

**AGENDA OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE HOUSING AND OPPORTUNITY FOUNDATION OF KERN, LOCATED AT: 601 24<sup>th</sup> ST., BAKERSFIELD, CALIFORNIA TO BE HELD ON TUESDAY, OCTOBER 17, 2023, AT: 11:30 A.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 07-18-23 held at 601 24<sup>th</sup> Street.
4. **Reports from the Chair-Woman and/or Directors of the Board**
5. **Financial Report**
6. **Fundraising Committee Report**
7. **Authorization to Recommend the Reappointment of Gabriela Mello, Max Bacerra, and Raju Jassar to the Board of Directors for a Three-Year Term**
8. **Authorization to form a Finance Committee**
9. **Executive Director Report**
10. **Next Meeting**

The next regular meeting of the Board of Directors of the Housing and Opportunity Foundation of Kern will be held on **Tuesday, January 16, 2023 at 11:30 a.m.**, at the Housing Authority's Central Office Board Room, located at: 601 – 24<sup>th</sup> Street, Bakersfield, California.

11. **Adjournment**

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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 -24<sup>th</sup> 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 – 24<sup>th</sup> Street, Bakersfield, CA 93301, as soon as they are distributed to Foundation Directors.

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H. Kimmel

**Housing & Opportunity Foundation of Kern**  
**Agenda Item Submission Sheet**

Date: October 17, 2023

**TITLE: Approval of Minutes**

**SUBMITTED BY: Heather Kimmel**

**SUPPORTING DATA: Minutes**

**NARRATIVE:**

Attached are the minutes from the July 2023 meeting for review and approval.



**5. Reports from the Chair and/or Directors of the Board**

Chair Janssen had no updates to report.

Director Jassar thanked everyone for their participation in the 2023 Max Bacerra Scholarship Project. This year was the most scholarships granted which will impact the biggest amount of residence since existence of scholarship program.

Director Bacerra requested that Board Members allocate time next year to be present at the Scholarship ceremony.

**6. Financial Report**

Executive Director Kimmel requested to move to the end of the agenda to allow Petra Bantum to join the meeting.

**7. Approval of the 2023-2024 Amended Budget**

Executive Director Kimmel revised annual budget based on strategic planning meeting held in April 2023 which reflected the Board's request of funding priorities; increasing program line items, and addition of new programs.

Requesting official approval of the following;

- Increase Jessica's Christmas from \$6,000 to \$8,000.
- Increase Helping Hands from \$3,000 to \$10,000 and fold in assistance with housekeeping assistance along with barriers our new building hope clients might have.
- Added a line item for Senior Social Activities funded at \$3,000.
- Added a line item for a back-to-school drive and funded at \$10,000.
- Added a line item for a life skills program for teenagers that will include a college campus tour funded at \$3,000.
- Increased the Building Hope Conference from \$15,000 to \$20,000.
- Keep the Max Bacerra Scholarships at \$10,000.
- Added a line item to keep Bowers Book Depot re-stocked and maintained each year funded at \$2,000.
- Kept the WIN program funded at \$6,000 with the revenue from paid back loans.
- Kept the employment and training workshops that are funded through Wells Fargo.
- Kept My Financial Academy that is funded through Wells Fargo.
- Kept Credit Counseling that is funded through Wells Fargo.
- Added a onetime investment for:
  - Upgraded computer labs \$50,000. Housing Authority IT person has already started taking inventories and supply list.
  - Tablets for kids participating in activities \$20,000-\$30,000.
  - Furniture and supplies for the sites \$50,000-\$80,000.

Executive Director Kimmel informed that line on budget in Revenue section of Transfer in from Reserves, would have to bring in \$154,700 from reserves. Approximately \$360,000 that is sitting will help fund all these activities being agreed to bring on almost \$155,000 from that nest date which is contingent based on raising \$80,000 at the fundraiser. If less is raised then will need to bring in more from the reserves to meet the budget.

Director Bacerra inquired about the upgraded computer labs and tablets. Wants to know how soon and when will the funding be allocated to be able to have them available for the youth.

Executive Director Kimmel confirmed that immediately after meeting approval, staff would be informed to begin making purchases to be available by the return of school year.

