIPMENT	-	-	-		
SUPPLIES	751,602	658,862	92,740	88%	12%
CONTRACTUAL	1,001,244	565,220	436,024	56%	44%
CONSTRUCTION	-	-	-		
OTHER	2,518,573	1,888,631	629,942	75%	25%
INDIRECT	2,001,083	1,364,817	636,266	68%	32%
TOTAL BASE FUNDING	**22,518,057**	**15,549,813**	**6,968,244**	**69%**	**31%**
TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	75,037	43,595	63%	37%
SUPPLIES	30,013	11,762	18,251	39%	61%
CONTRACTUAL	26,080	13,004	13,076	50%	50%
OTHER	137,953	118,356	19,597	86%	14%
INDIRECT	31,268	21,365	9,903	68%	32%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**239,525**	**104,421**	**70%**	**30%**
GRAND TOTAL EHS FEDERAL FUNDS	**22,862,003**	**15,789,339**	**7,072,664**	**69%**	**31%**

Budget reflects Notice of Award #09CH012489-01-03
Actual expenditures include posted expenditures and estimated adjustments through 12/31/2024


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%
61%
69%
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: February 19, 2025

Subject: *Head Start (No Cost Extension)*
Budget to Actual Report for the period ended December 31, 2024 – **Info Item**

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through December 31, 2024. Twenty-Two months (91.7%) 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 99% 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 - December 31, 2024
Month 22 of 24 (91.7%)

Prepared 02/05/2025

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	331,096	(16,996)	105%	-5%
SUPPLIES	797,427	1,607,654	(810,227)	202%	-102%
CONTRACTUAL	176,344	284,164	(107,820)	161%	-61%
CONSTRUCTION	1,000,000.00	1,240,172	(240,172)	124%	-24%
OTHER	4,202,341	4,859,883	(657,542)	116%	-16%
INDIRECT	1,802,197	1,708,351	74,317	95%	5%
TOTAL BASE FUNDING	**21,704,338**	**21,429,234**	**255,575**	**99%**	**1%**

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**	**21,604,242**	**258,153**	**99%**	**1%**

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 12/31/2024
Administrative Cost for HS and EHS Combined **11.2%**

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: February 19, 2025

Subject: *Early Head Start (No Cost Extension)*
Budget to Actual Report for the period ended December 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 December 31, 2024. Twenty-Two months (91.7%) 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 - December 31, 2024
Month 22 of 24 (91.7%)

Prepared 02/05/2025

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)	201%	-101%
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	4%	96%
OTHER	3,448,554	2,555,083	893,471	74%	26%
INDIRECT	1,689,353	1,540,689	148,664	91%	9%
TOTAL BASE FUNDING	**20,480,832**	**17,734,499**	**2,746,333**	**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**	**18,078,573**	**2,746,205**	**87%**	**13%**

Budget reflects Notice of Award #09CH011132-05-02
Actual expenditures include posted expenditures and estimated adjustments through 12/31/2024

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 December **31, 2024** (Month 10 of 12)

Percent of budget period elapsed: 83.3%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	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	18,099	11,495	105,264	Kern	43,028	245%
Alicante	17	10,869	11,808	10,120	8,079	6,979	4,844	13,433	11,581	9,474	2,639	89,826	Kern	21,514	418%
Angela Martinez	75	27,839	26,752	14,794	17,194	20,914	24,750	24,268	30,797	30,439	20,849	238,596	Kern	94,916	251%
Broadway	37	11,643	7,909	5,992	0	0	3,435	8,520	3,489	218	4,010	45,216	Kern	46,825	97%
California City	17	8,464	12,184	3,116	0	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	4,281	9,255	3,655	2,864	75,421	Kern	29,107	259%
Delano	60	24,094	25,425	15,771	0	0	8,875	20,321	25,006	21,289	22,600	163,381	Kern	75,933	215%
East California	52	10,239	9,308	4,334	656	0	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	7,267	7,253	5,724	50,517	Kern	43,028	117%
Harvey L. Hall	146	21,066		17,703	17,322	20,065	21,124	22,660	19,334	15,849	23,255	178,376	Kern	184,769	97%
Heritage	17	3,577	2,886	799	0	0	965	2,100	1,901	3,733	0	15,961	Kern	21,514	74%
Home Base	160	8,211	4,033	3,319	1,526	5,210	9,639	5,475	7,952	6,309	10,804	62,476	Kern	202,487	31%
Lamont	20	6,429	9,371	3,940	0	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	988	9,226	Kern	63,277	15%
McFarland	20	215	0	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	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	8,529	52,057	Kern	53,153	98%
Pete H. Parra	116	38,467	35,032	29,677	33,175	30,826	29,778	40,804	49,051	20,764	23,862	331,434	Kern	146,803	226%
Planz	0	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	51,865	431,204	Kern	84,791	509%
Rosamond	34	1,474	3,599	1,219	0	0	6,364	15,719	15,168	9,663	4,250	57,456	Kern	43,028	134%
San Diego	32	6,452	8,156	7,606	6,795	8,498	5,817	6,214	9,158	5,472	4,125	68,295	Kern	40,497	169%
Seibert	20	2,223	1,036	0	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	1,775	1,752	1,354	20,647	Kern	21,514	96%
Shafter HS/EHS	24	4,087	4,024	3,424	2,683	2,485	3,776	4,146	3,613	5,351	4,168	37,757	Kern	30,373	124%
Sterling	134	27,996	23,444	21,937	21,826	23,196	26,938	28,936	36,924	21,429	25,766	258,390	Kern	169,583	152%
Stockdale Head Start	45	0										0			
Sunrise Villa	17	905	1,552	745	0	0	0	2,259	1,658	2,941	0	10,059	Kern	21,514	47%
Taft	51	4,118	6,079	3,535	0	0	4,012	6,381	6,826	5,501	3,402	39,853	Kern	64,543	62%
Tehachapi	15	567	744	0	0	0	3,463	4,134	1,533	310	0	10,750	Kern	18,983	57%
Vineland	17	1,788	1,609	562	0	0	1,822	6,318	8,413	5,845	5,573	31,931	Kern	21,514	148%
Virginia	17	10,041	0	4,607	0	0	6,140	11,136	13,425	13,116	9,380	67,846	Kern	21,514	315%
Wesley	60	15,716	597	7,850	0	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	8,149	60,644	Kern	50,622	120%
Administrative Services		0	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	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	0	0	0	0			
Governance		24	0	50	24	0	0	0	95	0	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	3,775	113,824	Kern/SJC	74,265	153%
California Street	24	12,526	12,655	11,074	9,643	7,939	13,936	10,614	13,048	10,264	15,053	116,752	SJC	30,373	384%
Gianone	16	0	0	0	0	0	614	972	1,674	2,250	1,554	7,065	SJC	26,431	0%
Kennedy	16	2,025	2,271	2,024	1,488	2,007	2,894	2,251	2,948	3,105	2,004	23,017	SJC	20,249	114%
Lodi Home Base	20	8,517	15,287	11,465	13,115	12,101	77,046	14,163	10,687	10,497	8,163	181,041	SJC	25,311	715%
Lodi UCC	24	8,845	465	11,289	7,808	4,305	6,321	9,335	7,406	7,823	6,941	70,538	SJC	30,373	232%
Lathrop Home Base	20	0	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	9,175	5,734	55,784	SJC	30,373	184%
St. Mary's	16	3,438	4,376	7,566	1,366	1,078	404	0	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	15,874	11,280	162,271	SJC	50,622	321%
Lathrop	24	9,405	9,356	9,651	8,520	8,155	11,164	8,040	10,964	6,965	4,681	86,901	SJC	30,373	286%
SUBTOTAL IN-KIND	**1,754**	**403,884**	**366,873**	**331,918**	**237,262**	**229,299**	**364,351**	**396,584**	**449,157**	**357,189**	**314,835**	**3,451,351**	**0**	**2,258,258**	**153%**
													x		
State General Child Care*		261,877	257,404	266,689	221,757	240,220	274,223	306,158	394,178	329,674	363,224	2,915,403	Kern	3,481,300	84%
State Preschool*		620,606	674,911	576,199	314,235	289,388	416,040	541,428	767,995	672,208	691,599	5,564,609	Kern	6,219,213	89%
State Migrant Child Care*		4,433	4,433	4,655	3,196	1,191	1,248	1,134	1,304	1,021	1,077	23,692	Kern	50,000	47%
SUBTOTAL CA DEPT of ED		**886,916**	**936,748**	**847,543**	**539,188**	**530,799**	**691,511**	**848,720**	**1,163,477**	**1,002,903**	**1,055,901**	**8,503,705**		**9,750,513**	**87%**
													x		
State General Child Care*		209,012	215,878	238,485	189,226	228,190	249,276	232,927	269,968	216,386	221,948	2,271,296	SJC	1,175,152	**193%**
SUBTOTAL CA DEPT of ED		**209,012**	**215,878**	**238,485**	**189,226**	**228,190**	**249,276**	**232,927**	**269,968**	**216,386**	**221,948**	**2,271,296**		**1,175,152**	**193%**
GRAND TOTAL		**1,499,812**	**1,519,499**	**1,417,946**	**965,676**	**988,288**	**1,305,138**	**1,478,231**	**1,882,602**	**1,576,478**	**1,592,684**	**14,226,352**		**13,183,923**	**108%**
											CCP In-Kind	**794,522**			
												15,020,874			

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 December 31, 2024 (Month 10 of 12)

Percent of year elapsed: 83.3%

LOCATION	FUNDED ENROLL-MENT	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 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	0	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	0	239,928	68,932	348%
Garden Pathways	11	0	0	0	0	0	0	111	0	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	0	260,887	180,947	144%
Escuelita Hernandez	16	0	0	0	0	0	0	24	37	0	0	61	68,932	0%
TBD	11	0	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	0		
Admin Services		0	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**	**0**	**794,522**	**551,456**	**144%**

Budget reflects Notice of Award #09CH012489-01-03

MEMORANDUM

To: Budget and Finance Committee of Policy Council

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: February 19, 2025

Subject: *Head Start*
Building Proceeds for Central Kitchen as of December 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 December 31, 2024.

Overall expenditures are 14.4% of the Building Proceeds.

Community Action Partnership of Kern

Building Proceeds

Report Period: March 1, 2023 - December 31, 2024

Prepared 02/03/2025

BUILDING PROCEDES (For Central Kitchen Remodel)	BUILDING PROCEEDS	EARNINGS (INTEREST)	TOTAL	EXPENSES	REMAINING	% REMAINING
	3,329,792	28,946	3,358,738	484,704	2,874,034	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	484,704
Remaining Balance	2,874,034

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, CEO

Date: February 26, 2025

Subject: *Agenda Item IV(a)*: Agreement of Merger Between CAPK and California Veterans Assistance Foundation (CVAF) and Resolution Accepting Managing Authority Over CVAF – **Action Item**

At the Board meeting in January, staff walked the Board through the proposed process of a Merger Agreement between CAPK and the California Veterans Assistance Foundation (CVAF). For reference purposes, attached is a copy of the memorandum and PowerPoint package that was presented last month.

The proposed Merger Agreement with an effective date of March 1, 2025 is attached for your review. The agreement will begin a series of events and actions over the course of several months, leading to the final Merger effective date of October 1, 2025. At that point CVAF would officially dissolve and CAPK would be the sole surviving entity.

Beginning March 1, the merging and absorption of CVAF programs and staff will begin. We anticipate that CVAF staff will move over to CAPK and become CAPK employees on or around March 10, 2025. The position titles and job descriptions for the CVAF employees moving over to CAPK have been reviewed and approved by the Personnel Committee and are included in the Board packet today as a consent agenda item III.h. The various contracts held by CVAF will be operated by CAPK through the delegation of day-to-day management authority by CVAF to CAPK. This plan has been given approval by a Compliance Officer at the U.S. Department of Veterans Affairs. Property ownership and control will gradually move over to CAPK during the transition period. Through the attached Resolution Accepting Managing Authority over CVAF, and as spelled out in the Merger Agreement, CAPK will assume operational control of CVAF, but the CVAF paper entity and EIN will remain in effect due to the contracts and other agreements being allowed to run through their expiration dates. All future contracts will be in the name of CAPK. A smaller, redesigned CVAF Board will be seated to oversee any actions required by CVAF during the transition period. The new three-member CVAF Board of Directors will include Denise Boshers, Fred Plane and current CVAF Board member Lee'o Whisenant.

Due to specific requirements of grant contracts held with the Department of Veterans Affairs, the CAPK Board of Directors will be required to seat at least one member of the Board of Directors, who is a Homeless or Formerly Homeless Veteran. In a separate agenda item, staff is recommending the amendment of the CAPK Bylaws to meet this requirement. There is also an agenda item to appoint a new CAPK Board member to fill this role, through the recommended appointment of current CVAF Board member Lee'o Whisenant.

Recommendation:

Staff recommend the approval of the Merger Agreement between CAPK and CVAF, and approval of Resolution 2025-04, Accepting Managing Authority over CVAF and authorizing signature of all documents.

Attachments:
Agreement of Merger between CAPK and CVAF
Resolution 2025-04 Accepting Delegation of day-to-day Managing Authority
Staff Memo and PowerPoint from January 27, 2025 Board of Directors Meeting

AGREEMENT OF MERGER

This Agreement of Merger (**Agreement**), dated _____ _____, 2025 (**Agreement Effective Date**), is made and entered into by and between California Veterans Assistance Foundation, a California nonprofit corporation (California Secretary of State Entity File Number 2537906) (**Disappearing Corporation**), and Community Action Partnership of Kern, a California nonprofit corporation (California Secretary of State Entity File Number 490460) (**Surviving Corporation**). The Disappearing Corporation and the Surviving Corporation are sometime referred to herein, collectively, as the "**Parties**" and, singularly, as a "**Party**."

RECITALS

A. The board of directors of the Disappearing Corporation has determined that it is in the best interests of the Disappearing Corporation to merge with and into the Surviving Corporation, with the corporate existence of the Surviving Corporation surviving and the separate corporate existence of the Disappearing Corporation ceasing.

B. The board of directors of the Surviving Corporation has similarly determined that it is in the best interests of the Surviving Corporation to merge with and absorb the Disappearing Corporation, with the corporate existence of the Surviving Corporation surviving and the separate corporate existence of the Disappearing Corporation ceasing.

C. The Parties intend that the merger of the Disappearing Corporation and the Surviving Corporation shall be effectuated by the terms and provisions of this Agreement in which the Disappearing Corporation shall merge with and into the Surviving Corporation, with the corporate existence of the Surviving Corporation surviving and the separate corporate existence of the Disappearing Corporation ceasing (**Merger**).

Now, therefore, in consideration of the covenants and provisions contained herein, the Parties hereby agree to the following terms and conditions:

AGREEMENT

1. **RECITALS.** The foregoing recitals are true and correct, and incorporated as if set forth fully herein.

2. **MERGER EFFECTIVE DATE.** On or before October 1, 2025 (**Merger Effective Date**), the Parties shall complete and submit to the California Office of the Secretary of State: (i) a Certificate of Merger in the form attached hereto as **Exhibit A**; (ii) a Certificate of Approval of Agreement of Merger in the form attached hereto as **Exhibit B**; and (iii) a Certificate of Dissolution in the form attached hereto as **Exhibit C** (collectively, the "**Merger Documents**"). The Surviving Corporation, at its sole cost and expense, shall pay for all costs and expenses related to the filing of the Merger Documents with the California Office of the Secretary of State.

3. **CORPORATE IDENTITIES.** As of the Merger Effective Date, the corporate identity, existence, purposes, powers, rights, and immunities of the Disappearing Corporation shall

be merged into and vested in the Surviving Corporation, and the corporate identity, existence, name, purposes, powers, rights, and immunities of the Surviving Corporation shall continue unaffected and unimpaired.

4. INTERIM PERIOD; GOVERNANCE OF THE DISAPPEARING CORPORATION.

A. Appointment to the Board of Directors of the Disappearing Corporation. During the Interim Period, as defined below, the board of directors of the Disappearing Corporation shall not exceed three (3) members consisting of one (1) member of current board of directors of the Disappearing Corporation and two (2) members of the current board of directors of the Surviving Corporation. On or before the Agreement Effective Date, the parties will coordinate and execute the appropriate resignations and appointments to effectuate this section. The term for the two (2) members of the current board of directors of the Surviving Corporation on the board of directors of the Disappearing Corporation shall last through the Interim Period or the earlier termination of this Agreement.

B. Delegation of Day-to-Day Management During Interim Period. Within 14 calendar days of the Agreement Effective Date, the board of directors of the Disappearing Corporation shall delegate day-to-day management authority of the Disappearing Corporation to the board of directors of the Surviving Corporation lasting from the Agreement Effective Date until the Merger Effective Date (**Interim Period**) or the earlier termination of this Agreement. Each month during the Interim Period, the Surviving Corporation shall provide a written report to the board of directors of the Disappearing Corporation regarding the Surviving Corporation's day-to-day management activities of the Disappearing Corporation from the previous month and the board of directors of the Disappearing Corporation shall ratify those activities or otherwise direct the Surviving Corporation regarding the subsequent month's activities.

C. Prohibition of Transactions. Notwithstanding subsection (A) above, during the Interim Period, the Disappearing Corporation shall not, without the prior written consent of the Surviving Corporation, engage in any activity or transaction other than those activities or transactions associated with or arising out of its oversight of the Surviving Corporation's day-to-day management activities of the Disappearing Corporation.

5. ARTICLES AND BYLAWS.

A. Of the Surviving Corporation. The Surviving Corporation shall continue to use its existing Articles of Incorporation, attached hereto as **Exhibit D**, and shall use those Bylaws adopted on or before the Agreement Effective Date, in substantially the same form as those bylaws attached hereto as **Exhibit E**.

B. Of the Disappearing Corporation. During the Interim Period and lasting until the Merger Effective Date or the earlier termination of this Agreement, the Disappearing Corporation shall continue to use its existing Articles of Incorporation, attached hereto as **Exhibit F**, and its existing Bylaws, attached hereto as **Exhibit G**.

6. BOARD OF DIRECTORS AND OFFICERS.

A. Of the Surviving Corporation. As of the Agreement Effective Date, the Surviving Corporation's board of directors shall include at least one member of the Disappearing Corporation's board of directors or at least one former United States military veteran who has experienced homelessness, as set forth in those bylaws attached hereto as **Exhibit E**.

B. Of the Disappearing Corporation. Notwithstanding section 5(A) above, as of the Agreement Effective Date, and subject to any unforeseen circumstances requiring the appointment or election of a new member of the board of directors of the Disappearing Corporation, the members of the board of directors of the Disappearing Corporation shall remain unchanged during the Interim Period. As of the Merger Effective Date, the Disappearing Corporation's board of directors shall duly dissolve.

7. CONVEYANCE OF DISAPPEARING CORPORATION'S ASSETS AND LIABILTIES.

A. Tangible and Intangible Assets. On or before the Merger Effective Date, excluding those tangible and intangible assets expressly listed on **Exhibit H** (**Excluded Assets**), attached hereto and incorporated herein, the Disappearing Corporation shall convey, and the Surviving Corporation shall take ownership of all those tangible and intangible assets held and owned by the Disappearing Corporation as of the Agreement Effective Date. When applicable (e.g., for conveyances of real property), the Disappearing Corporation shall execute, acknowledge, and deliver a deed in recordable form to duly convey its real property to the Surviving Corporation in the form attached hereto as **Exhibit I**. After receipt of the deed, the Surviving Corporation shall record the deed with the County Recorder's Office of the County where the property is located. The Surviving Corporation shall pay for all costs and expenses, including any fees for notary services, related to or arising out of the recording of each deed.

B. Liabilities and Obligations. As of the Merger Effective Date, excluding those debts, liabilities, and other obligations expressly listed on **Exhibit J** (**Excluded Liabilities**), attached hereto and incorporated herein, the Surviving Corporation shall be subject to all the Disappearing Corporation's debts, liabilities, and other obligations in the same manner as if the Surviving Corporation had itself incurred them, and all rights of creditors and all liens and obligations on or arising from the property owned by the Disappearing Corporation shall be preserved unimpaired, provided that such liens and obligations, if any, on such property shall be limited to the property affected thereby immediately prior to the Merger Effective Date.

Current monies, including cash on hand, checking accounts, savings accounts, and dedicated and undedicated accounts of the Disappearing Corporation shall be used to pay any unpaid obligations or debts of the Disappearing Corporation, as determined by the Surviving Corporation in its sole and absolute discretion. Any excess shall be commingled with current monies of the Surviving Corporation for general uses and purposes of the Surviving Corporation.

8. EMPLOYEES OF THE DISAPPEARING CORPORATION. On or before Merger Effective Date, the Surviving Corporation shall provide an offer of employment to all those employees of the Disappearing Corporation as of the Agreement Effective Date and expressly listed on **Exhibit K**, attached hereto and incorporated herein. This offer of employment shall include at least the same salary as provided to the employee by the Disappearing Corporation immediately prior to the Agreement Effective Date, and employee benefits that are substantially similar, in aggregate, to those provided by the Disappearing Corporation immediately prior to the Agreement Effective Date.

9. INDEMNITY. The Disappearing Corporation shall defend, indemnify, and hold harmless the Surviving Corporation and its members, directors, officers, managers, employees, agents, and representatives (collectively, the "**Surviving Corporation's Indemnified Parties**") from and against any and all claims, damages, liabilities, costs, losses, and expenses (including reasonable attorneys' fees and expenses) arising out of, resulting from, or in connection with: (i) the Disappearing Corporation's operations prior to the Merger Effective Date; (ii) the Excluded Liabilities; (iii) any breach of this Agreement by the Disappearing Corporation; (iv) any contracts or agreements entered into by the Disappearing Corporation prior to Merger Effective Date and not assumed by the Surviving Corporation; (v) the Disappearing Corporation's employment of employees or any matter related thereto, including without limitation, the termination thereof, prior to the Merger Effective Date.

10. TERMINATION. This Agreement may be terminated and the Merger abandoned at any time prior to the Merger Effective Date by either:

A. The mutual written consent of each Party's respective board of directors, evidenced by a certified copy of a resolution of that board of directors filed with the other Party; or

B. The determination of either Party's board of directors, evidenced by a certified copy of a resolution of that board of directors filed with the other Party, that the Merger is impractical or undesirable because of any of the following facts or circumstances:

i. The occurrence of a material and adverse change in the other Party's activities, holdings, or financial position;

ii. The opinion of counsel that the Merger would adversely affect the Party's tax-exempt status; or

iii. An inability to obtain the necessary approvals.

In the event of termination as provided in this section 10, neither the Disappearing Corporation nor the Surviving Corporation shall be liable to the other; however, the Parties shall execute and deliver any documents and do any further acts which may be reasonably necessary or desirable to reverse those actions taken by the Parties in furtherance of this Agreement as of the Agreement Effective Date (e.g., the Surviving Corporation shall

transfer back to the Disappearing Corporation any assets and/or liabilities or obligations transferred as of the Agreement Effective Date, etc.).

11. TAX-FREE REORGANIZATION. For Federal income tax purposes, the parties intend that the Merger be treated as a tax-free reorganization within the meaning of Section 368(a) of the Internal Revenue Code of 1986, as amended (**Code**). The parties will not take a position on any tax return or take any action inconsistent with this section unless otherwise required by a taxing authority.

12. MISCELLANEOUS.

A. Entire Agreement. This Agreement, and each exhibit attached hereto, constitute the entire agreement of the Parties with respect to the subject matter hereof, and supersede all prior agreements, understandings, discussions, and commitments, whether written or oral, with respect to the subject matter hereof.

B. Binding Effect. Each of the undersigned expressly warrant and represent that he or she has the full power and authority to execute this Agreement on behalf of the Party indicated, and that his or her signature shall operate to bind the Party indicated to the foregoing terms.

C. Governing Law; Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California, without giving effect to any conflict or choice of laws principles thereof. The venue for any legal action, suit, or proceeding arising out of or relating to this Agreement shall be in located in Kern County, California

D. Amendments. This Agreement may not be amended, changed, modified, or otherwise altered unless in writing signed by both Parties. Any such amendment not in writing signed by both Parties shall be null and void.

E. Waiver. Any waiver, amendment, modification, consent, or acquiescence with respect to any provision of this Agreement shall be set forth in writing and duly executed by or on behalf of the party to be bound thereby. No waiver by any party of any breach hereunder shall be deemed a waiver of any other or subsequent breach.

F. Severability. If any provision of this Agreement shall be held as invalid or prohibited under applicable law, such invalidity or prohibition shall be construed as if such invalid or prohibited provision had not been inserted herein and shall not affect the remainder of such provision or the remaining provisions of this Agreement.

G. Further Assurances. The Parties shall, at all times after the Agreement Effective Date, or as until this Agreement is terminated, execute and deliver any documents and do any further acts which may be reasonably necessary or desirable to carry out the purposes of this Agreement and to give full force and effect to each and all of the provisions hereof.

H. Interpretation. The Parties agree that the terms and provisions of this Agreement embody their mutual intent and that such terms and provisions are not to be construed more liberally in favor of, or more strictly against, either Party. References to "sections" are to sections of this Agreement, unless otherwise specifically provided.

I. Headings. The section headings set forth herein are intended solely for convenience of reference and shall not govern the interpretation of any of term or provision of this Agreement.

J. Counterparts. This Agreement may be executed in any number of counterparts, and each such counterpart shall be deemed to be an original instrument, but all of them together shall constitute but one and the same instrument and such execution and delivery may be effectuated by transmission of an executed PDF copy via e-mail, a third-party electronic signature verification program or process (i.e., DocuSign), by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by combination of such means. Signature pages transmitted by any of the foregoing methods shall be deemed to be their original signatures for all purposes and signature pages may be detached from the counterparts and attached to a single copy of this Agreement to physically form one document.

IN WITNESS WHEREOF, the Parties herein have caused this Agreement to be duly executed and delivered as of the Agreement Effective Date.

"Disappearing Corporation"

California Veterans Assistance Foundation**,**
a California nonprofit corporation

By: _____
Deborah Johnson, Chief Executive Officer

By: _____
Eric Martinez, Chief Financial Officer

"Surviving Corporation"

Community Action Partnership of Kern,
a California nonprofit corporation

By: _____
Jeremy T. Tobias, Chief Executive Officer

By: _____
Tracy Webster, Chief Financial Officer

EXHIBIT A
(Certificate of Merger)

OBE MERG

State of California
Secretary of State

Certificate of Merger

(California Corporations Code sections
1113(g), 3203(g), 6019.1, 8019.1, 9640, 12540.1, 15911.14, 16915(b) and 17710.14)

Filing Fee: $150.00; Certification Fee (Optional): $5.00

This Space For Filing Use Only

1. NAME OF SURVIVING ENTITY	2. TYPE OF ENTITY	3. CA SECRETARY OF STATE ENTITY NUMBER	4. JURISDICTION
5. NAME OF DISAPPEARING ENTITY	**6. TYPE OF ENTITY**	**7. CA SECRETARY OF STATE ENTITY NUMBER**	**8. JURISDICTION**

9. THE PRINCIPAL TERMS OF THE AGREEMENT OF MERGER WERE APPROVED BY A VOTE OF THE NUMBER OF INTERESTS OR SHARES OF EACH CLASS THAT EQUALED OR EXCEEDED THE VOTE REQUIRED. (*IF A VOTE WAS REQUIRED, SPECIFY THE CLASS AND THE NUMBER OF OUTSTANDING INTERESTS OF EACH CLASS ENTITLED TO VOTE ON THE MERGER AND THE PERCENTAGE VOTE REQUIRED OF EACH CLASS. ATTACH ADDITIONAL PAGES, IF NEEDED.)*

SURVIVING ENTITY		**DISAPPEARING ENTITY**	
CLASS AND NUMBER	PERCENTAGE VOTE REQUIRED	CLASS AND NUMBER	PERCENTAGE VOTE REQUIRED

10. IF EQUITY SECURITIES OF A PARENT PARTY ARE TO BE ISSUED IN THE MERGER, CHECK THE APPLICABLE STATEMENT.

☐ No vote of the shareholders of the parent party was required. ☐ The required vote of the shareholders of the parent party was obtained.

11. IF THE SURVIVING ENTITY IS A DOMESTIC LIMITED LIABLITY COMPANY, LIMITED PARTNERSHIP, OR PARTNERSHIP, PROVIDE THE REQUISITE CHANGES (IF ANY) TO THE INFORMATION SET FORTH IN THE SURVIVING ENTITY'S ARTICLES OF ORGANIZATION, CERTIFICATE OF LIMITED PARTNERSHIP OR STATEMENT OF PARTNERSHIP AUTHORITY RESULTING FROM THE MERGER. ATTACH ADDITIONAL PAGES, IF NECESSARY.

12. IF A DISAPPEARING ENTITY IS A DOMESTIC LIMITED LIABLITY COMPANY, LIMITED PARTNERSHIP, OR PARTNERSHIP, AND THE SURVIVING ENTITY IS NOT A DOMESTIC ENTITY OF THE SAME TYPE, ENTER THE PRINCIPAL PLACE OF BUSINESS OF THE SURVIVING ENTITY.

PRINCIPAL PLACE OF BUSINESS OF SURVIVING ENTITY | CITY AND STATE | ZIP CODE

13. OTHER INFORMATION REQUIRED TO BE STATED IN THE CERTIFICATE OF MERGER BY THE LAWS UNDER WHICH EACH CONSTITUENT OTHER BUSINESS ENTITY IS ORGANIZED. ATTACH ADDITIONAL PAGES, IF NECESSARY.

14. STATUTORY OR OTHER BASIS UNDER WHICH A FOREIGN OTHER BUSINESS ENTITY IS AUTHORIZED TO EFFECT THE MERGER.

15. FUTURE EFFECTIVE DATE, IF ANY

_____ - _____ - _____
(Month) (Day) (Year)

16. ADDITIONAL INFORMATION SET FORTH ON ATTACHED PAGES, IF ANY, IS INCORPORATED HEREIN BY THIS REFERENCE AND MADE PART OF THIS CERTIFICATE.

17. I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT OF MY OWN KNOWLEDGE. I DECLARE I AM THE PERSON WHO EXECUTED THIS INSTRUMENT, WHICH EXECUTION IS MY ACT AND DEED.

SIGNATURE OF AUTHORIZED PERSON FOR THE SURVIVING ENTITY DATE — TYPE OR PRINT NAME AND TITLE OF AUTHORIZED PERSON

SIGNATURE OF AUTHORIZED PERSON FOR THE SURVIVING ENTITY DATE — TYPE OR PRINT NAME AND TITLE OF AUTHORIZED PERSON

SIGNATURE OF AUTHORIZED PERSON FOR THE DISAPPEARING ENTITY DATE — TYPE OR PRINT NAME AND TITLE OF AUTHORIZED PERSON

SIGNATURE OF AUTHORIZED PERSON FOR THE DISAPPEARING ENTITY DATE — TYPE OR PRINT NAME AND TITLE OF AUTHORIZED PERSON

For an entity that is a business trust, real estate investment trust or an unincorporated association, set forth the provision of law or other basis for the authority of the person signing: _____

Clear Form Print Form

EXHIBIT B
(Certificate of Approval of Agreement of Merger)

CERTIFICATE OF APPROVAL
OF
AGREEMENT OF MERGER

Maritza Jimenez and Gina Martinez certify that:

1. They are the President and Secretary, respectively, of Community Action Partnership of Kern, a California nonprofit corporation (California Secretary of State Entity File Number 490460) (**CAPK**).

2. The principal terms of the Agreement of Merger in the form attached were duly approved by the board of directors of CAPK.

4. No other approvals are required.

5. The Attorney General of the State of California is not required to be given notice of the merger.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

Effective Date: March 1, 2025

_____
Maritza Jimenez, Board Chair

_____
Gina Martinez, Secretary

CERTIFICATE OF APPROVAL
OF
AGREEMENT OF MERGER

[PRESIDENT] and [SECRETARY]certify that:

1. They are the President and Secretary, respectively, of California Veterans Assistance Foundation, a California nonprofit corporation (California Secretary of State Entity File Number 2537906) (**CVAF**)

2. The principal terms of the Agreement of Merger in the form attached were duly approved by the board of directors of CVAF.

4. No other approvals are required.

5. The Attorney General of the State of California is not required to be given notice of the merger.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

Effective Date: March 1, 2025

_____
[PRESIDENT], President

_____
[SECRETARY], Secretary

EXHIBIT C
(Certificate of Dissolution)

Secretary of State

ELEC NP

Nonprofit Certificate of Election to Wind Up and Dissolve

(California Nonprofit Corporation ONLY)

There is N**o Fee** for filing a Nonprofit Certificate of Election to Wind Up and Dissolve

Certification Fee (Optional) – $5.00

This Space For Office Use Only

1. Corporate Name (Enter the exact name of the nonprofit corporation as it is recorded with the California Secretary of State.)

2. Secretary of State Entity Number

3. Election (Check the applicable statement. Only **one box** may be checked. If the first box is checked, enter the **number** of members (**do not** enter the percentage of members). Note: This Form ELEC NP is not required when the vote to dissolve was made by **all** of the members, or if the nonprofit corporation has no members, by **all** of the directors, and that fact is noted on the Nonprofit Certificate of Dissolution (Form DISS NP).)

☐ The election was made by the vote of _____ members of the nonprofit corporation, and representing a majority of the members.

☐ The election was made by the board of directors together with the vote of a majority of the members voting on the election to dissolve.

☐ The nonprofit corporation has no members; the election was made by the board of directors of the nonprofit corporation

4. Required Statement (This Statement is required. Do not alter.)

The nonprofit corporation has elected to wind up and dissolve.

5. Read, Verify, Date and Sign Below (Do not use a computer generated signature.)

I declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of my own knowledge and that I am authorized by California law to sign.

Date	Signature	Type or Print Name
Date	Signature	Type or Print Name
Date	Signature	Type or Print Name

Secretary of State
Nonprofit Certificate of Dissolution
(California Nonprofit Corporation ONLY)

DISS NP

There is N**o Fee** for filing a Nonprofit Certificate of Dissolution

Certification Fee (Optional) - $5.00

Attorney General Letter: All nonprofit **public benefit** and **religious** nonprofit corporations are required to get a letter from the California Attorney General's office waiving objections to the nonprofit corporation's distribution of assets, or confirming the nonprofit corporation has no assets. If your corporation is a public benefit or religious corporation, you **must** attach that letter to this Nonprofit Certificate of Dissolution

This Space For Office Use Only

1. Corporate Name (Enter the exact name of the nonprofit corporation as it is recorded with the California Secretary of State.)

2. Secretary of State Entity Number

3. Election

☐ The dissolution was made by a vote of **ALL** of the members, or if there are no members, by a vote of **ALL** of the directors of the California nonprofit corporation.

Note: If the above box is **not** checked, a **Nonprofit Certificate of Election to Wind Up and Dissolve** (Form ELEC NP) must be filed prior to or together with this Nonprofit Certificate of Dissolution. (California Corporations Code sections 6611, 8611, 9680 and 12631.)

4. Debts and Liabilities (Check the applicable statement. Only **one box** may be checked. If second box is checked, you must include the required information in an attachment.)

☐ The known debts and liabilities have been actually paid or paid as far as its assets permitted.

☐ The known debts and liabilities have been adequately provided for in full or as far as its assets permitted by their assumption. Included in the **attachment** to this certificate, incorporated herein by this reference, is a description of the provisions made and the name and address of the person, corporation or government agency that has assumed or guaranteed the payment, or the depository institution with which deposit has been made.

☐ The nonprofit corporation never incurred any known debts or liabilities.

5. Required Statements (Do not alter the Required Statements – **ALL** must be true to file Form DISS NP.)

a. The nonprofit corporation has been completely wound up and is dissolved.
b. All final returns required under the California Revenue and Taxation Code have been or will be filed with the California Franchise Tax Board.
c. For Mutual Benefit or General Cooperative Corporations ONLY: The known assets have been distributed to the persons entitled thereto or the nonprofit corporation acquired no known assets.

6. Read, Verify, Date and Sign Below (Do not use a computer generated signature.)

The undersigned is the sole director or a majority of the directors now in office. I declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of my own knowledge.

Date	Signature	Type or Print Name
Date	Signature	Type or Print Name
Date	Signature	Type or Print Name

EXHIBIT D
(The Surviving Corporation's Articles of Incorporation)

[TO BE INSERTED]

EXHIBIT E

(The Surviving Corporation's Bylaws, Effective On or Before the Agreement Effective Date)

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 title 38 Code of Federal Regulations, part 61, section 61.80, subdivision (e). 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.

3. If section 2, subdivision (iv) of these Bylaws is not satisfied by the appointment or election of an individual as set forth under Category I or Category II, at least one member of the Board appointed pursuant to this Category III shall be a homeless or formerly homeless veteran, in accordance with title 38 Code of Federal Regulations, part 61, section 61.80, subdivision (e).

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

EXHIBIT F
(The Disappearing Corporation's Articles of Incorporation)

2537906

FILED
In the office of the Secretary of St
of the State of California
MAY 15 2003

KEVIN SHELLEY, Secretary of St

ARTICLES OF INCORPORATION
FOR
CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.

ONE: The name of this corporation is: CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.

TWO: (a) This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for Charitable Purposes.

(b) The specific purposes of this corporation shall include charitable and educational activities exclusively to promote and organize charitable programs to transition homeless veterans or those veterans at risk of becoming homeless into society's mainstream. In connection therewith, the organization shall assist veterans in obtaining meaningful employment and provide any and all services necessary to assist veterans in additionally obtaining government and related assistance, as well as assistance from other charitable organizations sharing similar purposes.

THREE: The name and address in this state of the corporation's initial agent for service of process is: Donald R. Waak, 2215 Buena Vista, Ste. 1, Bakersfield, CA 93304.

FOUR: (a) This corporation is organized and operated exclusively for charitable and educational purposes meeting the requirements for exemption provided by Section 214 of the California Revenue and Taxation Code and Section 501(c)(3) of the Internal Revenue Code.

(b) Notwithstanding any other provision of these Articles, this corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code or by a corporation contributions to which are deductible under Section 170(a) of the Internal Revenue Code.

(c) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of or in opposition to any candidate for public office.

FIVE: (a) The property of this corporation is irrevocably dedicated to the purposes set forth in Article TWO above. No part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or member of this corporation, or to the benefit of any private individual.

Feb 28 2007 5:47PM HP LASERJET FAX p.1

(b) Upon the winding up and dissolution of this corporation, and after paying or adequately providing for its debts and obligations, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under §501(c)(3) of the Internal Revenue Code.

SIX: Notwithstanding any other provisions of these Articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

For purposes of forming this corporation under the laws of the State of California, the undersigned, constituting the incorporator, has executed these Articles of Incorporation as of the 28 day of April, 2003.

Donald Waak 4/28/03

Donald Waak, Incorporator Date

EXHIBIT G
(The Disappearing Corporation's Bylaws)

CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.
BYLAWS
(Amended 01-28-2012)

ARTICLE I
General

Purpose of Bylaws. The purposes of the Corporation are set forth in the Articles of Incorporation. These Bylaws are the rules adopted by the Corporation for the general regulation and management of its affairs.

ARTICLE II
Board of Directors

2.1 Powers of the Board of Directors. Subject to the limitations of the Articles of Incorporation of the Corporation, the Bylaws and the laws of the United States, the Board of Directors shall manage the affairs of the Corporation. As Directors of the Corporation, Directors may not involve the corporation in political campaigns concerning veterans' issues, Per IRS Regulations.

2.2 Directors' Number, Term, Qualifications. The number of Directors of the Corporation shall be three (3) and no more than eleven (11). The number shall be determined for the next fiscal year of the Corporation by the Board of Directors. Each Director shall hold office for a term of (2) years, renewable bi-annually, or until his/her death, resignation or removal. A Director may be removed from office by the affirmative vote of a majority of the Directors at a meeting called specifically for such purpose, although other business may also be conducted at such meeting. A Director may resign at any time by submitting his/her written resignation to the Board Chair/CEO of the Corporation.

2.3 Vacancies. For other than an increase in the authorized number of Directors, vacancies on the Board of Directors may be filled by a majority vote of the Board. Each Director so elected shall hold office for the unexpired portion of the term.

2.4 Meetings of Directors.

2.4.1 Annual Meetings. An annual meeting of the Board of Directors shall be held each year before the end of the first quarter of each fiscal year. The Board Chair/CEO of the Corporation shall designate the location and time of the meeting. The election of officers and board members will be conducted at this meeting as well as the transaction of such other business as may properly come before the meeting. A meeting may be conducted by conference calls or any other electronic communication deemed appropriate.

2.4.2 Special Meetings. Special Meetings of the Board of Directors for any purpose or purposes shall be held whenever called by the Board Chair/CEO of the Corporation. If the Board Chair/CEO is absent, is unable, or refuses to act, such meetings shall be called by the Vice Chair with a majority of Directors. Special meetings may be conducted by conference calls or any other electronic communication deemed appropriate.

2.5 Notices to Directors. Notice of any meeting of the Board of Directors shall be given to each Director. In each case, the notice will specify the place, date and hour of the meeting, together with its agenda. The notice may be given orally or in writing not less than four (4) days before the time set for such meeting. Notification can be sent by any form of electronic communication deemed appropriate (fax, e-mail, etc.) If notification is by mail, notice must be mailed at least seven (7) days before the time set for such meeting.

2.6 Waiver of Notice. The transactions of any meeting of the Board of Directors, however called and noticed or wherever held, shall be as valid as though had at a meeting duly held after regular call and notice, if a quorum is present and if, either before or after the meeting, a written waiver of notice of the meeting, containing the same information as would have been required to be included in a proper notice of the meeting, is signed by (a) each Director not present at the meeting and (b) each Director present at the meeting who objected to the transaction of any business because the meeting was not lawfully called or convened. All such waivers shall be filed and made a part of the minutes of the meeting.

2.7 Action Without Meeting. Any action, which may be taken at a meeting of the Board of Directors, may be taken without a meeting if the majority of the Directors shall consent in writing, orally via telephone, or by any other form of electronic communication to such action. Such action by written consent shall have the same force and effect as the unanimous vote of the Directors.

2.8 Directors' Quorum and Action. A majority of the number of Directors fixed pursuant to these Bylaws shall constitute a quorum for the transaction of business. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act or decision of the Board of Directors, unless by law, the Articles of Incorporation or these Bylaws require the act of a greater proportion.

2.9 Director Compensation. No Director may receive compensation for his or her services as a Director, except that Directors may be reimbursed as provided by the Board for the actual and necessary expenses reasonably incurred in the performance of their duties.

2.10 Director Conflict of Interest. No contract or other transaction between the Corporation and one or more of its Directors or officers or any other corporation, firm, association, or entity in which one or more of the Directors or officers are directors or officers or has a material financial interest shall be entered into by the Corporation unless the fact of such relationship or interest is disclosed or known to the Board of Directors or Executive Committee. Furthermore, authorization, approval, or ratification of such contracts or transactions by the Board of Directors or such committee must be upheld by a vote or consent sufficient for the purpose without counting the votes or consents of such interested Directors or officers. Common or interested Directors or officers may be counted in determining the presence of a quorum at a meeting of the Board of Directors or a committee thereof, which authorizes, approves or ratifies such contract or transaction.

ARTICLE III
Officers

3.1 Officers. The officers of the Corporation shall be the Board Chair/CEO, Vice Chair, Secretary and Treasurer.

3.2 Election and Appointment of Officers. The Board of Directors shall elect the officers of the Corporation annually from among the Board membership at its annual meeting. Each officer shall hold office for a period of (2) years or until such officer's successor shall have been duly elected or appointed and qualified.

3.3 Removal of Officers. Any officer may be removed from office by the action of the Board of Directors whenever, in its judgment, the best interests of the Corporation will be served thereby.

3.4 Vacancies. A vacancy occurring in any office for any reason may be filled for the unexpired portion of the term of said office by a majority vote of the Board.

3.5 Board Chair/CEO. The Board Chair/CEO of the Board of Directors shall have general supervision of the affairs of the Corporation; subject at all times to the policies, control, and direction of the Board of Directors. The Board Chair/CEO shall preside at all meetings of Directors. The Board Chair/CEO may sign in the name of the Corporation any instrument or document consistent with the foregoing general delegation of authority. The Board Chair/CEO may also sign any other instrument or document specifically authorized by the Board of Directors. The Board Chair/CEO shall in general perform the duties incident to the office of Board Chair/CEO and such other duties as may be prescribed from time to time by the Board of Directors.

3.6 Vice-Chair. In the absence or disability of the Board Chair/CEO, the Vice-Chair of the Board of Directors shall perform the duties of the Board Chair/CEO. When so acting, the Vice Chair shall have all the powers of and be subject to all the restrictions on the Board Chair/CEO. The Vice-Chair shall have such other powers and perform such other duties as may be prescribed from time to time by the Board of Directors.

3.7 Secretary. The Secretary shall perform or have performed under the Board of Directors' direction the following functions:

3.7.1 Certify and keep at the principal office of the Corporation the original or a copy of its Articles of Incorporation and Bylaws, as amended to date.

3.7.2 Keep at the principal office of the Corporation or such other place as the Board of Directors may direct, a book of minutes of all meetings of the Corporation, the Board of Directors and committees thereof. The time and place of holding, whether regular or special and, if special, how authorized, the notice thereof given, and the names of those present at the meetings shall be part of these records.

3.7.3 See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.

3.7.4 See that the books, reports, statements and all other documents and records required by law are properly kept and promptly filed.

3.7.5 Exhibit for inspection, upon request, the relevant books and records of the Corporation to any Director for any proper purpose at any reasonable time.

3.7.6 The Secretary shall give an annual written report to the Board of Directors and Officers.

3.7.7 In general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the Board of Directors.

3.8 Treasurer. The Treasurer shall perform or have performed under the Board of Director's direction the following functions:

3.8.1 May delegate any of the following functions to the President of Corporation or VAF Executive Assistant with the CEO approval.

3.8.2 Exhibit for inspection, upon request, the relevant books and records of the Corporation to any Director for any proper purpose at any reasonable time.

3.8.3 Have charge and custody of, and be responsible for, all funds and securities of the Corporation. Deposit all such funds in the name of the Corporation in such banks, trust companies or other depositories as selected by the Board of Directors.

3.8.4 Keep and maintain adequate and correct accounts of the Corporation's properties and business transactions, including account of its assets, liabilities, receipts, disbursements, gains, losses and fund balances.

3.8.5 Render interim statements of the condition of the finances of the Corporation to the Board of Directors upon request, and render a full financial report at the annual meeting of the Board of Directors.

3.8.6 Receive and give receipt for monies due and payable to the Corporation from any source whatsoever.

3.8.7 In general, perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the Board of Directors.

ARTICLE IV
Contracts, Checks, Deposits and Funds

4.1 Contracts. The Board Chair/CEO of the Corporation or their designee as approved by the board and reflected in the minutes, shall act as agent for the Board of Directors to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances. In instances where the Chair cannot perform this duty, it is delegated to the Vice Chair.

4.2 Checks, Drafts, Etc. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by the Secretary or Treasurer and countersigned by the Board Chair/CEO of the Corporation or their designee as approved by the board and reflected in the minutes.

4.3 Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

4.4 Gifts. Any member of the Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest or device for the purposes of the Corporation.

ARTICLE V
Committees

5.1 Purpose. The Corporation shall have two types of committees. They are Standing Committees, and an Executive Committee.

5.1.1 Standing Committees. These committees are permanent, and may make recommendations, oversee operations, study specific areas of activity. The Board of Directors shall determine the amount of committees, their formation, purpose, and authority.

5.1.2 Executive Committees. This committee has general power to bind the corporation. There shall only be one (1) Executive Committee in the Corporation.

5.1.3 Voting Rights. No members of a committee shall have voting rights on the Board regarding the issues affecting that committee.

5.2 Method of Appointment. The Board Chair/CEO of the Corporation will appoint the Chairman of each committee and approval will be made by an affirmative vote by the majority of the Board of Directors. The Chairman has the authority to appoint members to their respective Committee.

5.3 Term of Office. Each Chairman shall hold office for a term of two (2) years, renewable bi-annually, or until his/her death, resignation or removal. A Chairman may be removed from a Committee by the affirmative vote of a majority of the Directors at a meeting called specifically for such purpose, although other business may also be conducted at such meeting. A Chairman may resign at any time by submitting his/her written resignation to the Board Chair/CEO of the Corporation. A member of the Committee may be removed by the Chairman, or may resign at any time by submitting his/her written resignation to the Chairman of the Committee.

ARTICLE VI
Miscellaneous

6.1 Fiscal Year. The fiscal year of the Corporation shall begin on the first day of January in each year and end on the last day of December in the same year.

6.2 Corporate Seal. The Corporation can have a seal.

6.3 Books and Records. Any Director, or his agent or attorney may inspect all books and records of the Corporation, for any proper purpose at any reasonable time.

ARTICLE VII
Indemnification

The Corporation shall indemnify its directors, officers, employees, agents and any organization appointing directors to the full extent and in the manner provided in Section 181.042 of the Wisconsin Statutes of 1989-90 (or corresponding provisions of future Wisconsin statutes). The indemnification shall be against expenses they reasonably and actually incur concerning a legal action. The legal action may be a suit or proceeding to which they are or may be made a party because they are or were a director, officer, employee, agent or an organization which appointed a director of the Corporation. The legal action may be threatened, pending or completed.

ARTICLE VIII
Amendment

The Board of Directors may amend these Bylaws at any meeting upon the affirmative vote of majority of the Board of Directors, provided a statement of the proposed amendment is included in the notice of such meeting.

EXHIBIT H
(Excluded Assets of the Disappearing Corporation)

[TO BE INSERTED]

EXHIBIT I
(Form Deed)

RECORDING REQUESTED BY:

WHEN RECORDED, MAIL THIS DEED AND, UNLESS OTHERWISE SHOWN BELOW, MAIL TAX STATEMENTS TO:

_____
_____
_____

(Space Above Line for Recorder's Use Only)

GRANT DEED

The undersigned grantor declares:
Documentary transfer tax is:

( ) computed on full value of property conveyed, or
( ) computed on full value less value of liens and encumbrances remaining at time of sale
( ) Unincorporated area of County of Los Angeles
( ) City of _____

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, _____, a _____ ("Grantor"), hereby GRANTS to _____, a _____, a ("Grantee"), that certain real property (the "Property") in the County of _____, State of _____, as described in **Exhibit A** attached hereto and incorporated herein by this reference.

IN WITNESS WHEREOF, the undersigned has executed this document as of the day and year indicated.

Dated: _____, 2025,

[Owner Name]

By: _____
Name: _____
Title: _____

ACKNOWLEDGEMENT

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)
) ss.
COUNTY OF _____)

On _____ before me, _____,
notary public, personally appeared _____ 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 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 _____

EXHIBIT A

(Legal Description of Property)

EXHIBIT J

(Excluded Debts, Liabilities, and Other Obligations of the Disappearing Corporation)

[TO BE INSERTED]

EXHIBIT K
(List of Employees Offered Employment)

LIST OF CVAF EMPLOYEES OFFERED EMPLOYMENT			
	EMPLOYEE	**Position**	**FT/PT**
1	Vacant	Case Manager	FT
2	Vacant	TFA Coordinator	FT
3	Vacant	Case Manager	FT
4	Clemente-Juarez, Carlos	Lead Case Manager	FT
5	Esparza, Kenneth (3 Months)	Security	PT
6	Esparza, Mark (3 Months)	Security	FT
7	Vacant	Case Manager	FT
8	Galvan Jr., Leobardo	Case Manager	FT
9	Johnson, Deborah	President/CEO	FT
10	Vacant	Case Manager	FT
11	Wheeler, Heather	Operations Coordinator	FT
12	Vacant	Administrative Coordinator	FT
13	Andersen, Anita	Program Director	FT
14	Faulk, Jason	Lead Operations Asst	FT
15	Ramos, Alba	Lead Case Manager	FT
16	McCracken, Justin	Case Manager	FT
17	Vacant	Social Worker	FT
18	Watkins, Tamaera	Case Manager	FT
19	Mills, Tiffany	Program Director	FT
20	Webster, Vanessa	Programs Officer	FT
21	Williams, Tiffany	Healthcare Navigator	FT
22	Zavala, Carolina	Intake/Elig Technician	FT
23	Carreon, Raymond	Outreach Worker	FT
24	Vacant	Housing Navigator	FT

RESOLUTION NO. 2025-04

RESOLUTION OF THE BOARD OF DIRECTORS OF COMMUNITY ACTION PARTNERSHIP OF KERN ACCEPTING THE DELEGATION OF DAY-TO-DAY MANAGEMENT AUTHORITY FROM THE BOARD OF DIRECTORS OF CALIFORNIA VETERANS ASSITANCE FOUNDATION, INC.

WHEREAS, California Veterans Assistance Foundation, Inc. (**CVAF**) is a California nonprofit public benefit corporation, organized and formed on May 15, 2003; and

WHEREAS, CVAF's primary purpose is to promote and organize charitable programs to transition homeless veterans or those veterans at risk of becoming homeless into society's mainstream, including assisting veterans in obtaining meaningful employment and providing any and all services to assist veterans in obtaining government and other charitable assistance; and

WHEREAS, on February 26, 2025, CVAF's Board of approved and executed that Agreement of Merger dated March 1, 2025 initiating the merger of CVAF with and into Community Action Partnership of Kern (**CAPK**) (**Agreement of Merger**); and

WHEREAS, pursuant to and in furtherance of that Agreement of Merger, CVAF's Board of Directors delegated day-to-day management authority of CVAF to the Board of Directors of CAPK, subject to those terms and conditions set forth in that Agreement of Merger, as evidenced by CVAF Resolution attached hereto and incorporated herein as **Exhibit A**; and

WHEREAS, CAPK desires to accept this delegation of day-to-day management authority of CVAF, subject to those terms and conditions set forth in that Agreement of Merger.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Community Action Partnership of Kern as follows:

(1) The foregoing recitals are true and correct.

(2) The Board of Directors hereby accepts the delegation of day-to-day management authority of California Veterans Assistance Foundation, Inc. by the Board of Directors of California Veterans Assistance Foundation, Inc., subject to those terms and conditions set forth in that Agreement of Merger dated March 1, 2025.

(3) At least once per month, beginning on April 1, 2025 and lasting until September 30, 2025, CAPK shall cause a written report to be provided to CVAF's Board of Directors regarding those activities taken by CAPK on behalf of CVAF for the preceding month.

(4) This delegation of authority shall terminate and end as of the Merger Effective Date (i.e., October 1, 2025), as defined in the Agreement of Merger.

PASSED AND ADOPTED by the Board of Directors of Community Action Partnership of Kern this 26th day of February 2025 by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

_____ _____
Maritza Jimenez, Chair
CAPK Board of Directors

Date

ATTEST:

_____ _____
Gina Martinez, Secretary
CAPK Board of Directors

Date

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF CALIFORNIA VETERANS ASSITANCE FOUNDATION, INC. DELEGATING DAY-TO-DAY MANAGEMENT AUTHORITY TO THE BOARD OF DIRECTORS OF COMMUNITY ACTION PARTNERSHIP OF KERN

WHEREAS, California Veterans Assistance Foundation, Inc. (**CVAF**) is a California nonprofit public benefit corporation, organized and formed on May 15, 2003; and

WHEREAS, CVAF's primary purpose is to promote and organize charitable programs to transition homeless veterans or those veterans at risk of becoming homeless into society's mainstream, including assisting veterans in obtaining meaningful employment and providing any and all services to assist veterans in obtaining government and other charitable assistance; and

WHEREAS, CVAF's Board of Directors recently approved and executed that Agreement of Merger dated March 1, 2025 initiating the merger of CVAF with and into Community Action Partnership of Kern (**CAPK**) (**Agreement of Merger**); and

WHEREAS, pursuant to and in furtherance of that Agreement of Merger, CVAF's Board of Directors desires to delegate day-to-day management authority of CVAF to the Board of Directors of CAPK, subject to those terms and conditions set forth in that Agreement of Merger.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of California Veterans Assistance Foundation, Inc. as follows:

(1) The foregoing recitals are true and correct.

(2) The Board of Directors hereby delegates day-to-day management authority of California Veterans Assistance Foundation, Inc. to the Board of Directors of Community Action Partnership of Kern, subject to those terms and conditions set forth in that Agreement of Merger dated March 1, 2025.

(3) At least once per month, beginning on April 1, 2025 and lasting until September 30, 2025, CAPK shall cause a written report to be provided to CVAF's Board of Directors regarding those activities taken by CAPK on behalf of CVAF for the preceding month. The Board of Directors shall review and ratify those activities or otherwise direct CAPK regarding the subsequent month's activities.

(4) This delegation of authority shall terminate and end as of the Merger Effective Date (i.e., October 1, 2025), as defined in the Agreement of Merger.

(5) This delegation of authority shall be contingent upon (a) adoption of the Agreement of Merger and (b) acceptance of this delegation by CAPK's Board of Directors.

PASSED AND ADOPTED by the Board of Directors of California Veterans Assistance Foundation, Inc., this 26th day of February 2025 by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

_____, President

Date

ATTEST

_____, Secretary

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.

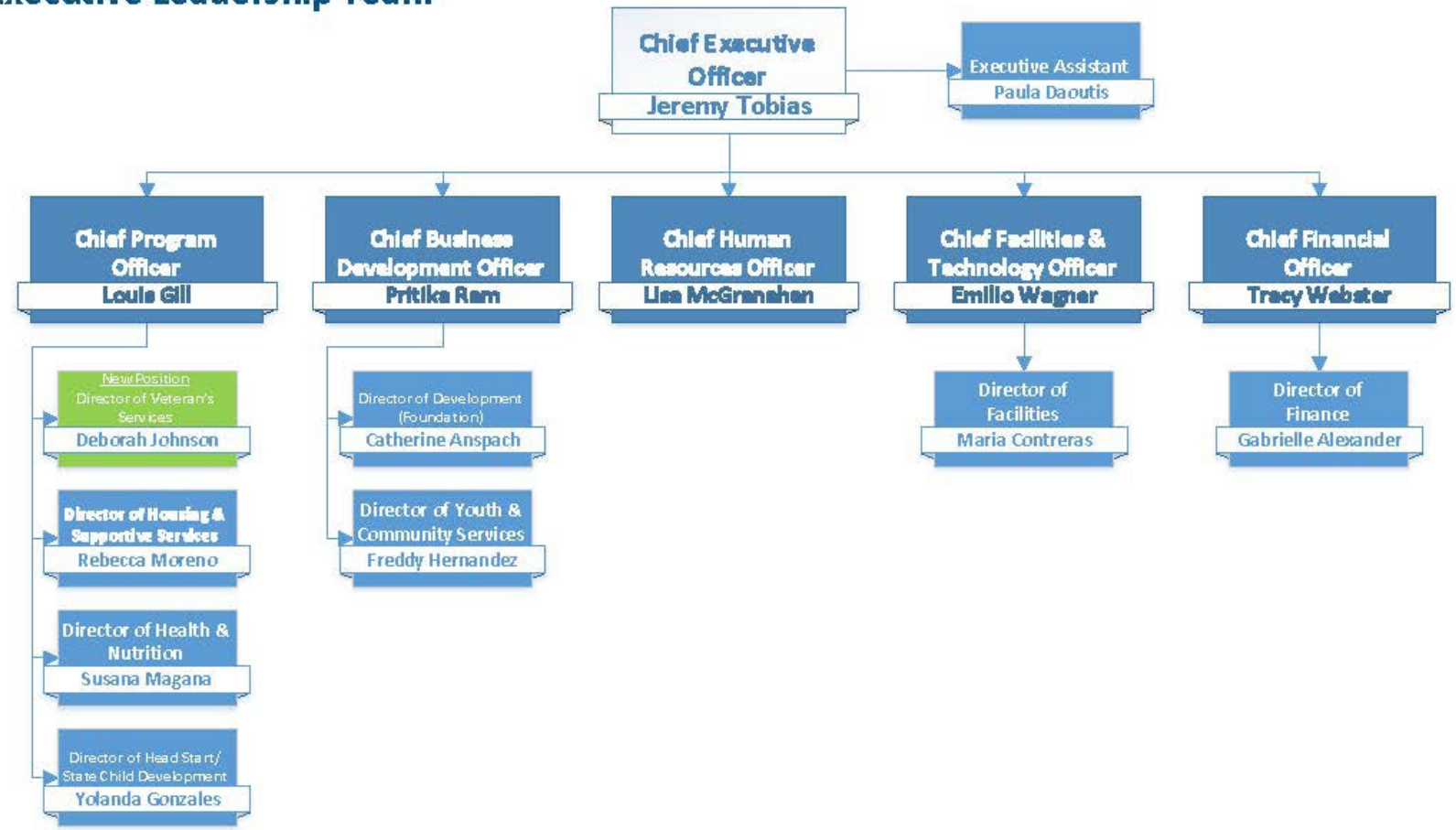


Division of Veteran & Support Services

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

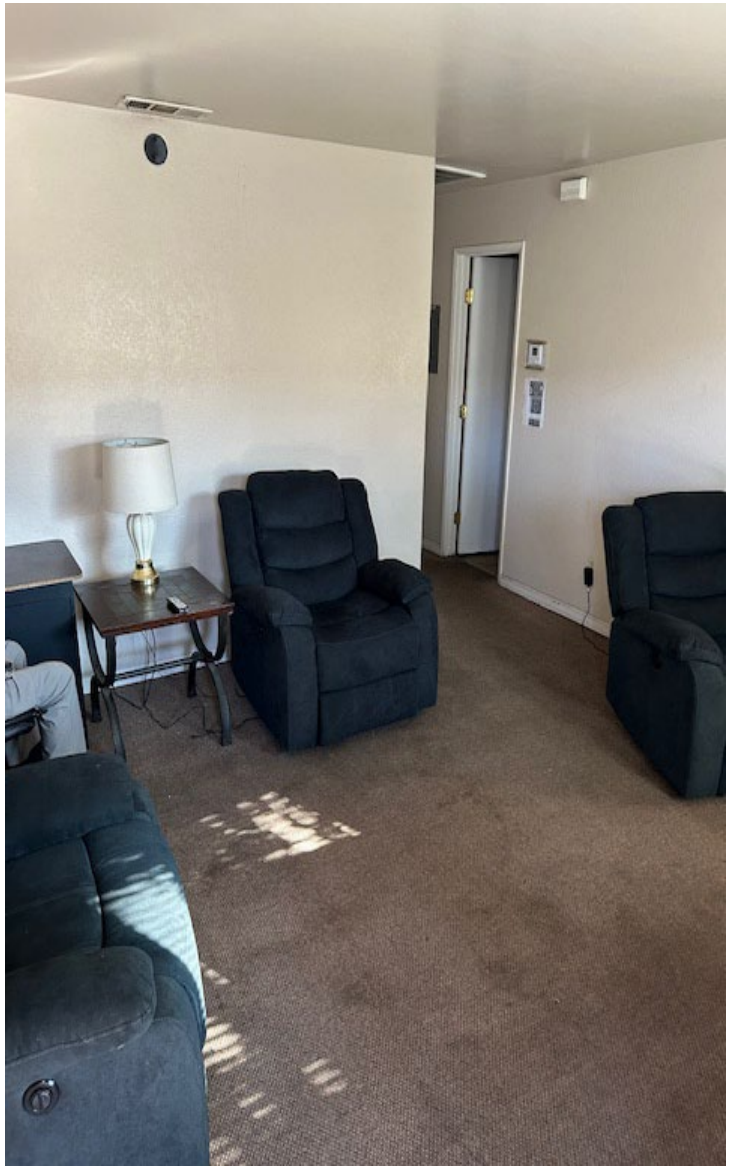
- **Ownership Status:** Owned
- **Property Type:** Single-Family Residence
- **Size:** 1,220 sq. ft.
- **Bedrooms/Bathrooms:** 2 beds, 1 bath
- **Lot Size:** 8,988 sq. ft.
- **Year Built:** 1942
- **Zoning:** R-1 (Single-Family Residential)
- **Last Sold:** $140,000 on March 27, 2007
- **Valuation:** As of January 2025, the approximate market value $197,139.

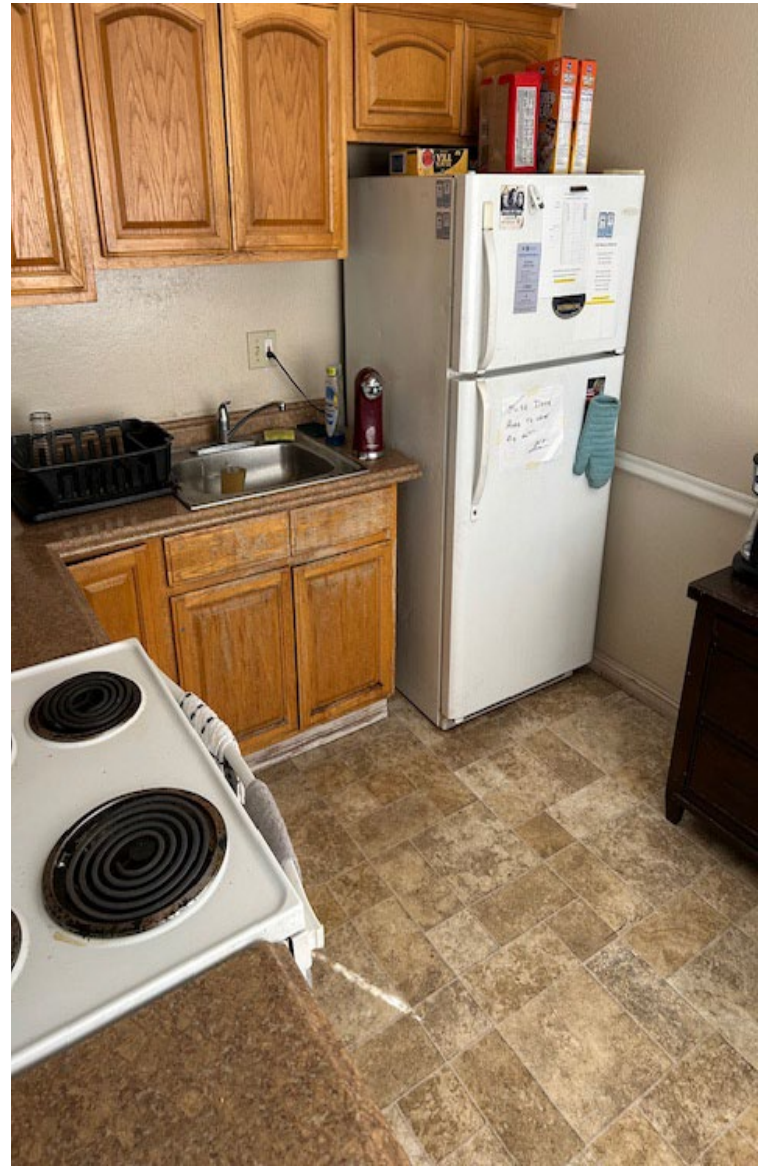
729/731 Decatur St

- **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.

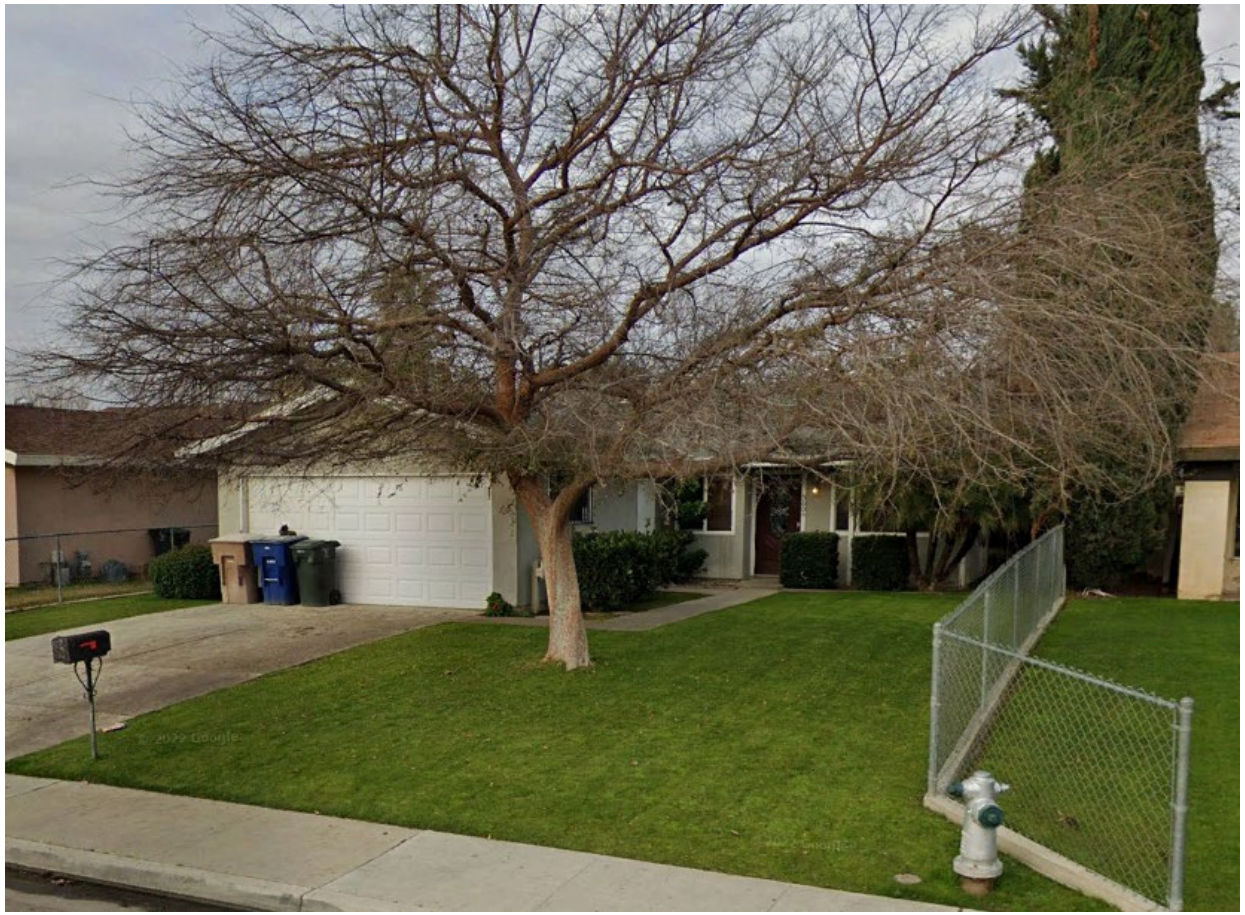
Buena Vista St. (Exterior and Interior)







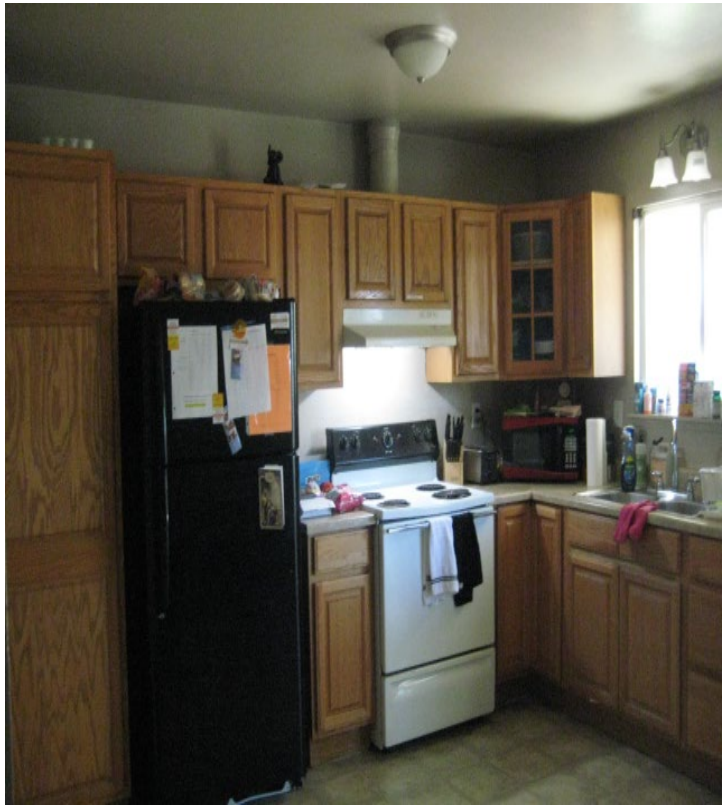
3609 Caldwell Drive



- **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.

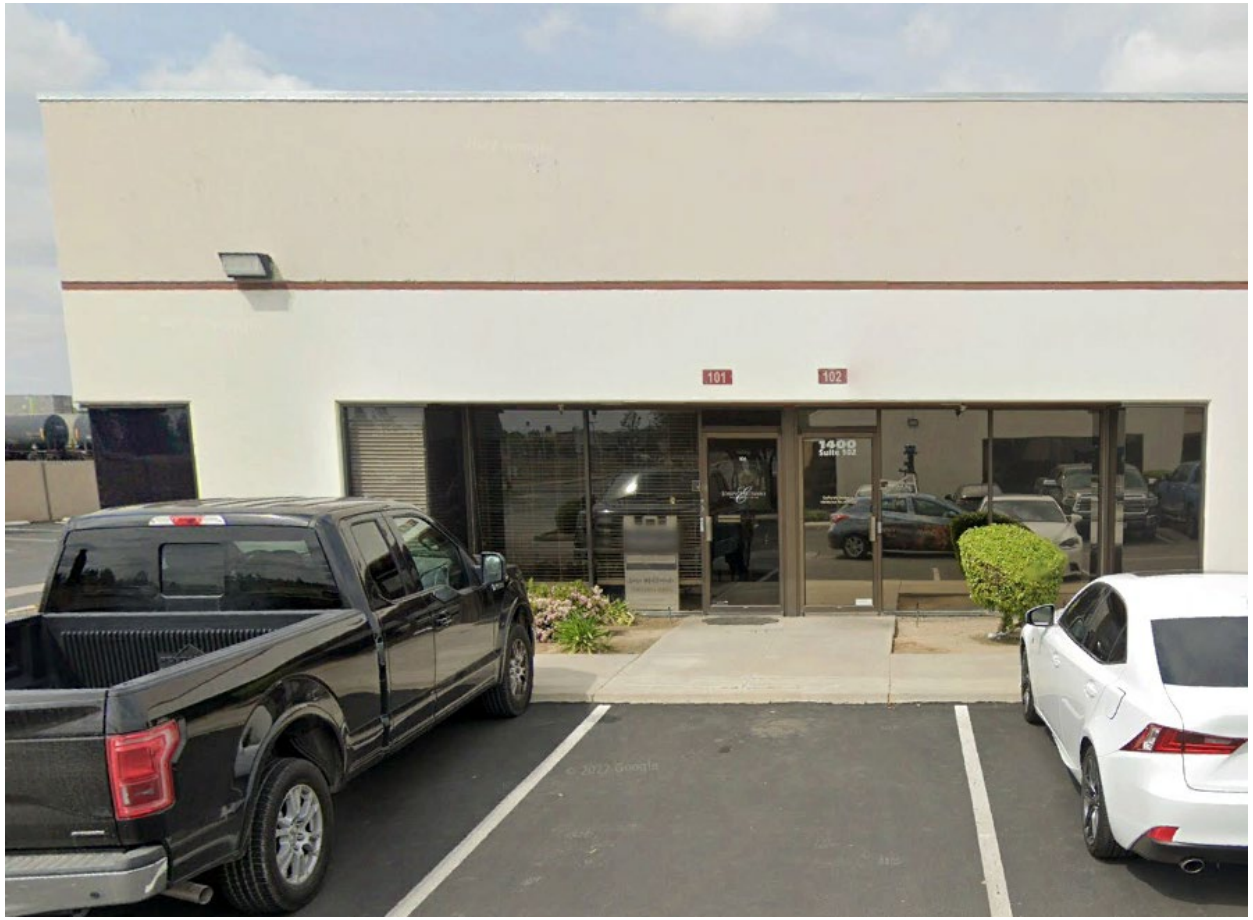
Caldwell Drive (Interior and Exterior)







1400 Easton Dr, Suite 102



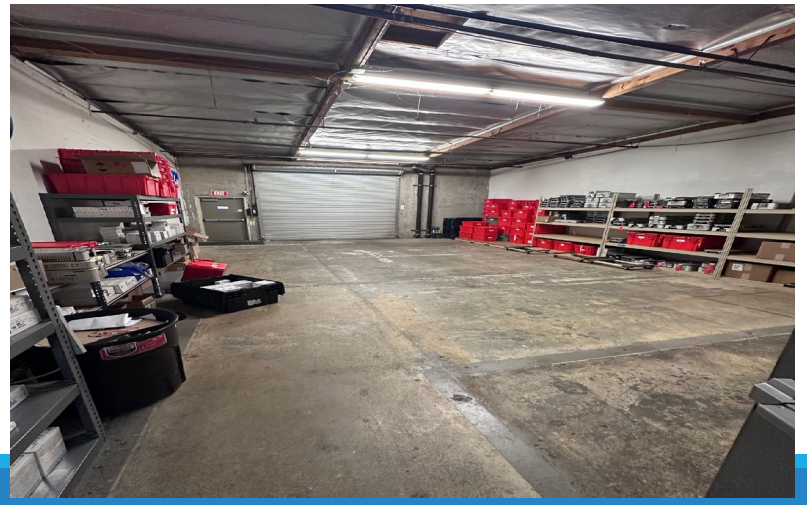
- **Ownership Status:** Owned (with Mortgage)
- **Remaining Debt:** $64,033.66
- **Property Type:** Commercial Office
- **Size:** 1,872
- **Offices:** 3 with warehouse
- **Year Built:** 1981
- **Zoning:** Commercial
- **Valuation:** As of January 2025, the approximate market value $217,296.

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

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, CEO

Date: February 26, 2025

Subject: *Agenda Item IV(b)*: Amendment to the CAPK Bylaws – **Action Item**

As part of the process and Merger Agreement between CAPK and the California Veterans Assistance Foundation (CVAF), an amendment to the CAPK Bylaws is required. The Merger Agreement has an effective date of March 1, 2025.

Due to specific requirements of grant contracts held with the U.S. Department of Veterans Affairs, CAPK will be required to seat at least one member of the Board of Directors who is a Homeless or Formerly Homeless Veteran. This amendment will place those requirements into our Bylaws.

All amendments to the Bylaws require a minimum of 10-day notice to the Board of Directors. Drafts of the amendment were presented at the January 26, 2025 Board meeting and also delivered via email on February 14, 2025. The amendment has been reviewed by our attorney.

There is also an agenda item to appoint a new CAPK Board member to fill this role, through the recommended appointment of current CVAF Board member Lee'o Whisenant.

Recommendation:

Staff recommend the approval of the Amendments to the CAPK Bylaws and corresponding Resolution 2025-02.

Attachments:

Amended CAPK Bylaws
Resolution 2025-02

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 title 38 Code of Federal Regulations, part 61, section 61.80, subdivision (e). 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.

3. If section 2, subdivision (iv) of these Bylaws is not satisfied by the appointment or election of an individual as set forth under Category I or Category II, at least one member of the Board appointed pursuant to this Category III shall be a homeless or formerly homeless veteran, in accordance with title 38 Code of Federal Regulations, part 61, section 61.80, subdivision (e).

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

RESOLUTION # 2025-02

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Bylaws of the Agency

The Board of Directors of Community Action Partnership of Kern located at 1300 18th St., Suite 200, Bakersfield, CA 93301, met on February 26, 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 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 has determined that there is a need to amend the Bylaws, Article IV Membership & Composition of Board of Directors, Section 2 Tripartite Board, adding (iv) at least one member is a homeless or formerly homeless veteran, in accordance with the requirements outlined in applicable federal regulations (e.g., 38 CFR Part 61)

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby approves and adopts the proposed amendments to the CAPK Agency Bylaws as presented on February 26, 2025.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 26th day of February 2025.

Maritza Jimenez, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, CEO

Date: February 26, 2025

Subject: *Agenda Item IV(c)*: Appointment of new CAPK Board member Lee'o Whisenant – **Action Item**

In conjunction with the Merger between CAPK and the California Veterans Assistance Foundation (CVAF), specific composition of the CAPK Board of Directors will be required. Due to requirements of grant contracts held with the U.S. Department of Veterans Affairs, CAPK will be required to seat at least one member of the Board of Directors who is a Homeless or Formerly Homeless Veteran. An amendment to the CAPK Bylaws relating to the requirement will be approved by the Board of Directors.

Currently there is an open seat on the Board of Directors, due to the resignation of Private Sector representative Jimmy Childress. The seat was already set to expire in January 2025, so this will be a full-term appointment to fill this seat. The appointment carries a five-year term, expiring in January 2030. The appointment will be affective March 1, 2025.

An existing CVAF Board member meets the new requirements and is interested in an appointment to the CAPK Board of Directors. Attached to the memo is a brief biography of current CVAF Board member Lee'o Whisenant.

Recommendation:

Staff recommend the appointment of Leo Whisenant to the CAPK Board of Directors in the Category III: Private Sector/Community Representatives seat, effective March 1, 2025.

Attachment:

Bio for Lee'o Whisenant

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

MEMORANDUM

To: Board of Directors

From: Emilio G. Wagner, Chief Facilities and Technology Officer

Date: February 26, 2025

Subject: *Agenda Item IV(e):* Property and Casualty *Insurance Renewal* – **Action Item**

CAPK's property and casualty insurance policies are set to renew on March 1, 2025. The renewal process has been completed with our broker, INSURICA, ensuring that CAPK maintains comprehensive coverage for our operations. In the months leading up to this renewal, INSURICA has given the Board updates about the process and expected renewal costs. Below is a comparison of the expiring premium with the renewal premium specific to CAPK:

Expiring CAPK Premium:	$833,074.02
Renewal CAPK Premium:	$848,821.38
Percentage Increase:	1.9%

INSURICA also provided a quote for the addition of the CVAF merged operations. However, this coverage will not take effect on March 1, 2025, as CVAF will continue under its existing insurance policy until the various properties and operations gradually transition over to CAPK. At that point, CAPK's policy will be adjusted to include CVAF item coverage, and the premium will be prorated accordingly based on the identified start date. The quoted increase for a full year of CVAF item premium is $27,691.08 or about 3.3% over the base renewal quote. Please note that the quote for the additional CVAF coverage will be a net savings compared to the existing CVAF annual insurance costs which are $64,199.

Additional Recommended Coverages

Separate from the renewal quote, INSURICA and CAPK staff recommend moving forward with the addition of two optional coverages:

Active Assailant Coverage

This specialized coverage provides financial protection in the event of an active assailant incident, including costs associated with crisis management, medical and counseling services for victims, legal liability, and business interruption. Given the evolving risk environment, INSURICA and CAPK staff recommend securing Active Assailant coverage with a $3,000,000 limit through CFC, which offers broad coverage terms and minimal exclusions. The additional annual premium for this coverage is $24,969.56 above the base renewal quote or roughly 2.9%.

Excess Side A Difference in Conditions (DIC) Coverage

This policy enhances protection for CAPK's directors and officers by providing an excess coverage layer specifically for non-indemnifiable claims—those where CAPK is unable or unwilling to indemnify the individual. It ensures personal asset protection for our leadership in cases where the primary Directors & Officers (D&O) policy is exhausted. INSURICA and CAPK staff recommend securing a $5,000,000 limit through Starr, which includes a $1 million reinstatement feature. The additional premium above base renewal quote for this coverage is $15,001.00 annually, or roughly 1.8%.

Overall Impact on Premium of Additional Coverages

The recommended additional coverages of Active Assailant and Side A DIC coverage combined would increase the base renewal quote by $39,970.56 or roughly 4.71%.

Recommendation:

Staff recommends the Board of Directors approve the Base Renewal Quote with the additional coverages of Active Assailant and Side A DIC, and the additional of new CVAF coverages as the items transfer over to CAPK and authorize the Chief Executive Officer to bind coverage and sign all documents through INSURICA.

Attachments:
Renewal Proposal
Active Assailant Option
Excess Side A Option

INSURANCE PROPOSAL

COMMUNITY ACTION PARTNERSHIP OF KERN

Presented on: February 14, 2025
Presented by: **Josh Wall, CIC; Aaron Uribe, CIC**

SERVICE TEAM

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INSURICA.com

This presentation is designed to provide an overview and summary of the insurance coverages prepared for your review. This proposal is meant to facilitate a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies in place or presented within. This proposal does not alter or amend the insurance contracts. Please refer to the actual policies for details on coverages, conditions and exclusions that will govern in the event of a loss.

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EXECUTIVE OVERVIEW

INSURICA is an independent insurance agency that specializes in core industries and business disciplines.
Our unique structure provides INSURICA customers with unparalleled access to the best coverage and risk management expertise available, all delivered through a local agent relationship.

INDUSTRY SPECIALIZATIONS

Our industry-specific knowledge and in-depth experience gives us valuable insight into the unique and often challenging needs of the following key industries:

- Agriculture
- Construction
- Education
- Energy
- Environmental
- Financial
- Healthcare
- Hospitality
- Manufacturing
- Ministries
- Not-For-Profit
- Staffing
- Technology
- Transportation

OUR APPROACH

Our approach is not about selling an individual policy, but rather understanding our clients' entire business structure and developing a comprehensive insurance management plan. With an in-depth understanding of our clients' business operations, we uncover unseen risks and opportunities that can dramatically lower exposure and costs.

OUR FUTURE

Placing over $1 billion in annual premiums, family-owned INSURICA is among the 40 largest insurance brokers in the United States. INSURICA employs over 600 colleagues in offices located throughout Oklahoma, Texas, Arkansas, Colorado, Arizona, and California. Guided by our Core Values of Integrity, Innovation, and Purpose, we are committed to expanding our services and footprint with partners who bring additional value and expertise to our clients and agency.

INSURICA 24/7 OVERVIEW

INSURICA strives to embrace technology that drives efficiency and is a resource to our partners.

INSURICA 24/7 is a client portal that enables you to access insurance information, view documents, and print your own Certificates of Insurance or auto ID cards online or via the INSURICA 24/7 Mobile App.

With access to your information where and when you need it, you can focus on your business rather than your insurance.

ON-DEMAND ACCESS TO YOUR INFORMATION



SIMPLY LOGIN TO:

- ✓ Pay using an electronic check or credit card
- ✓ Download certificates and auto ID cards.
- ✓ Access insurance documents including policies, endorsements, bonds, and risk control documents.
- ✓ View Team contact information
- ✓ Request changes to such as add/delete drivers and autos.



WHY CHOOSE US:

- ✓ 24/7 access to your account
- ✓ Access to your policy information for review
- ✓ The ability to report a claim or loss any time



REACH US ANY TIME:

- ✓ Standard business hours in our office
- ✓ Access online anytime
- ✓ 24/7 account access via the INSURICA 24/7 Mobile App

At INSURICA, we *"Specialize in You"*, so you can specialize in what you do best.



INSURICA

Claims Management Services

WE'RE HERE TO SERVE YOU

At INSURICA, we pride ourselves on dedicated, reliable and effective claims handling. Our goal is to assist each of our customers in their time of need. We're here when you need us most!

Our hands-on approach promotes prompt reporting, early intervention, aggressive investigation and timely settlements. We do this by:

- **Reviewing** claims for proper coverage
- **Assisting** clients with policy information and interpretation
- **Facilitating** investigative meetings between carrier and client
- **Reviewing** individual claims with clients

A quick call or email to the Claim Department enables us to react swiftly to minor incidents while routing more complicated cases to our specialized Claim Consultants. We'll ensure your claims are processed efficiently and correctly while helping you reduce your total cost of risk.

WAYS TO REPORT A CLAIM

Call our Claim Department at 844-556-3208

Email our Claim Department at claims@INSURICA.com

Log in to the INSURICA 24/7 app

*Informing us of incidents, accidents, and potential claims as soon as possible is key, so we can better serve you.

Contact us today to learn more about how we can help manage your loss.

INSURICA.com/claims

COVERAGES TO CONSIDER

ADDITIONAL COVERAGES TO CONSIDER

ACTIVE ASSAILANT

The current unendorsed commercial general liability policy does not confirm nor deny coverage, leaving coverage determination to the courts in the event of the claim. A business owner should consider active assailant coverage as it not only defines the gray area of a commercial general liability policy but can also be written to include onsite active shooter and security vulnerability assessment, as well as preparedness seminars and training modules, and post-event crisis management services.

EARTHQUAKE

Coverage can be added on Property, Equipment, Installation Floater/Builders Risk policies. Depending on the property locations, the premiums can be insignificant compared to the coverage.

EXCESS SIDE A DIC

Directors and Officers (D&O) Side A Difference in Conditions (DIC) Insurance provides additional protection for individual directors and officers when the underlying D&O policy does not respond. This coverage is particularly important in situations where the company is unable or unwilling to indemnify its executives, offering them personal asset protection against claims of wrongful acts in their capacity as company leaders.

HIGHER UMBRELLA LIMITS

While there is no definitive answer to the question about how much umbrella or excess coverage a business entity should carry, there is some analysis you can do as a business owner to try to determine what is an adequate limit. Companies can begin their analysis by using the net worth of their company as a guideline. As an example, the more you have, the more you should carry. Benchmarking data for limits carried by other similar in class and size can also be provided.

PLEASE CHECK BELOW IF INTERESTED IN ANY OF THE ABOVE RECOMMENDED COVERAGES:

COVERAGE TYPE	INDICATION REQUESTED
Active Assailant	*Quotes to follow*
Earthquake	
Excess D&O Side A DIC	*Quotes to follow*
Higher Umbrella Limits	*Please advise if CAPK desires higher Umbrella Limits*

Producer Signature	Client Signature
Dated:	Dated:

Contact your INSURICA Team for more information and coverage options on any of these coverages.

Disclaimer: Additional coverages to consider is not limited to those only on this list nor is this list all-inclusive of all coverage forms available. This list comprises of important coverages that are readily available to purchase.

NOTIFY US IF

It is important we be informed when a significant change in your operation takes place, such as any:

- Additional locations, new construction
- Changes in property values
- Change in ownership
- Sudden change in sales
- Increased or decreased hazards (i.e. type of work to be insured or new activities undertaken)
- Change in security or protection (i.e. burglar, sprinkler, fire alarm, watchguard, lighting, etc.)
- Change in product lines
- New contractual obligations
- Changes in vehicles and/or drivers
- Expansion or moving of operations to a new state
- Employees hired in a new state
- Higher limits and/or additional coverages required or desired (i.e. Flood, Earthquake, Pollution, Professional Liability)
- Vacancy of building you own, operate, or occupy

CLAIMS NOTIFICATION REQUIREMENTS

Many policies include CLAIMS REPORTING OBLIGATIONS that require immediate notification, as soon as you are aware of an incident which could result in a claim. Failure to report or late reporting could result in denial of defense and/or claim payment or settlements. To avoid denial of coverage, be sure to notify us and/or the insurance carrier as soon as practicable of any occurrence or offense which may result in a claim. Additionally, the incident should be confirmed in writing. Please review policies for claim reporting provisions.

The above are examples of situations of which we should be made aware; there are many others as well.

If any questions arise, please contact us.

** Disclaimer: While this list is not inclusive, failure to notify us can affect your coverage.*

COMMON CONDITIONS

NAMED INSUREDS

Community Action Partnership of Kern County

MAILING ADDRESS

1300 18th St. # 200
Bakersfield, CA 93301

LOCATION SCHEDULE

LOC	BLDG	ADDRESS			DESCRIPTION	
0	0		Blanket location			
1	1	Energy, VITA	300 19th St	Bakersfield	CA	93301
2	1	WIC-Main	500 E California Ave	Bakersfield	CA	93307
3	1	WIC-China Lake	610 Blandy Blvd.	China Lake	CA	93555
4	1	Mc Farland	410 E Perkins Ave	Mc Farland	CA	93250
5	1	California City	9124 Catalpa Ave	California City	CA	93505
6	1	Seibert	2800 Agate St	Bakersfield	CA	93304
7	1	Shafter	452 W Los Angeles Ave	Shafter	CA	93263
8	1	Tehachapi	1120 S Curry St	Tehachapi	CA	93561
9	1	Virginia	3301 Virginia Ave	Bakersfield	CA	93304
10	1	Harvey Hall	301-315 Stine Rd	Bakersfield	CA	93309
10	2	Harvey Hall EHS	301-315 Stine Rd	Bakersfield	CA	93309
10	3	Harvey Hall new bldg	301-315 Stine Rd	Bakersfield	CA	93309
11	1	Vineland	14327 S Vineland Rd	Bakersfield	CA	93307
12	1	Mojave	1940 Inyo St	Mojave	CA	93501
13	1	Delano Office	1835 Cecil Ave	Delano	CA	93215
13	2	Delano-classrooms	1835 Cecil Ave	Delano	CA	93215
13	3	Delano-classrooms	1835 Cecil Ave	Delano	CA	93215
13	4	Delano-classrooms	1835 Cecil Ave	Delano	CA	93215
13	5	Delano-classrooms	1835 Cecil Ave	Delano	CA	93215
14	1	Heritage Park	2320 Mount Vernon Ave	Bakersfield	CA	93306
15	1	Sterling Office	3000-3003 Sterling Road	Bakersfield	CA	93306
15	2	Sterling-classroom	3000-3003 Sterling Road	Bakersfield	CA	93306
15	3	Sterling-classroom	3000-3003 Sterling Road	Bakersfield	CA	93306
15	4	Sterling-classroom	3000-3003 Sterling Road	Bakersfield	CA	93306
15	5	Sterling-classroom (new buildings)	3000-3003 Sterling Road	Bakersfield	CA	93306
16	1	San Diego	10300 1/2 San Diego St	Lamont	CA	93241
17	1	Friendship House	2424 Cottonwood Rd	Bakersfield	CA	93304
18	1	Shafter Youth Center	455 E Euclid Ave	Shafter	CA	93263
19	1	Central Kitchen	3101 Mall View Rd	Bakersfield	CA	93306
20	1	Martha J. Morgan	3811 River Blvd	Bakersfield	CA	93305
21	1	Alicante	7998 Alicante Ave	Lamont	CA	93241
22	1	Sunrise Villa	1600 Poplar Ave	Wasco	CA	93280

23	1	Alberta Dillard	5704 Pioneer Dr	Bakersfield	CA	93306
24	1	MCAP-Visalia	7000 W Doe Ave	Visalia	CA	93291
25	1	520 S Washington St - Food Bank-Food Warehouse	520 S Washington St & 1825 Feliz Dr	Bakersfield	CA	93307
25	2	1825 Feliz Dr - Pete Parra Admin Bldg	520 S Washington St & 1825 Feliz Dr	Bakersfield	CA	93307
25	3	1825 Feliz Dr - Pete Parra (Classroom Bldg #200)	520 S Washington St & 1825 Feliz Dr	Bakersfield	CA	93307
25	4	1825 Feliz Dr - Pete Parra (Classroom Bldg #300)	520 S Washington St & 1825 Feliz Dr	Bakersfield	CA	93307
25	5	1825 Feliz Dr - Pete Parra (Classroom Bldg #400)	520 S Washington St & 1825 Feliz Dr	Bakersfield	CA	93307
25	6	1825 Feliz Dr - Warehouse # B	520 S Washington St & 1825 Feliz Dr	Bakersfield	CA	93307
26	1	Shafter EHS	459 E. Euclid Ave	Shafter	CA	93263
27	1	Oasis	814 N Norma St	Ridgecrest	CA	93555
28	1	Primeros Pasos	1111 Bush St	Arvin	CA	93203
29	1	MCAP-Madera	525 E Yosemite Ave	Madera	CA	93638
30	1	Cleo Foran	1410 11th Street	Bakersfield	CA	93302
31	1	WIC-Oildale	525 Roberts Lane Bldg B	Oildale	CA	93308
32	1	WIC-Niles	6019 - 3 & 4 Niles	Bakersfield	CA	93306
33	1	Willow	401 Willow Dr	Bakersfield	CA	93308
34	1	Vacant Land	1913 Feliz Drive	Bakersfield	CA	93307
35	1	Vacant Land	500 South Washington	Bakersfield	CA	93307
36	1	WIC-Tehachapi	108 South Robinson Street	Tehachapi	CA	93261
37	1	WIC-Adelanto	11336 Bartlett Ave	Adelanto	CA	92301
38	1	WIC-Ridgecrest	814 N Norma St	Ridgecrest	CA	93555
39	1	WIC-Wasco Medical	2101 7th St Bldg E	Wasco	CA	93280
40	1	WIC-Shafter	650 James St	Shafter	CA	93263
41	1	Taft	819 6th St	Taft	CA	93268
41	2	Taft	819 6th St	Taft	CA	93268
41	3	Taft	819 6th St	Taft	CA	93268
42	1		8820 Sheep Creek Rd	Taft	CA	93268
43	1	WIC-Panama	4600 Panama Ln	Bakersfield	CA	93313
44	1	WIC-Edwards AFB	90 Farrell Dr Bldg 5620	Edwards	CA	93524
45	1	Fairfax	1500 S Fairfax Rd	Bakersfield	CA	93307
45	2	Fairfax	1500 S Fairfax Rd	Bakersfield	CA	93307
45	3	Fairfax	1500 S Fairfax Rd	Bakersfield	CA	93307
46	1	MCAP-Hanford	220 N 11th Ave	Hanford	CA	93230
47	1	EKFRC Classroom	3500 Mojave	Mojave	CA	93501
48	1	WIC-Homeless	1600 E Truxtun Ave	Bakersfield	CA	93305
49	1	Barnett House	347 E Poplar St	Stockton	CA	95202
50	1	Calif St	425 N California St	Stockton	CA	95202
51	1	Rosamond	2584 Felsite Ave	Rosamond	CA	93560
52	1	SJ/EHS Admin	1145 N Hunter St	Stockton	CA	95202
53	1	WIC-Rosamond	2739 Diamond St # B	Rosamond	CA	93560

54	1	Lodi UCCC	701 S Hutchins St	Lodi	CA	95240
55	1	Gianone	1509 N Golden Gate Ave	Stockton	CA	95205
56	1	Kennedy	2800 S D St	Stockton	CA	95206
57	1	4th Street	236 W 4th St	Stockton	CA	95206
58	1	WIC-Cal City	8401 California City Blvd Ste 8	California City	CA	93505
59	1	WIC-Delano	1001 Main St	Delano	CA	93215
60	1	MCAP-Admin Office	5351 Olive Dr	Bakersfield	CA	93308
60	2	MCAP-Admin Office	5351 Olive Dr	Bakersfield	CA	93308
61	1	MCAP-Merced	1840 Wardrobe Ave	Merced	CA	95341
62	1	2 Classrooms	929 Broadway St	Wasco	CA	93280
62	2	Office	929 Broadway St	Wasco	CA	93280
63	1	WIC-Crestline	24028 Lake Dr Ste A	Crestline	CA	92325
64	1	WIC-Needles	244 G St Ste A	Needles	CA	92363
65	1	Angela Martinez HS & EHS	4032 Jewett Ave	Bakersfield	CA	93301
65	2	Warehouse	4032 Jewett Ave	Bakersfield	CA	93301
66	1	Food Bank Location #3	2550 E Belle Ter Ste 200	Bakersfield	CA	93307
67	1	Homeless Shelter - (Admin/Kitchen/Day Room)	2900 M St	Bakersfield	CA	93301
67	2	Homeless Shelter (Dorms)	2900 M St	Bakersfield	CA	93301
68	1	First Congregational Church	5 Real Rd	Bakersfield	CA	93309
69	1	Grace Community Church	850 J St	Lathrop	CA	95330
70	1	Administration/Program	1300 18th St	Bakersfield	CA	93301
71	1	East Kern Family Resource Ctr	15662 K St	Mojave	CA	93501
72	1	Coordinated Entry Services	1631 30th St	Bakersfield	CA	93301
73	1		317 Mount Vernon Ave	Bakersfield	CA	93307
74	1	Storage Unit	2625 Monte Diablo Ave	Stockton	CA	95203
75	1		1300 Stine Rd	Bakersfield	CA	93309
76	1	Apartment Building - 8 Units	2215 Buena Vista Street	Bakersfield	CA	93304
77	1	Apartment Building - 3 Units	729 Decatur Street	Bakersfield	CA	93308
78	1	Apartment Building - 4 Units	731 Decatur Street	Bakersfield	CA	93308
79	1	Single Family Dwelling	3609 Caldwell Drive	Bakersfield	CA	93309
80	1	Single Family Dwelling	727 Decatur Street	Bakersfield	CA	93308
80	2	Garage	727 Decatur Street	Bakersfield	CA	93308
81	1	Office - LRO	1400 Easton Drive Ste. 102	Bakersfield	CA	93309
82	1	CVAF Administrative Office	1617 30th Street	Bakersfield	CA	93301

GENERAL LIABILITY

COMPANY	POLICY TERM
Philadelphia Indemnity Insurance Company	3/1/2025 to 3/1/2026

COVERAGES

DESCRIPTION	LIMITS
General Aggregate	$3,000,000
Products & Completed Operations Aggregate	$3,000,000
Personal & Advertising Injury	$1,000,000
Each Occurrence	$1,000,000
Damage to Rented Premises	$100,000
Medical Expense (Any One Person)	$5,000

LOCATIONS & EXPOSURES

LOCATION #0: BLANKET LOCATION				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
0		COMMUNICABLE DISEASE EXCLUSION CREDIT		
0		LIABILITY DELUXE		
LOCATION #1: 300 19TH ST , BAKERSFIELD, CA 93301-4906				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	17,000
1	68707	Warehouses--Private--Not-For-Profit Only	Area	IF ANY
LOCATION #2: 500 E CALIFORNIA AVE , BAKERSFIELD, CA 93307-1142				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	5,200
LOCATION #3: 610 BLANDY BLVD. , CHINA LAKE, CA 93555				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	500
LOCATION #4: 410 E PERKINS AVE , MC FARLAND, CA 93250-1230				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	20
LOCATION #5: 9124 CATALPA AVE , CALIFORNIA CITY, CA 93505				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	17
LOCATION #6: 2800 AGATE ST , BAKERSFIELD, CA 93304-5306				

BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	20
LOCATION #7: 452 W LOS ANGELES AVE , SHAFTER, CA 93263-2590				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	20
LOCATION #8: 1120 S CURRY ST , TEHACHAPI, CA 93561-2300				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	17
LOCATION #9: 3301 VIRGINIA AVE , BAKERSFIELD, CA 93304				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	20
LOCATION #10: 301-315 STINE RD , BAKERSFIELD, CA 93309-3268				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	114
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	3,000
LOCATION #11: 14327 S VINELAND RD , BAKERSFIELD, CA 93307-9463				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	20
LOCATION #12: 1940 INYO ST , MOJAVE, CA 93501-1765				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	20
LOCATION #13: 1835 CECIL AVE , DELANO, CA 93215-1519				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	76
LOCATION #14: 2320 MOUNT VERNON AVE , BAKERSFIELD, CA 93306-3300				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	20
LOCATION #15: 3000-3003 STERLING ROAD , BAKERSFIELD, CA 93306-2167				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	123

1	67513	Schools--Not-For-Profit Only	Area	2,860
LOCATION #16: 10300 1/2 SAN DIEGO ST , LAMONT, CA 93241-1743				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	40
LOCATION #17: 2424 COTTONWOOD RD , BAKERSFIELD, CA 93304				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	49870	YMCA, YWCA or Similar Institutions	Area	14,000
LOCATION #18: 455 E EUCLID AVE , SHAFTER, CA 93263-2777				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	49870	YMCA, YWCA or Similar Institutions	Area	11,966
LOCATION #19: 3101 MALL VIEW RD , BAKERSFIELD, CA 93306-3059				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	8,667
LOCATION #20: 3811 RIVER BLVD , BAKERSFIELD, CA 93305-1004				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	40
LOCATION #21: 7998 ALICANTE AVE , LAMONT, CA 93241				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	20
LOCATION #22: 1600 POPLAR AVE , WASCO, CA 93280				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	20
LOCATION #23: 5704 PIONEER DR , BAKERSFIELD, CA 93306-6546				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	40
LOCATION #24: 7000 W DOE AVE , VISALIA, CA 93291-8622				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	64
LOCATION #25: 520 S WASHINGTON ST & 1825 FELIZ DR , BAKERSFIELD, CA 93307				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	112
1	11039	Caterers	Gross Sales	$300,000
1	68707	Warehouses--Private--Not-For-Profit Only	Area	12,000

1	67513	Schools--Not-For-Profit Only	Area	2,400
LOCATION #26: 459 E. EUCLID AVE , SHAFTER, CA 93263-2033				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	26
LOCATION #27: 814 N NORMA ST , RIDGECREST, CA 93555-3509				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	57
LOCATION #28: 1111 BUSH ST , ARVIN, CA 93203-2056				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	80
LOCATION #29: 525 E YOSEMITE AVE , MADERA, CA 93638-3334				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	200
LOCATION #30: 1410 11TH STREET , BAKERSFIELD, CA 93302-2939				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	41716	Day Care Centers--Not-For-Profit Only	Other	23
LOCATION #31: 525 ROBERTS LANE BLGD B , OILDALE, CA 93308-2913				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	800
LOCATION #32: 6019 - 3 & 4 NILES , BAKERSFIELD, CA 93306				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	1,800
LOCATION #33: 401 WILLOW DR , BAKERSFIELD, CA 93308-4760				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	55
LOCATION #34: 1913 FELIZ DRIVE , BAKERSFIELD, CA 93307				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	49452	Vacant Land--Not-For-Profit Only	Area	7
LOCATION #35: 500 SOUTH WASHINGTON , BAKERSFIELD, CA 93307				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	49452	Vacant Land--Not-For-Profit Only	Area	4
LOCATION #36: 108 SOUTH ROBINSON STREET , TEHACHAPI, CA 93261				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	1,440

LOCATION #37: 11336 BARTLETT AVE , ADELANTO, CA 92301-1948				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	1,000
LOCATION #38: 814 N NORMA ST , RIDGECREST, CA 93555				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	2,000
LOCATION #39: 2101 7TH ST BLDG E , WASCO, CA 93280-1502				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	1,440
LOCATION #40: 650 JAMES ST , SHAFTER, CA 93263				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	1,035
LOCATION #41: 819 6TH ST , TAFT, CA 93268				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	66
LOCATION #42: 8820 SHEEP CREEK RD , THREE RIVERS, CA 93271				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	61227	Buildings or Premises--Office--Not-For-Profit Only		
LOCATION #43: 4600 PANAMA LN , BAKERSFIELD, CA 93313-3509				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	250
LOCATION #44: 90 FARRELL DR BLDG 5620 , EDWARDS, CA 93524				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	1,000
LOCATION #45: 1500 S FAIRFAX RD , BAKERSFIELD, CA 93307-3151				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	40
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	960
LOCATION #46: 220 N 11TH AVE , HANFORD, CA 93230				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	200
LOCATION #47: 3500 MOJAVE , MOJAVE, CA 93501				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	1,250
LOCATION #48: 1600 E TRUXTUN AVE , BAKERSFIELD, CA 93305-5432				
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE

1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	250
LOCATION #49: 347 E POPLAR ST , STOCKTON, CA 95202-1714				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	41716	Day Care Centers--Not-For-Profit Only	Other	30
LOCATION #50: 425 N CALIFORNIA ST , STOCKTON, CA 95202-2130				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	41716	Day Care Centers--Not-For-Profit Only	Other	16
LOCATION #51: 2584 FELSITE AVE , ROSAMOND, CA 93560-7758				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	41716	Day Care Centers--Not-For-Profit Only	Other	80
LOCATION #52: 1145 N HUNTER ST , STOCKTON, CA 95202				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	41716	Day Care Centers--Not-For-Profit Only	Other	24
LOCATION #53: 2739 DIAMOND ST # B , ROSAMOND, CA 93560				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	1,000
LOCATION #54: 701 S HUTCHINS ST , LODI, CA 95240				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	41716	Day Care Centers--Not-For-Profit Only	Other	32
LOCATION #55: 1509 N GOLDEN GATE AVE , STOCKTON, CA 95205-3017				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	41716	Day Care Centers--Not-For-Profit Only	Other	16
LOCATION #56: 2800 S D ST , STOCKTON, CA 95206-3617				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	41716	Day Care Centers--Not-For-Profit Only	Other	16
LOCATION #57: 236 W 4TH ST , STOCKTON, CA 95206				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	41716	Day Care Centers--Not-For-Profit Only	Other	16
LOCATION #58: 8401 CALIFORNIA CITY BLVD STE 8 , CALIFORNIA CITY, CA 93505				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	900
LOCATION #59: 1001 MAIN ST , DELANO, CA 93215-1731				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	1,300
LOCATION #60: 5351 OLIVE DR , BAKERSFIELD, CA 93308-2926				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	2,832

1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	2,032
LOCATION #61: 1840 WARDROBE AVE , MERCED, CA 95341-6407				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	500
LOCATION #62: 929 BROADWAY ST , WASCO, CA 93280-1809				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	47476	Schools--Private--Elementary, Kindergarten or Junior High--Not-For-Profit Only	Other	40
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	627
LOCATION #63: 24028 LAKE DR STE A , CRESTLINE, CA 92325				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	1,000
LOCATION #64: 244 G ST STE A , NEEDLES, CA 92363-2753				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	650
LOCATION #65: 4032 JEWETT AVE , BAKERSFIELD, CA 93301				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	16,000
1	68707	Warehouses--Private--Not-For-Profit Only	Area	3,200
LOCATION #66: 2550 E BELLE TER STE 200 , BAKERSFIELD, CA 93307				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	2,500
LOCATION #67: 2900 M ST , BAKERSFIELD, CA 93301				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	67017	Shelters, Mission, Settlement or Halfway House--Not Church or Office Building	Area	4,306
1	67017	Shelters, Mission, Settlement or Halfway House--Not Church or Office Building	Area	8,114
1	67017	Shelters, Mission, Settlement or Halfway House--Not Church or Office Building	Area	6,750
LOCATION #68: 5 REAL RD , BAKERSFIELD, CA 93309-1814				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	41716	Day Care Centers--Not-For-Profit Only	Other	60
LOCATION #69: 850 J ST , LATHROP, CA 95330				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	41716	Day Care Centers--Not-For-Profit Only	Other	IF ANY
1	46671	Parks or Playgrounds	Other	1
LOCATION #70: 1300 18TH ST , BAKERSFIELD, CA 93301-4537				

BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	EXPOSURE
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	48,346
1	68707	Warehouses--Private--Not-For-Profit Only	Area	IF ANY
LOCATION #71: 15662 K ST , MOJAVE, CA 93501-1826				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	1,872
LOCATION #72: 1631 30TH ST , BAKERSFIELD, CA 93301-1907				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	4,522
LOCATION #73: 317 MOUNT VERNON AVE , BAKERSFIELD, CA 93307				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	68707	WAREHOUSE-PRIVATE-NFP	Area	14,000
LOCATION #74: 2625 MONTE DIABLO AVE , STOCKTON, CA 95203				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	68707	WAREHOUSE-PRIVATE-NFP	Area	300
LOCATION #75: 1300 STINE RD , BAKERSFIELD, CA 93309				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	8,459
LOCATION #76: 2215 BUENA VISTA STREET , BAKERSFIELD, CA 93304				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	60010	Apartment Buildings	Unit	8
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	1,100
LOCATION #77: 729 DECATUR STREET , BAKERSFIELD, CA 93308				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	700
1	60010	Apartment Buildings	Unit	3
LOCATION #78: 731 DECATUR STREET , BAKERSFIELD, CA 93308				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	60010	Apartment Buildings	Unit	4
LOCATION #79: 3609 CALDWELL DRIVE , BAKERSFIELD, CA 93309				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	63010	Dwellings--One-Family (Lessor's Risk Only)	Unit	1
LOCATION #80: 727 DECATUR STREET , BAKERSFIELD, CA 93308				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	63010	Dwellings--One-Family (Lessor's Risk Only)	Unit	1
LOCATION #81: 1400 EASTON DRIVE STE. 102 , BAKERSFIELD, CA 93309				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**

1	61218	Buildings or Premises--Bank or Office--Mercantile or Mfg. (Lessor's Risk Only)--Maintained by the Insured--Not-For-Profit Only	Area	1,400
LOCATION #82: 1617 30TH STREET , BAKERSFIELD, CA 93301				
BLDG	**CLASS CODE**	**CLASSIFICATION**	**PREMIUM BASIS**	**EXPOSURE**
1	61227	Buildings or Premises--Office--Not-For-Profit Only	Area	6,600

DISCLAIMERS

Please do not depend on insurance to fund indemnification responsibilities you have agreed to on behalf of an indemnitee. Insurance policies have exclusions, limitations, and specific maximum limits of protection. Legal obligations arising from indemnification/hold harmless agreements are often broader than coverage provided by insurance policies. The information provided by INSURICA is limited to insurance-specific issues. For advice on legal matters, we recommend that you consult an attorney.

