

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA

November 4, 2020

12:00 pm

Per Governor's Executive Order N-25-20

Meeting to be held via Tele-Conference

(213) 204-2374 - Conference ID: 423 451 94#

[Join Microsoft Teams Meeting](#)

Members of the public may join the tele-conference or listen to the call from the CAPK office at
5005 Business Park North, Bakersfield, CA

AGENDA

1. Call to Order

2. Roll Call

Nila Hogan
Marian Panos

Michelle Jara-Rangel
Fred Plane

Maritza Jimenez

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 Presentation:

a. WIC Program Presentation – Kathlyn Lujan, WIC Program Administrator

6. New Business

a. October 2020 Program & Division Reports – Pritika Ram, Director of Administration – **Action Item (p. 3-24)**

1. 2-1-1 Kern County
2. AmeriCorps Kern Youth for Change
3. CalFresh Healthy Living
4. Coordinated Entry Services (CES)
5. East Kern Family Resource Center (EKFRC)
6. Energy
7. Executive Division Grants & Outreach
8. Food Bank
9. Friendship House Community Center (FHCC)
10. Human Resources
11. M Street Navigation Center
12. Migrant Childcare Alternative Payment (MCAP)
13. Operations
14. Shafter Youth Center (SYC)
15. Volunteer Income Tax Assistance (VITA)
16. Women, Infants & Children (WIC)

- b. Application Status Reports & Funding Requests – Pritika Ram, Director of Administration – **Action Item**
 - 1. Application Status Report for October 2020 (**p. 25-26**)
- c. October 2020 Head Start / State Child Development Enrollment Update & Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – **Action Item (p. 27-28)**

7. Committee Member Comments

8. Next Scheduled Meeting

Program Review & Evaluation
Date to be Determined
12:00 pm
5005 Business Park North
Bakersfield, CA 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, CA and online at www.capk.org by 12:00 pm, October 30, 2020. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development Sheila Shegos		Month/Year: October 2020		
Program/Work Unit: 2-1-1 Kern County	Staffing: 24	Program Manager: Irene Fonseca		
Services: Provides 24/7 information and referral services via phone or CAPK 2-1-1 website to residents of Kern County. 2-1-1 provides call handling services for Kings, Tulare, and Stanislaus Counties. 2-1-1 serves as the call center for the CAPK Energy Program and VITA Program. 2-1-1 is the entry point to homeless services by way of the Coordinated Entry System—2-1-1 screens callers experiencing homelessness and connects them with CES Homeless Navigators who links the client to necessary services. 2-1-1 in collaboration with First 5 of Kern, is an access point for parents of children ages 0-5 to complete an online developmental assessment to aid in early intervention of identified delays. 2-1-1 also offers over the phone CalFresh application assistance to eligible Kern County residents, via the GetCalfresh.org website. Effective September 2020, 2-1-1 offers over the phone Medi-Cal application assistance via C4Yourself.org.				
Activities		Description		
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	4,137	3,606	531(13%)	9,193
Kings County	246	203	43(17%)	*
Tulare County	1,394	1287	107(7%)	*
Stanislaus County	810	772	38 (2%)	*
Total	6,587	5,868	719(11%)	

*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.

Most Requested Services	Rent Payment Assistance	Food Pantry	Homeless Shelter
Top 3 Unmet Needs	Mortgage Assistance	Home Delivered Meals	Homeless Shelter

Other Services		Month	YTD
LIHEAP	Calls Answered	2,969	26,452
Weatherization	Calls Routed through 2-1-1	248	2,952
Mental Health	Calls Answered	215	2,588
Website Visitors	Duplicated Visitors to CAPK's 2-1-1 Kern web page	13,924	207,091
VITA	Calls Routed through 2-1-1	0	9,880
Rental Assistance	Calls Answered	1,470	3,044

CalFresh Application	Over the Phone Application Assistance via GetCalfresh.org website (Supplemental Nutrition Assistance Program- SNAP/food stamps)	Applications Submitted
		49

Outreach Activities	Outcomes
TEAMS Presentation for Health Net- Kern Collaboration on Home and Community Based Services	Shared CAPK Agency and 2-1-1 Program information along with community COVID resources and agency response to COVID

