

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
August 9, 2017
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

<i>Fred Plane</i>	<i>Jimmie Childress</i>	<i>Lorena Fernandez</i>
<i>Marian Panos</i>	<i>Lupe Perez</i>	<i>Enrique Salazar, Jr.</i>

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. CAPK Food Bank Presentation by Jaime Orona, Food Bank Manager

6. **New Business**

- a. July 2017 Program and Division Reports – Ralph Martinez, Director of Community Development – ***Action Item (p. 1-14)***
- Volunteer Income Tax Assistance
 - 2-1-1 Kern County
 - East Kern Family Resource Center
 - Shafter Youth Center
 - Friendship House Community Center
 - Food Bank
 - Women, Infants and Children
 - Energy
 - Migrant Childcare Alternative Payment
 - Central Kitchen
 - Human Resources
 - Operations
 - Community Development – Grants & Research
- b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item (p. 15-19)***
- Allstate Foundation for Food Bank
 - American Honda Foundation for Friendship House Community Center and Shafter Youth Center

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- c. July 2017 Head Start / State Child Development Enrollment Update and Meals Report – Erika Arias, ERSEA Manager – **Action Item (p. 20)**
- d. July 2017 Outreach & Advocacy Report – Cristina Hernandez, Bilingual Resource & Outreach Coordinator – **Info Item (p. 21)**
- e. 2016-2017 Head Start and Early Head Start Self-Assessment – **Action Item (p. 22-26)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, September 13, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 12:00pm on August 4, 2017. Paula Daoutis, Administrative Assistant.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: July 2017
Program/Work Unit: VITA	Total Program Staffing: 1 full-time staff	Program Manager/Supervisor: Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results			
Activities	Description	Month		YTD	
Tax Returns Completed	State & Federal		51		4975
Refunds	Federal	\$26,123		\$4,080,097	
	Federal EITC	\$5,772		\$3,305,174	
	Federal Total				\$7,379,499
	State	\$3,947		\$655,089	
	California EITC	\$80		\$218,770	
	State Total				\$873,779
Total Credits & Refunds	State & Federal		\$30,070		\$8,253,278

Other: The main tax season has ended as of April 18th, 2017. We continue to be open and continue to see tax payers, but on a limited basis. We are by appointment only during the off season. The returns that we do are based on extensions, self-employed, rental income, late filers, amended returns, previous years returns that were never done and referrals from the local IRS office.

This month I was chosen by IRS to go to Fresno and meet with the Deputy Commission to talk about our VITA program. Our program was the only one chosen for all of Southern California. We were presented a framed certificate for "Recognizing Remarkable Relationships" "Partner Innovation"

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: July 2017
Program/Work Unit: 2-1-1 Kern County	Staffing: 17 (4 Vacancy)	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides application status updates.		

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	3,248	2,817	431 (13%)	6,429
Kings County	157	133	24 (15%)	*
Tulare County	751	636	115 (15%)	*
Mountain Valley (Mariposa and Merced Counties)	139	120	19 (14%)	*
Stanislaus County	721	640	81 (11%)	*
Total	5,016	4,346	640 (13%)	

*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	Utility Assistance	Clothing/ Personal/Household Needs
Top 3 Unmet Needs	Food/ Meals	Housing	Developmental Screening

Other Services		Month	YTD
LIHEAP	Calls Answered	2,971	23,639
Weatherization	Calls Routed through 2-1-1	165	1,769
Mental Health	Calls Answered	98	1,006
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	2,408	17,468
VITA	Calls Routed through 2-1-1	N/A	6,252

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		3	0	1

Outreach Activities	Outcomes
- GET Bus Food Distribution	Distributed 60 2-1-1 Kern informational cards.
- Bakersfield Burrito Project Resource Fair	Distributed 60 2-1-1 Kern informational cards.
- Planned Parenthood Presentation	Distributed 10 2-1-1 Kern informational cards.
- Parolee Outreach	Distributed 16 2-1-1 Kern informational cards.
- DHS Staff Presentation	Distributed 65 2-1-1 Kern informational cards.
- Dream Center Presentation	Distributed 20 2-1-1 Kern informational cards.

Highlights:

- 2-1-1 Kern represented CAPK at Bakersfield College in a presentation to a Business Communication class. The class was to pick one non-profit agency from the several presentations and provide an awareness event in the community. 2-1-1 Kern presented a BC Student CalFresh enrollment event.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: July , 2017
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 6	Program Manager/Supervisor: Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response	13	182
Case Managed Families	F5K School Readiness	2	18
Children participating in center-base program			25
Adults in Court Mandated Parenting Classes		5	15
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	75	495
Emergency Supplies Closet and Other Services	Food (individuals)	26	123
	Clothing (individuals)	32	187
	Photocopies (individuals)	259	1792
	HEAP Application Supporting Docs	0	386

Other: The EKFRFC has made connections with the Mojave Chamber of Commerce and California Veteran's Assistance.