Additionally, INSURICA's review of contracts and other documents is limited to insurance-specific issues. We are not in a position to anticipate all facts that could impact insurance coverage and needs. We recommend that you secure the advice of legal counsel to assist with contractual relationships.

The basic (unendorsed) ISO CGL policy provides very little pollution coverage, particularly in the area of cleanup or remediation. A policyholder with any significant pollution risk, even in the area of an exception to the exclusion, such as products and completed operations, does not have adequate coverage under the basic ISO edition of the commercial general liability policy.

ADDITIONAL INTERESTS

NAME	INTEREST
Rabobank, N.A.	Additional Insured
Wells Fargo Bank N.A	Additional Insured
County of Kern	Additional Insured
California Department of Public Health, See Full Name Manuscript	Additional Insured
City of Shafter, its officers, employees city council members, agents, boards and commissions	Additional Insured
Sonsray Rental and Leasing, Inc.	Additional Insured
County of Kern and its board members officials, officers, agents, and employees	Additional Insured
City of Bakersfield	Additional Insured
Cushman & Wakefield USA	Additional Insured

The following are provided to assist you in understanding the Forms, Endorsements and Exclusions most commonly used in the Commercial General Liability Coverage Form. This list is not all inclusive; please see your policy for Specific Coverages, Exclusions, Limitations, Conditions and Definitions.

FORMS AND ENDORSEMENTS

NUMBER	NAME
PI-SAM-008	ABUSIVE CONDUCT LIABILITY COVERAGE FORM

REMARKS

- EMPLOYEE BENEFITS ADMINISTRATION ERRORS AND OMISSIONS INSURANCE DECLARATIONS - LIMIT OF LIABILITY

  $1,000,000 Each Claim

  $ 3,000,000 Aggregate

  RETROACTIVE DATE: This Insurance Does Not Apply to

PROPERTY

COMPANY	POLICY TERM
Philadelphia Indemnity Insurance Company	3/1/2025 to 3/1/2026

COVERAGES

BLANKET LIMITS						
BLDG	**SUBJECT**	**AMOUNT**	**VALUATION**	**COINS**	**CAUSE OF LOSS**	**DEDUCTIBLE**
	Blanket Building	$57,113,221		100%	Special	$5,000
	Blanket Business Personal Property	$15,271,800		100%	Special	$5,000
	Blanket Business Income - Ext	$5,497,000	L			
LOCATION #1: 300 19TH ST, BAKERSFIELD, CA 93301-4906						
BLDG	**SUBJECT**	**AMOUNT**	**VALUATION**	**COINS**	**CAUSE OF LOSS**	**DEDUCTIBLE**
1	Business Personal Property - Included in blanket	$1,000,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$250,000		100%	Special	Hours
LOCATION #2: 500 E CALIFORNIA AVE, BAKERSFIELD, CA 93307-1142						
BLDG	**SUBJECT**	**AMOUNT**	**VALUATION**	**COINS**	**CAUSE OF LOSS**	**DEDUCTIBLE**
1	Business Personal Property - Included in blanket	$150,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$2,000		100%	Special	Hours
LOCATION #3: 610 BLANDY BLVD., CHINA LAKE, CA 93555						
BLDG	**SUBJECT**	**AMOUNT**	**VALUATION**	**COINS**	**CAUSE OF LOSS**	**DEDUCTIBLE**
1	Business Personal Property - Included in blanket	$500	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$2,000		100%	Special	Hours
LOCATION #4: 410 E PERKINS AVE, MC FARLAND, CA 93250-1230						
BLDG	**SUBJECT**	**AMOUNT**	**VALUATION**	**COINS**	**CAUSE OF LOSS**	**DEDUCTIBLE**
1	Building - Included in blanket	$372,621	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours

LOCATION #5: 9124 CATALPA AVE, CALIFORNIA CITY, CA 93505						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$363,706	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #6: 2800 AGATE ST, BAKERSFIELD, CA 93304-5306						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$372,621	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #7: 452 W LOS ANGELES AVE, SHAFTER, CA 93263-2590						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$75,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #8: 1120 S CURRY ST, TEHACHAPI, CA 93561-2300						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$363,706	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #9: 3301 VIRGINIA AVE, BAKERSFIELD, CA 93304						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$358,266	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours

LOCATION #10: 301-315 STINE RD, BAKERSFIELD, CA 93309-3268						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$1,300,890	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$150,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
2	Building - Included in blanket	$750,000	R	100%	Special	$5,000
2	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
2	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
3	Building - Included in blanket	$4,050,000	R	100%	Special	$5,000
3	Business Personal Property - Included in blanket	$150,000	R	100%	Special	$5,000
3	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #11: 14327 S VINELAND RD, BAKERSFIELD, CA 93307-9463						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$372,621	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #12: 1940 INYO ST, MOJAVE, CA 93501-1765						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$363,706	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #13: 1835 CECIL AVE, DELANO, CA 93215-1519						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$240,000	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
2	Building - Included in blanket	$360,072	R	100%	Special	$5,000

2	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
2	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
3	Building - Included in blanket	$360,072	R	100%	Special	$5,000
3	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
3	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
4	Building - Included in blanket	$360,072	R	100%	Special	$5,000
4	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
4	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
5	Building - Included in blanket	$360,072	R	100%	Special	$5,000
5	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
5	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours

LOCATION #14: 2320 MOUNT VERNON AVE, BAKERSFIELD, CA 93306-3300

BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$50,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours

LOCATION #15: 3000-3003 STERLING ROAD, BAKERSFIELD, CA 93306-2167

BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$713,333	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$200,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
2	Building - Included in blanket	$344,747	R	100%	Special	$5,000
2	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
2	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
3	Building - Included in blanket	$344,747	R	100%	Special	$5,000
3	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
3	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
4	Blanket - Included in blanket	$344,747	R	100%	Special	$5,000

4	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
4	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
5	Building - Included in blanket	$2,690,000	R	100%	Special	$5,000
5	Business Personal Property - Included in blanket	$150,000	R	100%	Special	$5,000
5	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours

LOCATION #16: 10300 1/2 SAN DIEGO ST, LAMONT, CA 93241-1743

BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$200,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours

LOCATION #17: 2424 COTTONWOOD RD, BAKERSFIELD, CA 93304

BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$4,710,269	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$150,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$150,000		100%	Special	Hours

LOCATION #18: 455 E EUCLID AVE, SHAFTER, CA 93263-2777

BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$4,079,565	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$100,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$150,000		100%	Special	Hours

LOCATION #19: 3101 MALL VIEW RD, BAKERSFIELD, CA 93306-3059

BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$2,404,425	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$325,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$150,000		100%	Special	Hours

LOCATION #20: 3811 RIVER BLVD, BAKERSFIELD, CA 93305-1004						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$2,500,000	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$100,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #21: 7998 ALICANTE AVE, LAMONT, CA 93241						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$372,621	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #22: 1600 POPLAR AVE, WASCO, CA 93280						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$50,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #23: 5704 PIONEER DR, BAKERSFIELD, CA 93306-6546						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$788,884	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$100,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #24: 7000 W DOE AVE, VISALIA, CA 93291-8622						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$5,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours

LOCATION #25: 520 S WASHINGTON ST & 1825 FELIZ DR, BAKERSFIELD, CA 93307						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$5,687,569	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$1,700,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$500,000		100%	Special	Hours
1	Spolage included @ loc # 31	$100,000	R	100%	Special	$5,000
2	Building - Included in blanket	$2,327,420	R	100%	Special	$5,000
2	Business Personal Property - Included in blanket	$165,000	R	100%	Special	$5,000
3	Business Personal Property - Included in blanket	$70,000	R	100%	Special	$5,000
4	Business Personal Property - Included in blanket	$70,000	R	100%	Special	$5,000
5	Building - Included in blanket	$1,445,000	R	100%	Special	$5,000
5	Business Personal Property - Included in blanket	$70,000	R	100%	Special	$5,000
6	Building - Included in blanket	$3,028,245	R	100%	Special	$5,000
6	Business Personal Property - Included in blanket	$1,000,000	R	100%	Special	$5,000
LOCATION #26: 459 E. EUCLID AVE, SHAFTER, CA 93263-2033						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$1,071,873	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #27: 814 N NORMA ST, RIDGECREST, CA 93555-3509						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$2,500,000	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$230,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$150,000		100%	Special	Hours
LOCATION #28: 1111 BUSH ST, ARVIN, CA 93203-2056						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$375,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours

LOCATION #29: 525 E YOSEMITE AVE, MADERA, CA 93638-3334						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$5,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #30: 1410 11TH STREET, BAKERSFIELD, CA 93302-2939						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$534,224	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	
LOCATION #31: 525 ROBERTS LANE BLGD B, OILDALE, CA 93308-2913						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$6,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #32: 6019 - 3 & 4 NILES, BAKERSFIELD, CA 93306						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$110,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #33: 401 WILLOW DR, BAKERSFIELD, CA 93308-4760						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$50,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$50,000		100%	Special	Hours
LOCATION #36: 108 SOUTH ROBINSON STREET, TEHACHAPI, CA 93261						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$500	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours

LOCATION #37: 11336 BARTLETT AVE, ADELANTO, CA 92301-1948						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$20,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #38: 814 N NORMA ST, RIDGECREST, CA 93555						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$30,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #39: 2101 7TH ST BLDG E, WASCO, CA 93280-1502						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$104,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #40: 650 JAMES ST, SHAFTER, CA 93263						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$100,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #41: 819 6TH ST, TAFT, CA 93268						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$50,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
2	Business Personal Property - Included in blanket	$100,000	R	100%	Special	$5,000
2	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
3	Business Personal Property - Included in blanket	$100,000	R	100%	Special	$5,000
3	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours

LOCATION #42: 8820 SHEEP CREEK RD, THREE RIVERS, CA 93271						
BLDG	**SUBJECT**	**AMOUNT**	**VALUATION**	**COINS**	**CAUSE OF LOSS**	**DEDUCTIBLE**
1	Business Personal Property – Included in blanket	$5,000		100%	Special	$5,000
LOCATION #43: 4600 PANAMA LN, BAKERSFIELD, CA 93313-3509						
BLDG	**SUBJECT**	**AMOUNT**	**VALUATION**	**COINS**	**CAUSE OF LOSS**	**DEDUCTIBLE**
1	Business Personal Property - Included in blanket	$5,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #44: 90 FARRELL DR BLDG 5620, EDWARDS, CA 93524						
BLDG	**SUBJECT**	**AMOUNT**	**VALUATION**	**COINS**	**CAUSE OF LOSS**	**DEDUCTIBLE**
1	Business Personal Property - Included in blanket	$500	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #45: 1500 S FAIRFAX RD, BAKERSFIELD, CA 93307-3151						
BLDG	**SUBJECT**	**AMOUNT**	**VALUATION**	**COINS**	**CAUSE OF LOSS**	**DEDUCTIBLE**
1	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
2	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
2	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
3	Business Personal Property - Included in blanket	$80,000	R	100%	Special	$5,000
3	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #46: 220 N 11TH AVE, HANFORD, CA 93230						
BLDG	**SUBJECT**	**AMOUNT**	**VALUATION**	**COINS**	**CAUSE OF LOSS**	**DEDUCTIBLE**
1	Business Personal Property - Included in blanket	$5,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours

LOCATION #47: 3500 MOJAVE, MOJAVE, CA 93501						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$1,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #48: 1600 E TRUXTUN AVE, BAKERSFIELD, CA 93305-5432						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$5,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #49: 347 E POPLAR ST, STOCKTON, CA 95202-1714						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$940,000	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$130,000	C	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #50: 425 N CALIFORNIA ST, STOCKTON, CA 95202-2130						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$110,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #51: 2584 FELSITE AVE, ROSAMOND, CA 93560-7758						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$100,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #52: 1145 N HUNTER ST, STOCKTON, CA 95202						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$130,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$50,000		100%	Special	Hours

LOCATION #53: 2739 DIAMOND ST # B, ROSAMOND, CA 93560						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$500	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #54: 701 S HUTCHINS ST, LODI, CA 95240						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$110,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #55: 1509 N GOLDEN GATE AVE, STOCKTON, CA 95205-3017						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$510,199	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$90,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #56: 2800 S D ST, STOCKTON, CA 95206-3617						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$510,199	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$90,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #57: 236 W 4TH ST, STOCKTON, CA 95206						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$90,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours

LOCATION #58: 8401 CALIFORNIA CITY BLVD STE 8, CALIFORNIA CITY, CA 93505						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$100,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #59: 1001 MAIN ST, DELANO, CA 93215-1731						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$100,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #60: 5351 OLIVE DR, BAKERSFIELD, CA 93308-2926						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$150,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$25,000		100%	Special	Hours
2	Business Personal Property - Included in blanket	$150,000	R	100%	Special	$5,000
2	Business Income - Included in blanket Conditions: 24 Hour Deductible	$25,000		100%	Special	Hours
LOCATION #61: 1840 WARDROBE AVE, MERCED, CA 95341-6407						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$5,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #62: 929 BROADWAY ST, WASCO, CA 93280-1809						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$100,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
2	Business Personal Property - Included in blanket	$100,000	R	100%	Special	$5,000
2	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours

LOCATION #63: 24028 LAKE DR STE A, CRESTLINE, CA 92325						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$100,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #64: 244 G ST STE A, NEEDLES, CA 92363-2753						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$500	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$5,000		100%	Special	Hours
LOCATION #65: 4032 JEWETT AVE, BAKERSFIELD, CA 93301						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building - Included in blanket	$4,350,265	R	100%	Special	$5,000
1	Business Personal Property - Included in blanket	$100,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$150,000		100%	Special	Hours
2	Business Personal Property - Included in blanket	$5,000	R	100%	Special	$5,000
LOCATION #66: 2550 E BELLE TER STE 200, BAKERSFIELD, CA 93307						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$400,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$50,000		100%	Special	Hours
LOCATION #67: 2900 M ST, BAKERSFIELD, CA 93301						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$100,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$1,000,000		100%	Special	Hours
2	Business Personal Property - Included in blanket	$100,000	R	100%	Special	$5,000
2	Business Income - Included in blanket Conditions: 24 Hour Deductible	$1,000,000		100%	Special	Hours

LOCATION #68: 5 REAL RD, BAKERSFIELD, CA 93309-1814						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$100,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$10,000		100%	Special	Hours
LOCATION #69: 850 J ST, LATHROP, CA 95330						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$90,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$10,000		100%	Special	Hours
LOCATION #70: 1300 18TH ST, BAKERSFIELD, CA 93301-4537						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$2,500,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$570,000		100%	Special	Hours
LOCATION #71: 15662 K ST, MOJAVE, CA 93501-1826						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$85,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$10,000		100%	Special	Hours
LOCATION #72: 1631 30TH ST, BAKERSFIELD, CA 93301-1907						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$90,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$20,000		100%	Special	Hours
LOCATION #73: 317 MOUNT VERNON AVE, BAKERSFIELD, CA 93307						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$50,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$175,000		100%	Special	Hours

LOCATION #74: 2625 MONTE DIABLO AVE, STOCKTON, CA 95203						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$10,000	R	100%	Special	$5,000
LOCATION #75: 1300 STINE RD, BAKERSFIELD, CA 93309						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property - Included in blanket	$325,000	R	100%	Special	$5,000
1	Business Income - Included in blanket Conditions: 24 Hour Deductible	$75,000	L	100%	Special	
LOCATION #76: 2215 BUENA VISTA STREET, BAKERSFIELD, CA 93304						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building	$1,665,510	R	100%	Special	$5,000
1	Business Personal Property	$186,200	R	100%	Special	$5,000
1	BI - Included in Blanket	$225,000	L	100%	Special	
LOCATION #77: 729 DECATUR STREET, BAKERSFIELD, CA 93308						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building	$753,690	R	100%	Special	$5,000
1	Business Personal Property	$117,800	R	100%	Special	$5,000
1	BI - Included in Blanket	$200,000	L	100%	Special	
LOCATION #78: 731 DECATUR STREET, BAKERSFIELD, CA 93308						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building	$808,080	R	100%	Special	$5,000
1	Business Personal Property	$68,200	R	100%	Special	$5,000
1	BI - Included in Blanket	$100,000	L	100%	Special	
LOCATION #79: 3609 CALDWELL DRIVE, BAKERSFIELD, CA 93309						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building	$356,100	R	100%	Special	$5,000
1	Business Personal Property	$25,400	R	100%	Special	$5,000
1	BI - Included in blanket	$25,000	L	100%	Special	
1	Business Personal Property	$29,700	R	100%	Special	$5,000

LOCATION #80: 727 DECATUR STREET, BAKERSFIELD, CA 93308						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building	$390,200	R	100%	Special	$5,000
1	BI - Included in blanket	$25,000	L	100%	Special	
2	Building	$36,900	R	100%	Special	$5,000
LOCATION #81: 1400 EASTON DRIVE STE. 102, BAKERSFIELD, CA 93309						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Building	$555,984	R	100%	Special	$5,000
1	Business Personal Property	$80,500	R	100%	Special	$5,000
1	BI - Included in blanket limit	$18,000	L	100%	Special	
LOCATION #82: 1617 30TH STREET, BAKERSFIELD, CA 93301						
BLDG	SUBJECT	AMOUNT	VALUATION	COINS	CAUSE OF LOSS	DEDUCTIBLE
1	Business Personal Property	$80,500		100%	Special	$5,000

VALUATION DEFINITIONS

(A) Actual Cash Value	(G) Guaranteed Replacement Cost	(R) Replacement Cost
(B) Business Income Changes	(I) Invoice Cost	(S) Stated Amount
(C) Agreed Amount (Waived Coinsurance) and Replacement Cost	(L) Actual Loss Sustained	(T) Total Insured Value
(D) Reproduction	(M) Market Value	(U) Full Value Replacement Cost
(E Agreed Amount (Waived Coinsurance)	(O) Other	(V) Agreed Value
(F) Functional Replacement Cost	(P) Selling Price	(X) Extended Value Replacement Cost

ADDITIONAL INTERESTS

NAME	INTEREST
Mechanics Bank	Mortgagee Loc 25 Bldg 1 520 S Washington St - Food Bank-Food Warehouse 520 S Washington St & 1825 Feliz Dr, Bakersfield, CA 93307
Mobile Mini dba Mobile Mini Storage Solutions	Loss Payee Loc 25 Bldg 1 520 S Washington St - Food Bank-Food Warehouse 520 S Washington St & 1825 Feliz Dr, Bakersfield, CA 93307
Mechanics Bank	Loss Payee Loc 25 Bldg 1 520 S Washington St - Food Bank-Food Warehouse 520 S Washington St & 1825 Feliz Dr, Bakersfield, CA 93307

NAME	INTEREST
Mechanics Bank	Mortgagee Loc 25 Bldg 2 1825 Feliz Dr - Pete Parra Admin Bldg 520 S Washington St & 1825 Feliz Dr, Bakersfield, CA 93307
Mobile Mini dba Mobile Mini Storage Solutions	Loss Payee Loc 25 Bldg 2 1825 Feliz Dr - Pete Parra Admin Bldg 520 S Washington St & 1825 Feliz Dr, Bakersfield, CA 93307
Mechanics Bank	Loss Payee Loc 25 Bldg 2 1825 Feliz Dr - Pete Parra Admin Bldg 520 S Washington St & 1825 Feliz Dr, Bakersfield, CA 93307
Mobile Mini dba Mobile Mini Storage Solutions	Loss Payee Loc 25 Bldg 3 1825 Feliz Dr - Pete Parra (Classroom Bldg #200) 520 S Washington St & 1825 Feliz Dr, Bakersfield, CA 93307
Mechanics Bank	Loss Payee Loc 25 Bldg 3 1825 Feliz Dr - Pete Parra (Classroom Bldg #200) 520 S Washington St & 1825 Feliz Dr, Bakersfield, CA 93307
Mobile Mini dba Mobile Mini Storage Solutions	Loss Payee Loc 25 Bldg 4 1825 Feliz Dr - Pete Parra (Classroom Bldg #300) 520 S Washington St & 1825 Feliz Dr, Bakersfield, CA 93307
Mechanics Bank	Loss Payee Loc 25 Bldg 4 1825 Feliz Dr - Pete Parra (Classroom Bldg #300) 520 S Washington St & 1825 Feliz Dr, Bakersfield, CA 93307
Mechanics Bank	Mortgagee Loc 25 Bldg 5 1825 Feliz Dr - Pete Parra (Classroom Bldg #400) 520 S Washington St & 1825 Feliz Dr, Bakersfield, CA 93307
Mobile Mini dba Mobile Mini Storage Solutions	Loss Payee Loc 25 Bldg 5 1825 Feliz Dr - Pete Parra (Classroom Bldg #400) 520 S Washington St & 1825 Feliz Dr, Bakersfield, CA 93307
Mechanics Bank	Loss Payee Loc 25 Bldg 5 1825 Feliz Dr - Pete Parra (Classroom Bldg #400) 520 S Washington St & 1825 Feliz Dr, Bakersfield, CA 93307
Rancho De Stine LLC	Loss Payee Loc 75 Bldg 1 1300 Stine Rd, Bakersfield, CA 93309

FORMS AND ENDORSEMENTS

NUMBER	NAME
PI-ULT-015	AGREED VALUE ENDORSEMENT

REMARKS

- Blanket Business Personal Property: All locations -
- Blanket Building - Include:
  Loc#4-7, 9-16, 17, 19-23, 25, 27-29, 32, 56, 64-65, 74-1

INLAND MARINE

COMPANY	POLICY TERM
Philadelphia Indemnity Insurance Company	3/1/2025 to 3/1/2026

COVERAGES

DESCRIPTION	VALUE
Total Scheduled Amount	$2,468,740

UNSCHEDULED EQUIPMENT

DESCRIPTION	MAXIMUM ITEM	COINS	INSURANCE AMOUNT
Computer Coverage			$1,490,855
MISC - Tools/Equipment			$100,000
MISC - NOC			$977,885

SCHEDULED EQUIPMENT

ITEM	DESCRIPTION	ID/SERIAL NUMBER	INSURANCE AMOUNT
1	2009 CP1F2-9P4880 Nissan Forklift		$7,250
2	2009 426140171 Big Lift Straddle Stacker	426140171	$2,451
3	M22-116 Big Lift Straddle Stacker	M15120065	$3,545
4	2005 MPL02A25LV Nissan		$21,288
5	2018 John Deere 318G Skid Steer Load	1T0318GJEJJ341801	$35,743
6	2020 MFG# QL 459086 Refeer Container	RAVU 660733 2	$27,000
7	2018 SV1930E/SV06E1NS Toyota	785537	$13,824
8	2023 LT-A617.2+2 LT-A0149964 Icon EV i40 Electric Cart		$11,936
9	2023 LT-A617.2+2 LT-A0153415 Icon EV i40 Electric Cart		$11,936
10	2022 Crown Equipment PE 4500-80	3 STAND UP RIDER	$49,687
11	2017 Big Joe Straddle Stacker Big Joe Stacker	426140171	$10,281
12	2020 4 Straddle Stackers SX3000-30 Crown Equipment		$64,944
13	2020 Big Joe Straddle Stacker S30-128 Big Joe		$10,799
14	2020 5 Crown Equipment Walkies WP-3035-45 Crown Equipment		$19,995
15	2021 13 Crown Equipment Walkies WP-3035-45 Crown Equipment		$54,587
16	2020 RC5525-30 Crown Equipment	1A586562/1A586563	$77,938

ITEM	DESCRIPTION	ID/SERIAL NUMBER	INSURANCE AMOUNT
17	2022 2 Crown Equipment Electric Sta RC5525-30 Crown Equipment	10362871/10362872	$76,370
18	2014 V Nissan	CP1F2-9W2632	$22,993
19	2022 Electric Stand-Up C51000-50 Crown Equipment	10362873	$38,185
20	2022 5 Crown Equipment Lift Truck C51000-50 Crown Equipment		$172,388
21	2017 Forklift V Nissan	CP1F2-9W23909	$22,517
22	2009 Nissan Lift Truck V Nissan	9P4880	$7,250
23	2020 Toyota Scissor Lift SV1930E/SV06E1NS Toyota	785537	$13,825
24	2020 26" Scrubber Powerboss Phoenix 26B	20060234	$9,351
25	2020 2 30" Disc Scrubber Powerboss Phoenix 3030B	20125239/19100545	$24,203
26	2020 26" Scrubber Powerboss Phoenix 26B	20060240	$9,351
27	2021 Scrubmaster 19100545 Powerboss Scrubmaster 33C	NSM3346CSB00062	$32,897
28	2009 W-061597 Brown & Fowler 80kw Standby Generat		$56,063
29	2023 Stretch Wrap Machine Uline Stretch Wrap Machine	48344	$15,288
30	2020 MFG# QL459079 Refeer Container	RAVU 660726 6	$27,000
31	2020 MFG# FAH017451 Reefer Container	RAVU660797 0	$27,000

REMARKS

- DEDUCTIBLE: $1,000 -

AUTO

COMPANY	POLICY TERM
Philadelphia Indemnity Insurance Company	3/1/2025 to 3/1/2026

COVERAGES

DESCRIPTION	AUTO SYMBOL	LIMITS & DEDUCTIBLES
Combined Single Limit	1	$1,000,000
Medical Payments	2	$5,000
Uninsured Motorists - Each Accident	2	$1,000,000
Comprehensive Deductible	7, 8	$2,000
Collision Deductible	7, 8	$2,000
Hired / Borrowed Auto Liability	1	Included
Non-owned Auto Liability	1	Included

SYMBOL DEFINITIONS

(1) Any Auto	(4) Owned Autos Other Than Private Passenger	(7) Autos Specified on Schedule
(2) All Owned Autos	(5) All Owned Autos Requiring No-Fault Coverage	(8) Hired Autos
(3) Owned Private Passenger Autos	(6) Owned Autos Subject to Compulsory U.M. Law	(9) Non-Owned Autos

ADDITIONAL INTERESTS

NAME	INTEREST
Penske Truck Leasing Co., L.P.	Loss Payee
Sonsray Rental and Leasing, Inc.	Loss Payee
Donahue Idealease	Loss Payee
County of Kern	Additional Insured
California Department of Public Health, See Full Name Manuscript	Additional Insured
City of Shafter, its officers, employees city council members, agents, boards and commissions	Additional Insured
Penske Truck Leasing Co., L.P.	Additional Insured
Sonsray Rental and Leasing, Inc.	Additional Insured

FORMS AND ENDORSEMENTS

NUMBER	NAME
CA 03 05	CALIFORNIA CHANGES – WAIVER OF COLLISION DEDUCTIBLE
	DMV MCP 65 Filling

VEHICLE SCHEDULE

VEH	INSD #	GARAGING LOCATION	YEAR	MAKE	MODEL	VIN	LIAB	MED PAY	PIP	UM/ UIM	COMP DED	COLL DED	STATED AMT
1	09-70	Bakersfield	2003	CHEVROLET	C6500	1GBJ6E1323F522255	✓	✓		✓	$2,000	$2,000	
2	09-74	Bakersfield	2004	FORD	F350	1FDWF36L94EC52202	✓	✓		✓	$2,000	$2,000	
3	12-60	Bakersfield	2002	CHEVROLET	EXPRESS G3500	1GCHG39R021171491	✓	✓		✓	$2,000	$2,000	
4	12-74	Bakersfield	2006	CHEVROLET	EXPRESS G3500	1GCHG39U861181812	✓	✓		✓	$2,000	$2,000	
5	12-74	Bakersfield	2006	GMC	SAVANA G3500	1GTHG39U561268910	✓	✓		✓	$2,000	$2,000	
6	15-06	Bakersfield	2000	CHEVROLET	ASTRO VAN	1GNDM19W8YB183349	✓	✓		✓	$2,000	$2,000	
7	15-08	Bakersfield	2002	CHEVROLET	ASTRO VAN	1GNDM19X92B146830	✓	✓		✓	$2,000	$2,000	
8	15-09	Bakersfield	2004	GMC	SAFARI	1GKDM19X54B501881	✓	✓		✓	$2,000	$2,000	
9	24-04	Bakersfield	2001	FORD	F450	1FDXF46S01EB52695	✓	✓		✓	$2,000	$2,000	
10	24-08	Bakersfield	2007	CHEVROLET	C1500 SILVERADO	1GCEC19V17E139066	✓	✓		✓	$2,000	$2,000	
11	09-98	Bakersfield	2007	CHEVROLET	COLORADO	1GCCS149X78185630	✓	✓		✓	$2,000	$2,000	
12	09-99	Bakersfield	2007	CHEVROLET	COLORADO	1GCCS149578185180	✓	✓		✓	$2,000	$2,000	
13	09-81	Bakersfield	2008	FORD	F250	1FDNF20538EA87138	✓	✓		✓	$2,000	$2,000	
14	12-77	Bakersfield	2008	FORD	ECONOLINE E350	1FTSS34L78DA12465	✓	✓		✓	$2,000	$2,000	
15	09-87	Bakersfield	2008	FORD	F450	1FDXF46Y18ED11173	✓	✓		✓	$2,000	$2,000	
16	11-01	Bakersfield	2009	CHEVROLET	COLORADO	1GCCS149698134922	✓	✓		✓	$2,000	$2,000	
17	24-16	Bakersfield	2009	CHEVROLET	C1500 SILVERADO	1GCEC19029E135227	✓	✓		✓	$2,000	$2,000	
18	24-17	Bakersfield	2009	CHEVROLET	C1500 SILVERADO	1GCEC19J19E115477	✓	✓		✓	$2,000	$2,000	
19	24-18	Bakersfield	2009	CHEVROLET	C1500 SILVERADO	1GCEC19069E148840	✓	✓		✓	$2,000	$2,000	

VEH	INSD #	GARAGING LOCATION	YEAR	MAKE	MODEL	VIN	LIAB	MED PAY	PIP	UM/ UIM	COMP DED	COLL DED	STATED AMT
20	24-19	Bakersfield	2009	CHEVROLET	C1500 SILVERADO	1GCEC19J89E137167	✓	✓		✓	$2,000	$2,000	
21	15-17	Bakersfield	2010	Winnebago	WFI385	1F66F5DY0B0A01645	✓	✓		✓	$2,000	$2,000	
22	15-18	Bakersfield	2011	FORD	ESCAPE HEV	1FMCU4K31BKC52018	✓	✓		✓	$2,000	$2,000	
23	15-19	Bakersfield	2011	FORD	ESCAPE HEV	1FMCU4K39BKC18442	✓	✓		✓	$2,000	$2,000	
24	15-20	Bakersfield	2011	FORD	ESCAPE HEV	1FMCU4K33BKC23605	✓	✓		✓	$2,000	$2,000	
25	09-90	Ridgecrest	2012	FORD	TAURUS SE	1FAHP2DW2CG121994	✓	✓		✓	$2,000	$2,000	
26	09-91	Bakersfield	2012	FORD	TAURUS SE	1FAHP2DW4CG121995	✓	✓		✓	$2,000	$2,000	
27	09-92	Willow Springs	2012	FORD	F250	1FD7X2A65CEA98504	✓	✓		✓	$2,000	$2,000	
28	09-92	Bakersfield	2012	FORD	F250	1FD7X2A63CEA98503	✓	✓		✓	$2,000	$2,000	
29	24-26	Bakersfield	2013	GMC	SIERRA	1GD21ZCGXDZ316764	✓	✓		✓	$2,000	$2,000	
30	24-27	Bakersfield	2013	GMC	SIERRA	1GD21ZCG3DZ284126	✓	✓		✓	$2,000	$2,000	
31	24-28	Bakersfield	2013	GMC	SIERRA	1GD21ZCG0DZ210811	✓	✓		✓	$2,000	$2,000	
32	24-29	Bakersfield	2014	GMC	SIERRA	1GD374BG8E1159498	✓	✓		✓	$2,000	$2,000	
33	04-16	Bakersfield	2015	HINO	258/268	5PVNJ8JT6F4S56025	✓	✓		✓	$2,000	$2,000	
34	09-94	Bakersfield	2015	CHEVROLET	SILVERADO	1GB0CUEG8FZ121873	✓	✓		✓	$2,000	$2,000	
35	17-05	Stockton	2007	FORD	ECONOLINE	1FTNE14W57DB26949	✓	✓		✓	$2,000	$2,000	
36	04-17	Bakersfield	2016	HINO	258/268	5PVNJ8JV8G4S62847	✓	✓		✓	$2,000	$2,000	
37	10-01	Bakersfield	2016	DODGE	GRAND CARAVAN	2C4RDGBG0GR184533	✓	✓		✓	$2,000	$2,000	
38	61-11	Bakersfield	2016	NISSAN	SENTRA	3N1AB7AP1GY270568	✓	✓		✓	$2,000	$2,000	
39	61-12	Bakersfield	2016	NISSAN	SENTRA	3N1AB7AP0GY271064	✓	✓		✓	$2,000	$2,000	
40	61-13	Bakersfield	2016	NISSAN	SENTRA	3N1AB7AP2GY267193	✓	✓		✓	$2,000	$2,000	

VEH	INSD #	GARAGING LOCATION	YEAR	MAKE	MODEL	VIN	LIAB	MED PAY	PIP	UM/ UIM	COMP DED	COLL DED	STATED AMT
41	15-21	Bakersfield	2016	CHEVROLET	CRUZE	1G1BC5SM7G7313697	✓	✓		✓	$2,000	$2,000	
42	15-22	Bakersfield	2016	CHEVROLET	CRUZE	1G1BC5SM5G7311124	✓	✓		✓	$2,000	$2,000	
43	04-18	Bakersfield	2017	INTERNATIONAL	4000	1HTMMMMM8HH151792	✓	✓		✓	$2,000	$2,000	
44	09-96	Bakersfield	2017	CHEVROLET	SILVERADO	1GC0CUEG8HZ181893	✓	✓		✓	$2,000	$2,000	
45	09-97	Bakersfield	2017	CHEVROLET	SILVERADO	1GC0CUEG3HZ188105	✓	✓		✓	$2,000	$2,000	
46	17-04	Stockton	2016	FORD	TRANSIT CONNECT	NM0GE9F76G1262907	✓	✓		✓	$2,000	$2,000	
47	04-19	Bakersfield	2017	HINO	258/268	5PVNJ8JT2H4S58020	✓	✓		✓	$2,000	$2,000	
48	24-31	Bakersfield	2017	NISSAN	NV	1N6AF0LY6HN803623	✓	✓		✓	$2,000	$2,000	
49	24-32	Bakersfield	2017	NISSAN	NV	1N6AF0LY8HN806152	✓	✓		✓	$2,000	$2,000	
51	15-23	Bakersfield	2017	NISSAN	VERSA NOTE	3N1CE2CP9HL373588	✓	✓		✓	$2,000	$2,000	
52	15-24	Bakersfield	2017	NISSAN	VERSA NOTE	3N1CE2CP5HL377928	✓	✓		✓	$2,000	$2,000	
54	12-78	Bakersfield	2018	CHEVROLET	EXPRESS G2500	1GCWGBFG3J1180866	✓	✓		✓	$2,000	$2,000	
55	12-79	Bakersfield	2018	CHEVROLET	EXPRESS G2500	1GCWGAFP7J1328124	✓	✓		✓	$2,000	$2,000	
56	12-80	Bakersfield	2018	CHEVROLET	EXPRESS G2500	1GCWGAFG2J1326748	✓	✓		✓	$2,000	$2,000	
57	12-81	Bakersfield	2018	CHEVROLET	EXPRESS G2500	1GCWGBFG1J1310515	✓	✓		✓	$2,000	$2,000	
58	09-100	Bakersfield	2018	CHEVROLET	SILVERADO	1GB2CUEG7JZ344262	✓	✓		✓	$2,000	$2,000	
59	09-102	Bakersfield	2019	TOYOTA	SIENNA	5TDZZ3DC0KS994796	✓	✓		✓	$2,000	$2,000	
60	09-101	Bakersfield	2019	TOYOTA	SIENNA	5TDZZ3DC1KS992121	✓	✓		✓	$2,000	$2,000	
61	17-06	Stockton	2019	CHEVROLET	SILVERADO	2GC2CSEG0K1130899	✓	✓		✓	$2,000	$2,000	
62	17-07	Stockton	2019	GMC	SAVANA	1GTW7AFP6K1188908	✓	✓		✓	$2,000	$2,000	
63	09-103	Bakersfield	2019	FORD	TRANSIT	1FTBW2CM7KKA36048	✓	✓		✓	$2,000	$2,000	
64	09-104	Bakersfield	2019	TOYOTA	SIENNA	5TDZZ3DC0KS003502	✓	✓		✓	$2,000	$2,000	

VEH	INSD #	GARAGING LOCATION	YEAR	MAKE	MODEL	VIN	LIAB	MED PAY	PIP	UM/ UIM	COMP DED	COLL DED	STATED AMT
65	09-105	Bakersfield	2019	TOYOTA	SIENNA	5TDZZ3DCXKS004060	✓	✓		✓	$2,000	$2,000	
66	09-106	Bakersfield	2019	TOYOTA	SIENNA	5TDZZ3DCXKS985751	✓	✓		✓	$2,000	$2,000	
67	09-107	Bakersfield	2019	TOYOTA	SIENNA	5TDZZ3DC1KS996279	✓	✓		✓	$2,000	$2,000	
68	12-82	Bakersfield	2019	RAM	PROMASTER 2500	3C6TRVDG5KE501006	✓	✓		✓	$2,000	$2,000	
69	12-83	Bakersfield	2019	RAM	PROMASTER 2500	3C6TRVDG0KE509837	✓	✓		✓	$2,000	$2,000	
70	09-108	Bakersfield	2019	BRCKT	TRAILER	1B9US1620JB632004	✓				$2,000	$2,000	
71	04-21	Bakersfield	2019	CHEVROLET	SILVERADO	2GC2CREG5K1150011	✓	✓		✓	$2,000	$2,000	
72	04-22	Bakersfield	2019	CHEVROLET	SILVERADO	2GC2CREG5K1178374	✓	✓		✓	$2,000	$2,000	
73	04-23	Bakersfield	2019	CHEVROLET	SILVERADO	2GC2CREG4K1170203	✓	✓		✓	$2,000	$2,000	
74	24-33	Bakersfield	2020	CHEVROLET	TRAVERSE	1GNERFKW0LJ105742	✓	✓		✓	$2,000	$2,000	
75	24-34	Bakersfield	2020	CHEVROLET	TRAVERSE	1GNERFKW4LJ104738	✓	✓		✓	$2,000	$2,000	
79	04-27	Bakersfield	2020	GMC	SIERRA	1GT08LE75LF253736	✓	✓		✓	$2,000	$2,000	
80	04-39	Bakersfield	2021	HINO	258/268	5PVNJ8AV8M5T50643	✓	✓		✓	$2,000	$2,000	
81	04-37	Bakersfield	2021	HINO	258/268	5PVNJ8AV6M5T50169	✓	✓		✓	$2,000	$2,000	
82	04-38	Bakersfield	2021	HINO	258/268	5PVNJ8AV3M5T50629	✓	✓		✓	$2,000	$2,000	
83	04-44	Bakersfield	2021	CHEVROLET	SILVERADO	1GC5WLE77MF108128	✓	✓		✓	$2,000	$2,000	
84	25-03	Bakersfield	2021	TOYOTA	SIENNA	5TDKRKEC6MS021581	✓	✓		✓	$2,000	$2,000	
85	999-01	Bakersfield	2021	FORD	EXPLORER	1FMSK7DH4MGA31644	✓	✓		✓	$2,000	$2,000	
86	541-01	Bakersfield	2021	CHEVROLET	TRAVERSE	1GNERFKW3MJ158419	✓	✓		✓	$2,000	$2,000	
87	15-25	Bakersfield	2021	TOYOTA	COROLLA	JTND4MBE4M3114363	✓	✓		✓	$2,000	$2,000	
88	17-08	Stockton	2021	GMC	ACADIA	1GKKNKLAXMZ192785	✓	✓		✓	$2,000	$2,000	
89	04-46	Bakersfield	2021	CHEVROLET	SILVERADO	1GC5WLE78MF268812	✓	✓		✓	$2,000	$2,000	

VEH	INSD #	GARAGING LOCATION	YEAR	MAKE	MODEL	VIN	LIAB	MED PAY	PIP	UM/ UIM	COMP DED	COLL DED	STATED AMT
90	04-47	Bakersfield	2021	CHEVROLET	SILVERADO	1GC5WLE72MF268840	✓	✓		✓	$2,000	$2,000	
91	17-09	Stockton	2011	CHEVROLET	EXPRESS G1500	1GCSGAFX2B1129532	✓	✓		✓	$2,000	$2,000	
92	17-10	Stockton	2006	FORD	ECONOLINE	1FTRE14W96DB37775	✓	✓		✓	$2,000	$2,000	
93	31-05	Shafter	2021	TOYOTA	SIENNA	5TDKRKEC2MS061799	✓	✓		✓	$2,000	$2,000	
94	81-03	Mojave	2022	TOYOTA	COROLLA	5YFEPMAE2NP292122	✓	✓		✓	$2,000	$2,000	
95	04-34	Bakersfield	2021	ALCOM LLC	EZEC818	5WFBC1828MB028014	✓				$2,000	$2,000	
96	04-35	Bakersfield	2021	HINO	L6	5PVNJ8AV3M5T50808	✓	✓		✓	$2,000	$2,000	
97	04-42	Bakersfield	2020	FORD	TRANSIT	1FTYE1Y80LKB43172	✓	✓		✓	$2,000	$2,000	
98	04-43	Bakersfield	2020	NISSAN	NV	1N6BF0LY6LN809676	✓	✓		✓	$2,000	$2,000	
99	04-45	Bakersfield	2020	FORD	TRANSIT	1FTYE1Y82LKB54853	✓	✓		✓	$2,000	$2,000	
100	04-48	Bakersfield	2022	HINO	258/268	5PVNJ7AV0N5T50406	✓	✓		✓	$2,000	$2,000	
101	04-49	Bakersfield	2023	HINO	258/268	5PVNJ7AV4P5T51755	✓	✓		✓	$2,000	$2,000	
102	09-109	Bakersfield	2022	GMC	SIERRA	1GD08LE74NF313679	✓	✓		✓	$2,000	$2,000	
103	24-35	Bakersfield	2023	TOYOTA	HIGHLANDER	5TDKDRAH5PS500555	✓	✓		✓	$2,000	$2,000	
104	04-50	Bakersfield	2023	INTERNATIONAL	HV607	3HAEJTAL2PL288853	✓	✓		✓	$2,000	$2,000	
105	61-18	Bakersfield	2023	CHEVROLET	EQUINOX	3GNAXKEG9PS144920	✓	✓		✓	$2,000	$2,000	
106	61-19	Bakersfield	2023	CHEVROLET	EQUINOX	3GNAXKEG7PS183411	✓	✓		✓	$2,000	$2,000	
107	61-14	Bakersfield	2023	TOYOTA	HIGHLANDER	5TDKDRAH9PS505614	✓	✓		✓	$2,000	$2,000	
108	61-15	Bakersfield	2023	TOYOTA	HIGHLANDER	5TDKDRAH0PS505663	✓	✓		✓	$2,000	$2,000	
109	61-16	Bakersfield	2023	FORD	EXPLORER	1FMSK7DH3PGA40355	✓	✓		✓	$2,000	$2,000	
110	61-17	Bakersfield	2023	FORD	EXPLORER	1FMSK7DH4PGA37125	✓	✓		✓	$2,000	$2,000	
111	534-01	Ridgecrest	2023	FORD	EXPLORER	1FMSK7DH7PGA94239	✓	✓		✓	$2,000	$2,000	

VEH	INSD #	GARAGING LOCATION	YEAR	MAKE	MODEL	VIN	LIAB	MED PAY	PIP	UM/ UIM	COMP DED	COLL DED	STATED AMT
112	24-36	Bakersfield	2023	RAM	PROMASTER 2500	3C6LRVDG8PE510855	✓	✓		✓	$2,000	$2,000	
113	61-20	Bakersfield	2023	FORD	EXPLORER	1FMSK7DH1PGA94530	✓	✓		✓	$2,000	$2,000	
114	24-37	Bakersfield	2023	HONDA	PILOT	5FNYG2H23PB014745	✓	✓		✓	$2,000	$2,000	
115	12-84	Bakersfield	2023	Ford	Transit 150MR	1FTYE1C84PKC12622	✓	✓		✓	$2,000	$2,000	
116	12-85	Bakersfield	2024	Dodge	Promaster Cargo 1500	3C6LRVAG9RE120922	✓	✓		✓	$2,000	$2,000	
117	12-86	Bakersfield	2024	Ram	Promaster Cargo 1500	3C6LRVAG0RE128388	✓	✓		✓	$2,000	$2,000	
118	09-110	Bakersfield	2024	GMC	Sierra 1500	1GTPHAED2RZ355057	✓	✓		✓	$2,000	$2,000	
119	81-04	Mojave	2025	Honda	Pilot EX-L (81-04)	5FNYG2H42SB016383	✓	✓		✓	$2,000	$2,000	
120			2015	Ford	Transit Connect	NM0GE9F76F1197765	✓	✓		✓	$2,000	$2,000	
121			2021	Nissan	Kicks	3N1CP5CV6ML504979	✓	✓		✓	$2,000	$2,000	
122			2023	Chrysler	Pacifica	2C4RC1S76PR580255	✓	✓		✓	$2,000	$2,000	
123			2024	Buick	Encore GX	KL4AMBS22RB145779	✓	✓		✓	$2,000	$2,000	
124			2014	Dodge	Grand Caravan	2C4RDGCG2ER275640	✓	✓		✓	$2,000	$2,000	
125			2019	Chrysler	Pacifica	2C4RC1CG6KR708484	✓	✓		✓	$2,000	$2,000	
126			2024	Nissan	Rogue	5N1BT3AA3RC738536	✓	✓		✓	$2,000	$2,000	
127			2024	Nissan	Rogue	5N1BT3AAXRC742504	✓	✓		✓	$2,000	$2,000	

PROFESSIONAL LIABILITY

COMPANY	POLICY TERM
Philadelphia Indemnity Insurance Company	3/1/2025 to 3/1/2026

COVERAGES

COVERAGE FORM: Occurrence

LIMITS	
Professional Liability Limit per	$1,000,000
Professional Liability Aggregate per	$3,000,000

RETENTION

REMARKS

This coverage is written on a ''Claims-Made'' form which allows you to make claims against the policy while it is in force only, unless an Extended Reporting Period (ERP) or ''Tail'' is in force. An ERP only extends the period to report a claim beyond the policy expiration date. It does not extend coverage beyond the expiration date; it does not change the scope of coverage provided; and any covered claim must occur after the Retroactive Date, if any, shown on the Policy Declarations page, and before the end of the policy.

If there is any event, that may occur and which may ultimately result in a claim, and that would have been covered by this policy, it is absolutely necessary that you advise us immediately of it so that it may be reported to the insurance company prior to the policy expiration date or within any Extended Reporting Period.Many policies include CLAIMS REPORTING OBLIGATIONS that require immediate notification as soon as you are aware of an incident which could result in a claim. Further the Supplemental Application may contain a Warranty Statement that any incidences will be disclosed. Failure to report or late reporting could result in denial of defense and/or claim payment or settlements. To avoid denial of coverage, be sure to notify us and/or the insurance carrier as soon as practicable of any occurrence or offense which may result in a claim. Additionally, the incident should be confirmed in writing. Please review policies for claim reporting provisions.

If there is any event, that may occur or has occurred and which may ultimately result in a claim, and that would have been covered by this policy, it is absolutely necessary that you advise us immediately of it so that it may be reported to the insurance company prior to the policy expiration date or within any Extended Reporting Period.

UMBRELLA

COMPANY	POLICY TERM
Philadelphia Indemnity Insurance Company	3/1/2025 to 3/1/2026

COVERAGES

DESCRIPTION	LIMIT
Each Occurrence	$10,000,000
General Aggregate	$10,000,000
Retained Limit	$10,000

UNDERLYING COVERAGES

DESCRIPTION	CARRIER	POLICY PERIOD	LIMIT
Automobile Liability Combined Single Limit	Philadelphia Indemnity Ins. Co.	3/1/25 to 3/1/26	$1,000,000
General Liability Each Occurrence General Aggregate Product & Completed Ops Agg Personal & Advertising Injury	Philadelphia Indemnity Ins. Co.	3/1/25 to 3/1/26	$1,000,000 $3,000,000 $3,000,000 $1,000,000
Employers Liability Each Accident Disease Each Employee Disease Policy Limit	Cypress Insurance Co.	7/31/24 to 7/31/25	$1,000,000 $1,000,000 $1,000,000
Professional Liability Each Professional	Philadelphia Indemnity Ins. Co.	3/1/25 to 3/1/26	$1,000,000
Employee Benefits E&O Each Claim	Philadelphia Indemnity Ins. Co.	3/1/25 to 3/1/26	$1,000,000
Abuse or Molestation	Philadelphia Indemnity Ins. Co.	3/1/25 to 3/1/26	$1,000,000 $3,000,000

SPECIFIC QUESTIONS, CONDITIONS AND/OR SUBJECTIVITIES

$5,000,000 Abuse or Molestation sublimit per claim / aggregate
$5,000,000 Professional Liability sublimit per claim / aggregate

COMPANY	POLICY TERM
Berkley Insurance Company	3/1/2025 to 3/1/2026

COVERAGES

1 : 1300 18ths St. # 200 , Bakersfield , CA		
DESCRIPTION	LIMIT	DEDUCTIBLE
Employee Theft	$3,100,000	$15,000
Forgery or Alteration - Credit, Debit, Or Charge Cards	$3,100,000	$15,000 $1,500
Inside The Premises - Theft Of Money and And Securities	$3,100,000	$15,000
Inside The Premises - Robbery Or Safe Burglary Of Other Property	$3,100,000	$15,000
Outside The Premises	$3,100,000	$15,000
Computer And Funds Transfer Fraud	$3,100,000	$15,000
Money Orders and Counterfeit Money	$3,100,000	$15,000
Clients Property	$3,100,000	$15,000
Corporate Deception Fraud	$250,000	$25,000
Telephone Toll Fraud	$100,000	$15,000

SPECIFIC QUESTIONS, CONDITIONS AND/OR SUBJECTIVITIES

Berkley Corporate Deception Fraud Questionnaire required to bind coverage.

FORMS AND ENDORSEMENTS

NUMBER	NAME
	Deception Fraud Limit

MANAGEMENT AND CYBER LIABILITY

COMPANY	POLICY TERM
Houston Casualty Company	3/1/2025 to 3/1/2026

CYBER COVERAGES

Retroactive date: None; Full Prior Acts
Knowledge date: March 1, 2022

Third Party Insuring Agreements
Coverage Is: Claims Made. Reported Coverage

DESCRIPTION	LIMIT/AGGREGATE	DEDUCTIBLE
Multimedia Liability Coverage	$2,000,000/$2,000,000	$25,000
Security and Privacy Liability Coverage	$2,000,000/$2,000,000	$25,000
Privacy Regulatory Defense and Penalties Coverage	$2,000,000/$2,000,000	$25,000
PCI DSS Liability Coverage	$2,000,000/$2,000,000	$25,000
Bodily Injury Liability Coverage	$250,000/$250,000	$25,000 $25,000
Property Damage Liability Coverage	$50,000/$50,000	$25,000
TCPA Defense Coverage	$50,000/$50,000	$25,000

First Party Insuring Agreements
Coverage Is: Claims Made. Event Discovered and Reported Coverage

DESCRIPTION	LIMIT/AGGREGATE	DEDUCTIBLE
Breach Event Costs Coverage	$2,000,000/$2,000,000	$25,000
Post Breach Remediation Costs Coverage	$25,000/$25,000	$25,000
BrandGuard Coverage	$2,000,000/$2,000,000	Waiting period 2 weeks 12 Month period of indemnity
System Failure Coverage	$2,000,000/$2,000,000	Data Recovery, $25,000 Non-physical BI: 8 hour waiting period. 12 Month period of restoration
Dependent System Failure Coverage	$2,000,000/$2,000,000	Data Recovery, $25,000 Non-physical BI: 12 hour waiting period. 6 Month period of restoration
Cyber Extortion Coverage	$2,000,000/$2,000,000	$25,000

DESCRIPTION	LIMIT/AGGREGATE	DEDUCTIBLE
Cyber Crime Coverage A. Financial Fraud Sublimit B. Telecommunications and Utilities Fraud Sublimit C. Phishing Fraud Sub limits 1. Your Phishing Fraud Loss Sub limit 2. Client Phishing Fraud Loss Sub limit 3. Phishing Fraud Aggregate Sub limit (C1. & C.2 Combined)	 $250,000/$250,000 $250,000/$250,000 $250,000/$250,000 $250,000/$250,000 $250,000	 $25,000
Cyber Crime Aggregate Limit (A., B., C. Combined)	$250,000	
Bricking Loss Coverage	$$2,000,000/$2,000,000	$25,000

DESCRIPTION	LIMIT/AGGREGATE	DEDUCTIBLE
Property Damage Loss Coverage	$50,000/$50,000	$25,000
Reward Expenses Coverage	$50,000/$50,000	$25,000
Court Attendance Coverage	$25,000/$25,000	None

DIRECTORS AND OFFICERS LIABILITY

COMPANY	POLICY TERM
Travelers Casualty Surety Company of America	3/1/2025 to 3/1/2026

COVERAGES

COVERAGE FORM:

Limits	
Limit	$5,000,000

DEFENSE

The cost of defending claims is the limit of liability

INSURING CLAUSE

A. Insuring Agreement A

Retention Type: Retention	0
Pending Litigation Date	3/1/2017
Prior Litigation Date	3/1/2017
Continuity Date	3/1/2017

B. Insuring Agreement B

Retention Type: Retention	$50,000
Prior & Pending Proceeding Date	3/1/2017
Continuity Date	3/1/2017

C. Insuring Agreement C

Retention Type: Retention	50000
Prior & Pending Proceeding Date	3/1/2017
Continuity Date	3/1/2017

D&O FORMS AND ENDORSEMENTS

NUMBER	NAME
NDO-19001-0512	Amend Definition of Outside Entity Endorsement
NDO-19005-0216	Extradition Coverage Endorsement
NDO-19006-1112	Bankruptcy And Whistlerblower Carvebacks Endorsement
NDO-19009-0713	Amend Section III. Exclusions B. 1. Final Non-Appealable in Any Proceeding Other Than A Proceeding Initiated By The Company
NDO-19016-0517	Amend Definition of Insured Person to Include Advisory Board Members Endorsement
NDO-19017-0517	Amend Loss Definition To Include Coverage Carvebacks For Liquidated Damages Under The Family Medical Leave Act And Civil Penalties Under The Foreign Corrupt Practices Act Endorsement
NDO-19030-0122	Data And Privacy Exclusion With Side A Carveback Endorsement
NDO-7003-0109	Amend Bodily Injury Exclusion (Broad) Endorsement
NDO-7009-0109	Addition of Medical, Psychological, and Counseling Professional Service Exclusion Endorsement
NDO-7012-0819	Addition Of Sexual Misconduct And Child Abuse Exclusion With Sexual And Workplace Harassment Carveback Endorsement
NDO-7019-0109	Supplemental Personal Indemnification Coverage Endorsement

COMPANY	POLICY TERM
Travelers Casualty and Surety Company of America	**3/1/2025 to 3/1/2026**

COVERAGES

LIMITS	
Employment Practices Liability Limit	$5,000,000

DEFENSE

The cost of defending claims is the limit of liability

INSURING CLAUSE

A. INSURING AGREEMENT A

Retention Type: **Retention**	$75,000
Prior & Pending Proceeding Date	**3/1/2017**
Continuity Date	**3/1/2017**

B. INSURING AGREEMENT B

Retention Type: Retention	$75,000
Prior & Pending Proceeding Date	3/1/2017
Continuity Date	3/1/2017

SPECIFIC QUESTIONS, CONDITIONS AND/OR SUBJECTIVITIES

Answers to Tokio Marine HCC's Biometric claim questions required to bind Cyber coverage.

EPL FORMS AND ENDORSEMENTS

NUMBER	NAME
EPL-10004-0111	Amend Prior and Pending Exclusion Endorsement
EPL-10008-0111	Insured Person Redefined to Include Indemnified Independent Contractor Endorsement
EPL-19007-0712	Section 510 of Erisa Endorsement
EPL-19020-0712	Employment-Related Disparagement and False Imprisonment Endorsement
EPL-19046-0615	Third Party Wrongful Act Coverage Endorsement
EPL-19047-0316	Wage and Hour Law and Wrongful Employment Practice Endorsement
EPL-19050-0316	Workplace Violence Expenses Endorsement
EPL-19057-0517	Amend Wrongful Employment Practice Definition Endorsement
EPL-19058-0517	Amend Wrongful Act Definition Endorsement
EPL-19059-0517	Amend Definition Of Employee Endorsement
EPL-19060-0517	Amend Definition Of Workplace Harassment Endorsement
EPL-19063-0319	Immigration Claims Endorsement
EPL-7062-0109	Employment Network and Information Security Offense Coverage Endorsement
EPL-7110-0109	Outside Entity To Include Any Non-Profit Entity Endorsement

FIDUCIARY LIABILITY

COMPANY	POLICY TERM
Travelers Casualty and Surety Company of America	3/1/2025 to 3/1/2026

COVERAGES

COVERAGE FORM:

Coverage is

LIMITS	
Limit	$5,000,000

DEFENSE

The cost of defending claims is the limit of liability

INSURING CLAUSE

A. INSURING AGREEMENT A

Retention Type: Retention	0
Prior & Pending Proceeding Date	3/1/2017
Continuity Date	3/1/2017

B. INSURING AGREEMENT B

Retention Type: Retention	0
Prior & Pending Proceeding Date	3/1/2017
Continuity Date	3/1/2017

FIDUCIARY FORMS AND ENDORSEMENTS

NUMBER	NAME
FRI-19030-0712	Delete Workplace Misconduct Exclusion Endorsement
FRI-19065-1112	Amend Section III. Exclusion B.1. - Final Non-Appealable Adjudication in Any Proceeding Other Than A Proceeding Initiated by the Company Endorsement
FRI-19083-0713	Delete Pollution Exclusion Endorsement
FRI-19084-1013	Settlor Act Claims Endorsement - Amend Definition of Insured Person to Include Foreign Equivalents
FRI-19086-0414	Healthcare Exchange Endorsement
FRI-19090-0714	PPACA, Section 502(c), Section 507, and Section 4975 Civil Money Penalties Endorsement
FRI-19093-1015	Benefit Determination Appeals and Preliminary Investigations Endorsement
FRI-19097-0616	Managed Care Claims Coverage with Reduced Limit Endorsement
FRI-19115-0617	State Inconsistency Endorsement

COMPANY	POLICY TERM
Markel American Insurance Company	3/1/2025 to 3/1/2026

COVERAGES

DESCRIPTION	LIMIT
Each Occurrence	$5,000,000
Aggregate	$5,000,000

UNDERLYING COVERAGES

DESCRIPTION	CARRIER	POLICY PERIOD	LIMIT
Management Liability (EPLI, DIRE, FIDU)	Travelers Casualty and Surety Company of America	3/1/25 to 3/1/26	$5,000,000

Pending or prior date: 3/1/2017

FORMS AND ENDORSEMENTS

NUMBER	NAME
MPIL 1157-CA 05 23	California Fraud Warning Advisory Notice To Policyholders
MPML 1003 01 15	Policyholder Disclosure Notice Of Certified Acts of Terrorism
MPML 2000 02 23	Cyber Exclusion Broad Advisory Notice To Policyholders
MPMX 1000 02 20	Notices to Insurer
MDMX 1001 01 16	Excess Management Liability Insurance Policy Declarations
MDIL 1001 08 10	Forms Schedule
MMX 1000 05 10	Excess Management Liability Insurance Policy
MIL 1214 09 17	Trade Or Economic Sanctions
MML MANUSCRIPT-1	Specific Matter Exclusion
MMX 1207 01 15	Certified Acts of Terrorism Coverage
MMX 1211 01 16	Underlying Limit Endorsement
MMX 1304 01 16	Pending and Prior Litigation Exclusion by Limit

PREMIUM SUMMARY

LINES OF BUSINESS	CAPK ONLY PREMIUM	CAPK/CVAF PREMIUM
General Liability	$56,500.00	$59,046.00
Commercial Inland Marine	$7,977.00	$7,977.00
Commercial Auto	$240,995.64	$254,627.72
Employee Benefits Liability	$300.00	$300.00
Sexual/Physical Abuse or Molestation Liab.	$7,068.00	$7,304.00
Commercial Property	$101,029.00	$108,281.00
Professional Liability	$17,686.00	$17,686.00
Cyber Security Liability Endorsement	$493.00	$493.00
Commercial Umbrella	$81,469.00	$85,495.00
Crime	$7,068.00	$7,068.00
Cyber Liability	$15,468.74	$15,468.74
Management Liability (EPLI, DIRE, FIDU)	$227,766.00	$227,766.00
Management Liability Excess	$85,000.00	$85,000.00
Total Premium	**$848,821.38**	**$876,512.46**

The above premiums include taxes/fees.

MARKETING EFFORTS

COMPANY	RESULTS
Philadelphia Indemnity Insurance Company	Proposed
Guideone	Declined – Coverage limitations and loss history
Church Mutual	Declined – Claims frequency/severity
Great American	No response from underwriting
NSM	Declined – Auto losses and crime score associated with property
Berkley Human Service	Declined – Not writing new policies in CA
NIAC	Currently not accepting new applications

PREMIUM COMPARISON

LINES OF BUSINESS	EXPIRING PREMIUM	RENEWAL PREMIUM CAPK ONLY	RENEWAL PREMIUM, INCLUDING CVAF
Package – Property, GL, Auto, Inland Marine, Professional Liab, Sexual/Physical Abuse Liab.	$321,999.00	$432,048.64*	$455,714.72*
Commercial Umbrella	$60,975.00	$81,469.00*	$85,495.00*
Crime	$14,503.00	$7,068.00	$7,068.00
Cyber Liability	$17,165.02	$15,469.74	$15,468.74
Management Liability (EPLI, DIRE, FIDU)	$227,451.00	$227,766.00	$227,766.00
Management Liability Excess	$90,981.00	$85,000.00	$85,000.00
Broker Fee	$100,000.00	-	-
Total Premium	**$833,074.02**	**$848,821.38**	**$876,512.46**

***Renewal premium includes agency commission. The 2024-2025 policy premium was net of agency commission.**

PAYMENT OPTIONS OVERVIEW

INSURICA offers multiple convenient payment options giving you flexibility on how and when you do business with us. There are four (4) payment options for you to choose from for items due to us.

PAY VIA OUR WEBSITE* – INSURICA.COM/PAY

- With just a few pieces of information, easily make a credit card, online banking, or ACH payment.
- Use your INSURICA Account Number plus an invoice number or account zip code.
- Select either Pay Invoice for current items OR Pay on Account if making a down payment to bind coverage or renew your policy.

PAY VIA CLIENT PORTAL* - INSURICA 24/7

- Select either Pay to INSURICA for current items OR Make a Deposit if making a down payment to bind coverage.
- INSURICA 24/7 available to existing clients and includes payment options plus electronic documents.

PAY BY CHECK

- Traditional handling of premium payments to INSURICA.
- Payment remittance address noted on INSURICA invoices.

PAY BY PREMIUM FINANCING WITH AFCO DIRECT

- Premium financing may be a solution for extended payment terms over the policy period.
- AFCO Direct is our exclusive premium finance partner who also offers various payment options.



* ACH and credit card processing fees apply

PROPOSAL ACCEPTANCE

INSURED

Community Action Partnership of Kern

☐ As presented (all lines)

☐ With changes noted below

1. _____

2. _____

3. _____

4. _____

5. _____

_____ _____

Print Name Title

_____ _____

Signature Date

Our Mission and Core Values

To manage risk for our Clients. To build a rewarding environment for our Colleagues. To produce an acceptable return for our Shareholders.



Integrity.

Trust forms the foundation of relationships and strengthens our **INSURICA Community**.



Innovation.

Ingenuity is the competitive Advantage securing the future of our **INSURICA Community**.



Purpose.

Passion transforms ordinary into extraordinary and delights our **INSURICA Community**.

INSURICA colleagues consistently strive to uphold the agency's Mission and Core Values statements. By creating a corporate culture based on ethical behavior in the marketplace and fun in the workplace, INSURICA has been recognized many times as both a Best Practices Agency and a Best Places to Work employer. In 2019, leading insurance industry publication, Rough Notes, named INSURICA Agency of the Year.

INSURICA®

INSURICA

To: Emilio Wagner & Laurie Sproule
From: INSURICA Property and Casualty Team
Date: February 19, 2025
Subject: Understanding Active Assailant Insurance and Its Benefits for CAPK

Introduction

In today's environment, organizations like CAPK, which are dedicated to providing social services, face a variety of risks, including the unfortunate possibility of an active assailant event. To ensure the safety and security of the staff, volunteers, and the individuals CAPK serves, it is crucial to consider comprehensive risk management strategies. One such strategy is obtaining Active Assailant insurance.

What is Active Assailant Insurance?

Active Assailant insurance is a specialized type of coverage designed to protect organizations against the financial and operational impacts of an active assailant event. This type of insurance typically covers a range of expenses, including but not limited to:

- Crisis management and public relations support
- Medical and counseling services for victims
- Legal liability and defense costs
- Business interruption and extra expenses
- Property damage and restoration

Why Active Assailant Insurance is Beneficial

1. **Comprehensive Protection**: This insurance provides a safety net that can help the CAPK organization manage the aftermath of an active assailant event, ensuring that CAPK can continue their mission with minimal disruption.
2. **Financial Security**: The costs associated with such incidents can be substantial. Active Assailant insurance helps mitigate these financial burdens, allowing CAPK to allocate resources more effectively.
3. **Support for Victims**: The coverage often includes provisions for medical and psychological support for victims, which aligns with the CAPK commitment to care for our community.
4. **Reputation Management**: In the event of an incident, having a plan in place to manage public relations can help protect the CAPK organization's reputation and maintain trust with key stakeholders.

5. **Peace of Mind**: Knowing that CAPK has a plan and coverage in place can provide peace of mind to the CAPK staff, volunteers, and the community CAPK serves.

Quote Details

After a thorough marketing effort, INSURICA received Active Assailant quote options from four different insurers and one declination. After narrowing the options between CFC and McGowan, we recommend CFC as the best overall option for its broader definition of Active Assailant Event and fewer exclusions within the policy. CFC provided $3 million and $5 million limit options for consideration.

Insurer	AM Best Rating	Limit	Deductible	Annual Premium
CFC (Lloyds)	A XV	$1,000,000	$0	$15,992.90[1]
CFC (Lloyds)	A XV	$3,000,000	$0	$24,969.56[1]
CFC (Lloyds)	A XV	$5,000,000	$0	$30,954.00[1]
Beazley[2] (Lloyds)	*A XV*	*$1,000,000*	*$0*	*$33,000.00[1]*
Samphire[2] (Lloyds)	*A XV*	*$1,000,000*	*$0*	*$15,000.00[1]*
McGowan (AXA XL)	A+ XV	$1,000,000	$0	$15,904.17[1]
TM HCC	A++ XV	Declined due to class of business.		

[1]Option is non-admitted and the premium shown includes the applicable state surplus line taxes and fees.
[2]Option is an indication only and is subject to further underwriting and approval.

Conclusion

Considering the potential risks and the comprehensive benefits of Active Assailant insurance, the INSURICA Property and Casualty Team recommends that CAPK evaluates the attached quote and consider integrating this coverage into their risk management strategy.

The INSURICA Team looks forward to answering any questions you may have on Active Assailant Coverage.

INSURICA

To: Emilio Wagner & Laurie Sproule
From: INSURICA Property and Casualty Team
Date: February 19, 2025
Subject: Benefits of Excess Side A DIC Insurance for CAPK

Introduction

As a large non-profit organization, it is crucial to protect the leadership against potential liabilities that may arise from its decision-making roles. The current Directors & Officers (D&O) Liability insurance program provides a foundational layer of protection, but there are additional measures that can be taken to enhance coverage. This memo outlines the benefits of adding Excess Side A Difference in Conditions (DIC) insurance to the existing insurance program.

Traditional D&O Insurance

CAPK's current program with Travelers and Markel consists of what many experts call, "traditional D&O insurance." Traditional D&O insurance is designed to protect the personal assets of directors and officers in the event they are sued for alleged wrongful acts while managing the organization. This coverage includes legal fees, settlements, and other costs associated with defending against claims. It provides protection to both the organization and the individual directors and officers.

- Side A Coverage: Non-Indemnifiable Claims Against Directors and Officers
- Side B Coverage: Indemnifiable Claims Against Directors and Officers
- Side C Coverage: Claims Against Organization

The current D&O policies share a $10 million limit with Employment Practices Liability (EPL) and Fiduciary Liability insurance, which can exhaust the available coverage for directors and officers in the event of multiple claims.

How Excess Side A DIC Works with Traditional Insurance

Excess Side A DIC insurance is a specialized policy that provides additional protection specifically for the individual directors and officers. It acts as an excess layer above the traditional D&O policy, offering coverage dedicated to the individual directors and officers when the underlying policy limits are exhausted or if the underlying insurer refuses to pay. The "Difference in Conditions" aspect means that this policy can fill gaps in coverage, such as when certain exclusions in the primary policy apply. It should be noted that Side A coverage as part of the Traditional D&O policy and on the Side A DIC policy is for Non-Indemnifiable claims, where the organization is unable or unwilling to indemnify the directors or officers.

Benefits of Excess Side A DIC Insurance

1. **Enhanced Protection for Directors and Officers:** By providing an additional layer of coverage, Excess Side A DIC insurance ensures that the personal assets of our leadership are safeguarded, even in the event of large or multiple claims.
2. **Coverage for Non-Indemnifiable Claims:** This policy covers claims where the organization is unable or unwilling to indemnify its directors and officers, such as in cases of bankruptcy or legal restrictions.
3. **Broader Coverage Terms:** Excess Side A DIC policies often have fewer exclusions and broader terms than traditional D&O policies, providing more comprehensive protection.
4. **Priority of Payment:** In the event of a claim, Excess Side A DIC insurance prioritizes payments to directors and officers, ensuring they receive the necessary funds for defense and settlement.

Summary of Excess Side A DIC Quotes

INSURICA approached several insurers for Excess Side A DIC quotes, and received bindable terms from Starr, Chubb, and Crum & Forester. As outlined below, Starr has provided very competitive terms. Starr offers a limit re-instatement, providing an additional $1 million limit if the first Side A DIC limit is exhausted. Chubb provides a similarly competitive option but requires a warranty letter affirming that CAPK is unaware of any impending claims or circumstances that could give rise to a claim.

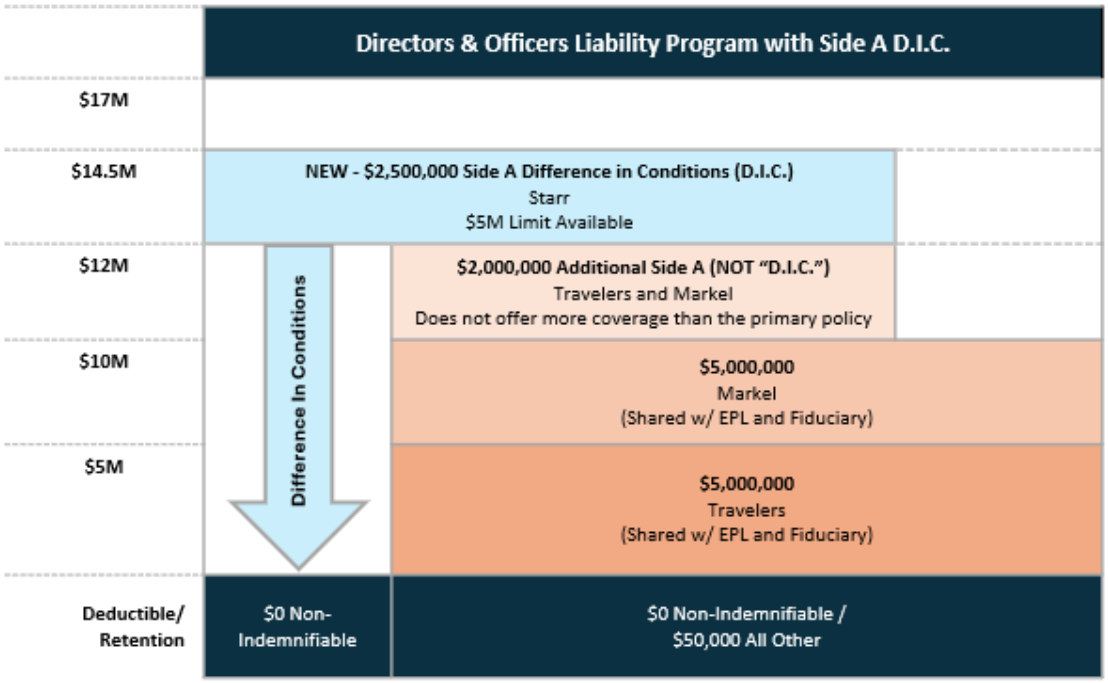
Side A DIC – New Coverage Quotes:

Insurer	AM Best Rating	Limit	Retention / Attachment	Annual Premium
Chubb[1]	A++ (Admitted)	$2.5M Side A DIC $1M Re-Instatement	$0 for DIC / Excess of $12M Side A	$8,000
Chubb[1]	A++ (Admitted)	$5M Side A DIC $1M Re-Instatement	$0 for DIC / Excess of $12M Side A	$16,500
Crum & Forster[1]	A (Non-Admitted)	$3M Side A DIC $1M Re-Instatement for Independent Directors Only	$0 for DIC / Excess of $12M Side A	$13,413[2]
Crum & Forster[1]	A (Non-Admitted)	$5M Side A DIC $1M Re-Instatement for Independent Directors Only	$0 for DIC / Excess of $12M Side A	$17,025[2]
Starr	A (Admitted)	$2.5M Side A DIC $1M Re-Instatement	$0 for DIC / Excess of $12M Side A	$8,504
Starr	A (Admitted)	$5M Side A DIC $1M Re-Instatement	$0 for DIC / Excess of $12M Side A	$15,001

[1]Requires signed warranty letter.

[2]Option is Non-Admitted and the premium shown includes the applicable state surplus line taxes and fees.

Proposed Program Structure



Conclusion

Incorporating Excess Side A DIC insurance into CAPK's risk management strategy will provide the directors and officers with robust protection. INSURICA recommends that the board consider the quotes provided and approve adding this valuable coverage.

The INSURICA Team looks forward to answering any questions you may have on this coverage.

MEMORANDUM

To: Board of Directors

From: Jerry Meade, Assistant Director ~ Program

Date: February 26, 2025

Subject: *Agenda Item IV(f): 2025-2026* San Joaquin County Office of Education (SJCOE) Head Start Cooperative Agreement – **Action Item**

The Head Start and State Child Development Division has finalized discussion to renew and amend our cooperative agreement with the San Joaquin County Office of Education (SJCOE) for Head Start Child Care Partnership (CCP) funds for the 2025-2026 fiscal year. This new agreement includes an expansion opportunity that mirrors the previous contracts with the San Joaquin County Office of Education and Community Action Partnership of Kern. These efforts enhance early childhood activities through CCP funding from Head Start and State with both California State Preschool Program (CSPP) and General Child Care funding (CCTR).

As shared with the Board in October 2024, the program team in partnership with Finance and Operations reviewed the availability of funding and facilities in SJC. Our proposed expansion was accepted by SJCOE to increase Head Start Pre-K services by 136 slots for a total of 153 Pre-K slots in SJC moving this year's total contract to $4,698,663. Within this contract the funding will come from two sources. The Head Start funding is $1,998,719 and the CSPP funding will be $2,699,944. The contract terms follow the SJCOE Head Start Funding cycle of February through January though the amendment will be effective March 1, 2025. CAPK will be able to utilize the full funding amount within the agreement for start-up costs, with services to begin as soon as facility leases are secured, and licenses obtained. The attached funding letter indicates the funding amounts identified above, as well as our non-federal share requirements. The funding letter indicates the new Cooperative Agreement will be received by the end of the month. Attached is the current 2024-2025 Cooperative Agreement, we expect the new agreement will only change the slots and funding levels. A new site will be required for this contract expansion, and included in a separate agenda item today is the approval of a new lease in Manteca, CA.

This funding supports CAPK's efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families. The program will utilize both the Head Start and State funding to provide center-based services for children in San Joaquin County.

Recommendation:
Staff recommend the Board of Directors approve the 2025-2026 expanded funding from San Joaquin County Office of Education for CSPP/HeadStart services and authorized the Chief Executive Officer to execute the Cooperative Agreement and future amendments.

Attachments:
2025-26 SJCOE Funding Letter
2024-2025 SJCOE Cooperative Agreement
2024-2025 SJCOE CSPP Agreement

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

P.O. Box 213030
Stockton, CA 95213-9030
(209) 468-4800
www.sjcoe.org

February 19, 2025

Yolanda Gonzales
Director of Head Start/State Child Development
Community Action Partnership of Kern
1300 18th St., Ste. 200
Bakersfield, CA 93301

Re: 2025-26 Head Start and California State Preschool Funding Levels

Dear Yolanda:

We want to express our gratitude to you and the Community Action Partnership of Kern (CAPK) for agreeing to provide services for an additional 136 children funded by our Head Start – Preschool/California State Preschool Programs (CSPP). This letter provides the new total funding information for the 153 children that will be included in the 2025-26 cooperative agreements for those services.

- Head Start/CSPP Integrated Slots 153
- Head Start Basic $1,998,719
- California State Preschool Program $2,699,944
- Non-Federal Share $767,601
- Head Start Administrative Cost Ceiling 10%
- CSPP Administrative Cost Ceiling 8.5%

We have received your proposed budget for the 12-month period effective 2/1/2025 and look forward to the initiation of services to children starting March 1, 2025. CAPK will receive the 2025-26 Head Start cooperative Agreement by the end of this month. The 2024-25 CSPP Agreement will be amended based on the updated projection worksheet reflecting the additional children.

We appreciate the services your agency provides for families and children on behalf of the San Joaquin County Office of Education - Head Start San Joaquin program and look forward to our continued partnership.

Sincerely,

Connor Sloan

Connor Sloan, Ed. D.
Division Director
Early Education and Support

C: L. Sida, Director – Head Start San Joaquin
S. Harbour, Director- Early Childhood Education
P. Gomes, Coordinator, Business Services – Head Start

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

P.O. Box 213030
Stockton, CA 95213-9030
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COOPERATIVE AGREEMENT

This agreement, by and between the **San Joaquin County Office of Education**, hereinafter referred to as OFFICE, and **Community Action Partnership of Kern County** headquartered at **1300 18th St., Ste. 200, Bakersfield, CA 93301** hereinafter referred to as PARTNER, is to conduct activities of the Head Start Program from **July 1, 2024 through January 31, 2025**. Funding to OFFICE is provided by the Federal Administration for Children and Families, hereinafter referred to as ACF. Agreement and funding are contingent upon availability of funds.

All attachments referenced in this agreement are hereby incorporated in the agreement.

1. Federal Agreement Information
Information required as per 45 CFR Part 75.352:

1.1.	*Federal Award Identification*	Funds provided through this agreement are from federal sources.
1.2.	*PARTNER Name*	Community Action Partnership of Kern, Inc.
1.3.	*PARTNER Unique Identifier*	94-2497046
1.4.	*Federal Award Identification Number*	09CH011944/04
1.5.	*Federal Award Date*	May 29, 2024
1.6.	*Subaward Period of Performance*	July 1, 2024 – January 31, 2025
1.7.	*Amount of Federal Funds Obligated by This Action*	$274,320
1.8.	*Total Amount of Federal Funds Obligated to This PARTNER*	This amount is different from year to year and is unknown at the time of agreement.
1.9.	*Total Amount of Federal Award*	$274,320
1.10.	*Federal Award Project Description*	Head Start and Early Head Start Program
1.11.	*Name of HHS Awarding Agency*	ACF/HS/Region IX
1.12.	*Name of Pass-Through Entity*	San Joaquin County Office of Education
1.13.	*Awarding Official Name and Contact Information*	Troy A. Brown, Ed.D., County Superintendent of Schools 209.468.4802 / lbryant@sjcoe.net
1.14.	*CFDA Name and Number*	Head Start / 93.600
1.15.	*Research and Development Award*	N/A
1.16.	*Indirect Cost Rate*	N/A

2. Grant Amount

PARTNER agrees to carry out those responsibilities assigned to it by this agreement for a maximum of **$274,320** of federal funds allocated as follows:

2.1. Head Start (HS) Basic Funds: **$274,320**
2.2. Early Head Start (EHS) Basic Funds: **$0**

In addition, a minimum of **$83,351** nonfederal share match is required in accordance with the approved budget and program concept and conditions that are incorporated in this agreement.

The maximum administrative rate is **10.0%** of allowable expenditures.

3. Maximum Dollar Allocations

All dollar and per-child allocations in this agreement are maximum amounts. They may be reduced by OFFICE, if necessary, to match approved budgets or for failure to perform or meet standards or regulations, including, but not limited to, patterns of low enrollment and/or attendance.

4. Request for Additional Funds and/or Budget Revisions

4.1. A request for additional funds may be presented in writing to OFFICE by PARTNER for consideration. OFFICE shall be under no obligation to approve these requests. Written approval of such requests by OFFICE and ACF is required before PARTNER may consider such requests approved. Any expenditure by PARTNER without written OFFICE approval shall be considered non-reimbursable. The deadline for requesting additional funds is October 15. Requests must be made utilizing the OFFICE-designated budget revision format with a detailed narrative explaining the reason for the additional funds, what other resources have been explored and utilized before the request, and the outcome should the request be denied.

4.2. A budget revision from one federal category to another requires prior written approval from OFFICE if the sum involved exceeds 10% of the federal category to be increased or decreased or $50,000, whichever amount is smaller. Any budget change in out-of-area travel (6c), equipment (6d) if $5,000 or more, or construction/renovation (6g) requires prior written approval from OFFICE. Any request for equipment (6d) must include 3 quotes used to determine the amount requested.

All budget revisions must be submitted in writing to and approved by OFFICE prior to any expenditure. All written requests must follow established procedures using the process established by OFFICE. A written rationale for revisions must also be included with this request. Budget revisions, which ACF must approve, will not be accepted from PARTNER after October 15 of the contract term. Budget revisions, which OFFICE may approve, may not be accepted from PARTNER after December 1 of the contract term.

This section applies to federal, nonfederal share match funds and the administrative cost budgets.

5. Budget and Narrative

All funds to be awarded under this agreement shall be requested by PARTNER and approved by OFFICE prior to the commitment of expenditures using the required formats for budgets, approved Planned Program Approach Proposal, and supporting narratives supplied by OFFICE.

6. Service Requirements

6.1. PARTNER is funded to provide services to:

6.1.1. **17** HS age-eligible children;
6.1.2. **0** EHS age-eligible children/pregnant women;
6.1.3. Totaling **17** children/pregnant women;

As specified in Attachment A, the approved Planned Program Approach Proposal, which is attached, and by reference made part of this agreement. PARTNER is funded to serve the total number of children for the dates and number of days of operation and sites stated therein, conduct the number of home visits and parent conferences, and provide the program options stated therein.

6.2. PARTNER must submit a written request to OFFICE for approval to change any program service and/or service delivery program option stated therein. Such requests must follow

the established process set up by OFFICE. OFFICE shall be under no obligation to approve such requests. Changes to Planned Program Approach Proposals shall not be implemented unless approved in writing by OFFICE.

6.3. PARTNER Service Area is defined as the area where the PARTNER contracts with OFFICE to provide service to children and families.

7. Program Earnings

7.1. PARTNER may earn all of its approved ACF basic funds up to its approved budget if it maintains enrollment of 100% of said children, if it maintains at least 85% of monthly average daily attendance (ADA), enrolls and serves at least 10% of the number of children/pregnant women listed in 6.1.3 as children with identified disabilities, and generates 100% of said nonfederal share match. For nonfederal share match valued at less than the amount specified in Section 2.0, PARTNER earnings may be reduced on a prorated basis.

For maintained child/pregnant woman enrollment of less than the total number stated in Section 6.1, Basic funds will be reduced. The amount of reduction will be determined by dividing the total amount of Basic funds from Section 2.0 by the total number of children in Section 6.1.

For under-enrollment of children with identified disabilities, future enrollment and funding may be reduced. For such situations, PARTNER and OFFICE will develop plans to be jointly implemented to improve the enrollment level of identified children and maintain the minimum enrollment upon reaching the required level.

7.2. PARTNER shall monitor ADA for each classroom monthly and must take action to continually improve attendance and reduce chronic absenteeism. If the monthly ADA for the classroom falls below the 85% requirement PARTNER must identify strategies for improving attendance for the classroom via a classroom attendance support plan. PARTNER must also have a systematic process for supporting individual children/families when a concern with attendance is identified. If ADA for the overall agency falls below the 85% requirement for three consecutive months, PARTNER must identify focused strategies for improving agency attendance via the Self-Assessment Agency Profile Process. Repeated failure of PARTNER to meet the 85% ADA requirement may result in the reduction of agreement funds in proportion to the actual ADA and the number of enrollment vacancies.

7.3. OFFICE reserves the right to waive any reduction in earnings when unusual circumstances exist that prohibit PARTNER from serving the number of children required, maintaining the required 85% ADA, serving a minimum of 10% of funded enrollment of children with identified disabilities, or generating the required nonfederal share match. PARTNER must request any such waiver in writing using OFFICE's established procedure and submit it to OFFICE no later than 90 calendar days prior to the last effective date of this contract. The granting of such a waiver shall be at the sole discretion of OFFICE and may also be contingent upon approval by ACF.

8. Compliance

PARTNER shall conduct all phases of program operation in accordance with OFFICE and ACF regulations and consistent with GRANTEE program goals and objectives. OFFICE retains the authority to determine whether PARTNER meets standards with respect to program, administrative, financial management, and other requirements. To this end, the OFFICE retains the authority to conduct announced and unannounced agency and site visits at any time. Serious

violations of the requirements as determined by OFFICE can result in suspension or termination of the agreement with or without advanced notice, depending on the severity of the violation.

When Federal, State, local, or OFFICE requirements vary from each other or PARTNER's requirements, the most stringent provision(s) take precedence.

OFFICE expects PARTNER to achieve the greatest outcomes for all enrolled children and families by providing high-quality, comprehensive services by well-trained and supported staff.

PARTNER assures that:
(1) PARTNER adopted enrollment system shall not impede timely participation of children referred by OFFICE as "Accepted". "Timely Participation" is defined as no more than seven calendar days during program operations;
(2) PARTNER shall provide and/or maintain utilization of content area expertise for the program service areas of early childhood education, disabilities, early mental health, health, family services, and engagement, and caregiver-child interaction quality (Classroom Assessment Scoring System (CLASS));
(3) staff providing services to program children and families will meet qualifications as established by the HS Act, HS performance standards, and state and local requirements and will be afforded opportunities for professional development;
(4) parent engagement, parent education, and father/male involvement programs are implemented, as per the OHS Parent, Family, and Community Engagement (PFCE) Framework and strategies identified in the OFFICE's School Readiness Plan;
(5) community resources are identified and utilized to the fullest extent possible and documented as evidence to support PARTNER program effectiveness in meeting child and family-identified needs;
(6) establish and maintain or include program parents in the PARTNER's existing Parent Advisory Committee for early childhood education and provide representation to the OFFICE Program Policy Council. The function of this advisory committee is to advise the PARTNER on issues related to services provided to children and families through the program;
(7) official documents and records must be in English, with other language translations as appropriate, and be readily accessible for review or audit; and,
(8) there is participation in the OFFICE'S Health Services Advisory Committee.

All activities authorized by this agreement shall be performed in accordance with the approved OFFICE Planned Program Approach Proposal, the approved budgets, agreement terms and conditions, and all relevant OFFICE and ACF directives.

9. Waivers

PARTNER may request a waiver of the following requirements utilizing OFFICE-designated procedures and timelines:

- Non-Federal Share requirement noted in Section 2 (must be requested by October 15);
- 10% Disabilities enrollment requirement noted in section 7.1 (Due by October 31);
- Class-size Waiver using the Locally Designed Option (LDO) process.

10. School Readiness

PARTNER shall follow Head Start Program Performance Standard (HSPPS) 1302.102(b), OFFICE established Goals and Objectives related to School Readiness, and the HS Early Learning Outcomes Framework: Ages Birth to Five (ELOF) for children from birth to compulsory school age.

PARTNER shall use the GRANTEE- adopted child assessment interval timelines for child assessments as appropriate for program days of service.

PARTNER will utilize the systems, forms, and processes developed by the OFFICE, or an approved alternate, for reporting on School Readiness aggregated and disaggregated data to support data-based decision-making for continuous program improvement.

11. Food Program

PARTNER assures that all children shall be enrolled in the Child and Adult Care Food Program (CACFP) or the National School Lunch/Breakfast Program (NSLBP), that appropriate filing for reimbursement shall be made and that all food program revenue shall be reported to OFFICE on the monthly PARTNER Agency Claim as it is received by PARTNER. The final PARTNER Agency Claim shall include the amount of revenue earned if the reimbursement has not yet been received by PARTNER.

PARTNER shall also provide to OFFICE a copy of the CACFP or NSLBP review report, proposed corrective action plan, and all related correspondence within ten calendar days of receipt of the report or correspondence.

PARTNER shall notify OFFICE by telephone within 24 hours and provide a copy within ten calendar days of receipt of any termination notices related to CACFP/NSLBP services.

Failure to maintain the agency's CACFP/NSLBP contract without deficiencies may be grounds for termination or non-renewal of this agreement.

12. Facility Licenses and Standards

PARTNER assures that all children not enrolled in the Home Based option as indicated on the approved Planned Program Approach Proposal shall be located in centers licensed through the California Department of Social Services Community Care Licensing Division (CCLD), that all CCLD licenses shall be maintained as active status with CCLD, a copy of current, active CCLD license shall be displayed in PARTNER's centers, and that copies of all current center licenses shall be on file in PARTNER office. Copies shall be submitted to OFFICE prior to the first- day children are present.

PARTNER shall maintain operational accessibility to all CCLD licensed space in accordance with American with Disabilities Act (ADA) standards and as determined appropriate by CCLD and Fire Marshall.

PARTNER shall ensure and maintain evidence of installation, maintenance, and operation of age-appropriate indoor and outdoor equipment and facilities meeting CCLD, ADA, and California Playground Safety (centers only) standards and regulations.

PARTNER shall notify OFFICE by telephone/email within 24 hours of any Unusual Incident Report (UIR) filed or Type A and/or Type B Violation received for either directly operated or Center Based facility.PARTNER shall also provide copies of any written documents related to the incident within one business day. For UIRs, PARTNER shall also provide supporting documentation that the report was submitted to Community Care Licensing.

PARTNER shall notify OFFICE by telephone/email within *24 hours* of receipt and provide a copy of any report when cited by any regulatory agency when citations may result in the assessment of a fine or serious non-compliance designation, including any deficiency or revocation of license, contract, or agreement. PARTNER shall provide copies of any written documents related to each incident within one business day of the citation or receipt of additional documentation after the original citation.

No Federal funds may be used to pay fines resulting from CCLD violations or other regulatory agency citations.

Failure to meet CCLD requirements and maintain CCLD active license status may be grounds for termination of this agreement.

13. Insurance/Incorporation Requirements

13.1. PARTNER shall have on file evidence of incorporation (if applicable), all pertinent insurance policies, fidelity bonds, and other coverage required by federal, state, and/or local regulations. In addition, child maltreatment coverage shall be in force during the entire term of this agreement.

13.2. PARTNER shall provide evidence that liability insurance at a limit of not less than $5,000,000 with no exclusions for child abuse and/or child molestation is kept in force during the entire term of this agreement. Failure to maintain liability insurance in the limits stated above is grounds for immediate termination of this agreement.

13.3. PARTNER shall ensure that contracts with third-party entities for the digital storage, management, and retrieval of child records include the requirements of AB 1584 (Education Code section 49073.1) and require Cyber Liability Insurance for the duration of this agreement, with a minimum of $1,000,000. Should such subcontractor fail to provide the required cyber insurance, PARTNER is responsible for procuring and maintaining such policy.

13.4. PARTNER shall list OFFICE as additionally insured on the Liability and Cyber Liability Insurance policies.

13.5. PARTNER shall purchase and maintain child accident insurance coverage for all children enrolled.

13.6. PARTNER shall purchase and maintain Directors and Officers Insurance in the amount of at least $1,000,000 per incident/ $1,000,000 in aggregate. (Not applicable to school districts that are self-insured.)

14. Out-of-Area Travel

PARTNER may not be reimbursed for travel outside the OFFICE service delivery area, except to GRANTEE sponsored events, without prior written approval of OFFICE. Approval of a budget with specified travel included will constitute prior written approval.

15. Required Reports/Documents

PARTNER **must use** identified forms, policies, and procedures agreed upon by OFFICE. PARTNER agrees to submit to OFFICE or have on file such reports and other program data as may be required by ACF or OFFICE, as per Attachment B.

16. Internal Controls

PARTNER shall perform its fiscal duties utilizing adequate internal controls, including appropriate segregation of duties, as required in 45 CFR Part 75.303.

PARTNER shall include appropriate safeguards to detect fraudulent activities in the program areas of, but not limited to, enrollment and fiscal procedures.

PARTNER shall ensure that all financial information used for reporting and planning are complete, accurate, and produced in the most efficient manner in which reliance on manually

calculated amounts are minimized or eliminated.

