

**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, OCTOBER 16, 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 07-10-24 held at 601 24th Street.
4. **Reports from the Chair-Woman and/or Directors of the Board**
5. **Approval of FY2025 (7/1/24 – 6/30/25) Budget**
6. **Financial Report**
7. **Fundraising Committee Report**
8. **Executive Director Report**
9. **Next Meeting**

The next regular meeting of the Board of Directors of the Housing and Opportunity Foundation of Kern will be held on **Wednesday, January 8, 2025 at 12:30 p.m.**, at the Housing Authority's Central Office, located at: 601 – 24th Street, Bakersfield, California.

10. **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

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 WEDNESDAY, July 10, 2024 AT: 12:30 PM

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

Chair 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 Wednesday July 10, 2024, at 12:41 p.m.

Present Directors: Raju Jassar, Shontay Smith-Sweeney, Max Bacerra, Jessica Janssen, Gabriela Mello, Samy Abiaoui
HA Staff: Heather Kimmel, Petra Bantum, Rhonda Meza
Absent: Andrea Hill, Michael Bowers, Brooke Ary

2. Adoption of Agenda

A motion was made to Approve the Agenda by Director Abiaoui and seconded by Director Bacerra. It was carried by Chair Janssen, Vice-Chair Smith-Sweeney, Director Jassar, Director Slade, and Director Mello. Absent: Director Hill, Directory Ary and Director Bowers. There were no abstentions.

3. Approval of the Minutes of the Regular Meeting on July 10th, 2024 held at 12:30 p.m.

A motion was made to Approve the minutes from the July 10th meeting by Director Smith-Sweeney and seconded by Director Jassar. It was carried by Chair Janssen, Director Abiaoui, Director Slade, Director Bacerra and Director Mello. Absent: Director Hill, Directory Ary and Director Bowers. There were no abstentions.

4. Financial Report

CFO Bantum recapped the financial report documents in the newly streamlined format. The board shared that the new reports were easier to read and understand and expressed appreciation for the new format.

A motion was made to Receive and File by Director Bacerra and seconded by Director Jassar. It was carried by Chair Janssen, Vice-Chair Smith-Sweeney, Director Abiaoui, Director Slade and Director Mello. Absent: Director Hill, Directory Ary and Director Bowers. There were no abstentions.

5. Fundraising Committee Update

Executive Director Kimmel reported that the Fundraising Committee met, Housing Authority staff were working on organizing themselves for event preparation. The first meetings were held in May and the board received the event details along with the sponsorship packet via email.

6. Executive Director Report

Executive Director Kimmel reported that scholarships were awarded to 25 students under the Max Bacerra Scholarship Program. She also reported that the annual Building Hope conference took place on June 13th and was a success.

7. Next Meeting

The next meeting of Board of Directors – Housing and Opportunity Foundation of Kern will be held on **Wednesday October 16, 2025 at 12:30 p.m.**, at the Housing Authority's Central Office Large Conference Room, located at: 601 24th Street – Bakersfield, CA 93301.

8. Adjournment

A motion was made to Adjourn by Director Jassar and seconded by Director Mello. It was carried by Chair Janssen, Vice-Chair Smith-Sweeney, Director Abiaoui, Director Slade, Director Mello and Director Bacerra. Absent: Director Hill, Director Ary and Director Bowers. There were no abstentions. 1:35pm

Housing & Opportunity Foundation of Kern
Agenda Item Submission Sheet

Date: October 16, 2024

TITLE: Approval of Minutes

SUBMITTED BY: Heather Kimmel

SUPPORTING DATA: Minutes

NARRATIVE: Approval of the Minutes

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

Housing & Opportunity Foundation of Kern
Agenda Item Submission Sheet

Date: October 16, 2024

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

SUBMITTED BY: N/A

SUPPORTING DATA: N/A

NARRATIVE:

HOFK Budget FY 2023-2024

Programs		01	02	03	04
	7/1/13 - 6/30/24 Budget	Agency	Supportive Services	Job Search / Education/Hs g Opp Fund	Housing Counseling /Financial Capability Fund
Revenue					
Grants/Contracts	45,000.00	0.00	0.00	0.00	45,000.00
Fundraisers/Events Donations	80,000.00	38,700.00	16,000.00	10,300.00	15,000.00
Donations	0.00	0.00	0.00	0.00	0.00
Senior Pantry	0.00	0.00	0.00	0.00	0.00
Cash Contributions	0.00	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
Microlending Loan Revenue	6,000.00	0.00	0.00	0.00	6,000.00
Transfer In from Reserves	24,700.00	0.00	15,000.00	4,700.00	5,000.00
Total Revenue	155,700.00	38,700.00	31,000.00	15,000.00	71,000.00
In Kind Donations	146,060.00	146,060.00			
Total Revenue (including In Kind)	301,760.00	184,760.00	31,000.00	15,000.00	71,000.00
Expenses					
Back-to-School Drive	10,000.00	0.00	10,000.00	0.00	0.00
Bower's Book Depot	2,000.00	0.00	0.00	2,000.00	0.00
Building Hope Conference	20,000.00	0.00	0.00	0.00	20,000.00
COVID Relief	0.00	0.00	0.00	0.00	0.00
Fundraising Costs	30,000.00	30,000.00	0.00	0.00	0.00
Helping Hands	10,000.00	0.00	10,000.00	0.00	0.00
Insurance	1,200.00	1,200.00	0.00	0.00	0.00
Jessica's Christmas	8,000.00	0.00	8,000.00	0.00	0.00
Legal/Bank Fees/Other	500.00	500.00	0.00	0.00	0.00
Senior Social Activities	3,000.00	0.00	3,000.00	0.00	0.00
Scholarships	10,000.00	0.00	0.00	10,000.00	0.00
Supplies and Materials	500.00	500.00	0.00	0.00	0.00
Tax and Financial Reviews	6,000.00	6,000.00	0.00	0.00	0.00
Teen Life Skills Program	3,000.00	0.00	0.00	3,000.00	0.00
Travel and meetings	500.00	500.00	0.00	0.00	0.00
Employment and Training	20,000.00	0.00	0.00	0.00	20,000.00
Home Ownership	25,000.00	0.00	0.00	0.00	25,000.00
Microlending	6,000.00	0.00	0.00	0.00	6,000.00
Total Expenses	155,700.00	38,700.00	31,000.00	15,000.00	71,000.00
		25%	20%	10%	45%
In Kind Expenses	146,060.00	146,060.00			
Total Expenses (including In Kind)	301,760.00	184,760.00	31,000.00	15,000.00	71,000.00
Operating Revenue vs Expenses	0.00	0.00	0.00	0.00	0.00

ONE-TIME EXPENSES/PROJECTS

Sources					
Transfer In from Reserves	130,000.00	130,000.00			
Total Sources	130,000.00	130,000.00	0.00	0.00	0.00
Uses					
Upgrade Computer Labs	50,000.00	50,000.00			
Tablets for participating kids	30,000.00	30,000.00			
Furniture and Supplies at sites	50,000.00	50,000.00			
Total Uses	130,000.00	130,000.00	0.00	0.00	0.00
Sources vs Uses	0.00	0.00	0.00	0.00	0.00

