

COMMUNITY ACTION PARTNERSHIP of KERN  
BOARD OF DIRECTORS  
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING  
5005 Business Park North, Bakersfield, CA  
March 16, 2016  
12:00 p.m.

**AGENDA**

1. **Call to Order**

2. **Roll Call**

*Fred Plane  
Craig Henderson*

*Don Bynum  
Ashley Womack*

*Jose Gonzalez*

3. **Approval of Agenda**

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

5. **Program Presentations**

- a. 2-1-1 Kern County Program Presentation – Esperanza Contreras, Program Manager
- b. Friendship House Community Center and Shafter Youth Center Program Presentation – Lois Hannible, Program Manager and Angie Nelson, Program Manager

6. **New Business**

- a. February 2016 Program and Division Reports – Patricia Mallard, Grant & Research Supervisor – ***Action Item***
  - 2-1-1 Kern County ***(p. 1)***
  - East Kern Family Resource Center ***(p. 2)***
  - Energy ***(p. 3)***
  - Friendship House Community Center ***(p. 4-5)***
  - Food Bank ***(p. 6)***
  - HIV Prevention & Testing ***(p. 7)***
  - Migrant Childcare Alternative Payment (MCAP) ***(p. 8)***
  - Shafter Youth Center ***(p. 9)***
  - Volunteer Income Tax Assistance (VITA) ***(p. 10)***
  - Women Infant & Children (WIC) ***(p. 11)***
  - Community Development – Grants & Research ***(p. 12)***
  - Human Resources ***(p. 13)***
  - Operations ***(p. 14-15)***
- b. Funding Requests and Application Status Report – Patricia Mallard, Grant & Research Supervisor – ***Action Item (p. 16-20)***

- c. Head Start / State Child Development February Enrollment Update– Jerry Meade, Program, Design and Management Administrator – ***Action Item (p. 21)***
- d. Meals Report – Jerry Meade, Program, Design and Management Administrator – ***Action Item (p. 21)***
- e. February 2016 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager – ***Info Item (p. 22)***

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation  
Wednesday, April 13, 2016  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

9. **Adjournment**

*This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at [www.capk.org](http://www.capk.org) by 12:00pm on March 11, 2016. Amanda Norman, Assistant to the Executive Director*

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                                                                                                                                                                      |                                                                                                 |                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>Division/Director:</b> Community Services/Romala Ramkissoon                                                                                                                                                                                                                                                                       |                                                                                                 | <b>Month/Year:</b> February 2016                       |
| <b>Program/Work Unit:</b> 2-1-1 Kern County                                                                                                                                                                                                                                                                                          | <b>Staffing:</b> 14 staff and 2 vacancies (Program Specialist and a part-time I & R Specialist) | <b>Program Manager/Supervisor:</b> Esperanza Contreras |
| <b>Services:</b> 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                                      | 5,398        | 4,153        | 1,102 (20%)        | 8,828      |
| Kings County                                     | 148          | 109          | 14 (9%)            | N/A        |
| Tulare County                                    | 815          | 574          | 107 (13%)          | N/A        |
| Mountain Valley (Mariposa and Merced Counties)** | 42           | 32           | 10 (24%)           | N/A        |
| <b>Total</b>                                     | <b>6,403</b> | <b>4,868</b> | <b>1,233 (19%)</b> |            |

\*2-1-1 Kern does not have access to the iCarol call databases for Kings, Tulare, and Mountain Valley counties.

\*\*Started 10/15

|                                |      |                    |                    |
|--------------------------------|------|--------------------|--------------------|
| <b>Most Requested Services</b> | Food | Utility Assistance | Assurance Wireless |
|--------------------------------|------|--------------------|--------------------|

| Other Services   |                                        | Month | YTD   |
|------------------|----------------------------------------|-------|-------|
| LIHEAP           | Calls Answered                         | 4,127 | 8,391 |
| Website Visitors | Visitors to CAPK's 2-1-1 Kern web page | 1,871 | 3,574 |

| CalFresh Enrollments                                                                                       |  | Submitted | Approved | Pending |
|------------------------------------------------------------------------------------------------------------|--|-----------|----------|---------|
| Assist callers with enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps) |  | 9         | 3        | 4       |

| Outreach Activities                                                                                                                                                                                                                        | Outcomes                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Attended El Nino Preparedness Meetings conducted by the County of Kern.</li> <li>• 2<sup>nd</sup> Annual Parent School Readiness Resource Fair</li> <li>• Healthy Living Resource Fair</li> </ul> | <p>1 call received for registration for Ready Kern, the county's emergency notification system that alerts residents &amp; businesses about natural disasters and other crises.</p> <p>Distributed 60 2-1-1 Kern County informational cards.</p> <p>Distributed 50 2-1-1 Kern County informational cards.</p> |

**Other:** 2/9/16: received Board of Supervisors Proclamation recognizing February 11th as 2-1-1 Information and Referral Day in Kern County. 2/11/16: 2-1-1 Kern Community Event 2-1-1 Kern launched the redesigned web page by the Marcom Group. The site includes icons that are easily identified and user friendly. We also provided a guided tour of the 2-1-1 Kern Call Center.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                  |                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------|
| <b>Division/Director:</b> Nutrition Services/Carmen Segovia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                  | <b>Month/Year:</b> February 2016                  |
| <b>Program/Work Unit:</b> East Kern Family Resource Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Total Program Staffing:</b> 5 | <b>Program Manager/Supervisor:</b> Whitney Hughes |
| <b>Program/Work Unit Description:</b> Serves low-income individuals and families residing in east Kern County communities of Boron, California City, Edwards Air Force Base, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers. |                                  |                                                   |

| Activities                                    | Description                                                                                                                                                                                                                                                      | Status |      |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------|
|                                               |                                                                                                                                                                                                                                                                  | Month  | YTD  |
| Case Managed Families                         | Differential Response and School Readiness                                                                                                                                                                                                                       | 87     | 87   |
| Children participating in center-base program |                                                                                                                                                                                                                                                                  | 12     | 42   |
| Adults in Court Mandated Parenting Classes    |                                                                                                                                                                                                                                                                  | N/A    | 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 | 63     | 500  |
| Emergency Supplies Closet and Other Services  | Food (individuals)                                                                                                                                                                                                                                               | 12     | 5971 |
|                                               | Clothing (individuals)                                                                                                                                                                                                                                           | 10     | 155  |
|                                               | Photocopies (individuals)                                                                                                                                                                                                                                        | 138    | 616  |

**Other:** Hosted community collaborative meeting and representatives from Greater Bakersfield Legal Assistance, CAPK Energy program and the Women's Center.