17. Meeting with PARTNER Directors and Site Visits

Meetings of all PARTNER Directors shall be held by OFFICE and attended by PARTNER. Such meetings may be one-to-one and/or group meetings in person and/or virtual.

OFFICE shall also make such site visits as deemed necessary to implement provisions of this agreement. Such site visits may be scheduled in advance or unannounced.

18. Annual Program Self-Assessment

18.1. OFFICE and PARTNER shall conduct a Program Self-Assessment process to assess program compliance and quality. OFFICE shall designate the documents and procedures to be used.

18.2. Training shall be provided by OFFICE to key PARTNER staff, parents, and community partners who will participate as part of the Program Self-Assessment process.

18.3. PARTNER understands and agrees that PARTNER shall be responsible for collaborating with the OFFICE on the development of a written plan outlining strategies for corrective actions for each focus area of noncompliance , and that failure to implement such a plan may result in OFFICE not offering an agreement to PARTNER in ensuing years.

19. Participation in OFFICE functions

PARTNER agrees to participate in OFFICE coordinated functions that are consistent with the goals of the program and necessary for the OFFICE to discharge its responsibility to ACF. OFFICE shall guide PARTNER in the conduct of activities provided under this agreement. OFFICE shall also make announced and unannounced site visits as deemed necessary to implement provisions of this agreement.

OFFICE-level functions include, but are not limited to:

19.1. Policy Council (PC) through representatives and alternates from the PARTNER.

19.2. Joint staff professional development activities

19.3. Fiscal training

19.4. ERSEA training

20. Maintenance of Records

20.1. PARTNER shall prepare and maintain appropriate fiscal, programmatic, management, personnel, property, and other records that may be required by relevant regulatory directives.

20.2. PARTNER shall maintain all financial records according to generally accepted accounting principles for public agencies and/or non-profit organizations.

20.3. PARTNER shall permit OFFICE and/or agents of ACF to review, evaluate, and/or audit said records as deemed necessary for purposes of monitoring compliance with this agreement.

20.4. All records shall be maintained for a minimum of five years after completion of the agreement period.

21. Property Management

21.1. Title to facilities, both modular (portable) or structural buildings, purchased or renovated with Head Start funds vests with OFFICE as per 45 CFR 75.318(a).

21.2. Title to equipment and/or supplies purchased with OFFICE funds vests with the PARTNER only so long as this agreement is in effect. Upon termination of this agreement, title to all equipment and remaining supplies shall revert to the OFFICE in trust for ACF.

21.3. Property, equipment, and/or supplies purchased on behalf of PARTNER by OFFICE that would be subject to inventory provisions if purchased by PARTNER must be included in PARTNER inventory records with notation of any items purchased by OFFICE.

21.4. A control system must be maintained to ensure adequate safeguards to prevent loss, damage, or theft (any loss, damage, or theft must be investigated) and adequate maintenance procedures must be developed to keep equipment in good condition.

21.5. A perpetual property inventory shall be maintained by PARTNER containing the following minimum information for all equipment purchased with ACF funds:

- Description of the property, including intended use and estimated useful life
- Manufacturer's serial number or identification number
- Source of funding for the property (including FAIN)
- Titleholder name
- Asset number
- Acquisition date
- Original cost
- Vendor name and address
- Percent of ACF funds used to purchase item
- Location of item
- Condition
- Ultimate disposition data

21.6. A physical inventory must be completed annually. Discrepancies between physical inventory and property records shall be noted, and any differences shall be reconciled. Said inventory shall be submitted to OFFICE no later than 45 calendar days after the program fiscal year ends.

21.7. The ACF definition of equipment purchased with ACF funds shall apply to all property. Any unit of equipment with a purchase cost of $5,000 or more, including all costs associated with purchase, and having a useful life of one year or more and purchased with ACF funds shall have prior written authorization from OFFICE. Any request for the purchase of equipment of $5,000 or more shall include three price quotes.

21.8. Written approval must be given by OFFICE in order for PARTNER to dispose of any item with a current per unit fair market value of $1,000 or more and having a useful life of more than one year. Items with a current per unit fair market value of $5,000 or more also require ACF approval. Proceeds from the sale of such equipment must be spent on allowable program activities within the program year of sale or returned to the OFFICE or disbursed as directed by ACF.

22. PARTNER Payment

Funds shall be disbursed to PARTNER according to the following schedule, subject to the receipt of funds by OFFICE and ACF.

22.1. PARTNER shall maintain an accounting system that tracks cash and transactions by agreement and the separate subaccounts listed in Section 2.

22.2. PARTNER shall maintain all advanced agreement funds in an interest bearing account unless approved in advance by OFFICE. All interest earned on advanced agreement funds shall be remitted to OFFICE at least annually with the final claim for reimbursement.

22.3. Upon full execution of this agreement, PARTNER shall submit to OFFICE an invoice for 20% of agreement funds, excluding any Cost Per Maximum Reimbursement amounts from Sections 2.2 and 2.5, to initiate payment of a working capital advance.

22.4. Recoupment of the working capital advance shall be made by deducting 20% from each non-Cost Per claim submitted for February through November and deducting any remaining working capital advanced amount from the December claim. Claims for January and the final period shall be presented without working capital advance deduction.

22.5. PARTNER shall file a monthly Agency Claim with required supporting documentation of actual expenditures with OFFICE no later than the 15th of the month following the activities reported.

22.6. Upon the receipt and approval of each monthly claim submitted by PARTNER, the OFFICE shall reimburse PARTNER claim. Total reimbursements shall not exceed the specified Maximum Reimbursable Amount as allocated in Section 2.0.

22.7. For Cost Per Claim, names of children claimed for reimbursement shall be verified through ChildPlus. At no time shall the requested reimbursement per classroom exceed the classroom child enrollment target amount, regardless of whether the actual child enrollment for the month exceeds the target. Once claim is reconciled with ChildPlus, the claim shall be forwarded for payment.

22.8. OFFICE reserves the right to refuse payment of any claim, or any final payment due PARTNER, until OFFICE is satisfied PARTNER has fulfilled all of its obligations under this agreement, including filing of all required reports and correction of audit or program compliance findings or deficiencies. Payment shall not be unreasonably withheld and any amounts will be consistent with the nature of the unfulfilled obligation or deficiency.

22.9. A final adjustment of payments, based upon actual earnings and expenditures, shall be made by OFFICE no later than 60 days after the close of the program year. Any overpayment to PARTNER shall be refunded to OFFICE within 15 calendar days of notification.

22.10. PARTNER shall report all food program reimbursements received and shall reduce the actual expenditures reported on the Agency Invoices by the amounts received from CACFP/NSLBP. (This is reporting “Net”.)

22.11. PARTNER shall submit all final invoices as required in Section 15.4.

22.12. PARTNER shall have and adhere to a board- adopted policy prohibiting inter-fund loans using Head Start funds.

22.13. The consideration paid to PARTNER, as provided in this agreement, is the full compensation for all PARTNER’s expenses incurred in the performance of this agreement.

PARTNER must be reimbursed for actual costs that are necessary, allowable, reasonable and allocable to the performance of this agreement.

23. CalPERS/CalSTRS Retirement Reporting

PARTNER shall determine if any employee, subcontractor, or contractor of PARTNER is a retiree of either California Public Employees' Retirement System (CalPERS) or California State Teachers' Retirement System (CalSTRS) and report the earning of any such person as per the requirements of California Education Code 22461 and California Government Code 21220. The reporting shall be monthly to OFFICE utilizing OFFICE- designated reporting forms.

24. Changes in Key Personnel and Salaries

PARTNER's approved budget is to be considered approval of the personnel contained therein. Any subsequent change in the number of management positions from the approved budget must be approved in writing by OFFICE. PARTNER must provide a revised organizational chart with request. Written notification must be made to OFFICE by PARTNER within five days when there are any changes to the PARTNER Executive Director, Head Start Program Director, Human Resources Director, or Chief Financial Officer.

No Head Start funds shall be used to pay the compensation of an individual, either as direct cost or any proration as an indirect cost, at a rate in excess of federal employee Executive Level II, which as of January 1, 2024 is $221,900 exclusive of statutorily required fringe and other benefits, as detailed in Section 653 of the Head Start Act. PARTNER may compensate staff at rates that exceed Executive Level II, but no Head Start funds can be used to compensate such staff when such compensation is in excess of this statutorily mandated cap.

25. Staff/Child Ratios

PARTNER assures that staff/child ratios shall be maintained per applicable regulations. Applicable regulations are determined by source of program funds. The most restrictive applicable regulations shall apply to all children served at the same time.

Source of Program Funds	Applicable Regulations
ACF Funds Only	Title 22 and HSPPS
ACF and California Department of Education	Title 5, Title 22, and HSPPS

26. Vehicle Use Agreement

Included as part of this PARTNER Agreement, OFFICE provides usage of the following vehicle(s):

26.1. **N/A**

Title shall vest with PARTNER so long as PARTNER provides Head Start services as specified in this and subsequent agreements. Upon termination of the agreement, vehicles shall be transferred back to OFFICE.

The costs of maintenance and repair necessary to operate the program in the OFFICE- provided vehicle is the responsibility of the PARTNER. Such costs may be included in PARTNER budget.

PARTNER agrees to maintain all vehicles provided by OFFICE in their original condition;normal wear and tear is expected. PARTNER agrees to provide maintenance to vehicles and understands that costs for said maintenance may be included in PARTNER budget.

27. Facility Use Agreement

Included as part of this PARTNER Agreement, OFFICE provides usage of the following modular building(s):

27.1. N/A

The costs of utilities necessary to operate the program in the OFFICE provided buildings are the responsibility of the PARTNER. PARTNER is responsible for all costs associated with operating the Head Start program and may be included in PARTNER budget. See the following section for insurance requirements.

PARTNER agrees to maintain all portable buildings provided by OFFICE in their original condition, normal wear and tear is expected. PARTNER agrees to provide minor maintenance to buildings and understands that costs for said maintenance may be included in PARTNER budget.

28. Facility Management

28.1. A Notice of Federal Interest in Property must be posted in all facilities purchased in whole, or in part with Federal Head Start funds, whether purchased by OFFICE or PARTNER. Such facilities may only be used for Head Start purposes. PARTNER may request such notice from OFFICE.

28.2. Subject to ACF approval when required, OFFICE agrees to repair or provide funding to PARTNER to repair any necessary maintenance item costing more than $5,000 for Federal Head Start purchased portable buildings, whether purchased by OFFICE or PARTNER. PARTNER is responsible for the first $5,000 of cost and may be included in HS/EHS budgets, as appropriate. Requests must be submitted in writing to OFFICE.

28.3. OFFICE must give prior written authorization for repairs costing more than $5,000.

28.4. PARTNER understands that Head Start renovations or repairs of $2,000 or more are subject to the Davis-Bacon Act (40 USC 276a et seq and Department of Labor 29 CFR Part 5) as per 45 CFR 1303.11 and will include the appropriate language in all agreements as required.

28.5. OFFICE is responsible for providing insurance for the building and structure of any OFFICE provided facilities.

28.6. PARTNER is responsible for insuring the building and structure of any facilities purchased by PARTNER with Federal Head Start funds.

28.7. PARTNER is responsible for insuring the contents of all facilities used for the operation of programs funded by this agreement.

29. Audit Requirements

29.1. PARTNER's financial and business activities, procedures, and records shall be audited annually by an independent Certified Public Accountant. Such audit shall be conducted in accordance with applicable federal and state laws, regulations, and audit guidelines. Audit shall be paid for by PARTNER. Such audit costs may be included in PARTNER budget.

29.2. PARTNER agrees to timely correction of all audit findings related to the performance of this agreement, if any, to the satisfaction of the OFFICE and ACF. Corrective procedures recommended in the audit report will be reviewed by OFFICE with PARTNER, and a deadline date for implementation shall be established by OFFICE. Failure to correct audit deficiencies in a timely manner may result in OFFICE withholding payments to PARTNER or non-renewal of this agreement.

29.3. PARTNER shall be responsible for any monetary losses as the result of any audit exception or disallowance caused by, or as a result of, PARTNER's lack of performance as required by this agreement.

29.4. PARTNER shall provide OFFICE with an electronic copy of the audit report and associated management letter(s) within 10 days of receipt and acceptance of said report from auditors.

30. Subdelegation

30.1. No portion of the program operations or of program funds shall be subdelegated, used to jointly operate a different program with another agency, or otherwise contracted by PARTNER without prior written authorization from OFFICE.

30.2. All subcontracts are subject to audit as required by OFFICE.

30.3. The PARTNER, its agents and employees, in the performance of a subcontract, are acting in an independent capacity and not as officers, agents, or employees of OFFICE.

30.4. PARTNER agrees to indemnify and hold harmless the OFFICE, its officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, material-men, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses occurring or resulting to any person, firm, or corporation that may be injured or damaged by the PARTNER in the performance of this agreement.

30.5. The subcontractor, and the agents and employees of the subcontractor, in the performance of the subcontract are acting in an independent capacity and not as officers, employees, or agents of the OFFICE.

30.6. PARTNER shall include the nondiscrimination and compliance provisions of Section 35 of this agreement in all subcontracts to perform work under this agreement.

31. Annual Agreement Renewal

The completion of an agreement by PARTNER does not grant vested rights to subsequent agreements. PARTNER shall be notified of renewal criteria during the annual contract review process.

32. Savings Clause

Any provision of this agreement found to be in violation of federal or state statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this agreement.

33. Termination of the Agreement

33.1. Termination for Convenience

a. PARTNER or OFFICE may terminate this agreement for any reason during the agreement term. The PARTNER or OFFICE shall notify the other of its intent to terminate the contract at least 120 calendar days prior to the date it intends to terminate the agreement.

b. Within 15 calendar days from the date the PARTNER notifies the OFFICE of its intent to terminate the agreement, the PARTNER shall submit: (1) a current inventory of equipment and supplies purchased in whole or in part with agreement funds; and (2) the names, addresses, and telephone numbers of all staff members funded by the agreement.

c. The OFFICE shall only be obligated to compensate PARTNER for net reimbursable program costs in accordance with this agreement through the date of termination. There shall be no other compensation to the PARTNER. The OFFICE shall offset any monies the PARTNER owes OFFICE against any monies the OFFICE owes PARTNER under this agreement.

33.2. Failure to Perform

OFFICE may cancel this agreement by giving 30 calendar days written notice of termination to the PARTNER if PARTNER fails to comply with the terms and conditions of this agreement or if OFFICE determines that the performance of PARTNER under this agreement is not satisfactory. Performance may be considered unsatisfactory if:

a. PARTNER has been determined to have two or more deficiencies in a single review conducted by OFFICE;

b. PARTNER has been determined by OFFICE based on the same review as Section 33.2.a not to have:

1. Implemented OFFICE program goals for improving the school readiness of children participating in PARTNER's program in accordance with the requirements of Head Start Act Section 641A(g)(2) and demonstrated that such goals appropriately reflect the ages of children participating in the program; align with HSPPS 45 CFR 1302.102(b); and were established in consultation with the parents of the children participating in the program;

2. Taken steps to achieve the school readiness goals described above demonstrated by aggregating and analyzing aggregate child-level assessment data as required in OFFICE's School Readiness Plan;

c. PARTNER has not achieved CLASS score rating thresholds as determined by OHS on an annual basis based on post CLASS scores as noted in HSPPS 45 CFR 1304.11(c)(1) and ACF-PI-HS-20-05;

d. PARTNER has had one or more CCLD license revocation of operated child care centers;

e. PARTNER has been suspended or terminated from any Head Start program by ACF or other Head Start Grantee;

f. PARTNER, principal, or Governing Board member has been debarred from receiving Federal or State funds from any Federal or State department or agency or has been

disqualified from the either CACFP or NSLBP and has not received a waiver described in 2 CFR 180.135;

g. PARTNER has been determined within the preceding 12 months to be at risk of failing to continue functioning as a going concern or has filed for bankruptcy or agreed to a reorganization plan as part of a bankruptcy settlement and/or has two or more audit findings of material weakness or questioned costs related to their HS funds in audit reports for a financial period within the current project period.

In the event of such termination, the OFFICE may proceed with the work in any manner deemed proper by the OFFICE. All costs due to the OFFICE shall be deducted from any sum due the PARTNER under this agreement and the balance, if any, shall be paid to the PARTNER upon demand. Such cancellation shall be in accordance with applicable federal and state regulations.

33.3. Breach of Contract

If PARTNER materially breaches any provision of this agreement, the OFFICE may terminate this agreement by giving 30 calendar days written notice of termination to the PARTNER. Any one of the following specific actions by PARTNER shall constitute a material breach of this agreement. They include, but are not limited to:

a. Noncompliance with the applicable laws, regulations, or agreement requirements.
b. Submission of false, misleading, or erroneous information to the OFFICE.
c. Failure to maintain required records.
d. Administrative mismanagement.
e. Denial of access to authorized representatives of the OFFICE, ACF, or any of their agents to all program-related or fiscal records during normal business hours.
f. Lack of fiscal accountability.
g. Unsatisfactory performance under terms and conditions of this agreement.
h. Failure to complete a timely audit of the prior year agreement.

33.4. Illegal Activities

a. Fraud or conspiracy to defraud.
b. Misuse of ACF funds in violation of the applicable regulations.
c. Embezzlement.
d. Maintenance of an unsafe or unhealthy physical environment for children.
e. Abuse or molestation of children.
f. Failure to report suspected child abuse or molestation.
g. Theft of supplies, equipment, or food.
h. PARTNER is operating in violation of regulations creating imminent danger to the health and welfare of children.
i. Any other activity that is illegal and/or poses the threat of harm to enrolled children or their families.

33.5. Changes in State or Federal Regulations or Laws

If federal or state laws or regulations are changed to prohibit the performance of the OFFICE's obligations under federal or state grant by contracting with PARTNER, OFFICE may terminate this agreement upon 30 calendar day's written notice to PARTNER.

34. Hold Harmless Clause

The parties intend that an independent contractor relationship be created by this agreement and OFFICE assumes no responsibility for workers' compensation liability. OFFICE likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property during or relating to the performance of service under the agreement.

PARTNER agrees to hold harmless and to indemnify OFFICE for any injury to person or property sustained by PARTNER or by any person, firm, or corporation employed directly or indirectly by the PARTNER or by any of the individuals participating in or associated with PARTNER, however caused; and any injury to person or property sustained by any person, firm, or corporation caused by any act, neglect, default, or omission of PARTNER or any person, firm, or corporation directly or indirectly employed by PARTNER upon or in connection with this agreement, or any of the participants arising out of or in the course of the term of this agreement, and PARTNER, at its own cost, expense, and risk, shall defend any and all actions, suits, or other legal proceedings that may be instituted against OFFICE for any such claim or demand, and pay or satisfy any judgment that may be rendered against OFFICE in any such action, suit, or legal proceedings or the result thereof. Nothing herein provided shall be construed to require PARTNER to hold harmless or indemnify OFFICE for liability or damages resulting from the negligence or willful act or omission of OFFICE or its officers, agents, or employees.

35. Nondiscrimination Requirements

35.1. During the performance of this agreement, PARTNER shall not deny the benefits specified under the terms of this agreement to any eligible child or family on the basis of religion, color, ethnicity, sex, age, physical or intellectual, developmental, or mental disability, nor shall it discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, gender, sexual orientation, or gender identity.

35.2. PARTNER shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.), the regulations promulgated there under (California Administrative Code, Title 2, Section 7285.3 et seq.), the provisions of Article 9.5, Chapter 1 Part 1, Division 3, Title 2 of the Government Code (Government Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding agency to implement such article.

35.3. PARTNER shall permit access by representatives of the Department of Fair Employment and Housing and the OFFICE upon reasonable notice at any time during regular business hours, but in no case less than 24 hours' notice, to its books, records, accounts, other sources of information, and its facilities as said agency shall require to ascertain compliance with this clause.

35.4. PARTNER shall give written notice of its obligations under this clause to labor organizations with which they have collective bargaining agreements or other Memorandums(a) of Understanding.

36. Nepotism Prohibition

PARTNER shall not employ, hire, or otherwise compensate, directly or through contract, any member of the board of directors or any immediate family member of any member of the board of directors. Nor shall any PARTNER employ, hire, or otherwise compensate, directly or through contract, any individual occupying control over the PARTNER's fiscal affairs when such individual's immediate family is employed in an administrative capacity or is a member of the governing board. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree; the term "administrative capacity" means a position having responsibilities relating to the selection, hiring, or supervising

of employees.

No person shall directly supervise a member of his/her immediate family to include wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree.

37. Drug-Free Workplace Act

PARTNER certifies that it will provide a drug-free workplace as mandated in the Drug-Free Workplace Act of 1988 (45 CFR Part 76, Subpart F).

38. Americans with Disabilities Act

PARTNER certifies that it shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) as well as all applicable federal and state laws and regulations, guidelines, and interpretations issued hereto.

39. Child Support Compliance

PARTNER acknowledges that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and (b) to the best of its knowledge it is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

40. Trafficking Victims Protection Act

This agreement is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104).

41. Clean Air Act and Federal Water Pollution Control Act

This agreement is subject to the applicable requirements of the Clean Air Act (42 USC 7401-7671q) and Federal Water Pollution Control Act as amended (33USC 1251-1387).

42. Amendment/Alteration of Agreement

42.1. The terms and conditions of this agreement are subject to approval and possible amendment by state and/or federal agencies having jurisdiction over program and funding. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated in this agreement shall be binding on either party.

42.2. If PARTNER makes programmatic or fiscal adjustments outside the conditions of this agreement and without proper amendment to this agreement, it does so without assurance that such actions will be approved later by OFFICE or ACF.

43. PARTNER Certifications

By signing this agreement, PARTNER certifies compliance with the following attachments that by reference are made part of this agreement: Certification Regarding Drug-Free Workplace Requirements; and Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions.

This agreement is the complete and exclusive statement of the mutual understanding of the parties and this agreement supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of the agreement.

In witness whereof; OFFICE and PARTNER have executed this agreement this 1st day of July, 2024.

Community Action Partnership of Kern County

Jeremy Tobias
Chief Executive Director

Jeremy T. Tobias

Signature

08/21/2024

Date

SAN JOAQUIN COUNTY OFFICE OF EDUCATION:

TROY A. BROWN, Ed.D.
COUNTY SUPERINTENDENT OF SCHOOLS

By: Warren Sun, Division Director
Operations and Support Services

Warren Sun

Signature

08/02/2024

Date

Yolanda Gonzales

• Project Manager Authorization •

Total Contract Amount: $ 274,320

	FUND	RESOURCE	YEAR	GOAL	FUNCTION	OBJECT	SITE	MGMT	
Budget Account Number:	12	5210	0	8500	1000	5809	700	6956	**$25,000**
Budget Account Number:	12	5210	0	8500	1000	5100	700	6956	$2**49,320**
Budget Account Number:	12	5211	0	8500	1000	5100	700	6959	**$0**

Jane Chamberlain

C S

08/02/2024

Project Manager's Signature

Date

• Fingerprinting Certification •

I hereby certify that the **PARTNER** for this project will have contact with students, unsupervised by OFFICE. A certification of criminal background check is attached.

Jane Chamberlain

08/02/2024

Project Manager's Signature

Date

• San Joaquin County Office of Education •

Warren Sun

08/02/2024

Contract Manager's Signature

Date

Contractor Certification of Criminal Background Check

Community Action Partnership of Kern County certifies that pursuant to Education Code 45125.1, it has conducted criminal background checks, through the California Department of Justice, on all employees providing services to the San Joaquin County Office of Education, pursuant to the contract/purchase order dated **July 1, 2024** and that none have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.7(c) and 667.5(c), respectively.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

7/1/2024
Date of Agreement

Community Action Partnership of Kern County
Name of Business

Jeremy T. Tobias
Signature of Contractor/Consultant

CEO
Title of Person Signing Certification

ATTACHMENTS:

1. Certification Regarding Drug-Free Workplace Requirements – PARTNER Agencies
2. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions – PARTNER Agencies
3. Attachment A – Approved Planned Program Approach Proposal
4. Attachment B – Required Reports/Documents
5. Attachment C – Health and Safety Screener

DRUG-FREE WORKPLACE REQUIREMENTS
PARTNER AGENCIES

By signing and submitting this agreement, the PARTNER is verifying the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. The regulations, published in January 31, 1989, **Federal Register**, require certification by PARTNER, that it will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when OFFICE determines to award the agreement. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of agreements, or government-wide suspension or debarment.

The PARTNER certifies that it will provide a drug-free awareness program to inform employees about:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the PARTNER's workplace and specifying the actions that will be taken against the employees for violation of such prohibition;

b. Establishing an ongoing drug-free awareness program to inform employees about:
    1. The dangers of drug abuse in the workplace;
    2. The PARTNER's policy of maintaining a drug-free workplace;
    3. Any available drug counseling, rehabilitation, and employee assistance programs; and,
    4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c. Making it a requirement that each employee to be engaged in the performance of the agreement be given a copy of the statement required by paragraph a;

d. Notifying the employee in the statement required in paragraph a that, as a condition of employment under the agreement, the employee will:
    1. Abide by the terms of the statement; and,
    2. Notify the PARTNER in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the OFFICE within ten calendar days after receiving notice under paragraph d 2 from an employee or other receiving actual notice of such conviction;

f. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph d 2, with respect to any employee is so convicted:
    1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a, b, c, d, e, and f.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS
(To Be Supplied To Lower Tier Participants)

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

b. Where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions” without modification in all lower tier cover transactions and in all solicitations for lower tier covered transactions.

A lower tier covered transaction is:

a. Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction.
b. Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently $25,000) under a primary covered transaction.
c. Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are:
    1. Principal investigators.
    2. Providers of federally-required audit services.
    3. Exceptions. The following transactions are not covered:
        i Statutory entitlements or mandatory awards (but not sub tier awards thereunder which are not themselves mandatory), including deposited funds insured by the Federal Government;
        ii Direct awards to foreign governments or public international organizations, or transactions with foreign governments or foreign governmental entities, public international organizations, foreign government owned (in whole or in part) or controlled entities, entities consisting wholly or partially of foreign governments or foreign governmental entities;
        iii Benefits to an individual as a personal entitlement without regard to the individual's present responsibility (but benefits received in an individual's business capacity are not excepted);
        iv Federal employment;
        v Transactions pursuant to national or agency-recognized emergencies or disasters;
        vi Incidental benefits derived from ordinary governmental operations; and
        vii Other transactions where the application of these regulations would be prohibited by law.

Head Start San Joaquin

PLANNED PROGRAM APPROACH PROPOSAL

2024-25 Program Year

Agency: CAPK

Please list only one class per line (am class separate from pm class).

Number of Slots	
HS	EHS
17	0

Site	Classroom	Program Slots		Multi-funded					Class Length Program Option			Daily Operations			Days per Week	Days per Year	Hours per Year	Home Visits		Program Year	
				CSPP		CCTR		Other													
		HS	EHS	SJCOE	Agency	SJCOE	Agency		Part Day	Duration length	Full Day	Hours per Day	Start Time	End Time				Number Per Year	Length Per Visit	Start Date	End Date
Plaza Center		17		x							x	10	7:30	5:30	5	245	2,450.00	2	90 min.	7/1/2024	6/30/2025
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PLANNED PROGRAM APPROACH

2024-25 Program Year

Narrative/Change Information

Agency: CAPK

The following changes are proposed from the currently approved Planned Program Approach:

The following data/information supports the changes proposed:

Yolanda Gonzales

Partner Head Start Director Signature

Date: 7/3/2024

● ● Requested Changes Approved

○ ○ Requested Changes Not Approved

Reason change was not approved:

Leticia Sida

Head Start San Joaquin Director Signature

Date: 08/02/2024

Connor Sloan

Early Education & Support Director

Date: 08/02/2024

Documentation and Submission Timelines

Fiscal/ Program		Description	On File Partner (PA) ChildPlus (CP) Google Drive (G)	Submit via email to	Submission Dates
Fiscal					
F	1	Documentation of Insurance Policies and Contracts: facilities, providers, consultant services, and health/disabilities services or others as needed	PA		Prior to the first day of the program start, within 5 business days of changes
F	2	Current non-profit status, as applicable (990 form)	PA		Prior to the first day of the grant year
F	3	Facility Maintenance Matrix		Fiscal Coordinator	**Integrated HS- EHS, HS-only** By August 1st
F	4	Budget Revisions due upon request for changes in contract amounts		Fiscal Coordinator	**Integrated HS- EHS, HS** No later than October 15th * Provisions Apply - see 4.1 & 4.2 **CCTR/CSPP** No later than April 15th * Provisions Apply - see section 7
F	5	CalPERS/CalSTRS Retirement Reporting (if applicable)		Accounts Payable	Within 5 business day of every month
F	6	Copies of all Inter-Agency Partnership Agreements		Head Start Director/ Fiscal Coordinator	**Integrated HS- EHS, HS** Within 10 business days of entering into the agreement
F	7	Copy of CACFP/NSLBP reimbursement claims.	PA		Within 10 business days of every month for the month prior
F	8	Copy of CACFP/NSLBP review reports, proposed corrective action plans if applicable, and any correspondence.		Review/Correspondence : Fiscal Coordinator	Within 10 business days of receipt
F	9	Non-Federal Share Monthly Summary Report		Fiscal Coordinator/ Account Specialist	**Integrated HS- EHS, HS** By the 15th business day of every month for the month prior
F	10	Agency Claim/Invoice and supporting documentation for expenditures (Revenue - CCTR/CSPP) (Separate HS and EHS Basic and any other type of		Fiscal Coordinator/ Account Specialist	By the 15th business day of every month

		one-time funding amounts identified in this or amendments to this agreement - HS)			
F	11	Inventory Report: (purchase cost of $5,000 or more) and (purchase cost of $500-$4,999)		Fiscal Coordinator/ Account Specialist	**Integrated HS- EHS, HS** By March 15th **CCTR/CSPP** By August 15th
F	12	Fiscal Year Agency-Wide Audit and Management Letter		Fiscal Coordinator	Within 5 business days of receipt
F	13	Final Agency Invoice		Fiscal Coordinator/ Account Specialist	**Integrated HS- EHS, HS** No later than March 15th for the prior fiscal year **CCTR/CSPP** No later than September 15th for the prior fiscal year
F	14	Enrollment and Attendance Reporting (confirmation of End of Month Enrollment, daily attendance entry, submission of CD 9500 Report)	PA CP	Account Specialist	Sign-in/out on file at Partner Attendance and Enrollment on file in ChildPlus **CCTR/CSPP** Email CD 9500 Report by the 3rd business day of the month for the prior month
Program					
P	1	Personnel Files: all documents required by CCLD, ACF/Head Start Act, HSPPS, and/or funding agencies	PA		Upon hire of employee and updated as changes occur
P	2	Personnel information is entered and maintained in the database (general, employment, education, requirements)	CP		Prior to the first day of the program, start Upon the hiring of new staff
P	3	Notification of any high-risk incident that occurs, including those that endanger the life of any enrolled child, has the potential to create negative publicity or press or give rise to the need to submit an Unusual Incident or Accident Report (LIC 624), a Suspected Child Abuse Report or any other mandated report		SJCOE Early Education and Support Department Division Director, Head Start and Early Childhood & Education Directors	Within 24 hours
P	4	Notification of any review, investigation, or visit by a regulatory agency or any situation possibly triggering punitive action such as, but not limited to		SJCOE Early Education and Support Department Division Director,	Within 24 hours

		CCLD revocation of any child care center license; suspension or revocation of contract, services or funding by CDE or other federal or state agency; debarment of staff governing board member, program agency, or contract representative by CACFP or NSLBP or other federal or state agency; intent to declare bankruptcy; identified fraud, whistle-blower, or other misuses of funds, service, or conflict of interest complaint or investigation		Head Start and Early Childhood & Education Directors	
P	5	Child and Family Participant Record and File: registration and eligibility documentation	PA CP		Upon completion of registration and eligibility determination
P	6	Documentation of agency Professional Development Plan that reflects the use of the following but is not limited to monitoring results and completed Program Self Evaluation (PSE) documents/activities.		HSSJ T/TA Program Manager ECE Program Manager	By May 31st for the subsequent program year
P	7	Copies of the Program Year Calendar that includes open/closed days, instructional days, and minimum days	G		By May 31st for the subsequent program year Within 5 business days of any changes or updates
P	8	Copies of Staff and Parent Handbooks	G		By May 31st for the subsequent program year Within 5 business days of any changes or updates
P	9	Governing Board Approved Personnel and Program Policies	PA		Available for review prior to the first day of the program start
P	10	Current Employee/Personnel Roster (titles, pay rate, location) Staffing Patterns for each classroom demonstrating classroom coverage (start/end times, break/lunch times).	G		Prior to the first day of the program start Within 5 business days of changes or updates
P	11	Emergency Preparedness Plan and LIC 610 Form	PA		Prior to the first day of the program start

					Within 5 business days of changes or updates
P	12	Copy of new and/or updated Center Licenses	G		New licenses- 30 days prior to the start of the facility opening Updated licenses- Prior to the first day of providing services to children
P	13	Completed Health and Safety Screeners	G		**Integrated HS- EHS, HS** Prior to the first day of providing services to children
P	14	Partner Self-Monitoring System including but not limited to monitoring schedule, documentation of completed monitoring, tracking, follow-up on monitoring results	G		Prior to the first day of the program start
P	15	Evidence of professional development activities such as sign-in sheets, agendas, handouts	PA CP		Available for review by the 5th business day of each month
P	16	Supervisory Oversight Evidence of staff meeting agendas, sign-in sheets, and communication plan	PA		Monthly and ongoing
P	17	Daily Roster: parents/guardians signed child(ren) in and out with time of arrival and departure Attendance: daily entry	PA		Daily
P	18	LIC 500 forms that include all facility personnel assigned to the location and who provide backup and support for the facility. Notification of personnel changes of program management and site-level staff	PA	ECE Program Manager HSSJ T/TA Program Manager	By the 25th business day of each month Personnel changes within 2 business days
P	19	Initial and updated thereafter: Active Supervision Plan with Zoning Maps and Daily Classroom Schedules	G		**Integrated & Co-Funded EHS/HS, HS** 30 days prior to the start of the program and as updates occur.
P	20	Documentation of agency-level meetings [Board, Parent Advisory Committee (PAC), Policy Council	G		Meeting schedules within 30 days of the program start

		(as applicable), and site-level parent meetings] schedules that include dates, times, and locations Agendas, minutes, sign-in sheets, and handouts (when applicable)			Agendas, sign-in sheets, and handouts within 2 days of meeting dates
P	21	Family Language Instrument and Family Interest Interview		ECE Program Manager	Available for review within 30 calendar days of the child's enrollment date
P	22	Program Self-Evaluation Plan that includes but is not limited to relevant activities and timelines throughout the year		ECE Program Manager	No later than August 2nd Within 5 business days of any changes or updates
P	23	Parent Education Plan & Evidence of Implementation of the Plan: schedules, agendas, sign-in sheets, and handouts	PA	ECE Program Manager	**Plan** August 2nd **Changes** within 5 days of any changes **Evidence** available for review by the 5th of each month
P	24	CDD-801A Electronic Transfer Status Report		ECE Program Manager	**State & Integrated HS- EHS** By the 10th of the month for the prior month
P	25	School Readiness Reporting: Desired Results Developmental Profile (DRDP), Parent Conferences, and Goal Planning (individually/classroom level)	CP		Based on identified collection periods
P	26	Evidence of a minimum of 2 required educational home visits per child per year (families who have multiple children enrolled only need to receive 2 educational home visits per year) *Refer to procedures for specific processes and Timelines*	CP		**Integrated HS- EHS, HS** Available for review Upon completion
P	27	Plan of Action for EESD Monitoring Reports requiring correction: completed plan with specific steps, responsible party, date to be completed, and evidence of competition *Refer to procedures for specific processes and Timelines*	G		Based on timelines on each report and action plan
P	28	CDMIS Spreadsheet		ECE Program Manager	**State & Integrated HS- EHS**

					No later than the 5th business day of - August, November, February, May
P	29	Completed Agency's Self-Evaluation and required documents		ECE Program Manager	**State & Integrated HS- EHS** No later than April 1st *Subject to change based on submission timelines established by CDE, CDSS, or other regulatory agencies*
P	30	Reconciliation of Program Information Report (PIR) Data (Head Start Only)	CP		**State & Integrated HS- EHS** Quarterly Final reconciliation by June 30th of the program year
P	31	Child Health and Disability Prevention (CHDP) Program/Bright Futures History	CP		**Integrated HS- EHS, HS** Upon completion
P	32	Participation in the development and/or updating of the Annual Community Assessment		Head Start Coordinator	**Integrated HS- EHS, HS** Based on the annual community assessment schedule

Continued Funding – Supporting Documentation					
F	1	Head Start: Planned Program Approach Plan (PPAP) CCTR/CSPP: Projection Worksheets		Head Start Fiscal Coordinator	**Integrated HS- EHS, HS** **Preliminary PPAP** September 15th for the subsequent program year **Final PPAP** - December 4th for the subsequent program year **CCTR/CSPP** **Preliminary Projection Worksheet** April 1st for the subsequent fiscal year **Final Projection Worksheet** May 1st for the subsequent fiscal year

F/P	2	Supporting documents for continued refunding applications, including but not limited to: -responses to prompts provided by SJCOE -organizational chart -budgets for the next program year *Additional guidance will be provided by Head Start Fiscal Coordinator and ECE Program Manager*		Head Start Fiscal Coordinator CCTR/CSPP ECE Program Manager	**Integrated HS- EHS, HS** September 30th **CCTR/CSPP** Four weeks before the submission date to the CDE/CDSS
P	3	Copies all Job Descriptions for positions funded or partially funded through the SJCOE Cooperative Agreement	G		**Integrated HS- EHS, HS** September 30th of the program year **CCTR/CSPP** Four weeks before the submission date to the CDE/CDSS Within 5 business days of changes or updates
P	4	Current Memoranda of Understanding with prominent community partners.	PA		**Integrated HS- EHS, HS** Prior to the first day of the program start

Health and Safety Screener

Introduction

Organizations that serve young children have an obligation to assure that children in their care are in a healthy and safe environment. This Health and Safety Screener will help organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care.

Dates of Screenings:

Partner Self-Monitoring _____

Validation _____

Educational Partner: _____

Location Name: _____

Program Option(s) and Variation(s) provided at this site: _____

Health and Safety Screener Completed by:

Educational Partner Staff Name: _____

Date

Head Start San Joaquin Staff Name: _____

Date

Instructions for Use

1. Designated staff will complete a Health and Safety Screener for each classroom where children receive services prior to occupancy. Designated HSSJ Staff will complete a Health and Safety Screener for each classroom where children receive services within 30 days of children occupying.
   a. Mark "yes," "no" or "na" for each number. Items marked "no" will have specific notes describing what was identified.
2. Identified items will be corrected by the deadline/address by date.
3. HSSJ will provide Governing Board and Policy Council Health and Safety information.

This screening does not include all applicable Head Start Program Performance Standards, nor does it cover every possible health and safety concern or replace each agency's responsibility to ensure ongoing compliance with local, state, and federal health and safety requirements. Items included in this tool have been taken from the Office of Head Start Health and Safety Screener/Environmental Health and safety Protocol and includes a supplement to reflect California Community Care Licensing Requirements.

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
1) Center license is posted and accessible for viewing. 1302.47 (b) (1) (i), T22							
2) The following are posted in a highly visible area: • Licensing Visit Documents • Parent's Rights • Persoanl Rights • Rapid response-choking, asthma and seizure • Emergency Diaster Plan with current staffing [1302.47 (b) (1) (i), T22]							
3) The following phone numbers are posted in a highly visible area: • Child Protective Services • Poison Center • Police and Fire department (CCB 3.4.9.1, 5.2.9.2)							
4) Plans are posted to protect children in emergencies (e.g., natural disasters, community violence, intruders, attempted removal of child by unauthorized adult or adult who appears intoxicated). [1302.47 (b) (1) (vi), T22]							
5) Staff have current Emergency Cards for all children easily accessible and follow the children to all location: outdoor, indoor, cafeteria, field trips, etc. [1302.47(b)(1)(vi), T22]							
6) Indoor and outdoor premises are inspected prior to each use by children. Premises are kept free of undesirable and hazardous materials and conditions. [1302.47(b)(1)(v-vii), T22, CCB 5.7.04, 6.2.4.4, 5.2.8.1, 3.3.0.1]							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			Comments
	Yes	No	N/A	Yes	No	N/A	
7) Fall zone surfaces and equipment meet Customer Product Safety Commission requirement (e.g., adequately secured to the ground, free of sharp edges and/or splinters, soft falling surface). Fall zones extend at least 6 feet beyond the perimeter of stationary climbing equipment or structure. [1302.47(b)(2), CCB 6.2.3.1							
8) Outdoor play areas are enclosed with a fence or natural barriers that allow teaching staff to see children. (CCB 6.1.0.8)							
9) Environments are free from hazards: • Water hazards (unsupervised/unattended bodies of water) • Choking (small items which can cause blockage in a child's throat; including food items) • Strangulation (strings, cords, ribbons, ties and straps) • Pets • Glass or windows • Heating and cooling systems • Electrical • Bodily injury (scrapes, falls, snags, finger/head entrapments) • Chemicals and cleaning materials • Personal belongings (purses, backpacks, drinks, food, medications, etc.) [1302.47(b)(1)(v-vii), 1302.47(b)(1)(ix), 1302.47 (b)(2)(i-v), T22, CCB 2.2.04, 3.4.6.1, 4.5.0.9, 5.3.1.1, 6.2.1.9, 6.3.1.1, 6.3.5.2)							
10) There is a sanitizing schedule and process to document when toys are sanitized.							
11) Infant toys are cleaned and sanitized as needed between each use by individual children. 1302.47(b)(1)(ix), 1302.47(b)(2)(i-v)							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
12) Sanitizing agents are appropriately labeled with contents and date filled, stored in a locked area, and separate from food preparation areas and children. [1302.47(b)(1)(ix), 1302.47(b)(2)(i-v), CCB 3.2.3.4, 5.2.8.1, 5.2.9.1, Appendix J]							
13) Lighting is sufficient and adequate for all classrooms activities, materials, and pathways. 1302.47(b)(1)(v-vii), T22							
14) Necessary accommodations and modifications are made to ensure the safety, comfort, and participation of children with disabilities. 1302.61(a)							
15) Sleeping arrangements for infants are free of soft materials/fabric. Crib is not older than 10 years old. No drop side cribs are in use. 1302.47(5)(i)							
16) A teacher / teacher assistant actively supervise all children during meal times. The teacher/ teacher assistant is within arm's reach of the child's high chair or feeding table or is seated at the same table. Infants are being bottle fed in an upright position. 1302.47(5)(iii), T22							
17) Infants/Toddlers: Cribs and cots are at least 3 feet apart to avoid spreading contagious illness and to allow for easy access. 1302.47(b)(1)(v-vii), T22							
18) Preschoolers: Napping equipment shall be arrange so that each child has access to a walkway without having to walk on or over the cots or mats of other children. 1302.47(b)(1)(v-vii), T22							
19) Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use. 1302.47(b)(1)(ii-iv)(vii)							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
20) There is 1 toilet training chair for every 5 infants being toilet trained and 1 toilet for every 15 children.							
21) Supplies including toilet paper, hand soap, and towels are available and accessible.							
22) Toileting and diapering areas are separated from areas used for food preparation/service/eating, equipped with sanitizing supplies for exclusive use in the area, accessible to sinks for handwashing. [1302.47(b)(1)(ii-iv, vii)]							
23) Diapering procedure is posted in the designated area and implemented. [1302.47(6)(I, iii)							
24) Training toilets used in center-based programs are emptied into the toilet and cleaned and disinfected after each use in a utility sink for that purpose.							
25) Indoor and outdoor space used by mobile infants and toddlers is separated from general walkways and from area used by preschoolers. [1302.47(b)(1)(v-vii), T22]							
26) Children, including sleeping children, are supervised by staff at all times. [1302.47(5)(iii), T22]							
27) Supervision Plan is completed, visibly posted, and current with all required signatures. [1302.47(5)(iii), T22]							
28) Zoning Map is completed, visibly posted, current, and labeled with staff's designated zone of supervision.							
29) Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, following the most stringent. [1302.47(5)(iii), T22, T5]							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
30) Garbage is stored in a safe and sanitary manner to prevent contamination. (Note: Garbage receptacles are cover at all times to prevent children contact) [1302.47(b)(1)(ii-iv, vii)]							
31) Indoor and outdoor environments are free of mold, odors, fumes, and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants. There is fresh air provided by windows or a ventilation system. (CCB 3.3.0.1, 5.2.1.1, 5.2.8.1)							
32) Fire extinguishers are available and easily accessible to staff. Service date on the fire extinguisher showing that it has been updated at least once a year and monthly check has been done and documented.							
33) Smoke, carbon monoxide, and as necessary, radon detectors are operational and tested annually. [1302.47(b)(1)(vi), CCB 5.2.5.1							
34) Draperies, curtains and other similar furnishings and decorations flame resistant. Local fire codes are used to determine the process to ensure flame resistant. [1302.47(b)(7)]							
35) Exits are clearly marked, and emergency evacuation map is posted by each exit, with highlighted evacuation route. [1302.47(b)(1)(vi), T22]							
36) Emergency supplies: • parent and emergency contact information • first aid kit • emergency lighting (flashlight) [1302.47(b)(1)(vi), T22]							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
37) A well-stocked first aid kit is stored out of children's reach, readily available for staff in each location where children spend time, and with the ability to take along when they leave the facility (e.g., when going on a walk, field trip or to another location). [1302.47(b)(1), CCB 5.6.0.1]							
38) Medication are stored appropriately: • Rescue Medications are out of reach of children but easily accessible to staff • Non-Rescue medications are • Medications needing to be refrigerated are in locked box in the refrigerator							
39) Care Plan, Consent to Administer Medication and Medication Administration documents are current and kept with the medication.							
40) Over the counter medications are in the original containers. They are labeled with the child's name. [1302.47(7)(iv), T22, CCB 3.6.3.1,							
41) Prescription medications are in the original, child resistant container, labeled with child's name, date filled, prescribing health care provider's name, pharmacy name and phone number, dosage, instructions, and warnings. [1302.47(7)(iv), T22, CCB 3.6.3.1,							
42) Medications are accessible for rapid access to staff in case of evacuation. This includes prescribed medication instructions and physician information. [1302.47(7)(iv)]							
43) Child Epi-pens are stored in an unlocked location out of the reach of children that is easily and quickly accessible to staff in case of allergic reaction. [1302.47(7)(iv), T22]							
44) Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary. [1302.47(b)(7)]							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
45) Staff are able to articulate the name(s) of chid(ren) enrolled that require medication and there is documentation of staff being training on the administration of medicaiton. [1302.47(7)(iv), T22]							
46) Staff notify parents when children are sick and injured. [1302.47(b)(1)(vi), T22]							
47) Agency policies and procedures protect children with allergies from known allergens. [1302.47 (b)(7)]							
48) Staff, children, and anyone in the classroom environment must use proper hand-washing techniques, soap and running water, at the appropriate times.							
49) Spills of bodily fluids are cleaned and disinfected immediately. Nonporous gloves are worn if being exposed to any bodily fluids (diapering, nosebleed, runny nose, etc.) [1302.47(6)(iii), CCB3.2.3.4]							
50) Tooth brushing is occurring in accordance with agency procedure and daily schedule. (1302.43, 1302.44, T22, CCB 3.1.5.1)							
51) Toothbrushes: • Clearly labeled with the child's name in permanent marker • Rinsed and placed in an upright position to air dry • Stored in a manner that prevent cross contamination • Replaced in 3 months or sooner if bristles become splayed, worn, or child is absent due to illness. (1302.44, CCB 3.1.5.1)							
52) Policies and procedures ensure children are released only to authorized adults. [1302.47(5)(iii), T22]							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
53) A sign-in/sign-out will be use to track who (other than children) enters and exits the facility. It includes name, contact number, purpose of visit (e.g., parent/guardian, vendor guest consult) and time in and out. (CCB 9.2.4.7)							
54) A daily or weekly child's sign-in/sign-out sheet that includes time child was dropped off/picked up and full signature of adult (18 and over) dropping off/ picking up; adult must be authorized to take child from center/classroom. (Note: Staff will request to any new adult picking up child to show ID to confirm adult is authorized to release child by the parent/guardian as stated in the Emergency card). [1302.47(b)(5)(iv), 1302.47(7)(v), T22]							
55) Federal, State, local, and tribal food safety and sanitation laws are met and evidence of compliance, including appropriate licenses and certificates, are posted (central kitchens and Centers).							
56) Educational Partner ensures basic food sanitation in connection with food preparation and handling. (1302.43, 102.44, T22)							
57) Individual nutritional needs and feeding requirements are met for all children that comply with USDA nutrition requirements. Child Meal Patters (Monthly Menus) are posted at site. (1302.43, 102.44, T22)							
58) Special dietary needs are met for each child. [1304.23 (a)(2), 1302.43, 102.44]							
59) Child's food allergy is clearly posted in a confidential manner in the food preparation area. Posting of food allergy is posted on site (i.e. peanut allergy).							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
60) For Programs serving infants and toddlers, Educational Partner ensures that facilities are available for the proper refrigerated storage and handling of breast milk and formula. (1302.43, 1302.44, T22, CCB 4.3.1.3)							
61) Breast milk is properly refrigerated, all containers labeled with the child's full name, date and time the breast milk was collected, frozen breast milk was defrosted in the refrigerator. (1302.44, T22, CCB 4.3.1.3							
62) Prepared formula is labeled with the child's name, date and time of preparation. Original container is dated when item was open. (1302.44, CCB 4.3.1.5)							
63) Foods that pose a high risk of choking for infants and toddlers are not served. (1304.23, 1302.43, 1302.44, t22, CCB 4.5.0.10)							
64) Classroom has at least one outside window for emergency rescue/ventilation.							
65) The agency has policies/procedures in place to include work order protocol and prioritization for repairs. [1302.47(b)(1)(v-vii), T22]							
66) There is a pest management program in place and chemicals for controlling pests are not used while children are present.							

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
HEAD START SAN JOAQUIN
Basic Funds - Head Start Multi-Funded
July 1, 2024 - January 31, 2025

Agency: CAPK

| | | |

HEAD START SAN JOAQUIN
Basic Funds - Head Start Multi-Funded
July 1, 2024 - January 31, 2025

6c Travel												$ -	$ -	$ -
	# of Staff													
Event #1	1	staff	x		$0.00	/person	x	100%				-	-	0
Event #2	1	staff	x		$0.00	/person	x	100%				-	-	0
Event #3	1	staff	x		$0.00	/person	x	100%				-	-	0
6d Equipment (Over $5,000/Unit)												$ -	$ -	$ -
		each	x				x	100%				-	-	-
		each	x				x	100%				-	-	-
6e *Supplies and Equipment Under $5,000/Unit*												$ 112,145	$ 72,087	$ 40,058
	Amt/Site													
Instructional Materials & Supplies	$ 5,000.00	Estimate										5,000	3,250	1,750
Equipment < $5,000	$ 78,500.00	Estimate										78,500	50,217	28,283
Classroom expendables	$ 5,000.00	Estimate										5,000	3,250	1,750
Child and Family Services Supplies	$ 4,947.00	Estimate										4,947	3,216	1,731
Food Services Supplies	$ 3,000.00	Estimate										3,000	1,950	1,050
Other Supplies (e.g. janitorial, training)	$ 2,498.00	Estimate										2,498	1,624	874
New Staff -staff startup (computers,desk,cell phone)	$ 10,000.00	Estimate										10,000	6,500	3,500
Office Supplies (Admin)	$ 3,200.00	Estimate										3,200	2,080	1,120
											%	-	-	-
6f *Contracts*												$ 5,898	$ 3,834	$ 2,064
Hatch and Ready Rosie														
Vended Meals (Subsidy)											100.00%	831	540	291
											100.00%	5,067	3,294	1,773
6g *Construction, Repairs/Renovations ($250,000 or greater only)*												$ -	$ -	$ -
													-	-
6h *Other*												$ 16,499	$ 10,725	$ 5,774
Mileage Reimbursement	$0.670	/mile	x		2,600	miles	x	20.00%				348	226	122
Local Conferences/Training	$2,000	/annual	x	1		annual	x					-	-	-
Program Consultants		Estimated	x			annual	x					-	-	-
Translation Services		Estimated	x			annual	x					-	-	-
Child Plus Software	$31,000.00	Estimated	x	1		annual	x	0.01%				3	2	1
Software Licenses	$2,231	/annual	x			annual	x	100.00%				2,231	1,450	781
Laundry/Dry Cleaning		/annual	x			annual	x					-	-	-
Site Rents	$5,000.000	/month	x	7		months	x	20.00%				7,000	4,550	2,450
Phones/Cell Phones		/month	x			months	x					-	-	-
Utilities water/sewage, pest control, gas/electricity, disposal	$416.67	/month	x	7		months	x	20.00%				583	379	204
Utilities Pest Control	$800.00	/month	x	1		months	x	100.00%				800	520	280
Utilities Gas/Electricity		/month	x			months	x					-	-	-
Utilities disposal		/month	x			months	x					-	-	-
Maintenance & Repair	$6,000.00	/annual	x	1		annual	x	20.00%				1,200	780	420
Misc building expenses	$1,510.00	/annual	x	1		months	x	100.00%				1,510	982	528
Copier/Printer (maintenance agreement)	$900	/annual	x	1		annual	x	20.00%				180	117	63
Printing Costs	$500	/month	x	1		months	x	100.00%				500	325	175
Property & Liability Insurance	$1,500	/month	x	1		months	x	100.00%				1,500	975	525
Transportation vouchers,immmunizations		/annual	x			annual	x					-	-	-
Membership and subscription fees	$100	/annual	x	1		annual	x	100.00%				100	65	35
Family Engagement Activities	$250	/annual	x	1		annual	x	100.00%				250	163	87
Excess food cost over reimbursement		/annual	x			annual	x					-	-	-
Legal services		/annual	x			annual	x					-	-	-
TB Testing		/annual	x			annual	x					-	-	-
Service Contracts		/annual	x			annual	x					-	-	-
Marketing, Advertising & Publications	$42	/month	x	7		months	x	100.00%				294	191	103
6i *Direct Costs*												$ 390,210	$ 252,829	$ 137,381
6j *Indirect*												$ 33,168	$ 21,491	$ 11,677
	$ 390,210	x		8.50%								$ 33,168	21,491	11,677
											Total Budget Amount	$ 423,378	$ 274,320	$ 149,058
											(Over) / Under Budget:	$ -	$ -	$ -

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
HEAD START SAN JOAQUIN
Non - Federal Share Match
July 1, 2024 - January 31, 2025

Agency: CAPK

												Total Budget
												$ 83,351
6e	***Supplies***											***$ 8***
	Donated Supplies	Estimate										8
6g	***Contractual***											***$ -***
6h	***Personnel***	Rate										***$ 83,343***
	Parent Volunteers	$23.86	/hour	x	3,493	hours						83,343
	Community Volunteers	$23.86	/hour	x		hours						-
6h	***Non-Personnel***											***$ -***
	example: State Collaboration		Estimate	x								-
												-
												-
												-
	State Breakfast and/or Lunch Reimbursement											
6h	***Indirect Costs***		rate	x	$ -		-					***$ -***
Funded Number of Children			17	x	$ 4,903	NFS Required					$	83,351
						(Over)/Under					$	-

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
HEAD START SAN JOAQUIN
Administrative Cost
July 1, 2024 - January 31, 2025

Agency: CAPK

						Total Budget
				Budget:	***$***	***43,041***
6a	***Personnel***			***Admin %***	***$***	***6,512***
# of Staff	***Title***		***Annual Salary***			
	Director of HS/State Child Develop	$	154,752	x 1.200%		1,857
	Assistant Director - Program	$	116,875	x 1.200%		1,403
	Assistant to the Director	$	64,251	x 1.200%		771
	Finance Administrator	$	96,720	x 1.200%		1,161
	Assistant Director ~ SJC	$	110,011	x 1.200%		1,320
						-
						-
						-
6b	***Fringe Benefits***				***$***	***161***
				%		
			$0	x		-
			$260	x 1.200%		3
			$10,553	x 1.200%		127
			$2,468	x 1.200%		30
			$34	x 1.200%		-
			$58	x 1.200%		1
			$0	x		-
			$0	x		-
			$0	x		-
6c	***Travel***				***$***	***-***
6d	***Equipment (Over $5,000/Unit)***				***$***	***-***
6e	***Supplies and Equipment Under $5,000/Unit***				***$***	***3,200***
	Office Supplies			x		-

HEAD START SAN JOAQUIN
Administrative Cost
July 1, 2024 - January 31, 2025

6f	***Contracts***					***$***	***-***
6g	***Construction, Repairs/Renovations ($200,000 or greater only)***					***$***	***-***
6h	***Other***					***$***	***-***
	Utilities/Telephone	$	1,383.00	x			-
	Building & Child Liability Insurance	$	-	x			-
	Building Maintenance/Repair	$	2,710.00	x			-
	Accounting Services & Legal Services	$	-	x			-
	TB Testing and Fingerprinting			x			-
	Mileage			x			-
6j	***Indirect***	$	33,168	x	100.00%	***$***	***33,168***
	Total Administrative Costs					***$***	***43,041***
	10% Administrative Cost Ceiling						35,767
	Budgeted Administrative Cost						8.49%

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

P.O. Box 213030
Stockton, CA 95213-9030
(209) 468-4800
www.sjcoe.org

COOPERATIVE AGREEMENT

This agreement, by and between the San Joaquin County Office of Education, hereinafter referred to as OFFICE, and Community Action Partnership Kern headquartered at 1300 18th St., Ste. 200, Bakersfield, CA 93301, hereinafter referred to as SUBCONTRACTOR, is for the purpose of conducting activities of the California State Preschool program (CSPP) during the period of July 1, 2024 through June 30, 2025. Funding to OFFICE is provided by the California Department of Education – Early Education Division, hereinafter referred to as EED. Agreement and funding are contingent upon availability of funds.

All attachments referenced in this agreement are hereby incorporated in the agreement.

1. Funding Authority
   Funding for this contract is authorized under California State Preschool Program – CSPP-4500.

2. Maximum Reimbursable Amount (MRA)

   SUBCONTRACTOR agrees to carry out those responsibilities assigned to it by this agreement for a maximum of $255,528 of state contract funds.

   Maximum administrative rate is 8.5% of allowable expenditures.

3. Service Requirements

   To be eligible to receive the maximum reimbursable amounts listed in section 2, SUBCONTRACTOR is required to earn 5,200.0 of net child days of enrollment (CDE) as specified in Attachment A, CDE Earnings Projection Sheet, which is attached, and by the reference made part of this agreement. "Net" is defined as Total CDE earned less the CDE necessary to earn the family fees collected. Should EED provide a "Hold Harmless" period, earnings requirement will be adjusted accordingly.

   SUBCONTRACTOR is contracted to serve the total number of children for the minimum days of operation and sites stated therein, with any proposed changes approved by in advance by OFFICE.

4. Reimbursement Rate
   The rate at which SUBCONTRACTOR shall be reimbursed for each eligible net adjusted CDE reported on page one of the monthly CDFS 9500 is $49.14.

   The rate at which the collected family fees shall be earned is $55.27.

5. Minimum Days of Operation (MDO)
   SUBCONTRACTOR is required to operate the minimum number of days as specified in Attachment A which may not be less than 98% of 245. Any changes to the approved MDO must be requested of and approved by OFFICE. Upon approval of any changes to MDO, notification will be provided to all affected families within 24 hours.

6. Maximum Dollar Allocations

   All dollar allocations in this agreement are maximum amounts. They may be reduced by OFFICE, if necessary, to match approved budgets, actual SUBCONTRACTOR earnings, minimum days of operation, and expenditures, or

for failure to perform or meet standards or regulations. A review will be held after the submission of the December invoice to determine if reductions to the funded amounts should be amended.

7. Budget Revisions

A budget revision from one category to another requires prior written approval from OFFICE if the sum involved exceeds 10% of the category to be increased or decreased or $50,000, whichever amount is smaller. Any budget change in equipment if $5,000 or more or construction/renovation if $10,000 or more, requires prior written approval from OFFICE and EED. Should prior EED approval be required, SUBCONTRACTOR must submit to OFFICE a description of the need for the purchase, three quotes for the purchase, the recommended vendor from the submitted quotes, and a completed CD2703 form. No purchase can occur until the approval from EED is received by OFFICE.

All budget revisions must be submitted in writing to and approved by OFFICE prior to any expenditure. All written requests must follow established procedures using the process established by OFFICE. A written rationale for revisions must also be included with this request. Budget revisions will not be accepted from SUBCONTRACTOR after April 15 of the contract term.

8. Budget and Narrative

All funds to be awarded under this agreement shall be requested by SUBCONTRACTOR and approved by OFFICE prior to the commitment of expenditures using the required formats for budgets, approved CDE Earnings Projection Worksheets, and supporting narratives that shall be supplied by OFFICE.

Approved budgets are attached to this agreement as Attachment B.

9. Program Earnings

SUBCONTRACTOR may earn and receive all of its MRA if it generates 100% of specified CDE, maintains at least 95% of monthly average daily attendance (ADA), operates at least 98% of approved MDO, and spends 100% of the amount earned. For any deviations beyond the approved levels specified, SUBCONTRACTOR earnings will be reduced on a prorated basis.

10. Compliance

SUBCONTRACTOR shall conduct all phases of program operation in accordance with OFFICE, EED, California Department of Social Services Community Care Licensing Division (CCLD) and other applicable rules, regulations, and mandates. and consistent with OFFICE program goals and objectives. OFFICE retains the authority to determine whether SUBCONTRACTOR meets standards with respect to program, administrative, financial management, and other requirements. To this end, the OFFICE retains the authority to conduct announced and unannounced agency and site visits and review electronic data sources at any time. Serious violations of the requirements or failure to correct any identified deficiencies in a timely manner, as determined by OFFICE, may result in suspension or termination of the agreement with or without advanced notice depending on the severity of the violation.

When Federal, State, local, or OFFICE requirements vary from each other or SUBCONTRACTOR's requirements, the most stringent provision(s) take precedence.

OFFICE expects SUBCONTRACTOR to achieve successful outcomes for all enrolled children and families through the provision of high-quality, comprehensive services by well-trained and supported staff. Furthermore, OFFICE expects SUBCONTRACTOR to respond to communication and submit required invoices and reports and requests for information, clarification and/or documentation in a timely, accurate manner.

SUBCONTRACTOR demonstrates commitment to providing a high-quality program by:
(1) participating in the Quality Rating and Improvement System (QRIS) program;
(2) effectively addressing issues related to culture, diversity, and equity;
(3) fostering relationships, interactions, and guidance at all levels;
(4) engaging families and communities;
(5) including children with disabilities or other special needs;
(6) promoting health, safety and nutrition;
(7) assessing children's development and learning;
(8) intentionally planning the learning environment and curriculum;
(9) supporting professionalism and continuous learning; and
(10) effectively administering programs and supervising staff.

All activities authorized by this agreement shall be performed in accordance with the approved budgets, agreement terms and conditions, and all relevant OFFICE and EED directives.

SUBCONTRACTOR certifies it has and will maintain the capacity to provide ethical and high quality early care and education services by employing staff who are trained, supported, and monitored in implementing identified best practices in education, health, safety, nutrition, and social-emotional services to children ages birth to compulsory school-age and their families as indicated appropriate by National Association for the Education of Young Children (NAEYC).

11. Food Program

SUBCONTRACTOR assures that all eligible CSPP enrolled children shall also be enrolled in the Child and Adult Care Food Program (CACFP) or the National School Lunch/Breakfast Program (NSLBP), that appropriate filing for reimbursement shall be made and that all food program revenue shall be reported to OFFICE on the monthly SUBCONTRACTOR Agency Claim as it is received by SUBCONTRACTOR. The final SUBCONTRACTOR Agency Claim shall include the amount of revenue earned if the reimbursement has not yet been received by SUBCONTRACTOR.

SUBCONTRACTOR shall also provide to OFFICE a copy of the CACFP or NSLBP review report, proposed corrective action plan, and all related correspondence within 10 calendar days of receipt of the report or correspondence.

SUBCONTRACTOR shall notify OFFICE by telephone within 24 hours and provide a copy within 10 calendar days of receipt of any termination notices related to CACFP/NSLBP services.

Failure to maintain the agency's CACFP/NSLBP contract without deficiencies may be grounds for termination or non-renewal of this agreement.

12. Facility Licenses and Standards

SUBCONTRACTOR assures that all children shall be located in centers licensed through California Department of Social Services Community Care Licensing Division (CCLD), that all CCLD licenses shall be maintained as active status with CCLD, a copy of current, active CCLD license shall be displayed in SUBCONTRACTOR's centers, and that copies of all current center licenses shall be on file in SUBCONTRACTOR office and copies of new center licenses shall be submitted to OFFICE prior to the first day children are present.

SUBCONTRACTOR shall maintain operational accessibility to all CCLD licensed space in accordance with American with Disabilities Act (ADA) standards and as determined appropriate by CCLD and Fire Marshall.

SUBCONTRACTOR shall ensure and maintain evidence of installation, maintenance, and operation of age-appropriate indoor and outdoor equipment and facilities meeting CCLD, ADA, and California Playground Safety (centers only) standards and regulations.

SUBCONTRACTOR shall notify identified representative of OFFICE within 24 hours of the filing of any Unusual Incident Report and provide copies of any written documents related to the incident within 2 business days of reporting.

SUBCONTRACTOR shall notify identified representative of OFFICE within 24 hours of receipt of any report when cited by any regulatory agency including those that may result in the assessment of a fine or serious non-compliance designation including any deficiency or revocation of license, contract, or agreement.

SUBCONTRACTOR shall provide copies of any written documents related to each incident within 2 business days of the citation or receipt of additional documentation after the original citation.

No funds awarded under this agreement may be used to pay fines resulting from CCLD violations, other regulatory agency citations, costs of legal, consulting and accounting services incurred in prosecution of claims against the state or OFFICE, or bad debts, including losses arising from uncollectible accounts and any related legal costs.

Failure to meet CCLD requirements and maintain CCLD active license status may be grounds for reduction, non-renewal, or termination of this agreement.

13. Insurance/Incorporation Requirements

13.1. SUBCONTRACTOR shall have on file evidence of incorporation (if applicable), all pertinent insurance policies, fidelity bonds, and other coverage required by federal, state, and/or local regulations. In addition, child maltreatment coverage shall be in force during the entire term of this agreement.

13.2. SUBCONTRACTOR shall provide evidence that liability insurance at a limit of not less than $5,000,000 with no exclusions for child abuse and/or child molestation, is kept in force during the entire term of this agreement. Failure to maintain liability insurance in the limits stated above is grounds for immediate termination of this agreement.

13.3. SUBCONTRACTOR shall ensure that contracts with third party entities for the digital storage, management, and retrieval of child records include the requirements of AB 1584 (Ed Code section 49073.1) and require Cyber Liability Insurance for the duration of this agreement with a minimum of $1,000.000. Should such SUBCONTRACTOR fail to provide the required cyber insurance, SUBCONTRACTOR is responsible for procuring and maintaining such policy.

13.4. SUBCONTRACTOR shall list OFFICE as additionally insured on the Liability and Cyber Liability Insurance policy.

13.5. SUBCONTRACTOR shall purchase and maintain child accident insurance coverage for all children enrolled.

13.6. SUBCONTRACTOR shall purchase and maintain Directors and Officers Insurance in the amount of at least $1,000,000 per incident/ $1,000,000 in aggregate. (Not applicable to school districts that are self-insured.)

14. Mileage Reimbursement and Out-of-Area Travel

SUBCONTRACTOR shall be reimbursed for travel and per diem expenses only at rates that do not exceed the rates paid to EED's non-represented employees computed in accordance with California State Department of Personnel Administration regulations, California Code of Regulations, Title 2, Division 1, Chapter 3, Subchapter 1.

15. Required Reports/Documents

SUBCONTRACTOR agrees to submit to OFFICE or have on file such reports and other program data as may be required by EED or OFFICE in accordance with indicated timelines, including but not limited to the items listed on Attachment C – Required Documentation and Submission Timelines.

Failure of SUBCONTRACTOR to submit and/or have available on file any of the reports listed in Attachment C in a complete, accurate, and timely manner shall be sufficient cause for OFFICE to delay payment of any or all funds then due SUBCONTRACTOR until such time as the required reports are submitted or available to and accepted by OFFICE.

SUBCONTRACTOR must use the designated, mandatory forms, software, data management systems, policies, and procedures selected by OFFICE unless an approved waiver is on file. A waiver may be requested in writing using OFFICE's established procedure. Approval must be granted prior to the SUBCONTRACTOR's implementation of waived material. OFFICE is under no obligation to approve requested waiver(s).

16. Internal Controls

SUBCONTRACTOR shall perform its fiscal duties utilizing adequate internal controls, including appropriate segregation of duties and full implementation of the identified accounting software and related written agency procedures.

SUBCONTRACTOR shall include appropriate safeguards to detect fraudulent activities in the program areas of, but not limited to, enrollment and fiscal procedures.

SUBCONTRACTOR shall ensure that all financial information used for reporting and planning are complete, accurate, and produced in the most efficient manner in which reliance on manually calculated amounts are minimized or eliminated.

17. Meetings with SUBCONTRACTOR and Site Visits

Regular meetings with SUBCONTRACTOR management staff shall be hosted and facilitated by OFFICE and attended by SUBCONTRACTOR. OFFICE shall also make site visits as deemed necessary to monitor and implement provisions of this agreement. Such site visits may be scheduled in advance or unannounced.

18. Annual Program Evaluation

18.1. OFFICE and SUBCONTRACTOR shall annually conduct a Program Evaluation to assess compliance and quality. The documents and procedures to be used shall be designated by OFFICE.

18.2. Training shall be provided by OFFICE to key SUBCONTRACTOR staff, parents, board members, and community SUBCONTRACTORs who will participate as part of the Program Evaluation process.

18.3. SUBCONTRACTOR will establish and maintain a physical and/or electronic Compliance Monitoring Review box that includes all required information, documents, and files for each classroom/site that is available for review at any time.

18.4. SUBCONTRACTOR understands and agrees that SUBCONTRACTOR shall be responsible to develop a written plan outlining strategies for corrective actions for each noncompliance item, and that failure to develop and implement such a plan may result in OFFICE not offering an agreement to SUBCONTRACTOR in ensuing years.

19. Participation in OFFICE functions

SUBCONTRACTOR agrees to participate in OFFICE coordinated meetings, trainings, events, and other functions that are consistent with the goals of the program or necessary for the OFFICE to discharge its responsibility to EED. OFFICE shall provide guidance to SUBCONTRACTOR in the conduct of activities provided under this agreement. OFFICE shall also make announced and unannounced site visits as deemed necessary to implement provisions of this agreement.

20. Maintenance of Records

20.1. SUBCONTRACTOR shall prepare and maintain appropriate fiscal, programmatic, management, personnel, property, and other records that may be required by relevant regulatory directives.

20.2. SUBCONTRACTOR shall maintain all financial records and supporting documentation according to generally accepted accounting principles for public agencies and/or non-profit organizations.

20.3. SUBCONTRACTOR shall permit OFFICE and/or agents of EED to review, evaluate, and/or audit said records as deemed necessary for purposes of monitoring compliance with this agreement.

20.4. All records shall be stored maintained securely for a minimum of five years after completion of the agreement period.

21. Property Management

21.1. Title to equipment and/or supplies purchased with OFFICE funds vests with the SUBCONTRACTOR only so long as this agreement is in effect. Upon termination of this agreement, title to all equipment and remaining supplies shall revert to the OFFICE in trust for EED.

21.2. Property, equipment, and/or supplies purchased on behalf of SUBCONTRACTOR by OFFICE that would be subject to inventory provisions if purchased by SUBCONTRACTOR must be included in SUBCONTRACTOR inventory records with notation of any items purchased by OFFICE.

21.3. A control system must be maintained to ensure adequate safeguard to prevent loss, damage, or theft (any loss, damage, or theft must be investigated) and adequate maintenance procedures must be developed to keep equipment in good condition.

21.4. A perpetual property inventory shall be maintained by SUBCONTRACTOR containing the following minimum information for all equipment and supplies with a purchase price of at least $500 and a useful shelf life of over 1 year that were purchased with EED funds:

- Description, including intended use and estimated useful life
- Manufacturer's serial number or identification number
- Asset number
- Acquisition date
- Original cost
- Vendor name and address
- Source(s) of funding used to purchase
- Percent of EED funds used to purchase item
- Location of item
- Condition
- Ultimate disposition data (including date of disposal and sale price, if applicable)

21.5. A physical inventory must be completed annually. Discrepancies between physical inventory and property records shall be noted and any differences shall be reconciled. Said inventory shall be submitted to OFFICE no later than 45 calendar days after the program fiscal year ends.

21.6. The EED definition of equipment purchased with subcontract funds shall apply to all property. Any unit of equipment with a purchase cost of $5,000 or more, including all cost associated with purchase, and having a useful life of one year or more and purchased with EED funds shall have prior written authorization from OFFICE. Any request for the purchase of equipment of $5,000 or more shall include 3 price quotes. All equipment purchases of $7,500 must be approved by EED prior to purchase.

21.7. Written approval must be given by OFFICE in order for SUBCONTRACTOR to dispose of any item with a current per unit fair market value of $1,000 or more and having a useful life of more than one year.

22. SUBCONTRACTOR Payment

Funds shall be disbursed to SUBCONTRACTOR according to the following schedule, subject to the receipt of funds by OFFICE.

22.1. SUBCONTRACTOR may have funding advance payments available for the months of July, August and September. In order to receive the advance payments, individual monthly invoices for the amount of child days of enrollment projected to be earned as provided in Attachment A multiplied by the rate in Section 4 and shall be filed by the date of full execution of this agreement.

22.2. Any actual under- or over-earning of child days of enrollment realized for July, August, and September adjusted for family fees collected will be included in the October claim through the year-to-date figures on the OFFICE provided invoice template.

22.3. SUBCONTRACTOR shall file a monthly Agency Invoice with supporting documentation of actual child days of enrollment earnings, family fees collected, and expenditures with OFFICE no later than the 15th of the month following the activities reported.

Each invoice will include only the accurate and true amounts from SUBCONTRACTOR's accounting and child data management records and shall not include any late fees charged by any vendor, regulatory agency, or financial institution.

Should an extension for submission of the monthly invoice be necessary, a request should be made to the Coordinator – Business Services before the due date. For invoices for the months of September, December, March, and June no extensions can be granted due to report filing deadlines.

22.4. Upon the receipt and approval of each monthly invoice submitted by SUBCONTRACTOR, the OFFICE shall reimburse SUBCONTRACTOR claim. Total reimbursements shall not exceed the specified Maximum Reimbursable Amount as allocated in Section 2.0.

22.5. OFFICE reserves the right to refuse payment of any claim, or any final payment due SUBCONTRACTOR until OFFICE is satisfied SUBCONTRACTOR has fulfilled all of its obligations under this agreement, including filing of all required reports and correction of audit or program compliance findings or deficiencies. Payment shall not be unreasonably withheld, and any amounts will be consistent with the nature of the unfulfilled obligation or deficiency.

22.6. A final adjustment of payments, based upon actual earnings and expenditures, shall be made by OFFICE no later than 60 days after the close of the program year. Any overpayment to SUBCONTRACTOR shall be refunded to OFFICE within 15 calendar days of notification.

22.7. SUBCONTRACTOR shall submit all final invoices as required in Section 15 and Attachment C.

22.8. SUBCONTRACTOR shall have and adhere to a board adopted policy prohibiting interfund loans using contract funds.

22.9. The consideration paid to SUBCONTRACTOR, as provided in this agreement, is the full compensation for all SUBCONTRACTOR's expenses incurred in the performance of this agreement. SUBCONTRACTOR must be reimbursed for actual costs that are necessary, allowable, reasonable and allocable to the performance of this agreement.

23. CalPERS/CalSTRS Retirement Reporting

1. Is the SUBCONTRACTOR an employee of the OFFICE? Yes ◯ No ●

2. Have any SUBCONTRACTOR employees previously been employed by the OFFICE? Yes ◯ No ●

3. Are any SUBCONTRACTOR employees a California Public Employees Retirement System (CalPERS) or California State Teachers Retirement System (CalSTRS) member? Yes ◯ No ●

   If yes, which system? CalPERS ☐ CalSTRS ☐

4. Are any SUBCONTRACTOR employees or subcontractors a CalPERS or CalSTRS retiree? Yes ◯ No ●

   If yes, which system? CalPERS ☐ CalSTRS ☐

24. Staff/Child Ratios

SUBCONTRACTOR assures that staff/child ratios shall be maintained per applicable regulations determined by source of program funds. The most restrictive applicable regulations shall apply to all children served at the same time.

Source of Program Funds	Applicable Regulations
CDSS Funds Only	Title 5 and Title 22
Head Start and CDSS	Title 5, Title 22, and Head Start Performance Standards

25. Audit Requirements

25.1. SUBCONTRACTOR's financial and business activities, procedures, and records shall be audited annually by an independent Certified Public Accountant. Such audit shall be conducted in accordance with applicable federal and state laws, regulations, and audit guidelines. Audit shall be paid for by SUBCONTRACTOR. Such audit costs may be included in SUBCONTRACTOR budget.

25.2. SUBCONTRACTOR agrees to timely correction of all audit findings related to the performance of this agreement, if any, to the satisfaction of the OFFICE and ACF. Corrective procedures recommended in the audit report will be reviewed by OFFICE with SUBCONTRACTOR, and a deadline date for implementation shall be established by OFFICE. Failure to correct audit deficiencies in a timely manner may result in OFFICE withholding payments to SUBCONTRACTOR or termination or non-renewal of this agreement.

25.3. SUBCONTRACTOR shall be responsible for any monetary losses as the result of any audit exception or disallowance caused by, or as a result of, SUBCONTRACTOR's lack of performance as required by this agreement.

25.4. SUBCONTRACTOR shall provide OFFICE with an electronic copy of the audit report and associated management letter(s) within 10 days of receipt and acceptance of said report from auditors.

26. Subcontracting

26.1. No portion of the program operations or of program funds shall be subcontracted, used to jointly operate a different program with another agency, or otherwise contracted by SUBCONTRACTOR without prior written authorization from OFFICE.

26.2. All subcontracts are subject to audit as required by OFFICE.

26.3. The SUBCONTRACTOR, its agents and employees, in the performance of a subcontract, are acting in an independent capacity and not as officers, agents, or employees of OFFICE or EED.

26.4. SUBCONTRACTOR agrees to indemnify and hold harmless the OFFICE, its officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, SUBCONTRACTORs, material-men, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses occurring or resulting to any person, firm, or corporation that may be injured or damaged by the SUBCONTRACTOR in the performance of this agreement.

26.5. The SUBCONTRACTOR, and the agents and employees of the SUBCONTRACTOR, in the performance of the subcontract are acting in an independent capacity and not as officers, employees, or agents of the OFFICE.

26.6. SUBCONTRACTOR shall include the nondiscrimination and compliance provisions of Section 36 of this agreement in all subcontracts to perform work under this agreement.

27. Annual Agreement Renewal

The completion of an agreement by SUBCONTRACTOR does not grant vested rights to subsequent agreements. SUBCONTRACTOR shall be notified of renewal criteria during the annual contract review process.

28. Savings Clause

Any provision of this agreement found to be in violation of federal or state statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this agreement.

29. Termination of the Agreement

29.1. Termination for Convenience

a. SUBCONTRACTOR or OFFICE may terminate this agreement for any reason during the agreement term. The SUBCONTRACTOR or OFFICE shall notify the other of its intent to terminate the contract at least 30 calendar days prior to the date it intends to terminate the agreement.

b. Within 15 calendar days from the date the SUBCONTRACTOR notifies the OFFICE of its intent to terminate the agreement, the SUBCONTRACTOR shall submit: (1) a current inventory of equipment and

supplies with a purchase price of $500 or more and/or a shelf life of over one year purchased in whole or in part with agreement funds; (2) the names, addresses, and telephone numbers of all families served by the agreement; and (3) the names, addresses, and telephone numbers of all staff members funded by the agreement.

c. The OFFICE shall only be obligated to compensate SUBCONTRACTOR for net reimbursable program costs in accordance with this agreement through the date of termination. There shall be no other compensation to the SUBCONTRACTOR. The OFFICE shall offset any monies the SUBCONTRACTOR owes OFFICE against any monies the OFFICE owes SUBCONTRACTOR under this agreement.

29.2. Failure to Perform

OFFICE may cancel this agreement by giving 30 calendar days written notice of termination to the SUBCONTRACTOR if SUBCONTRACTOR fails to comply with the terms and conditions of this agreement or if OFFICE determines that the performance of SUBCONTRACTOR under this agreement is not satisfactory. Performance may be considered unsatisfactory if:

a. SUBCONTRACTOR has been determined to have one or more deficiencies in a single review conducted by OFFICE;

b. SUBCONTRACTOR has any criminal or civil judgements levied against the agency.

c. SUBCONTRACTOR has had one or more CCLD license revocation of operated child care centers;

d. SUBCONTRACTOR has been suspended or terminated from any program or other funding source;

e. SUBCONTRACTOR, principal, or Governing Board member has been debarred from receiving Federal or State funds from any Federal or State department or agency or has been disqualified from the either CACFP or NSLBP and has not received a waiver described in 2 CFR 180.135;

f. SUBCONTRACTOR has been determined within the preceding 12 months to be at risk of failing to continue functioning as a going concern or has filed for bankruptcy or agreed to a reorganization plan as part of a bankruptcy settlement;

In the event of such termination, the OFFICE may proceed with the work in any manner deemed proper by the OFFICE. All costs due to the OFFICE shall be deducted from any sum due the SUBCONTRACTOR under this agreement and the balance, if any, shall be paid to the SUBCONTRACTOR upon demand. Such cancellation shall be in accordance with applicable federal and state regulations.

29.3. Breach of Contract

If SUBCONTRACTOR materially breaches any provision of this agreement, the OFFICE may terminate this agreement by giving 30 calendar days written notice of termination to the SUBCONTRACTOR. Any one of the following specific actions by SUBCONTRACTOR shall constitute a material breach of this agreement. They include, but are not limited to:

a. Noncompliance with the applicable laws, regulations, or agreement requirements.
b. Submission of false, misleading, or erroneous information to the OFFICE.
c. Failure to maintain required records.
d. Administrative mismanagement.
e. Board misconduct
f. Misuse of funds

g. Denial of access to authorized representatives of the OFFICE, EED, or any of their agents to all program-related or fiscal records during normal business hours.
h. Lack of fiscal accountability.
i. Unsatisfactory performance under terms and conditions of this agreement.
j. Failure to complete and submit a timely audit of the prior year agreement.

29.4. Illegal Activities

a. Fraud or conspiracy to defraud.
b. Misuse of EED funds in violation of the applicable regulations.
c. Embezzlement.
d. Maintenance of an unsafe or unhealthy physical environment for children.
e. Abuse or molestation of children.
f. Failure to report suspected child abuse or molestation.
g. Theft of supplies, equipment, or food.
h. SUBCONTRACTOR is operating in violation of regulations creating imminent danger to the health and welfare of children, parents, and/or staff.
i. Any other activity that is illegal and/or poses the threat of harm to enrolled children, their families, or staff.

29.5. Changes in State or Federal Regulations or Laws

If federal or state laws or regulations are changed to prohibit the performance of the OFFICE's obligations under federal or state grant by contracting with SUBCONTRACTOR, OFFICE may terminate this agreement upon 30 calendar day's written notice to SUBCONTRACTOR.

30. Hold Harmless Clause

The parties intend that an independent contractor relationship be created by this agreement and OFFICE assumes no responsibility for workers' compensation liability. OFFICE likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property during or relating to the performance of service under the agreement.

SUBCONTRACTOR agrees to hold harmless and to indemnify OFFICE and the State of California, the officers, agents and employees of both OFFCE and State of California for any injury to person or property sustained by SUBCONTRACTOR or by any person, firm, or corporation employed directly or indirectly by the SUBCONTRACTOR or by any of the individuals participating in or associated with SUBCONTRACTOR, however caused; and any injury to person or property sustained by any person, firm, or corporation caused by any act, neglect, default, or omission of SUBCONTRACTOR or any person, firm, or corporation directly or indirectly employed by SUBCONTRACTOR upon or in connection with this agreement, or any of the participants arising out of or in the course of the term of this agreement, and SUBCONTRACTOR, at its own cost, expense, and risk, shall defend any and all actions, suits, or other legal proceedings that may be instituted against OFFICE for any such claim or demand, and pay or satisfy any judgment that may be rendered against OFFICE in any such action, suit, or legal proceedings or the result thereof. Nothing herein provided shall be construed to require SUBCONTRACTOR to hold harmless or indemnify OFFICE for liability or damages resulting from the negligence or willful act or omission of OFFICE or its officers, agents, or employees.

31. Nondiscrimination Requirements

31.1. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor Office and its SUBCONTRACTORs shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and SUBCONTRACTORs shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and SUBCONTRACTORs shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its SUBCONTRACTORs shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement. During the performance of this agreement, SUBCONTRACTOR shall not deny the benefits specified under the terms of this agreement to any eligible child or family on the basis of religion, color, ethnicity, sex, age, physical or intellectual, developmental, or mental disability, nor shall it discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, gender, sexual orientation, or gender identity.

31.2. SUBCONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.), the regulations promulgated there under (California Administrative Code, Title 2, Section 7285.3 et seq.), the provisions of Article 9.5, Chapter 1 Part 1, Division 3, Title 2 of the Government Code (Government Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding agency to implement such article.

31.3. SUBCONTRACTOR shall permit access by representatives of the Department of Fair Employment and Housing and the OFFICE upon reasonable notice at any time during regular business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, other sources of information, and its facilities as said agency shall require to ascertain compliance with this clause.

31.4. SUBCONTRACTOR shall give written notice of its obligations under this clause to labor organizations with which they have collective bargaining agreements or other Memorandums(a) of Understanding.

32. Nepotism Prohibition

SUBCONTRACTOR shall not employ, hire, or otherwise compensate, directly or through contract, any member of the board of directors or any immediate family member of any member of the board of directors. Nor shall any SUBCONTRACTOR employ, hire, or otherwise compensate, directly or through contract, any individual occupying control over the SUBCONTRACTOR's fiscal affairs when such individual's immediate family is employed in an administrative capacity or is a member of the governing board. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree; the term "administrative capacity" means a position having responsibilities relating to the selection, hiring, or supervising of employees.

No person shall directly supervise a member of his/her immediate family to include wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree.

SUBCONTRACTOR understands that the California Political Reform Act of 174 ("PRA") prohibits public officials from participating in making or in any way attempting to use his/her official position to influence a decision of OFFICE in which he/she has a financial interest. The SUBCONTRACTOR further understands violation of the PRA may lead to potential civil and criminal penalties should the SUBCONTRACTOR participate in making or any way attempting to use his/her official position to influence a decision of OFFICE in which he/she has a financial

interest. California Government Code section 82048 defines the term "public official" for purposes of the PRA as "every member, officer, employee, or consultant of a state or local government agency."

33. Drug-Free Workplace Act

SUBCONTRACTOR certifies that it will provide a drug-free workplace as mandated in the Drug-Free Workplace Act of 1988 (45 CFR Part 76, Subpart F).

34. Americans with Disabilities Act

SUBCONTRACTOR certifies that is shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) as well as all applicable federal and state laws and regulations, guidelines, and interpretations issued hereto.

35. Child Support Compliance

SUBCONTRACTOR acknowledges that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and (b) to the best of its knowledge it is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

36. Trafficking Victims Protection Act

This agreement is subject to the requirement of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104).

37. Clean Air Act and Federal Water Pollution Control Act

This agreement is subject to the applicable requirements of the Clean Air Act (42 USC 7401-7671(q)) and Federal Water Pollution Control Act as amended (33 USD 1251-1387).

38. Licenses and Standards

SUBCONTRACTOR assures that all required Federal, State, and Local Government licenses, standards, and procedures are maintained during the provision of services stipulated in this agreement.

39. Liability of SUBCONTRACTOR Negligence

SUBCONTRACTOR shall be responsible for performing the work in a safe and skillful manner consistent with generally accepted standards of the Early Education profession and shall be liable for its own negligence and the negligent act of its employees, agents, contractors, and SUBCONTRACTORs. Except as set forth in this agreement, OFFICE shall have no right of control over the manner in which the work is to be done but only as it its outcome and shall not be charged with the responsibility of preventing risk to SUBCONTRACTOR or its employees, agents, contractors, and SUBCONTRACTORs.

40. OFFICE'S Right of Retention

OFFICE shall become the owner of, and entitled to exclusive possession of all records, documents, graphs, photographic, or other reproductions of any kind produced in the scope of services performed and no other

uses thereof will be permitted except by permission of OFFICE. Proprietary materials will be exempted from this clause.

41. Amendment/Alteration of Agreement

41.1. The terms and conditions of this agreement are subject to approval and possible amendment by state and/or federal agencies having jurisdiction over program and funding. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated in this agreement shall be binding on either party.

41.2. If SUBCONTRACTOR makes programmatic or fiscal adjustments outside the conditions of this agreement and without proper amendment to this agreement, it does so without assurance that such actions will be approved later by OFFICE or EED.

This agreement is the complete and exclusive statement of the mutual understanding of the parties and this agreement supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of the agreement.

In witness whereof, OFFICE and SUBCONTRACTOR have executed this agreement this 1st day of July, 2024.

COMMUNITY ACTION PARTNERSHIP KERN:	SAN JOAQUIN COUNTY OFFICE OF EDUCATION:
JEREMY TOBIAS, CHIEF EXECUTIVE DIRECTOR	TROY A. BROWN, Ed.D. COUNTY SUPERINTENDENT OF SCHOOLS
	By: Warren Sun, Division Director Operations and Support Services
Jeremy T. Tobias	Warren Sun
Signature	Signature
06/27/2024	06/27/2024
Date	Date

• Project Manager Authorization •

Total Contract Amount: $ 255,528

Budget Account Number: 12- 6105-0-8500-1000-5809-700-7765 = $25,000

Budget Account Number: 12-6105-0-8500-1000-5100-700-7765 = $230,528

Budget Account Number: 12-5025-0-8500-1000-5100-700-7752 = $0

Jane Chamberlain | C S | 06/27/2024

Project Manager's Signature | Date

• Certification Regarding Debarment, Suspension, or Ineligibility

The SUBCONTRACTOR certifies that the SUBCONTRACTOR, and any of its Principals, independent contractors, and/or SUBCONTRACTORs:

1. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and;
2. Have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or preforming a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with, commission of any of the offenses enumerated in paragraph 2 (above) of this section; and
4. Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.

Jane Chamberlain | Jeremy T. Tobias

Project's Manager Signature | **SUBCONTRACTOR Signature**

• Fingerprinting Certification •

I hereby certify that the **SUBCONTRACTOR** for this project will have contact with students, unsupervised by OFFICE. A certification of criminal background check is attached.

Jane Chamberlain | 06/27/2024

Project Manager's Signature | Date

• San Joaquin County Office of Education •

Warren Sun | 06/27/2024

Contract Manager's Signature | Date

Contractor Certification of Criminal Background Check

Community Action Partnership Kern certifies that pursuant to Education Code 45125.1, it has conducted criminal background checks, through the California Department of Justice, on all employees providing services to the San Joaquin County Office of Education, pursuant to the contract/purchase order dated July 1, 2024 and that none have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.7(c) and 667.5(c), respectively.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

July 1, 2024
Date of Agreement

Community Action Partnership Kern
Name of Business

Jeremy T. Tobias
Signature of Contractor/Consultant

CEO
Title of Person Signing Certification

ATTACHMENTS:

1. Attachment A – CDE Earnings Projection Sheet
2. Attachment B –Required Documentation and Submission Timelines

CAPK CDE Projection Worksheet -Proposed
2024-25

Contract	CSPP
CDE	5,200.0000
Rate	$ 49.14
MRA	$ 255,528
Family Fees	$ 500
Contract to Earn	$ 256,028
CDE's needed	5,209

Site	Slots	Daily CDE	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total	Total CDE
Plaza Center	17	23.8000	21	22	20	23	18	19	21	18	21	22	21	19	245	5,831.000
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
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		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
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		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
		0.0000	0	16	18	17	15	16	16	19	15	22	21	0	175	-
	17	23.8														5,831.0000
Monthly Projected CDE			499.800	523.600	476.000	547.400	428.400	452.200	499.800	428.400	499.800	523.600	499.800	452.200		5,331.200
Projected Vacancy Rate:																10.000000%
Net Projected CDE			449.820	471.240	428.400	492.660	385.560	406.980	449.820	385.560	449.820	471.240	449.820	406.980		5,247.900
Monthly Projected Earnings			$ 22,104	$ 23,157	$ 21,052	$ 24,209	$ 18,946	$ 19,999	$ 22,104	$ 18,946	$ 22,104	$ 23,157	$ 22,104	$19,999		$ 257,881

Attachment B: Required Documentation and Submission Timelines

Fiscal (F)/ Program (P)		Description	On File Partner (PA) ChildPlus (CP) Google Drive (G)	Submit via email to	Submission Dates
Fiscal					
F	1	Documentation of insurance policies and Contracts: facilities, providers, consultant services, and health/disabilities services or others as needed	PA		Prior to the first day of the program start, within 5 business days of changes
F	2	Current non-profit status, as applicable (990 form)	PA		Prior to the first day of the grant year
F	3	Facility Maintenance Matrix		SJCOE Fiscal Coordinator	Integrated, Head Start (HS) By August 1st
F	4	Budget Revisions due upon request for changes in contract amounts		SJCOE Fiscal Coordinator	HS By the October 15th * Provisions Apply - see 4.1 & 4.2 Integrated By the October 15th * Provisions Apply - see 4.1 & 4.2 By the April 15th * Provisions Apply - see section 7 CCTR, CSPP By the April 15th * Provisions Apply - see section 7
F	5	CalPERS/CalSTRS Retirement Reporting (if applicable)		Accounts Payable	Within 5 business day of every month

F	6	Copies of all Inter-Agency Partnership Agreements		Head Start Director/ SJCOE Fiscal Coordinator	Integrated Within 10 business days of entering into the agreement
F	7	Copy of CACFP/NSLBP reimbursement claims.	PA		Within 10 business days of every month for the month prior
F	8	Copy of CACFP/NSLBP review reports, proposed corrective action plans if applicable, and any correspondence.		SJCOE Fiscal Coordinator	Within 10 business days of receipt
F	9	Non-Federal Share Monthly Summary Report		SJCOE Fiscal Coordinator/ Account Specialist	Integrated, HS By the 15th business day of every month for the month prior
F	10	Agency Claim/Invoice and supporting documentation for expenditures (Revenue - CCTR/CSPP) (Separate HS and EHS Basic and any other type of one-time funding amounts identified in this or amendments to this agreement - HS)		SJCOE Fiscal Coordinator/ Account Specialist	By the 15th business day of every month
F	11	Inventory Report: (purchase cost of $5,000 or more) and (purchase cost of $500-$4,999)		SJCOE Fiscal Coordinator/ Account Specialist	Integrated, HS By the March 15th and August 15th CCTR, CSPP By the August 15th
F	12	Fiscal Year Agency-Wide Audit and Management Letter		SJCOE Fiscal Coordinator	Within 5 business days of receipt
F	13	Final Agency Invoice		SJCOE Fiscal Coordinator/ Account Specialist	Integrated, HS By the March 15th for the prior fiscal year CCTR, CSPP By the September 15th for the prior fiscal year

F	14	Enrollment and Attendance Reporting (confirmation of End of Month Enrollment, daily attendance entry, submission of CD 9500 Report)	PA CP	SJCOE Account Specialist	Sign-in/out on file at Partner Attendance and Enrollment on file in ChildPlus CCTR, CSPP CD 9500 Report due by the 3rd business day of the month for the prior month
Program					
P	1	Personnel Files: all documents required by CCLD, ACF/Head Start Act, HSPPS, and/or funding agencies	PA		Upon hire of employee and updated as changes occur
P	2	Personnel information is entered and maintained in the database (general, employment, education, requirements)	CP		Prior to the first day of the program start date Upon the hiring of new staff
P	3	Written notification of any high-risk incident that occurs, including those that endanger the life of any enrolled child, have the potential to create negative publicity or press, or give rise to the need to submit an Unusual Incident or Accident Report (LIC 624), a Suspected Child Abuse Report or any other mandated report		Division Director - EES Director - ECE Director - HSSJ	Within 24 hours
P	4	Written notification of any review, investigation, or visit by a regulatory agency or any situation possibly triggering punitive action such as, but not limited to CCLD revocation of any child care center license; suspension or revocation of contract, services or funding by CDE or other federal or state agency; debarment of staff governing board member, program agency, or contract representative by CACFP or NSLBP or other federal or state agency; intent to declare bankruptcy; identified fraud, whistle-blower, or		Division Director - EES Director - ECE Director - HSSJ	Within 24 hours

		other misuses of funds, service, or conflict of interest complaint or investigation			
P	5	Child and Family Participant Record and File: registration and eligibility documentation	PA CP		Upon completion of registration and eligibility determination
P	6	Documentation of agency Professional Development Plan that reflects the use of monitoring results and completed Program Self Evaluation (PSE) documents/activities and other components as applicable/requested.		HSSJ T/TA Program Manager ECE Program Manager	By the May 1st for the subsequent program year
P	7	Copies of the Program Year Calendar that includes open/closed days, instructional days, and minimum days.	G		By the May 1st for the subsequent program year
P	8	Copies of Staff and Parent Handbooks	G		By the May 1st for the subsequent program year Within 5 business days of any changes or updates
P	9	Governing Board Approved Personnel and Program Policies	PA		Available for review prior to the first day of the program start
P	10	Current Employee/Personnel Roster funded through the contract (in part or fully), including titles, pay rate, and assigned location.	G		Prior to the first day of the program start Within 5 business days of changes or updates
P	11	Staffing Patterns for each classroom demonstrating classroom coverage including employee name and position, start/end times, and break/lunch times.	G		Prior to the first day of the program start Within 5 business days of changes or updates
P	12	Emergency Preparedness Plan for the agency, including each funded site and a LIC 610 Form for each funded site	G		Prior to the first day of the program start Within 5 business days of changes or updates

P	13	Copy of new and updated Center Licenses	G		New licenses- upon receipt and prior to the facility serving enrolled children Updated licenses- Prior to the first day of providing services to children
P	14	Completed Health and Safety Screeners for each funded site/classroom	G		Integrated, HS Prior to the first day of providing services to children
P	15	Written procedures and policies for self-monitoring of program and fiscal operations including but not limited to monitoring indicators, schedule, documentation of completed monitoring, tracking, follow-up on monitoring results	G		Prior to the first day of the program start
P	16	Evidence of professional development and site-level supervisory activities (ex. team meetings, reflective supervision support, or onboarding of new staff) such as communication plan, sign-in sheets, agendas, handouts	PA CP		Available for review by the 5th business day of each month for the prior month
P	17	Daily sign-in and out sheets are completed (i.g., parents/guardians signed child(ren) in and out with full signature and exact time of arrival and departure), and attendance is entered into Child Plus using approved codes	PA		Daily
P	18	Personnel Report (LIC 500) forms that include all facility personnel assigned to the location and those who provide backup and support for the facility.		HSSJ T/TA Program Manager ECE Program Manager	By the 25th business day of each month
P	19	Notification of personnel changes of all management staff, including site-level supervisors		Division Director - EES Director - ECE Director - HSSJ	Within 2 business days of the change

P	20	Active Supervision Plan with Zoning Maps and Daily Classroom Schedules	G		Within 30 days of the start of the program and within 5 business days of any changes
P	21	Documentation of agency-level meetings Board, Parent Advisory Committee (PAC), Policy Council (as applicable), including agendas, minutes, sign-in sheets, handouts (when applicable), and calendar showing dates, times, and locations	G		Meeting calendar showing scheduled events within 30 days of the program start Agendas, sign-in sheets, and handouts within 5 business days of meeting dates
P	22	Family Language Instrument and Family Interest Interview for each enrolled child is completed Preschool Language Information System (PLIS) report completed and submitted quarterly in accordance with CDE deadlines	G		Available for review within 30 calendar days of the child's enrollment date Screenshot of the confirmation of receipt page in PLIS is emailed by the report's due date
P	23	Program Self-Evaluation system that builds on the prior year's plan and details relevant activities and timelines throughout the current year	G		By August 2nd Within 5 business days of any changes or updates
P	24	Family Support and Engagement Plan that details the services and strategies used to engage and support parents and families and Evidence of Implementation of the Plan, including agency/site schedules, agendas showing topics of discussion, sign-in sheets, and handouts	PA G		By the August 2nd Within 5 business days of any changes or updates Evidence is available for review by the 5th of each month following the event
P	25	CDD-801A Electronic Transfer Status Report	G		Integrated, CSPP, CCTR By the 20th of the month for the prior month
P	26	Desired Results Developmental Profile (DRDP) including anecdotal notes documenting mastery over time and in different settings for each enrolled child, Parent Conferences schedule and	CP		Based on identified collection periods

		forms, and Goal Planning documentation (individually/classroom level)			
P	27	Evidence of a minimum of 2 educational home visits completed per family in compliance with established procedures and timelines	CP		Integrated, HS By the 5th business day of completion
P	28	Plan of Action for EESD Monitoring Reports requiring correction, including the plan detailing specific steps, responsible party, timeline, and evidence of completion in compliance with established procedures and timelines	CP		Based on timelines on each report and action plan
P	29	CDMIS Spreadsheet	G		Integrated, CSPP, CCTR By the 10th day of August, November, February, and May
P	30	Reconciliation of Program Information Report (PIR) Data	CP		Integrated, HS, EHS Quarterly Final reconciliation by June 30th of the program year
P	31	Child Health and Disability Prevention (CHDP) Program/Bright Futures History	CP		Integrated, HS, EHS Upon completion
P	32	Participation in the development and/or updating of the Annual Community Assessment		Head Start Coordinator	Integrated, HS, EHS Based on the annual community assessment schedule

Continued Funding – Supporting Documentation					
F	1	Head Start: Planned Program Approach Plan (PPAP) CCTR and CSPP: Projection Worksheets		SJCOE Fiscal Coordinator	Integrated, HS, EHS Preliminary PPAP October 15th for the subsequent program year Final PPAP - December 4th for the subsequent program year Integrated, CCTR, CSPP Preliminary Projection Worksheet April 1st for the subsequent fiscal year Final Projection Worksheet May 1st for the subsequent fiscal year
F/P	2	Supporting documents for continued refunding applications, including but not limited to: -timely responses to information requests from SJCOE -organizational chart -budgets for the next program year -calendar for the next program year -program narrative	G		Integrated, CCTR, CSPP September 30th CCTR, CSPP Two weeks before the submission date to the CDE or CDSS
P	3	Copies of all Job Descriptions for positions funded (in part and fully) through the SJCOE Cooperative Agreements	G		August 2nd of the program year Within 5 business days of changes or updates

MEMORANDUM

To: Board of Directors

From: Jerry Meade, Assistant Director ~ Program

Date: February 26, 2025

Subject: *Agenda Item IV(g):* New Lease for 115 Powers Ave., Manteca – **Action Item**

The Head Start Preschool expansion in partnership with the San Joaquin County Office of Education has been awarded to CAPK. The program team has been working closely with the operations department in securing facilities to support the expansion. Program consulted with the Operation and Finance teams in developing and negotiating the lease terms which were based on comparisons in the area following our customary and reasonable practices. The aggregate total of the lease terms with the potential extensions at the end of the first term requires Board approval.