Staffing: The ECFRC is fully staffed and extremely patient as we continue our struggles with computers. The EKFRFC was fortunate enough to purchase new CPU's and a stronger Wifi signal (Cradle Point) for the staff to fix the connectivity issues we were having. Unfortunately, now we are experiencing the unintentional consequence of the new operating system using a lot of data for maintenance and leaving us with very little for our daily use. This is greatly impacting our productivity. The EKFRFC will be purchasing additional data beginning the month of August.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: July 2017
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 6	Program Manager/Supervisor: Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities Description	Participants	
	Month	YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.		45
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2017) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.	3 new	3
Evening Program - Open Basket Ball	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.	101	
STEM Program Sessions by Sylvan Learning Center teaching kids about Science, Technology, Engineering and Math. Instructors have been having lessons in computer lab learning about coding. Kids have recently been exposed to robotics and engineering with the use of legos and other structure building tools.		32

Other:

- Shafter Youth Center will be attending our first overnight camping trip! Shafter Youth Center has partnered up with Wind Wolves Preserve to teach girls about STEM and the outdoors. Trip will be on July 31st.
- SYC has hosted a great number guest speakers for the Summer Program. June guests include: Shafter Mayor, Cathy Prout; Shafter Historical Society's Dolly Hei, Susan Shafner and Stephanie Benito; American Red Cross; CSUB Fab Lab; Kern County Honor Flight; Minter Field Air Museum's, Ron Pierce; Bike Bakersfield; Kern Council of Governments; City of Shafter Public Works Dept.; Kern County Waste Management; Shafter High School Drama Club; Art Teachers, Karen Valenzuela and Jasmine Trejo; Leave No Trace; Kern Green; University of California Cooperative Extension Entomologist, Stephanie Rill; and San Joaquin Lapidary Society.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: July 2017	
Program/Work Unit: Friendship House	Total Program Staffing: 9	Program Manager/Supervisor: Lois Hannible	
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.			
Activities		Participants	
Description		Month	YTD
After-School Program Tutoring, homework assistance, recreation.		0	30
Summer Program Recreational activities, educational games, and activities.		0	127
Gang Prevention Program 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.		0	55
Justice Assistance Grant (JAG) Program The JAG program provides Aggression Replacement Training (ART) at Stiern, Cato, and Compton Middle Schools, and provides additional JAG services at East High School.		0	52
Grow Fit Families Program Increase participants’ knowledge of nutrition, healthy eating choices, gardening, exposure to seasonal fresh produce, and participation in physical activities.		0	21
STEM (Science, Technology, Engineering, Math) Program Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.		0	18
Mobile Mexican Consulate Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.		0	3,192
PREP Works Program 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 the opportunity to gain paid work experience. Work sites include: Super Cuts, Tastries Bakery, Factory 2 U, Maria’s Bridal, CAPK Food Bank, Fiesta Grocery Store (Wasco, CA).		0	122
Realignment for Success (Program will begin June 2017) Transitional services are provided to adults referred to the program by the Probation and Sheriff’s Departments. The program is to provide the participants with Aggression Replacement Training, Thinking for A Change, and parenting classes.		2	6

Other:

- Assemblymember Vince Fong will be visiting the CAPK Friendship House on Monday, July 31st for a tour of the facility and to learn of the many programs that are provided to the community.
- The Bakersfield Police provided a bicycle safety workshop at the FHCC on July 12th for the Summer Program participants where they instructed the youth on the laws of the road, how to use hand signals, and the importance of always wearing a helmet. After the presentation, the youth were provided a new helmet that was properly fitted for each by a Police Officer.
- Airport Valet Express, that provided the beach field trips for the FHCC, invited the FHCC Summer Program participants to attend a Kindness for Life picnic that they are hosting at Jastro Park on Saturday, July 29th, which will feature fun activities and lunch.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: July 2017
Program/Work Unit: Food Bank	Total Staffing: 16	Program Manager/Supervisor: Jaime Orona
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals. Also operates the Back Pack Buddies program at several school sites during the school year to provide low-income, food-insecure children with ready-to-eat food on weekends and school breaks.		

		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (JUNE 2017)	34,992	148,627
	Poundage Received all Programs	1,316,760	5,991,889
	TOTAL POUNDAGE DIST. ALL SITES	1,268,000	5,849,180
Drought Emergency Food Assistance (DEFAP)	Families Served	3,099	16,555
	Individuals Served	19,619	101,306
	Total Poundage Distributed	213,360	1,130,310
Food Sourcing	Donations Received: 172,503 pounds of produce & 11 different produce items. • Ag Against Hunger: Leafy Greens, Broccoli, strawberries, & raspberries • Bolthouse: Carrots • California Association of Food Banks/Farm to Family: Broccoli • Grimmway: Mixed Produce • Kirschenman: Potatoes • Target: Mixed produce • Varsity Produce: Onions • Wonderful Co: Citrus CAPK FB held 3 fresh produce distributions at the following sites: Kern County Fair, Catholic Charities, & New Life. • Distributed 34,3170 lbs of produce & bread • Served 1,625 households/5,300 Individuals		
Food Drives: 696 lbs for the month of July.	• Color Me Mine "Food Bank Tuesday" 40 lbs • "Bingo Night Tuesday" at the Kern County Fairgrounds 176 lbs • Allstate "Let's CAN Hunger" 480 lbs		

Other:

- Assemblyman Vince Fong stopped by the Food Bank on July 31, 2017, it was our pleasure to give Mr. Fong a tour of our Food Bank Facility. He was greatly impressed of our work here at the Food Bank.
- CSFP held 31 distributions during the month of July and successfully distributed 30-pound boxes of non-perishable food to 3200 seniors. For the month of August, CSFP staff is in the process of securing 3 more sites for a total of 34 in order to distribute 3,500 boxes to seniors.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia			Month/Year: July 2017		
Program/Work Unit: WIC		Total Program Staffing: 80 staff,4 vacancies		Program Manager/Supervisor: Kathlyn Lujan	
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County, and through the WIC mobile clinic.					
			Participation 10/1/16-9/30/17		
Description			Case Load	Month	Central Valley Avg.
Total	All services		19,970	16282 – 81.5%	
Participation by WIC site	Location	Participants	Location		Participants
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	72	Mojave		149
	Bakersfield		Oildale		471
	Homeless Shelter	2	Ridgecrest		719
	E. California Avenue	1684	Rosamond		708
	Niles Street	2421	Shafter		1310
	Montclair	421	Tehachapi		488
	Friendship House	152	Wasco		1829
	Panama	1138			
	Boron	31	<u>San Bernardino County</u>		
	Buttonwillow	65	Adelanto		1764
	California City	721	Big Bear		325
	China Lake Naval	*	Crestline		300
	Station		Needles		181
	Delano	1013	Phelan		108
	Edwards Air Force Base	80			
	Lost Hills	129	<u>Mobile WIC</u>		1*
Projects					
The CAPK WIC program promotes healthy eating habits for all age groups. The staff from our Big Bear office participated in the Immunization Fair at the Clinic/Hospital facility on Saturday, July 22. A variety of community services were represented. Immunizations were offered to all children as well as a dental exam. The popular Farmers Market program continues this month. Additional Farmers Market sites have been added to Kern County so that our participants have more sites to use the special Farmers Market vouchers. Katherine Campos, RBL, is back from leave. She continues to educate physicians and their office staffs on breastfeeding accommodation. Outreach Coordinator, Mitchall Patel, continues to spread the word about CAPK WIC. CAPK WIC’s Instagram page was launched, @capkwic. It currently has 144 followers. Our Facebook page currently has 427 Likes. We had 23 referrals from the CAPK website. During the month he visited America’s Job Center and UEI College where he received 9 referrals. Migrant camps have opened. He is visiting the migrant camps to inform staff and workers how and where to get WIC services from CAPK. CAPK WIC held Hub Meetings at four locations. We Laurie Sproul helped train our staff on Workplace safety – How to De-Escalate a Threatening Situation. We also trained on Breastfeeding and WIC Ht/Wt procedures. Our staff and Outreach efforts are dedicated to increasing participation. The CAPK WIC program promotes healthy eating habits for all age groups.					

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: July 2017
Program/Work Unit: Energy	Total Program Staffing: 50, including 1 temp	Program Manager/Supervisor: Margaret Palmer
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also installation of interim water tanks for low-income households affected by the drought.		

Activities	Description	Status	
		Households Served	
		Month	YTD
1A. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)	Assistance with utility bill payments	524	3,149
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)		0	7,931
1C. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2015)		0	9,911
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2016 and 2017)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	60	899
	• Energy-efficient appliance installation	10	147
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/ weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	0	531
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	-0-	33
5. Total Value of Services (utility payments only)		\$275,502.00	\$10,456,552
		Results	
6. Energy calls received (from 2-1-1)		3136	
		HEAP	Wx
7. Number of LIHEAP applications Received		820	184
8. Number of LIHEAP applications Completed		524	56
9. Number of LIHEAP applications in Progress		184	98
10. Outreach	- Vision Y Compromiso Fair-Bkfld - Primeros Pasos Presentation-Arvin -Family Carnival - Bakersfield	Distributed HEAP/Wx applications	
11.	Collaborative Meetings	Attended -0- meeting	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: July 2017*	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, 3 vacancies; Office Clerk, Subsidized Reimbursement Specialist, Family Services Specialist Kern	Program Manager/Supervisor: Susana Magana	
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program’s current Fiscal Year is July 1, 2017, to June 30, 2018. <i>*This report is for the service month of June 2017, which was processed in the month of July 2017.</i>			
		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern*	397	44
	Tulare	163	18
	Kings	87	10
	Fresno	138	15
	Madera	99	10
	Merced	23	3
	Total	907	100%

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

Other:

Current Activities:

Program Manager participated as a panelist at Alternative Payment Program Association (CAPPA) Regional meeting on 7/12/17 in Hanford, CA. Susana was asked to share with other CDE contractors the MCAP provider reimbursement process.

This is the first month of our new fiscal year FY 2017-2018. There were no delays in the passing of the State Budget this year, so the MCAP contract has been executed. There were no cuts made to our contract amount. Staff is processing pre-applications for families in all counties and working on building our waiting list.

The new Budget had several regulation changes. At this time, the program is waiting for directive from the California Department of Education to determine how the program will be rolling out the implementation of the changes. MCAP management staff will be participating in a webinar on 7/28/17 hosted by CAPPA and California Child Development Administrators Association (CCDAA) in which the CDE staff will review the recently released Management Bulletins (MB's). There are two pending MB's not released yet. Program manager anticipates that several program policy and procedure changes will need to be made to reflect these regulation changes.

