COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
February 8, 2017
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

   Fred Plane *Marian Panos* *Lorena Fernandez*

3. **Approval of Agenda**

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

5. **Program Presentations**

   a. East Kern Family Resource Center – Whitney Hughes, Program Supervisor

6. **New Business**

   a. January 2017 Program and Division Reports – Ralph Martinez, Director of Community Development – ***Action Item (p. 1-13)***
      - 2-1-1 Kern County
      - Central Kitchen
      - East Kern Family Resource Center
      - Energy
      - Friendship House Community Center
      - Food Bank
      - Migrant Childcare Alternative Payment
      - Shafter Youth Center
      - Women, Infants and Children
      - Community Development – Grants & Research
      - Human Resources
      - Operations

   b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item (p. 14-17)***
      - Funding Request to Pacific Western Bank for CAPK VITA

   c. Head Start / State Child Development December and January Enrollment Update and Meals Report– Jerry Meade, Program, Design and Management Administrator – ***Action Item (p. 18-19)***

d. January 2017 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager – ***Info Item (p. 20)***

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, March 15, 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 February 3, 2017. Swathi Venkatesh, Community Development Specialist

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

Activities	Description			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	5,092	4,163	929 (18%)	7,967
Kings County	220	164	56 (25%)	*
Tulare County	865	674	191 (22%)	*
Mountain Valley (Mariposa and Merced Counties)	176	144	32(18%)	*
Stanislaus County	969	773	196(20%)	*
Total	7,322	5,918	1,404 (19%)	

*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	Fee Phone Service
Top 3 Unmet Needs	Food/ Meals	Clothing/ Personal/Household	Housing

Other Services		Month	YTD
LIHEAP	Calls Answered	4,564	4,564
Weatherization	Routed through 2-1-1 Calls Answered	275	275
Mental Health	Calls Answered	211	211
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	2,696	2,696
VITA	Calls Answered	1,258	1,258

		Submitted	Approved	Pending
CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	**10**	**5**	**4**

Outreach Activities	Outcomes
- Alberta Dillard HS Parent Meeting	Distributed 40 2-1-1 Kern County informational cards.
- Pete Parra HS Parent Meeting	Distributed 40 2-1-1 Kern County informational cards.
- GET Bus Food Distribution	Distributed 150 2-1-1 Kern County informational cards.

Highlights:

- Started taking calls 24 hours a day for Stanislaus County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year**: January 2017
Program/Work Unit: Central Kitchen	**Staffing**: 26, including3 subs	**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. . In summer, the program prepares and delivers meals for children at the Friendship House, Shafter Youth Center, and other locations throughout Kern County.

- Total meals prepared are supported by the daily meal production sheets and food transport sheets.
- VIP Parent meeting meal totals are supported by meal request forms submitted by center and Home Base staff.

Activities	Status			
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
HS/EHS Center Meals	67,223	23,951	25,248	18,024
Home Base Meals	271	53	163	55
VIP Parent Café Meeting Meals	1,179			
Summer Food Program Service	0	0	0	0
Total	**68,673**	**24,004**	**25,411**	**18,079**

Other:

- The Central Kitchen had an Environmental Health Division Inspection on January 20, 2017. We received an "A" grade for this quarter with a 100% score. Central Kitchen has received an "A" grade for the last four quarters. We strive to keep the Central Kitchen inspection-ready at all times.

- Wesley Head Start Center opened with four classes of 15 children each, adding to the number of meals produced daily. As always the Central Kitchen staff work hard to ensure the meals are prepared and delivered on time.

- During the month of January, the Central Kitchen accommodated special diets, which include lactose intolerance, gluten-free, fructose-free, and peanut allergies. The fructose-free, soy-free, sucrose-free diet was especially challenging to accommodate and required that the staff prepare special items, such as homemade bread, muffins, etc.