*A motion was made to Approve the Revised Budget for 2023 -2024 as presented by Director Hill and seconded by Director Abiaoui. It was carried by Director Bacerra, Director Jassar, Director Slade.*

*Absent: Vice-Chair Smith-Sweeny, Director Mello, Director Bowers. There were no abstentions.*

**8. Authorization to submit Credit Card application with Valley Strong Federal Credit Union**

Executive Director Kimmel informed during last meeting Board gave authorization to obtain debit cards from Valley Strong Credit Union for Angela Brown and Cecilia Toquillas to make department purchases and not need to use Heather's issued debit card. Unfortunately, Valley Strong Credit Union only issues debit cards to authorized signers to the account. Since that is not an option, inquired about credit card options. Seeking approval to submit a credit card application with Valley Strong since they do not require a guarantor. Each individual card holder will provide their own social security number but that would be just to attach to the line of credit and not against personal credit. Suggesting a Visa Rewards card which will give 1% back on all purchases, no annual fee, APR is 14.25% to 18% but if paid by due date not interest would be assets any interest. Can apply for credit line from \$5,000 to \$100,000. Recommending to apply for \$10,000 which would be allocated \$3,000 for Angela, \$3,000 for Cecilia, & \$4,000 for Heather. Application submission requires recent tax return, minutes showing the authorization to submit the application, balance and profit statement, along with a balance sheet.

Director Abiaoui inquired if the foreseen purchases listed on the budget will be paid using the account reserves or with the credit card since there is an ability to apply up to \$100,000.

Executive Director Kimmel confirmed checks would be used for certain purchases and vendors.

Director Abiaoui suggests to apply for the credit cards with an increased limit of \$50,000 and use the credit cards for the purchases and pay it off to take advantage of the 1% reward on all purchases and not accrual any interest. Using credit card is more secure against fraud oppose to using a debit card or check.

Executive Director Kimmel requested approval of credit card line of credit being \$50,000 which would be allocated to \$5,000 for Angela Brown, \$5,000 for Cecilia Toquillas, and \$40,000 for Heather Kimmel.

Director Abiaoui suggest Heather Kimmel to have access to all the cards and assume the policy of money wise for credit card expenses. Policy to should consist of having an expenditure report in place. Report to be submitted at the end of every month explaining every line item so that Heather is in control of budget and expenses.

Director Hill inquired if credit card application requires signature from Board Authorized signer. Executive Kimmel clarified that it is not necessary if the minutes are attached.

Director Abiaoui recommends reaching out to Valley Strong Credit Union about possible Money Market or CD accounts for reserve funds being restricted or not being used.

Chair Janssen suggests to obtain information on options of Money Market or CD accounts to be brought to Board at next meeting.

*A motion was made for Authorization to submit Credit Card Application with Valley Strong Credit Union by Director Bacerra and Director Abiaoui. It was carried by Director Hill, Director Jassar, Director Slade.*

*Absent: Vice-Chair Smith-Sweeny, Director Mello, Director Bowers. There were no abstentions.*

## 9. Fundraising Committee Report

Chair Janssen confirmed this year's annual fundraiser event is scheduled for Friday, September 15, 2023 at the Luigi's Warehouse. Venue was selected due to the value price, quality of food, amenities, services provided, and great reputation. Theme is "Rock the Foundation" with live entertainment provided by local band Foster Campbell and Friends. Venue, food, entertainment, floral, and photo booth have been locked. Still working on valet service and video shoot.

The planned expense of \$28,000 for the event is anticipating 250 guests.

To date a total of \$26,000 has raised but still need \$2,000 to break even. Still waiting for three donors who have agreed to sponsor but have not indicated amount level.

Director Hill inquired if sponsorship packet was sent to Board Members via email.

Executive Director Kimmel confirmed that it was sent early spring but will resend to everyone.

Director Hill will sponsor \$1,500.

Director Abiaoui will sponsor \$1,500.

Director Bacerra will sponsor \$1,500.

Chair Janssen suggests that Board Members connect Heather with any potential sponsors they may have that they prefer Heather to contact.