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

|                                                                                                                                                                                                                                                             |                                                                            |                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------------|
| <b>Division/Director:</b> Community Services/Romala Ramkissoon                                                                                                                                                                                              |                                                                            | <b>Month/Year:</b> February 2016          |
| <b>Program/Work Unit:</b><br>Energy                                                                                                                                                                                                                         | <b>Total Program Staffing:</b> 45,<br>including 4 temps and 5<br>vacancies | <b>Program Manager/Supervisor:</b> Vacant |
| <b>Services:</b> Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also installation of interim water tanks for low-income households affected by the drought. |                                                                            |                                           |

| Activities                                                                                 | Description                                                                                                                                                | Status                           |                    |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------|
|                                                                                            |                                                                                                                                                            | Households Served                |                    |
|                                                                                            |                                                                                                                                                            | Month                            | YTD                |
| <b>Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2015/2016)</b>   | Assistance with utility bill payments                                                                                                                      | 556                              | 1,106              |
| <b>Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2015)</b> | • Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)                                  | 42                               | 94                 |
|                                                                                            | • Energy-efficient appliance installation                                                                                                                  | 15                               | 28                 |
| <b>Low-Income Weatherization Program (LIWP) (2015)</b>                                     | Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)                                    | 27                               | 66                 |
| <b>Interim Water Tank Installation Program</b>                                             | Installation of interim water tanks for low-income households affected by the drought.                                                                     | -0-                              | 2                  |
| <b>Total Value of Services</b>                                                             |                                                                                                                                                            | <b>\$371,273</b>                 | <b>\$1,043,207</b> |
|                                                                                            |                                                                                                                                                            | <b>Results</b>                   |                    |
| <b>Energy calls received (from 2-1-1)</b>                                                  |                                                                                                                                                            | <b>4,127</b>                     |                    |
|                                                                                            |                                                                                                                                                            | <b>HEAP</b>                      | <b>Wx</b>          |
| <b>Number of LIHEAP applications Received</b>                                              |                                                                                                                                                            | <b>948</b>                       | <b>90</b>          |
| <b>Number of LIHEAP applications Completed</b>                                             |                                                                                                                                                            | <b>556</b>                       | <b>61</b>          |
| <b>Number of LIHEAP applications in Progress</b>                                           |                                                                                                                                                            | <b>100</b>                       | <b>29</b>          |
| <b>Outreach</b>                                                                            | <ul style="list-style-type: none"> <li>• Lake Isabella Food Distribution</li> <li>• Lost Hills Head Start</li> <li>• Resource fair, Bakersfield</li> </ul> | Distributed HEAP/Wx applications |                    |
|                                                                                            | Collaborative Meetings                                                                                                                                     | Attended 3 meetings              |                    |

**Other:** The value of services for LIHEAP & LIWP Weatherization Assistance Program is for the previous month due to the fact it not determined until the report is completed on the 15th of each month. The \$371,272 is the value of utility assistance only.

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

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

| Activities                                                   |                                                                                                                                                                                                               | Participants<br>(7/15 to 6/16)                                         |       |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------|
| Description                                                  | Purpose                                                                                                                                                                                                       | Month                                                                  | YTD   |
| <b>Total Enrollment</b>                                      | All programs                                                                                                                                                                                                  | 864                                                                    | 5,678 |
| <b>After-School Program</b>                                  | Tutoring, homework assistance, recreation                                                                                                                                                                     | 8                                                                      | 135   |
| <b>GATES Gang Prevention Program</b>                         | Collaborative program that provides Aggression Replacement Training, Forward Thinking, Nurturing Parenting, and Parents on a Mission training at 5 school sites to prevent at-risk youths from joining gangs. | 44                                                                     | 202   |
| <b>Justice Assistance Grant (JAG) Program</b>                | CAPK is a subcontractor to the Kern County Probation Department and provides Aggression Replacement Training, Parents On a Mission, and Parent Project training to JAG participants at local school sites.    | 19                                                                     | 41    |
| <b>Grow Fit Program</b>                                      | Increase participants' knowledge of nutrition, healthy eating choices, gardening, exposure to seasonal fresh produce, and participation in physical activities.                                               | 2                                                                      | 84    |
| <b>STEM (Science, Technology, Engineering, Math) Program</b> | Exposes program youth to robotics, engineering, math, and coding to increase critical thinking skills, deductive reasoning, and problem solving.                                                              | 41                                                                     | 41    |
| <b>Mobile Mexican Consulate</b>                              | Provides Consulate services at the Friendship House which includes passport renewals, assistance with obtaining important documents, and providing DACA & protection information.                             | 750                                                                    | 5,175 |
| <b>Local Control Accountability Plan (LCAP)</b>              | CAPK is a subcontractor to the Kern County Superintendent of Schools and conducts outreach and education to parents and students at continuation schools.                                                     | <b>Activities Summary</b>                                              |       |
|                                                              |                                                                                                                                                                                                               | <b>Calendow LCAP Convening:</b><br>Bakersfield (Feb. 3 <sup>rd</sup> ) |       |

**Other:**

- Kiwanis One Day Project—members from different Kern County Kiwanis clubs will join forces at the Friendship House on 4/9 from 9 a.m.-12 noon for “Make Every Day Earth Day.” The free event will include arts and crafts, replanting the FHCC garden, presentations about recycling, food, and a mural painting activity. All community members are invited to attend and participate.
- Facilities Use—
  - Preferred Choice tutoring (from 1/16) serves 55 youths 4 days per week.
  - Olympia Girls & Boys Development League has used gym 4 days/week since 7/15, serving 80 youths.
  - B-Town Young Gunz Softball Team used Sports Field 3 days per week from 7/15-9/15, serving 13 youths.
  - AYSO has used Sports Field and served 200 youths since 8/16.
  - Salvadoran Mobile Consulate—coming to Friendship House on Sat., 3/19, from 9 a.m.-3 p.m.

