

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
September 14, 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. Women, Infants and Children (WIC) presentation – Beth Tolley, WIC Program Manager
- b. East Kern Family Resource Center – Whitney Hughes, East Kern Family Resource Center Program Supervisor

6. **New Business**

- a. August 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)**
 - Food Bank **(p. 6)**
 - Migrant Childcare Alternative Payment (MCAP) **(p. 7)**
 - Shafter Youth Center **(p. 8)**
 - Volunteer Income Tax Assistance (VITA) **(p. 9)**
 - Women, Infants and Children (WIC) **(p. 10)**
 - Community Development – Grants & Research **(p. 11)**
 - Human Resources **(p. 12)**
 - Operations **(p. 13-14)**
- b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – **Action Item (p. 15-21)**

Community Action Partnership of Kern
PRE Committee Meeting Agenda
September 14, 2016
Page 2

- c. Head Start / State Child Development August Enrollment Update and Meals Report– Jerry Meade, Program, Design and Management Administrator – **Action Item (p. 22)**
- d. August 2016 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager – **Info Item (p. 23)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, October 12, 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 September 9, 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: August 2016
Program/Work Unit: 2-1-1 Kern County	Staffing: 15 (5 I&R Specialist Vacancies)	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa, and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides application status updates.		

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	6,608	4,311	2,297 (35%)	7,877
Kings County	253	120	133 (53%)	*
Tulare County	1,314	803	511 (39%)	*
Mountain Valley (Mariposa and Merced Counties)**	30	28	2 (7%)	*
Total	8,205	5,262	2,943 (36%)	

*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	6,504	41,878
Weatherization	Routed through 2-1-1 Calls Answered	854	3,434
Mental Health	Calls Answered	165	598
Website Visitors	Visitors to CAPK's 2-1-1 Kern Web page	1,932	9,782

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps))	Submitted	Approved	Pending
		17	3	14

Outreach Activities	Outcomes
- BPD Night Out, August 2 - Back 2 School Event, August 4 - 3 Parent Meetings - BC Student Involvement Fair, August 31	Distributed 150 2-1-1 Kern County informational cards. Distributed 250 2-1-1 Kern County informational cards. Distributed 100 2-1-1 Kern County informational cards. Distributed 100 2-1-1 Kern County informational cards.
Upcoming Outreach Events - Latino Health Awareness Fair, September 9	

Highlights:

- 2-1-1 Kern has been contracted to provide service to Stanislaus County 2-1-1. Services will commence September 20, 2016.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia	Month/Year: August 2016
Program/Work Unit: Central Kitchen	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 as well as meals for the HS/EHS and Home Base parent meetings. The program also delivers food service and janitorial supplies to the HS/EHS centers and Home Base locations. In summer, the Central Kitchen prepares and delivers meals for children at the Friendship House, Shafter Youth Center, and other locations throughout Kern County. • Total meals prepared are supported by the daily meal production sheets and food transport sheets. • VIP Parent meeting meal totals are supported by meal request forms submitted by center and Home Base staff.	

Activities	Status			
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Central Kitchen prepared for the HS/EHS centers	62,944	22,241	23,015	17,688
Home Base Meals	105		52	53
VIP Parent Café Meeting Meals	1,820			
Summer Food Program Service	0	0	0	0
Total	64,869	22,241	23,067	17,741

Other:

- The Central Kitchen created a nutritional experience activity for all children and parents for the centers' open house event. A total of 1,820 snack meals were provided.
- In our menu meeting, we reviewed the Fall / Winter menu. There were a few suggested changes.
- We are in the process of getting quotes to have several of the food service vans repainted due to the paint chipping and rust. The vans will also have new agency signage.
- There is a new CACFP meal pattern. The menu changes must be implemented by October 2017. The Central Kitchen has already been doing most of the required items. For example, juice is served no more than once per week, no flavored milk, and a fruit and vegetable are served at lunch. All other requirements will be implemented by October 1, 2016.

Program Staffing: We are busy working with H.R. to fill two vacancies for the Central Kitchen. At this time we have filled one and have one other, Food Services Technician, to fill. We have one employee on maturity leave and a substitute assisting us with the coverage. As always, the Central Kitchen staff work hard to ensure the meals are prepped and delivered on time as well as keeping the kitchen clean.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: August 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	36	372
Case Managed Families	First 5 Kern School Readiness	4	95
Children participating in center-base program		21	47
Adults in Court Mandated Parenting Classes		N/A	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	108	945
Emergency Supplies Closet and Other Services	Food (individuals)	21	209
	Clothing (individuals)	33	261
	Photocopies (individuals)	277	1,855
	HEAP Application Supporting Docs	190	724

Other: Hosted community collaborative meeting with representatives from Salvation Army, Mojave Unified School District, and the Department of Human Services, Child Protective Services, GBLA, Head Start, District Attorney Victim Witness Services, Kayla's Place (Shelter) and Tehachapi Wellness Center.