No Action was taken

## Item Carried over:

## 10. Financial Report

Director Kimmel recap of Financial Report same format as annual budget. List what was approved verse what was received and expended. Revenue was planned to be at \$119,085 and we have collected \$207,129.24 which means we are on track with revenue.

Expenditures were over expended based on the planned expenditures due to old Wells Fargo grants that were still open from 2020 Covid Grant, 2021 Employment and Home Ownership grant which have been spent down on eligible expenses. Although it is captured to shows we are over expended but it is because of the old open grants.

Executive Director Kimmel expressed that the statement reports contain the same information in different formats. Executive Director Kimmel asked to schedule a future meeting with Director Hill, Petra Bantum, and herself to find a way to consolidated the four different reports to one report.

Chair Janssen asked to be invited to meeting.

Executive Director Kimmel went over statement and activities breakdown by category line item which shows budget and total amount spent. No concerns regarding financial. Expressed that there will be a continuance in closing out old grants and relaunching programs. Expect expenditures to continue increasing.

No action was taken.

## 11. **Executive Director Report**

Introduction of internal restructuring to ensure Board Members receive proper administrative support from Angela Brown & Cecilia Toquillas whom will facilitate all future board meetings.

Update on programs activities:

- Relaunch of STEAM program from grant received by Chevron before pandemic. Current project is building a roller coaster. Participating sites are Almond Village, Lost Hills, Beckes, & Homer Harrison.
- Held first Building Hope Conference in May 2023, which is the rebranding of the FSS Conference. This was the largest turn out of attendees to date.
- Max Bacerra Scholarships which awarded 25 recipients in June 2023. This was the largest amount to date.
- First grand opening & ribbon cutting for the Bowers Book Depot's which was coordinated with the Kern County Network for Children's Leadership program who installed a total of 7 little libraries. Currently planning a grand opening for all the other little libraries.

## 12. **Next Meeting**

The next meeting of Board of Directors – Housing and Opportunity Foundation of Kern will be held on **Tuesday, October 17, 2023 at 11:30 a.m.**, at the Housing Authority's Central Office Board Room, located at: 601 24<sup>th</sup> Street – Bakersfield, CA 93301.

## 13. **Adjournment**

The Regular Meeting of the Board of the Housing and Opportunity of the County of Kern was Adjourned.

*A motion was made to Adjourn the Regular Meeting of the Housing and Opportunity Foundation of Kern by Director Slade seconded by Director Abiaoui. It was carried by Director Bacerra, Director Hill, Director Jassar.*

*Absent: Vice-Chair Smith-Sweeny, Director Mello, Director Bowers. There were no abstentions.*



