

COMMUNITY ACTION PARTNERSHIP of KERN  
BOARD OF DIRECTORS  
EXECUTIVE COMMITTEE MEETING  
5005 Business Park North  
January 13, 2020  
12:00 pm

AGENDA

1. Call to Order

2. Roll Call

Curtis Floyd  
Yolanda Ochoa

Janea Benton  
Fred Plane

Guadalupe Perez

3. Approval of Agenda

4. Public Forum

*The public may address the Committee on items not on the agenda. 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.*

5. New Business

- a. Operational Agreement & Contract Exhibits (Scope of Work) - County of Kern Low-Barrier Homeless Shelter (Navigation Center) – Sheila Shegos, Outreach & Grants Administrator /Homeless Shelter Project Lead – **Action Item (p. 2)**

6. Committee Member Comments

7. Closed Session

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

8. Closed Session Report

9. Next Scheduled Meeting


Executive Committee Meeting  
Wednesday, July 22, 2020  
12:00 pm  
5005 Business Park North  
Bakersfield, CA 93309

10. Adjournment

*This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North in Bakersfield, CA and online at [www.capk.org](http://www.capk.org) by 12:00 pm January 8, 2020 by Paula Daoutis, Administrative Coordinator.*

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

To: Executive Committee  


From: Sheila Shegos, Outreach & Grants Administrator / Homeless Shelter Project Lead

Date: Monday, January 13, 2020

Subject: *Agenda Item 5a*: Operator Agreement & Contract Exhibits (Scope of Work) - County of Kern Low-Barrier Homeless Shelter (Navigation Center) – **Action Item**

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Staff and legal counsel from both sides have reviewed and provided input to finalizing the draft Operator Agreement and Contract Exhibit (Scope of Work) for operating the County of Kern Low-Barrier Homeless Navigation Center, located at 2900 M Street in Bakersfield.

Progress made since last reporting:

### Capital & Site Improvements

The main two structure concrete slabs have been poured at the site location on M Street and “Sprung” structure materials have been delivered. County design teams and contractors are working with CAPK staff and others on finalizing external and internal structure and layout for accommodating overnight shelter guests, pets and walk-in homeless clients, as well as staff, providers and volunteers.

### Recruitment & Staffing

Interviews for the Navigation Center management positions (Program Manager, Operations Supervisor, Program Services Supervisor and Program Coordinator) have been conducted and contingent offers, based on contract signing, have been made to those who have successfully completed background checks and reference screening.

### Operational Plans & Provider Meetings

The County of Kern Low Barrier Navigation Center Policy and Procedure Operations Manual referenced in the contract is under development and will be presented in draft to the Program Review & Evaluation (PRE) Committee this month.

Staff and County are discussing operational plans and collaboration with area services providers and others, including existing shelters, to enhance and leverage services that are offered to homeless clients.

### **Recommendation**

1. The recommendation by staff to the Executive Committee is to authorize the CEO to execute the final contract with the County of Kern Administrative Office as the sole source operator of a Low-Barrier Homeless Navigation Center, located at 2900 M Street in Bakersfield, CA.

### **Attachments**

1. Low Barrier Navigation Center/LBNC Operator Agreement (To be distributed prior to January 13<sup>th</sup> Meeting)
2. Low Barrier Navigation Center/LBNC Contract Exhibits (To be distributed prior to January 13<sup>th</sup> Meeting)