

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
May 11, 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. VITA Presentation – Sandi Truman, VITA Program Manager

b. Head Start / State Child Development Presentation – Yolanda Gonzales, Director of Head Start / State Child Development

6. **New Business**

a. Food Bank – Feeding America Compliance Audit – Glen Ephrom, Food Bank Program Manager – ***Info Item (p. 1-31)***

b. April 2016 Program and Division Reports – Ralph Martinez, Director of Community Development – ***Action Item***

- 2-1-1 Kern County ***(p. 32)***
- Central Kitchen ***(p. 33)***
- East Kern Family Resource Center ***(p. 34)***
- Energy ***(p. 35)***
- Friendship House Community Center ***(p. 36-37)***
- Food Bank ***(p. 38)***
- HIV Prevention & Testing ***(p. 39)***
- Migrant Childcare Alternative Payment (MCAP) ***(p. 40-41)***
- Shafter Youth Center ***(p. 42-43)***
- Volunteer Income Tax Assistance (VITA) ***(p. 44)***
- Women Infant & Children (WIC) ***(p. 45-46)***
- Community Development – Grants & Research ***(p. 47)***
- Human Resources ***(p. 48)***
- Operations ***(p. 49-50)***

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- c. Application Status Report and Funding Requests – Patricia Mallard, Grant & Research Supervisor – **Action Item (p. 51-54)**
- d. Head Start / State Child Development March Enrollment Update and Meals Report– Jerry Meade, Program, Design and Management Administrator – **Action Item (p. 55)**
- e. March 2016 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager – **Info Item (p. 56)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, June 15, 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 by 12:00pm on May 6, 2016. Amanda Norman, Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review and Evaluation Committee

From: Glen Ephrom, Food Bank Program Manager 

Date: May 11, 2016

Subject: *Agenda Item 6a: Food Bank – Feeding America Compliance Audit – Info Item*

The Community Action Partnership of Kern Food Bank was the subject of a Feeding America audit. CAPK Food Bank is a Partner Distributor Organization (PDO) of Feeding America member Community Food Bank (Fresno). The audit was conducted on Friday March 4th, 2016. This was a comprehensive audit involving all aspects of our operation including (but not limited to) food safety, distribution agency partners, warehouse, shipping/receiving, financial, governance, fleet, staffing, policies, documentation and record keeping. The audit initialized in early February with the receipt of work pages, form and document requests, file requests, disclosure requests and packet/manual requests.

The staff from CFB included five individuals with expertise in various aspects of food bank operations and conducted the audit on-site. Local Food Bank staff involved in the audit included Lead Administrative, Operations Supervisor, Warehouse Supervisor, Agency Relations Supervisor and Program Manager. There was individual responsibility for each aspect of the audit including oversight for the complete audit results.

The formal audit results were compiled and submitted to CAPK with an accompanying management letter and list of action items. Food Bank staff has set about to complete and satisfy all action items with requested completion dates ranging from May 4th to June 1st. The Food Bank is currently on schedule to meet all of the deadline requirements. Not all corrective action subjects were submitted as action items but were more of an observational notation. Of the 24 compliance topics, the Food bank was found to be noncompliant in 2 areas; Warehouse and Storage Capability & Food Safety & Handling and Agency Relations.

Glen Ephrom

From: Natalie Caples <ncaples@communityfoodbank.net>
Sent: Monday, April 04, 2016 4:59 PM
To: Glen Ephrom
Subject: CAPK Food Bank 2016 Audit
Attachments: PDO RDO Audit 2015_12.4.15 (5).doc; Required ItemAction List.docx

Good Afternoon Glen,

I hope that this email finds you well. First, thank you for your patience as we navigate our way through this audit process. You and your team were very accommodating, and I really appreciate the follow up to provide Community Food Bank with necessary audit documents.

Attached, you will find a copy of the Compliance Audit Report which documents our findings and a Required Item/Action List. The Action List are the actions that Community Food Bank has required your food bank to both complete and submit documentation in order for CAPK Food Bank to meet Feeding America Compliance standards.

The audit contained 24 areas of compliance, 3 of which did not apply to CAPK Food Bank. Of the remaining 21 areas, CAPK was found to be in compliance in 19 of the areas, and non-compliant in 2 areas: specifically Agency Relations (specific findings on pg. 21,22,23), and Warehouse and Storage Capability& Food Safety and Handling (pg. 12,13,16-19).

The next steps in this process is we would like to allow you until EOB Wednesday to review the documents, and submit responses to the findings (if you so choose). We will add your responses to our final audit documents under the areas of non-compliance comments section, and send the final Compliance Audit Report to Jeremy. If you would like, you are free to share the compliance audit document with Carmen and Jeremy before we add your responses to our findings and send out on Thursday; I will leave this up to you.

Last, after Jeremy has had a chance to review the report on Thursday, we will be sending the Compliance Audit Report to the CAPK Board Chair, Garth Corrigan on Friday, April 8th.

Community Food Bank is trying to be transparent with you regarding the process and allow you the opportunity to address the findings in the report, in case there are any extenuating circumstances.

Please let me know if you have any questions about this process, and I look forward to hearing from you by Wednesday. If you would like to have a chat regarding the findings, I am available tomorrow.

Thanks, and have a good evening.

Natalie Caples
Director of Programs
Community Food Bank
3403 E. Central Ave.
Fresno, Ca. 93725
(559) 237-3663 ext. 104
(559) 237-2527 (Fax)
www.communityfoodbank.net



Compliance Audit Report

☒ Partner Distribution Organization ☐ Redistribution Organization

Report Date: 3/7/2016

AUDIT INFORMATION

Audit Conducted By:

Natalie Caples

Date:

3/4/2016

Title:

Director of Programs

NOTE: A COPY OF THIS REPORT MUST BE EMAILED TO FEEDING AMERICA @ MEMBERCOMPLIANCE@FEEDINGAMERICA.ORG WITHIN 30 DAYS OF COMPLETION.

PDO/RDO INFORMATION

PDO/RDO Name:

CAPK Food Bank

☒ PDO ☐ RDO

Address:

1807 Feliz Drive

CEO Name:

Jeremy Tobias

☒ Executive Director
☐ President/CEO

Email:

jtobias@apk.org

PDO/RDO BOARD INFORMATION

Name:

Garth Corrigan

☒ Chair
☐ President

Email:

g.corrigan@vrbank.com

FEEDING AMERICA INFORMATION

Member Name:

Community Food Bank

City, State:

Fresno, Ca

SUMMARY OF FINDINGS

Date of Last Audit: n/a

Previous Audit Findings

n/a

Current Areas of Non Compliance

Warehouse and Storage Capability & Food Handling
Agency Relations

PDO/RDO PROFILE

Date Operation Began:

1994

Facility Size: 22,000

Date At Current Site:

3/4/2016

of Agencies: 107

Date Affiliated with FA Member:

6/2014

Staff (FTEs): 13.5

Current Director Date Hired:

8/4/2015

Current Fiscal Year Operating Budget:

\$1,090,597

Past Calendar Year lbs. Distributed:

13,586,920

PDO/RDO PROGRAMS

- | | | |
|---|---|---|
| ☒ Food Bank Program | ☐ Farms | ☐ Kids Cafe Program # |
| ☒ Produce Programs | ☒ Senior Programs | ☒ Back Pack Program # 1 |
| ☐ Repack/Bulk Program | ☒ Salvage Program | ☐ School Pantry Program # |
| ☐ Mobile Pantry | ☐ Garden Program | ☐ Reclamation Center Operation |
| ☒ SNAP Outreach | ☐ Prepared Foods Program | ☒ Retail Store Donation Program |
| ☐ Community Kitchen Program/On-Site Production Kitchen | | |

☐ Other:

PDO/RDO FEDERAL COMMODITIES PROGRAM(S)

- | | |
|---|---|
| ☒ TEFAP (The Emergency Food Assistance Program) | ☐ CACFP (Child and Adult Care Feeding Program) |
| ☐ CSFP (Commodity Supplemental Food Program) | ☐ SFSP (Summer Food Service Program) |

PREAMBLE

LOCATION: PDO/RDO CONTRACT, PREAMBLE (PAGE 1)

		RATING:	C
1.	Does the PDO/RDO work with unity of purpose toward the common goal of maximizing the provision of safe and nutritious food resources to people in need, and relieving hunger throughout the United States of America?	☒ Yes	☐ No
2.	Does the PDO/RDO collaborate at the local level, coordinating services, sharing resources and providing mutual support in order to best meet the needs of hungry people?	☒ Yes	☐ No
3.	Does the PDO/RDO uphold professional standards and a code of conduct based on trust, mutual respect and support for one another?	☒ Yes	☐ No
Comments:			

SERVICE AREA

LOCATION: PDO/RDO CONTRACT, SECTION IV (PAGE 5)

APPENDIX B, SECTION 2D (PAGE 13)

		RATING:	C
1.	Does the PDO/RDO solicit and accept food and grocery product donations throughout its assigned service area?	☐ N/A	☒ Yes ☐ No
2.	Does the PDO/RDO solicit in-kind goods and services, including volunteers who live and/or work in the service area?		☒ Yes ☐ No
3.	Does the PDO/RDO distribute food throughout its service area with attention to equitable distribution?		☒ Yes ☐ No
4.	Does the PDO/RDO conduct fundraising activities throughout its assigned service area?	☐ N/A	☒ Yes ☐ No
5.	Does the PDO/RDO engage in media outreach and communication activities exclusively in their service area?	☐ N/A	☒ Yes ☐ No
Comments: The Food Bank does not conduct any fundraising or direct mail activities. All donations and fundraising events go through the parent organization, CAPK.			

HANDLING FEES

LOCATION: PDO/RDO CONTRACT, SECTION V (PAGE 5-7)

RATING:**C**

1. Does the PDO/RDO comply with all the handling, delivery and VAP fee requirements?

☒ Yes☐ No**Comments:**

PDO does not charge a handling or delivery fee.

19 cents/lb is the SMF

COMPLIANCE AUDITING

LOCATION: APPENDIX B, SECTION 1, A (PAGE 1)

RATING:**C**

1. Does the PDO/RDO allow the Feeding America member to inspect the PDO/RDO operations once every (12) months?

☒ Yes☐ No**Comments:****FINANCIAL RECORD KEEPING**

LOCATION: APPENDIX B, SECTION 1, B (PAGE 1-2)

RATING:**C**

1. Does the PDO/RDO maintain financial records that comply with generally accepted accounting principles?

☒ Yes☐ No2. Does the PDO/RDO have an annual comprehensive independent certified audit? (required for budgets of \$500,000 or greater) *If no see (a) and (b) below:*☒ Yes☐ No

a) Is the PDO's/RDO's budget less than \$500,000

☐ Yes☐ No

b) Does the PDO/RDO have an annual independent financial review in lieu of a full audit?

