

**COMMUNITY ACTION PARTNERSHIP of KERN**  
**BOARD OF DIRECTORS**  
**PROGRAM REVIEW & EVALUATION COMMITTEE MEETING**  
**5005 Business Park North, Bakersfield, CA**  
**November 6, 2019**  
**12:00 pm**  
**AGENDA**

**1. Call to Order**

**2. Roll Call**

Jose Gurrola  
Nila Hogan

Jonathan Mullings  
Yolanda Ochoa

Marian Panos

**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 Presentation by Kathlyn Lujan, WIC Program Manager

**6. New Business**

- a. October 2019 Program & Division Reports – Pritika Ram, Director of Administration – **Action Item (p. 3-20)**

- 2-1-1 Kern County
- CalFresh Healthy Living Program
- Central Kitchen
- Community Development / Grants Administration
- East Kern Family Resource Center (EKFRC)
- Energy
- Food Bank
- Friendship House Community Center (FHCC)
- Human Resources
- Migrant Childcare Alternative Payment (MCAP)
- Operations
- Shafter Youth Center (SYC)
- Volunteer Income Tax Assistance (VITA)
- Women, Infants & Children (WIC)

- b. Application Status Reports & Funding Requests – Pritika Ram, Director of Administration – **Action Item (p. 21-25)**

- California Department of Social Services for CAPK's CalFresh Healthy Living Program.
- California Coastal Commission for Friendship House Community Center and Shafter Youth Center Kids Ocean Day.
- The Center at Sierra Health Foundation for CAPK Census 2020

- c. October 2019 Head Start / State Child Development Enrollment Update & Meals Report – Ginger Mendez, HS  
State Enrollment / Attendance Manager – **Action Item (p. 26-27)**

**7. Committee Member Comments**

**8. Next Scheduled Meeting**

Program Review & Evaluation  
Wednesday, January 15, 2020 (pending BOD approval)  
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](http://www.capk.org) by 12:00 pm, November 1, 2019. Paula Daoutis, Administrative Coordinator.*

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

| Division/Director: Administration/Pritika Ram                                                                                                                                                                                                                                                                                                                                                                                                                               |                          | Month/Year: October 1- October 30, 2019 |                                   |            |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------------|-----------------------------------|------------|-----------|
| Program/Work Unit: 2-1-1<br>Kern County                                                                                                                                                                                                                                                                                                                                                                                                                                     | Staffing: 22 (1 Vacancy) |                                         | Program Manager:<br>Irene Fonseca |            |           |
| 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, and Stanislaus Counties. 211 schedules appointments, provides status updates on pending applications and mailed applications to clients for the CAPK Energy Program utility assistance services. As of October 2018, the Kern County Coordinated Entry System initiated as a program within 2-1-1 Kern. |                          |                                         |                                   |            |           |
| Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          | Description                             |                                   |            |           |
| Information & Referral Services                                                                                                                                                                                                                                                                                                                                                                                                                                             |                          | Incoming                                | Answered                          | Unanswered | Referrals |
| Kern County                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          | 4,949                                   | 4,474                             | 475(10%)   | 8,494     |
| Kings County                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          | 204                                     | 185                               | 19(9%)     | *         |
| Tulare County                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                          | 758                                     | 702                               | 56(7%)     | *         |
| Stanislaus County                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                          | 1,062                                   | 963                               | 99(9%)     | *         |
| Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          | 6,973                                   | 6,324                             | 649(9%)    |           |

\*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                                                                                                                                                                   | Food Pantries                                                                                 | Homeless Shelter                                                                                                                                                                                       | Utility Assistance       |                       |
| Top 3 Unmet Needs                                                                                                                                                                         | Rental Assistance                                                                             | Transportation                                                                                                                                                                                         | Developmental Screenings |                       |
| Other Services                                                                                                                                                                            |                                                                                               |                                                                                                                                                                                                        | Month                    | YTD                   |
| LIHEAP                                                                                                                                                                                    | Calls Answered                                                                                |                                                                                                                                                                                                        | 5,459                    | 40,513                |
| Weatherization                                                                                                                                                                            | Calls Routed through 2-1-1                                                                    |                                                                                                                                                                                                        | 378                      | 4,833                 |
| Mental Health                                                                                                                                                                             | Calls Answered                                                                                |                                                                                                                                                                                                        | 293                      | 2,518                 |
| Website Visitors                                                                                                                                                                          | Visitors to CAPK’s 2-1-1 Kern web page                                                        |                                                                                                                                                                                                        | 4,056                    | 44,019                |
| VITA                                                                                                                                                                                      | Calls Routed through 2-1-1                                                                    |                                                                                                                                                                                                        | N/A                      | 6,944                 |
| CalFresh Enrollments                                                                                                                                                                      | Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps) | Submitted                                                                                                                                                                                              | Approved                 | Pending               |
|                                                                                                                                                                                           |                                                                                               | 24                                                                                                                                                                                                     | 8                        | 16                    |
| Coordinated Entry System (CES)                                                                                                                                                            | Entry point for the homeless population in Kern County.                                       | 211 Homeless Calls                                                                                                                                                                                     | QRT Received             | Assessments Completed |
|                                                                                                                                                                                           |                                                                                               | 733                                                                                                                                                                                                    | 30                       | 189                   |
| Outreach Activities                                                                                                                                                                       |                                                                                               | Outcomes                                                                                                                                                                                               |                          |                       |
| - Veterans Stand Down Resource Fair<br>- Good Neighbor Festival<br>- Bridges Academy Back to School Night<br>- Hart Park After Dark<br>- Shafter Youth Center Fall Festival Resource Fair |                                                                                               | – 211 Kern - informational cards: 250<br>– 211 Kern - informational cards: 150<br>– 211 Kern- informational cards: 100<br>– 211 Kern- informational cards: 150<br>– 211 Kern- informational cards: 150 |                          |                       |

**Highlights:** 211 Program Manager attended the Northwest AIRS Educational Conference in Portland Oregon. 211 CES Program Coordinator attended the Clarity Conference in Las Vegas Nevada and the Community Solutions Built for Zero Conference in Denver Colorado. All conferences attended provided educational information used to enhance our services.

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                  |                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------|
| <b>Division/Director:</b> Nutrition Services/Carmen Segovia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                  | <b>Month/Year:</b> October / 2019               |
| <b>Program/Work Unit:</b> CalFresh Healthy Living                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Total Program Staffing:</b> 8 | <b>Program Manager/Supervisor:</b> Tammy Fisher |
| <b>Program/Work Unit Description:</b> CAPK with funded and unfunded community partners that reflect the geographic, cultural, and ethnic diversity of Kern County will implement strategies and/or interventions in communities to 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 we work, live, shop, learn and play. |                                  |                                                 |

| Activities                                                                                                                                                                                               | Description                                                                                                                                                                                            | Status |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|
|                                                                                                                                                                                                          |                                                                                                                                                                                                        | Month  | YTD |
| The lease was fully executed to house the CalFresh Healthy Living (CFHL) Program. The address is:<br>2323 16 <sup>th</sup> Street, Suite 302 Bakersfield 93301<br>Phone: 661-439-3838 Fax: 661- 379-8437 | Office space for this program was occupied by CAPK staff on 10/21/19                                                                                                                                   |        |     |
| Recruitment for all positions started on October 1, 2019.                                                                                                                                                | The Program Manager and Coordinator positions have been filled.<br>Of the 6 Health Educator positions, 2 have been filled. Interviews for 4 Health Educators and the Program Assistant are in process. |        |     |
| Budget revision                                                                                                                                                                                          | Staff submitted a budget revision to reflect the actual needs of the program. For example, now that the program has an actual office space, the occupancy costs will be projected more accurately.     |        |     |
| Met with sub-contracted partners                                                                                                                                                                         | Reviewed process for submitting monthly claims reports to CAPK.                                                                                                                                        |        |     |

#### Other:

1. CAPK has three sub-contracted partners: Kern Superintendent of Schools (KCSOS), Lamont Elementary School District/Lamont Weedpatch Family Resource Center (LESF/LWFRC), and Kernville Union School District (KUSD). The three school districts are using evidence-based education curriculums to engage students in nutrition education standards, implementing healthy eating/active lifestyle changes and sustainability measures in their communities.
2. Staff procured some office furniture and computers necessary to be operational and is in the process of procuring other office supplies such as file cabinets, a copier, and other items needed by the program.
3. In the future, staff will be reporting on direct and indirect education activities.

