DATE	April 2, 2025
TIME	12:00 PM
LOCATION	CAPK Administrative Office Board Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Personnel Committee Agenda

1. **Call to Order**

2. **Roll Call**

Denise Boshers (Chair)	Guadalupe Perez
Jonathan Mullings	Lily Pimentel-Stratton

3. **Public Forum**

The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. 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.

4. **New Business**

a. New Job Description: Social Worker-CVAF - ***Action Item (p.2-7)***	Vanessa Webster, Programs Officer
b. New Job Description: Program Administrator-Cal AIM - ***Action Item (p.8-14)***	Rebecca Moreno, Director of Housing & Supportive Services
c. Home Visiting Program Retention Incentive - ***Action Item (p.15-26)***	Jerry Meade, Assistant Director – Program, Head Start & State Child Development
d. Head Start Personnel Update – ***Info Item (p.27-28)***	Robert Espinosa, Program Design and Management Administrator

5. **Committee Member Comments**

6. **Next Scheduled Meeting**
Personnel Committee
12:00 pm
May 7, 2025
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. **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 93301, and online at www.capk.org by 12:00 pm, March 28, 2025, by Amy Tapia, Administrative Coordinator.

MEMORANDUM

To: Personnel Committee

From: Vanessa Webster, Programs Officer

Date: April 2, 2025

Subject: *Agenda Item 4(a):* New Job Description: Social Worker - CVAF - **Action Item**

The merger agreement between CAPK and California Veterans Assistance Foundation (CVAF) was effective March 1, 2025. The CVAF employees transitioned over to CAPK effective March 10, 2025. CVAF is now recognized as the Veterans & Supportive Services (VSS) division within CAPK. The division provides supportive services to veterans residing in permanent supportive housing. Services are provided at two Housing Authority of the County of Kern housing developments in Bakersfield. One at Park 20th located at 400 20th Street with 0.75 FTE Case Manager. The second is at Residences at East Hills located at 3345 Bernard Street with 1.0 FTE Social Worker I.

Before CAPK's acquisition, CVAF filled the Social Worker I position through a staffing contract with Continental Labor Staffing, Inc. As of 12/31/2024, the temporary employee completed the job assignment thus leaving the position at Residences at East Hills vacant. Per CVAF's contractual obligation with the Housing Authority of Kern, CVAF will provide case management services. This agreement provides a competitive scope of supportive services for 20 formerly homeless veterans at the housing development. For CAPK, the Social Worker-CVAF is a new job description that provides a high level of social services and case management to best assist our vulnerable veterans.

Summary of Proposed Changes:
Below is a description of the proposed job description and fiscal sustainability.

Position Title	Proposed Changes	Current Grade	Proposed Grade
Social Worker- CVAF	New Job Description	New	Grade 10 Min. $28.39 Mid. $35.49 Max. $42.59

Fiscal Impact and Timeframe:
The position title and grade are included in the current budget. There is no fiscal impact.

Strategic Plan Impact:
As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*. This proposal supports staff development, growth, and retention by aligning the job description and compensation with the current level of responsibility of the position.

Recommendation:
Staff recommends the Personnel Committee approve the job description under the California Veteran's Assistance Foundation, and recommend approval to the Board of Directors.

Attachment:
Social Worker – CVAF Job Description

Social 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 10 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:
The Social Worker supports enrolled veterans by connecting them with substance abuse counseling, mental health services, support groups, and rehabilitation programs to aid in their recovery and well-being. Responsibilities include meeting with clients and their families to discuss progress or setbacks, developing treatment plans for those with mental illnesses or recovering from traumatic events, and maintaining regular communication to monitor their physical and mental health.

SUPERVISION RECEIVED:
Programs Officer

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assist Case Managers and Program Directors in assessing veterans needs and seeking appropriate health and human service support.
- Develop a treatment and care plan in conjunction with the VA medical and support staff.
- Collaborate with healthcare providers, and other organizations.
- Plan, coordinate and implement support plans to help clients and their families cope in difficult times and overcome dependencies.
- Advocate for clients' rights and needs.
- Act as a liaison for veterans, setting up interviews to establish service and ensure the services are provided.
- Assist veterans in filling out applications for assistance programs.
- Conduct home visits and fieldwork as necessary.
- Work with veteran’s family on reunification or other support as it relates to their treatment plan.
- Assist veterans that have a mental health diagnosis on a treatment plan and linkage to appropriate support programs.
- Provide crisis intervention and conflict resolution services.
- Advocate for and help veterans get resources that improve their well-being.
- Evaluate services provided to ensure that they are effective.
- Document clients' progress and maintaining accurate records.
- Provide counseling and support to individuals and their families.

