

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
June 15, 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. Migrant Childcare Alternative Payment (MCAP) Presentation – Susana Magana, MCAP Manager
- b. Head Start / State Child Development Presentation – Yolanda Gonzales, Director of Head Start / State Child Development

6. **New Business**

- a. May 2016 Program and Division Reports – Ralph Martinez, Director of Community Development – **Action Item**
 - 2-1-1 Kern County **(p. 1)**
 - Central Kitchen **(p. 2)**
 - East Kern Family Resource Center **(p. 3)**
 - Energy **(p. 4)**
 - Friendship House Community Center **(p. 5-6)**
 - Food Bank **(p. 7)**
 - Migrant Childcare Alternative Payment (MCAP) **(p. 8)**
 - Shafter Youth Center **(p. 9-10)**
 - Volunteer Income Tax Assistance (VITA) **(p. 11)**
 - Women Infant & Children (WIC) **(p. 12-13)**
 - Community Development – Grants & Research **(p. 14)**
 - Human Resources **(p. 15)**
 - Operations **(p. 16-17)**
- b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – **Action Item (p. 18-22)**

- c. Head Start / State Child Development May Enrollment Update and Meals Report– Jerry Meade, Program, Design and Management Administrator – **Action Item (p. 23)**
- d. May 2016 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager – **Info Item (p. 24)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, August 10, 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 June 10, 2016. Amanda Norman, Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: May 2016
Program/Work Unit: 2-1-1 Kern County	Staffing: 16	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	4,655	3,967	578 (12%)	8,709
Kings County	155	122	17 (11%)	*
Tulare County	944	807	97 (10%)	*
Mountain Valley (Mariposa and Merced Counties)**	28	22	5 (17%)	*
Total	5,782	4,918	697 (12%)	

*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	Free Cell Phone	Utility Assistance	Food Pantries
Top 3 Unmet Needs	Food/ Meals	Clothing/ Personal/Household	Housing

Other Services		Month	YTD
LIHEAP	Calls Answered	2,864	18,112
Weatherization	Routed through 2-1-1 Calls Answered	614	1,592
Mental Health	Calls Answered	148	148
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	1,777	7,233

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		12	4	8

Outreach Activities	Outcomes
- Owens Primary Spring Carnival - DBA 3rd Thursday, Mill Creek Park - Fruit & Veggie Fest - Friendship House Resource Fair Upcoming June Outreach Events - Learning Pro Education, June 4 - Hispanic Chamber of Commerce Menudo Cook-off, June 5 - CAPK Food Bank Resource Fair, June 17 - Frazier Mountain Health Fair, June 25	Distributed 82 2-1-1 Kern County informational cards. Distributed 150 2-1-1 Kern County informational cards. Distributed 43 2-1-1 Kern County informational cards. Distributed 100 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 that began on May 2, 2016. In the first month 2-1-1 Kern answered 148 English and Spanish language calls.
- Program Manager and the Director of Community Services attended the AIRS Conference, in 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: May 2016
Program/Work Unit: Central Kitchen	Program Staffing: 23, 1 driver out on medical leave; Lead Driver position is being filled; 2 substitute Food Production Drivers cover the staff shortage and vacation request.	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 meetings 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	68,976	22,420	26,026	20,530
Home Base Meals	246	28	181	37
Parent Meetings Meals	5			
Summer Food Program Service (starts in June)				
Total	69,227	22,448	26,207	20,567

Other:

- We continue to increase of fresh fruits and vegetables on the spring / summer menu as they come available. Alpha Produce is a locally owned and operated produce company that buys from local farmers when possible.
- Sysco Foods sponsored a food show in Bakersfield on May 24. All of the food production staff was able to attend. Some of the items they thought might possibly be added to the menus included sliced chicken; tri-colored shredded carrots; roasted sweet potato-root vegetable-kale blend; pureed fruit tubes that can be served frozen; whole grain graham snacks; and a new mashed potato product. We are checking on the availability, nutrition facts, and costs of those items.
- Recycling: A gentleman (Bill) comes daily to pick up the cardboard from the kitchen. This helps him earn a little extra money and keeps cardboard out of our dumpster and the landfill. Bill works for the school district and also recycles. He has been recycling to earn extra money for many years, first to help his kids when they were in school and now for his grandchildren. The staff at the Central Kitchen also recycles our soda cans and plastic containers. The money is used for Central Kitchen staff events, lunches/snacks.
- The Summer Food Service Program will start June 6, with the preparation of 100 breakfasts and 200 lunches.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: May 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	42	277
Case Managed Families	First 5 Kern School Readiness	5	86
Children participating in center-base program		N/A	26
Adults in Court-Mandated Parenting Classes		9	24
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	80	765
Emergency Supplies Closet and Other Services	Food (individuals)	13	121
	Clothing (individuals)	19	199
	Photocopies (individuals)	336	1,267
	HEAP Application Supporting Docs	138	382

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: May 2016
Program/Work Unit: Energy	Total Program Staffing: 48, including 1 temp and 1 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	480	2,800
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.)	50	243
	• Energy-efficient appliance installation	17	79
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	33	153
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	10	23
5. Total Value of Services		\$207,694*	\$1,908,490
		Results	
6. Energy calls received (from 2-1-1)		3,478	
		HEAP	Wx
7. LIHEAP applications Received		722	65
8. LIHEAP applications Completed		549	53
9. LIHEAP applications in Progress		50	12
10. Outreach	- USDA Housing Authority Project-Arvin - Casa Loma Apt.-Bakersfield - La Amistad Apt. - Third Thursday Event	Distributed HEAP/Wx applications	
11.	Collaborative Meetings - Collaborative Breakfast meeting, Wasco - Collaborative Meeting in Lamont	Attended 2 meetings	

*The value of services for LIHEAP and 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 \$207,694 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: May 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	708	7,965
After-School Program	Tutoring, homework assistance, recreation	2	160
GATES Gang Prevention Program	The Gang Prevention Program Aggression Replacement Training (ART) & Forward Thinking classes are provided at five local school sites to prevent at-risk youths from joining gangs.	14	237
Justice Assistance Grant (JAG) Program	The JAG program provides Aggression Replacement Training (ART) at two local school sites. The program will be provided at two additional school sites starting in August of 2016.	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	The current STEM program is facilitated by Sylvan Learning Center, and is designed to expose youth to critical thinking, deductive reasoning, and problem solving.	2	61
Mobile Mexican Consulate	Consulate services are provided at the Friendship House every Tuesday & every other Wednesday providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.	690	7,374
Local Control Accountability Plan (LCAP)	The LCAP program's goal is to ensure that parents & students know that they have a voice when it comes to deciding school needs, priorities, and how funding is to be utilized.	Activities Summary	
		Focus Groups: Assisted with translation services following the North Kern 5/18 & Blanton Community School 5/19 youth focus groups.	

Other:

- CAPK Friendship House JAG staff attended the Thinking for Change facilitator certification training in May 2016, and will start implementing the curriculum at Stiern Middle School, Compton Jr. High, Cato, and at East High school in August.
- The Friendship House will be providing a free Summer Program from June 6-July 29. There are currently 119 youths registered for the program. Free breakfast & lunch will be provided through the Summer Food Service Program.
- As of May 15, 2016, CAPK's Friendship House Gang Prevention Program completed the requirements to become an approved Parenting-Neglect provider for the Kern County Department of Human Services (DHS). As a result, CAPK's 12-week Parenting/Neglect course information will be included in DHS's annual Resource Directory that is distributed to numerous agencies and community partners.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: May 2016
Program/Work Unit: Food Bank	Total Staffing: 15; No vacant positions.	Program Manager/Supervisor: Glen Ephrom
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals. Also operates the Back Pack Buddies program at several school sites during the school year to provide low-income, food-insecure children with ready-to-eat food on weekends and school breaks.		