The facility is located in a high-need area of Manteca, CA. It has operated as a Head Start Preschool for many years under a previous provider. The 4,000 square foot building will support three preschool classrooms and can expand to include a toddler room if additional funding is awarded. The outdoor environments include 3 separate play yards, shade structures and a play structure with more than adequate square footage to accommodate the funded enrollment. To ensure our Head Start expansion meets our high level of service, the landlord completed all requested tenant improvements for minor improvements to ensure we receive a fully operational facility upon the execution of the lease. This included new classroom finishes, flooring, paint, case work, restroom modification, and the installation of LED Lighting. The cost of improvements was considered in the negotiation of the lease rate and term.

The initial term of the lease is 5 years with a base rent of $6,335 and a 3% annual escalation, plus the options to renew for five 1-year extensions. The aggregate amount of the lease contract over the first 5-year term is $403,000.32 beginning 3/1/2025 and ending 2/28/2030. The Second 5-year term is $467,883.36 beginning 3/1/2030 and ending 2/28/2035. Included in the lease is a provision for cancellation should CAPK lose the funding required to operate this center.

The expansion in SJC with the acquisition of this lease supports CAPK's goal in promoting educational opportunities that enrich the lives of children and their families though our high-quality facilities.

Recommendation

Staff recommends the Board of Directors authorize the Chief Executive Officer to execute the lease along with any subsequent lease amendments.

Attachment:
115 Powers Ave. Lease

COMMERCIAL LEASE AGREEMENT

(C.A.R. Form CL, Revised 12/24)

CALIFORNIA ASSOCIATION OF REALTORS®

Date (For reference only): 1/22/2025

Parampal Singh & Surinder Kaur as Trustee of "Neoria Family Revocable Trust (Owner, Authorized Broker or Agent, or Property Manager, ("Landlord")) and Community Action Partnership of Kern (CAPK) ("Tenant") agree as follows:

1. **PROPERTY:** Landlord rents to Tenant and Tenant rents from Landlord, the real property and improvements described as 115 S Powers Ave, Manteca, California 95366 (4000 sq ft) ("Premises"), which comprise approximately 100 % of the total square footage of rentable space in the entire property. See exhibit _____ for a further description of the Premises.
2. **TERM:** The term begins on (date) 3/01/2025 ("Commencement Date"), **(Check A or B):**
   - **A.** [X] **Lease:** and shall terminate on (date) 02/28/30 at 5:00 [ ] AM [X] PM. Any holding after the term of this agreement expires, with Landlord's consent, shall create a month-to-month tenancy that either party may terminate as specified in **paragraph 2B**. Rent shall be at a rate equal to the rent for the immediately preceding month, payable in advance. All other terms and conditions of this agreement shall remain in full force and effect.
   - **B.** [ ] **Month-to-month:** and continues as a month-to-month tenancy. Either party may terminate the tenancy by giving written notice to the other at least 30 days prior to the intended termination date, subject to any applicable laws. Such notice may be given on any date.
   - **C. RENEWAL OR EXTENSION TERMS:** Tennant shall have 2 (two) Five year lease options OR [ ] See attached addendum.
3. **BASE RENT:**
   - **A.** Tenant agrees to pay Base Rent at the rate of: 6,335.00 per month with annual increase of 3% for the duration of thelease. See exhibit A.
   - **B.** Base Rent is payable in advance on the 1st (or [X] 5th) day of each calendar month, and is delinquent on the next day.
   - **C.** If the Commencement Date falls on any day other than the first day of the month, Base Rent for the first calendar month shall be prorated based on a 30-day period. If Tenant has paid one full month's Base Rent in advance of Commencement Date, Base Rent for the second calendar month shall be prorated based on a 30-day period.
4. **RENT:**
   - **A. Definition:** ("Rent") shall mean all monetary obligations of Tenant to Landlord under the terms of this agreement, except security deposit.
   - **B. Payment:** Rent shall be paid to (Name) Parampal Singh and or Surinder Kaur at (address) 8484 Willow Pl, Newark, CA 94560, or at any other location specified by Landlord in writing to Tenant.
   - **C. Timing:** Base Rent shall be paid as specified in **paragraph 3**. All other Rent shall be paid within 30 days after Tenant is billed by Landlord.
5. **EARLY POSSESSION:** Tenant is entitled to possession of the Premises on 3/01/2025. If Tenant is in possession prior to the Commencement Date, during this time **(i)** Tenant is not obligated to pay Base Rent, and **(ii)** Tenant [ ] is [ ] is not obligated to pay Rent other than Base Rent. Whether or not Tenant is obligated to pay Rent prior to Commencement Date, Tenant is obligated to comply with all other terms of this agreement.
6. **SECURITY DEPOSIT:**
   - **A.** Tenant agrees to pay Landlord $ $6,335.00 as a security deposit. Tenant agrees not to hold Broker responsible for its return. (IF CHECKED:) [ ] If Base Rent increases during the term of this agreement, Tenant agrees to increase deposit by the same proportion as the increase in Base Rent.
   - **B.** All or any portion of the security deposit may be used, as reasonably necessary, to: **(i)** cure Tenant's default in payment of Rent, late charges, non-sufficient funds ("NSF") fees, or other sums due; **(ii)** repair damage, excluding ordinary wear and tear, caused by Tenant or by a guest or licensee of Tenant; **(iii)** broom clean the Premises, if necessary, upon termination of tenancy; and **(iv)** cover any other unfulfilled obligation of Tenant. **SECURITY DEPOSIT SHALL NOT BE USED BY TENANT IN LIEU OF PAYMENT OF LAST MONTH'S RENT.** If all or any portion of the security deposit is used during tenancy, Tenant agrees to reinstate the total security deposit within 5 days after written notice is delivered to Tenant. Within 30 days after Landlord receives possession of the Premises, Landlord shall: **(i)** furnish Tenant an itemized statement indicating the amount of any security deposit received and the basis for its disposition, and **(ii)** return any remaining portion of security deposit to Tenant. However, if the Landlord's only claim upon the security deposit is for unpaid Rent, then the remaining portion of the security deposit, after deduction of unpaid Rent, shall be returned within 14 days after the Landlord receives possession.
   - **C.** No interest will be paid on security deposit, unless required by local ordinance.

United Realty Partners
3825 Hopyard Road #150 Pleasanton, CA 94588
Phone: 5103003500 Fax: 5107434217
Parampal Singh
115 S Power Ave, Manteca, California 95336

7. **PAYMENT:**
   A. First Month Rent of $6,335.00 or specified above in section (3) is due on the date of the signing of the lease or on 3/01/2025.
   B. Security deposit $6,335.00 equal to first month's rent is due at the signing of the lease.
8. **PARKING:** Tenant is entitled to available unreserved and 3 reserved vehicle parking spaces. The right to parking [X] is [ ] is not included in the Base Rent charged pursuant to **paragraph 3**. If not included in the Base Rent, the parking rental fee shall be an additional $_____ per month. Parking space(s) are to be used for parking operable motor vehicles, except for trailers, boats, campers, buses or trucks (other than pick-up trucks). Tenant shall park in assigned space(s) only. Parking space(s) are to be kept clean. Vehicles leaking oil, gas or other motor vehicle fluids shall not be parked in parking spaces or on the Premises. Mechanical work or storage of inoperable vehicles is not allowed in parking space(s) or elsewhere on the Premises. No overnight parking is permitted.
9. **ADDITIONAL STORAGE:** Storage is permitted as follows: Metal storage in the playground yard. The right to additional storage space [X] is [ ] is not included in the Base Rent charged pursuant to **paragraph 3**. If not included in Base Rent, storage space shall be an additional $ _____ per month. Tenant shall store only personal property that Tenant owns, and shall not store property that is claimed by another, or in which another has any right, title, or interest. Tenant shall not store any improperly packaged food or perishable goods, flammable materials, explosives, or other dangerous or hazardous material. Tenant shall pay for, and be responsible for, the clean-up of any contamination caused by Tenant's use of the storage area.
10. **LATE CHARGE; INTEREST; NSF CHECKS:** Tenant acknowledges that either late payment of Rent or issuance of a NSF check may cause Landlord to incur costs and expenses, the exact amount of which are extremely difficult and impractical to determine. These costs may include, but are not limited to, processing, enforcement and accounting expenses, and late charges imposed on Landlord. If any installment of Rent due from Tenant is not received by Landlord within 5 calendar days after date due, or if a check is returned NSF, Tenant shall pay to Landlord, respectively, $ $300 as late charge, plus 10% interest per annum on the delinquent amount and $25.00 as a NSF fee, any of which shall be deemed additional Rent. Landlord and Tenant agree that these charges represent a fair and reasonable estimate of the costs Landlord may incur by reason of Tenant's late or NSF payment. Any late charge, delinquent interest, or NSF fee due shall be paid with the current installment of Rent. Landlord's acceptance of any late charge or NSF fee shall not constitute a waiver as to any default of Tenant. Landlord's right to collect a Late Charge or NSF fee shall not be deemed an extension of the date Rent is due under **paragraph 4,** or prevent Landlord from exercising any other rights and remedies under this agreement, and as provided by law.
11. **CONDITION OF PREMISES:** Tenant has examined the Premises and acknowledges that Premises is clean and in operative condition, with the following exceptions: None.
    Items listed as exceptions shall be dealt with in the following manner: _____.
12. **ZONING AND LAND USE:** Tenant accepts the Premises subject to all local, state and federal laws, regulations and ordinances ("Laws"). Landlord makes no representation or warranty that Premises are now or in the future will be suitable for Tenant's use. Tenant has made its own investigation regarding all applicable Laws.
13. **TENANT OPERATING EXPENSES:** Tenant agrees to pay for all utilities and services directly billed to Tenant.
14. **PROPERTY OPERATING EXPENSES:**
    A. Tenant agrees to pay its proportionate share of Landlord's estimated monthly property operating expenses, including but not limited to, common area maintenance, consolidated utility and service bills, insurance, and real property taxes, based on the ratio of the square footage of the Premises to the total square footage of the rentable space in the entire property.
    B. [ ] **(If checked) paragraph 15** does not apply.
15. **USE:** The Premises are for the sole use as _____.
    No other use is permitted without Landlord's prior written consent. If any use by Tenant causes an increase in the premium on Landlord's existing property insurance, Tenant shall pay for the increased cost. Tenant will comply with all Laws affecting its use of the Premises.
16. **RULES/REGULATIONS:** Tenant agrees to comply with all rules and regulations of Landlord (and, if applicable, Owner's Association) that are at any time posted on the Premises or delivered to Tenant. Tenant shall not, and shall ensure that guests and licensees of Tenant do not, disturb, annoy, endanger, or interfere with other tenants of the building or neighbors, or use of the Premises for any unlawful purposes, including, but not limited to, using, manufacturing, selling, storing, or transporting illicit drugs or other contraband, or violate any law or ordinance, or committing a waste or nuisance on or about the Premises.

17. **MAINTENANCE:**
    A. Tenant **OR** ☐ (**If checked**, Landlord) shall professionally maintain the Premises including heating, air conditioning, electrical, plumbing and water systems, if any.
    B. Tenant **OR** ☐ (**If checked**, Landlord) shall keep glass, windows and doors in operable and safe condition.
    C. Landlord **OR** ☒ (**If checked**, Tenant) shall maintain the roof, foundation, exterior walls, common areas and Tenant shall maintain the interior and exterior of the premises.
    D. Unless Landlord is indicated above, if Tenant fails to maintain the Premises, or keep it in operable and safe condition, as specified in **17A-C**, Landlord may contract for or perform such services to maintain the Premises, or keep it in operable and safe condition, as specified in **17A-C**, and charge Tenant for Landlord's cost.
18. **ALTERATIONS:** Tenant shall not make any alterations in or about the Premises, including installation of trade fixtures and signs, without Landlord's prior written consent, which shall not be unreasonably withheld. Any alterations to the Premises shall be done according to Law and with required permits. Tenant shall give Landlord advance notice of the commencement date of any planned alteration, so that Landlord, at its option, may post a Notice of Non-Responsibility to prevent potential liens against Landlord's interest in the Premises. Landlord may also require Tenant to provide Landlord with lien releases from any contractor performing work on the Premises.
19. **GOVERNMENT IMPOSED ALTERATIONS:** Any alterations required by Law as a result of Tenant's use shall be Tenant's responsibility. Landlord shall be responsible for any other alterations required by Law.
20. **ENTRY:** Tenant shall make Premises available to Landlord or Landlord's agent for the purpose of entering to make inspections, necessary or agreed repairs, alterations, or improvements, or to supply necessary or agreed services, or to show Premises to prospective or actual purchasers, tenants, mortgagees, lenders, appraisers, or contractors. Landlord and Tenant agree that 24 hours notice (oral or written) shall be reasonable and sufficient notice. In an emergency, Landlord or Landlord's representative may enter Premises at any time without prior notice.
21. **SIGNS:** Tenant authorizes Landlord to place a FOR SALE sign on the Premises at any time, and a FOR LEASE sign on the Premises within the **90 (or** ☐ _____ **) day** period preceding the termination of the agreement.
22. **SUBLETTING/ASSIGNMENT:** Tenant shall not sublet or encumber all or any part of Premises, or assign or transfer this agreement or any interest in it, without the prior written consent of Landlord, which shall not be unreasonably withheld. Unless such consent is obtained, any subletting, assignment, transfer, or encumbrance of the Premises, agreement, or tenancy, by voluntary act of Tenant, operation of law, or otherwise, shall be null and void, and, at the option of Landlord, terminate this agreement. Any proposed sublessee, assignee, or transferee shall submit to Landlord an application and credit information for Landlord's approval, and, if approved, sign a separate written agreement with Landlord and Tenant. Landlord's consent to any one sublease, assignment, or transfer, shall not be construed as consent to any subsequent sublease, assignment, or transfer, and does not release Tenant or Tenant's obligation under this agreement.
23. **POSSESSION:** If Landlord is unable to deliver possession of Premises on Commencement Date, such date shall be extended to the date on which possession is made available to Tenant. However, the expiration date shall remain the same as specified in **paragraph 2**. If Landlord is unable to deliver possession within **60 (or** ☐ ___ **)** calendar days after the agreed Commencement Date, Tenant may terminate this agreement by giving written notice to Landlord, and shall be refunded all Rent and security deposit paid.
24. **TENANT'S OBLIGATIONS UPON VACATING PREMISES:** Upon termination of agreement, Tenant shall: **(i)** give Landlord all copies of all keys or opening devices to Premises, including any common areas; **(ii)** vacate Premises and surrender it to Landlord empty of all persons and personal property; **(iii)** vacate all parking and storage spaces; **(iv)** deliver Premises to Landlord in the same condition as referenced in **paragraph 12**; **(v)** clean Premises; **(vi)** give written notice to Landlord of Tenant's forwarding address; and **(vii)** _____.
    All improvements installed by Tenant, with or without Landlord's consent, become the property of Landlord upon termination. Landlord may nevertheless require Tenant to remove any such improvement that did not exist at the time possession was made available to Tenant.

25. **BREACH OF CONTRACT/EARLY TERMINATION:** In event Tenant, prior to expiration of this agreement, breaches any obligation in this agreement, abandons the premises, or gives notice of tenant's intent to terminate this tenancy prior to its expiration, in addition to any obligations established by **paragraph 24**, Tenant shall also be responsible for lost rent, rental commissions, advertising expenses, and painting costs necessary to ready Premises for re-rental. Landlord may also recover from Tenant: **(i)** the worth, at the time of award, of the unpaid Rent that would have been earned at the time of termination; **(ii)** the worth, at the time of award, of the amount by which the unpaid Rent that would have been earned after expiration until the time of award exceeds the amount of such rental loss the Tenant proves could have been reasonably avoided; and **(iii)** the worth, at the time of award, of the amount by which the unpaid Rent for the balance of the term after the time of award exceeds the amount of such rental loss that Tenant proves could be reasonably avoided. Landlord may elect to continue the tenancy in effect for so long as Landlord does not terminate Tenant's right to possession, by either written notice of termination of possession or by reletting the Premises to another who takes possession, and Landlord may enforce all Landlord's rights and remedies under this agreement, including the right to recover the Rent as it becomes due.

    Additional events of early termination include:
    A. Lack of Lessee funding: The parties hereto acknowledge that the Lessee may terminate this Lease due to lack of funding for Lessee's Programs, or for non-compliance with State Licensing, or other circumstances for termination provided in this Lease Thirty (30) days written notice of intent to terminate shall be given by Lessee to Lessor due to lack of funding. The lessee shall pay any remt long as it controls or occupies the premises after the Thirty (30) day written notice. In this event, the Lessee will forgo the security deposit and will clear any remaining balances owed prior to handing over possession of the premises.
    B. Termination for cause shall include any material violation of the terms and conditions of this Lease by Lessee or Lessor. Alternatively, upon the termination of the Lease, at Lessee's option, Lessee shall be allowed to remove any and all classroom materials, supplies, trade materials, playground equipment and equipment installed, including PBX systems, servers and/or routers purchased by Lessee. Lessee will be responsible for repairing all damage caused by the removal of trade materials and repair area in which item was removed to its original condition. Trade fixtures and improvements become the property of the lessor/ landlord on termination.

26. **DAMAGE TO PREMISES:** If, by no fault of Tenant, Premises are totally or partially damaged or destroyed by fire, earthquake, accident or other casualty, Landlord shall have the right to restore the Premises by repair or rebuilding. If Landlord elects to repair or rebuild, and is able to complete such restoration within 90 days from the date of damage, subject to the terms of this paragraph, this agreement shall remain in full force and effect. If Landlord is unable to restore the Premises within this time, or if Landlord elects not to restore, then either Landlord or Tenant may terminate this agreement by giving the other written notice. Rent shall be abated as of the date of damage. The abated amount shall be the current monthly Base Rent prorated on a 30-day basis. If this agreement is not terminated, and the damage is not repaired, then Rent shall be reduced based on the extent to which the damage interferes with Tenant's reasonable use of the Premises. If total or partial destruction or damage occurs as a result of an act of Tenant or Tenant's guest, **(i)** only Landlord shall have the right, at Landlord's sole discretion, within 30 days after such total or partial destruction or damage to treat the lease as terminated by Tenant, and **(ii)** Landlord shall have the right to recover damages from Tenant.
27. **HAZARDOUS MATERIALS:** Tenant shall not use, store, generate, release or dispose of any hazardous material on the Premises or the property of which the Premises are part. However, Tenant is permitted to make use of such materials that are required to be used in the normal course of Tenant's business provided that Tenant complies with all applicable Laws related to the hazardous materials. Tenant is responsible for the cost of removal and remediation, or any clean-up of any contamination caused by Tenant.
28. **CONDEMNATION:** If all or part of the Premises is condemned for public use, either party may terminate this agreement as of the date possession is given to the condemner. All condemnation proceeds, exclusive of those allocated by the condemner to Tenant's relocation costs and trade fixtures, belong to Landlord.
29. **INSURANCE:** Tenant's personal property, fixtures, equipment, inventory and vehicles are not insured by Landlord against loss or damage due to fire, theft, vandalism, rain, water, criminal or negligent acts of others, or any other cause. Tenant is to carry Tenant's own property insurance to protect Tenant from any such loss. In addition, Tenant shall carry (i) liability insurance in an amount of not less than $ 1,000,000 and (ii) property insurance in an amount sufficient to cover the replacement cost of the property if Tenant is responsible for maintenance under **paragraph 18B**. Tenant's insurance shall name Landlord and Landlord's agent as additional insured. Tenant, upon Landlord's request, shall provide Landlord with a certificate of insurance establishing Tenant's compliance. Landlord shall maintain liability insurance insuring Landlord, but not Tenant, in an amount of at least $ 1,000,000 , plus property insurance in an amount sufficient to cover the replacement cost of the property unless Tenant is responsible for maintenance pursuant to **paragraph 18B**. Tenant is advised to carry business interruption insurance in an amount at least sufficient to cover Tenant's complete rental obligation to Landlord. Landlord is advised to obtain a policy of rental loss insurance. Both Landlord and Tenant release each other, and waive their respective rights to subrogation against each other, for loss or damage covered by insurance.
30. **TENANCY STATEMENT (ESTOPPEL CERTIFICATE):** Tenant shall execute and return a tenancy statement (estoppel certificate), delivered to Tenant by Landlord or Landlord's agent, within 3 days after its receipt. The tenancy statement shall acknowledge that this agreement is unmodified and in full force, or in full force as modified, and state the modifications. Failure to comply with this requirement: **(i)** shall be deemed Tenant's acknowledgment that the tenancy statement is true and correct, and may be relied upon by a prospective lender or purchaser; and **(ii)** may be treated by Landlord as a material breach of this agreement. Tenant shall also prepare, execute, and deliver to Landlord any financial statement (which will be held in confidence) reasonably requested by a prospective lender or buyer.
31. **LANDLORD'S TRANSFER:** Tenant agrees that the transferee of Landlord's interest shall be substituted as Landlord under this agreement. Landlord will be released of any further obligation to Tenant regarding the security deposit, only if the security deposit is returned to Tenant upon such transfer, or if the security deposit is actually transferred to the transferee. For all other obligations under this agreement, Landlord is released of any further liability to Tenant, upon Landlord's transfer.
32. **SUBORDINATION:** This agreement shall be subordinate to all existing liens and, at Landlord's option, the lien of any first deed of trust or first mortgage subsequently placed upon the real property of which the Premises are a part, and to any advances made on the security of the Premises, and to all renewals, modifications, consolidations, replacements, and extensions. However, as to the lien of any deed of trust or mortgage entered into after execution of this agreement, Tenant's right to quiet possession of the Premises shall not be disturbed if Tenant is not in default and so long as Tenant pays the Rent and observes and performs all of the provisions of this agreement, unless this agreement is otherwise terminated pursuant to its terms. If any mortgagee, trustee, or ground lessor elects to have this agreement placed in a security position prior to the lien of a mortgage, deed of trust, or ground lease, and gives written notice to Tenant, this agreement shall be deemed prior to that mortgage, deed of trust, or ground lease, or the date of recording.
33. **TENANT REPRESENTATIONS; CREDIT:** Tenant warrants that all statements in Tenant's financial documents and rental application are accurate. Tenant authorizes Landlord and Broker(s) to obtain Tenant's credit report at time of application and periodically during tenancy in connection with approval, modification, or enforcement of this agreement. Landlord may cancel this agreement: **(i)** before occupancy begins, upon disapproval of credit report(s); or **(ii)** at any time, upon discovering that information in Tenant's application is false. A negative credit report reflecting on Tenant's record may be submitted to a credit reporting agency, if Tenant fails to pay Rent or comply with any other obligation under this agreement.
34. **CONSTRUCTION-RELATED ACCESSIBILITY STANDARDS:**
    A. Landlord states that the Premises ☐ have, or ☐ have not been inspected by a Certified Access Specialist (CASp).
    B. **If** the Premises have been inspected by a CASp,
    (1) Landlord states that the Premises ☐ have, or ☐ have not been determined to meet all applicable construction-related accessibility standards pursuant to Civil Code Section 55.53. Landlord shall provide Tenant a copy of the report prepared by the CASp (and, if applicable a copy of the disability access inspection certificate) as specified below.
    (2) ☐ **(i)** Tenant has received a copy of the report at least 48 hours before executing this lease. Tenant has no right to rescind the lease based upon information contained in the report.
    OR ☐ **(ii)** Tenant has received a copy of the report prior to, but no more than, 48 hours before, executing this lease. Based upon information contained in the report, Tenant has 72 hours after execution of this lease to rescind it.
    OR ☐ **(iii)** Tenant has not received a copy of the report prepared by the CASp prior to execution of this lease. Landlord shall provide a copy of the report prepared by the CASp (and, if applicable a copy of the disability access inspection certificate) within 7 days after execution of this lease. Tenant shall have up to 3 days thereafter to rescind the lease based upon information in the report.
    C. If the Premises have not been inspected by a CASp or a certificate was not issued by the CASp who conducted the inspection, "A Certified Access Specialist (CASp) can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the subject premises, the commercial property owner or lessor may not prohibit the lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the premises."

D. Notwithstanding anything to the contrary in **paragraph 17, 18, 19** or elsewhere in the lease, any repairs or modifications necessary to correct violations of construction related accessibility standards to the Premises are the responsibility of the ☒ Tenant, ☐ Landlord, ☐ Other _____ .

35. MEDIATION: Tenant and Landlord agree to mediate any dispute or claim arising between them out of this agreement, or any resulting transaction, before resorting to arbitration or court action, subject to **paragraph 36** below. **Paragraphs 37B** and **C** apply whether or not the arbitration provision is initialed. Mediation fees, if any, shall be divided equally among the parties involved. If for any dispute or claim to which this paragraph applies, any party commences an action without first attempting to resolve the matter through mediation, or refuses to mediate after a request has been made, then that party shall not be entitled to recover attorney fees, even if they would otherwise be available to that party in any such action. THIS MEDIATION PROVISION APPLIES WHETHER OR NOT THE ARBITRATION PROVISION IS INITIALED.

36. ARBITRATION OF DISPUTES:

A. **Tenant and Landlord agree that any dispute or claim in Law or equity arising between them out of this agreement or any resulting transaction, which is not settled through mediation, shall be decided by neutral, binding arbitration, including and subject to paragraphs 37B and C below. The arbitrator shall be a retired judge or justice, or an attorney with at least 5 years of real estate transactional law experience, unless the parties mutually agree to a different arbitrator, who shall render an award in accordance with substantive California Law. In all other respects, the arbitration shall be conducted in accordance with Part III, Title 9 of the California Code of Civil Procedure. Judgment upon the award of the arbitrator(s) may be entered in any court having jurisdiction. The parties shall have the right to discovery in accordance with Code of Civil Procedure §1283.05.**

B. **EXCLUSIONS FROM MEDIATION AND ARBITRATION:** The following matters are excluded from Mediation and Arbitration hereunder: (i) a judicial or non-judicialforeclosureor other action or proceeding to enforce a deed of trust, mortgage, or installment land sale contract as defined in Civil Code §2985; (ii) an unlawful detainer action; (iii) the filing or enforcement of a mechanic's lien; (iv) any matter that is within the jurisdiction of a probate, small claims, or bankruptcy court; and (v) and action for bodily injury or wrongful death, or for latent or patent defects to which Code of Civil Procedure §337.1 or §337.15 applies. The filing of a court action to enable the recording of a notice of pending action, for order of attachment, receivership, injunction, or other provisional remedies, shall not constitute a violation of the mediation and arbitration provisions.

C. **BROKERS:** Tenant and Landlord agree to mediate and arbitrate disputes or claims involving either or both Brokers, provided either or both Brokers shall have agreed to such mediation or arbitration, prior to, or within a reasonable time after the dispute or claim is presented to Brokers. Any election by either or both Brokers to participate in mediation or arbitration shall not result in Brokers being deemed parties to the agreement.

"NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATIONOF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLYINCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY."

"WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION TO NEUTRAL ARBITRATION."

Landlord's Initials _____ / _____ Tenant's Initials _____ / _____

37. JOINT AND INDIVIDUAL OBLIGATIONS: If there is more than one Tenant, each on shall be individually and completely responsible for the performance of all obligations of Tenant under this agreement, jointly with every other Tenant, and individually, whether or not in possession.

38. NOTICE: Notices may be served by mail, email, or courier at the contact information provided in the signature section for Landlord or Tenant, or at any other location subsequently designated and is deemed effective upon personal receipt by either party or their agent.

39. WAIVER: The waiver of any breach shall not be construed as a continuing waiver of the same breach or a waiver of any subsequent breach.

40. INDEMNIFICATION: Tenant shall indemnify, defend and hold Landlord harmless from all claims, disputes, litigation, judgments and attorney fees arising out of Tenant's use of the Premises.

41. OTHER TERMS AND CONDITIONS/SUPPLEMENTS:

This is a Triple Net Lease (NNN). Tenant (lessee) will pay property insurances, all utility bills and common area maintenances expenses. The lease shall have an initial lease term that expires on 02/28/2030. Tenant shall have 2 (two) Five year renewal options. For each option, the base rent will increase by rate of 3% from the previous year's rent. The 3% annual increase in rent will continue during each year for the two options.Repair expenses that are less than $1,500.00 will be the tenant's responsibility. Landlord will be responsible for the expenses past the initial $1,500. The tenant shall be responsible for the cost of maintaining their interior and exterior space.
Tenant shall not use premises for residential or any illegal purposes that are not permitted by their business license.

The following ATTACHED supplements/exhibits are incorporated in this agreement: ☐ Option Agreement (C.A.R. Form OA) _____
Exhibit A

42. ATTORNEY FEES: In any action or proceeding arising out of this agreement, the prevailing party between Landlord and Tenant shall be entitled to reasonable attorney fees and costs from the non-prevailing Landlord or Tenant, except as provided in **paragraph 36**.

43. **ENTIRE CONTRACT:** Time is of the essence. All prior agreements between Landlord and Tenant are incorporated in this agreement, which constitutes the entire contract. It is intended as a final expression of the parties' agreement, and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. The parties further intend that this agreement constitutes the complete and exclusive statement of its terms, and that no extrinsic evidence whatsoever may be introduced in any judicial or other proceeding, if any, involving this agreement. Any provision of this agreement that is held to be invalid shall not affect the validity or enforceability of any other provision in this agreement. This agreement shall be binding upon, and inure to the benefit of, the heirs, assignees and successors to the parties.

44. **BROKERAGE:** Landlord and Tenant shall each pay to Broker(s) the fee agreed to, if any, in a separate written agreement. Neither Tenant nor Landlord has utilized the services of, or for any other reason owes compensation to, a licensed real estate broker (individual or corporate), agent, finder, or other entity, other than as named in this agreement, in connection with any act relating to the Premises, including, but not limited to, inquiries, introductions, consultations, and negotiations leading to this agreement. Tenant and Landlord each agree to indemnify, defend and hold harmless the other, and the Brokers specified herein, and their agents, from and against any costs, expenses, or liability for compensation claimed inconsistent with the warranty and representation in this **paragraph 44**.

45. **AGENCY CONFIRMATION:** The following agency relationships are hereby confirmed for this transaction:
Listing Agent: _____ (Print Firm Name) is the agent of (check one):
☐ the Landlord exclusively; or ☐ both the Tenant and Landlord.
Selling Agent: _____ (Print Firm Name) (if not same as Listing Agent) is the agent of (check one):
☐ the Tenant exclusively; or ☐ the Landlord exclusively; or ☐ both the Tenant and Landlord.
Real Estate Brokers are not parties to the agreement between Tenant and Landlord.

Landlord and Tenant acknowledge and agree that Brokers: (i) do not guarantee the condition of the Premises; (ii) cannot verify representations made by other; (iii) will not verify zoning and land use restrictions; (iv) cannot provide legal or tax advice; (v) will not provide other advice or information that exceeds the knowledge, education or experience required to obtain a real estate license. Furthermore, if Brokers are not also acting as Landlord in this agreement, Brokers: (vi) do not decide what rental rate a Tenant should pay or Landlord should accept; and (vii) do not decide upon the length or other terms of tenancy. Landlord and Tenant agree that they will seek legal, tax, insurance, and other desired assistance from appropriate professionals.

46. **LEGALLY AUTHORIZED SIGNER:** Wherever the signature or initials of the Legally Authorized Signer identified in **paragraphs 48** or **49** appear on this Agreement or any related documents, it shall be deemed to be in a representative capacity for the entity described and not in an individual capacity, unless otherwise indicated. The Legally Authorized Signer **(i)** represents that the entity for which that person is acting already exists and is in good standing to do business in California and **(ii)** shall Deliver to the other Party, upon request, evidence of authority to act in that capacity (such as but not limited to: applicable portion of the trust or Certification Of Trust (Probate Code § 18100.5), letters testamentary, court order, power of attorney, corporate resolution, or formation documents of the business entity).

47. **Tenant agrees to rent the Premises on the above terms and conditions.**
   A. ☐ **ENTITY TENANT: (Note: If this paragraph is completed, a Representative Capacity Signature Disclosure (C.A.R. Form RCSD) is not required for the Legally Authorized Signers designated below.)**
      (1) **Non-Individual (entity) Tenants:** One or more Tenants is a trust, corporation, LLC, probate estate, partnership, holding a power of attorney or other entity.
      (2) **Full entity name:** The followingis the full name of the entity (if a trust, enter the complete trust name; if under probate, enter full name of the estate, including case #): _____
      _____.
      (3) **Contractual Identity of Tenant:** For purposes of this Agreement, when the name described below is used it shall be deemed to be the full entity name.
         (A) If a trust: The trustee(s) of the trust or a simplified trust name (ex. John Doe, co-trustee, Jane Doe, co-trustee or Doe Revocable Family Trust);
         (B) If Property is sold under the jurisdiction of a probate court: The name of the executor or administrator, or a simplified probate name (John Doe, executor, or Estate (or Conservatorship) of John Doe).
      (4) **Legally Authorized Signer:**
         (A) This Agreement is being Signed by a Legally Authorized Signer in a representative capacity and not in an individual capacity. See **paragraph 47** for additional terms.
         (B) The name(s) of the Legally Authorized Signer(s) is/are: _____, _____.
   B. **TENANT SIGNATURE(S):**

(Signature) By, _____ Date: _____
Printed name of Tenant: Acting on behalf of Community Action Partnership of Kern
☐ Printed Name of Legally Authorized Signer: _____ Title, if applicable, _____
Address 1300 18th St, Suite 200 City Bakersfield State CA Zip 93301
Telephone _____ Text _____ E-mail _____

(Signature) By, _____ Date: _____
Printed name of Tenant: Acting on behalf of Community Action Partnership of Kern
☐ Printed Name of Legally Authorized Signer: _____ Title, if applicable, _____
Address _____ City _____ State _____ Zip _____
Telephone _____ Text _____ E-mail _____
☐ IF MORE THAN TWO SIGNERS, USE Additional Signa ure Adde dum (C.A.R. Form ASA).

☐ **GUARANTEE:** In consideration of the execution of this Agreement by and between Landlord and Tenant and for valuable consideration, receipt of which is hereby acknowledged, the undersigned ("Guarantor") does hereby: **(i)** guarantee unconditionally Landlord and Landlord's agents, successors and assigns, the prompt payment of Rent or other sums that become due pursuant to this Agreement, including any and all court costs and attorney fees included in enforcing the Agreement; **(ii)** consent to any changes, modifications or alterations of any term in this Agreement agreed to by Landlord and Tenant; and **(iii)** waive any right to require Landlord and/or Landlord's agents to proceed against Tenant for any default occurring under this Agreement before seeking to enforce this Guarantee.

Guarantor (Print Name) _____
Guarantor _____ Date _____
Address _____ City _____ State _____ Zip _____
Telephone _____ E-mail _____

48. Landlord agrees to rent the Premises on the above terms and conditions:

A. ☐ **ENTITY LANDLORD: (Note: If this paragraph is completed, a Representative Capacity Signature Disclosure (C.A.R. Form RCSD) is not required for the Legally Authorized Signers designated below.)**

(1) **Non-Individual (entity) Landlords:** One or more Landlords is a trust, corporation, LLC, probate estate, partnership, holding a power of attorney or other entity.

(2) **Full entity name:** The followingis the full name of the entity (if a trust, enter the complete trust name; if under probate, enter full name of the estate, including case #): _____
_____.

(3) **Contractual Identity of Landlord:** For purposes of this Agreement, when the name described below is used it shall be deemed to be the full entity name.
(A) If a trust: The trustee(s) of the trust or a simplified trust name (ex. John Doe, co-trustee, Jane Doe, co-trustee or Doe Revocable Family Trust);
(B) If Property is sold under the jurisdiction of a probate court: The name of the executor or administrator, or a simplified probate name (John Doe, executor, or Estate (or Conservatorship) of John Doe).

(4) **Legally Authorized Signer:**
(A) This Agreement is being Signed by a Legally Authorized Signer in a representative capacity and not for him/herself as an individual. See **paragraph 47** for additional terms.
(B) The name(s) of the Legally Authorized Signer(s) is/are: _____, _____.

B. LANDLORD SIGNATURE(S):

(Signature) By, _____ Date: _____
Printed name of Landlord: Parampal Singh (Trustee)
☐ Printed Name of Legally Authorized Signer: _____ Title, if applicable, _____
Address 8484 Willow Pl City Newark State CA Zip 94560
Telephone _____ Text _____ E-mail _____

(Signature) By, _____ Date: _____
Printed name of Landlord: Surinder Kaur (Trustee)
☐ Printed Name of Legally Authorized Signer: _____ Title, if applicable, _____
Address 8484 Willow Pl City Newark State CA Zip 94560
Telephone _____ Text _____ E-mail _____

☐ IF MORE THAN TWO SIGNERS, USE Additional Signature Addendum (C.A.R. Form ASA).

Agency relationships are confirmed as above. Real estate brokers who are not also Landlords in this agreement are not a party to the agreement between Landlord and Tenant.

Real Estate Broker (Tenant Brokerage Firm) _____ Lic. # _____
By (Agent) _____ Lic. # _____ Date _____

Address _____ City _____ State _____ Zip _____
Telephone _____ Fax _____ E-mail _____

Landlord's Initials _____ / _____ Tenant's Initials _____ / _____

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EQUAL HOUSING OPPORTUNITY

Exhibit A: 3% Annum Rent Increase Calculation
115 S Powers Ave, Manteca, CA

Year(s)	Date	Rent
1	3/1/2025	$6,335.00
2	3/1/2026	$6,525.05
3	3/1/2027	$6,720.80
4	3/1/2028	$6,922.42
5	3/1/2029	$7,130.09
6	3/1/2030	$7,344.00
7	3/1/2031	$7,564.32
8	3/1/2032	$7,791.25
9	3/1/2033	$8,024.98
10	3/1/2034	$8,265.73

3/1/2025	76020
3/1/2026	78300.6
3/1/2027	80649.6
3/1/2028	83069.04
3/1/2029	85561.08
1st Term	403600.32
3/1/2030	88128
3/1/2031	90771.84
3/1/2032	93495
3/1/2033	96299.76
3/1/2034	99188.76
2nd Term	467883.36

Landlord's Initials_____ / Tenant's Initials_____

MEMORANDUM

To: Board of Directors

From: Jerry Meade, Assistant Director ~ Program

Date: February 26, 2025

Subject: *Agenda Item IV(h):* 2024-25 Head Start / Early Head Start Budget Revision – **Action Item**

As we approach the end of the 2024-2025 fiscal year, the Head Start and State Child Development division is requesting approval to submit a budget revision to the Office of Head Start. Through ongoing monitoring of the budget to actuals, the decision to reallocate funding by major category is needed to align with actual expenditures and to reallocate funding to projects that will fully obligate the funding for the current fiscal year. Program staff, in partnership with the Finance division, have identified savings in the personnel and fringe categories that will be moved to Equipment, Supplies, Construction, and the Other categories. We attribute the necessary adjustments to staff vacancies experienced throughout 2024 as well as expenses related to the move to the new CAPK Administrative Offices.

Within this budget revision, staff are proposing to reallocate funding to support facility projects as identified in our deferred maintenance plan. These additional funds depicted in the Equipment, Supplies, and Other categories in the attached budget detail will assist with Maintenance Vehicles, Shade Structures, Fencing, Facility Painting, and other minor renovations and repair needs within the program. The budget detail includes additional funding in the Construction line item to support additional expenses for the Barnett House in Stockton, as well as the purchase of a facility in San Joaquin County. The new facility is needed to support the reduction of current expenditures on leased properties while building infrastructure in the county for our future success.

This budget revision will support the need to carry over funding from the current fiscal period to the next. The projects identified will be prioritized and then be included in a carryover request to be brough to the Board in the Spring, closer to our final close out of the current fiscal year.

These projects support CAPK's goal in promoting educational opportunities that enrich the lives of children and their families though our high-quality facilities.

Recommendation

Staff recommends the Board of Directors approve with resolution the submission of the 2024-2025 HS/EHS Budget Revision (09CH012489).

Attachments:

Resolution 2025-03

Budget Detail

RESOLUTION # 2025-03

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Budget Revision of Head Start and Early Head Start Grant

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Bakersfield, CA 93301, met on February 26, 2025, at a scheduled Board meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of "Helping People, Changing Lives' in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the Head Start and State Child Development Division has requested to submit an Budget Revision for the Head Start / Early Head Start Kern (09CH012489), for budget year 2024-2025; and

WHEREAS, the Head Start and State Child Development Division has requested to submit an budget revision to support vehicle and facility purchases as well as general maintenance/repair and construction projects; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Head Start and Early Head Start contract; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the budget revision as presented including equipment purchases for the Head Start and Early Head Start grant; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the submission the 2024-2025 budget revision for the Head Start and Early Head Start grant.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 26th day of February 2025.

Maritza Jimenez, Chair
CAPK Board of Directors

Date

2024-2025 Head Start / Early Head Start Budget Revision #3

Budget Detail

	Original		Budget Revision #3		Difference		Comments
	Head Start Base	EHS Total Combined	Head Start Base	EHS Total Combined	Head Start Base	EHS Total Combined	
SUMMARY LINE ITEM BUDGET - BASE GRANT							
a. PERSONNEL (6a)	**7,789,945**	**12,396,888**	**8,264,804**	**10,621,762**	**474,859**	**(1,775,126)**	Adjusted to match actual expenditure
b. FRINGE BENEFITS (6b)	**2,534,192**	**3,803,667**	**2,534,192**	**3,490,644**	**-**	**(313,023)**	Fringe Savings
1. FICA, State Disability, Unemployment, Workers Compensation	984,178	1,511,317	984,178	1,287,050	-	(224,267)	
2. Health/Dental/Life Insurance	1,157,382	1,670,377	1,157,382	1,670,377	-	-	
3. Retirement	389,497	619,844	389,497	531,088	-	(88,756)	
4. Other Fringe	3,135	2,129	3,135	2,129	-	-	
c. TRAVEL (6c)	**55,000**	**45,000**	**55,000**	**70,000**	**-**	**25,000**	Additional Travel to SJC
d.Equipment (Object Class 6d)	**-**	**-**	**-**	**180,000**	**-**	**180,000**	
2.0 Classroon / Outdoor / Home Base / FCC	-	-	-	120,000	-	120,000	Shade Structures (2)
3. Vehicle Purchase	-	-	-	60,000	-	60,000	Maintenance Van SJC
e. SUPPLIES (6e)	**535,017**	**751,602**	**535,017**	**831,842**	**-**	**80,240**	
1. Office	108,414	52,986	108,414	133,226	-	80,240	
2. Child & Family Services	338,269	615,158	338,269	750,158	-	135,000	Classroom Furnishings, Materials, Outdoor
3. Food Services	-	6,500	-	6,500	-	-	
4. Other	88,334	76,958	88,334	76,958	-	-	
g. CONSTRUCTION (6g)	**-**	**-**	**56,947**	**1,041,885**	**56,947**	**1,041,885**	
3. Acquisition of Buildings / Modular Units	-	-	56,947	1,041,885	56,947	1,041,885	Acquisition for replacement facility in SJC
f. CONTRACTUAL (6f)	**186,280**	**1,001,244**	**186,280**	**713,962**	**-**	**(287,282)**	
1. Administrative Services	50,000	50,000	50,000	50,000	-	-	
5. Training & Technical Assistance	-	-	-	-	-	-	
8. Other	136,280	951,244	136,280	663,962	-	(287,282)	Decrease based on actual
					-	-	
h. OTHER (6h)	**4,417,992**	**2,518,573**	**3,923,593**	**3,664,128**	**(494,399)**	**1,145,555**	
2. Rent	742,622	473,581	742,622	473,581	-	-	
3. Mortgage	-	-	-	-	-	-	
4. Utilities	735,000	531,000	735,000	531,000	-	-	
5. Building & Child Liability Insurance	68,000	39,000	68,000	39,000	-	-	
6. Maintenance, Repair, Other Occupancy	1,458,220	391,816	963,821	1,647,371	(494,399)	1,255,555	Increased for facility
8. Local Travel	-	-	-	-	-	-	
9. Nutrition Services	984,003	780,676	984,003	670,676	-	(110,000)	Decrease based on actual
10. Child Services Consultants	59,450	16,300	59,450	16,300	-	-	
11. Volunteers	3,702	1,235	3,702	1,235	-	-	
13. Parent Services	10,560	5,745	10,560	5,745	-	-	
15. Publications/Advertising/Printing	68,625	41,125	68,625	41,125	-	-	
16. Training or Staff Development	-	-	-	-	-	-	
17. Other	287,810	238,095	287,810	238,095	-	-	
INDIRECT	**1,533,409**	**2,001,083**	**1,496,002**	**1,903,834**	**(37,407)**	**(97,249)**	Modified Indirect
TOTAL	**17,051,835**	**22,518,057**	**17,051,835**	**22,518,057**	**-**	**-**	
			-	-			

MEMORANDUM

To: Budget & Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: February 19, 2025

Subject: *Agenda Item 4b:* Annual Budget for Fiscal Year 2025/2026 - **Action Item**

The 2025/2026 annual budget was presented as an information item during the January 2025 Budget and Finance Committee Meeting for review and discussion. Accordingly, 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.

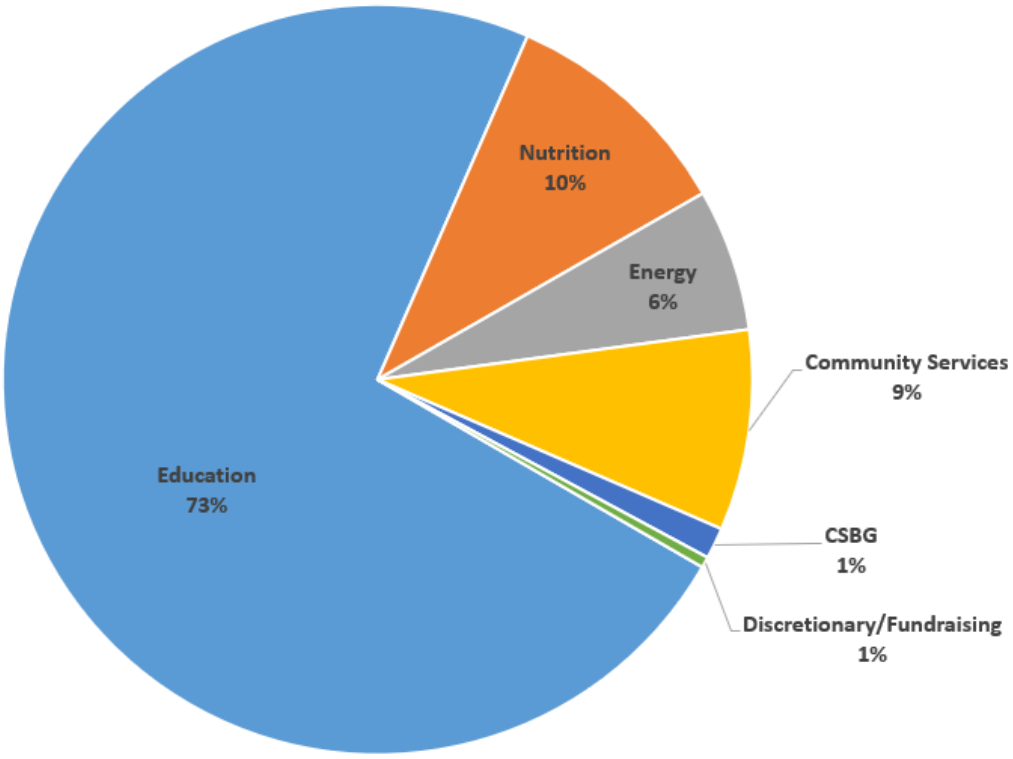
The Indirect budget of $10,831,963 for the five support divisions: Executive, Human Resources, Finance, Operations, and Community Development Administration is 7.8% greater than the prior year. The Indirect Budget reflects projected costs for additional staff in each component of the five support divisions 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. 76.4% of the Indirect budget is for personnel costs and 23.6% is for operating costs. Attached is a comparison of the Indirect budget for five years.

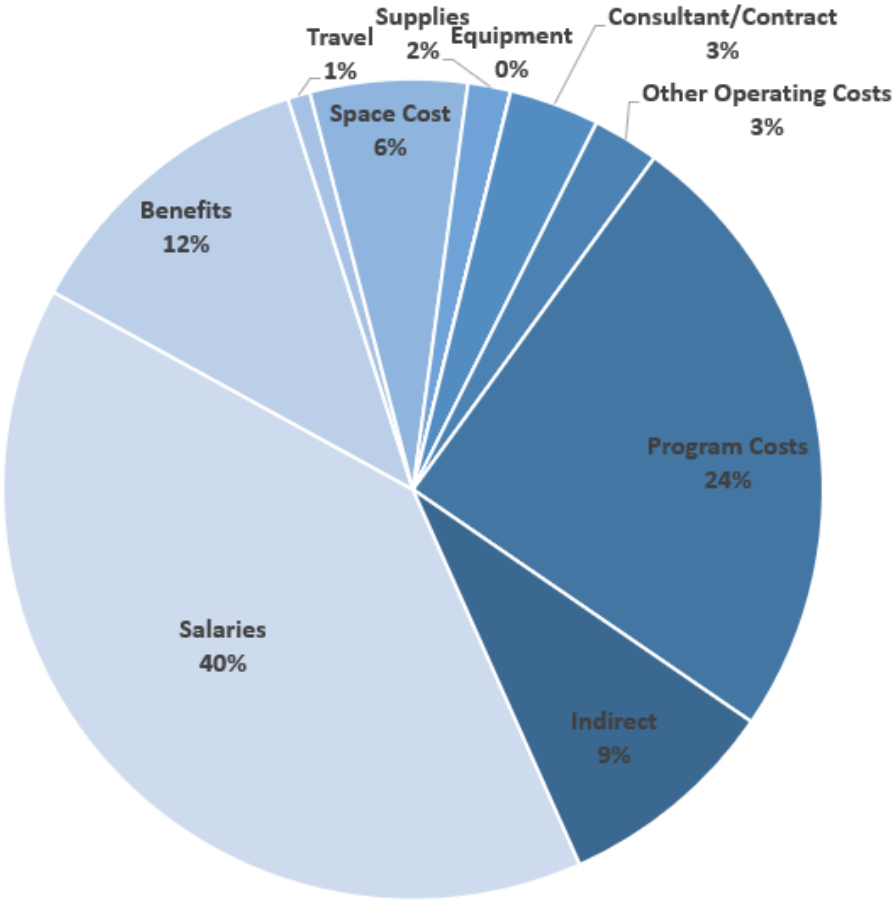
Recommendation:

Staff recommends that the Budget and Finance Committee approve the annual budget for 2025/2026.

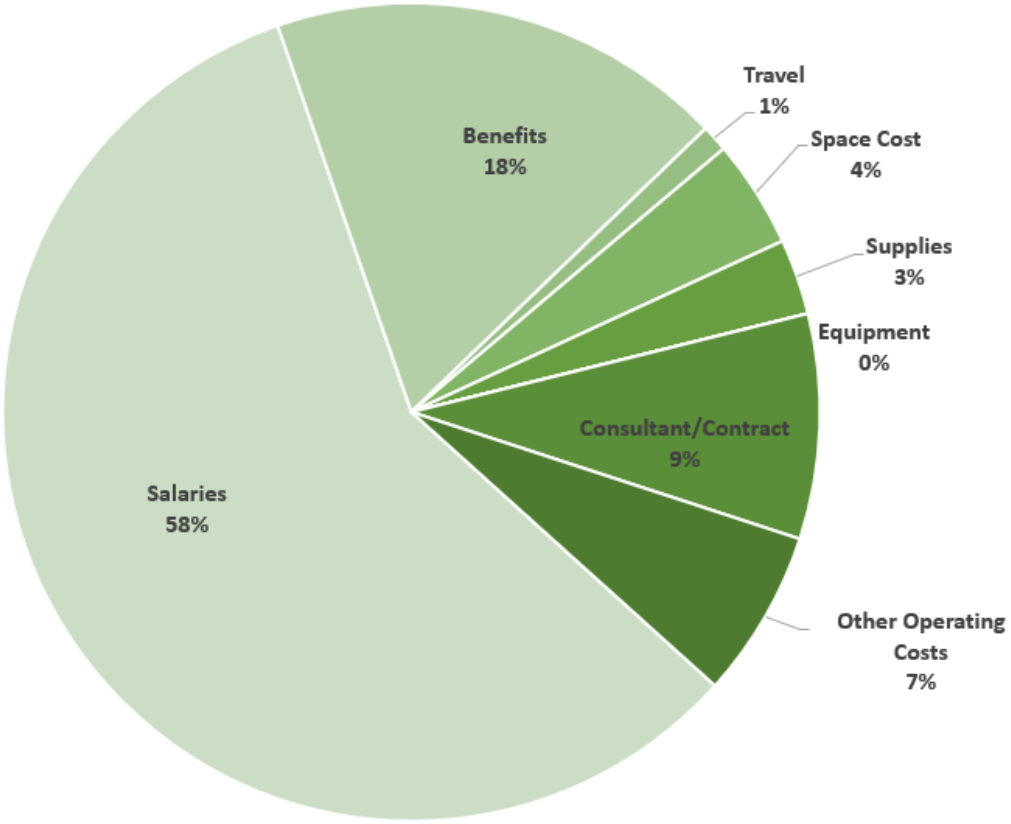
Attachments:
(1) Annual Budget for FY 2025/26
(2) Indirect Budget Comparison for Five Years

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	6,290,989
Benefits	11,690,857	1,666,602	966,559	1,347,365	259,901	103,943	16,035,227	1,979,773
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**	**$ 10,831,963**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (519,727)**	**$ (519,727)**	**$ 805,077**

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	$ (7,702,867)	$ (2,920,158)	$ 929,443	$ 1,417,995	$ -	$ -	$ (8,275,587)	$ -
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	75,465
Donations	-	153,073	-	-	-	(2,486)	150,587	-
Total Revenue	**$ (8,017,527)**	**$ (2,491,425)**	**$ 1,339,888**	**$ 1,710,715**	**$ -**	**$ (5,973)**	**$ (7,464,322)**	**$ 75,465**
Expenditures								
Salaries	2,617,424	86,626	685,238	340,241	(27,102)	103,596	3,806,023	991,560
Benefits	601,390	125,782	264,135	161,901	4,650	39,078	1,196,936	481,670
Travel	151,070	(2,340)	5,650	138	4,105	15,300	173,923	(45,050)
Space Cost	(7,499,117)	(1,039,733)	15,000	1,665,594	12,130	(1,002,981)	(7,849,107)	(211,612)
Supplies	(913,579)	(947,819)	11,000	(261,725)	4,216	-	(2,107,907)	(147,286)
Equipment	(674,100)	-	(174,425)	(67,979)	-	-	(916,504)	(325,155)
Consultant/Contract	29,500	303,994	262,274	(373,428)	(5,000)	(6,000)	211,340	(109,500)
Other Operating Costs	(1,003,400)	163,169	58,355	102,581	7,000	6,685	(665,610)	(207,465)
Program Costs	(1,384,316)	(996,211)	75,000	83,564	-	-	(2,221,963)	-
Depreciation	5,600	-	-	-	-	-	5,600	126,000
Indirect	52,001	(184,893)	137,661	59,828	1	10,867	75,465	-
Total Expenditures	**$ (8,017,527)**	**$ (2,491,425)**	**$ 1,339,888**	**$ 1,710,715**	**$ -**	**$ (833,455)**	**$ (8,291,804)**	**$ 553,162**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 827,482**	**$ 827,482**	**$ (477,697)**

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	$ 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 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

	Human Resources	Operations	Executive	Finance	Community Development	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -		**$ -**
Other Government Revenue	-	-	-	-		**-**
Private Revenue	-	-	-	-		**-**
Other Revenue	-	-	-	-		**11,637,040**
Donations	-	-	-	-		**-**
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**		**$ 11,637,040**
Expenditures						
Salaries	927,858	2,026,037	444,339	2,075,929	816,826	**6,290,989**
Benefits	324,750	662,746	137,745	584,979	269,553	**1,979,773**
Travel	9,000	25,500	40,000	25,500	13,200	**113,200**
Space Cost	-	251,000	-	7,000	-	**258,000**
Supplies	87,000	115,000	17,500	40,000	61,986	**321,486**
Equipment	-	-	-	-	-	**-**
Consultant/Contract	103,500	225,000	10,000	523,000	93,000	**954,500**
Other Operating Costs	83,630	363,430	99,900	44,050	122,005	**713,015**
Program Costs	-	-	-	-		**-**
Depreciation	-	201,000	-	-		**201,000**
Indirect	-	-	-	-		**-**
Total Expenditures	**$ 1,535,738**	**$ 3,869,713**	**$ 749,484**	**$ 3,300,458**	**$ 1,376,570**	**$ 10,831,963**
Gain/(Loss)						**$ 805,077**
Benefit Rate	35.0%	32.7%	31.0%	28.2%	33.0%	**31.5%**

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	6,290,989	18.4%
Benefits	875,486	931,312	982,302	1,216,557	1,498,103	1,979,773	32.2%
Benefit Rate	*24.3%*	*23.4%*	*22.6%*	*26.0%*	*28.2%*	*31.5%*	
Total Personnel Costs	$ 4,477,468	$ 4,914,456	$ 5,324,514	$ 5,901,290	$ 6,810,482	$ 8,270,762	21.4%
	71.2%	*71.9%*	*70.0%*	*68.1%*	*67.8%*	*76.4%*	
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%*	*23.6%*	
Total Expenditures	$ 6,289,584	$ 6,838,126	$ 7,605,471	$ 8,669,690	$ 10,045,801	$ 10,831,963	7.8%
Excess Indirect Revenue	$ 572,765	$ 632,984	$ 312,018	$ 1,437,726	$ 784,684	$ 805,077	2.6%

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	1,376,570	18.5%
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	$ 10,831,963	7.8%

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%

BUDGET AND FINANCE COMMITTEE

FEBRUARY 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				
12/31/24	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 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	$ 1,916.67	9.18%

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 DECEMBER 31, 2024

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(219,419.39)
HEAD START/EARLY HEAD START	3,844,279.25
SUBTOTAL	**3,624,859.86**
GENERAL CHILD CARE	65,547.76
MIGRANT A/P	12,346,520.55
Child Development Reserve Fund No. 1	429,956.46
Child Development Reserve Fund No. 2	(7,962.35)
MIGRANT CHILD CARE	165,974.50
MIGRANT SPECIALIZED SERVICES	(9,907.33)
SAN JOAQUIN COE GENERAL CHILD CARE	(136,944.20)
CACFP - San Joaquin	(30,230.74)
STATE PRESCHOOL	1,699,764.83
SUBTOTAL	**14,522,719.48**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	252,541.17
EF&S	25,337.60
EFAP	27,448.15
HUD CPF Food Bank Expansion	0.00
FEEDING AMERICA SERVICE INSIGHTS	(6,431.76)
FOOD BANK	(101,925.90)
FOOD BANK EXPANSION	(50,569.57)
FOOD BANK CAPACITY PROGRAM	(285,638.57)
FOOD BANK - STATE	(756,239.52)
WONDERFUL FOOD BANK EXPANSION	1,699.83
WONDERFUL FOUNDATION	16,121.97
CDFA Healthy Refrigeration Grant Program (HRGP)	(54,213.64)
SUBTOTAL	**(931,870.24)**
ENERGY	(228,618.43)
LIHEAP	(1,778,686.30)
DOE	(7,279.18)
LIWHAP	(694.50)
PG&E	(15,720.99)
PG&E Arrears Case Management Program	672,025.93
TRANSFER NEGATIVE BALANCE	1,358,973.47
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
CSBG	(145,349.25)
WIC	(860,120.58)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(203,991.47)
NEOPB CAL FRESH HEALTHY LIVING	(287,417.80)
IRS - VITA	(51,810.02)
HUD-COORDINATED ENTRY SYSTEM	(59,657.42)
CAL FRESH	(25,106.16)
CSBG - DISCRETIONARY	(26,000.00)
UW Stanislaus 211 Rental Assistance	(106.53)
CalCAPA-Diaper Distribution Pilot	(7,193.56)
County of Kern CERI Public Health	(5,000.00)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(90,004.54)
KCCD CERF REGIONAL CONVENOR	(25,727.74)
KCCD CWDB High Road Training Partnership	12,491.87
City of Bakersfield - FHCC Sports Field	(19,688.00)
CALEITC	(63,141.28)
City of Bkfd-Cal VIP Outreach	(38,860.80)
CITY OF BAKERSFIELD CAL VIP	(32,276.42)
Child Care Facilities	114,084.68
HOME VISIT INITIATIVE (CO OF KERN)	(11,608.19)
POSITIVE YOUTH DEV SVC	(12,106.65)
POSITIVE YOUTH M	(1,319.65)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(561,148.71)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(106,984.08)
ARG III - Warm Handoff	(162,936.62)
DIFFERENTIAL RESPONSE	(1.12)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(43,020.16)
FIRST 5 HELP ME GROW	(30,137.65)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(38,166.61)
FIRST 5 KERN 211	(30,616.36)
BKRHC-Encampment Resolution	(13,348.41)
County of Kern - PPSA COVID-19	(398.64)
County of Kern - 211	(45.66)
Day 1 Families Housing Support	(18,666.20)
Kaiser	(2,140.63)
Kaiser 211 Kern	164,533.03
Kaiser - Food Locker Pilot	60,000.00
UNITED WAY 211	981.55
Sustain Our Future - East Kern	100,000.00
SCE - 211 Access PSPS	(46,155.30)
WELLS FARGO FOUNDATION	46,933.12
GENERAL FUND	(47,632.63)
DISCRETIONARY FUND	2,666,200.61
SHAFTER YOUTH CENTER	59,151.12
FRIENDSHIP HOUSE	10,377.11
EAST KERN FAMILY RESOURCE CENTER	36,567.25
OASIS FAMILY RESOURCE CENTER	40,653.28
211	(37,870.09)
M ST NAVIGATION CENTER	18,759.62
TAX ASSISTANCE	23,464.68
CALAIM HOMELESS PREVENTION SERVICES	383,398.10
CalAIM East Kern Family Resource Center	123,621.93
CAPK FOUNDATION	(85,709.47)
INDIRECT FUND	908,751.82
COST POOLS	576,341.60
LESS: ENERGY NEGATIVE BALANCE	(1,358,973.47)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**795,873.50**
TOTAL OPERATING CASH	18,011,582.60

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
December 31, 2024

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 12/31/24		18,597,989.97
LESS: OUTSTANDING CHECKS	594,742.01	
ADJUSTED BANK BALANCE AT 12/31/24		18,003,247.96
GENERAL LEDGER BALANCE AT 11/30/24		19,579,213.73
ADD: DEPOSITS	3,889,954.36	
US TREAS DRAWDOWNS	7,040,366.81	
FUNDS FROM OTHER GRANTS	964,269.90	
TRANSFERS FROM RESTRICTED ACCOUNTS	-	
ADP /HEALTH EQUITY REFUND	0.50	
REIMBURSEMENT OF ALTERED PAYEE	7,307.17	
LESS: CHECKS	3,752,816.80	
ADP PAYROLL 12/13/24	2,151,939.55	
ADP PAYROLL 12/27/2024	2,212,598.32	
EFTS FOR HRA/HSA/ STD/403B	261,493.29	
REC LOAN PRINCIPAL/INT EXPENSES	-	
TRANSFERS TO RESTRICTED ACCOUNTS		
CREDIT CARD	45,219.01	
BANK FEES	1,916.67	
ACH VOUCHERS	5,051,880.87	
GENERAL LEDGER BALANCE AT 12/31/24		18,003,247.96
	DIFFERENCE:	-

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 01/03/2025

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 01/03/2025

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2024

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**12/31/24**		**2.61**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**12/31/24**		**2.61**

BALANCE PER G/L	**11/30/24**		**7,651.46**
ADD: DEPOSITS		0.00	
INTEREST		2.61	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS		7,651.46	
BALANCE PER G/L	**12/31/24**		**2.61**

DIFFERENCE: 0.00

PREPARED BY: YOLANDA NUNEZ TITLE: Accountant DATE: 01/03/25

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 01/03/2025

Naomi Ibarra

01/03/2025

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #2
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2024

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	**12/31/24**		**33.52**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**12/31/24**		**33.52**

BALANCE PER G/L	**11/30/24**		**98,262.43**
ADD: DEPOSITS		0.00	
INTEREST		33.52	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS		98,262.43	
BALANCE PER G/L	**12/31/24**		**33.52**

DIFFERENCE: (0.00)

PREPARED BY: YOLANDA NUNEZ TITLE: Accountant DATE: 01/03/25

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 01/03/2025

Naomi Abarra

01/03/2025

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2024

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**12/31/24**		**0.10**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**12/31/24**		**0.10**

BALANCE PER G/L	**11/30/24**		**294.01**
ADD: DEPOSITS		0.00	
INTEREST		0.10	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS		294.01	
BALANCE PER G/L	**12/31/24**		**0.10**

** 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: Yolanda Nunez TITLE: Accountant DATE: 01/03/25

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 01/03/2025

Naomi Ibarra

01/03/2025

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2024

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**12/31/24**		**860.89**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**12/31/24**		**860.89**

BALANCE PER GENERAL LEDGER	**11/30/24**		**2,524,479.36**
ADD:	DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
	WIRE TRANSFER	0.00	
	PAYPAL DEPOSIT	0.00	
	INTEREST	860.89	
LESS:	APPLIED MERCHANT DEBITS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	0.00	
	BANKCARD FEES	182.45	
	CASH CONCENTRATION FEE	0.00	
	FUND TRANSFER TO CITIZENS BUSINESS	2,524,296.91	
		0.00	
BALANCE PER GENERAL LEDGER:	**12/31/24**		**860.89**

** 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: YOLANDA NUNEZ TITLE: Accountant DATE: 01/03/25

APPROVED BY: Tracy Webster TITLE: Chief Financial Officer DATE: 01/03/2025

Naomi Ibarra

01/03/2025

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2024

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**12/31/24**		**377.66**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**12/31/24**		**377.66**

BALANCE PER G/L	**11/30/24**		**1,107,391.71**
ADD: DEPOSITS		0.00	
INTEREST		377.66	
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 CITIZENS BUSINESS		1,107,391.71	
BALANCE PER G/L	**12/31/24**		**377.66**
		DIFFERENCE:	0.00

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

PREPARED BY: YOLANDA NUNEZ TITLE: Accountant DATE: 01/03/25

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 01/03/2025

Naomi Ibarra

01/03/2025

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2024

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

ACCOUNT NO.: XXXXX-X7297

BANK BALANCE ENDING:	**12/31/24**		**1,065.47**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**12/31/24**		**1,065.47**
BALANCE PER G/L	**11/30/24**		**2,940,396.22**
ADD: DEPOSITS		0.00	
INTEREST		1,065.47	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS		2,940,396.22	
BALANCE PER G/L	**12/31/24**		**1,065.47**
		DIFFERENCE:	0.00

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 01/03/25

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 01/03/2025

Naomi Ibarra 01/03/2025

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

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	1,801.38
Gloria Barbero	Administrator - EHS San Joaquin	575.89
Yolanda Gonzales	Director of Head Start/State Child Development Programs	2,547.90
Freddy Hernandez	Director of Youth and Community Services	5,631.09
Louis Gill	Chief Program Officer	1,089.07
Lisa McGranahan	Director of Human Resources	1,370.23
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	3,772.29
Pritika Ram	Chief Business Development Officer	13,623.10
Jeremy Tobias	Chief Executive Officer	5,903.27
Emilio Wagner	Chief Facilities and Technology Officer	2,601.18
Tracy Webster	Chief Financial Officer	5,342.79
Rebecca Moreno	Director of Housing Support Services	1,513.83
Susana Magana	Director of Nutrition Services	5,005.55
	Total	$ 50,777.57

WELLS FARGO

Reporting Period : 11/30/2024 - 12/31/2024

Statement Summary

Name	Capk Ap	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	**Currency**	US Dollar
Reporting Period	11/30/2024 - 12/31/2024		

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 : 11/30/2024 - 12/31/2024

Statement Summary

Name	Catherine Anspach	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	**Currency**	US Dollar
Reporting Period	11/30/2024 - 12/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	12/3/2024	12/5/2024	Gg *greater Bakersfiel 503-5970395, CA				30.00
	Mixer Event for Chamber. Tickets for Foundation team.						
2	12/8/2024	12/9/2024	Walgreens #6756 Bakersfield, CA				12.15
	Photos for a sponsorship recognition.						
3	12/8/2024	12/10/2024	Dewars Candy Shop Bakersfield, CA				440.81
	Dewar's Chews for Foundation Board						
4	12/9/2024	12/10/2024	Dollar Tree Bakersfield, CA				35.18
	Shipping items- End of the year gifts for donors.						
5	12/10/2024	12/12/2024	Office Depot #952 Bakersfield, CA				16.41
	Shipping tape needed to send out thank you gifts.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	12/12/2024	12/13/2024	1-800-Flowers.Com,inc. 800-468-1141, NY				83.33
	End of the year gift for large donor. Kern Health Systems.						
7	12/12/2024	12/13/2024	Usps Po 0504720502 Bakersfield, CA				112.20
	Shipping for 12 different thank you gifts.						
8	12/12/2024	12/13/2024	1-800-Flowers.Com,inc. 800-468-1141, NY				87.65
	End of the year gift for large donor. First 5 Kern						
9	12/12/2024	12/13/2024	1-800-Flowers.Com,inc. 800-468-1141, NY				84.29
	End of the year gift for large donor. The Wonderful Company						
10	12/12/2024	12/13/2024	1-800-Flowers.Com,inc. 800-468-1141, NY				83.33
	End of the year gift for large donor. Colombo Construction.						
11	12/12/2024	12/13/2024	1-800-Flowers.Com,inc. 800-468-1141, NY				83.33
	End of the year gift for large donor. Adventist Health						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	12/12/2024	12/13/2024	1-800-Flowers.Com,inc. 800-468-1141, NY				84.87
	End of the year gift for large donor. AES.						
13	12/12/2024	12/13/2024	1-800-Flowers.Com,inc. 800-468-1141, NY				87.65
	End of the year gift for large donor. PG & E.						
14	12/12/2024	12/16/2024	Postnet Ca 187 Bakersfield, CA				40.03
	Shipping boxes.						
15	12/17/2024	12/18/2024	Amazon Mktpl Amzn.Com/Bill, WA				272.70
	Grocery Bags for EKFRC Christmas food distribution.						
16	12/19/2024	12/20/2024	Wal-Mart #1624 Bakersfield, CA				187.45
	Playing Cards for SYC and FHCC. (Donated from Tri-Counties)						
17	12/23/2024	12/26/2024	Par*maya Cinemas - Bakers Bakersfield, CA				60.00
	Huggy Hearts Campaign Tickets						

Transaction Count: 17

Total: 1,801.38

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/30/2024 - 12/31/2024

Statement Summary

Name	Gloria Barbero	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	**Currency**	US Dollar
Reporting Period	11/30/2024 - 12/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	12/19/2024	12/23/2024	Safeway #1769 Stockton, CA				52.69
	Items purchased for Administration Team Building Staff Development Day 12/20/24.						
2	12/20/2024	12/23/2024	Angelinas Stockton, CA				523.20
	Administration Team Building Staff Development Day 12/20/24.						

Transaction Count: 2

Total: 575.89

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/30/2024 - 12/31/2024

Statement Summary

Name	Yolanda Gonzales	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	**Currency**	US Dollar
Reporting Period	11/30/2024 - 12/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	12/2/2024	12/3/2024	Smore.Com - Educator Smore.Com, PA				99.00
	Smore Membership Renewal for Director- Yolanda Gonzales 108000@31%= $30.69/109000@56%=$55.44/117000@13%=$12.87						
2	12/2/2024	12/3/2024	Smore.Com - Educator Www.Smore.Com, PA				99.00
	Smore membership renewal for Program Services Administrator Esperanza Contreras. 987000@100%=$99.00						
3	12/19/2024	12/20/2024	Color Me Mine Bakersfie 661-6647366, CA				411.40
	Color Me Mine Wellness Wonderland Meeting for the HS Leadership team on 12/19/24- 108000@36%=$148.10/10900@64%=$263.30						
4	12/19/2024	12/23/2024	Tokyo Garden, Inc. Bakersfield, CA				390.11
	Tokyo Garden- Lunch Provided for the HS Leadership Wellness Wonderland Meeting on 12/19/24. 108000@36%=$140.44/109000@64%=$249.67						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	12/23/2024	12/26/2024	Blvd 661-873-4477, CA				1,548.39

Blvd- Enrollment and Attendance Staff Development Meeting/Lunch on 12/23/24.
108000@36%=$557.42/109000@64%=$990.97

Transaction Count: 5

Total: 2,547.90

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/30/2024 - 12/31/2024

Statement Summary

Name	Freddy Hernandez	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	**Currency**	US Dollar
Reporting Period	11/30/2024 - 12/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	12/3/2024	12/4/2024	Pizza Perfection Bakersfield, CA				50.00
	Deposit for Vita Staff Development Day. Amount was reduced after complete purchase on Staff Development Day. Total was $185-$50 = $150.86. .						
2	12/5/2024	12/9/2024	Walmart.Com 8009256278 800-966-6546, AR				233.82
	Walmart.com - Purchase of Mountain Bike for Friendship House; email justification attached. 6305 - 531 - 067 - 120 - 000 - 00 - 4 - 1						
3	12/5/2024	12/9/2024	Walmart.Com 8009256278 800-966-6546, AR				233.82
	Walmart.com - Purchase of Mountain Bike for Friendship House; email justification attached. 6305 - 531 - 067 - 120 - 000 - 00 - 4 - 1						
4	12/5/2024	12/9/2024	Walmart.Com 8009256278 800-966-6546, AR				116.91
	Walmart.com - Purchase of Mountain Bike for Friendship House; email justification attached. 6305 - 531 - 067 - 120 - 000 - 00 - 4 - 1						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	12/6/2024	12/9/2024	Sq *too Fat Sandwiches-18 Gosq.Com, CA				556.54
	Too Fat Sandwiches - Purchase of lunch provided for VITA Training 6675 - 545 - 000 - 120 - 000 - 00 - 4 - 1						
6	12/6/2024	12/9/2024	Walmart.Com 800-925-6278, AR				116.91
	Walmart.com - Purchase of Mountain Bike for Friendship House; email justification attached. 6305 - 531 - 067 - 120 - 000 - 00 - 4 - 1						
7	12/9/2024	12/10/2024	Walmart.Com 800-925-6278, AR				116.91
	Walmart.com - purchase of bikes for Friendship House						
8	12/10/2024	12/12/2024	Tst*slice Of Italy - Dow Bakersfield, CA				25.00
	Deposit for Energy Staff Development Day. Deposit will be refunded after final payment. Agenda and Sign-In sheet will be included after final event.						
9	12/13/2024	12/16/2024	Hungry Hunter Steakhouse Bakersfield, CA				102.34
	Hungry Hunter - Shafter Youth Center Saff Development Day						
10	12/14/2024	12/16/2024	Yard House 0108374 Bakersfield, CA				336.23
	Yard House - Friendship House Community Center Staff Development Day. Agenda and Sign in attached.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11	12/14/2024	12/16/2024	Mountain Mikes Pizza 661-8692300, CA				175.50
	Mountain Mikes - Purchase of food for VITA Training						
12	12/16/2024	12/18/2024	Pyrenees Cafe Bakersfield, CA				341.34
	Pyrenees Cafe - Management Development Day for Youth and Community Services						
13	12/19/2024	12/20/2024	Sq *la Eats At Sofi Stadi Inglewood, CA				56.65
	SoFI Stadium - Purchase of food for CalVIP participants						
14	12/19/2024	12/20/2024	Sq *la Eats At Sofi Stadi Inglewood, CA				44.00
	Purchase of food for CalVIP participants						
15	12/19/2024	12/23/2024	Hollywood Park Management Inglewood, CA				150.00
	Hollywood Park Management - Parking for CalVIP Field Trip to Sofi Stadium						
16	12/19/2024	12/23/2024	California Family Resourc 916-2441980, CA				500.00
	California Family Resource Assocation Membership for FRC Locations.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
17	12/19/2024	12/23/2024	Mojave Thai Cuisine Mojave, CA				313.68
	Purchase Mojave Thai Cuisine						
18	12/20/2024	12/23/2024	Walmart.Com 8009256278 800-966-6546, AR				23.84
	Purchase Walmart.Com 8009256278						
19	12/20/2024	12/23/2024	Tst*slice Of Italy - Dow Bakersfield, CA				2,137.60
	Taste of Italy - Energy Staff Development Day. Sign in sheet attached,						

Transaction Count: 19

Total: 5,631.09

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/30/2024 - 12/31/2024

Statement Summary

Name	Louis Gill	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6829	**Currency**	US Dollar
Reporting Period	11/30/2024 - 12/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/22/2024	12/5/2024	Monterey Plaza Hotel Monterey, CA				-22.72
	Parking expense refund for K. Lowery while attending Cal CAPA. Accidental overcharge due to Hotel error, refund of 22.72 will be issued in the next billing cycle.						
2	12/6/2024	12/9/2024	Sq *as Unique As The Art Bakersfield, CA				253.00
	Unique as the Art - Staff Development Day for VITA. 6675 - 545 - 000 - 120 - 000 - 00 - 4 - 1						
3	12/6/2024	12/9/2024	Pizza Perfection Bakersfield, CA				150.86
	Pizza Perfection - Food purchased for Staff Development Day. Previously deposit of $50 was placed and the total amount was $180.86. The deposit was returned and the total was $150.86.						
4	12/6/2024	12/9/2024	Tst* Viceroy Indian Cuisi Bakersfield, CA				249.97
	Viceroy Indian Cuisine - Lunch provided for Directors for Staff Development Day						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	12/21/2024	12/23/2024	American Air Fort Worth, TX				457.96

American - Flight for S. Elias to attend NCAP Management and Leadership

Transaction Count: 5

Total: 1,089.07

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/30/2024 - 12/31/2024

Statement Summary

Name	Lisa McGranahan	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4474	**Currency**	US Dollar
Reporting Period	11/30/2024 - 12/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	12/15/2024	12/16/2024	Safety Holdings 888-9472622, NM				1,058.80
	Purchase Safety Holdings						
2	12/18/2024	12/20/2024	Biometrics4all Inc 714-568-9888, CA				19.50
	Purchase Biometrics4all Inc						
3	12/20/2024	12/23/2024	Real Rd Sizzler #069 Bakersfield, CA				291.93
	Purchase Real Rd Sizzler #069						

Transaction Count: 3

Total: 1,370.23

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/30/2024 - 12/31/2024

Statement Summary

Name	Jerry Meade	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	**Currency**	US Dollar
Reporting Period	11/30/2024 - 12/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	12/3/2024	12/4/2024	Target.Com 800-591-3869, MN				108.24
	Supplies purchased for Family Engagement activities.						
2	12/4/2024	12/5/2024	Wal-Mart #2557 Bakersfield, CA				166.32
	Supplies purchased for holiday recruitment activities.						
3	12/4/2024	12/6/2024	Hobby Lobby #556 Bakersfield, CA				393.68
	Items purchased for holiday recruitment activities.						
4	12/4/2024	12/6/2024	Michaels Stores 1591 Bakersfield, CA				64.91
	Supplies purchased for Family Engagement activities.						
5	12/5/2024	12/9/2024	The Home Depot #1060 Bakersfield, CA				180.40
	Items purchased for holiday recruitment activities.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	12/12/2024	12/16/2024	Ramons Restaurant Rosamond, CA				233.44
	Eastern Kern Staff End of year Staff Development Day provided Lunch.						
7	12/17/2024	12/18/2024	Fsp*nv Catering Inc 661-679-3540, CA				2,625.30
	Final balance for End of Year Staff Development Day provided lunch.						

Transaction Count: 7

Total: 3,772.29

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/30/2024 - 12/31/2024

Statement Summary

Name	Pritika Ram	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	**Currency**	US Dollar
Reporting Period	11/30/2024 - 12/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/22/2024	12/6/2024	Monterey Plaza Hotel Monterey, CA				-6.46
	Refund for a disputed charge for Christopher Sanchez hotel room in Monterey						
2	12/11/2024	12/12/2024	Lollipotsceramics.Wixs Httpswww.Loll, CA				585.00
	Community Development Holiday Party Activity						
3	12/12/2024	12/13/2024	Panda Express #1059 P Olo.Com, CA				121.24
	Lunch meeting for 211 and CSPP. $60.62 will be charged to each program.						
4	12/14/2024	12/16/2024	Facebk *Iprgveuem2 650-5434800, CA				400.00
	Social media charges for CNA ($156.63), M St. Thanksgiving ($78.37), KCCD Grant ($84.87), Maya Cinema Campaign ($80.13).						
5	12/14/2024	12/16/2024	Hodels Country Dining Bakersfield, CA				500.00
	Deposit for Hodels catering for Jasmeet Baines holiday distribution.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	12/16/2024	12/17/2024	Dollar Tree Bakersfield, CA				75.36
	Christmas decorations and stockings for Jasmeet Baines holiday distribution						
7	12/16/2024	12/17/2024	Dollartree Bakersfield, CA				311.22
	Christmas decorations and stockings for Jasmeet Baines holiday distribution						
8	12/16/2024	12/17/2024	American Air Fort Worth, TX				602.95
	Savannah Oates flight to Washington DC						
9	12/16/2024	12/18/2024	Hobby Lobby #556 Bakersfield, CA				115.61
	Christmas table decorations and wrapping paper for Jasmeet Baines holiday distribution						
10	12/16/2024	12/18/2024	Hobby Lobby #556 Bakersfield, CA				77.94
	Christmas table decorations and wrapping paper for Jasmeet Baines holiday distribution						
11	12/17/2024	12/18/2024	American Air Fort Worth, TX				437.96
	Karen Vasquez flight to New Orleans for MLTC.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	12/18/2024	12/19/2024	Wal-Mart #2557 Bakersfield, CA				1,468.74
	Dr. Jasmeet Baines Holiday Distribution. Winter jacket purchase.						
13	12/18/2024	12/19/2024	Wm Supercenter #1624 Bakersfield, CA				1,405.07
	Dr. Jasmeet Baines holiday distribution. Toy purchases.						
14	12/18/2024	12/19/2024	Wm Supercenter #1624 Bakersfield, CA				2,838.30
	Dr. Jasmeet Baines Holiday Distribution. Toy purchases.						
15	12/18/2024	12/19/2024	American Air Fort Worth, TX				502.96
	Annelisa Perez Flight to New Orleans for MLTC						
16	12/18/2024	12/19/2024	Costco Whse #0688 Bakersfield, CA				1,689.54
	Dr. Jasmeet Baines holiday distribution. Jacket purchases.						
17	12/18/2024	12/19/2024	American Air Fort Worth, TX				432.96
	Annelisa Perez flight to New Orleans for MLTC						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18	12/18/2024	12/20/2024	Wal-Mart #2557 Bakersfield, CA				697.70
	Dr. Jasmeet Baines Holiday Distribution. Family board games.						
19	12/19/2024	12/23/2024	American Ai 800-433-7300, TX				-502.96
	Reimbursement for Annelisa Perez flight to New Orleans for MLTC						
20	12/20/2024	12/23/2024	Facebk *ej3xbjcem2 650-5434800, CA				24.83
	Social Media Posts for CNA ($6.26) and Maya Cinema campaign ($18.57)						
21	12/20/2024	12/23/2024	Wdw Disney Res 4078285630, FL				291.38
	Hotel Reservation for Ernesto Leon						
22	12/20/2024	12/23/2024	Facebk *s9bdfgqem2 650-5434800, CA				119.76
	Social Media Charges for Maya Cinema Campaign ($88.39), and CNA ($31.37).						
23	12/20/2024	12/23/2024	Govt Social Media Llc Httpsgovernme, NV				1,034.00
	Ernesto Leon registration for Government Social Media Conference						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
24	12/31/2024	12/31/2024	Facebk *jl5sbhgem2 650-5434800, CA				400.00

Social Media Post for CNA ($68.79), Maya Cinema Campaign ($61.83), CNA FHCC Townhall ($78.56), Annual Appeal ($157.24), KCCD Grant ($33.58).

Transaction Count: 24

Total: 13,623.10

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/30/2024 - 12/31/2024

Statement Summary

Name	Jeremy Tobias	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	**Currency**	US Dollar
Reporting Period	11/30/2024 - 12/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	12/3/2024	12/5/2024	National Community Action 202-8422092, DC				1,000.00
	NCAF CAPFacts Annual Subscription for J. Tobias, L. Gill, P. Ram, T. Webster, E. Wagner, and L. McGranahan						
2	12/4/2024	12/5/2024	Py *food-Ex 214-1111111, CA				956.57
	Lunch for Board Meeting on November 25, 2024 (last meeting of the year). Agenda & Attendee List is attached.						
3	12/10/2024	12/12/2024	Kc Steakhouse Bakersfield, CA				750.00
	2025 Holiday Gifts for CAPK Board of Directors. $50 gift card per member. ($50 x 15 = $750).						
4	12/11/2024	12/12/2024	Py *food-Ex 214-1111111, CA				234.98
	Lunch for Board Executive Committee Meeting on 12/11/24. Agenda and Attendee List is attached.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	12/11/2024	12/13/2024	Exxon Summit Bakersfield, CA				65.24
	Gasoline for CEO's Agency Vehicle.						
6	12/12/2024	12/13/2024	Ncaf 202-842-2092, DC				975.00
	NCAF 2024 Washington Conference Registration for J. Tobias (Conf. & Pre-Conf. Registration)						
7	12/16/2024	12/17/2024	Sq *plants For Your Solie Bakersfield, CA				135.31
	Executive Division Holiday Staff Development Activity. Attendees: J. Tobias, P. Daoutis, K. Escalera, S. Merrifield, A. Sanchez						
8	12/17/2024	12/18/2024	Bamboo Chopsticks Bakersfield, CA				92.26
	Executive Division Holiday Staff Development Lunch. Attendees: J. Tobias, P. Daoutis, K. Escalera, S. Merrifield, A. Sanchez						
9	12/18/2024	12/19/2024	Eb *2025 Chairwomans W 801-413-7200, CA				625.00
	5 Tickets to attend the Kern EDC Chairwoman's Dinner on 1/30/25. Attendees: J. Tobias, P. Ram, L. Gill, T. Webster & L. McGranahan						
10	12/19/2024	12/19/2024	American Air Fort Worth, TX				432.96
	Airline Ticket for Board Member Gina Martinez to attend NCAP Management & Leadership Conference in New Orleans, LA.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11	12/19/2024	12/19/2024	American Air Fort Worth, TX				432.96
	Airline Ticket for Board Member Denise Boshers to attend NCAP Management & Leadership Conference in New Orleans, LA.						
12	12/23/2024	12/24/2024	Mister Car Wash #1006 866-2543229, CA				32.99
	Monthly Car Wash Fee for CEO's Agency Vehicle.						
13	12/28/2024	12/30/2024	Twp*sub54319315 Wapo.Com, DC				170.00
	Washington Post Annual Subscription						

Transaction Count: 13

Total: 5,903.27

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/30/2024 - 12/31/2024

Statement Summary

Name	Emilio Wagner	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	**Currency**	US Dollar
Reporting Period	11/30/2024 - 12/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	12/9/2024	12/9/2024	Microsoft#g069400660 Msbill.Info, WA				1,430.19
	Microsoft Azure Standard Charges						
2	12/19/2024	12/19/2024	Mindbody, Inc. Www.Mindbodyo, CA				478.65
	Recurring Charge						
3	12/19/2024	12/20/2024	Msft * E0200uglmf Msbill.Info, WA				8.35
	Recurring teams Phone Plan						
4	12/19/2024	12/23/2024	Doubletree Bakersfield Bakersfield, CA				155.98
	Orville Abello - Attending local staff event from Stockton						
5	12/20/2024	12/23/2024	Msft * E0400ujfto Bill.Ms.Net, WA				528.01
	Purchase Msft * E0400ujfto						

Transaction Count: 5

Total: 2,601.18

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/30/2024 - 12/31/2024

Statement Summary

Name	Tracy Webster	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8258	**Currency**	US Dollar
Reporting Period	11/30/2024 - 12/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	12/4/2024	12/5/2024	Payrollorg 210-226-4600, TX				150.00
	Eric Kelley Annual Renewal						
2	12/5/2024	12/6/2024	Uber *eats Help.Uber.Com, CA				161.83
	Lunch for Finance Strategic Meeting						
3	12/5/2024	12/6/2024	Uber *eats Help.Uber.Com, CA				15.00
	Tip for Lunch Delivery						
4	12/6/2024	12/9/2024	Community Action Partner 202-265-7546, DC				795.00
	NCAP Conference						
5	12/7/2024	12/9/2024	American Air Fort Worth, TX				527.96
	Flight to NCAP for TW						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	12/7/2024	12/9/2024	American Air Fort Worth, TX				55.65
	Fee's for Flight to NCAP						
7	12/9/2024	12/10/2024	Dynamic Sys 412-835-6100, PA				222.16
	Check stock for Foundation						
8	12/19/2024	12/20/2024	Elavon Srv Fee Doj Reg Ch 916-2107629, GA				23.00
	DOJ Registry						
9	12/19/2024	12/20/2024	Doj Registry Of Charitabl 916-2106400, CA				1,000.00
	DOJ Processing Fee						
10	12/19/2024	12/23/2024	Dave & Busters #164 Bakersfield, CA				1,954.51
	Finance/Operations Staff Development Event.						
11	12/20/2024	12/23/2024	Spectrum 855-707-7328, MO				335.36
	Outstanding WIC Payment/Services Returned						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	12/21/2024	12/23/2024	Goody Technologies Inc Ongoody.Com, OR				102.32

Gift Certificates for 211 Team Members not able to attend Team Event.

Transaction Count: 12

Total: 5,342.79

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/30/2024 - 12/31/2024

Statement Summary

Name	Rebecca Moreno	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-3618	**Currency**	US Dollar
Reporting Period	11/30/2024 - 12/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	12/4/2024	12/5/2024	Smiths Bakeries Inc Bakersfield, CA				126.56
	Supplies purchased for Day Services Workshop (Computer Workshop) held on 12/4/2024. 7127-550-000-120-000-00-4-1						
2	12/5/2024	12/6/2024	Homeless Training Homelesstrain, TN				49.00
	Homeless Training Webinar - 1 seat purchased training provided for Mental Illness Short Course: High Risk and Low Risk situations. Webinar attended December 12, 2024. 6680-275-000-120-000-00-4-1						
3	12/5/2024	12/6/2024	Homeless Training Homelesstrain, TN				175.00
	Homeless Training Webinar - 10 seats purchased training provided for Mental Illness Short Course: High Risk and Low Risk situations. $17.5 will be billed to 6680-275-000-120-000-00-4-1						
4	12/5/2024	12/6/2024	Homeless Training Homelesstrain, TN				49.00
	Homeless Training Webinar - Training provided for Mental Illness Short Course: High Risk and Low Risk situations. Webinar attended December 12, 2024. Certificates will be attached. 6680-275-000-120-00						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	12/6/2024	12/9/2024	Wal-Mart #1624 Bakersfield, CA				101.24
	Purchase Wal-Mart #1624						
6	12/10/2024	12/12/2024	Securcare Self Storage 661-3227834, CA				209.00
	Secure Storage Care- Storage for Housing and Support Services. This is the new amount for monthly rate, previous rate was a promotional charge.						
7	12/21/2024	12/23/2024	Cke*coconut Joes Bakersf Bakersfield, CA				804.03
	Purchase of food for Staff Development Day for Housing and Supportive Services. Sign in and Agenda attached.						