☐ Yes☐ No

3. Does the PDO/RDO have an unqualified finding on the most recent audit?

☒ Yes☐ No*If no*, has the PDO/RDO implemented the changes and recommendations required by the auditors?☐ Yes☐ No

4. Does the PDO/RDO provide the Member with a copy of its independent financial audit within 60 days of the audit's completion and final review by the Board of Directors?

☐ Yes☒ No**Comments:**

CAPK Food Bank will provide the independent financial audit to CFB within 30 days of presentation to CAPK Board

FINANCIAL STABILITY

LOCATION: APPENDIX B, SECTION 1, C (PAGE 2)

RATING:

C

1. Does the PDO/RDO demonstrate unrestricted cash reserves equal to or greater than an average quarter's cash operating expenses (based on the previous fiscal year audited financial statements excluding donated food, government purchased food and pass-through funds)? (OR) ☐ Yes ☒ No
2. Does the PDO/RDO demonstrate a positive working capital (current assets less current liabilities excluding inventory) in each of the two preceding fiscal years? ☒ Yes ☐ No

If neither of these conditions exist, has the PDO/RDO provided the PDO/RDO with a written plan and timeline for either:

Building a reserve fund equal to or greater than an average quarter's operating expenses (based on the previous fiscal year audited financial statements excluding donated food, government purchased food and pass-through funds)? (OR) ☐ Yes ☐ No

Taking the organization back to a positive working capital position for operations, for two consecutive years? The subsequent monitoring visit must reflect measurable progress toward meeting the written working capital or financial reserve plan. ☐ Yes ☐ No

Comments:

INSURANCE

LOCATION: APPENDIX B, SECTION 1, D (PAGE 2)

RATING:

C

1. Does the PDO/RDO maintain comprehensive general liability insurance (including product liability insurance), with minimum limits of \$1,000,000 per each occurrence and underwritten by an insurance carrier rated A (includes ratings of A-, A, A+, A++) or better by the A.M. Best Company? ☒ Yes ☐ No
2. Does the PDO/RDO maintain comprehensive general liability insurance for active volunteers, with minimum limits of \$1,000,000 per each occurrence and underwritten by an insurance carrier rated A (includes ratings of A-, A, A+, A++) or better by the A.M. Best Company? ☒ Yes ☐ No
3. Does the PDO/RDO maintain Directors and Officers insurance underwritten by an insurance carrier rated A (includes ratings of A-, A, A+, A++) or better by the A.M. Best Company? ☒ Yes ☐ No

Comments:

LEGAL RESPONSIBILITIES

LOCATION: PDO/RDO CONTRACT, SECTION II (PAGE 4)
APPENDIX B, SECTION 1, E (PAGE 2)

RATING:

C

1. Does the PDO/RDO comply with all federal, state and local laws, which affect or relate to their programs and operations? ☒ Yes ☐ No
2. Is the PDO/RDO in compliance with IRS 170e3, which does not allow donated product to be distributed to staff, volunteers and employees as a standard employment benefit? ☒ Yes ☐ No

Comments:

It is recommended that CAPK adopt a stewardship policy for staff and volunteers as it pertains to donated product. CFB has provided a copy of our adopted Stewardship Policy.

MANAGEMENT AND GOVERNANCE: STAFFING

LOCATION: APPENDIX B, SECTION 1, F (PAGE 2)

RATING:

C

1. Does the PDO/RDO have adequate staff to maintain effective operations? ☒ Yes ☐ No
2. Does the PDO/RDO have staff available during regular business hours? ☒ Yes ☐ No
3. Does the PDO/RDO have one person designated as Chief Executive Officer? ☒ Yes ☐ No
4. Does the PDO/RDO have availability of part-time or volunteer resources to accommodate unusual and/or special workload requirements? ☒ Yes ☐ No

Comments:

CAPK has a CEO position; the position at the Food Bank that oversees operations at that facility is the Program Manager. The Program Manager answers directly to Director of Health and Nutrition Services who reports to the CEO.

Although the staffing structure represented by the org chart is sufficient, there have been some leaves/vacancies that may be impacting other areas, such as Agency Relations.

MANAGEMENT AND GOVERNANCE: BOARD OF DIRECTORS

LOCATION: APPENDIX B, SECTION 1, F (PAGE 2-3)

RATING:

C

1. Does the PDO maintain a Board of Directors that adheres to the standards for **GOVERNANCE AND OVERSIGHT** promulgated by the Better Business Bureau Wise Giving Alliance? ☒ Yes ☐ No
2. Does the PDO maintain a Board of Directors that adheres to the standards for **MEASURING EFFECTIVENESS** promulgated by the Better Business Bureau Wise Giving Alliance? ☐ Yes ☒ No

MANAGEMENT AND GOVERNANCE:

LOCATION: APPENDIX B, SECTION 1, F (PAGE 2-3)

BOARD OF DIRECTORS

3. Does the PDO maintain a Board of Directors that adheres to the standards for **FINANCES** promulgated by the Better Business Bureau Wise Giving Alliance? ☒ Yes ☐ No
4. Does the PDO maintain a Board of Directors that adheres to the standards for *Board of Directors* **FUNDRAISING AND INFORMATIONAL MATERIALS** promulgated by the Better Business Bureau Wise Giving Alliance?
All PDO's have one year (1) from the date of the PDO Contract to comply with the Board of Directors Standards as articulated in Appendix B, Section F.2 of the PDO Contract. ☒ Yes ☐ No
5. Has the Board of Directors adopted and does it adhere to an appropriate document retention/destruction policy and whistle-blower policies? ☒ Yes ☐ No
6. **RDO's Only** - Does the PDO/RDO have an active and effective Board which does the following:
- a) Meets regularly? ☐ Yes ☐ No
 - b) Judiciously governs? ☐ Yes ☐ No
 - c) Sets policy and accepts responsibility for compliance with these policies? ☐ Yes ☐ No
 - d) Complies with generally accepted ethical standards for nonprofit organizations? ☐ Yes ☐ No
7. Has the PDO/RDO adopted and does it adhere to an appropriate document retention/destruction policy? ☒ Yes ☐ No
- a) Complete a periodic review of the bylaws and other governing documents no less than once every three (3) years? (Effective Date: October 1, 2015) ☒ Yes ☐ No
 - b) Annually sign and comply with a formally approved conflict of interest policy and disclosure statement? ☒ Yes ☐ No
 - c) Have no more than one board PDO/RDO from a single family and no more than two board PDO/RDOs from a single agency, business or corporation? ☒ Yes ☐ No
 - d) Promptly provide notice to Feeding America of any issue of a material or significant nature that could adversely affect Product integrity, donor relations, and/or the reputation of the PDO/RDO or the Network? ☒ Yes ☐ No

Comments:

BRANCH

LOCATION: APPENDIX B, SECTION 1, G (PAGE 3)

	RATING:	C
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1. Does the PDO/RDO have additional sites? *(If yes, please list sites in the section below)*? ☐ Yes ☒ No

If yes, does the PDO/RDO comply with PDO/RDO Compliance Standards at all additional sites? ☐ Yes ☐ No

City: State:

City: State:

City: State:

2. Does the PDO/RDO collaborate and integrate all appropriate functions at all branch sites? ☐ Yes ☐ No

3. Are all branch sites physically located in the PDO/RDO's service area? ☐ Yes ☐ No

Comments:

ORGANIZATIONAL STRUCTURE

LOCATION: APPENDIX B, SECTION 1, H (PAGE 3-4)

	RATING:	C
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For Individual Membership:

1. Does the PDO/RDO have a separately incorporated 501(c)(3) status for purposes related to serving the ill, needy or infants? ☒ Yes ☐ No

2. Do the primary mission and activities of the organization relate to serving the ill, needy or infants? ☒ Yes ☐ No
3. Does the organization accept and distribute donated Product as a primary activity? ☒ Yes ☐ No

For Parent Organization Membership:

4. Does the PDO/RDO operate under the auspices of a parent 501(c)(3) organization for a purpose related to serving the ill, needy or infants? (If yes, please complete section below) ☒ Yes ☐ No
5. Do the primary mission and activities of the organization relate to serving the ill, needy or infants? ☒ Yes ☐ No
6. Does the organization accept and distribute donated Product as a primary activity? ☐ Yes ☒ No

ORGANIZATIONAL STRUCTURE

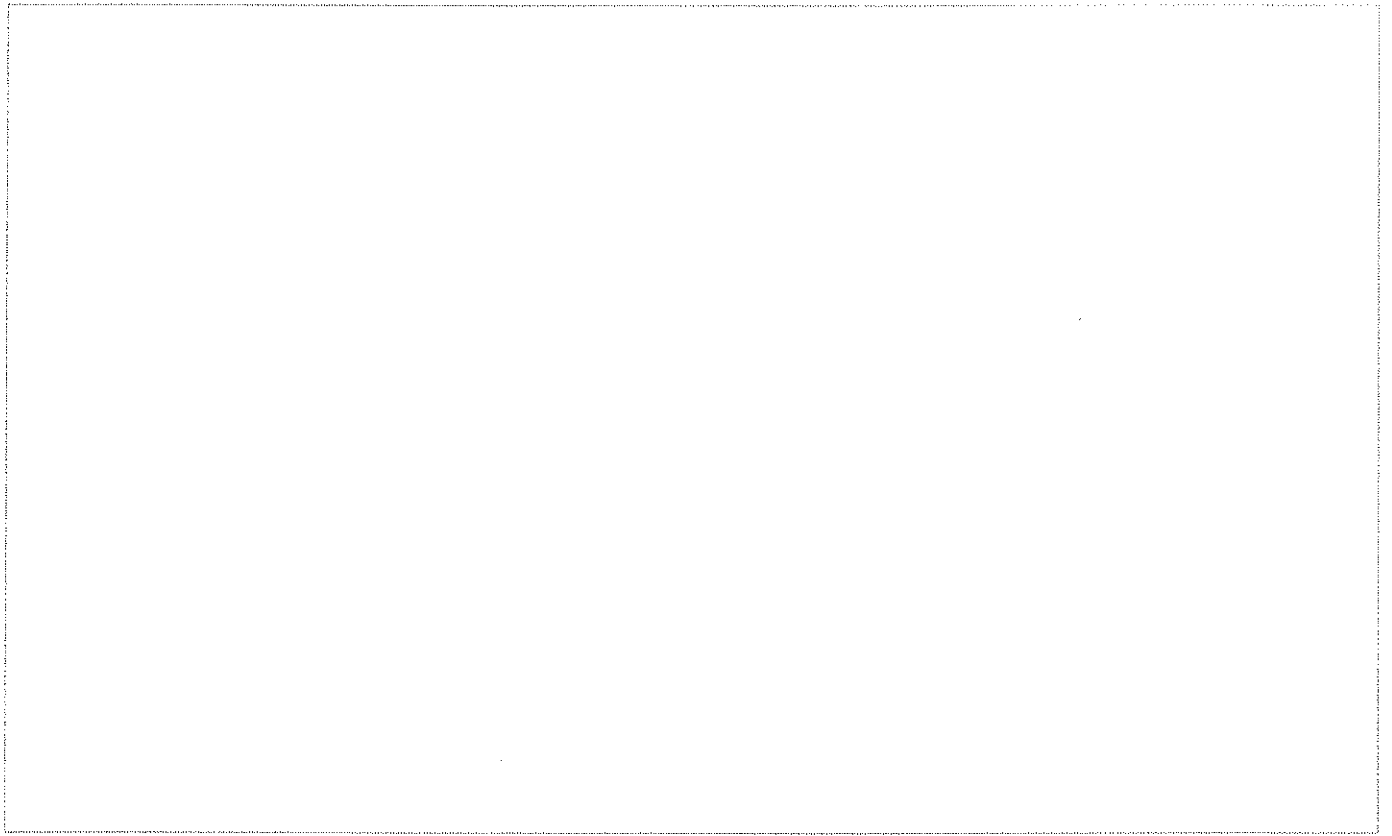
LOCATION: APPENDIX B, SECTION 1, H (PAGE 3-4)