- With the January 6, 2017, retirement date for previous Central Kitchen Manager Diana Morrison, I have been busy learning all aspects of the Central Kitchen management. I am receiving continued support from the supervisors, staff at the Central Kitchen, and Director of Nutrition Services Carmen Segovia.

Program Staffing: Central Kitchen has a total of 26 Employees, including the three substitutes who are assisting with coverage. The Cook II and Food Production Driver are back to work in full capacity after FMLA. As always, the Central Kitchen staff work hard to ensure the meals are prepared and delivered on time and keep the kitchen clean and inspection-ready.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** January, 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 Case Managed Families	Differential Response First 5 Kern School Readiness	37 3	37 3
Children participating in center-base program		0	22
Adults in Court Mandated Parenting Classes		0	2
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	66	66
Emergency Supplies Closet and Other Services	Food (individuals)	21	21
	Clothing (individuals)	24	24
	Photocopies (individuals) HEAP Application Supporting Docs	295 89	295 89

Other: The Kern Family Health grant allowed the EKFRC to provide a gas card to a pregnant community member who was needing to get medical attention. This community member is now part of our First 5 services.

Staffing: Fully staffed

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		**Month/Year:** January 2017
Program/Work Unit: Energy	**Total Program Staffing**: 45, including 1 temp, and 5 vacancies	**Program Manager/Supervisor:** Vacant
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Installation of interim water tanks for low-income households affected by the drought.		

		Status	
Activities	**Description**	**Households Served**	
		Month	**YTD**
1. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016/2017)	Assistance with utility bill payments	7038	7663
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2016)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) • Energy-efficient appliance installation	678 2	716 125
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/ weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	32	500
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		**$327,122**	**$327,122**
		Results	
6. Energy calls received (from 2-1-1)		**4,839**	
		HEAP	**Wx**
7. No. of LIHEAP applications Received		**869**	**196**
8. No. of LIHEAP applications Completed		**746**	**106**
9. No. of LIHEAP applications In Progress		**123**	**78**
10. Outreach	• GBLA Solar Energy Workshop • Pauly Elementary School • Colony Square Apts • Lowell Place Senior Housing	Distributed HEAP/Wx applications	
11. Collaborative meetings		Attended 2 meetings	

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

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** January 2017
Program/Work Unit: Friendship House	**Total Program Staffing:** 7	**Program Manager/Supervisor:** Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		

Activities		Participants	
Description	**Purpose**	**Month**	**YTD**
Total Enrollment	All programs		
After-School Program	Tutoring, homework assistance, recreation	4	210
GATES Gang Prevention Program	Gang Prevention Program Aggression Replacement Training & Forward Thinking classes - provided at 5 local school sites to prevent at-risk youths from joining gangs.	0	269
Justice Assistance Grant (JAG) Program	Provides Aggression Replacement Training at two local school sites. Provided at two additional school sites as of Aug., 2016.	23	86
Grow Fit Families Program (new grant)	Increase participants' knowledge of nutrition, healthy eating, gardening, seasonal fresh produce & participation in physical activities.	21	84
STEM (Science, Technology, Engineering, Math) Program	Engineering for Kids facilitated STEM camps during the FHCC summer program. Camps sponsored by the Kern County Black Chamber of Commerce, Bright House Networks, and Californians for Energy Independence.	7	68
Mobile Mexican Consulate	Consular services are provided at every Tues. & every other Wed. providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.	320	10,106
PREP Works Program	Pre-employment program for at-risk youth, providing skills & knowledge to conduct job searches, financial literacy, plan for college/career. The program also provides the opportunity for paid work experience. (Program youth start in Jan. 2017).	102	102
Realignment for Success	Transitional services are provided to adults referred to the program by the Probation and Sheriff's Departments. The program provides Aggression Replacement Training, Thinking for a Change, & parenting classes. (Participants will start in April or June 2017).	0	0

Other: Kiwanis One Day Project- Several Kiwanis groups will join together on April 1, 2017 at 8am to complete a One Day Project at the Friendship House, which will consist of replanting the community garden. The community is invited to attend and participate in this fun event!