Transaction Count: 7

Total: 1,513.83

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/30/2024 - 12/31/2024

Statement Summary

Name	Susana Magana	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6693	**Currency**	US Dollar
Reporting Period	11/30/2024 - 12/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/29/2024	12/2/2024	Blvd 661-873-4477, CA				346.00
	Deposit for Staff Development Day for Food Bank						
2	12/2/2024	12/4/2024	Py *madera Secure Storage 559-674-6464, CA				75.00
	Storage for MCAP vehicles						
3	12/6/2024	12/9/2024	Target 00006148 Bakersfield, CA				249.79
	Target - Purchase of special diet food for Central Kitchen. 7145-112-000-120-00-2-1						
4	12/10/2024	12/11/2024	Lassens Natural Foods-Bk Bakersfield, CA				65.90
	Lessens - Purchase of specialty food for Central Kitchen 7145-112-000-120-000-00-2-1						
5	12/10/2024	12/12/2024	Restaurant Depot Bakersfield, CA				39.44
	Restaurant Depot - Special diet food for Central Kitchen						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	12/11/2024	12/13/2024	Sams Club#4819 Bakersfield, CA				1,203.24
	Sams Club - Purchase of supplies for high-needs family baskets/gifts for 10 nominated MCAP families.						
7	12/12/2024	12/16/2024	Burlington Stores 544 Bakersfield, CA				246.66
	Burlington Store - Purchase of supplies for high needs gift baskets for 10 nominated MCAP families.						
8	12/12/2024	12/16/2024	Burlington Stores 544 Bakersfield, CA				243.24
	Burlington Store - Purchase of supplies for high needs gift baskets for 10 nominated MCAP families.						
9	12/12/2024	12/16/2024	Burlington Stores 544 Bakersfield, CA				619.73
	Burlington Store - Purchase of supplies for high needs gift baskets for 10 nominated MCAP families.						
10	12/13/2024	12/16/2024	Sams Club #4819 Bakersfield, CA				146.18
	Sans Club - Purchase of supplies for high needs gift baskets for 10 nominated MCAP families.						
11	12/13/2024	12/16/2024	Tjmaxx #0700 Bakersfield, CA				138.48
	TJ MAX -Burlington Store - Purchase of supplies for high needs gift baskets for 10 nominated MCAP families.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	12/13/2024	12/16/2024	Ross Stores #1996 Bakersfield, CA				101.68
	ROSS - Purchase of supplies for high needs gift baskets for 10 nominated MCAP families.						
13	12/16/2024	12/17/2024	Wal-Mart #5134 Bakersfield, CA				20.10
	Walmart - Purchase of food for Staff Development Day						
14	12/16/2024	12/17/2024	Sams Club #4819 Bakersfield, CA				477.73
	Sams Club - Purchase for Staff Development Day						
15	12/19/2024	12/20/2024	Lassens Natural Foods-Bk Bakersfield, CA				95.64
	Special diet food purchased for Central Kitchen. 714-112-000-120-000-00-2-1						
16	12/19/2024	12/23/2024	Blvd 661-873-4477, CA				669.74
	BLVD - Staff Development Day for Food Bank staff						
17	12/26/2024	12/27/2024	Textedly Textedly.Com, CA				267.00
	Textly - Monthly service for food bank communication						

Transaction Count: 17

Total: 5,005.55

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 (10 OF 12 MONTHS OR 83.3%)

Line Item	2024/25 Budget	3/1/24 - 2/28/25 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,423,043	1,000,268	70.3%	422,775
Head Start Subsidy	1,117,585	1,353,034	121.1%	(235,449)
Total Revenue	2,540,628	2,353,303	92.6%	187,325
Expenditures (Note B)				
Salaries	784,253	692,363	88.3%	91,890
Benefits	271,274	234,294	86.4%	36,980
Vehicle Gasoline, Repair/Maintenance	41,000	36,123	88.1%	4,877
Space Costs	121,700	196,752	161.7%	(75,052)
Supplies - Office & Food Service	156,000	159,249	102.1%	(3,249)
Equipment Repair/Maintenance & Lease	11,000	8,333	75.8%	2,667
Communication	13,000	6,046	46.5%	6,954
Risk Insurance	12,700	20,444	161.0%	(7,744)
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	790,087	88.1%	107,048
Sub Total	2,309,662	2,143,691	92.8%	165,971
Adult Meals Prepared	128,794	123,931	96.2%	4,863
Indirect	230,966	85,681	37.1%	145,285
Total Expenditures	2,669,422	2,353,303	88.2%	316,119

	Prior Period	DECEMBER 2024	Cumulative
Total Meals Prepared and Vended (Note C)	465,461	58,899	524,360
Total Meals Claimed	301,200	36,256	337,456
Difference	164,261	22,643	186,904

Percentage Claimed to Prepared/Vended		61.6%	64.4%

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 (6 OF 12 MONTHS = 50.0%)

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	$ 1,981,094	$ -	$ -	$ -	$ -	$ -	$ -	$ 12,228,106		
Add: Family Fees	55	55	55	55	55	178	-	-	-	-	-	-	$ 452		
Net Provider Payments	$ 1,989,260	$ 2,130,155	$ 2,006,715	$ 2,149,075	$ 1,972,080	$ 1,981,272	$ -	$ -	$ -	$ -	$ -	$ -	$ 12,228,557	80.69%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**29,398,811**		**41.60%**
Administration & Support Services Revenue															
Provider Payments	$ 1,989,260	$ 2,130,155	$ 2,006,715	$ 2,149,075	$ 1,972,080	$ 1,981,272	$ -	$ -	$ -	$ -	$ -	$ -	$ 12,228,557		
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	$ 526,668	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,250,632		
Program Administration/Support Services Costs	192,735	232,399	322,707	171,959	335,534	305,002	-	-	-	-	-	-	1,560,336	10.30%	
Indirect (10% x MTDC) Costs	216,593	234,682	231,370	229,163	227,605	225,810	-	-	-	-	-	-	1,365,224	9.01%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 409,328	$ 467,081	$ 554,077	$ 401,122	$ 563,139	$ 530,812	$ -	$ -	$ -	$ -	$ -	$ -	2,925,560	19.31%	
Revenue Earned Over/(Under) Costs	$ 119,463	$ 99,163	$ (20,646)	$ 170,151	$ (38,915)	$ (4,144)	$ -	$ -	$ -	$ -	$ -	$ -	325,072		
TOTAL COSTS - NET OF FAMILY FEES	$ 2,398,589	$ 2,597,236	$ 2,560,792	$ 2,550,197	$ 2,535,219	$ 2,512,084	$ -	$ -	$ -	$ -	$ -	$ -	15,154,118	100.00%	

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

Provider payments	12,228,557
Reimbursement Rate (21.0% / 79.0%)	x 26.5823%
Revenue Earned	3,250,632

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 (6 OF 12 MONTHS = 50.0%)

	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	9,132							47,961	
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	$ 452,390	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,454,029	**61.40%**
Maximum Reimburseable Amount (MRA)													**$3,996,470**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.39%	99.51%	99.43%	99.36%	99.44%	99.26%								**99.46%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	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	12,162	12,513							61,130	
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	$ 672,208	$ 691,599	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,378,658	**45.77%**
Maximum Reimburseable Amount (MRA)													**$7,381,970**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.28%	99.28%	99.11%	98.47%	99.03%	98.65%								**99.03%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	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	21							135	
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	$ 1,077	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,975	**2.38%**
Maximum Reimburseable Amount (MRA)													**$293,327**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%	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%								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 (6 OF 12 MONTHS = 50.0%)

	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	4,672	5,104	4,769	5,528	4,431	4,544							29,048	
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	$ 228,190	$ 249,276	$ 232,927	$ 269,968	$ 216,386	$ 221,948	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,418,696	**50.87%**
Maximum Reimburseable Amount (MRA)													**$2,788,764**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.75%	99.81%	99.92%	99.86%	99.71%	99.80%								**99.81%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	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)														
Five Percent Flexibility, Maximum = 100 Percent														

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: December-2024
Program/Work Unit: Not Applicable
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	December 2024		Year to Date 03/1/23 - 12/31/24	
Description	**Number**	**Amount**		**Amount**
Bank Deposits	40	3,889,954	216	33,298,289
Wire Deposits	28	964,270	223	58,132,501
Head Start/IRS Drawdowns	3	7,040,367	34	34,908,548
Vendor Checks Issued	3,119	8,841,939	24,842	71,641,278
Payroll Disbursed		4,364,538		41,536,396
Grant Reports Prepared	39		404	
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 DECEMBER 31, 2024

ASSETS	
Cash in Bank	26,117,353
Cash - Vacation Reserve	1,107,769
Petty Cash	-
Accounts Receivable	(0)
Travel Advance	24,113
Prepaid Expense	394,053
Inventory	4,038,429
Net Fixed Assets - Unrestricted	9,148,281
Net Fixed Assets - Restricted	37,373,964
Total Assets	78,203,961
LIABILITES AND NET ASSETS	
Accounts Payable	2,657,503
Accrued Expenses	1,947,258
Accrued Vacation	1,209,956
Line of Credit	-
Note Payable	7,679,475
Advance Payable	5,003,137
Deferred Revenue	12,520,973
Total Liabilites	31,018,302
Total Net Assets	47,185,658
Total Liabilities and Net Assets	78,203,960

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2024 TO DECEMBER 31, 2024

REVENUE	
Grant Revenue	107,902,404
Donations	326,959
Other Revenue	9,874,042
In-Kind	14,895,555
Total Revenue	132,998,960
EXPENDITURES	
Salaries	42,435,494
Benefits	13,326,622
Travel	710,680
Space Costs	9,130,949
Supplies	4,343,887
Consultant/Contract Services	4,702,730
Other Costs	3,737,821
Program Costs	29,323,943
Capital Expenditures	0
Indirect	9,322,632
In-Kind	14,895,555
Total Expenditures	131,930,313
Net Change in Assets	1,068,647
Net Assets, beginning	46,117,011
Net Assets, ending	47,185,658

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 12-31-24 (83.3%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	48,831,350	37,861,748	10,969,602	78%
BENEFITS	14,838,291	11,964,091	2,874,200	81%
TRAVEL	995,827	592,508	403,319	59%
SPACE COST	16,067,994	9,353,009	6,714,985	58%
SUPPLIES	4,350,771	3,735,656	615,115	86%
EQUIPMENT	916,504	694,782	221,722	76%
CONSULTANT/CONTRACT SERVICES	4,510,657	3,669,758	840,899	81%
OTHER COSTS	4,147,059	2,919,415	1,227,644	70%
PROGRAM COSTS	34,807,115	29,116,056	5,691,059	84%
INDIRECT	11,561,575	9,405,588	2,155,987	81%
TOTAL	141,027,143	109,312,611	31,714,532	78%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 12-31-24 (83.3%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	36,382,500	28,578,822	7,803,678	79%
BENEFITS	11,089,467	9,079,316	2,010,151	82%
TRAVEL	685,926	343,853	342,073	50%
SPACE COST	11,250,655	4,880,702	6,369,953	43%
SUPPLIES	2,562,725	2,383,144	179,581	93%
EQUIPMENT	674,100	634,409	39,691	94%
CONSULTANT/CONTRACT SERVICES	1,378,236	772,477	605,759	56%
OTHER COSTS	2,692,281	1,366,261	1,326,020	51%
PROGRAM COSTS	29,789,791	25,348,546	4,441,245	85%
INDIRECT	8,703,734	7,115,124	1,588,610	82%
TOTAL	105,209,415	80,502,654	24,706,761	77%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 12-31-24 (83.3%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	5,000,223	3,588,744	1,411,479	72%
BENEFITS	1,540,820	1,139,914	400,906	74%
TRAVEL	118,007	112,125	5,882	95%
SPACE COST	1,773,460	1,816,031	(42,571)	102%
SUPPLIES	1,147,218	941,146	206,073	82%
EQUIPMENT	-	(606)	606	Not budgeted
CONSULTANT/CONTRACT SERVICES	648,910	692,951	(44,041)	107%
OTHER COSTS	451,389	430,469	20,920	95%
PROGRAM COSTS	4,057,241	3,086,819	970,422	76%
INDIRECT	1,252,564	929,564	323,000	74%
TOTAL	15,989,832	12,737,157	3,252,675	80%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 12-31-24 (83.3%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,341,392	1,770,011	571,382	76%
BENEFITS	702,424	548,963	153,461	78%
TRAVEL	75,000	32,930	42,070	44%
SPACE COST	238,000	202,556	35,444	85%
SUPPLIES	125,000	81,164	43,836	65%
EQUIPMENT	174,425	-	174,425	0%
CONSULTANT/CONTRACT SERVICES	1,815,857	1,608,470	207,387	89%
OTHER COSTS	505,338	489,047	16,291	97%
PROGRAM COSTS	227,662	345,677	(118,015)	152%
INDIRECT	603,071	497,279	105,792	82%
TOTAL	6,808,169	5,576,096	1,232,073	82%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 12-31-24 (83.3%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,941,869	3,020,054	921,815	77%
BENEFITS	1,185,464	930,509	254,955	78%
TRAVEL	66,604	60,642	5,962	91%
SPACE COST	1,529,699	1,529,700	(1)	100%
SUPPLIES	470,363	285,803	184,560	61%
EQUIPMENT	67,979	60,979	7,000	90%
CONSULTANT/CONTRACT SERVICES	650,904	540,391	110,513	83%
OTHER COSTS	344,696	317,319	27,377	92%
PROGRAM COSTS	729,421	328,411	401,010	45%
INDIRECT	792,641	652,279	140,362	82%
TOTAL	9,779,640	7,726,088	2,053,552	79%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 12-31-24 (83.3%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	965,801	721,247	244,554	75%
BENEFITS	255,251	216,616	38,635	85%
TRAVEL	40,290	39,033	1,257	97%
SPACE COST	276,199	168,839	107,360	61%
SUPPLIES	26,615	26,954	(339)	101%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	10,750	24,114	(13,364)	224%
OTHER COSTS	44,380	50,562	(6,182)	114%
PROGRAM COSTS	3,000	1,974	1,026	66%
INDIRECT	169,041	121,911	47,130	72%
TOTAL	1,791,327	1,371,251	420,076	77%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 12-31-24 (83.3%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	199,565	182,871	16,694	92%
BENEFITS	64,865	48,773	16,092	75%
TRAVEL	10,000	3,925	6,075	39%
SPACE COST	999,981	755,181	244,800	76%
SUPPLIES	18,850	17,445	1,405	93%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	6,000	31,354	(25,354)	523%
OTHER COSTS	108,975	265,756	(156,781)	244%
PROGRAM COSTS	-	4,630	(4,630)	Not budgeted
INDIRECT	40,524	89,431	(48,907)	221%
TOTAL	1,448,760	1,399,364	49,396	97%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2024/25
BUDGET TO ACTUAL - 03/01/24 TO 12/31/24 (10 OF 12 MONTHS = 83.3%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 11,561,575**	**$ 9,405,588**	**81.4%**	**$ 2,155,987**
Expenditures				
Salaries	5,299,429	4,190,729	79.1%	1,108,700
Benefits @ 23.6% actual	1,498,103	1,169,805	78.1%	328,298
Total Personnel Costs	6,797,532	5,360,534	78.9%	1,436,998
Operating Costs				
Travel	158,250	108,175	68.4%	50,075
Space Costs	544,612	424,178	77.9%	120,434
Supplies	468,772	499,656	106.6%	(30,884)
Equipment	325,155	176,870	54.4%	148,285
Consultant/Contract	1,064,000	1,029,667	96.8%	34,333
Other Operating Costs	920,480	739,881	80.4%	180,599
Total Operating Costs	3,481,269	2,978,426	85.6%	502,843
Total Expenditures	**$ 10,278,801**	**$ 8,338,960**	**81.1%**	**$ 1,939,841**
Excess (Deficit) Indirect Revenue	**$ 1,282,774**	**$ 1,066,628**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,598,810	$ 1,055,786	66.0%	$ 543,024
Operations	3,684,921	3,204,033	86.9%	480,888
Executive	764,429	833,169	109.0%	(68,740)
Finance	3,053,916	2,450,603	80.2%	603,313
Community Development	1,176,725	795,265	67.6%	381,460
	$ 10,278,801	$ 8,338,960	81.1%	$ 1,939,841

Prepared Date: 02/06/25

Community Action Partnership of Kern
Check/Voucher Register
From 12/1/2024 Through 12/31/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/2/2024	226488	PACIFICA STOCKTON SUITES LLC	(568.83)	ELIZABETH WILLIAMS - New Hire Mentorship-Stockton Sept 17th
12/4/2024	227629	Accrue Solutions Holding Co, LLC	300.00	COBRA Administration Services for October 2024
12/4/2024	227630	ACTION GLASS INC	1,102.28	STERLING > CLASS 1 EFF DATE 08/29/24
12/4/2024	227631	ANA MOSQUEDA RAYA	59.00	BC BILINGUAL EXAM REIMB REF RCPT# 15823 11/19/2024
12/4/2024	227632	ANDEKIN PLUMBING INC. - PRO CONSTRUCTION AND PLUMBING	834.87	OASIS
12/4/2024	227633	ANGELINA VASQUEZ	100.00	Angelica Vasquez - SDA Reimb Ref# 240279602 08/15/2024
12/4/2024	227634	ARCADIS, A CALIFORNIA PARTNERSHIP	44,120.00	Project 127133 Food Bank Expansion Services Through 10/31/24
12/4/2024	227635	AT&T	235.68	9391037342
12/4/2024	227635	AT&T	173.88	9391058680
12/4/2024	227635	AT&T	30.80	9391058699
12/4/2024	227635	AT&T	89.35	9391058729
12/4/2024	227635	AT&T	118.61	9391058795
12/4/2024	227635	AT&T	30.80	9391058803
12/4/2024	227635	AT&T	89.41	9391058844
12/4/2024	227635	AT&T	30.82	9391058878
12/4/2024	227635	AT&T	30.80	9391058915
12/4/2024	227635	AT&T	118.61	9391059050
12/4/2024	227635	AT&T	30.82	9391065168
12/4/2024	227636	BRIAN BAKER - DBA: THE AVERY AND BRIAN EXPERIENCE	2,125.00	PO-2024-3315
12/4/2024	227637	BRONCO ELECTRIC INC	1,925.00	PO-2024-3160
12/4/2024	227638	BURRTEC KERN, LLC	994.59	305 STINE TRASH/GATE/BIN FEE DECEMBER 2024
12/4/2024	227639	CALIFORNIA DEPT OF EDUCATION	1,147,905.00	Department of Education Past Due Amount AR Debit
12/4/2024	227640	CALIFORNIA WATER SERVICE COMPANY	384.28	1410 11TH ST/6278220249
12/4/2024	227640	CALIFORNIA WATER SERVICE COMPANY	155.26	1509 N GOLDEN GATE/2222688384
12/4/2024	227640	CALIFORNIA WATER SERVICE COMPANY	2,250.27	2424 S DR MARTIN LUTHER KING JR BL/2883604446
12/4/2024	227640	CALIFORNIA WATER SERVICE COMPANY	143.30	2800 S D ST/6603184386
12/4/2024	227640	CALIFORNIA WATER SERVICE COMPANY	263.63	305 STINE RD/8945588888
12/4/2024	227640	CALIFORNIA WATER SERVICE COMPANY	280.39	315 STINE RD A/9945588888
12/4/2024	227640	CALIFORNIA WATER SERVICE COMPANY	420.19	315 STINE RD/7945588888
12/4/2024	227640	CALIFORNIA WATER SERVICE COMPANY	261.64	520 S WASHINGTON DR DOM/3533741257
12/4/2024	227640	CALIFORNIA WATER SERVICE COMPANY	470.81	520 S WASHINGTON ST DOM/9549807644
12/4/2024	227640	CALIFORNIA WATER SERVICE COMPANY	332.47	520 S WASHINGTON ST/4423688888

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/4/2024	227641	CALYPSO WEST INC. / BAKERSFIELD ICE	583.25	Bakersfield Ice
12/4/2024	227642	CAPPA	596.00	Reissue stale dated check - CAPPA #222297
12/4/2024	227643	CATHARYN LAURIE SPROULE	316.50	Travel Liquidation. Site Visit to Stockton, CA Site Visit 1
12/4/2024	227644	CATHY DOUMA	550.45	PO-2024-2879
12/4/2024	227645	CECILIA C AYALA	1,510.00	Staff Reimbursement Cecilia C. Ayala
12/4/2024	227646	CHARLETTE R MCRAE	3,000.00	SDA Reimbursement - Tuition and Textbooks - 10/25/2024
12/4/2024	227647	CHARLIE'S DAY & NITE, INC.	16.62	4 key copies Hunter office
12/4/2024	227648	CHARTER COMMUNICATIONS	126.23	90 FARRELL DR BLDG 5620/ 8448200070166094
12/4/2024	227649	CHARTER COMMUNICATIONS	176.23	5351 OLIVE DR 8301 10 001 1376586
12/4/2024	227650	CHARTER COMMUNICATIONS	204.00	108 S ROBINSON ST / 167674901
12/4/2024	227651	CHARTER COMMUNICATIONS	219.98	2424 COTTONWOOD RD / 167693701
12/4/2024	227652	CHARTER COMMUNICATIONS	179.98	455 E EUCLIS AVE / 167696701
12/4/2024	227653	CHARTER COMMUNICATIONS	254.00	500 E CALIFORNIA AVE 167766201
12/4/2024	227654	CHARTER COMMUNICATIONS	169.98	1109 9TH ST 168815301
12/4/2024	227655	CHARTER COMMUNICATIONS	945.00	2731 O ST / 169105201
12/4/2024	227656	CHARTER COMMUNICATIONS	219.98	15662 K ST / 228401801
12/4/2024	227657	CHARTER COMMUNICATIONS	499.00	5 REAL RD / 230086801
12/4/2024	227658	CHARTER COMMUNICATIONS	267.11	1300 18TH ST FL 2/ 231948701
12/4/2024	227659	CHARTER COMMUNICATIONS	194.98	1300 18TH ST FL 2 / 232326901
12/4/2024	227660	CHARTER COMMUNICATIONS	199.98	317 MOUNT VERNON AVE SPT HSD/ 241528301
12/4/2024	227661	CHARTER COMMUNICATIONS	492.29	1300 STINE RD / 244024201
12/4/2024	227662	CHARTER COMMUNICATIONS	156.23	2739 DIAMOND ST / 8413131040029578
12/4/2024	227663	CHASE RANGEL	37.89	TRAVEL LIQUIDATION - C. RANGEL - SHRM INCLUSION CONFERENCE,
12/4/2024	227664	CHRISTOPHER PERCIVAL	745.84	ANGELA MARTINEZ
12/4/2024	227664	CHRISTOPHER PERCIVAL	102.99	PETE PARRA > CLASS 3
12/4/2024	227664	CHRISTOPHER PERCIVAL	211.96	SAN DIEGO
12/4/2024	227664	CHRISTOPHER PERCIVAL	554.39	VINELAND
12/4/2024	227665	CINTAS CORPORATION #668	219.73	PO-2024-2994
12/4/2024	227666	CITY OF DELANO	65.35	1835 CECIL AVE
12/4/2024	227666	CITY OF DELANO	149.35	1835-L CECIL AVE
12/4/2024	227667	CITY OF STOCKTON	55.68	2800 S D ST STOCKTON COMMERCIAL SEWER
12/4/2024	227668	CITY OF STOCKTON	62.82	1145 N HUNTER ST STOCKTON COMMERCIAL SEWER
12/4/2024	227669	CITY OF STOCKTON	58.34	347 E POPLAR ST STOCKTON COMMERCIAL SEWER
12/4/2024	227670	CITY OF WASCO	447.80	523 BROADWAY ST ACCT# 0130005230 10/15/2024 - 11/15/2024
12/4/2024	227670	CITY OF WASCO	76.60	523 BROADWAY ST ACCT# 0130005231 12/01/2024 - 12/31/2024
12/4/2024	227671	COMCAST CORPORATION	319.56	525 E YOSEMITE AVE/8155 50 032 0834760
12/4/2024	227671	COMCAST CORPORATION	1,727.18	VARIOUS LOCATIONS
12/4/2024	227672	COOPER'S PETROLEUM INC	720.00	8528 OLD RIVER RD/ACCT#89485/PO-2024-1089
12/4/2024	227673	COUNTY OF KERN	8,846.49	Kern County Utilities LBNC October 2024 Cust ID# 413

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/4/2024	227674	COUNTY OF KERN PUBLIC WORKS	5.21	HARVEY HALL
12/4/2024	227674	COUNTY OF KERN PUBLIC WORKS	183.06	OPS
12/4/2024	227675	DELTA LIQUID ENERGY	729.80	2 TIETJEN WOFFORD HEIGHTS/RAMSUS/1002443/PO-2024-...
12/4/2024	227676	DEPARTMENT OF HUMAN RESOURCES	12,756.12	CCPU Automatic Deductions - OCT 2024
12/4/2024	227677	DEPARTMENT OF JUSTICE	1,792.00	New Hire Background Check
12/4/2024	227678	DEPARTMENT OF MOTOR VEHICLES	812.00	VIN NO. 5PVNJ8JT6F4S56025 - 04-16 - FOOD BANK
12/4/2024	227679	DEPARTMENT OF MOTOR VEHICLES	553.00	VIN NO. 1N6BF0LY6LN809676 - 04-43 - FOOD BANK
12/4/2024	227680	DEPARTMENT OF MOTOR VEHICLES	526.00	VIN# 1GC5WLE77MF108128 - VEH# 04-44 - FOOD BANK
12/4/2024	227681	DEPARTMENT OF MOTOR VEHICLES	414.00	VIN# 1FTYE1Y82LKB54853 - VEH# 04-45 - FOOD BANK
12/4/2024	227682	DEPARTMENT OF MOTOR VEHICLES	27.00	VEH# 09-101, VIN# 5TDZZ3DC1KS992121 - HEAD START
12/4/2024	227683	DEPARTMENT OF MOTOR VEHICLES	555.00	VIN NO. 1FD7X2A65CEA98504 - 09-92 - HEAD START
12/4/2024	227684	DEPARTMENT OF MOTOR VEHICLES	555.00	VIN NO. 1FD7X2A63CEA98503 - 09-93 - HEAD START
12/4/2024	227685	DEPARTMENT OF MOTOR VEHICLES	555.00	VIN# 1GB0CUEG8FZ121873 - VEH# 09-94 - HEAD START
12/4/2024	227686	DEPARTMENT OF MOTOR VEHICLES	264.00	VIN# 1FTNE14W57DB26949 - VEH# 09-95 - HEAD START
12/4/2024	227687	DEPARTMENT OF MOTOR VEHICLES	27.00	LOST REG CARD - VEH #10-01 - VIN #2C4RDGBG0GR184533 - HEAD S
12/4/2024	227688	DEPARTMENT OF MOTOR VEHICLES	505.00	VIN#5TDKDRAH5S500555 - VEH# 24-35 - ENERGY
12/4/2024	227689	DISCOVERY SCIENCE CENTER OF LOS ANGELES	213.00	PO-2024-3081
12/4/2024	227690	DR MARIA CHURCH INTERNATIONAL LLC	43,400.70	PO-2024-2827
12/4/2024	227690	DR MARIA CHURCH INTERNATIONAL LLC	14,500.70	PO-2024-2827 EFF DATE 09/30/24
12/4/2024	227691	EDUCATIONAL MESSAGE SERVICES, INC	1,450.00	EMS-Set up charge (PSPS)
12/4/2024	227692	F.W. WASSERMAN AND ASSOCIATES	177.00	DECEMBER 2024 RENT FOR WIC - UNIT B023
12/4/2024	227693	FEDEX	25.84	FINANCE/KeenanANDAssociatesPayme...
12/4/2024	227693	FEDEX	40.86	HR/B.PADILLA/818565444428
12/4/2024	227693	FEDEX	40.86	HR/D.GUTIERREZ/818565444406
12/4/2024	227693	FEDEX	43.12	HR/E.GUZMAN/818565444439
12/4/2024	227693	FEDEX	32.95	HR/W.MISKIW/818565444391
12/4/2024	227694	FERGUSON ENTERPRISES INC #1350	149.13	HARVEY HALL > CLASS D
12/4/2024	227694	FERGUSON ENTERPRISES INC #1350	439.93	PETE PARRA > CLASS 1
12/4/2024	227694	FERGUSON ENTERPRISES INC #1350	627.47	SUNRISE VILLA
12/4/2024	227694	FERGUSON ENTERPRISES INC #1350	358.38	WILLOW
12/4/2024	227695	FLYERS ENERGY LLC	5,387.56	ACCT#78379

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/4/2024	227696	GREATER BAKERSFIELD CHAMBER OF COMMERCE	1,200.00	Leadership Bakersfield
12/4/2024	227697	GRINGTEAM INC.	5,245.71	PO-2024-2588
12/4/2024	227698	HOME DEPOT COMMERCIAL CREDIT	62.70	DELANO
12/4/2024	227698	HOME DEPOT COMMERCIAL CREDIT	3,286.38	LBNC
12/4/2024	227698	HOME DEPOT COMMERCIAL CREDIT	107.17	OPS
12/4/2024	227698	HOME DEPOT COMMERCIAL CREDIT	604.99	PETE PARRA
12/4/2024	227698	HOME DEPOT COMMERCIAL CREDIT	43.24	PETE PARRA > CLASS 3
12/4/2024	227698	HOME DEPOT COMMERCIAL CREDIT	238.77	PRIMEROS PASOS
12/4/2024	227698	HOME DEPOT COMMERCIAL CREDIT	97.39	PRIMEROS PASOS - INVOICE 0544096
12/4/2024	227698	HOME DEPOT COMMERCIAL CREDIT	97.39	PRIMEROS PASOS > INVOICE 0517070
12/4/2024	227698	HOME DEPOT COMMERCIAL CREDIT	35.07	SHAFTER EHS
12/4/2024	227698	HOME DEPOT COMMERCIAL CREDIT	182.78	SHAFTER HS
12/4/2024	227698	HOME DEPOT COMMERCIAL CREDIT	279.29	STERLING
12/4/2024	227698	HOME DEPOT COMMERCIAL CREDIT	1,086.11	VINELAND
12/4/2024	227699	INDIAN WELLS VALLEY WATER DISTRICT	2,110.86	814 N NORMA
12/4/2024	227700	JANEY FELSOCI	70.00	Employee Reimbursement -
12/4/2024	227701	JEREMY MARRS	210.00	FOOD BANK
12/4/2024	227702	JUANITA JACKSON	80.00	Travel Liquidation Region 9 Head Start Association Family E
12/4/2024	227703	JULIAN MAHAN	175.00	Employee reimbursement for work boots
12/4/2024	227704	KARADANIS SURVIVORS TRUST	316.00	UNIT:L004 PO-2024-1109
12/4/2024	227705	KEITH C PFEFFER	69.28	FOUNDATION PO-2024-3045 FB MAGNETS - APPLE WALL
12/4/2024	227705	KEITH C PFEFFER	939.55	OPS PO-2024-2885 18TH ST 3RD FL ALUMINUM LAMIN LETTERING
12/4/2024	227706	KERN COUNTY NETWORK FOR CHILDREN	120.00	KCNC 2025 leadership class for Rosario Miranda
12/4/2024	227706	KERN COUNTY NETWORK FOR CHILDREN	120.00	KCNC 2025 Leadership Training Program for Veronica Ramos
12/4/2024	227707	KERN COUNTY SUPERINTENDENT OF SCHOOLS	162.43	INV# 501267
12/4/2024	227707	KERN COUNTY SUPERINTENDENT OF SCHOOLS	394.23	INV# 501479 WO#93361
12/4/2024	227708	LAKESHORE EQUIPMENT COMPANY	1,454.97	PO-2024-2837
12/4/2024	227708	LAKESHORE EQUIPMENT COMPANY	1,946.61	PO-2024-3196

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/4/2024	227708	LAKESHORE EQUIPMENT COMPANY	1,458.27	PO-2024-3199
12/4/2024	227708	LAKESHORE EQUIPMENT COMPANY	226.07	PO-2024-3242
12/4/2024	227708	LAKESHORE EQUIPMENT COMPANY	604.39	PO-2024-3248
12/4/2024	227708	LAKESHORE EQUIPMENT COMPANY	614.71	PO-2024-3282
12/4/2024	227709	LASTAND, INC	20.00	INV# 2805-126944 Fish Window Cleaning
12/4/2024	227710	LAURA PORTA	20.00	Employee Reimbursement - Vehicle Maintenace / Carwash
12/4/2024	227711	LOIS HANNIBLE	25.00	Employee Reimbursement Paid Deposit for CA Science Center Fi
12/4/2024	227712	LOWES COMPANIES INC	(55.16)	Inv. 914742 - INVENTORY CREDIT
12/4/2024	227712	LOWES COMPANIES INC	(1,168.76)	Inv. 971297 - WINDOW CREDIT
12/4/2024	227712	LOWES COMPANIES INC	1,200.61	Inv. 971353 - WINDOW
12/4/2024	227712	LOWES COMPANIES INC	1,323.03	Inv. 983729 - INVENTORY
12/4/2024	227712	LOWES COMPANIES INC	1,168.76	Inv. 999568 - WINDOW
12/4/2024	227712	LOWES COMPANIES INC	(38.03)	PETE PARRA CREDIT
12/4/2024	227713	MANUEL LOPEZ	134.97	Employee reimbursement for work boots
12/4/2024	227714	MAYRA GARCIA	37.31	Employee Reimbursement Purchased Pizza for Mentor Program AR
12/4/2024	227715	MCWILLIAMS & WALDEN INC	119.84	LIC# 8HHK584
12/4/2024	227715	MCWILLIAMS & WALDEN INC	113.08	LIC# 8ZJW737 PO-2024-2180
12/4/2024	227716	MICHAEL K BROWN LANDSCAPE INC	1,975.00	FOOD BANK
12/4/2024	227716	MICHAEL K BROWN LANDSCAPE INC	305.00	VINELAND
12/4/2024	227717	MOJAVE UNIFIED SCHOOL DISTRICT	1,353.75	PO-2023-3169
12/4/2024	227718	NEXSTAR MEDIA INC	4,750.00	PO-2024-2559
12/4/2024	227719	NICOLE CALLAHAN	197.44	Travel Liquidation Region 9 Head Start Association Family E
12/4/2024	227720	NORTH BAKERSFIELD TOYOTA	45.44	INV 64004
12/4/2024	227721	ODP BUSINESS SOLUTIONS LLC	189.11	PO-2024-2997
12/4/2024	227721	ODP BUSINESS SOLUTIONS LLC	748.22	PO-2024-3125
12/4/2024	227722	OFFICE1 LEASING	296.27	450-0137749-000; 1300 18TH ST HR
12/4/2024	227722	OFFICE1 LEASING	1,183.15	450-0144270-000; 1300 18TH ST ERSEA; PO-2024-2558
12/4/2024	227722	OFFICE1 LEASING	428.25	450-7986161-027; 4032 JEWETT AVE
12/4/2024	227722	OFFICE1 LEASING	454.93	450-7986161-029; 1300 18TH ST 3RD FL CD; PO-2024-1455
12/4/2024	227722	OFFICE1 LEASING	789.85	450-7986161-037; 5351 OLIVE DR; PO-2024-1024
12/4/2024	227723	ONSTRATEGY	7,800.00	PO-2024-3187 STRATEGY HUB ANNUAL 10/2024-10/2025
12/4/2024	227724	PACIFICA HOST INC / STOCKTON HOSPITALITY LP	356.78	Hotel Accommodations staff travel to SJC S. Ortega and J. M
12/4/2024	227725	PACIFICA STOCKTON HOTEL LLC	390.44	Hotel Accommodations for Louis Gill, and Jerry Meade

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12/4/2024	227725	PACIFICA STOCKTON HOTEL LLC	582.62	Laurie Sproule Courtyard by Marriott stay November 5-8 2024
12/4/2024	227726	PARENTS AS TEACHERS NATIONAL CENTER	5,625.00	PO-2024-2800; 5 ECE EDUCATORS VIRTUAL FOUNDATION TRAINING
12/4/2024	227727	PG&E	451.53	1509 N GOLDEN GATE AVE
12/4/2024	227727	PG&E	530.64	2320 MOUNT VERNON AVE
12/4/2024	227727	PG&E	495.54	3000 STERLING RD
12/4/2024	227727	PG&E	4,639.83	3101 MALL VIEW RD
12/4/2024	227727	PG&E	376.98	319 20TH ST
12/4/2024	227727	PG&E	17.59	3811 RIVER BLVD
12/4/2024	227727	PG&E	272.26	401 WILLOW DR
12/4/2024	227727	PG&E	2,179.16	4032 JEWETT AVE
12/4/2024	227727	PG&E	1,242.59	425 N CALIFORNIA ST
12/4/2024	227727	PG&E	341.71	460 W LOS ANGELES AVE
12/4/2024	227727	PG&E	462.89	6019 NILES ST #B4
12/4/2024	227728	PRODUCERS DAIRY FOODS INC	6,988.76	PO-2024-1137
12/4/2024	227729	PROLIFIC PKG, LLC	20,004.60	PO-2024-3159 INV 9046
12/4/2024	227730	RENEE HULBRT	255.71	Travel Liquidation Region 9 Head Start Association Family En
12/4/2024	227731	RONALD SHELAN	288.90	REIMB 236 W 4TH ST BLDG 2 & 3 STOCKTON 09/19/24 - 10/18/24
12/4/2024	227731	RONALD SHELAN	289.43	REIMB 236 W 4TH ST BLDG 2 & 3 STOCKTON 10/19/2024 - 11/18/20
12/4/2024	227732	ROUTE 66 BROADBAND LLC	218.13	244 G ST # A NEEDLES CAPK-WIC DEC 2024 SVCS
12/4/2024	227733	SAFEWAY INC VONS DIVISION	7.05	REF# 00434040-102424-0336 Food Demo Purchase for CFHL
12/4/2024	227733	SAFEWAY INC VONS DIVISION	17.96	REF# 00435717-110124-0358 EXEC DIV SUPPLIES
12/4/2024	227733	SAFEWAY INC VONS DIVISION	16.79	REF# 00438194-111824-0336 Food Demo Purchase for CFHL
12/4/2024	227733	SAFEWAY INC VONS DIVISION	96.90	REF# 00667501-111424-0336 CALVIP PART FAM FOOD
12/4/2024	227733	SAFEWAY INC VONS DIVISION	38.04	REF# 00727044-111224-0336 Food Demo Purchase for CFHL
12/4/2024	227733	SAFEWAY INC VONS DIVISION	7.42	REF# 00800994-102924-0336 Food Demo Purchase for CFHL
12/4/2024	227733	SAFEWAY INC VONS DIVISION	14.56	REF# 00809180-102424-0336 Food Demo Purchase for CFHL
12/4/2024	227734	SAGASER WATKINS & WIELAND PC	2,450.00	WEBB V CAPK / REF: T2414466 09/22/2024 - 10/03/2024
12/4/2024	227735	SAVE MART SUPERMARKETS	109.86	AUTH# 808832 REF# 053903 11/15/2024 SPECIAL DIET DAIRY
12/4/2024	227736	SAVE MART SUPERMARKETS	303.39	AUTH# 720350 11/19/2024 SEQ# 055355 SPECIAL DIET GROCERY
12/4/2024	227737	SAVE MART SUPERMARKETS	59.96	AUTH# 729692 REF# 060866 11/18/2024 SPECIAL DIET GROCERY
12/4/2024	227738	SAVE MART SUPERMARKETS	73.98	AUTH# 8000340 11/19/2024 SEQ# 068384 SPECIAL DIET GROCERY
12/4/2024	227739	SEQUOIA SANDWICH COMPANY	259.00	Policy Council New Member Training Expense 11/13/2024 REF# 1
12/4/2024	227740	SHERI PHILLIPS	3,000.00	SDA Reimbursement - Tuiton 11/15/2024

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12/4/2024	227741	SOCALGAS	291.90	10300 1/2 SAN DIEGO ST LAMONT 10/28/2024 - 11/27/2024
12/4/2024	227741	SOCALGAS	233.83	315 STINE RD BAKERSFIELD 10/23/2024 - 11/22/2024
12/4/2024	227741	SOCALGAS	48.12	455 E EUCLID AVE SHAFTER 10/16/2024 - 11/15/2024
12/4/2024	227741	SOCALGAS	18.12	650 JAMES ST SHAFTER 10/16/2024 - 11/15/2024
12/4/2024	227742	SOUTHERN CALIFORNIA EDISON	254.51	108 S ROBINSON ST TEHACHAPI 10/21/2024 - 11/19/2024
12/4/2024	227742	SOUTHERN CALIFORNIA EDISON	124.21	11336 BARTLETT AVE STE 13 & 14 10/24/2024 - 11/22/2024
12/4/2024	227742	SOUTHERN CALIFORNIA EDISON	1,817.19	1835 CECIL AVE DELANO 10/22/2024 - 11/20/2024
12/4/2024	227743	SOUTHWEST GAS CORPORATION	12.94	11336 BARTLETT AVE STE 14 ADELANTO 10/19/2024 - 11/19/2024
12/4/2024	227744	STANDARD PLUMBING SUPPLY COMPANY, INC	29.41	WIC
12/4/2024	227745	SUNRISE GARDENING SERVICE, LLC	1,300.00	OASIS - CLEAN UP HAUL TRASH & GREEN WASTE
12/4/2024	227746	T-MOBILE USA INC	5,907.91	CORP ID SOURCEWELL 986162282 T-MOBILE 10/21/24 - 11/20/24
12/4/2024	227747	TEHACHAPI UNIFIED SCHOOL DISTRICT	1,011.00	OCTOBER 2024 HEAD START PROGRAM LUNCH MEALS
12/4/2024	227748	TIMOTHY SEXTON	1,360.24	L24-211/ANDREA P CHAVEZ/5912 MARBELLA ST/PO-2024-3068
12/4/2024	227749	TUFF SHED INC	3,376.37	MAINT PO-2024-3200 WO# 2528855 PETE PARRA STORAGE
12/4/2024	227750	ULINE	57.82	3101 MALL VIEW RD PO-2024-1312 ORD# 27910533
12/4/2024	227751	UNITED RENTALS INC	375.30	2900 M ST CONTAINER SN# 2490440 11/12/2024 - 12/10/2024
12/4/2024	227752	VAL-PRO, INC	235.20	PO-2024-1138/TANGERINE
12/4/2024	227753	VAL-PRO, INC	269.14	PO-2024-1138/MISC PRODUCE
12/4/2024	227754	VAL-PRO, INC	1,291.15	PO-2024-1138/MISC PRODUCE
12/4/2024	227755	VAL-PRO, INC	373.80	PO-2024-1138/MISC PRODUCE
12/4/2024	227756	VAL-PRO, INC	1,783.35	PO-2024-1138/MISC PRODUCE
12/4/2024	227757	VALLEY PROPANE SERVICE	186.68	PO-2024-1649 FOOD BANK
12/4/2024	227757	VALLEY PROPANE SERVICE	214.57	PO-2024-1649 FOOD BANK 11/04/2024
12/4/2024	227757	VALLEY PROPANE SERVICE	182.98	PO-2024-1649 FOOD BANK 11/12/2024
12/4/2024	227758	VANESSA CORTEZ MENDOZA	78.00	TRAVEL LIQUIDATION - TIME TO THRIVE SUMMIT, LOS ANGELES, CA
12/4/2024	227759	VESTIS GROUP, INC	136.30	3101 MALL VIEW RD PO-2024-1662 LINEN SERVICES
12/4/2024	227760	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	641.75	814 N NORMA ST RIDGECREST 12/01/2024 - 12/31/2024
12/4/2024	227760	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	285.71	9124 CATALPA AVE CALCITY 11/01/2024 - 11/30/2024
12/4/2024	227761	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	157.02	450-7986161-022 11/04/2024 - 12/03/2024 CUST# 3691624163
12/4/2024	227762	WIPFLI LLP	153.00	Power BI Pro - October 2024 Client# 403782
12/4/2024	227763	AT&T	235.68	9391037343
12/4/2024	227763	AT&T	73.45	9391058624
12/4/2024	227763	AT&T	266.32	9391058736

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12/4/2024	227763	AT&T	30.80	9391058772
12/4/2024	227763	AT&T	87.73	9391058913
12/4/2024	227763	AT&T	120.77	9391059043
12/4/2024	227763	AT&T	115.68	9391059164
12/4/2024	227763	AT&T	76.18	9391059211
12/4/2024	227763	AT&T	173.16	9391059214
12/4/2024	227763	AT&T	95.99	9391060520
12/4/2024	227764	CITY OF STOCKTON	32.50	PERMIT #59034 - 1145 N HUNTER ST - 2025 ALARM RENEWAL
12/4/2024	227765	CITY OF STOCKTON	32.50	PERMIT #59356 - 347 E POPLAR ST - 2025 ALARM RENEWAL
12/4/2024	227766	CITY OF STOCKTON	32.50	PERMIT #59357 - 425 N CALIFORNIA ST - 2025 ALARM RENEWAL
12/4/2024	227767	HOME DEPOT COMMERCIAL CREDIT	(54.04)	Inv. 212228 - INVENTORY CREDIT
12/4/2024	227767	HOME DEPOT COMMERCIAL CREDIT	19.06	Inv. 4304086 - INVENTORY
12/4/2024	227767	HOME DEPOT COMMERCIAL CREDIT	225.57	Inv. 5135162 - INVENTORY
12/4/2024	227767	HOME DEPOT COMMERCIAL CREDIT	699.51	Inv. 5173396 - INVENTORY
12/4/2024	227767	HOME DEPOT COMMERCIAL CREDIT	19.06	Inv. 5292164 - INVENTORY
12/4/2024	227767	HOME DEPOT COMMERCIAL CREDIT	989.71	Inv. 6902368 - INVENTORY
12/4/2024	227767	HOME DEPOT COMMERCIAL CREDIT	626.05	Inv. 6902369 - INVENTORY
12/4/2024	227767	HOME DEPOT COMMERCIAL CREDIT	(120.95)	Inv. 900656 - INVENTORY CREDIT
12/4/2024	227767	HOME DEPOT COMMERCIAL CREDIT	6.47	Inv. 9521011 - INVENTORY
12/4/2024	227767	HOME DEPOT COMMERCIAL CREDIT	5.43	OASIS
12/4/2024	227768	AT&T	30.65	9391058865
12/4/2024	227768	AT&T	30.65	9391058940
12/4/2024	227768	AT&T	147.04	9391058945
12/4/2024	227768	AT&T	59.75	9391059009
12/4/2024	227768	AT&T	87.89	9391059027
12/4/2024	227768	AT&T	195.98	9391059166
12/4/2024	227768	AT&T	268.30	9391059173
12/4/2024	227768	AT&T	58.19	9391059419
12/4/2024	227769	HOME DEPOT COMMERCIAL CREDIT	142.85	18TH ST
12/4/2024	227769	HOME DEPOT COMMERCIAL CREDIT	135.13	ANGELA MARTINEZ
12/4/2024	227769	HOME DEPOT COMMERCIAL CREDIT	136.33	PETE PARRA > CLASS 3
12/4/2024	227769	HOME DEPOT COMMERCIAL CREDIT	(136.33)	PETE PARRA > CLASS 3 CREDIT
12/4/2024	227769	HOME DEPOT COMMERCIAL CREDIT	41.64	PETE PARRA > CLASS 4
12/4/2024	227770	JAZMIN DE LA CRUZ DUARTE	79.00	Jazmin De La Cruz Duarte - SDA Reimbursement - Professional
12/4/2024	227771	MANUEL G BARRIOS	75.00	Lawn Service November 2024 - Manuel Barrios

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12/4/2024	227772	CLEMMER AND COMPANY	2,700.00	CALAIM SECURITY DEPOSIT AND FIRST AND LAST MONTHS RENT
12/4/2024	227773	CLEMMER AND COMPANY	975.00	CALAIM HOUSING DEPOSIT
12/4/2024	227774	CLEMMER AND COMPANY	1,100.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
12/4/2024	227775	CLEMMER AND COMPANY	1,100.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
12/4/2024	227776	AT&T	31.58	93910558691
12/4/2024	227776	AT&T	64.27	9391058375
12/4/2024	227776	AT&T	30.80	9391058628
12/4/2024	227776	AT&T	229.60	9391058732/ 080324
12/4/2024	227776	AT&T	241.60	9391058732/ 090324
12/4/2024	227776	AT&T	30.80	9391058822
12/4/2024	227776	AT&T	31.93	9391058922
12/4/2024	227776	AT&T	30.80	9391059036
12/4/2024	227776	AT&T	147.79	9391059065
12/4/2024	227776	AT&T	29.24	9391059093
12/4/2024	227776	AT&T	115.68	9391060518
12/4/2024	227776	AT&T	96.72	9391060519/ 090324
12/4/2024	227776	AT&T	38.46	9391060521
12/4/2024	227777	ADILENE NAVA	119.26	MILEAGE REIMBURSEMENT
12/4/2024	227778	ALEJANDRA SALVADOR	44.89	October Mileage
12/4/2024	227779	ALEJANDRA VERDUZCO	28.81	Parent Mileage & Childcare Reimbursement
12/4/2024	227780	ALONDRA MURILLO	177.55	Mileage Reimbursement
12/4/2024	227781	AMY A JIMENEZ	125.96	MILEAGE REIMBURSEMENT
12/4/2024	227782	ANA MARTINEZ	60.97	MILEAGE REIMBURSEMENT
12/4/2024	227783	ANGEL PEREZ AREVALO	32.83	Mileage Reimbursement
12/4/2024	227784	ANNA SAAVEDRA	237.18	Anna S October Mileage 2024
12/4/2024	227785	AT&T	53.92	9391058583
12/4/2024	227785	AT&T	36.67	9391058697
12/4/2024	227785	AT&T	89.88	9391058702
12/4/2024	227785	AT&T	30.65	9391058731
12/4/2024	227785	AT&T	176.38	9391058743
12/4/2024	227785	AT&T	145.81	9391058788
12/4/2024	227785	AT&T	204.74	9391058839
12/4/2024	227785	AT&T	89.32	9391058914
12/4/2024	227785	AT&T	30.65	9391059042
12/4/2024	227785	AT&T	77.82	9391059161
12/4/2024	227785	AT&T	484.78	9391083955
12/4/2024	227786	AT&T	4,299.00	Switched Ethernet October 2024 Acct 831-000-9464 127
12/4/2024	227787	AT&T	4,565.41	831-000-7563 312 Billing ADI Security & Internet Connection
12/4/2024	227788	AT&T	4,159.33	Switched Ethernet November 2024 Acct 831-000-9464 127
12/4/2024	227789	AT&T	4,565.41	831-000-7563 312 Billing ADI Security & Internet Connection
12/4/2024	227790	CHRISTOPHER CUZUL	15.45	Parent Mileage & Childcare Reimbursement
12/4/2024	227791	CITLALY MARQUEZ	52.93	October Mileage
12/4/2024	227792	CLAUDIA VALENCIA PRECIADO	47.57	C VALENCIA PRECIADO OCT 2024 MILEAGE
12/4/2024	227793	CYNTHIA RODRIGUEZ	41.54	October 2024 Mileage Reimbursement
12/4/2024	227794	DOMINIQUE BASSI	37.05	Parent Mileage and Childcare

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12/4/2024	227795	ERIKA SALAZAR	95.81	JUNE 2024 MILEAGE REIMBURSEMENT
12/4/2024	227796	ESMERALDE VEGA	22.78	Mileage reimbursement
12/4/2024	227797	ESTHER A REYES-GARZA	107.87	October Mileage
12/4/2024	227798	FATIMA ECHEVERRIA	19.50	Parent Mileage & Childcare Reimbursement
12/4/2024	227799	IRIS LOPEZ	143.38	Mileage Reimbursement
12/4/2024	227800	JACINTA ZEDPEDA	105.86	Mileage Reimbursement
12/4/2024	227801	JAZMYN REDICK	50.25	October Mileage
12/4/2024	227802	JIMMIE ALVIDREZ	26.80	Mileage Reimbursement
12/4/2024	227803	Jonathan Ross-Tohill	78.39	Jonathan October Mileage2024
12/4/2024	227804	Joseph Rodriguez	320.93	Joseph R October Mileage 2024
12/4/2024	227805	JUANA CAMACHO	117.25	MILEAGE REIMBURSEMENT
12/4/2024	227806	JUANITA JACKSON	54.27	MILEAGE REIMBURSTMENT SEPT 2024
12/4/2024	227807	KARAYA GAGE	30.82	Gage- Oct Mileage
12/4/2024	227808	KATERINA GONZALEZ	207.03	MILEAGE REIMBURSEMENT
12/4/2024	227809	KAYLONIE HOWARD	20.58	Parent Mileage & Childcare Reimbursement
12/4/2024	227810	LIGIA JOHNSON	184.92	October Mileage
12/4/2024	227811	LISA MORENO	77.05	MILEAGE REIMBURSEMENT
12/4/2024	227812	LORENA IBARRA	83.08	Mileage Reimbursement
12/4/2024	227813	MAGDALENA CARDENAS	28.14	October Mileage
12/4/2024	227814	MARGARITA MORALES	371.85	Margarita Morales October Mileage2024
12/4/2024	227815	MARIA MARTINEZ	142.71	MILEAGE REIMBURSEMENT
12/4/2024	227816	MARISELA GONZALEZ	64.99	October Mileage
12/4/2024	227817	MICHELLE OLIVEROS	74.37	October Mileage
12/4/2024	227818	MIRELLA RUBIO	365.15	Mileage Reimbursement
12/4/2024	227819	MONICA LOPEZ	60.30	Mileage Reimbursement
12/4/2024	227820	MONIQUE ANTOINETTE TREVINO	128.64	Monique T October Mileage 2024
12/4/2024	227821	NANCY COSTA	79.06	MILEAGE REIMBURSTMENT NOV 2024
12/4/2024	227821	NANCY COSTA	64.32	SEPTEMBER 2024 Nancy Costa Sept Mileage
12/4/2024	227822	NAOMI CARRILLO	56.28	Mileage Reimbursement
12/4/2024	227823	OSCAR W MARTINEZ	223.11	Mileage Reimbursement
12/4/2024	227824	PAULINO CRUZ	148.07	Mileage Reimbursment
12/4/2024	227825	RAYJEAN STONE	20.77	Mileage Reimbursement
12/4/2024	227826	RIGOBERTO REYES	104.52	Mileage Reimbursement
12/4/2024	227827	RITA FREGOSO	100.50	MILEAGE REIMBURSEMENT
12/4/2024	227828	ROSLYN CRUZ	132.66	October Mileage
12/4/2024	227829	RUBY REYES CRUZ	49.44	Parent Mileage & Childcare Reimbursement
12/4/2024	227830	SANDRA MEJIA ESPARZA	162.14	October Mileage
12/4/2024	227831	SHEVADA DOVE-WILLIAMS	363.81	Mileage Reimbursement
12/4/2024	227832	TRACY SUNKES	60.30	MILEAGE REIMBURSTMENT
12/4/2024	227833	VICTORIA FLORES	101.84	MILEAGE REIMBURSEMENT
12/4/2024	227834	ZOE FINCH	126.63	MILEAGE REIMBURSTMENT
12/4/2024	33492	4IMPRINT INC AKA NELSON MARKETING	376.85	PO-2024-3227
12/4/2024	33493	ADOBE INC	100.76	Adobe INV# 2917255940 1 Acrobat Pro Subscription ALL MLP L
12/4/2024	33494	ADOBE INC	403.04	Adobe INV# 2923703174 4 Acrobat Pro Subscription ALL MLP L
12/4/2024	33495	ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	405.31	5 REAL ROAD

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12/4/2024	33496	AMAROK, LLC	7,933.13	PORTABLE FENCE DEPOSIT FOR CK - 1825 FELIZ DR
12/4/2024	33497	AMAZON CAPITAL SERVICES, INC	510.16	PO-2024-3096
12/4/2024	33497	AMAZON CAPITAL SERVICES, INC	178.59	PO-2024-3178
12/4/2024	33497	AMAZON CAPITAL SERVICES, INC	104.73	PO-2024-3206
12/4/2024	33497	AMAZON CAPITAL SERVICES, INC	458.00	PO-2024-3261
12/4/2024	33497	AMAZON CAPITAL SERVICES, INC	176.26	PO-2024-3262
12/4/2024	33497	AMAZON CAPITAL SERVICES, INC	175.34	PO-2024-3263
12/4/2024	33497	AMAZON CAPITAL SERVICES, INC	169.56	PO-2024-3275
12/4/2024	33497	AMAZON CAPITAL SERVICES, INC	356.10	PO-2024-3276
12/4/2024	33497	AMAZON CAPITAL SERVICES, INC	300.74	PO-2024-3286
12/4/2024	33498	AN ICON COMPANY, LLC	7,277.07	PO-2024-2673
12/4/2024	33499	Andrea Chavez	186.53	TRAVEL LIQUIDATION - ANDREA CHAVEZ - VISION Y COMPROMISO CON
12/4/2024	33500	ANGELICA NELSON	81.80	TRAVEL LIQUIDATION - - SHRM INCLUSION CONFERENCE, AURORA, CO
12/4/2024	33501	ANNELISA PEREZ	241.48	TRAVEL LIQUIDATION - A. PEREZ - TIME TO THRIVE SUMMIT, LOS A
12/4/2024	33502	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	395.85	Security Alarm Monitoring service 12/01/2024-2/2028/25
12/4/2024	33503	BLUETRITON BRANDS INC	54.11	2900 M ST - LBNC ACCT# 6701364035 10/27/2024 - 11/26/2024
12/4/2024	33504	BRADY INDUSTRIES	6,532.04	PO-2024-1267
12/4/2024	33504	BRADY INDUSTRIES	11,830.32	PO-2024-1269
12/4/2024	33504	BRADY INDUSTRIES	(163.85)	PO-2024-1269/CREDIT MEMO FOR INV#9426566
12/4/2024	33505	CAZADOR CONSULTING GROUP INC	387.93	ISABEL BARBA
12/4/2024	33505	CAZADOR CONSULTING GROUP INC	1,218.00	OPS - GABRIEL NAHE
12/4/2024	33506	CDW GOVERNMENT LLC	4,247.67	PO-2024-2833
12/4/2024	33506	CDW GOVERNMENT LLC	4,247.67	PO-2024-2834
12/4/2024	33507	CHEVRON AND TEXACO BUSINESS CARD SERVICES	3,085.93	0496-00-455594-6
12/4/2024	33508	CHILD AND FAMILY PSYCHOLOGY CLINIC, INC	2,730.00	CONSULTANT SERVICES - NOV 2024/Observation Dr. Michael E Kir
12/4/2024	33509	CLARK PEST CONTROL OF STOCKTON, INC	140.00	OASIS
12/4/2024	33509	CLARK PEST CONTROL OF STOCKTON, INC	250.00	OASIS EFF DATE 09/20/24
12/4/2024	33510	CLASSIC CHARTER INC	1,869.00	Transportation for CA Science Center Field Trip
12/4/2024	33511	CREATIVE FINANCIAL STAFFING LLC	1,216.00	TYANNA PRINCE
12/4/2024	33512	CROWN EQUIPMENT CORPORATION	1,837.00	PO-2024-3186

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12/4/2024	33512	CROWN EQUIPMENT CORPORATION	1,707.00	PO-2024-3186/V-022
12/4/2024	33513	CUSTOM L & A CONSTRUCTION INC	1,880.00	PETE PARRA
12/4/2024	33514	DELK PEST CONTROL	90.00	1145 N HUNTER ST
12/4/2024	33514	DELK PEST CONTROL	90.00	1509 N GOLDEN GATE AVE
12/4/2024	33514	DELK PEST CONTROL	90.00	215 W 5TH ST
12/4/2024	33514	DELK PEST CONTROL	90.00	2800 S D ST
12/4/2024	33514	DELK PEST CONTROL	90.00	347 E POPLAR ST
12/4/2024	33514	DELK PEST CONTROL	90.00	425 N CALIFORNIA ST
12/4/2024	33514	DELK PEST CONTROL	90.00	850 J ST
12/4/2024	33514	DELK PEST CONTROL	90.00	PO-2024-3390/701 S HUTCHINS ST
12/4/2024	33515	DELL TECHNOLOGIES, INC.	300.38	PO-2024-3009
12/4/2024	33515	DELL TECHNOLOGIES, INC.	3,130.37	PO-2024-3055
12/4/2024	33515	DELL TECHNOLOGIES, INC.	100.14	PO-2024-3407
12/4/2024	33516	DENA WALKER	70.00	CPR Certification Reimb Receipt# 605489 11/09/2024
12/4/2024	33517	DISCOUNT SCHOOL SUPPLY	1,238.36	PO-2024-3059
12/4/2024	33518	ECOLAB FOOD SAFETY SPECIALTIES	240.28	MJM
12/4/2024	33519	ECOLAB FOOD SAFETY SPECIALTIES	140.67	PRIMEROS PASOS
12/4/2024	33520	ECOLAB FOOD SAFETY SPECIALTIES	169.38	HLH
12/4/2024	33521	ERIC LE BARBE	3.15	Employee Reimbursement Postage
12/4/2024	33522	ERIC LE BARBE	2.31	Employee Reimbursement Postage
12/4/2024	33523	ESCUELITA HERNANDEZ LITTLE SCHOOL	10,495.36	SEPTEMBER 2024
12/4/2024	33524	FRESHPOINT CENTRAL CALIFORNIA, INC	2,544.58	PO-2024-2383
12/4/2024	33525	FRONTIER COMMUNICATIONS HOLDINGS LLC	103.45	760-373-7605-102494-5
12/4/2024	33526	GARDEN PATHWAYS INC	9,640.33	SEPTEMBER 2024
12/4/2024	33527	GARRETT MADDEN	314.95	CENTRAL KITCHEN
12/4/2024	33528	HD Supply Facilites Maintenance LTD	15,329.01	PO-2024-3265
12/4/2024	33529	HD Supply Facilites Maintenance LTD	3,945.44	PO-2024-3265
12/4/2024	33530	IMPERIAL BAG & PAPER CO, LLC	62.87	PO-2024-2552
12/4/2024	33531	IMPERIAL BAG & PAPER CO, LLC	334.57	PO-2024-2545
12/4/2024	33532	IMPERIAL BAG & PAPER CO, LLC	343.21	PO-2024-2552
12/4/2024	33533	IMPERIAL BAG & PAPER CO, LLC	427.91	PO-2024-2545
12/4/2024	33534	IMPERIAL BAG & PAPER CO, LLC	465.46	PO-2024-2552
12/4/2024	33535	IMPERIAL BAG & PAPER CO, LLC	515.57	PO-2024-2552
12/4/2024	33536	IMPERIAL BAG & PAPER CO, LLC	520.14	PO-2024-2545
12/4/2024	33537	IMPERIAL BAG & PAPER CO, LLC	599.52	PO-2024-2552

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12/4/2024	33538	IMPERIAL BAG & PAPER CO, LLC	220.35	PO-2024-2545
12/4/2024	33539	IMPERIAL BAG & PAPER CO, LLC	123.18	PO-2024-2552
12/4/2024	33540	IMPERIAL BAG & PAPER CO, LLC	534.80	PO-2024-2545
12/4/2024	33541	IMPERIAL BAG & PAPER CO, LLC	549.58	PO-2024-2552
12/4/2024	33542	IMPERIAL BAG & PAPER CO, LLC	69.02	PO-2024-2553
12/4/2024	33543	IMPERIAL BAG & PAPER CO, LLC	183.15	PO-2024-2553
12/4/2024	33544	IMPERIAL BAG & PAPER CO, LLC	69.34	PO-2024-2553
12/4/2024	33545	IMPERIAL BAG & PAPER CO, LLC	69.50	PO-2024-2553
12/4/2024	33546	IMPERIAL BAG & PAPER CO, LLC	43.83	PO-2024-2545
12/4/2024	33547	IMPERIAL BAG & PAPER CO, LLC	36.02	PO-2024-2545
12/4/2024	33548	IMPERIAL BAG & PAPER CO, LLC	551.27	PO-2024-2545
12/4/2024	33549	IMPERIAL BAG & PAPER CO, LLC	638.03	PO-2024-2552
12/4/2024	33550	IMPERIAL BAG & PAPER CO, LLC	61.05	PO-2024-2553
12/4/2024	33551	IMPERIAL BAG & PAPER CO, LLC	89.60	PO-2024-2545
12/4/2024	33552	IMPERIAL BAG & PAPER CO, LLC	133.35	PO-2024-2552
12/4/2024	33553	IMPERIAL BAG & PAPER CO, LLC	43.73	PO-2024-2545
12/4/2024	33554	IMPERIAL BAG & PAPER CO, LLC	41.71	PO-2024-2448
12/4/2024	33555	IMPERIAL BAG & PAPER CO, LLC	244.58	PO-2024-2545
12/4/2024	33556	IMPERIAL BAG & PAPER CO, LLC	121.77	PO-2024-2552
12/4/2024	33557	IMPERIAL BAG & PAPER CO, LLC	60.35	PO-2024-2553
12/4/2024	33558	INDEPENDENT FIRE & SAFETY	326.06	M ST
12/4/2024	33559	JAB COMMUNICATION INC.	6,998.54	PO-2024-3003
12/4/2024	33560	JAB COMMUNICATION INC.	2,850.00	18th St Install(1) cat6 CMR Data Cables
12/4/2024	33561	JAQUELINE GUERRA	162.03	TRAVEL LIQUIDATION - J. GUERRA - VISION Y COMPROMISO CONFERE
12/4/2024	33562	JERRY MEADE	57.00	EMPLOYEE REIMBURSEMENT - Bus Pass for displaced Family
12/4/2024	33563	JERRY MEADE	3,522.53	Travel Liquidation Region 9 Head Start Association Family E
12/4/2024	33564	JOHN REY	104.98	PO-2024-1542 15662 K ST OCT/NOV 2024 UTILITIES
12/4/2024	33565	KAPLAN EARLY LEARNING CO	2,095.44	PO-2024-1567
12/4/2024	33566	KAPLAN EARLY LEARNING CO	702.44	PO-2024-2851
12/4/2024	33567	KAPLAN EARLY LEARNING CO	229.99	PO-2024-2893

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12/4/2024	33568	KAPLAN EARLY LEARNING CO	186.18	PO-2024-3062
12/4/2024	33569	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	90.00	PO-2024-1552
12/4/2024	33570	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	550.00	PO-2024-2454 & PO-2024-2944
12/4/2024	33571	MARIA MORALES ZARATE	59.00	Maria Morales - SDA Reimbursement - Bilingual Cert - 10/04/2
12/4/2024	33572	MARY ANN MOONEY	70.00	Employee Reimbursement - CPR/First Aid Certification 11/15/2
12/4/2024	33573	MICROSOFT CORPORATION	132.00	Visio Plan 2 (Nonprofit Staff Pricing)
12/4/2024	33574	MICROSOFT CORPORATION	228.00	Microsoft 365 E5 (Nonprofit Staff Pricing)
12/4/2024	33575	MICROSOFT CORPORATION	96.00	Planner and Project Plan 3 (Nonprofit Staff Pricing)
12/4/2024	33576	MICROSOFT CORPORATION	56.00	Power BI Premium Per User (Nonprofit Staff Pricing)
12/4/2024	33577	MICROSOFT CORPORATION	57.60	Dynamics 365 Customer Engagement Plan (Nonprofit Staff Prici
12/4/2024	33578	MICROSOFT CORPORATION	6,720.00	Dataverse Database Capacity add-on (Nonprofit Staff Pricing)
12/4/2024	33579	MICROSOFT CORPORATION	3,018.75	Office 365 E3 (Nonprofit Staff Pricing)
12/4/2024	33580	MICROSOFT CORPORATION	228.00	Office 365 E5 (Nonprofit Staff Pricing)
12/4/2024	33581	MICROSOFT CORPORATION	9.00	Microsoft Entra ID P2
12/4/2024	33582	MISSION LINEN SUPPLY	2,431.53	ACC 301151 PO-2024-1699
12/4/2024	33582	MISSION LINEN SUPPLY	759.20	ACC 316102 PO-2024-1699
12/4/2024	33582	MISSION LINEN SUPPLY	1,699.80	PO-2024-1699 ACC 301151
12/4/2024	33582	MISSION LINEN SUPPLY	550.22	PO-2024-1699 ACC 316102
12/4/2024	33582	MISSION LINEN SUPPLY	43.12	PO-2024-3050 ACC 322666
12/4/2024	33583	MOLLY & BRUCE BUSACCA INC	57.00	11336 BARTLETT AVE - WIC ADELANTO 12/01/2024 - 02/28/2025
12/4/2024	33584	NARAMA INC	371.84	EKFRC PO-2024-2962 OUTREACH APPAREL
12/4/2024	33586	OFFICE IMAGING, INC	43.21	TKC-2984; 11336 BARLETT AVE STE 14
12/4/2024	33586	OFFICE IMAGING, INC	2,106.60	TKC-2984; 1145 N HUNTER ST
12/4/2024	33586	OFFICE IMAGING, INC	20.50	TKC-2984; 1300 18TH ST GLYNS AREA; PO-2024-1337
12/4/2024	33586	OFFICE IMAGING, INC	20.50	TKC-2984; 1300 18TH ST LOUIS AREA; PO-2024-1408
12/4/2024	33586	OFFICE IMAGING, INC	73.30	TKC-2984; 1509 N GOLDEN GATE AVE
12/4/2024	33586	OFFICE IMAGING, INC	451.69	TKC-2984; 215 W 5TH ST
12/4/2024	33586	OFFICE IMAGING, INC	374.33	TKC-2984; 425 N CALIFORNIA ST
12/4/2024	33586	OFFICE IMAGING, INC	25.41	TKC-2984; 455 E EUCLID AVE; PO-2024-1345
12/4/2024	33586	OFFICE IMAGING, INC	761.96	TKC-2984; 520 WASHINGTON ST; PO-2024-2551
12/4/2024	33586	OFFICE IMAGING, INC	303.41	TKC-2984; 701 S HUTCHINS ST
12/4/2024	33586	OFFICE IMAGING, INC	656.90	TKC-2984; 850 J ST
12/4/2024	33586	OFFICE IMAGING, INC	1,709.73	TKC-2984; VARIOUS HS LOCATIONS
12/4/2024	33587	PAPER CONNECTION INC	713.21	PO-2024-3252
12/4/2024	33588	PAUL H BROOKES PUBLISHING CO., INC.	849.90	PO-2024-3089
12/4/2024	33589	PAUL H BROOKES PUBLISHING CO., INC.	12,341.12	PO-2024-3107 ASQ ONLINE CURRICULUM FCC
12/4/2024	33590	PAULIN INDUSTRIES, INC.	867.82	18TH ST JANITORIAL SUPPLIES 11/13/2024

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12/4/2024	33591	POWER MACHINERY CENTER	2,010.53	PO-2024-3000 SERIAL 1548
12/4/2024	33592	PRITIKA RAM	241.48	TRAVEL LIQUIDATION - P. RAM - TIME TO THRIVE SUMMIT, LOS ANG
12/4/2024	33593	SEIU LOCAL 521	27,748.05	November 2024 Union Dues
12/4/2024	33594	SMART & FINAL	100.04	ACCT# 326821 REF# 459977 10/18/2024 SUPPLIES PARENT MEETING/
12/4/2024	33595	SMART & FINAL	179.07	ACCT# 326821 REF# 212699 10/25/24 SUPPLIES FAMILY ENGAGMT EV
12/4/2024	33596	SMART & FINAL	211.43	ACCT# 326821 REF# 592133 11/22/2024 HVP WINTER SOCIAL
12/4/2024	33597	SMART & FINAL	8.97	ACCT# 326821 REF# 407166 11/22/2024 HVP WINTER SOCIAL
12/4/2024	33598	STEPHEN WILLIFORD	245.00	LBNC
12/4/2024	33599	STEPHEN WILLIFORD	235.00	LBNC
12/4/2024	33600	STINSON STATIONERS	244.14	CFHL PO-2024-3341 SUPPLIES
12/4/2024	33600	STINSON STATIONERS	1,027.22	HS PRGRM PO-2024-3293 BROADWAY OFFICE SUPPLIES
12/4/2024	33600	STINSON STATIONERS	1,094.68	HS PRGRM PO-2024-3294 ALBERTA DILLARD OFFICE SUPPLIES
12/4/2024	33600	STINSON STATIONERS	1,859.52	HS PRGRM PO-2024-3343 FAIRFAX OFFICE SUPPLIES
12/4/2024	33600	STINSON STATIONERS	1,645.08	HS PRGRM PO-2024-3344 ALLICANTE OFFICE SUPPLIES
12/4/2024	33600	STINSON STATIONERS	1,775.15	HS PRGRM PO-2024-3345 ANGELA MTZ OFFICE SUPPLIES
12/4/2024	33601	SYSCO FOOD SERVICES OF VENTURA INC	1,294.43	2900 M ST PO-2024-2877 ORD# 1721475
12/4/2024	33602	SYSCO FOOD SERVICES OF VENTURA INC	1,924.36	2900 M ST PO-2024-2877 ORD# 1723729 & 1723855
12/4/2024	33603	SYSCO FOOD SERVICES OF VENTURA INC	1,409.72	2900 M ST PO-2024-2877 ORD# 1725965
12/4/2024	33604	SYSCO FOOD SERVICES OF VENTURA INC	774.28	2900 M ST PO-2024-2877 ORD# 1729922
12/4/2024	33605	SYSCO FOOD SERVICES OF VENTURA INC	535.91	2900 M ST PO-2024-2877 ORD# 1730808
12/4/2024	33606	SYSCO FOOD SERVICES OF VENTURA INC	153.45	3101 MALL VIEW RD PO-2024-1266 ORD# 1731466
12/4/2024	33607	SYSCO FOOD SERVICES OF VENTURA INC	1,096.46	3101 MALL VIEW RD PO-2024-1268 ORD# 1731533
12/4/2024	33608	SYSCO FOOD SERVICES OF VENTURA INC	13,757.25	3101 MALL VIEW RD PO-2024-1255 ORD# 1731551
12/4/2024	33609	SYSCO FOOD SERVICES OF VENTURA INC	415.82	3101 MALL VIEW RD PO-2024-1266 ORD# 1731649
12/4/2024	33610	SYSCO FOOD SERVICES OF VENTURA INC	108.40	3101 MALL VIEW RD PO-2024-1255 ORD# 1731790
12/4/2024	33611	SYSCO FOOD SERVICES OF VENTURA INC	830.39	2900 M ST PO-2024-2877 ORD# 1733001
12/4/2024	33612	SYSCO FOOD SERVICES OF VENTURA INC	790.76	2900 M ST PO-2024-2877 ORD# 1735464
12/4/2024	33613	TEACHSTONE, INC	135.00	HSEDU PO-2024-2934 CLASS RECERTIFICATION
12/4/2024	33614	TEACHSTONE, INC	16,500.00	HSPDM PO-2024-2477 TRAINIG SVCS HS/EHS 10/21/2024 ONSITE

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12/4/2024	33615	TEACHSTONE, INC	22,125.00	HSPDM PO-2024-2477 TRAINIG SVCS HS/EHS 11/06-08/2024 ONSITE
12/4/2024	33616	TEL TEC SECURITY SYSTEMS INC	825.00	PRIMEROS PASOS JOB# 241000434 11/11/2024
12/4/2024	33617	TEL TEC SECURITY SYSTEMS INC	392.40	FHCC JOB# 241000673 11/11/2024
12/4/2024	33618	TEL TEC SECURITY SYSTEMS INC	214.95	FHCC JOB# 241000687 11/11/2024
12/4/2024	33619	TEL TEC SECURITY SYSTEMS INC	504.01	HARVEY HALL JOB# 241000274 11/12/2024
12/4/2024	33620	THE MARCOM GROUP, INC.	95.00	Web Hosting October 2024
12/4/2024	33621	THE MARCOM GROUP, INC.	95.00	Web Hosting November 2024
12/4/2024	33622	TRACY WEBSTER	123.40	Travel Liquidation SSVG Fiscal Management & Oversight Commit
12/4/2024	33623	TRAFFIC MANAGEMENT, INC.	701.13	FOOD BANK REF# 06-1924233 11/04/2024 WO# 18246
12/4/2024	33624	TRAFFIC MANAGEMENT, INC.	312.72	FOOD BANK REF# 06-1924482 11/14/2024 WO# 18246
12/4/2024	33625	VERLINDA DENWITTY	70.00	CPR Certification Reimb Receipt# 605490 11/09/2024
12/4/2024	33626	W W GRAINGER INC	156.25	OPS
12/4/2024	33627	W W GRAINGER INC	52.56	OASIS
12/4/2024	33628	W W GRAINGER INC	34.26	SHAFTER EHS
12/4/2024	33629	W W GRAINGER INC	114.94	BROADWAY
12/4/2024	33630	W W GRAINGER INC	497.82	SHAFTER EHS
12/4/2024	33631	WILFREDO CRUZ JR	10.00	EMPLOYEE REIMBURSEMENT CAR WASH
12/4/2024	33632	AMAZON CAPITAL SERVICES, INC	(40.04)	PO-2024-2483/CREDIT MEMO EFF DATE 08/26/24
12/4/2024	33632	AMAZON CAPITAL SERVICES, INC	(148.86)	PO-2024-2511/CREDIT MEMO EFF DATE 09/06/24
12/4/2024	33632	AMAZON CAPITAL SERVICES, INC	(24.84)	PO-2024-2608/CREDIT MEMO EFF DATE 09/13/24
12/4/2024	33632	AMAZON CAPITAL SERVICES, INC	(50.22)	PO-2024-2703/CREDIT MEMO EFF DATE 09/24/24
12/4/2024	33632	AMAZON CAPITAL SERVICES, INC	(207.61)	PO-2024-2905/CREDIT MEMO
12/4/2024	33632	AMAZON CAPITAL SERVICES, INC	(86.59)	PO-2024-2938/CREDIT MEMO
12/4/2024	33632	AMAZON CAPITAL SERVICES, INC	512.74	PO-2024-3176
12/4/2024	33632	AMAZON CAPITAL SERVICES, INC	186.68	PO-2024-3228
12/4/2024	33632	AMAZON CAPITAL SERVICES, INC	2,326.55	PO-2024-3259
12/4/2024	33632	AMAZON CAPITAL SERVICES, INC	188.48	PO-2024-3260
12/4/2024	33633	SYSCO FOOD SERVICES OF VENTURA INC	782.94	3101 MALL VIEW RD PO-2024-1266 ORD# 1724371
12/4/2024	33633	SYSCO FOOD SERVICES OF VENTURA INC	(210.93)	CREDIT REF# 379806887 11/05/24 ITEM# 1653864 PO-2024-1266
12/4/2024	33633	SYSCO FOOD SERVICES OF VENTURA INC	(23.00)	CREDIT REF# 379806887 11/05/24 ITEM# 4758577 PO-2024-1266
12/4/2024	33634	AMAZON CAPITAL SERVICES, INC	(468.79)	PO-2024-1954/CREDIT MEMO/EFF DATE 06/21/24

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12/4/2024	33634	AMAZON CAPITAL SERVICES, INC	(40.04)	PO-2024-2813/CREDIT MEMO
12/4/2024	33634	AMAZON CAPITAL SERVICES, INC	(42.42)	PO-2024-2910/CREDIT MEMO
12/4/2024	33634	AMAZON CAPITAL SERVICES, INC	(328.80)	PO-2024-2935/CREDIT MEMO
12/4/2024	33634	AMAZON CAPITAL SERVICES, INC	531.60	PO-2024-3126
12/4/2024	33634	AMAZON CAPITAL SERVICES, INC	348.45	PO-2024-3228
12/4/2024	33635	LETISHA BROOKS	70.00	LeTisha Brooks - SDA Reimbursement - CPR - 11/15/2024
12/4/2024	33636	SYSCO FOOD SERVICES OF VENTURA INC	9,688.40	3101 MALL VIEW RD PO-2024-1255 ORD# 1724619
12/4/2024	33636	SYSCO FOOD SERVICES OF VENTURA INC	(102.24)	CREDIT INV# 379822084 ITEM# 6510388 & 3911472 PO-2024-1255
12/4/2024	33637	THE HARTFORD PRIORITY ACCOUNTS	2,261.00	ACCIDENT INSURANCE
12/4/2024	33638	THE HARTFORD PRIORITY ACCOUNTS	5,674.29	BASIC LIFE
12/4/2024	33639	THE HARTFORD PRIORITY ACCOUNTS	4,107.80	CRITICAL ILLNESS
12/4/2024	33640	THE HARTFORD PRIORITY ACCOUNTS	1,052.80	EAP
12/4/2024	33641	THE HARTFORD PRIORITY ACCOUNTS	2,792.11	HOSPITAL INSURANCE
12/4/2024	33642	THE HARTFORD PRIORITY ACCOUNTS	6,124.68	LEAVE MANAGEMENT
12/4/2024	33643	THE HARTFORD PRIORITY ACCOUNTS	7,404.09	SUPPLEMENTAL LIFE
12/4/2024	33644	THE HARTFORD PRIORITY ACCOUNTS	2,772.22	0GL698417
12/4/2024	33645	ADRIANA LOPEZ	125.29	October Mileage
12/4/2024	33646	ALAN RODRIGUEZ	75.04	Mileage Reimbursement
12/4/2024	33647	ALICIA N TAMAYAC HERRERA	20.10	Alicia T. Mileage Reimbursement 10-2024
12/4/2024	33648	ALMA SANCHEZ	3.35	OCTOBER 2024 MILEAGE REIMBURSEMENT - ALMA SANCHEZ
12/4/2024	33649	Andrea Chavez	85.76	october mileage
12/4/2024	33650	ANDREA MARQUEZ	158.79	MILEAGE REIMBURSEMENT
12/4/2024	33651	ANGELICA NELSON	138.02	Nelson - Oct mileage
12/4/2024	33652	ANGELICA PALMA	99.83	October Mileage
12/4/2024	33653	ASHLEY MCALLISTER	62.98	Mileage Reimbursement
12/4/2024	33654	BELVINDER BIRING	23.45	MILEAGE REIMBURSEMENT
12/4/2024	33655	CARITINA PEREZ	136.68	October Mileage
12/4/2024	33656	CHRISTOPHER SANCHEZ	15.41	October mileage
12/4/2024	33657	DELORES PATRICIO	64.99	Mileage Reimbursement
12/4/2024	33658	DENA WALKER	131.99	October Mileage
12/4/2024	33659	DENISE COOPER	89.78	MILEAGE REIMBURSEMENT
12/4/2024	33660	DESIREE JACKSON	91.12	Mileage Reimbursement
12/4/2024	33661	ELENA GARCIA	91.79	Mileage Reimbursement
12/4/2024	33662	ESPERANZA CONTRERAS	417.41	Mileage Reimbursement
12/4/2024	33663	ESTEFANIE VIDAURY	119.93	MILEAGE REIMBURSEMENT
12/4/2024	33664	GABRIELA PADILLA	174.87	October Mileage
12/4/2024	33665	GLORIANA TEIXEIRA	208.37	MILEAGE REIMBURSEMENT

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12/4/2024	33666	JA'NELL GORE	97.82	Mileage Reimbursement
12/4/2024	33667	JASON ROJAS	274.70	Mileage Reimbursement
12/4/2024	33668	JAYSHREE MADEKA	24.12	october mileage
12/4/2024	33669	KAREN RIOS	105.19	October Mileage
12/4/2024	33670	LAURA SERNA	213.06	October Mileage
12/4/2024	33671	LETISHA BROOKS	129.98	Mileage Reimbursement
12/4/2024	33672	LILLIAN URREA	42.21	Mileage Reimbursement
12/4/2024	33673	LOANA PATRICIA LUGO	302.84	MILEAGE REIMBURSEMENT
12/4/2024	33674	LUZVIMINDA ADAMS	171.52	Mileage Reimbursement
12/4/2024	33675	Magaly Witz	104.52	Mileage Reimbursement
12/4/2024	33676	MARIA D FLORES TORRES	319.59	October Mileage
12/4/2024	33677	MARIA DIAZ CORNEJO	108.54	October Mileage
12/4/2024	33678	MARIA GUADIAN	143.38	Mileage Reimbursement
12/4/2024	33679	MARIA PINANO	28.14	Mileage Reimbursement
12/4/2024	33680	MARY ANN MOONEY	129.98	Mileage Reimbursement
12/4/2024	33681	MELISSA DELA GARZA	100.50	October Mileage
12/4/2024	33682	MICHELLE RUIZ	55.61	Mileage Reimbursement
12/4/2024	33683	MONICA CASTANEDA	28.81	MILEAGE REIMBURSTMENT AUG 2024
12/4/2024	33684	MONICA CASTANEDA	80.40	Mileage Reimbursement
12/4/2024	33685	NATALIE RODRIGUEZ	91.12	Mileage Reimbursement
12/4/2024	33686	PALOMA SANDOVAL	148.74	MILEAGE REIMBURSEMENT
12/4/2024	33687	PATRICIA MEXICANO	201.67	Mileage Reimbursement
12/4/2024	33688	PATRICIA ROBLES WESLEY	84.42	October Mileage
12/4/2024	33689	QUE'MESHA BANNER	12.73	Q. Banner Mileage Reimbursement 10-2024
12/4/2024	33690	STEPHANIE CORONEL	202.34	Mileage Reimbursement
12/4/2024	33691	SULEMA GARCIA	77.05	October Mileage
12/4/2024	33692	SUSIE E MARTINEZ	44.89	Mileage Reimbursement
12/4/2024	33693	TRINO LOPEZ	113.90	October Mileage
12/4/2024	33694	VERLINDA DENWITTY	74.37	October Mileage
12/6/2024	227835	INTERNAL REVENUE SERVICE	29,066.33	CIVPEN DECEMBER 31, 2021 TAX ID 95-2402760
12/6/2024	227836	SYLVIA SALAZAR	0.50	REPLACEMENT OF RETURNED DIRECT DEPOSIT
12/6/2024	227837	GUADALUPE RIVERA CALDERON	1,718.87	REG/S-SICK/H-HOLIDAY HRS 76.42 X 29.93
12/6/2024	227838	GUADALUPE RIVERA CALDERON	1,168.44	REG/HP-VACATION PO HRS 46.05 X 28.93
12/6/2024	227839	SABRINA MESA	976.89	HP-VACATION PO/S-SICK HRS 60.20 X 22.91
12/9/2024	34570	WELLS FARGO	652.40	Wells Fargo Credit Card for November 2024 for Rebecca Moreno
12/9/2024	34570	WELLS FARGO	4,360.55	Wells Fargo credit card for Susana Magana for November 2024
12/9/2024	34570	WELLS FARGO	1,537.19	Wells Fargo November 2024
12/9/2024	34570	WELLS FARGO	1,946.12	Wells Fargo November 2024 Credit Card Expenses Emilio Wagner
12/9/2024	34570	WELLS FARGO	2,245.21	Wells Fargo November 2024 Statement Summary J. Meade
12/9/2024	34570	WELLS FARGO	318.99	Wells Fargo November CC Statement-Yolanda G.
12/9/2024	34570	WELLS FARGO	8,687.44	Wells Fargo November Statement for Tracy Webster
12/9/2024	34570	WELLS FARGO	3,251.68	Wells Fargo Statement for Louis Gill for November 2024

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12/9/2024	34570	WELLS FARGO	4,755.73	Wells Fargo Visa November 2024 Statement for Freddy Hernande
12/9/2024	34570	WELLS FARGO	1,230.07	WELLS FARGO VISA STATEMENT FOR NOV 2024- C. Anspach
12/9/2024	34570	WELLS FARGO	8,587.85	WELLS FARGO VISA STATEMENT FOR NOVEMBER 2024 - J. TOBIAS
12/9/2024	34570	WELLS FARGO	7,645.78	WELLSFARGO NOV. 2024 STMT-P.RAM
12/10/2024	227526	RANCHO DE STINE LLC	(14,175.00)	PO-2024-2887 1300 STINE RD - MCAP DEC 2024
12/11/2024	227840	ARTURO FLORES	9.77	EMPLOYEE REIMBURSEMENT - INVENTORY
12/11/2024	227841	ARVIN COMMUNITY SERVICE DISTRICT	231.89	1111 BUSH ST
12/11/2024	227842	AT&T	30.65	9391058620
12/11/2024	227842	AT&T	30.65	9391058734
12/11/2024	227842	AT&T	267.80	9391058776
12/11/2024	227842	AT&T	30.65	9391059041
12/11/2024	227842	AT&T	76.83	9391059174
12/11/2024	227842	AT&T	215.64	9391059567
12/11/2024	227842	AT&T	59.75	9391059573
12/11/2024	227843	AUTO CELL ELECTRONICS INC	7,154.78	PO-2024-1891
12/11/2024	227844	BARBER GROUP INC	46,521.51	PO-2024-3475/VIN#5FNYG2H42SB01...
12/11/2024	227845	BERKSHIRE HATHAWAY HOMESTATE CO	156,940.36	2024-25 Workers Compensation Policy November Monthly Premium
12/11/2024	227846	BURRTEC KERN, LLC	530.26	10300 SAN DIEGO ST / 18000514
12/11/2024	227846	BURRTEC KERN, LLC	246.03	1500 S FAIRFAX RD / 18000545
12/11/2024	227846	BURRTEC KERN, LLC	388.14	7998 ALICANTE AVE / 18000260
12/11/2024	227846	BURRTEC KERN, LLC	228.78	8201 PALM AVE / 18000631
12/11/2024	227847	BURRTEC KERN, LLC	380.83	1111 BUSH ST / 60040448
12/11/2024	227848	BURRTEC KERN, LLC	481.09	317 MOUNT VERNON AVE / 60043533
12/11/2024	227849	CALIFORNIA DEPARTMENT OF SOCIAL SERVICES	13,552.00	Licensing Fees for Facility #155601036
12/11/2024	227850	CALIFORNIA WATER SERVICE COMPANY	139.97	347 E POPLAR ST/8918085984
12/11/2024	227851	CHARLES JONES	200.00	Employee Phone Reimbursement
12/11/2024	227852	CHARLIE'S DAY & NITE, INC.	59.95	Spare key for company truck at hunter
12/11/2024	227853	CINTAS CORPORATION #668	503.64	PO-2024-2994
12/11/2024	227854	CITY OF BAKERSFIELD	835.61	1410 11TH ST
12/11/2024	227854	CITY OF BAKERSFIELD	24.40	1807 FELIZ DR
12/11/2024	227854	CITY OF BAKERSFIELD	1,128.89	1825 FELIZ DR
12/11/2024	227854	CITY OF BAKERSFIELD	1,375.26	1825 FELIZ DR 500
12/11/2024	227854	CITY OF BAKERSFIELD	604.60	3811 RIVER BLVD
12/11/2024	227854	CITY OF BAKERSFIELD	129.96	4032 JEWETT AVE
12/11/2024	227855	CITY OF SHAFTER	123.94	452 W LOS ANGELES AVE ACCT# 114946 10/20/2024 - 11/20/2024
12/11/2024	227855	CITY OF SHAFTER	96.19	455 E EUCLID AVE ACCT# 101447 10/20/2024 - 11/20/2024
12/11/2024	227855	CITY OF SHAFTER	254.25	459 E EUCLID AVE ACCT# 106126 10/20/2024 - 11/20/2024
12/11/2024	227855	CITY OF SHAFTER	60.16	650 JAMES ST ACCT# 110839 10/20/2024 - 11/20/2024
12/11/2024	227856	COUNTRY CLUB SERVICE	68.00	Smog Test for Lic# 8Z46324 2011 Chevrolet

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12/11/2024	227857	COUNTY OF KERN PUBLIC WORKS	36.48	PO-2024-1203
12/11/2024	227858	COUNTY OF SAN JOAQUIN	36.75	TICKET# 51-02132356 ACCT# 51266 VID# 70486N2-V 11/27/2024
12/11/2024	227859	COVERALL NORTH AMERICA INC	1,025.00	PO-2023-3237/1145 N HUNTER ST
12/11/2024	227860	DELANO UNION SCHOOL DISTRICT	3,564.00	PO-2024-2174 EFF DATE 09/30/24
12/11/2024	227860	DELANO UNION SCHOOL DISTRICT	4,080.00	PO-2024-2174 NOVEMBER MEAL REIMBURSEMENTS
12/11/2024	227861	EFRAIN RODRIGUEZ RAMIREZ	239.00	COURSERA INC SUBSCRIPTION REIMB ORD# 340713980 11/29/2024
12/11/2024	227862	FATIMA ECHEVERRIA	293.46	TRAVEL LIQUIDATION - CalCAPA ANNUAL CONFERENCE IN MONTEREY,
12/11/2024	227863	FEDEX	27.05	Foundation/AirSoftware/818469988971
12/11/2024	227864	FERGUSON ENTERPRISES INC #1350	1,287.15	5 REAL RD
12/11/2024	227865	GRIMMWAY ENTERPRISES, INC.	20,018.00	PO-2024-1329
12/11/2024	227866	HOME DEPOT COMMERCIAL CREDIT	62.70	18TH ST
12/11/2024	227866	HOME DEPOT COMMERCIAL CREDIT	382.09	5 REAL RD
12/11/2024	227866	HOME DEPOT COMMERCIAL CREDIT	127.77	Flooring repair supplies and carbon monoxide/smoke detector
12/11/2024	227866	HOME DEPOT COMMERCIAL CREDIT	484.60	OPS
12/11/2024	227866	HOME DEPOT COMMERCIAL CREDIT	131.08	Paint and caulking for Marci Massei
12/11/2024	227866	HOME DEPOT COMMERCIAL CREDIT	68.17	SHAFTER HS
12/11/2024	227866	HOME DEPOT COMMERCIAL CREDIT	81.06	STERLING
12/11/2024	227866	HOME DEPOT COMMERCIAL CREDIT	80.31	SUNRISE VILLA
12/11/2024	227866	HOME DEPOT COMMERCIAL CREDIT	89.83	VINELAND
12/11/2024	227866	HOME DEPOT COMMERCIAL CREDIT	(1,071.64)	VINELAND RETURN
12/11/2024	227867	IGNACIO RAMIREZ	59.00	EMPLOYEE REIMBURSEMENT - BC Bilingual Test 12/03/2024
12/11/2024	227868	INDEPENDENT LIVING CENTER OF KERN COUNTY	170.00	ASL Services
12/11/2024	227869	IRON MOUNTAIN REFRIGERATION & EQUIPMENT LLC	6,390.00	PO-2024-3467
12/11/2024	227870	ISABEL BARBA	59.00	Employee Reimbursement Bilingual Test
12/11/2024	227871	JEFFREY MARSH	213.36	TRAVEL LIQUIDATION - CARB COMPLIANCE SEMINAR, SANTA MARIA -
12/11/2024	227872	JEREMY MARRS	585.00	PO-2024-3342 18TH ST 2ND FLOOR - HEADSTART
12/11/2024	227873	JORGENSEN & CO	872.93	3101 MALL VIEW RD
12/11/2024	227874	KARADANIS SURVIVORS TRUST	259.00	UNIT:L005 PO-2024-2404
12/11/2024	227875	KENNETH BARRON	843.56	18TH ST

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12/11/2024	227876	KERN COMMUNITY COLLEGE DISTRICT	18,804.24	PO-2024-1516 OCTOBER 2024
12/11/2024	227877	KERN COUNTY SUPERINTENDENT OF SCHOOLS	8,684.88	OCTOBER 2024
12/11/2024	227878	KERN HEALTH SYSTEMS	85.00	KHS Refund Request MEM0499062
12/11/2024	227879	LAKESHORE EQUIPMENT COMPANY	2,932.91	PO-2024-3193
12/11/2024	227879	LAKESHORE EQUIPMENT COMPANY	731.37	PO-2024-3332
12/11/2024	227880	LANGUAGE LINE SERVICES INC	43.92	ACC: 9020401513
12/11/2024	227881	LEVEL 3 FINANCING INC	1,490.71	311475
12/11/2024	227882	LISAJO PETERSON CORBY	933.50	1/2 PAGE AD SPECIAL DOMINANT EXPOSURE
12/11/2024	227882	LISAJO PETERSON CORBY	2,700.00	PO-2024-3299
12/11/2024	227883	LOWES COMPANIES INC	100.78	5 REAL RD
12/11/2024	227883	LOWES COMPANIES INC	173.80	ALICANTE
12/11/2024	227883	LOWES COMPANIES INC	25.14	OPS
12/11/2024	227883	LOWES COMPANIES INC	189.88	PETE PARRA
12/11/2024	227883	LOWES COMPANIES INC	117.07	PETE PARRA > CLASS 2
12/11/2024	227883	LOWES COMPANIES INC	246.81	PETE PARRA > CLASS 3
12/11/2024	227883	LOWES COMPANIES INC	75.27	PETE PARRA > CLASS 4
12/11/2024	227883	LOWES COMPANIES INC	125.14	PRIMEROS PASOS
12/11/2024	227883	LOWES COMPANIES INC	429.82	TAFT
12/11/2024	227883	LOWES COMPANIES INC	22.54	VIRGINIA
12/11/2024	227883	LOWES COMPANIES INC	123.28	WILLOW
12/11/2024	227884	MCWILLIAMS & WALDEN INC	956.05	LIC# 7SVT618
12/11/2024	227884	MCWILLIAMS & WALDEN INC	122.29	LIC# 8H87455
12/11/2024	227885	MICHAEL K BROWN LANDSCAPE INC	1,178.46	DELANO
12/11/2024	227885	MICHAEL K BROWN LANDSCAPE INC	860.68	FHCC
12/11/2024	227885	MICHAEL K BROWN LANDSCAPE INC	268.58	OPS
12/11/2024	227885	MICHAEL K BROWN LANDSCAPE INC	3,804.74	STERLING
12/11/2024	227885	MICHAEL K BROWN LANDSCAPE INC	281.18	WILLOW
12/11/2024	227886	MICHAEL MOURKOS	1,115.63	PRIMEROS PASOS > CLASS A WORK COMPLETED 08/29/2024
12/11/2024	227887	NATHAN VASQUEZ	359.39	PO-2024-3321
12/11/2024	227888	NOV'S SOUL SPOT	5,000.00	NOV'S SOUL SPOT M ST EVENT 12/17/24
12/11/2024	227889	ODP BUSINESS SOLUTIONS LLC	479.81	PO-2024-2989
12/11/2024	227889	ODP BUSINESS SOLUTIONS LLC	(351.86)	PO-2024-2989 CREDIT REF: 392197877001
12/11/2024	227889	ODP BUSINESS SOLUTIONS LLC	105.38	PO-2024-3146
12/11/2024	227889	ODP BUSINESS SOLUTIONS LLC	425.09	PO-2024-3180
12/11/2024	227889	ODP BUSINESS SOLUTIONS LLC	609.75	PO-2024-3241

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12/11/2024	227890	OFFICE1 LEASING	2,082.70	450-7986161-034; 300 19TH ST ENERGY
12/11/2024	227890	OFFICE1 LEASING	419.27	450-7986161-040; 1300 18TH ST EXECUTIVE; PO-2024-1459
12/11/2024	227891	PACIFIC CONSTRUCTION SERVICES INC.	3,372.00	STERLING RD - FINAL PO-2024-1912
12/11/2024	227891	PACIFIC CONSTRUCTION SERVICES INC.	534.11	STERLING RD PROGRESS CHANGE ORDER PO-2024-1912
12/11/2024	227891	PACIFIC CONSTRUCTION SERVICES INC.	24,978.00	STERLING RD PROGRESS INVOICE PO-2024-1912
12/11/2024	227892	PATRICIA LOPEZ DE BAUTISTA	72.00	Patricia Lopez De Bautistia - SDA Staff Reimburse CPR/First
12/11/2024	227893	PG&E	1,451.41	1135 N HUNTER ST / 1145 N HUNTER ST
12/11/2024	227893	PG&E	443.83	1410 11TH ST
12/11/2024	227893	PG&E	2,191.70	300 19TH ST
12/11/2024	227893	PG&E	4,037.08	3000 STERLING RD
12/11/2024	227893	PG&E	222.80	347 E POPLAR ST #A & #B
12/11/2024	227893	PG&E	1,249.60	455 E EUCLID AVE / 459 E EUCLID AVE
12/11/2024	227894	PLANTS FOR YOUR SOLIE	300.00	INV 000105
12/11/2024	227895	PRODUCERS DAIRY FOODS INC	2,479.80	PO-2024-1137
12/11/2024	227896	PROTECTION 1/ADT	61.37	ADT November Invoice
12/11/2024	227897	QUADIENT FINANCE USA INC	8,135.25	POSTAGE MACHINE FUNDS
12/11/2024	227898	RANCHO DE STINE LLC	14,175.00	PO-2024-2887 1300 STINE RD - MCAP DEC 2024
12/11/2024	227899	RAYJEAN STONE	46.21	Travel Liquidation - HS Health Institute at Hyatt Newport B
12/11/2024	227900	SAFEWAY INC VONS DIVISION	8.00	REF# 00722553-112524-0336 CFHL FOOD DEMO PURCHASE
12/11/2024	227901	SAGASER WATKINS & WIELAND PC	475.00	WEBB V CAPK / REF: T2414466 BILL# 63951 09/20/2024
12/11/2024	227902	SEQUOIA SANDWICH COMPANY	880.33	REF# 920001 11/22/24 STAFF DEV DAY FULL ENROLL LUNCH
12/11/2024	227903	SHAFTER CHAMBER OF COMMERCE	200.00	455 E EUCLID SHAFTER CHAMBER DUES 2025
12/11/2024	227904	SNIDERS	61.11	ANGELA MARTINEZ REF# 313271 11/25/2024 WO# 17372
12/11/2024	227904	SNIDERS	12.99	OPS REF# 313423 WO# 18492 11/27/2024
12/11/2024	227904	SNIDERS	20.00	REF# 311865 WO# 17516 11/05/2024 - MJ MORGAN
12/11/2024	227905	SOUTH TULARE RICHGROVE REFUSE INC	433.32	1835 CECIL AVE DELANO DEC 2024 SVCS ACCT# 02-103698 5
12/11/2024	227906	SOUTHERN CALIFORNIA EDISON	666.50	1120 S CURRY ST TEHACHAPI 11/04/2024 - 12/04/2024
12/11/2024	227906	SOUTHERN CALIFORNIA EDISON	115.37	2739 DIAMOND ST STE B ROSAMOND 11/01/2024 - 12/03/2024
12/11/2024	227906	SOUTHERN CALIFORNIA EDISON	182.40	8401 CALIF CITY BLVD STE 8 10/30/2024 - 12/01/2024
12/11/2024	227907	STANDARD PLUMBING SUPPLY COMPANY, INC	36.87	CLEO FORAN
12/11/2024	227907	STANDARD PLUMBING SUPPLY COMPANY, INC	73.59	PRIMEROS PASOS

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12/11/2024	227907	STANDARD PLUMBING SUPPLY COMPANY, INC	16.37	WIC - SHAFTER
12/11/2024	227908	SUPERIOR SANITATION SERVICE INC	767.92	3000 STERLING ACCT# 119046 12/01/2024 - 12/31/2024
12/11/2024	227908	SUPERIOR SANITATION SERVICE INC	56.97	3000 STERLING ACCT# 352732 12/01/2024 - 02/28/2025
12/11/2024	227909	T.D. PRODUCE SALES	2,000.00	PO-2024-1454 POTATOES
12/11/2024	227910	TEACHING STRATEGIES INC	24,075.00	HSADPro PO-2024-3266 READY ROSIE 10/02/24 - 10/01/25
12/11/2024	227911	TEHACHAPI UNIFIED SCHOOL DISTRICT	855.00	TEHACHAPI SEPT 2024 HEAD START LUNCH MEALS
12/11/2024	227912	THREE-WAY CHEVROLET - CADILLAC	99.68	CUST# 36769 STOCK# 664906A 11/20/24 VEHICLE MAINTENANCE
12/11/2024	227913	UNITED RENTALS INC	186.10	2900 M ST S/N# 2401982A 11/27/24 - 12/25/24 CUST# 6144312
12/11/2024	227914	UNITED WAY OF CENTRAL EASTERN CALIFORNIA	9,151.35	PO-2024-3215 NOV 2024 UWKC IRS-CAPK VITA HOURS
12/11/2024	227915	VALLEY PROPANE SERVICE	226.88	PO-2024-2753 FOOD BANK 11/19/2024
12/11/2024	227916	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SERVICES
12/11/2024	227917	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	386.20	1145 N HUNTER ST STOCKTON 12/01/2024 - 12/31/2024
12/11/2024	227917	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	227.25	1509 N GOLDEN GATE AVE STOCKTON 12/01/2024 - 12/31/2024
12/11/2024	227917	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	234.09	215 W 5TH ST STOCKTON 12/01/2024 - 12/31/2024
12/11/2024	227917	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	78.03	347 E POPLAR ST STOCKTON 12/01/2024 - 12/31/2024
12/11/2024	227918	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	184.41	450-7986161-017 FB PO-2024-1175 11/22/24 - 12/21/24
12/11/2024	227918	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	226.18	450-7986161-020 CK PO-2024-1174 11/22/24 - 12/21/24
12/11/2024	227919	WEST KERN COMMUNITY COLLEGE DISTRICT	11,807.28	Taft College-CCP October Enrollment 10/01/2024 - 10/31/2024
12/11/2024	227920	AT&T	30.42	9391058620 / 8/24/24-9/23/24
12/11/2024	227920	AT&T	59.29	9391058627 8/12/24-9/11/24
12/11/2024	227920	AT&T	295.46	9391058776 / 8/24/24-9/23/24
12/11/2024	227920	AT&T	204.28	9391058839 8/20/24-9/19/24
12/11/2024	227920	AT&T	31.63	9391065525 / 8/7/24-9/6/24
12/11/2024	227921	CITY OF STOCKTON	32.50	PERMIT #61438 - 238 W FOURTH ST - 2025 ALARM RENEWAL
12/11/2024	227922	HOME DEPOT COMMERCIAL CREDIT	14.22	5 REAL RD
12/11/2024	227922	HOME DEPOT COMMERCIAL CREDIT	11.30	DELANO
12/11/2024	227922	HOME DEPOT COMMERCIAL CREDIT	23.80	HARVEY HALL > CLASS D
12/11/2024	227922	HOME DEPOT COMMERCIAL CREDIT	32.65	MJ MORGAN
12/11/2024	227922	HOME DEPOT COMMERCIAL CREDIT	32.67	PO-2024-1062
12/11/2024	227922	HOME DEPOT COMMERCIAL CREDIT	47.57	SHAFTER EHS
12/11/2024	227922	HOME DEPOT COMMERCIAL CREDIT	112.53	SUNRISE VILLA

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12/11/2024	227923	LOWES COMPANIES INC	58.94	GIANONE PO-2024-1063
12/11/2024	227923	LOWES COMPANIES INC	215.90	GIANONE PO-2024-1136
12/11/2024	227923	LOWES COMPANIES INC	36.93	LODI PO-2024-1136
12/11/2024	227923	LOWES COMPANIES INC	604.24	PO-2024-2155; CALAIM SHELLY WRIGHT
12/11/2024	227923	LOWES COMPANIES INC	616.00	PO-2024-2155; CALAIM VE
12/11/2024	227924	AT&T	178.66	0509009549001
12/11/2024	227925	AT&T	15.64	05921192607416/1300 18TH ST STE 200
12/11/2024	227925	AT&T	26.58	24813400900161/ 1300 18TH ST #2
12/11/2024	227926	HOME DEPOT COMMERCIAL CREDIT	173.11	DELANO
12/11/2024	227926	HOME DEPOT COMMERCIAL CREDIT	192.30	PETE PARRA
12/11/2024	227926	HOME DEPOT COMMERCIAL CREDIT	129.84	PETE PARRA > ROOM 5
12/11/2024	227926	HOME DEPOT COMMERCIAL CREDIT	323.67	STERLING
12/11/2024	227927	ANDREW CHAVEZ	121.94	Mileage Reimbursement
12/11/2024	227928	ANGELA FLORATOS	54.94	Mileage Reimbursement
12/11/2024	227929	ARLEEN N ORNELAS	23.45	Mileage Reimbursement
12/11/2024	227930	BEATRIZ PLASENCIA	6.03	Mileage Reimbursement
12/11/2024	227931	CHANTAL QUINO	53.60	November 2024 / Mileage Reimbursement
12/11/2024	227932	CHRISTINA BUSTAMANTE	45.56	Mileage Reimbursement
12/11/2024	227933	CLAUDIA VALENCIA PRECIADO	60.97	NOV C Valencia Preciado 2024 Mileage
12/11/2024	227934	Liliana Altamirano	83.08	Mileage Reimbursement
12/11/2024	227935	LOURDES MENDOZA	70.35	MILEAGE REIMBURSTMENT
12/11/2024	227935	LOURDES MENDOZA	23.45	MILEAGE REIMBURSTMENT NOV MILEAGE
12/11/2024	227936	MANUELA CASTILLO	96.48	Mileage Reimbursement
12/11/2024	227937	MIRELLA RUBIO	201.67	Mileage Reimbursement
12/11/2024	227938	MONIQUE DE LA CRUZ	34.84	MILEAGE REIMBURSEMENT
12/11/2024	227939	NICOLE CALLAHAN	50.92	October Mileage
12/11/2024	227940	RACHEL CHARLESTON	8.04	Mileage Reimbursement
12/11/2024	227941	REBECCA ROCHA	37.52	November 2024 / Mileage Reimbursement
12/11/2024	227942	TERESA LARA	19.43	November 2024 / Mileage Reimbursement
12/11/2024	227943	TOMASA JARA	111.22	November 2024 / Mileage Reimbursement
12/11/2024	227944	VALERIE CAMACHO	203.01	October mileage
12/11/2024	227945	VANESSA MUNOZ	100.22	Munoz - Mileage staff coverage
12/11/2024	227946	VIOLETA SWANSON	45.56	Mileage Reimbursement
12/11/2024	227947	VIRGINIA ESPINOZA	117.92	November 2024 Mileage Reimbursement
12/11/2024	227948	CLEMMER AND COMPANY	975.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
12/11/2024	227949	KEG HOLDING LLC	1,568.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
12/11/2024	227950	PUBLIC AGENCY COALITION ENTERPRISE	783,978.51	December 2024 MEDICAL
12/11/2024	227951	ROSILAND DUFFEY WALLACE	3,000.00	CALSIM SECURITY DEPOSIT, FIRST AND LAST MONTH RENT
12/11/2024	33695	A-1 BATTERY COMPANY	32.48	HARVEY HALL > EHS

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12/11/2024	33696	ADVANCED DATA STORAGE	17.60	3101 MALL VIEW RD
12/11/2024	33696	ADVANCED DATA STORAGE	35.20	4032 JEWETT AVE
12/11/2024	33696	ADVANCED DATA STORAGE	17.60	5351 OLIVE DR STE 200
12/11/2024	33697	ALLIED UNIVERSAL SECURITY SERVICES	78,468.73	PO-2024-1425
12/11/2024	33698	AMAZON CAPITAL SERVICES, INC	874.64	PO-2024-3093
12/11/2024	33698	AMAZON CAPITAL SERVICES, INC	1,012.96	PO-2024-3229
12/11/2024	33698	AMAZON CAPITAL SERVICES, INC	67.45	PO-2024-3278
12/11/2024	33698	AMAZON CAPITAL SERVICES, INC	587.18	PO-2024-3295
12/11/2024	33698	AMAZON CAPITAL SERVICES, INC	381.81	PO-2024-3325
12/11/2024	33698	AMAZON CAPITAL SERVICES, INC	104.97	PO-2024-3350
12/11/2024	33698	AMAZON CAPITAL SERVICES, INC	393.98	PO-2024-3369
12/11/2024	33698	AMAZON CAPITAL SERVICES, INC	157.77	PO-2024-3376
12/11/2024	33698	AMAZON CAPITAL SERVICES, INC	77.56	PO-2024-3379
12/11/2024	33698	AMAZON CAPITAL SERVICES, INC	89.74	PO-2024-3383
12/11/2024	33698	AMAZON CAPITAL SERVICES, INC	186.26	PO-2024-3449
12/11/2024	33699	ANA VIGIL	272.02	TRAVEL LIQUIDATION FOR BOARD MEMBER - CalCAPA ANNUAL CONFERE
12/11/2024	33700	AZUGA INC	495.00	PO-2024-1657
12/11/2024	33701	BLUETRITON BRANDS INC	186.63	236 W 4TH ST ACCT# 0035391028 11/01/24 - 11/30/24
12/11/2024	33702	BLUETRITON BRANDS INC	196.95	2800 SOUTH D ST ACCT# 0035391069 10/27/2024 - 11/26/2024
12/11/2024	33703	BLUETRITON BRANDS INC	205.38	1509 N GOLDEN GATE AVE ACCT# 6702031254 10/24/24 - 11/26/24
12/11/2024	33704	BLUETRITON BRANDS INC	5,708.59	18TH ST MASTER ACCT# 0008446619 10/23/24 - 11/22/24
12/11/2024	33705	BRADY INDUSTRIES	404.60	2900 M ST
12/11/2024	33705	BRADY INDUSTRIES	39.85	PO-2024-1058
12/11/2024	33705	BRADY INDUSTRIES	3,071.57	PO-2024-1267
12/11/2024	33705	BRADY INDUSTRIES	3,824.71	PO-2024-1269
12/11/2024	33706	BRONCO ELECTRIC INC	239.78	LBNC
12/11/2024	33707	CA ASSOCIATION OF FOOD BANKS	1,995.06	PO-2024-1235/SQUASH
12/11/2024	33707	CA ASSOCIATION OF FOOD BANKS	4,876.56	PO-2024-1235/WATERMELONS
12/11/2024	33708	CAZADOR CONSULTING GROUP INC	2,101.05	OPS - GABRIEL NAHE
12/11/2024	33709	CDW GOVERNMENT LLC	206.22	PO-2024-3106
12/11/2024	33709	CDW GOVERNMENT LLC	398.34	PO-2024-3402
12/11/2024	33709	CDW GOVERNMENT LLC	249.66	PO-2024-3405
12/11/2024	33710	CHRISTOPHER SANCHEZ	298.82	TRAVEL LIQUIDATION - CALCAPA ANNUAL MEETING, MONTEREY, CA -
12/11/2024	33711	CLASSIC CHARTER INC	1,749.00	PO-2024-3048