#### Staffing:

Staffing for this program will include a Program Manager, a Program Coordinator, a Program Assistant, 5 Health Educators and an Accountant.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------------|
| <b>Div./Director:</b> Fiscal Administrator, Donna Holland                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                   | <b>Month/Year:</b> October 2019           |
| <b>Program/Work Unit:</b> Central Kitchen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Staffing:</b> 22 Staff Members | <b>Program Manager:</b> Lorenzo Maldonado |
| <b>Services:</b> 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. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. <ul style="list-style-type: none"> <li>• Total meals prepared are supported by the daily meal production sheets and food transport sheets.</li> <li>• Home base meal totals are supported by meal request forms submitted by center and Home Base staff.</li> </ul> |                                   |                                           |

| Activities                                      | Status           |               |               |               |
|-------------------------------------------------|------------------|---------------|---------------|---------------|
|                                                 | Total # Prepared | Breakfast     | Lunch         | Snack         |
| Meals & Snacks                                  |                  |               |               |               |
| Central Kitchen prepared for the HS/EHS centers | 81,189           | 29,221        | 25,720        | 26,248        |
| Home Base Meals                                 | 100              | 46            | 29            | 25            |
|                                                 |                  |               |               |               |
| <b>Total</b>                                    | <b>81,289</b>    | <b>29,267</b> | <b>25,749</b> | <b>26,273</b> |

### Other:

1. Food handlers' cards were obtained by the Central Kitchen's Food Production Drivers in the month of October. All eleven Food Production Drivers with the assistance of Olivia Kent were able to take the online course and test to obtain their food handlers' card. Nine out of the eleven Food Production Drivers have passed the training with an average score of 85%.
2. Central Kitchen being under Head Start program the Central Kitchen staff will now do the staff development sessions with the Head Start team. The Central Kitchen staff is looking forward to meeting the rest of the team. The Central Kitchen is looking forward this year's staff development and all the activities.
3. The Central Kitchen's walk-in freezer had to be shut down for a few days to replace the flooring. United Refrigeration replaced the flooring in the walk-in freezer. The flooring was replaced with diamond cut metal sheet to add traction to the floor. The Central Kitchen management searched for a vendor who could replace the flooring. There were seven vendor that were called for service out of the seven United Refrigeration is the only vendor that can do the work. The flooring has become slippery with time and the use of it. The flooring is being redone in the freezer to make so that it is safer for staff to work inside the freezer without worry of injury.
4. In staying with compliance with safety the Central Kitchen has added an eye wash station that meets the Cal-OSHA requirements for an eyewash station. The eyewash station is centrally localized in the kitchen where in case of an emergency is easily accessible. The Central Kitchen staff have been given instruction on how to use the eyewash system in case of an emergency.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Division/Director:</b> Community Development/Pritika Ram                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Month/Year:</b> October 2019                                                     |
| <b>Program/Work Unit:</b><br>Community Development Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Total Staffing:</b> 6                                                                                                                                                                                                                                                                                                                                                                               | <b>Program Manager/Supervisor:</b><br>Sheila Shegos                                 |
| <b>Services:</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |
| <b>Community Development Team Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |
| <p>In October, the Outreach Team assisted the Friendship House Community Center Advisory Board in promoting the annual Friendship House Gala at the Bakersfield Museum of Art. We provided materials, press releases and media appearances for the event.</p> <p>We also promoted the donation of 400 winter jackets by Aera Energy and Assemblymember Salas to Head Start sites from Delano to Arvin. We attended the events and publicized it through social media. Team members also worked on messaging for the Kern County low-barrier shelter initiative.</p> <p>The <u>Grants Team</u> has been adding users to the new system, GrantHub and will be conducting training soon. The team held the 2<sup>nd</sup> annual Grants Day on October 3<sup>rd</sup>. The team hosted a two-day “Your Money Your Goals” Train the Trainer event October 17<sup>th</sup> and 18<sup>th</sup>, facilitated by the Consumer Financial Protection Bureau, for CAPK and outside partners.</p> |                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Advocacy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Helped coordinate Congressman T.J. Cox tour of Friendship House Community Center.</li> <li>Attended the Downtown Business Association Block-to-Block luncheon.</li> <li>Shot, edited and released “Kids County Too” video for Kern Counts Census Partnership.</li> </ul>                                                                                        |                                                                                     |
| <b>Outreach</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Launched CalEITC and VITA marketing efforts for 2019-2020.</li> <li>Participated in meetings to develop plan for Kern County low barrier homeless shelter.</li> <li>Began work on CAPK and Head Start Annual Report.</li> <li>Promoted IKEA furniture build-up at the Friendship House Community Center.</li> <li>Shot video for Head Start Program.</li> </ul> |                                                                                     |
| <b>Special Events</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Participated in the Veterans Stand Down Event on Oct. 10.</li> <li>Assisted in support of the Friendship House Community Center Gala on Oct. 24.</li> <li>Attended K.I.T.E. Committee event at Edwards Airforce Base.</li> </ul>                                                                                                                                |                                                                                     |
| <b>Grants</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Sierra Health Foundation, Census 2020 Outreach.</li> <li>CDBG City and County Applications: Exploring projects-Housing, Food Bank Expansion.</li> <li>Whale Tail: Youth Centers Beach trips.</li> </ul>                                                                                                                                                         |                                                                                     |
| <b>Research</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Complete Count Census.</li> <li>Capacity and program funding for East Kern Family Resource Center, VITA and Youth Centers.</li> <li>Affordable housing for low-to-moderate income families</li> <li>Funding for the Food Bank Expansion Project.</li> </ul>                                                                                                     |                                                                                     |
| <b>Projects</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Homeless Low Barrier Shelters: City and County.</li> <li>2020 Census, Kern County Census Committee.</li> <li>Completing certification for ROMA via review and taking test to become ROMA Certified</li> </ul>                                                                                                                                                   |                                                                                     |

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                  |                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------|
| <b>Division/Director:</b> Nutrition Services/Carmen Segovia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                  | <b>Month/Year:</b> October/ 2019                  |
| <b>Program/Work Unit:</b> East Kern Family Resource Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Total Program Staffing:</b> 5 | <b>Program Manager/Supervisor:</b> Whitney Hughes |
| <b>Program/Work Unit Description:</b> 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<br>Case Managed Families | Differential Response                                                                                                                                                                                                                                            | 39     | 234  |
|                                                 | F5K School Readiness                                                                                                                                                                                                                                             | 1      | 34   |
|                                                 | Economic Empowerment                                                                                                                                                                                                                                             | 0      | 47   |
| Children enrolled in center-base program        |                                                                                                                                                                                                                                                                  | 3      | 21   |
| Adults in Court Mandated Parenting Classes      |                                                                                                                                                                                                                                                                  |        | 23   |
| 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 | 82     | 688  |
| Emergency Supplies Closet and Other Services    | Food (individuals)                                                                                                                                                                                                                                               | 13     | 113  |
|                                                 | Clothing (individuals)                                                                                                                                                                                                                                           | 17     | 206  |
|                                                 | Photocopies (individuals)                                                                                                                                                                                                                                        | 468    | 5420 |
|                                                 | HEAP Application Supporting Docs                                                                                                                                                                                                                                 | 71     | 650  |
|                                                 |                                                                                                                                                                                                                                                                  |        |      |

**Other:** Unfortunately, the EKFRFC awarded the federal grant for a collaborative community center for East Kern. The parent meeting for the Friendship House that the Economic Empowerment program hosted was not well attended sadly.