**Housing & Opportunity Foundation of Kern**  
**Agenda Item Submission Sheet**

Date: October 17, 2023

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

**SUBMITTED BY: Heather Kimmel**

**SUPPORTING DATA: N/A**

**NARRATIVE:**

**Housing & Opportunity Foundation of Kern**  
**Agenda Item Submission Sheet**

Date: October 17, 2023

**TITLE: Financial Report**

**SUBMITTED BY: Petra Bantum**

**SUPPORTING DATA: Financial Records**

**NARRATIVE:**

# Housing & Opportunity Foundation (HOFK)

## HOFK - Sep 2023 / FY24

as of 10/10/2023

### Recap

			01 UNA	02 HOFK UNA	03 RNA	04 RNA
	FY2023-2024 Approved Budget	Total YTD	Agency	Supportive Services	Job Search / Education/Hsg Opp Fund	Housing Counseling /Financial Capability Fund
<b>Revenue</b>						
Grants/Contracts	45,000.00	-	-	-	-	-
Fundraisers/Events Donations	80,000.00	36,815.03	36,815.03	-	-	-
Donations	0.00	67.20	67.20	-	-	-
Senior Pantry	0.00	-	-	-	-	-
Cash Contributions	0.00	-	-	-	-	-
Miscellaneous Income	0.00	57.40	57.40	-	-	-
Microlending Loan Revenue	6,000.00	2,332.11	-	-	-	2,332.11
Transfer In from Reserves	24,700.00	-	-	-	-	-
Special Projects (Transfer from Reserves)	130,000.00	-	-	-	-	-
<b>Total Revenue from Activities</b>	<b>285,700.00</b>	<b>39,271.74</b>	<b>36,939.63</b>	<b>-</b>	<b>-</b>	<b>2,332.11</b>
In-kind Donations	146,060.00	-	-	-	-	-
<b>TOTAL REVENUE (including In Kind)</b>	<b>431,760.00</b>	<b>39,271.74</b>	<b>36,939.63</b>	<b>-</b>	<b>-</b>	<b>2,332.11</b>
<b>Expenses</b>						
Back-to-School Drive	10,000.00	5,036.56	-	5,036.56	-	-
Bower's Book Depot	2,000.00	-	-	-	-	-
Building Hope Conference	20,000.00	-	-	-	-	-
COVID Relief	0.00	-	-	-	-	-
Fundraising Costs	30,000.00	21,016.21	21,016.21	-	-	-
Helping Hands	10,000.00	1,000.00	-	1,000.00	-	-
Insurance	1,200.00	-	-	-	-	-
Jessica's Christmas	8,000.00	-	-	-	-	-
Legal/Bank Fees/Other	500.00	9.00	9.00	-	-	-
Senior Social Activities	3,000.00	-	-	-	-	-
Scholarships	10,000.00	-	-	-	-	-
Supplies and Materials	500.00	998.53	998.53	-	-	-
Tax and Financial Reviews	6,000.00	-	-	-	-	-
Teen Life Skills Program	3,000.00	-	-	-	-	-
Travel and meetings	500.00	179.94	179.94	-	-	-
Employment and Training	20,000.00	-	-	-	-	-
Home Ownership	25,000.00	730.64	-	-	-	730.64
Microlending	6,000.00	3,500.00	-	-	-	3,500.00
SPECIAL PROJECTS -						
Upgrade Computer Labs	50,000.00					
Tablets for Participants (Kids)	30,000.00					
Furniture and Supplies	50,000.00					
<b>Total Expenses from Activities</b>	<b>285,700.00</b>	<b>32,470.88</b>	<b>22,203.68</b>	<b>6,036.56</b>	<b>-</b>	<b>4,230.64</b>
In-kind Expenses	146,060.00					
<b>TOTAL EXPENSES (including In Kind)</b>	<b>431,760.00</b>	<b>32,470.88</b>	<b>22,203.68</b>	<b>6,036.56</b>	<b>-</b>	<b>4,230.64</b>
<b>Revenue over Expenses</b>	<b>-</b>	<b>6,800.86</b>	<b>14,735.95</b>	<b>(6,036.56)</b>	<b>-</b>	<b>(1,898.53)</b>
<b>Prior Year Reserves-FY2023 Unaudited</b>	<b>-</b>	<b>441,414.03</b>	<b>301,458.38</b>	<b>24,024.33</b>	<b>22,198.96</b>	<b>93,732.36</b>
<b>Total Equity</b>	<b>-</b>	<b>448,214.89</b>	<b>316,194.33</b>	<b>17,987.77</b>	<b>22,198.96</b>	<b>91,833.83</b>
			HOFK - URA ***	RNA ***	RNA ***	RNA ***
				TOTAL ***		132,020.56

