

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
August 10, 2016
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

*Fred Plane
Craig Henderson*

*Don Bynum
Ashley Womack*

Jose Gonzalez

3. **Approval of Agenda**

4. **Public Forum:** *(The public may address the Committee on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.)*

5. **Program Presentations**

a. Women, Infants & Children (WIC) presentation – Beth Tolley, WIC Program Manager

6. **New Business**

a. July 2016 Program and Division Reports – Ralph Martinez, Director of Community Development – **Action Item**

- 2-1-1 Kern County **(p. 1)**
- Central Kitchen **(p. 2)**
- East Kern Family Resource Center **(p. 3)**
- Energy **(p. 4)**
- Friendship House Community Center **(p. 5-6)**
- Food Bank **(p. 7)**
- Migrant Childcare Alternative Payment (MCAP) **(p. 8)**
- Shafter Youth Center **(p. 9)**
- Volunteer Income Tax Assistance (VITA) **(p. 10)**
- Women Infant & Children (WIC) **(p. 11)**
- Community Development – Grants & Research **(p. 12)**
- Human Resources **(p. 13)**
- Operations **(p. 14-15)**

b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – **Action Item (p. 16-21)**

c. Head Start / State Child Development May Enrollment Update and Meals Report– Jerry Meade, Program, Design and Management Administrator – **Action Item**

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- d. June and July 2016 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager – ***Info Item (p. 22)***

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, September 14, 2016
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 12:00pm on August 5, 2016. Amanda Norman, Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: July 2016
Program/Work Unit: 2-1-1 Kern County	Staffing: 15 (3 I&R Specialist Vacancies)	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, and Mariposa Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides application status updates.		

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	4,687	3,713	974 (20%)	7,877
Kings County	181	128	53 (29%)	*
Tulare County	1,191	843	348 (29%)	*
Mountain Valley (Mariposa and Merced Counties)**	22	15	7 (31%)	*
Total	6,081	4,699	1,382 (22%)	

*2-1-1 Kern does not have access to the iCarol database for these counties. Per the agreements, 2-1-1 Kern provides referrals but does not track them. The information goes directly to the iCarol databases for the individual counties.

**Started 10/15

Most Requested Services	Free Cell Phone	Utility Assistance	Food Pantries
Top 3 Unmet Needs	Food/ Meals	Clothing/ Personal/Household	Housing

Other Services		Month	YTD
LIHEAP	Calls Answered	4,123	25,996
Weatherization	Routed through 2-1-1 Calls Answered	735	1,736
Mental Health	Calls Answered	120	433
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	1,932	9,782

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		10	1	9

Outreach Activities	Outcomes
- Burrito Project 7th Anniversary - Parent Meeting Upcoming April Outreach Events - BPD Night Out, August 2 - Back 2 School Event, August 4 - BC Student Involvement Fair, August 31	Distributed 100 2-1-1 Kern County informational cards. Distributed 30 2-1-1 Kern County informational cards.

Other:

- 2-1-1 Kern will participate in the Tech Fighting the Wildfires Hackathon on August 6, 2016, as a presenter and mentor.
- 2-1-1 Kern will be changing telephony systems at the end of August 2016. The new telephony system will provide enhanced quality for callers. inContact is a leader in innovation amongst the 2-1-1 community worldwide
- 2-1-1 Kern participated at the Joint Information Center (JIC) at the Office of Emergency Services (OES) during the Erskine Fire. And 2-1-1 Kern took all after-hours calls to address citizens affected by the fire.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: July 2016
Program/Work Unit: Central Kitchen	Program Staffing: 23 (currently one driver on medical leave and two Food Production Driver Subs that has been a great help to cover the staff shortage and vacation request.	Program Manager: Diana Morrison
Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base parent meetings. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. . In summer, the program prepares and delivers meals for children at the Friendship House, Shafter Youth Center, and other locations throughout Kern County. • Total meals prepared are supported by the daily meal production sheets and food transport sheets. • Parent meeting meal totals are supported by meal request forms submitted by center and Home Base staff.		

Activities	Status			
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Central Kitchen prepared for the HS/EHS centers	25,680	8,930	8,290	8,460
Home Base Meals	218	0	149	69
Parent Meeting Meals	290			
Summer Food Program Service	5,869	2,200	3,669	
Total	32,507	11,130	12,108	8,529

Other:

- The Central Kitchen is supporting the HS/EHS centers in their Open House event in creating Nutritional Experience. The activity is for all children and parents. They will prepare their own parfait with yogurt, fruit, and granola. The granola is a recipe created by the Central Kitchen staff; this granola is age appropriate for pre-k children and toddlers.
- On June 16, Isabel and Diana meet with Melina Leija-Stephens from Bolthouse Farms and Warren McDaniel from Sysco to see some new products. Melina brought samples of "fruit tubes" that can be served cold or frozen and "smoothies". We have tried the products and they are very good. We are waiting for pricing.
- Sysco sales representative is checking price and availability of the roasted sweet potato-root vegetable-kale blend. They will also have some new crackers available in July; ordering will depend on the price.
- Our Environmental Health inspection was on May 26; we received an "A". The credit goes to the Central Kitchen staff who work very hard to ensure the building is up to standard at all times.
- June 15, the Central Kitchen supervisors and I participated in an "Active Shooter" webinar by Heffernan Insurance. The information was very good; we will be able to expand our safety drills. We have an internal system for "intruder" drills, whether it is an upset person or a possible shooter. We conduct drills regularly at the kitchen for intruder, fire, and earthquake to ensure the staff knows what to do in an emergency.
- Each year in July the CAPK HS education unit provides the Central Kitchen with a "Little Chef" calendar menu that has items on it the children can prepare themselves. The Little Chef items are incorporated into the CAPK regular menu. We also provide the "Little Chef" menu items to our Delano center that week so those children can also have that experience.
- The Central Kitchen has new LED lights throughout the building. The lights are very bright; we like them.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: July 2016
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 6	Program Manager/Supervisor: Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in east Kern County communities of Boron, California City, Edwards Air Force Base, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response	20	336
Case Managed Families	F5K School Readiness	1	91
Children participating in center-base program		N/A	26
Adults in Court Mandated Parenting Classes		9	24
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	72	837
Emergency Supplies Closet and Other Services	Food (individuals)	11	188
	Clothing (individuals)	11	228
	Photocopies (individuals)	112	1,578
	HEAP Application Supporting Docs	70	534
Children participating in the Summer Bridge Program	Prepared children to enter kindergarten.	6	6

Other: Hosted community collaborative meeting with representatives from Salvation Army, Mojave Unified School District, and the Department of Human Services, Child Protective Services, GBLA, Head Start, District Attorney Victim Witness Services, Kayla's Place (Shelter) and Tehachapi Wellness Center.

Summer Bridge Program: The program is usually offered once during the summer. This year the program started on July 6th and will end on August 6th.

Staffing: The Case Manager position was vacant during the month of July; recruitment and interviews have been completed.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: July 2016
Program/Work Unit: Energy	Total Program Staffing: 48, including 1 temp and 2 vacancies	Program Manager/Supervisor: Vacant
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also installation of interim water tanks for low-income households affected by the drought.		

Activities	Description	Status	
		Households Served	
		Month	YTD
1. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2015/2016)	Assistance with utility bill payments	564	3,364
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2015)	- Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) - Energy-efficient appliance installation	130 4	373 83
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	108	261
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	-0-	23
5. Total Value of Services		\$256,497	\$2,164,987
		Results	
6. Energy calls received (from 2-1-1)		4,858	
		HEAP	Wx
7. Number of LIHEAP applications Received		595	242
8. Number of LIHEAP applications Completed		434	144
9. Number of LIHEAP applications in Progress		50	98
10. Outreach	- Lowell Place Senior Housing - Kern County Museum Kids Fest - Parkside Apartments	Enrolled applicants in HEAP and Weatherization	

Other: The value of services for LIHEAP & LIWP Weatherization Assistance Program is for the previous month due to the fact it is not determined until the report is completed on the 15th of each month. The \$256,467 is the value of utility assistance only.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: July 2016
Program/Work Unit: Friendship House	Total Program Staffing: 7	Program Manager/Supervisor: Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		

Activities		Participants (6/16 to 7/16)	
Description	Purpose	Month	YTD
Total Enrollment	All programs	1,013	8,757
Summer Program	Recreation, STEM, gardening, art & crafts, nutrition classes, Summer Food program.	118	118
GATES Gang Prevention Program	The Gang Prevention Program Aggression Replacement Training (ART) & Forward Thinking classes are provided at five local school sites to prevent at-risk youths from joining gangs.	0	237
Justice Assistance Grant (JAG) Program	The JAG program provides Aggression Replacement Training (ART) at two local school sites. The program will be provided at two additional school sites starting in August of 2016.	0	49
Grow Fit Program	Increase participants' knowledge of nutrition, healthy eating choices, gardening, exposure to seasonal fresh produce, and participation in physical activities.	0	84
Summer STEM (Science, Technology, Engineering, Math) Program	Engineering for Kids facilitated STEM camps during the FHCC summer program. The camps were sponsored by the Kern County Black Chamber of Commerce (KCBCC), Bright House Networks, and Californians for Energy Independence.	44	44
Mobile Mexican Consulate	Consulate services are provided at the Friendship House every Tuesday & every other Wednesday providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.	June 502 July 349 Total 851	8,225
Local Control Accountability Plan (LCAP)	The LCAP program's goal is to ensure that parents & students know they have a voice when it comes to deciding school needs, priorities, and how to utilize funding.	Activities Summary	
		Focus Groups: Assisted with translation services.	