7. Do both the parent organization and the PDO/RDO have separately maintained fiscal reports? ☐ Yes ☒ No
8. Does the PDO/RDO Director have full-time direct responsibility for the overall operations of the Food Bank Program? ☒ Yes ☐ No
9. Does the PDO/RDO have either (1) dedicated staff reporting directly to the Food Bank Program director or (2) staff positions managed by the parent organization that track their time allocated to the food bank program? ☒ Yes ☐ No

a) Product Distribution	☒ Yes ☐ No	☒ Food Bank Program ☐ Parent Organization
b) Product Sourcing	☒ Yes ☐ No	☒ Food Bank Program ☐ Parent Organization
c) Fundraising	☒ Yes ☐ No	☐ Food Bank Program ☒ Parent Organization
d) Marketing/Communications	☒ Yes ☐ No	☒ Food Bank Program ☒ Parent Organization
e) Volunteer Recruitment	☒ Yes ☐ No	☒ Food Bank Program ☒ Parent Organization
f) Agency Relations	☒ Yes ☐ No	☒ Food Bank Program ☐ Parent Organization

10. If applicable, does the parent organization have evidence affirming adherence of this support for any positions in the Parent Organization column above? ☒ Yes ☐ No

Comments:



WAREHOUSE & STORAGE CAPABILITY
FOOD SAFETY & HANDLING

LOCATION: APPENDIX B, SECTION 1, 1 (PAGE 4)
 APPENDIX B, SECTION 3A (PAGES 16-20)

RATING:

NC

Facility Inspected:

CAPK Food Bank

OUTSIDE GROUNDS

1. Are appropriate exterior perimeter controls employed to discourage pest harborage? ☐ Yes ☒ No
2. Are materials/equipment stored outside properly controlled to discourage pest harborage? ☐ Yes ☒ No
3. Is exterior of building maintained in satisfactory condition to prevent pest entry and to be consistent with local building codes and safety requirements? ☐ Yes ☒ No

Comments:

1-3. There is a large hole between the wall and the floor of the south wall of the facility (by the roll up door). Additionally, while there are traps outside and around the perimeter of a nearby fence which separates the facility from a neighboring field, there are no traps set around the exterior of the building.

Action Item: There must be no sign of pest activity and holes in walls and floors must be patched. Please contact your pest control provider to have additional traps set around the exterior of the building. Additionally, CAPK must also repair the hole on the south wall to prevent pests from entering the facility. Please send an action plan for the wall repairs to CFB no later than 5/4/2016. CFB will revisit in 60 days during the onsite visit to see action plan implemented, and will complete internal checks with an additional walk through.

MAINTENANCE OF WAREHOUSE

4. Are all floors, roofs, walls and ceilings, structural components and equipment kept in good repair? ☐ Yes ☒ No
5. Are all floors, roofs, walls and ceilings, structural components and equipment kept clean? ☒ Yes ☐ No
6. Are all cooler/freezer unit floors, roofs, walls and ceilings, structural components and equipment kept in good repair? ☒ Yes ☐ No
7. Are all cooler/freezer floors, roofs, walls and ceilings, structural components and equipment kept clean? ☒ Yes ☐ No
8. Is cooler/freezer equipment (set up for holding potentially hazardous foods at appropriate temperatures) functioning correctly? ☒ Yes ☐ No
9. Are all doors, vents, dock levelers and windows tight fitting and in good repair? ☒ Yes ☐ No
10. Are all doors and windows kept closed when not in use or screened when open? ☐ Yes ☒ No
11. Is sufficient lighting available in all work areas? ☒ Yes ☐ No
12. Is lighting shielded or unbreakable in areas where food is exposed? ☒ Yes ☐ No

MAINTENANCE OF WAREHOUSE

13. Is appropriate signage observed in food preparation areas for maintaining sanitary and safe practices (such as "No Smoking, Eating, Chewing Gum, Tobacco Use, Drinking," etc.)? ☐ Yes ☒ No

Comments:

4. See comments above in outside grounds section

10. CAPK Food Bank must keep roll up door to facility closed during normal business hours. If the door cannot remain closed, it should be fitted for a screen. This discourages pest activity in the warehouse.

13. Although there was 1 sign posted, more signs need to be prominently placed throughout the warehouse. Additionally, there are small tables/a small breakroom area for volunteers in the front of the warehouse. Volunteers regularly eat and drink in this area. Although this practice is viewed as not ideal, it is acceptable. In order for CAPK Food Bank to meet compliance standards for the breakroom in the warehouse, there must be some extra measures exercised. CFB will follow up with an onsite visit within 60 days to ensure the follow actions were taken.

Action Items (13):

1. The break room has to be marked off in a defined space (paint on floor, stanchions, partial walls)
2. Heavy signage must be posted that food consumption is limited to that defined area.
3. There should be a daily cleaning schedule for the break room area that is well-documented.
4. Extra pest control and corresponding documentation is also recommended for the defined break area.

HOUSEKEEPING PRACTICES

14. Is appropriate equipment used for cleaning operations, so as to avoid the possibility of product contamination? ☒ Yes ☐ No
15. Are all chemicals used in cleaning and sanitizing operations properly identified and used in compliance with labels and applicable regulations? ☒ Yes ☐ No
16. Is the waste in all areas collected, stored, and disposed of in a sanitary manner? ☒ Yes ☐ No

Comments:

STORAGE PRACTICES

17. To prevent food product contamination, are the appropriate separation measures employed to ensure that food/paper products are safely stored away from non-food/non-paper items (such as cleaners, chemicals, petroleum products, etc.)? ☒ Yes ☐ No
18. Are all products off the floor on pallets or racking, or off the floor of cooler/freezer equipment? ☒ Yes ☐ No

STORAGE PRACTICES

19. Are all pieces of equipment, desks, workstations, shelves and similar fixtures sealed to the floor and less than 1mm from walls? If not, are they easily movable or is there at least four (4) inches of clearance for cleaning under them and adequate distance for cleaning behind them? ☒ Yes ☐ No
20. Are all products stored with adequate space away from walls? ☒ Yes ☐ No
21. In areas where un-racked pallets are stored, is there a process in place for adequate cleaning and inspection?
22. Is refrigerated/frozen product stored away from all walls allowing for adequate air circulation and visual inspection? ☒ Yes ☐ No
23. Are empty pallets, bins and product containers properly stored, cleaned, and inspected on a regular basis? ☒ Yes ☐ No

Comments:

SAFETY RULES AND PRACTICES

24. Are only approved containers, portable tanks and approved storage cabinets (if applicable) used for the storage and handling of flammable liquids in accordance with ☒ Yes ☐ No

applicable OSHA standards (e.g. CFR 1926.152)? (This includes not using consumer-only gasoline containers, not storing more than 25 gallons of flammable liquid outside of approved cabinets, and labeling approved cabinets with "Flammable-Keep Away from Open Flames.")

25. Are hazardous chemicals and materials only used by appropriately trained and licensed (if applicable) people and in compliance with applicable regulations? ☒ Yes ☐ No
26. Does the PDO/RDO have a written Hazard Communication Program including Safety Data Sheets (SDS) for any chemical used by staff, volunteers or contractors? ☒ Yes ☐ No
27. Has the PDO/RDO communicated and trained staff (and volunteers if applicable) on the current SDS classification, labeling and location of the documents in each facility? ☒ Yes ☐ No
28. Are all operators of powered industrial trucks, as defined by OSHA, trained in accordance with OSHA standards? ☒ Yes ☐ No
29. Are appropriate eyewash stations located within 100 feet or 10 walking seconds from all charging stations? ☐ Yes ☐ No
30. Based on the conditions observed during the audit and unless indicated elsewhere, is the PDO/RDO's facility free from hazards likely to cause harm according to accepted OSHA standards? ☒ Yes ☐ No
31. Are all liquid propane containers stored in accordance with applicable OSHA standards (e.g. 29 CFR 1926.153) which includes outside storage in a ventilated area that protects against tampering? ☒ Yes ☐ No

SAFETY RULES AND PRACTICES

32. Are only approved containers, portable tanks and approved storage cabinets (if applicable) used for the storage and handling of flammable liquids in accordance with applicable OSHA standards (e.g. CFR 1926.152)? (This includes not using consumer-only gasoline containers, not storing more than 25 gallons of flammable liquid outside of approved cabinets, and labeling approved cabinets with "Flammable-Keep Away from Open Flames.") ☒ Yes ☐ No
33. Are hazardous chemicals and materials only used by appropriately trained and licensed (if applicable) people and in compliance with applicable regulations? ☒ Yes ☐ No

Comments:

MAINTENANCE OF SANITARY FACILITIES

34. Does the PDO/RDO have clean and adequate rest rooms equipped with hot water, soap dispensers, appropriate waste receptacles, and wash hands signage? ☒ Yes ☐ No
35. Are rest rooms, lockers and lunch room areas cleaned on a regular basis? ☒ Yes ☐ No
36. Are all water sources designed with adequate plumbing and disposal systems, in accordance with applicable sanitary ordinances? ☒ Yes ☐ No

Comments:

GOOD RECEIVING PRACTICES

37. Are incoming products inspected and documented for proper temperature control, signs of pest activity, and cleanliness of trucks? ☐ Yes ☒ No
38. Are all damaged and distressed products immediately segregated or disposed of (as applicable)? ☒ Yes ☐ No
39. Are cold storage products immediately placed in appropriate cold storage facilities? ☒ Yes ☐ No
40. Is there a readily accessible thermometer for inspecting incoming perishable Products?