**Housing & Opportunity Foundation (HOFK)**  
**HOFK - Sep 2023 / FY24**  
 as of 10/10/2023

**Statement of Activities**

<b>Revenue</b>	<b>Budget</b>	<b>Total To Date</b>
Grants/Contracts	45,000.00	0.00
Fundraisers/Events Donations	80,000.00	36,815.03
Donations	0.00	67.20
Senior Pantry	0.00	0.00
Cash Contributions	0.00	0.00
Miscellaneous Income	0.00	57.40
Microlending Loan Revenue	6,000.00	2,332.11
Transfer In from Reserves	24,700.00	0.00
<b>Total Revenue</b>	<b>155,700.00</b>	<b>39,271.74</b>
<b>Expenses</b>	<b>Budget</b>	<b>Total To Date</b>
Back-to-School Drive	10,000.00	5,036.56
Bower's Book Depot	2,000.00	0.00
Building Hope Conference	20,000.00	0.00
COVID Relief	0.00	0.00
Fundraising Costs	30,000.00	21,016.21
Helping Hands	10,000.00	1,000.00
Insurance	1,200.00	0.00
Jessica's Christmas	8,000.00	0.00
Legal/Bank Fees/Other	500.00	9.00
Senior Social Activities	3,000.00	0.00
Scholarships	10,000.00	0.00
Supplies and Materials	500.00	998.53
Tax and Financial Reviews	6,000.00	0.00
Teen Life Skills Program	3,000.00	0.00
Travel and meetings	500.00	179.94
Employment and Training	20,000.00	0.00
Home Ownership	25,000.00	730.64
Microlending	6,000.00	3,500.00
<b>Total Expenses</b>	<b>155,700.00</b>	<b>32,470.88</b>
<b>Revenue over Expenses</b>	<b>0.00</b>	<b>6,800.86</b>

# Housing & Opportunity Foundation (HOFK)

HOFK - Sep 2023 / FY24

as of 10/10/2023

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## Statement of Financial Position

### ASSETS

Cash-Undesignated (Cash - Unrestricted)	310,152.83
Cash- Restricted (Grant/Contracts)	132,020.56
Tenant A/R	25,195.81
<b>Total Assets</b>	<b><u>467,369.20</u></b>

### LIABILITIES

Advances from Title V/Housing Authority	20,913.24
Tenant Pre Paid rent	2,354.18
<b>Total Liabilities</b>	<b><u>23,267.42</u></b>

### EQUITY

Unrestricted - URA	312,081.22
Restricted - RNA	132,020.56
<b>Total Equity</b>	<b><u>444,101.78</u></b>
<b>Total Liability and Equity</b>	<b><u>467,369.20</u></b>

# Housing & Opportunity Foundation (HOFK)

HOFK - Sep 2023 / FY24

as of 10/10/2023

## Program Summary by Fiscal Year

Programs FY2024		June 30, 2023	Additions	ADJ	Released	Mar 31, 2023
02	Supportive Services (Helping Hands)	24,024	-	-	6,037	17,987
03	Job Search / Education Programs/Hsg Opp Fund	22,199	-	-	-	22,199
04	Housing Counseling Programs	93,732	2,332	-	4,231	91,834
		139,956	\$ 2,332	\$ -	\$ 10,267	\$ 132,020

Programs FY2023		June 30, 2022	Additions	ADJ	Released	June 30, 2023
02	Supportive Services (Helping Hands)	31,426	-	-	7,402	24,024
03	Job Search / Education Programs/Hsg Opp Fund	51,744	-	-	29,545	22,199
04	Housing Counseling Programs	67,628	60,000	-	33,896	93,732
		150,798	\$ 60,000	\$ -	\$ 70,842	\$ 139,956

Programs FY2022		June 30, 2021	Additions	ADJ	Released	June 30, 2022
02	Supportive Services (Helping Hands)	49,270	-	-	17,844	31,425
03	Job Search / Education Programs/Hsg Opp Fund	64,428	-	-	12,684	51,744
04	Housing Counseling Programs	73,253	30,000	-	35,625	67,628
		186,951	\$ 30,000	\$ -	\$ 66,153	\$ 150,798

Programs FY2021		30-Jun-20	Additions	ADJ	Released	June 30, 2021
02	Supportive Services (Helping Hands)	12,908	63,653	-	27,291	49,270
03	Job Search / Education Programs/Hsg Opp Fund	73,188	9,250	(783)	17,870	63,785
04	Housing Counseling Programs	131,048	-	(45,000)	12,795	73,253
		217,144	\$ 72,903	\$ (45,783)	\$ 57,956	\$ 186,308

