

**AGENDA OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
HOUSING AND OPPORTUNITY FOUNDATION
OF KERN, LOCATED AT: 601 24th ST.,
BAKERSFIELD, CALIFORNIA TO BE HELD
ON WEDNESDAY, MAY 8, 2024, AT: 12:30
P.M.**

1. **Call to Order**, Roll Call, and Introduction of Guests
2. **Adoption of Agenda**
3. **Approval of the Minutes** of the Regular Meeting on 01-29-24.
4. **Reports from the Chair-Woman and/or Directors of the Board**
5. **Financial Report**
6. **Fundraising Committee Update**
7. **Executive Director Report**
8. **Next Meeting**

The next regular meeting of the Board of Directors of the Housing and Opportunity Foundation of Kern will be held on **Wednesday, July 10th at 12:30 p.m.**, at the Housing Authority's Central Office Large Conference Room, located at: 601 – 24th Street, Bakersfield, California.

9. **Adjournment**

If you require **special assistance** to participate in this Meeting, please call: 661-631-8500, ext. 1410, to make reasonable arrangements to ensure accessibility to this Meeting. For the hearing impaired, requests can be made via the California Relay Service at the numbers below:

TTY: 1-800-735-2929

Voice: 1-800-735-2922

Spanish: 1-866-734-2766

Speech to Speech: 1-866-734-2305

Requests for assistance should be made at least two (2) days in advance whenever possible. This is to certify that this Agenda was posted at: The Housing and Opportunity Foundation of Kern's office, located at: 601 -24th Street, Bakersfield, CA 93301, on July 9, 2021. Documents submitted to a majority of the Foundation Directors fewer than 72 hours prior to a public meeting are available for public inspection at the public counter of the Housing and Opportunity Foundation of Kern's office, located at: 601 – 24th Street, Bakersfield, CA 93301, as soon as they are distributed to Foundation Directors.

H. Kimmel

Housing & Opportunity Foundation of Kern
Agenda Item Submission Sheet

Date: May 08, 2024

TITLE: Approval of Minutes

SUBMITTED BY: Heather Kimmel

SUPPORTING DATA: Minutes

NARRATIVE: Approval of the Minutes

Attached are the minutes from the January 2024 Regular Meeting for review and approval.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE HOUSING AND OPPORTUNITY FOUNDATION OF KERN, TO BE HELD AT: 601 24th ST., BAKERSFIELD, CALIFORNIA ON TUESDAY, JANUARY 29, 2024 AT: 11:30 AM

1. Call to Order, Roll Call, and Introduction of Guests

Director Janssen initiated the Regular Meeting of the Board of Directors of the Housing and Opportunity Foundation of Kern, held at 601 24th Street, Bakersfield, California on Monday January 29, 2024, at 11:43 a.m.

Present Directors: Jessica Janssen, Gabriela Mello, Raju Jassar, Andrea Hill, Shontay Smith-Sweeney, Max Bacerra, Michael Bowers, Dee Slade
HA Staff: Heather Kimmel, Petra Bantum, Mardi Sharples
Absent: Samy Abiaoui

2. Adoption of Agenda

A motion was made to Approve the Agenda with a correction to the date from 1/16 to 1/29 by Director Slade and seconded by Director Hill. It was carried by Chair Janssen, Vice-Chair Smith-Sweeney, Director Mello, Director Bacerra, Director Bowers, and Director Jassar. Absent: Director Abiaoui. There were no abstentions.

3. Approval of the Minutes of the Regular Meeting on July 18th 2023 and October 17, 2023, held at 11:30 a.m.

A motion was made to Approve the minutes from the July 18th and October 17th meetings by Director Bacerra and seconded by Director Slade. It was carried by Chair Janssen, Vice-Chair Smith-Sweeney, Director Mello, Director Hill, Director Bowers, and Director Jassar. Absent: Director Abiaoui. There were no abstentions.

4. Finance Committee Report

Executive Director Kimmel reported that the Finance Committee met on 11/15/23 and is bringing forward a recommendation to:

- 1. Hold a balance of \$50,000 in Checking to cover one year of program operations*
- 2. Open a Money Market Account and transfer \$120,000 to it. This account will earn 3.75% APY as opposed to the .10% APY in the savings account*
- 3. Place the remaining funds into two 6 month CD's that are purchased three months apart from each other. The CD's will earn 5.10% APY and the funds can be re-invested.*

A motion was made to Authorize Executive Director Kimmel to open the money market account and the two CD's by Director Bowers and seconded by Director Jassar. It was carried by Chair Janssen, Vice-Chair Smith-Sweeney, Director Mello, Director Hill, Director Bacerra, and Director Slade. Absent: Director Abiaoui. There were no abstentions.