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------|
| <b>Division/Director:</b> Nutrition Services/Carmen Segovia                                                                                                                                                                                                                                                                                        |                                                                                             | <b>Month/Year:</b> February 2016               |
| <b>Program/Work Unit:</b> Food Bank                                                                                                                                                                                                                                                                                                                | <b>Total Staffing:</b> 14, 1 vacancy. Outreach Specialist currently on military deployment. | <b>Program Manager/Supervisor:</b> Glen Ephrom |
| <b>Services:</b> Partners with 106 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals. Also operates the Backpack Buddies program at several school sites during the school year to provide low-income, food-insecure children with ready-to-eat food on weekends and school breaks. |                                                                                             |                                                |

|                                           |                                                                                                                                                                                                                                                                                                         | Status    |             |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|
| Activities                                | Description                                                                                                                                                                                                                                                                                             | Month     | YTD         |
| USDA Commodities                          | Individuals served (January 2016)                                                                                                                                                                                                                                                                       | 35,740    | 410,514     |
|                                           | Poundage Received                                                                                                                                                                                                                                                                                       | 827,227   | 13,530,394  |
|                                           | Total Poundage Distributed                                                                                                                                                                                                                                                                              | 1,078,634 | 13,493,418  |
| Drought Emergency Food Assistance (DEFAP) | Clients Served                                                                                                                                                                                                                                                                                          | Families  | Individuals |
|                                           | <ul style="list-style-type: none"> <li>February 2016</li> </ul>                                                                                                                                                                                                                                         | 3,566     | 25,913      |
|                                           | Total Poundage Distributed                                                                                                                                                                                                                                                                              | 247,680   | 3,964,140   |
| Food Sourcing                             | Donations Received: <ul style="list-style-type: none"> <li>Kirchenman Enterprises (potatoes)</li> <li>TD Produce (cabbage)</li> <li>Wonderful Company (oranges)</li> <li>Bolthouse Farms (carrots)</li> <li>Country Sweet Produce (sweet potatoes)</li> <li>Ag Against Hunger (leafy greens)</li> </ul> |           |             |
| Food Drives                               | <ul style="list-style-type: none"> <li>GET Stuff the Bus Food Drive, March 18</li> </ul>                                                                                                                                                                                                                |           |             |

**Other:** (1) New refrigerated truck ordered and delivery is expected within 45-60 days. (2) Recent alignment with Feed the Children, a nation-wide network of donors; awaiting outcome to evaluate the opportunities. (3) Feeding America audit, March 4. (4) Glen Ephrom will be attending the 2016 National Anti-Hunger Policy Conference in Washington, DC, February 28-March 1. (5) Completed annual physical inventory on 02.26.16.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                                                                                                                          |                                  |                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------|
| <b>Division/Director:</b> Nutrition Services/Carmen Segovia                                                                                                                                                                                                                              |                                  | <b>Month/Year:</b> February 2016                  |
| <b>Program/Work Unit:</b> HIV Prevention & Testing                                                                                                                                                                                                                                       | <b>Total Program Staffing:</b> 2 | <b>Program Manager/Supervisor:</b> Dennis Hendrix |
| <b>Program/Work Unit Description:</b> Prevention education for HIV, viral hepatitis, sexually transmitted infections and tuberculosis; HIV testing and treatment referrals to at-risk individuals, primarily those who are receiving services from substance abuse treatment facilities. |                                  |                                                   |

| Activities                  | Description                                                                                  | Clients Served |     |
|-----------------------------|----------------------------------------------------------------------------------------------|----------------|-----|
|                             |                                                                                              | Month          | YTD |
| Prevention Education Groups | HIV, viral hepatitis, sexually transmitted infections and tuberculosis (includes duplicates) | 75             | 754 |
| HIV Tests                   | Oral swabs                                                                                   | 32             | 298 |
|                             |                                                                                              |                |     |
|                             |                                                                                              |                |     |

**Other:**

- Staff participated in a provider training sponsored by KCMH provided by UCLA on substance use and physical health counseling and referrals for clients.
- Staff attended a provider meeting with Kern County Public Health on organizing a Sexually Transmitted Infections Task Force due to the high rates of syphilis and chlamydia in Kern County.

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                  |                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------------------------------------|
| <b>Division/Director:</b> Nutrition Services/Carmen Segovia                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                  | <b>Month/Year:</b> February 2016*                   |
| <b>Program/Work Unit:</b><br>Migrant Childcare AP Program (MCAP)                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Total Staffing:</b> 17, including 2 vacancies | <b>Program Manager/Supervisor:</b><br>Susana Magaña |
| <b>Services:</b> 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.<br><i>*This report is for the service month of January 2016, which was processed in the month February 2016</i> |                                                  |                                                     |

|                    |              | Status     |             |
|--------------------|--------------|------------|-------------|
| Activities         | Description  | Total      | % by County |
| Active Enrollments | Kern**       | 346        | 48.21%      |
|                    | Tulare       | 163        | 21.18%      |
|                    | Kings        | 80         | 12.01%      |
|                    | Fresno       | 53         | 6.2%        |
|                    | Madera       | 88         | 9.4%        |
|                    | Merced       | 22         | 3%          |
|                    | <b>Total</b> | <b>752</b> | <b>100%</b> |

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

#### Other:

MCAP has earned a total of 59.6% of the total contract amount for the current FY 2015-2016. The California Department of Education conducted two audits; the Contract Monitoring Review (CMR) and an Alternative Payment Monitoring Unit Review (APMU) on 2/2 – 2/5/2016. The APMU error rate base line is 14%. MCAP did extremely well with an error rate of only 3%. The errors found were based on human error, not systemic errors.