Other Job Specific Duties:

- Assists and participates in meetings and community events as assigned.
- Work alternative shifts including nights and weekends.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Local community resources and services.
- Diverse populations and cultural competency.
- 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 individuals.

Ability to:

- Demonstrate strong interpersonal skills.
- Communicate effectively, verbally and in writing.
- Analyze problems and identify alternative solutions.
- Work independently and as part of a multidisciplinary team.
- Demonstrate strong organizational skills and attention to detail.
- Exercise flexibility and adapt to a dynamic work environment.
- Compile and maintain data records.
- Work with accuracy and attention to detail.
- Exhibit strong active listening skills, organizational skills, problem-solving skills and time-management.
- Demonstrate initiative and capacity to respond effectively in stressful situations.
- Maintain professional relationships with diverse groups and community representatives.
- Maintain a safe and functional work environment.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor’s degree in social work from an accredited university.
- Up to two (2) years' experience working with the veteran population.
- Specialized training in mental health or substance abuse counseling.
- Advanced skills in crisis intervention and conflict resolution.
- Experience working in non-profit sector.
- Experience working with disadvantaged populations.
- Honorably discharged veteran preferred.
- Knowledge of Kern County health and social services is 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 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 within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- 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: Social 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		

MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: April 2, 2025

Subject: *Agenda Item 4(b)*: New Job Description: Program Administrator- Cal-AIM - **Action Item**

The Cal-AIM team is requesting approval of the new job description for the Program Administrator.

Position Title	Proposed Changes	Current Grade *Include grade levels	New Grade *Include grade levels
Program Administrator-Cal-AIM	New Job Description		14

Summary of Proposed Changes

In partnership with Kern Health System and Anthem Blue Cross, CAPK's Cal-AIM program is expanding our housing services to include Enhanced Care Management (ECM) and additional Community Supports (CS). The Program Administrator will manage all aspects of the Cal-AIM initiative. This role will ensure compliance with Department of Health Care Services (DHCS) guidelines, HIPPA compliance and training, and trauma-informed care principles while managing strategy, staff, collaboration, and partnership to deliver quality services to individuals with complex needs. Human Resources has approved this job description at a grade 14 level.

Fiscal Impact and Timeframe

The Housing & Supportive Service team is collaborating with the Community Development team to identify funding sources for the ECM initiative. On January 6, 2025, the DHCS opened the application window for PATH CITED Round 4 funding. We plan to submit a proposal to secure support for the program's startup costs.

Additionally, the existing Cal-AIM operating budget is allocating $118,645 to cover salary expenses if needed. Once the ECM program is operational, the generated revenue will sustain its ongoing financial needs.

Strategic Plan Impact

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, this proposal supports staff development, growth, and retention by adding an opportunity for growth within the agency.

Recommendation:

Staff recommend the Personnel Committee approve the new job description for the Program Administrator-Cal-AIM and the updated Housing & Supportive Services Division's organizational chart, and recommend approval to the Board of Directors.

Attachments:
Draft Cal-AIM Program Administrator Job Description
Housing & Supportive Services Division Org Chart

Program Administrator - Cal-AIM

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 14 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:

Under the direction of the Director of Housing and Supportive Services, the Cal-AIM Program Administrator manages all aspects of the Cal-AIM initiative. The role emphasizes delivering Enhanced Care Management (ECM) services aligned with Department of Health Care Services (DHCS) guidelines and trauma-informed care principles. Responsibilities include program strategy, development, supervision, cross-departmental collaboration, and community partnerships to achieve high-quality service delivery for individuals with complex health and social needs.

SUPERVISION RECEIVED:
Receive direct supervision from Director of Housing and Supportive Services

SUPERVISION EXERCISED:
Provides direct supervision to the Cal-AIM Housing Case Manager, Cal-AIM Claims Analyst, & Cal-AIM Program Coordinator

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Oversee ECM implementation in alignment with DHCS guidelines, ensuring services meet client-centered, whole-person care objectives.
- Coordinate efforts to provide intensive case management for Medi-Cal beneficiaries with high needs, focusing on housing stability, behavioral health, and physical health outcomes.
- Develop workflows that integrate care coordination, health navigation, and social support in accordance with ECM goals.
- Monitor outcomes and evaluate effectiveness of ECM services through data-driven strategies and performance metrics.
- Lead efforts to incorporate trauma-informed principles, emphasizing client safety, trust-building, collaboration, and empowerment.
- Train staff on trauma-informed care and ECM best practices, ensuring compliance with DHCS requirements.
- Review policies and procedures to ensure alignment with trauma-informed approaches and ECM objectives.
- Maintain up-to-date knowledge of DHCS guidelines, policies, and reporting requirements.
- Conduct periodic audits to ensure documentation, operations, and services meet compliance standards.
- Coordinate with finance and administrative teams to align budgets with DHCS and ECM funding requirements.