Good news, the EKFRFC received a year extension on the Economic Empowerment program.

Bad news is the case manager began looking for a new job in anticipation of the grant coming to an end in February and found a great opportunity out of state. The position became vacant on October 11, 2019.

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

|                                                                                                                                                                                                                                                              |                                                                                                                                                                                         |                                                                                                        |                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------|
| <b>Division/Director:</b> Operations/Emilio Wagner                                                                                                                                                                                                           |                                                                                                                                                                                         | <b>Month/Year:</b> October 2019                                                                        |                    |
| <b>Program/Work Unit:</b><br>Energy                                                                                                                                                                                                                          | <b>Total Program Staffing:</b> 32                                                                                                                                                       | <b>Program Manager/Supervisor:</b><br>Margaret L. Palmer                                               |                    |
| <b>Services:</b> 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. |                                                                                                                                                                                         |                                                                                                        |                    |
|                                                                                                                                                                                                                                                              |                                                                                                                                                                                         | <b>Status</b>                                                                                          |                    |
| <b>Activities</b>                                                                                                                                                                                                                                            | <b>Description</b>                                                                                                                                                                      | <b>Households Served</b>                                                                               |                    |
|                                                                                                                                                                                                                                                              |                                                                                                                                                                                         | <b>Month</b>                                                                                           | <b>YTD</b>         |
| <b>1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2019)</b>                                                                                                                                                                        | Assistance with utility bill payments                                                                                                                                                   | <b>1,180</b>                                                                                           | <b>6430</b>        |
| <b>2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)</b>                                                                                                                                                                | • Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)                                                               | <b>12</b>                                                                                              | <b>204</b>         |
|                                                                                                                                                                                                                                                              | • Energy-efficient appliance installation                                                                                                                                               | <b>13</b>                                                                                              | <b>273</b>         |
| <b>3. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)</b>                                                                                                                                                                             | • Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)                                                               | <b>8</b>                                                                                               | <b>56</b>          |
|                                                                                                                                                                                                                                                              | • Energy-efficient appliance installation                                                                                                                                               | <b>7</b>                                                                                               | <b>23</b>          |
| <b>5. Total Value of Services (utility payments only)</b>                                                                                                                                                                                                    |                                                                                                                                                                                         | <b>\$751,179</b>                                                                                       | <b>\$3,883,722</b> |
|                                                                                                                                                                                                                                                              |                                                                                                                                                                                         | <b>Results</b>                                                                                         |                    |
| <b>6. Energy calls received (from 2-1-1)</b>                                                                                                                                                                                                                 |                                                                                                                                                                                         | <b>6279</b>                                                                                            |                    |
|                                                                                                                                                                                                                                                              |                                                                                                                                                                                         | <b>HEAP</b>                                                                                            | <b>Wx</b>          |
| <b>7. Number of LIHEAP applications Received</b>                                                                                                                                                                                                             |                                                                                                                                                                                         | <b>1847</b>                                                                                            | <b>80</b>          |
| <b>8. Number of LIHEAP applications Completed</b>                                                                                                                                                                                                            |                                                                                                                                                                                         | <b>1180</b>                                                                                            | <b>49</b>          |
| <b>9. Number of LIHEAP applications in Progress</b>                                                                                                                                                                                                          |                                                                                                                                                                                         | <b>750</b>                                                                                             | <b>24</b>          |
| <b>10. Outreach Events attended</b>                                                                                                                                                                                                                          | 10/7 – Casa Hernandez Senior Center<br>10/8 – Casa De Eva Senior Center<br>10/10 – Veterans Stand-down Fair<br>10/12 – Delano Health Fair<br>10/28 – Shafter Youth Center Fall Festival | Give presentations, distribute brochures, applications, tote bags, ink pens and energy savings wheels. |                    |

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                      |                           |                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------|
| <b>Division/Director:</b> Nutrition Services/Carmen Segovia                                                                                          |                           | <b>Month/Year:</b> October 2019        |
| <b>Program/Work Unit:</b> Food Bank                                                                                                                  | <b>Total Staffing:</b> 17 | <b>Program Manager:</b><br>Jaime Orona |
| <b>Services:</b> Partners with 147 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals. |                           |                                        |

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Status    |            |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|
| Activities              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                             | Month     | YTD        |
| <b>USDA Commodities</b> | Individuals Served (September)                                                                                                                                                                                                                                                                                                                                                                                                                          | 35.694    | 344,005    |
|                         | Poundage Received all Programs                                                                                                                                                                                                                                                                                                                                                                                                                          | 1,735,071 | 17,110,916 |
|                         | Total Poundage Distributed, All Sites                                                                                                                                                                                                                                                                                                                                                                                                                   | 1,780,647 | 16,898,403 |
|                         | Total Distributed pounds 2018                                                                                                                                                                                                                                                                                                                                                                                                                           | 1,184,480 | 10,987,262 |
| <b>Food Sourcing</b>    | <b>Produce Received: 197,545</b> pounds of produce (donated or purchased) & 12 different produce items: <ul style="list-style-type: none"> <li>Bolthouse: Carrots</li> <li>CAFB: Pears &amp; watermelon</li> <li>Grapery: Table grapes</li> <li>Grimmway: Romaine, cabbage, potatoes, carrots, &amp; leafy greens</li> <li>Target: Mixed produce</li> <li>Varsity Produce: Onions</li> <li>Walmart: Mixed produce</li> <li>Wonderful: Citrus</li> </ul> |           |            |
| <b>Food Drives:</b>     | <b>Farmers Markets:</b> Catholic Charities, FB distributed 12,000 pounds of fresh produce to 453 families 115,600 individuals.                                                                                                                                                                                                                                                                                                                          |           |            |

### Other:

- This month we continued our Backpack Buddies program; which provides breakfast and lunch items for children on the weekend. We are delivering a total of 300 bags between Buttonwillow, Greenfield, and now Standard School.
- On Oct. 2<sup>nd</sup> we provided a one-time donation to the Disability Movement and Resource Fair. We provided water and several bins of miscellaneous dry goods.
- On Oct 7<sup>th</sup> we provided a one-time donation of 2 pallets of candy to the Bakersfield Rescue Mission.
- On Oct. 10<sup>th</sup> we participated in the annual Veteran's Stand Down Event. We provided bags of canned goods, dry goods, water and oranges.
- On Oct 15<sup>th</sup> we had a group of employees from Knighted Ventures come in and volunteer their time. They helped us bag fresh produce for our upcoming Farmer's Market.
- On Oct 16<sup>th</sup> and Oct 23<sup>rd</sup>, we had a group of volunteers from the Wonderful Citrus company come in to help us sort through our canned goods that we received during our Feed the Need food drive.
- On Oct 17 a volunteer group from Aera came in to help us sort cans received from our Feed the Need food drive.
- On Oct 17<sup>th</sup> we provided a one-time donation of candy to the Salvation Army on Wilson.
- On Oct 18<sup>th</sup> we participated in the Health and Resource Fair at the swap meet. Providing bags of dry and canned goods.
- On Oct 20<sup>th</sup> we provided a one-time donation of 1 pallet of candy to the Army Cadets Club.
- On Oct 23<sup>rd</sup> we provided a one-time donation of sweets, snacks and water to CAPK's Child Development program.