Other:

- On 7/25, 17 Friendship House participants went on a field trip to Dockweiler Beach at no cost to them. For many of the participants, the trip was the first time visiting a beach. Mr. Rudnick, who owns Airport Valet Services in Bakersfield and provides roundtrip transportation to the LAX airport, makes seats available on his charters to allow Kern County youths who have never visited the beach, an opportunity to do so.
- U.S. Congressman David Valadao, 21st District, rented the Friendship House gymnasium on Saturday, 7/16, to hosting a Prescription Assistance Workshop for the community.
- The CAPK Summer Food Service Program (SFSP) provided free meals to community youths at the Friendship House during the summer. God's Covenant Church, across the street from the FHCC, brought the students from their vacation bible school to join us for lunch on a few days. Through the SFSP, the FHCC was able to serve 2,100 breakfasts and 2,884 lunches.
- On August 2, six teachers from the Bakersfield High School Driller Service Academy, will be touring the Friendship House. The Driller Service Academy is a school within a school, composed of cohorts of about 60 students at each grade level who are not only preparing for college, but also getting a head start on careers in the nonprofit/philanthropic sectors. Students learn about the issues facing Kern County and gain the skills to address those issues. Local partners work with students to provide mentoring and job shadowing opportunities. Students gain hands-on work experience through volunteer work and internships.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: July 2016
Program/Work Unit: Food Bank	Total Staffing: 15; No vacant positions.	Program Manager/Supervisor: Glen Ephrom
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals. Also operates the Backpack Buddies program at several school sites during the school year to provide low-income, food-insecure children with ready-to-eat food on weekends and school breaks.		

		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals served (July 2016)	35,588	105,780
	Poundage Received all programs	1,056,690	3,912,305
	Total Poundage Distributed all progra	1,182,085	5,836,048
Drought Emergency Food Assistance (DEFAP)	Clients Served	Families	Individuals
	July 2016	3,489	24,067
	Total Poundage Distributed	292,680	1,314,930
Food Sourcing	Donations Received: 266,511 pounds of produce and 19 different produce items. • Target: Produce • T. D. Produce: Turnips • Johnston Farms: Bell Peppers • Handel Brothers: Potatoes • Ag Against Hunger: Mixed greens, mushrooms • Wonderful Co: Citrus • Kirshenman: Potatoes • KHS District: Produce • Country Sweet Produce: Watermelons • Grimmway/Cal Organic: Green leafy, carrots, cabbage • CFB: Onion, honey dew, bell peppers, squash, plums		
Food Drives : 130 lbs	• ABC Supply Company 75 lbs.; Sprint store 55 lbs.		

Other: 1) Met with CFB on July 12 to discuss their recruitment of a possible CFB Board Member from Kern County as well as Feeding America membership support. 2) Local television appearances on July 14 by Mallessa Barraza (CH29 live remote from Food Bank) and Jeremy Tobias and Glen Ephrom (CH17 in studio interview) to promote the July 16 CAFB Food Bank Free Farmers Market Distribution at the KC Fairgrounds. The event was an overwhelming success and ultimately required a second shipment of produce to keep up with demand. The Food Bank distributed over 14,000 lbs. of watermelons, turnips, grapes, bell peppers, squash, plums and potatoes. The next event is scheduled for August 6. 3) Food Bank staff attended "Coffee with a Cop" on July 18 to strengthen community relations. 4) Final CAPK Food Bank/CFB – Feeding America follow-up to the recent audit. CFB staff verbalized that we had met or exceeded all of the criteria for compliance. We expect a written report from CFB will follow. 5) Catholic Charities Free Farmers Market Distribution was another resounding success on July 22. Over 10,000 lbs. were distributed. 6) Yazid Alawgarey provided annual EFAP training to our distribution partners. He was joined by a staff member from EFAP Sacramento to facilitate the required training. 7) On July 28 we hosted 25 Wonderful Co. volunteers at the Food Bank to sort and package fresh produce. 8) We have initiated the process to source and procure a new refrigerated box truck for our distribution efforts. It will replace a current vehicle with very high mileage and will soon be out of CARB compliance. 9) We continue to increase our fresh vegetable and fruit sourcing and distribution. In July we received 266,511 lbs.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: August 2016*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, including 2 vacancies	Program Manager/Supervisor: Susana Magana
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2015, to June 30, 2016. <i>*This report is for the service month of June 2016, which was processed in the month of July 2016.</i>		

		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	272	49%
	Tulare	79	14%
	Kings	82	14%
	Fresno	81	15%
	Madera	34	6%
	Merced	12	2%
	Total	560	100%

**Kern totals include services provided outside of the six entry counties. The case management for those families working and residing outside the six entry counties are handled by the regional office in Bakersfield.