MCAP held two evening meetings on 2/5/2016 at the Friendship House for program participants, one for families and the other for child care providers.

MCAP is currently looking for a new office space in an effort to reduce the program's rent expense. Carmen Segovia, Susana Magana, Laura Porta have been working with Facility Manager, Dan Ripoli.

Effective 2/29/16 the Program Manager position was filled.

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------|
| <b>Division/Director:</b> Community Development/Ralph Martinez                                                                                                           |                                                                                           | <b>Month/Year:</b> February 2016                   |
| <b>Program/Work Unit:</b><br>Shafter Youth Center                                                                                                                        | <b>Total Program Staffing:</b> 3 + 1<br>CSUB intern, 1 BC intern, 2<br>PREP Works interns | <b>Program Manager/Supervisor:</b> Angelica Nelson |
| <b>Services:</b> Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. |                                                                                           |                                                    |

| Activities                                                                                       |                                                                                                                                                                                                               | Participants<br>1/16 – 12/16                                               |                                                   |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------|
| Description                                                                                      | Purpose                                                                                                                                                                                                       | Month                                                                      | YTD                                               |
| <b>After-School Program</b>                                                                      | Tutoring, homework assistance, recreation                                                                                                                                                                     | 3                                                                          | 39                                                |
| <b>GATES Gang Prevention Program (Friendship House and Shafter Youth Center)</b>                 | Collaborative program that provides Aggression Replacement Training, Forward Thinking, Nurturing Parenting, and Parents on a Mission training at 5 school sites to prevent at-risk youths from joining gangs. | See FHCC report                                                            |                                                   |
| <b>Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education)</b> | Informing and educating teens ages 12-19 on preventing pregnancy and the spread of sexually transmitted infections.                                                                                           | TPA 69                                                                     | Life Skills 20<br>Info Presentations 20<br>TPA 69 |
| <b>PREP Works Program (Friendship House and Shafter Youth Center)</b>                            | Work readiness program for low-income at-risk youths ages 14 to 18. Components include soft skills training and paid work experience.                                                                         | 12 currently in process                                                    | 12 complete                                       |
| <b>After-school Marine Studies Program (Friendship House and Shafter Youth Center)</b>           | Teaches the children about environmental stewardship, conservation, and marine life.                                                                                                                          | 31                                                                         | 31                                                |
| <b>Evening Program</b>                                                                           | Activities held Monday, Tuesday, and Thursday evenings, 5:00-9:00; SYC used for Boy Scout meetings, Fitness Boot Camp, and a local church rents facility space.                                               | Basketball 20<br>Fitness Boot Camp 17<br>Boy Scouts 25<br>Ancestry Class 8 |                                                   |
| Nutrition Education through Kern County Department of Public Health Services                     | Education classes teaching students to eat right, and exercise. Gardening sessions will begin later.                                                                                                          | 31                                                                         | 31                                                |

**Other:** Took 21 SYC children (plus 5 chaperones) on educational field trip to San Simeon State Beach to see elephant seal rookery and other marine wildlife and environment.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------|
| <b>Division/Director:</b> Community Services/Romala Ramkissoon                                                                                                                                         |                                                       | <b>Month/Year:</b> February 2016                |
| <b>Program/Work Unit:</b> VITA                                                                                                                                                                         | <b>Total Program Staffing:</b> 5 staff; 35 volunteers | <b>Program Manager/Supervisor:</b> Sandi Truman |
| <b>Services:</b> Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC). |                                                       |                                                 |

|                       |                   | Results            |                    |
|-----------------------|-------------------|--------------------|--------------------|
| Activities            | Description       | Month              | YTD                |
| Tax Returns Completed | State and Federal | 1,404              | 1,857              |
| Refunds               | Federal           | \$2,706,096        | \$3,907,918        |
|                       | State             | \$289,742          | \$365,441          |
|                       | EITC              | \$1,278,089        | \$1,909,840        |
|                       | CA EITC           | \$86,766           | \$107,763          |
| <b>Total Refunds</b>  |                   | <b>\$2,995,838</b> | <b>\$4,273,359</b> |
| Outreach              |                   |                    |                    |

**Other:** CAPK VITA services offered at 4 sites: 300 19th Street, Bakersfield; Grace Community Church, Wasco; Pentecostal Family Church, McFarland; Mountain Vineyard Church, Tehachapi.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------|
| <b>Division/Director:</b> Nutrition Services/Carmen Segovia                                                                                                                                                                                                                                                 |                                                      | <b>Month/Year:</b> February 2016                    |
| <b>Program/Work Unit:</b> WIC                                                                                                                                                                                                                                                                               | <b>Total Program Staffing:</b> 74 staff, 6 vacancies | <b>Program Manager/Supervisor:</b> Elizabeth Tolley |
| <b>Services:</b> Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County, and through the WIC mobile clinic. |                                                      |                                                     |