# Housing & Opportunity Foundation (HOFK)

HOFK - Sep 2023 / FY24  
as of 10/10/2023

## Summary - Funding vs Expense

Program FYE 06/30/2024	PROG	Budgeted (Y or N) - Revenues separated in GL	Prior Yr Funds	CURRENT YEAR				TOTAL	Notes
				FYE 06/30/24 Grants	FYE 06/30/24 Revenues	FYE 06/30/24 Expenses	Net		
<b>Agency Fund</b>			301,458						
Grants/Contracts	1	Y	-	-	-	-	-		
Fundraisers/Events Donations	1	Y	-	-	36,815	(21,016)	15,799		
Donations	1	Y	-	-	67	-	67		
Senior Pantry	1	Y	-	-	-	-	-		
Cash Contributions	1	Y	-	-	-	-	-		
Miscellaneous Income	1	Y	-	-	57	(1,187)	(1,130)		
Microlending Loan Revenue	1	Y	-	-	-	-	-		
Transfer In from Reserves	1	Y	-	-	-	-	-		
Special Projects (Transfer from Reserves)	1	Y	-	-	-	-	-		
In-Kind Donation	1	Y	-	-	-	-	-		
			<b>301,458</b>	-	<b>36,940</b>	<b>(22,204)</b>	<b>14,736</b>	<b>316,194</b>	<b>AGENCY FUNDS (Unrestricted)</b>
		Match							
<b>Supportive Services</b>			24,024						
Back-to-School Drive	2	Y	-	-	-	(5,037)	(5,037)		
Helping Hands	2	Y	-	-	-	(1,000)	(1,000)		
Jessica's Christmas	2	Y	-	-	-	-	-		
Senior Social Activities	2	Y	-	-	-	-	-		
			<b>24,024</b>	-	-	<b>(6,037)</b>	<b>(6,037)</b>	<b>17,987</b>	<b>SUPPORTIVE SERVICES - HOFK URA</b>
		Match							
<b>Job Search/Educational/HSG Opp Fund</b>			22,199						
Bower's Book Depot	3	Y	-	-	-	-	-		
Scholarships	3	Y	-	-	-	-	-		
Teen Life Skills Program	3	Y	-	-	-	-	-		
			<b>22,199</b>	-	-	-	-	<b>22,199</b>	<b>JOB SEARCH/EDU/HSG OPP - RNA</b>
		Match							
<b>Housing Counseling/Financial Capability</b>			93,733						
Building Hope Conference	4	Y	-	-	-	-	-		
Employment and Training	4	Y	-	-	-	-	-		
Home Ownership	4	Y	-	-	-	(731)	(731)		
Microlending	4	Y	-	-	2,332	(3,500)	(1,168)		
			<b>93,733</b>	-	<b>2,332</b>	<b>(4,231)</b>	<b>(1,899)</b>	<b>91,834</b>	<b>HSG COU/ FIN CAP - RNA</b>
		Match							
			<b>139,956</b>	-	<b>2,332</b>	<b>(10,267)</b>	<b>(7,935)</b>	<b>132,021</b>	<b>Restricted Funds</b>
			<b>441,414</b>	-	<b>39,272</b>	<b>(32,471)</b>	<b>6,801</b>	<b>448,215</b>	<b>Total Equity</b>

# Housing & Opportunity Foundation of Kern

## Agenda Item Submission Sheet

Date: October 17, 2023

**TITLE: Fundraising Committee Report**

**SUBMITTED BY: Heather Kimmel**

**SUPPORTING DATA: Tracking Sheet**

**NARRATIVE:**

This year's fundraiser took place on September 15<sup>th</sup> at the Luigi's Warehouse. The theme was "Rock the Foundation" with live music from Foster Campbell and Friends.

Below is a recap of the event outcomes:

- Proceeds
  - Total Raised: \$64,006 (\$10,240 in outstanding payments)
  - Total Expended: \$23,384
  - Net Profit: \$40,622
- Attendance:
  - We sold 150 seats
  - I reserved 145 meals
  - We had 135 in attendance
- Staff Recap:
  - Attendees asked for more raffle items at different price points
  - People wanted to pay with Apple Pay, Venmo, and Zelle
  - The photo booth broke down around 9:30 and that seemed to trigger people leaving. Need photo booth to stay open until the end
  - It was very hard to present with the band on stage...need to explore other options
  - Program length was perfect
  - People seemed to like the laid back format