Other:

Current Activities:

MCAP earned 100% of the total contract amount for the FY 2015-2016. MCAP has started enrolling new families in the counties of Kern, Tulare, Kings, Fresno, Madera and Merced for the new FY 2016-2017. Our current fiscal year began July 1, 2016.

MCAP office has moved. Our new address is 5351 Olive Drive Suite 200, Bakersfield CA 93308.

MCAP program staff worked diligently to ensure that our program participants were minimally affected during the move. Staff worked alternate evening schedules on 7/26 and 7/27 to accommodate enrollment appointment for families migrating into the county of Kern for the grape harvest.

Staff has also conducted visits on 7/21/16 to the Delano Guimarra labor camp to recruit new families.

Upcoming Activities:

MCAP staff meeting previously scheduled for 7/28/16 will be rescheduled for the latter part of August. The meeting will provide overview of the previous fiscal year and an overview of the enrollment and provider payment goals for new fiscal year.

Program Manager will continue to participate (via webinar) in the CalCAPA Leadership Institute. The institute sessions are about 1 ½ hours long; there are two more session that are pending scheduling.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: July 2016
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3	Program Manager/Supervisor: Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18.		

Activities		Enrollment Status	
Description	Purpose	Month	YTD
After-School Program (#'s as of 1/1/2016)	Tutoring, homework assistance, recreation	N/A	47
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2016)	Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections. <i>Outreach conducted at CSUB College Making it Happen event.</i>	TPA - 0 LS/IP - 0	Life Skills - 65 Info Presentations 65 TPA – 166 Annual target goal has been met
Evening Program	Activities held Monday, Tuesday, and Thursday evenings, 5:00-9:00; used for open basketball, Fitness Boot Camp, ancestry class and local groups use for meeting space.	Basketball - 25 Fitness Boot Camp - 15 Ancestry Class - 12	
Nutrition Education through Kern County Dept. of Public Health	Education classes teaching students to eat right, and exercise. Gardening sessions will begin later.	111	156
Summer Program	An expanded version of the after-school program that includes guest speakers, themed weekly activities, and recreation. Full-day and part-day options available.	111	111

Other: SYC Wet & Wild Color Challenge Run fundraiser scheduled for Aug. 13, and Creative Palette painting fundraiser is scheduled for October.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: July 2016
Program/Work Unit: VITA	Total Program Staffing: 2 full time staff	Program Manager/Supervisor: Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results	
Activities	Description	Month	YTD
Tax Returns Completed	State and Federal	112	4,569
Refunds	Federal	\$54,140	\$6,605,031
	State	\$8,155	\$764,385
	EITC	\$20,951	\$3,036,396
	CA EITC	\$1450	\$201,797
Total Refunds		\$62,295	\$7,369,416

Other: Now that the regular tax season is over, we have only one location open at 300 19th Street in Bakersfield.

In July we received an additional grant for EITC outreach. We hired a new employee for this grant, and her responsibilities are to promote EITC throughout Kern County. Our primary areas are Delano, McFarland, Wasco, and Bakersfield.

Sandi was chosen to be part a training webinar for the new software. This is going to be 1 day each week through the month of August and trainers will be from the software company. Only one person from each area of SPEC was chosen throughout the nation.

The panel that Sandi was on for the updated VITA testing ended, and IRS has submitted the final product to print that will be available with all training materials in November.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: July 2016
Program/Work Unit: WIC	Total Program Staffing: 79 staff, 5 vacancies	Program Manager/Supervisor: Elizabeth Tolley
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County, and through the WIC mobile clinic.		

			Participation 10/1/15-9/30/16		
Description		Case Load	Month	Central Valley Avg.	State Avg.
Total	All services	19,770	17,104= 86.4%	89.2%	83.8%
Participation by WIC site	Location	Participants	Location	Participants	
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	102	Mojave	150	
	Bakersfield		Oildale	493	
	Homeless Shelter	10	Ridgecrest	791	
	E. California Avenue	1,782	Rosamond	619	
	Niles Street	2,714	Shafter	1,373	
	Montclair	399	Tehachapi	523	
	Friendship House	201	Wasco	1,896	
	Panama	1,167			
	Boron	10	<u>San Bernardino County</u>		
	Buttonwillow	81	Adelanto	1,931	
	California City	680	Big Bear	347	
	China Lake Naval Station	*	Crestline	320	
	Delano	960	Needles	184	
	Edwards Air Force Base	109	Phelan	86	
	Lost Hills	125	<u>Mobile WIC</u>	51	

Projects

- A. Received approval of the WIC budget amendment and started working on implementing the changes.
 1. Began arranging for site improvements.
 2. Started the process for purchase of 2 vehicles; Bids have been requested and evaluated. Began the process of requesting State WIC approval for the purchase.
 3. Started requesting approval from State WIC to purchase needed IT equipment.
- B. Began offering Farmer's Market vouchers at designated sites.
- C. Finalized preparation for World Breastfeeding Month which is August.
 1. All WIC sites will be recognizing breastfeeding families. The specific activity will depend on the site.
 2. There will be a breastfeeding event in the Valley Plaza Mall on Saturday, Aug. 6, 2016.