HOFK Budget FY 2024-2025

PROGRAMS

	Approved 7/1/13 - 6/30/24 Budget	7/1/23 - 6/30/24 Actuals	7/1/24 - 9/30/24 Actuals
Revenue			
Grants/Contracts	45,000.00	35,000.00	60,000.00
Fundraisers/Events Donations	80,000.00	43,260.03	61,090.00
Donations	0.00	182.40	0.00
Senior Pantry	0.00	0.00	0.00
Cash Contributions	0.00	0.00	0.00
Miscellaneous Income	0.00	1,028.26	165.60
Microlending Loan Revenue	6,000.00	5,938.59	873.06
Interest Earned	0.00	6,852.63	3,835.78
Transfer In from Reserves	24,700.00	1,163.00	0.00
Total Revenue	155,700.00	93,424.91	125,964.44
In Kind Donations		148,479.00	0.00
Total Revenue (including In Kind)	155,700.00	241,903.91	125,964.44
Expenses			
Back-to-School Drive	10,000.00	4,820.20	7,932.03
Bower's Book Depot	2,000.00	0.00	0.00
Building Hope Conference	20,000.00	11,150.50	585.34
STEM	0.00	670.33	182.30
Fundraising Costs	30,000.00	22,832.47	19,653.40
Helping Hands	10,000.00	1,000.00	1,500.00
Insurance	1,200.00	1,160.00	0.00
Jessica's Christmas	8,000.00	8,511.09	0.00
Legal/Bank Fees/Other	500.00	88.78	213.60
Senior Social Activities	3,000.00	107.21	75.95
Scholarships	10,000.00	11,000.00	105.79
Supplies and Materials	500.00	2,455.20	0.00
Tax and Financial Reviews	6,000.00	6,075.00	0.00
Teen Life Skills Program	3,000.00	0.00	0.00
Travel and meetings	500.00	840.70	105.19
Employment and Training	20,000.00	0.00	0.00
Home Ownership	25,000.00	749.81	173.92
Microlending	6,000.00	3,500.00	0.00
Citizens Business Bank grant expense	0.00	2,586.54	0.00
Wells Fargo grant expense	0.00	72.95	0.00
Total Expenses	155,700.00	77,620.78	30,527.52
In Kind Expenses		148,479.00	0.00
Total Expenses (including In Kind)	155,700.00	226,099.78	30,527.52
Operating Revenue vs Expenses	0.00	15,804.13	95,436.92

	01	02	03	04
Proposed 7/1/24 - 6/30/25 Budget	Agency	Supportive Services	Job Search / Education/Hsg Opp Fund	Housing Counseling / Financial Capability Fund
80,000.00	0.00	5,000.00	0.00	75,000.00
60,000.00	60,000.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
300.00	300.00	0.00	0.00	0.00
6,000.00	0.00	0.00	0.00	6,000.00
10,000.00	10,000.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
156,300.00	70,300.00	5,000.00	0.00	81,000.00
0.00	0.00			
156,300.00	70,300.00	5,000.00	0.00	81,000.00
8,000.00	0.00	8,000.00	0.00	0.00
2,000.00	0.00	0.00	2,000.00	0.00
20,000.00	0.00	0.00	0.00	20,000.00
2,500.00	0.00	0.00	2,500.00	0.00
20,000.00	20,000.00	0.00	0.00	0.00
10,000.00	0.00	10,000.00	0.00	0.00
1,200.00	1,200.00	0.00	0.00	0.00
10,000.00	0.00	10,000.00	0.00	0.00
500.00	500.00	0.00	0.00	0.00
3,000.00	0.00	3,000.00	0.00	0.00
12,000.00	0.00	0.00	12,000.00	0.00
2,500.00	2,500.00	0.00	0.00	0.00
6,500.00	6,500.00	0.00	0.00	0.00
3,000.00	0.00	0.00	3,000.00	0.00
900.00	900.00	0.00	0.00	0.00
20,000.00	0.00	0.00	0.00	20,000.00
25,000.00	0.00	0.00	0.00	25,000.00
6,000.00	0.00	0.00	0.00	6,000.00
2,500.00	0.00	0.00	0.00	2,500.00
700.00	0.00	0.00	700.00	0.00
156,300.00	31,600.00	31,000.00	20,200.00	73,500.00
	20%	20%	13%	46%
0.00	146,060.00			
156,300.00	177,660.00	31,000.00	20,200.00	73,500.00
0.00	38,700.00	-26,000.00	-20,200.00	7,500.00

ONE-TIME EXPENSES/PROJECTS

Sources	FY24 Budget	FY24 Actuals	FY25 YTD
Transfer In from Reserves	130,000.00	1,163.00	0.00
Total Sources	130,000.00	1,163.00	0.00
Uses			
Community Room Rehab	50,000.00	0.00	8,857.92
Tablets for participating kids	30,000.00	0.00	4,819.92
Furniture and Supplies at sites	50,000.00	1,163.00	167.52
Total Uses	130,000.00	1,163.00	13,845.36
Sources vs Uses	0.00	0.00	-13,845.36