- On Oct 23<sup>rd</sup> we provided a one-time donation of 3 pallets of candy for the City of Delano's Trunk or Treat event.
- On Oct 24<sup>th</sup> we participated in the Evergreen Health Fair in Arvin. We provided canned and dry goods, oranges
- On Oct 25<sup>th</sup> we provided a one-time donation of candy to the Shafter Youth Center.
- On Oct 25<sup>th</sup> we provided a one-time donation of 1 pallet of candy to Isaiah's Sober Living.
- On Oct 25<sup>th</sup> we participated in the Pop-Up Homeless event at the Blessing Corner. We provided bags of dry and canned goods, oranges and bread.
- On Oct 25<sup>th</sup> we provided a one-time donation of candy to the Bakersfield Homeless Shelter.
- On Oct 26<sup>th</sup> we participated in the Taft Hell Fighter's Event. Providing bags of canned and dry goods, bread and oranges.
- On Oct 28<sup>th</sup> we participated in the Fall Festival in Shafter.
- On Oct 28<sup>th</sup> we provided a one-time donation of candy to Pete Parra.
- On Oct 30<sup>th</sup> we provided a one-time donation of candy to the Friendship House.
- On Oct 31<sup>st</sup> we provided a one-time donation of 2 bins of bread, dry goods, and candy to SHARE Recovery's annual Halloween event.
- On Oct 31<sup>st</sup> we provided 1 bin of candy to Links to Change's annual Halloween event.
- Our CSFP held 33 distributions during the month of October and served 4,252 seniors throughout Kern Country

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

| <b>Division/Director:</b> Health & Nutrition Services/Carmen Segovia                                                                                                                                                                                                                                     |                                  | <b>Month/Year:</b> October 2019                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------|
| <b>Program/Work Unit:</b><br>Friendship House                                                                                                                                                                                                                                                            | <b>Total Program Staffing:</b> 3 | <b>Program Manager/Supervisor:</b> Lois Hannible |
| <b>Services:</b> After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.                                                                                                                    |                                  |                                                  |
| Activities                                                                                                                                                                                                                                                                                               |                                  | Participants                                     |
| Description                                                                                                                                                                                                                                                                                              |                                  | Month YTD                                        |
| <b>After-School Program</b> Tutoring, homework assistance, recreation.                                                                                                                                                                                                                                   |                                  | 14 74                                            |
| <b>Summer Program</b> Recreational activities, educational games, and activities.                                                                                                                                                                                                                        |                                  | 130                                              |
| <b>Gang Prevention Program</b> Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs. |                                  | 26                                               |
| <b>STEM (Science, Technology, Engineering, Math) Program</b> Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.                                                                                                   |                                  |                                                  |
| <b>Mobile Mexican Consulate</b> -Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.                                                                         |                                  | 250 3689                                         |
| <b>PREP Works Program</b> Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.        |                                  | 109                                              |
| <b>Positive Youth Development Services-</b> Mentor program for at-risk youth.                                                                                                                                                                                                                            |                                  | 60 60                                            |

**Other:**

- The Friendship House hosted a free Fall Carnival on Thursday, October 31 from 5pm-8pm.
- The Friendship House Advisory Board presented One Night on Bourbon Street Gala at the Bakersfield Museum of Art on Thursday, October 24. Proceeds from the event will benefit program youth at the CAPK Friendship House. Thank you to everyone who attended and/or supported this event!
- The Mexican Consulate will be providing Consulate services at Friendship House from Nov. 12-Nov. 15. Those interested should call (877) 639-4835 for an appointment.
- IKEA hosted a Build-up Event at Friendship House on Oct. 19, where approximately 12 IKEA employees spent Saturday morning at Friendship House putting new IKEA furniture together and decorating the computer lab & gym, to make sure that things were just right for the program participants. Thank you, IKEA!



**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

|                                                                                                                                                                                                        |                                   |                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------------|
| <b>Division/Director:</b> Finance/Tracy Webster Interim                                                                                                                                                |                                   | <b>Month/Year:</b> October 2019                                 |
| <b>Program/Work Unit:</b><br>HR/Staffing                                                                                                                                                               | <b>Total Division Staffing:</b> 8 | <b>Program Manager/Supervisor:</b><br>Mike Lackman/Dawn Bledsoe |
| <b>Services:</b> All functions and activities related to staffing, employee benefits (including the pension plan) administration, labor law compliance, human resources management, and SEIU Contract. |                                   |                                                                 |

|                          |                                    | <b>Status</b>      |              |
|--------------------------|------------------------------------|--------------------|--------------|
| <b>Activities</b>        | <b>Description</b>                 | <b>Month</b>       | <b>YTD</b>   |
| <b>Employee Count</b>    | Regular                            | 873                |              |
|                          | Subs/Temps                         | 19                 |              |
|                          | <b>Total Staff</b>                 | <b>892</b>         |              |
| <b>New Hires</b>         | <b>All divisions and programs</b>  |                    |              |
|                          | Regular                            | 15                 | <b>110</b>   |
|                          | Subs/Temps                         | 1                  | <b>45</b>    |
|                          | <b>Total New Hires</b>             | 16                 | <b>155</b>   |
| <b>Leaves of Absence</b> | Full-time Leave                    | 23                 |              |
|                          |                                    |                    |              |
| <b>Terminations</b>      | <b>All divisions and programs</b>  |                    |              |
|                          | Voluntary                          | 13                 | 123          |
|                          | Involuntary                        | 0                  | 57           |
|                          | <b>Total Terminations</b>          | <b>13</b>          | <b>180</b>   |
| <b>Staffing</b>          | <b>Vacancy</b>                     | 23                 | 215          |
|                          | <b>Total Applications Received</b> | <b>173</b>         | <b>1,628</b> |
| <b>Payroll</b>           | <b>3 Pay Periods</b>               | 133,840            |              |
|                          | <b>Total Hours Paid</b>            |                    |              |
|                          | <b>Total Gross Payroll</b>         | <b>\$2,541,617</b> |              |

|                                                                                                                                                                                    |                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Projects</b><br>HR/Payroll-Electronic Job Requisitioning<br>HR-Pension Plan Correction<br>HR-Recruitment Issues<br>HR-Licensing Issues<br>Online Recruitment<br>Open Enrollment | <b>Completed:</b><br>1. ADP Training with Site Advisor 10/29/2019 & 10/30/2019<br>2. Benefit Open Enrollment Preparation<br>3. Met with Union Employee representatives to discuss 2020 Benefit offerings to Premium Rates.<br>4. Ongoing Harassment Training of all Staff |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                         |                                                     |                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------|--------------------|
| <b>Division/Director:</b> Health & Nutrition Services/Carmen Segovia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                         | <b>Month/Year:</b> September 2019                   |                    |
| <b>Program/Work Unit:</b> Migrant Childcare AP Program (MCAP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Total Staffing:</b> 19,<br><i>Vacancies-2<br/>SRS Specialist &amp; Service Clerk</i> | <b>Program Manager/Supervisor:</b><br>Susana Magana |                    |
| <p><b>Services:</b> 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, 2019, to June 30, 2020.</p> <p><i>*This report is for the service month of September 2019, which was processed in the month of October 2019.</i></p> |                                                                                         |                                                     |                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                         |                                                     |                    |
| <b>Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>County</b>                                                                           | <b>Total</b>                                        | <b>% by County</b> |
| <b>Active Enrollments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Kern*                                                                                   | 411                                                 | 41%                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Madera                                                                                  | 93                                                  | 9%                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Merced                                                                                  | 0                                                   | 0                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Tulare                                                                                  | 223                                                 | 22%                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Kings                                                                                   | 83                                                  | 8%                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Fresno                                                                                  | 201                                                 | 20%                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Total</b>                                                                            | 1011                                                | <b>100%</b>        |

\*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:

Staff continues to actively recruit in all entry counties for the program. We will begin to work on maintaining our current enrolled numbers in October and begin to work on a waitlist.