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** January 2017
Program/Work Unit: Food Bank	**Total Staffing**: 15; No vacant positions.	**Program Manager/Supervisor:** Glen Ephrom
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals. Also operates the 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 (JAN 2017)	38,047	262,807
	Poundage Received all Programs	1,000,536	12,897,516
	Total Poundage Distributed all Sites	1,154,009	12,659,318
Drought Emergency Food Assistance (DEFAP)	Clients Served	**Families**	**Individuals**
	JAN 2017	3,645	24,431
	Total Poundage Distributed	225,540	2,971,140
Food Sourcing	Donations Received: **154,598** pounds of produce & 10 different produce items. • Ag Against Hunger: Mixed greens • Bolthouse: Carrots • CA Emergency Food Link: Cabbage, potatoes, & sweet potatoes • Country Sweet Produce: Sweet Potatoes • Fresno Food Bank: Strawberries • Grimmway/Cal Organic: Green leafy, carrots, cabbage, potatoes, broccoli, & cauliflower • Target: Produce • Wonderful Co: Citrus		
Food Drives : $620 and 303 lbs	• Maxim Healthcare Services, Inc.: 104 lb. • Board of Equalization: 91 lb. & $620 • Rush Air Sports: 68 lb. • Color Me Mine: 40 lb.		

Other:

1) Secured the Commodity Supplemental Food Program grant to eventually serve 3,500 Kern County senior residents. New program will require 3+ new staff, additional volunteers and off-site space to accommodate the program.
2) Attended the Kern County Hispanic Chamber of Commerce Mixer with Food Bank Outreach and Management.
3) Continued work on Feeding America Map the Meal Gap project for Kern County.
4) GET Bus downtown distribution and resource fair.
5) Established a commodity program (monthly) on the campus of CSUB.
6) Initiated Back Pack Buddies program in Buttonwillow.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** January 2017*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 17, *2 vacancies; Office Clerk & Subsidized Reimbursement Specialist*	**Program Manager/Supervisor:** Susana Magana
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2015, to June 30, 2016. **This report is for the service month of December 2016, which was processed in the month of January 2017.*		

		Status	
Activities	**Description**	**Total**	**% by County**
Active Enrollments	Kern**	385	44%
	Tulare	184	23%
	Kings	60	7%
	Fresno	107	11%
	Madera	73	7%
	Merced	30	8%
	Total	**839**	**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:

Kern County Parent and Provider meetings are scheduled for January 31st in Bakersfield and Feb 2nd in Delano. These meetings are to provide updated program information pertaining to the client's participation. The meetings also provide a forum for parents and providers to receive technical assistance on current program requirements. Staff will be working an alternate work schedule; as these meetings are held in the evening.

Program Manager and Program Director attended the California Child Development Administrators Association (CCDAA) Analysis of the Governor's Budget on January 20, 2017, at the Kern Office of Education.

MCAP conducted outreach on Saturday 1/28/17. Staff distributed flyers and posted outreach material in Delano, McFarland, Arvin, and Lamont. The program staff continues to enroll new families.

Upcoming Activities:

The week of Feb 21st -24th, 2017, MCAP will be getting a visit from the Department of Education to conduct a Federal Improper Payments Elimination and Recovery Act (IPERA) review. The file selected is ready for review.

On 2/23/17 the satellite office staff from Tulare, Fresno, Kings, Merced and Madera will be coming to the Bakersfield office to partake in a half-day training on "Eligibility and Need."

On 3/2/17, the Kings County Parent and Provider meeting is scheduled to take place in the City of Avenal. Staff will be working an alternate work schedule.

MCAP management team will be attending California Child Development Administrators Association (CCDAA) Spring Technical Assistance Conference March 21-22 in Santa Rosa, CA.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** January 2017
Program/Work Unit: Shafter Youth Center	**Total Program Staffing:** 2; 1 vacancy	**Program Manager/Supervisor:** Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18.		

