



## Executive Board Meeting

### Agenda

February 11, 2021

9:00 AM – 11:15 AM

VIA Zoom

<https://zoom.us/j/98052693967?pwd=TGNwMXJwNFR6SG5CbFUMHM1V3J1Zz09>

#### Mission Statement:

**To coordinate and leverage policy and resources that empower community partners to address homelessness in Kings and Tulare County.**

- |  |  |
|--|--|
| <input type="checkbox"/> Suzy Ward, President                        | <input type="checkbox"/> Charles Felix, Member at Large    |
| <input type="checkbox"/> Lateena Ling, Secretary                     | <input type="checkbox"/> Janet Paine, Member at Large      |
| <input type="checkbox"/> Becky Huber, Treasurer                      | <input type="checkbox"/> Geno Robledo, Member at Large     |
| <input type="checkbox"/> Esam Abed, Member at Large                  | <input type="checkbox"/> Vacant, Member at Large           |
| <input type="checkbox"/> Marisol De La Vega Cardoso, Member at Large | <input type="checkbox"/> Machael Smith, Executive Director |

- I. Call meeting to order
- II. Consent Items:
  - A. Previous Meeting Minutes
  - B. Executive Director Report
  - C. New Position - Accounting Clerk
- III. Financial Report
- IV. Alliance Business: Action/Discussion Items
  - A. Strategic Planning – External Systems Mapping (facilitated by Homebase)
- V. Adjourn



## Executive Board Meeting MINUTES

January 14, 2021  
9:00 AM – 10:00 AM  
VIA Zoom

<https://zoom.us/j/98052693967?pwd=TGNwMXJwNFR6SG5CbIFUMHM1V3J1Zz09>

### Mission Statement:

**To coordinate and leverage policy and resources that empower community partners to address homelessness in Kings and Tulare County.**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Suzy Ward, President             | <input checked="" type="checkbox"/> Charles Felix, Member at Large    |
| <input checked="" type="checkbox"/> Lateena Ling, Secretary          | <input checked="" type="checkbox"/> Janet Paine, Member at Large      |
| <input checked="" type="checkbox"/> Becky Huber, Treasurer           | <input checked="" type="checkbox"/> Geno Robledo, Member at Large     |
| <input type="checkbox"/> Esam Abed, Member at Large                  | <input type="checkbox"/> Vacant, Member at Large                      |
| <input type="checkbox"/> Marisol De La Vega Cardoso, Member at Large | <input checked="" type="checkbox"/> Machael Smith, Executive Director |

- I. Call meeting to order
- II. Consent Items:
  - A. Previous Meeting Minutes
  - B. Executive Director Report
  - C. Motion to approve was made by Becky Huber and the second was made by Janet Paine. All present in the zoom meeting voted yes, there were No Abstentions and No No's. Motion passes.
- III. Financial Report
  - A. Discussion of Finances
  - B. Motion to approve was made by Janet Paine and the second was made by Lateena Ling. All present in the zoom meeting voted yes, there were No Abstentions and No No's. Motion passes.
- IV. Alliance Business: Action/Discussion Items
  - A. Financial/Investment Policy Review
    - a. Seeking subcommittee to come up with an Investment policy
      - i. Explore a Financial Adviser to work with this opportunity
      - ii. Chaz will look into someone that is appropriate to speak with regarding this topic that works for the County that can give us a piece of guidance. Janet and Suzy would like to take part in the subcommittee as well.
      - iii. Will gather information from other organizations as well such a United Way, and if we can get someone to come to meet for a conversation they will do so.
  - B. Stardust KTHA LLC Update
    - a. Able to view the status of the project. Sunrise Apartments chosen by KCAO.
    - b. The 2.5 million that needed to be spent by December 30, 2020 was spent.

C. Mobile Outreach Van

- a. Salvation Army Hanford has available funding
- b. The ideals would be to hold all of the supplies and have work stations.
- c. Supplies of hygiene and water, accessible in it.
- d. Seeking to park the vehicle in Tulare County gated properties to prevent theft.
- e. Discussion
- f. Motion to approve was made by Janet Paine and the second was made by Suzy Ward. All present voted yes, there were No Abstentions nor No's. Motion passes. Look for other ways to supplement the cost for grant opportunities.

D. Continued – Strategic Initiatives Deep Dive – Time Did not permit

V. Adjourn meeting by Suzy Ward at 10:15 am

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## Executive Director Report February 2021

### General Activities

- We launched a COVID-19 Prevention Program in accordance with Cal/OSHA guidelines. Staff received training on the program at our last all staff meeting. See Appendix A.
- Laura Fisher, Program Manager, is participating in COVID-19 vaccine distribution meetings/trainings to plan for our local implementation.
- Leticia Hinojosa, our CES manager, has returned from maternity leave. She is working a modified work schedule of Monday – Thursday, with Fridays off.

### Strategic Initiatives

#### FUNDING

- The grant application for the Homeless, Housing, and Prevention Program (HHAP), Round 2 was submitted on January 21<sup>st</sup>. Awards should be announced in June.
- The HUD CoC Program Notice of Funding Availability (NOFA) is expected to be released sometime in June.
- HUD also has plans to release an Unsheltered Homelessness Notice of Funding Availability (NOFA). They have indicated that it will be released in the second half of the year.
- We are working on issuing contracts to subrecipients for ESG-CV1 and HHAP-1 projects, which include:
  - Kings United Way – HMIS
  - Mental Health Systems – Eden House
  - Turning Point – Porterville Welcome Center

#### COVID-19

There were 110 clients enrolled in Project RoomKey in Kings (56) and Tulare (54) counties (see Appendix B) as of January 31<sup>st</sup>.

- Kings County has 136 people that are either >64 or have at least one medical vulnerability that are waiting for a PRK placement.
- Tulare County has 177 people that are either >64 or have at least one medical vulnerability that are waiting for a PRK placement.



## COORDINATED ENTRY

For the period of 7/1/20 – 1/31/21, 71 people were referred for housing in the bi-county region. Of those, 8 people were housed (see Appendix C). The majority of referrals were for the Rapid Rehousing (59), followed by Permanent Supportive Housing (10), and Mainstream Voucher Program (2).

We purchased the Community Outreach Van through Mobile Concepts (see Appendix D) with the support of Salvation Army's Emergency Solutions Grant (thank you Becky!). The customization process will take approximately 3-4 months. Anthem was able to close our funding gap of \$10,000 (thank you Janet!) and will receive recognition on the exterior van wrap.

## EMERGENCY HOUSING FOR VETERANS

The veteran emergency housing project assists unsheltered veterans with immediate shelter through motel vouchers. Since launching in July 2020, the project has provided 331 nights of shelter for 14 veteran households at an average cost of \$2,692 per household.

## LANDLORD RELATIONS

The table below represents the number of Agencies, Landlords, and Units covered by the Landlord Mitigation Fund as of 1/31/21. Since its inception, the LMF has paid out \$3,041.85 in assistance.

We have implemented a formalized tracking process for capturing data on landlords contacted, units available, etc. We anticipate have more robust data to report in the coming months.

<b>Region</b>	<b>Landlords</b>	<b>Agencies</b>	<b>Units</b>
<b>Kings</b>	6	3	9
<b>Tulare</b>	3	2	4
<b>Total</b>	<b>9</b>	<b>5</b>	<b>13</b>

## STRATEGIC PLANNING TECHNICAL ASSISTANCE/STRATEGIC SUPPORT

Homebase will be leading the Alliance board and key staff through a three-part strategic planning series. The sessions will be held via Zoom:

- Session 1: External System Mapping, February 11<sup>th</sup>
- Session 2: Gaps, February 25<sup>th</sup>
- Session 3: Implementation Plan, March 11<sup>th</sup>

Two key staff will be participating in these sessions, per the recommendation of Homebase.

## COMMUNITY ENGAGEMENT CAMPAIGN

The committee met with 4Creeks in January and settled on launching the campaign in June. A content sub-committee has been formed to build out the website pages, etc. While we are still working on finalizing the logo, key domain names have been secured:

Instagram: @thefrontdoorprojectkt

Facebook: @thefrontdoorprojectkt

Linkedin: The Front Door Project

URL: frontdoorproject.org

We will be working on getting stakeholders to sign on as partner agencies in The Frontdoor Project. An invitation letter will be sent out within the next 30-45 days asking for their participation and permission to add their logo to the website. See Appendix E.

## YOUTH ADVISORY BOARD

The Youth Advisory Board (YAB) planning group continues to meeting bi-weekly, with the official launch schedule for June. We have received word that HUD will be releasing the next Youth Homeless Demonstration Program (YHDP) Notice of Funding Availability (NOFA) within the next couple of months. The floor on this funding is \$1 million for a 2-year grant period. CSET has agreed to take the lead on writing the grant and our team will support the preparation/submission of the application. We also received an \$11,500 check from AXA XL, our business partner in the 100-Day Youth Challenge. The funds have been set-aside for the YAB.

## POINT IN TIME COUNT

The HMIS team is working with providers to finalize reporting on the sheltered count and housing inventory chart. We will be issuing a point in time report in May that will provide data on the sheltered count through HMIS and unsheltered data through the Coordinated Entry System.

## PARTNER PROJECTS

No updates at this time.