Highlights: In the month of October, 2-1-1 closed out the Fueling Our Communities grant provided by SoCal Gas and Kern Economic Development. This grant was aimed at providing meals to Seniors and Farmworkers while also supporting local restaurants whose business has been affected by the pandemic. Through this grant, CAPK was able to serve 3,174 Farmworkers by delivering restaurant prepared meals to their worksite. We also served 2,548 Seniors by providing them with a gift card to a local restaurant in their area.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community/ Fred Hernandez		Month/Year: October 5-18, 2020	
Program/Work Unit: AmeriCorps, KYMC	Total Program Staffing: 1 staff and 21 AmeriCorps Members (ACM's)	Program Manager/Supervisor: Carrie Farwell	
Services: ACM's provide academic mentoring & enrichment modules to students & supported teachers at Vineland School District and CAPK After School Programs.			
Activities			
YTD Reporting Period January - December			
Description		Month	YTD
CAPK FRIENDSHIP HOUSE, DISTANCE LEARNING SUPPORT <i>ACM's provide check in support, distance learning support, and some homework assistance.</i> DATA: <u>2</u> ACM's provided <u>134</u> hours and supported <u>17</u> students		8	N/A
CAPK SHAFTER YOUTH CENTER, DISTANCE LEARNING SUPPORT <i>ACM's provide check in support, online support, help with safe student rotation, after school enrichment and homework help.</i> DATA: <u>2</u> ACM's served <u>142</u> hours and supported <u>10</u> students			
TYM4CHANGE, YPAR (Youth Participatory Active Research Team) <i>Responsible for conducting surveys, providing research & collecting & synthesizing data, and archiving information. Responsible for maintaining AmeriCorps photos and social media. YPAR created promotional flyers and videos for the Vineland Enrichment Modules.</i> DATA: <u>9</u> ACM's provided <u>147</u> hours			
VINELAND ELEMENTARY & SUNSET MIDDLE SCHOOL <i>Members provide distance learning support for teachers and students; take attendance, provide homework help, make phone calls home, distribute packets, and grade homework.</i> VINELAND DATA: <u>4</u> ACM's provided <u>145</u> hours SUNSET DATA: <u>4</u> ACM's provided <u>118</u> hours DISTRICTWIDE CUMMULITIVE DATA: supported <u>44</u> students with homework, made <u>212</u> phone calls to families, <u>127</u> assignments graded, <u>14</u> small groups facilitated, <u>13</u> packets prepared, <u>2</u> groups facilitated, <u>11</u> students monitored during testing. Assisted with a Vineland Food Distribution prepared <u>200</u> boxes and distributed <u>75</u> boxes.			
VINELAND SCHOOL DISTRICT ENRICHMENT PROJECT (MODULES) DATA: <u>17</u> ACM's spent <u>691</u> hours meeting, planning, and preparing for online enrichment modules. Provided <u>7</u> modules for <u>46</u> Middle School students <u>55</u> minutes a day for <u>2.5</u> weeks. Module Topics: C.A.L.M. Conservancy of Animals & the Environment, Re-Use, Reduce & Recycle-Recyclable Art, Radionovelas, When I Grow Up, Capes Up, Vapes Down (TUPE), and Sugar Skulls & Skeletons.			

Noteworthy: Please visit our FB and Instagram Pages @ Kern Youth Making Change

COMMUNITY ACTION PARTNERSHIP OF KERN DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Please visit our YouTube Video

<https://www.youtube.com/watch?v=aQbe8CPsy9M>

to view our new promotional video created by AmeriCorps Members, as part of the Film and Marketing Crew. We used this to promote the modules to students in 5th -8th grade.

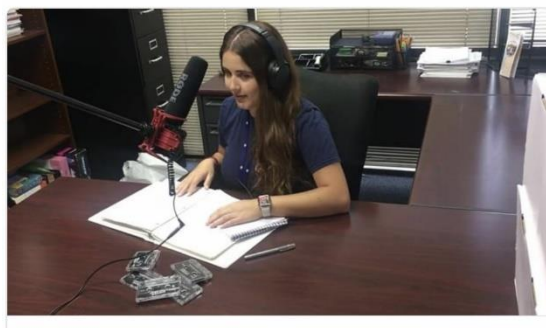
AmeriCorps members also created this Promotional Flyer, which was sent home to 100 students to promote the classes. →



Members preparing food boxes for Vineland School District Families



When I Grow Up Module: Distance Learning
Guest Speaker Will Busch, Quality Assurance for Roblox



AmeriCorps Member from the Radionovela Module.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: October, 2020
Program/Work Unit: CalFresh Healthy Living	Total Program Staffing: 10	Program Manager/Supervisor: Tammy Fisher
Program/Work Unit Description: CAPK with funded and unfunded community partners that reflect the geographic, cultural, and ethnic diversity of Kern County help establish healthy eating habits and a physically active lifestyle, in accordance with the Supplemental Nutrition Assistant Program Education (SNAP-Ed) guidance mandated by the Food and Nutrition Act under Section 28, with an interest in improving nutrition, physical activity, public health, the built environment, and health care where CalFresh Healthy Living participants work, eat, live, shop, learn and play.		

Activities	Description	Status	
		Month	YTD
CAPK CalFresh Healthy Living Program Partnerships	CAPK Health Educators via Zoom attended four virtual Community Collaboratives in Kern County. Kennedy Valadez presented on CA SNAP-Ed CalFresh Healthy Living program during the Shafter Head Start Collaborative.	4	36
	Outreach and partner planning began for <i>The Virtual Healthy Snack Day</i> on 11/16/2020. This is an annual SNAP-Ed funded Statewide Day of Action across the State of California.	-	1
CAPK CalFresh Healthy Living SHOP	Health Educators provided Indirect Education at 14 community events in partnership with CAPK FOOD BANK reaching 2,363 individuals.	2,363	16,811
	The Nutrition Environment Food Pantry Assessment Tool was completed at two CAPK FOOD BANK sites.	2	19
CAPK CalFresh Healthy Living LIVE	Health Educators are providing SNAP-Ed approved curriculum nutrition education series at 11 community partner sites.	4	11
CAPK CalFresh Healthy Living Trainings	Health Educators attended 3 virtual trainings this month around Food Systems Resiliency, Food Justice, and PEARS training.	3	21
CAPK CalFresh Healthy Living County Nutrition Action Plan (CNAP)	The Quarterly CNAP Steering Committee via ZOOM was attended by 12 partners this month. Members discussed items for the FY 2021 CNAP Kick-Off on 12/11/2020.	1	11

Other Items of Note:

1. CAPK CalFresh Healthy Living website is updated monthly at www.capk.org/programs/calfresh
2. CAPK CalFresh Healthy Living Face Book is updated weekly at <https://www.facebook.com/CAPKCalFresh/>
3. The first year of the CAPK CalFresh Healthy Living 3-year reimbursable grant is complete on 9/30/2020.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Sheila Shegos					Month/Year: October, 2020		
Program/Work Unit: Coordinated Entry Services (CES)			Total Program Staffing: 5		Program Manager/Supervisor: Rebecca Moreno		
Services: Facilitates Coordinated Entry and Assessments for Kern in compliance with HUD CoC requirements, and enveloping processes and procedures that maximize BKRHC member resources: collaborates with community partners and seeks to serve the full County of Kern.							
Activities		Description					
Coordinated Entry Services	Incoming	YTD	Outbound	YTD	Referrals	YTD	Pending
Homeless	442	6390	416	6030	86	2098	26
Rental Assistance	1491	3065	1365	2174	1365	1433	123
Total	1933	9455	1781	8204	1452	3531	152

Breakdown of Combined CES Calls				Total	YTD
Alliance Against Family Violence				2	53
Currently Active with a Service Provider-Redirect to Service Provider				34	443
Bakersfield Homeless Center				11	191
Community Action Partnership of Kern (Rental Assistance)				208	867
Clinica Sierra Vista				1	7
Declined Services/Assessment				124	1235
Does not Meet Program Criteria				45	598
Duplicate Call				209	1366
Flood Bakersfield Ministries				42	617
Kern Housing Authority (Rental Assistance application sent previously)				112	116
Out of Service Area				4	40
Over Income 80% AMI				4	120
Rental Assistance Program				520	945
Resubmit Referral to Service Provider				28	234
Self-Resolved				21	73
Status Check				194	898
Unable to Contact				194	1691
Updated Contact Information/ Location				6	189
Shelter Inquiries				1	9
Program Inquiries (Rental, Non-Housing)				21	44
Pending Calls				152	152
Total:				1933	9897

In March, California was issued a Stay at Home order by Governor Newsom. Many people begin to lose their jobs and were facing financial struggles. The CES team saw an increase in calls for Rental Assistance, in March we had 808 calls. The months following many in our community received assistance from the Federal/State governments, CES dropped to our average call volume of 700-750. However, we began to see an increase in our calls as the increase in COVID-19 cases hit our community. The CES team was experiencing record number of calls for our program. On September 21, 2020, the Rental/ Mortgage Assistance Program begin to accept applications. CAPK's Energy department was able to assign 3 staff members to temporarily assist the CES team with the added call volume.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/Freddy Hernandez		Month/Year: October 2020
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 6	Program Manager/Supervisor: Stacy Ralston
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, 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 Case Managed Families	Differential Response	26	191
	F5K School Readiness	3	31
	Economic Empowerment	19	60
Children enrolled in center-base program		6	21`
Adults in Court Mandated Parenting Classes		5	11
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as 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	49	533
Emergency Supplies Closet and Other Services	Food (individuals)	11	97
	Clothing (individuals)	13	189
	Photocopies (individuals)	320	2,255
	HEAP Application Supporting Docs	0	231

Other:

1. Services were limited due to COVID-19.
2. Staff conducted modified home visits meeting with clients outside of their homes and adhering to CDC guidelines as far as wearing a face mask and following the social distancing requirements.
3. Linda Kirkland will continue with Economic Empowerment 25% of her time but transition to fill the case management position open within the Differential Response Program. This will become effective Nov. 1,2020
4. A part time Economic Empowerment case management position will be posted internally the last week of October.
5. The EKFRC will be starting a new collaborative the 3rd Tuesday of each month. Due to Covid-19, collaboratives will be a hybrid model of Zoom and in person. Tehachapi Mountain Vineyard Church has agreed to be the host location.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/ Freddy Hernandez		Month/Year: October 2020
Program/Work Unit: Energy	Total Program Staffing: 37	Program Manager/Supervisor: Todd Payne
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.		