## 2023 ROCK THE FOUNDATIONSPONSORSHIP TRACKING SHEET

Name of Potential Sponsor	Board Contact	Sponsor Contact Name	Contact Number or Email Address	Previous Sponsorship	Commitment	Sponsorship Level	Provided Logo	Provided Names	Paid	Social Media Post	Logo In Lobby	Logo on Materials	Building Hope ticket
ARH CPA	Andrea	Andrea Hill	661-843-7990	\$ 1,500	\$1,500	Contribution	Yes	Yes	YES	YES	0	0	0
Chevron	Heather	Megan Lopez	<a href="mailto:megan.lopez@chevron.com">megan.lopez@chevron.com</a>	\$ 5,000	\$5,000	Patron	Yes	Yes	YES	YES	1	3	1
Citizens Business Bank	Gabriela			\$ 15,000	\$10,000	Premier	Yes	Yes	PENDING	YES	3	3	1
CRC	Heather	Gabriela Gonzalez	<a href="mailto:gabriela.gonzalez@crc.com">gabriela.gonzalez@crc.com</a> or 661-431-3013	\$ 5,000	\$2,500	Supporting	Yes	Yes	YES	YES	0	0	1
Enterprise	Stephen	Amber Malizia	<a href="mailto:amalizia@enterprisecommunity.com">amalizia@enterprisecommunity.com</a>		\$3,000	Supporting	Yes	Yes	YES	YES	0	0	1
Foster Campbell and Friends	Heather	Foster Cambell			IK	In-Kind		Yes			0	0	0
Hey Salty	Heather	Justin Salters			IK	In-Kind					1	3	1
Jones Hall Professional Law	Stephen	Ronald Lee	<a href="mailto:lee@joneshall.com">lee@joneshall.com</a>	\$ 3,000	\$3,000	Supporting	Yes	No	YES	YES	0	0	1
Kern Health System	Heather	Louie Iturriria	<a href="mailto:louie.iturriria@khs.net">louie.iturriria@khs.net</a>	\$ 5,000	\$5,000	Patron	Yes	Yes	YES	YES	1	3	1
Mora Partners/Pacificus IV Company	Max	Max			\$2,460	Contribution	Yes	Yes	YES	YES	0	0	0
Moneywise	Samy	Samy			\$1,500	Contribution	Yes	Yes	YES	YES	0	0	0
Ordiz-Melby Architects	Stephen	Jeannie Bertolaccini	<a href="mailto:bertolaccini@ordizmelby.com">bertolaccini@ordizmelby.com</a>		\$1,500	Contribution	Yes	Yes	YES	YES	0	0	0
Pacific Western Bank	Stephen	Andrew T. Boogusch	559-360-1800 <a href="mailto:aboogusch@pacwest.com">aboogusch@pacwest.com</a>	\$ 5,000	\$5,000	Patron	Yes	Yes	YES	YES	1	3	1
SGPA Architecture and Planning	Stephen	Tori Gray	<a href="mailto:tgray@sgpa.com">tgray@sgpa.com</a>		\$1,500	Contribution	Yes	Yes	YES	YES	0	0	0
Staff Seating											0	0	0
Tri Counties Bank	Heather	Megan Sheehan	<a href="mailto:MeganSheehan@tcbl.com">MeganSheehan@tcbl.com</a>	\$ 5,000	\$5,000	Patron	Yes	Yes	YES	YES	1	3	1
Valley Strong Bank	Shontay	Tiffany Lawrence	<a href="mailto:Tiffany.Lawrence@valleystrong.com">Tiffany.Lawrence@valleystrong.com</a>	\$ 3,000	\$5,000	Patron	Yes	Yes	YES	YES	1	3	1
Vince Fong	Jessica	Amanda Harkey	<a href="mailto:amanda.harkey@sierrahillsconsulting.com">amanda.harkey@sierrahillsconsulting.com</a>	\$ 3,000	\$0	Contribution	Yes	Yes	YES	YES	0	0	0
Wallace & Smith	Stephen	Bart Wallace	<a href="mailto:bwallace@wallacesmith.com">bwallace@wallacesmith.com</a>	\$ 5,000	\$5,000	Patron	Yes	Yes	YES	YES	1	3	1
Wonderful Orchards	Jessica	Melissa Frank (Poole) or Ariana Joven	<a href="mailto:melissa.frank@wonderful.com">melissa.frank@wonderful.com</a> <a href="mailto:Ariana.Joven@661-364-3463">Ariana.Joven@661-364-3463</a>	\$ 1,500	\$1,500	Contribution	Yes	Yes	YES	YES	0	0	0
Door Tickets/Donations					\$3,506								
Ticket Pre-Sale					\$2,280								
					\$58,460	\$ -							