- Prepare detailed operational and financial reports , including updates on ECM and trauma-informed initiatives.
- Work with multidisciplinary teams to address social determinants of health and streamline housing, case management, and health services.
- Establish partnerships with community-based organizations, health plans, and stakeholders to expand ECM service capacity.
- Act as the primary liaison between the program and DHCS, ensuring all communications, updates, and audits align with ECM standards.
- Supervise staff with a focus on supporting professional growth in trauma-informed care and ECM roles.
- Conduct performance evaluations, providing clear feedback and opportunities for development in alignment with DHCS expectations.
- Represent the Cal-AIM Program in public forums, advocating for whole-person care and trauma-sensitive service delivery.
- Develop and oversee marketing campaigns in collaboration with the CAPK Community Development team to promote ECM initiatives.

- **Other Job Specific Duties:**
- Assists and participates in BKRHC meetings and community events as assigned.
- Collaborates with multidisciplinary teams to streamline the housing process, record keeping, effective case management and partners with them.
- Conduct monthly home visits as needed.
- Public speaking and presentations to internal and external stakeholders.
- Support multidisciplinary teams in streamlining care coordination and addressing barriers to care for Medi-Cal beneficiaries.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Current problems of socially and economically challenged homeless individuals.
- Enhanced Care Management (ECM) principles and DHCS guidelines.
- Trauma-informed care frameworks, particularly in health and social service settings.
- Best practices for care coordination, data collection, and compliance reporting under DHCS.

Ability to:

- Multitask in a fast-paced environment, with prompt attention to client needs.
- Communicate effectively, verbally and in writing.
- Analyze problems and identify alternative solutions.
- Plan and implement developmentally appropriate routines, activities, and experiences.
- Plan, organize, and allocate resources.

- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.
- Understand and apply written regulations and instructions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment, including multi-line phone systems.
- Effectively organize and prioritize assigned work.
- Maintain professional relationships with diverse groups and community representatives.
- Speaking at engagements on issues related to homelessness.
- Maintain a safe and functional workplace environment.
- Travel for agency business as needed.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in business administration, public administration, health service administration, or closely related field.
- Five (5) years' senior management level experience, including supervision of a sizable team, budgeting, directing, organizing, and coordinating the administrative activities within a division, department, or private non-profit organization. Strong public speaking and presentation skills and experience required.
- Two (2) years of supervisory experience. Any equivalent combination of education and/or experience may be acceptable. Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate. Must be able to obtain the CPR certification within 90 days of employment. Narcan Training certification within 90 days of employment.
- Bilingual language fluency (English/Spanish) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors and outdoors.
- Noise level is quiet to moderately to high.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Program Administrator-CalAIM			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		**x**	
Reaching (above shoulder level)		**x**	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

CalAIM Expansion - DRAFT

Legend

Proposed - New

These job descriptions do not currently exist and are merely a draft for expansion draft purposes.