		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals served (May 2016)	35,588	105,780
	Poundage Received	1,054,419	3,649,343
	Total Poundage Distributed	1,117,738	3,430,864
Drought Emergency Food Assistance (DEFAP)	Clients Served	Families	Individuals
	May 2016	2,907	22,387
	Total Poundage Distributed	245,460	847,800
Food Sourcing	Donations Received: 233,352 pounds of produce & 18 different produce items. • Ag Against Hunger (leafy greens, cauliflower, broccoli, etc.) • Bolthouse Farms (carrots) • Diana Oviros (tomatoes) • Grimmway (cabbage, onions, leafy greens, & potatoes) • Kern County Young Farmers & Ranchers (produce) • Pacific Trellis Fruit/CAFB (watermelon) • Supra Trucking (Jalapeño Peppers) • Tasteful Selections (potatoes) • Ten Towing (Green onions, parsley & cilantro) • Windsett/CAFB (tomatoes) • Wonderful Company (citrus)		
Food Drives: 34,558	• Stamp out Hunger 31,087 lbs.; Dollar Tree 3,326 lbs.; Family Dollar 43 lbs.; Peanut Butter Round Up 102 lbs.		

Other: **1)** Glen Ephrom attended California Association of Food Banks Legislative Day, April 4, 2016, in Sacramento. Held meetings in the offices of Senators Fuller and Vidak, Representatives Grove and Mathis to discuss hunger issues and current Assembly Bills. **2)** Attended U.S. Congressman David Valadao's Community Coffee at Arvin High School to discuss matters concerning the area and Kern County on May 14. **3)** Stamp Out Hunger Food Drive with USPS on Saturday May 14. Collected 31,087# of food. **4)** Presented Life Church at World of Pentecost with Partner of the Year Award at annual CAPK Humanitarian of the Year Awards Banquet. **5)** Received 40,000#+ donation of fresh produce from Ten West Towing and Supra Trucking as a result of canceled or undeliverable orders. This is the first contact for each company, with the hope of receiving calls in the future for surplus produce. **6)** Provided Food Bank outreach at DBA Third Thursday (Mill Creek Park) and Kern County Hispanic Chamber of Commerce Menudo Cook-Off (Kern County Fair Grounds). **7)** First in a series of monthly Farmers Market Distributions at Catholic Charities on May 25 where we distributed 13,725# (nearly seven tons) of a variety of fresh produce, oranges, and water. **8)** Promoted the Save Mart Peanut Butter donation program on the Scott Cox Show, which led to collecting 102# of peanut butter. **9)** May was an excellent month for fresh produce where we handled over 225,000# for distribution to the community.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: May 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 April 2016, which was processed in the month of May 2016.</i>		

		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	329	48%
	Tulare	115	17%
	Kings	82	12%
	Fresno	81	12%
	Madera	52	8%
	Merced	19	3%
	Total	678	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:

MCAP has earned a total of 85.58% of the total contract amount for FY 2015-2016. MCAP has stopped enrolling new families in Kern, Tulare, Kings, and Madera Counties. Enrollments will continue in Merced and Fresno Counties.

The MCAP Program Manager and the Family Services Coordinator attended the Advance Eligibility & Need training in Fresno. Training was provided by the California Child Development Administrators Association.

The MCAP Program Manager and the Family Services Coordinator conducted the yearly Program Self-Evaluation (PSE). The evaluation consists of a self-audit on a sample of parent and provider files. The review validates that the program policies and procedures are in line with the State requirements. It also confirms that staff is doing an excellent job meeting enrollment and compliance goals. The compliance rate for this review was 97%.

As part of CAPK's annual Federal Programs Risk Assessment, Brown Armstrong reviewed 20 family files and the correlating attendance records for the months of July, September, and February 2015. Results are pending.

The Division Director, Program Manager, and Family Services Coordinator attended a demo presented by MCT, a software company that offers a database program for child care contractors. The current database program is not meeting all MCAP needs.