## KINGS/TULARE TASK FORCE UPDATES

- Kings: Group discussed Project Roomkey/Homekey sites.
- Tulare: Presentation from Tulare County Mental Health on their programs and eligibility. TC HOPE also presented an update on their efforts to bring a low-barrier shelter to Visalia. County provided an update on Project Roomkey/Homekey. Cities provided updates regarding their homeless efforts.

#### STARDUST KTHA, LLC.

While we wait for the architect's plans for rehabilitation activities, we are working with KCAO on the Project Management Agreement and Kings HSA on the Lease/Use Agreement. We are also working with the County on identifying funding sources to complete the rehabilitation of the project.

#### LINC

No updates at this time.

#### LEGISLATIVE UPDATES

No updates at this time.

#### MISCELLANEOUS CONTRACTS/AGREEMENTS

No updates at this time.

## Appendix A – COVID-19 Prevention Program



**COVID-19 Prevention Program**  
**January 29, 2021**

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This COVID-19 Protection Program (“CPP”) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

## **I. Authority and Responsibility**

The Executive Director has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### **A. Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### **B. Employee Participation**

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Reporting low stock of any preventative supplies (ex: hand sanitizer, disinfecting wipes, masks, etc.), to their supervisor immediately so supplies can be replenished;
- Being aware of COVID-19 signs and symptoms and evaluating situations encountered while conducting work (see full list of COVID-19 symptoms here). If a person is symptomatic, employee may provide resources for medical care.
- Encouraging all people encountered by employees while conducting work to wear masks and/or social distance (if possible, have disposable masks available in case an individual doesn’t have one). If an individual refuses to wear mask and/or social distance, work must be conducted via telephone or another telecommunication method.

### **C. Employee Screening**

Employees will self-screen for COVID-19 prior to conducting any work outside of their home office. Self-screening for COVID-19 requires employees to take their temperature prior to starting work. If they have a fever, are feeling sick, and/or have any COVID-19 symptoms, they must complete the CDC Coronavirus Self-Screening tool located here and follow guidance provided.

## **II. Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

It is the responsibility of staff to identify and assess their workplaces on an ongoing basis. Workplaces include, but are not limited to:

- Home office
- Main office located at 1900 N Dinuba Blvd, Suite G, Visalia, CA 93291, hereinafter referred to as the "Main Office"
- Street outreach locations
- Partner agencies' office locations
- Other remote worksites and/or locations

If unsafe or unhealthy work conditions are encountered at any of the above, the employee will complete Appendix B: COVID-19 Inspection Form and submit it to their supervisor for further guidance on how to correct the situation.

## **III. Control of COVID-19 Hazards**

### **A. Physical Distancing**

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Eliminating the need for workers to be in the workplace and requiring all employees to telecommute from home offices;
- Reducing the number of persons in an area at one time, including visitors.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### **B. Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. It is the responsibility of each employee to assess his/her face covering needs. If an employee needs additional face coverings, s/he needs to contact his/her supervisor so they can be purchased.

All people encountered by employees while conducting work are to wear masks and/or social distance



(if possible, employees should have disposable masks available in case individual doesn't have one). If an individual refuses to wear mask and/or social distance, work must be conducted via telephone or another telecommunication method.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other people.

### **C. Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Masks or other approved face coverings are required of all people if 6 feet of separation isn't possible;
- Open doors and/or windows, if possible;
- Minimize any shared items such as pens, chairs, etc.;
- Sanitize area with disinfecting wipes throughout shift and upon completion of shift.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Providing an air filtration device for the Main Office. The device can be moved throughout the office to where employees are working. It is the employee's responsibility to inform his/her supervisor when the filter needs changed so a new one can be purchased;
- Allowing for front and back doors to be kept open as long as staff are present to ensure no unauthorized individuals enter the space;
- Supervisor(s) will work with the property owner (Proteus Inc.) to ensure proper maintenance of the building ventilation system.

### **D. Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Supplies will be provided to sanitize all surfaces touched when an employee is in the office. It is the responsibility of the employee to sanitize communal spaces when s/he is done using them.

Employees must inform their supervisor(s) if cleaning/sanitizing supplies are running low.

- Once a month a professional cleaning service will clean and sanitize the entire office.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- If the employee had been to the Main Office within two weeks of their positive test:
  - A professional cleaning will be done on the entire office;
  - Any items used by employee that are not disposable (phone, computer, etc.) will be thoroughly disinfected;
  - Any items used by employee that are disposable will be thrown away;
  - Contact tracing will be conducted.
- If the employee has not been to the Main Office within two weeks of their positive test:
  - It is the employee's responsibility to sanitize their work space;
  - Contact tracing will be conducted.

#### **E. Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields. Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by the employee who used the item. Cleaning and sanitizing supplies will be provided for employees to use. It is the responsibility of the employee to inform his/her supervisor if supplies are running low.

#### **F. Hand sanitizing**

In order to implement effective hand sanitizing procedures:

- Hand washing must be done with warm soapy water for at least 20 seconds;
- Staff are required to wash and/or sanitize their hands upon arrival at the Main Office and prior to touching any communal objects;
- It is the responsibility of employees to inform their supervisors if hand sanitizing supplies are running low;
- Field employees are to use hand sanitizer before and after interacting or being in close contact with any non-staff members and prior to entering their vehicle at the completion of their field work.

#### **G. Personal protective equipment (PPE)**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material

such as saliva or respiratory tract fluids.

#### **IV. Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form. Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours. Employees can use the [LHI website](#) to access testing information;
- Employees should review the information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases (see below).

#### **V. System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report if they have any COVID-19 symptoms or any unsafe or unhealthy situations to their supervisor as soon as possible.
- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, employees can use the [LHI website](#) to access testing information.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

#### **VI. Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster will be used to document this training.

## **VII. Exclusion of COVID-19 Cases**

If we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by:
  - Allowing employees to telecommute during their quarantine time;
  - Allowing the usage of sick leave, paid time off, and/or floating holidays
- Providing employees at the time of exclusion with information on available benefits.

## **VIII. Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

- Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

#### **IX. Return-to-Work Criteria**

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

### Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Date:** \_\_\_\_\_

**Person conducting the evaluation:** \_\_\_\_\_

**Name(s) of employee and authorized employee representative that participated:** \_\_\_\_\_

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

## Appendix B: COVID-19 Inspections

Date: \_\_\_\_\_

Person conducting evaluation: \_\_\_\_\_

Work location evaluated: \_\_\_\_\_

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

### Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** \_\_\_\_\_

**Person conducting investigation:** \_\_\_\_\_

<b>Employee (or non-employee*) name:</b>	
<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>	
<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>	
<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>	
<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>	
<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b>	



<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>			
<b>What could be done to reduce exposure to COVID-19?</b>			
<b>Was local health department notified?</b>		<b>Date:</b>	
<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure. List Names.</b>			

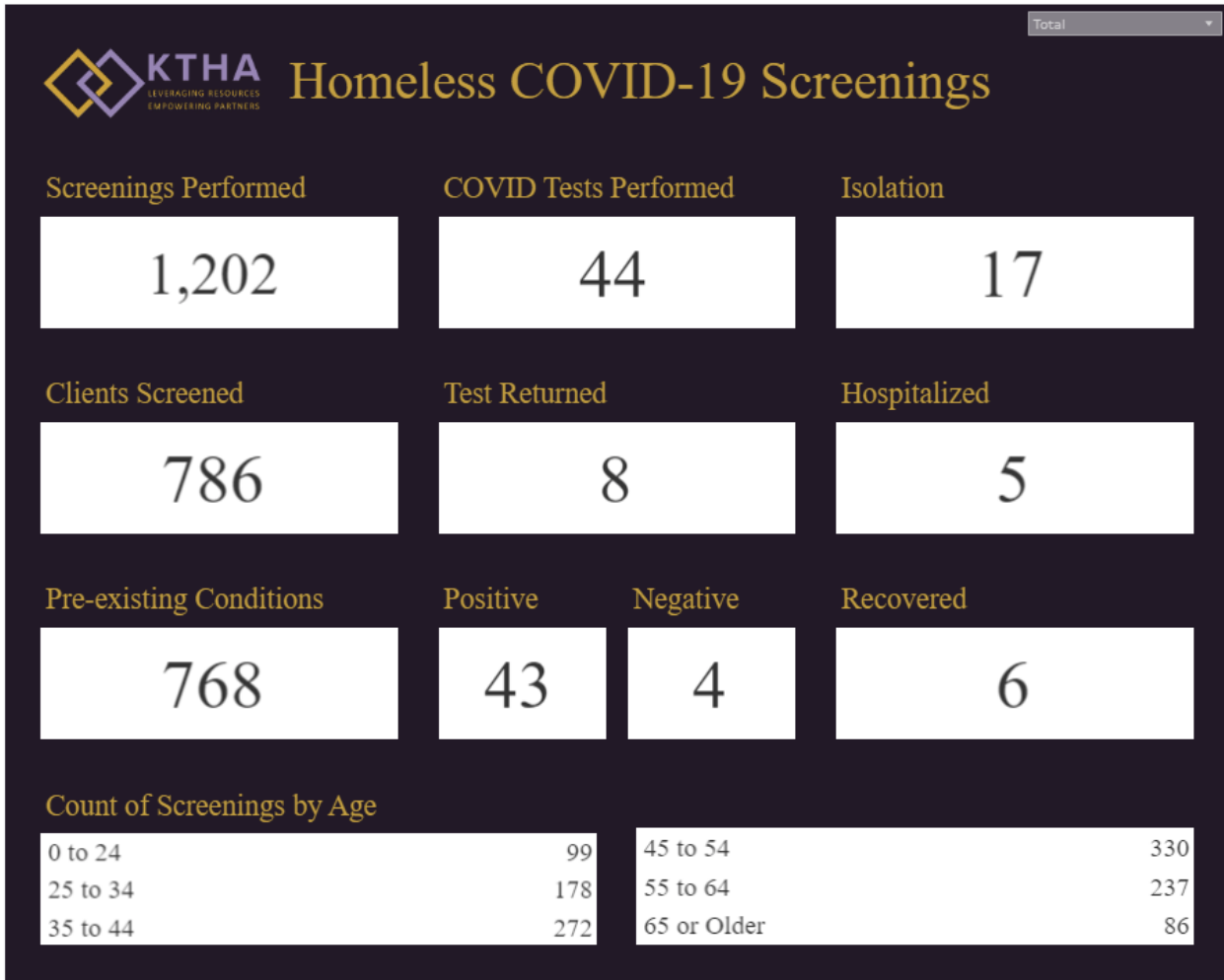
**Appendix D: COVID-19 Training Roster**