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12/11/2024	33712	CMA FIRE PROTECTION	1,531.00	FOOD BANK PROJECT# R2452146 11/30/24 BACKFLOW REPAIR
12/11/2024	33713	COLOMBO CONSTRUCTION COMPANY INC.	82,779.20	FOOD BANK EXPANSION/PROJECT NO. 21-003
12/11/2024	33714	COLOMBO CONSTRUCTION COMPANY INC.	731,995.38	FOOD BANK EXPANSION PROJECT NO. 21-003
12/11/2024	33715	CREATIVE FINANCIAL STAFFING LLC	7,820.00	BRIANNA ORTIZ/PO-2024-2917
12/11/2024	33715	CREATIVE FINANCIAL STAFFING LLC	3,002.00	TYANNA PRINCE
12/11/2024	33716	CROWN EQUIPMENT CORPORATION	667.00	PO-2024-3186/V-022
12/11/2024	33716	CROWN EQUIPMENT CORPORATION	170.00	PO-2024-3186/V-045
12/11/2024	33718	DISCOUNT SCHOOL SUPPLY	1,045.67	PO-2024-2896
12/11/2024	33718	DISCOUNT SCHOOL SUPPLY	416.58	PO-2024-3197
12/11/2024	33718	DISCOUNT SCHOOL SUPPLY	494.35	PO-2024-3280
12/11/2024	33718	DISCOUNT SCHOOL SUPPLY	1,015.70	PO-2024-3336
12/11/2024	33718	DISCOUNT SCHOOL SUPPLY	833.61	PO-2024-3353
12/11/2024	33718	DISCOUNT SCHOOL SUPPLY	937.76	PO-2024-3356
12/11/2024	33718	DISCOUNT SCHOOL SUPPLY	2,092.37	PO-2024-3363
12/11/2024	33719	DONAHUE TRUCK CENTERS	915.95	PO-2024-2751/04-18
12/11/2024	33719	DONAHUE TRUCK CENTERS	1,061.81	PO-2024-2751/04-39
12/11/2024	33719	DONAHUE TRUCK CENTERS	3,718.39	PO-2024-2752/04-18
12/11/2024	33719	DONAHUE TRUCK CENTERS	558.13	PO-2024-2752/04-37
12/11/2024	33719	DONAHUE TRUCK CENTERS	427.77	PO-2024-2752/04-38
12/11/2024	33720	ECOLAB FOOD SAFETY SPECIALTIES	240.28	MJM
12/11/2024	33721	ERIE CUSTOM COMPUTER APPLICATIONS	2,711.20	PO-2024-1228
12/11/2024	33722	ESCUELITA HERNANDEZ LITTLE SCHOOL	9,839.40	OCTOBER 2024
12/11/2024	33723	FLOWERS BAKERIES SALES OF SOCAL, LLC	186.76	PO-2024-1431
12/11/2024	33724	FRESHPOINT CENTRAL CALIFORNIA, INC	569.80	PO-2024-2383
12/11/2024	33725	FRONTIER COMMUNICATIONS HOLDINGS LLC	101.47	209-185-8337-102306-5
12/11/2024	33726	GARDEN PATHWAYS INC	7,347.67	OCTOBER 2024
12/11/2024	33727	HD Supply Facilites Maintenance LTD	784.93	OPS
12/11/2024	33728	HODEL'S DEVELOPMENT CORPORATION	748.49	Staff Development
12/11/2024	33729	HUFFMAN & DOWNS MAINTENANCE	859.95	NOVEMBER 2024
12/11/2024	33730	IDEAL SPECIALTIES INC	29,585.40	PO-2024-1238
12/11/2024	33731	IDEAL SPECIALTIES INC	125,364.47	PO-2024-2495
12/11/2024	33732	INDEPENDENT FIRE & SAFETY	212.79	INV# 69226 500 E CALIFORNIA AVE
12/11/2024	33733	INDEPENDENT FIRE & SAFETY	136.50	2424 MARTIN LUTHER KING DR
12/11/2024	33734	INDOFF INCORPORATED	4,257.78	PO-2024-3308
12/11/2024	33735	JEREMY T TOBIAS	75.00	EMPLOYEE REIM MO. CELL STIPEND J. TOBIAS NOV 2024

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12/11/2024	33736	JEREMY T TOBIAS	297.48	TRAVEL LIQUIDATION CalCAPA ANNUAL CONFERENCE / BOARD MEETIN
12/11/2024	33737	JORGE GALINDO RAMIREZ	45.00	2900 M ST
12/11/2024	33738	JORONCO RENTALS, INC	1,688.14	PO-2024-3100
12/11/2024	33739	JOSEPH AGUILAR	298.82	TRAVEL LIQUIDATION - CALCAPA ANNUAL CONFERENCE, MONTEREY, C
12/11/2024	33740	KAPLAN EARLY LEARNING CO	792.94	PO-2024-3281
12/11/2024	33741	KAPLAN EARLY LEARNING CO	2,389.48	PO-2024-3307
12/11/2024	33742	KAPLAN EARLY LEARNING CO	710.77	PO-2024-3337
12/11/2024	33743	KAPLAN EARLY LEARNING CO	16.44	PO-2024-3243
12/11/2024	33744	KNIGHT'S SITE SERVICES INC	4,148.10	CUSTOMER NO 019832 2900 M ST
12/11/2024	33745	KNIGHT'S SITE SERVICES INC	436.29	2120 L ST SPECIAL EVENT SANITATION RENTAL
12/11/2024	33746	KRAZAN & ASSOCIATES INC	2,400.00	PO-2024-3088
12/11/2024	33747	LAURIE HUGHEY	125.81	Employee Reimbursement
12/11/2024	33748	LAURIE HUGHEY	44.86	Employee Reimbursement
12/11/2024	33749	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	105.00	PO-2024-1552
12/11/2024	33750	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	475.00	PO-2024-2754 / PO-2024-2944 INV 644045
12/11/2024	33751	LOIS HANNIBLE	188.65	Food for CalVIP Field Trip
12/11/2024	33752	LOIS HANNIBLE	200.00	Parking for CalVIP Field Trip
12/11/2024	33753	LUBERSKY, INC	29,706.00	PO-2024-1328
12/11/2024	33754	MARIBEL BORJA CHAVEZ	200.00	Phone Reimubursement Maribel Chavez/EFF DATE 09/17/24
12/11/2024	33755	MISSION LINEN SUPPLY	2,134.81	ACC 301151
12/11/2024	33755	MISSION LINEN SUPPLY	599.08	ACC 316102
12/11/2024	33755	MISSION LINEN SUPPLY	51.67	ACC 322666 PO-2024-3050
12/11/2024	33756	NELLY MENDOZA	82.50	Travel Liquidation DRDP Employee Training @ 1300 18th st 101
12/11/2024	33757	OFFICE IMAGING, INC	74.05	TKC-2984; 3101 MALLVIEW RD
12/11/2024	33757	OFFICE IMAGING, INC	104.08	TKC-2984; 4032 JEWETT AVE; PO-2024-3101
12/11/2024	33757	OFFICE IMAGING, INC	12.34	TKC-2984; 425 N CALIFORNIA ST
12/11/2024	33758	PAULIN INDUSTRIES, INC.	11,429.52	18TH ST JANITORIAL SERVICES STE 200 & 300 - NOV 2024
12/11/2024	33759	PLC SYSTEM SERVICES	4,100.00	L24-068; LUS DEL CARMEN Q, 23316 ARNOLD; PO-2024-2973
12/11/2024	33760	PRITIKA RAM	594.00	Thanksgiving Distrib. Reimb WinCo Foods - P.RAM 11/21/2024
12/11/2024	33761	PRITIKA RAM	1,794.00	Thanksgiving Distribution Reimb- P. Ram Sam's Club Only
12/11/2024	33762	RACE TELECOMMUNICATIONS INC	238.69	814 N NORMA ST 12/03/2024 - 01/03/2025 INTERNET SVCS
12/11/2024	33763	SANDATA TECHNOLOGIES LLC	115.69	PO-2024-1134 eTIMEphone SVCS 11/01/2024 - 11/30/2024
12/11/2024	33764	SAVE MART SUPERMARKETS	47.94	AUTH# 721251 SEQ# 011004 11/21/24 CALIF ST KICK OFF
12/11/2024	33765	SAVE MART SUPERMARKETS	231.27	AUTH# 802438 SEQ# 045842 11/25/24 SPECIAL DIET PURCHASE
12/11/2024	33766	SAVE MART SUPERMARKETS	130.58	AUTH# 722643 SEQ# 047924 11/25/24 SPECIAL DIET PURCHASE
12/11/2024	33767	SAVE MART SUPERMARKETS	371.23	AUTH# 804701 SEQ# 047770 12/02/24 SPECIAL DIET DAIRY

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12/11/2024	33768	SAVE MART SUPERMARKETS	116.34	AUTH# 726692 REF# 048467 12/06/2024 SPECIAL DIET & PRODUCE
12/11/2024	33769	SAVE MART SUPERMARKETS	40.41	AUTH# 726726 SEQ# 048623 12/06/2024 SPECIAL DIET DAIRY
12/11/2024	33770	SAVE MART SUPERMARKETS	49.83	AUTH# 722459 SEQ# 057095 11/25/24 SPECIAL DIET DAIRY
12/11/2024	33771	SAVE MART SUPERMARKETS	60.97	AUTH# 725552 SEQ# 051814 12/04/2024 SPECIAL DIET DAIRY
12/11/2024	33772	SAVE MART SUPERMARKETS	9.59	AUTH# 802996 SEQ# 069100 11/26/24 SPECIAL DIET DAIRY
12/11/2024	33773	SAVE MART SUPERMARKETS	148.13	AUTH# 725687 SEQ# 079540 12/04/2024 SPECIAL DIET GROC/DAIRY
12/11/2024	33774	SAVE MART SUPERMARKETS	116.76	AUTH# 726743 SEQ# 070485 12/06/2024 SPECIAL DIET DAIRY
12/11/2024	33775	SEQUOIA PAINT ENTERPRISE	51.27	18TH ST WO# 18439 11/12/2024 REF# 00025122
12/11/2024	33776	SMART & FINAL	188.73	ACCT# 326821 REF# 614355 11/14/2024 HS PLANNING RETREAT IN S
12/11/2024	33777	SMART & FINAL	504.27	ACCT# 326821 11/18/2024 REF# 995911 - OFFICE SUPPLIES
12/11/2024	33778	SMART & FINAL	28.56	ACCT# 326821 11/22/2024 REF# 221177 BOARD MEETING SUPPLIES
12/11/2024	33779	STEPHEN WILLIFORD	365.00	WILLOW
12/11/2024	33780	STEPHEN WILLIFORD	794.00	DELANO
12/11/2024	33781	STEPHEN WILLIFORD	260.00	BROADWAY
12/11/2024	33782	STEPHEN WILLIFORD	900.00	LBNC
12/11/2024	33783	STEPHEN WILLIFORD	1,850.00	BROADWAY
12/11/2024	33784	STEPHEN WILLIFORD	258.00	SAN DIEGO
12/11/2024	33785	STEPHEN WILLIFORD	1,085.00	LBNC
12/11/2024	33786	STEPHEN WILLIFORD	129.00	5 REAL RD
12/11/2024	33787	STEPHEN WILLIFORD	275.00	LBNC
12/11/2024	33788	STEPHEN WILLIFORD	354.00	CENTRAL KITCHEN
12/11/2024	33789	STEPHEN WILLIFORD	334.75	TAFT
12/11/2024	33790	STINSON STATIONERS	1,028.77	HSQA PO-2024-2322 OFFICE FURNITURE
12/11/2024	33790	STINSON STATIONERS	88.74	OPS PO-2024-3366 COPY/LASER PAPER FOR MAINTENACE OFFICE
12/11/2024	33791	STOCKTON COMMUNITY KITCHEN	4,002.48	CALIFORNIA STREET EHS PO-2024-1054 NOV 2024 MEALS
12/11/2024	33792	STOCKTON COMMUNITY KITCHEN	2,668.32	GIANONE PO-2024-1054 NOV 2024 MEALS
12/11/2024	33793	STOCKTON COMMUNITY KITCHEN	2,668.32	KENNEDY PO-2024-1054 NOV 2024 MEALS
12/11/2024	33794	STOCKTON COMMUNITY KITCHEN	5,336.64	LODI PO-2024-1054 NOV 2024 MEALS
12/11/2024	33795	STOCKTON COMMUNITY KITCHEN	4,002.48	MARCI MASSEI PO-2024-1054 NOV 2024 MEALS
12/11/2024	33796	STOCKTON COMMUNITY KITCHEN	4,002.48	LATHROP EHS PO-2024-1054 NOV 2024 MEALS
12/11/2024	33797	SYSCO FOOD SERVICES OF VENTURA INC	172.50	3101 MALL VIEW RD PO-2024-1268 ORD# 1734005
12/11/2024	33798	SYSCO FOOD SERVICES OF VENTURA INC	645.15	3101 MALL VIEW RD PO-2024-1255 ORD# 1737368

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12/11/2024	33799	SYSCO FOOD SERVICES OF VENTURA INC	18,441.95	3101 MALL VIEW RD PO-2024-1255 ORD# 1737550
12/11/2024	33800	TEL TEC SECURITY SYSTEMS INC	4,976.66	VARIOUS LOCATIONS - NOV 2024 ALARM MONITORING
12/11/2024	33801	TEL TEC SECURITY SYSTEMS INC	358.17	VINELAND JOB# 241100005 11/15/2024
12/11/2024	33802	TEL TEC SECURITY SYSTEMS INC	1,009.85	OASIS JOB# 241100120 11/22/2024
12/11/2024	33803	TRAFFIC MANAGEMENT, INC.	29.23	HARVEY HALL REF# 06-1924622 WO# 18356 11/21/2024
12/11/2024	33804	TRAFFIC MANAGEMENT, INC.	135.31	5 REAL RD REF# 1924578 WO# 17880 11/20/2024
12/11/2024	33805	TRANS-WEST SECURITY SERVICES, INC.	1,058.62	FHCC - NOV 2024 PATROL CHECK
12/11/2024	33806	TRANS-WEST SECURITY SERVICES, INC.	569.14	19TH ST - NOV 2024 PATROL CHECK
12/11/2024	33807	TRANS-WEST SECURITY SERVICES, INC.	60.00	PRIMEROS PASOS - NOV 2024 ALARM RESPONSE
12/11/2024	33808	TRANS-WEST SECURITY SERVICES, INC.	360.00	NORTH KERN - NOV 2024 ALARM RESPONSE
12/11/2024	33809	TRANS-WEST SECURITY SERVICES, INC.	2,250.00	BAKERSFIELD AREA - NOV 2024 ALARM RESPONSES
12/11/2024	33810	TRANS-WEST SECURITY SERVICES, INC.	1,918.58	CENTRAL KITCHEN - NOV 2024 PATROL CHECKS
12/11/2024	33811	VAL-PRO, INC	216.40	PO-2024-1138/MISC PRODUCE
12/11/2024	33812	VAL-PRO, INC	935.10	PO-2024-1138/MISC PRODUCE
12/11/2024	33813	VALLEY GARBAGE SERVICE	480.62	5704 PIONEER DR DECEMBER 2024 SERVICES
12/11/2024	33814	W W GRAINGER INC	274.76	PETE PARRA > CLASS 1
12/11/2024	33815	W W GRAINGER INC	105.83	PETE PARRA
12/11/2024	33816	W W GRAINGER INC	74.82	PETE PARRA > CLASS 1
12/11/2024	33817	W W GRAINGER INC	422.92	PETE PARRA
12/11/2024	33818	W W GRAINGER INC	531.88	PETE PARRA
12/11/2024	33819	W W GRAINGER INC	21.82	5 REAL RD
12/11/2024	33820	WIPFLI LLP	17,200.00	OPS PO-2024-2434 CDP PHASE 2 10/20/2024 - 11/16/2024
12/11/2024	33821	WIPFLI LLP	8,479.20	Technology Ongoing Services Agreement December 2024
12/11/2024	33822	AMAZON CAPITAL SERVICES, INC	2,064.61	PO-2024-3271
12/11/2024	33822	AMAZON CAPITAL SERVICES, INC	676.35	PO-2024-3272
12/11/2024	33822	AMAZON CAPITAL SERVICES, INC	92.78	PO-2024-3351
12/11/2024	33823	AMAZON CAPITAL SERVICES, INC	597.26	PO-2024-3270
12/11/2024	33823	AMAZON CAPITAL SERVICES, INC	(274.41)	PO-2024-3270/CREDIT MEMO
12/11/2024	33824	AMAZON CAPITAL SERVICES, INC	218.24	PO-2024-3144
12/11/2024	33824	AMAZON CAPITAL SERVICES, INC	116.70	PO-2024-3297
12/11/2024	33825	AMAZON CAPITAL SERVICES, INC	351.06	PO-2024-3230

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12/11/2024	33825	AMAZON CAPITAL SERVICES, INC	1,002.13	PO-2024-3296
12/11/2024	33826	AMAZON CAPITAL SERVICES, INC	586.53	PO-2024-3148
12/11/2024	33826	AMAZON CAPITAL SERVICES, INC	1,900.05	PO-2024-3374
12/11/2024	33827	AMAZON CAPITAL SERVICES, INC	(63.91)	PO-2024-1954/CREDIT MEMO/EFF DATE 06/21/24
12/11/2024	33827	AMAZON CAPITAL SERVICES, INC	81.12	PO-2024-3231
12/11/2024	33827	AMAZON CAPITAL SERVICES, INC	70.40	PO-204-3231
12/11/2024	33828	ANDREW GREEN	5.36	Mileage Reimbursement
12/11/2024	33829	ANNELISA PEREZ	55.61	November 2024 Mileage Reimbursement
12/11/2024	33830	ANNETTE JOHNSON-ALLEN	239.19	MILEAGE REIMBURSEMENT
12/11/2024	33831	ANTHONY CONRAD CHAVEZ	174.20	Mileage Reimbursement
12/11/2024	33832	AURORA GARCIA LARES	48.24	A Garcia Lares NOV 2024 Mileage
12/11/2024	33833	CARITINA PEREZ	115.91	SEPTEMBER MILEAGE REIMBURSEMENT
12/11/2024	33834	ERIC LE BARBE	78.39	November Mileage Reimbursement
12/11/2024	33835	GIOVANNI ARAGON	75.04	Mileage Reimbursement
12/11/2024	33836	GREGORIA BENAVIDES	24.12	G Benavides NOV 2024 Mileage
12/11/2024	33837	JASON ROJAS	29.48	Mileage Reimbursement
12/11/2024	33838	KEVIN GOUDGE	10.05	Mileage Reimbursement
12/11/2024	33839	LIZETTE BRAVO	54.94	Mileage Reimbursement
12/11/2024	33840	LORENA PALOMO	33.50	November 2024 / Mileage Reimbursement
12/11/2024	33841	LUZVIMINDA ADAMS	127.30	Mileage Reimbursement
12/11/2024	33842	MARIA DEL CARMEN VILLANUEVA	17.42	Mileage Reimbursement
12/11/2024	33843	MARIANA RIOS	88.44	Mariana Rios Mileage Reimbursement November 2024
12/11/2024	33844	MARISELA GONZALEZ	158.12	MILEAGE REIMBURSEMENT
12/11/2024	33845	NELLY MENDOZA	56.28	MILEAGE REIMBURSEMENT
12/11/2024	33846	NILZA HERNANDEZ	12.73	Mileage Reimbursement
12/11/2024	33847	RACHEL LECKKIRK	95.81	November 2024 / Mileage Reimbursement
12/11/2024	33848	RHINA PEREZ	99.16	October Mileage
12/11/2024	33849	SHARON BRIGGS	56.28	Mileage Reimbursement
12/13/2024	227952	CALIFORNIA STATE DISBURSEMENT UNIT	138.46	ACCRUED GARNISHMENT
12/17/2024	227300	MADERA SECURE STORAGE, LLC	(75.00)	UNIT PK03 FOR MADERA MCAP VEHICLE 11/01-11/30 PO-2024-2447
12/17/2024	227633	ANGELINA VASQUEZ	(100.00)	Angelica Vasquez - SDA Reimb Ref# 240279602 08/15/2024
12/18/2024	227953	ADRIANA BAUTISTA DE CRUZ	954.96	Child Care Reimbursement
12/18/2024	227953	ADRIANA BAUTISTA DE CRUZ	196.00	Cost of Care Plus Rate
12/18/2024	227954	ALICIA GARCIA DE LEYVA	4,142.92	Child Care Reimbursement
12/18/2024	227954	ALICIA GARCIA DE LEYVA	840.00	Cost of Care Plus Rate
12/18/2024	227955	ALICIA MUNOZ DE SANCHEZ	780.50	Child Care Reimbursement
12/18/2024	227955	ALICIA MUNOZ DE SANCHEZ	294.00	Cost of Care Plus Rate
12/18/2024	227956	ALL ABOARD PRESCHOOL	4,833.51	Child Care Reimbursement
12/18/2024	227956	ALL ABOARD PRESCHOOL	840.00	Cost of Care Plus Rate
12/18/2024	227957	ANA BERTHA BALLESTEROS JAIME	3,296.26	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	227957	ANA BERTHA BALLESTEROS JAIME	980.00	Cost of Care Plus Rate
12/18/2024	227958	ANA MARIA ACOSTA DE ARIZAGA	1,205.02	Child Care Reimbursement
12/18/2024	227958	ANA MARIA ACOSTA DE ARIZAGA	280.00	Cost of Care Plus Rate
12/18/2024	227959	ANDREA PIMENTEL DE DOMINGUEZ	8,445.55	Child Care Reimbursement
12/18/2024	227959	ANDREA PIMENTEL DE DOMINGUEZ	1,680.00	Cost of Care Plus Rate
12/18/2024	227960	BELEN IZAZAGA MERCADO	1,564.90	Child Care Reimbursement
12/18/2024	227960	BELEN IZAZAGA MERCADO	294.00	Cost of Care Plus Rate
12/18/2024	227961	BLANCA NELLY VERA	1,485.72	Child Care Reimbursement
12/18/2024	227961	BLANCA NELLY VERA	280.00	Cost of Care Plus Rate
12/18/2024	227962	CARLAANGELA RUIZ	85.04	Child Care Reimbursement
12/18/2024	227962	CARLAANGELA RUIZ	140.00	Cost of Care Plus Rate
12/18/2024	227963	CARMELITA JACINTA MORALES MEJIA	524.38	Child Care Reimbursement
12/18/2024	227963	CARMELITA JACINTA MORALES MEJIA	98.00	Cost of Care Plus Rate
12/18/2024	227964	CINDY G CORONA	2,341.30	Child Care Reimbursement
12/18/2024	227964	CINDY G CORONA	420.00	Cost of Care Plus Rate
12/18/2024	227965	CONSUELO RAMIREZ DE MAGDALENO	7,300.20	Child Care Reimbursement
12/18/2024	227965	CONSUELO RAMIREZ DE MAGDALENO	1,260.00	Cost of Care Plus Rate
12/18/2024	227966	DIEGO FERREIRA	2,172.70	Child Care Reimbursement
12/18/2024	227966	DIEGO FERREIRA	392.00	Cost of Care Plus Rate
12/18/2024	227967	DOMINGO I BASURTO	799.90	Child Care Reimbursement
12/18/2024	227967	DOMINGO I BASURTO	294.00	Cost of Care Plus Rate
12/18/2024	227968	ELIA SANCHEZ	100.30	Child Care Reimbursement
12/18/2024	227968	ELIA SANCHEZ	280.00	Cost of Care Plus Rate
12/18/2024	227969	ERLINDA MARTHA MADUENO	154.00	Child Care Reimbursement
12/18/2024	227969	ERLINDA MARTHA MADUENO	98.00	Cost of Care Plus Rate
12/18/2024	227970	GUADALUPE AYON DE MENDOZA	1,685.50	Child Care Reimbursement
12/18/2024	227970	GUADALUPE AYON DE MENDOZA	280.00	Cost of Care Plus Rate
12/18/2024	227970	GUADALUPE AYON DE MENDOZA	(43.71)	Union Dues
12/18/2024	227971	IRMA JIMENEZ CASTANEDA	893.69	Child Care Reimbursement
12/18/2024	227971	IRMA JIMENEZ CASTANEDA	140.00	Cost of Care Plus Rate
12/18/2024	227972	JAQUILINA GARCIA OSORIO	524.38	Child Care Reimbursement
12/18/2024	227972	JAQUILINA GARCIA OSORIO	98.00	Cost of Care Plus Rate
12/18/2024	227973	JUANA B PAREDES LOPEZ	1,084.36	Child Care Reimbursement
12/18/2024	227973	JUANA B PAREDES LOPEZ	420.00	Cost of Care Plus Rate
12/18/2024	227974	LAURA LILIANA RAMIREZ ALCALA	1,945.40	Child Care Reimbursement
12/18/2024	227974	LAURA LILIANA RAMIREZ ALCALA	840.00	Cost of Care Plus Rate
12/18/2024	227975	LUZ A ESQUIVEL MORENO	1,060.50	Child Care Reimbursement
12/18/2024	227975	LUZ A ESQUIVEL MORENO	196.00	Cost of Care Plus Rate
12/18/2024	227976	MA DEL CARMEN FLORES VALLECILLO	504.40	Child Care Reimbursement

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12/18/2024	227976	MA DEL CARMEN FLORES VALLECILLO	98.00	Cost of Care Plus Rate
12/18/2024	227976	MA DEL CARMEN FLORES VALLECILLO	(20.09)	Union Dues
12/18/2024	227977	MANUELA P MEDINA	6,131.88	Child Care Reimbursement
12/18/2024	227977	MANUELA P MEDINA	1,120.00	Cost of Care Plus Rate
12/18/2024	227978	MARCELA CHAVEZ OSEGUERA	1,468.32	Child Care Reimbursement
12/18/2024	227978	MARCELA CHAVEZ OSEGUERA	280.00	Cost of Care Plus Rate
12/18/2024	227979	MARCELA G NUNEZ DE GUTIERREZ	10,732.34	Child Care Reimbursement
12/18/2024	227979	MARCELA G NUNEZ DE GUTIERREZ	1,960.00	Cost of Care Plus Rate
12/18/2024	227979	MARCELA G NUNEZ DE GUTIERREZ	(100.00)	Union Dues
12/18/2024	227980	MARIA EUGENIA GARCIA DE VEGA	818.00	Child Care Reimbursement
12/18/2024	227980	MARIA EUGENIA GARCIA DE VEGA	140.00	Cost of Care Plus Rate
12/18/2024	227981	MARIA LOURDES MORENO ESQUIVEL	1,616.60	Child Care Reimbursement
12/18/2024	227981	MARIA LOURDES MORENO ESQUIVEL	294.00	Cost of Care Plus Rate
12/18/2024	227982	MARIA PICOS DE GARCIA	2,283.15	Child Care Reimbursement
12/18/2024	227982	MARIA PICOS DE GARCIA	420.00	Cost of Care Plus Rate
12/18/2024	227983	MARIA SALAZAR	2,808.24	Child Care Reimbursement
12/18/2024	227983	MARIA SALAZAR	560.00	Cost of Care Plus Rate
12/18/2024	227984	MARIA SOFIA MENDOZA DE ORTIZ	977.76	Child Care Reimbursement
12/18/2024	227984	MARIA SOFIA MENDOZA DE ORTIZ	196.00	Cost of Care Plus Rate
12/18/2024	227985	MARIA V SOSA	572.60	Child Care Reimbursement
12/18/2024	227985	MARIA V SOSA	98.00	Cost of Care Plus Rate
12/18/2024	227986	MERIELA SANCHEZ	857.18	Child Care Reimbursement
12/18/2024	227986	MERIELA SANCHEZ	140.00	Cost of Care Plus Rate
12/18/2024	227987	OFELIA QUINTERO DE GUZMAN	477.48	Child Care Reimbursement
12/18/2024	227987	OFELIA QUINTERO DE GUZMAN	98.00	Cost of Care Plus Rate
12/18/2024	227988	ORELLANA RODIGUEZ TOMASA MARISOL	1,139.00	Child Care Reimbursement
12/18/2024	227988	ORELLANA RODIGUEZ TOMASA MARISOL	196.00	Cost of Care Plus Rate
12/18/2024	227989	PATRICIA H MARTINEZ	2,032.50	Child Care Reimbursement
12/18/2024	227989	PATRICIA H MARTINEZ	420.00	Cost of Care Plus Rate
12/18/2024	227990	RUFINITA PRISCILLA MARIE SAUCEDA	2,121.00	Child Care Reimbursement
12/18/2024	227990	RUFINITA PRISCILLA MARIE SAUCEDA	392.00	Cost of Care Plus Rate
12/18/2024	227991	SONIA C LOPEZ DE JUAREZ	1,526.24	Child Care Reimbursement
12/18/2024	227991	SONIA C LOPEZ DE JUAREZ	294.00	Cost of Care Plus Rate
12/18/2024	227991	SONIA C LOPEZ DE JUAREZ	(30.52)	Union Dues
12/18/2024	227992	VERONICA HERNANDEZ	1,397.95	Child Care Reimbursement
12/18/2024	227992	VERONICA HERNANDEZ	280.00	Cost of Care Plus Rate
12/18/2024	227993	YANELY GARCIA	1,526.24	Child Care Reimbursement
12/18/2024	227993	YANELY GARCIA	294.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	227994	Yoseling Carolina Mendez Lopez	1,077.98	Child Care Reimbursement
12/18/2024	227994	Yoseling Carolina Mendez Lopez	196.00	Cost of Care Plus Rate
12/18/2024	227995	ANA HERMELINDA SANTOS PACHECO	4,488.48	Child Care Reimbursement
12/18/2024	227995	ANA HERMELINDA SANTOS PACHECO	1,120.00	Cost of Care Plus Rate
12/18/2024	227996	CARMEN SANTOS PACHECO	6,172.35	Child Care Reimbursement
12/18/2024	227996	CARMEN SANTOS PACHECO	1,260.00	Cost of Care Plus Rate
12/18/2024	227997	MARCELINA ZARATE ZARATE	1,614.25	Child Care Reimbursement
12/18/2024	227997	MARCELINA ZARATE ZARATE	294.00	Cost of Care Plus Rate
12/18/2024	227998	MARIA P COSIO	7,642.12	Child Care Reimbursement
12/18/2024	227998	MARIA P COSIO	1,260.00	Cost of Care Plus Rate
12/18/2024	227999	ODILIA ELIZABETH VALENCIA	1,629.82	Child Care Reimbursement
12/18/2024	227999	ODILIA ELIZABETH VALENCIA	280.00	Cost of Care Plus Rate
12/18/2024	228000	TEODORA GIRON MORALES	750.74	Child Care Reimbursement
12/18/2024	228000	TEODORA GIRON MORALES	140.00	Cost of Care Plus Rate
12/18/2024	228001	YECENIA GARCIA RAMIREZ	1,339.84	Child Care Reimbursement
12/18/2024	228001	YECENIA GARCIA RAMIREZ	280.00	Cost of Care Plus Rate
12/18/2024	228002	JUANA H PIMENTEL	6,187.80	Child Care Reimbursement
12/18/2024	228002	JUANA H PIMENTEL	1,120.00	Cost of Care Plus Rate
12/18/2024	228002	JUANA H PIMENTEL	(100.00)	Union Dues
12/18/2024	228003	LILIA ESQUIVEL MONROY	3,108.42	Child Care Reimbursement
12/18/2024	228003	LILIA ESQUIVEL MONROY	700.00	Cost of Care Plus Rate
12/18/2024	228004	LORENA QUINTERO	2,408.89	Child Care Reimbursement
12/18/2024	228004	LORENA QUINTERO	420.00	Cost of Care Plus Rate
12/18/2024	228005	LORI MACIAS CERNA	2,460.85	Child Care Reimbursement
12/18/2024	228005	LORI MACIAS CERNA	560.00	Cost of Care Plus Rate
12/18/2024	228006	MALVINA RAMIREZ LOPEZ	2,591.26	Child Care Reimbursement
12/18/2024	228006	MALVINA RAMIREZ LOPEZ	420.00	Cost of Care Plus Rate
12/18/2024	228007	ROSELIA MADERA CALDERA	1,331.96	Child Care Reimbursement
12/18/2024	228007	ROSELIA MADERA CALDERA	280.00	Cost of Care Plus Rate
12/18/2024	228007	ROSELIA MADERA CALDERA	(36.64)	Union Dues
12/18/2024	228008	BLANCA ESTELA JIMENEZ	645.05	Child Care Reimbursement
12/18/2024	228008	BLANCA ESTELA JIMENEZ	140.00	Cost of Care Plus Rate
12/18/2024	228009	ESTELA LOPEZ	752.56	Child Care Reimbursement
12/18/2024	228009	ESTELA LOPEZ	140.00	Cost of Care Plus Rate
12/18/2024	228010	GLORIA GARCIA DE MADERA	8,199.38	Child Care Reimbursement
12/18/2024	228010	GLORIA GARCIA DE MADERA	1,400.00	Cost of Care Plus Rate
12/18/2024	228011	LETICIA MARIA BOTELLO	3,173.16	Child Care Reimbursement
12/18/2024	228011	LETICIA MARIA BOTELLO	700.00	Cost of Care Plus Rate
12/18/2024	228012	LUZ E VENEGAS	7,597.88	Child Care Reimbursement
12/18/2024	228012	LUZ E VENEGAS	1,400.00	Cost of Care Plus Rate
12/18/2024	228013	MARIA B CRUZ DE PULIDO	6,792.61	Child Care Reimbursement
12/18/2024	228013	MARIA B CRUZ DE PULIDO	1,120.00	Cost of Care Plus Rate
12/18/2024	228014	ROCIO JOSEFINA HERNANDEZ	11,099.28	Child Care Reimbursement
12/18/2024	228014	ROCIO JOSEFINA HERNANDEZ	1,960.00	Cost of Care Plus Rate
12/18/2024	228015	ROSALBA CABRAL	949.50	Child Care Reimbursement
12/18/2024	228015	ROSALBA CABRAL	280.00	Cost of Care Plus Rate
12/18/2024	228016	HERLINDA NOLASCO DE GONZALEZ	1,682.46	Child Care Reimbursement

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12/18/2024	228016	HERLINDA NOLASCO DE GONZALEZ	320.00	Cost of Care Plus Rate
12/18/2024	228017	MANUEL VILLAGOMEZ	2,243.50	Child Care Reimbursement
12/18/2024	228017	MANUEL VILLAGOMEZ	1,920.00	Cost of Care Plus Rate
12/18/2024	228018	MAURA J CHAVOLLA	2,171.63	Child Care Reimbursement
12/18/2024	228018	MAURA J CHAVOLLA	633.00	Cost of Care Plus Rate
12/18/2024	228019	ADELINA ZEPEDA BELTRAN	686.31	Child Care Reimbursement
12/18/2024	228019	ADELINA ZEPEDA BELTRAN	140.00	Cost of Care Plus Rate
12/18/2024	228020	ALMA YANETH NUNEZ GUTIERREZ	564.23	Child Care Reimbursement
12/18/2024	228020	ALMA YANETH NUNEZ GUTIERREZ	98.00	Cost of Care Plus Rate
12/18/2024	228021	AMPARO MAGANA	1,564.38	Child Care Reimbursement
12/18/2024	228021	AMPARO MAGANA	280.00	Cost of Care Plus Rate
12/18/2024	228022	ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	2,405.27	Child Care Reimbursement
12/18/2024	228022	ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	420.00	Cost of Care Plus Rate
12/18/2024	228023	ANDREA R RIVERA	2,421.41	Child Care Reimbursement
12/18/2024	228023	ANDREA R RIVERA	420.00	Cost of Care Plus Rate
12/18/2024	228024	BERTHA NERTO	6,242.17	Child Care Reimbursement
12/18/2024	228024	BERTHA NERTO	1,120.00	Cost of Care Plus Rate
12/18/2024	228025	BRENDA SUJEY MARTINEZ	2,587.91	Child Care Reimbursement
12/18/2024	228025	BRENDA SUJEY MARTINEZ	420.00	Cost of Care Plus Rate
12/18/2024	228026	CRISTINA SOTO DE MARTINEZ	1,581.70	Child Care Reimbursement
12/18/2024	228026	CRISTINA SOTO DE MARTINEZ	280.00	Cost of Care Plus Rate
12/18/2024	228027	DANIEL MORENO	528.71	Child Care Reimbursement
12/18/2024	228027	DANIEL MORENO	98.00	Cost of Care Plus Rate
12/18/2024	228028	GLORIA LEMUS DE LEMUS	1,506.38	Child Care Reimbursement
12/18/2024	228028	GLORIA LEMUS DE LEMUS	280.00	Cost of Care Plus Rate
12/18/2024	228029	GUADALUPE CABRERA	10,433.48	Child Care Reimbursement
12/18/2024	228029	GUADALUPE CABRERA	1,820.00	Cost of Care Plus Rate
12/18/2024	228029	GUADALUPE CABRERA	(90.00)	Union Dues
12/18/2024	228030	GUADALUPE ELIZABETH PENUELAS	2,414.09	Child Care Reimbursement
12/18/2024	228030	GUADALUPE ELIZABETH PENUELAS	420.00	Cost of Care Plus Rate
12/18/2024	228031	KASANDRA LOPEZ-CORDERO	1,015.39	Child Care Reimbursement
12/18/2024	228031	KASANDRA LOPEZ-CORDERO	196.00	Cost of Care Plus Rate
12/18/2024	228032	MARIA R LEMUS OROZCO	1,504.22	Child Care Reimbursement
12/18/2024	228032	MARIA R LEMUS OROZCO	280.00	Cost of Care Plus Rate
12/18/2024	228033	ROSAURA QUINTERO DE LOPEZ	2,938.02	Child Care Reimbursement
12/18/2024	228033	ROSAURA QUINTERO DE LOPEZ	560.00	Cost of Care Plus Rate
12/18/2024	228034	SOCORRO LARA DE GOVEA	937.17	Child Care Reimbursement
12/18/2024	228034	SOCORRO LARA DE GOVEA	140.00	Cost of Care Plus Rate
12/18/2024	228035	VERONICA L ESCOBAR	5,117.44	Child Care Reimbursement
12/18/2024	228035	VERONICA L ESCOBAR	1,120.00	Cost of Care Plus Rate
12/18/2024	228036	ALAMO ALARM CO INC	203.50	Commercial Monitoring for Barnett, California, Kennedy 1/1/2
12/18/2024	228037	ALVAREZ & GUINILING, LLC	112.96	PO-2024-2318

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12/18/2024	228038	ANGELICA COBIAN	70.00	Angela Cobain, SDA Reimbursement - CPR/First Aid
12/18/2024	228039	ANGELICA VASQUEZ	100.00	Angelica Vasquez - SDA Reimb Ref# 240279602 08/15/2024
12/18/2024	228040	AT&T	246.48	9391037342
12/18/2024	228040	AT&T	93.49	9391058844
12/18/2024	228040	AT&T	62.97	9391058866
12/18/2024	228040	AT&T	32.17	9391058878
12/18/2024	228040	AT&T	276.42	9391059173
12/18/2024	228040	AT&T	182.63	9391059214
12/18/2024	228040	AT&T	217.22	9391059565
12/18/2024	228040	AT&T	15.66	9391060519
12/18/2024	228040	AT&T	32.17	9391065168
12/18/2024	228041	AT&T	155.94	LONG DISTANCE
12/18/2024	228042	AURA SILVA	70.00	Aura Silva, SDA Reimbursement - CPR/First Aid 10/17/2024
12/18/2024	228043	CALIFORNIA WATER SERVICE COMPANY	523.64	3101 MALL VIEW RD
12/18/2024	228043	CALIFORNIA WATER SERVICE COMPANY	92.95	315 STINE RD
12/18/2024	228043	CALIFORNIA WATER SERVICE COMPANY	268.37	3811 RIVER BLVD
12/18/2024	228043	CALIFORNIA WATER SERVICE COMPANY	396.57	4032 JEWETT AVE
12/18/2024	228043	CALIFORNIA WATER SERVICE COMPANY	38.60	500 E CALIFORNIA AVE
12/18/2024	228043	CALIFORNIA WATER SERVICE COMPANY	162.66	520 S WASHINGTON ST
12/18/2024	228044	CAROL HENDRICKS	73.50	Travel Liquidation Leadership Retreat at Stockton, CA 111824
12/18/2024	228045	CHARLIE'S DAY & NITE, INC.	245.25	Door Lock for California St
12/18/2024	228045	CHARLIE'S DAY & NITE, INC.	53.96	Lock For Storage Unit
12/18/2024	228046	CHARTER COMMUNICATIONS	165.18	2739 DIAMOND ST / 8313131040029578
12/18/2024	228047	CHARTER COMMUNICATIONS	156.23	24028 LAKE DR / 8413131600058157
12/18/2024	228048	CHARTER COMMUNICATIONS	236.21	11336 BARLETT AVE STE 13 / 8413131670059549
12/18/2024	228049	CHARTER COMMUNICATIONS	210.25	8301100070176885 / 1001 MAIN ST
12/18/2024	228050	CHARTER COMMUNICATIONS	408.89	2323 16th ST STE 302/ 8301100150957337/ JUNE 24 AND JULY 24
12/18/2024	228051	CHARTER COMMUNICATIONS	346.22	8301100150963087 / 4032 JEWETT AVE BLDG OFC
12/18/2024	228052	CHARTER COMMUNICATIONS	160.25	8301100011355580 / 525 ROBERTS LN STE B
12/18/2024	228053	CHARTER COMMUNICATIONS	201.23	6019 NILES ST STE 3 / 8301100011358352
12/18/2024	228054	CHARTER COMMUNICATIONS	204.00	167696901/ 459 E EUCLID AVE
12/18/2024	228055	CHARTER COMMUNICATIONS	246.00	167673501 / 410 E PERKINS AVE
12/18/2024	228056	CHARTER COMMUNICATIONS	204.00	167694201 / 1835 CECIL AVE
12/18/2024	228057	CHARTER COMMUNICATIONS	204.00	167694301/ 819 6TH ST
12/18/2024	228058	CHARTER COMMUNICATIONS	179.98	455 E EUCLID AVE / 167696701
12/18/2024	228059	CHARTER COMMUNICATIONS	204.00	167738701 / 650 JAMES ST
12/18/2024	228060	CHARTER COMMUNICATIONS	219.98	15662 K ST / 228401801
12/18/2024	228061	CHARTER COMMUNICATIONS	499.00	5 REAL RD / 230086801

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12/18/2024	228062	CHARTER COMMUNICATIONS	292.11	1300 18TH ST / 231948701
12/18/2024	228063	CHARTER COMMUNICATIONS	194.98	1300 18TH ST / 232326901
12/18/2024	228064	CHARTER COMMUNICATIONS	199.98	317 MOUNT VERNON AVE / 2411528301
12/18/2024	228065	CHARTER COMMUNICATIONS	199.98	244024201 / 1300 18 ST STINE MCAP
12/18/2024	228066	CHILD CARE RESULTS INC	5,014.75	2024 Fall Parent Surveys
12/18/2024	228067	CHRISTOPHER PERCIVAL	128.30	19TH ST
12/18/2024	228067	CHRISTOPHER PERCIVAL	122.32	5 REAL RD
12/18/2024	228067	CHRISTOPHER PERCIVAL	87.99	BROADWAY
12/18/2024	228067	CHRISTOPHER PERCIVAL	321.81	CENTRAL KITCHEN
12/18/2024	228067	CHRISTOPHER PERCIVAL	290.88	ERSEA
12/18/2024	228067	CHRISTOPHER PERCIVAL	197.94	FAIRFAX
12/18/2024	228067	CHRISTOPHER PERCIVAL	64.95	FHCC
12/18/2024	228067	CHRISTOPHER PERCIVAL	394.90	FOOD BANK
12/18/2024	228067	CHRISTOPHER PERCIVAL	1,178.46	LBNC
12/18/2024	228067	CHRISTOPHER PERCIVAL	218.92	OPS
12/18/2024	228067	CHRISTOPHER PERCIVAL	128.66	SHAFTER EHS
12/18/2024	228067	CHRISTOPHER PERCIVAL	308.10	STERLING
12/18/2024	228067	CHRISTOPHER PERCIVAL	179.74	VINELAND
12/18/2024	228068	CINTAS CORPORATION #668	200.50	PO-2024-1757
12/18/2024	228068	CINTAS CORPORATION #668	368.41	PO-2024-2994
12/18/2024	228069	CITY OF BAKERSFIELD	494.11	1300 STINE RD 11/07/24-12/31/24
12/18/2024	228069	CITY OF BAKERSFIELD	1,736.15	1807/3701 BELLE TERRACE/CUSTOMER #14330
12/18/2024	228069	CITY OF BAKERSFIELD	544.88	2424 COTTONWOOD RD
12/18/2024	228069	CITY OF BAKERSFIELD	4,574.83	2735 O ST
12/18/2024	228069	CITY OF BAKERSFIELD	1,149.42	300 19TH ST
12/18/2024	228069	CITY OF BAKERSFIELD	1,233.74	3101 MALL VIEW RD
12/18/2024	228069	CITY OF BAKERSFIELD	928.35	4032 JEWETT AVE
12/18/2024	228070	CITY OF STOCKTON	20.14	1145 N HUNTER ST STOCKTON COMM OWNER STORM DRAIN
12/18/2024	228071	CITY OF STOCKTON	8.04	347 E POPLAR ST STOCKTON COMM OWNER STORM DRAIN
12/18/2024	228072	COMCAST CORPORATION	320.64	850 J ST/8155 60 069 0400240
12/18/2024	228073	CONSERVATION DEVELOPMENT, INC.	986.50	PO-2024-3450
12/18/2024	228074	COUNTRY SWEET PRODUCE INC	1,620.00	PO-2024-1239
12/18/2024	228075	COUNTY OF KERN	32,379.72	18TH ST - JOA# 542-2023 1st QTR FY 24-25 CUST# 413 SHARED CO
12/18/2024	228075	COUNTY OF KERN	169,899.38	18TH ST 1st Qrtr FY24/25 Utility Charges Cust# 413
12/18/2024	228076	COUNTY OF SAN JOAQUIN	36.75	VID# 70486N2-V TICKET# 51-02135506 12/03/2024 YD WASTE
12/18/2024	228076	COUNTY OF SAN JOAQUIN	48.23	VID# 70486N2-V TICKET# 51-02136658 12/05/2024 YD WASTE
12/18/2024	228076	COUNTY OF SAN JOAQUIN	36.75	VID# 70486N2-V TICKET# 51-02139996 12/11/2024 YD WASTE
12/18/2024	228077	DEFENDER DETECTORS INC	5,190.80	PO-2024-3548
12/18/2024	228078	DEPARTMENT OF JUSTICE	1,126.00	New Hire Background Check - November 2024
12/18/2024	228079	DEPARTMENT OF MOTOR VEHICLES	298.00	VIN #5TDZZ3DC1KS992121, VEH #09-101 - HEAD START
12/18/2024	228080	DEPARTMENT OF MOTOR VEHICLES	298.00	VEH# 09-102 VIN# 5TDZZ3DC0KS994796 - HEAD START

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12/18/2024	228081	DEPARTMENT OF MOTOR VEHICLES	27.00	VIN #1GCHG39U861181812, VEH #12-74 - CENTRAL KITCHEN
12/18/2024	228082	DEPARTMENT OF MOTOR VEHICLES	263.00	VEH #17-04, VIN #NM0GE9F76G1262907 - HEAD START
12/18/2024	228083	DEPARTMENT OF MOTOR VEHICLES	575.00	VEH #17-06, VIN #2GC2CSEG0K1130899 - HEAD START
12/18/2024	228084	DEPARTMENT OF MOTOR VEHICLES	435.00	VEH #17-07, VIN #1GTW7AFP6K1188908 - HEAD START
12/18/2024	228085	DEPARTMENT OF MOTOR VEHICLES	242.00	VEH# 17-09 VIN# 1GCSGAFX2B1129532 - HEAD START - SAN JOAQUIN
12/18/2024	228086	DESIREE E BERMUDEZ	100.00	Desiree Bermundez - SDA Reimbursement - Permit
12/18/2024	228087	DOWNTOWN BUSINESS ASSOCIATION	190.00	ANNUAL MEMBERSHIP FEE FOR DOWNTOWN BUSINESS ASSOCIATION
12/18/2024	228088	EAST NILES COMMUNITY SERVICES DIST	1,067.18	3000 STERLING RD
12/18/2024	228088	EAST NILES COMMUNITY SERVICES DIST	74.34	5704 PIONEER DR
12/18/2024	228089	F.W. WASSERMAN AND ASSOCIATES	177.00	JANUARY 2025 RENT FOR WIC - UNIT B023
12/18/2024	228090	FEDEX	28.28	G.BARBERO/L.SPROTT/817091102740
12/18/2024	228090	FEDEX	43.12	HR/A.SOSEBEE/818565444450
12/18/2024	228090	FEDEX	34.19	HR/S.MESA/81856444461
12/18/2024	228091	FERGUSON ENTERPRISES INC #1350	69.59	5 REAL RD
12/18/2024	228091	FERGUSON ENTERPRISES INC #1350	15.70	DELANO
12/18/2024	228091	FERGUSON ENTERPRISES INC #1350	183.96	OPS
12/18/2024	228091	FERGUSON ENTERPRISES INC #1350	126.46	PETE PARRA
12/18/2024	228091	FERGUSON ENTERPRISES INC #1350	142.49	SUNRISE VILLA
12/18/2024	228092	FLYERS ENERGY LLC	4,838.82	ACCT#78379
12/18/2024	228093	FOODLINK FOR TULARE COUNTY, INC.	2,000.00	AO207969-2750 Donation
12/18/2024	228094	GARY BESS ASSOCIATES	900.00	GIS Map on the Feeding Kern Website
12/18/2024	228095	GOLDEN EMPIRE TRANSIT DISTRICT	7,980.00	PO-2024-2922
12/18/2024	228096	GRIMMWAY ENTERPRISES, INC.	13,783.70	PO-2024-1329
12/18/2024	228097	HALL LETTER SHOP, INC.	7,863.90	PO-2024-3468
12/18/2024	228098	HILDRA ALLEN	687.50	3101 MALL VIEW RD
12/18/2024	228099	HOME DEPOT COMMERCIAL CREDIT	129.86	19TH ST
12/18/2024	228099	HOME DEPOT COMMERCIAL CREDIT	14.16	5 REAL RD
12/18/2024	228099	HOME DEPOT COMMERCIAL CREDIT	18.37	ALBERTA DILLARD
12/18/2024	228099	HOME DEPOT COMMERCIAL CREDIT	133.68	ANGELA MARTINEZ
12/18/2024	228099	HOME DEPOT COMMERCIAL CREDIT	(45.95)	ANGELA MARTINEZ RETURN

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12/18/2024	228099	HOME DEPOT COMMERCIAL CREDIT	28.17	BROADWAY
12/18/2024	228099	HOME DEPOT COMMERCIAL CREDIT	70.25	CLEO FORAN
12/18/2024	228099	HOME DEPOT COMMERCIAL CREDIT	82.32	DELANO
12/18/2024	228099	HOME DEPOT COMMERCIAL CREDIT	9.68	OPS
12/18/2024	228099	HOME DEPOT COMMERCIAL CREDIT	11.85	VINELAND
12/18/2024	228100	J & E RESTAURANT SUPPLIES INC	2,392.33	PO-2024-3083
12/18/2024	228101	JACQUELINE MARTINEZ CORTEZ	20.00	Reimbursement to employee
12/18/2024	228102	JAZMYN REDICK	67.67	November 2024 Mileage Reimbursement
12/18/2024	228103	JEREMY MARRS	190.00	18TH ST
12/18/2024	228104	JUANITA JACKSON	322.27	Travel Liquidation Leadership Retreat Stockton, CA 111824-11
12/18/2024	228105	KERN COMMUNITY COLLEGE DISTRICT	17,357.76	PO-2024-1516
12/18/2024	228106	KERN COUNTY SUPERINTENDENT OF SCHOOLS	8,684.88	NOVEMBER 2024
12/18/2024	228106	KERN COUNTY SUPERINTENDENT OF SCHOOLS	16,799.89	PO-2024-2506
12/18/2024	228107	KERN HEALTH SYSTEMS	85.00	KHS Refund MEM0254693
12/18/2024	228108	KRYSTLE WOODS	65.00	Krystle Woods - SDA Reimbursement - Permit 09/07/2024
12/18/2024	228109	LAMONT ELEMENTARY SCHOOL DISTRICT	26,213.52	PO-2024-2505 LAMONT FAMILY RESOURCE AND LEARNING CENTER
12/18/2024	228110	LAMONT PUBLIC UTILITY DISTRICT	393.90	10300 1/2 SAN DIEGO ST
12/18/2024	228110	LAMONT PUBLIC UTILITY DISTRICT	199.98	7998 ALICANTE ST
12/18/2024	228111	LANGUAGE LINE SERVICES INC	25.30	ACC: 9022003529
12/18/2024	228112	LASTAND, INC	20.00	INV 2805 - 127652
12/18/2024	228113	LODI HEALTH WEST OCCUPATIONAL MEDICINE	1,859.64	Pre Employment for Stockton Location
12/18/2024	228114	LOWES COMPANIES INC	124.96	5 REAL RD
12/18/2024	228114	LOWES COMPANIES INC	320.42	ANGELA MARTINEZ
12/18/2024	228114	LOWES COMPANIES INC	72.65	CAL CITY
12/18/2024	228114	LOWES COMPANIES INC	368.28	FOOD BANK
12/18/2024	228114	LOWES COMPANIES INC	10.26	HARVEY HALL
12/18/2024	228114	LOWES COMPANIES INC	143.27	OPS
12/18/2024	228114	LOWES COMPANIES INC	100.78	SAN DIEGO
12/18/2024	228114	LOWES COMPANIES INC	100.78	VINELAND
12/18/2024	228115	LUZ CORTEZ	70.00	Luz Cortez - SDA Reimbursement - CPR/First Aid
12/18/2024	228116	MANUEL G BARRIOS	75.00	Manuel Barrios - Lawn Service DECEMBER 2024
12/18/2024	228117	MARIA MORENO GOMEZ	24.79	Mileage Reimbursement

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12/18/2024	228118	MARIO LEE ALCORTA / RELIABLE JANITORIAL SERVICES & CARPET CLEANERS OF	675.00	1631 30TH ST PO-2023-3582 DEC 2024 JANITORIAL SVCS
12/18/2024	228119	MCWILLIAMS & WALDEN INC	717.33	LIC# 04810F2 PO-2024-2180
12/18/2024	228119	MCWILLIAMS & WALDEN INC	459.31	LIC# 34268S2
12/18/2024	228119	MCWILLIAMS & WALDEN INC	70.65	LIC# 36460F1
12/18/2024	228119	MCWILLIAMS & WALDEN INC	70.65	LIC# 36461F1
12/18/2024	228119	MCWILLIAMS & WALDEN INC	70.65	LIC# 6UJU317
12/18/2024	228119	MCWILLIAMS & WALDEN INC	113.08	LIC# 81436C3 PO-2024-3423
12/18/2024	228119	MCWILLIAMS & WALDEN INC	85.80	LIC# 8A39873
12/18/2024	228119	MCWILLIAMS & WALDEN INC	56.29	LIC# 8F99386
12/18/2024	228119	MCWILLIAMS & WALDEN INC	171.60	LIC# 8JGM713
12/18/2024	228119	MCWILLIAMS & WALDEN INC	1,540.23	LIC# 8K64726
12/18/2024	228120	MOTOR CITY BUICK PONTIAC GMC #7924	46,872.55	2024 GMC SIERRA 1500 VIN# 1GTPHAED2RZ355057
12/18/2024	228121	NATIONAL COMMUNITY ACTION FOUNDATION	3,995.00	TRAINING FEE FOR NCAF HISTORY OF COMMUNITY ACTION MASTERCLAS
12/18/2024	228122	NATIONAL HEAD START ASSOCIATION	75.00	NHSA Cancellation Fee- EFRAIN RODRIGUEZ RAMIREZ
12/18/2024	228123	NEEDLES PUBLIC UTILITY AUTHORITY	57.86	244 G ST #A, NEEDLES ACCT# 21207-4252 11/04/24 - 12/03/24
12/18/2024	228124	ODP BUSINESS SOLUTIONS LLC	90.26	PO-2024-2997
12/18/2024	228124	ODP BUSINESS SOLUTIONS LLC	927.73	PO-2024-3373
12/18/2024	228125	OFFICE1 LEASING	237.92	450-0120460-000; 1300 18TH ST FINANCE; PO-2024-1548
12/18/2024	228125	OFFICE1 LEASING	125.97	450-0135671-000; 701 S HUTCHINS ST; PO-2024-1983
12/18/2024	228125	OFFICE1 LEASING	448.01	450-7986161-032; 1300 18TH ST OPS; PO-2024-1229
12/18/2024	228125	OFFICE1 LEASING	278.08	450-7986161-038; 2424 S DR MLK JR BLVD MCAP; PO-2024-1023
12/18/2024	228125	OFFICE1 LEASING	764.60	450-7986161-039; 300 19TH ST VITA; PO-2024-1331
12/18/2024	228126	PACIFICA HOST INC / STOCKTON HOSPITALITY LP	8,027.55	Out of town Travel Hotel Accommodations
12/18/2024	228127	PACIFICA STOCKTON SUITES LLC	401.66	Out of town travel hotel accommodations Yolanda Lopez
12/18/2024	228128	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-3409 RASHI STROTHER
12/18/2024	228129	PG&E	498.86	10300 1/2 SAN DIEGO ST
12/18/2024	228129	PG&E	867.91	1111 BUSH ST
12/18/2024	228129	PG&E	1,757.94	221 W 5TH ST / 239 W 5TH ST
12/18/2024	228129	PG&E	990.95	2424 COTTONWOOD RD
12/18/2024	228129	PG&E	59.04	2800 AGATE ST
12/18/2024	228129	PG&E	400.95	2800 S D ST
12/18/2024	228129	PG&E	2,121.63	315 STINE RD
12/18/2024	228129	PG&E	921.55	3811 RIVER BLVD
12/18/2024	228129	PG&E	263.59	500 E CALIFORNIA AVE
12/18/2024	228129	PG&E	410.62	5704 PIONEER DR
12/18/2024	228129	PG&E	169.21	650 JAMES ST
12/18/2024	228129	PG&E	476.34	814 N NORMA ST
12/18/2024	228129	PG&E	206.61	E/S SAN DIEGO ST 400'

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12/18/2024	228130	PRODUCERS DAIRY FOODS INC	3,271.29	PO-2024-1137
12/18/2024	228131	QUADIENT LEASING USA, INC	1,735.09	QUARTERLY LEASE PAYMENT
12/18/2024	228132	RINGCENTRAL, INC	21,340.89	21331
12/18/2024	228133	ROBERT ESPINOSA	322.27	Travel Liquidation Leadership Retreat Stockton, CA 111824-11
12/18/2024	228134	ROSA CALLEJAS	90.00	Rosa Callejas - SDA Reimbursement - Permit
12/18/2024	228135	SAFEWAY INC VONS DIVISION	24.95	REF# 00802463-112524-0336 BOARD MEETING 11/25/24 SUPPLIES
12/18/2024	228136	SEQUOIA SANDWICH COMPANY	384.14	REF REPRINT# 940001 12/13/2024 KERN HB EDUCATORS 12/12/2024
12/18/2024	228137	SIERRA SANDS UNIFIED SCHOOL DIST	2,596.50	PO-2023-3113 OASIS HS OCT 2024 MEAL CHARGES
12/18/2024	228137	SIERRA SANDS UNIFIED SCHOOL DIST	1,471.50	PO-2023-3113 OASIS HS SEPT 2024 MEAL CHARGES
12/18/2024	228137	SIERRA SANDS UNIFIED SCHOOL DIST	1,827.00	PO-2024-3302 OASIS HS NOV 2024 MEAL CHARGES
12/18/2024	228138	SNIDERS	38.97	PETE PARRA REF# 313008 WO# 18603 11/20/2024
12/18/2024	228138	SNIDERS	34.64	PETE PARRA REF# 313924 WO# 18605 12/06/2024
12/18/2024	228139	SOCALGAS	12.92	15662 K ST APT A MOJAVE 11/14/2024 - 12/14/2024
12/18/2024	228139	SOCALGAS	252.08	15662 K ST APT B OFFICE MOJAVE 11/14/2024 - 12/14/2024
12/18/2024	228139	SOCALGAS	231.73	2739 DIAMOND ST STE B ROSAMOND 11/14/2024 - 12/14/2024
12/18/2024	228139	SOCALGAS	196.69	452 W LOS ANGELES AVE SHAFTER 11/14/2024 - 12/14/2024
12/18/2024	228139	SOCALGAS	178.13	455 E EUCLID AVE SHAFTER 11/15/2024 - 12/16/2024
12/18/2024	228139	SOCALGAS	76.34	650 JAMES ST SHAFTER 11/15/2024 12/16/2024
12/18/2024	228139	SOCALGAS	105.90	8401 CALIF CITY BLVD STE 8 11/12/2024 - 12/12/2024
12/18/2024	228140	SOUTHERN CALIFORNIA EDISON	163.91	15662 K ST MOJAVE 11/14/2024 - 12/12/2024
12/18/2024	228140	SOUTHERN CALIFORNIA EDISON	1,555.69	814 N NORMA ST RIDGECREST 11/06/2024 - 12/06/2024
12/18/2024	228141	SOUTHERN KERN UNIFIED SCHOOL DISTRICT	2,401.00	NOVEMBER 2024 SOUTHERN KERN MEALS
12/18/2024	228142	STANDARD PLUMBING SUPPLY COMPANY, INC	10.81	CLEO FORAN
12/18/2024	228142	STANDARD PLUMBING SUPPLY COMPANY, INC	7.07	DELANO
12/18/2024	228142	STANDARD PLUMBING SUPPLY COMPANY, INC	96.51	SHAFTER
12/18/2024	228142	STANDARD PLUMBING SUPPLY COMPANY, INC	41.80	SHAFTER EHS
12/18/2024	228143	STEPHEN GRIFFEN	60.78	Replaced both rear turn signal bulbs for GMC Lic#70486N2
12/18/2024	228143	STEPHEN GRIFFEN	15.00	Service for light buld for Chevy Lic#8Z46324

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12/18/2024	228143	STEPHEN GRIFFEN	21.49	Service for wipers and light buld for GMC Lic# 70486N2
12/18/2024	228144	T.D. PRODUCE SALES	2,520.00	PO-2024-1454 CABBAGE
12/18/2024	228145	TAFT CITY SCHOOL DISTRICT	2,287.50	PO-2024-2173 HS NOV 2024 STUDENT LUNCHES
12/18/2024	228146	TEHACHAPI UNIFIED SCHOOL DISTRICT	714.00	PO-2024-3421 HS NOV 2024 LUNCH PROGRAM
12/18/2024	228147	TIMOTHY SEXTON	891.00	L24-073/BARBARA MENDOZA/524 WALLACE ST/PO-2024-3133
12/18/2024	228147	TIMOTHY SEXTON	848.58	L24-279/RACHEL TORRES/1913 FERN TREE CT/PO-2024-3209
12/18/2024	228148	TIYONNA MITCHELL	56.35	EMPLOYEE REIMBURSEMENT - Christmas parade decorations
12/18/2024	228148	TIYONNA MITCHELL	21.54	EMPLOYEE REIMBUSRSEMENT - Christmas parade staff lunch
12/18/2024	228149	ULINE	2,122.30	FB PO-2024-3510 ORD# 24468677 SUPPLIES
12/18/2024	228149	ULINE	2,116.62	FB PO-2024-3573 ORD# 28774042 SUPPLIES
12/18/2024	228149	ULINE	2,787.54	OPS PO-2024-3305 ORD# 27351961 TRAINING RM TABLES
12/18/2024	228150	UNITED METHODIST CHURCH OF RIDGECREST	200.00	Diaper Storage Rent January-April 2025 Ridgecrest United Met
12/18/2024	228151	UNITED RENTALS INC	375.30	2900 M ST CONTAINER S/N# 2490440 12/10/2024 - 01/07/2025
12/18/2024	228152	VALLEY PROPANE SERVICE	132.11	PO-2024-2753 FOOD BANK
12/18/2024	228153	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SVCS
12/18/2024	228154	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	179.02	450-7986161-022 12/04/202 - 01/03/2025 CUST# 3691624163
12/18/2024	228155	WEST KERN COMMUNITY COLLEGE DISTRICT	11,807.28	Taft College-CCP November 2024 Enrollment (11/01/2024 - 11/2
12/18/2024	228156	YESENIA SALAZAR PENA	5,250.00	PO-2024-3225/NOVEMBER 2024
12/18/2024	33828	ANDREW GREEN	(5.36)	Mileage Reimbursement
12/18/2024	33846	NILZA HERNANDEZ	(12.73)	Mileage Reimbursement
12/18/2024	33850	ADELA JAIMES	7,961.01	Child Care Reimbursement
12/18/2024	33850	ADELA JAIMES	1,540.00	Cost of Care Plus Rate
12/18/2024	33851	ADRIANA AGUIRRE GAONA	4,576.12	Child Care Reimbursement
12/18/2024	33851	ADRIANA AGUIRRE GAONA	980.00	Cost of Care Plus Rate
12/18/2024	33852	ADRIANA CEJA GONZALEZ	3,517.68	Child Care Reimbursement
12/18/2024	33852	ADRIANA CEJA GONZALEZ	700.00	Cost of Care Plus Rate
12/18/2024	33853	ADRIANA GOMEZ	10,700.24	Child Care Reimbursement
12/18/2024	33853	ADRIANA GOMEZ	1,820.00	Cost of Care Plus Rate
12/18/2024	33853	ADRIANA GOMEZ	(100.00)	Union Dues
12/18/2024	33854	ALICIA MONTEJANO PENA	4,191.73	Child Care Reimbursement
12/18/2024	33854	ALICIA MONTEJANO PENA	700.00	Cost of Care Plus Rate
12/18/2024	33855	ALICIA SANCHEZ	2,795.47	Child Care Reimbursement
12/18/2024	33855	ALICIA SANCHEZ	560.00	Cost of Care Plus Rate
12/18/2024	33855	ALICIA SANCHEZ	(55.91)	Union Dues
12/18/2024	33856	ALMA ARELY MENDOZA BAUTISTA	250.00	Child Care Reimbursement
12/18/2024	33856	ALMA ARELY MENDOZA BAUTISTA	98.00	Cost of Care Plus Rate
12/18/2024	33857	ANA MARTINEZ	842.75	Child Care Reimbursement
12/18/2024	33857	ANA MARTINEZ	140.00	Cost of Care Plus Rate

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12/18/2024	33858	ANA PATRICIA CAMARGO	6,661.03	Child Care Reimbursement
12/18/2024	33858	ANA PATRICIA CAMARGO	1,260.00	Cost of Care Plus Rate
12/18/2024	33859	ANGELICA M MARES	4,037.44	Child Care Reimbursement
12/18/2024	33859	ANGELICA M MARES	840.00	Cost of Care Plus Rate
12/18/2024	33860	ANTONIA PANIAGUA ROSALES	10,806.30	Child Care Reimbursement
12/18/2024	33860	ANTONIA PANIAGUA ROSALES	1,820.00	Cost of Care Plus Rate
12/18/2024	33861	ANTONIO PERALTA DUQUE	1,364.39	Child Care Reimbursement
12/18/2024	33861	ANTONIO PERALTA DUQUE	560.00	Cost of Care Plus Rate
12/18/2024	33862	ARACELI JIMENEZ AVILA	1,983.36	Child Care Reimbursement
12/18/2024	33862	ARACELI JIMENEZ AVILA	420.00	Cost of Care Plus Rate
12/18/2024	33863	ARACELI MORALES DE MARTINEZ	4,219.24	Child Care Reimbursement
12/18/2024	33863	ARACELI MORALES DE MARTINEZ	700.00	Cost of Care Plus Rate
12/18/2024	33864	ARACELY CRUZ DE MONTERROSA	11,851.97	Child Care Reimbursement
12/18/2024	33864	ARACELY CRUZ DE MONTERROSA	1,960.00	Cost of Care Plus Rate
12/18/2024	33865	ARELI JOSEFINA RIVERA MIRELES	1,246.57	Child Care Reimbursement
12/18/2024	33865	ARELI JOSEFINA RIVERA MIRELES	280.00	Cost of Care Plus Rate
12/18/2024	33865	ARELI JOSEFINA RIVERA MIRELES	(34.93)	Union Dues
12/18/2024	33866	AYDE JAIME	8,174.77	Child Care Reimbursement
12/18/2024	33866	AYDE JAIME	1,400.00	Cost of Care Plus Rate
12/18/2024	33867	BEATRIZ BUENO	1,524.98	Child Care Reimbursement
12/18/2024	33867	BEATRIZ BUENO	280.00	Cost of Care Plus Rate
12/18/2024	33868	BEATRIZ GONZALEZ DUENAS	1,366.72	Child Care Reimbursement
12/18/2024	33868	BEATRIZ GONZALEZ DUENAS	294.00	Cost of Care Plus Rate
12/18/2024	33869	BERTHA ALICIA QUIROA	504.40	Child Care Reimbursement
12/18/2024	33869	BERTHA ALICIA QUIROA	98.00	Cost of Care Plus Rate
12/18/2024	33870	BERTHA GOMEZ NUNEZ	12,417.48	Child Care Reimbursement
12/18/2024	33870	BERTHA GOMEZ NUNEZ	1,960.00	Cost of Care Plus Rate
12/18/2024	33870	BERTHA GOMEZ NUNEZ	(100.00)	Union Dues
12/18/2024	33871	BLANCA EVELIA RUIZ DE SOLORIO	7,054.81	Child Care Reimbursement
12/18/2024	33871	BLANCA EVELIA RUIZ DE SOLORIO	1,260.00	Cost of Care Plus Rate
12/18/2024	33872	BRENDA BENAVIDEZ	734.73	Child Care Reimbursement
12/18/2024	33872	BRENDA BENAVIDEZ	140.00	Cost of Care Plus Rate
12/18/2024	33873	CARLOS YOVANI HERNANDEZ BONILLA	915.50	Child Care Reimbursement
12/18/2024	33873	CARLOS YOVANI HERNANDEZ BONILLA	196.00	Cost of Care Plus Rate
12/18/2024	33874	CAROLINA GIL	4,790.74	Child Care Reimbursement
12/18/2024	33874	CAROLINA GIL	980.00	Cost of Care Plus Rate
12/18/2024	33875	CATALINA RIVERA DE ESPINOZA	2,357.04	Child Care Reimbursement
12/18/2024	33875	CATALINA RIVERA DE ESPINOZA	420.00	Cost of Care Plus Rate
12/18/2024	33876	CELENY SANCHEZ	2,216.74	Child Care Reimbursement
12/18/2024	33876	CELENY SANCHEZ	420.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	33877	CESILA GARCIA DIAZ	463.87	Child Care Reimbursement
12/18/2024	33877	CESILA GARCIA DIAZ	98.00	Cost of Care Plus Rate
12/18/2024	33878	CLARA ACOSTA FERREL	1,527.56	Child Care Reimbursement
12/18/2024	33878	CLARA ACOSTA FERREL	294.00	Cost of Care Plus Rate
12/18/2024	33879	CLAUDIA BARAJAS ROGEL	1,054.79	Child Care Reimbursement
12/18/2024	33879	CLAUDIA BARAJAS ROGEL	196.00	Cost of Care Plus Rate
12/18/2024	33880	CLAUDIA GARCIA	2,794.49	Child Care Reimbursement
12/18/2024	33880	CLAUDIA GARCIA	588.00	Cost of Care Plus Rate
12/18/2024	33881	CLAUDIA ZAVALA CISNEROS	1,616.48	Child Care Reimbursement
12/18/2024	33881	CLAUDIA ZAVALA CISNEROS	294.00	Cost of Care Plus Rate
12/18/2024	33882	CONSUELO PUGA	2,452.89	Child Care Reimbursement
12/18/2024	33882	CONSUELO PUGA	420.00	Cost of Care Plus Rate
12/18/2024	33883	DAISY ALMIDA GONZALEZ	6,665.32	Child Care Reimbursement
12/18/2024	33883	DAISY ALMIDA GONZALEZ	1,260.00	Cost of Care Plus Rate
12/18/2024	33884	DANIELA ALVAREZ	5,153.58	Child Care Reimbursement
12/18/2024	33884	DANIELA ALVAREZ	1,120.00	Cost of Care Plus Rate
12/18/2024	33885	DANIELA GUADALUPE ESPINOZA	4,107.58	Child Care Reimbursement
12/18/2024	33885	DANIELA GUADALUPE ESPINOZA	840.00	Cost of Care Plus Rate
12/18/2024	33886	DAVID PANTOJA	6,942.91	Child Care Reimbursement
12/18/2024	33886	DAVID PANTOJA	1,120.00	Cost of Care Plus Rate
12/18/2024	33887	DEYSI ISELA ESQUIVEL	9,830.33	Child Care Reimbursement
12/18/2024	33887	DEYSI ISELA ESQUIVEL	1,960.00	Cost of Care Plus Rate
12/18/2024	33888	DOLORES M PLATERO	4,815.72	Child Care Reimbursement
12/18/2024	33888	DOLORES M PLATERO	840.00	Cost of Care Plus Rate
12/18/2024	33889	DORA LUZ RIVERA	5,533.99	Child Care Reimbursement
12/18/2024	33889	DORA LUZ RIVERA	980.00	Cost of Care Plus Rate
12/18/2024	33890	DULCE IRASEMA MUNOZ LOPEZ	1,476.08	Child Care Reimbursement
12/18/2024	33890	DULCE IRASEMA MUNOZ LOPEZ	420.00	Cost of Care Plus Rate
12/18/2024	33891	EDELMIRA L VIVEROS	2,841.66	Child Care Reimbursement
12/18/2024	33891	EDELMIRA L VIVEROS	560.00	Cost of Care Plus Rate
12/18/2024	33892	ELENA OCHOA CONTRERAS	1,060.50	Child Care Reimbursement
12/18/2024	33892	ELENA OCHOA CONTRERAS	196.00	Cost of Care Plus Rate
12/18/2024	33893	ELIDA CRUZ	4,799.06	Child Care Reimbursement
12/18/2024	33893	ELIDA CRUZ	980.00	Cost of Care Plus Rate
12/18/2024	33894	ELIM RODRIGUEZ	3,048.62	Child Care Reimbursement
12/18/2024	33894	ELIM RODRIGUEZ	560.00	Cost of Care Plus Rate
12/18/2024	33895	ELIZABETH CHAVEZ	1,468.32	Child Care Reimbursement
12/18/2024	33895	ELIZABETH CHAVEZ	280.00	Cost of Care Plus Rate
12/18/2024	33896	ELIZABETH DIAZ	5,076.42	Child Care Reimbursement
12/18/2024	33896	ELIZABETH DIAZ	840.00	Cost of Care Plus Rate
12/18/2024	33897	ELIZABETH GONZALEZ	4,140.53	Child Care Reimbursement
12/18/2024	33897	ELIZABETH GONZALEZ	700.00	Cost of Care Plus Rate
12/18/2024	33897	ELIZABETH GONZALEZ	(92.81)	Union Dues
12/18/2024	33898	ELOISA QUINTINO DE MARTINEZ	556.10	Child Care Reimbursement
12/18/2024	33898	ELOISA QUINTINO DE MARTINEZ	98.00	Cost of Care Plus Rate
12/18/2024	33899	ELSA YANETH QUEVEDO ORTIZ	8,056.98	Child Care Reimbursement
12/18/2024	33899	ELSA YANETH QUEVEDO ORTIZ	1,820.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	33900	ESPERANZA B TOBAR	749.11	Child Care Reimbursement
12/18/2024	33900	ESPERANZA B TOBAR	140.00	Cost of Care Plus Rate
12/18/2024	33901	ESTHER MELENDREZ	1,175.32	Child Care Reimbursement
12/18/2024	33901	ESTHER MELENDREZ	280.00	Cost of Care Plus Rate
12/18/2024	33902	EVANY MURILLO	2,561.49	Child Care Reimbursement
12/18/2024	33902	EVANY MURILLO	420.00	Cost of Care Plus Rate
12/18/2024	33903	FABIOLA GARCIA AVILES	1,008.80	Child Care Reimbursement
12/18/2024	33903	FABIOLA GARCIA AVILES	196.00	Cost of Care Plus Rate
12/18/2024	33904	FELISITA GOMEZ DE GOMEZ	4,842.77	Child Care Reimbursement
12/18/2024	33904	FELISITA GOMEZ DE GOMEZ	840.00	Cost of Care Plus Rate
12/18/2024	33905	FLOR JAZMIN ZACARIAS	2,699.90	Child Care Reimbursement
12/18/2024	33905	FLOR JAZMIN ZACARIAS	560.00	Cost of Care Plus Rate
12/18/2024	33906	GABRIELA ARREGUIN	2,936.64	Child Care Reimbursement
12/18/2024	33906	GABRIELA ARREGUIN	560.00	Cost of Care Plus Rate
12/18/2024	33907	GEORGINA CONCEPCION WARREN COSTALES	3,722.32	Child Care Reimbursement
12/18/2024	33907	GEORGINA CONCEPCION WARREN COSTALES	700.00	Cost of Care Plus Rate
12/18/2024	33908	GLADYS ITZEL GALVAN	1,564.90	Child Care Reimbursement
12/18/2024	33908	GLADYS ITZEL GALVAN	294.00	Cost of Care Plus Rate
12/18/2024	33909	GLORIA ISITA MEJIA	1,458.59	Child Care Reimbursement
12/18/2024	33909	GLORIA ISITA MEJIA	294.00	Cost of Care Plus Rate
12/18/2024	33909	GLORIA ISITA MEJIA	(49.17)	Union Dues
12/18/2024	33910	GLORIA PARRA	538.99	Child Care Reimbursement
12/18/2024	33910	GLORIA PARRA	98.00	Cost of Care Plus Rate
12/18/2024	33911	GREGORIA GALLEGOS	8,041.23	Child Care Reimbursement
12/18/2024	33911	GREGORIA GALLEGOS	1,540.00	Cost of Care Plus Rate
12/18/2024	33912	GUADALUPE AVILES LEYVA	2,031.28	Child Care Reimbursement
12/18/2024	33912	GUADALUPE AVILES LEYVA	420.00	Cost of Care Plus Rate
12/18/2024	33913	GUADALUPE CECILIA JAIME	769.94	Child Care Reimbursement
12/18/2024	33913	GUADALUPE CECILIA JAIME	140.00	Cost of Care Plus Rate
12/18/2024	33914	GUADALUPE DURAN	1,571.36	Child Care Reimbursement
12/18/2024	33914	GUADALUPE DURAN	280.00	Cost of Care Plus Rate
12/18/2024	33915	GUADALUPE OLAZABAL	954.96	Child Care Reimbursement
12/18/2024	33915	GUADALUPE OLAZABAL	196.00	Cost of Care Plus Rate
12/18/2024	33915	GUADALUPE OLAZABAL	(19.10)	Union Dues
12/18/2024	33916	GUILLERMINA HERNANDEZ GOMEZ	4,541.00	Child Care Reimbursement
12/18/2024	33916	GUILLERMINA HERNANDEZ GOMEZ	840.00	Cost of Care Plus Rate
12/18/2024	33916	GUILLERMINA HERNANDEZ GOMEZ	(95.00)	Union Dues
12/18/2024	33917	HERMELINDA BRICENO NOH	1,361.67	Child Care Reimbursement
12/18/2024	33917	HERMELINDA BRICENO NOH	294.00	Cost of Care Plus Rate
12/18/2024	33918	HILDA ARACELI ARAMBULA MORENO	549.96	Child Care Reimbursement
12/18/2024	33918	HILDA ARACELI ARAMBULA MORENO	140.00	Cost of Care Plus Rate
12/18/2024	33918	HILDA ARACELI ARAMBULA MORENO	(21.00)	Union Dues
12/18/2024	33919	IMELDA MARIN DE JUAREZ	8,273.20	Child Care Reimbursement
12/18/2024	33919	IMELDA MARIN DE JUAREZ	1,540.00	Cost of Care Plus Rate
12/18/2024	33920	INES MARISCAL MACIAS	549.99	Child Care Reimbursement
12/18/2024	33920	INES MARISCAL MACIAS	98.00	Cost of Care Plus Rate
12/18/2024	33921	IRENE R SIXTOS	4,968.50	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	33921	IRENE R SIXTOS	1,120.00	Cost of Care Plus Rate
12/18/2024	33922	IRMA AYALA CONTRERAS	3,167.00	Child Care Reimbursement
12/18/2024	33922	IRMA AYALA CONTRERAS	560.00	Cost of Care Plus Rate
12/18/2024	33923	IRMA FLORES	2,445.71	Child Care Reimbursement
12/18/2024	33923	IRMA FLORES	490.00	Cost of Care Plus Rate
12/18/2024	33924	IRMA SANDOVAL ROBLES	5,454.22	Child Care Reimbursement
12/18/2024	33924	IRMA SANDOVAL ROBLES	1,120.00	Cost of Care Plus Rate
12/18/2024	33924	IRMA SANDOVAL ROBLES	(95.00)	Union Dues
12/18/2024	33925	IRMA VERONICA OSEGUERA	3,820.56	Child Care Reimbursement
12/18/2024	33925	IRMA VERONICA OSEGUERA	840.00	Cost of Care Plus Rate
12/18/2024	33926	ISABEL GARCIA	5,473.57	Child Care Reimbursement
12/18/2024	33926	ISABEL GARCIA	980.00	Cost of Care Plus Rate
12/18/2024	33926	ISABEL GARCIA	(100.00)	Union Dues
12/18/2024	33927	ISABEL LILLY VILLANUEVA	769.94	Child Care Reimbursement
12/18/2024	33927	ISABEL LILLY VILLANUEVA	140.00	Cost of Care Plus Rate
12/18/2024	33928	JACLYN PRADO	10,173.57	Child Care Reimbursement
12/18/2024	33928	JACLYN PRADO	1,820.00	Cost of Care Plus Rate
12/18/2024	33929	JASMIN ALEJANDRA ARANDA	2,075.83	Child Care Reimbursement
12/18/2024	33929	JASMIN ALEJANDRA ARANDA	420.00	Cost of Care Plus Rate
12/18/2024	33930	JASMIN MARI ROSALES	696.61	Child Care Reimbursement
12/18/2024	33930	JASMIN MARI ROSALES	140.00	Cost of Care Plus Rate
12/18/2024	33931	JASMINE CANCHOLA	693.91	Child Care Reimbursement
12/18/2024	33931	JASMINE CANCHOLA	140.00	Cost of Care Plus Rate
12/18/2024	33931	JASMINE CANCHOLA	(23.88)	Union Dues
12/18/2024	33932	JOANNA GONZALEZ	2,794.48	Child Care Reimbursement
12/18/2024	33932	JOANNA GONZALEZ	560.00	Cost of Care Plus Rate
12/18/2024	33933	JOANNA ROBLES	769.94	Child Care Reimbursement
12/18/2024	33933	JOANNA ROBLES	140.00	Cost of Care Plus Rate
12/18/2024	33934	JOSELINE ARREDONDO	1,909.92	Child Care Reimbursement
12/18/2024	33934	JOSELINE ARREDONDO	392.00	Cost of Care Plus Rate
12/18/2024	33935	JUANA INEZ SALGADO RENTERIA	2,014.46	Child Care Reimbursement
12/18/2024	33935	JUANA INEZ SALGADO RENTERIA	420.00	Cost of Care Plus Rate
12/18/2024	33936	JUANITA FAY GALVAN	1,408.89	Child Care Reimbursement
12/18/2024	33936	JUANITA FAY GALVAN	294.00	Cost of Care Plus Rate
12/18/2024	33937	JULISSA MARIE ARAGON	3,606.87	Child Care Reimbursement
12/18/2024	33937	JULISSA MARIE ARAGON	840.00	Cost of Care Plus Rate
12/18/2024	33938	JULISSIA LIZBETH RODRIGUEZ	3,086.31	Child Care Reimbursement
12/18/2024	33938	JULISSIA LIZBETH RODRIGUEZ	560.00	Cost of Care Plus Rate
12/18/2024	33939	KASANDRA FIGUEROA BASURTO	178.30	Child Care Reimbursement
12/18/2024	33939	KASANDRA FIGUEROA BASURTO	280.00	Cost of Care Plus Rate
12/18/2024	33940	LAURA A RODRIGUEZ	4,221.90	Child Care Reimbursement
12/18/2024	33940	LAURA A RODRIGUEZ	980.00	Cost of Care Plus Rate
12/18/2024	33941	LESLIE KARINA TOSCANO CRUZ	893.69	Child Care Reimbursement
12/18/2024	33941	LESLIE KARINA TOSCANO CRUZ	140.00	Cost of Care Plus Rate
12/18/2024	33942	LETICIA G HERNANDEZ	5,082.67	Child Care Reimbursement
12/18/2024	33942	LETICIA G HERNANDEZ	840.00	Cost of Care Plus Rate
12/18/2024	33943	LETICIA GARIBAY CEJA	1,734.27	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	33943	LETICIA GARIBAY CEJA	280.00	Cost of Care Plus Rate
12/18/2024	33944	LETICIA HERNANDEZ PEREZ	1,294.93	Child Care Reimbursement
12/18/2024	33944	LETICIA HERNANDEZ PEREZ	280.00	Cost of Care Plus Rate
12/18/2024	33945	LETICIA MORALES	7,000.92	Child Care Reimbursement
12/18/2024	33945	LETICIA MORALES	1,540.00	Cost of Care Plus Rate
12/18/2024	33946	LILIA HORTENCIA OSEGUERA	5,203.17	Child Care Reimbursement
12/18/2024	33946	LILIA HORTENCIA OSEGUERA	1,120.00	Cost of Care Plus Rate
12/18/2024	33946	LILIA HORTENCIA OSEGUERA	(90.00)	Union Dues
12/18/2024	33947	LILIA YAZMIN JUAREZ	5,062.70	Child Care Reimbursement
12/18/2024	33947	LILIA YAZMIN JUAREZ	1,120.00	Cost of Care Plus Rate
12/18/2024	33948	LILIANA REYES GONZALEZ	769.94	Child Care Reimbursement
12/18/2024	33948	LILIANA REYES GONZALEZ	140.00	Cost of Care Plus Rate
12/18/2024	33949	LILIANA SOLORIO	1,357.60	Child Care Reimbursement
12/18/2024	33949	LILIANA SOLORIO	280.00	Cost of Care Plus Rate
12/18/2024	33950	LORENA SILVA DE MALDONADO	4,398.54	Child Care Reimbursement
12/18/2024	33950	LORENA SILVA DE MALDONADO	840.00	Cost of Care Plus Rate
12/18/2024	33951	LORENA TRUJILLO ESCOBEDO	2,481.20	Child Care Reimbursement
12/18/2024	33951	LORENA TRUJILLO ESCOBEDO	490.00	Cost of Care Plus Rate
12/18/2024	33952	LOURDES PEREZ DE GARCIA	6,781.90	Child Care Reimbursement
12/18/2024	33952	LOURDES PEREZ DE GARCIA	1,260.00	Cost of Care Plus Rate
12/18/2024	33953	MA BELEN RODRIGUEZ BRAVO	2,514.93	Child Care Reimbursement
12/18/2024	33953	MA BELEN RODRIGUEZ BRAVO	420.00	Cost of Care Plus Rate
12/18/2024	33954	MA DE LOURDES GONZALEZ MENDEZ	1,472.16	Child Care Reimbursement
12/18/2024	33954	MA DE LOURDES GONZALEZ MENDEZ	280.00	Cost of Care Plus Rate
12/18/2024	33955	MACARMEN LUCATERO	1,018.38	Child Care Reimbursement
12/18/2024	33955	MACARMEN LUCATERO	560.00	Cost of Care Plus Rate
12/18/2024	33956	MARGARITA BUSTAMANTE DE FELIX	4,460.77	Child Care Reimbursement
12/18/2024	33956	MARGARITA BUSTAMANTE DE FELIX	840.00	Cost of Care Plus Rate
12/18/2024	33957	MARGARITA CORTES DE BARAJAS	11,612.49	Child Care Reimbursement
12/18/2024	33957	MARGARITA CORTES DE BARAJAS	1,960.00	Cost of Care Plus Rate
12/18/2024	33958	MARGARITA GARIBAY CORTES	4,801.85	Child Care Reimbursement
12/18/2024	33958	MARGARITA GARIBAY CORTES	840.00	Cost of Care Plus Rate
12/18/2024	33959	MARGARITA PADILLA BARAJAS	5,573.63	Child Care Reimbursement
12/18/2024	33959	MARGARITA PADILLA BARAJAS	1,120.00	Cost of Care Plus Rate
12/18/2024	33960	MARIA A LOPEZ	8,409.27	Child Care Reimbursement
12/18/2024	33960	MARIA A LOPEZ	1,400.00	Cost of Care Plus Rate
12/18/2024	33961	MARIA ARACELI CRUZ	769.94	Child Care Reimbursement
12/18/2024	33961	MARIA ARACELI CRUZ	140.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	33962	MARIA ASUSENA GONZALEZ-GUTIERREZ	2,113.35	Child Care Reimbursement
12/18/2024	33962	MARIA ASUSENA GONZALEZ-GUTIERREZ	420.00	Cost of Care Plus Rate
12/18/2024	33963	MARIA C ARELLANO DE CONTRERAS	2,825.92	Child Care Reimbursement
12/18/2024	33963	MARIA C ARELLANO DE CONTRERAS	560.00	Cost of Care Plus Rate
12/18/2024	33963	MARIA C ARELLANO DE CONTRERAS	(66.52)	Union Dues
12/18/2024	33964	MARIA C CUEVAS DE GARCIA	2,005.63	Child Care Reimbursement
12/18/2024	33964	MARIA C CUEVAS DE GARCIA	392.00	Cost of Care Plus Rate
12/18/2024	33965	MARIA CONCEPCION CEJA	4,679.70	Child Care Reimbursement
12/18/2024	33965	MARIA CONCEPCION CEJA	840.00	Cost of Care Plus Rate
12/18/2024	33966	MARIA DEL SOCORRO CARMONA	1,466.56	Child Care Reimbursement
12/18/2024	33966	MARIA DEL SOCORRO CARMONA	280.00	Cost of Care Plus Rate
12/18/2024	33966	MARIA DEL SOCORRO CARMONA	(34.33)	Union Dues
12/18/2024	33967	MARIA E CORONA HEREDIA	785.68	Child Care Reimbursement
12/18/2024	33967	MARIA E CORONA HEREDIA	140.00	Cost of Care Plus Rate
12/18/2024	33968	MARIA E CUARA	1,060.50	Child Care Reimbursement
12/18/2024	33968	MARIA E CUARA	196.00	Cost of Care Plus Rate
12/18/2024	33969	MARIA ELENA CEJA	2,201.00	Child Care Reimbursement
12/18/2024	33969	MARIA ELENA CEJA	420.00	Cost of Care Plus Rate
12/18/2024	33970	MARIA ELENA RODRIGUEZ	1,270.33	Child Care Reimbursement
12/18/2024	33970	MARIA ELENA RODRIGUEZ	280.00	Cost of Care Plus Rate
12/18/2024	33971	MARIA ESTELA ARROYO	1,574.46	Child Care Reimbursement
12/18/2024	33971	MARIA ESTELA ARROYO	294.00	Cost of Care Plus Rate
12/18/2024	33972	MARIA ESTHER GONZALEZ AVALOS	4,099.55	Child Care Reimbursement
12/18/2024	33972	MARIA ESTHER GONZALEZ AVALOS	700.00	Cost of Care Plus Rate
12/18/2024	33973	MARIA FERNANDA GARIBAY	769.94	Child Care Reimbursement
12/18/2024	33973	MARIA FERNANDA GARIBAY	140.00	Cost of Care Plus Rate
12/18/2024	33974	MARIA G RAMIREZ DE MARTINEZ	7,506.39	Child Care Reimbursement
12/18/2024	33974	MARIA G RAMIREZ DE MARTINEZ	1,400.00	Cost of Care Plus Rate
12/18/2024	33974	MARIA G RAMIREZ DE MARTINEZ	(95.00)	Union Dues
12/18/2024	33975	MARIA GUADALUPE ALVAREZ	4,335.68	Child Care Reimbursement
12/18/2024	33975	MARIA GUADALUPE ALVAREZ	840.00	Cost of Care Plus Rate
12/18/2024	33976	MARIA GUADALUPE CONTRERAS VARGAS	2,622.51	Child Care Reimbursement
12/18/2024	33976	MARIA GUADALUPE CONTRERAS VARGAS	560.00	Cost of Care Plus Rate
12/18/2024	33977	MARIA GUADALUPE DIAZ DE RUIZ	1,595.78	Child Care Reimbursement
12/18/2024	33977	MARIA GUADALUPE DIAZ DE RUIZ	420.00	Cost of Care Plus Rate
12/18/2024	33978	MARIA GUADALUPE GONZALEZ	4,885.92	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	33978	MARIA GUADALUPE GONZALEZ	980.00	Cost of Care Plus Rate
12/18/2024	33978	MARIA GUADALUPE GONZALEZ	(100.00)	Union Dues
12/18/2024	33979	MARIA GUADALUPE LEYVA	1,704.31	Child Care Reimbursement
12/18/2024	33979	MARIA GUADALUPE LEYVA	280.00	Cost of Care Plus Rate
12/18/2024	33979	MARIA GUADALUPE LEYVA	(39.09)	Union Dues
12/18/2024	33980	MARIA GUADALUPE LOPEZ CORZA	6,290.91	Child Care Reimbursement
12/18/2024	33980	MARIA GUADALUPE LOPEZ CORZA	1,260.00	Cost of Care Plus Rate
12/18/2024	33981	MARIA LOURDES NIEVAS DE SALAZAR	4,736.78	Child Care Reimbursement
12/18/2024	33981	MARIA LOURDES NIEVAS DE SALAZAR	840.00	Cost of Care Plus Rate
12/18/2024	33982	MARIA NANCY CRUZ	2,127.54	Child Care Reimbursement
12/18/2024	33982	MARIA NANCY CRUZ	420.00	Cost of Care Plus Rate
12/18/2024	33983	MARIA PAZ	5,931.66	Child Care Reimbursement
12/18/2024	33983	MARIA PAZ	1,120.00	Cost of Care Plus Rate
12/18/2024	33983	MARIA PAZ	(90.00)	Union Dues
12/18/2024	33984	MARIA R GARCIA DE ARAMBULA	5,730.67	Child Care Reimbursement
12/18/2024	33984	MARIA R GARCIA DE ARAMBULA	1,260.00	Cost of Care Plus Rate
12/18/2024	33985	MARIA RAFAELA JAIMES HERNANDEZ	403.30	Child Care Reimbursement
12/18/2024	33985	MARIA RAFAELA JAIMES HERNANDEZ	140.00	Cost of Care Plus Rate
12/18/2024	33986	MARIA SANDRA L DE ESTRADA	6,231.42	Child Care Reimbursement
12/18/2024	33986	MARIA SANDRA L DE ESTRADA	1,120.00	Cost of Care Plus Rate
12/18/2024	33987	MARIA T HERNANDEZ	1,627.12	Child Care Reimbursement
12/18/2024	33987	MARIA T HERNANDEZ	280.00	Cost of Care Plus Rate
12/18/2024	33988	MARIANA NAVA	4,137.88	Child Care Reimbursement
12/18/2024	33988	MARIANA NAVA	700.00	Cost of Care Plus Rate
12/18/2024	33989	MARIANELA G ORTIZ	5,297.98	Child Care Reimbursement
12/18/2024	33989	MARIANELA G ORTIZ	1,120.00	Cost of Care Plus Rate
12/18/2024	33990	MARILU GARZA	5,027.79	Child Care Reimbursement
12/18/2024	33990	MARILU GARZA	1,400.00	Cost of Care Plus Rate
12/18/2024	33990	MARILU GARZA	(90.00)	Union Dues
12/18/2024	33991	MARISOL PEREZ	1,027.87	Child Care Reimbursement
12/18/2024	33991	MARISOL PEREZ	196.00	Cost of Care Plus Rate
12/18/2024	33992	MARISSA LOPEZ LOPEZ	3,646.29	Child Care Reimbursement
12/18/2024	33992	MARISSA LOPEZ LOPEZ	700.00	Cost of Care Plus Rate
12/18/2024	33993	MARTHA ANGELICA SOLORIO DE ARCEO	1,431.23	Child Care Reimbursement
12/18/2024	33993	MARTHA ANGELICA SOLORIO DE ARCEO	280.00	Cost of Care Plus Rate
12/18/2024	33994	MARTHA SALGADO	9,983.78	Child Care Reimbursement
12/18/2024	33994	MARTHA SALGADO	1,680.00	Cost of Care Plus Rate
12/18/2024	33995	MAYRA HERNANDEZ	3,167.00	Child Care Reimbursement
12/18/2024	33995	MAYRA HERNANDEZ	560.00	Cost of Care Plus Rate
12/18/2024	33996	MIGUEL ANGEL GARCIA JIMENEZ	2,669.18	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	33996	MIGUEL ANGEL GARCIA JIMENEZ	560.00	Cost of Care Plus Rate
12/18/2024	33997	MIRIAM LOPEZ GUTIERREZ	9,674.40	Child Care Reimbursement
12/18/2024	33997	MIRIAM LOPEZ GUTIERREZ	1,820.00	Cost of Care Plus Rate
12/18/2024	33998	NANCY GARIBAY HERNANDEZ	1,519.82	Child Care Reimbursement
12/18/2024	33998	NANCY GARIBAY HERNANDEZ	280.00	Cost of Care Plus Rate
12/18/2024	33999	NANCY NATHALY TOSCANO CRUZ	769.94	Child Care Reimbursement
12/18/2024	33999	NANCY NATHALY TOSCANO CRUZ	140.00	Cost of Care Plus Rate
12/18/2024	34000	Natalie Sevilla	1,263.74	Child Care Reimbursement
12/18/2024	34000	Natalie Sevilla	280.00	Cost of Care Plus Rate
12/18/2024	34000	Natalie Sevilla	(25.27)	Union Dues
12/18/2024	34001	NORMA LISA GUZMAN	3,808.76	Child Care Reimbursement
12/18/2024	34001	NORMA LISA GUZMAN	700.00	Cost of Care Plus Rate
12/18/2024	34002	NORMA M ZARAZUA	4,038.48	Child Care Reimbursement
12/18/2024	34002	NORMA M ZARAZUA	700.00	Cost of Care Plus Rate
12/18/2024	34003	NUBIA IVETTE ACEVES RODRIGUEZ	749.11	Child Care Reimbursement
12/18/2024	34003	NUBIA IVETTE ACEVES RODRIGUEZ	140.00	Cost of Care Plus Rate
12/18/2024	34004	OLGA LIDIA ALVAREZ	974.56	Child Care Reimbursement
12/18/2024	34004	OLGA LIDIA ALVAREZ	196.00	Cost of Care Plus Rate
12/18/2024	34005	OLGA ZAMAGO	1,516.50	Child Care Reimbursement
12/18/2024	34005	OLGA ZAMAGO	280.00	Cost of Care Plus Rate
12/18/2024	34006	ORGARIDT ALCANZAR MAGANA	5,266.37	Child Care Reimbursement
12/18/2024	34006	ORGARIDT ALCANZAR MAGANA	980.00	Cost of Care Plus Rate
12/18/2024	34006	ORGARIDT ALCANZAR MAGANA	(90.00)	Union Dues
12/18/2024	34007	PATRICIA SANCHEZ	6,243.92	Child Care Reimbursement
12/18/2024	34007	PATRICIA SANCHEZ	1,120.00	Cost of Care Plus Rate
12/18/2024	34008	PRECIOSA ISABEL CHAMALE CASTRO	572.60	Child Care Reimbursement
12/18/2024	34008	PRECIOSA ISABEL CHAMALE CASTRO	98.00	Cost of Care Plus Rate
12/18/2024	34009	RAQUEL G DE IZARRARAS	3,177.79	Child Care Reimbursement
12/18/2024	34009	RAQUEL G DE IZARRARAS	560.00	Cost of Care Plus Rate
12/18/2024	34010	Rebecca Mendoza Vazquez Family Child Care	1,357.60	Child Care Reimbursement
12/18/2024	34010	Rebecca Mendoza Vazquez Family Child Care	280.00	Cost of Care Plus Rate
12/18/2024	34011	REMEDIOS MORENO ZAVALA	749.11	Child Care Reimbursement
12/18/2024	34011	REMEDIOS MORENO ZAVALA	140.00	Cost of Care Plus Rate
12/18/2024	34011	REMEDIOS MORENO ZAVALA	(24.98)	Union Dues
12/18/2024	34012	ANDREA FRANCISCA SANTOS MENDOZA	8,513.08	Child Care Reimbursement
12/18/2024	34012	ANDREA FRANCISCA SANTOS MENDOZA	1,540.00	Cost of Care Plus Rate
12/18/2024	34012	ANDREA FRANCISCA SANTOS MENDOZA	(100.00)	Union Dues
12/18/2024	34012	RITA GARCIA	9,015.41	Child Care Reimbursement
12/18/2024	34012	RITA GARCIA	1,540.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	34013	ARACELI EMMA GUERRERO DE MENDEZ	4,396.09	Child Care Reimbursement
12/18/2024	34013	ARACELI EMMA GUERRERO DE MENDEZ	840.00	Cost of Care Plus Rate
12/18/2024	34013	ARACELI EMMA GUERRERO DE MENDEZ	(97.92)	Union Dues
12/18/2024	34013	Rosa Elena Arellano	1,600.32	Child Care Reimbursement
12/18/2024	34013	Rosa Elena Arellano	280.00	Cost of Care Plus Rate
12/18/2024	34013	Rosa Elena Arellano	(32.01)	Union Dues
12/18/2024	34014	BAUDELINA SANTOS PACHECO	1,799.60	Child Care Reimbursement
12/18/2024	34014	BAUDELINA SANTOS PACHECO	840.00	Cost of Care Plus Rate
12/18/2024	34014	ROSA M SALAZAR	600.00	Child Care Reimbursement
12/18/2024	34014	ROSA M SALAZAR	98.00	Cost of Care Plus Rate
12/18/2024	34015	BIVIANA MANRIQUEZ	9,831.31	Child Care Reimbursement
12/18/2024	34015	BIVIANA MANRIQUEZ	1,680.00	Cost of Care Plus Rate
12/18/2024	34015	ROSALIA MARTINEZ DE MENDOZA	1,479.34	Child Care Reimbursement
12/18/2024	34015	ROSALIA MARTINEZ DE MENDOZA	294.00	Cost of Care Plus Rate
12/18/2024	34015	ROSALIA MARTINEZ DE MENDOZA	(29.59)	Union Dues
12/18/2024	34016	CELFIDA SANTOS DE RUIZ	1,271.50	Child Care Reimbursement
12/18/2024	34016	CELFIDA SANTOS DE RUIZ	1,400.00	Cost of Care Plus Rate
12/18/2024	34016	CELFIDA SANTOS DE RUIZ	(25.43)	Union Dues
12/18/2024	34016	RUBICEL RUIZ SOLORIO	3,882.38	Child Care Reimbursement
12/18/2024	34016	RUBICEL RUIZ SOLORIO	980.00	Cost of Care Plus Rate
12/18/2024	34017	CLAUDIA ANDREA MUNOZ	750.74	Child Care Reimbursement
12/18/2024	34017	CLAUDIA ANDREA MUNOZ	140.00	Cost of Care Plus Rate
12/18/2024	34017	RUTH CARINA PAREDES	7,552.68	Child Care Reimbursement
12/18/2024	34017	RUTH CARINA PAREDES	1,400.00	Cost of Care Plus Rate
12/18/2024	34018	DOLORES PALACIOS DE GUZMAN	11,536.78	Child Care Reimbursement
12/18/2024	34018	DOLORES PALACIOS DE GUZMAN	1,960.00	Cost of Care Plus Rate
12/18/2024	34018	DOLORES PALACIOS DE GUZMAN	(95.00)	Union Dues
12/18/2024	34018	SANDRA RODRIGUEZ	769.94	Child Care Reimbursement
12/18/2024	34018	SANDRA RODRIGUEZ	140.00	Cost of Care Plus Rate
12/18/2024	34019	EDILIA GUTIERREZ DE GARCIA	3,287.45	Child Care Reimbursement
12/18/2024	34019	EDILIA GUTIERREZ DE GARCIA	560.00	Cost of Care Plus Rate
12/18/2024	34019	SENDY N HERNANDEZ SOSA	1,027.87	Child Care Reimbursement
12/18/2024	34019	SENDY N HERNANDEZ SOSA	196.00	Cost of Care Plus Rate
12/18/2024	34019	SENDY N HERNANDEZ SOSA	(30.56)	Union Dues
12/18/2024	34020	ELDA KARINA IBARRA	4,263.92	Child Care Reimbursement
12/18/2024	34020	ELDA KARINA IBARRA	700.00	Cost of Care Plus Rate
12/18/2024	34020	ELDA KARINA IBARRA	(85.28)	Union Dues
12/18/2024	34020	SILVIA DAVALOS DE ANGUIANO	2,764.16	Child Care Reimbursement
12/18/2024	34020	SILVIA DAVALOS DE ANGUIANO	588.00	Cost of Care Plus Rate
12/18/2024	34021	INOCENCIA SALAS ROJAS	4,865.48	Child Care Reimbursement