On 8/29, Family Services staff attended a meeting held at the Tulare Office of Education. Updates were provided to staff regarding enrollment numbers and possible increase to the program budget that will require more enrollments.

Staff conducted provider visits 9/26 and 9/30 throughout the central valley. They provided technical assistance to providers and reviewed attendance records to ensure compliance.

All staff meeting was held on 9/27 to receive new updates regarding the increase in the program's budget and updated projections for the remaining months of the fiscal year. Tom from the Standard also presented to staff regarding the agency retirement plan and met individually with staff employees to provide feedback and advice on personal retirement plans and goals.

On 10/2 to 10/04, program manager along with 5 specialists attended the CAPPA conference in Sacramento. The workshops provided updates on the Office of Education policies and how to properly implement them as well as helpful strategies for effective time management.

### Upcoming Activities

Staff will be attending the Train the Trainer meeting regarding open enrollment for the benefits plan for the upcoming year.

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

|                                                                                                                                                                                |                                       |                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------------------------------------------------------------------|
| <b>Division/Director:</b> Operations/Emilio Wagner                                                                                                                             |                                       | <b>Month/Year:</b> October 2019                                                          |
| <b>Program/Work Unit:</b> Business Services/ Maintenance & Operations/Information Technology/Risk Management                                                                   | <b>Total Division Staffing:</b><br>23 | <b>Program Manager/Supervisor:</b> Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule |
| <b>Services:</b> Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning. |                                       |                                                                                          |

|                             |                                                                                                                                                                                                                                                                             | STATUS   |                                                                                                                                                    |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Activities                  | Description                                                                                                                                                                                                                                                                 | Received | Completed March 1, 2019 to Date                                                                                                                    |
| <b>Business Services</b>    |                                                                                                                                                                                                                                                                             |          |                                                                                                                                                    |
| Purchase Orders Processed   |                                                                                                                                                                                                                                                                             | 175      | 1391                                                                                                                                               |
| Contracts/Leases Processed  |                                                                                                                                                                                                                                                                             | 35       | 181                                                                                                                                                |
| Request for Proposals (RFP) | Auto Mechanic<br>Child Care Partnership<br>Registered Dietician<br>Intrusion and Fire Alarm Systems                                                                                                                                                                         |          | Completed<br>In Progress<br>In Progress<br>In Progress                                                                                             |
| Leases                      | 4600 Panama Lane –WIC<br>741 Palm Ave. -WIC<br>525 Roberts Lane –WIC<br>1001 Main Street 401 Willow Dr. -HS<br>401 Willow Dr. - HS<br>6505 James Street –WIC<br>5055 California Ave. -HR<br>650 James St. -WIC                                                              |          | In Progress<br>In Progress<br>In Progress<br>In Progress<br>In Progress<br>In Progress<br>In Progress<br>Completed                                 |
| Contracts                   | Primarius<br>Wipfli LLP<br>Florida State University – HS<br>PLC System Services – HS<br>Rice Agency – CD<br>Michael K. Brown – Operations<br>Kings United Way Addendum II – 211<br>Action Glass – 211, Energy, VITA<br>Ready Rosie – HS<br>GameTime Change Order No. 1 – HS |          | In Progress<br>In Progress<br>In Progress<br>In Progress<br>In Progress<br>In Progress<br>In Progress<br>In Progress<br>In Progress<br>In Progress |

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                   |                                  |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                                     | Kings United Way Employment Contract – 211<br>Computer Linx – Shafter Youth<br>Premiere Services – Energy<br>Abila – Operations<br>Sierra Sands Unified School District – HS<br>United Refrigeration – CK<br>Premiere Services – HS<br>San Joaquin Fence – HS<br>Game Time –San Diego St. -HS<br>Game Time –E. California Ave. -HS<br>Game Time –Cleo Foran –HS<br>Cal-Kern construction – VITA, Energy, 211<br>Mojave Unified School District – HS<br>Child 360 -HS<br>Child & Psychology Family Clinic<br>Pyramid Model Consortium<br>Mail Finance -All<br>M&S Security                                                                                                                                                                                     | In Progress<br>In Progress<br>In Progress<br>In Progress<br>In Progress<br>In Progress<br>In Progress<br>Completed<br>Completed<br>Completed<br>Completed<br>Completed<br>Completed<br>Completed<br>Completed<br>Completed<br>Completed<br>Completed<br>Completed |                                  |
| <b>Maintenance &amp; Operations</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Work in Progress</b>                                                                                                                                                                                                                                           | <b>03/01/2019 to Date Closed</b> |
| Facility Work Orders Processed      | Repair and maintenance of CAPK facilities and vehicles.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 93                                                                                                                                                                                                                                                                | 2657                             |
| Projects                            | <ul style="list-style-type: none"> <li>Demolition is completed at the “Jewett” facility and we have started construction of the walls, plumbing and electrical. We are doing construction in two phases, phase one Head Start and Early Head Start and phase 2 Home Visiting Initiative (HVI)</li> <li>Cleo Foran Renovation: Interior construction has been completed to add EHS and includes restroom reconfiguration, addition of walls, kitchen FRP new flooring throughout. Exterior construction, new sheds, hardi-board siding (complete), concrete ramps, pour downplay surface (complete), paint of exterior building (complete) and wrought iron railings.</li> <li>East Cal: We are waiting on County permits to start EHS renovations.</li> </ul> | In Progress<br><br>In Progress<br><br>In Progress                                                                                                                                                                                                                 |                                  |
| <b>Information Technology</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Received</b>                                                                                                                                                                                                                                                   | <b>03/01/2019 to Date Closed</b> |
| Help Desk Work Orders Processed     | Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2255                                                                                                                                                                                                                                                              | 2196                             |
| Projects                            | <ul style="list-style-type: none"> <li>AT&amp;T E-rate Category 1 Installation<br/> <b>Completed:</b> Alicante, Central Kitchen, Heritage, Harvey Hall, Mojave, Primeros Pasos, Rosamond, San Diego </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | In Progress<br>In Progress<br>In Progress                                                                                                                                                                                                                         |                                  |

|                                |                                                                                                                                                                                                                                                           |                                                                                        |                                   |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------|
|                                | <ul style="list-style-type: none"> <li>• Mitel Upgrades</li> <li>• <b>Completed:</b> CalFresh</li> <li>• WIC Computer upgrades</li> <li>• WIC Wise</li> <li>• CalFresh new office</li> <li>• Energy Computer upgrades</li> </ul>                          | In Progress<br>In Progress<br>In Progress<br>In Progress<br>In Progress<br>In Progress |                                   |
| <b>Risk Management</b>         |                                                                                                                                                                                                                                                           | <b>Reported</b>                                                                        | <b>01/01/2019 to Date</b>         |
| Workers Compensation Incidents | <ul style="list-style-type: none"> <li>• For Report Only</li> <li>• First Aid</li> <li>• Medical Treatment</li> <li>• Modified Duty</li> <li>• Lost Time</li> <li>• Non-Industrial (not work related)</li> <li>• Under Investigation</li> </ul>           | 8<br>4<br>0<br>0<br>1<br>0<br>0                                                        | 80<br>27<br>5<br>7<br>3<br>4<br>1 |
| General Liability              |                                                                                                                                                                                                                                                           | 1                                                                                      | 1                                 |
| Property Incidents             |                                                                                                                                                                                                                                                           | 5                                                                                      | 19                                |
| Vehicle Incidents              |                                                                                                                                                                                                                                                           | 6                                                                                      | 18                                |
| Projects                       | Charter for Operational Risk Mgmt Advisory Committee<br>Safety & Security Policies for Front Desk<br>Workplace Violence Prevention Program<br>Operational Risk committee<br>Update Vehicle Safety Program<br>Safety Meetings Monthly Maintenance & Energy | In progress<br>In progress<br>In progress<br>In progress<br>In progress<br>In progress |                                   |