Activities		Enrollment Status	
Description	**Purpose**	**Month**	**YTD**
After-School Program (as of 1/1/2017)	Tutoring, homework assistance, recreation	32	32
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#"s as of 7/1/2016)	Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections. **Currently awaiting the approval from MCAH to continue with educational presentations. Also in the process of filling the vacant Health Educator position.*	*	*
Evening Program	Activities held Monday, Tuesday, and Thursday evenings, 5:00-9:00; used for open basketball, Fitness Boot Camp, ancestry class and local groups use for meeting space. *Currently, Basketball is the only event that is taking place during the evening program.*	20-30 children (plus parents)	
Nutrition Education through Kern County Dept. of Public Health	Education classes teaching students to eat right, and exercise. Gardening sessions will begin later.	32	32
Summer Program	An expanded version of the after-school program that includes guest speakers, themed weekly activities and recreation. Full day and part day options available.	N/A	N/A
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.	32	32

Other: SYC kids competed in the Shafter Depot Museum's Annual Christmas Tree Decoration Contest and took 2nd place with their "Christmas across Shafter Youth Center" theme, depicting photos of past years celebrating the holidays at SYC.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** January 2017
Program/Work Unit: WIC	**Total Program Staffing**: 75 staff, 7 vacancies, 4 new hires	**Program Manager/Supervisor:** Elizabeth Tolley
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County, and through the WIC mobile clinic.		

			Participation 10/1/16-9/30/17			
Description			**Case Load**	**Month**	**Central Valley Avg.**	**State Avg.**
Total	All services		**19,970**	**16,805=84.2%**	**pending**	**pending**
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	84	Mojave			167
	Bakersfield		Oildale			470
	Homeless Shelter	07	Ridgecrest			806
	E. California Avenue	1821	Rosamond			711
	Niles Street	2430	Shafter			1376
	Montclair	423	Tehachapi			517
	Friendship House	218	Wasco			1920
	Panama	1089				
	Boron	60	San Bernardino County			
	Buttonwillow	84	Adelanto			1709
	California City	727	Big Bear			306
	China Lake Naval Station	*	Crestline			298
			Needles			189
	Delano	983	Phelan			50
	Edwards Air Force Base	154				
	Lost Hills	167	Mobile WIC			39

Projects

- Administrative Coordinator, Lorna Speight, and Program Manager, Elizabeth Tolley, participated in a phone conference with California and National WIC Associations regarding political events that may impact WIC.
- Nutrition Education Coordinator, Ruth Bliss, and Elizabeth Tolley attended a conference at UC Merced on parenting. Researchers presented the current information on caregiver-child attachment and parenting practices that promote the child's feelings of security. This information will be used to develop a parenting class for WIC participants. WIC provides participants with counseling and classes on healthy lifestyle. However, in order for caregivers to successfully use the information and involve their families in a healthy lifestyle, they must have good parenting skills, which they can learn from the parenting classes. Also WIC counselors frequently include parenting tips along with the nutrition information.
- Outreach Coordinator, Mitchall Patel, researched referral sources in San Bernardino County and Kern County and developed a referral handout for WIC participants. He also developed a PSA to be aired on Groove 99.3 Old School and KNZR 1560 AM/97.7 FM Conservative Talk Radio during March, which is Nutrition Month.
- Mitchall, with other CAPK Programs, presented at the Wasco Community Alliance Meeting. He is currently working with CSUB administration to present at a Brown Bag Lunch, to speak to Marketing classes and to have an information table on campus. Mitchall is also working with Kern County Child Support Services to coordinate outreach activities in Western Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** January 2017
Program/Work Unit: Grants & Research	**Total Staffing**: 3	**Program Manager/Supervisor:** Not Applicable
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.		