YTD Reported from 01/02/2020 to 10/23/2020

Activities	Description	Status	
		Households Served	
		Month	YTD
1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2020)	Utility bill payments	400	4315
2. Low Income Home Energy Assistance Program (CARESACT Utility Assistance – 2020)	Utility bill payments	512	1268
1. Low Income Home Energy Assistance Program (DAP) Weatherization Assistance (2020)	- Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) - Energy-efficient appliance installation	2	3
		3	5
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2020)	- Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) - Energy-efficient appliance installation	5	31
		12	58
3. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)	- Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) - Energy-efficient appliance installation	-0-	4
		-0-	4
5. Total Value of Services (utility payments only)		\$465,738	\$3,241,707
		Results	
6. Energy calls received (from 2-1-1)		3706	
		HEAP	Wx
7. Number of LIHEAP applications Received		717	-0-
8. Number of LIHEAP applications Completed		912	-0-
9. Number of LIHEAP applications in Progress		135	-0-
10. Outreach Events attended	All Outreach events are cancelled due to COVID-19 Pandemic	Give presentations, distribute brochures, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Executive/Pritika Ram		Month/Year: October 2020
Program/Work Unit: Outreach and Grants Team	Total Staffing: 4	Program Manager/Supervisor: Pritika Ram
Services: Grant research on funding resources and opportunities, proposal preparation, and special projects. Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.		
Outreach and Grants Team Activities		
The <u>Outreach Team</u> launched the CAPK In Action Newsletter in October as an every-other-week window into all the work CAPK is doing. Outreach staff also finalized and launched the new CAPK website refresh and designed a Directors and Managers Toolkit on SharePoint to centralize all agency branding and outreach materials including logos, memo templates, letterhead and a host of other resources. Outreach also developed photo, graphics and video resources to support the Food Bank Expansion Case for Support work of the Grants Team. The <u>Grants Team</u> has been working with East Kern Family Resource Center to identify community needs and funding opportunities. The team has also been involved in gathering and reporting information for the October Strategic Plan update. Grants also began creating a scope of work for a feasibility study related to a potential CDFI. Work on the City of Bakersfield Community Development Block Grant (CDBG) grant has begun. The Grants Team is also working on finalizing the Food Bank Expansion Case for Support.		
Advocacy	Worked to set up virtual meetings with Representatives T.J. Cox and Kevin McCarthy for National Community Action Foundation Conference.	
Outreach	- Brought the Refreshed CAPK Website online working with Marcom Group. - Submitted request for book donation from Molina Foundation - Promoted the Hire-Up partnership with BC and the homeless services community - Celebrated Weatherization and Energy Efficiency Month with social media posts - Connected CAPK Food Bank to donation of 21 cases of orange juice - Provided promotional assistance for Housing for the Harvest and Rental Assistance Programs - Sent out Census social media blasts in final days of the count - Shot photos and video for LIHEAP promotion - Replaced Social media banners with branded banners as part of an ongoing effort. - Filmed interviews with Home Visiting Program clients and staff - Assisted 2-1-1 and Homeless Services with printing flyers - Building Branding and Outreach Calendar 2021 - Purchasing new videography equipment	
Grants-In Progress	- Union Bank, VITA Financial Empowerment - California Community Grants Program, Financial Empowerment - Citizen's Bank, VITA Equipment - Citizen's Bank, Virtual Food Drive for the Food Bank - City of Bakersfield Community Development Block Grant	
Research	- Affordable Housing - Rental assistance to avoid evictions - Food Waste and Rescue Reimbursement Grant - Needs Assessment: East Kern Family Resource Center - Request for Proposal – Marketing	
Projects	- CAPK Food Bank Case for Support - Preparing a Request for Proposal for Communityfor Community Development Corporation (CDC) and Community Development Financial Institute (CDFI) - CAPK 2020 Satisfaction Surveys - CAPK 2021 Community Needs Assessment - Strategic Plan Update 2016-2021 - Board Development – Planning 2021	

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

	• Program One-Sheet Infographics • GrantHub training Curriculum and Schedule • CAPK Community Action Plan • CAPK Foundation • Customer Relationship Management – Technology • Community Services Block Grant (CSBG) Training & Reporting 2020
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COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: October 2020
Program/Work Unit: Food Bank	Total Staffing: 27	Program Manager: Jaime Orona
Services: Partners with 147 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.		

		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (August)	62,101	480,076
	Poundage Received all Programs	2,332,986	27,370,849
Estimated for October, Report collected before end of month.	Total Poundage Distributed, All Sites	2,185,041	26,705,386
	Total Distributed pounds 2019	1,823,663	17,111,438
Food Sourcing	Produce Received: 203,557 pounds of produce (donated or purchased) & 9 different produce items: · Bolthouse: Carrots · Grimmway: Potatoes, romaine, leafy greens & carrots · Target: Mixed produce · Varsity Produce: Onions · Walmart: Mixed produce · Wonderful: Citrus Farmers Markets: New Life, Delano, Wasco, & Catholic Charities. A total of 162,000 pounds of fresh produce, bread & beverages. Reaching 3,000 Families		
Food Drives:	CSFP Produce Distribution:		

- CAPK Food Bank held 19 Emergency box distribution throughout Kern County. Distributed 7,350 boxes in the month of October.
- 10/1 - CAPK Food Bank held their 6th drive-thru Farmers Market in Delano, distributed 29,891 lbs. to 505 individuals.
- 10/8 - CAPK Food Bank held their 6th drive-thru Farmers Market in Wasco, distributed 27,214 lbs. to 4 individuals.
- Food 2 Door started distribution on August serving 4,294 clients home bound.
- Our CSFP program held 28 distributions for the month of October and distributed 35-pound boxes of healthy and non-perishable food to 4,301 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/Freddy Hernandez		Month/Year: October 2020
Program/Work Unit: Friendship House	Total Program Staffing: 6	Program Manager/Supervisor: Lois Hannible
Services: After-school, summer, and Learning Pods programs, pre-employment program for youths, sports, mentoring services, Medi-Cal information, enrollment & retention services, and access to social services.		
Activities		Participants
Description		Month YTD
After-School/Learning Pod Program Tutoring, homework assistance, recreation.		2 45
Summer Program Recreational activities, educational games, and activities.		19
STEM (Science, Technology, Engineering, Math) Program The STEM program teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.		2 42
Positive Youth Development Services- Mentor program for at-risk youth. One on One/group mentoring services, outreach, and afterschool activities are provided to community youth. Aggression Replacement Training (ART) classes are also provided.		2 45
Positive Youth Development Services- Medi-Cal Health Enrollment Navigator Project Medi-Cal information is provided to families informing them of free or low-cost health insurance that is available to those that qualify.		3,155 flyers distributed & reached 120 people through social media & email 7,574 flyers distributed & reached 1,932 people through social media & email

Other:

- In addition to distance learning, CAPK Friendship House youth participants are taking part in a plethora of exciting activities, which includes dance, engineering, painting and more.



COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Lisa McGranahan		Month/Year: October 2020
Program/Work Unit: HR/Staffing	Total Division Staffing: 10	Program Manager/Supervisor: Barbara Imdorf, Dawn Bledsoe
Services: All functions and activities related to staffing, employee benefits (including the pension plan) administration, labor law compliance, human resources management, and SEIU Contract.		