|                                                                                                                                                                                                                         |                        |              | Participation<br>10/1/15-9/30/16 |                         |                     |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------|----------------------------------|-------------------------|---------------------|------------|
| Description                                                                                                                                                                                                             |                        |              | Case Load                        | Month                   | Central Valley Avg. | State Avg. |
| <b>Total</b>                                                                                                                                                                                                            | All services           |              | <b>19,770</b>                    | <b>16,938<br/>(86%)</b> | <b>88%</b>          | <b>88%</b> |
| Participation by WIC site                                                                                                                                                                                               | Location               | Participants | Location                         |                         | Participants        |            |
| Note: Numbers marked with * indicates that the WIC site experienced IT problems. Equipment from another WIC site was used to issue food vouchers. Therefore, the number is actually greater than stated on this report. | Arvin                  | 102          | Mojave                           |                         | 153                 |            |
|                                                                                                                                                                                                                         | Bakersfield            |              | Oildale                          |                         | 548                 |            |
|                                                                                                                                                                                                                         | Homeless Shelter       | 40           | Ridgecrest                       |                         | 782                 |            |
|                                                                                                                                                                                                                         | E. California Avenue   | 1,709        | Rosamond                         |                         | 645                 |            |
|                                                                                                                                                                                                                         | Niles Street           | 2,669        | Shafter                          |                         | 1,418               |            |
|                                                                                                                                                                                                                         | Montclair              | 415          | Tehachapi                        |                         | 469                 |            |
|                                                                                                                                                                                                                         | Friendship House       | 223          | Wasco                            |                         | 1,919               |            |
|                                                                                                                                                                                                                         | Panama                 | 1,038        |                                  |                         |                     |            |
|                                                                                                                                                                                                                         | Boron                  | *6           | <u>San Bernardino County</u>     |                         |                     |            |
|                                                                                                                                                                                                                         | Buttonwillow           | 84           | Adelanto                         |                         | 1,882               |            |
|                                                                                                                                                                                                                         | California City        | 681          | Big Bear                         |                         | 286                 |            |
|                                                                                                                                                                                                                         | China Lake Naval       |              | Crestline                        |                         | 286                 |            |
|                                                                                                                                                                                                                         | Weapons Station        | *4           | Needles                          |                         | 150                 |            |
|                                                                                                                                                                                                                         | Delano                 | 1,112        | Phelan                           |                         | 75                  |            |
|                                                                                                                                                                                                                         | Edwards Air Force Base | 81           |                                  |                         |                     |            |
|                                                                                                                                                                                                                         | Lost Hills             | 127          | <u>Mobile WIC</u>                |                         | 34                  |            |

| Projects                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Completed program SWOT analysis for upcoming CAPK Strategic Planning activities.                                                                                    |
| Revised California Department of Public Health, WIC Division contract budget to allocate funds as needed (line item transfers).                                     |
| Received approval from State WIC to relocate California City office.                                                                                                |
| Attended WIC Central Valley regional meeting in Fresno.                                                                                                             |
| Met with Omni Family to discuss improving referral system.                                                                                                          |
| Surveyed Mojave participants to help determine convenience of location, days, and hours for WIC services.                                                           |
| Regional Breastfeeding Liaison arranged for breastfeeding event at Valley Plaza Mall and met with several doctors to assess training and information needs.         |
| Outreach                                                                                                                                                            |
| Conducted at Buttonwillow and Arvin Collaboratives, Head Start family meetings, annual farmworker event in Bakersfield, and distributed WIC flyers in eastern Kern. |

**Other:** 1 WIC Nutrition Assistant (WNA) completed the WNA certification as required by State WIC, 2 WNA are almost complete, and 3 have just started.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

| Activities          | Status      |           |          |
|---------------------|-------------|-----------|----------|
|                     | In Progress | Submitted | Received |
| Grant Applications  |             | 5         |          |
| Applications Denied |             |           | 1        |

| Projects                                   | Description                                                                                                                                                               | In Progress                         | Completed                           |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| Strategic Plan for 2016-2021               | Selection of Strategic Planning Consultant                                                                                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Organizational Standards                   | Coordinating and producing documentation to meet Organizational Standards by the end of April 2016.                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| California CSD Coordination and Compliance | <ul style="list-style-type: none"> <li>CSD Results Oriented Management and Accountability (ROMA) compliance with standards by the end of April 2016.</li> </ul>           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|                                            | <ul style="list-style-type: none"> <li>CSD Forms 801, 295, and 090 re annual National Performance Indicators (NPIs), programmatic data, and agency highlights.</li> </ul> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Kern Food Policy Council                   | Staff attended 2/24 meeting at United Way of Kern County office and continued to provide support and collaboration.                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**Other:** Brady Bernhart attended the Organizational Standards Work Group meeting. Kathline Moessner and Brady Bernhart attended a Business Writing for Results seminar in Bakersfield on 2/8. Ralph Martinez and Patricia Mallard met with Teresa Hitchcock, Assistant Kern County CAO/ETR Director, and ETR staff to discuss CAPK programs and services and to generate ideas on how we can strengthen our partnership.

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

|                                                                                                                                                           |                                    |                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------------------|
| <b>Division/Director:</b> Human Resources/Michele Nowell                                                                                                  |                                    | <b>Month/Year:</b> February 2016                                            |
| <b>Program/Work Unit:</b><br>HR/Payroll/Staffing                                                                                                          | <b>Total Division Staffing:</b> 11 | <b>Program Manager/Supervisor:</b><br>Mike Lackman/Eric Kelley/Dawn Bledsoe |
| <b>Services:</b> All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, employees union, etc. |                                    |                                                                             |

|                          |                                   | <b>Status</b>      |                    |
|--------------------------|-----------------------------------|--------------------|--------------------|
| <b>Activities</b>        | <b>Description</b>                | <b>Month</b>       | <b>YTD</b>         |
| <b>Employee Count</b>    | Regular                           | 784                |                    |
|                          | Subs/Temps                        | 36                 |                    |
|                          | <b>Total Staff</b>                | <b>826</b>         |                    |
| <b>New Hires</b>         | <b>All divisions and programs</b> |                    |                    |
|                          | Regular                           | 15                 | 32                 |
|                          | Subs/Temps                        | 7                  | 9                  |
|                          | <b>Total New Hires</b>            | <b>22</b>          | <b>41</b>          |
| <b>Leaves of Absence</b> | <b>Type of Leave</b>              |                    |                    |
|                          | FMLA                              | 2                  |                    |
|                          | FMLA/CFRA                         | 7                  |                    |
|                          | CFRA                              | 2                  |                    |
|                          | FMLA/Intermittent                 | 33                 |                    |
|                          | FMLA/PDL                          | 5                  |                    |
|                          | Military                          | 1                  |                    |
|                          | <b>Total on Leave</b>             | <b>50</b>          |                    |
| <b>Terminations</b>      | <b>All divisions and programs</b> |                    |                    |
|                          | Voluntary                         | 10                 | 21                 |
|                          | Monthly Turnover %                | 1.21%              | -                  |
|                          | Involuntary                       | 2                  | 8                  |
|                          | Monthly Turnover %                | 0.24%              | -                  |
|                          | <b>Total Terminations</b>         | <b>12</b>          | <b>29</b>          |
| <b>Applicant Source</b>  | <b>Source by %</b>                |                    |                    |
|                          | Agency Internet Site              | 37.2%              | 39.6%              |
|                          | Employment/Human Services         | 3.5%               | 4.0%               |
|                          | Indeed                            | 8.1%               | 8.7%               |
|                          | In-House Recruitment              | 5.8%               | 4.7%               |
|                          | Newspaper                         | 2.3%               | 1.9%               |
|                          | Other                             | 19.8%              | 27.4%              |
|                          | Unknown                           | 14.0%              | 9.7%               |
|                          | Walk-In                           | 9.3%               | 4.0%               |
|                          | <b>Total Applications</b>         | <b>86</b>          | <b>321</b>         |
| <b>Payroll</b>           | <b>Total Hours Worked</b>         |                    |                    |
|                          | 125,132                           |                    |                    |
|                          | <b>Total Payroll</b>              | <b>\$2,105,660</b> | <b>\$4,213,627</b> |