Pending Payment \$ 10,240  
Paid \$ 48,460

Total Revenue \$64,006  
Expenses \$ 23,384.00  
Revenue \$ 40,622.00

<b>TOTAL SPONSORSHIPS</b>	\$58,460
<b>TOTAL TICKET PROCEEDS</b>	\$5,546
<b>COLLECTED CASH</b>	\$48,460
<b>UNCOLLECTED CASH</b>	\$10,240
<b>TOTAL TICKETS</b>	150

**Actual Attendance 135**

# Housing & Opportunity Foundation of Kern

## Agenda Item Submission Sheet

Date: October 17, 2023

**TITLE: Authorization to Recommend the Reappointment of Gabriela Mello, Max Bacerra, and Raju Jassar to the Board of Directors for a Three-Year Term**

**SUBMITTED BY: Heather Kimmel**

**SUPPORTING DATA:**

**NARRATIVE:**

Gabriela Mello, Max Bacerra, and Raju Jassar's term as board members are set to expire October of 2023. All three members are active participants of our Foundation and their contributions have been invaluable.

I am recommending the reappointment of all three to the HOFK Board of Directors to serve another three-year term. If approved, the recommendation will go to the Housing Authority of the County of Kern's Board of Commissioners for consideration and appointment on April 26, 2023.

# Housing & Opportunity Foundation of Kern

## Agenda Item Submission Sheet

Date: October 17, 2023

**TITLE: Authorization to Form a Finance Committee**

**SUBMITTED BY: Heather Kimmel**

**SUPPORTING DATA:**

**NARRATIVE:**

We are requesting the formation of a Finance Committee to assist the Executive Director and CFO in completing two items:

1. Researching high yield savings options for HOFK reserve balances to be presented to the board for approval
2. Developing a streamlined financial reporting format to be included in future board packets

This committee should be comprised of at least two board members, and is scheduled to meet four times from now until the end of December.

# Housing & Opportunity Foundation of Kern

## Agenda Item Submission Sheet

Date: October 17, 2023

**TITLE: Executive Director Report**

**SUBMITTED BY: Heather Kimmel**

**SUPPORTING DATA:**

**NARRATIVE:**

**Staffing:** The Housing Authority has re-assigned Mardi Sharples to oversee our Resident Services team. She will now be attending our meetings as a guest.

**Tax Returns:**

Our 2022 tax returns and financial statements are pending and are scheduled to be completed at the end of the month. We will need to call a special meeting on 11/1 to review and vote on the returns.

**Assignments:**

1. Our credit card application with Valley Strong was approved in the amount of \$50,000. We now earn 1% cash back on all purchases. Staff signed the credit card agreement before having their cards issued to them.
2. I was asked to order name badges for each board member; however, I wanted authorization to make the purchase as the total was approximately \$160 and would come from our fundraising proceeds.

**Programs:**

1. First Annual Back-to-School Drive Served
  - a. 72 children went shopping and bought an average of three outfits each along with needed undergarments.
  - b. 14 children received two pairs of high-end tennis shoes
  - c. Distributed 125 backpacks with school supplies
2. Supported the Kern County Veterans Stand Down by running the Clothing Donation Tent
3. Authorized two helping hands requests to pay past due PG&E bills that were going to lead to eviction
4. Received a new grant from Pacific Western Bank in the amount of \$25,000 to focus on strengthening communities.
5. Will focus on Jessica's Christmas program for the next three months
6. After the first of the year will launch new programs
  - a. Upgrading all Community Rooms
  - b. Purchase Tablets
  - c. Launching Teen Life Skills Programs,
  - d. Launch Senior Social Activates Project