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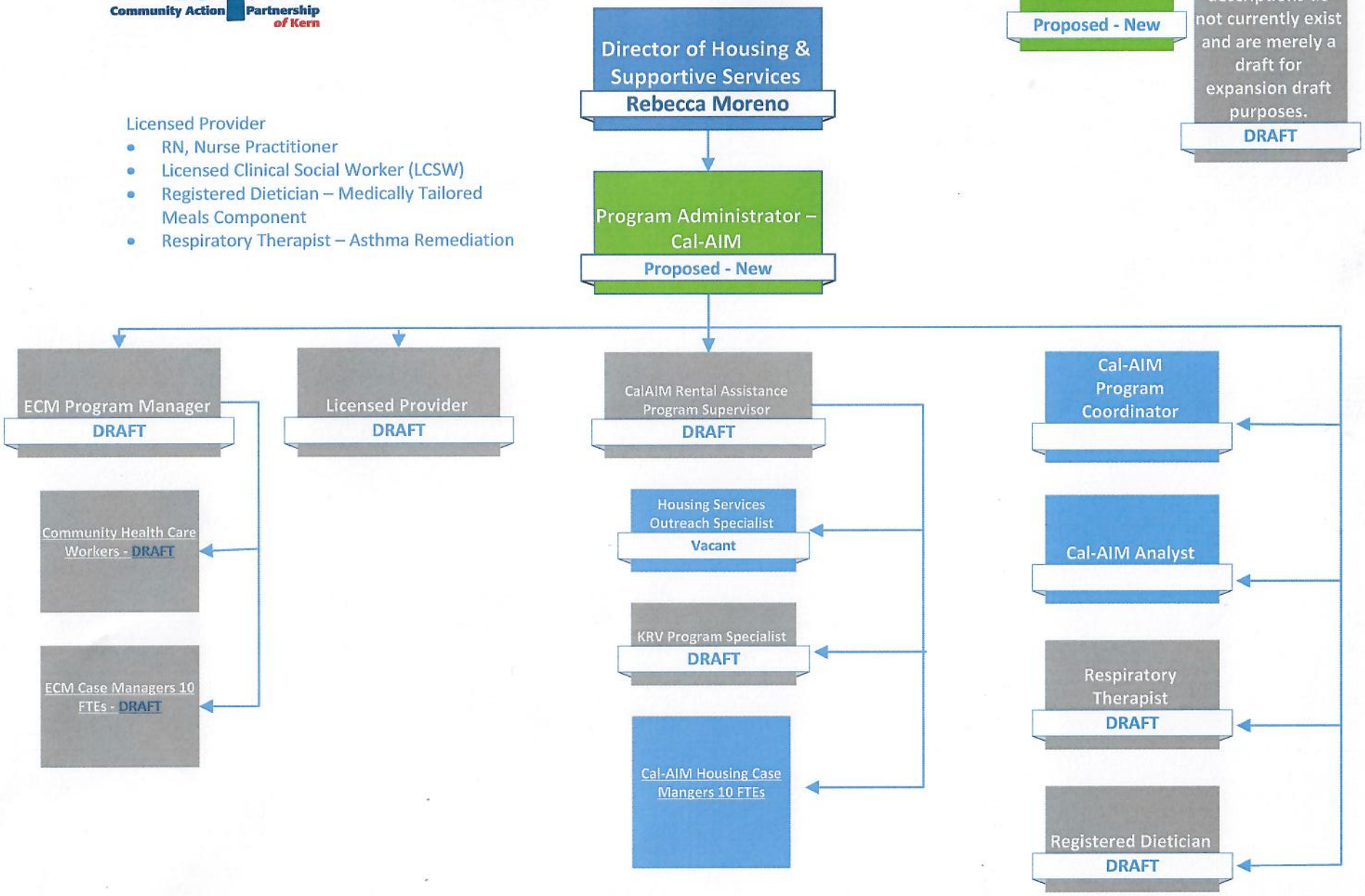
Licensed Provider
- RN, Nurse Practitioner
- Licensed Clinical Social Worker (LCSW)
- Registered Dietician – Medically Tailored Meals Component
- Respiratory Therapist – Asthma Remediation



DRAFT Revised 4-25

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director ~ Program

Date: April 2, 2025

Subject: *Agenda Item 4(c):* Home Visiting Program Retention Incentive – **Action Item**

In August 2024, the Board of Directors approved the 2024-25 County of Kern – CalWORKs Home Visiting Program Agreement and authorized the Chief Executive Officer to execute the agreement and any future amendments. Two key factors were noted in the discussion and approval. First, the agreement included a reduction of funding from previous budget periods of $1,275,643. Staff removed vacant positions, reduced clients, and other non-essential items in the budget. The second noteworthy component was the agreement's effective date is July 1, 2024, through June 30, 2025, which required retroactive approval. The County had not provided the new agreement to CAPK until early August. The 2024-25 County of Kern – CalWORKs Home Visiting Program Agreement was fully executed on September 10, 2024.

The County of Kern contacted program staff the following month (October 2024) requesting an amendment be made to the agreement to include an increase of $1.3 million for the current fiscal year. In partnership with the Finance Division, program staff revised the 2024-25 budget to include items removed from the previous program terms. Similar to the process of reduction, the focus was on increasing staff in order to increase client services. The reinstatement of a retention incentive was also added to the amendment. The 2024-25 County of Kern – CalWORKs Home Visiting Program Agreement Amendment No. 1 (Amendment No.1) was fully executed on January 14, 2025.

Since the amendment was executed, program staff have focused on increasing client services to reach the new goal of 300 concurrently served CalWORKs participants. A more recent focus concerns the retention incentive included in Amendment No. 1. Program staff have been working in consultation with Human Resources and the Finance Division to draft a retention incentive plan/policy as the most recently approved retention incentive policy expired in December 2024. The plan aligns with the terms of Amendment No.1 for one notable exception. Amendment No. 1 indicates the retention incentive be paid in two increments at 50% per increment. With the delayed execution of the amendment, staff are recommending the incentive be paid in one increment. The eligibility requirement identifies two tiers of incentive based on the length of service: Tier 1 is those employed prior to July 1, 2024, and Tier 2 is those employed July 1, 2024, or after. Notably, the plan includes a retroactive eligibility date.