Lease negotiations for a lower cost MCAP location are in process.

MCAP's Fiscal Year 2015-2016 will end June 30 and new Fiscal Year 2016-2017 will begin July 1.

The Subsidized Reimbursement Coordinator position has been filled and the new staff member will join the team on 6/13/16.

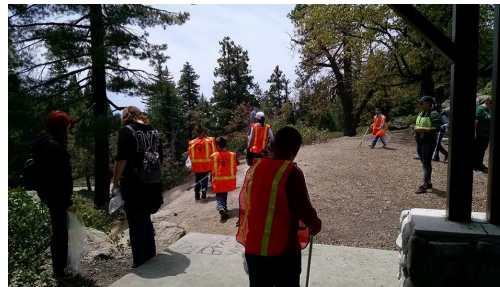
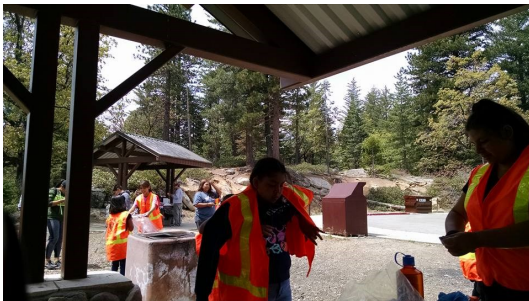
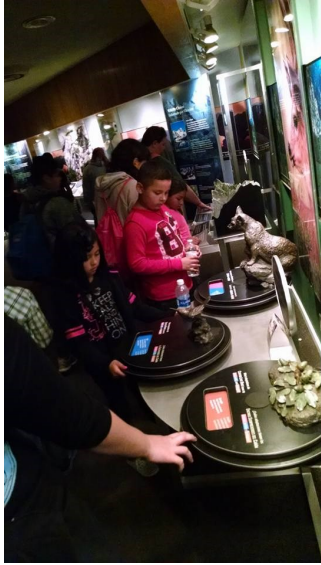
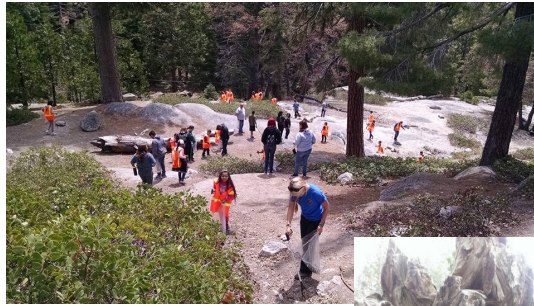
COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: May 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	2	47
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 - 25 Fitness Boot Camp - 15 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 – Kings Canyon National Park (photos attached)	37 SYC kids got a chance to attend Kings Canyon National Park May 28th Kids got a chance to contribute to the park by picking up micro-trash and cleaning up camp grounds. The day was long but the kids had fun exploring and learning about the National Parks.	37 kids 6 adults (chaperones)	

Other: SYC fundraiser, Creative Palette painting event is scheduled for June 24th.



COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: May 2016
Program/Work Unit: VITA	Total Program Staffing: 2 full time staff and 2 students	Program Manager/Supervisor: Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low-to-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	145	4,461
Refunds	Federal	\$99,094	\$6,558,236
	State	\$13,923	\$756,140
	EITC	\$45,417	\$3,015,445
	CA EITC	\$428	\$200,347
Total Refunds		\$113,017	\$7,314,376

Other: Now that the regular tax season is over we have only 1 location open at 300 19th Street in Bakersfield.

IRS reports show that we had a 9.38% increase in returns this year.

CA EITC grant came to a close at the end of April, so no outreach for this program was done in May. We did attend the 3rd Thursday in the Park as an outreach event.