**Date:** \_\_\_\_\_

**Person conducting Training:** \_\_\_\_\_

Employee Name	Signature

Appendix B – COVID Dashboards



# Project Room Key



Total Enrolled Clients

111

Daily Change in Number Clients

0

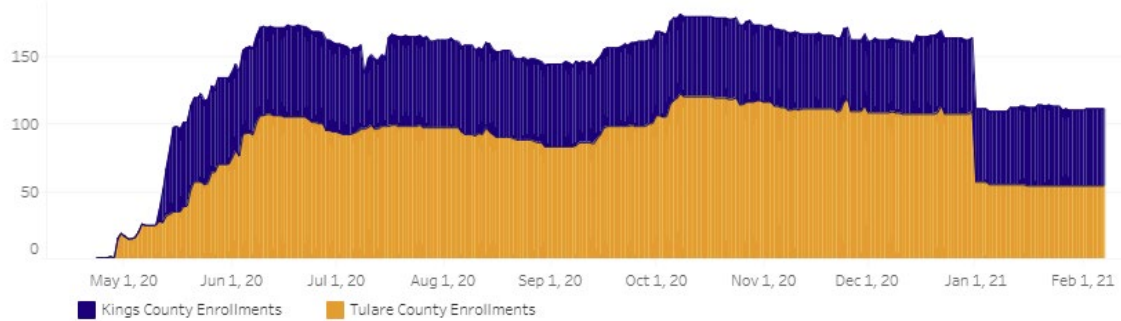
Total Number of Exits

232

Daily Exits

0

Number of Clients in Isolation



Tulare County Clients Enrolled

54

Tulare County Exits

124

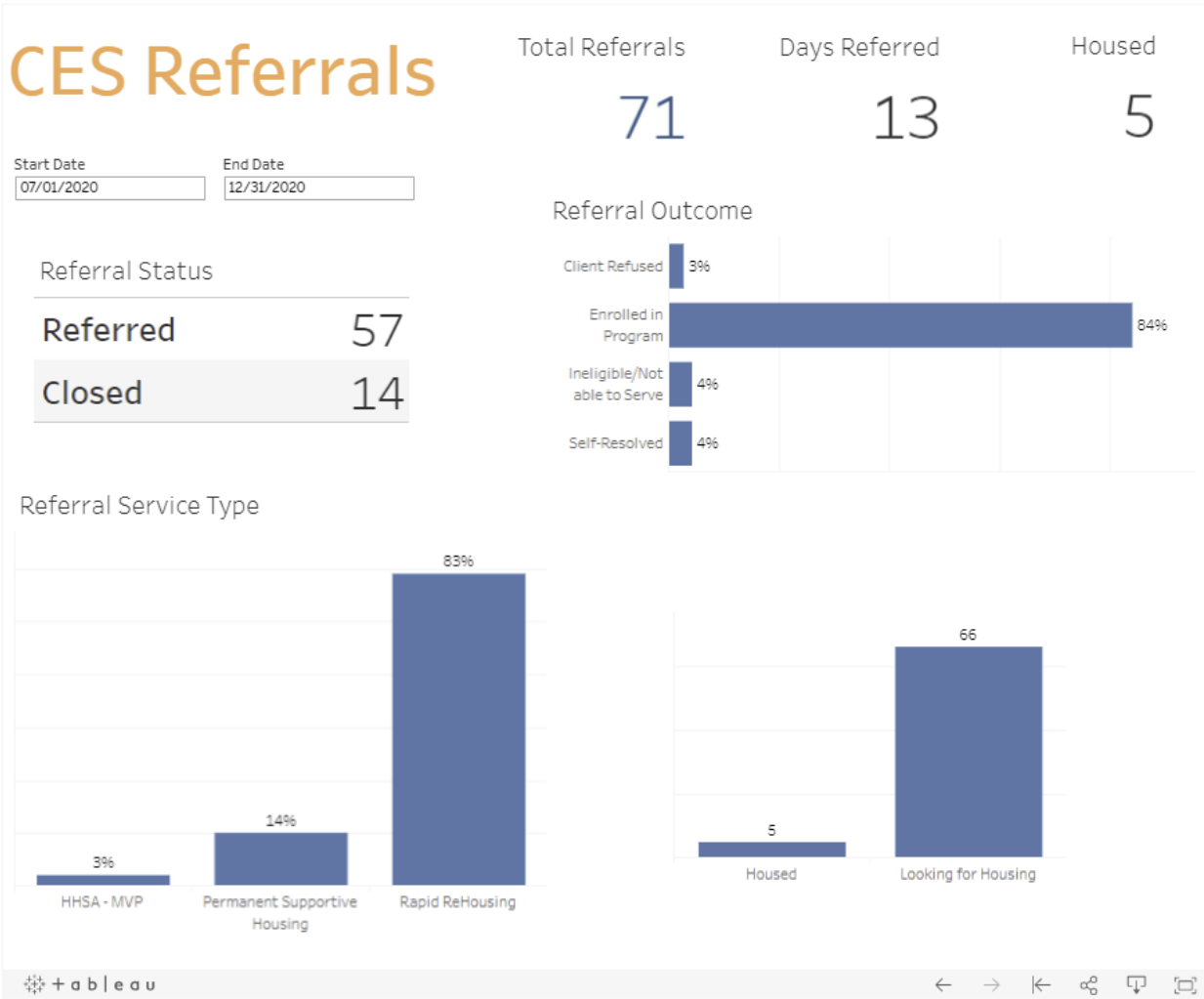
Kings County Clients Enrolled

57

Kings County Exits

108

Appendix C– CES Dashboard



Appendix D– Community Outreach Van



**Mobile  
Concepts**  
*Specialty Vehicles*

480 Bessemer Road  
Mt Pleasant, PA 15666  
724-542-7640  
724-542-7648 FAX  
POC: Melissa Marks, Melissa@MobileConcepts.com

[www.MobileConcepts.com](http://www.MobileConcepts.com)

Date: 01/20/2021

**PREPARED FOR:**

Machael Smith  
Kings/Tulare Homeless Alliance  
1900 N. Dinuba Boulevard  
Suite G  
Visalia, CA 93291

# Quote

This Quote is valid through 12/21



Schedule 23V: GS-30F-0012T  
Schedule 84: GS-07F-0456T  
Woman-Owned Small Business

ITEM	UNIT PRICE	QUANTITY	TOTAL PRICE
2021 Sprinter Command-2WS Dimensions: 290L x 80W (in.) <ul style="list-style-type: none"> <li>• Mercedes 3500 170"WB Extended High Roof</li> <li>• Pre-wire radio</li> <li>• Custom overhead cabinetry w/whiteboard inserts</li> <li>• Non-skid raised coined commercial grade flooring</li> <li>• Duplex wall outlets</li> <li>• Onan 8kw diesel powered generator installed in rear soundproof box</li> <li>• Turbocharged 6 cylinder diesel</li> <li>• 5 speed automatic transmission</li> <li>• 4-wheel hydraulic disc brakes with ABS</li> <li>• 25 gallon tank</li> <li>• Cruise control</li> <li>• A/c</li> <li>• Am/fm/cd stereo</li> <li>• 2 solid swing out doors on rear</li> <li>• Two (2) workstations, each with two (2) 110v, one (1) CAT6</li> <li>• Two (2) task chairs</li> <li>• Electric awning/activation switch</li> <li>• Wire chase with removable cover</li> <li>• Custom overhead cabinets</li> <li>• (2) whiteboards; one at each workstation</li> <li>• Raised coin flooring</li> </ul>	157,472.00	1	157,472.00