The fiscal impact aligns with the budget as the expense of the incentive was included in the budget development for Amendment No.1.

Recommendation

Staff recommend the Personnel Committee approve the Home Visiting Program Retention Incentive Plan with the retroactive eligibility requirements, and recommend approval to the Board of Directors.

Attachments:
Home Visiting Program Retention Incentive Plan
2024-25 County of Kern – CalWORKs Home Visiting Program Agreement Amendment No. 1

Head Start and State Child Development
POLICY AND PROCEDURE

TITLE: Home Visiting Program Retention Incentive Plan

APPROVED:

APPLIES ONLY TO: Identified Positions in the CalWORKs Home Visiting Program (HVP) within the Head Start and State Child Development Division

PURPOSE:
The purpose of the CalWORKs HVP Retention Incentive Plan (Plan) is to help retain employees. Upon approval by the Board of Directors, this plan will be temporary and is intended to help address the retention.

OBJECTIVE:
To reduce CalWORKs HVP employee turnover and lengthen their service time with CAPK. This Policy includes eligibility criteria based on the employee's date of hire and their maintaining of their employment within the Head Start and State Child Development division throughout the eligibility timeframe established within the 2024-2025 CalWORKs Home Visiting Program Services Agreement; Amendment No. 1. This Policy applies to selected positions as identified below as the absence of said position, would prevent reaching compliance with the CalWORKs HVP agreement.

GOALS:
1. Reduce employee turnover.
2. Lengthen employee's service time with CAPK.
3. Increase the number of CalWORKs HVP employees.
4. Reach full enrollment.

ELIGIBILITY PROCEDURES:
1. Employees on active status prior to July 1, 2024, and maintain their employment through June 9, 2025, will qualify for Tier 1 of the retention incentive for 2024-25 budget period. This incentive will be paid on June 13 2025.
2. Employees on active status on the July 1, 2024 or after and maintain their employment through June 9, 2025, will qualify for Tier 2 of the retention incentive for 2024-25 budget period.
3. Employees on a leave of absence are considered active. The criteria above is applicable to determine the tier of incentive. If on a leave of absence at the time of schedule disbursement of this incentive (June 13, 2025), they would receive their incentive with their next paycheck upon their return from leave provided they return from leave to active status prior to February 28, 2026.

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INCENTIVES:

Tier 1 ~ A $5,000.00 retention incentive will be paid to eligible CalWORKs HVP employees on the pay date on June 13, 2025.

Tier 2 ~ A $3,000.00 retention incentive will be paid to eligible CalWORKs HVP employees on the pay date on June 13, 2025.

The incentive will be processed through payroll and will be considered taxable wages. The incentives will be expensed to the Home Visiting Program as this program receives the benefit of the retained employee.

ELIGIBLE POSITIONS:

Home Visiting Program positions to be included in this policy:

HVP Program Manager
HVP Liaison
HVP Coordinator/Supervisor
HVP Home Visitor
HVP Data Analyst
HVP Administrative Assistant (as allocated)

Note: The Retention Incentive Plan reflects retroactive dates due to additional funding being made available late in the program year. The execution of Amendment No. I to Agreement CalWORKs Home Visiting Program Services is dated 1/14/2025.

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Kern County
Agt. # 027-2025

AMENDMENT NO. 1
TO AGREEMENT
CalWORKs HOME VISITING PROGRAM SERVICES

Independent Contractor
(County – Community Action Partnership of Kern)

THIS AMENDMENT No 1 ("Amendment No. 1") is made and entered into on JAN 14 2025 _____, ("**Execution Date**") by and between the County of Kern, a political subdivision of the State of California ("**County**"), as represented by the Department of Human Services ("**Department**"), and Community Action Partnership of Kern ("**Contractor**"), whose principal place of business is at 5005 Business Park North, Bakersfield, CA 93309. County/Department and Contractor are referred to individually as a "**Party**" and collectively as the "**Parties**".
CONTRACTOR'S UNIQUE ENTITY IDENTIFIER NUMBER: MH2JA4FK2WK1

WHEREAS:

a. County and Contractor entered into an Agreement dated Sept 10, 2024, for the term of July 1, 2024 through June 30, 2025, Kern County Agreement No. 494-2024 ("**Agreement**"), for the Home Visiting Program Services; and

b. County and Contractor wish to modify scope of services to increase the number of families served under the Agreement; and

c. County and Contractor wish to increase the maximum compensation payable under the Agreement by $1,344,641 based on State allocation via County Fiscal Letter 24/25-15. Additional funding will allow more families to participate through the CAPK-HVP program; and

d. County and Contractor agree to certain modifications as set forth in this Amendment No. 1.