Comments:

37. Incoming receiving loads are visually inspected, but not documented on a receiving form that is kept on file.

Action Item: CAPK Food Bank must inspect and document all incoming loads on an inbound/receiving form or checklist. This checklist must be filed and kept onsite in a log book. CAPK will submit the form that they will be using for the Inbound Inspection Checklist moving forward. CFB will follow up for an onsite visit in 60 days to ensure the receiving practice is adopted, implemented, and all necessary documentation is being recorded and filed.

CFB can provide a template of our inspection receiving logs, inbound forms and SOP for CAPK to implement, if needed. Checklist forms are also available on HungerNet.

GOOD SHIPPING & DISTRIBUTION PRACTICES

41. Are PDO/RDO vehicles (owned/operated/contracted) used for shipment inspected prior ☒ Yes ☐ No

to loading to assure proper temperature control, cleanliness, freedom from odors, signs of pests, etc.?

42. Are PDO/RDO vehicles cleaned regularly to ensure Products are transported safely? ☒ Yes ☐ No

43. Are all products staged for shipping to direct distribution programs, other food banks, or agency pick-up or delivery, inspected and documented for proper temperature control, signs of pest activity, and cleanliness of vehicles? ☐ Yes ☒ No

Comments:

43. No outbound inspection sheet/checklist is used to document the criteria prior to shipping product out of the warehouse.

Action Item: CAPK Food Bank must document all outbound loads and deliveries on an outbound form. This form should document temperatures at time of delivery, signs of pest activity, and cleanliness of the vehicle. CFB will follow up for an onsite visit in 60 days to ensure the receiving practice is adopted, implemented, and all necessary documentation is being recorded and filed onsite.

CFB can provide a template of our outbound forms and SOP for CAPK to implement.

REGULATORY

44. Does the PDO/RDO ensure that all Product is inspected prior to transfer/distribution when transported directly from donors to locations other than PDO/RDO's facilities (including agency-enabled pick-up programs)? ☒ Yes ☐ No

45. Does the PDO/RDO ensure that all Product is inspected and labeled completely prior to distribution according to the requirements outlined in the PDO/RDO Contract? ☒ Yes ☐ No

Comments:

PRODUCT HANDLING AND TRANSPORT

46. Are the temperatures of all cold storage units documented on a twice daily basis? ☒ Yes ☐ No

47. Are the temperature recording devices for each cold storage unit calibrated to a national standard at least annually (e.g. National Institute of Standards and Technology)? ☒ Yes ☐ No
48. Does the PDO/RDO ensure all product is stored at appropriate temperatures (41°F or below for chilled, 0°F or below for frozen, 135°F or higher for hot foods) and within allowable time frames? ☒ Yes ☐ No
49. If applicable, does the PDO/RDO repack bulk product only in a Clean Room or provide isolation and use operating practices to ensure adequate food safety control and to prevent potential Product contamination? ☐ Yes ☐ No
50. Does the PDO/RDO ensure that perishable product is transported using a passive (thermal blanket/cooler with ice packs) or a visibly active temperature retention system (refrigeration unit) to maintain proper temperatures? ☒ Yes ☐ No
51. Does the PDO/RDO ensure that sample temperatures are taken and documented at pickup and delivery of perishable foods? ☐ Yes ☒ No
52. Does the PDO/RDO ensure all Retail and Hospitality Food was not previously served to the public and is first generation food (i.e. will not have been reheated twice before consumption)? ☒ Yes ☐ No
53. Does the PDO/RDO ensure that all Retail and Hospitality donations are packaged in first-use food grade packaging? ☒ Yes ☐ No

PRODUCT HANDLING AND TRANSPORT

54. If applicable, does the PDO/RDO handle perishable food drive product according to the requirements outlined in the PDO/RDO Contract? ☒ Yes ☐ No

Comments:

51. It is a best practice for sample temperatures to be taken when picking up and delivering perishable products- specifically in regards to the Retail Program. CFB can provide a sample receiving form (with place for temperature documentation) and an SOP. CAPK must ensure that the retail drivers are documenting temps and have access to an infrared temp gun to take sample temperatures when picking up product.

CFB will be following up to ensure that proper documents are being utilized to ensure food temperatures are recorded properly and retained onsite during our site visit within 60 days.

TRAINING

55. Does each PDO/RDO-managed facility have at least one staff person who participates in or supervises the receiving, storage, and distribution of product that is a certified ServSafe manager level or equivalent? ☒ Yes ☐ No
56. Do all key Product handling staff and volunteers receive food safety training? ☐ Yes ☒ No
57. Do all key program staff and drivers, who are regularly handling retail or hospitality foods, have safe food handler training or equivalent? ☐ Yes ☒ No

58. If Applicable, does the PDO/RDO operate a Salvage Program according to the requirements outlined in the PDO/RDO Contract?

☒ Yes ☐ No

Comments:

56. CAPK Food Bank must incorporate proper food safety guidelines in their volunteer orientation.

57. Drivers that pick up Retail Program product do not have proper food safety certification. All staff that regularly handle retail product or conduct site visits/agency monitoring must have a food handler card. Appropriate staff should be certified, and Community Food Bank will be following up within 60 days to ensure certification of all appropriate staff.

Action Item: CAPK Food Bank Retail Program and Agency Relations staff must be certified in Food Safety. Drivers and Programs Staff must have (at a minimum) a Food Handlers Card or equivalent food safety training. This documentation should be provided to CFB by 5/4/2014.

PEST CONTROL

59. Is the facility free from pest activity?

☐ Yes ☒ No

60. Are interior pest control traps placed effectively around the interior perimeter (recommendation is 20-40 feet apart)?

☒ Yes ☐ No

PEST CONTROL

61. If applicable, does the PDO/RDO utilize exterior rodent monitoring devices and are they used correctly including locked, secured, and tamper proof devices?

☒ Yes ☐ No

62. If applicable, does the PDO/RDO utilize insect light traps, flying insect traps or pheromone traps correctly?

☐ Yes ☐ No

63. Are regular (suggested daily) checks made for evidence of pest activity with all inspection and pest activity documented?

☒ Yes ☐ No

64. Does the PDO/RDO utilize appropriate procedures, areas and equipment for product with identified pest issues (e.g. physical barriers restricting movement, pest control devices, frequent inspection, etc.)?

☐ Yes ☒ No

Comments:

59. Signs of pest control failures were found. Birds, bird nest, and squirrels were present in the warehouse during the compliance audit. Action Item is documented in the comments section on page 12.

REPORTING

LOCATION: APPENDIX B, SECTION 1, J (PAGE 4)

RATING:	C
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1. Has the PDO/RDO provided timely information in areas such as distribution, personnel, facility, financial status, agencies, etc. to assist the PDO/RDO in completing Feeding America Network Activity Reports? ☒ Yes ☐ No

Comments:**PRODUCT DISTRIBUTION MANAGEMENT**

LOCATION: APPENDIX B, SECTION 2, A (PAGE 4-8)

RATING:	C
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1. Does the PDO/RDO distribute donated Product only to clients through direct service or to approved Agencies? ☒ Yes ☐ No
2. Does the PDO/RDO notify Member if it has cause to suspect that product in the PDO/RDO's inventory or previously distributed has been seriously misused? ☒ Yes ☐ No
3. Does the PDO/RDO maintain an inventory record-keeping system? ☒ Yes ☐ No
- a) Track product distribution quickly in the event of a recall? ☒ Yes ☐ No
- b) Provide data needed by food donors and the IRS for tax deduction purposes? ☒ Yes ☐ No
- c) Provide a current inventory of stock? ☒ Yes ☐ No
- d) Reconcile the inventory records of product received, on hand and distributed? ☒ Yes ☐ No
4. Does the PDO/RDO measure the accuracy of the physical inventory compared to inventory system totals? ☒ Yes ☐ No
5. Is the PDO'S/RDO'S physical inventory by case quantity or weight, within + or - 2% of inventory system records? ☒ Yes ☐ No
6. Does the PDO/RDO maintain a system for organizing or labeling stock that facilitates inventory control? ☒ Yes ☐ No
7. Does the PDO/RDO record all amounts of food in pounds including those items tracked by case/unique item number? ☒ Yes ☐ No
8. Is the PDO/RDO able to track and reconcile donation records with distribution and stock on-hand records and conduct regular test counts on Product? ☒ Yes ☐ No

9. Does the PDO/RDO maintain a record of all product distributed by:
- a) Item number/category and/or poundage ☒ Yes ☐ No
 - b) Quantity ☒ Yes ☐ No
 - c) Date distributed ☒ Yes ☐ No
 - d) Name of recipient Agency ☒ Yes ☐ No
10. Does the PDO/RDO require that recipient agencies maintain files of their invoices from the PDO/RDO for one year? ☒ Yes ☐ No
11. Does the PDO/RDO provide the PDO/RDO with information annually, on the amount of product received and distributed by the PDO/RDO, in categories listed on the Feeding America Product Donation Quarterly Poundage Report? ☒ Yes ☐ No
12. Does the PDO/RDO update current inventory on a daily basis? ☒ Yes ☐ No
13. Does the PDO/RDO reconcile the receipt and distribution records of at least two the PDO/RDO donations per month, recording the results to test ability to accurately tract the distribution? ☒ Yes ☐ No
14. Does the PDO/RDO adhere to the requirements of removing product or providing a corrective action plan in the event of a recall or withdrawal within one business day? ☒ Yes ☐ No
15. Does the PDO/RDO permanently retain records regarding product removal or corrective action taken? ☒ Yes ☐ No

PRODUCT DISTRIBUTION MANAGEMENT

LOCATION: APPENDIX B, SECTION 2, A (PAGE 4-8)

16. Does the PDO/RDO comply with all applicable National Donor requirements and restrictions? ☒ Yes ☐ No

Comments:

AGENCY RELATIONS

LOCATION: APPENDIX B, SECTION 2, C (PAGE 9-11)

APPENDIX B, SECTION 3, A, 5 (PAGE 18-19)

RATING:	NC
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1. Is a system in place to ensure that donated Product is distributed only to organizations with 501(c)(3) status or equivalent and to clients at no charge and is used for domestic use only? ☒ Yes ☐ No
2. Does the PDO/RDO ensure that any Agency that designates a non-501(c)(3) organization as its distribution agent for donated Product does so only by:
- a) Affirming such designation in writing and acknowledging the responsibility to enforce all provisions of its agreement with the PDO/RDO with regard to the designated ☒ Yes ☐ No

group;