<ul style="list-style-type: none"> <li>• Smooth fiberglass walls</li> <li>• Led ceiling lights</li> <li>• Laminate countertops</li> <li>• Curtain to separate the cockpit and office area</li> <li>• Gauges for monitoring and power supplies</li> <li>• 50 amp shoreline</li> <li>• Automatic transfer switch</li> <li>• One (1) 13,500BTU roof mounted a/c</li> <li>• One (1) 750w wall heater</li> <li>• Four (4) perimeter lights</li> <li>• One (1) exterior 110v outlet</li> <li>• Refrigerator</li> <li>• Floor to ceiling storage</li> <li>• Shelf over back generator</li> <li>• Nets in back of the unit so nothing falls out when the doors open</li> <li>• Wifi booster: Cradle point RBI900 or equivalent; uses a cell signal to bring in wifi to the van and comes with a fully capable wifi router</li> <li>• Filing cabinet in between the work stations</li> <li>• Double sided Velcro to store the printer in a cabinet while in transit</li> <li>• \$2,000 Graphics allowance</li> <li>• Removal of Mercedes logo</li> </ul>			
Total Commercial Price			157,472.00
<b>Delivery</b>			<b>\$8,936.00</b>
<b>Total Price FOB</b>			<b>\$166,408.00</b>

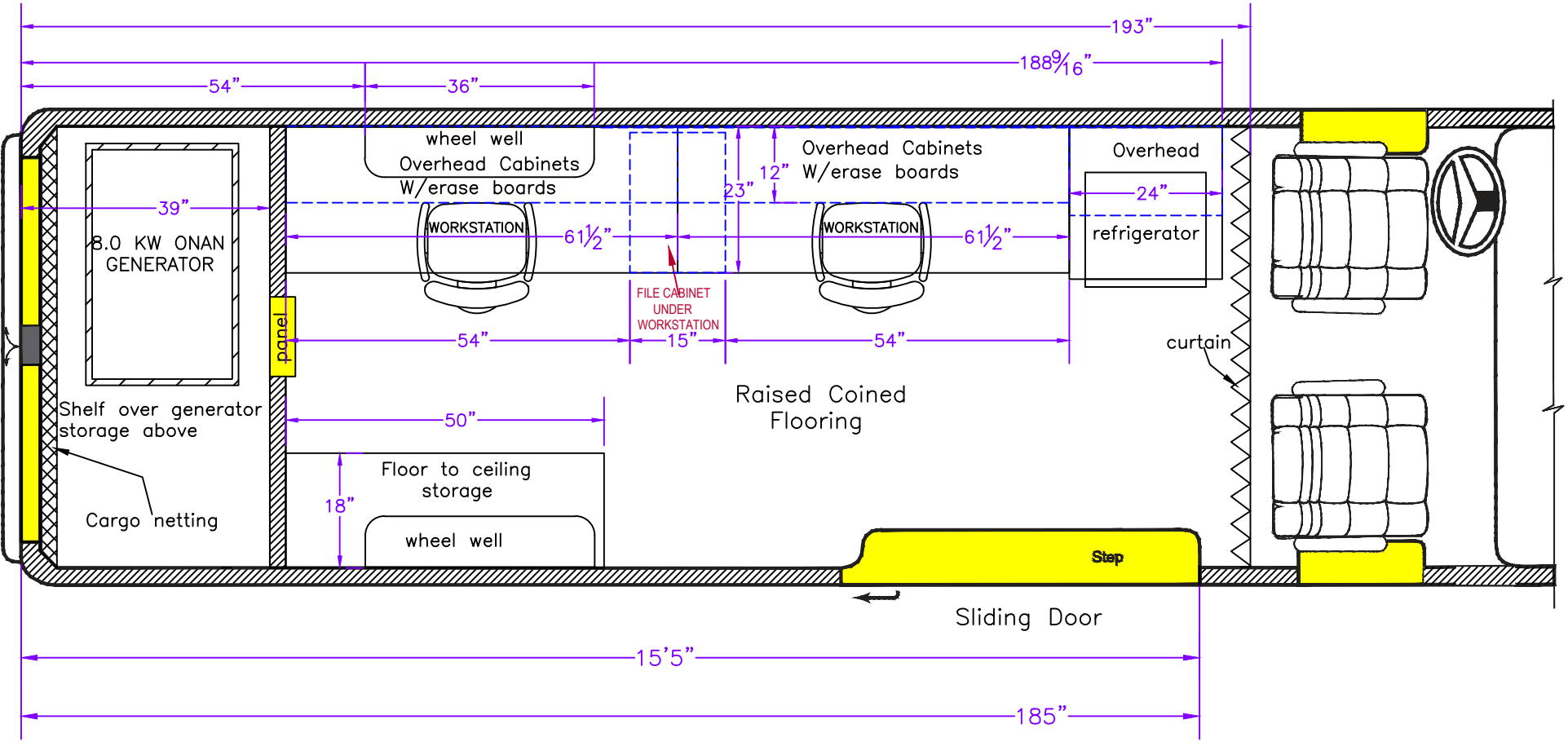




*Wage*

2/1/2021

THIS DRAWING, DESIGN AND INFORMATION CONTAINED  
THEREIN IS THE PROPRIETARY WORK PRODUCT OF  
MOBILE CONCEPTS BY SCOTTY AND SHALL NOT BE USED  
BY ANY PERSON WITHOUT ITS PRIOR WRITTEN CONSENT



Kings/Tulare Homeless Alliance  
Visalia, CA

drafter: ROBERT STOREY	Date: 01/19/21
filename: FLOORPLAN-2	Revised: 02/01/21
Version: Autocad 2020	Size: B size
scale: 3/8" = 1'-0"	approved by:

Model: Freightliner/ Mercedes  
Extended Sprinter  
FLOORPLAN-2

480 Bessemer Rd.  
Mt. Pleasant, PA 15666  
Phone (724) 542-7640  
Fax (724) 542-7648  
by scotty



## Appendix E– Community Engagement Campaign

## **Kings Tulare Homeless Alliance**

### **Leveraging Resources Empowering Partners**

#### **The Frontdoor Project**

**We understand that homelessness is dehumanizing and efforts to help are often disjointed. As ambassadors of compassion, we are building a platform for community collaboration so that we work together to end homelessness in our region.**

#### **The Growth of Homelessness & Our Plan**

**Like many counties in California, our region is experiencing a homelessness crisis. However, we know that our community possesses the strength to overcome this challenge, our region has many initiatives to address homelessness, as well as strong partnerships and dedicated service providers. By taking steps to further streamline existing collaborations, effectively resources, and deepen community- wide support, we are poised to become a community at the forefront of ending homelessness in California.**

#### **1. Marketing Strategies**

**During the first phase the marketing plan will focus on these key strategies:**

- **Create collaborations and partnerships with The Front Door Project and the mission of working together.**
- **Cultivate Brand Champions to drive enthusiasm through personal networks**
- **Develop key marketing tools including compelling creative elements (large budget includes – TV and Radio spots, video production for social media) including brand collateral, posters, stickers, T-shirts, hats, etc.**
- **Organic messaging and growth through email campaigns (mailchimp), social media outlets and general print stories through localized journalist.**
- **Networking to access the free radio spots for 501c3 non profit organizations**
- **Develop a key media partner who will be an ambassador for the voice of the project**

## **2. Key Audiences**

**There are at least 4 main audiences that the marketing plan will target:**

**Stakeholders/Partners** – Deeper partnerships and greater engagement throughout the region can strengthen and build leadership and community support for solutions to more effectively address homelessness. Collaboration and coordination can enable our community to effectively accomplish more, better, faster. The public and private systems that were created to help people in times of need are often unconnected and therefore less effective. Programs have different eligibility requirements, are run by different agencies, and often don't work collaboratively to address the entire set of needs that an individual or family may present. Improving collaboration and coordination and broadening our investments across the many systems of care can help the community more effectively address homelessness.

**There is not one strategy standing alone that will achieve the goal of ending homelessness. To be successful, the community needs a systematic and multi-faceted approach that engages the entire community – it requires investments from both the public and private sectors, dedicated resources with laser focus on proven strategies, and collaboration and coordination across all sectors.**

**Community Influencers** – High profile community figures such as council members, local media personalities, well known athletes, recognizable business executives/owners.

**Millennials** – This audience, 18-34-year old's are experts on social media. Authentic, organic growth of our message will get the most traction if we target the interest of this demographic. Many are young professionals who have tremendous pride in their community and want to find an identity in making a difference. It's a generation that have a vision of innovation to serve effectively through technology platforms.

**Media Targets** – Our local media is a resource, and we must connect them to our story. Homelessness is a major topic and a plan to solve the problem should be shared. Persistent

**communication and building relationships with these platforms are critical in helping them help you create positive content around The Frontdoor Project.**

### **3. Marketing Phases**

**The first year of the marketing plan should be developed into three main phases:**

**Public Relations/ General Public - Public relations is an important element of any marketing plan. Besides the traditional press releases and media advisories that announce news and events, recommendation would include:**

**Collaborative Events with Partners: Staging events around your partners touch points with the community to represent your project brand and messaging. It puts an emphasis on the collaborative efforts at the foundation of The Frontdoor Project.**

**Press Kits: A press kit will be developed to provide our local media and community influencers with The Frontdoor Project vision, mission and facts supported by photos and if possible B roll video.**

**Story Pitches: These pitches are one sheet ideas for feature stories to highlight the work supporting The Frontdoor Project. These will be developed and submitted to local media, internal and partner email database, website and social media platforms.**

### **4. Community Engagement**

**To begin building community brand and narrative awareness.**

**Partners/Stakeholders – With your established high-profile partners, look to join them in their scheduled events, invite your community leadership network and host them on a site visit to highlight the**

**positive work Frontdoor Project and your partners are doing in the community.**

**Influencers** — Identify and establish key community influencers. City Leaders, Recognized Athletes, Business Leaders, etc... that will help you share the mission of Frontdoor Project. Build a schedule of events that you can join them in attending at your partners scheduled work in the community, have them share their experience and the good of your partners, brand this with The Frontdoor Project.