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12/18/2024	34021	INOCENCIA SALAS ROJAS	980.00	Cost of Care Plus Rate
12/18/2024	34021	SILVIA E ZUNIGA	11,322.05	Child Care Reimbursement
12/18/2024	34021	SILVIA E ZUNIGA	1,820.00	Cost of Care Plus Rate
12/18/2024	34022	LAURA A GUTIERREZ	6,958.12	Child Care Reimbursement
12/18/2024	34022	LAURA A GUTIERREZ	1,260.00	Cost of Care Plus Rate
12/18/2024	34022	SONIA PANTOJA	6,877.81	Child Care Reimbursement
12/18/2024	34022	SONIA PANTOJA	1,120.00	Cost of Care Plus Rate
12/18/2024	34023	LIDIA ALONDRA BRAVO DE MENDOZA	3,440.01	Child Care Reimbursement
12/18/2024	34023	LIDIA ALONDRA BRAVO DE MENDOZA	700.00	Cost of Care Plus Rate
12/18/2024	34023	STEPHANIE VERDUGO	5,256.57	Child Care Reimbursement
12/18/2024	34023	STEPHANIE VERDUGO	840.00	Cost of Care Plus Rate
12/18/2024	34023	STEPHANIE VERDUGO	(90.00)	Union Dues
12/18/2024	34024	LORENA PEREZ MELGOZA	2,380.56	Child Care Reimbursement
12/18/2024	34024	LORENA PEREZ MELGOZA	420.00	Cost of Care Plus Rate
12/18/2024	34024	SUNSHINE CENTER	1,745.82	Child Care Reimbursement
12/18/2024	34024	SUNSHINE CENTER	280.00	Cost of Care Plus Rate
12/18/2024	34025	LORRAINE DIAZ	6,355.25	Child Care Reimbursement
12/18/2024	34025	LORRAINE DIAZ	1,120.00	Cost of Care Plus Rate
12/18/2024	34025	SUSY I SANTACRUZ DE SAHAGUN	6,073.78	Child Care Reimbursement
12/18/2024	34025	SUSY I SANTACRUZ DE SAHAGUN	1,120.00	Cost of Care Plus Rate
12/18/2024	34025	SUSY I SANTACRUZ DE SAHAGUN	(100.00)	Union Dues
12/18/2024	34026	LUZ MARIA VILLAGOMEZ	9,487.80	Child Care Reimbursement
12/18/2024	34026	LUZ MARIA VILLAGOMEZ	1,680.00	Cost of Care Plus Rate
12/18/2024	34026	SYDNEY GONZALEZ	1,526.24	Child Care Reimbursement
12/18/2024	34026	SYDNEY GONZALEZ	294.00	Cost of Care Plus Rate
12/18/2024	34027	MARIA A VARGAS	873.16	Child Care Reimbursement
12/18/2024	34027	MARIA A VARGAS	140.00	Cost of Care Plus Rate
12/18/2024	34027	SYLVIA MORA	874.05	Child Care Reimbursement
12/18/2024	34027	SYLVIA MORA	196.00	Cost of Care Plus Rate
12/18/2024	34028	MARIA CARRILLO DE GUTIERREZ	6,396.32	Child Care Reimbursement
12/18/2024	34028	MARIA CARRILLO DE GUTIERREZ	1,260.00	Cost of Care Plus Rate
12/18/2024	34028	TERESA CAROLINA OROPEZA	4,381.54	Child Care Reimbursement
12/18/2024	34028	TERESA CAROLINA OROPEZA	840.00	Cost of Care Plus Rate
12/18/2024	34029	MARIA DEL CARMEN GUTIERREZ BRITO	2,975.20	Child Care Reimbursement
12/18/2024	34029	MARIA DEL CARMEN GUTIERREZ BRITO	560.00	Cost of Care Plus Rate
12/18/2024	34029	TINA MARIE ANTE	10,772.16	Child Care Reimbursement
12/18/2024	34029	TINA MARIE ANTE	1,960.00	Cost of Care Plus Rate
12/18/2024	34030	MARIA DOLORES ARIAS	3,123.11	Child Care Reimbursement
12/18/2024	34030	MARIA DOLORES ARIAS	560.00	Cost of Care Plus Rate
12/18/2024	34030	MARIA DOLORES ARIAS	(77.46)	Union Dues
12/18/2024	34030	TRINIDAD TINOCO	8,579.69	Child Care Reimbursement
12/18/2024	34030	TRINIDAD TINOCO	1,680.00	Cost of Care Plus Rate
12/18/2024	34030	TRINIDAD TINOCO	(100.00)	Union Dues
12/18/2024	34031	MARIA ELENA ESCOBAR	2,658.00	Child Care Reimbursement
12/18/2024	34031	MARIA ELENA ESCOBAR	420.00	Cost of Care Plus Rate
12/18/2024	34031	MARIA ELENA ESCOBAR	(73.16)	Union Dues

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12/18/2024	34031	VIRGINIA RUELAS DE LEYVA	2,569.48	Child Care Reimbursement
12/18/2024	34031	VIRGINIA RUELAS DE LEYVA	420.00	Cost of Care Plus Rate
12/18/2024	34032	MARIA GUADALUPE JAYME	3,739.78	Child Care Reimbursement
12/18/2024	34032	MARIA GUADALUPE JAYME	700.00	Cost of Care Plus Rate
12/18/2024	34032	YESENIA CAYETANO HERNANDEZ	587.66	Child Care Reimbursement
12/18/2024	34032	YESENIA CAYETANO HERNANDEZ	140.00	Cost of Care Plus Rate
12/18/2024	34033	MARIBEL MEDINA VARGAS	2,316.39	Child Care Reimbursement
12/18/2024	34033	MARIBEL MEDINA VARGAS	420.00	Cost of Care Plus Rate
12/18/2024	34033	YESENIA ESCOTO MURILLO	1,564.90	Child Care Reimbursement
12/18/2024	34033	YESENIA ESCOTO MURILLO	294.00	Cost of Care Plus Rate
12/18/2024	34034	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	11,827.29	Child Care Reimbursement
12/18/2024	34034	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	1,960.00	Cost of Care Plus Rate
12/18/2024	34034	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	(100.00)	Union Dues
12/18/2024	34034	YESENIA GUADALUPE QUINTERO TAPIA	2,055.98	Child Care Reimbursement
12/18/2024	34034	YESENIA GUADALUPE QUINTERO TAPIA	420.00	Cost of Care Plus Rate
12/18/2024	34035	MATILDE VILLAFAN DE MARAVILLA	2,252.22	Child Care Reimbursement
12/18/2024	34035	MATILDE VILLAFAN DE MARAVILLA	420.00	Cost of Care Plus Rate
12/18/2024	34035	YESENIA SALAZAR-PENA	3,806.85	Child Care Reimbursement
12/18/2024	34035	YESENIA SALAZAR-PENA	700.00	Cost of Care Plus Rate
12/18/2024	34036	MELANEA FLERROS HIDALGO	2,373.92	Child Care Reimbursement
12/18/2024	34036	MELANEA FLERROS HIDALGO	420.00	Cost of Care Plus Rate
12/18/2024	34036	YOLANDA JUAREZ	6,019.78	Child Care Reimbursement
12/18/2024	34036	YOLANDA JUAREZ	1,120.00	Cost of Care Plus Rate
12/18/2024	34037	MIREYA GUZMAN CRISTOBAL	3,451.23	Child Care Reimbursement
12/18/2024	34037	MIREYA GUZMAN CRISTOBAL	700.00	Cost of Care Plus Rate
12/18/2024	34037	MIREYA GUZMAN CRISTOBAL	(79.02)	Union Dues
12/18/2024	34037	ZEFERINO GONZALEZ	977.76	Child Care Reimbursement
12/18/2024	34037	ZEFERINO GONZALEZ	196.00	Cost of Care Plus Rate
12/18/2024	34038	MITZI G CHAVEZ MAGALLON	2,933.90	Child Care Reimbursement
12/18/2024	34038	MITZI G CHAVEZ MAGALLON	560.00	Cost of Care Plus Rate
12/18/2024	34038	MITZI G CHAVEZ MAGALLON	(68.68)	Union Dues
12/18/2024	34039	NINFA E. RODRIGUEZ	5,169.02	Child Care Reimbursement
12/18/2024	34039	NINFA E. RODRIGUEZ	980.00	Cost of Care Plus Rate
12/18/2024	34040	NORMA MENDOZA	4,757.06	Child Care Reimbursement
12/18/2024	34040	NORMA MENDOZA	840.00	Cost of Care Plus Rate
12/18/2024	34041	OLGA NOVELA DE HUERTA	6,109.89	Child Care Reimbursement
12/18/2024	34041	OLGA NOVELA DE HUERTA	980.00	Cost of Care Plus Rate
12/18/2024	34041	OLGA NOVELA DE HUERTA	(110.00)	Union Dues
12/18/2024	34042	PATRICIA MUNOZ VASQUEZ	9,859.26	Child Care Reimbursement
12/18/2024	34042	PATRICIA MUNOZ VASQUEZ	1,820.00	Cost of Care Plus Rate
12/18/2024	34043	RAQUEL POSADAS DE GIRON	3,076.46	Child Care Reimbursement
12/18/2024	34043	RAQUEL POSADAS DE GIRON	700.00	Cost of Care Plus Rate
12/18/2024	34044	ROSA ANGELA ORTIZ	5,985.53	Child Care Reimbursement
12/18/2024	34044	ROSA ANGELA ORTIZ	1,120.00	Cost of Care Plus Rate
12/18/2024	34045	SUNSHINE BILINGUAL DAYCARE	5,595.77	Child Care Reimbursement

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12/18/2024	34045	SUNSHINE BILINGUAL DAYCARE	1,120.00	Cost of Care Plus Rate
12/18/2024	34046	TERESA LUZ RUIZ	1,227.15	Child Care Reimbursement
12/18/2024	34046	TERESA LUZ RUIZ	280.00	Cost of Care Plus Rate
12/18/2024	34046	TERESA LUZ RUIZ	(29.54)	Union Dues
12/18/2024	34047	VICTORIA GOMEZ CRUZ	4,028.86	Child Care Reimbursement
12/18/2024	34047	VICTORIA GOMEZ CRUZ	700.00	Cost of Care Plus Rate
12/18/2024	34048	YADIRA CARDONA FAMILY CHILD CARE	553.27	Child Care Reimbursement
12/18/2024	34048	YADIRA CARDONA FAMILY CHILD CARE	140.00	Cost of Care Plus Rate
12/18/2024	34049	YOLANDA MUNOZ	10,202.65	Child Care Reimbursement
12/18/2024	34049	YOLANDA MUNOZ	1,820.00	Cost of Care Plus Rate
12/18/2024	34050	DINA BEATRIZ GONZALEZ	3,847.44	Child Care Reimbursement
12/18/2024	34051	AGUSTINA MORENO	1,605.10	Child Care Reimbursement
12/18/2024	34051	AGUSTINA MORENO	280.00	Cost of Care Plus Rate
12/18/2024	34052	AIDEE SANDOVAL	3,747.97	Child Care Reimbursement
12/18/2024	34052	AIDEE SANDOVAL	700.00	Cost of Care Plus Rate
12/18/2024	34053	ALIDA MERCADO DE GARNICA	1,889.76	Child Care Reimbursement
12/18/2024	34053	ALIDA MERCADO DE GARNICA	420.00	Cost of Care Plus Rate
12/18/2024	34054	ANA C LUCERO	706.61	Child Care Reimbursement
12/18/2024	34054	ANA C LUCERO	140.00	Cost of Care Plus Rate
12/18/2024	34055	ANA M HERNANDEZ DE RIOS	3,633.26	Child Care Reimbursement
12/18/2024	34055	ANA M HERNANDEZ DE RIOS	700.00	Cost of Care Plus Rate
12/18/2024	34056	ANA MARIA RAMIREZ MEJIA	4,236.44	Child Care Reimbursement
12/18/2024	34056	ANA MARIA RAMIREZ MEJIA	700.00	Cost of Care Plus Rate
12/18/2024	34056	ANA MARIA RAMIREZ MEJIA	(94.73)	Union Dues
12/18/2024	34057	ANDREA ESTRADA	859.87	Child Care Reimbursement
12/18/2024	34057	ANDREA ESTRADA	140.00	Cost of Care Plus Rate
12/18/2024	34057	ANDREA ESTRADA	(27.20)	Union Dues
12/18/2024	34058	ANGELINA VASQUEZ	1,658.95	Child Care Reimbursement
12/18/2024	34058	ANGELINA VASQUEZ	280.00	Cost of Care Plus Rate
12/18/2024	34058	ANGELINA VASQUEZ	(33.18)	Union Dues
12/18/2024	34059	ARACELI CASTRO BARRAZA	1,851.26	Child Care Reimbursement
12/18/2024	34059	ARACELI CASTRO BARRAZA	560.00	Cost of Care Plus Rate
12/18/2024	34060	AUDELIA RIOS	6,295.35	Child Care Reimbursement
12/18/2024	34060	AUDELIA RIOS	1,120.00	Cost of Care Plus Rate
12/18/2024	34061	CATALINA CASTRO AYALA	4,540.80	Child Care Reimbursement
12/18/2024	34061	CATALINA CASTRO AYALA	840.00	Cost of Care Plus Rate
12/18/2024	34061	CATALINA CASTRO AYALA	(90.00)	Union Dues
12/18/2024	34062	CECILIA ALONSO DE RODRIGUEZ	4,822.25	Child Care Reimbursement
12/18/2024	34062	CECILIA ALONSO DE RODRIGUEZ	840.00	Cost of Care Plus Rate
12/18/2024	34063	CECILIA ATAI PEREZ	3,980.70	Child Care Reimbursement
12/18/2024	34063	CECILIA ATAI PEREZ	700.00	Cost of Care Plus Rate
12/18/2024	34064	CYNTHIA E CASTILLO	2,220.04	Child Care Reimbursement
12/18/2024	34064	CYNTHIA E CASTILLO	420.00	Cost of Care Plus Rate
12/18/2024	34065	DALILA J CAVAZOS	8,101.00	Child Care Reimbursement
12/18/2024	34065	DALILA J CAVAZOS	1,540.00	Cost of Care Plus Rate
12/18/2024	34066	ELVIRA OCHOA GOMEZ	4,347.89	Child Care Reimbursement
12/18/2024	34066	ELVIRA OCHOA GOMEZ	700.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	34067	EMILY RAMIREZ - KIDS N US DAYCARE	806.82	Child Care Reimbursement
12/18/2024	34067	EMILY RAMIREZ - KIDS N US DAYCARE	140.00	Cost of Care Plus Rate
12/18/2024	34068	ESTHER NAVARRO	4,589.93	Child Care Reimbursement
12/18/2024	34068	ESTHER NAVARRO	700.00	Cost of Care Plus Rate
12/18/2024	34069	GLAFIRA E CAMACHO DE TRUJILLO	6,521.35	Child Care Reimbursement
12/18/2024	34069	GLAFIRA E CAMACHO DE TRUJILLO	1,120.00	Cost of Care Plus Rate
12/18/2024	34070	Guadalupe Carrizoza De Castillo	9,418.46	Child Care Reimbursement
12/18/2024	34070	Guadalupe Carrizoza De Castillo	1,820.00	Cost of Care Plus Rate
12/18/2024	34070	Guadalupe Carrizoza De Castillo	(90.00)	Union Dues
12/18/2024	34071	HERMELINDA VILLEDA	3,176.14	Child Care Reimbursement
12/18/2024	34071	HERMELINDA VILLEDA	560.00	Cost of Care Plus Rate
12/18/2024	34072	IRMA L IBARRA	5,656.84	Child Care Reimbursement
12/18/2024	34072	IRMA L IBARRA	980.00	Cost of Care Plus Rate
12/18/2024	34073	JACINTA GLORIA CRUZ	2,871.40	Child Care Reimbursement
12/18/2024	34073	JACINTA GLORIA CRUZ	560.00	Cost of Care Plus Rate
12/18/2024	34073	JACINTA GLORIA CRUZ	(57.43)	Union Dues
12/18/2024	34074	JACOBA C DE ANDRACA	8,680.68	Child Care Reimbursement
12/18/2024	34074	JACOBA C DE ANDRACA	1,680.00	Cost of Care Plus Rate
12/18/2024	34074	JACOBA C DE ANDRACA	(100.00)	Union Dues
12/18/2024	34075	JANETH G SARABIA	6,078.92	Child Care Reimbursement
12/18/2024	34075	JANETH G SARABIA	980.00	Cost of Care Plus Rate
12/18/2024	34076	JANETH REYNOSA CASILLAS	1,336.59	Child Care Reimbursement
12/18/2024	34076	JANETH REYNOSA CASILLAS	280.00	Cost of Care Plus Rate
12/18/2024	34077	JUDITH ADRIANA PAREDES DE QUEZADA	1,252.04	Child Care Reimbursement
12/18/2024	34077	JUDITH ADRIANA PAREDES DE QUEZADA	280.00	Cost of Care Plus Rate
12/18/2024	34078	LETICIA HERNANDEZ	1,398.80	Child Care Reimbursement
12/18/2024	34078	LETICIA HERNANDEZ	280.00	Cost of Care Plus Rate
12/18/2024	34079	LIZET M PRECIADO MILLAN	3,088.86	Child Care Reimbursement
12/18/2024	34079	LIZET M PRECIADO MILLAN	560.00	Cost of Care Plus Rate
12/18/2024	34080	LUCERO L IBARRA	3,535.74	Child Care Reimbursement
12/18/2024	34080	LUCERO L IBARRA	1,120.00	Cost of Care Plus Rate
12/18/2024	34081	LUCERO MILLAN GARCIA	794.94	Child Care Reimbursement
12/18/2024	34081	LUCERO MILLAN GARCIA	140.00	Cost of Care Plus Rate
12/18/2024	34082	Luz Maria Ramirez	1,613.64	Child Care Reimbursement
12/18/2024	34082	Luz Maria Ramirez	280.00	Cost of Care Plus Rate
12/18/2024	34082	Luz Maria Ramirez	(32.27)	Union Dues
12/18/2024	34083	MA DEL CARMEN GOMEZ GRANADOS	3,904.09	Child Care Reimbursement
12/18/2024	34083	MA DEL CARMEN GOMEZ GRANADOS	840.00	Cost of Care Plus Rate
12/18/2024	34084	MA L MONROY DE SEVILLA	1,601.76	Child Care Reimbursement
12/18/2024	34084	MA L MONROY DE SEVILLA	280.00	Cost of Care Plus Rate
12/18/2024	34085	MA TERESA NAVA DE FRANCO	1,742.96	Child Care Reimbursement
12/18/2024	34085	MA TERESA NAVA DE FRANCO	420.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	34086	MARGARITA VALENCIA AVILA	6,449.47	Child Care Reimbursement
12/18/2024	34086	MARGARITA VALENCIA AVILA	980.00	Cost of Care Plus Rate
12/18/2024	34087	MARIA ANGELA DIAZ	2,499.13	Child Care Reimbursement
12/18/2024	34087	MARIA ANGELA DIAZ	420.00	Cost of Care Plus Rate
12/18/2024	34087	MARIA ANGELA DIAZ	(49.98)	Union Dues
12/18/2024	34088	MARIA C PEREZ	1,460.92	Child Care Reimbursement
12/18/2024	34088	MARIA C PEREZ	280.00	Cost of Care Plus Rate
12/18/2024	34089	MARIA F AGUILAR DE SANDOVAL	4,371.36	Child Care Reimbursement
12/18/2024	34089	MARIA F AGUILAR DE SANDOVAL	700.00	Cost of Care Plus Rate
12/18/2024	34090	MARIA GARCIA	10,127.86	Child Care Reimbursement
12/18/2024	34090	MARIA GARCIA	1,820.00	Cost of Care Plus Rate
12/18/2024	34090	MARIA GARCIA	(90.00)	Union Dues
12/18/2024	34091	MARIA GUADALUPE BELTRAN SALCIDO	2,497.55	Child Care Reimbursement
12/18/2024	34091	MARIA GUADALUPE BELTRAN SALCIDO	420.00	Cost of Care Plus Rate
12/18/2024	34092	MARIA GUADALUPE NAVARRO DE ORTIZ	2,579.76	Child Care Reimbursement
12/18/2024	34092	MARIA GUADALUPE NAVARRO DE ORTIZ	560.00	Cost of Care Plus Rate
12/18/2024	34093	MARIA HAYDEE CRUZ DE SEGOVIA	3,527.04	Child Care Reimbursement
12/18/2024	34093	MARIA HAYDEE CRUZ DE SEGOVIA	700.00	Cost of Care Plus Rate
12/18/2024	34094	MARIA SANTOS DE LOPEZ	6,492.51	Child Care Reimbursement
12/18/2024	34094	MARIA SANTOS DE LOPEZ	1,120.00	Cost of Care Plus Rate
12/18/2024	34095	MARIA Z RODRIGUEZ DE OCHOA	2,396.70	Child Care Reimbursement
12/18/2024	34095	MARIA Z RODRIGUEZ DE OCHOA	420.00	Cost of Care Plus Rate
12/18/2024	34096	MARIBEL SANTOS GALINDO	3,699.82	Child Care Reimbursement
12/18/2024	34096	MARIBEL SANTOS GALINDO	700.00	Cost of Care Plus Rate
12/18/2024	34096	MARIBEL SANTOS GALINDO	(74.00)	Union Dues
12/18/2024	34097	MARICELA CORTEZ	3,618.84	Child Care Reimbursement
12/18/2024	34097	MARICELA CORTEZ	700.00	Cost of Care Plus Rate
12/18/2024	34098	MARICELA SANDOVAL RODRIGUEZ	4,671.20	Child Care Reimbursement
12/18/2024	34098	MARICELA SANDOVAL RODRIGUEZ	700.00	Cost of Care Plus Rate
12/18/2024	34099	MARISOL GONZALEZ	3,976.69	Child Care Reimbursement
12/18/2024	34099	MARISOL GONZALEZ	700.00	Cost of Care Plus Rate
12/18/2024	34100	MARISOL PEREZ	2,244.95	Child Care Reimbursement
12/18/2024	34100	MARISOL PEREZ	420.00	Cost of Care Plus Rate
12/18/2024	34101	MARTHA ESTHELA SANCHEZ	5,708.14	Child Care Reimbursement
12/18/2024	34101	MARTHA ESTHELA SANCHEZ	1,260.00	Cost of Care Plus Rate
12/18/2024	34101	MARTHA ESTHELA SANCHEZ	(100.00)	Union Dues
12/18/2024	34102	MARTINA RANGEL	4,314.47	Child Care Reimbursement
12/18/2024	34102	MARTINA RANGEL	700.00	Cost of Care Plus Rate
12/18/2024	34103	MARYPAZ MAGANA	4,042.95	Child Care Reimbursement
12/18/2024	34103	MARYPAZ MAGANA	700.00	Cost of Care Plus Rate
12/18/2024	34104	MAYRA ELENA GONZALEZ MORALES	3,722.31	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	34104	MAYRA ELENA GONZALEZ MORALES	700.00	Cost of Care Plus Rate
12/18/2024	34105	MILCA REBEKAH PEREZ	4,923.39	Child Care Reimbursement
12/18/2024	34105	MILCA REBEKAH PEREZ	980.00	Cost of Care Plus Rate
12/18/2024	34106	PAULA LARA VALDOVINOS	6,542.69	Child Care Reimbursement
12/18/2024	34106	PAULA LARA VALDOVINOS	1,400.00	Cost of Care Plus Rate
12/18/2024	34106	PAULA LARA VALDOVINOS	(90.00)	Union Dues
12/18/2024	34107	REYNA TORRES DE CASTRO	2,509.43	Child Care Reimbursement
12/18/2024	34107	REYNA TORRES DE CASTRO	420.00	Cost of Care Plus Rate
12/18/2024	34107	REYNA TORRES DE CASTRO	(60.19)	Union Dues
12/18/2024	34108	ROSALINDA VARGAS MATA	2,526.36	Child Care Reimbursement
12/18/2024	34108	ROSALINDA VARGAS MATA	420.00	Cost of Care Plus Rate
12/18/2024	34109	ROSEMARY ZAVALA	7,757.85	Child Care Reimbursement
12/18/2024	34109	ROSEMARY ZAVALA	1,400.00	Cost of Care Plus Rate
12/18/2024	34110	SANDRA MARTINEZ VARELA	7,951.88	Child Care Reimbursement
12/18/2024	34110	SANDRA MARTINEZ VARELA	1,260.00	Cost of Care Plus Rate
12/18/2024	34111	SANDRA PEREZ	6,121.01	Child Care Reimbursement
12/18/2024	34111	SANDRA PEREZ	1,120.00	Cost of Care Plus Rate
12/18/2024	34112	SARA ESTELA POSADA	8,134.08	Child Care Reimbursement
12/18/2024	34112	SARA ESTELA POSADA	1,400.00	Cost of Care Plus Rate
12/18/2024	34113	SCHYIENELL JONES	1,658.95	Child Care Reimbursement
12/18/2024	34113	SCHYIENELL JONES	280.00	Cost of Care Plus Rate
12/18/2024	34114	SILVIA BAHENA OCAMPO	790.57	Child Care Reimbursement
12/18/2024	34114	SILVIA BAHENA OCAMPO	420.00	Cost of Care Plus Rate
12/18/2024	34115	SILVIA MEJIA	9,412.36	Child Care Reimbursement
12/18/2024	34115	SILVIA MEJIA	1,680.00	Cost of Care Plus Rate
12/18/2024	34116	SOFIA ALVAREZ DE GONZALEZ	10,166.19	Child Care Reimbursement
12/18/2024	34116	SOFIA ALVAREZ DE GONZALEZ	1,820.00	Cost of Care Plus Rate
12/18/2024	34117	SUSIE MARIA REYNA	4,877.57	Child Care Reimbursement
12/18/2024	34117	SUSIE MARIA REYNA	840.00	Cost of Care Plus Rate
12/18/2024	34118	VANESSA NICOLE MEJIA	4,741.35	Child Care Reimbursement
12/18/2024	34118	VANESSA NICOLE MEJIA	840.00	Cost of Care Plus Rate
12/18/2024	34118	VANESSA NICOLE MEJIA	(90.00)	Union Dues
12/18/2024	34119	VIDALIA MARTINEZ GONZALEZ	4,408.20	Child Care Reimbursement
12/18/2024	34119	VIDALIA MARTINEZ GONZALEZ	840.00	Cost of Care Plus Rate
12/18/2024	34119	VIDALIA MARTINEZ GONZALEZ	(88.16)	Union Dues
12/18/2024	34120	VIRGINIA PEREZ	806.82	Child Care Reimbursement
12/18/2024	34120	VIRGINIA PEREZ	140.00	Cost of Care Plus Rate
12/18/2024	34121	XOCHITL QUIROZ DE ALCALA	2,544.79	Child Care Reimbursement
12/18/2024	34121	XOCHITL QUIROZ DE ALCALA	420.00	Cost of Care Plus Rate
12/18/2024	34122	YAJAIRA GUZMAN	674.04	Child Care Reimbursement
12/18/2024	34122	YAJAIRA GUZMAN	140.00	Cost of Care Plus Rate
12/18/2024	34123	YOANA PEREZ	2,069.64	Child Care Reimbursement
12/18/2024	34123	YOANA PEREZ	420.00	Cost of Care Plus Rate
12/18/2024	34124	ALMA DELIA WENCES	2,635.53	Child Care Reimbursement
12/18/2024	34124	ALMA DELIA WENCES	560.00	Cost of Care Plus Rate
12/18/2024	34125	ANDREA GUADALUPE DIAZ	1,606.50	Child Care Reimbursement
12/18/2024	34125	ANDREA GUADALUPE DIAZ	280.00	Cost of Care Plus Rate
12/18/2024	34126	CAROLINA HERNANDEZ DE SOLORIO	2,197.15	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	34126	CAROLINA HERNANDEZ DE SOLORIO	420.00	Cost of Care Plus Rate
12/18/2024	34126	CAROLINA HERNANDEZ DE SOLORIO	(63.94)	Union Dues
12/18/2024	34127	CLAUDIA ZARAGOZA DE RODRIGUEZ	12,523.38	Child Care Reimbursement
12/18/2024	34127	CLAUDIA ZARAGOZA DE RODRIGUEZ	1,960.00	Cost of Care Plus Rate
12/18/2024	34128	EDUVIJES SUAREZ	3,106.00	Child Care Reimbursement
12/18/2024	34128	EDUVIJES SUAREZ	560.00	Cost of Care Plus Rate
12/18/2024	34128	EDUVIJES SUAREZ	(62.12)	Union Dues
12/18/2024	34129	ESMERALDA Y GONZALES	1,501.76	Child Care Reimbursement
12/18/2024	34129	ESMERALDA Y GONZALES	280.00	Cost of Care Plus Rate
12/18/2024	34130	ESPERANZA RESENDEZ	1,629.47	Child Care Reimbursement
12/18/2024	34130	ESPERANZA RESENDEZ	280.00	Cost of Care Plus Rate
12/18/2024	34131	ISABEL C MEDINA DE GARCIA	1,310.26	Child Care Reimbursement
12/18/2024	34131	ISABEL C MEDINA DE GARCIA	280.00	Cost of Care Plus Rate
12/18/2024	34132	JAQUELINE MATURINO MONARREZ	1,872.65	Child Care Reimbursement
12/18/2024	34132	JAQUELINE MATURINO MONARREZ	560.00	Cost of Care Plus Rate
12/18/2024	34133	JUANA MORILLON GUILLEN	3,359.79	Child Care Reimbursement
12/18/2024	34133	JUANA MORILLON GUILLEN	700.00	Cost of Care Plus Rate
12/18/2024	34133	JUANA MORILLON GUILLEN	(67.20)	Union Dues
12/18/2024	34134	Karla Elizabeth Huling	3,299.76	Child Care Reimbursement
12/18/2024	34134	Karla Elizabeth Huling	560.00	Cost of Care Plus Rate
12/18/2024	34135	MARIA F MARTINEZ	2,309.62	Child Care Reimbursement
12/18/2024	34135	MARIA F MARTINEZ	420.00	Cost of Care Plus Rate
12/18/2024	34136	MARIA GUADALUPE BARAJAS DE GARCIA	1,361.76	Child Care Reimbursement
12/18/2024	34136	MARIA GUADALUPE BARAJAS DE GARCIA	280.00	Cost of Care Plus Rate
12/18/2024	34137	Maria Ledesma De Garcia	5,337.24	Child Care Reimbursement
12/18/2024	34137	Maria Ledesma De Garcia	980.00	Cost of Care Plus Rate
12/18/2024	34138	MARIA TERESA ALANIS	4,988.44	Child Care Reimbursement
12/18/2024	34138	MARIA TERESA ALANIS	980.00	Cost of Care Plus Rate
12/18/2024	34139	MARIA TERESA HEREDIA	3,089.44	Child Care Reimbursement
12/18/2024	34139	MARIA TERESA HEREDIA	560.00	Cost of Care Plus Rate
12/18/2024	34140	MONICA VEGA	4,567.30	Child Care Reimbursement
12/18/2024	34140	MONICA VEGA	840.00	Cost of Care Plus Rate
12/18/2024	34141	NANCY MADERA GARCIA	954.36	Child Care Reimbursement
12/18/2024	34141	NANCY MADERA GARCIA	140.00	Cost of Care Plus Rate
12/18/2024	34142	NORMA PULIDO CRUZ	2,207.50	Child Care Reimbursement
12/18/2024	34142	NORMA PULIDO CRUZ	420.00	Cost of Care Plus Rate
12/18/2024	34143	TERESA DE LA LUZ SALAZAR MARTINEZ	7,212.76	Child Care Reimbursement
12/18/2024	34143	TERESA DE LA LUZ SALAZAR MARTINEZ	1,260.00	Cost of Care Plus Rate
12/18/2024	34144	YAZMIN ARACELI NAVARRO HERRERA	2,847.25	Child Care Reimbursement
12/18/2024	34144	YAZMIN ARACELI NAVARRO HERRERA	588.00	Cost of Care Plus Rate
12/18/2024	34145	YNEZ ATHENA CHAVEZ-ANDRADE	5,071.17	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	34145	YNEZ ATHENA CHAVEZ-ANDRADE	840.00	Cost of Care Plus Rate
12/18/2024	34146	ADELA RUIZ	2,809.62	Child Care Reimbursement
12/18/2024	34146	ADELA RUIZ	640.00	Cost of Care Plus Rate
12/18/2024	34147	ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE INC	13,363.69	Child Care Reimbursement
12/18/2024	34147	ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE INC	2,560.00	Cost of Care Plus Rate
12/18/2024	34148	AMALIA BUENROSTRO	6,570.96	Child Care Reimbursement
12/18/2024	34148	AMALIA BUENROSTRO	1,120.00	Cost of Care Plus Rate
12/18/2024	34149	ANA MARIA NAVARRO DE GUTIERREZ	5,431.00	Child Care Reimbursement
12/18/2024	34149	ANA MARIA NAVARRO DE GUTIERREZ	960.00	Cost of Care Plus Rate
12/18/2024	34150	ANDREA BUENROSTRO	9,564.31	Child Care Reimbursement
12/18/2024	34150	ANDREA BUENROSTRO	1,920.00	Cost of Care Plus Rate
12/18/2024	34151	ANDREA MOHAMMED	1,974.16	Child Care Reimbursement
12/18/2024	34151	ANDREA MOHAMMED	320.00	Cost of Care Plus Rate
12/18/2024	34152	BEATRIZ JACQUEZ NUNEZ	1,820.77	Child Care Reimbursement
12/18/2024	34152	BEATRIZ JACQUEZ NUNEZ	320.00	Cost of Care Plus Rate
12/18/2024	34153	CECILIA ZAMORA	3,846.01	Child Care Reimbursement
12/18/2024	34153	CECILIA ZAMORA	800.00	Cost of Care Plus Rate
12/18/2024	34154	DOLORES VERDUZCO GALINDO	4,739.43	Child Care Reimbursement
12/18/2024	34154	DOLORES VERDUZCO GALINDO	960.00	Cost of Care Plus Rate
12/18/2024	34155	GRISELDA NUNEZ	282.49	Child Care Reimbursement
12/18/2024	34155	GRISELDA NUNEZ	141.00	Cost of Care Plus Rate
12/18/2024	34156	JENNIFER KRISTINE GARCIA CONTRERAS	210.08	Child Care Reimbursement
12/18/2024	34156	JENNIFER KRISTINE GARCIA CONTRERAS	141.00	Cost of Care Plus Rate
12/18/2024	34157	JOSE FRANCISCO ALVARADO MENDEZ	5,787.04	Child Care Reimbursement
12/18/2024	34157	JOSE FRANCISCO ALVARADO MENDEZ	1,280.00	Cost of Care Plus Rate
12/18/2024	34157	JOSE FRANCISCO ALVARADO MENDEZ	(90.00)	Union Dues
12/18/2024	34158	LINDA'S CHILD CARE PROVIDER, INC	6,536.53	Child Care Reimbursement
12/18/2024	34158	LINDA'S CHILD CARE PROVIDER, INC	1,280.00	Cost of Care Plus Rate
12/18/2024	34159	MARIA G TAMAYO DE ZAMORA	2,761.80	Child Care Reimbursement
12/18/2024	34159	MARIA G TAMAYO DE ZAMORA	480.00	Cost of Care Plus Rate
12/18/2024	34160	MARIA GUADALUPE ZAMORA RODRIGUEZ	6,868.15	Child Care Reimbursement
12/18/2024	34160	MARIA GUADALUPE ZAMORA RODRIGUEZ	1,280.00	Cost of Care Plus Rate
12/18/2024	34161	MAYRA ALEJANDRA RIOS	1,665.33	Child Care Reimbursement
12/18/2024	34161	MAYRA ALEJANDRA RIOS	640.00	Cost of Care Plus Rate
12/18/2024	34162	ONOFRE ZAMORA	8,916.78	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	34162	ONOFRE ZAMORA	1,600.00	Cost of Care Plus Rate
12/18/2024	34163	ADELA GARCIA DE SOSA	9,191.59	Child Care Reimbursement
12/18/2024	34163	ADELA GARCIA DE SOSA	1,540.00	Cost of Care Plus Rate
12/18/2024	34163	ADELA GARCIA DE SOSA	(100.00)	Union Dues
12/18/2024	34164	ALICIA DE LA GARZA	1,682.24	Child Care Reimbursement
12/18/2024	34164	ALICIA DE LA GARZA	840.00	Cost of Care Plus Rate
12/18/2024	34165	ALMA AYDE GOMEZ ALVAREZ	3,442.55	Child Care Reimbursement
12/18/2024	34165	ALMA AYDE GOMEZ ALVAREZ	700.00	Cost of Care Plus Rate
12/18/2024	34166	ALMA R RANGEL	4,885.61	Child Care Reimbursement
12/18/2024	34166	ALMA R RANGEL	840.00	Cost of Care Plus Rate
12/18/2024	34167	ANNA V MENDEZ	714.39	Child Care Reimbursement
12/18/2024	34167	ANNA V MENDEZ	420.00	Cost of Care Plus Rate
12/18/2024	34168	BEATRIZ ADRIANA CARRILLO HERNANDEZ	4,091.93	Child Care Reimbursement
12/18/2024	34168	BEATRIZ ADRIANA CARRILLO HERNANDEZ	980.00	Cost of Care Plus Rate
12/18/2024	34169	BEATRIZ TELLEZ DE TORRES	2,704.57	Child Care Reimbursement
12/18/2024	34169	BEATRIZ TELLEZ DE TORRES	560.00	Cost of Care Plus Rate
12/18/2024	34170	BERENICE IBARRA	2,258.82	Child Care Reimbursement
12/18/2024	34170	BERENICE IBARRA	420.00	Cost of Care Plus Rate
12/18/2024	34171	BERTHA ALICIA GOMEZ	8,284.45	Child Care Reimbursement
12/18/2024	34171	BERTHA ALICIA GOMEZ	1,400.00	Cost of Care Plus Rate
12/18/2024	34172	CARMEN MORALES DIAZ	3,659.41	Child Care Reimbursement
12/18/2024	34172	CARMEN MORALES DIAZ	700.00	Cost of Care Plus Rate
12/18/2024	34172	CARMEN MORALES DIAZ	(83.19)	Union Dues
12/18/2024	34173	CASA DE ADORACION TULARE	10,271.21	Child Care Reimbursement
12/18/2024	34173	CASA DE ADORACION TULARE	1,820.00	Cost of Care Plus Rate
12/18/2024	34174	CELIA IBARRA	1,631.90	Child Care Reimbursement
12/18/2024	34174	CELIA IBARRA	280.00	Cost of Care Plus Rate
12/18/2024	34175	CONSUELO MEJIA	849.71	Child Care Reimbursement
12/18/2024	34175	CONSUELO MEJIA	140.00	Cost of Care Plus Rate
12/18/2024	34176	DEANNA RAMIREZ	1,631.90	Child Care Reimbursement
12/18/2024	34176	DEANNA RAMIREZ	280.00	Cost of Care Plus Rate
12/18/2024	34177	DOLORES SANCHEZ LOPEZ	1,375.05	Child Care Reimbursement
12/18/2024	34177	DOLORES SANCHEZ LOPEZ	280.00	Cost of Care Plus Rate
12/18/2024	34178	EDITH ELIZABETH SANCHEZ	2,526.32	Child Care Reimbursement
12/18/2024	34178	EDITH ELIZABETH SANCHEZ	420.00	Cost of Care Plus Rate
12/18/2024	34178	EDITH ELIZABETH SANCHEZ	(50.53)	Union Dues
12/18/2024	34179	ELISA GONZALES	5,394.61	Child Care Reimbursement
12/18/2024	34179	ELISA GONZALES	980.00	Cost of Care Plus Rate
12/18/2024	34180	ELIZABETH MARTINEZ	782.19	Child Care Reimbursement
12/18/2024	34180	ELIZABETH MARTINEZ	140.00	Cost of Care Plus Rate
12/18/2024	34181	ELOISA LEMUS	4,895.70	Child Care Reimbursement
12/18/2024	34181	ELOISA LEMUS	840.00	Cost of Care Plus Rate
12/18/2024	34182	ELVA BORUNDA FLORES	7,900.92	Child Care Reimbursement
12/18/2024	34182	ELVA BORUNDA FLORES	1,400.00	Cost of Care Plus Rate
12/18/2024	34183	ELVIRA GAMBOA	782.19	Child Care Reimbursement
12/18/2024	34183	ELVIRA GAMBOA	140.00	Cost of Care Plus Rate
12/18/2024	34184	Gladys Isela Rodriguez	1,910.06	Child Care Reimbursement
12/18/2024	34184	Gladys Isela Rodriguez	420.00	Cost of Care Plus Rate
12/18/2024	34185	GLORIA MORENO DE HERNANDEZ	1,542.99	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	34185	GLORIA MORENO DE HERNANDEZ	280.00	Cost of Care Plus Rate
12/18/2024	34186	GLORIA PADILLA MONTES DE OCA	1,659.74	Child Care Reimbursement
12/18/2024	34186	GLORIA PADILLA MONTES DE OCA	280.00	Cost of Care Plus Rate
12/18/2024	34187	GUADALUPE LEMUS LEMUS	2,472.13	Child Care Reimbursement
12/18/2024	34187	GUADALUPE LEMUS LEMUS	420.00	Cost of Care Plus Rate
12/18/2024	34188	GUADALUPE PEREZ DOMINGUEZ	3,196.28	Child Care Reimbursement
12/18/2024	34188	GUADALUPE PEREZ DOMINGUEZ	560.00	Cost of Care Plus Rate
12/18/2024	34189	HAYDEE ESTEBAN	1,123.48	Child Care Reimbursement
12/18/2024	34189	HAYDEE ESTEBAN	280.00	Cost of Care Plus Rate
12/18/2024	34190	IRMA YOLANDA MAGALLON	3,196.28	Child Care Reimbursement
12/18/2024	34190	IRMA YOLANDA MAGALLON	560.00	Cost of Care Plus Rate
12/18/2024	34191	ISABEL MARTINEZ-LOMELI	849.71	Child Care Reimbursement
12/18/2024	34191	ISABEL MARTINEZ-LOMELI	140.00	Cost of Care Plus Rate
12/18/2024	34192	JANET IBARRA	1,490.19	Child Care Reimbursement
12/18/2024	34192	JANET IBARRA	280.00	Cost of Care Plus Rate
12/18/2024	34193	JANET RODRIGUEZ	4,828.18	Child Care Reimbursement
12/18/2024	34193	JANET RODRIGUEZ	840.00	Cost of Care Plus Rate
12/18/2024	34194	JUANA CORTEZ DE PEREZ	7,104.81	Child Care Reimbursement
12/18/2024	34194	JUANA CORTEZ DE PEREZ	1,260.00	Cost of Care Plus Rate
12/18/2024	34195	KENDAHL ROSE ROWE	5,864.77	Child Care Reimbursement
12/18/2024	34195	KENDAHL ROSE ROWE	1,120.00	Cost of Care Plus Rate
12/18/2024	34196	LORENA IBARRA	849.71	Child Care Reimbursement
12/18/2024	34196	LORENA IBARRA	140.00	Cost of Care Plus Rate
12/18/2024	34197	LOURDES DE MOYA DE CAMILO	1,938.81	Child Care Reimbursement
12/18/2024	34197	LOURDES DE MOYA DE CAMILO	560.00	Cost of Care Plus Rate
12/18/2024	34198	LUCIA MENDOZA OCHOA	1,405.95	Child Care Reimbursement
12/18/2024	34198	LUCIA MENDOZA OCHOA	280.00	Cost of Care Plus Rate
12/18/2024	34199	LUPITA ELIZABETH CAMPOS	1,657.75	Child Care Reimbursement
12/18/2024	34199	LUPITA ELIZABETH CAMPOS	560.00	Cost of Care Plus Rate
12/18/2024	34200	MAGANA IRIS FCC LLC	8,015.98	Child Care Reimbursement
12/18/2024	34200	MAGANA IRIS FCC LLC	1,260.00	Cost of Care Plus Rate
12/18/2024	34201	MAGDA SALDIVAR	1,564.38	Child Care Reimbursement
12/18/2024	34201	MAGDA SALDIVAR	280.00	Cost of Care Plus Rate
12/18/2024	34202	MAGDALENA GUERRERO DE PARRA	1,631.90	Child Care Reimbursement
12/18/2024	34202	MAGDALENA GUERRERO DE PARRA	280.00	Cost of Care Plus Rate
12/18/2024	34203	MARIA A MAGALLON OROZCO	2,274.39	Child Care Reimbursement
12/18/2024	34203	MARIA A MAGALLON OROZCO	420.00	Cost of Care Plus Rate
12/18/2024	34204	MARIA DOLORES GOMEZ	2,977.72	Child Care Reimbursement
12/18/2024	34204	MARIA DOLORES GOMEZ	560.00	Cost of Care Plus Rate
12/18/2024	34204	MARIA DOLORES GOMEZ	(59.55)	Union Dues
12/18/2024	34205	MARIA G AYALA	2,321.25	Child Care Reimbursement
12/18/2024	34205	MARIA G AYALA	420.00	Cost of Care Plus Rate
12/18/2024	34206	MARIA G SANCHEZ ESCALERA	2,813.63	Child Care Reimbursement
12/18/2024	34206	MARIA G SANCHEZ ESCALERA	560.00	Cost of Care Plus Rate
12/18/2024	34207	MARIA GUADALUPE CHAVEZ	2,521.41	Child Care Reimbursement
12/18/2024	34207	MARIA GUADALUPE CHAVEZ	420.00	Cost of Care Plus Rate

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12/18/2024	34208	MARIA LAURA RAYA GOMEZ	1,756.85	Child Care Reimbursement
12/18/2024	34208	MARIA LAURA RAYA GOMEZ	280.00	Cost of Care Plus Rate
12/18/2024	34208	MARIA LAURA RAYA GOMEZ	(55.14)	Union Dues
12/18/2024	34209	MARIA LUISA CASAS	6,585.03	Child Care Reimbursement
12/18/2024	34209	MARIA LUISA CASAS	1,120.00	Cost of Care Plus Rate
12/18/2024	34210	MARIA PAZ RUIZ	3,850.13	Child Care Reimbursement
12/18/2024	34210	MARIA PAZ RUIZ	700.00	Cost of Care Plus Rate
12/18/2024	34211	MARIA PERLA GARCIA DE ARCIGA	4,248.55	Child Care Reimbursement
12/18/2024	34211	MARIA PERLA GARCIA DE ARCIGA	700.00	Cost of Care Plus Rate
12/18/2024	34212	MARIA REINA OROZCO MORA	4,113.51	Child Care Reimbursement
12/18/2024	34212	MARIA REINA OROZCO MORA	700.00	Cost of Care Plus Rate
12/18/2024	34213	MARISOL MEDINA	5,850.88	Child Care Reimbursement
12/18/2024	34213	MARISOL MEDINA	1,120.00	Cost of Care Plus Rate
12/18/2024	34214	MARTHA A ANGUIANO REYES	1,647.14	Child Care Reimbursement
12/18/2024	34214	MARTHA A ANGUIANO REYES	280.00	Cost of Care Plus Rate
12/18/2024	34215	MIRIAM GOMEZ ZARATE	2,414.09	Child Care Reimbursement
12/18/2024	34215	MIRIAM GOMEZ ZARATE	420.00	Cost of Care Plus Rate
12/18/2024	34216	MONICA MARTINEZ	1,631.90	Child Care Reimbursement
12/18/2024	34216	MONICA MARTINEZ	280.00	Cost of Care Plus Rate
12/18/2024	34217	NEREYDA LIRA LOPEZ	849.71	Child Care Reimbursement
12/18/2024	34217	NEREYDA LIRA LOPEZ	140.00	Cost of Care Plus Rate
12/18/2024	34218	NORA E LEMUS	2,539.04	Child Care Reimbursement
12/18/2024	34218	NORA E LEMUS	420.00	Cost of Care Plus Rate
12/18/2024	34219	NORMA PATRICIA AVILA MOLINA	1,272.05	Child Care Reimbursement
12/18/2024	34219	NORMA PATRICIA AVILA MOLINA	280.00	Cost of Care Plus Rate
12/18/2024	34220	OLGA LIRA DE GALLARDO	2,539.04	Child Care Reimbursement
12/18/2024	34220	OLGA LIRA DE GALLARDO	420.00	Cost of Care Plus Rate
12/18/2024	34221	Oralia Quiroz	4,431.99	Child Care Reimbursement
12/18/2024	34221	Oralia Quiroz	840.00	Cost of Care Plus Rate
12/18/2024	34222	PATRICIA HERNANDEZ	10,037.11	Child Care Reimbursement
12/18/2024	34222	PATRICIA HERNANDEZ	1,820.00	Cost of Care Plus Rate
12/18/2024	34222	PATRICIA HERNANDEZ	(100.00)	Union Dues
12/18/2024	34223	PAULA GARCIA	8,110.42	Child Care Reimbursement
12/18/2024	34223	PAULA GARCIA	1,400.00	Cost of Care Plus Rate
12/18/2024	34224	RAQUEL SANCHEZ	7,286.34	Child Care Reimbursement
12/18/2024	34224	RAQUEL SANCHEZ	1,120.00	Cost of Care Plus Rate
12/18/2024	34224	RAQUEL SANCHEZ	(100.00)	Union Dues
12/18/2024	34225	ROCELIA OROZCO LEMUS	3,701.39	Child Care Reimbursement
12/18/2024	34225	ROCELIA OROZCO LEMUS	700.00	Cost of Care Plus Rate
12/18/2024	34226	ROMELIA MORENO DE ESPINOZA	2,414.09	Child Care Reimbursement
12/18/2024	34226	ROMELIA MORENO DE ESPINOZA	420.00	Cost of Care Plus Rate
12/18/2024	34227	ROSALBA GONZALEZ	8,944.55	Child Care Reimbursement
12/18/2024	34227	ROSALBA GONZALEZ	1,680.00	Cost of Care Plus Rate
12/18/2024	34228	ROSALINDA G OCHOA	11,413.21	Child Care Reimbursement
12/18/2024	34228	ROSALINDA G OCHOA	1,960.00	Cost of Care Plus Rate
12/18/2024	34228	ROSALINDA G OCHOA	(90.00)	Union Dues
12/18/2024	34229	ROSAURA IBARRA OROZCO	4,013.98	Child Care Reimbursement
12/18/2024	34229	ROSAURA IBARRA OROZCO	840.00	Cost of Care Plus Rate
12/18/2024	34230	SILVIA LEMUS DE OROSCO	2,481.61	Child Care Reimbursement

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12/18/2024	34230	SILVIA LEMUS DE OROSCO	420.00	Cost of Care Plus Rate
12/18/2024	34231	SILVIA LETICIA SANCHEZ DE GARCIA	1,490.19	Child Care Reimbursement
12/18/2024	34231	SILVIA LETICIA SANCHEZ DE GARCIA	280.00	Cost of Care Plus Rate
12/18/2024	34232	SILVIA MAGALLON DE REYES	1,226.31	Child Care Reimbursement
12/18/2024	34232	SILVIA MAGALLON DE REYES	420.00	Cost of Care Plus Rate
12/18/2024	34233	SILVIA PRECIADO	1,429.19	Child Care Reimbursement
12/18/2024	34233	SILVIA PRECIADO	280.00	Cost of Care Plus Rate
12/18/2024	34234	TERESA MENDOZA	849.71	Child Care Reimbursement
12/18/2024	34234	TERESA MENDOZA	140.00	Cost of Care Plus Rate
12/18/2024	34235	VERONICA ALVAREZ	3,372.56	Child Care Reimbursement
12/18/2024	34235	VERONICA ALVAREZ	840.00	Cost of Care Plus Rate
12/18/2024	34236	VIRGINIA RANGEL	5,610.37	Child Care Reimbursement
12/18/2024	34236	VIRGINIA RANGEL	980.00	Cost of Care Plus Rate
12/18/2024	34237	YESICA SANCHEZ ARRIAGA	7,341.87	Child Care Reimbursement
12/18/2024	34237	YESICA SANCHEZ ARRIAGA	1,260.00	Cost of Care Plus Rate
12/18/2024	34238	YOLANDA CORTES DE MENDOZA	1,154.85	Child Care Reimbursement
12/18/2024	34238	YOLANDA CORTES DE MENDOZA	420.00	Cost of Care Plus Rate
12/18/2024	34239	YOLANDA LIRA LEMUS	6,553.05	Child Care Reimbursement
12/18/2024	34239	YOLANDA LIRA LEMUS	1,120.00	Cost of Care Plus Rate
12/18/2024	34240	4IMPRINT INC AKA NELSON MARKETING	5,865.14	PO-2024-3279
12/18/2024	34241	ABILA INC	3,946.27	Abila Monthly Service Fee 1/1/25 through 1/31/25
12/18/2024	34242	ADVANCED DATA STORAGE	202.40	1300 18TH STREET
12/18/2024	34242	ADVANCED DATA STORAGE	70.40	1631 30TH ST
12/18/2024	34242	ADVANCED DATA STORAGE	35.20	1807 FELIZ DR
12/18/2024	34242	ADVANCED DATA STORAGE	35.20	2424 S DR MARTIN LUTHER KING JR BLVD
12/18/2024	34242	ADVANCED DATA STORAGE	35.20	2900 M ST
12/18/2024	34242	ADVANCED DATA STORAGE	88.00	300 19TH ST/PO-2024-3333
12/18/2024	34242	ADVANCED DATA STORAGE	17.60	3101 MALL VIEW ROAD
12/18/2024	34242	ADVANCED DATA STORAGE	17.60	5351 OLIVE DR
12/18/2024	34243	ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	135.00	5 REAL RD/INTRUSION ALARM SERVICE 01/01/2025-03/31/2025
12/18/2024	34244	AMAROK, LLC	349.00	317 MT VERNON AVE/PO-2024-1522/EFF DATE 09/25/24
12/18/2024	34245	AMAROK, LLC	1,745.00	317 MT VERNON AVE/PO-2024-1522/NOVEMBER SERVICES
12/18/2024	34246	AMAROK, LLC	5,636.00	DECEMBER SERVICES PO-2024-2631/PO-2024-2765
12/18/2024	34247	AMAROK, LLC	1,745.00	317 MT VERNON AVE/PO-2024-1522/DECEMBER SERVICES
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	497.90	PO-2024-2943
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	174.38	PO-2024-3029
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	371.21	PO-2024-3098

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12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	660.19	PO-2024-3172
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	187.26	PO-2024-3177
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	1,002.79	PO-2024-3201
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	54.25	PO-2024-3220
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	678.43	PO-2024-3232
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	164.00	PO-2024-3233
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	323.12	PO-2024-3235
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	82.52	PO-2024-3237
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	82.52	PO-2024-3238
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	344.21	PO-2024-3239
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	701.36	PO-2024-3298
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	41.77	PO-2024-3311
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	119.06	PO-2024-3317
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	117.11	PO-2024-3319
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	714.57	PO-2024-3322
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	761.23	PO-2024-3323
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	698.72	PO-2024-3324
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	28.12	PO-2024-3346
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	317.81	PO-2024-3386
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	357.95	PO-2024-3393
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	14.39	PO-2024-3400
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	49.77	PO-2024-3459
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	161.28	PO-2024-3485
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	354.36	PO-2024-3513
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	143.37	PO-2024-3523
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	970.95	PO-2024-3527
12/18/2024	34250	AMAZON CAPITAL SERVICES, INC	594.29	PO-2024-3528
12/18/2024	34251	AMERICAN REFUSE, INC.	103.13	452 W LOS ANGELES

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12/18/2024	34251	AMERICAN REFUSE, INC.	456.78	455/459 E EUCLID AVE
12/18/2024	34251	AMERICAN REFUSE, INC.	206.27	650 JAMES ST
12/18/2024	34252	AN ICON COMPANY, LLC	194.85	PO-2024-2963
12/18/2024	34252	AN ICON COMPANY, LLC	73.07	PO-2024-2995
12/18/2024	34252	AN ICON COMPANY, LLC	64.68	PO-2024-3012
12/18/2024	34252	AN ICON COMPANY, LLC	117.03	PO-2024-3035
12/18/2024	34252	AN ICON COMPANY, LLC	602.05	PO-2024-3046
12/18/2024	34252	AN ICON COMPANY, LLC	73.07	PO-2024-3127
12/18/2024	34252	AN ICON COMPANY, LLC	65.04	PO-2024-3134
12/18/2024	34252	AN ICON COMPANY, LLC	130.06	PO-2024-3349
12/18/2024	34252	AN ICON COMPANY, LLC	86.71	PO-2024-3434
12/18/2024	34252	AN ICON COMPANY, LLC	289.56	PO-2024-3435
12/18/2024	34253	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	174.30	425 N CALIFRONIA ST SERVICE CALL
12/18/2024	34253	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	411.33	Monitoring fire fee-1/1/2025-3/31/2025 for California St
12/18/2024	34254	BLUETRITON BRANDS INC	686.76	850 J ST LATHROP ACCT# 0034407445 11/11/24 - 12/10/24
12/18/2024	34255	BLUETRITON BRANDS INC	3.67	2900 M ST - LBNC ACCT# 6701364039 11/11/24 - 12/10/24
12/18/2024	34256	BLUETRITON BRANDS INC	221.58	1600 POPLAR AVE WASCO ACCT# 6702977123 11/05/24 - 12/04/24
12/18/2024	34257	BLUETRITON BRANDS INC	147.63	929 BROADWAY ST WASCO ACCT# 6703192013 11/07/24 - 12/06/24
12/18/2024	34258	BRADY INDUSTRIES	6,020.89	PO-2024-1267
12/18/2024	34259	BRONCO ELECTRIC INC	257.38	STERLING
12/18/2024	34260	BRONCO ELECTRIC INC	648.20	ANGELA MARTINEZ EFF DATE 04/30/24
12/18/2024	34261	CA ASSOCIATION OF FOOD BANKS	4,676.88	PO-2024-1235/CANTALOUPES
12/18/2024	34261	CA ASSOCIATION OF FOOD BANKS	200.00	PO-2024-2479/ORANGES
12/18/2024	34262	CAPK FOUNDATON	2,568.61	Expenses for Advisory Board FHCC Mixer
12/18/2024	34263	CAZADOR CONSULTING GROUP INC	1,126.65	OPS - GABRIEL NAHE
12/18/2024	34264	CDW GOVERNMENT LLC	(1,035.79)	Credit for IT Purchase/PO-2024-2763/EFF DATE 09/26/24
12/18/2024	34264	CDW GOVERNMENT LLC	(2,865.14)	CREDIT FOR IT PURCHASE/PO-2024-2768
12/18/2024	34264	CDW GOVERNMENT LLC	(1,019.74)	Credit for IT Re-Purchase PO-2024-2763
12/18/2024	34264	CDW GOVERNMENT LLC	1,114.81	IT Purchase/PO-2024-2763 REORDER
12/18/2024	34264	CDW GOVERNMENT LLC	1,020.96	IT RE-Purchase/PO-2024-2763
12/18/2024	34264	CDW GOVERNMENT LLC	2,865.14	IT Re-Purchase/PO-2024-2768
12/18/2024	34264	CDW GOVERNMENT LLC	3,450.10	PO-2024-3318
12/18/2024	34264	CDW GOVERNMENT LLC	1,114.81	PO-2024-3508
12/18/2024	34264	CDW GOVERNMENT LLC	(1,088.72)	Reimbursement for credit owed to the Agency/EFF DATE 06/30/2
12/18/2024	34265	CHEVRON AND TEXACO BUSINESS CARD SERVICES	7,536.53	0496-00-519779-3
12/18/2024	34266	CHEVRON AND TEXACO BUSINESS CARD SERVICES	379.39	0496-00-516518-8
12/18/2024	34267	CHEVRON AND TEXACO BUSINESS CARD SERVICES	2,084.42	0496-00-566694-6
12/18/2024	34268	CHILD AND FAMILY PSYCHOLOGY CLINIC, INC	9,270.00	CONSULTANT SERVICES - OCT 2024/Dr. Michael E Kirk

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12/18/2024	34269	CLARK PEST CONTROL OF STOCKTON, INC	334.00	PO-2024-3240
12/18/2024	34270	CLASSIC CHARTER INC	39.50	Time Overage for Charter
12/18/2024	34271	COLOMBO CONSTRUCTION COMPANY INC.	646,268.38	PO-2024-2860/CENTRAL KITCHEN EXPANSION
12/18/2024	34272	CORPORATE TRADITIONS LLC	5,000.00	KHEP taft
12/18/2024	34273	CREATIVE FINANCIAL STAFFING LLC	1,564.00	BRIANNA ORTIZ/PO-2024-2917
12/18/2024	34273	CREATIVE FINANCIAL STAFFING LLC	1,564.00	PO-2024-2917/BRIANNA ORTIZ
12/18/2024	34273	CREATIVE FINANCIAL STAFFING LLC	1,520.00	TYANNA PRINCE
12/18/2024	34273	CREATIVE FINANCIAL STAFFING LLC	4,500.00	TYANNA PRINCE Conversion Invoice #124490922
12/18/2024	34274	CROWN EQUIPMENT CORPORATION	773.15	PO-2024-3186/V-022
12/18/2024	34274	CROWN EQUIPMENT CORPORATION	160.00	PO-2024-3186/V-045
12/18/2024	34275	CSG-NAM, LLC	726.45	CONSOLIDATED NOVEMBER 2024 INVOICE
12/18/2024	34276	DELL FINANCIAL SERVICES LLC	846.81	Equipment Lease
12/18/2024	34277	DELL TECHNOLOGIES, INC.	90.11	PO-2024-3507
12/18/2024	34278	DENISE COOPER	122.57	Travel Liquidation -PAT Conference 10/14/24 - 10/17/24 SJC H
12/18/2024	34279	DISCOUNT SCHOOL SUPPLY	188.69	PO-2024-3360
12/18/2024	34280	DONAHUE TRUCK CENTERS	1,211.53	PO-2024-2751
12/18/2024	34280	DONAHUE TRUCK CENTERS	142.59	PO-2024-2751/04-16
12/18/2024	34280	DONAHUE TRUCK CENTERS	142.59	PO-2024-2751/04-49
12/18/2024	34280	DONAHUE TRUCK CENTERS	142.59	PO-2024-2752/04-17
12/18/2024	34280	DONAHUE TRUCK CENTERS	2,070.28	PO-2024-2752/04-18
12/18/2024	34280	DONAHUE TRUCK CENTERS	142.59	PO-2024-2752/04-37
12/18/2024	34281	ECOLAB FOOD SAFETY SPECIALTIES	140.67	PRIMEROS PASOS
12/18/2024	34282	ECOLAB FOOD SAFETY SPECIALTIES	169.38	HLH
12/18/2024	34283	ELIZABETH WILLIAMS	322.27	Travel Liquidation Leadership Retreat Stockton, CA 111824-11
12/18/2024	34284	ELSA NAVARRETE	482.14	Travel Liquidation R9HSA 2024 Family Engagement & Cultural E
12/18/2024	34285	ELSA NAVARRETE	322.27	Travel Liquidation Leadership Retreat Stockton, CA 111824- 1
12/18/2024	34286	ERNESTO LEON	298.82	TRAVEL LIQUIDATION - ERNESTO LEON - CALCAPA ANNUAL CONFERENC
12/18/2024	34287	ESCUELITA HERNANDEZ LITTLE SCHOOL	10,712.31	NOVEMBER 2024
12/18/2024	34288	ESPERANZA CONTRERAS	322.27	Travel LiquidationLeadership Retreat Stockton, CA 111824-112
12/18/2024	34289	ESTEFANIE VIDAURY	68.34	MILEAGE REIMBURSEMENT
12/18/2024	34290	FIVE9 INC	3,884.03	Five9 Long Distance Invoice
12/18/2024	34291	FIVE9 INC	5,451.21	Reccuring Five9 Invoice
12/18/2024	34292	FLOWERS BAKERIES SALES OF SOCAL, LLC	35.42	PO-2024-1431
12/18/2024	34293	FLOWERS BAKERIES SALES OF SOCAL, LLC	154.56	PO-2024-1431

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/18/2024	34294	FRESHPOINT CENTRAL CALIFORNIA, INC	2,101.92	PO-2024-2383
12/18/2024	34295	FRONTIER COMMUNICATIONS HOLDINGS LLC	60.72	530-199-7754-070207-5
12/18/2024	34296	FRONTIER COMMUNICATIONS HOLDINGS LLC	72.43	661-763-9280-072009-5
12/18/2024	34297	FRONTIER COMMUNICATIONS HOLDINGS LLC	58.08	661-797-1062-112195-5
12/18/2024	34298	FRONTIER COMMUNICATIONS HOLDINGS LLC	764.70	760-246-4182-011911-5
12/18/2024	34299	FRONTIER COMMUNICATIONS HOLDINGS LLC	82.61	760-375-1435-080295-5
12/18/2024	34300	FRONTIER COMMUNICATIONS HOLDINGS LLC	272.75	909-589-0810-071612-5
12/18/2024	34301	GARCIA INDUSTRIES INC	18,078.60	L24-218/STEPHANIE COLIN/4526 MARSHA ST/PO-2024-2313/ED092624
12/18/2024	34302	GARDEN PATHWAYS INC	7,347.67	NOVEMBER 2024
12/18/2024	34303	GARDEN PATHWAYS INC	3,334.00	UPI CVI Training
12/18/2024	34304	HD Supply Facilites Maintenance LTD	129.36	PO-2024-3265
12/18/2024	34305	HEWLETT-PACKARD COMPANY	2,089.61	Equipment Rent/Lease Invoice# 0502111
12/18/2024	34306	HEY SALTY, INC	450.00	Website Hosting Maintenance
12/18/2024	34307	IDEAL SPECIALTIES INC	300.00	PO-2024-1238
12/18/2024	34308	IMPERIAL BAG & PAPER CO, LLC	159.69	PO-2024-2545
12/18/2024	34309	IMPERIAL BAG & PAPER CO, LLC	77.00	PO-2024-2448
12/18/2024	34310	IMPERIAL BAG & PAPER CO, LLC	68.58	PO-2024-2448
12/18/2024	34311	IMPERIAL BAG & PAPER CO, LLC	68.27	PO-2024-2448
12/18/2024	34312	IMPERIAL BAG & PAPER CO, LLC	327.80	PO-2024-2552
12/18/2024	34313	IMPERIAL BAG & PAPER CO, LLC	61.05	PO-2024-2553
12/18/2024	34314	IMPERIAL BAG & PAPER CO, LLC	661.60	PO-2024-2545
12/18/2024	34315	IMPERIAL BAG & PAPER CO, LLC	409.58	PO-2024-2552
12/18/2024	34316	IMPERIAL BAG & PAPER CO, LLC	68.74	PO-2024-2448
12/18/2024	34317	IMPERIAL BAG & PAPER CO, LLC	205.27	PO-2024-2545
12/18/2024	34318	IMPERIAL BAG & PAPER CO, LLC	165.54	PO-2024-2552
12/18/2024	34319	IMPERIAL BAG & PAPER CO, LLC	651.12	PO-2024-2545

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12/18/2024	34320	IMPERIAL BAG & PAPER CO, LLC	457.50	PO-2024-2552
12/18/2024	34321	IMPERIAL BAG & PAPER CO, LLC	260.92	PO-2024-2545
12/18/2024	34322	IMPERIAL BAG & PAPER CO, LLC	490.88	PO-2024-2552
12/18/2024	34323	IMPERIAL BAG & PAPER CO, LLC	68.58	PO-2024-2448
12/18/2024	34324	IMPERIAL BAG & PAPER CO, LLC	711.72	PO-2024-2545
12/18/2024	34325	IMPERIAL BAG & PAPER CO, LLC	157.65	PO-2024-2552
12/18/2024	34326	IMPERIAL BAG & PAPER CO, LLC	60.63	PO-2024-2553
12/18/2024	34327	IMPERIAL BAG & PAPER CO, LLC	33.30	PO-2024-2448
12/18/2024	34328	IMPERIAL BAG & PAPER CO, LLC	57.41	PO-2024-2545
12/18/2024	34329	IMPERIAL BAG & PAPER CO, LLC	57.41	PO-2024-2545
12/18/2024	34330	IMPERIAL BAG & PAPER CO, LLC	114.81	PO-2024-2545
12/18/2024	34331	JERRY MEADE	614.73	Travel Liquidation Child Care orientation, HSPPS Implementat
12/18/2024	34332	JERRY MEADE	322.27	Travel Liquidation Leadership Retreat and Staff meeting Stoc
12/18/2024	34333	JESSICA REYES GONZALEZ	164.15	November Mileage for Jessica Reyes Gonzalez
12/18/2024	34334	JORONCO RENTALS, INC	435.03	PO-2024-2550
12/18/2024	34335	JORONCO RENTALS, INC	895.98	PO-2024-2965
12/18/2024	34336	JORONCO RENTALS, INC	356.00	1300 18th St Ribbon Cutting Event
12/18/2024	34337	KAPLAN EARLY LEARNING CO	436.46	PO-2024-3246
12/18/2024	34338	KAPLAN EARLY LEARNING CO	284.69	PO-2024-3284
12/18/2024	34339	KAPLAN EARLY LEARNING CO	552.03	PO-2024-3057
12/18/2024	34340	KAPLAN EARLY LEARNING CO	552.03	PO-2024-3057
12/18/2024	34341	KAPLAN EARLY LEARNING CO	990.36	PO-2024-3328
12/18/2024	34342	KAPLAN EARLY LEARNING CO	2,880.33	PO-2024-3331
12/18/2024	34343	KAPLAN EARLY LEARNING CO	80.97	PO-2024-3361
12/18/2024	34344	KAPLAN EARLY LEARNING CO	1,187.95	PO-2024-3365
12/18/2024	34345	KAPLAN EARLY LEARNING CO	351.66	PO-2024-3340
12/18/2024	34346	KAPLAN EARLY LEARNING CO	213.82	PO-2024-3357
12/18/2024	34347	KAPLAN EARLY LEARNING CO	45.57	PO-2024-3354
12/18/2024	34348	KAPLAN EARLY LEARNING CO	2,410.60	PO-2024-3413
12/18/2024	34349	KAPLAN EARLY LEARNING CO	1,411.68	PO-2024-3411
12/18/2024	34350	KAPLAN EARLY LEARNING CO	221.41	PO-2024-3431
12/18/2024	34351	KATOM RESTAURANT SUPPLY, INC	6,635.25	PO-2024-3384
12/18/2024	34352	KEITH JACKSON	342.32	TRAVEL LIQUIDATION - KEITH JACKSON - CALCAPA CONFERENCE - MO
12/18/2024	34353	KELLY LOWERY	557.93	TRAVEL LIQUIDATION - KELLY LOWERY - CALCAPA, MONTEREY, CA -
12/18/2024	34354	KERNVILLE UNION SCHOOL DISTRICT	26,494.59	PO-2024-2299

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12/18/2024	34355	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	5,250.00	KDG INVOICE FOR NOVEMBER 2024 - 062 EMPLOYMENT LAW
12/18/2024	34356	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	1,480.27	KDG NOVEMBER 2024 INVOICE - 076 REGINA BLACKWELL
12/18/2024	34357	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	742.00	KDG INVOICE FOR NOVEMBER 2024 - M92 THERESE DOZIER
12/18/2024	34358	KNIGHT'S SITE SERVICES INC	4,148.10	CUSTOMER NO 019832 2900 M ST
12/18/2024	34359	KRAZAN & ASSOCIATES INC	2,296.00	PO-2024-3088
12/18/2024	34360	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	105.00	PO-2024-1552
12/18/2024	34361	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	290.00	PO-2024-1207
12/18/2024	34362	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	75.00	PO-2024-1552
12/18/2024	34363	LETISHA BROOKS	57.00	Reimbursement Get Bus Pass
12/18/2024	34364	LOUIS GILL	276.30	Travel Liquidation R9HSA 2024 Family Engagement & Cultural E
12/18/2024	34365	MARIA GUADIAN	322.27	Travel Liquidation Leadership Retreat Stockton, CA 111824-11
12/18/2024	34366	MISSION LINEN SUPPLY	10,913.66	ACC 301151 PO-2024-3567
12/18/2024	34366	MISSION LINEN SUPPLY	1,458.41	ACC 316102 PO-2024-3567
12/18/2024	34366	MISSION LINEN SUPPLY	91.19	ACC 322666 PO-2024-3050
12/18/2024	34367	MOLLY & BRUCE BUSACCA INC	1,655.00	OPS PO-2024-3161 MCAP ALARM SYST W/REMOTE ACCESS
12/18/2024	34368	MOLLY & BRUCE BUSACCA INC	80.00	MCAP PO-2024-3165 ALARM SYST MONIT 12/1/24 -12/31/24
12/18/2024	34369	MOLLY & BRUCE BUSACCA INC	89.00	OPS PO-2024-3165 NOV 2024 MCAP SECURE SYSTEM
12/18/2024	34370	MOLLY & BRUCE BUSACCA INC	9.00	OPS PO-2024-3165 DEC 24 REMAINING INV BALANCE MCAP
12/18/2024	34371	NARAMA INC	2,986.40	MCAP PO-2024-3545 COMM EDUC MATERIALS/APPAREL
12/18/2024	34372	NARAMA INC	6,842.70	HSPDM PO-2024-3111 ENROLLMENT & ATTEND PROMO MATERIALS
12/18/2024	34373	OFFICE IMAGING, INC	182.13	TKC-2894; 5 REAL RD; PO-2024-1423
12/18/2024	34373	OFFICE IMAGING, INC	129.32	TKC-2984; 1300 18TH ST 2ND FL CALFRESH; PO-2024-1415
12/18/2024	34373	OFFICE IMAGING, INC	403.07	TKC-2984; 1300 18TH ST HR
12/18/2024	34373	OFFICE IMAGING, INC	23.00	TKC-2984; 1410 11TH ST; PO-2024-1352
12/18/2024	34373	OFFICE IMAGING, INC	33.95	TKC-2984; 500 E CALIFORNIA AVE
12/18/2024	34373	OFFICE IMAGING, INC	1,709.73	TKC-2984; VARIOUS HS LOCATIONS
12/18/2024	34374	ORKIN PEST CONTROL	8,090.65	VARIOUS SITES - OCTOBER MONTHLY SERVICE
12/18/2024	34375	ORKIN PEST CONTROL	6,539.67	VARIOUS SITES - NOVEMBER MONTHLY SERVICE
12/18/2024	34376	ORVILLE ABELLO	82.50	Travel Advance Staff Development withmain office Bakersfeil
12/18/2024	34377	PAPER CONNECTION INC	1,304.06	PO-2024-3465
12/18/2024	34378	PAPER CONNECTION INC	2,454.75	PO-2024-3464
12/18/2024	34379	PAPER CONNECTION INC	559.23	PO-2024-3574
12/18/2024	34380	PAPER CONNECTION INC	384.63	PO-2024-3575

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12/18/2024	34381	PAULIN INDUSTRIES, INC.	7,516.00	JANITORIAL SERVICES - NOV 2024 VARIOUS LOCATIONS
12/18/2024	34381	PAULIN INDUSTRIES, INC.	13,483.40	JANITORIAL SERVICES - OCT 2024 VARIOUS LOCATIONS
12/18/2024	34382	PIUSER STONE AND TILE, INC.	50,355.00	STERLING KITCHEN - 50% PHASE TWO PO-2024-3135
12/18/2024	34383	POWER MACHINERY CENTER	84.63	SERIAL 9303007
12/18/2024	34383	POWER MACHINERY CENTER	84.63	SERIAL 9303008 PO-2024-3400
12/18/2024	34383	POWER MACHINERY CENTER	1,022.34	SERIAL 9303789 PO-2024-3000
12/18/2024	34383	POWER MACHINERY CENTER	84.63	SERIAL 9303791 PO-2024-3000
12/18/2024	34383	POWER MACHINERY CENTER	198.88	SERIAL 9P4880 PO-2024-3000
12/18/2024	34383	POWER MACHINERY CENTER	198.88	SERIAL 9W23909 PO-2024-3000
12/18/2024	34383	POWER MACHINERY CENTER	99.44	SERIAL 9W2632 PO-2024-3000
12/18/2024	34384	RASHI STROTHER	27.00	Travel Liquidation -PAT Conference 10/14/24 - 10/17/24 SJC E
12/18/2024	34385	ROONECIA MORADO	100.00	Roonecia Morado - SDA Reimbursement - CPR - 12/10/2024
12/18/2024	34386	ROSITA C CURRY	410.88	Travel Liquidation - PAT Conference 10/14/24 - 10/17/24 Home
12/18/2024	34387	SAVE MART SUPERMARKETS	81.83	AUTH# 806137 REF# 017888 12/05/2024 FOOD EXP ALL CENTERS
12/18/2024	34388	SAVE MART SUPERMARKETS	121.65	AUTH# 806723 REF# 018553 12/06/2024 PLAY-DOH ALL CENTERS
12/18/2024	34389	SAVE MART SUPERMARKETS	80.33	AUTH# 800674 REF# 010516 TRX: 248 12/16/24 SPECIAL DIET DAIR
12/18/2024	34390	SAVE MART SUPERMARKETS	52.40	AUTH# 808030 REF# 038603 12/10/2024 SPECIAL DIET GROC/DAIRY
12/18/2024	34391	SAVE MART SUPERMARKETS	235.56	AUTH# 728054 REF# 053637 12/10/2024 SPECIAL DIET GROC/DAIRY
12/18/2024	34392	SAVE MART SUPERMARKETS	203.60	AUTH:800632 SEQ# 056043 12/16/24 TERM:5 TRX:134 SPECIAL DIET
12/18/2024	34393	SAVE MART SUPERMARKETS	305.01	AUTH# 728935 REF# 072843 12/12/2024 SPECIAL DIET GROCERY
12/18/2024	34394	SMART & FINAL	59.67	ACCT# 326821 REF# 115611 12/12/2024 EK EOY DEV DAY @ ROSAMON
12/18/2024	34395	SMART & FINAL	258.18	ACCT# 326821 REF# 914322 12/02/2024 FAMILY ENG EVENT SUPPLIE
12/18/2024	34396	SMART & FINAL	266.71	ACCT# 326821 REF# 255988 12/12/2024 12 DAYS OF CAPK
12/18/2024	34397	SMART & FINAL	688.82	ACCT# 326821 REF# 221711 12/03/2024 12 DAYS CAPK CELEBRATION
12/18/2024	34398	SMART & FINAL	220.17	ACCT# 326821 REF# 161977 12/04/2024 REFRESH FOR ORIENTATION
12/18/2024	34399	SMART & FINAL	165.12	ACCT# 326821 REF# 289500 12/06/2024 FOR 12 DAYS OF CAPK
12/18/2024	34400	SSD ALARM, INC	204.39	WIC-2739 DIAMOND ST STE B 01/01/25 - 03/31/25 ALARM SVCS
12/18/2024	34401	STAPLES ADVANTAGE	242.55	HSADPro PO-2024-3438 ORD# 7646573789 OFFICE SUPPLIES
12/18/2024	34401	STAPLES ADVANTAGE	1,056.90	HSPRTNR PO-2024-3385 ORD# 7646060508 HVP SUPPLIES

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12/18/2024	34403	STINSON STATIONERS	1,228.39	CK PO-2024-3391 AOPD OFFICE SUPPLIES
12/18/2024	34403	STINSON STATIONERS	959.19	FINANCE PO-2024-3554 COPY PAPER & WHITE BORAD CONF ROOM
12/18/2024	34403	STINSON STATIONERS	1,439.29	HS PRGRM PO-2024-3489 ADMIN HS/EHS 2025 STAFF CALENDARS
12/18/2024	34403	STINSON STATIONERS	1,297.98	HS PRGRM PO-2024-3491 ROSAMOND OFFICE SUPPLIES
12/18/2024	34403	STINSON STATIONERS	970.13	HS PRGRM PO-2024-3492 CLEO FLORAN OFFICE SUPPLIES
12/18/2024	34403	STINSON STATIONERS	1,188.26	HS PRGRM PO-2024-3493 VINELAND OFFICE SUPPLIES
12/18/2024	34403	STINSON STATIONERS	1,052.95	HS PRGRM PO-2024-3494 STOCKDALE OFFICE SUPPLIES
12/18/2024	34403	STINSON STATIONERS	887.43	HS PRGRM PO-2024-3558 18TH ST 2ND FL OFFICE PAPER
12/18/2024	34403	STINSON STATIONERS	89.19	HS PRGRM PO-2024-3633 VINELAND OFFICE SUPPLIES
12/18/2024	34403	STINSON STATIONERS	721.96	HS PRGRM PO-2024-3634 MJ MORGAN OFFICE SUPPLIES
12/18/2024	34403	STINSON STATIONERS	445.63	HSPDM PO-2024-3419 ENROLL & ATTEND SUPPLIES
12/18/2024	34403	STINSON STATIONERS	804.39	HSQA PO-2024-3397 OFFICE FURNITURE
12/18/2024	34403	STINSON STATIONERS	163.20	LBNC PO-2024-3488 OFFICE SUPPLIES
12/18/2024	34403	STINSON STATIONERS	216.50	OPS PO-2024-3189 TEMPURPEDIC CHAIR - MARIANA
12/18/2024	34404	SYLVIA ORTEGA	183.25	Travel Liquidation Child Care Orientation,Fresno, CA OHS upd
12/18/2024	34405	SYLVIA ORTEGA	322.27	Travel Liquidation Leadership Retreat Stockton, CA 111824-11
12/18/2024	34406	SYSCO FOOD SERVICES OF VENTURA INC	1,753.14	2900 M ST PO-2024-2877 ORD# 1737016
12/18/2024	34407	SYSCO FOOD SERVICES OF VENTURA INC	1,195.74	2900 M ST PO-2024-2877 ORD# 1739128 & 1739075
12/18/2024	34408	SYSCO FOOD SERVICES OF VENTURA INC	1,560.43	3101 MALL VIEW RD PO-2024-1255 ORD# 1737134
12/18/2024	34409	SYSCO FOOD SERVICES OF VENTURA INC	1,394.66	2900 M ST PO-2024-2877 ORD# 1743772
12/18/2024	34410	SYSCO FOOD SERVICES OF VENTURA INC	1,374.78	3101 MALL VIEW RD PO-2024-1268 ORD# 1744645
12/18/2024	34411	SYSCO FOOD SERVICES OF VENTURA INC	1,033.26	3101 MALL VIEW RD PO-2024-1255 ORD# 1744657
12/18/2024	34412	SYSCO FOOD SERVICES OF VENTURA INC	23,504.23	3101 MALL VIEW RD PO-2024-1255 ORD# 1744707
12/18/2024	34413	SYSCO FOOD SERVICES OF VENTURA INC	517.54	3101 MALL VIEW RD PO-2024-1266 ORD# 1744855
12/18/2024	34414	SYSCO FOOD SERVICES OF VENTURA INC	1,342.17	2900 M ST PO-2024-2877 ORD# 1746586
12/18/2024	34415	SYSCO FOOD SERVICES OF VENTURA INC	1,881.16	3101 MALL VIEW RD PO-2024-1268 ORD# 1751803
12/18/2024	34416	SYSCO FOOD SERVICES OF VENTURA INC	24.55	3101 MALL VIEW RD PO-2024-1255 ORD# 1751809
12/18/2024	34417	SYSCO FOOD SERVICES OF VENTURA INC	489.14	3101 MALL VIEW RD PO-2024-1255 ORD# 1751882

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12/18/2024	34418	SYSCO FOOD SERVICES OF VENTURA INC	28.57	3101 MALL VIEW RD PO-2024-1268 ORD# 1752014
12/18/2024	34419	SYSCO FOOD SERVICES OF VENTURA INC	25,929.86	3101 MALL VIEW RD PO-2024-1255 ORD# 1752105
12/18/2024	34420	TEL TEC SECURITY SYSTEMS INC	5,434.07	MAINT PO-2024-3136 JOB# 241000569 JEWETT BURG ALARM UPGRADE
12/18/2024	34421	TRAFFIC MANAGEMENT, INC.	151.13	PETE PARRA REF# 06-1924441 WO# 16822 11/13/2024
12/18/2024	34422	VAL-PRO, INC	1,289.25	PO-2024-1138/MISC PRODUCE
12/18/2024	34423	VAL-PRO, INC	235.20	PO-2024-1138/MISC PRODUCE
12/18/2024	34424	VAL-PRO, INC	70.50	PO-2024-1138/MISC PRODUCE
12/18/2024	34425	VAL-PRO, INC	278.00	PO-2024-1138/MISC PRODUCE
12/18/2024	34426	VALLEY GARBAGE SERVICE	480.62	5704 PIONEER DR JAN 2025 SERVICES
12/18/2024	34427	VERNON SORENSON MD INC	25.00	DOT RAPID FREDY A JIMENEZ CORRALES DOS: 09/23/2024
12/18/2024	34428	VERNON SORENSON MD INC	4,353.00	Pre-Employment Physical - Various Inv# 00562855-00
12/18/2024	34429	VERNON SORENSON MD INC	60.00	DOT & DS MELODY A. ALDEN - TAFT - DOS: 10/01/2024
12/18/2024	34430	VERNON SORENSON MD INC	25.00	DOT RAPID QUEEN ESTHER DODD DOS: 10/30/2024
12/18/2024	34431	VERNON SORENSON MD INC	25.00	DOT RAPID STEPHANIE E. NEIRO-NELSON DOS: 10/03/2024
12/18/2024	34432	VERNON SORENSON MD INC	260.00	Pre-Employment Physical - Avila, Steers & Whitman Inv# 00562
12/18/2024	34433	VERNON SORENSON MD INC	25.00	DOT RAPID ALMA C. MENDOZA - SUNRISE VILLA - DOS: 10/17/2024
12/18/2024	34434	VERNON SORENSON MD INC	2,983.00	Pre-Employment Physical - Various Inv# 00564048-00
12/18/2024	34435	VERNON SORENSON MD INC	25.00	DOT RAPID - ERIKA MALDONADO - DOS: 11/26/2024
12/18/2024	34436	VERNON SORENSON MD INC	25.00	DOT RAPID - OLGA CASTRO DOS: 11/20/2024 - HVP
12/18/2024	34437	W W GRAINGER INC	56.64	PETE PARRA
12/18/2024	34438	W W GRAINGER INC	31.98	PETE PARRA > CLASS 1
12/18/2024	34439	W W GRAINGER INC	44.45	HARVEY HALL > ROOM B
12/18/2024	34440	W W GRAINGER INC	296.10	ANGELA MARTINEZ
12/18/2024	34441	W W GRAINGER INC	107.91	SHAFTER
12/18/2024	34442	W W GRAINGER INC	138.95	PETE PARRA
12/18/2024	34443	W W GRAINGER INC	73.43	PETE PARRA
12/18/2024	34444	W W GRAINGER INC	39.44	OASIS > CLASS A
12/18/2024	34445	W W GRAINGER INC	42.42	OPS
12/18/2024	34446	W W GRAINGER INC	31.20	PETE PARRA > ROOM 3 & 4
12/18/2024	34447	W W GRAINGER INC	31.20	PETE PARRA EHS
12/18/2024	34448	W W GRAINGER INC	96.19	ANGELA MARTINEZ
12/18/2024	34449	W W GRAINGER INC	189.26	HERITAGE
12/18/2024	34450	W W GRAINGER INC	45.87	FOOD BANK
12/18/2024	34451	W W GRAINGER INC	21.17	ANGELA MARTINEZ
12/18/2024	34452	W W GRAINGER INC	113.01	ALICANTE
12/18/2024	34453	WIPFLI LLP	103,654.40	FIN PO-2024-3530 CAPK INTACCT 12/29/2024 - 12/28/2025
12/18/2024	34454	YOLANDA LOPEZ	677.52	Travel Liquidation Internal Monitoring Review @ Stockton, CA
12/20/2024	228157	AT&T	246.48	9391037343
12/20/2024	228157	AT&T	76.16	9391058624

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/20/2024	228157	AT&T	175.23	9391058680
12/20/2024	228157	AT&T	93.40	9391058729
12/20/2024	228157	AT&T	124.05	9391058795
12/20/2024	228157	AT&T	32.17	9391058818
12/20/2024	228157	AT&T	91.57	9391058913
12/20/2024	228157	AT&T	32.17	9391058944
12/20/2024	228157	AT&T	124.01	9391059050
12/20/2024	228157	AT&T	32.17	9391065525
12/20/2024	228158	CHRISTOPHER PERCIVAL	117.99	DELANO
12/20/2024	228158	CHRISTOPHER PERCIVAL	194.85	SHAFTER EHS
12/20/2024	228158	CHRISTOPHER PERCIVAL	194.08	STERLING
12/20/2024	228158	CHRISTOPHER PERCIVAL	115.00	WIC
12/20/2024	228159	LOWES COMPANIES INC	304.54	18TH ST
12/20/2024	228159	LOWES COMPANIES INC	71.94	ANGELA MARTINEZ
12/20/2024	228159	LOWES COMPANIES INC	20.00	ANGELA MARTINEZ > CLASS B
12/20/2024	228159	LOWES COMPANIES INC	142.80	FOOD BANK
12/20/2024	228159	LOWES COMPANIES INC	43.08	HERITAGE
12/20/2024	228159	LOWES COMPANIES INC	115.08	OPS
12/20/2024	228159	LOWES COMPANIES INC	26.02	PETE PARRA > CLASS 2
12/20/2024	228159	LOWES COMPANIES INC	268.15	TAFT
12/20/2024	228160	PG&E	514.71	1825 FELIZ DR BLDG 500
12/20/2024	228160	PG&E	175.38	2424 COTTONWOOD RD
12/20/2024	228160	PG&E	550.25	500 E CALIFORNIA AVE
12/20/2024	228160	PG&E	9.30	5704 PIONEER DR
12/20/2024	228161	1020 CECIL LLC	930.00	PO-2023-1405 650 JAMES ST - WIC JAN 2025
12/20/2024	228162	BEAR MOUNTAIN RECREATION & PARK DISTRICT	3,600.00	PO-2024-1407 10300 1/2 SAN DIEGO ST LAMONT JAN 2025
12/20/2024	228163	CITY OF ARVIN	652.38	PO-2024-1385 1111 BUSH ST ARVIN JAN 2025
12/20/2024	228164	COMMUNITY SERVICES AND EMPLOYMENT TRAINING	950.00	PO-2024-2099 155 K ST TULARE JAN 2025
12/20/2024	228165	COUNTY OF KERN	363.12	PO-2023-1938 2320 MT VERNON AVE JAN 2025 OP/TRASH FEE
12/20/2024	228166	FAIRFAX SCHOOL DISTRICT	575.00	PO-2024-1273 3301 VIRGINIA AVE JAN 2025 UTILITIES
12/20/2024	228166	FAIRFAX SCHOOL DISTRICT	2,728.00	PO-2024-1346 1500 S FAIRFAX RD JAN 2025
12/20/2024	228167	FIRST 5 MADERA COUNTY	1,223.14	PO-2023-1830 525 YOSEMITE AVE JAN 2025
12/20/2024	228168	FIRST CONGREGATIONAL CHURCH BAKERSFIELD	4,882.85	PO-2024-1027 5 REAL RD JAN 2025
12/20/2024	228169	G STREET PLAZA LLC	444.57	PO-2024-3309 244 G ST NEEDLES JAN 2025
12/20/2024	228170	HEARTS & LIVES	550.00	PO-2024-2826 24028 LAKE DR CRESTLINE JAN 2025
12/20/2024	228171	KERN COUNTY SUPERINTENDENT OF SCHOOLS	2,200.00	PO-2024-1391 1915 CECIL AVE DELANO JAN 2025
12/20/2024	228172	KERN ISLAND INVESTORS, GP	7,022.35	PO-2024-2793 1631 30TH ST JAN 2025
12/20/2024	228173	MARK AND HELENE MCELYEA	4,000.00	PO-2024-2176 425 N CALIF ST JAN 2025
12/20/2024	228174	MCFARLAND UNIFIED SCHOOL DISTRICT	100.00	PO-2024-1014 410 E PERKINS AVE MCFARLAND JAN 2025

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12/20/2024	228175	MERCED COUNTY OFFICE OF EDUCATION	253.67	PO-2024-1903 1850 WARDROBE AVE MERCED JAN 2025
12/20/2024	228176	MOJAVE UNIFIED SCHOOL DISTRICT	450.00	PO-2024-1066 9124 CATALPA AVE JAN 2025
12/20/2024	228177	MORE THAN ONE DIMENSION, INC.	1,800.00	PO-2024-2302 2550 E BELLE TERRACE STE 200 JAN 2025
12/20/2024	228178	NORTH OF THE RIVER RECR & PARK DIST	4,797.00	PO-2023-3390 401 WILLOW DR JAN 2025
12/20/2024	228179	OMNI FAMILY HEALTH	730.00	PO-2023-1211 525 ROBERTS LN BLDG B JAN 2025
12/20/2024	228179	OMNI FAMILY HEALTH	2,275.00	PO-2024-2340 1001 MAIN ST DELANO JAN 2025
12/20/2024	228179	OMNI FAMILY HEALTH	1,717.00	PO-2024-2889 4600 PANAMA LN JAN 2025
12/20/2024	228179	OMNI FAMILY HEALTH	1,545.00	PO-2024-2890 741 PALM AVE BLDG E WASCO JAN 2025
12/20/2024	228180	PREWITT FAMILY DECEDENTS TRUST	925.00	PO-2024-1053 108 S ROBINSON TEHACHAPI JAN 2025
12/20/2024	228181	RANCHO DE STINE LLC	14,175.00	PO-2024-2887 1300 STINE RD - MCAP JAN 2025
12/20/2024	228182	RONALD SHELAN	7,176.00	PO-2024-3119 236 W 4TH ST STOCKTON JAN 2025 + DEC 2024 DIFF
12/20/2024	228183	STELLAR PLAZA LLC	3,253.61	PO-2024-1343 11336 BARTLETT AVE 13&14 JAN 2025
12/20/2024	228184	SUNRISE VILLA PARTNERS	700.00	PO-2024-2797 1600 POPLAR AVE WASCO JAN 2025
12/20/2024	228185	TAFT CITY SCHOOL DISTRICT	4,780.23	PO-2024-1152 819 6TH ST TAFT JAN 2025
12/20/2024	228186	THE HOUSING AUTHORITY OF THE COUNTY OF KERN	700.00	PO-2023-1040 452 W LOS ANGELES JAN 2025
12/20/2024	228187	TULARE COUNTY OFFICE OF EDUCATION	500.00	PO-2024-1056 7000 DOE AVE TULARE JAN 2025
12/20/2024	228188	VINELAND SCHOOL DISTRICT	375.00	PO-2024-1139 14327 VINELAND RD JAN 2025
12/20/2024	228189	WAYSIDE CHAPEL COMMUNITY CHURCH, INC.	19,464.00	PO-2024-1690 2584 FELSITE AVE ROSAMOND JAN 2025
12/20/2024	228190	YABITO CORPORATION	1,548.00	PO-2024-3080 2739 DIAMOND ST B ROSAMOND JAN 2025
12/20/2024	228191	AT&T	32.08	9391058628
12/20/2024	228191	AT&T	30.65	9391058784
12/20/2024	228191	AT&T	32.08	9391058798
12/20/2024	228191	AT&T	93.31	9391058914
12/20/2024	228191	AT&T	33.24	9391058922
12/20/2024	228191	AT&T	120.48	9391059144
12/20/2024	228191	AT&T	121.62	9391060518
12/20/2024	228191	AT&T	100.94	9391060520
12/20/2024	228191	AT&T	40.44	9391060521
12/20/2024	228192	HOME DEPOT COMMERCIAL CREDIT	552.71	OPS
12/20/2024	228192	HOME DEPOT COMMERCIAL CREDIT	39.99	PETE PARRA > CLASS 4
12/20/2024	228192	HOME DEPOT COMMERCIAL CREDIT	41.07	SHAFTER EHS
12/20/2024	228192	HOME DEPOT COMMERCIAL CREDIT	43.97	STERLING

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12/20/2024	228192	HOME DEPOT COMMERCIAL CREDIT	80.31	SUNRISE VILLA
12/20/2024	228192	HOME DEPOT COMMERCIAL CREDIT	62.11	TEHACHAPI
12/20/2024	228193	LOWES COMPANIES INC	33.91	18TH ST
12/20/2024	228193	LOWES COMPANIES INC	19.60	ANGELA MARTINEZ
12/20/2024	228193	LOWES COMPANIES INC	153.23	CLEO FORAN
12/20/2024	228193	LOWES COMPANIES INC	10.35	FAIRFAX
12/20/2024	228193	LOWES COMPANIES INC	89.24	HERITAGE
12/20/2024	228193	LOWES COMPANIES INC	132.52	MJ MORGAN
12/20/2024	228193	LOWES COMPANIES INC	18.49	OPS
12/20/2024	228193	LOWES COMPANIES INC	65.98	STERLING > CLASS 3
12/20/2024	228193	LOWES COMPANIES INC	9.23	STERLING > CLASS 5 & 6
12/20/2024	228193	LOWES COMPANIES INC	35.95	STERLING > CLASS 5 & 7
12/20/2024	228193	LOWES COMPANIES INC	61.64	VINELAND
12/20/2024	228194	PG&E	(4,741.53)	1825 FELIZ DR / 317 MT VERNON AVE / 1807 FELIZ DR
12/20/2024	228194	PG&E	4,796.76	1825 FELIZ DR ADJUSTMENT
12/20/2024	228195	AT&T	64.27	9391058375
12/20/2024	228195	AT&T	30.65	9391058623
12/20/2024	228195	AT&T	62.61	9391058625
12/20/2024	228195	AT&T	32.08	9391058677
12/20/2024	228195	AT&T	117.93	9391058688
12/20/2024	228195	AT&T	32.25	9391058691
12/20/2024	228195	AT&T	32.11	9391058699
12/20/2024	228195	AT&T	32.08	9391058803
12/20/2024	228195	AT&T	32.08	9391058822
12/20/2024	228195	AT&T	32.08	9391058915
12/20/2024	228195	AT&T	30.52	9391059093
12/20/2024	228195	AT&T	101.21	9391059163
12/20/2024	228195	AT&T	121.62	9391059164
12/20/2024	228196	HOME DEPOT COMMERCIAL CREDIT	19.44	18TH ST
12/20/2024	228196	HOME DEPOT COMMERCIAL CREDIT	11.24	5 REAL RD
12/20/2024	228196	HOME DEPOT COMMERCIAL CREDIT	29.16	FOOD BANK
12/20/2024	228196	HOME DEPOT COMMERCIAL CREDIT	454.00	HARVEY HALL
12/20/2024	228196	HOME DEPOT COMMERCIAL CREDIT	561.56	MJ MORGAN
12/20/2024	228196	HOME DEPOT COMMERCIAL CREDIT	151.59	PETE PARRA
12/20/2024	228196	HOME DEPOT COMMERCIAL CREDIT	22.64	PRIMEROS PASOS
12/20/2024	228197	LOWES COMPANIES INC	604.24	18TH ST - HVP SUPPLIES
12/20/2024	228197	LOWES COMPANIES INC	292.65	5 REAL RD
12/20/2024	228197	LOWES COMPANIES INC	53.04	ANGELA MARTINEZ
12/20/2024	228197	LOWES COMPANIES INC	124.35	HARVEY HALL > CLASS C & D
12/20/2024	228197	LOWES COMPANIES INC	276.52	LBNC
12/20/2024	228197	LOWES COMPANIES INC	14.35	OASIS
12/20/2024	228197	LOWES COMPANIES INC	798.50	PETE PARRA
12/20/2024	228197	LOWES COMPANIES INC	2.01	SAN DIEGO
12/20/2024	228197	LOWES COMPANIES INC	35.98	VINELAND