Outreach recruitment activities:

- A. Social media campaign: Reviewed the interaction on Facebook, Google, and Bing to determine what posting received the most interaction. Adjusted posting and addresses accordingly. Social media visits increased by 40%. Enrollments on follow up also increased.
- B. Developed and visited referral sources in eastern Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: July 2016
Program/Work Unit: Grants & Research	Total Staffing: 4	Program Manager/Supervisor: Patricia Mallard
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.		

		Status	
Activities	Description	In Progress	Submitted
Grant Applications	• The Starbucks Foundation (PREP Works for Youth Centers)		X
	• United Way of Fresno & Madera Counties (211 Services)		X
	• Best Buy Foundation (Winners Program Conflict Resolution for FHCC)		X
	• Walmart State Funding (Food Bank warehouse equipment)		X
	• Wells Fargo (Financial Education/Consumer Microloans)		X
	• ETR/County of Kern (Friendship House Workforce Development Services to Ex-offenders Program)		X
	• U.S. Dept. of Housing & Urban Development (Homeless Continuum of Care/Systemic Response to Homelessness)	X	
	• Southern California Gas Co. (Food Bank Solar Panels)	X	
	• Union Bank – Financial Education	X	
Letters of Inquiry (LOI)	• Mazda Foundation (Smart Boards for CAPK Youth Centers)	Pending	
	• Dignity Health (Grow Fit Program for CAPK Youth Centers)	In Progress	
Potential Upcoming Funding Opportunities – Research in Progress	• Bank of America Foundation		
	• The Wonderful Company		
	• Anthem Foundation		
	• California Youth Soccer & Recreation Development		

Projects	Description	In Progress	Completed
Strategic Plan f2016	Discussion with consultant regarding initial draft of Strategic Plan for review by CAPK board of directors.	X	
Organizational Standards	Collecting documentation to meet and support all Organizational Standards by August 2016 is 90% complete.	X	
	Risk Management Assessment	X	
	Bylaws revision	X	
Head Start 2015 Community Assessment Update	Update the Head Start/Early Head Start 2014 Community Assessment	X	
Philanthropy on Tap	Application to Kern Community Foundation for presentation to Bakersfield Young Professionals group to become involved with the PREP Works for opportunity youth at CAPK's youth centers.	X	

Other:

- Organizational Standards documentation submitted to California Community Services Division (CSD) for CSBG funding compliance. Several items may be presented to the CAPK Board for final approval between August and October 2016, (e.g., the Strategic Plan, Succession Plan, Risk Assessment, Bylaws, and Personnel Policies).
- Staff attended the Kern Food Policy Council 7/27 meeting at the United Way of Kern County and continued to provide support and collaboration.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		Month/Year: July 2016
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 11	Program Manager/Supervisor: Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	825	
	Subs/Temps	31	
	Total Staff	856	
New Hires	All divisions and programs		
	Regular	7	65
	Subs/Temps	2	16
	Total New Hires	9	81
Leaves of Absence	Type of Leave		
	FMLA/CFRA	5	
	CFRA	2	
	FMLA/Intermittent	34	
	FMLA/PDL	8	
	Military	0	
	Workers Comp	3	
	ADA	1	
	Total on Leave	53	
Terminations	All divisions and programs		
	Voluntary	17	71
	Involuntary	6	37
	Total Terminations	23	108
Staffing	Vacancy	13	-
	Total Applications Received	232	1265
Payroll	Total Hours Paid	94,754	
	28 paydays + WIC Vacation Payout		
	Total Payroll	\$1,608,234	

Projects	Completed (last 6 months): eTime, Self-billed benefit vendors, Compensation pay grades. Conversion to ADP 10.1, COLA rates applied, ADP Update to 10.1 Ongoing: CAPK Employee Manual sent to Directors for Review, Jury duty policy, Job descriptions update, Driver's List, Union Negotiations, Intranet Migration to ADP
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COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: July 2016
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 18	Program Manager/Supervisor: Margaret Palmer/Dan Ripoli/Bryon Vanderhoff/Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, safety, risk insurance, vehicle registration, contracts, and facility planning.		