The recruitment process to fill the Family Services Coordinator (FSC) position for the Kern regional office was a success. Family Services Specialist, Maria Verduzco accepted the position and her status change became effective 7/17/17. The program is currently recruiting to fill the Family Services Specialist vacancy for the Kern regional office.

Upcoming Activities:

At this time the program is not scheduled to attend any outreach activities or events for the month of August or September.

A total of 5 staff will be attending the Annual CAPPA conference 10/18-10/20 and the CCDAA Fall Technical Assistance conference 11/01-11/03. Both conferences are held in Sacramento.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: July 2017
Program/Work Unit: Central Kitchen	Staffing: 14, including 2 subs w/ 9 off on Summer break	Program Manager: Lorenzo Maldonado
Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base parent meetings. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. - Total meals prepared are supported by the daily meal production sheets and food transport sheets. - VIP Parent meeting meal totals are supported by meal request forms submitted by center and Home Base staff.		

Activities	Status			
	Total # Prepared	Breakfast	Lunch	Snack
Meals & Snacks				
Central Kitchen prepared for the HS/EHS centers	26,367	9,006	8,355	9,006
Home Base Meals	132	33	46	53
VIP Parent Café Meeting Meals	231			
Summer Food Program Service	0			
Total	26,730	9,039	8,401	9,059

Other:

- The start of the month the central kitchen had the vans get a pre-start-up check and found that we had to replace parts for a few of the vans. The central kitchen's vans range from 10 years to 15 years old, the oldest from 2002 and 2008 being the newest van. During the course of this year repairs, paint and signage has been done to maintain the van appearance and operation. In the month of July vehicles #52, 54, 66, 67, 74 and 77 received Safety Inspection/Services and Repairs. Two of the vans have water and oil leaks, the third van needs brake replacement. Kern County Superintendent of Schools' (KCSOS) mechanics have done a great job in keeping the vans maintained and operational.
- The central kitchen staff were invited to attend the SYSCO food show at Bakersfield Marriot. The cooks and food production supervisor went to get new ideas for menu planning. We were looking for new meal items to add to our menu, some breakfast items and fresh fruit to add to what is on the menu now. The central kitchen is currently serving watermelon, cantaloupe, honeydew melon, apples, pears, oranges, bananas, pineapple and strawberries.
- The central kitchen provided the centers with the items for the little chefs' week. The event was from July 10 to July 14, the centers received items for the children to make special lunches. Some of the menu items were fruit on a stick, and strawberry milk shakes.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		Month/Year: July 2017
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 11	Program Manager/Supervisor: Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	798	
	Subs/Temps	43	
	Total Staff	841	
New Hires	All divisions and programs		
	Regular	10	71
	Subs/Temps	2	55
	Total New Hires	12	126
Leaves of Absence	Intermittent Leave	89	
	Full-time Leave	19	
	Total on Leave	108	
Terminations	All divisions and programs		
	Voluntary	14	72
	Involuntary	5	46
	Total Terminations	19	118
Staffing	Vacancy	5	91
	Total Applications Received	210	1,017
Payroll	Total Hours Paid	89,734	
	Total Gross Payroll	\$ 1,613.995.75	

Projects Pension Review Performance Management on-line	Completed: Head Start Bumping with SEIU Organizational Changes in Energy In Progress HR Procedures Update Travel Procedures Return of Part Year Staff
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COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: July 2017
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 23	Program Manager/Supervisor: Lauren Wright, Dan Ripoli, Bryon Vanderhoff, Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, safety, risk insurance, vehicle registration, contracts, and facility planning.		

		STATUS	
Activities	Description	Received	Completed March 1, 2017 to Date
Business Services			
Purchase Orders Processed		98	540
Contracts/Leases Processed		12	43
Request for Proposals (RFP)	- Glass Subcontractor – Energy - Re-Roofing Contractor – HS Sterling 2 WIC Vehicles - Food Bank Truck - Remodel Contractor – HS Wasco	Re-issued Awarded In progress In progress In progress	
Leases	- WIC – California Ave - Renew James St – WIC - Renew Niles St. - WIC - WIC Tehachapi	Renewal in Progress In progress In progress Lease executed	
Contracts	- County of Kern DHS Agreement - Copier Lease – Food Bank - Ready Rosie Agreement - Olympic Cleaning Agreement - G.OCHOA Agreement (Taft HS Remodel) - Bay Alarm Agreement - Orkin Pest Control Agreement	Contract executed Contract executed Contract executed In progress In progress In progress In progress	
Maintenance & Operations		Received	03/01/2017 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	174	1381
Projects	- Stine Toddler sinks - Taft HS – renovate newly leased modular - Sterling re-roof - Wasco- Renovate Facility - Wesley Homebase- renovate	Complete In progress Complete In progress Complete	