5. Approval of Annual Tax Returns

Executive Director presented the Annual tax returns and shared that they reflect the same numbers presented to the board in the Audited Financials in October. There were no adjustments made since the board reviewed and approved that report.

up again, but that we still have a long road ahead of us to get back to where we were before COVID. She reported that

- College scholarships were presented to 27 recipients ranging from \$250 to \$2,000
- Over 200 participants attended the first ever Building Hope Conference.
- Nearly 300 families participated in financial literacy workshops to include Budgeting Classes, Credit Repair, First-Time Homebuyer, Resume Writing, and Interview Skill Building.
- 200 Seniors participated in social activities such as food distribution, coffee socials, bingo, and art classes.
- 400 Children participated in youth programs including homework club, STEAM Competitions, Back-to-School Clothing and Backpack Drive
- Opened seven free libraries on the sites of several low income housing developments.
- Jessica's Christmas provided assistance with food and gifts to 190 families.
- Provided three Helping Hands grants to families preventing their utilities from being disconnected.
- Awarded one small business loan through the Wise Investments Now Program

11. Executive Director Report

Executive Director Kimmel informed the board that this quarter staff focused on Jessica's Christmas which provided:

- a. 91 individuals received assistance with their Thanksgiving meal in the form of place settings and gift cards.
- b. 53 families were adopted through Max Bacerra and the Mora Partners which provided gifts to 255 individuals.
- c. 198 seniors received gift bags which included needed household supplies.
- d. 89 youth received stuffed Christmas stockings and participated in a Holiday Celebration to include cookie decorating, hot chocolate and a movie. In addition, each youth left with a framed picture of themselves to give as a gift to their parents.

In total 633 people were served during the Holiday season which is one of our best years to date.

She shared that we are now shifting our focus to the launch of new programs

- e. Upgrading all Community Rooms
- f. Purchase Tablets
- g. Launching Teen Life Skills Programs

Director Bowers requested information on designated funding opportunities that he can take to some interested donors. Executive Director Kimmel shared that she would send the board the community room wish lists in the next few weeks so they can see what the sites need.

Director Slade requested that Executive Director Kimmel work with her staff to help them become better connected on a personal level with the work they are doing and the people they are serving. Director Slade shared that when the Housing Authority's staff do not provide good customer service, it makes their job of raising funds harder. Director Janssen asked Executive Director Kimmel to research ways the Foundation Board can assist with training opportunities for her staff. Director Mello requested that Executive Director Kimmel find ways to include other Housing Authority staff in the Jessica's Christmas program and expand beyond the Resident Services Team.

Director Hill shared that she would like to become more involved in the upcoming Teen Life Skills classes and offered that the board should consider developing a mentorship program. Executive Director Kimmel stated that she would share the Teen Life Skills curriculum with the board so that they can decide how to best participate.

Housing & Opportunity Foundation of Kern
Agenda Item Submission Sheet

Date: May 08, 2024

TITLE: Reports from the Chair-Woman and/or Directors of the Board

SUBMITTED BY: Heather Kimmel

SUPPORTING DATA: N/A

NARRATIVE: Reports from the Chair-Woman and/or Directors of the Board

Housing & Opportunity Foundation of Kern
Agenda Item Submission Sheet

Date: May 08, 2024

TITLE: Financial Report

SUBMITTED BY: Petra Bantum

SUPPORTING DATA: Financial Records

NARRATIVE: Financial Report

Housing & Opportunity Foundation (HOFK)

HOFK - March 2024 / FY24

as of 05/06/2024

Statement of Activities

	Budget	Total To Date
Revenue		
Grants/Contracts	45,000.00	25,000.00
Fundraisers/Events Donations	80,000.00	43,260.03
Donations	0.00	182.40
Interest Earned	0.00	2,283.93
Miscellaneous Income	0.00	1,000.26
Microlending Loan Revenue	6,000.00	5,063.15
Transfer In from Reserves	24,700.00	0.00
Total Revenue	155,700.00	76,789.77
Expenses	Budget	Total To Date
Back-to-School Drive	10,000.00	4,820.20
Bower's Book Depot	2,000.00	0.00
Building Hope Conference	20,000.00	0.00
STEM	0.00	459.40
Fundraising Costs	30,000.00	22,832.47
Helping Hands	10,000.00	1,000.00
Insurance	1,200.00	0.00
Jessica's Christmas	8,000.00	8,511.09
Legal/Bank Fees/Other	500.00	88.78
Senior Social Activities	3,000.00	107.21
Scholarships	10,000.00	0.00
Supplies and Materials	500.00	2,377.39
Tax and Financial Reviews	6,000.00	6,075.00
Teen Life Skills Program	3,000.00	0.00
Travel and meetings	500.00	636.67
Employment and Training	20,000.00	0.00
Home Ownership	25,000.00	749.81
Microlending	6,000.00	3,500.00
Total Expenses	155,700.00	51,158.02
Revenue over Expenses	0.00	25,631.75

SPECIAL PROJECTS		
	Budget	Total To Date
Revenue		
Transfer from Reserves	130,000.00	0.00
Expenses		0.00
Upgrade Computer Labs	50,000.00	0.00
Tablets for Participants (Kids)	30,000.00	0.00
Furniture and Supplies	50,000.00	0.00
Total Expenses	130,000.00	0.00