- **Other:** E-rate Program Year 2019-2020 was approved AT&T has completed Alicante, Central Kitchen, Heritage, Harvey Hall, Mojave, Primeros Pasos, Rosamond, and San Diego. We are continuing to install the internet service at sites and will continue to turn up sites as AT&T completes the install.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                                                                                                                                                                                        |                                       |                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------|
| <b>Division/Director:</b> Nutrition Services/Carmen Segovia                                                                                                                                                                                                                                                                                            |                                       | <b>Month/Year:</b> October 2019                    |
| <b>Program/Work Unit:</b><br>Shafter Youth Center                                                                                                                                                                                                                                                                                                      | <b>Total Program Staffing:</b><br>2.5 | <b>Program Manager/Supervisor:</b> Angelica Nelson |
| <b>Services:</b> 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<br>Description                                                                                                                                                                                                                                                              | Participants            |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----|
|                                                                                                                                                                                                                                                                                        | Month                   | YTD |
| <b>After-School Program</b><br>Tutoring, homework assistance, recreation, health & nutrition education.                                                                                                                                                                                | 4 new                   | 35  |
| <b>Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2019)</b><br>Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.<br><b>GRANT ENDED June 30, 2019</b> |                         | 109 |
| <b>Evening Program –</b><br>Open Basketball, Zumba, Fitness Boot Camp, Mental Health Support Group Mtg                                                                                                                                                                                 | 20 – 45<br>per<br>night |     |
| <b>Summer Program</b><br>Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.                                                                                                                                                    |                         | 92  |

**Other:**

- United Farm Workers Foundation held a workshop on citizenship papers and processes on October 5<sup>th</sup>. About 120 clients were pre-registered and served throughout the Saturday, as well as an estimated 60 people that did not have appointments. His event was set up in the gym, and was conducted in stations by the various staff and volunteers brought from UFW Foundation.
- Dignity Health Community Health Initiative held a community workshop in September, and it was such a success. Dignity is now holding Mental Health Support Group Sessions at SYC, twice per month.
- SYC kids took the pavement as they applied and were selected to participate in the 21<sup>st</sup> Via Arte Italian Street Festival held by Bakersfield Museum of Art at the Marketplace. Following the theme of "The World United", the team of two girls replicated an art piece that was full of color against the black asphalt. The event provides the sponsored space, the chalk and even lunch! The girls had a great time using their creativity. The 4<sup>th</sup> and 7<sup>th</sup> grader are among the youngest artists to compete with high schools and independent art education studios. Even though they did not place, they still had lots of fun and developed some great memories.
- Shafter Youth Center held its annual Fall Festival from 6-8 pm on October 28<sup>th</sup>. Kids from all over came dressed in their Halloween outfits to have some fun and collect candy. Fall Festival was a

## COMMUNITY ACTION PARTNERSHIP OF KERN DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

joint event with Shafter Lions Club, which hosted the Trunk or Treat in the parking lot before the doors opened at SYC. We handed out just under 300 bags, but not everyone took a bag, with parents in tow, we had an estimated 450-500 people in attendance. CAPK Programs such as Energy, Food Bank, VITA, WIC, Head Start, Home Visit Program and 211 Kern were in attendance, holding the front line of resources as eager visitors arrived.



# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                                                                      |                                  |                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------|
| <b>Division/Director:</b> Director of Administration, Pritika Ram                                                                                                                                                                    |                                  | <b>Month/Year</b> October 2019                   |
| <b>Program/Work Unit:</b><br>VITA                                                                                                                                                                                                    | <b>Total Program Staffing:</b> 4 | <b>Program Manager/Supervisor:</b> Jackie Guerra |
| <b>Services:</b> 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) applications. |                                  |                                                  |

|                                    |                            | Results         |                  |                    |                  |
|------------------------------------|----------------------------|-----------------|------------------|--------------------|------------------|
| Activities                         | Description                | Month           |                  | YTD                |                  |
|                                    |                            | Dollars         | # of Tax Returns | Dollars            | # of Tax Returns |
| <b>Refunds</b>                     | Federal Refunds            | \$13,332        | 26               | \$4,679,891        |                  |
|                                    | Federal EITC               | \$23,531        | 12               | \$3,108,836        | 1,584            |
|                                    | <b>Federal Total</b>       | <b>\$36,863</b> |                  | <b>\$7,788,727</b> |                  |
|                                    | State Refunds              | \$2,978         | 26               | \$683,341          |                  |
|                                    | California EITC            | \$7,981         | 7                | \$319,801          | 1,429            |
|                                    | <b>State Total</b>         | <b>\$10,959</b> |                  | <b>\$1,003,120</b> |                  |
| <b>Total Credits &amp; Refunds</b> | <b>State &amp; Federal</b> | <b>\$47,822</b> | 55               | <b>\$8,882,378</b> | <b>5,113</b>     |