**Giveaways** — Each of your partners are organizing events to fundraise or network within their circle of influence to make a difference. Produce simple giveaways that can be included in these events that you provide your partners; stickers, hats, t-shirts, etc...Get your brand out through your partners.

## **5. Business Engagement and Support**

**The business/organization community partnerships are vital in stability and growth.**

**Targets** — Develop a target list of businesses and organizations to reach out to that are active in our community and get involved with localized projects, who foster pride in our region.

**Mission Strategy** — Development of mission strategy to include your crucial talking points and key benefits of involvement for businesses. Promotional collateral to leave with businesses should be produced, highlighting your brand collaborating with your partners.

## **6. Public Relations**

**PR is an important element in any marketing plan. Besides traditional press releases and media advisories that announce news and events, company PR can include:**

**Events** — Staging brand and narrative of The Frontdoor Project at community gatherings that allow you to network and share your story and mission.

**Press Kits:** A press kit will be developed to provide our local media and community influencers with The Frontdoor Project vision, mission and facts supported by photos and if possible B roll video.

**Desk-side** — Scheduling and meeting with local media reporters for in studio interviews to highlight the story and work of The Frontdoor Project. Establish an archive of past, current and future stories and testimonials that will attract local media to want to share your story.

**General Media Relationships** — Establish a staff member as a job duty to begin to build relationships with our local media leaders. Don't expect immediate results, be patient and build your relations so they are eager to assist you share your stories in the future. Be consistent identifying who from your staff should be the "face/voice" telling the story through TV and Radio so that the listeners become familiar, recognize and associate your brand with this person.

**Story Pitches:** These pitches are one sheet ideas for feature stories to highlight the work supporting The Frontdoor Project. These will be developed and submitted to local media, internal and partner email database, website and social media platforms.

## **7. Traditional Media**

**A good outlet if you have a healthy budget to consistent platform for your message. If restricted budget, recommend focusing on digital media.**

**TV —**

**Radio —**

**Newspaper —**

**Media Digital Paid Platforms -**



## **8. Digital Media**

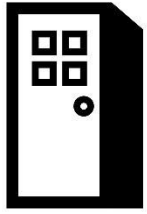
**Website** — *Your website is the most important tool in your business to share the services you are providing to your audience. Any time, anyone wants to learn more about a company, its brand and its products they go online, pull up a search engine (usually google) and begin typing. What you discover on a company website is your perception of the company or brand and weighs heavily on your decision making of how to engage, it is the cornerstone of your marketing ecosystem.*

**Social Media** — *One of the most important components of the marketing plan will be the social media element and its content. 4CC will develop a comprehensive plan that will include:*

**Facebook Page** — *An official, The Frontdoor Project page, The page will carry events of all The Frontdoor Project partner events, upcoming community activities, statistics and updates on homelessness in Tulare and Kings County. The page should highlight community involvement at this events, involve images that assist in telling your story in short form text, take advantage of your high profile influencers and work to build your general public audience.*

**Instagram** — *The fast-growing photo focused Instagram social media platform will be ideal for awareness of work through images for followers to view and share. Instagram has over 60% user penetration of social users ages 25-34.*

**Search Engine Marketing** — *Google is currently the #1 most popular website in the world and is the place where most internet activity begins. Search engines are the starting point for an incredibly large percentage of research in today's world. Some pertinent details for SEM approach should be including keywords focusing on homelessness, community, and mental health. The SEM campaign can be geo-targeted to the Tulare and Kings County.*



*The*  
**Frontdoor  
Project**

**Street Address**

**City, ST ZIP Code**

***Dear KTHA Valued Partner Agency:***

***As we all continue to work to service the homeless community in our region, we strive to always be innovative and creative in our approach to maximize our ability to make a difference with those we serve. We believe that together we can achieve our goal to provide service to everyone who is in need in our homeless communities.***

***It is with great excitement that we launch a new platform, mutually beneficial to all of our amazing partner agencies. We hope that you will join us in our mission to serve through The Frontdoor Project. We, at The Frontdoor Project, understand that homelessness is dehumanizing and efforts to help are often disjointed. As ambassadors of compassion, we are building a platform for community collaboration so that we do our best work together to end homelessness in our region. The Frontdoor Project will be a “one stop shop”, a digital website hub to connect all of our collaborative amazing resources in one space with an***

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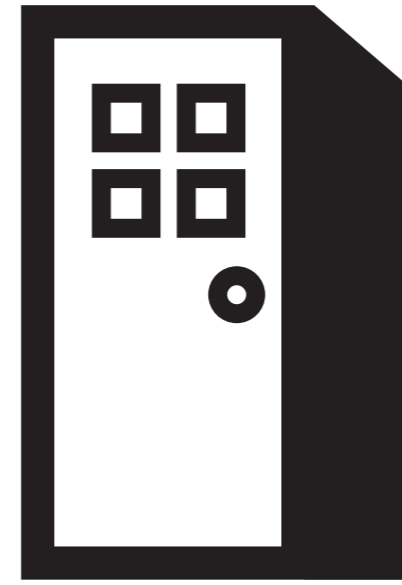
***effort to educate and inform our general public in an effort to stimulate participation and involvement.***

***We respectfully and cordially invite you and your respected organization to join us in this project as we explore new ways to simplify the process in which people can be educated, seek information, and engage assistance for our homeless community.***

***Your permission to include your organization and a link to your website for services would be greatly appreciated. We thank you for your tireless efforts, your work does not go unnoticed and hope you will share the enthusiasm we have for this portal, The Frontdoor Project, for our community.***