		Status	
Activities	**Description**	**In Progress**	**Submitted**
Grant Applications	• Pacific Western Bank — 2016-17 Tax Season – VITA	X	
	• Friends of Mercy Foundation - Sister Phyllis Hughes Endowment LOI – Emergency Supplies Closet – EKFRC	X	
	• Bank of America – PREP Works – FHCC & SYC	X	
	• Junior League of Bakersfield – Computer Skills & Access – EKFRC		X
	• Walmart Community Grant – General Support Wasco – VITA		X
Potential Funding Opportunities – Research in Progress	• Feeding America/Walmart Retail Agency Capacity Grant • Exploring U.S. Department of Agriculture & Office of Community Services grants with nutrition focus area		

Projects	Description	In Progress	Completed
Strategic Plan 2016-2021	Activities & Timeline Review meeting with Strategic Planning Committee scheduled for Thursday 2/16	X	
Organizational Standards	• Executive Director Succession Plan draft in progress • Collecting signed Conflict Statements from Board Members • Risk Assessment Summary in progress	X	
VITA 2016-17 Season Letter Campaign	Letters and applications submitted to 14 banks, credit unions, and accounting firms.		X
Surveys	• CAPK Partners Satisfaction Survey – Reviewing Analysis. • CAPK Employees Satisfaction Survey – Reviewing Analysis. • CAPK Customers Satisfaction Survey – Analysis in progress.	X	
Board Recruitment	• Ads placed in publications throughout Kern to recruit for Low-Income South Kern, Low-Income Greater Bakersfield, and Private Sector representatives on CAPK Board.	X	
Financial Capabilities Learning Community – Head Start	• CAPK is one of 12 Head Start programs nationwide selected to participate in 12-month technical assistance • Participated in first conference call on Tuesday 1/17	X	

Other:

- Kern Food Policy Council Steering Committee had their first meeting of the year on January 25th

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		**Month/Year:** January 2017
Program/Work Unit: HR/Payroll/Staffing	**Total Division Staffing**: 12	**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	822	
	Subs/Temps	31	
	Total Staff	**853**	
New Hires	**All divisions and programs**		
	Regular	18	18
	Subs/Temps	5	5
	Total New Hires	**23**	**23**
Leaves of Absence	Intermittent Leave	61	
	Full-time Leave	20	
	Total on Leave	**81**	
Terminations	**All divisions and programs**		
	Voluntary	13	13
	Involuntary	5	5
	Total Terminations	**18**	**18**
Staffing	**Vacancy**	17	**-**
	Total Applications Received	**150**	**150**
Payroll	**Total Hours Paid**	131,528	
	Total Payroll	**$ 2,284,309**	

Projects	**Completed (last 6 months):** • Benefits online training for all managers and center directors on 10/24 (approximately 100 staff members). • Completed 2017 Open Enrollment online. • Trained Head Start Managers on Electronic Attendance tracking. Regular Part-Year staff (10 month employees) went to electronic attendance on 9/26/16. • Attorney completed review of new Employee Manual. • New Sick Leave Cash Out policy for full year employees. • Full-year attendance policy approved 1/27/17. W-2s completed and mailed. **Ongoing:** • Employee Policy Manual sent to Board and Union for review. • Online Recruitment via ADP • Time and Attendance in ADP.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		STATUS	
Activities	**Description**	**Received**	**03/01/2016 to Date Completed**
Business Services			
Purchase Orders Processed		213	1731
Contracts/Leases Processed		22	168
Request for Proposals (RFP)	• Food Vendors – Central Kitchen • Mechanical Ventilation – Weatherization • **Insulation Contractor – Weatherization**	Bids Received Drafting **Bids Received**	
Leases	• Renew James St - WIC • St John's Wasco Head Start	Pending State Approval Draft lease expected	
Contracts	• Amendment to PLC - HVAC • Amendment to AC Electric – Food Bank • SJ EHS Roughtip Baccam (Mental Health Services)	In progress Complete Complete	
Maintenance & Operations		**Received**	**03/01/2016 to Date Closed**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	6	2,654
Projects	• Install Gutters at BPN • Roof repairs to 13 locations • Install Pull Stations – Virginia Center	Complete Complete Complete	
Contracts	Janitorial Service	Out to Bid	