		Status	
Activities	Description	Month	YTD Reporting Period Jan-Dec.2020
Employee Count	Regular	919	
	Subs/Temps	17	
	Total Staff	936	
New Hires	All divisions and programs		
	Regular	6	230
	Subs/Temp	0	67
	New Hire Totals	6	297
Leaves of Absence	Full-time Leave	22	
Terminations	All divisions and programs		
	Voluntary	12	253
	Involuntary	1	85
	Total Terminations	13	338
Staffing	Vacancy	18	599
	Total Online/ADP Applications Received	603	14,471
Payroll	Total Hours Paid	136,677.30	
	Total Gross Payroll	2,895,896.96	

Projects: ADP Recruitment Employee Survey	Completed:
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COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Program: M Street Navigation Center		Month/Year: October 2020
Program Manager: Laurie Hughey	Program Staffing: 16	Division/Director: Community Development/Sheila Shegos

A total of 105 homeless individuals were served from the following zip codes:

Zip Code	Number of Residents	Zip Code	Number of Residents
93301	13	93206	1
93304	2	95618	1
93305	13	93215	2
93306	1	92201	1
93307	10	93534	1
93308	13	93501	1
93309	4	93268	2
93311	2	32058	1
93213	1	46368	1
93215	1	85714	1
93205	2	Unknown	31
TOTAL			105

M Street Partner Highlights:

Staffing- (16) staffing

COVID Updates- Zero residents and staff have tested positive for COVID. Three staff tested for COVID. Results for two negative third one results pending.

Kern Behavioral Health & Recovery Services – Will start Substance Use Disorder/SUD services one day per week at the shelter in the coming weeks ahead.

City Serve and Bakersfield College – Are planning an Educational Collaborative, starting Oct. 26. The class is for 4 weeks, and focusing on Life skills. This course is in preparation for the Project Hire-Up cohort #3 starting in Jan 2021.

Other Highlights:

- M Street has 493 social media followers.
- Holiday meals will be provided by CityServe volunteers.
- CityServe is providing dinner and fellowship twice a month.
- Staff training with Kern Behavioral Health and Recovery Services for October included Debriefing, Motivating clients and Human Trafficking.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

PROGRAM DELIVERABLES:	Oct 2020	Sept 2020	August 2020	July 2020	June 2020	May 2020
M Street Overnight Residents (Includes exits)	105	81	88	110	182	36
Total Meals Delivered	5285	4895	4795	4600	3191	1455
Total Meals Served	2324	2693	2543	2313	1294	505
Left-Over Sack-Meals Distributed to Community (Flood/Volunteers)	2961	2202	2252	2287	1897	950
Assigned Beds	59	50	50	49	48	36
Open/Available Beds	1	2	2	1	16	25
Volunteers	27	27	24	21	18	5
Volunteer Service Hours	118.75	85.25	183.75	285	124.25	16
Donations, Monetary	\$50	\$220	NA	NA	NA	NA
Donations, In-Kind: (men's, women's clothing, shoes, pumpkins, water, laundry detergent, snacks, holiday decorations.*						
Exits, Permanent Housing	3	3	4	3	3	0
Exits, Voluntary, Involuntary	47	33	39	24	24	9
Longest Length of Stay (days)	165	104	139	128	49	--
Total Critical Incidents	29	40	48	38	42	8
• Health & Safety	26	34	27	21	29	--
• Harm to Self & Others/Aggressive Behavior	3	6	14	16	13	--
• Unexcused Absences (Overnight)	0	0	2	1	0	--
• Mandated Reporter	0	0	0	0	0	--
Showers	201	645	594	1232	181	--
Case Management Services	123	139	136	440	100	--
DHS Services Enrollment						
• Cal Fresh / Food Stamps	0	9	3	2	9	--
• Medi-Cal Insurance (In process with DHS assistance)	NA	NA	NA	NA	NA	NA
• Cash Assistance (In process with DHS assistance)	NA	NA	NA	NA	NA	NA

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: October 2020	
Program/Work Unit: Migrant Childcare AP Program (MCAP) & Ag Childcare Program	Total Staffing: 19, <i>Vacancies-</i> <i>3 Family Specialists, 1 Reimbursement Specialist, 1 Admin Clerk</i>	Program Manager/Supervisor: Susana Magana	
Services: The Migrant Childcare Alternative Payment Program is a voucher-based childcare program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue childcare services as they migrate throughout the state following agricultural work. The program’s current Fiscal Year is July 1, 2020, to June 30, 2021. <i>*This report is for the service month of September 2020, which was processed in the month of October 2020.</i>			
MCAP	County	Total # of Children	# of childcare providers
Childcare reimbursements	Kern*	370	80
	Madera	100	19
	Merced	5	2
	Tulare	204	41
	Kings	61	10
	Fresno	137	29
	Total	877	181
AG Childcare Program	County	Total # of Children	# of childcare providers
Childcare reimbursements	Kern only	21	9

*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.

Current Activities:

MCAP

The MCAP office is still operational Monday to Friday from 7am-5pm. To comply with social distancing staff has been split into two shifts and is telecommuting part of the day. Our office lobby is open by appointment only.

Program manager is working closely with the California Alternative Payment Program Association CEO and the CA Department of Education (CDE) staff to ensure the needs of the MCAP program are being considered, as CDE continues issuing emergency Covid-19 regulation management bulletins.