***Sincerely,***

***Your Name***



*The*  
**Frontdoor  
Project**





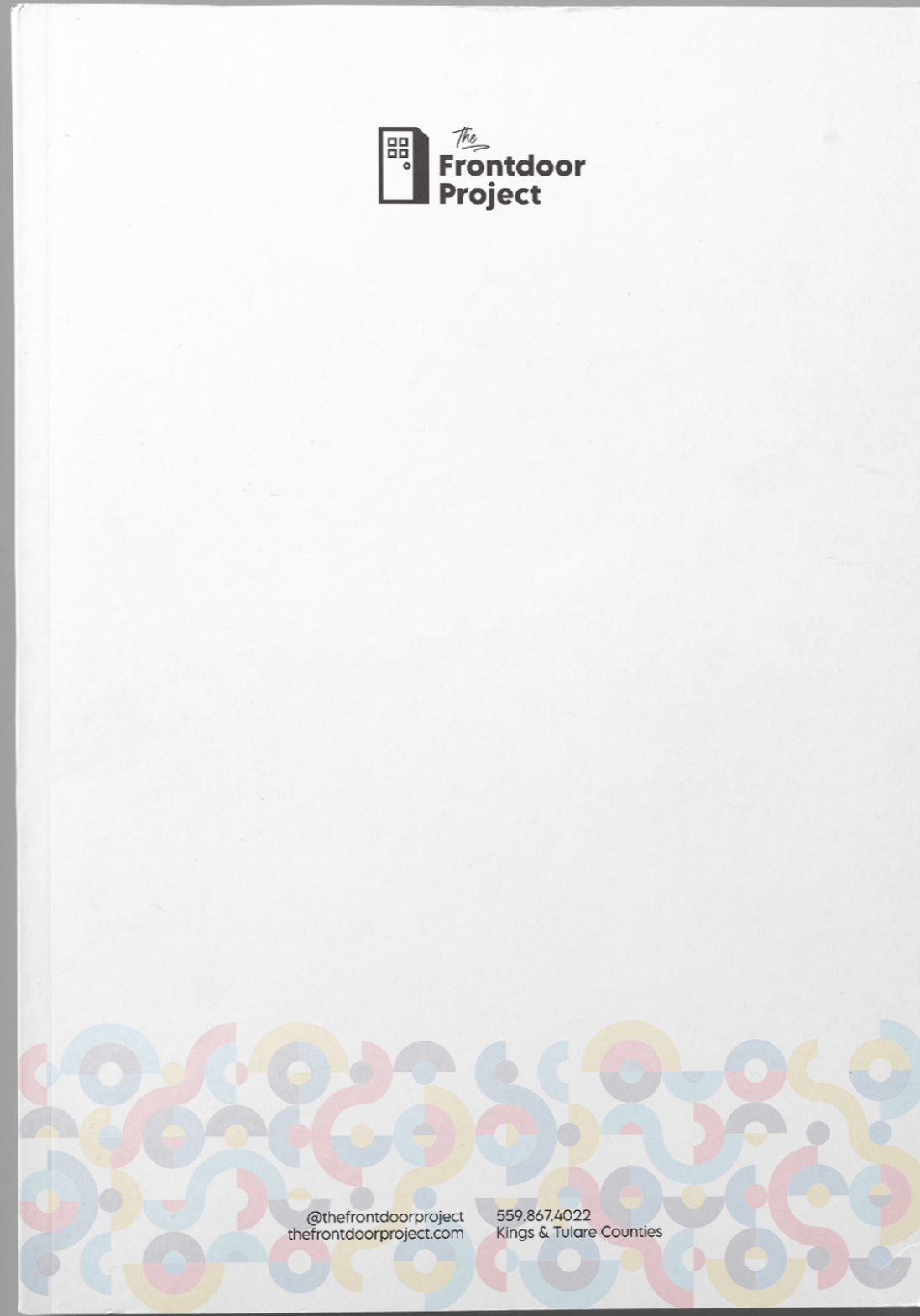
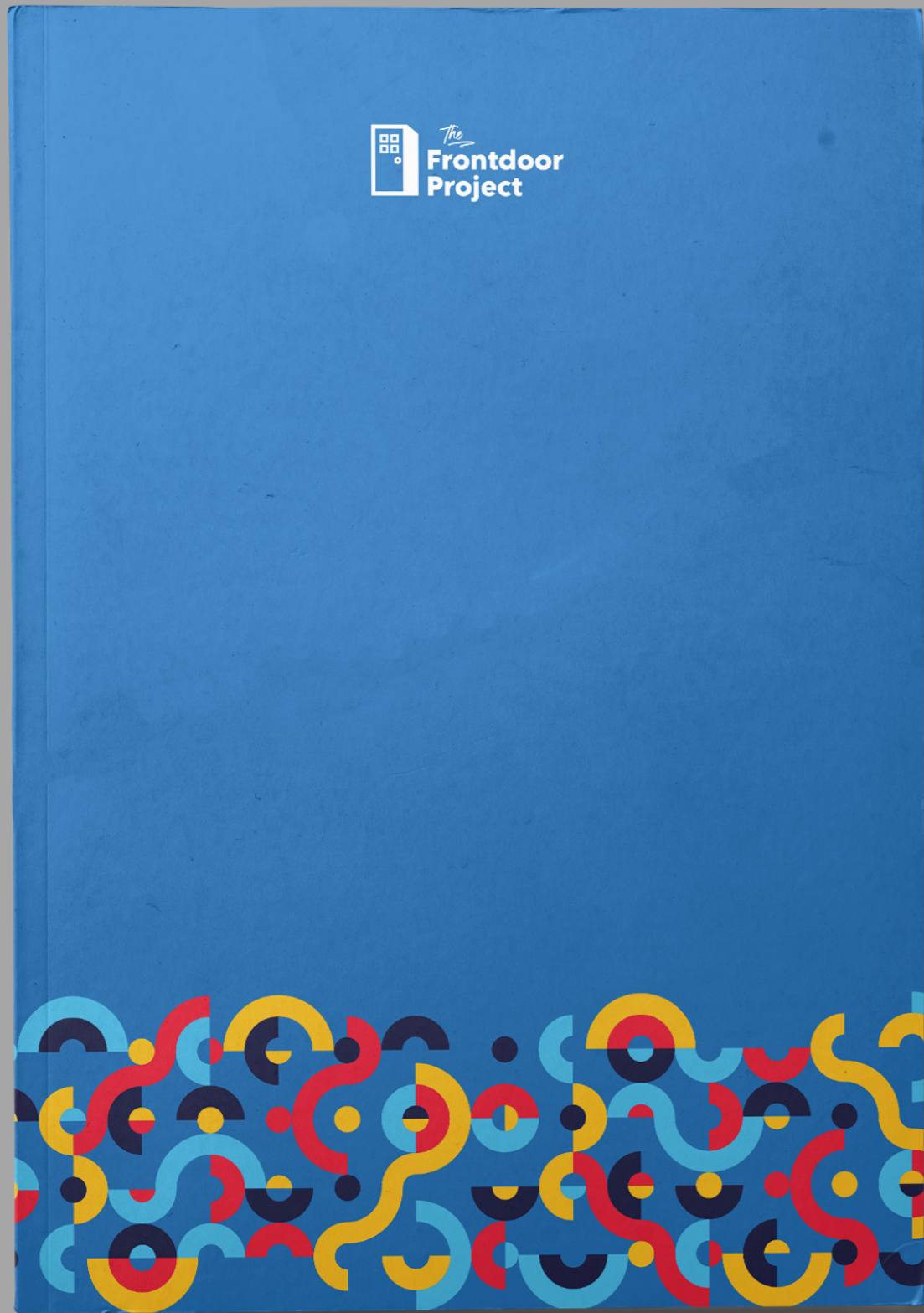
## Solving the problem of homelessness together in Kings and Tulare counties.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Quis ipsum suspendisse ultrices gravida.

[thefrontdoorproject.org](http://thefrontdoorproject.org)





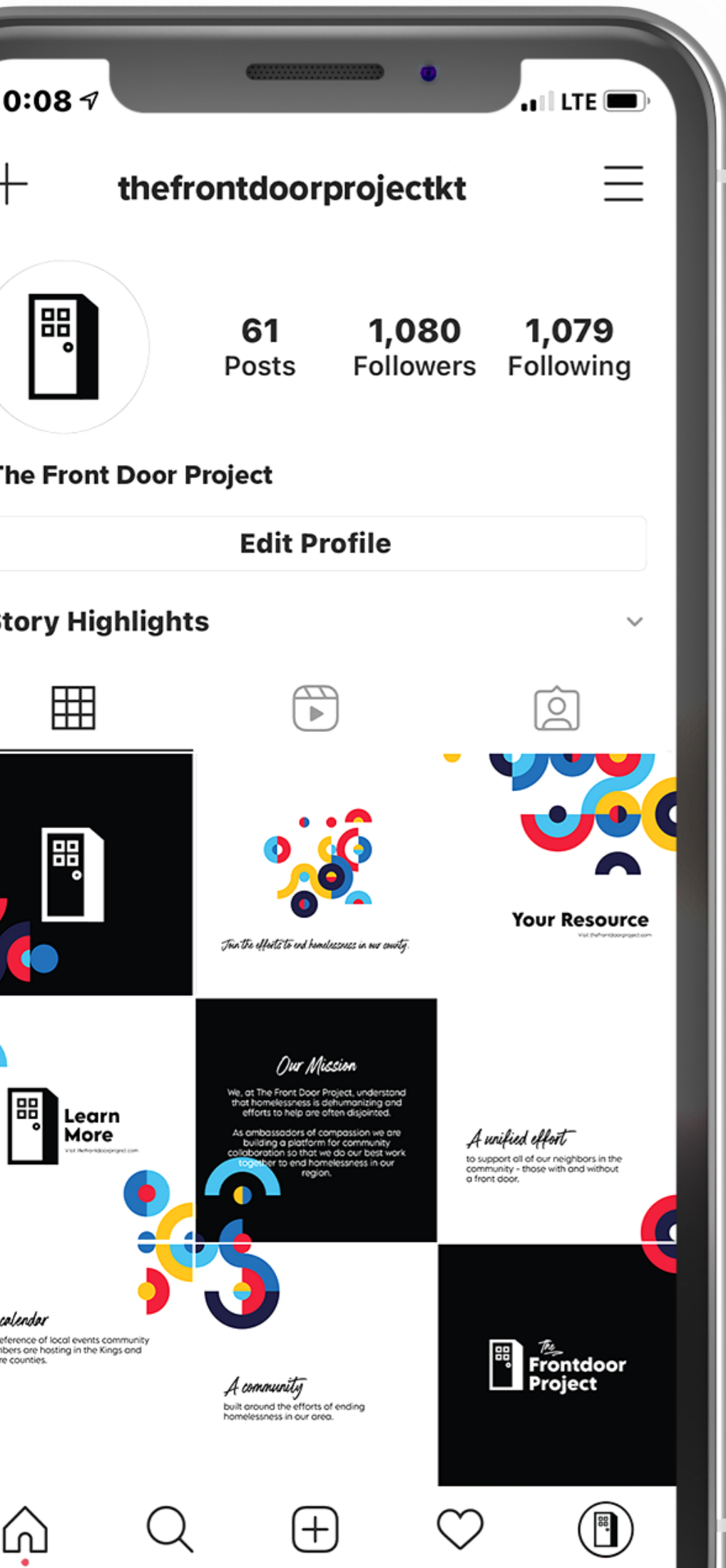
@thefrontdoorproject  
thefrontdoorproject.com

559.867.4022  
Kings & Tulare Counties





# Social Channels



 @thefrontdoorprojectkt

 @thefrontdoorprojectkt

 The Front Door Project

**Any Questions?**



## Memo

February 9, 2021

TO: Board of Directors

FROM: Machael Smith  
Executive Director

SUBJECT: Job Description, Accounting Clerk

### SUMMARY:

The amount of accounting and grant-related work within KTHA has increased exponentially since 2019. This increase is primarily due to an influx in state funding and the acquisition of the Stardust Motel. KTHA now has 37 internal/external grants, 9 employees, and a construction project to manage with only one accounting/grants position. This workload does not allow time for proper grant management, month/year-end closeout, and other monitoring activities.