Operations Division January 2017 Report – Continued

Information Technology		**Received**	**03/01/2016 to Date Closed**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	222	2611
Projects	• 2017/2018 E-Rate application • CAPK infrastructure analysis and planning • Implement Office 365 password sync with CAPK active directory. • Train staff on use of Skype For Business	In progress In progress In progress In progress	
Risk Management		**Reported**	**07/01/2016 to Date**
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Non-Industrial (not work related) • Under Investigation	7 2 0 0 0 0	99 21 8 8 8 1
Property Incidents		2	14
Vehicle Incidents		1	11
Projects	• Risk Assessment • Disaster preparedness policy • Reasonable Suspicion Drug Test Training • Other—safety training and meetings, update Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)	In Progress In progress In Progress In Progress	

Other: E-rate Funding – After three attempts to find qualified contractors to bid on the Insulation RFP for Weatherization proposals were received and evaluated. Contracts are to be awarded in early February.

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

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
2/17/2016 (B&F)	2/25/2016	AstraZeneca	FHCC & SYC/Grow Fit Program	$ 175,198
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 2*	$ 223,315
6/22/2016 (B&F)	6/28/2016	Best Buy Foundation	FHCC/Winners Program	$ 9,800
7/13/2016 (Exec)**	8/10/2016	Wells Fargo	Community Development/ Financial Literacy & Microloan Program	$ 30,000
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
9/21/2016 (B&F)	10/14/2016	Kern County Network for Children	EKFRC/ Differential Response Services	$ 209,094
9/21/2016 (B&F)	10/13/2016	Dignity Health	FHCC & SYC/ Grow Fit Families Program	$ 75,000
10/26/2016 (Board)	9/23/2016	TJX Foundation	Food Bank/ General Support	$ 5,000
10/26/2016 (Board)	10/4/2016	United Way of Kern County - 2017 Hunger & Homelessness	Food Bank/ General Support	$ 50,000
10/26/2016 (Board)	10/28/2016	City of Bakersfield/ Community Development Block Grant	Food Bank/ Proprerty & Security Improvements	$ 61,500
10/26/2016 (Board)	11/22/2016	County of Kern/ Community Development Block Grant	Food Bank/ Proprerty & Security Improvements	$ 61,500
12/14/2016 (Exec)	11/30/2016	Tri Counties Bank	VITA/ 2016 Tax Season	$ 2,500
12/14/2016 (Exec)	12/13/2016	Rabobank	VITA/ 2016 Tax Season	$ 4,500
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**

*Received notification of IRS funding for Year 1 of request; Year 2 notification pending.
**Board did not approve use of funds for Microloan Program. Currently exploring alternatives with Wells Fargo.

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/13/2016 (PRE)	3/24/2016	California Department of Public Health	FHCC & SYC/Sexual Health Information & Education (I&E) Program	$ 115,000	$ 80,000	7/1/2016 - 6/30/2017
1/13/2016 (PRE)	5/23/2016	United Way of Kern County (Emergency Food & Shelter)	Food Bank/Food	$ 85,000	$ 84,507	1/16/2015 - 12/31/2016
5/11/2016 (PRE)	6/20/2016	Kern Family Health Care	East Kern Family Resource Center/ Emergency Supplies Closet	$ 2,000	$ 2,000	7/1/2016 - 6/30/2017
2/10/2016 (PRE)	6/23/2016	Kaiser Permanente Kern County	FHCC/Grow Fit Program	$ 13,181	$ 10,000	7/1/2016 - 6/30/2017
6/22/2016 (B&F)	7/1/2016	PG&E	FHCC/Computer Lab Upgrade	$ 3,000	$ 3,000	7/1/2016 - 6/30/2017
5/25/2016 (Board)	7/11/2016	Target	SYC/Art Smart Program	$ 2,500	$ 2,500	10/1/2016 - 9/30/2017
6/22/2016 (B&F)	7/13/2016	The Starbucks Foundation	FHCC & SYC/PREP Works	$ 49,606	$ 40,000	1/1/2017 - 6/30/2017
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**
				TOTAL	**$ 795,728**	