- b) Ensuring the Agency is programmatically, fiscally and legally responsible for the donated Product handling/distribution activities of the designated group; ☒ Yes ☐ No
- c) Requiring that funds used to pay handling fees to the PDO/RDO come from the Agency and not from the designated group; and ☒ Yes ☐ No
- d) Ensuring all money received and disbursed in connection with the donated Product handling/ distribution activity goes through the fiscal books of the Agency. ☒ Yes ☐ No
3. Does the PDO/RDO ensure that all Agencies keep records that accurately reflect the total amount of Product received through the PDO/RDO's programs for at least one (1) year (including Product picked up through other PDO/RDO-enabled programs)? ☒ Yes ☐ No
4. Does the PDO/RDO verify the Agency's procedure for determining that the final recipient of the Product is ill, needy or infant such as using self-declaration of need or other intake processes? ☒ Yes ☐ No
5. Does the PDO/RDO's monitoring Program ensure that Agencies only distribute Product that conforms to the same Product safety standards required of PDO/RDOs? ☒ Yes ☐ No
6. Does the PDO/RDO ensure that Foster Parent Associations are not PDO/RDO Agencies? ☒ Yes ☐ No
7. Does the language in the Agency Agreement and Release contain all of the required information? ☐ Yes ☒ No

AGENCY RELATIONS

LOCATION: APPENDIX B, SECTION 2, B (PAGE 9-11)
APPENDIX B, SECTION 3, A, 5 (PAGE 18-19)

8. Do the PDO/RDO Agency files have clear, complete and current evidence of the Agency's exemption under Section 501(c)(3) of the IRS Code or Church status? ☐ Yes ☒ No
9. Do the PDO/RDO Agency files contain completed Agency applications? ☐ Yes ☒ No
10. Do the PDO/RDO agency files contain a current Agency Agreement and Release, signed and dated by the Agency's current authorized representative? ☐ Yes ☒ No
11. Do the PDO/RDO Agency files contain current and completed monitoring reports from within the last two (2) years? ☒ Yes ☐ Yes
12. Do the PDO/RDO Agency files contain all significant correspondence between the PDO/RDO and the Agency (i.e. Product recalls, changes in Agency Membership status, serious findings or actions taken due to noncompliance)? ☒ Yes ☐ No
13. Do the PDO/RDO Agency files contain documentation of food safety training to at least one representative from each Agency? ☐ Yes ☒ No
14. Does the PDO/RDO conduct an on-site monitoring of all Agencies prior to granting Membership? ☒ Yes ☐ No
15. If the PDO/RDO determines that an Agency is out of compliance and the compliance issue is or could adversely affect Product integrity, donor relations, client access to services, or the reputation of the PDO/RDO or the Network, does the PDO/RDO monitor the Agency at a minimum every six (6) months until the issue is corrected? ☒ Yes ☐ No
16. Does the PDO/RDO document the corrective actions in the Agency's files? ☒ Yes ☐ No
17. Does the PDO/RDO ensure staff conducting the Agency monitoring have a current safe food handler qualification provided by the National Restaurant Association ServSafe Food ☐ Yes ☒ No

Handler program or equivalent?

Comments:

A random selection of 20 agency/program files were reviewed, below details the findings and the corrective actions to be taken:

A. (8-10) Older agency files reviewed were missing member agreements, 501 © 3 documentation, and agency applications. Yazid mentioned that the documentation collected for the older agency files were stored offsite. These documents must be with the onsite files at all times. Please retrieve the missing documentation from storage and store with the active agency file. CFB will be onsite in 30-45 days to re-monitor these files for compliance.

B. (7/13) All agency files are missing food safety documentation, and there is no language in the agency agreement requiring submission of food safety certification prior to agency membership. Per Feeding America Guidelines, documentation of food safety certification (or equivalent food safety training) is required for agencies to be a member of CAPK. CAPK is responsible for providing food safety information or classes to all member agencies. CAPK must retain documentation/certification that food safety requirements have been met within the agency file. Please provide agencies with the necessary food safety training within the next 60 days (or retrieve documentation for agencies that have a ServSafe or equivalent food safety certification). CFB will be checking agency files for the food safety training documentation/certification when onsite. Additionally, CAPK must alter the language in their agency agreement stating the the completion of a food safety training (either administered by CAPK or another equivalent training) is required to obtain agency membership.

C. Program files-snack attack: missing all necessary documentation. Program files must contain food safety certification/documentation, a 501 © 3, and a MOU or agency agreement/Snack Attack Agreement with CAPK. Additionally, staff and volunteers with direct repetitive access to children must pass a national background check. The background check must also be documented in the Snack Attack program file. Lastly, Snack Attack program sites must be monitored at a minimum once per year. This monitoring must be documented and kept with the Snack Attack program file. Community Food bank will be onsite within the next 60 days. Please collect all necessary documentation for the Snack Attack files and have documents ready for review during the onsite visit.

D. Program files-Backpack: missing food safety documentation, site monitoring, and background checks. The Backpack program must adhere to the same food safety guidelines as the member agencies. Additionally, staff and volunteers with direct repetitive access to children must pass a national background check. The background check must also be documented in the Backpack program file. Lastly, Backpack program sites must be monitored at a minimum once per year. This monitoring must be documented and kept with the Backpack program file. Community Food bank will be onsite within the next 60 days. Please collect all necessary documentation for the Backpack files and have documents ready for review during the onsite visit.

E. CAPK must conduct a Site monitoring/agency monitoring prior to membership acceptance. This initial site monitoring visit must be documented and be kept with other documentation in the Agency file.

17. Agency Relations Staff must be certified in food safety (comments on pg. 19)

PDO/RDO PROGRAMS

LOCATION: APPENDIX B, SECTION 2, C, 5 (PAGE 11-12)

RATING:	C
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1. Does the PDO/RDO operate programs that include outreach or services provided to clients that are not sponsored by qualified Agencies? ☐ Yes ☒ No
2. Does the PDO/RDO keep a signed program agreement on file for PDO/RDO programs that affirms the practices as described in the PDO/RDO Contract? ☐ Yes ☐ No

PDO/RDO PROGRAMS

LOCATION: APPENDIX B, SECTION 2, C, 5 (PAGE 11-12)

3. Does the PDO/RDO operate any Feeding America National Programs and keep a signed program agreement on file that affirms the practices as described in the PDO/RDO Contract? ☐ Yes ☒ No
4. Does the PDO/RDO conduct an on-site monitoring of all applicable program sites at least once every two (2) years? ☐ Yes ☐ No
5. If the PDO/RDO determines that a program is out of compliance and the compliance issue is or could adversely affect Product integrity, donor relations, client access to services, or the reputation of the PDO/RDO or the Network, does the PDO/RDO conduct and document the results of an on-site monitoring of the applicable program site at a minimum every six (6) months until the issue is corrected? ☒ Yes ☐ No

Comments:

DONATED PRODUCT SOURCING

LOCATION: APPENDIX B, SECTION 2, D (PAGE 13)

RATING:	C
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1. Does the PDO/RDO conduct active, ongoing product solicitation activities throughout its service area? ☒ Yes ☐ No
2. Does the PDO/RDO maintain and devote resources to the acquisition and distribution of food throughout its service area as the core function of the organization? ☒ Yes ☐ No

Comments:

50% FTE Food Resourcer

FUND DEVELOPMENT

LOCATION: APPENDIX B, SECTION 2, E (PAGE 14)

RATING:	C
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1. Does the PDO/RDO conduct fund development for food banking activities, in their designated service area? ☒ Yes ☐ No

Comments:

CAPK raises funds on behalf of the CAPK Food Bank

MEDIA AND COMMUNITY RELATIONS**LOCATION: APPENDIX B, SECTION 2, F (PAGE 14)****RATING:****N/A**

1. Does the PDO/RDO make reasonable efforts to participate in and support national public awareness, public policy and fund-raising activities? ☐ Yes ☐ No
2. Does the PDO/RDO seek to engage public awareness of the National Office, PDO/RDO and Network? ☐ Yes ☐ No

Comments:**CLASSIFICATION OF PRODUCE****LOCATION: APPENDIX B, SECTION 3, A, 8 (PAGE 19-20)****RATING:****C**

1. Does the PDO/RDO classify produce according to the "Financial and Accounting Guidelines for Produce Sourcing and Classification" document and as defined in the PDO/RDO Contract? ☒ Yes ☐ No

Comments:**DISASTER RELIEF ACTIVITIES****LOCATION: APPENDIX B, SECTION 3, B (PAGE 21)****RATING:****C**

1. Does the PDO/RDO comply with all applicable aspects of the "Disaster Relief Activities" section of the PDO/RDO contract? ☒ Yes ☐ No

Comments:

Community Food Bank commends CAPK for their leadership in the response to the drought in Kern County for the last 2 years. Thank you for providing this service to the residents in Kern.

TRADEMARK & LICENSE AGREEMENT

LOCATION: TRADEMARK LICENSE AGREEMENT FOR PARTNER DISTRIBUTION ORGANIZATIONS

RATING:

N/A

2. Does the PDO comply with all aspects of the Trademark License Agreement for Partner Distribution Organizations? ☒ N/A ☐ Yes ☐ No

Comments:

COMPLIANCE AUDIT RATING SUMMARY

	N/A	C	NC
1. Preamble	☐	☒	☐
2. Service Area	☐	☒	☐
3. Handling Fees	☐	☒	☐
4. Compliance Auditing	☐	☒	☐
5. Financial Record Keeping	☐	☒	☐
6. Financial Stability	☐	☒	☐
7. Insurance	☐	☒	☐
8. Legal Responsibilities	☐	☒	☐
9. Management and Governance: Staffing	☐	☒	☐
10. Management and Governance: Board of Directors	☐	☒	☐
11. Multiple Sites	☐	☒	☐
12. Organizational Structure	☐	☒	☐
13. Warehouse and Storage Capability & Food Safety and Handling	☐	☐	☒
14. Reporting	☐	☒	☐
15. Product Distribution Management	☐	☒	☐
16. Agency Relations	☐	☐	☒
17. PDO/RDO Programs	☐	☒	☐
18. Donated Product Sourcing	☐	☒	☐
19. Fund Development	☐	☒	☐
20. Media and Community Relations	☒	☐	☐
21. Classification of Produce	☐	☒	☐
22. Food Safety and Handling	☒	☐	☐
23. Disaster Relief Activities	☐	☒	☐
24. Trademark and License Agreement	☒	☐	☐

Required Item/Action List

PDO Name: CAPK Food Bank

The following are the list of items or actions that Community Food Bank has required your food bank to both complete and submit to Community Food Bank in order to meet Feeding America Member Standards. These items are also noted with details in the compliance audit report that accompanied this list.

Please note, there may be other items that you are required to complete to be in compliance, but not submit an item to Community Food Bank showing progress or completion. The items are also included in the audit report, but not on this list.