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/20/2024	228198	HOME DEPOT COMMERCIAL CREDIT	(173.11)	ALICANTE RETURN
12/20/2024	228198	HOME DEPOT COMMERCIAL CREDIT	220.67	ANGELA MARTINEZ
12/20/2024	228198	HOME DEPOT COMMERCIAL CREDIT	5.38	HERITAGE
12/20/2024	228198	HOME DEPOT COMMERCIAL CREDIT	82.12	OPS
12/20/2024	228198	HOME DEPOT COMMERCIAL CREDIT	21.63	STERLING
12/20/2024	228198	HOME DEPOT COMMERCIAL CREDIT	76.58	STERLING > CLASS 1
12/20/2024	228198	HOME DEPOT COMMERCIAL CREDIT	66.78	STERLING > EHS
12/20/2024	228198	HOME DEPOT COMMERCIAL CREDIT	5.92	TEHACHAPI
12/20/2024	228199	LOWES COMPANIES INC	24.38	5 REAL RD
12/20/2024	228199	LOWES COMPANIES INC	45.18	ALICANTE
12/20/2024	228199	LOWES COMPANIES INC	135.62	FAIRFAX
12/20/2024	228199	LOWES COMPANIES INC	83.23	HARVEY HALL
12/20/2024	228199	LOWES COMPANIES INC	281.90	PETE PARRA
12/20/2024	228199	LOWES COMPANIES INC	11.89	VIRGINIA
12/20/2024	228200	ADILENE NAVA	109.21	MILEAGE REIMBURSEMENT
12/20/2024	228201	AIDE AVELAR	136.68	MILEAGE REIMBURSEMENT
12/20/2024	228202	ALEJANDRA SALVADOR	53.60	November 2024 Mileage Reimbursement
12/20/2024	228203	ALICIA GAMINO	51.59	MILEAGE REIMBURSEMENT
12/20/2024	228204	AMY A JIMENEZ	52.93	MILEAGE REIMBURSEMENT
12/20/2024	228205	ANA E HERNANDEZ PALAEROS	12.06	Mileage Reimbursement
12/20/2024	228206	ANA MARTINEZ	77.72	MILEAGE REIMBURSEMENT
12/20/2024	228207	ANGEL PEREZ AREVALO	38.19	Mileage Reimbursement
12/20/2024	228208	ANGEL TEJEDA	26.80	Mileage Reimbursement
12/20/2024	228209	AT&T	235.52	931058732
12/20/2024	228209	AT&T	245.76	9391058732
12/20/2024	228209	AT&T	32.08	9391058736
12/20/2024	228209	AT&T	32.08	9391058772
12/20/2024	228209	AT&T	126.09	9391059043
12/20/2024	228209	AT&T	154.19	9391059065
12/20/2024	228209	AT&T	59.93	9391059073
12/20/2024	228209	AT&T	80.14	9391059211
12/20/2024	228210	CARELI LEYVA	51.59	Mileage Reimbursement
12/20/2024	228211	CHRISTOPHER CUZUL	19.36	Local Parent Travel & Child Care Reimbursement
12/20/2024	228212	CYNTHIA RODRIGUEZ	74.37	November 2024 / Mileage Reimbursement
12/20/2024	228213	DOMINIQUE BASSI	7.10	Local Parent Travel & Child Care Reimbursement
12/20/2024	228214	EFRAIN RODRIGUEZ RAMIREZ	155.44	November 2024 Mileage Reimbursement
12/20/2024	228215	ERIKA SALAZAR	258.62	MILEAGE REIMBURSEMENT
12/20/2024	228216	ESTHER A REYES-GARZA	94.47	November 2024 Mileage Reimbursement
12/20/2024	228216	ESTHER A REYES-GARZA	58.96	September Mileage
12/20/2024	228217	FRANCIS VEGA	186.93	Mileage Reimbursement
12/20/2024	228218	HEIDY ESPINOZA	48.24	Mileage Reimbursement
12/20/2024	228219	IRIS LOPEZ	117.25	Mileage Reimbursement

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12/20/2024	228220	JACINTA ZEDPEDA	108.54	Mileage Reimbursement
12/20/2024	228221	JEREMIN EASTER	92.46	Mileage Reimbursement
12/20/2024	228222	JIMMIE ALVIDREZ	40.20	Mileage Reimbursement
12/20/2024	228223	JUANITA JACKSON	58.96	Mileage Reimbursement
12/20/2024	228224	KATERINA GONZALEZ	131.32	MILEAGE REIMBURSEMENT
12/20/2024	228225	KAYLONIE HOWARD	35.70	Parent Local Travel & Child Care Reimbursement
12/20/2024	228226	LANEISHA HAMMOND	32.16	November Mileage for Laneisha Hammond
12/20/2024	228227	LESLIE LOPEZ	36.18	Mileage Reimbursement
12/20/2024	228228	LIGIA JOHNSON	111.22	November 2024 Mileage Reimbursement
12/20/2024	228229	LORENA IBARRA	18.76	Mileage Reimbursement
12/20/2024	228230	MARIA ALICIA HUIZAR	96.48	Mileage Reimbursement
12/20/2024	228231	MARIA BARRIENTOS	18.76	Mileage Reimbursement
12/20/2024	228232	MARIA MARTINEZ	84.42	MILEAGE REIMBURSEMENT
12/20/2024	228233	MARISELA GONZALEZ	151.42	November 2024 Mileage Reimbursement
12/20/2024	228234	MARITZA LARA MARTINEZ	142.04	November 2024 Mileage Reimbursement
12/20/2024	228235	MARTHA ORDUNA	75.04	MILEAGE REIMBURSEMENT
12/20/2024	228236	MAYRA GARCIA	19.43	November Mileage for Mayra Garcia
12/20/2024	228237	MELISSA DEWITT	34.84	MILEAGE REIMBURSEMENT
12/20/2024	228238	MELIZA PEREZ VERDUSCO	45.56	Mileage Reimbursement
12/20/2024	228239	MICHELLE OLIVEROS	93.13	November 2024 Mileage Reimbursement
12/20/2024	228240	MONETTE BARAJAS	51.59	Mileage Reimbursement
12/20/2024	228241	MONICA LOPEZ	49.58	Mileage Reimbursement
12/20/2024	228242	MONIQUE ANTOINETTE TREVINO	66.33	Monique Trevino November Mileage
12/20/2024	228243	NALLELY SANCHEZ	81.74	MILEAGE REIMBURSEMENT
12/20/2024	228244	NATASHA COONROD	72.36	Mileage Reimbursement
12/20/2024	228245	NICOLE CALLAHAN	104.52	November 2024 Mileage Reimbursement
12/20/2024	228246	OLIVIA OTANEZ	10.72	Mileage Reimbursement
12/20/2024	228247	OSCAR W MARTINEZ	194.97	Mileage Reimbursement
12/20/2024	228248	PAULINO CRUZ	26.13	Mileage Reimbursement
12/20/2024	228249	RIGOBERTO REYES	90.45	Mileage Reimbursement
12/20/2024	228250	RITA FREGOSO	30.82	MILEAGE REIMBURSEMENT
12/20/2024	228251	ROSLYN CRUZ	109.21	November 2024 Mileage Reimbursement
12/20/2024	228252	RUBY REYES CRUZ	46.69	Local Parent Travel & Child Care Reimbursement
12/20/2024	228253	SANDRA MEJIA ESPARZA	280.06	November 2024 Mileage Reimbursement
12/20/2024	228254	SHEVADA DOVE-WILLIAMS	292.12	Mileage Reimbursement
12/20/2024	228255	TIYONNA MITCHELL	147.40	MILEAGE REIMBURSTMENT
12/20/2024	228256	TOMMIE SUE CORDOVA	89.78	MILEAGE REIMBURSEMENT
12/20/2024	228257	VALERIA VALDEZ LOPEZ	75.71	November 2024 Mileage Reimbursement
12/20/2024	228258	VALERIE CAMACHO	99.16	November 2024 Mileage Reimbursement
12/20/2024	228259	VICTORIA FLORES	35.51	MILEAGE REIMBURSEMENT
12/20/2024	228260	VIRGINIA NADINE MEDINA	26.13	V N Medina NOV 2024 Mileage
12/20/2024	228261	YESENIA RUBIRA	13.40	Mileage Reimbursement
12/20/2024	228262	LOWES COMPANIES INC	568.07	CALIFORNIA ST PO-2024-1063
12/20/2024	228262	LOWES COMPANIES INC	268.67	CALIFORNIA ST PO-2024-1136
12/20/2024	228262	LOWES COMPANIES INC	(40.00)	CALIFORNIA ST RETURN PO-2024-1063
12/20/2024	228262	LOWES COMPANIES INC	113.69	GIANONE PO-2024-1063
12/20/2024	228262	LOWES COMPANIES INC	76.66	GIANONE PO-2024-1136 / PO-2024-1063
12/20/2024	228262	LOWES COMPANIES INC	183.08	MARCI PO-2024-1063
12/20/2024	228262	LOWES COMPANIES INC	218.43	MARCI PO-2024-1136
12/20/2024	228262	LOWES COMPANIES INC	53.37	MARCI PO-2024-1136 / PO-2024-1063

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/20/2024	228262	LOWES COMPANIES INC	(12.37)	MARCI RETURN PO-2024-1136
12/20/2024	228262	LOWES COMPANIES INC	149.57	VARIOUS SJ LOCATIONS PO-2024-1063
12/20/2024	228263	LOWES COMPANIES INC	42.72	5 REAL RD
12/20/2024	228263	LOWES COMPANIES INC	106.76	HARVEY HALL
12/20/2024	228263	LOWES COMPANIES INC	23,498.88	Inv. 973314 - INVENTORY
12/20/2024	228263	LOWES COMPANIES INC	131.49	LODI PO-2024-1063
12/20/2024	228263	LOWES COMPANIES INC	27.74	OPS
12/20/2024	228263	LOWES COMPANIES INC	534.81	PO-2024-2155; CALAIM JANA STACY
12/20/2024	228263	LOWES COMPANIES INC	31.04	VARIOUS SJ LOCATIONS PO-2024-1063
12/20/2024	228263	LOWES COMPANIES INC	62.79	VARIOUS SJ LOCATIONS PO-2024-1136
12/20/2024	228263	LOWES COMPANIES INC	33.18	VINELAND
12/20/2024	228263	LOWES COMPANIES INC	92.49	WILLOW
12/20/2024	228264	RUMMOUR MUNOZ	197.45	REGULAR/HP-VACATION PO HRS 13.82 X 17.91
12/20/2024	228265	RUMMOUR MUNOZ	1,186.42	REGULAR/V-VACATION HRS 80.00 X 17.91
12/20/2024	34455	AMAZON CAPITAL SERVICES, INC	323.08	PO-2024-2976
12/20/2024	34455	AMAZON CAPITAL SERVICES, INC	439.44	PO-2024-3025
12/20/2024	34455	AMAZON CAPITAL SERVICES, INC	359.86	PO-2024-3028
12/20/2024	34455	AMAZON CAPITAL SERVICES, INC	595.22	PO-2024-3173
12/20/2024	34456	SSD ALARM, INC	(13.64)	CREDIT - 5055 CAL AVE 101 REF WO# 269408 INV# R-00525284
12/20/2024	34456	SSD ALARM, INC	6,907.50	SSD ALARM - VARIOUS LOCATIONS 01/01/2025 - 03/31/2025
12/20/2024	34457	STAPLES ADVANTAGE	(303.09)	CM# 6016284906 PO-2024-2996 ORD# 7642444624 ORIG INV# 601477
12/20/2024	34457	STAPLES ADVANTAGE	400.32	HSPDM PO-2024-3269 ORD# 7646100314 ENROLL & ATTEND SUPPLIES
12/20/2024	34458	STINSON STATIONERS	(123.88)	CREDIT INV# 817778-0 10/05/2018 TONER CF413A PO 208893
12/20/2024	34458	STINSON STATIONERS	(96.61)	CREDIT INV# 902241-0 12/06/2019 TONER CF410A PO 211167
12/20/2024	34458	STINSON STATIONERS	(123.88)	CREDIT INV# 924394-0 03/23/2020 TONER CF412A PO 211677
12/20/2024	34458	STINSON STATIONERS	(437.42)	CREDIT INV#130634-0 10/15/2021 TONER CF410AQ PO-2021-2612
12/20/2024	34458	STINSON STATIONERS	1,268.72	FINANCE PO-2024-3314 NEW CHAIRS FOR EMPLOYEES
12/20/2024	34459	5905 NILES ST LLC	4,708.00	PO-2024-2586 6019 NILES ST 3 & 4 JAN 2025
12/20/2024	34460	BKAT, INC	10,920.00	PO-2024-1130 317 MT VERNON JAN 2025
12/20/2024	34461	COUNTY OF KERN - MORTGAGE PAYMENT ONLY	44,367.81	PO-2024-1003 1300 18TH ST JAN 2025 MORTGAGE PMT
12/20/2024	34462	DIOCESE OF FRESNO EDUCATION CORPORATION	3,450.00	PO-2024-1689 929 BORADWAY WASCO JAN 2025
12/20/2024	34463	DIVERSIFIED PROJECT SERVICES INTL., INC.	9,277.00	PO-2024-2133 5351 OLIVE DR JAN 2025
12/20/2024	34464	EAST HILLS ROADWAY ASSOCIATION	459.40	3101 MALL VIEW RD JAN 2025 CAM PARCEL 130-161-68

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/20/2024	34465	GRACE COMMUNITY CHURCH	1,496.64	PO-2024-1330 850 J ST LATHROP NOV 2024 UTILITIES
12/20/2024	34465	GRACE COMMUNITY CHURCH	4,705.20	PO-2024-1333 850 J ST LATHROP JAN 2025
12/20/2024	34466	JANET Y YU	700.00	PO-2024-2490 8401 CAL CITY BLVD STE 8 JAN 2025
12/20/2024	34467	JOHN REY	1,875.00	PO-2024-1729 15662 K ST MOJAVE JAN 2025
12/20/2024	34468	LODI MUSLIM MOSQUE	5,000.00	PO-2024-3118 701 S HUTCHINS ST LODI JAN 2025
12/20/2024	34469	M-R PROPERTIES	7,091.00	PO-2024-2157 1145 N HUNTER ST JAN 2025
12/20/2024	34470	MH 3101 MALL VIEW ROAD, LLC	6,000.00	PO-2024-3104 3101 MALL VIEW RD JAN 2025
12/20/2024	34471	OLLIE SHANKLE TRUSTEE (LESSOR)	10,225.00	PO-2024-2290 300 19TH ST JAN 2025
12/20/2024	34472	PROTEUS INC	375.00	PO-2024-1904 220 N 11TH AVE HANDFORD JAN 2025
12/20/2024	34473	ST. MARY'S DINING ROOM	1,477.78	PO-2024-1243 545 W SONORA ST SEP 2024 UTILITIES
12/20/2024	34474	ZREP LLC	3,950.17	PO-2023-2831 500 E CALIF AVE JAN 2025
12/20/2024	34475	AMAZON CAPITAL SERVICES, INC	2,446.37	PO-2024-2941
12/20/2024	34475	AMAZON CAPITAL SERVICES, INC	(573.81)	PO-2024-2941/CREDIT MEMO
12/20/2024	34476	W W GRAINGER INC	223.34	5 REAL RD
12/20/2024	34476	W W GRAINGER INC	(223.34)	5 REAL RD RETURN
12/20/2024	34477	AMAZON CAPITAL SERVICES, INC	2,394.46	PO-2024-2968
12/20/2024	34477	AMAZON CAPITAL SERVICES, INC	248.60	PO-2024-3292
12/20/2024	34478	W W GRAINGER INC	1,086.39	OPS
12/20/2024	34478	W W GRAINGER INC	(1,086.39)	OPS RETURN
12/20/2024	34479	W W GRAINGER INC	582.00	MARTHA J MORGAN
12/20/2024	34480	AMAZON CAPITAL SERVICES, INC	1,110.21	PO-2024-3164
12/20/2024	34481	ADRIANA LOPEZ	148.74	November 2024 Mileage Reimbursement
12/20/2024	34482	ALICIA N TAMAYAC HERRERA	9.38	Mileage Reimbursement
12/20/2024	34483	ALMA SANCHEZ	2.68	MILEAGE REIMBURSEMENT - NOVEMBER 2025
12/20/2024	34484	AMBER PUMPHREY	17.42	Mileage Reimbursement
12/20/2024	34485	Andrea Chavez	139.36	MILEAGE REIMBURSTMENT
12/20/2024	34486	ANDREA MARQUEZ	112.56	MILEAGE REIMBURSEMENT
12/20/2024	34487	ANGELICA NELSON	127.30	Nelson - Nov mileage
12/20/2024	34488	ANGELICA PALMA	109.21	November 2024 Mileage Reimbursement
12/20/2024	34489	ASHLEY MCALLISTER	31.49	Mileage Reimbursement
12/20/2024	34490	BELVINDER BIRING	13.40	Mileage Reimbursement
12/20/2024	34491	CARITINA PEREZ	115.24	November 2024 Mileage Reimbursement
12/20/2024	34492	CHRISTOPHER SANCHEZ	446.89	November mileage
12/20/2024	34493	CINDY RUIZ	96.48	November 2024 Mileage Reimbursement
12/20/2024	34494	DELORES PATRICIO	112.56	Mileage Reimbursement
12/20/2024	34495	DENA WALKER	173.53	November 2024 Mileage Reimbursement
12/20/2024	34496	DENISE COOPER	91.79	MILEAGE REIMBURSEMENT
12/20/2024	34497	DESIREE JACKSON	134.00	Mileage Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/20/2024	34498	ELENA GARCIA	117.92	Mileage Reimbursement
12/20/2024	34499	ERIKA MALDONADO	41.54	E Maldonado NOV 2024 Mileage
12/20/2024	34500	ERNESTO LEON	430.14	november mileage
12/20/2024	34501	ESPERANZA CONTRERAS	236.51	Milage Reimbursement
12/20/2024	34502	GABRIELA PADILLA	142.04	November 2024 Mileage Reimbursement
12/20/2024	34503	GIRLHENE SORIANO	91.12	Mileage Reimbursement
12/20/2024	34504	GLORIA BARBERO	17.42	Mileage Reimbursement
12/20/2024	34505	GLORIA BARBERO	47.57	Mileage Reimbursement
12/20/2024	34506	GLORIANA TEIXEIRA	191.62	MILEAGE REIMBURSEMENT
12/20/2024	34507	HALONDA NAFF	62.31	November Mileage for Halonda Naff
12/20/2024	34508	HAYDEE N CORONA	46.90	H N Corona NOV 2024 Mileage
12/20/2024	34509	JA'NELL GORE	40.20	Mileage Reimbursement
12/20/2024	34510	JANELLE ANDRES	32.16	MILEAGE REIMBURSEMENT
12/20/2024	34511	JAQUELINE GUERRA	35.51	MILEAGE REIMBURSTMENT
12/20/2024	34512	JAUBRAE DIXON	124.62	November Mileage for Jaubrae
12/20/2024	34513	JUANA CAMACHO	111.22	MILEAGE REIMBURSEMENT
12/20/2024	34514	KARAYA GAGE	20.10	Gage - November mileage
12/20/2024	34515	KAREN VAZQUEZ	97.82	November Mileage Reimbursement
12/20/2024	34516	LAURA SERNA	127.97	November 2024 Mileage Reimbursement
12/20/2024	34517	LETISHA BROOKS	93.80	Mileage Reimbursement
12/20/2024	34518	LILLIAN URREA	18.76	Mileage Reimbursement
12/20/2024	34519	LOANA PATRICIA LUGO	111.22	MILEAGE REIMBURSEMENT
12/20/2024	34520	LUCERO GONZALEZ	94.47	November 2024 Mileage Reimbursement
12/20/2024	34521	MARIA C VARELA	160.13	MILEAGE REIMBURSEMENT
12/20/2024	34522	MARIA D FLORES TORRES	221.10	November 2024 Mileage Reimbursement
12/20/2024	34523	MARIA DIAZ CORNEJO	144.72	November 2024 Mileage Reimbursement
12/20/2024	34524	MARIA FELIX LIEVANOS	105.86	November 2024 Mileage Reimbursement
12/20/2024	34525	MARIA GUADIAN	101.17	Mileage Reimbursement
12/20/2024	34526	MARIA MORALES ZARATE	1.34	Mileage Reimbursement
12/20/2024	34527	MARIA PINANO	46.90	Mileage Reimbursement
12/20/2024	34528	MARIA RAMOS	86.43	Mileage Reimbursement
12/20/2024	34529	MARY ANN MOONEY	65.66	Mileage Reimbursement
12/20/2024	34530	MELISSA DELA GARZA	99.16	November 2024 Mileage Reimbursement
12/20/2024	34531	MICHELLE RUIZ	19.43	Mileage Reimbursement
12/20/2024	34532	MONICA CASTANEDA	46.23	Mileage Reimbursement
12/20/2024	34533	NATALIE RODRIGUEZ	34.84	Mileage Reimbursement
12/20/2024	34534	PALOMA SANDOVAL	90.45	MILEAGE REIMBURSEMENT
12/20/2024	34535	PATRICIA MEXICANO	129.31	Mileage Reimbursement
12/20/2024	34536	PATRICIA ROBLES WESLEY	115.91	November 2024 Mileage Reimbursement
12/20/2024	34537	ROSA RABAGO	129.98	Mileage Reimbursement
12/20/2024	34538	SAFIYA PRICE	56.95	MILEAGE REIMBURSEMENT
12/20/2024	34539	SAVANNAH FLORES	258.62	MILEAGE REIMBURSEMENT
12/20/2024	34540	SAVANNAH OATES	12.06	November mileage
12/20/2024	34541	SAVANNAH OATES	80.40	october mileages
12/20/2024	34542	SHAWNA R MARKS	56.28	Mileage Reimbursement
12/20/2024	34543	SILVIA HULSEY	11.39	Mileage Reimbursement
12/20/2024	34544	STEPHANIE CORONEL	96.48	Mileage Reimbursement
12/20/2024	34545	SULEMA GARCIA	61.64	MILEAGE REIMBURSTMENT
12/20/2024	34546	SUSIE E MARTINEZ	36.18	Mileage Reimbursment
12/20/2024	34547	TINA MOUA	36.18	MILEAGE REIMBURSEMENT
12/20/2024	34548	TRINO LOPEZ	82.41	November 2024 Mileage Reimbursement
12/20/2024	34549	VERLINDA DENWITTY	93.13	November 2024 Mileage Reimbursement
12/20/2024	34550	YOLANDA LOPEZ	29.48	Mileage Reimbursement
12/20/2024	34551	AMAZON CAPITAL SERVICES, INC	5,276.00	PO-2024-3094

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12/20/2024	34552	AMAZON CAPITAL SERVICES, INC	1,211.09	PO-2024-2990
12/20/2024	34552	AMAZON CAPITAL SERVICES, INC	644.37	PO-2024-3420
12/20/2024	34553	AMAZON CAPITAL SERVICES, INC	1,727.06	PO-2024-3202
12/20/2024	34553	AMAZON CAPITAL SERVICES, INC	466.56	PO-2024-3371
12/20/2024	34554	AMAZON CAPITAL SERVICES, INC	370.10	PO-2024-3095
12/20/2024	34555	AMAZON CAPITAL SERVICES, INC	658.26	PO-2024-3190
12/20/2024	34555	AMAZON CAPITAL SERVICES, INC	132.04	PO-2024-3192
12/20/2024	34556	JERRY MEADE	57.00	EMPLOYEE REIMBURSEMENT - GET BUS
12/20/2024	34557	JERRY MEADE	45.26	EMPLOYEE REIMBURSEMENT - WALMART
12/20/2024	34558	AMERITAS LIFE INSURANCE CORP.	32,063.00	December 2024 DENTAL
12/20/2024	34559	AMERITAS LIFE INSURANCE CORP.	4,414.53	December 2024 VISION
12/20/2024	34560	THE HARTFORD PRIORITY ACCOUNTS	2,368.80	ACCIDENT INSURANCE
12/20/2024	34561	THE HARTFORD PRIORITY ACCOUNTS	5,488.31	BASIC LIFE
12/20/2024	34562	THE HARTFORD PRIORITY ACCOUNTS	4,194.20	CRITICAL ILLNESS
12/20/2024	34563	THE HARTFORD PRIORITY ACCOUNTS	1,075.20	EAP
12/20/2024	34564	THE HARTFORD PRIORITY ACCOUNTS	2,922.55	HOSPITAL INSURANCE
12/20/2024	34565	THE HARTFORD PRIORITY ACCOUNTS	6,239.16	LEAVE MANAGEMENT
12/20/2024	34566	THE HARTFORD PRIORITY ACCOUNTS	7,351.61	SUPPLEMENTAL LIFE
12/20/2024	34567	THE HARTFORD PRIORITY ACCOUNTS	2,826.95	0GL698417
12/23/2024	228266	CENTRAL CAL MANAGEMENT	1,541.00	CALAIM SECURITY DEPOSIT, FIRST AND LAST MONTHS
12/23/2024	228267	CLEMMER AND COMPANY	2,550.00	CAL AIM SECURITY DEPOSIT, FIRST AND LAST MONTH'S RENT
12/23/2024	228268	CLEMMER AND COMPANY	1,950.00	CALAIM SECURITY FIRST AND LAST MONTH'S RENT
12/23/2024	228269	CLEMMER AND COMPANY	3,900.00	CALAIM SECURITY DEPOSIT, FIRST AND LAST MONTH'S RENT
12/23/2024	228270	CLEMMER AND COMPANY	3,225.00	CAL AIM SECURITY DEPOSIT, FIRST AND LAST MONTHLS RENT
12/23/2024	228271	CLEMMER AND COMPANY	3,108.00	CAL AIM SECURITY DEPOSIT, FIRST AND LAST MONTH'S RENT
12/23/2024	228272	CLEMMER AND COMPANY	2,200.00	CAL AIM SECURITY DEPOSIT OF 1ST AND LAST MONTH RENT
12/23/2024	228273	CLEMMER AND COMPANY	2,775.00	CAL AIM SECURITY DEPOSIT, FIRST AND LAST MONTHS RENT
12/23/2024	228274	CLEMMER AND COMPANY	2,625.00	CALAIM SECURITY DEPOSIT, FIRST AND LAST MONTH'S RENT

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12/23/2024	228275	GLORIA ATKINSON	4,000.00	CAL AIM SECURITY DEPOSIT, FIRST AND LAST MONTHS RENT
12/23/2024	228276	HOUSING AUTHORITY OF THE COUNTY OF KERN	500.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
12/23/2024	228277	JERRY ELKIND	2,400.00	CALAIM SECURITY DEPOSIT AND FIRST AND LAST MONTHS RENT
12/23/2024	228278	OLAWALE OLABISI	3,000.00	CAL AIM SECURITY DEPOSIT, FIRST AND LAST MONTHS RENT
12/23/2024	228279	ANDREW GREEN	5.36	Mileage Reimbursement
12/23/2024	228280	CITY OF LODI FIRE DEPARTMENT	135.00	Customer: 35492 Fire Clearance Fire Dept Services for Lodi c
12/23/2024	228281	DEPARTMENT OF HUMAN RESOURCES	5,605.81	CCPU Automatic Deductions - NOV 2024
12/23/2024	228282	DINGO ENTERPRISES INC	294.55	PO-2024-3546
12/23/2024	228283	FEDEX	25.40	G.CAMPBELL/KEENONASSOCIATES/81...
12/23/2024	228283	FEDEX	22.24	G.CAMPBELL/M.LOPEZ/818235981403
12/23/2024	228283	FEDEX	31.02	G.CAMPBELL/T.NUNEZ/818235981399
12/23/2024	228284	INDIAN WELLS VALLEY WATER DISTRICT	1,081.38	814 N NORMA
12/23/2024	228285	NANCY COSTA	162.81	Nancy November Mileage
12/23/2024	228286	NILZA HERNANDEZ	12.73	Mileage Reimbursement
12/23/2024	228287	BRIGHT FUTURES PRESCHOOL 2	872.91	Child Care Reimbursement
12/23/2024	228287	BRIGHT FUTURES PRESCHOOL 2	140.00	Cost of Care Plus Rate
12/23/2024	228288	CECILIA GAYTAN DE ZARATE	7,767.08	Child Care Reimbursement
12/23/2024	228288	CECILIA GAYTAN DE ZARATE	1,260.00	Cost of Care Plus Rate
12/23/2024	228288	CECILIA GAYTAN DE ZARATE	(95.00)	Union Dues
12/23/2024	228289	MARCELA G NUNEZ DE GUTIERREZ	88.60	Child Care Reimbursement
12/23/2024	228290	MARCELINA PERALTA	802.47	Child Care Reimbursement
12/23/2024	228290	MARCELINA PERALTA	294.00	Cost of Care Plus Rate
12/23/2024	228291	MARIA DE LOS ANGELES HONDOY GUEVARA	1,001.86	Child Care Reimbursement
12/23/2024	228291	MARIA DE LOS ANGELES HONDOY GUEVARA	196.00	Cost of Care Plus Rate
12/23/2024	228292	YOLANDA SALDANA MORENO	2,377.53	Child Care Reimbursement
12/23/2024	228292	YOLANDA SALDANA MORENO	420.00	Cost of Care Plus Rate
12/23/2024	228293	ANNA DELFINA REYES	6,951.32	Child Care Reimbursement
12/23/2024	228293	ANNA DELFINA REYES	1,120.00	Cost of Care Plus Rate
12/23/2024	228294	ENEDINA MADRIGAL	984.14	Child Care Reimbursement
12/23/2024	228294	ENEDINA MADRIGAL	196.00	Cost of Care Plus Rate
12/23/2024	228295	MARIA ELENA CORONA DE IBARRA	6,837.78	Child Care Reimbursement
12/23/2024	228295	MARIA ELENA CORONA DE IBARRA	1,260.00	Cost of Care Plus Rate
12/23/2024	228296	MARIA J MARTINEZ DE GARCIA	4,244.82	Child Care Reimbursement
12/23/2024	228296	MARIA J MARTINEZ DE GARCIA	980.00	Cost of Care Plus Rate
12/23/2024	228297	ELOISA MONTES DE ROMERO	846.93	Child Care Reimbursement
12/23/2024	228297	ELOISA MONTES DE ROMERO	480.00	Cost of Care Plus Rate
12/23/2024	228298	MARIA M ANGULO	4,348.16	Child Care Reimbursement
12/23/2024	228298	MARIA M ANGULO	960.00	Cost of Care Plus Rate

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12/23/2024	228299	JOSEFA HERNANDEZ DE RODRIGUEZ	2,147.71	Child Care Reimbursement
12/23/2024	228299	JOSEFA HERNANDEZ DE RODRIGUEZ	420.00	Cost of Care Plus Rate
12/23/2024	228300	ROCIO VERONICA MUNIZ CERECEDA	1,883.33	Child Care Reimbursement
12/23/2024	228300	ROCIO VERONICA MUNIZ CERECEDA	420.00	Cost of Care Plus Rate
12/23/2024	34571	EXACT STAFF, INC	1,008.00	Inv. 259889 - Temp Employee Ignacio Ramirez W/E 10.27.24
12/23/2024	34572	EXACT STAFF, INC	1,008.00	Inv. 260183 - Temp Employee Ignacio Ramirez W/E 11.10.24
12/23/2024	34573	FRESHPOINT CENTRAL CALIFORNIA, INC	0.00	PO-2024-2383
12/23/2024	34574	FRONTIER COMMUNICATIONS HOLDINGS LLC	798.43	760-371-1084-081104-5
12/23/2024	34575	JAQUELINE GUERRA	261.00	TRAVEL LIQUIDATION - J. GUERRA - CALCAPA, MONTEREY, CA - NOV
12/23/2024	34576	JAYSHREE MADEKA	97.15	MILEAGE NOVEMBER
12/23/2024	34577	LORENA PEREZ MELGOZA	4,674.69	Child Care Reimbursement
12/23/2024	34578	ANA ROSA M SANCHEZ	7,411.90	Child Care Reimbursement
12/23/2024	34578	ANA ROSA M SANCHEZ	1,400.00	Cost of Care Plus Rate
12/23/2024	34579	BERTHA CONTRERAS	9,468.72	Child Care Reimbursement
12/23/2024	34579	BERTHA CONTRERAS	1,680.00	Cost of Care Plus Rate
12/23/2024	34580	JUANA RAMOS MUNOZ	1,571.36	Child Care Reimbursement
12/23/2024	34580	JUANA RAMOS MUNOZ	280.00	Cost of Care Plus Rate
12/23/2024	34581	MARIA FRANCISCA MENA	5,382.58	Child Care Reimbursement
12/23/2024	34581	MARIA FRANCISCA MENA	980.00	Cost of Care Plus Rate
12/23/2024	34582	SAIDY LORENA MAYEN	7,886.60	Child Care Reimbursement
12/23/2024	34582	SAIDY LORENA MAYEN	1,400.00	Cost of Care Plus Rate
12/23/2024	34583	ANGELICA VALIENTE DE BARRAGAN	4,404.14	Child Care Reimbursement
12/23/2024	34583	ANGELICA VALIENTE DE BARRAGAN	840.00	Cost of Care Plus Rate
12/23/2024	34584	BERTHA MORENO	7,122.66	Child Care Reimbursement
12/23/2024	34584	BERTHA MORENO	1,260.00	Cost of Care Plus Rate
12/23/2024	34585	CARMEN BELTRAN	5,587.34	Child Care Reimbursement
12/23/2024	34585	CARMEN BELTRAN	1,260.00	Cost of Care Plus Rate
12/23/2024	34586	GABRIELA GARCIA DE RODRIGUEZ	12,317.08	Child Care Reimbursement
12/23/2024	34586	GABRIELA GARCIA DE RODRIGUEZ	2,100.00	Cost of Care Plus Rate
12/23/2024	34587	LETICIA FLORES	873.16	Child Care Reimbursement
12/23/2024	34587	LETICIA FLORES	140.00	Cost of Care Plus Rate
12/23/2024	34588	ODAIVA GUADALUPE CENTENO	4,963.15	Child Care Reimbursement
12/23/2024	34588	ODAIVA GUADALUPE CENTENO	1,260.00	Cost of Care Plus Rate
12/23/2024	34588	ODAIVA GUADALUPE CENTENO	(90.00)	Union Dues
12/23/2024	34589	AZUCENA C ESCAMILLA-MARTINEZ	2,696.42	Child Care Reimbursement
12/23/2024	34589	AZUCENA C ESCAMILLA-MARTINEZ	490.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
12/23/2024	34590	DIANE LOMELI	2,770.18	Child Care Reimbursement
12/23/2024	34590	DIANE LOMELI	840.00	Cost of Care Plus Rate
12/23/2024	34590	DIANE LOMELI	(55.40)	Union Dues
12/23/2024	34591	EDITH ALEJANDRA GALLEGOS	1,434.62	Child Care Reimbursement
12/23/2024	34591	EDITH ALEJANDRA GALLEGOS	280.00	Cost of Care Plus Rate
12/23/2024	34592	ERIKA L CENTENO	4,269.59	Child Care Reimbursement
12/23/2024	34592	ERIKA L CENTENO	980.00	Cost of Care Plus Rate
12/23/2024	34593	ESMERALDA ALCANTARA	1,320.34	Child Care Reimbursement
12/23/2024	34593	ESMERALDA ALCANTARA	420.00	Cost of Care Plus Rate
12/23/2024	34594	EVA DILMA VARGAS	6,697.71	Child Care Reimbursement
12/23/2024	34594	EVA DILMA VARGAS	1,120.00	Cost of Care Plus Rate
12/23/2024	34595	MARIA C ZEPEDA DE NUNEZ	2,914.55	Child Care Reimbursement
12/23/2024	34595	MARIA C ZEPEDA DE NUNEZ	420.00	Cost of Care Plus Rate
12/23/2024	34596	ANA M. DAVILA	2,042.71	Child Care Reimbursement
12/23/2024	34596	ANA M. DAVILA	420.00	Cost of Care Plus Rate
12/23/2024	34597	ANABEL A MARTINEZ	963.36	Child Care Reimbursement
12/23/2024	34597	ANABEL A MARTINEZ	280.00	Cost of Care Plus Rate
12/23/2024	34598	CELESTINA ANDREAH CONTRERAS	471.70	Child Care Reimbursement
12/23/2024	34598	CELESTINA ANDREAH CONTRERAS	98.00	Cost of Care Plus Rate
12/23/2024	34599	Delia Irene Araujo Dominguez	5,975.32	Child Care Reimbursement
12/23/2024	34599	Delia Irene Araujo Dominguez	1,120.00	Cost of Care Plus Rate
12/23/2024	34600	ELIDIA O RANGEL	732.06	Child Care Reimbursement
12/23/2024	34600	ELIDIA O RANGEL	140.00	Cost of Care Plus Rate
12/23/2024	34601	IRMA GUTIERREZ	2,848.13	Child Care Reimbursement
12/23/2024	34601	IRMA GUTIERREZ	560.00	Cost of Care Plus Rate
12/23/2024	34602	JESSICA MICHELLE ANDRADE	2,472.13	Child Care Reimbursement
12/23/2024	34602	JESSICA MICHELLE ANDRADE	420.00	Cost of Care Plus Rate
12/23/2024	34603	MARIA E SANCHEZ DE GOMEZ	4,221.73	Child Care Reimbursement
12/23/2024	34603	MARIA E SANCHEZ DE GOMEZ	840.00	Cost of Care Plus Rate
12/23/2024	34604	MARIA SALOME IBARRA	835.68	Child Care Reimbursement
12/23/2024	34604	MARIA SALOME IBARRA	140.00	Cost of Care Plus Rate
12/23/2024	34605	Maricela Munoz Sanchez	3,138.28	Child Care Reimbursement
12/23/2024	34605	Maricela Munoz Sanchez	560.00	Cost of Care Plus Rate
12/23/2024	34606	ROSA HILDA NAVARRO	3,456.27	Child Care Reimbursement
12/23/2024	34606	ROSA HILDA NAVARRO	560.00	Cost of Care Plus Rate
12/23/2024	34607	SOCORRO A. MENDOZA	2,392.80	Child Care Reimbursement
12/23/2024	34607	SOCORRO A. MENDOZA	560.00	Cost of Care Plus Rate
12/23/2024	34608	HILDA BARAJAS JUAREZ	2,351.77	Child Care Reimbursement
12/23/2024	34608	HILDA BARAJAS JUAREZ	420.00	Cost of Care Plus Rate
12/23/2024	34608	JANET GARCIA-ALAPIZCO	7,329.61	Child Care Reimbursement
12/23/2024	34608	JANET GARCIA-ALAPIZCO	1,120.00	Cost of Care Plus Rate
12/23/2024	34609	VIRGINIA FERREIRA	7,494.97	Child Care Reimbursement
12/23/2024	34609	VIRGINIA FERREIRA	1,280.00	Cost of Care Plus Rate
12/23/2024	34609	YADIRA REBOLLEDO	3,073.11	Child Care Reimbursement
12/23/2024	34609	YADIRA REBOLLEDO	560.00	Cost of Care Plus Rate
12/30/2024	34599	Delia Irene Araujo Dominguez	(5,975.32)	Child Care Reimbursement
12/30/2024	34599	Delia Irene Araujo Dominguez	(1,120.00)	Cost of Care Plus Rate
Report Total			8,841,938.64	

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief Business Development Officer

Date: February 26, 2025

Subject: *Agenda Item IV(k):* Call for Election of Category II Low-Income Sector Board Member – East Kern Representative – **Info Item**

The current term for the Category II – Low-Income Sector East Kern County representative seat is expiring on July 31, 2025. This seat is currently held by Yolanda Ochoa. The East Kern Board seat area includes the communities in the Kern River Valley, Ridgecrest, Mojave, Rosamond, California City, and Tehachapi.

The five Category II Low Income representative seats include one seat for a Head Start Policy Council representative and four seats representing geographical areas of the County (Metro Bakersfield, South Kern, East Kern and North Kern). The four geographical representatives are elected by low-income residents of that area and serve a five-year term. As the term concludes, the seat is opened for election. If the existing board member wishes to continue serving, they must run for re-election and comply with all Election Rules & Procedures. There is no limit on the number of terms a representative may serve in Category II.

To ensure timeliness, the Election process should begin in March 2025. This will allow adequate time for advertising, reviewing petitions, preparing ballots and conducting the election.

An Ad-Hoc Election Committee, appointed by the Board Chair, will oversee the process. The committee will consist of:

- Three Board members, one from each sector
- Designated agency staff

Following the process for petition reviews, ballot preparation, and elections, a candidate will be seated to begin the new term no later than August 2025.

Staff will work with the Board Chair to select an Ad Hoc committee and follow the election Rules and Procedures to conduct an election for the Low-Income Sector – East Kern representative.

Attachments
Community Action Partnership of Kern – Bylaws
Election Rules and Procedures

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

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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 5005 Business Park North, Bakersfield, California.

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; and (iii) at least one member who shall be a licensed attorney familiar with the issues that come before the Board. 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 May 25, 2022, in accordance with the Articles of Incorporation and Bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand this 25th day of May.

_____

Ana Vigil, Secretary

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 Bylaws of said corporation at a regularly scheduled meeting of the Board of Directors on May 25, 2022, in accordance with the Articles of Incorporation and Bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my had this 25th day of May, 2022.

Ana Vigil, Secretary

RESOLUTION # 2022-19

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Bylaws of the Agency

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on virtually, with an option for in-person on May 25, 2022, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of "Helping People, Changing Lives' in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the Agency Bylaws are required to be updated, reviewed by an attorney and approved by the Governing Board at least once every five years, as indicated by US Health and Human Services Informational Memorandum 138 dated January 26, 2015, for CSBG Eligible Entities under 678B of the CSBG Act, 42 U.S.C. § 9914; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for updated Bylaws that are reviewed by an attorney at least once every five years; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby approves and adopts the CAPK Agency Bylaws as presented on May 25, 2022.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 25th day of May 2022.

Fred Plane

Fred Plane, Chair
CAPK Board of Directors

May 25, 2022
Date

COMMUNITY ACTION PARTNERSHIP OF KERN
Election Rules and Procedures
For Low-income Board Representatives

I. CALLING AN ELECTION

The President of the Board of Directors will name an Ad Hoc Election Committee which will have the responsibility of calling for an election within a district upon the occurrence of a vacancy. All channels of communication will be utilized to inform the public of an upcoming election. Such communication channels will include bilingual printed and electronic media, along with Partnership staff, programs and members of the Board of Directors in the election district. Communication regarding the election by the Election Committee will occur at least **forty-five (45) days prior to the election date**. Elections shall be held on a week day which does not occur on a Federal, State or local holiday or does not conflict with local municipal elections.

II. ELIGIBILITY RULES FOR CANDIDATES

Any resident of the district from which a representative is to be elected is eligible to become a candidate provided:

a. (S)he is at least eighteen (18) years of age on or before the date of the election as evidenced by a proof of age document such as a driver's license or birth certificate.
b. (S)he can evidence residence in the district.
c. (S)he is not a member of the Board of Directors (except in the case of a recall).
d. (S)he is neither a member of the paid staff nor is a member of the immediate family of a paid staff member.
e. (S)he certifies in writing that (s)he meets all the requirements indicated above.

III. ESTABLISHING CANDIDACY

The eligible district resident seeking to become a candidate will obtain an official petition form from the Partnership's Administrative Office located at 1300 18th St., Suite 200 Bakersfield, CA 93301. The Administrative Office has been designated as the Office of Record for the pick up and return of the official petition form.

The eligible district resident will obtain names, addresses and signatures of at least twenty-five (25) persons eligible to vote in the election, and will deliver the petition to the Office of Record. The candidate shall be issued a written receipt indicating the date and time of filing.

The Election Committee may permit the filing of petitions by registered mail if the distances or areas involved in the election warrant it. The letter containing the petition must be postmarked prior to 5:00pm on the twenty-second (22nd) day prior to the date set for the election. A notice of date and time of receipt shall be sent by return mail. In the case of registered mail petitions, the Committee must wait an additional three (3) working days prior to certifying candidates.

The Election Committee may extend the deadline for receipt of the petitions for an additional twelve (12) working days if no candidate has filed by 5:00pm on the twenty-second (22nd) day prior to the election. If only one candidate files a nomination petition, and is certified eligible, that candidate will be declared the winner and no election will be held.

If no candidate files nomination papers by the extended deadline date, the Board of Directors has the option of appointing a representative for the district consistent with the eligibility criteria. The appointment will require Board of Directors ratification.

IV. ELIGIBILITY RULES FOR VOTERS

Representatives of the low-income sector shall be selected only by the low-income persons whom the community action program is intended to serve. Low-income status will be defined by standards published in the most current Federal Poverty Income Guidelines. Any resident of the district from which a low-income representative to the Board of Directors is to be elected may vote in the election provided:

a. (S)he is at least eighteen (18) years of age on or before the date of the election as evidenced by a proof of age document such as a driver's license or birth certificate.
b. (S)he can evidence residence in the district.
c. (S)he certifies her/his low-income status.

V. ENDORSEMENT OF CANDIDATES

No employee of the Partnership shall endorse or campaign for any candidate. However, a staff person may be assigned to participate in the overall promotion of the election and its conduct. No resources of the Partnership may be made available to any

candidate unless those same resources, or their equivalent, are made equally available to all candidates in the same election, with a maximum set by the Election Committee.

VI. ELECTION DAY RULES AND PROCEDURES

The following rules and procedures will be followed during the day of the election by all persons involved:

a. There will be no campaigning within one-hundred (100) feet of the polling place.
b. There will be no interference with the voters.
c. There will be specific instructions issued that no partiality of any kind will be shown by persons working the polls.
d. There will be specific hours posted for the polling place that will be adhered to. Under no circumstances will any polling place be closed prior to the official closing hour. However, if there are voters waiting to vote at the designated closing hour, the polling place will remain open until all voters have voted.
e. There will be a biographical sketch of all candidates available at the polling place which will indicate the individual's name, age, residence, occupation and experience and will include a recent photo.

VII. CONDUCTING THE ELECTION

If necessary, extra individuals to work the election will be hired from the district in which the election is being held. Workers will open the polls, register voters, ensure secrecy of balloting, ensure the opportunity for representatives of each candidate to observe the conduct of the election and close the polls at the designated hour. The Election Committee may also accept the services of a non-partisan organization for the purpose of monitoring the election. Ballots will be provided in both English and Spanish.

Following closure of the polls, ballots will be examined by the Election Committee to ensure the absence of any voting irregularities among the ballots themselves. The Election Committee will count the ballots and will allow a representative of each candidate to observe the process. Designated staff will sign the tally sheets in duplicate, place them in two (2) envelopes, seal the flats, sign across the sealed flaps and file one copy with the Election Committee and one copy with the Executive Director. All ballots will be placed in an envelope, which will be sealed and signed across the flap by the Election Committee Chair who will then deliver the envelope to the Executive Director.

The Election Committee will declare the candidate who receives the most votes as the winner and will certify this in writing with the Board of Directors. The winning candidate will be seated at the next regularly scheduled Board of Directors meeting.

In the case of a tie vote between the top candidates, the Election Committee shall meet at the earliest possible time to announce a runoff election between the top candidates whose votes are tied. The said run-off election will occur within ten (10) calendar days of the regular election and shall be conducted in the same manner.

All ballots (valid and void), request forms and envelopes will be disposed of one (1) month after the date of the election. Tally sheets will be kept for a period of one (1) year after the date of the election.

VIII. CONDUCTING AN ELECTION BY MAIL

The Board of Directors will have the option of calling for an election by mail. Mail ballot elections are governed by the same legal requirements which govern regular elections. Upon written request, ballots will be furnished by the Partnership staff person assigned to the election. A stamped, self-addressed envelope will be provided with each mail-in ballot to ensure secrecy. Mail ballots will be available in both English and Spanish to facilitate participation by all interested parties.

Upon arrival at the Partnership Administrative Office, mail ballots will be subject to the same legal requirements followed during a regular election. The mail-in ballots will be opened and counted within a reasonable time frame after the deadline. The Election Committee will allow a representative of each candidate to observe the process. All signatures on a request for ballot will be verified by the Election Committee. All ballots (valid and void), tally sheets, request forms and envelopes used in a mail-in election will be disposed of in the same manner as in a regular election.

MEMORANDUM

To: Board of Directors

From: Louis Gill, Chief Program Officer

Date: February 26, 2025

Subject: *Agenda Item IV(l)* California Department of Housing and Community Development – Homekey + Program Funding Application – **Info Item**

Project Overview

The City of Bakersfield is applying for the Homekey+ grant from the California Department of Housing and Community Development (HCD) in collaboration with Community Action Partnership of Kern, California Veterans Assistance Foundation, and Kern Behavioral Health and Recovery Services. The project involves the rehabilitation of a 37-unit motel located at 901 Union Avenue, Bakersfield, CA 93307 (formerly the Ramkabir Motel), with plans to convert it into Permanent Supportive Housing. The property is currently vacant, eliminating the need for relocation of tenants during renovations. The City purchased the property at auction using America Rescue Plan Act funds.

Funder and Timeline

The Homekey+ grant program, funded through Proposition 1 and administered by HCD, is aimed at expanding Permanent Supportive Housing for individuals experiencing homelessness and behavioral health challenges. Applications for the Homekey+ funding are due by May 30, 2025, with project completion requirements set for 12 months post-award.

Target Population and Housing Model

While our project will primarily serve veterans, a portion of the units will be allocated to other vulnerable subpopulations, including individuals with chronic mental health conditions, formerly incarcerated individuals, and youth aging out of foster care. The housing model will include a mix of single units and two-bedroom units to accommodate diverse housing needs.

Roles and Responsibilities

City of Bakersfield

- Lead agency
- Will oversee the design and permitting phase of the build-out
- * The City will transfer ownership of the land to CAPK after the completion of all design work, scans, and permitting.

CAPK & CVAF

- Overseeing the rehabilitation of the property.
- Provide wrap-around services and case management, including CVAF's focus on supportive services for veterans.

Kern Behavioral Health and Recovery Services

- Providing specialized behavioral health support services, including mental health and substance use treatment.
- Coordinating care and service delivery with CVAF and other partners to ensure long-term housing stability and recovery-focused interventions for residents.

Community Engagement and Survey

As part of the Homekey+ NOFA guidelines, community engagement is a component in project development. A survey is being conducted to gather input from veterans and other potential residents regarding their housing needs and service preferences. The results will inform the design of the housing units and support services to ensure they meet the needs of the target populations.

Project Details

- Some units have fire damage and will require ADA-compliant renovations, potentially reducing livable units to 35.
- Plans include outdoor recreation and living spaces, laundry services, a community area, and co-located medical and behavioral health services.

Match Requirement

- The Homekey+ NOFA does not require a match, but projects that secure matching funds receive higher scoring in the grading of the application, increasing the likelihood of funding. To strengthen our application, we are leveraging multiple sources for matching contributions, including the City's deed for the land, staff time from our operations department for construction oversight, and Proposition 1 funds from Kern County Behavioral Health and Recovery Services.

Next Steps

We will share updates of this item during the February 2025 Board Meeting, in March 2025 through an action item, staff will request approval to submit the application with our partners and authorization for a signed resolution.

Strategic Plan Alignment: Applying for this grant directly supports our 2021-2025 Strategic Plan, specifically Goal 3.1, by increasing housing stability for individuals experiencing or at risk of homelessness. Additionally, this initiative serves as an important milestone in our new collaboration with CVAF following our agency merger, allowing us to integrate their specialized knowledge and experience to enhance service delivery and project outcomes.

MEMORANDUM

To: Board of Directors Catherine Anspach

From: Catherine Anspach; Director of Development

Date: February 26, 2025

Subject: *Agenda Item V(a):* CAPK Foundation Report – **Action Item**

Catherine Anspach reported that the CAPK Foundation Board met in person on September 24, 2024 and on November 29, 2024. The Foundation Board has approved the minutes from these meetings and they are being presented to the CAPK Governing Board for approval, along with the Financial reports for September and November 2024.

At the January 21, 2025 meeting, Tracy Webster shared the year-end financial reports, as the Foundation operates their calendar year from Jan-Dec, highlighting that the Foundation raised approximately $550,000 with the Food Bank receiving the largest portion of contributions at $260,000.

Catherine also provided updates on various initiatives and year end fundraising efforts. Sponsorship was secured by AES Solar and as well as various in-kind supporters to support East Kern Family Resource Center for distribution of Thanksgiving and Christmas holiday meals for clients. For a second year, the Wonderful Company, through their employee efforts, donated bikes to children that were distributed to East Kern, The Friendship House and the Oasis Family Resource Center with Kern Health Systems supplying helmets for all recipients.

M Street Navigation Center was able to host their annual Christmas lunch for their clients due to a successful online campaign. Lastly, the Maya Cinemas Campaign ran for the month of December and the End of Year Appeal concluded raising over $21,000 for the Food Bank.

Regarding the upcoming Gourmet for Good event that is scheduled for June 7, 2025 at the Nirvana Estate, Catherine confirmed that all previous sponsors have been approached and the Foundation Board and staff is actively soliciting for new support. The Foundation has also hired an event planner to coordinate the event, as well as securing auction items as the event will feature a live and silent auction component this year.

Lastly, the Food Bank Lunch & Learn series was shared with the Board. The goal of this intimate quarterly event allows us to invite prospective community leaders to come tour the Food Bank, visit a food agency partner and witness a food distribution and conclude with a lunch and presentation. The next one is scheduled for April 25, 2025.

Recommendation:

Staff recommend the Board of Directors approve the CAPK Foundation Board of Directors report and all items.

Attachments:

Minutes from September 24, 2024 Board of Directors Meeting
CAPK Foundation Financial Reports for September 2024
Minutes from November 19, 2024 Board of Directors Meeting.
CAPK Foundation Financial Reports for November 2024

DATE	September 24, 2024
TIME	12:03 pm
LOCATION	CAPK Administrative Office Board Room 1300 18th Street., Suite 200 Bakersfield, CA 93301

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION
Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevin Burton called the meeting to order at 12:03pm at the CAPK Administrative Office, at 1300 18th Street, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton (Chair), Ariana Joven (left at 12:44 pm), Denise Boshers, Lillian Brust, Don Bynum, Traco Matthews, Chase Nunneley, Fred Plane, Chei Whitmore.

Absent: Michael Bowers, Janea Roberts and Nila Hogan.

Others Present: Louis Gill, Chief Program Officer; Pritika Ram, Chief Business Development Officer; Tracy Webster, Chief Financial Officer; Catherine Anspach, Director of Development; other CAPK staff.

b. New Board Room Information and ID/Access Cards – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach welcomed the board to the new building and reminded them to turn on their microphone when speaking. She also informed them that they may park in the CAPK parking structure but should avoid parking in spaces reserved for CAPK staff. Additionally, she noted that the board room bathroom is still under construction, so members can use the restroom down the hall, accessible with their ID cards.

II. Public Comments

No one addressed the Board.

III. Consent Agenda

Motion was made and seconded to approve the Consent Agenda. Carried by unanimous vote (Plane/Whitmore).

V. New Business

a. Financial Reports & In-Kind Donations – Tracy Webster, Chief Financial Officer & Catherine Anspach, Director of Development – ***Action Item***

Tracy Webster presented the financial reports, starting with the contributions by purpose for the period of January 1, 2024, to August 31, 2024. The report detailed the amount of funds received for each program, highlighting that the two largest contributions were for the Food Bank and the Foundation's 2024 fundraiser, Gourmet for Good. Tracy noted that the report reflected revenue only, not expenditure. She explained that revenue for each individual program goes directly into their unrestricted accounts, except for the general Foundation fund. Tracy reviewed the balance sheet and income report, stating that the total net income was $194,000. She then discussed the fund activity summary, which outlined the beginning balance for each program at the start of the calendar year, along with income and expenditures.

Kevin Burton asked about the net amount raised from Gourmet for Good. Catherine Anspach responded that she would review it later in the meeting, and Tracy added that it was approximately $70,000.

A Motion was made and seconded to approve the Financial Reports & In-Kind Donations. Carried by unanimous vote (Matthews/Joven).

b. Money Market Account Balance – Tracy Webster, Chief Financial Officer & Catherine Anspach, Director of Development – ***Info Item***

Tracy Webster addressed a mistake regarding the Foundation Money Market Account's rate of return. In a previous Foundation board meeting, she had incorrectly stated that the interest rate on the account was 0.9%, when the actual rate is 3.5%. Tracy clarified that this rate is competitive with other financial institutions and noted that while there has been discussion of moving banking accounts, the current interest rate and the ease of transferring funds between accounts are beneficial factors to consider.

c. Gourmet for Good Recap– Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach stated this event was on Saturday, June 1st with over 307 attendees and 31 different sponsors. The goal for the event was $175,000 with $75,000 in expenses. The event got $162,000 with $91,000 in expense leaving about $71,000 in net income. Catherine added that the estimated allocation of funds for this event had been previously brought to the board. The final amounts were slightly adjusted based on the actual income. Catherine added that the program needs, and program unrestricted fund balance was assessed in determining these numbers. Catherine gave the Food Bank as an example. She said the Foundation did keep some of the funds to make sure that programs have a little extra money in case there is an unforeseen expense, the funds were directly transferred to the programs. Catherine said that she will report to the board on how programs are spending their funds.

Fred Plane asked if the allocation of funds should have been a recommendation from staff for the board to approve. Pritika Ram said that the projected allocations were brought to the board for review. Fred asked if the amounts were the same. Pritika followed up by stating that the adjustments for the programs were slightly off. The Foundation reserve mainly saw a decrease. Fred said that we would have liked to see the adjustments made to the allocation and have the amount approved by the board. That way the

amounts were seen and approved by the board. Catherine added that the goal was to make the allocations as close to the projected amount as possible.

Traco Matthews stated that he would also like to see the adjustments from the original allocation memo. He added that he liked the strategy of looking at program needs and funds to determine allocation.

Kevin Burton added that he would like program to provide presentations on how they are spending their unrestricted funds. Catherine said she will consider this for future meetings.

Catherine played the 2025 Gourmet for Good recap Video. This video highlighted the event.

After the video, Catherine thanked the board for all their help with this event. Kevin Burton said that he really enjoyed the event and only felt like it needed minor adjustments. One of which is asking for more donations throughout the event. Catherine said that having more individuals at the event will help grow the base of donors and overall income. Catherine added that the heat of the event might have affected attendance. Adding the date that was picked for next year is June 7th. Catherine said the new place is the Nirvanna Estate off of Portville Highway. Catherine said more information for next year's event will be coming forward to the board.

d. Fundraising Update– Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach announced that the Valley Strong Huggy Hearts campaign recently ended, raising over $8,000 to support four different youth and family programs. A check presentation for this donation is scheduled for Friday, September 27th, at the Friendship House Community Center.

Catherine also shared that the Oasis Family Resource Center hosted a baby shower event, providing new moms with essential supplies like car seats and strollers. She thanked Kern Health Systems for sponsoring the event and extended an invitation to the Foundation board to attend next year’s event.

Chei Whitmore expressed her appreciation for the event and suggested the possibility of hosting a similar one in Bakersfield. She proposed that Valley Strong could collect diapers and baby supplies at different branches. Traco Matthews added that Kern Health Systems would be willing to support the event in both Bakersfield and Ridgecrest. Catherine responded to both Chei and Traco, stating that she would explore the idea of organizing this event in Bakersfield.

Catherine highlighted the Friendship House Advisory Board's successful Back-to-School Drive, held in partnership with Vintage Cutz barbershop. The event provided haircuts and distributed backpacks filled with school supplies. With the help of Freddy Hernandez’s team, over 200 haircuts were given, and 400 backpacks were handed out.

Catherine went on to note that September is Hunger Action Month. The Marketing and Outreach team launched a campaign modeled after the Feeding America initiative, with the Food Bank selling yard signs and t-shirts to raise awareness and support.

Catherine shared that the Friendship House Casino Night fundraiser has already raised $21,000. She added that the event is on October 24th, and tickets are available for purchase online.

Lastly, Catherine mentioned the upcoming KGET Holiday Food Drive. She explained that this annual event is hosted by the Food Bank in collaboration with KGET. She said this event will feature a drive-thru BBQ lunch, with donations of meat, water bottles, and buns already secured.

Traco Matthews asked who would be handling the BBQ, to which Catherine replied that Hill's Smokehouse Grill would be preparing the sandwiches. She encouraged the Foundation Board to volunteer for the event.

Chei asked how to sign up to volunteer and how many volunteers would be needed. Catherine explained that, thanks to a recent $69,000 grant from PG&E, the food bank would have PG&E volunteers supporting the drive-thru luncheon but still needs additional help with collecting donations.

Traco asked about the event's location and whether the county and city would be involved. Catherine replied saying it would be held at Compassion Corner, 2120 L Street, and mentioned that pre-order lunches would be available to businesses through the Foundation's website, with a total of 1,000 meals planned.

Kevin Burton shared his experience hosting similar events, noting that pre-orders were very popular. He also raised a concern about managing traffic during the event. Catherine reassured him that a logistics meeting with the Food Bank was planned and that pre-orders would be capped at 600 sandwiches.

Chei asked when the pre-order website would be ready. Catherine said it would be launched soon, and Chei added that some Valley Strong branches might purchase meals for all their employees.

e. Program Review– Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach shared that each board member received an annual report highlighting program achievements for 2023. She added that, moving forward, Foundation board meetings will include updates on how the programs and the Foundation are working together. Catherine also announced that the Central Kitchen will have its groundbreaking on October 15th, and emphasized the need to RSVP for the event, as food will be provided, she also mentioned that tours of the Food Bank will be offered afterward.

VII. Board Member Comments

Denise Boshers asked if the Foundation is currently hiring. Catherine confirmed that she is looking to fill a donor relations position and mentioned that the role should be filled by the next board meeting.

Pritika Ram asked Fred Plane if the comparison of the two different allocations for Gourmet for Good could be sent via email or if he would like it to be included in the next board packet. Fred agreed that email would be fine, and Pritika stated it would be sent to the board.

Catherine added that M Street is planning a Thanksgiving luncheon for its clients, and the Foundation will begin promoting the event in late October. Kevin Burton asked about the total cost of the luncheon, to which Catherine replied that it would be $5,000. Kevin then offered to contribute $2,500.

Fred asked whether employee giving programs are available to CAPK employees. Tracy Webster explained that the current payroll system does not support this feature, but it could be added for an additional cost per person, and the Foundation can explore this option. Tracy also noted that when she explored this feature in the payroll software, it did not allow employees to specify which program their contribution would support.

Kevin shared that his previous organization raised thousands of dollars through an employee giving program. Pritika Ram added that the new donor relations position would focus on both internal and external giving, with the goal of launching various fundraising campaigns.

Traco Matthews added that he thinks it's a good idea to add another Foundation employee to work on community campaigns, Catherine agreed.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, November 19, 2024
CAPK Administrative Offices, Board Room
1300 18th Street., Suite 200
Bakersfield, CA 93301

IX. Adjournment

The meeting was adjourned at 12:50 pm.

BOARD MEETING

SEPTEMBER 24, 2024

FINANCIAL REPORT

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Community Action Partnership of Kern Foundation

Contributions by purpose
for the period of 01/01/2024 to 08/31/2024

Purpose	Amount	# Contributions
General	$11,477.23	40
In-Kind Donations	$0.00	27
M Street Navigation Center - Homeless Center	$1,703.29	4
Oasis Family Resource Center - Ridgecrest	$5,947.70	8
East Kern Family Resource Center	$671.52	5
Shafter Youth Center	$500.00	1
Volunteer Income Tax Assistance - VITA	$335.00	9
Food Bank	$109,145.93	112
Friendship House	$100.00	1
Head Start	$8,500.00	2
CAPK Foundation	$5,819.09	1
Gourmet for Good	$152,585.63	46
Friendship House Casino Night 2024	$11,500.00	5
Total	$308,285.39	261

Community Action Partnership of Kern Foundation

Balance Sheet
as of 08/31/2024

Account Number	Account Name	Amount
Assets		
1000	Checking	$252,740.53
1010	Money Market	$62,565.53
1101	Stripe Payments	$250.00
1130	Petty Cash	$100.00
Total Assets		$315,656.06
Liabilities		
Total Liabilities		$0.00
Equity		
3000	General Fund - Fund Balance	$298,336.13
3101	Food Bank - Fund Balance	$5,919.93
3104	Friendship House Community Center - Fund Balance	$11,400.00
Total Equity		$315,656.06
Total Liabilities + Total Equity		$315,656.06

Community Action Partnership of Kern Foundation

Income Statement
for the period of 01/01/2024 to 08/31/2024

Account Number	Account Name	Amount
Income		
4220	Contributions Income	$91,313.40
4230	Fundraising	$243,504.23
4310	Interest Earned	$65.53
4450	Misc Revenue	$85.52
4900	CAPK Agency Contribution	$412,500.00
Total Income		$747,468.68
Expense		
5105	Salaries	$140,422.05
5205	Benefits	$38,811.16
6105	Local Travel - Staff	$704.68
6120	Out of Town Travel - Staff	$6,281.91
6135	Per Diem - Staff	$548.50
6150	Vehicle Gasoline	$84.52
6205	Rent/Lease	$11,199.00
6210	Repair/Maintenance/Incidental Alterations	$468.54
6235	Utilities	$532.77
6305	Office Supplies	$21,283.27
6505	Legal Fees	$3,165.75
6510	Audit Fees	$1,400.00
6520	Consultant Services	$32,156.69
6525	Software Support/Maintenance	$121.55
6605	Communications	$360.07
6610	Postage	$923.41
6615	Printing	$2,855.39
6620	Risk Insurance	$497.23
6635	Board Costs	$3,019.26
6645	Tuition/Registration Fees - Staff	$2,980.00
6675	Outreach	$28,351.17
6685	Meeting Expenses	$876.55
6695	Bank Fees	$1,008.49
6715	Licensing/Misc Fees	$267.50
6790	Misc Expense	$2,219.45
6990	Contribution - CAPK	$227,128.70
7910	Facility Use	$1,351.63
9999	Indirect Expense	$24,130.97
Total Expense		$553,150.21
Net Income (Loss)		$194,318.47

Community Action Partnership of Kern Foundation

Fund Activity Summary
for the period of 01/01/2024 to 08/31/2024

Fund	Beginning Balance	Income	Expenses	Net Income (Expense)	Transfer	Net Increase (Decrease)	Ending Balance	[Beginning of Fiscal Year] Balance
General Fund	$98,111.81	$438,393.88	$238,169.56	$200,224.32	$0.00	$200,224.32	$298,336.13	$98,111.81
Food Bank	$10,829.68	$80,754.30	$85,664.05	$-4,909.75	$0.00	$-4,909.75	$5,919.93	$10,829.68
Volunteer Income Tax Assistance - VITA	$0.00	$335.00	$335.00	$0.00	$0.00	$0.00	$0.00	$0.00
Friendship House Community Center	$0.00	$18,894.77	$7,494.77	$11,400.00	$0.00	$11,400.00	$11,400.00	$0.00
Shafter Youth Center	$0.00	$10,944.77	$10,944.77	$0.00	$0.00	$0.00	$0.00	$0.00
East Kern Family Resource Center	$10,000.00	$7,966.30	$17,966.30	$-10,000.00	$0.00	$-10,000.00	$0.00	$10,000.00
Oasis Family Resource Center - Ridgecrest	$1,247.85	$12,742.47	$13,990.32	$-1,247.85	$0.00	$-1,247.85	$0.00	$1,247.85
M Street Navigation Center - Homeless Center	$1,148.25	$7,343.29	$8,491.54	$-1,148.25	$0.00	$-1,148.25	$0.00	$1,148.25
Head Start	$0.00	$8,500.00	$8,500.00	$0.00	$0.00	$0.00	$0.00	$0.00
WIC Program	$0.00	$500.00	$500.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gourmet for Good	$0.00	$161,093.90	$161,093.90	$0.00	$0.00	$0.00	$0.00	$0.00
Total	$121,337.59	$747,468.68	$553,150.21	$194,318.47	$0.00	$194,318.47	$315,656.06	$121,337.59

Community Action Partnership of Kern Foundation

Budget: Year to Date
for the period of 01/01/2024 to 08/31/2024

Account Number	Account Name	Actual	YTD Budget	Difference
Income				
4220	Contributions Income	$91,313.40	$183,220.08	$-91,906.68
4230	Fundraising	$243,504.23	$57,376.64	$186,127.59
4310	Interest Earned	$65.53	$0.00	$65.53
4450	Misc Revenue	$85.52	$0.00	$85.52
4900	CAPK Agency Contribution	$412,500.00	$233,333.36	$179,166.64
Total Income		$747,468.68	$473,930.08	$273,538.60
Expense				
5105	Salaries	$140,422.05	$133,043.36	$7,378.69
5205	Benefits	$38,811.16	$43,243.36	$-4,432.20
6105	Local Travel - Staff	$704.68	$666.64	$38.04
6120	Out of Town Travel - Staff	$6,281.91	$4,333.36	$1,948.55
6135	Per Diem - Staff	$548.50	$1,166.64	$-618.14
6150	Vehicle Gasoline	$84.52	$500.00	$-415.48
6205	Rent/Lease	$11,199.00	$1,987.36	$9,211.64
6210	Repair/Maintenance/ Incidental Alterations	$468.54	$0.00	$468.54
6235	Utilities	$532.77	$0.00	$532.77
6305	Office Supplies	$21,283.27	$12,566.64	$8,716.63
6505	Legal Fees	$3,165.75	$0.00	$3,165.75
6510	Audit Fees	$1,400.00	$0.00	$1,400.00
6520	Consultant Services	$32,156.69	$4,000.00	$28,156.69
6525	Software Support/ Maintenance	$121.55	$0.00	$121.55
6605	Communications	$360.07	$0.00	$360.07
6610	Postage	$923.41	$3,333.36	$-2,409.95
6615	Printing	$2,855.39	$10,000.00	$-7,144.61
6620	Risk Insurance	$497.23	$0.00	$497.23
6625	Hiring Costs	$0.00	$300.00	$-300.00
6630	Employee Costs	$0.00	$800.00	$-800.00
6635	Board Costs	$3,019.26	$3,333.36	$-314.10
6645	Tuition/Registration Fees - Staff	$2,980.00	$2,666.64	$313.36
6675	Outreach	$28,351.17	$41,710.00	$-13,358.83
6680	Training Expenses	$0.00	$4,333.36	$-4,333.36
6685	Meeting Expenses	$876.55	$1,666.64	$-790.09
6690	Membership Fees	$0.00	$1,000.00	$-1,000.00
6695	Bank Fees	$1,008.49	$0.00	$1,008.49
6715	Licensing/Misc Fees	$267.50	$0.00	$267.50
6790	Misc Expense	$2,219.45	$0.00	$2,219.45
6990	Contribution - CAPK	$227,128.70	$175,886.72	$51,241.98
7910	Facility Use	$1,351.63	$0.00	$1,351.63
9999	Indirect Expense	$24,130.97	$27,065.36	$-2,934.39
Total Expense		$553,150.21	$473,602.80	$79,547.41

Account Number	Account Name	Actual	YTD Budget	Difference
Total		$194,318.47	$327.28	$193,991.19

DATE	November 19, 2024
TIME	12:08 pm
LOCATION	CAPK Administrative Office Board Room 1300 18th Street., Suite 200 Bakersfield, CA 93301

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION
Board of Directors Meeting Minutes

I. Call to Order

Board Vice Chair called the meeting to order at 12:08pm at the CAPK Administrative Office, at 1300 18th Street, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Ariana Joven (Vice Chair), Denise Boshers, Michael Bowers (arrived at 12:12pm), Lillian Brust, Nila Hogan, Traco Matthews, Chase Nunneley, Chei Whitmore.

Absent: Kevin Burton (Chair), Don Bynum, Janea Roberts and Fred Plane.

Others Present: Pritika Ram, Chief Business Development Officer; Gabrielle Alexander, Director of Finance; Catherine Anspach, Director of Development; other CAPK staff.

b. New Foundation Staff Member – Catherine Anspach, Director of Development – ***Verbal Item***

Catherine Anspach welcomed Martha Leon to the Foundation Team as the Donor Relations Administrator. Martha thanked the board for their warm welcome and shared that she has over ten years of experience in fundraising, with a focus on grant writing and raising funds for healthcare and education.

Traco Mathews added that he has had the pleasure of working with Martha in the past and is excited to see her join the CAPK Foundation team.

II. Public Comments

No one addressed the Board.

III. Consent Agenda

Motion was made and seconded to approve the Consent Agenda. Carried by unanimous vote (Nunneley/Boshers).

V. New Business

a. Financial Reports & In-Kind Donations – Gabrielle Alexander, Director of Finance & Catherine Anspach, Director of Development – ***Action Item***

Gabrielle Alexander began by presenting the Contribution by Purpose form, reporting a total of $421,475.67 for the year. The Food Bank received the highest contributions, amounting to $187,372.32. Gabby also reviewed the income statement, detailing total expenses of $753,881.34 and net income of $103,685.26. Additionally, she presented the Fund Activity Summary Report, which outlined how fundraising dollars have been distributed by program over the past ten months. Lastly, she reviewed the Year-to-Date Budget Report, highlighting that the Foundation is on track with its budget.

Ariana Joven asked about the $161,093.90 listed as both income and expense for Gourmet for Good on the Fund Activity Summary Report. Catherine explained that the actual expenses for the event were much lower than that amount. Pritika Ram clarified that the amount reflects a transfer of funds between the parent company and the Foundation. She further explained that all remaining funds allocated for programs were written back as an expense to the parent company. Catherine added that this process ensures the Foundation returns all funds to the programs without taking anything off the top. Catherine then asked Ariana if she would like another copy of the Gourmet for Good fund allocation by program, but Ariana declined.

Traco Mathews asked if the $446,281.03 in the general fund is related to the contribution from the parent company. Pritika confirmed and noted that the Foundation is currently developing its calendar year budget, which will be presented to the Foundation Board in January. She also referenced Traco's comment about the Parent Company funding the Foundation at the beginning of the year, with those funds allocated to the general fund.

Pritika clarified Catherine's earlier statement, noting that when funds are transferred to the parent company, a standard 10% processing fee is applied to cover administrative costs, but this fee is not applied at the Foundation level.

Traco mentioned his involvement in the Foundation's early development and asked if this was the first year it had raised more money than it spent, which had been a foundational goal. Pritika explained that while the Foundation has not yet raised enough to offset operational costs, it has significantly increased fundraising for programs. Although the amount raised for programs exceeds the Foundation's operational expenses, those funds are directed toward programs, not administrative costs. Pritika also added the potential interest in raising funds to offset operational expenses, acknowledging that donors often prioritize supporting programs over covering salaries. However, this may change as the Foundation continues to grow.

A Motion was made and seconded to approve the Financial Reports & In-Kind Donations. Carried by unanimous vote (Matthews/Bowers).

b. 2025 Board Meeting Calendar – Catherine Anspach, Director of Development – ***Action Item***

Catherine Anspach stated that Foundation Board meetings are held every other month, typically the day before the CAPK Board of Directors meeting. Accordingly, the following calendar is presented for approval.
Ariana Joven asked whether a board retreat or holiday dinner is planned. Catherine replied that, while there are no plans at the moment, she can schedule one for next year.

A motion was made and seconded to approve the 2025 Board Meeting Calendar. Carried by unanimous vote (Bowers/Hogan).

c. Fundraising Overview – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach shared an overview of what the Foundation has been working on since the last board meeting. She began by highlighting the Temblor Bingo Night fundraiser, describing it as a great opportunity for employees to enjoy a fun evening while supporting the Foundation.

She then discussed the Friendship House Casino Night Fundraiser, held on October 24th and organized by the Friendship House Advisory Board. The event raised approximately $16,000, which will fund additional field trips for children in the program. Catherine noted it was the first time hosting a casino night-style fundraiser. Denise Boshers added that it was a fantastic event.

Catherine moved on to the Food Bank Lunch and Learn Series, explaining that the Food Bank and Foundation team have been meeting to identify potential donors for this initiative. She acknowledged that finding the right decision-makers within companies can be challenging. The lunch-and-learn series was created to educate potential donors about the scale and operations of the Food Bank, making it an investment in future support. The first event took place in October, during which 10 attendees participated in a food distribution, toured the Food Bank, and discussed food insecurity and the challenges CAPK faces. The next event is scheduled for January.

Pritika Ram emphasized that the purpose of these events is to inform, not to solicit donations, and she encouraged board members to share their networks. She noted that a significant portion of the Food Bank funding comes from grants, including the Cal-Foods grant, which will sunset in April 2025, potentially impacting operations. The CAPK executive team is exploring different strategies to address this funding gap. Catherine added that the lunch and learn events are kept small—two attendees per organization—to maintain a personal touch.

Michael Bowers asked about the timing of these events. Catherine said they run from 11:00 a.m. to 1:00 p.m. Michael suggested targeting specific industries, such as agriculture, energy, and oil, to attract senior executives instead of administrative staff. Ariana Joven proposed calling the event an “executive lunch-and-learn experience,” which Catherine agreed was an excellent idea.

Catherine then shared an update on the Head Start coat drive. She announced that over 1,350 coats were distributed to children in the Head Start program, with funding provided by Chevron, California Resources Center, and the Bakersfield West Rotary. She also highlighted a $25,000 donation from Tri-Counties Bank, which was allocated across various holiday campaigns.

She then added that East Kern Family Resource Center received funding from AES to purchase Thanksgiving meals for over 180 families, allowing them to select a turkey or ham for the holiday. Catherine invited board members to attend the event.

Catherine moved on to the M Street Thanksgiving Meal Campaign which aimed to fund M Street's annual holiday luncheon. Catherine announced that $4,000 had been raised, leaving $1,000 to meet the goal. She highlighted Dignity Health's $2,000 contribution and encouraged board members to share the campaign on social media.

Michael Bowers proposed the idea of creating a general support package to streamline funding requests, suggesting that it would reduce the frequency of donation requests. He emphasized that a single, comprehensive request could be less burdensome for both CAPK and the donors, as it would provide a clearer overview of the total funding support required. Catherine said she loves the concept, but she expressed concern with donors funding preferences. Adding that while some may appreciate the clarity of a general support package, others may prefer to contribute to specific programs or campaigns that align closely with their interests or organizational goals.

Pritika Ram said she loved the idea and asked Chei Whitmore for her thoughts. Pritika suggested that the request could include a general outline of how the funds would support various programs, making it more specific rather than a broad, general request. Ariana Joven recommended starting with larger companies, such as The Wonderful Company, to test this package. She expressed her support for the idea, noting that her organization also prefers this approach. Chei Whitmore agreed with Ariana, adding that it is easier for businesses to budget when they have a clear understanding of the sponsorship requests.

Catherine also shared updates on the Maya Cinemas Huggy Hearts Campaign, which raised $7,000 in 2022 and $10,000 in 2023. The campaign offered two movie tickets for a $10 donation to the Food Bank.

Lastly, Catherine provided details about the KGET Food Drive, a Food Bank event that the Foundation supported to successfully increase monetary donations. The drive included a drive-thru BBQ luncheon that netted $8,000 from sandwich sales. Catherine plans to seek a sponsor to cover supply costs next year. During the discussion, Denise Boshers asked if the funds raised were allocated to the Food Bank, to which Catherine confirmed. Catherine also shared plans for additional smaller fundraising campaigns with the Food Bank like a Condor's hockey night.

Traco Matthews asked if KGET promoted the Food Drive. Catherine said that KGET provided support but noted that it was election week, so it was limited. Catherine suggested that more preorders would be ideal in the future. Pritika asked the number of sandwiches sold, which Catherine said was 600. Denise Boshers followed up by asking about food waste, and Catherine clarified that any extra sandwiches from the event were donated to M Street clients.

d. Gourmet for Good Update– Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach stated that she has hired an event coordinator to assist with auction items. She also shared that there are currently three sponsors for the event. Michael Bowers mentioned that he could secure a Rio Bravo Country Club raffle basket.

Catherine confirmed that the event venue is the Nirvana Estate. Michael expressed concerns about the difficulty of driving to that venue. Catherine explained that finding a venue capable of accommodating 400 people is challenging. She emphasized that she picked this venue to support the event's growth, as it sold out last year. Michael suggested considering the Bakersfield Country Club as an alternative. Ariana Joven pointed out that the only drawback is that their catering services must be used.

Ariana asked about the event date. Catherine replied that it is scheduled for June 7th. Ariana said that the weather would likely be hot. Catherine acknowledged this but explained that finding a suitable date without conflicting with other nonprofits' fundraising events is difficult. Michael added that any event held in June is likely to be uncomfortable for guests due to the heat, which can detract from their enjoyment. Denise Boshers asked if any additional shade would be provided. Catherine said that there would be more shade than last year.

Traco Matthews asked why the event couldn't be held indoors. Catherine responded that, for the first year, she wanted the event to have a unique and special feel, noting that indoor venues in Bakersfield are often overused.

Pritika Ram suggested considering future planning for the 2026 event. Catherine agreed, noting the importance of planning early and the potential of using personal connections to secure private venues. Pritika also proposed adjusting the number of guests for 2026 if needed.

Denise proposed addressing the venue's accessibility challenges by coordinating with law enforcement to assist with the sharp left turn near the venue and adding safety signs. Catherine appreciated the suggestion and said she will look into it.

Lillian Brust suggested starting the event later in the day to mitigate the heat. Pritika suggested shortening the program to accommodate the venue’s allowed event time. Chei added that extreme heat could negatively impact attendees' enjoyment, sharing her own experiences at hot events.
Chase Nunneley emphasized that adequate shade is critical for outdoor events, noting the significant difference between being in direct sunlight versus shade. Catherine reiterated that this year’s event would have more shade than the previous year.

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Chase asked when board members would receive the sponsorship package. Catherine said that she would send it out to the board this week.

VII. Board Member Comments

Ariana thanked the Foundation staff for all their hard work this year.

Catherine said that a Foundation board retreat might be in the near future. Pritika added that it would be nice to go to somewhere outside of Bakersfield like Tehachapi and Tejon on a Saturday. Ariana asked for a meeting poll for the potential retreat. Catherine said she will send out a poll to the board members.

Michael added that Catherine is doing a great job running the CAPK Foundation and wanted to wish everyone a Happy Thanksgiving.

Pritika thanked the Foundation board members for supporting the Foundation.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, January 21, 2025
CAPK Administrative Offices, Board Room
1300 18th Street., Suite 200
Bakersfield, CA 93301

IX. Adjournment

The meeting was adjourned at 1:08 pm.

BOARD MEETING

NOVEMBER 19, 2024

FINANCIAL REPORT

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Community Action Partnership of Kern Foundation

Contributions by purpose
for the period of 01/01/2024 to 10/31/2024

Purpose	Amount	# Contributions
General	$19,353.63	52
In-Kind Donations	$0.00	29
M Street Navigation Center - Homeless Center	$2,465.89	11
Oasis Family Resource Center - Ridgecrest	$6,473.99	10
East Kern Family Resource Center	$671.52	5
Shafter Youth Center	$500.00	1
Volunteer Income Tax Assistance - VITA	$450.00	11
Food Bank	$187,372.32	159
Friendship House	$1,274.00	5
Head Start	$16,000.00	3
CAPK Foundation	$5,819.09	1
Gourmet for Good	$152,585.63	46
Friendship House Casino Night 2024	$26,407.00	15
Hunger Action Month	$2,102.60	33
Total	$421,475.67	381

Community Action Partnership of Kern Foundation

Balance Sheet
as of 10/31/2024

Account Number	Account Name	Amount
Assets		
1000	Checking	$152,705.38
1010	Money Market	$72,595.18
1400	Prepaid Expenses	$6,500.00
Total Assets		$231,800.56
Liabilities		
2100	Accounts Payable	$6,777.71
Total Liabilities		$6,777.71
Equity		
3000	General Fund - Fund Balance	$233,934.97
3101	Food Bank - Fund Balance	$2,708.14
3103	Volunteer Income Tax Assistance - VITA - Fund Balance	$112.53
3104	Friendship House Community Center - Fund Balance	$-2,281.47
3107	Oasis Family Resource Center - Ridgecrest - Fund Balance	$526.29
3108	M Street Navigation Center - Homeless Center - Fund Balance	$760.80
3110	Head Start - Fund Balance	$-10,738.41
Total Equity		$225,022.85
Total Liabilities + Total Equity		$231,800.56

Community Action Partnership of Kern Foundation

Income Statement
for the period of 01/01/2024 to 10/31/2024

Account Number	Account Name	Amount
Income		
4220	Contributions Income	$184,207.07
4230	Fundraising	$260,678.83
4310	Interest Earned	$95.18
4450	Misc Revenue	$85.52
4900	CAPK Agency Contribution	$412,500.00
Total Income		$857,566.60
Expense		
5105	Salaries	$181,377.92
5205	Benefits	$49,033.81
6105	Local Travel - Staff	$706.98
6120	Out of Town Travel - Staff	$6,512.14
6135	Per Diem - Staff	$930.50
6150	Vehicle Gasoline	$84.52
6205	Rent/Lease	$11,199.00
6210	Repair/Maintenance/Incidental Alterations	$903.93
6235	Utilities	$1,069.41
6305	Office Supplies	$24,929.46
6505	Legal Fees	$3,165.75
6510	Audit Fees	$1,400.00
6520	Consultant Services	$33,581.69
6525	Software Support/Maintenance	$5,869.55
6605	Communications	$584.68
6610	Postage	$1,349.17
6615	Printing	$4,943.66
6620	Risk Insurance	$513.53
6635	Board Costs	$3,019.26
6645	Tuition/Registration Fees - Staff	$2,980.00
6675	Outreach	$41,591.52
6680	Training Expenses	$34.22
6685	Meeting Expenses	$1,198.17
6690	Membership Fees	$7.61
6695	Bank Fees	$1,206.06
6715	Licensing/Misc Fees	$460.59
6790	Misc Expense	$2,219.45
6990	Contribution - CAPK	$323,275.17
7127	Client Incidentals	$18,238.41
7910	Facility Use	$1,544.72
9999	Indirect Expense	$29,950.46
Total Expense		$753,881.34
Net Income (Loss)		$103,685.26

Community Action Partnership of Kern Foundation

Fund Activity Summary
for the period of 01/01/2024 to 10/31/2024

Fund	Beginning Balance	Income	Expenses	Net Income (Expense)	Transfer	Net Increase (Decrease)	Ending Balance	[Beginning of Fiscal Year] Balance
General Fund	$98,111.81	$446,281.03	$310,457.87	$135,823.16	$0.00	$135,823.16	$233,934.97	$98,111.81
Food Bank	$10,829.68	$157,980.18	$166,101.72	$-8,121.54	$0.00	$-8,121.54	$2,708.14	$10,829.68
Volunteer Income Tax Assistance - VITA	$0.00	$450.00	$337.47	$112.53	$0.00	$112.53	$112.53	$0.00
Friendship House Community Center	$0.00	$34,975.77	$37,257.24	$-2,281.47	$0.00	$-2,281.47	$-2,281.47	$0.00
Shafter Youth Center	$0.00	$10,944.77	$10,944.77	$0.00	$0.00	$0.00	$0.00	$0.00
East Kern Family Resource Center	$10,000.00	$7,966.30	$17,966.30	$-10,000.00	$0.00	$-10,000.00	$0.00	$10,000.00
Oasis Family Resource Center - Ridgecrest	$1,247.85	$13,268.76	$13,990.32	$-721.56	$0.00	$-721.56	$526.29	$1,247.85
M Street Navigation Center - Homeless Center	$1,148.25	$8,105.89	$8,493.34	$-387.45	$0.00	$-387.45	$760.80	$1,148.25
Head Start	$0.00	$16,000.00	$26,738.41	$-10,738.41	$0.00	$-10,738.41	$-10,738.41	$0.00
WIC Program	$0.00	$500.00	$500.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gourmet for Good	$0.00	$161,093.90	$161,093.90	$0.00	$0.00	$0.00	$0.00	$0.00
Total	$121,337.59	$857,566.60	$753,881.34	$103,685.26	$0.00	$103,685.26	$225,022.85	$121,337.59



Community Action Partnership of Kern Foundation

Budget: Year to Date
for the period of 01/01/2024 to 10/31/2024

Account Number	Account Name	Actual	YTD Budget	Difference
Income				
4220	Contributions Income	$184,207.07	$229,025.10	$-44,818.03
4230	Fundraising	$260,678.83	$71,720.80	$188,958.03
4310	Interest Earned	$95.18	$0.00	$95.18
4450	Misc Revenue	$85.52	$0.00	$85.52
4900	CAPK Agency Contribution	$412,500.00	$291,666.70	$120,833.30
Total Income		$857,566.60	$592,412.60	$265,154.00
Expense				
5105	Salaries	$181,377.92	$166,304.20	$15,073.72
5205	Benefits	$49,033.81	$54,054.20	$-5,020.39
6105	Local Travel - Staff	$706.98	$833.30	$-126.32
6120	Out of Town Travel - Staff	$6,512.14	$5,416.70	$1,095.44
6135	Per Diem - Staff	$930.50	$1,458.30	$-527.80
6150	Vehicle Gasoline	$84.52	$625.00	$-540.48
6205	Rent/Lease	$11,199.00	$2,484.20	$8,714.80
6210	Repair/Maintenance/ Incidental Alterations	$903.93	$0.00	$903.93
6235	Utilities	$1,069.41	$0.00	$1,069.41
6305	Office Supplies	$24,929.46	$15,708.30	$9,221.16
6505	Legal Fees	$3,165.75	$0.00	$3,165.75
6510	Audit Fees	$1,400.00	$0.00	$1,400.00
6520	Consultant Services	$33,581.69	$5,000.00	$28,581.69
6525	Software Support/ Maintenance	$5,869.55	$0.00	$5,869.55
6605	Communications	$584.68	$0.00	$584.68
6610	Postage	$1,349.17	$4,166.70	$-2,817.53
6615	Printing	$4,943.66	$12,500.00	$-7,556.34
6620	Risk Insurance	$513.53	$0.00	$513.53
6625	Hiring Costs	$0.00	$375.00	$-375.00
6630	Employee Costs	$0.00	$1,000.00	$-1,000.00
6635	Board Costs	$3,019.26	$4,166.70	$-1,147.44
6645	Tuition/Registration Fees - Staff	$2,980.00	$3,333.30	$-353.30
6675	Outreach	$41,591.52	$52,137.50	$-10,545.98
6680	Training Expenses	$34.22	$5,416.70	$-5,382.48
6685	Meeting Expenses	$1,198.17	$2,083.30	$-885.13
6690	Membership Fees	$7.61	$1,250.00	$-1,242.39
6695	Bank Fees	$1,206.06	$0.00	$1,206.06
6715	Licensing/Misc Fees	$460.59	$0.00	$460.59
6790	Misc Expense	$2,219.45	$0.00	$2,219.45
6990	Contribution - CAPK	$323,275.17	$219,858.40	$103,416.77
7127	Client Incidentals	$18,238.41	$0.00	$18,238.41
7910	Facility Use	$1,544.72	$0.00	$1,544.72
9999	Indirect Expense	$29,950.46	$33,831.70	$-3,881.24
Total Expense		$753,881.34	$592,003.50	$161,877.84

Account Number	Account Name	Actual	YTD Budget	Difference
Total		$103,685.26	$409.10	$103,276.16

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: February 26, 2025

Subject: *Agenda Item VI(a)*: February Policy Council Report – **Action Item**

The Policy Council met on January 28, 2024 at which time a quorum was established.

The 2025 Program Planning Calendar was presented to the Policy Council as an action item. Thorough discussion ensued regarding various components as outlined on the document. Upon conclusion of such, the 2025 Program Planning Calendar was subsequently unanimously approved by the Council.

Additional new business included the election of two Policy Council members to the subcommittee of their choice.

The Policy Council also received an informative presentation from the Volunteer Income Tax Assistance (VITA) program which members found to be helpful given the tax season has approached.

The Policy Council will meet as scheduled on February 25, 2025.

Recommendation:
The Policy Council requests Board approval of the January Policy Council Report and the meeting minutes from December 17, 2024.

Attachment:
Policy Council Meeting Minutes from December 17, 2024.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
December 17, 2024
CAPK Administrative Office
1300 18th Street, Bakersfield, CA 93301

1. Call to Order

The meeting was called to order at 5:31 p.m.

a. Roll call was taken, and a quorum was established.

Policy Council Members Present: Ashley Trent, Alejandra Verduzco, Christopher Cuzul, Dominique Bassi, Gabriela Rangel, Henrietta Roberta Castro, Jennifer Wilson, Kaylonie Howard, Maria Worthy, Michelle Zazueta, Nallely Leon Delgado, Rene Mayhorn Williams, Ruby Cruz

Policy Council Members Absent: Fatima Echeverria, Michelle Jara-Rangel

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. None

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 – November 26, 2024
b. Head Start Budget to Actual Report, March 1, 2024, through October 31, 2024
c. Early Head Start Budget to Actual Report, March 1, 2024, through October 31, 2024
d. Head Start and Early Head Start Kern Non-Federal and In-Kind Report, March 1, 2024, through October 31, 2024
e. Early Head Start Childcare Partnerships Non-Federal Share and In-Kind Report, March 1, 2024 through October 31, 2024
f. Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023 through October 31, 2024
g. Early Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023 through October 31, 2024
h. Head Start Building Proceeds for Central Kitchen as of October 31, 2024
i. Parent Travel & Childcare through October 31, 2024
j. Parent Activities through October 31, 2024
k. Public Charge 2024 Update – All In for Healthcare
l. New 2024 Medi-Cal Update – All In for Healthcare
m. Adult Re-Entry Program – CAPK (English/Spanish)
n. Children's Mobile Immunization Program – Adventist Health, Kern County – December 2024 (English/Spanish)
o. December Kindness 2024 – Action for Kindness
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. Free Cervical Cancer Screening Event – January 25, 2025

t. Kern County Point in Time Count – January 29, 2025, Bakersfield, CA
u. Save the Date CAPK Head Start/Early Head Start Read Across America 2025 – March 4, 2025
v. Free Admission to the Haggin Museum – Stockton, CA
w. Backpack Connection Series: How to Help Your Child Transition Smoothly Between Places and Activities (English/Spanish)
x. Head Start Recruitment Flyer (English/Spanish)
y. Early Head Start San Joaquin Flyer (English/Spanish)
z. Home Visiting Program Flyer (English/Spanish)
aa. Policy Council Subcommittee Functions

Jennifer Wilson made a motion to approve items (a) through (aa); seconded by Christophe Cuzul. Motion carried unanimously.

5. <u>New Business</u> ***ACTION**

a. **Proposed Policy Council Meeting Dates and Times – Lisa Gonzales, Program Governance Coordinator**
Lisa recapped and reminded members that this item was being revisited after a robust discussion took place during the November Policy Council meeting. The purpose of tabling this item was to gather additional data from members via a survey to see what other days and/or times might present themselves as potential meeting options. Lisa shared the results of the survey which indicated that there was one suggestion for Wednesday evenings, and one suggestion for either Monday or Friday evenings with all other responses indicating they would prefer to keep the meeting schedule as proposed which is the fourth Tuesday of the month at 5:30 p.m. Lisa directed members to the proposed meeting schedule on page 52 of the packet, and opened the floor for any questions or comments to which there were none. Gabriela Rangel made a motion to approve the 2024-2025 Policy Council Meeting dates and times as presented, with the motion seconded by Rene Williams. Motion carried unanimously.

b. **Election of Policy Council School Readiness Committee Members**
A request for a motion was made to approve Jennifer Wilson, Alejandra Verduzco, Ashley Trent, Kaylonie Howard, and Michelle Zazueta to serve as members on the Policy Council School Readiness Committee. The motion was made by Rene Williams and seconded by Jennifer Wilson. Motion carried unanimously.

c. **Election of Policy Council Planning Committee Members**
It was stated that Christopher Cuzul, Maria Worthy, Michelle Jara-Rangel, Rene Mayhorn Williams were interested in serving on the Planning Committee. The floor opened for any additional nominations. Gabriela Rangel expressed an interest in also serving on the Planning Committee. Subsequently a request was made for a motion to approve Christopher Cuzul, Maria Worthy, Michelle Jara-Rangel, Rene Mayhorn Williams, and Gabriela Rangel as members of the Policy Council Planning. The motion was made by Christopher Cuzul and seconded by Gabriela Rangel. Motion carried unanimously.

d. **Election of Policy Council Budget & Finance Committee Members**
Prior to seeking additional nominations from members who would like to also serve on the Budget & Finance Committee, Lisa noted that the committee meets monthly on the third Tuesday of the month, with a proposed meeting time of 5:30 p.m. These meetings are held one week prior to the Policy Council meetings. She also reminded members that all committee meetings will be held via Microsoft Teams. Lisa gave a brief overview of some of the items this committee reviews, which included but was not limited to budget to actual reports for all Head Start grants. A motion to approve Gabriela Rangel, Rene Mayhorn Williams, and Ruby Cruz as members of the Policy Council Budget & Finance Committee was made by Alejandra Verduzco and seconded by Christopher Cuzul. Motion carried unanimously. Upon conclusion of voting there was a question posed as to if a member is already serving on two committees may they serve on another as well. Lisa referenced the CAPK Head Start Policy Council Bylaws which indicate that members may only serve on two committees.

e. **Election of Policy Council Bylaws Committee Members**
With no additional interest from members to serve on the Bylaws Committee, Ashley Trent made a motion to approve Dominique Bassi and Fatima Echeverria as members of the Policy Council Bylaws Committee. The motion was seconded by Jennifer Wilson and carried unanimously.

6. **Standing Reports**

a. **Program Governance – Lisa Gonzales, Program Governance Coordinator**
Lisa thanked members for their attendance, noting that it is greatly appreciated as the Council's previous meeting was just 3-weeks ago. She also thanked everyone for responding to emails and indicating which committee they were interested in serving on which makes the voting process run smoother. Lisa also commended Executive Officers for making time in their busy day to receive the required training. Lisa pointed out to those members who were meeting in person that the Fatherhood Flyer presented to them this evening is especially important because it contains a QR code that is only for Head Start participants which allows fathers, father figures, or male role models to register for this event free of charge. It was also noted that those members meeting remotely received the flyer via email. She stated there is a fee associated with the event for all other participants. Lisa shared that she had the opportunity to attend the inaugural conference last year and it was wonderful. She added she can see the event continuing to grow year after year and becoming even more amazing than the previous year. With that, she encouraged members to have the male role models in their child's life to attend this event, whether it be their father, grandfather, uncle, or another male figure in their life. Lisa also thanked members for taking the survey not only to garner data about the meeting dates and time but also to hear from members what topics are relevant to them and what they would like to have presented to them during a future Policy Council meeting. She shared there were requests for a presentation from center staff, to share and talk about what a day at the center looks like, the Central Kitchen to hear about menus and food preparation, also to hear about health topics that are relevant to an early childhood setting such as RSV and precautions that parents can take as well as any symptoms to be aware of. Lisa also shared that in speaking with the Assistant Director, Jerry Meade, the thought was that once the new Central Kitchen has been completed that she can schedule a time for the Policy Council to take a tour of the new facility. Lisa shared that next month the Policy Council will have a presentation from CAPK's VITA program. The Volunteer Income Tax Assistance program will share information on the services they provide, share how to make an appointment to have your taxes done free of charge, provide flyers and informational resources and more. Lisa also reminded members who have received mileage and childcare reimbursement to cash the checks they have received. She also encouraged members to complete the ACH form if they have not yet done so, so that future payments may be directly deposited into their checking or savings account. This alleviates the paper check process and also expedites their receipt of funds. She also made members aware that the agency is in the process of transitioning to new financial software so there may be a bit of a delay in the check process. Additionally mentioned was that the end of this budget year is approaching fast (February 28, 2025) so it is especially important to cash or deposit those checks to ensure the Finance Department is able to reconcile their books and able to close out the budget year accordingly. In closing Lisa again thanked everyone for their attendance and wished them a happy and safe holiday.

b. **Board of Directors – Michelle Jara-Rangel, CAPK Board of Directors Representative**
Lisa shared that Michelle was unable to attend this evening, as she had previously shared with the Council Michelle is out of state conducting a Head Start review. Lisa stated that the full Board of Directors does not meet during the month of December, the only meeting is that of the CAPK Board of Directors Executive Committee. In closing Lisa added that she is sure, upon her return, Michelle will have a lot of information to share with the Council.

c. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**
On behalf of Yolanda Gonzales, Jerry Meade, Assistant Director of Program welcomed everyone to the last meeting of the 2024 calendar year, though it is only the second Policy Council meeting of this term. Members were thanked for the commitment they are making in support of our Policy Council and the entire Head Start program.

Jerry shared that being the holiday season there are so many activities happening across the entire service area of Kern County as well as San Joaquin County. In speaking to a few of the multitude of events Jerry shared Wasco State Prison has adopted our Broadway and Sunrise Villa Child Development Centers as they have in years past and every child at those centers will be receiving gifts from the employees at the prison.

Teddy bears accumulated from the Bakersfield Condors Hockey Teddy Bear Toss at the Mechanics Bank Arena were distributed across Head Start sites in Kern County. Jerry also shared that the Harvey Hall Foundation had a giant event at the Harvey Hall Center. This included a sleigh, Santa Claus, as well as the entire Hall ambulance team. Families also had the opportunity to have family portraits taken. The California Highway Patrol and Toys for Tots donated over fifty toys to our California City location. Jerry shared there were also events taking place at Pete Parra. He stated the list goes on and on, adding it is absolutely amazing to see the amount of support from the community for our Head Start program.

As an organization, there are a lot of things on the horizon as we approach 2025. Jerry shared that the Head Start program is less than 10 children away from being fully enrolled. He added that it has been a lot of hard work, and since the start of the pandemic and through all the staffing challenges it has been a struggle. It was also shared that on the Early Head Start side we are a little further away from reaching full enrollment, we are 96%. Jerry shared that we are doing really well with our under-enrollment plan which ends in December and are optimistic that we will reach 97% or greater for each of our grants. He added that it is a tremendous gift to us in the holiday season to be able to receive that and when we do, the Office of Head Start will also be celebrating with us.

Classroom assessments, the monitoring tool that is used to look at teacher child interactions has been initiated and we are about halfway through that process. A lot of observations have taken place with additional work being done to get the paperwork documented. This process is completed three times per year with data extracted to help provide ongoing training and support to staff as well as to identify what key areas we need to focus on. Jerry noted that those members who are on the School Readiness Committee will learn a lot about this process as they move forward and begin their meetings.

Jerry also shared that in 2025 the Planning Committee will review and approve the Head Start Program Planning Calendar for our next cycle. He added that the application for continued funding has been submitted to the Office of Head Start and will begin March 1, 2025 and run through February 28, 2026. Jerry stated that our Administrative Analyst, Rosa Guerrero, has worked diligently in getting that accomplished and this committee has approved all of the components that lead to that application. He shared that members who are new this year to the Policy Council will get to see each of the components leading up to our 2026-2027 refunding application, adding it is hard to believe we will already begin working on that!

In providing an update on staff, Jerry stated there are a lot of exciting things going on this week, with a number of team building activities taking place at our sites. He added that part year programs will have a ½ day on Friday and full year programs will have a ½ day on Monday which is designed to help support team building at each individual location. Jerry also shared there will be an event taking place for administrative staff to connect and celebrate all their hard work. On behalf of the whole administrative team and Yolanda, Jerry again thanked members and wished them the best this holiday season.

7. <u>Policy Council Chairperson Report</u>

Ruby thanked everyone for taking the time to attend the meeting. She also shared a video clip of her son and his classroom enjoying a Thanksgiving lunch at the Alberta Dillard Child Development Center. Ruby added that the staff decorated everything very nicely. She again thanked everyone, adding that it is a long journey ahead and she is happy that everyone will be together for that. Ruby wished members a nice Christmas, hoping they enjoy time with family and loved ones.

8. <u>Policy Council Member Comments</u>

Members had an opportunity to share a comment, the majority of which extended wishes for a happy holiday and an enjoyable time spent with children, family and loved ones. Other sentiments expressed were all the opportunities a New Year can bring, appreciation for being a part of the Policy Council and all the new learning

to come. Jennifer also shared that she had the opportunity to represent the Policy Council in the Christmas Parade, which she felt was such a wonderful experience. She added that her son also joined her, and they both were dressed up from head to toe, smiling and waving to everyone they passed. Michelle Zazueta was excited to be a member of the Council and of the School Readiness Committee. Rene Mayhorn Williams shared that he was able to attend the event at Harvey Hall which Jerry spoke about earlier, adding it was absolutely gorgeous. He shared that the children sang a lot of songs, and dressed up as reindeer complete with little red noses and that it was just an absolutely amazing time.

9. Adjournment

The next Policy Council meeting will be held on January 28, 2025 at 5:30 p.m. in the Board Room. The meeting was adjourned at 6:00 p.m.