Operations Division July 2017 Report – Continued

Information Technology		Received	03/01/2017 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	286	1378
Projects	• CAPK infrastructure analysis and planning • Implement Office 365 password sync with CAPK active directory. • Train staff on use of Skype For Business • Password policy • Deploying CEDS computer equipment • Deployment of Sophos Anti-Virus • Share Point Implementation	In progress Completed In progress In progress Completed Completed In progress	
Risk Management		Reported	07/01/2016 to Date
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Non-Industrial (not work related) • Under Investigation	7 3 1 0 1 0	30 13 6 4 2 1
Property Incidents		1	11
Vehicle Incidents		2	4
Projects	• Earth Quake Evacuation – Identifying Area Safety Captains • Other—safety training and meetings, update Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)	In Progress In Progress	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: July 2017	
Program/Work Unit: Grants & Research	Total Staffing: 5	Program Manager/Supervisor: Sheila Shegos	
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.			
		Status	
Activities	Description	In Progress	Submitted
Grant Applications	• Dignity Health Community Grants Program	X	
	• Allstate Foundation Group		X
	• Wonderful Community Grants	X	
	• Enterprise Rent-A-Car – Technology Grant for Food Bank		X
	• Heffernan Foundation- STEM Youth Centers	X	
	• Bank of the West- VITA		X
	• American Honda Foundation		X
Potential Funding Opportunities – Research in Progress	• Dignity Health Community Grants Program LOI-Accepted, invited to apply. • Exploring U.S. Department of Agriculture & Office of Community Services grants with nutrition focus area • California Wellness Foundation LOI		
Projects	Description		
Strategic Plan 2016-2021	Collecting progress reports and preparing mid-year report for BOD. Goal groups are recruiting new members and meeting regularly. CDD training new management staff on implementation process as needed.		
Organizational Standards	CAPK Board Bylaws (Anticipate additional August 2017 review). Ongoing updates provided to CSD by staff, as needed.		
ROMA Training	New next generation Results Oriented Management and Accountability training for managers and directors starting in August 2017.		
Board Recruitment	Lorena Fernandez is appointed Low-Income South Kern Representative beginning July 2017.		
CSBG Reporting	Staff attended mandatory training in Sacramento on July 11-12 in preparation for 2018 reporting changes. Staff will train management between now and the end of the year on new reporting standards.		
Financial Capabilities TA	Staff is in the process of building the Team and Identifying community Stakeholders and partners.		

Other: The final Kern Food Policy Council Food Systems Assessment will be available in August 2017.

Community Development welcomed our newest team member Sheila Shegos as the Outreach and Grant Administrator.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - June-July 2017

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 2*	\$ 223,315
8/17/2016 (B&F)	8/23/2016	U.S Dept. of Labor/ Fresno Regional Workforce Development Board (MOU)	Program TBD/ America's Promise Job Driven Grant Program	\$ 50,000
10/26/2016 (Board)	10/28/2016	City of Bakersfield/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
10/26/2016 (Board)	11/22/2016	County of Kern/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
1/11/2017 (PRE)	12/29/2016	Walmart Community Grants	VITA/ Wasco	\$ 2,500
1/11/2017 (PRE)	1/13/2017	Junior League of Bakersfield	EKFRC/ Computer Skills Training & Access	\$ 26,000
2/8/2017 (PRE)	2/1/2017	Pacific Western Bank	VITA/ 2016 Tax Season	\$ 10,000
2/15/2017 (B&F)	2/24/2017	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	\$ 60,000
3/15/2017 (PRE)	4/6/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFRC/ Emergency Supplies Closet	\$ 5,000
6/14/2017 (PRE)	6/9/2017	The Starbucks Foundation	FHCC & SYC/ PREP Works for Opportunity Youth	\$ 49,670
6/14/2017 (PRE)	6/20/2017	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	\$ 25,000
6/21/2017 (B&F)	6/22/2017	Bank of the West	VITA/ 2017 Tax Season	\$ 3,500
8/09/2017 (PRE)	7/11/2017	Allstate Foundation Group	Helping Hands - General Operating Support	\$ 14,000
8/9/17 (PRE)	7/27/2017	American Honda Foundation	BYC_STEM	\$ 75,000