Sandi was chosen as 1 of 3 people from the VITA programs throughout the nation to sit on an IRS panel to update the VITA test manual for the new season and to help in the creation of a new test for returning Enrolled Agents and Attorneys. There were people from California, Oregon, Florida, and Georgia on this training panel.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: March 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	17,264= 87.4% (an increase of .3%)	89.2%	85.3%
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	101	Mojave	183	
	Bakersfield		Oildale	513	
	Homeless Shelter	15	Ridgecrest	809	
	E. California Avenue	1,668	Rosamond	655	
	Niles Street	2,746	Shafter	1,382	
	Montclair	423	Tehachapi	482	
	Friendship House	205	Wasco	1,939	
	Panama	1,060			
	Boron	68	<u>San Bernardino County</u>		
	Buttonwillow	95	Adelanto	1,871	
	California City	732	Big Bear	344	
	China Lake Naval	*	Crestline	282	
	Station	1,105	Needles	200	
	Delano	107	Phelan	75	
	Edwards Air Force Base	171			
	Lost Hills		<u>Mobile WIC</u>	33	

Projects
<u>Collaboration with Omni</u> A. Delano CAPK WIC office relocated to the Delano WIC site at 1001 Main St. 1. The Delano site is the 5th CAPK WIC office to be co-located with Omni. 2. The CAPK WIC clinic hours will be extended to include Fridays as the Omni clinic is opened 5 days a week 3. It is CAPK WIC policy to always take walk-ins. Omni providers are encouraged to send their patients directly to CAPK WIC, where they will be seen in a timely manner. B. CAPK WIC and Omni have been working on developing a relationship that would include some joint marketing. Recently some of the Omni advertisements have stated that CAPK WIC is co-located with their clinics. <u>Outreach recruitment activities:</u> A. Outreach at the Annual Needles Children's Health and Safety Fair Spoke to Head Start, First 5, and Westcare and provided them with CAPK WIC program information B. Continued to establish online profiles on Google, Bing, and Yahoo. C. Working on getting ownership of old pages and profiles. D. Collecting information about setting up a booth at the September 29, 2016, Bakersfield Women's Business Conference.

Regional Breastfeeding Liaison

- A. Gave presentation to Health Net regarding CAPK WIC services and breastfeeding support.
- B. Worked with local colleges to help them develop Lactation Accommodation policies and breastfeeding rooms.
- C. Breastfeeding event to be held at Valley Mall during August, which is National Breastfeeding Month.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: May 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	• Target Distribution Center (for Art Smart program at Shafter Youth Center)		X
	• First 5 Kern (for 2-1-1 Kern Developmental Screening and Care Coordination)		X
	• PG&E(for completion of Friendship House Computer Lab Upgrade)		X
	• IRS (for Kern VITA Partnership)		X
	• Union Bank – Financial Education	X	
Letters of Inquiry (LOI)	• California Wellness Foundation (for PREP Works program)	X	
	• Kaiser Southern California Region (2-1-1 Kern Developmental Screening and Care Coordination)	Pending	
Potential Upcoming Funding Opportunities – Research in Progress	• Starbuck's Foundation Opportunity for Youth		
	• Best Buy Foundation		
	• County of Kern/Community Corrections Partnership (community-based services to AB 109 individuals/Public Safety Realignment)		
	• California Youth Soccer & Recreation Development		

Projects	Description	In Progress	Completed
Strategic Plan for 2016-2017	Strategic Planning Committee developing strategies to address 6 goals to (1) identify and prioritize client/community needs; (2) establish an efficient, holistic, and seamless integration of services for clients; (3) improve internal and external communication; (4) proactive advocacy for policies and funding on behalf of our clients; (5) engage and retain quality employees; and (6) develop a strategic financial plan and practices.	X	
Organizational Standards	Collecting documentation to meet and support all Organizational Standards by August 2016 is 90% complete.	X	
	Risk Management Assessment	X	

Other:

- Brady Bernhart attended the first session of the CalCAPA's new Leadership Development Institute, "a premier institute focused on developing world-class leaders within California's Community Action Network."
- Brady made a presentation to state Child Support Directors Association in Anaheim on using Geographic Information Systems (GIS) to connect noncustodial parents who owe child support to existing social services, and to the GBLA on the basics of GIS and how to collect Census data and convert it into maps.
- Staff attended the Kern Food Policy Council 5/25 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: May 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	788	
	Subs/Temps	31	
	Total Staff	819	
New Hires	All divisions and programs		
	Regular	16	75
	Subs/Temps	2	16
	Total New Hires	18	91
Leaves of Absence	Type of Leave		
	FMLA/CFRA	7	
	CFRA	2	
	FMLA/Intermittent	43	
	FMLA/PDL	5	
	Military	0	
	Workers Comp	5	
	ADA	1	
	Total on Leave	63	
Terminations	All divisions and programs		
	Voluntary	5	52
	Involuntary	2	18
	Total Terminations	7	70
Staffing	Vacancy	8	-
	Total Applications Received	175	828
Payroll	Total Hours Worked	126,636	
	2 pay days in May		
	Total Payroll	\$2,085,420	\$11,521,591

Projects	Completed (last 6 months): eTime, self-billed benefit vendors, compensation pay grades. Conversion to ADP 10.1
	Ongoing: CAPK Employee Manual sent to Directors for review, jury duty policy, job descriptions update, Driver's List, ADP update to 10.1

Other: Successful Head Start Job Fair held at BPN in May.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: May 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		197	538
Contracts/Leases Processed		19	49
Request for Proposals (RFP)	- Food Service Contract Renewals - Insulation Contractor for Energy - Head Start & MCAP Vehicle Purchase	Planning No bids received 4 Vehicles Purchased	
Leases	- Amendment: add office and identify playground Lodi UCC - Eight Head Start Site renewals with BCSD	Lease Addendum Drafted Complete	
Contracts	- Draft HVAC/Appliance contractor - 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.	41	380
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 - Wesley Head Start – Completing minor improvements to operate Head Start classroom.	Complete In progress Scheduling Install In progress	
Contracts	Sterling Re-roof	Out to Bid	

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	197	684
Projects	- RFP for E-rate application - CAPK infrastructure analysis and planning - Move WIC to Mitel, last program to move over. All sites will be able to dial by extension. - Complete inventory of all CAPK IT hardware	Form 471 submitted In progress In progress In progress	
Risk Management		Reported	07/01/2016 to Date
Workers Compensation Incidents	- For Report Only - First Aid - Medical Treatment - Modified Duty - Non-Industrial (not work related) - Under Investigation	5 5 1 1 1 1	39 12 4 4 3 1
Property Incidents		1	9
Vehicle Incidents		1	5
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: Business Services successfully received five proposals from a recent RFP advertisement seeking vendors for the installation of HVAC units to support the Weatherization program. Since the quoted price for each system varied between vendors it allows the Weatherization program to award multiple contracts to spread work, along with using the vendor with the best price for the system identified. Contracts are currently in draft form awaiting an estimated not to exceed amount for each vendor. Contract will be taken to the June Board of Directors meeting for approval.

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

DATE OF 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
2/10/2016 (PRE)	2/16/2016	Kaiser Permanente Kern County	FHCC: Grow Fit	\$ 13,181
2/17/2016 (B&F)	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 (B&F)	4/20/2016	California Department of Education	Central Kitchen: Summer Food Service Program	\$ 59,943
5/11/2016 (PRE)	4/25/2016	Kern Family Health Care	East Kern Family Resource Center: Emergency Supplies Closet	\$ 2,000
5/25/2016 (Board)	5/20/2016	Target Community Engagement	SYC/Art Smart	\$ 2,500
6/15/2016 (PRE)	5/26/2016	PG&E	FHCC:Computer Lab Upgrade	\$ 3,000
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA	\$ 960,180