Program is currently actively recruiting for the Admin Clerk position. The Program manager is working with HR to update the job descriptions for Family Service Specialist and the Subsidized Reimbursement Specialist position to reflect the duties and responsibilities of these positions and will be recruiting for these positions in November 2020.

AG Childcare

All 21 childcare slots are full.

Upcoming Activities

Due to Covid-19 outreach activities, meetings and trainings have been cancelled until further notice.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: Oct 2020
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 23	Program Manager/Supervisor: Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

Operations Report begins March 1st

		STATUS	
Activities	Description	Received	Completed to Date
Business Services			
Purchase Orders Processed		147	862
Contracts/Leases Processed		55	415
Request for Proposals (RFP)	Independent Audit Services –Finance Occupational Health – HR –Risk Management Diversity Training -HR	In Progress In Progress In Progress	
Leases	Chrisman Road (Head Start) 277 E. Front Street. Buttonwillow (WIC) 7000 Doe Avenue (MCAP) Mojave Veteran’s Bldg. Rental Agreement (WIC) 15682 K Street, Mojave 234 4 th Street, Stockton EHS 5055 California Ave. 425 E. Fairview (HS) 1314 Oswell St. (HS) 525 Yosemite Ave. (MCAP) 10300 ½ San Diego St. (Head Start) 1600 Poplar Ave. (HS) 2739 Diamond Ave. (WIC) 115 N. Walnut St. (EHS SJ) 1850 Wardrobe Avenue (MCAP)	In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress Completed Completed Completed	
Contracts	HSI Amendment I Stine & Oswell (Head Start) HSI Amendment I Broadway (Head Start) Wellworks For You (Finance) Colombo Construction (Head Start) Blue Ribbon Automotive McWilliams and Walden, Inc. Motor City Big O Tires Turks Kern Copy (Maintenance) Turks Kern Copy (LBNC)	In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress	

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

	replace the old AstroTurf. We are waiting for the contract to be issued. - We are in the process of moving ERSEA from BPN to Kaiser STE #101, moving HR to BPN, moving Community Development to Kaiser STE #220 and making adjustments to accommodate BPN. - We have started construction at Martha J Morgan in the two center classrooms to convert them into EHS classrooms and we are building an Office for the FSW. Estimated completion is 10/15/2020. - We have procured a contractor and started the remodel of BPN for the HR move to BPN. The contractor has started demo in the old ERSEA area of BPN and is working on drawings to submit to the city. Once we have a permit we will continue with the remodel of removing the downstairs south break area and opening it up to access the north end of the downstairs area to Finance without having to exit and re-enter the building and expand the area for HR and open up the office area for IT in their existing office.	Complete	
		Complete	
		In Progress	
Information Technology		Received	Closed To Date
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	2437	2292
Projects	- AT&T E-rate Category 1 Installation - Mitel Upgrades - All sites have new phones few minor changes needed. - Head Start computer upgrades - onsite installations 75% complete - Head Start Network and Wifi upgrades Category 2 - Friendship House Wifi upgrades	In Progress In Progress In Progress In Progress In Progress	
Risk Management		Reported	01/01/2020 to Date
Workers Compensation Incidents	- For Report Only - First Aid - Medical Treatment - Modified Duty - Lost Time - Non-Industrial (not work related) - Under Investigation - Confirmed Work related COVID	6 0 2 0 0 0 0 0	39 10 5 0 2 0 0 34
General Liability		0	0
Property Incidents		1	15
Vehicle Incidents		0	10
Projects	Workers' Compensation Renewal	Completed	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

	Charter for Operational Risk Management Advisory Committee	Completed
	Safety & Security Policies for Front Desk	Completed
	Workplace Violence Prevention Program	Submitted
	Draft PPE Program	Completed
	Operational Risk Committee	On-going
	Submitted for approval Vehicle Safety Program	Submitted
	Safety Meetings Monthly Maintenance & Energy	On-going
	Homeless Shelter Liability and W/C Insurance	Completed
	New safety Program for Homeless Shelter ATD	Completed
	Developing Respiratory Protection Program for LBNC	Completed
	Update safety programs to include Homeless Shelter & Staff	In progress
	Developing Returning to Work Plan after COVID	Completed
	Assisting Programs to develop reopen plans and protocols	Completed
	Staff Training on the proper wearing of mask	On-going
	Facial Covering Policy	Completed
	Suspected or Confirmed Cases of Covid-19 In the Workplace Plan	Complete
	Wildland Fire Smoke	On-going

Other Highlights:

- We have procured a contractor and started the remodel of BPN for the HR move to BPN. The contractor has begun the demo in the old ERSEA area of BPN and is working on drawings to submit to the city. Once we have a permit, we will continue with the remodel of removing the downstairs south break area and opening it up to access the north end of the downstairs area to Finance without having to exit and re-enter the building and expand the area for HR and open up the office area for IT in their existing office.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/ Freddy Hernandez		Month/Year: October 2020
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3 SYC 2 AmeriCorps	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. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities		Participants	
Description		Month	YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.		10	20
Evening Program – Open Basketball, Zumba, Fitness Boot Camp, Mental Health Support Group Mtg, Tai Chi CLOSED DUE TO COVID-19		0	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		21	

Other:

- After School Program continues to operate. This month, SYC has been busy assessing how we can serve more children. We have updated our internet connection and are in the process of updating our firewall. We are also in the process of hiring another staff member. These processes will allow us to take in an additional 10-15 students.