*Received notification of IRS funding for Year 1 of request; Year 2 notification pending.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - June - July 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
3/30/2016 (Board)	8/11/2016	Chevron 2016 Social Investment Program	FHCC & SYC/STEM Program	\$ 21,500	\$ 21,500	7/1/2016 - 6/31/2017
5/25/2016 (Board)	9/15/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 1	\$ 222,723	\$ 84,815	8/1/2016 - 7/31/2017
8/17/2016 (B&F)	9/6/2016	Bank of America	Food Bank/ BackPack Buddies - Lamont	\$ 25,000	\$ 9,000	1/1/2017 - 12/31/2017
8/17/2016 (B&F)	9/6/2016	United Way of Stanislaus County	2-1-1 Kern/ Call Answering Services	\$ 45,000	\$ 40,500	10/1/2016 - 6/30/2017
10/26/2016 (Board)	10/14/2016	Walmart/ Community Grants Program	Food Bank/ General Support	\$ 2,500	\$ 1,000	1/1/2017 - 12/31/2017
8/10/2016	11/10/2016	County of Kern (Community Corrections Partnership)	FHCC/Workforce Development Services for Ex-offenders	\$ 354,840	\$ 138,906	10/1/2016 - 12/31/2018
10/26/2016 (Board)	11/14/2016	Southern California Gas Company	Food Bank/ Delano Fall Food Drive	\$ 2,000	\$ 2,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/9/2016	Bank of the West	VITA/ 2016 Tax Season	\$ 2,500	\$ 2,500	9/1/2016 - 6/30/2017
8/17/2016 (B&F)	12/5/2016	Southern California Gas Company	Food Bank/ Solar Energy Improvement Project	\$ 25,000	\$ 5,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/20/2016	Kern Family Health Care	FHCC & SYC/ First Aid, Emergency Preparedness & Hygiene Kits	\$ 1,500	\$ 1,500	1/1/2017 - 12/31/2017
11/30/2016 (Board)	12/22/2016	Feeding America/ Disney	Food Bank/ Produce Program	\$ 15,000	\$ 15,000	1/1/2017 - 6/30/2017
9/21/2016 (B&F)	1/12/2017	U.S. Dept of Ag./ California Department of Social Services	Food Bank/ Commodity Supplemental Food Program	\$ 444,000	\$ 252,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	2/10/2017	United Way of Kern County - 2017 Hunger & Homelessness	Food Bank/ General Support	\$ 50,000	\$ 5,000	1/1/2017 - 12/31/2017
12/14/2016 (Exec)	3/2/2017	Tri Counties Bank	VITA/ 2016 Tax Season	\$ 2,500	\$ 2,500	9/1/2016 - 6/30/2017
7/13/2016 (Exec)*	8/10/2016	Wells Fargo	FHCC & SYC/ PREP Works	\$ 30,000	\$ 20,000	1/1/2017 - 12/31/2017
12/14/2016 (Exec)	4/4/2017	Rabobank Community Development Grant	VITA/ 2016 Tax Season	\$ 4,500	\$ 2,000	9/1/2016 - 6/30/2017
5/17/2017 (PRE)	5/22/2017	Target Distribution Center	SYC/ Museum on the Move	\$ 2,500	\$ 2,500	10/1/2017 - 9/30/2018
5/17/2017 (PRE)	5/30/2017	Target Distribution Center	Food Bank/ BackPack Buddies	\$ 2,000	\$ 2,000	8/1/2017 - 6/30/2018
4/12/2017 (PRE)	5/8/2017	Kern Family Health Care	Food Bank/ Senior Food Program	\$ 2,000	\$ 2,000	7/1/2017 - 6/30/2018
5/17/2017 (PRE)	6/7/2017	United Way of Kern County	Food Bank/ Food Procurement & Distribution	\$ 100,000	\$ 94,750	4/1/2017 - 3/31/2018
9/21/2016 (B&F)	6/29/2017	Kern County Network for Children	EKFRC/ Differential Response Services	\$ 209,094	\$ 209,094	7/1/2017 - 6/30/2018
3/15/2017 (PRE)	7/5/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFRC/ Emergency Supplies Closet	\$ 5,000	\$ 3,000	8/01/2017-7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	\$ 49,600	\$ 30,000	01/01/2018-06/30/2018
			TOTAL		\$ 946,565	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - June - July 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
6/22/2016 (B&F)	7/1/2016	United Way of Fresno and Madera Counties	2-1-1 Kern/After-hours & Weekend Call Answering	\$ 39,756
7/16/2016 (Exec)	8/31/2016	Walmart State Giving Program	Food Bank/Equipment	\$ 34,350
12/9/2015 (Exec)	9/22/2016	USDA/National Institute of Food and Agriculture (NIFA)	Food Bank/Kern Nutrition on Wheels Program	\$ 329,500
6/29/2016 (Board)	12/6/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	\$ 65,539
8/17/2016 (B&F)	12/9/2016	Wonderful Foundation	Food Bank/ BackPack Buddies - Wasco	\$ 24,661
9/21/2016 (B&F)	12/9/2016	Wonderful Foundation	VITA/ Wasco	\$ 18,600
11/30/2016 (Board)	12/22/2016	Feeding America/ Morgan Stanley	Food Bank/ Produce Program	\$ 25,000
8/17/2016 (B&F)	1/31/2017	U.S Dept of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	\$ 5,000
2/17/2016 (B&F)	No response	AstraZeneca	FHCC & SYC/Grow Fit Program	\$ 175,198
6/22/2016 (B&F)	No response	Best Buy Foundation	FHCC/Winners Program	\$ 9,800
9/21/2016 (B&F)	No response	Dignity Health	FHCC & SYC/ Grow Fit Families Program	\$ 73,800
3/22/2017 (B&F)	6/14/2017	Kaiser Permanente Southern Cal. Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	\$ 12,600

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: CAPK Food Bank General Support

Division Director: Carmen Segovia

Funder Name: Allstate Foundation

Program Manager: Jaimie Orona

Grant Program Name: CAPK Food Bank

Funding Period: January 1, 2018 – December 31-2018

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

The Allstate Foundation invited CAPK to apply for up to \$14,000 in general operating support for the CAPK Food Bank. Allstate sponsored a food drive from June 19 to June 30, 2017 involving 14 Allstate volunteers that collected non-perishable food items through their local offices. Upon completion of the event, CAPK can receive up to \$1,000 per Allstate volunteer, towards general operating support of the CAPK Food Bank.