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

DATE OF MEETING	DATE OF NOTIFICATION	FUNDING SOURCE	PROGRAM/PROPOSAL	AMOUNT REQUESTED	AMOUNT AWARDED	FUNDING PERIOD
11/12/2015 (PRE)	12/28/15	Southern California Gas Co.	Food Bank	\$ 2,000	\$ 2,000	11/14/2015
10/21/2015 (B&F)	12/31/15	California Department of Community Services & Development (CSD)	Energy (LIHEAP)	\$ 8,105,936	\$ 8,105,936	1/01/2016-1/31/2017
10/21/2015 (B&F)	12/31/15	California Department of Community Services & Development (CSD)	CSBG	\$ 1,396,948	\$ 1,396,948	1/01/2016-1/31/2017
11/12/2015 (PRE)	01/08/16	Dominion Resources	Food Bank	\$ 2,500	\$ 2,500	1/01/2016-12/31/2016
1/13/2016 (PRE)	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
8/05/2015 (PRE)	02/08/16	The Heffernan Foundation	FHCC- Computer Lab Upgrade	\$ 7,500	\$ 3,500	07/01/2015-06/30/2016
11/18/2015 (B&F)	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
1/13/2016 (PRE)	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
1/13/2016 (PRE)	05/23/15	United Way of Kern County (Emergency Food & Shelter)	Food Bank: Food	\$ 85,000	\$ 84,507	1/16/2015-12/31/2016
				TOTAL	\$ 9,782,891	

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

[illegible]

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Completion of Friendship House Computer Lab Upgrade

Division Director: Ralph Martinez

Program Manager: Lois Hannible

Funder Name: Pacific Gas & Electric

☒ **New Funding**

Grant Program Name: Friendship House Community Center

☐ **Re-Application**

Funding Period: 07/01/2016 – 06/30/2017

A. Narrative description of funding request, including goals:

PG&E has invited CAPK to apply for \$3,000 under the Economic & Community Vitality focus area. The requested funds will be used to complete the Friendship House computer lab upgrade. The current lab contains 10 older, refurbished computers that are not always able to run newer educational software or efficiently connect to the Internet. Most of the children who attend Friendship House are performing below grade level in reading and math and do not have computers at home. Upgrading the computer lab will give the children online access to the same lessons they are studying at school as well as access to other educational materials and information that will help them improve academically.

The estimated cost of the lab upgrade is \$9,500. CAPK has already received \$6,500 in grant funds for the project.

B. Use of Funds:

The \$3,000 will be used to complete the lab upgrade, which will include networking equipment, new monitors, keyboards, a printer, cabling, tables, and other accessories.

C. Approvals:

1. _____
Division Director Date

3. Christine Arami 5/24/16
Director of Finance Date

2. Ralph Martinez 5-24-16
Director of Community Development Date

4. [Signature] 5/25/16
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: PREP Works for Opportunity Youth

Division Director: Ralph Martinez

Funder Name: Starbucks Foundation

Program Manager: Lois Hannible and
Angelica Nelson

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

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

Funding Period: 1/1/2017 – 06/30/2017

A. Narrative description of funding request, including goals:

CAPK has been invited to apply to The Starbucks Foundation to help at-risk youths develop work and life skills and to inspire purpose driven leadership. CAPK is requesting \$49,606 for the PREP Works program at Friendship House Community Center and Shafter Youth Center. PREP Works is a work readiness program that will serve youths ages 16 to 18 years who are at high-risk of dropping out of school or training and becoming unemployed (opportunity youth). The program will serve a total of 50 participants and will consist of classroom work preparation, community service projects, and paid hands-on work experience.

The PREP Works program will be facilitated by a program educator, workforce development specialists will provide employment preparation workshops, and volunteers from the Kern and Shafter Kiwanis Clubs will guide participants in selecting and organizing community service projects to work on. For the work experience portion of the program, 30 participants who successfully complete the classroom component will be matched to work sites where the participants will receive a training wage for up to 16 hours a week for four weeks.

B. Use of Funds:

The requested funds of \$49,606 will be used to cover personnel costs for a part-time program educator for six months; two community service projects; and general operating expenses such as program supplies, participant wages, staff mileage, and incentives for participants.