We are also looking to replace equipment in the computer lab, thus increasing more possibilities of assisting students become successful scholars.

- Shafter Community Clean Up – SYC has partnered up with American Refuse and Keep Kern Beautiful. Due to COVID, this year's clean up event will be VIRTUAL. Clean up your surrounding areas, while keeping safe, and submit your photo for a chance to win raffle prize.
- Christmas for Shafter Seniors – SYC has also partnered up with Shafter Woman's Club to collect donations for much needed items for seniors. The program is targeting low to limited income or assisted living seniors. We collect the items that many of us take for granted such as socks, toiletries, two ply toilet paper, etc.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth and Community Services /Freddy Hernandez		Month/Year: October 2020	
Program/Work Unit: VITA	Staffing: 2	Program Manager: Jacquelyn Guerra	
Services: Train and certify volunteers, provide free tax preparation and electronic filing for low-moderate income individuals and families and assist clients with ITIN (Individual Tax Identification Number) renewals and applications.			
Description	October	YTD Totals Oct. - Sep	• IRS 2020/2021 grant awarded in the amount of \$194,000. • The IRS grant will be 10/1/2020-09/30/2021 with an expectation of 7,500 completed tax returns. • CalEITC awarded in the amount of \$174,000 for outreach activities surrounding California Earned Income Tax Credit • ITIN taxpayers are now eligible for CalEITC after Gov Newsom passed AB 1876. Plans of outreach to farm/ag labor contractors, as well as target to rural area zip codes will be done to ensure this new target population is reached and informed. • VITA welcomes new staff member Sulema Garcia who has been with the agency since 2017 under 211. She has been a VITA volunteer for 4 years. • Currently working on the new season training for volunteers and plans of the coming season’s schedule. Any volunteer interest can send an email to vita@capk.org or call 661-834-1724.
Federal Refund	\$13,219	\$13,219	
Federal EIC	\$9,177	\$9,177	
Federal Total	\$22,396	\$22,396	
State Refund	\$3,307	\$3,307	
CalEITC	\$1,696	\$1,696	
State Total	\$5,003	\$5,003	
Total State & Federal Refunds and Credits	\$27,399	\$27,399	
Total Tax Returns	38	38	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: October, 2020
Program/Work Unit: WIC	Total Program Staffing: 61 staff 5 vacancies	Program Manager: Kathlyn Lujan
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.		

			Participation 10/1/18 – 9/30/19		
Description		Case Load	Month	Central Valley Avg.	State Avg.
Total 14,390*	All services October, 2020	16,160	October, 89.05%*	N/A	N/A
Participation by WIC site	Location	Participants*	Location		Participants*
*data as of 10/22/20	Arvin	10	Mojave		133
	Bakersfield		Oildale		366
			Ridgecrest		710
	E. California	1584	Rosamond		567
	Niles Street	1856	Shafter		1201
	Montclair	421	Tehachapi		412
	Friendship House	107	Wasco		1498
	Panama	1403			
	Boron	11	<u>San Bernardino County</u>		
	Buttonwillow	73	Adelanto		1785
	California City	537	Big Bear		235
	Delano	864	Crestline		289
	Edwards Air Force	57	Needles		160
	Lost Hills	111	Phelan		0

Projects

CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 786 followers and Instagram has 1,014 followers.

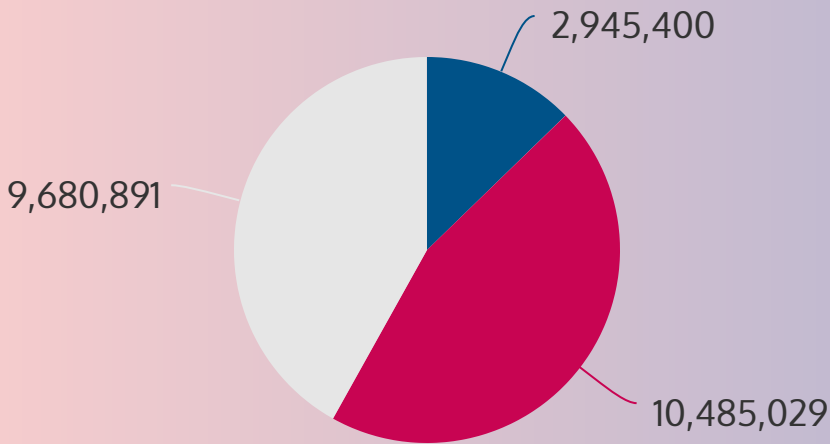
CAPK WIC has enrolled 35 individuals from the “enrollment/interest form” on CAPK.org.

265 participants are enrolled in the Breastfeeding Peer Counselor Program.

CAPK WIC continued to serve participants by phone through the month of October and will continue to do so until the COVID 19 pandemic is officially over. CAPK WIC is concentrating its training on telephone etiquette and customer service. Staff is receiving weekly and monthly trainings on customer service skills and expectations.

CAPK WIC launched a social media campaign to increase the use of WICHealth.org among participants. Through this application CAPK WIC participants can fulfill their Nutrition Education requirement by viewing lessons online. Participants can choose from a variety of topics and choose what is most interesting to them.

Most staff continue to work from the WIC offices.