		STATUS	
Activities	Description	Received	Completed March 1, 2016 to Date
Business Services			
Purchase Orders Processed		86	778
Contracts/Leases Processed		12	70
Request for Proposals (RFP)	- Electrical Contractor - Energy - Refrigerated Truck – Food Bank - Two Vehicles - WIC	Drafting Out to Bid One Bid Received	
Leases	- Renew James St - WIC - Eight Head Start Site renewals with BCSD - MCAP – Olive Drive	Drafting Complete Finalized	
Contracts	- Wesley Head Start Facility Improvements - EHS Partnership – Kern Community College District - Mexican Consulate – Friendship House	Reviewed In progress Reviewed	
Maintenance & Operations		Received	03/01/2016 to Date Closed
Facility Work Orders Processed	Repairs and maintenance of CAPK facilities and vehicles.	31	1,085
Projects	- Fumigation of 5005 Business Park North - FHCC Quad Development - Wesley Head Start – Completing minor improvements to operate Head Start classroom. - Move MCAP to Olive Drive Office - Close out former MCAP office on Union LED Upgrade through PG&E – Various locations	Complete In progress In progress Complete Complete Complete	
Contracts	Sterling Re-roof	Out to Bid	

Operations Division July 2016 Report – Continued

Information Technology		Received	03/01/2016 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	124	964
Projects	- E-Rate application - CAPK infrastructure analysis and planning - Move WIC to Mitel, last program to move over. All sites will be able to dial by extension. - Complete inventory of all CAPK IT hardware	Pending approval In progress In progress In progress	
Risk Management		Reported	07/01/2016 to Date
Workers Compensation Incidents	- For Report Only - First Aid - Medical Treatment - Modified Duty - Non-Industrial (not work related) - Under Investigation	9 0 1 0 3 1	48 12 5 4 6 1
Property Incidents		5	14
Vehicle Incidents		2	7
Projects	- On-site training & inspections San Joaquin EHS - Disaster preparedness policy - Reasonable Suspicion Drug Test Training - Other—safety training and meetings, update Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)	Complete In Progress In Progress	

Other: Maintenance & Operations, through a program funded by PG&E, upgraded the interior lighting from florescent to LED fixtures for the following facilities: Business Park North, Food Bank, Friendship House, Central Kitchen, Sterling Had Start, Maintenance & Operations, and Pete Parra Head Start.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT AND
PENDING - JULY 2016

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
12/9/2015 (Exec)	11/24/2015	USDA/National Institute of Food and Agriculture (NIFA)	Food Bank/Kern Nutrition on Wheels Program	\$ 329,500
2/17/2016 (B&F)	2/25/2016	AstraZeneca	FHCC & SYC/Grow Fit Program	\$ 175,198
3/30/2016 (Board)	2/26/2016	Chevron 2016 Social Investment Program	FHCC & SYC/STEM Program	\$ 21,500
4/20/2016 (B&F)	4/20/2016	California Department of Education	Central Kitchen/Summer Food Service Program	\$ 59,943
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership	\$ 961,280
6/22/2016 (B&F)	6/15/2016	United Way of Fresno and Madera Counties	2-1-1 Kern/After-hours & Weekend Call Answering	\$ 39,756
6/22/2016 (B&F)	6/28/2016	Best Buy Foundation	FHCC/Winners Program	\$ 9,800
7/13/2016 (Exec)	6/30/2016	Walmart State Giving Program	Food Bank/Equipment	\$ 34,350
7/13/2016 (Exec)	7/1/2016	Wells Fargo	Community Development/Financial Literacy & Microloan Program	\$ 30,000
6/29/2016 (Board)	7/12/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	\$ 65,539
8/10/2016	7/26/2016	County of Kern (Community Corrections Partnership)	FHCC/Workforce Development Services for Ex-offenders	\$ 354,840