Housing & Opportunity Foundation (HOFK)

HOFK - March 2024 / FY24

as of 05/06/2024

Statement of Financial Position

ASSETS

Cash-Undesignated (Cash - Unrestricted)	37,216.73
Savings	10,823.36
Money Market	264,926.26
Certificate of Deposit	144,585.47
A/R - loans	27,613.94
Other A/R	1,035.42
Total Assets	486,201.18

LIABILITIES

Advances from Title V/Housing Authority	19,000.00
Other liabilities	4,268.51
Total Liabilities	23,268.51

EQUITY

Unrestricted - URA	312,061.58
Restricted - RNA	150,871.09
Total Equity	462,932.67
Total Liability and Equity	486,201.18

Housing & Opportunity Foundation of Kern
Agenda Item Submission Sheet

Date: May 8, 2024

TITLE: Fundraising Committee Update

SUBMITTED BY: Heather Kimmel

SUPPORTING DATA: N/A

NARRATIVE: Fundraising Committee Report

Fundraising Committee has not met yet. Housing Authority Fundraising team has been established and will consist of:

- **Sonali Kulshreshtha**
- **Lizbeth Worley**
- **Patty Fernandez**
- **Adam Arriola**
- **Mardi Sharples**
- **Eric Colocho**
- **Cecilia Toquillas**
- **Angela Brown**

Housing & Opportunity Foundation of Kern

Agenda Item Submission Sheet

Date: May 8, 2024

TITLE: Executive Director Report

SUBMITTED BY: Heather Kimmel

SUPPORTING DATA: Community Room Needs

NARRATIVE: Executive Director Report

Programs:

1. *New Initiatives*
 - a. *Upgrading all Community Rooms*
 - i. *Staff have taken an inventory of community room needs*
 - ii. *Total cost estimate is \$55,467.00*
 - iii. *Need to try to get some items donated to bring costs back into budget of \$50,000*
 - b. *Purchase Tablets*
 - i. *Orders to be placed this month to be ready for the kick off of summer programs*
 - c. *Launching Teen Life Skills Programs*
 - i. *Start Date TBD*

Community Room Needs

Item	Cost	Almond Village	BSV	Beckes	Greenfield	Homer Harrison	Little Village	Milagro	Park Place	Pinewood	Plaza Towers	REH	Rio Vista	ROTK	RWC	Village Park	VCC	Total Quantity	Total Price
Tables	\$110.00	5	5			5	5							5				25	\$2,750.00
Enclosed Bulletin Boards w/lock	\$56.00	1	1	1	1	1		1	2	1	4		1	2	1	2		19	\$1,064.00
Area Rug -Children Alphabet	\$53.00	1																1	\$53.00
Wall clocks	\$15.00	1	1	1	1	1		1	2	1		1	1	1	1	1	1	15	\$225.00
Locking Storage Cabinet	\$450.00		1		1	1		1				1			1			6	\$2,700.00
Folding Chair	\$25.00			20	20		20	20		20								100	\$2,500.00
Vacuum	\$150.00			1													1	2	\$300.00
TV 55 inch	\$350.00			1	1			1		1						1		5	\$1,750.00
TV brackets	\$45.00			1	1			1		1						1		5	\$225.00
Window blinds	\$60.00						8											8	\$480.00
Dry Erase Boards	\$55.00						3											3	\$165.00
Book cases	\$125.00					5		5		5						5	5	25	\$3,125.00
Computer Tables & Chairs	\$350.00					5		5				5			5			20	\$7,000.00
Refrigerator	\$500.00							1										1	\$500.00
Library table and chairs	\$350.00								2	2								4	\$1,400.00
Scale for exercise rooms	\$25.00								1	1						1		3	\$75.00
Standing Fan	\$75.00								2									2	\$150.00
Couches & Chairs	\$1,500.00								4									4	\$6,000.00
Reading lamps	\$80.00								4	4						4		12	\$960.00
Lobby furniture	\$2,000.00									1	1							2	\$4,000.00
DVD Player	\$35.00								1	1						1		3	\$105.00
Nice Chappel Chairs	\$75.00									20								20	\$1,500.00
Storage containers for cabinets	\$25.00													10				10	\$250.00
Shelves for VCR/DVD Player	\$35.00								1								1	2	\$70.00
Furniture for Community rooms	\$2,000.00														1		1	2	\$4,000.00
Walls need Painted	\$1,000.00			1	1		1	1		1			1				1	7	\$7,000.00
Workout equipment	\$4,000.00								1									1	\$4,000.00
Cement Blocks for walkway	\$12.00												10					10	\$120.00
Computers	\$500.00											3						3	\$1,500.00
Board Games	\$200.00								1	1	1					1		4	\$800.00
Work out DVD's	\$200.00								1	1						1		3	\$600.00
Desk	\$100.00																1	1	\$100.00

\$55,467.00