Staffing: The Case Manager position was vacant during the month of August; recruitment and interviews have been completed, a candidate was chosen and her first day with us was September 6, 2016.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: August 2016
Program/Work Unit: Energy	Total Program Staffing: 45, including 2 temps and 1 vacancy	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	752	4116
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2015/2016)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	89	462
	• Energy-efficient appliance installation	5	88
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	61	322
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	2	25
5. Total Value of Services		\$342,475	\$2,507,462
		Results	
6. Energy calls received (from 2-1-1)		7,424	
		HEAP	Wx
7. Number of LIHEAP applications Received		1426	110
8. Number of LIHEAP applications Completed		752	96
9. Number of LIHEAP applications in Progress		500	14
10. Outreach	• Parkside Apartments • Bakersfield Family Apts. • 500 W. Columbus Apts.	Distributed HEAP/Wx applications	
11. Collaborative meetings	• Housing Authority Collaborative Meeting • Arvin Collaborative Meeting	Attended 2 meetings	

Other: The value of services for LIHEAP & LIWP Weatherization Assistance Program is for the previous month due to the fact it is not determined until the report is completed on the 15th of each month. The \$342,475 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: August 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	
Description	Purpose	Month	YTD
Total Enrollment	All programs		
After-School Program (YTD: Jan-Aug; excluding June & July)	Tutoring, homework assistance, recreation	31	191
GATES Gang Prevention Program	Aggression Replacement Training (ART) & Forward Thinking classes provided at 5 local school sites to prevent at-risk youths from joining gangs.	0	237
Justice Assistance Grant (JAG) Program	The JAG program provides Aggression Replacement Training (ART) at 2 local school sites, and will be provided at 2 additional school sites starting Aug 2016.	0	49
Grow Fit Families Program (new grant)	Increase participants' knowledge of nutrition, healthy eating choices, gardening, exposure to seasonal fresh produce, and participation in physical activities.	0	0
STEM (Science, Technology, Engineering, Math) Program	Engineering for Kids facilitated STEM camps during the summer program. STEM camps sponsored by Kern County Black Chamber of Commerce, Bright House Networks, & Californians for Energy Independence.	0	61
Mobile Mexican Consulate	Consulate services every Tues & every other Wed. providing passport renewals, assistance obtaining important documents, DACA & protection information.	553	8,778
Local Control Accountability Plan (LCAP)	Ensures that parents & students know they have a voice in deciding school needs, priorities, and how to utilize funding.	Activities Summary	
		Focus Groups: Prepared Focus Groups notes	

Other:

- CAPK Friendship House celebrated the Ribbon Cutting for its new Quad on Sept. 24. The Quad is a family-friendly green space where families can enjoy fun activities in a safe environment. Those in attendance included Mayor Harvey Hall, elected officials and their representatives, Quad sponsors, CAPK Board members, FHCC Advisory Board members, CAPK staff, and other friends of the Friendship House.
- The CAPK Board of Directors meeting was held at the Friendship House on August 24, 2016. An update on the CAPK Strategic Plan was provided to those in attendance.
- The Gates Gang Prevention Program, JAG, Grow Fit Families, and STEM programs all started a new round of funding and will be serving new participants in the coming months, which accounts for no participants being served this month.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: August 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 Backpack Buddies program at several school sites during the school year to provide low-income, food-insecure children with ready-to-eat food on weekends and school breaks.		

		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals served (AUG 2016)	36,623	142,403
	Poundage Received all programs	1,137,328	7,049,067
	Total Poundage Distributed all Sites	1,033,798	6,869,846
Drought Emergency Food Assistance (DEFAP)	Clients Served	Families	Individuals
	AUG 2016	3,355	23,013
	Total Poundage Distributed	252,210	1,675,140
Food Sourcing	Donations Received: 310,880 pounds of produce & 19 different produce items. • Ag Against Hunger: Mixed greens, berries, broccoli, & cauliflower • Bolthouse: Carrots • Cuyama Orchards: Apples • Fresno Community Food Bank: Onions & cantaloupe • Grimmway/Cal Organic: Leafy greens, carrots, cabbage • JB Navarro Trucking: Grapes • Johnston Farms: Potatoes • Kevin Andrew Ag Management: Grapes • KHS District: Produce • La Jolla Cold Storage: Grapes • Porterville Gleaners: Cucumbers & peaches • Sunrise Truck Service: Celery • Target: Produce • Tasteful Selections: Potatoes • Wonderful Co: Citrus		
Food Drives:	Gentiva Hospice collected and donated to the Food Bank 423 lbs. of food and \$140 August 1-31.		