To mitigate this issue, I would like to shift some of the daily workload to an accounting clerk so that our accounting/grants specialist can focus on higher level accounting work including, but not limited to, month/year-end reconciliation, grant monitoring, and fiscal planning activities.

The annual cost for this position, including fringes, is \$47,528. The expense will be covered in part through Stardust KTHA LLC and through payroll savings due to a portion of the Executive Director and Accounting/Grant Specialist's time, which is also being billed to Stardust KTHA LLC.

### RECOMMENDATION:

That the Board approve the job description as presented.



## JOB DESCRIPTION

<b>Position Title:</b>	Accounting Clerk
<b>Reports to:</b>	Accounting/Grants Specialist
<b>Location of Job:</b>	Visalia, CA
<b>Employment Category:</b>	Full-time, non-exempt

### POSITION SUMMARY

The Accounting Clerk is responsible for reviewing and processing source data to provide accurate and timely entry to accounting systems and sub-systems. Activities include, but are not limited to, checking figures, postings, and documents for correct entry, mathematical accuracy, and proper codes, and maintaining accurate electronic spreadsheets for financial and accounting data. In addition, the Accounting Clerk will provide support and backup with other accounting department functions as required.

Driving may be necessary for business. Incumbents must possess a valid driver's license and reliable transportation. Work hours for this position are Monday through Friday, 8:00 am to 5:00 pm.

### BACKGROUND

The Kings Tulare Homeless Alliance (Alliance) is a non-profit organization made up of community partners working together to address housing and support service needs of homeless families and individuals in Kings and Tulare Counties. The mission of the Alliance is to coordinate and leverage policy and resources that empower community partners to address homelessness in Kings and Tulare County.

To fulfill our mission, the Alliance engages in a range of programs and services such as administering the Federal and State funding applications to increase funding availability to local agencies, managing the bi-county Homeless Management Information System (HMIS) and Coordinated Entry System (CES), as well as organizing the Point in Time homeless census.

The Alliance continually works to increase general awareness of solutions to homelessness, promotes and supports "Best Practice" services to end homelessness, shares resources with partner organizations and the community, and engages stakeholders and the community in strategic initiatives.

### ESSENTIAL FUNCTIONS

- Code, post and receipt payments
- Prepare and coordinate deposit activities
- Perform all necessary account, bank and other reconciliations
- Check, verify and process invoices
- Collect, confirm and process time sheets and overtime
- Update, verify and maintain accounting journals and ledgers and other financial records

- Find and use accounting data to resolve accounting problems and discrepancies
- Track program and grant expenditures
- Perform electronic filing and general administrative tasks
- Other duties as assigned

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent analytical, computational and mathematical abilities
- Proficiency in bookkeeping programs and related software
- Exceptional attention to detail and accuracy
- High level of integrity and trustworthiness
- Knowledge of generally accepted accounting and bookkeeping principles and procedures
- Ability to manage time effectively
- Proficiency in Microsoft Office Suite applications (Word, Excel, Outlook)
- Must possess a valid California driver's license and be able to use personal vehicle in the course of routine job duties

#### **EDUCATION AND EXPERIENCE**

- High School Diploma or equivalent, associate's degree in business or accounting a plus
- Two years' experience in clerical accounting

#### **ENVIRONMENTAL CONDITIONS**

- Indoors in a typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes approximately 50% of the time
- Outdoors with exposure to noise, heat, and cold approximately 50% of the time
- Frequent computer use at a workstation for up to two hours at a time
- May move (walk or drive) from one location to another occasionally
- Position is temporarily remote during COVID-19

#### **PHYSICAL DEMANDS**

- Attendance and punctuality
- Ability to sit for 80% of the time
- Ability to carry/transport office supplies, equipment, and retention file boxes
- Ability to move within the office and at events
- Ability to drive a vehicle

**COMPENSATION:** \$17.50 per hour

**ADA/FEHA:** The Company will make reasonable accommodations in compliance with the American with Disabilities Act of 1990 and California's Fair Employment and Housing Act

**EEO:** The Company is an equal employment opportunity employer

# Financial Reports

## December 2020

### For Board of Directors Meeting

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for double sided printing

## Kings/Tulare Continuum of Care on Homelessness

## Balance Sheet

02/08/21

As of December 31, 2020

Accrual Basis

	Dec 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Bank of the Sierra	6,884.81
10200 · CVCB Checking 7931	251,761.81
10210 · CVCB Money Market LMF 7958	66,355.28
10220 · CVCB Money Market General 7966	3,759,544.58
<b>Total Checking/Savings</b>	<b>4,084,546.48</b>
Accounts Receivable	
11000 · Accounts Receivable	-42,653.95
11400 · Grants Receivable	78,966.86
<b>Total Accounts Receivable</b>	<b>36,312.91</b>
Other Current Assets	
13000 · Prepaid Expenses	
13001 · Grant Advances	70,000.00
13000 · Prepaid Expenses - Other	2,843.29
<b>Total 13000 · Prepaid Expenses</b>	<b>72,843.29</b>
14001.1 · Securty Deposits	1,496.00
<b>Total Other Current Assets</b>	<b>74,339.29</b>
<b>Total Current Assets</b>	<b>4,195,198.68</b>
Fixed Assets	
17100 · Accum Depr - Furn and Equip	4,608.00
<b>Total Fixed Assets</b>	<b>4,608.00</b>
<b>TOTAL ASSETS</b>	<b>4,199,806.68</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	236,019.80
20100 · Grants Payable	251,098.48
<b>Total Accounts Payable</b>	<b>487,118.28</b>
Credit Cards	
23000 · Visa Bank of the Sierra	13,907.25
<b>Total Credit Cards</b>	<b>13,907.25</b>
Other Current Liabilities	
24000 · Payroll Liabilities	
24000.W · Workers Comp	834.87
24000 · Payroll Liabilities - Other	-5,702.76
<b>Total 24000 · Payroll Liabilities</b>	<b>-4,867.89</b>
24100 · Accrued Leave and Payroll	5,344.00
24300 · Deferred Revenue	3,668,466.65
<b>Total Other Current Liabilities</b>	<b>3,668,942.76</b>
<b>Total Current Liabilities</b>	<b>4,169,968.29</b>
<b>Total Liabilities</b>	<b>4,169,968.29</b>
Equity	
30000 · Opening Balance Equity	

5:54 PM

**Kings/Tulare Continuum of Care on Homelessness**

02/08/21

**Balance Sheet**

Accrual Basis

As of December 31, 2020

---

	<u>Dec 31, 20</u>
<b>30001 · Temporary Restricted Net Assets</b>	
<b>30001.0 · LINC Temporary Restricted</b>	
30001.1 · LINC Hanford	4,907.35
30001.2 · LINC Porterville	5,387.00
30001.3 · LINC Tulare	4,826.69
30001.4 · LINC Visalia	5,778.11
	<hr/>
<b>Total 30001.0 · LINC Temporary Restricted</b>	20,899.15
	<hr/>
<b>Total 30001 · Temporary Restricted Net Assets</b>	20,899.15
	<hr/>
<b>30090.9 · TR Net Assets - Other</b>	171,707.00
<b>39900.1 · Restrictions Release (R)</b>	-227,585.00
<b>30000 · Opening Balance Equity - Other</b>	4.82
	<hr/>
<b>Total 30000 · Opening Balance Equity</b>	-34,974.03
	<hr/>
<b>30005 · Net Assets</b>	-174,408.00
<b>32000 · Unrestricted Net Assets</b>	200,278.14
<b>39000 · Prior Period Adjustment</b>	1,216.00
<b>39800.1 · Restrictions Release (UR)</b>	227,585.00
<b>Net Income</b>	-189,858.72
	<hr/>
<b>Total Equity</b>	29,838.39
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,199,806.68</b>
	<hr/> <hr/>

**Kings/Tulare Continuum of Care on Homelessness**  
**Profit & Loss**  
**December 2020**

02/08/21

Accrual Basis

	Dec 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
44500 · Grant Income	
44540 · State Grants	
44542 · CESH Grant	22,440.36
<b>Total 44540 · State Grants</b>	22,440.36
<b>Total 44500 · Grant Income</b>	22,440.36
47200 · Program Income	
47240 · Program Service Fees	3,096.55
<b>Total 47200 · Program Income</b>	3,096.55
47600 · Interest and Dividends Earned	1,292.28
<b>Total Income</b>	26,829.19
<b>Gross Profit</b>	26,829.19
<b>Expense</b>	
60900 · Business Expenses	
60920 · Business Registration/License	0.00
60960 · Business Taxes (Unsecured)	0.00
<b>Total 60900 · Business Expenses</b>	0.00
62100 · Contract Services	
62110 · Accounting Fees	11,624.05
62150 · Outside Contract Services	1,275.43
<b>Total 62100 · Contract Services</b>	12,899.48
65000 · Operations	
65010 · Books, Subscriptions, Reference	0.00
65020 · Postage, Mailing Service	73.99
65030 · Printing and Copying	19.42
65040 · Supplies	28.95
65041 · Software	12.00
65050 · Telecommunications	831.43
65060 · Equipment	7,930.65
65070 · Hosting Fees	12.80
65080 · Bank/Credit Card Service Charges	0.30
65090 · Rent	1,253.00
65091 · Utilities	88.67
65093 · Repairs / Maintenance	711.31
<b>Total 65000 · Operations</b>	10,962.52
65100 · Other Types of Expenses	
65120 · Insurance - Liability, D and O	260.67
65150 · Prof. Memberships and Dues	49.75
65170 · Training/Staff Development	0.00
65190 · Payroll Service	0.00
<b>Total 65100 · Other Types of Expenses</b>	310.42
65200 · Program Expenses	
65205 · Program Supplies	5,500.27
65210 · Equipment/Rentals	59.00
65220 · Client Consumables	
65220.5 · Stipend	0.00
<b>Total 65220 · Client Consumables</b>	0.00