NOW, THEREFORE, IT IS AGREED between the parties as follows:

1. Paragraph 2, Section B of the Agreement is amended to read in its entirety as follows:

"2. RESPONSIBILITIES OF CONTRACTOR

B. Home Visiting

1) Contractor shall provide the following staff to provide HVP services:

a. One Program Manager to provide oversight for the HVP.

b. 30 qualified Home Visitors to provide direct services to participants. 28 w/ KR

c. Four Program Supervisors to provide oversight to the support staff.

d. Four liaisons to recruit, provide outreach, and enroll participants in the HVP.

e. One Data Analyst to support reporting and data collection.

f. Program /Administrative Assistant to support program needs.

2) CAPK shall concurrently serve up to 300 CalWORKs voluntary participants through the CAPK-HVP, as set forth in **Exhibit "A to Amendment No. 1"** of the program. 315 1/25

3) Contractor shall cumulatively serve up to 350 families during the term of the Agreement as set forth in **Exhibit "A to Amendment No. 1"**.

4) Contractor shall provide HVP services in the district areas of Taft, Shafter, Delano, Rosamond, Ridgecrest, Lamont, and other areas of Eastern Kern County.

5) Contractor may conduct Telehealth visits using an agreed upon virtual platform if the following requirements are met:

a. Telehealth home visits are implemented with fidelity to the evidence-based home visiting model.

b. Alternate locations are agreed upon by Contractor and HVP participants.

c. Telehealth home visits shall be used as supplemental visits. The initial home visit shall be conducted in person.

d. Telehealth visits are required to be conducted on a HIPAA-compliant video platform.

e. Home visitors who plan to conduct Telehealth home visits shall be trained in using the technology prior to conducting the virtual visit.

6) Contractor shall annually conduct up to 40 home visits per home for a maximum of 90 minutes in duration on a weekly basis and facilitate up to 12 socialization activities for each family participating in the CAPK-HVP program. Home visits shall be supplemented by regular phone contact and shall be planned collaboratively with the parents (or the child's legal guardian).

7) Contractor shall use the Early Head Start Home Visiting Program-Home Based Option (EIS-HBO) as the home visiting model. Contractor shall provide and use the "Partners for a Health Baby" curriculum. Contractor may use other approved Home Visiting Evidence of Effectiveness (HomeVee) curricula upon obtaining authorization from the Department.

8) Contractor shall provide a ratio of one CAPK-HVP home visitor for 8-10 families. This ratio is the same for the outlying areas of Taft, Shafter, Delano, Rosamond, Ridgecrest, Lamont, and other areas of Eastern Kern County.

9) Contractor shall provide services to the HVP families for 24 months from the time of enrollment, or until the child turns two years of age, whichever is later

2. Paragraph 4 of the Agreement is amended to read in its entirety as follows;

"4. COMPENSATION

County shall compensate Contractor in an amount not to exceed $4,943,041 for fiscal year 2024-25. The total amount of compensation over the term of this agreement is not to exceed $4,943,041. County shall reimburse Contractor for all necessary and reasonable costs incurred on behalf of County as set forth in **Exhibit "D" to Amendment No. 1"**

During Fiscal Year 2024-25 Contractor shall implement a Retention Incentive Plan for its employees and shall include the costs as a separate line item in **Exhibit "D" to Amendment No. 1.**

A. Staff Retention Incentive Plan

Contractor shall implement a Recruitment/Retention Incentive Plan for its employees to reduce the rate of attrition and increase the rate of retention and length of service of home visiting staff. Contractor's employees shall be eligible to earn retention incentives, based on program and agency funding, if they meet the following criteria:

Fiscal Year 2024-25	
Criteria	**Amount of Payment**
New employees hired and on active status after July 1, 2024 and employment retained through June 30, 2025. Six months from start date (50%) June 13, 2025 (50%)	$3,000

Employees on active status as of July 1, 2024 and retained employment through June 30, 2025. March 7, 2025 (50%) and June 13, 2025 (50%)	$5,000

The amount paid to Contractor by County shall not exceed the total amount of Home Visiting Program funding made available by the State to the County for the period of July 1, 2024 through June 30, 2025. No additional compensation will be paid. No funds paid to Contractor through this Agreement shall be utilized to compensate employees of Contractor for overtime or compensatory time off, except to the extent that Contractor is required to pay for overtime or compensatory time off pursuant to the Fair Labor Standards Act of 1938, 29 USC Section 201 et seq., or applicable State law.

3. **Exhibit "A"** is superseded by **Exhibit "A to Amendment No. 1"**, attached hereto and made a part hereof.