C. Approvals:

1. _____
Division Director Date

3. Christine Anemic 6/9/16
Director of Finance Date

2. Ralph Martinez 6-8-16
Director of Community Development Date

4. [Signature] 6/9/16
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: May 2016	
Program/Work Unit: Head Start/Early Head Start	Total Division Staffing: Currently employed in Head Start: 558 Vacant Positions: 32 Currently out on Leave: 43	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	May 2016	2,211	2,134
Early Head Start Kern	May 2016	328	315
Early Head Start Partnership	May 2016	56	52
Early Head Start San Joaquin	May 2016	345	297
TOTAL Funded Enrollment		2,940	2,798
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	12%
Early Head Start Kern	Identified as having an IFSP	10%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	0
Early Head Start San Joaquin	Identified as having an IFSP	10%	11%
Over Income		Goal	Actual
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	>10%	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%	10%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	>10%	5%
Average Daily Attendance (Program Wide > 85%)		98%	

Other: Centers with 100% attendance for May: Chrisman, Faith Avenue, Franklin, Pioneer, Roosevelt, Taft, Tehachapi, and Voorhies.

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	May 2016	May 2015
69,758	10,914	80,672	58,990	21,682	83%	88%

* Adult Meals 7,878

* Seconds for children, nutritional experiences, and/or waste 13,804

Other: Early Head Start Child Care Partnership Refunding Application was submitted to the Office of Head Start.

May 2016 Outreach & Advocacy Report

- **All of May up to May 12** – Media partner/sponsor KGET ran a 30-second TV spot, which they produced in kind, advertising our 2016 Humanitarian Awards Banquet & Fundraiser.
- **Week of May 2** – Mother's Day Energy Program English-Spanish bilingual ad for weatherization published in Reed Publications and El Popular Newspaper.
- **May 3** – Give BIG Kern online marathon giving day. CAPK was No. 8 in number of donors who gave to the agency. Received more than \$2,000 in donations.
- **May 12** – CAPK Humanitarian Awards Banquet & Fundraiser at the DoubleTree by Hilton in Bakersfield. The banquet was successful with more than 300 guests in attendance and more than \$90,000 raised (both monetarily and in-kind).
- **May 18** – Collaborated with CAPK WIC and Kern Family Magazine and took photos of the Lactation Room at Aera Energy for articles to call attention to lactating mothers' rights in the workplace.
- **May 19** – Participated in a big way in Third Thursday Downtown at Mill Creek Park. Programs Represented included: 2-1-1, Head Start, WIC, Food Bank, Energy and VITA.
- **May 19** – Represented CAPK at UFW Convention Awards Dinner at the Rabobank Convention Center. Good networking with Aera Energy, who sat at our table.
- **May 24** – Took photos of a proclamation from the Kern County Board of Supervisors for Shafter Youth Center and partners, in observance of Teen Pregnancy Prevention Month.
- **May 26** – Took photos of CAPK Head Start Policy Council Meeting which also included the participation of San Joaquin Early Head Start parents.
- **May 31** – Save Mart & FoodMaxx Supermarkets' Peanut Butter Roundup Drive ended with donations of 102 lbs of peanut butter/jelly products donated to the CAPK Food Bank.

Coming up in June:

- **June 5** – 2-1-1, Food Bank, Head Start and Energy Programs represented CAPK at the Kern County Hispanic Chamber of Commerce's Latino Festival & Menudo Cook-Off.
- **June 6** – June/July (Energy and Technology) issue of Kern Business Journal features a full-page article on how CAPK is using GIS mapping to plot poverty/inequality pockets in Bakersfield and Kern, plus a half-page ad thanking our sponsors for the 2016 Humanitarian Awards Banquet.
- **June 7** – WIC and Head Start Programs attend Delano Community Alliance Breakfast.
- **Week of June 13** – Father's Day Energy Program English-Spanish bilingual ad for weatherization set to publish in Reed Publications and El Popular Newspaper.
- **Late June** – Look for the Spring/Summer issue of The CAPK Times Newsletter.