Carried Over Proposed FY25 Budget
128,837.00
128,837.00
50,000.00
30,000.00
48,837.00
128,837.00
0.00

Housing & Opportunity Foundation of Kern
Agenda Item Submission Sheet

Date: October 16, 2024

TITLE: Approval of FY2025 (7/1/24-6/30/25) Budget

SUBMITTED BY: Petra Bantum

SUPPORTING DATA: Budget Template

NARRATIVE: Attached is the draft budget for the FY2025 operating year.

Housing & Opportunity Foundation of Kern
Agenda Item Submission Sheet

Date: October 16, 2024

TITLE: Financial Report

SUBMITTED BY: Petra Bantum

SUPPORTING DATA: Financial Records

NARRATIVE: Financial Reports will be Provided During the Meeting.

Housing & Opportunity Foundation (HOFK)

HOFK - September 2024 / FY25

as of 10/10/2024

Statement of Activities

	FY25 Budget 07/01/24- 06/30/25	Total To Date
Revenue		
Grants/Contracts	80,000.00	55,000.00
Fundraisers/Events Donations	60,000.00	94,390.00
Miscellaneous Income	300.00	165.60
Microlending Loan Revenue	6,000.00	873.06
Interest Earned	10,000.00	3,835.78
Donations	0.00	0.00
Transfer In from Reserves	0.00	0.00
Total Revenue	156,300.00	154,264.44
Expenses		
	Budget	Total To Date
Back-to-School Drive	8,000.00	7,932.03
Bower's Book Depot	2,000.00	0.00
Building Hope Conference	20,000.00	585.34
STEM	2,500.00	182.30
Fundraising Costs	20,000.00	21,689.44
Helping Hands	10,000.00	1,500.00
Insurance	1,200.00	0.00
Jessica's Christmas	10,000.00	0.00
Legal/Bank Fees/Other	500.00	213.60
Senior Social Activities	3,000.00	0.00
Scholarships	12,000.00	75.95
Supplies and Materials	2,500.00	105.79
Tax and Financial Reviews	6,500.00	0.00
Teen Life Skills Program	3,000.00	0.00
Travel and meetings	900.00	105.19
Employment and Training	20,000.00	0.00
Home Ownership	25,000.00	173.92
Microlending	6,000.00	0.00
Citizens Business Bank grant exp	2,500.00	0.00
Wells Fargo grant exp	700.00	0.00
Total Expenses	156,300.00	32,563.56
Revenue over Expenses	0.00	121,700.88

SPECIAL PROJECTS REPORTING - INCEPTION TO DATE

	Budget			
Revenue				
Transfer from Reserves	130,000.00			
Expenses		FY25 Costs	FY24 Costs	Total Costs
Community Room Rehab	50,000.00	8,857.92	0.00	8,857.92
Tablets for Participants (Kids)	30,000.00	4,819.92	0.00	4,819.92
Furniture and Supplies	50,000.00	167.52	1,163.00	1,330.52
Total Expenses	130,000.00	13,845.36	1,163.00	15,008.36
Revenue over Expenses	0.00	-13,845.36	-1,163.00	-15,008.36

The total budget for the special projects was approved as part of the FY24 Budget.

\$128,837 was carried over for FY25.

Costs are being reported by fiscal year.

107,855.52
total FY25 activity -
no reserve transfer

114,991.64
remaining

Housing & Opportunity Foundation (HOFK)

HOFK - September 2024 / FY25

as of 10/10/2024

Statement of Financial Position

ASSETS

Cash-Undesignated (Cash - Unrestricted)	77,501.69
Savings	10,828.79
Money Market	270,676.23
Certificate of Deposit	147,234.55
A/R - loans	29,362.44
A/R - RTF event	28,300.00
Other A/R	2,228.50
Total Assets	<u>566,132.20</u>