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - JULY 2016

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
11/12/2015 (PRE)	1/8/2016	Dominion Resources	Food Bank/Food & Freight Costs	\$ 2,500	\$ 2,500	1/01/2016-12/31/2016
1/13/2016 (PRE)	1/19/2016	CALEITC4ME	VITA/CalEITC4Me Outreach & Education	\$ 19,000	\$ 16,000	1/20/2016-4/30/2016
12/9/15 (Exec)	1/26/2016	United Way of Kern County (Community Investment)	Food Bank/Food and Freight Costs	\$ 25,000	\$ 10,000	1/01/2016-12/31/2016
12/9/15 (Exec)	1/28/2016	United Way of Kern County (Community Investment)	2-1-1/Operating Costs	\$ 40,000	\$ 30,000	1/01/2016-12/31/2016
N/A	1/29/2016	Anonymous Donation	Food Bank/Drought Relief	N/A	\$ 25,000	N/A
8/05/2015 (PRE)	2/8/2016	The Heffernan Foundation	FHCC/Computer Lab Upgrade	\$ 7,500	\$ 3,500	07/01/2015-06/30/2016
11/18/2015 (B&F)	3/8/2016	Bank of the West	VITA	\$ 1,500	\$ 1,500	10/01/2015-05/31/2016
N/A	3/22/2016	Anonymous Donation	Food Bank/Drought Relief	N/A	\$ 25,000	N/A
1/13/2016 (PRE)	3/24/2016	California Department of Public Health	FHCC & SYC/Sexual Health Information & Education (I&E) Program	\$ 115,000	\$ 80,000	07/01/2016-06/30/2017
1/13/2016 (PRE)	5/23/2016	United Way of Kern County (Emergency Food & Shelter)	Food Bank/Food	\$ 85,000	\$ 84,507	1/16/2015-12/31/2016
5/11/2016 (PRE)	6/20/2016	Kern Family Health Care	East Kern Family Resource Center/ Emergency Supplies Closet	\$ 2,000	\$ 2,000	2016
2/10/2016 (PRE)	6/23/2016	Kaiser Permanente Kern County	FHCC/Grow Fit Program	\$ 13,181	\$ 10,000	7/1/2016-6/30/2017
6/22/2016 (B&F)	7/1/2016	PG&E	FHCC/Computer Lab Upgrade	\$ 3,000	\$ 3,000	7/1/2016-6/30/2017
5/25/2016 (Board)	7/11/2016	Target	SYC/Art Smart Program	\$ 2,500	\$ 2,500	10/1/2016-9/30/2017
6/22/2016 (B&F)	7/13/2016	The Starbucks Foundation	FHCC & SYC/PREP Works	\$ 49,606	\$ 40,000	1/1/2017-6/30/2017
				TOTAL	\$ 335,507	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - JULY 2016

[illegible]

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public

CFDA # TBD

Project Name: Realignment for Success Program

Division Director: Ralph Martinez

Funder Name: County of Kern

Program Manager: Lois Hannible

Grant Program Name: Friendship House Community Center

☒ **New Funding**
☐ **Re-Application**

Funding Period: 10/1/2016 – 12/31/2018

A. Narrative description of funding request, including goals:

CAPK is applying for grant funding of \$354,840 to provide workforce development services to 80 ex-offenders residing in Kern County as a result of the Public Safety Realignment Act of 2011 (also known as AB 109). Under Realignment, newly convicted low-level offenders without current or prior serious or violent offenses (non-serious, non-violent, or non-sex offenses) stay in county jail to serve their sentences. Upon release, the ex-offenders will be under the supervision of the Kern County Probation Department. The objectives of the program are to reduce participants' barriers to successful reintegration, increase the number of participants who have "right to work" or I-9 documents, and contribute to Kern County's efforts to reduce the recidivism rate of ex-offenders.

The proposed Welcome Home program will operate at the Friendship House Community Center and CAPK's 19th Street location. All participants will be referred by the Kern County Probation and Sheriff's Departments. The program will be facilitated by three program educators who will provide transitional services such as case management, pre-employment and life skills training, basic computer skills, "right-to-work" documents, and supportive services (i.e., bus passes and gas vouchers). The program will consist of seven 12-week sessions for up to 12 participants in each session. Classroom training will be held twice a week and a group meeting will be held each week to reinforce lessons, bring in guest speakers, develop positive support networks, and share successes and challenges.

B. Use of Funds:

The requested funds of \$354,840 will be used to cover personnel costs for a portion of the FHCC program manager's time, two full-time health educators and one part-time health educator, program supplies, staff mileage, facilities costs, and supportive services for participants.

C. Approvals:

1. _____
Division Director Date

3. Christine Anemic 7/26/16
Director of Finance Date

2. Ralph Martinez 7.25.16
Director of Community Development Date

4. [Signature] 8/1/16
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Solar Energy Improvement Project

Division Director: Carmen Segovia

Funder Name: SoCalGas/Sempra Energy

Program Manager: Glen Ephrom

Grant Program Name: CAPK Food Bank

☒ **New Funding**

Funding Period: 1/1/2017-12/31/2017

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is requesting \$25,000 from the Southern California Gas Company's Environmental Champions Grant Initiative, which supports projects that address clean air, clean energy, or water conservation. These funds will go towards the Solar Energy Improvement Project at the CAPK Food Bank warehouse. Once installed, the solar panels will reduce the cost of electricity, allowing the savings to support Food Bank operations and the purchase of more food for distributions. CAPK has already secured \$364,000 from the City of Bakersfield, Kern County, and The Bakersfield Californian Foundation to fund the transition of the CAPK Food Bank into a facility that will largely be powered by solar energy.