Please submit items or report actions taken to:

Natalie Caples, Director of Programs

Email: ncaples@communityfoodbank.net

Item/Action Needed	Submit to CFB by:	Sent/Completed Date:
Submit documentation for additional pest control prevention-traps placed around outside of facility and action plan to patch/repair the hole in the south wall of the warehouse.	5/4/2016	
CAPK will submit the form that they will be using for the Inbound Inspection Checklist.	6/1/2016	
CAPK will submit the form that the will be using for the Outbound Inspection Checklist.	6/1/2016	
CAPK will submit documentation that its Retail Program drivers are documenting temperature of perishable at time of pick-up and delivery.	6/1/2016	
CAPK will obtain and submit food safety certification for Retail Program drivers and Agency Relations staff.	5/4/2016	
Changes in the Agency Agreement are required to be in compliance with Feeding America policies as it pertains to food safety. Please send an updated Agency Agreement incorporating the necessary language.	6/1/2016	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: April 2016
Program/Work Unit: 2-1-1 Kern County	Staffing: 16 and 1 vacancy	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, 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	5,139	4,310	829 (16%)	8,233
Kings County	150	118	32 (21%)	*
Tulare County	850	664	186 (21%)	*
Mountain Valley (Mariposa and Merced Counties)**	35	25	10 (14%)	*
Total	6,174	5,117	1,030 (16%)	

*2-1-1 Kern does not have access to the iCarol database for these counties. Per the agreements, 2-1-1 Kern provides referrals but does not track them. The information goes directly to the iCarol databases for the individual counties.

**Started 10/15

Most Requested Services	CalFresh	Utility Assistance	Food Pantries
Top 3 Unmet Needs	Food/ Meals	Clothing/ Personal/Household	Housing

Other Services		Month	YTD
LIHEAP	Calls Answered	4,067	12,384
Weatherization	Routed through 2-1-1 Calls Answered	364	364
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	1,832	6,083

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		8	3	4

Outreach Activities	Outcomes
- Grimmway Health & Benefits Fair - Participated in the KC Breastfeeding Coalition - Health Fair (Estrella TV & Radio Que Buena) 2-1-1 Presentation at the Southeast Neighborhood Partnership Upcoming April Outreach Events - Owens Primary Spring Carnival, May 6th - DBA 3rd Thursday, May 19th - Friendship House Resource Fair, May 25th	Over 100 participants distributed 100 2-1-1 Kern County informational cards. Distributed 63 2-1-1 Kern County informational cards.

Other:

- 2-1-1 Kern added a Mental Health option to the queue in partnership with Kern County Mental Health and Sheriff's Departments beginning May 2, 2016. This will assist in transferring nonemergency calls to 2-1-1 Kern directly from the Sheriff's dispatch.
- AIRS Conference, St. Louis MO May 21-25, 2016.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: April 2016
Program/Work Unit: Central Kitchen	Program Staffing: 23, plus 1 vacancy and 1 on medical leave	Program Manager: Diana Morrison
Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base parent meetings. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. . In summer, the program prepares and delivers meals for children at the Friendship House, Shafter Youth Center, and other locations throughout Kern County. • Total meals prepared are supported by the daily meal production sheets and food transport sheets. • Parent meeting meal totals are supported by meal request forms submitted by center and Home Base staff.		

Activities	Status			
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Central Kitchen prepared for the HS/EHS centers	86,255	27,532	33,119	25,604
Home Base Meals	317	73	191	53
Parent Meeting Meals	1,288	---	---	---
Total	87,860	27,605	33,310	25,657

Other:

- April is the first month of the spring/summer cycle menu. We have added more fresh fruit and vegetables as they come into season, e.g., strawberries and a variety of melons, zucchini, and cucumbers. The fresh fruit and vegetables are local, if available.
- We have received the new CACFP meal patterns for infants and children. Compliance with new meal patterns is required by October 2017. The biggest change is in the infant meal pattern. Currently there are only two age groups, 0-5 and 6-11 months. The new infant meal pattern is divided into three age groups: 0-3, 4-7, 8-11 months. This change means that infants age 0-5 months will only be fed formula and/or breast milk at the centers. Based on this change, we anticipate an increase in the amount of formula served, which will then result in increased food costs.
- I completed the master Safety Data Sheets (SDS), formerly MSDS, binder with the new updated safety data sheets for the cleaning products that the Central Kitchen provides to the centers. The SDS sheets that we are currently using must be replaced with new sheets and labels required by Occupational Safety Health Administration (OSHA). New SDS binders will need to be placed at all sites. We will also be replacing cleaning product spray bottles to meet labeling requirements. Laurie Sproule and I met to review the new SDS binder.
- Carmen and I attended the Partners in Nutrition Cooperative (PINCO) meeting. PINCO is a food purchasing cooperative and currently includes 40 school districts. In the meeting we observed how they review and discuss new products and pricing. We will be following up with CACFP for the guidelines on belonging to PINCO.
- Ralph Martinez continues to work on a plan for a new CAPK Central Kitchen.
- We submitted the Summer Food Service Program application for this summer. The program will operate from June 6 to July 29, 2016.
- The lead driver position is vacant; interviews are scheduled for 5/2/2016. We currently have 3 substitute food production drivers who have been a great help to cover staffing shortages.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: April 2016
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 6	Program Manager/Supervisor: Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in east Kern County communities of Boron, California City, 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
Referrals for services	Differential Response	28	235
Case Managed Families	F5K School Readiness	8	81
Children participating in center-base program		N/A	26
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	45	685
Emergency Supplies Closet and Other Services	Food (individuals)	17	108
	Clothing (individuals)	10	180
	Photocopies (individuals)	177	931
	HEAP Application Supporting Docs	120	244

Other: Hosted community collaborative meeting with representatives from Salvation Army, Mojave Unified School District, and the Department of Human Services and Child Protective Services.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

Activities	Description	Status	
		Households Served	
		Month	YTD
1. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2015/2016)	Assistance with utility bill payments	481	2,320
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2015)	- Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) - Energy-efficient appliance installation	60	193
		25	62
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	30	121
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	5	13
5. Total Value of Services		\$221,374	\$1,908,490
		Results	
6. Energy calls received (from 2-1-1)		3,723	
		HEAP	Wx
7. LIHEAP applications Received		658	151
8. LIHEAP applications Completed		579	100
9. LIHEAP applications in Progress		89	51
10. Outreach	- Springwood Apt. Complex - Bkfld - Health & Safety Fair - Grimmway Health & Benefits Fair - USDA Housing Authority Project-Arvin - Royal palms Apt.-Bkfld - Casa Loma Apt. - Bkfld	Distributed HEAP/Wx applications	

Other: The value of services for LIHEAP & LIWP Weatherization Assistance Program is for the previous month due to the fact it is not determined until the report is completed on the 15th of each month. The \$221,374 is the value of utility assistance only.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

Activities		Participants (7/15 to 6/16)	
Description	Purpose	Month	YTD
Total Enrollment	All programs	709	7,257
After-School Program	Tutoring, homework assistance, recreation	9	158
GATES Gang Prevention Program	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.	3	223
Justice Assistance Grant (JAG) Program	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.	0	49
Grow Fit Program	Increase participants' knowledge of nutrition, healthy eating choices, gardening, exposure to seasonal fresh produce, and participation in physical activities.	0	84
STEM (Science, Technology, Engineering, Math) Program	Exposes program youth to robotics, engineering, math, and coding to increase critical thinking skills, deductive reasoning, and problem solving.	7	59
Mobile Mexican Consulate	Provides Consulate services at the Friendship House which includes passport renewals, assistance with obtaining important documents, and providing DACA & protection information.	690	6,684
Local Control Accountability Plan (LCAP)	CAPK is a subcontractor to the Kern County Superintendent of Schools and conducts outreach and education to parents and students at continuation schools.	Activities Summary	
		Focus Groups: Assisted with youth focus groups at North Kern Community School 4/5/16 & Sillect Community School 4/13/16.	

Other:

- The Kern County Black Chamber of Commerce Foundation partnered with Californians for Energy Independence and Bright House Networks to sponsor a two week STEM program at the Friendship House during the summer, to be facilitated by Engineering for Kids-Kern County. Engineering for Kids will provide all supplies, materials, and staff to facilitate the STEM program, which will serve a total of 44 Friendship House youth participants from June 27th-July 8th.
- On April 29th the CAPK Gang Prevention Program held an orientation at the CLC Tech Alternative Education school site, which serves high school students who have been expelled and/or are on probation or parole. During the orientation 20 students registered for the Gang Prevention Program's Forward Thinking journaling program. This program is a targeted intervention for cognitive-behavioral change to assist youth in making positive changes to their thoughts, feelings, and behaviors.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: April 2016
Program/Work Unit: Food Bank	Total Staffing: 15; No vacant positions.	Program Manager/Supervisor: Glen Ephrom
Services: Partners with 112 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals. Also operates the Back Pack Buddies program at several school sites during the school year to provide low-income, food-insecure children with ready-to-eat food on weekends and school breaks.		

		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals served (February 2016)	32,585	70,192
	Poundage Received	1,297,462	2,594,924
	Total Poundage Distributed	1,156,563	2,313,126
Drought Emergency Food Assistance (DEFAP)	Clients Served	Families	Individuals
	April 2016	3,637	26,735
	Total Poundage Distributed	286,200	602,340
Food Sourcing	Donations Received: • Ag Against Hunger (leafy greens ,cauliflower, broccoli, mushrooms, raspberries & strawberries) • B & B Shipper (Asian Eggplant & Squash) • Bolthouse Farms (carrots) • Country Sweet Produce (sweet potatoes) • Epic Veg/CAFB (romaine lettuce) • Grimmway/Cal Organic (cabbage, onions, potatoes, & leafy greens) • Tasteful Selections (potatoes) • Windsett Farm/CAFB (tomato on the vine) • Wonderful Company (oranges)		
Food Drives	• Liberty Tax collected 1,112 lbs.; Starbucks collected 1,265 lbs.		

Other: **1)** Signage completed on the new refrigerated truck and it was put into service. **2)** We met with Catholic Charities and finalized plans to support their Summer Produce Distribution Program. The Food Bank will deliver a load of strictly fresh produce on a monthly basis beginning May 26 for a free, farmer's market style of distribution. We plan to continue throughout the summer and target up to six different varieties of fresh produce if available. **3)** Initiated a meeting with representatives of the Beale Library. They are interested in providing food to their clients during their summer program. Although they currently provide hot meals to the youths involved in the program, they would like to take it to the next level and provide commodities to the families to take home as well. Initial plans call for a bimonthly delivery of food from the Food Bank. We are still in the discovery and evaluation process. **4)** Results and action items from the Feeding America Audit will be presented at the May 11 PRE Committee meeting in outline form. **5)** Program Manager Glen Ephrom joined other California Association of Food Bank members in Sacramento to advocate on behalf of anti-hunger issues for the annual Legislative Day. Offices visited on behalf of the Food Bank included Assemblyman Devin Mathis, Assemblywoman Shannon Grove, Senator Andy Vidak, and Senator Jean Fuller. **6)** For April 2016 the Food Bank received and distributed 170,184 pounds of fresh produce made up of 17 different varieties.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: April 2016
Program/Work Unit: HIV Prevention & Testing	Total Program Staffing: 2	Program Manager/Supervisor: Dennis Hendrix
Program/Work Unit Description: 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 duplicate clients)	89	927
HIV Tests	Oral swab antibody test	51	381

Other:

- Attended the HIV Community Planning Group meeting in Sacramento with the CA Department of Public Health, the Department of Health Care Services, and the Office of AIDS to continue planning for the updated Statewide Integrated HIV Surveillance, Prevention and Care Plan and community input for implementing the "Laying the Foundation for Getting to Zero HIV" campaign on 4/10/16 – 4/12/16.
- Attended monthly substance use provider meeting at Kern County Mental Health Dept. on 4/25/16.
- Attended a Kern County Mental Health Department cultural competency training on "Understanding the African American Community" on 4/28/16.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	374	47%
	Tulare	159	21%
	Kings	80	15%
	Fresno	71	6%
	Madera	67	9%
	Merced	16	2%
	Total	746	100%

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

Other:

Current Activities:

MCAP has earned a total of 77% of the total contract amount for the current FY 2015-2016. MCAP has stopped enrolling new families in the counties of Kern, Tulare, Kings, and Madera. Enrollments will continue in Merced and Fresno counties.