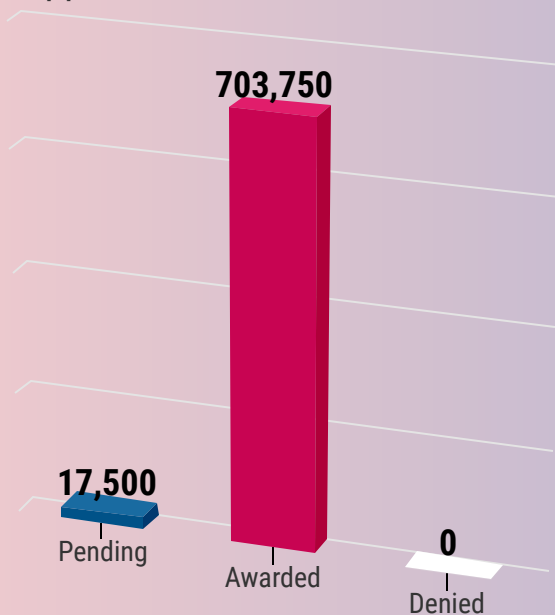


\$ Grant Funding Year-to-Date

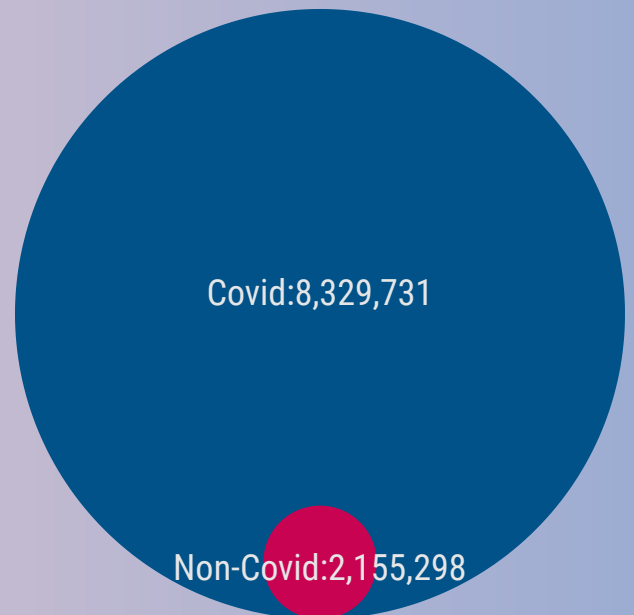
January 1, 2020 - October 31, 2020

■ Pending ■ Awarded ■ Denied

● App Status October 2020



Awarded COVID vs. Non-COVID Applications



Funder	Opportunity	Program	Requested	Awarded	Decision Date	Date Submitted	Status
Kern County	Kern Recovers Nonprofit Grant Program	Food Bank	\$20,000	\$5,000	10/26/2020	10/6/2020	Awarded
Community Resource Project, Inc.	Time of Use (TOU)	2-1-1 Kern	\$10,000	\$10,000	10/21/2020	5/15/2020	Awarded
Heffernan Foundation	Shafter Youth Center Computers Lab	SYC	\$10,000	\$3,000	10/19/2020	9/17/2014	Awarded
Kern County	Housing for Harvest	CDD	\$0	\$519,750	10/15/2020		Awarded
US Internal Revenue Service (IRS)	VITA 2020/2021	VITA	\$166,842	\$166,000	10/1/2020	6/1/2020	Awarded
Citizens Bank	Financial Empowerment	VITA	\$10,000	\$0		10/15/2020	Pending
Citizens Bank	Virtual Food Drive	Food Bank	\$5,000	\$0		10/15/2020	Pending
Cal Water	Food Bank Operational Support	Food Bank	\$2,500	\$0		10/8/2020	Pending

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: October 2020
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Ginger Mendez/Jerry Meade
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Funded Enrollment	Reportable Enrollment	Percentage	Enrollment Breakdown	Disabilities Goal 10%	Over Income Goal <10%
Head Start Kern *Full Year, all month *Part Year began 8/17/2020	1317	790	60%		3.1%	8%
Early Head Start Kern • EHS Center Based • EHS Home Based • EHS Home Based-Interim	446 243 123 80	316	71%	176/243 111/123 29/80	9%	6%
Early Head Start San Joaquin	313	248	79%		10.5%	9%
Early Head Start Partnership * Angela Martinez • Bakersfield College • Blanton • Garden Pathways • Taft College • Escuelita Hernandez • Seeking Partner	152 24 32 16 11 42 16 11	57	37%	0% 28% 87% 64% 55% 25% 0%	0/24 9/32 14/16 7/11 23/42 4/16 0/11	0% 3.1% 6.3% 0% 4.8% 0% 0%

Division Staffing			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
611	32	14	103

Highlight: We have 20 candidates going through the on-boarding process; ranging from checking references to background checks.

Compliance

The program is getting ready for the Focus Area One monitoring review for the Kern, San Joaquin and EHS Child Care Partnership grant. The Office of Head Start will be sending additional information regarding our review, including review dates, approximately 45 days prior to the review.

To assist program staff in preparing for a successful review, administrative staff will provide a series of trainings on the Focus Area One Monitoring Protocol that is used by the Office of Head Start to gather data and other information to understand the programs approach to program design and services.

Central Kitchen October 2020

Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Head Start / Early Head Start Centers	54,261	18,845	16,739	18,677

Highlights: The Central Kitchen staff began delivering boxed food meals to the children receiving virtual learning on October 12, 2020 and have produced a total of 1,451 food boxes. Each box contains 15 meals. The last week of the month we added special diet food substitutions for children with special dietary needs. The meals are delivered to the centers and site staff issue the boxes to the parents.

CACFP

September 2020

Total Meals Requested			Meals Allocated		% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS	September 2020
33,232	8,834	42,066	23,230	18,836	59%