B. Use of Funds:

The funds of up to \$14,000 will be used as general operating support for the CAPK Food Bank and go towards items such as food procurement, food distributions, and other general operating costs.

C. Approvals:

1. Carmen Segovia 7/11/17
Division Director Date

3. Christine Aranci 7/13/17
Chief Financial Officer Date

2. Ralph Martin 7-13-17
Director of Community Development Date

4. Jaimie Orona 7/13/17
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: Private

Project Name: Building Youth Capacity in Science, Technology, Engineering, and Math (BYC_STEM)

Funder Name: American Honda Foundation

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

Funding Period: January 1, 2018 – December 31, 2018

CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Lois Hannible and Angelica Nelson

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying for up to \$70,000 for the Building Youth Capacity in Science, Technology, Engineering, and Math (BYC_STEM) program at the FHCC and SYC. The program will serve 160 youths ages 5 to 18 in a full-year program. Expanding STEM education to underserved, impoverished, and minority young people can bring opportunities that can have a huge impact on their lives.

The FHCC and SYC will partner with Engineering for Kids Kern County who will provide all the materials, laptops, and two staff persons for twelve BYC_STEM labs. Topics will include Power and Energy; Mechanical Engineering; Environmental Engineering; Hardware Engineering; and Robotics. The BYC_STEM program will also hire a 30 hour per week program educator to provide additional labs using purchased STEM lab kits from Kern's 4-H club. These are fun projects that tie into key areas of Kern's current and emerging industries—alternative energy and aerospace as well as robotics. The program educator will also work with the program managers to strengthen program capacity so that future STEM programs will not need to use paid contractors to conduct the labs.

B. Use of Funds: The requested funds of up to \$70,000 will be used to pay Engineering for Kids to conduct 12 STEM labs, salary and benefits for a 30 hour per week program educator, mileage, CSUB Fab Lab field trip and campus tour, additional STEM kits, and general program supplies.

C. Approvals:

1. _____ Division Director Date	3. <u>Chawhne Arami</u> <u>7/21/17</u> Chief Financial Officer Date
2. <u>Ralph Martinez</u> <u>7-21-17</u> Director of Community Development Date	4. <u>[Signature]</u> <u>7/24/17</u> Chief Executive Officer Date

D. Board:

☐ Policy Council Date: _____	☐ PRE Presentation Date: _____	☐ B&F Approval Date: _____	☐ Board Approval Date: _____
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COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: July 2017
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Jerry Meade/ Donna Holland
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Enrollment	Funded	Actual
Head Start Kern	July 2017 (Summer Enrollment 290)	2,041	301
Early Head Start Kern	July 2017	328	331
Early Head Start Partnership	July 2017	56	55
Early Head Start San Joaquin	July 2017	313	314
TOTAL Funded Enrollment		2,738	1001
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	2%
Early Head Start Kern	Identified as having an IFSP	10%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	1%
Early Head Start San Joaquin	Identified as having an IFSP	10%	11%
Over Income		Goal	Actual
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	4%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	4%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	9%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Average Daily Attendance (Program Wide >85%)		96%	

Meals Served						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	July 2016	July 2017
**						

Other: We had 1 Center with 100% attendance for July: Franklin

Total Division Staffing: Currently employed in Head Start: 548

Vacant Positions: 23

Currently out on Leave: 84

Currently on Summer break: 262

Program Updates: SJC EHS met full enrollment!!

**CACFP Data was not available at the time this report was created.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: July 2017
Program/Work Unit: Outreach & Advocacy	Total Staffing: 2	Program Manager/Supervisor: Sheila Shegos
Services: <i>Media relations, public relations, agency promotional materials development, advocacy, website management, social media, fundraising, English-Spanish translation.</i>		
JULY ACTIVITIES		
Program	Activity	
CAPK WIC	- Breastfeeding Awareness Month PSA on The Groove 99.3. Thanks to generously donated airtime by fellow board member Curtis Floyd. - Press release- Promoting Breastfeeding Awareness Month	
CAPK Food Bank	- Thank You Thursdays: Carbajal Martial Arts Academy Food Drive, Stater Bros. Charities generous donated \$5,000 to the CAPK Food Bank. - Social media posts: Food Assistance Event (in partnership with The Kern County Department of Human Services) and DEFAP for the month of June & July. - Free Produce Farmers Market flyer & social media posts in English & Spanish and press release. - Feed the Need PSA- https://vimeo.com/223349969	
Shafter Youth Center	- Photos & social media posts of California Assemblymember Rudy Salas, fellow board member Ana Vigil, nature conservationist, Lynn Joiner, from Leave No Trace during their visits to the Shafter Youth Center this summer. - Jastro Park Picnic & Beach Trip	
Friendship House Community Center	- The Friendship House Community Center also received some special guests this summer. - California Assemblyman Vince Fong - The American Red Cross - Roaming Reptiles - The Bakersfield Police Department - Jastro Park Picnic & Beach Trip	
Head Start	- Photos & social media post of Franklin Head Start Center who celebrated Fourth of July with a Tricycle Parade. - Updated marketing materials	
CAPK Agency	- August Newsletter and resign (bi-monthly publication) 2018 Humanitarian Awards Banquet venue & menu prep	
UPCOMING ACTIVITIES		
Date	Activity	
August 1	National Night Out: Bakersfield & Arvin	
August 3	Ready-Set Back 2 School Health & Wellness Fair	
August 8	Annual Back to School Event	