The family services department staff attended the Eligibility & Need training in Fresno on 4/5. A total of 10 staff members attended this training provided by the California Child Development Administrators Association (CCDAA).

The MCAP program manager and family services coordinator began the yearly Program Self-Evaluation (PSE) in the latter part of the month. The evaluation consists of a self-audit on a sample of parent and provider files and a PSE summary report due to the California Department of Education by June 1, 2016.

The program conducted two successful meetings in Fresno County. The parent meeting was led by Laura Porta, Family Services Coordinator, and the provider meeting was led by the program manager. Both meetings were well attended despite the bad weather. The attendees were engaged with the information presented.

The subsidized reimbursement specialists conducted provider visits in Bakersfield, Lamont, and Arvin on 4/28 and 4/29 and provided technical assistance to our participants as well as a compliance review of children attendance logs.

MCAP management staff is still actively seeking new office space in an effort to reduce the program's rent expense.

Migrant Alternative Payment Program (MCAP) Monthly Report – Continued

Upcoming Activities:

Susana Magana will be attending the CalCAPA conference on 5/11-5/13 in Sacramento.

On 5/24 the program will have a demo presentation at 10 a.m. from MCT, a child care database vendor.

Riverside County participant appointment and provider visits June 6/6 and 6/7. Seven staff members will be traveling to La Quinta, CA.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: April 2016
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3	Program Manager/Supervisor: Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18.		

Activities		Enrollment Status	
Description	Purpose	Month	YTD
After-School Program (#'s as of 1/1/2016)	Tutoring, homework assistance, recreation	4	45
GATES Gang Prevention Program (Friendship House and Shafter Youth Center)	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.	3	223
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2016)	Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections. <i>Outreach conducted at CSUB College Making it Happen event.</i>	TPA - 0 LS/IP - 0	Life Skills - 65 Info Presentations 65 TPA – 166 Annual target goal has been met
PREP Works Program (Friendship House and Shafter Youth Center)	Work readiness program for low-income at-risk youth ages 14 to 18. Components include soft skills training and paid work experience.	0 (Program Ended)	24 complete
After-school Marine Studies Program (Friendship House and Shafter Youth Center)	Teaches the children about environmental stewardship, conservation, and marine life.	0 (Program Ended)	31
Evening Program	Activities held Monday, Tuesday, and Thursday evenings, 5:00-9:00; used for Boy Scout meetings, Fitness Boot Camp, and a local church rents facility space.	Basketball - 30 Fitness Boot Camp - 15 Boy Scouts - have relocated to a larger facility. Ancestry Class - 12	
Nutrition Education through Kern County Dept. of Public Health	Education classes teaching students to eat right, and exercise. Gardening sessions will begin later.	6	45
Field Trip – Bakersfield Condors	30 SYC kids got a chance to attend one of the last games of the hockey season as part of the Big Buddies Donation Program.	24 kids 6 adults (chaperones)	30

Other: National Park Trust held a National Kids to Parks Contest, where students from around the nation compiled their own data and wrote their own grant application in their own words. SYC students were awarded \$1,000 to use for a trip to the Kings Canyon National Park in the month of May. The money will be used for transportation, park entrance fees, and snacks for the kids. The trip will include time for an educational component and a stewardship project where kids will work with park rangers by planting drought resistant plants. There will also be time for hiking, lunch, and exploring. 35 kids and 6 chaperones are scheduled to attend the trip.

SYC fundraiser, Creative Palette painting event, sold 26 tickets and grossed \$650. Net revenue, after supplies costs, was \$522. A third event has been tentatively scheduled for June.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		Results	
Activities	Description	Month	YTD
Tax Returns Completed	State and Federal	994	4316
Refunds	Federal	\$780,304	\$6,459,142
	State	\$124,956	\$742,217
	EITC	\$297,008	\$2,970,028
	CA EITC	\$17,617	\$199,919,
Total Refunds		\$905,260	\$7,201,359
Outreach	CA EITC	4,324 flyers have been distributed	

Other: CAPK VITA services offered at 4 sites: 300 19th Street, Bakersfield; Grace Community Church, Wasco; Pentecostal Family Church, McFarland; Mountain Vineyard Church, Tehachapi. These sites were closed at the end of March.

CA EITC outreach conducted throughout Bakersfield, Wasco, McFarland, Delano, and Tehachapi.

Wasco had a total of 163 returns completed this season, up from last year's 155 returns.

McFarland was a new location this year, and 36 returns were done there this year.

Tehachapi completed 17 returns this season, up from last year's 10 returns.

With the new CA EITC, we had 353 taxpayers qualify for this credit.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

			Participation 10/1/15-9/30/16		
Description		Case Load	Month	Central Valley Avg.	State Avg.
Total	All services	19,770	17,202 = 87.1% (a decrease of 1%)	90.5%	85.5%
Participation by WIC site	Location	Participants	Location	Participants	
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	97	Mojave	164	
	Bakersfield		Oildale	528	
	Homeless Shelter	8	Ridgecrest	817	
	E. California Avenue	1,699	Rosamond	646	
	Niles Street	2,688	Shafter	1,422	
	Montclair	469	Tehachapi	468	
	Friendship House	201	Wasco	1,932	
	Panama	1,043			
	Boron	60	<u>San Bernardino County</u>		
	Buttonwillow	90	Adelanto	1,981	
	California City	676	Big Bear	321	
	China Lake Naval Sta.	*	Crestline	254	
	Delano	1,075	Needles	196	
	Edwards Air Force Base	115	Phelan	60	
	Lost Hills	161			
			<u>Mobile WIC</u>	31	

Projects designed to increase participation by increasing recruitment and retention	
Outreach Recruitment Activities:	
A. Increase visibility so that when someone thinks of WIC, they think CAPK. 1. Improve signage on site and vehicles. 2. Post posters at schools, laundromats and other public bulletin boards 3. Mitchall Patel, WIC Outreach Coordinator, developed a PSA regarding the change and improvement in the foods offered on the vouchers. It should begin to air on K-U-Z-Z in late spring or early summer. Mitchall is working with stations in Eastern Kern and San Bernardino County to have it aired there as well. 4. Participation in health and resource fairs. 5. Increased use of social media: CAPK WIC Facebook account with daily postings, links on the web for enrollment appointments. 6. Presentations to parent groups, college classes, civic organizations, etc.	
B. Collaboration with partners 1. Building the relationship with Omni Family Health 2. Developing a mutual referral system	

3. Partnering with Omni Family Health to do some joint marketing outreach
4. Work with medical providers: Kern Family Health Care and Health Net.
5. Provide other medical providers with information on the eligibility criteria and the benefits of WIC and then encouraging them to refer their patients. Many medical providers think that private insured patients are not eligible for WIC.

Retention Activities

WIC provides services up to the age of 5 years. However, many families discontinue WIC services when the child turns 1 year. The following efforts are being made to encourage continued participation:

1. Develop a relationship with participants to encourage them to regard WIC staff as an important source of information, referrals and support.
2. Use Journal Mapping to identify and remove any barriers to service experienced by participants as well as to improve overall customer service.

Regional Breastfeeding Liaison Activities:

1. Met with hospital personnel from San Joaquin, Memorial, and Mercy Southwest to develop a communication/referral system that decreases the current gap in breastfeeding support following hospital discharge.
2. Completed surveys of the medical providers in Bakersfield. The surveys indicate the level of knowledge of WIC services and the benefits of breastfeeding. The information will be used to develop training for the physicians and their staff.
3. Made initial contacts with some of the large employers to promote breastfeeding support in the workplace.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		Status	
Activities	Description	In Progress	Submitted
Grant Applications	Federal grant application not submitted for construction of new Central Kitchen and Commercial Kitchen Incubator. Not all application requirements could be met, but staff will continue working on developing partnerships, collecting information, defining project concept, etc. for 2017 application.	N/A	N/A
	Kern Family Health Care – East Kern Family Resource Center emergency supplies closet		X
	Union Bank – Financial Education	X	
	Kaiser Permanente Kern County – Reapplication for Grow Fit Program at Friendship House (clarification of outcomes)		X
Letters of Inquiry	California Wellness Foundation (PREP Works)	X	

Projects	Description	In Progress	Completed
Strategic Plan for 2016-2017	Strategic Planning Committee meeting held on Mon., 4/18. Committees working on preliminary goals related to talent management; identifying priorities; implementing central data collection system; advocacy; workforce retention; financing framework; and internal/external communication.	X	
Organizational Standards	Preparing, coordinating, and collecting documentation to meet and support all Organizational Standards by August 2016.	X	

Other:

- Jeremy Tobias, Ralph Martinez, Carmen Segovia, Emilio Wagner, Diana Morrison, and Patricia Mallard visited the South Central Farmers cooperative in Sun Valley to meet the co-op's manager and tour the organization's value-added products kitchen/processing facility. The group then toured CAPK's Central Kitchen and discussed plans for a new Central Kitchen and partnership possibilities for future federal grant funding opportunities.
- Brady Bernhart was accepted into CalCAPA's new Leadership Development Institute, "a premier institute focused on developing world-class leaders within California's Community Action Network."
- Staff attended the Kern Food Policy Council 4/27 meeting at the United Way of Kern County and continued to provide support and collaboration.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		Month/Year: April 2016
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 11	Program Manager/Supervisor: Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and union contract.		