**Other:** CAPK Employee Manual and HR Policies & Procedures update in progress.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

|                                     |                                                                                                                                                                                                                                                                                                                                        | STATUS                                         |                     |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------|
| Activities                          | Description                                                                                                                                                                                                                                                                                                                            | Received                                       | Year to Date        |
| <b>Business Services</b>            |                                                                                                                                                                                                                                                                                                                                        |                                                |                     |
| Purchase Orders Processed           |                                                                                                                                                                                                                                                                                                                                        | 103                                            | 1,342               |
| Contracts/Leases Processed          |                                                                                                                                                                                                                                                                                                                                        | 7                                              | 124                 |
| Request for Proposals (RFP)         | <ul style="list-style-type: none"> <li>E-rate RFP</li> <li>Energy HVAC and insulation contractor</li> <li>Review results of HVAC &amp; landscape maintenance proposals</li> </ul>                                                                                                                                                      | Review/Edit<br>In Progress<br>Completed        |                     |
| Leases                              | Three Head Start & one WIC locations                                                                                                                                                                                                                                                                                                   | Landlord review                                |                     |
| Contracts                           | <ul style="list-style-type: none"> <li>Prepare addendum to Whirlpool contract</li> <li>Prepare addendum to include not to exceed amounts</li> </ul>                                                                                                                                                                                    | In progress<br>In progress                     |                     |
| <b>Maintenance &amp; Operations</b> |                                                                                                                                                                                                                                                                                                                                        | Received                                       | Year to Date Closed |
| Facility Work Orders Processed      | Repairs and maintenance of CAPK facilities and vehicles.                                                                                                                                                                                                                                                                               | 32                                             | 1,749               |
| Projects                            | Construct service windows at 300 19 <sup>th</sup> St.                                                                                                                                                                                                                                                                                  | In progress                                    |                     |
| Contracts                           | HVAC Preventative Maintenance<br>Pest Control<br>Landscaping Maintenance                                                                                                                                                                                                                                                               | Awarded<br>Awarded<br>Present March Board mtg. |                     |
| <b>Information Technology</b>       |                                                                                                                                                                                                                                                                                                                                        | Received                                       | Year to Date Closed |
| Help Desk Work Orders Processed     | Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor                                                                                                                                                                                                                   | 153                                            | 2,325               |
| Projects                            | <ul style="list-style-type: none"> <li>Prepare RFP for E-rate application</li> <li>Drafting e-mail policy</li> </ul>                                                                                                                                                                                                                   | Completed<br>In progress                       |                     |
| <b>Risk Management</b>              |                                                                                                                                                                                                                                                                                                                                        |                                                |                     |
| Projects                            | <u>Completed:</u> <ul style="list-style-type: none"> <li>Disaster preparedness planning</li> <li>General liability, property, vehicle, medical malpractice, directors' and officers' liability insurance renewal.</li> </ul> <u>In Progress:</u> <ul style="list-style-type: none"> <li>Other—safety training and meetings,</li> </ul> |                                                |                     |

|                      |                                                                                                                                                                                                           |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      | <ul style="list-style-type: none"> <li>• Update Safety Data Sheets (SDS)</li> <li>• eTrip</li> <li>• Recycling light bulbs</li> <li>• Reasonable Suspicion Drug Testing Training &amp; program</li> </ul> |
| Workers Compensation | 1 Medical only<br>1 First Aid<br>4 FRO<br>3 property claims<br>1 vehicle                                                                                                                                  |
| Trainings            | <ul style="list-style-type: none"> <li>• 5 Parent meetings</li> <li>• 3 safety meetings</li> </ul>                                                                                                        |

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

| DATE OF<br>B&F MEETING | DATE OF APP<br>SUBMISSION | FUNDING SOURCE                                          | PROGRAM/PROPOSAL                                               | AMOUNT<br>REQUESTED |
|------------------------|---------------------------|---------------------------------------------------------|----------------------------------------------------------------|---------------------|
| 11/18/15               | 11/17/15                  | BANK OF THE WEST                                        | VITA                                                           | \$ 1,500            |
| 12/9/15 (Exec)         | 11/24/15                  | USDA/ NATIONAL INSTITUTE OF FOOD AND AGRICULTURE (NIFA) | FOOD BANK : KERN NUTRITION ON WHEELS                           | \$ 329,500          |
| 01/20/16               | 12/03/15                  | UNITED WAY OF KERN COUNTY (EMERGENCY FOOD & SHELTER)    | FOOD BANK : FOOD                                               | \$ 85,000           |
| 1/20/2016              | 1/7/2016                  | JUNIOR LEAGUE OF BAKERSFIELD                            | EAST KERN FAMILY RESOURCE CENTER: EMERGENCY SUPPLIES CLOSET    | \$ 5,000            |
| 1/20/2016              | 1/19/2016                 | CALIFORNIA DEPARTMENT OF PUBLIC HEALTH                  | FHCC & SYC SEXUAL HEALTH INFORMATION & EDUCATION (I&E) PROGRAM | \$ 120,000          |
| 2/17/2016              | 1/29/2016                 | WALMART STATE GIVING PROGRAM                            | FOOD BANK : PICKUP TRUCK                                       | \$ 30,000           |
| 2/17/2016              | 2/16/2016                 | KAISER PERMANTE KERN COUNTY                             | FHCC: GROW FIT                                                 | \$ 13,181           |
| 2/17/2016              | 2/25/2016                 | ASTRAZENECA                                             | FHCC & SYC: GROW FIT                                           | \$ 175,198          |
| 3/23/2016              | 2/26/2016                 | CHEVRON 2016 SOCIAL INVESTMENT PROGRAM                  | FHCC & SYC: STEM                                               | \$ 21,500           |