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee
From:  Sylvia Ortega, Compliance Coordinator
Date: August 9, 2017
Subject: *Agenda Item 6e: 2016-2017 Head Start/ State Child Development Self-Assessment – Action Item*

The Head Start/State Child Development Division conducts an annual self-assessment to involve the agency in a review of its program's operations, goals, and objectives. The agency must self-assess the implementation systems and services of program governance and management systems, fiscal integrity, Enrollment Recruitment Selection Eligibility and Attendance (ERSEA), environmental health and safety, Classroom Assessment Scoring System (CLASS), comprehensive services and school readiness.

Recommendation

Staff recommends the Program Review & Evaluation Committee approve the 2016-2017 Head Start/ State Child Development Self-Assessment Report.

*Attachment: Summary of 2016-2017 Self-Assessment Process
2016-2017 Self-Assessment Report*

Summary of 2016-2017 Self-Assessment process

The Head Start/ State Child Development self-assessment was completed the week of February 6-10, 2017. A review of the self-assessment process was completed with key management staff.

Self-assessment teams were comprised of Head Start and Early Head Start staff. Staff completed folder reviews, site visits, and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

The self-assessment teams used the Health and Safety checklist which includes care and supervision, the ERSEA folder review form, and child's file review form. In addition, the self-assessment teams reviewed DRDP results and Plans of Action and ITERS scores and Plans of Actions.

The program self-assessment resulted in three program findings: Implementation of the Wellness Pyramid Model, handwashing and Implementation of HB curriculum to fidelity during socializations.

The HS/EHS Assistant Director conducted follow-up meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Policy Council approval obtained July 27, 2017

Compliance Item: Health

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Time Lines	Corrective Action	Documentation	Expected Outcomes
1302.47 (b)(6) Safety practices- Hygiene practices. All staff systematically and routinely implement hygiene practices that at a minimum ensure: (i) appropriate toileting, hand washing, and diapering procedures are followed.	During monitoring visits to both Head Start and Early Head Start classrooms, it was observed that staff were not following procedures for hand washing.	Content Area Specialist – Health	February 2017	Onsite handwashing overview was conducted at specific sites.	• Training	Ensure proper handwashing is being incorporated into the daily schedule and to assist children with developing healthy habits.
		Assistant Director of Head Start	March 2017	Schedule meeting with Assistant to the Director and review handwashing policy and current daily schedule.	• Current handwashing procedure.	
		Content Area Specialist – Health	July 2017	Summer Training Series: Handwashing and sanitation training.	• Meeting agenda, sign in sheet and procedure.	
		Content Area Specialist- Health	August 2017	Pre-Service: Provide Training on proper handwashing and sanitation.	• Meeting agenda, sign in sheet and procedure.	
		Content Area Specialist - Health	Ongoing	Monitor program to ensure proper handwashing is taking place	• Monthly Monitoring	

Compliance Item: Wellness

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Time Lines	Corrective Action	Documentation	Expected Outcomes
1302.45 Child mental health and social and emotional well-being. (a) Wellness promotion. To support a program-wide culture that promotes children's mental health, social and emotional well-being, and overall health.	During monitoring visits, it was observed that staff needed additional training implementing the Wellness Pyramid Model.	Wellness Content Area Specialist	February 2017	Pyramid Model Training	• Meeting agenda, sign in and handouts. • Meeting agenda, sign in and handouts. • Meeting agenda, sign in and interactive training. • Monthly Monitoring	Ensure staff fully implement pyramid model to promote the social and emotional development of infants and young children.
		Wellness Content Area Specialist	March 2017	Pyramid Training, Information and Support.		
		Assistant Director of Head Start	May 2017	Two-day Parents Interacting with Infants (PIWI) Training for Home-Based staff.		
		Wellness Content Area Specialist	Ongoing	Monitor program to ensure pyramid model is fully implemented.		

Compliance Item: Education

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Time Lines	Corrective Action	Documentation	Expected Outcomes
1302.35 Education in home-based programs. (e)(2)(i). Group socializations must be structured to provide age appropriate activities for participating children that are intentionally aligned to school readiness goals, the HS Early Learning Outcomes Framework and the home-based curriculum.	During monitoring visits to both Head Start and Early Head Start home-based program options, it was observed that staff was not effectively implementing the curriculum to fidelity during socializations.	Education Coordinator	February 2017	One-on-one training on individualization of lesson plans and using curriculum to fidelity.	• Training	Ensure the Home-Based educators are using creative curriculum to fidelity during socializations and helping parents understand curriculum.
			May 2017	Individualized training on using curriculum to fidelity.	• Training	
			Ongoing	Monitor program to ensure home base educators are implementing home-based curriculum.	• Monthly Monitoring	