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	790	
	Subs/Temps	31	
	Total Staff	821	
New Hires	All divisions and programs		
	Regular	7	59
	Subs/Temps	5	14
	Total New Hires	12	73
Leaves of Absence	Type of Leave		
	FMLA/CFRA	7	
	CFRA	4	
	FMLA/Intermittent	39	
	FMLA/PDL	5	
	Military	0	
	Workers Comp	4	
	ADA	1	
	Total on Leave	58	
Terminations	All divisions and programs		
	Voluntary	8	47
	Involuntary	1	16
	Total Terminations	9	63
Staffing	Vacancy	5	-
	Total Applications Received	170	653
Payroll	Total Hours Worked	187,906	-
	3 paydays in April Total Payroll	\$3,145,633	\$9,436,171

Projects	Completed (last 6 months): eTime, Self-billed benefit vendors, Compensation pay grades Ongoing: CAPK Employee Manual sent to Directors for review, jury duty policy, job descriptions update, Driver's List, ADP Update to 10.1
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Other: Successful transition from ADP version 2.1 to 10.1.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		STATUS	
Activities	Description	Received	Completed March 1, 2016 to Date
Business Services			
Purchase Orders Processed		206	344
Contracts/Leases Processed		16	31
Request for Proposals (RFP)	- Food Service Contract Renewals - Insulation Contractor for Energy - HVAC/Appliance contractor - Head Start Vehicle Purchase	Planning In Progress Out to bid Out to bid	
Leases	- Amendment: add office and identify playground Lodi UCC - Renew Boron Lease – WIC - San Joaquin EHS Kennedy & Gianone - WIC Cal City Location	Internal review Complete Complete Complete	
Contracts	- Prepare addendum to Whirlpool contract - Prepare addendum to include not to exceed amount for various Weatherization contractors	complete In progress	
Maintenance & Operations		Received	03/01/2016 to Date Closed
Facility Work Orders Processed	Repairs and maintenance of CAPK facilities and vehicles.	66	91
Projects	- Construct service windows at 300 19th St. - FHCC Quad Development - PG&E LED Light fixture upgrades – BPN, Food Bank, FHCC, SYC, add others as funding is available - Replaced 100' of sewer line at Heritage CDC	In progress In progress Scheduling Install Complete	
Contracts	HVAC Preventative Maintenance	Awarded	

Operations Division April 2016 Report – Continued

Information Technology		Received	03/01/2016 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	26	515
Projects	- RFP for E-rate application - CAPK infrastructure analysis and planning - New hardware install Shafter Youth Center	Bids Received In progress Complete	
Risk Management		Reported	07/01/2016 to Date
Workers Compensation Incidents	- For Report Only - First Aid - Medical Treatment - Modified Duty - Non-Industrial (not work related) - Under Investigation	13 3 0 2 1 1	33 7 3 3 2 1
Property Incidents		4	8
Vehicle Incidents		2	4
Projects	- Drafting Standard Operating Procedures for confined spaces for Weatherization Program. - Disaster preparedness policy - Reasonable Suspicion Drug Test Training - Other—safety training and meetings, update Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)	In Progress In Progress In Progress In Progress	

Other: We are on track to successfully receive funds from the E-rate program. This program, under direction of the Federal Communication Commission, provides discounts to assist schools and libraries to obtain affordable telecommunication and internet access. The only CAPK program to benefit from E-rate discounts between 20- 90% is Head Start (Early Head Start is specifically excluded). Staff has selected vendors based on the criteria set forth in the Request for Proposal and is in the process of awarding contracts. This year not all sites will qualify for E-rate funds since several are in an existing contract with a vendor which was not selected during the review process. There is currently one year left out of the three-year term, which will allow for full funding for all Head Start sites for the 2017/2018 year.

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

DATE OF B&F MEETING	DATE OF APP SUBMISSION	FUNDING SOURCE	PROGRAM/PROPOSAL	AMOUNT REQUESTED
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
2/17/2016	2/16/2016	KAISER PERMANENTE KERN COUNTY	FHCC: GROW FIT	\$ 13,181
2/17/2016	2/25/2016	ASTRAZENECA	FHCC & SYC: GROW FIT	\$ 175,198
3/30/2016 (Board)	2/26/2016	CHEVRON 2016 SOCIAL INVESTMENT PROGRAM	FHCC & SYC: STEM	\$ 21,500
4/20/2016	4/20/2016	CALIFORNIA DEPARTMENT OF EDUCATION	CENTRAL KITCHEN: SUMMER FOOD SERVICE PROGRAM	\$ 59,943
5/18/2016	4/25/2016	KERN FAMILY HEALTH CARE	EAST KERN FAMILY RESOURCE CENTER: EMERGENCY SUPPLIES CLOSET	\$ 2,000

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

DATE OF B&F MEETING	DATE OF NOTIFICATION	FUNDING SOURCE	PROGRAM/PROPOSAL	AMOUNT REQUESTED	AMOUNT AWARDED	FUNDING 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) 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 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 & 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 & 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
11/18/15	03/08/16	BANK OF THE WEST	VITA	\$ 1,500	\$ 1,500	10/01/2015-05/31/2016
N/A	03/22/16	ANONYMOUS DONATION	FOOD BANK	N/A	\$ 25,000	N/A
1/20/2016	03/24/16	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	FHCC & SYC SEXUAL HEALTH INFORMATION & EDUCATION (I&E) PROGRAM	\$ 115,000	\$ 80,000	07/01/2016-06/30/2017
TOTAL					\$ 25,945,351	

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

[illegible]

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: East Kern Family Resource Center
Emergency Closet

Division Director: Carmen Segovia

Funder Name: Kern Family Health Care

Program Manager: Whitney Hughes

Grant Program Name: East Kern Family Resource Center

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

Funding Period: 2016-2017

A. Narrative description of funding request, including goals:

CAPK is requesting \$2,000 from Kern Family Health Care for the East Kern Family Resource Center (EKFRC) in Mojave to help support the program's emergency supplies closet. The emergency supplies closet provides low-income East Kern County individuals and families with immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers. Over the past two years, the program has experienced an increased need to help clients in other ways, such as providing baby cribs, child beds, sheets, and blankets. Low-income East Kern residents often face daunting challenges because of the shortage of services in the region. The EKFRC has become one of the few locations where families in crisis can obtain help.

B. Use of Funds:

Requested funds of \$2,000 will be used to purchase basic needs items, such as cribs, beds for children, sheets, blankets, diapers, baby wipes, and infant formula.

C. Approvals:

1. Carmen Segovia 4-18-16
Division Director Date

3. Charlene Anemic 4/18/16
Director of Finance Date

2. Whitney Hughes 4-18-16
Director of Community Development Date

4. JTD 4/19/16
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales		Month/Year: April 2016	
Program/Work Unit: Head Start/Early Head Start	Total Division Staffing: Currently employed in Head Start: 551 Vacant Positions: 39 Currently out on Leave: 45	Program Manager/Supervisor: Jerry Meade/Donna Holland	
Services: Early childhood education for low-moderate income children ages 0-5 in center-based part-day or full-day environments and home-based options.			
Program	Enrollment	Funded	Actual
Head Start Kern	April 2016	2,211	2205
Early Head Start Kern	April 2016	328	323
Early Head Start Partnership	April 2016	56	57
Early Head Start San Joaquin	April 2016	345	311
TOTAL Funded Enrollment		2,940	2,896
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	11%
Early Head Start Kern	Identified as having an IFSP	10%	8%
Early Head Start Partnership	Identified as having an IFSP	10%	1%
Early Head Start San Joaquin	Identified as having an IFSP	10%	12%
Over Income		Goal	Actual
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	>10%	8%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	>10%	5%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	>10%	9%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	>10%	6%
Average Daily Attendance (Program Wide <85%)		97%	

Other: Centers with 100% attendance for April: Bakersfield College, East California, Seibert

Meals Served							
Total Meals Requested			Meals Allocated		% of Meals Served		
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	April 2016	April 2015	
85,391	10,756	96,147	73,880	22,267	87%	92%	

*Adult meals 9,575

*Seconds for children nutritional experiences, and /or waste 12,692

Other: None

April 2016 Outreach & Advocacy Report

- **April 5** – Attended Delano Community Alliance Breakfast Robert F. Kennedy High School in Delano.
- **April 9** – Kiwanis One Day Community Event at Friendship House Community Center. Various Kiwanis Clubs from Kern County helped replant our community garden. There was also Zumba, healthy snacks, face painting for children, and a class of photojournalism students from Bakersfield College who helped document the day in photos.
- **April 12** – CAPK's Brady Bernhart and Louis Medina, and Friendship House Advisory Board Member Jewelle Scales, who all serve on the Kern Co. Human Relations Commission, attended the lecture delivered by Trayvon Martin's father, Tracy Martin, at CSUB's Icardo Center.
- **April 13** – Attended Kern Co. Hispanic Chamber of Commerce Mixer at The Mark Downtown.
- **April 18** – Tax Day Filing Frenzy at CAPK VITA. Coverage from TV media throughout the day.
- **April 19** – Attended the Give BIG Kern Press Conference held at The Padre Hotel in Downtown Bakersfield. Created numerous Facebook posts about Give BIG Kern throughout April and leading up to Give BIG Kern Day on May 3.
- **April 20** – Sent out media release and posted a Facebook post educating the public about how CAPK VITA does not shut down after tax day and stays open for business year-round.
- **April 20** – Participated in the first planning conference call for the San Joaquin Valley Affordable Housing Summit together with Analyst Brady Bernhart.
- **April 20** – Presented Give BIG Kern to CAPK Managers at the monthly Managers Meeting.
- **April 22** – Attended the Annual Earth Day Luncheon hosted by the Hispanic Chamber of Commerce at CSUB.
- **April 26** – Published the Winter/Spring Issue of *The CAPK Times Newsletter*.
- **April 27** – Alberta Dillard Head Start Center held an all-morning Clothing and Resource Fair for center parents and families from the surrounding neighborhood. Documented it in photos.
- **April 27** – Presented Give BIG Kern to CAPK Board of Directors.
- **April 28** – Presented Give BIG Kern to Head Start Policy Council parents with great outreach success. (Also, Head Start Policy Council meetings are using new technology to link Kern and San Joaquin County Head Start parents and staff during these important meetings.)
- **April 30** – KGET-17 began running the 30-second spot advertising CAPK's Banquet.

Coming up in May:

- May 3 – Big Give Kern – Donate online to your favorite charity (CAPK!) in Kern County. CAPK will receive a total of \$1,918 in donations and match prize money.
- May 12 – CAPK Humanitarian Awards Banquet & Fundraiser, 6-9 p.m. at the DoubleTree by Hilton in Bakersfield.
- May 14 – Stamp Out Hunger Food Drive. Don't forget to leave groceries for your mail carrier to collect on Saturday.
- May 14 – Head Start Teacher Job Recruitment Fair at Business Park North.
- May 16 – Head Start Teacher Job Recruitment Fair at Oasis Head Start in Ridgecrest.
- May 19 – Third Thursday Downtown at Mill Creek Park. CAPK is a sponsor of this DBA event, and participating programs include: Energy, 2-1-1, WIC, Food Bank, VITA, Head Start, etc.