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

| DATE OF<br>B&F MEETING | DATE OF<br>NOTIFICATION | FUNDING SOURCE                                                     | PROGRAM/PROPOSAL                                                       | AMOUNT<br>REQUESTED | AMOUNT<br>AWARDED | FUNDING<br>PERIOD     |
|------------------------|-------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------|---------------------|-------------------|-----------------------|
| 06/17/15               | 06/15/15                | PG&E                                                               | FHCC- COMPUTER LAB UPGRADE                                             | \$ 3,000            | \$ 3,000          | 07/01/2015-06/30/2016 |
| 06/17/15               | 06/30/15                | HHS SUBSTANCE ABUSE PREVENTION AND TREATMENT (SAPT)<br>BLOCK GRANT | HIV TESTING AND PREVENTION SERVICES                                    | \$ 128,213          | \$ 128,213        | 07/01/2015-06/30/2016 |
| 06/17/15               | 07/23/15                | USDA WIC (4 yrs)                                                   | WIC SERVICES                                                           | \$ 15,967,754       | \$ 15,967,754     | 10/01/2015-09/01/2019 |
| 08/12/15               | 09/24/15                | TARGET COMMUNITY ENGAGEMENT                                        | SYC-COMMUNITY GARDEN FENCE                                             | \$ 3,000            | \$ 2,000          | 10/1/2015-09/30/2016  |
| 08/12/15               | 10/09/15                | BANK OF AMERICA                                                    | FOOD BANK COMMUNITY RESOURCE FAIRS AND<br>PROCUREMENT OF FRESH PRODUCE | \$ 26,000           | \$ 6,000          | 1/01/2016-12/31/2016  |
| 09/23/15               | 11/13/15                | THE BAKERSFIELD CALIFORNIAN FOUNDATION                             | FOOD BANK (SOLAR PROJECT)                                              | \$ 100,000          | \$ 100,000        | 1/01/2016 -12/31/2016 |
| 10/21/15               | 11/30/15                | WELLS FARGO FOUNDATION                                             | VITA/YOUR DOLLARS & \$ENSE (FINANCIAL EMPOWERMENT)                     | \$ 35,000           | \$ 15,000         | 1/01/2016-12/31/2016  |
| 05/20/15               | 12/22/15                | CHEVRON                                                            | FOOD BANK: BACKPACK BUDDIES & FHCC: ROBOTICS & STEM                    | \$ 35,000           | \$ 25,000         | 7/01/2015-6/01/2016   |
| 11/18/15               | 12/28/15                | SOUTHERN CALIFORNIA GAS CO.                                        | FOOD BANK                                                              | \$ 2,000            | \$ 2,000          | 11/14/2015            |
| 10/21/15               | 12/31/15                | CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES &<br>DEVELOPMENT (CSD) | ENERGY (LIHEAP)                                                        | \$ 8,105,936        | \$ 8,105,936      | 1/01/2016-1/31/2017   |
| 10/21/15               | 12/31/15                | CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES &<br>DEVELOPMENT (CSD) | CSBG                                                                   | \$ 1,396,948        | \$ 1,396,948      | 1/01/2016-1/31/2017   |
| 11/18/15               | 01/08/16                | DOMINION RESOURCES                                                 | FOOD BANK                                                              | \$ 2,500            | \$ 2,500          | 1/01/2016-12/31/2016  |
| 01/20/16               | 01/19/16                | CALEITC4ME                                                         | VITA                                                                   | \$ 19,000           | \$ 16,000         | 1/20/2016-4/30/2016   |
| 12/9/15(Exec)          | 01/26/16                | UNITED WAY OF KERN COUNTY (COMMUNITY INVESTMENT)                   | FOOD BANK                                                              | \$ 25,000           | \$ 10,000         | 1/01/2016-12/31/2016  |
| 12/9/15(Exec)          | 01/28/16                | UNITED WAY OF KERN COUNTY (COMMUNITY INVESTMENT)                   | 2-1-1                                                                  | \$ 40,000           | \$ 30,000         | 1/01/2016-12/31/2016  |
| N/A                    | 01/29/16                | ANONYMOUS DONATION                                                 | FOOD BANK                                                              | N/A                 | \$ 25,000         | N/A                   |
| 08/12/15               | 02/08/16                | THE HEFFERNAN FOUNDATION                                           | FHCC- COMPUTER LAB UPGRADE                                             | \$ 7,500            | \$ 3,500          | 07/01/2015-06/30/2016 |
| TOTAL                  |                         |                                                                    |                                                                        |                     | \$ 25,838,851     |                       |

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

[illegible]

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**IN PROGRESS - FEBRUARY 2016**

[illegible]



# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

| <b>Division/Director:</b> Head Start/State Child Development/Yolanda Gonzales                                                                                  |                                              | <b>Month/Year:</b> February 2016                                 |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------|---------------|
| <b>Program/Work Unit:</b> Head Start/Early Head Start                                                                                                          |                                              | <b>Program Manager/Supervisor:</b> Jerry Meade/<br>Donna Holland |               |
| <b>Services:</b> 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                                                                                                                                                | February 2016                                | 2,211                                                            | 2,273         |
| Early Head Start Kern                                                                                                                                          | February 2016                                | 328                                                              | 341           |
| Early Head Start Partnership                                                                                                                                   | February 2016                                | 56                                                               | 59            |
| Early Head Start San Joaquin                                                                                                                                   | February 2016                                | 345                                                              | 287           |
| <b>TOTAL Funded Enrollment</b>                                                                                                                                 |                                              | <b>2940</b>                                                      | <b>2960</b>   |
| <b>Children with Disabilities</b>                                                                                                                              |                                              | <b>Goal</b>                                                      | <b>Actual</b> |
| Head Start Kern                                                                                                                                                | Identified as having an IEP                  | 10%                                                              | 10%           |
| Early Head Start Kern                                                                                                                                          | Identified as having an IFSP                 | 10%                                                              | 8%            |
| Early Head Start Partnership                                                                                                                                   | Identified as having an IFSP                 | 10%                                                              | 2%            |
| Early Head Start San Joaquin                                                                                                                                   | Identified as having an IFSP                 | 10%                                                              | 12%           |
| <b>Over Income</b>                                                                                                                                             |                                              | <b>Goal</b>                                                      | <b>Actual</b> |
| Head Start Kern                                                                                                                                                | Within 100% and 130% of Federal Poverty Rate | >10%                                                             | 7%            |
| Early Head Start Kern                                                                                                                                          | Within 100% and 130% of Federal Poverty Rate | >10%                                                             | 8%            |
| 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%                                                             | 9%            |
| <b>Average Daily Attendance<br/>(Program Wide &lt;85%)</b>                                                                                                     |                                              | 98%                                                              |               |

**Other:** Centers with 100% attendance for February: Fairview, Seibert, and Stella Hills.

| Meals Served              |                           |                            |                   |               |                   |              |
|---------------------------|---------------------------|----------------------------|-------------------|---------------|-------------------|--------------|
| Total Meals Requested     |                           |                            | Meals Allocated   |               | % of Meals Served |              |
| by:<br>Central<br>Kitchen | by:<br>Vender<br>Kitchens | Total<br>Meals<br>Prepared | to:<br>CACFP/USDA | to:<br>HS/EHS | Feb.<br>2016      | Feb.<br>2015 |
| 76,901                    | 11,172                    | 88,073                     | 64,877            | 23,196*       | 84%               | 73%          |

\* Adult Meals 8,368  
Seconds for children, nutritional experiences, and/or waste 14,828

**Total Division Staffing:** Currently employed in Head Start: 550

Vacant Positions: 39

Currently out on Leave: 42

**Program Updates:**

Received Notice of Awards from the Office of Head Start:

San Joaquin EHS for \$4,908,000.00 for 2/2016 - 01/2017

Kern HS/EHS for \$23,061,931.00 for 3/2016 - 02/2017

Pending Notice of Award from the Office of Head Start:

EHS Partnership Continuation Grant for \$402,000.00 for 3/2016 – 8/2016

Read Across America event was held 03/03/2016. Many Community Members and Staff read to children at Head Start Sites across the county.

- **Feb. 5** – Submitted a story and photos to Bakersfield Life Magazine regarding the Early Head Start/Bakersfield College and Kern County Superintendent of Schools (KCSOS) Partnership. Story should publish sometime this spring.
- **Feb. 6** – Posted on Facebook and documented in photographs the Head Start School Readiness Resource Fair that we held at Hodel’s Country Dining. The purpose of the event was to encourage HS parents to get involved in their children’s early childhood education.
- **Feb 9** – Received proclamation from CAPK Board Member Mike Maggard, on behalf of the County Board of Supervisors, declaring Feb. 11 as Kern’s official 2-1-1 Day.
- **Feb. 9** – Attended the February Kern County Hispanic Chamber of Commerce Mixer hosted by Dignity Health at Memorial Hospital’s Children’s Garden.
- **Feb. 11** – Held Press Conference at CAPK 19<sup>th</sup> Street Offices with demo of 2-1-1’s New Web Page with user-friendly Resource Database and tour of 2-1-1 Call Center. The event was very well attended by media and community partners.
- **Feb. 12** - Interviewed candidates for the Resource & Outreach Coordinator position. Offered the job to a very qualified graphic designer who will begin working at CAPK’s Outreach Department on March 21.
- **Feb. 12** – Photo ops of Chevron Grant Presentation (BackPack Buddies and Friendship House Stem Program) and Kern Kiwanis Comic Book donation to Friendship House.
- **Feb. 16** – Posted on Facebook photos of Valentine’s Day Teddy Bears presented to Alberta Dillard and Voorhies Head Start Centers by the Bakersfield Christian Church Golden Age Ministry. CAPK Board Member Tony Martinez was instrumental in securing these in-kind gifts and ensuring photo ops.
- **Feb. 24** – Secured Bakersfield Mayor Harvey Hall’s participation and sponsorship for our upcoming Humanitarian Awards Banquet & Fundraiser on May 12.
- **Feb. 26** – Received very positive and immediate results from the media and community to our outreach through press releases, e-blasts and flyer distribution about our Temporary Water Assistance Program in partnership with Self-Help Enterprises and Kern County Public Health. The program helps families whose wells have run dry by providing no-cost water tanks and water deliveries.
- **Feb. 27** – The March issue of Bakersfield Life Magazine (inserted in the 2/27/16 issue of The Bakersfield Californian) featured a multi-page spread on Early Childhood Education with extensive quotes from CAPK Head Start Assistant Director Pam Pritchard, photos of our Sterling Head Start Center and a Head Start Recruitment/CAPK Banquet Promotion ad.
- **Feb. 29** – Worked with Food Bank Manager Glen Ephrom to submit an article that will publish in the April/May Agriculture Issue of the Kern Business Journal. This article is designed to create more exposure for the Food Bank and Glen’s role as Food Bank Manager by having him start to pen some contributed articles that will run with his byline and photo.
- **Feb** – Created Lots of “Thank You! Thursday” posts throughout the month of February.
- **Coming up** – Stuff the Bus Food Drive 4:30 a.m. to 6 p.m. Friday, March 18, at the Sears Parking lot, corner of Ming & Wible in Bakersfield.