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
2/10/2016 (PRE)	3/31/2016	Walmart State Giving Program	Food Bank/Pickup Truck	$ 30,000
1/13/2016 (PRE)	5/23/2016	Junior League of Bakersfield	East Kern Family Resource Center/ Emergency Supplies Closet	$ 5,000
5/25/2016 (Board)	5/26/2016	First 5 Kern	211 Kern/Developmental Screening and Care Coordination	$ 332,859
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**

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: Volunteer Income Tax Assistance (VITA)

Funder Name: Pacific Western Bank

Grant Program Name: VITA

Funding Period: 2016 Tax Season (Fall 2016-Spring 2017)

CFDA # N/A

Division Director: Romala Ramkissoon

Program Manager: Sandi Truman

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

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

CAPK is requesting $10,000 in funding from Pacific Western Bank to support the Volunteer Income Tax Assistance (VITA) program. VITA's plans for the 2016 Tax Season include the following services:

- Achieving a total of 4,600 tax returns filed in Kern County for the 2016 season;
- Continuing EITC outreach efforts in Delano, Shafter, Wasco, and McFarland;
- Seeking support to increase the days and hours services are offered in Wasco;
- Training 7 Spanish-only volunteer tax preparers for the first time, in addition to the existing bilingual volunteers; and
- Continuing partnerships with financial institutions to provide unbanked clients with on-site linkages to preloaded debit cards and savings/checking accounts opened with income tax and EITC refunds.

B. *Use of Funds:*

The requested funds of $10,000 will be used to help cover the VITA program's general operating costs.

C. *Approvals:*

1. Romala Ramkissoon 2/1/17
Division Director Date

2. Ralph Mitchell 2-2-17
Director of Community Development Date

3. Christine Anami 2/2/17
Director of Finance Date

4. [illegible] 2/2/17
Executive Director Date

D. *Board:*

☐Policy Council Date: _____ ☐PRE Presentation Date: _____ ☐B&F Approval Date: _____ ☐Board Approval Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** December 2016
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Jerry Meade/ Donna Holland
Services: Early 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	December 2016	2,041	1968*
Early Head Start Kern	December 2016	328	333
Early Head Start Partnership	December 2016	56	40
Early Head Start San Joaquin	December 2016	345	246
TOTAL Funded Enrollment		**2770**	**2615**
Children with Disabilities		**Goal**	**Actual**
Head Start Kern	Identified as having an IEP	10%	8%
Early Head Start Kern	Identified as having an IFSP	10%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	7%
Over Income		**Goal**	**Actual**
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	4%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	3%
Average Daily Attendance (Program Wide >85%)		98%	

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	December 2015	December 2016	
**							

*** late start for Wesley Child Development center.**
****data not available at the time of the PRE Meeting**

Other: We had 4 Centers with 100% attendance for December: Faith, Pioneer, Seibert, and St Mary's.

Total Division Staffing: Currently employed in Head Start: 578
Vacant Positions: 23
Currently out on Leave: 68

Program Updates: Head Start Kern Duration Grant was Awarded.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** January 2017
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Jerry Meade/ Donna Holland
Services: Early 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	January 2017	2,041	2053
Early Head Start Kern	January 2017	328	328
Early Head Start Partnership	January 2017	56	50
Early Head Start San Joaquin	January 2017	345	244
TOTAL Funded Enrollment		**2770**	**2675**
Children with Disabilities		**Goal**	**Actual**
Head Start Kern	Identified as having an IEP	10%	12%
Early Head Start Kern	Identified as having an IFSP	10%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	14%
Over Income		**Goal**	**Actual**
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	6%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	4%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	3%
Average Daily Attendance (Program Wide >85%)		97%	

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	January 2015	January 2016	
**							

****CACFP data not available at the time of this PRE report was completed**

Other: We had 4 Centers with 100% attendance for January: Blanton, Cleo Foran, Seibert, and Shafter HS.