B. Use of Funds:

The requested funds of \$25,000 will be added to the awarded funds of \$364,000, for a total of \$389,000 for the Food Bank Solar Energy Improvement Project.

C. Approvals:

1. Carmen Segovia 8/4/16
Division Director Date

3. _____
Director of Finance Date

2. Glen Ephrom 8-4-16
Director of Community Development Date

4. JTO 8/4/16
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☒ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Backpack Buddies Program

Division Director: Carmen Segovia

Funder Name: Bank of America

Program Manager: Glen Ephrom

Grant Program Name: CAPK Food Bank

☒ **New Funding**

Funding Period: 1/1/2017-12/31/2017

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is requesting \$25,000 from Bank of America to support the Food Bank's Backpack Buddies program, which will provide nutritious food for low-income, chronically hungry and/or food insecure children attending school in Lamont during the 2017 school terms. Approximately 80 students will receive bags containing ready-to-eat foods for the weekends and school holidays. The requested funds will allow the program to purchase healthy, lightweight, kid-friendly foods consistently instead of relying on general donated items that do not always meet the needs of hungry children who often have to fend for themselves while their parents work.

B. Use of Funds:

Funds will be used to partially cover the operating costs of the Backpack Buddies program, including personnel; purchase of kid-friendly foods; and indirect costs. Additional costs will be covered by other funding sources.

C. Approvals:

1. Carmen Segovia 8/4/16
Division Director Date

3. _____
Director of Finance Date

2. Ralph Maty 8-7-16
Director of Community Development Date

4. Glen Ephrom 8/4/16
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

June-July 2016 Outreach & Advocacy Report

- **Week of June 13** – Father’s Day Energy Program English-Spanish bilingual ad for weatherization published in Reed Publications and El Popular Newspaper.
- **June 14** – Met with Kern County Fair Management to begin developing the “Feed the Need Food Drive” publicity campaign in English and Spanish.
- **June 23 Onwards** – Erskine Fire Relief efforts. Our 2-1-1 Kern and CAPK Food Bank programs have remained involved in fire relief efforts from the start.
- **Last Week of June** – Patriotic Week at Shafter Youth Center. One of the Center’s popular Summer Camp weeks featuring various themes. Lots of SYC coverage in Shafter Press/Wasco Tribune.
- **Last Week of June** – Distributed the Spring/Summer issue of *The CAPK Times Newsletter*.
- **June-July** – Migrated old CAPK Intranet to the Resources module of our ADP employee web portal for improved filing and access of important information that is used agency-wide.
- **July 6** – Lunch presentation to the Oildale Kiwanis Club at Hodel’s Country Dining, following an invitation from Kern County Superior Court Judge Michael Bush.
- **July 12** – Attended the Kern Innovation & Technology (KIT) Community monthly meeting, which has led to opportunities such as 2-1-1 Kern County’s involvement in the Tech Fighting the Wildfires Hackathon Aug. 5-7.
- **July 12** – Attended Bakersfield’s State of the City Luncheon to honor Mayor Harvey Hall.
- **July 16** – Food Bank Farmers Market at the Kern County Fair. Very successful distribution of fresh produce (6 tons), which warranted a second Farmers Market scheduled for Aug. 6.
- **July 16** – U.S. Congressman David Valadao held a Prescription Awareness Workshop at Friendship House Community Center.
- **July 18** – The Bakersfield Blaze visited the Friendship House Community Center and interacted with the children.
- **July 25** – The children of Friendship House Community Center were treated to a trip to Dockweiler State Beach by local philanthropist Phil Rudnick, who runs a local bus service to LAX.
- **Late July** – Began promoting August as Breastfeeding Awareness Month to support CAPK’s WIC Program’s efforts, and Aug 1-7 as World Breastfeeding Week, including Kern Board of Supervisors Proclamation on Aug. 2, and the Kern Breastfeeding Coalition’s Annual Resource Fair at the Valley Plaza Mall on Aug. 6.

Coming up in August:

- **All Month** – Breastfeeding Awareness Month.
- **Aug 4** – Aug/Sept issue of the Kern Business Journal features two news items about CAPK: a) Feed the Need Food Drive advance information on pg. 3; b) full-page contributed article and food desert map graphic highlighting our work with the Kern Food Policy Council on pg. 20.
- **Aug 10** – Publicity push with The Molina Foundation to get local nonprofits to apply for “Launch into Learning” in-kind grants to distribute books to children throughout Kern County.
- **Aug 18** – CAPK to attend the Fifth Annual San Joaquin Valley Affordable Housing Summit in Fresno. We are helping to sponsor this event and promoting our Migrant Childcare Program.
- **Aug 30-Sept 2** – 2016 Community Action Partnership National Convention in Austin, TX.