4. **Exhibit "D"** is superseded by **Exhibit "D Amendment No. 1"**, attached hereto and made a part hereof.

5. Except as expressly amended herein, all terms and conditions of the original Agreement dated September 10, 2024, as amended, will remain in full force and effect.

The Parties have executed this Agreement on the Execution Date.

COUNTY OF KERN

Dated: JAN 14 2025

By _____

Chairman, Board of Supervisors

"County" LETICIA PEREZ

COMMUNITY ACTION PARTNERSHIP OF KERN

Dated: 12/17/2024

By DocuSigned by: Jeremy Tobias 9D1863927824A0...

Jeremy T. Tobias, Chief Executive Officer

"Contractor"

APPROVED AS TO CONTENT:

Kern County Department of Human Services

Dated: 12/17/2024

By DocuSigned by: Lito Morillo 1797CC5A27C0405...

Lito Morillo, Director

APPROVED AS TO FORM:

Office of the County Counsel

Dated: 12/17/2024

By DocuSigned by: Jennifer Feige 0BBD1B479AE44B3...

Jennifer Feige, Deputy County Counsel

Exhibit "A to Amendment No.1"

CAPK Home Visiting Program

Head Start and State Child Development Division

1Year Plan **Home Visitor**	**Estimated Case Load**	**Year 1** July 1, 2024, through June 30, 2025	**Year 1** July 1, 2024 through June 30, 2025
HV 1	8 - 10	10	1 Program Manager, 4 Supervisors, 4 Liaisons, and 30 Home Visitors serving up to 300 clients. Collaboration with KCDHS to conduct outreach to parents throughout Kern County. Service areas include Bakersfield, Taft, Shafter, Delano, Ridgecrest, and Eastern Kern.
HV 2	8 - 10	10	
HV 3	8 - 10	10	
HV 4	8 - 10	10	
HV 5	8 - 10	10	
HV 6	8 - 10	10	
HV 7	8 - 10	10	
HV 8	8 - 10	10	
HV 9	8 - 10	10	
HV 10	8 - 10	10	
HV 11	8 - 10	10	
HV 12	8 - 10	10	
HV 13	8 - 10	10	
HV 14	8 - 10	10	
HV 15	8 - 10	10	
HV 16	8 - 10	10	
HV 17	8 - 10	10	Program is a full capacity concurrently serving 300 clients. The goal is to reach a cap of cumulatively serving up to 350 families by 6/30/25.
HV 18	8 - 10	10	
HV 19	8 - 10	10	
HV 20	8 - 10	10	
HV 21	8 - 10	10	
HV 22	8 - 10	10	
HV 23	8 - 10	10	
HV 24	8 - 10	10	
HV 25	8 - 10	10	
HV 26	8 - 10	10	
HV 27	8 - 10	10	
HV 28	8 - 10	10	
HV 29	8 - 10	10	
HV 30	8 - 10	10	
Total	**240-300**	**300**	

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Exhibit "D to Amendment No. 1

COMMUNITY ACTION PARTNERSHIP OF KERN *CAPK HOME VISITING PROGRAM* FY 24/25	Human Services
Line Item	**Budget Amount**
SALARIES	$2,600,159
PAYROLL TAXES & BENEFITS	$806,049
OPERATIONAL/PROGRAM COSTS	$1,087,466
TOTAL DIRECT COSTS	$4,493,674
OVERHEAD OR INDIRECT COSTS	$449,367
TOTAL COSTS	$4,943,041

Exhibit "D to Amendment No. 1"

COMMUNITY ACTION PARTNERSHIP OF KERN ***CAPK HOME VISITING PROGRAM*** **FY 24/25**	
Line Items	**Descriptive Narratives**
SALARIES	**$2,600,159**
HVI Program Manager	Salaries and wages includes program management responsible for program oversight, cost-of-living adjustment, merit increase and retention incentive;1 program manager and 4 program supervisors for staff supervision and supporting monitoring. 30 home visitors responsible for providing individual and family services and program delivery, 4 liaisons responsible for case management, enrollment services and coordination of shared communication with DHS. Administrative management for compliance in all areas of the program.
30 Home Visitors	
4 Liaisons	
4 Program Supervisors	
Data Analyst	
dministrative Assistant (@ 33% allocation)	
1 Senior Management (@ 50% allocation)	
dministrative Support (@ 10% allocation)	
PAYROLL TAXES & BENEFITS	**$806,049**
Taxes & Benefits	Benefits include FICA, State Disability, FUTA, Workers Compensation and benefits @33% of salaries and wages. Benefits include retirement, medical, dental, vision, and long term disability plan.
OPERATIONAL/PROGRAM COSTS	**$1,087,466**
Professional Development/Travel	Operational expenses are prorated amounts using CAPK allocation schedule bases on am occupied square footage allocation methodology. Cost allocation includes rent, facility, utilities, phone/telecommunications, equipment/leases, professional services, supplies, marketing/advertising/printing, and insurances. Other operational cost include mileage reimbursement, and professional development trainings and conferences including curriculum, early childhood education and leadership. Travel and expenses to be included. Computers and other workspace supplies to include furnishings for additional staff. Program curriculum, ECE consumable items, books, crafts, music, and incidental food costs. Consultant services for specialized needs, nurse, and family engagement activity funds. Material goods related to health and safety of the child/family (not to exceed $1000 per family). Activity kits and other educational supplies
Rent/Facility/Utilities	
Phone/Telecommunication	
Equipment/Leases	
Professional Services	
Marketing/Advertising/Printing	
Insurances	
Child and Family Services Supplies	
Nutrition Services	
Child Service Consultants	
Parent Services	
Material Goods	
TOTAL DIRECT COSTS	**$4,493,674**
OVERHEAD OR INDIRECT COSTS	**$449,367**
	Certified Rate 0% Fixed Rate 10%
TOTAL COSTS	**$4,943,041**