Total Division Staffing: Currently employed in Head Start: 572
Vacant Positions: 27
Currently out on Leave: 68

Program Updates: Early Head Start Child Care Partnership has begun enrolling children with our new partner at Garden Pathways Downtown.

January 2017 CAPK Outreach & Advocacy Report – Presented by Outreach & Advocacy Manager Louis Medina

- **Jan. 3** – Outreach Staff attended Mayor Karen Goh's Installation Ceremony at City Hall Chambers and posted a congratulatory message to her and to outgoing Mayor Harvey Hall on social media.
- **Jan. 4** – Posted new Home Energy Assistance Program (HEAP) qualification guidelines on capk.org and social media. Began doing separate English and Spanish social media posts.
- **Jan. 4** – Launched CAPK's Instagram account, @CAP_Kern to reach audiences on that social media platform in English and Spanish.
- **Jan. 9** – Meeting at the Kern Community Foundation with the GIVE BIG KERN Task Force to plan the 2017 GIVE BIG KERN online marathon, scheduled for May 2.
- **Jan. 10** – Think Tank Tuesday with Kern Innovation & Technology (KIT) Community.
- **Jan. 11** – Meeting with Former Mayor Harvey Hall, to discuss how to continue partnering on projects to benefit the community.
- **Jan. 12** – Presentation about CAPK services to the Wasco Community Collaborative.
- **Jan. 12** – Attended Installation Luncheon for the 2017 Board of the Greater Bakersfield Chamber of Commerce, at Bakersfield's Seven Oaks Country Club.
- **Jan. 13** – Outreach Staff created a popular Martin Luther King Jr. graphic to commemorate Martin Luther King Jr. Day. Also created a fun MLK coloring sheet.
- **Jan. 13** – CAPK's Facebook page earned 2,000+ "likes" and counting!
- **Jan. 17** – Social media to congratulate Shafter Youth Center Kids for receiving 2nd place in the Shafter Depot Museum Annual Christmas Tree Decoration Contest.
- **Jan. 18** – GIVE BIG KERN orientation workshop at the Bakersfield Museum of Art.
- **Jan. 18** – CAPK VITA program officially began its services this tax season.
- **Jan. 19** – Spanish Christian Radio Manantial provided a 30-minute talk show slot for staff to promote CAPK VITA.
- **Jan. 19** – Meeting with DoubleTree hotel Senior Catering Manager Josie Martin to officially begin the planning for this year's Humanitarian Awards Banquet.
- **Jan. 19** – Pictures of BARC volunteers preparing bags of food at CAPK Food Bank for the GET Bus Food Distribution & Resource Faire to be held the next day, Jan. 20.
- **Jan. 20** – GET Bus Food Distribution & Resource Faire on the corner of 22nd and Eye Streets from 9am-12pm., in collaboration with CAPK Food Bank and others.
- **Jan. 23** – Wesley Head Start Ribbon Cutting. Very successful. Much media attention.
- **Jan. 24** – Attended Kern County Board of Supervisors Meeting to receive a Proclamation declaring Jan. 27 as EITC Awareness Day.
- **Jan. 26** – Photo op of CAPK WIC's Annual Staff Training and Farewell to Mgr. Beth Tolley.
- **Jan. 27** – EITC Awareness Day event. Very successful. Much media attention.
- **Jan. 30** – Presentation of CAPK programs and services in Wasco CA.
- **Jan. 31** – GIVE BIG KERN webinar (What's New for GIVE BIG KERN?)