LIABILITIES

Advances from Title V/Housing Authority	-
Other liabilities	4,298.59
Total Liabilities	<u>4,298.59</u>

EQUITY

Unrestricted - URA	363,608.53
Restricted - RNA	198,225.08
Total Equity	<u>561,833.61</u>
Total Liability and Equity	<u>566,132.20</u>

Housing & Opportunity Foundation of Kern

Agenda Item Submission Sheet

Date: October 16, 2024

TITLE: Fundraising Committee Update

SUBMITTED BY: Heather Kimmel

SUPPORTING DATA: N/A

NARRATIVE: Fundraising Committee Report

The 2024 Rock the Foundation was a huge success. We raised a total of \$94,390 and expended a total of \$21,689.44 for a net profit of \$72,700.56. We had 165 RSVP's with 144 Guests actually attending the event.

Feedback received from the Housing Authority Fundraising committee (comprised of staff volunteers) included:

- The ropers and the horse rides were a huge hit.
- People loved the laid back format
- The candy table was a huge draw to the pledge cards
- One of the \$10,000 sponsors tables wanted a free drink ticket
- The music needs to be playing at least 15 minutes before the guests arrive
- Need to promote the raffle more
- Some guests didn't sign in and it was hard to tell who had and who hadn't
- Need to ask guests if they have dietary restrictions ahead of time

We plan to hold next year's event on September 12th with a 1950's swing music theme

Housing & Opportunity Foundation

Rock the Foundation

2024 Event Summary Overview

<u>Contributions Received from</u>	<u>Outstanding</u>	<u>Total Collected</u>	<u>Total Contributions</u>
Wallace & Smith Contractors		5,000.00	
Valley Strong Credit Union		5,000.00	
Banc of California		5,000.00	
Kern Health Systems		10,000.00	
Chevron		5,000.00	
US Bank		5,000.00	
TriCounties Bank		5,000.00	
Enterprise Community		3,000.00	
Wonderful Orchards		3,000.00	
CA Resources Corp (CRC)		2,500.00	
Reza Bashirtash		2,500.00	
Moneywise, Inc.		2,000.00	
Mission Bank		1,500.00	
Jones Hall, APLC		1,500.00	
Ordiz Melby Architects		1,500.00	
SGPA Architecture		1,500.00	
Shafter Nursing & Rehab		1,500.00	
Vince Fong For Assembly 2024		1,500.00	
Andrea R.Hill, CPA, AAC		1,500.00	
Moose Lodge - Women's Chapter		500.00	
Anthem	10,000.00		
Citizens Business Bank	5,000.00		
Milestone Real Estate	1,500.00		
Mora Partners	1,500.00		
Wells Fargo	10,000.00		
Total Sponsors	28,000.00	64,000.00	
Individual tickets & Raffle proceeds	300.00	2,090.00	
Total Contributions	28,300.00	66,090.00	94,390.00

<u>Fundraiser Event Costs</u>	<u>Pending</u>	<u>Total Paid</u>	<u>Total Costs</u>	
Venue Food & Drinks		12,886.79		
Floral		2,100.00		
Entertainment / Band		1,700.00		
Valet Parking		1,225.00		
Mobile Billboard		875.00		
Photo Booth		500.00		
Square Fees		37.92		
Miscellaneous	2036.04	328.69		
Total Costs	2,036.04	19,653.40	21,689.44	23%
			72,700.56	77%

Housing & Opportunity Foundation of Kern

Agenda Item Submission Sheet

Date: October 16, 2024

TITLE: Executive Director Report

SUBMITTED BY: Heather Kimmel

SUPPORTING DATA:

NARRATIVE: Executive Director Report

Over the last quarter we have started to see a significant increase in participation from our participants and tenants. Staff have been diligent in promoting our programs, being consistent in service delivery, and implementing the initiatives approved by the board at our last workshop.

- All tablets have been purchased and distributed to the kids participating in programs
- Two community room rehabs have been completed. We will be inviting the board to participate in a community room rehab after the first of the year.
- We are gearing up for the holiday season and will be reaching out to the board to help distribute gifts. If anyone would like to adopt a family, please let me know.