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Program

Robert Espinosa, Program Design and Management Administrator

Date: April 2, 2025

Subject: *Agenda Item 4(d): 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 March 2025, the following information is provided to the Personnel Committee:

- 645 Staff employed.
- 22 Vacant Positions.
- Onboard 8 new staff members.
- Three (3) staff member rehired.
- Twelve (12) Resignations.

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 March 26, 2025.

Attachment:
Enrollment Staffing Data Sheet

Head Start State Child Development

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	25	104%	9	9	0	100%
Angela Martinez HS	51	51	100%	9	9	0	100%
Bakersfield College	32	29	91%				
Blanton	16	11	69%				
Broadway (PY)	37	37	100%	6	6	0	100%
California City (PY)	17	17	100%	2	2	0	100%
California Street	24	25	104%	9	8	1	89%
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%	6	6	0	100%
Family Childcare EHS	20	29	145%				
Family Childcare HS	10	10	100%				
Garden Pathways	11	12	109%				
Gianone	16	17	106%	3	3	0	100%
Harvey L. Hall EHS	68	69	101%	24	24	0	100%
Harvey L. Hall	74	74	100%	9	9	0	100%
Heritage (PY)	17	17	100%	2	1	1	50%
Kennedy	16	17	106%	6	5	1	83%
Lathrop	24	25	104%	9	9	0	100%
Lodi	32	32	100%	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	5	125%	3	2	1	67%
Oasis (PY)	34	26	76%	6	5	1	83%
Pete Parra EHS	48	48	100%	15	14	1	93%
Pete Parra HS	68	67	99%	8	8	0	100%
Primeros Pasos EHS	16	17	106%	6	6	0	100%
Primeros Pasos HS	51	51	100%	9	9	0	100%
Rosamond (PY)	51	51	100%	9	9	0	100%
San Diego EHS	32	33	103%	12	12	0	100%
Shafter EHS	24	26	108%	9	9	0	100%
Shafter	17	17	100%	3	3	0	100%
TBD	8	0	0%	3	3	0	100%
Stockdale HS	45	37	82%	12	8	4	67%
Sterling EHS	72	65	90%	26	23	3	88%
Sterling HS	53	51	96%	9	9	0	100%
Sunrise Villa (PY)	17	17	100%	3	3	0	100%
Taft (PY)	51	51	100%	15	15	0	100%
Taft College	22	16	73%				
Tehachapi (PY)	15	15	100%	2	2	0	100%
Vineland (PY)	17	17	100%	2	2	0	100%
Virginia (PY)	17	17	100%	2	2	0	100%
Willow (PY)	37	37	100%	9	9	0	100%
Home Base Kern 160	160	163	102%	16	16	0	100%
SJC EHS HB 80	80	72	90%	8	8	0	100%
Total	**1689**	**1657**	**98%**	**337**	**324**	**13**	**96%**

Closed Classrooms	Funded Enrollment	Staff Vacancies
Stockdale HS ~ 45		
Class A	8	3
Sterling EHS ~ 80		
Class 9	9	2
SJC HB ~ 80		
Stockton 3	10	0
TBD~ 8		
Class 1	8	0
Classrooms Fully	**Total Slots**	**Staff Vac.**
4	**35**	**5**

* TBD- St. Mary's- slots pending

	Slots	Staff Vac.
Closed Enrollment	**2%**	**38.46%**
Open Enrollment	**98%**	**61.54%**

Funded Enrollment	1689	1657 98%

Active Enrollment	1654	1657 100%