### Additional Comment/Notes:

- No tax returns were done for the month of October due to transition in tax software.
- Currently interviewing for Site Coordinators and Outreach Specialist.
- Phased out of orientations and moving forward with volunteer trainings. 2 trainings will be held for the month of November, both trainings are at capacity with over 17 new volunteers for each training.
- CAA certifications in process for Jackie Guerra and Irene Alonzo. This will ensure all individuals in need of an ITIN for tax purposes can be assisted through CAPK services
- Attended Shafter Youth Center and Ming Ave Swap meet (Health & Wellness fair) events to inform public of new site opening in their area.
- Through DHS Work Experience programs, we are able to utilize their clients and train them as tax preparers for this year's tax season. We currently have one client.
- VITA staff attended Your Money Your Goals training
- Working with KSFCU & Self-Help Credit Union to be able to provide our tax clients with financial education workshops this tax season such as credit repair & home buying workshops.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                                                                                                          |                                                        |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|---------------------------------------|
| <b>Division/Director:</b> Nutrition Services/Carmen Segovia                                                                                                                                                                                                              |                                                        | <b>Month/Year:</b> Oct 2019           |
| <b>Program/Work Unit:</b> WIC                                                                                                                                                                                                                                            | <b>Total Program Staffing:</b><br>72 staff 1 vacancies | <b>Program Manager:</b> Kathlyn Lujan |
| <b>Services:</b> 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<br>10/1/18 – 9/30/19 |                       |                     |            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------|------------------------------------|-----------------------|---------------------|------------|
| Description                                                                                                                                                                                                        |                                   |              | Case Load                          | Month                 | Central Valley Avg. | State Avg. |
| <b>Total</b>                                                                                                                                                                                                       | All services October 2019         |              | <b>16,160</b>                      | <b>15,225 (94.3%)</b> |                     | <b>***</b> |
| 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.<br><br>*included in Ridgecrest number | Arvin                             | 28           | Mojave                             |                       | 117                 |            |
|                                                                                                                                                                                                                    | Bakersfield                       | 1531         | Oildale                            |                       | 415                 |            |
|                                                                                                                                                                                                                    |                                   |              | Ridgecrest                         |                       | 572                 |            |
|                                                                                                                                                                                                                    | E. California                     |              | Rosamond                           |                       | 695                 |            |
|                                                                                                                                                                                                                    | Niles Street                      | 1347*        | Shafter                            |                       | 1269                |            |
|                                                                                                                                                                                                                    | Montclair                         | 354          | Tehachapi                          |                       | 1742                |            |
|                                                                                                                                                                                                                    | Friendship House                  | 88           | Wasco                              |                       | 405                 |            |
|                                                                                                                                                                                                                    | Panama                            | 1462*        |                                    |                       |                     |            |
|                                                                                                                                                                                                                    | Boron                             | *            | <u>San Bernardino County</u>       |                       |                     |            |
|                                                                                                                                                                                                                    | Buttonwillow                      | 80           | Adelanto                           |                       | 1849                |            |
|                                                                                                                                                                                                                    | California City                   | 683          | Big Bear                           |                       | 226                 |            |
|                                                                                                                                                                                                                    | Delano                            | 957          | Crestline                          |                       | 316                 |            |
|                                                                                                                                                                                                                    | Edwards Air Force                 | *            | Needles                            |                       | 181*                |            |
|                                                                                                                                                                                                                    | Lost Hills                        | 103          | Phelan                             |                       | Closed              |            |
|                                                                                                                                                                                                                    | *** state ave unable to calculate |              | <u>Mobile WIC</u>                  |                       | 803*                |            |

### Projects

CAPK WIC continues to exceed the State average in participation.

CAPK WIC received 52 eligibility requests through the CAPK website. Of those 31 new participants and 20 families were enrolled. We were unable to contact 15 of these requests and 7 had appointments but did not show.

CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 688 followers and Instagram has 590 followers. This is up from last month.

The RBL and the WIC Program Manager attended the Central Valley RBL meeting as required by the State RBL action plan. This meeting finalized the work agreements between the agencies to complete curriculums that will be part of a Tool Kit to help train physician offices and other health care facilities on the support of breastfeeding. This satisfies part of the State action plan. The RBL continues to work on the “9 Steps to Breastfeeding Friendly” criteria and recognition. This is a State committee comprised of RBL’s from throughout the State.

The Outreach and Public Relations Coordinator attended 5 outreach events: DisABILITY Movement Showcase, Kern County Veterans STAND DOWN, Bakersfield’s Good Neighbor Festival, KC Binational Health Week, and Hart Park After Dark. The Coordinator has made many contacts with television media such as Azteca TV and Univision. This will increase information to the community we serve.

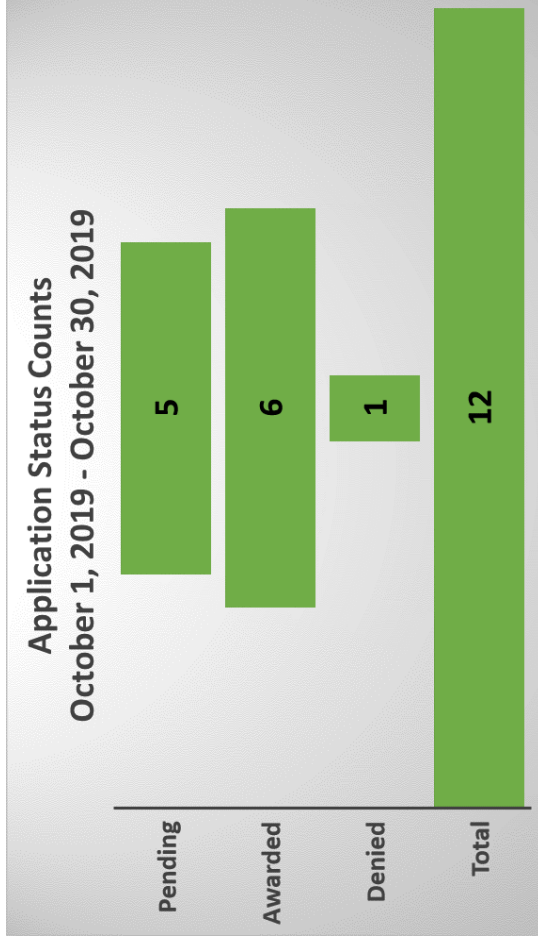
CAPK WIC continues to prepare for the “roll out” of eWIC on 2/18/20 when we change operating systems and begin issuing the WIC Card instead of food vouchers.

**Community Development  
Application Status Report October 2019**

**October 1, 2019 – October 31, 2019**

| Status                | Dollars            | Count      |
|-----------------------|--------------------|------------|
| Pending               | \$123,000          | 5          |
| Awarded               | * \$865,587        | 6          |
| Denied                | \$2,500,000        | 1          |
| <b>Total</b>          | <b>\$3,488,587</b> | <b>12</b>  |
| <b>Win Percentage</b> |                    | <b>80%</b> |

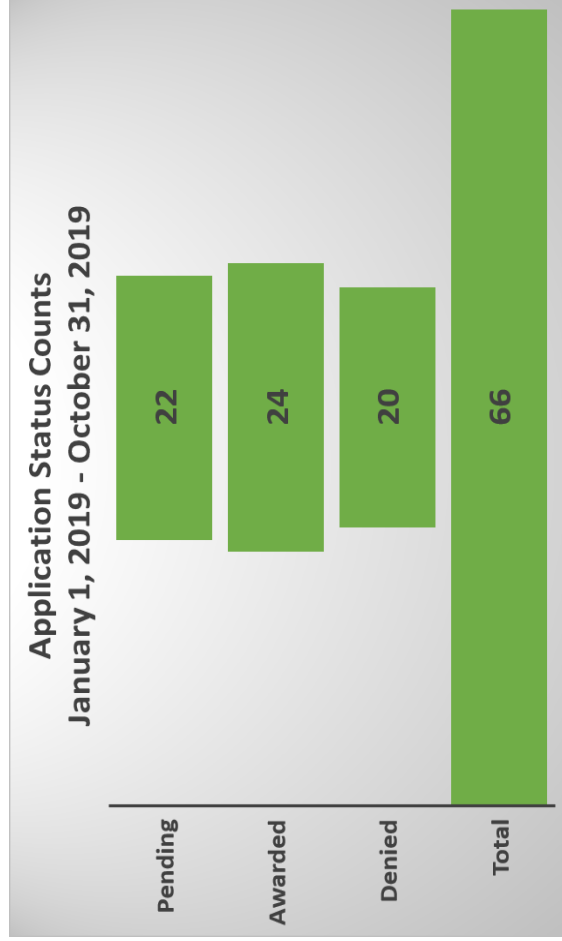
\*Does not include the First 5 Awards-Amount TBD



**January 1, 2019 – October 31, 2019 (YTD)**

| Status                | Dollars             | Count      |
|-----------------------|---------------------|------------|
| Pending               | \$2,804,913         | 22         |
| Awarded               | \$2,408,227         | 24         |
| Denied                | \$5,564,964         | 20         |
| <b>Total</b>          | <b>\$10,778,104</b> | <b>66</b>  |
| <b>Win Percentage</b> |                     | <b>55%</b> |