5:53 PM

**Kings/Tulare Continuum of Care on Homelessness**  
**Profit & Loss**  
**December 2020**

02/08/21

Accrual Basis

	Dec 20
65230 · Program Services	
65230.9 · Hotel/Motel Vouchers	2,939.97
65230 · Program Services - Other	98,637.89
<b>Total 65230 · Program Services</b>	<b>101,577.86</b>
65240 · Security	0.00
<b>Total 65200 · Program Expenses</b>	<b>107,137.13</b>
66000 · Wages, Taxes, Payroll Expenses	
66001 · Payroll Expense	
66001.A · Wages & Earnings	37,725.42
<b>Total 66001 · Payroll Expense</b>	<b>37,725.42</b>
66002 · Benefits and Taxes	
66003 · Payroll Benefits	
66003.D · Direct Deposit	-132.75
66003.H · Health Insurance	5,957.41
66003.S · SIMPLE IRA	244.03
<b>Total 66003 · Payroll Benefits</b>	<b>6,068.69</b>
66004 · Payroll Taxes	
66004.T · Payroll Tax Expense	2,793.99
66004.W · Workers Comp Insurance	309.53
<b>Total 66004 · Payroll Taxes</b>	<b>3,103.52</b>
<b>Total 66002 · Benefits and Taxes</b>	<b>9,172.21</b>
<b>Total 66000 · Wages, Taxes, Payroll Expenses</b>	<b>46,897.63</b>
68300 · Travel and Meetings	
68320 · Travel	621.96
<b>Total 68300 · Travel and Meetings</b>	<b>621.96</b>
<b>Total Expense</b>	<b>178,829.14</b>
<b>Net Ordinary Income</b>	<b>-151,999.95</b>
Other Income/Expense	
Other Expense	
90000 · Suspense	0.00
99999 · Stardust Expenses	1,141.27
<b>Total Other Expense</b>	<b>1,141.27</b>
<b>Net Other Income</b>	<b>-1,141.27</b>
<b>Net Income</b>	<b>-153,141.22</b>

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**Kings/Tulare Continuum of Care on Homelessness**  
**Check Register**  
**As of December 31, 2020**

02/08/21

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
<b>10200 · CVCB Checking 7931</b>						132,929.16
Liability Check	12/01/2020	E-Pay	Anthem Blue Cross Health Ins	Group Number: J40536	-7,588.15	125,341.01
Bill Pmt -Check	12/02/2020	3301	Fisher, Laura (exp)	Cell Phone Reimburse...	-15.60	125,325.41
Bill Pmt -Check	12/02/2020	3302	Gitcho, Iris (exp)	11/16-11/30 Mileage Re...	-183.78	125,141.63
Bill Pmt -Check	12/02/2020	3303	Henson, Robert (exp)	11/16-11/30 Mileage Re...	-94.20	125,047.43
Bill Pmt -Check	12/02/2020	3304	Janitorial Building Images, Inc.		-275.00	124,772.43
Bill Pmt -Check	12/02/2020	3305	Mental Health Syst-Tulare HOME (...)		-22,887.52	101,884.91
Bill Pmt -Check	12/02/2020	3306	Nelson, Julia (exp)	11/16-11/30 Mileage Re...	-192.07	101,692.84
Bill Pmt -Check	12/02/2020	3307	Savage & Company		-5,000.00	96,692.84
Bill Pmt -Check	12/02/2020	3308	Smith, Machael (exp)	11/16-11/30 Mileage Re...	-50.77	96,642.07
Bill Pmt -Check	12/02/2020	3309	White, A. Veronica - Vendor	11/16-11/30 Mileage Re...	-75.03	96,567.04
Bill Pmt -Check	12/02/2020	3310	Williams, Dorothea (exp)	Expense Reimbursement	-11.04	96,556.00
Transfer	12/09/2020			LMR Funds Transfer	3,041.85	99,597.85
Transfer	12/09/2020			Funds Transfer	250,000.00	349,597.85
Bill Pmt -Check	12/14/2020	E-Pay	Southern California Edison	2-36-751-4411	-44.45	349,553.40
Deposit	12/14/2020			Deposit	25,406.56	374,959.96
Liability Check	12/15/2020		QuickBooks Payroll Service	Created by Payroll Serv...	-13,679.67	361,280.29
Liability Check	12/15/2020	E-pay	Employment Develop. Dept. (Tax P...	047-7257-0 QB Trackin...	-755.01	360,525.28
Liability Check	12/15/2020	E-pay	United States Treasury	27-0522489 QB Trackin...	-4,074.10	356,451.18
Bill Pmt -Check	12/16/2020	3311	Comm. Services and Emp. Training...		-5,321.36	351,129.82
Bill Pmt -Check	12/16/2020	3312	Comm. Services and Emp. Training...		-5,099.12	346,030.70
Bill Pmt -Check	12/16/2020	3313	Gitcho, Iris (exp)	11/1-11/15 Mileage Rei...	-142.53	345,888.17
Bill Pmt -Check	12/16/2020	3314	Kings United Way - Vendor		-3,345.57	342,542.60
Bill Pmt -Check	12/16/2020	3315	Mallory, Corrin (exp)		-71.63	342,470.97
Bill Pmt -Check	12/16/2020	3316	Mental Health Syst-Kings ACT (Ant...		-4,694.35	337,776.62
Bill Pmt -Check	12/16/2020	3317	Mental Health Syst-Kings ACT (Ant...		-12,137.42	325,639.20
Bill Pmt -Check	12/16/2020	3318	Mental Health Syst-Kings ACT (Ant...		-8,855.97	316,783.23
Bill Pmt -Check	12/16/2020	3319	Mental Health Syst-Kings ACT (Ant...		-24,133.14	292,650.09
Bill Pmt -Check	12/16/2020	3320	Mental Health Syst-Kings ACT (Ant...		-9,100.09	283,550.00
Bill Pmt -Check	12/16/2020	3321	Mental Health Syst-Tulare HOME (...)		-6,613.80	276,936.20
Bill Pmt -Check	12/16/2020	3322	Nelson, Julia (exp)	12/1-12/16 Mileage Rei...	-183.69	276,752.51
Bill Pmt -Check	12/16/2020	3323	Salt + Light Works (v)	Grant Agreement Adva...	-10,000.00	266,752.51
Bill Pmt -Check	12/16/2020	3324	Salvation Army		-847.45	265,905.06
Bill Pmt -Check	12/16/2020	3325	Smith, Machael (exp)		-32.01	265,873.05
Bill Pmt -Check	12/16/2020	3326	United Way of Tulare County - Ven...		-816.66	265,056.39
Bill Pmt -Check	12/16/2020	3327	Fisher, Laura (exp)	Cell Phone Reimburse...	-16.38	265,040.01
Bill Pmt -Check	12/16/2020	3328	Henson, Robert (exp)	12/1-12/31 Mileage Rei...	-88.25	264,951.76
Bill Pmt -Check	12/16/2020	3330	Mallory, Corrin (exp)	July 1-15, 2020 Mileage...	-79.83	264,871.93
Bill Pmt -Check	12/16/2020	3331	Relax Inn Motel		-3,239.97	261,631.96
Check	12/24/2020	E-Pay	Bank of the Sierra Visa	4798510052452683	-10,965.13	250,666.83
Deposit	12/24/2020			Deposit	29,301.96	279,968.79
Liability Check	12/31/2020		QuickBooks Payroll Service	Created by Payroll Serv...	-13,800.41	266,168.38
Liability Check	12/31/2020		QuickBooks Payroll Service	Created by Payroll Serv...	-1,533.87	264,634.51
Liability Check	12/31/2020	E-pay	Employment Develop. Dept. (Tax P...	047-7257-0 QB Trackin...	-802.79	263,831.72
Liability Check	12/31/2020	E-pay	United States Treasury	27-0522489 QB Trackin...	-4,426.88	259,404.84
Liability Check	12/31/2020	3332	TransAmerica		-488.06	258,916.78
Check	12/31/2020			Service Charge	-0.30	258,916.48
Deposit	12/31/2020			Interest	5.39	258,921.87
Liability Check	12/31/2020	E-Pay	Anthem Blue Cross Health Ins	Group Number: J40536	-7,160.05	251,761.82
Liability Check	12/31/2020	E-pay	Employment Develop. Dept. (Tax P...	047-7257-0 - First try w...	-0.01	251,761.81
Total 10200 · CVCB Checking 7931					118,832.65	251,761.81
<b>TOTAL</b>					<b>118,832.65</b>	<b>251,761.81</b>

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