\*Does not include the First 5 Awards-Amount TBD



## Community Development Application Status Report October 2019

### Application Status Detail

| Funder                                                                    | CAPK Program                 | Decision Date | Amount Requested | Amount Awarded | Date Submitted | Due Date   | Status  |
|---------------------------------------------------------------------------|------------------------------|---------------|------------------|----------------|----------------|------------|---------|
| CA Department of Social Services, Office of Child Abuse Prevention (OCAP) | EKFC                         |               | \$ 75,000        |                | 10/25/2019     | 11/1/2019  | Pending |
| California Coastal Commission                                             | FHCC/SYC                     |               | \$ 8,000         |                | 10/22/2019     | 10/25/2019 | Pending |
| Kaiser Permanente                                                         | CAPK CalFresh Healthy Living |               | \$ 30,000        |                | 10/21/2019     | 10/25/2019 | Pending |
| First 5 Kern                                                              | EKFC                         | 10/14/2019    | \$ 808,863       | TBD            | 7/30/2019      | 7/30/2019  | Awarded |
| First 5 Kern                                                              | 211 Kern                     | 10/14/2019    | \$ 892,242       | TBD            | 7/30/2019      | 7/30/2019  | Awarded |
| First 5 Kern                                                              | 211 Kern                     | 10/14/2019    | \$ 726,970       | TBD            | 7/30/2019      | 7/30/2019  | Awarded |
| National Head Start Association                                           | Head Start                   |               | \$ 5,000         |                | 10/11/2019     | 10/11/2019 | Pending |
| California Office of the Governor California Volunteers                   | FHCC/SYC                     | 10/2/2019     | \$ 75,000        | \$ 73,291      | 10/24/2019     | 10/2/2019  | Awarded |
| California Office of the Governor California Volunteers                   | FHCC/SYC                     | 10/2/2019     | \$ 781,000       | \$ 670,080     | 10/24/2019     | 10/2/2019  | Awarded |
| Citizens Bank                                                             | FHCC/SYC                     |               | \$ 5,000         |                | 10/2/2019      | 10/4/2019  | Pending |
| US Internal Revenue Service (IRS)                                         | VITA                         | 10/2/2019     | \$ 122,216       | \$ 122,216     | 10/2/2019      | 10/2/2019  | Awarded |
| US Department of Human Services, ACF - CB                                 | EKFC                         | 10/2/2019     | \$2,500,000      | \$ -           | 6/11/2019      | 6/11/2019  | Denied  |

# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Public

**Project Name:** CAPK CalFresh Healthy Living Program

**Funder Name:** California Department of Social Services

**Grant Program Name:** CAPK CalFresh Healthy Living

**Funding Period:** Oct. 1, 2019 – Sep. 30, 2023

**CFDA #** N/A

**Division Director:** Carmen Segovia

**Program Manager:** Tammy Fisher

☒ **New Funding.**

☐ **Re-Application**

## **A. Narrative description of funding request, including goals:**

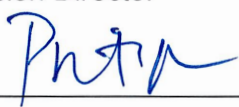
CAPK is requesting \$1,429,726 per year for 3 years of funding (total of \$4,289,178) from the California Department of Social Services. The CalFresh Healthy Living program will use a policy, system, and environmental change approach to improve nutrition and increase physical activity for people eligible for CalFresh benefits (California's food stamp program).

The program and partners—Kern County Superintendent of Schools, Lamont Weedpatch Family Resource Center, and Kern River Valley Family Resource Center—will provide people and families eligible/receiving CalFresh benefits with nutrition education, improve access and consumption of healthy foods and beverages, and increase physical activity to decrease obesity (and related diseases).

## **B. Use of Funds:**

The funding will be used for personnel; operating costs; and at least 30% to program partners.

## **C. Approvals:**

|                                                                                                                                           |                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 1.  10/28/19<br>Division Director Date                 | 3.  10/29/19<br>Chief Financial Officer Date |
| 2.  10/28/19<br>Director of Community Development Date | 4.  10/29/19<br>Chief Executive Officer Date |

## **D. Board:**

☐ Policy Council

☐ PRE-Presentation

☐ B&F Approval

☐ Board Approval

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

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

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

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

# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Public

**Project Name:** Kids Ocean Day

**Funder Name:** California Coastal Commission

**Grant Program Name:** Friendship House  
Community Center and Shafter Youth Center

**Funding Period:** 05/01/2020-8/31/2020

**CFDA #** N/A

**Division Director:** Carmen Segovia

**Program Manager:** Lois Hannible and  
Angelica Nelson

☐ **New Funding.**

☒ **Re-Application**

## **A. Narrative description of funding request, including goals:**

CAPK's Friendship House Community Center (FHCC) and Shafter Youth Center (SYC) were invited to re-apply for up to \$8,000 from the California Coastal Commission to provide a Kids Ocean Day event at San Simeon State Park.

Approximately 100 children from the FHCC and SYC youth centers will participate in the program. At their Kids' Ocean Day event, they will spend time on a beach in San Simeon, participate in a cleanup, learn about ocean pollution, and record data on the litter collected. They will also visit elephant seals and the Coastal Discovery Center at San Simeon Bay during their trip. Before traveling to San Simeon, the youth will receive an educational presentation about the ocean, watersheds, and marine debris.

## **B. Use of Funds:**

The requested funds of up to \$8,000 will be used to cover charter buses; general supplies; and t-shirts for the participants.

## **C. Approvals:**

1. C Segovia 10/28/19  
Division Director Date

2. Prithi 10/28/19  
Director of Community Development Date

3. Janet Port 10/29/19  
Chief Financial Officer Date

4. Jim 10/29/19  
Chief Executive Officer 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:** Public (State)  
**Project Name:** CAPK CENSUS 2020  
**Funder Name:** The Center at Sierra Health  
Foundation  
**Grant Program Name:** Community  
Development Division  
**Funding Period:** 12/1/2019-7/31/2020  
**CFDA:** N/A

**Division Director:** Carmen Segovia  
**Program Manager:** Whitney

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

## **A. Narrative description of funding request, including goals:**

CAPK is applying for \$60,000 to the Center at Sierra Health Foundation to provide outreach services on behalf of the State. The goal is to identify outreach gaps with large segments of hard to count populations (HTC) and target those populations pro-actively by informing, educating and assisting HTC's to submit the paper and online CENSUS. Grant will be focused on HTC East Kern Communities of Mojave (CAPK's EKFRS, Mojave Library), 5 Bus depots in Mojave, California City (California City Library, Robert P. Ulrich Elementary), Boron, Edwards Airforce Base, Tehachapi (Tehachapi Public Library) and Rosamond (Rosamond Public Library) to conduct active canvassing including weekly CENSUS 2020 Educational Workshops.

## **B. Use of Funds:**

\$60,000 will be utilized for staffing, mileage and general operating expenses.

## **C. Approvals:**

1. Carmen Segovia 10/31/19  
Division Director Date

2. PRGHT 11/11/19  
Director of Community Development Date

3. \_\_\_\_\_  
Chief Financial Officer Date

4. \_\_\_\_\_  
Chief Executive Officer Date

## **D. Board:**

☐ Policy Council

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

☐ PRE Presentation

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

☐ B&F Approval

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

☐ Board Approval

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

October 2019 HS/EHS State Child Development  
Enrollment Update & Meals Report  
Place Holder - To be replaced with Report by 11/4/19  
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October 2019 HS/EHS State Child Development  
Enrollment Update & Meals Report  
Place Holder - To be replaced with Report by 11/4/19  
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