Other: 1) Food Bank Free Farmers Market Distributions held at KC Fairgrounds and Catholic Charities for August (3 events) resulted in nearly 65,000 lbs. of fresh vegetables and fruit given to the community. This is all part of 310,880 donations received. 2) The Food Bank ordered a new, refrigerated box truck for inclusion in the fleet. 3) The Food Bank met with KERO 23 ABC's Tim Harper, Director of Sales, and Ana Forrester, Account Executive, with the intent of strengthening our relationship and developing future projects to raise funds and collect food. 4) Met with Wasco School District to develop a Backpack Buddies program with funding from the Wonderful Company. 5) We finally corrected issues with the alarm system and temperature range alerts that have plagued us throughout the summer. 6) August saw new theft activity afterhours resulting in damage to the fence and loss of pallets. After working with BPD and a reorganization of the yard for increased visibility, we hope to curtail this. 7) The Beale Memorial Library "Lunch at the Library" summer program served 196 households and 851 individuals.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: August 2016*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, including 3 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, 2016, to June 30, 2017. <i>*This report is for the service month of July 2016, which was processed in the month of August 2016.</i>		

		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	292	51%
	Tulare	75	13%
	Kings	80	14%
	Fresno	80	14%
	Madera	35	6%
	Merced	14	2%
	Total	576	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 continues enrolling new and returning families in the counties of Kern, Tulare, Kings, Fresno, Madera and Merced for the new FY 2016-2017.

On 8/8/16 two Family Service Specialist visited the Sunset Camp in Arvin and two other Family Service Specialists visited the Shafter Camp on 8/9/16 to distribute program flyers and fill out pre-applications for interested families.

MCAP staff meeting/training was held in Tulare County on 8/31/16. The meeting provided overview of the previous fiscal year and an overview of the enrollment and provider payment goals for new fiscal year. A review of the Family Fee procedure was conducted, along with the introduction to the changes brought forth by Management Bulletin MB 16-14 Single Parent Self-Certification and the new CD9600 form.

On 9/7/16, the Family Services Coordinator and the Merced Family Services Specialist participated in a public service announcement interview for Radio Lobo 98.7. This will help get the word out about our program in both Merced and Madera Counties, where the announcement will air.

MCAP is currently recruiting to fill a Family Services Specialist position that will be housed at the Kings County satellite office in Hanford.

Upcoming Activities:

Program Manager will continue to participate (via webinar) in the CalCAPA Leadership Institute. The institute sessions are about 1 ½ hours long; there are two more session that are pending scheduling.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: August 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	31	78
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>Previous grant has expired. New contract will begin sessions in late October 2016.</i>	TBD	TBD
Evening Program	Activities held Monday, Tuesday, and Thursday evenings, 5:00-9:00; used for open basketball, Fitness Boot Camp, ancestry class and local groups use for meeting space. <i>Fitness Boot Camp is taking a break due to instructor's personal situation. Classes will resume in the future.</i>	Basketball - 15 Fitness Boot Camp - 6 Ancestry Class - 2	
Nutrition Education through Kern County Dept. of Public Health	Education classes teaching students to eat right and exercise. Gardening sessions will begin later.	23	179
Summer Program	Completed summer program that included guest speakers, themed weekly activities, and recreation.	N/A	111
Wet & Wild Color Challenge Fundraiser Event	A fun-filled morning with water, color bombs, and tests of strength and endurance for participants of all ages. <i>Although we did not have the expected attendance, those who participated had a great time and a new experience.</i>	15-20	15-20

Other: SYC fundraiser, Creative Palette painting event, is scheduled for October.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoo		Month/Year: August 2016
Program/Work Unit: VITA	Total Program Staffing: 2 full time staff	Program Manager/Supervisor: Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results	
Activities	Description	Month	YTD
Tax Returns Completed	State and Federal	43	4,612
Refunds	Federal	\$16,649	\$6,621,680
	State	\$4,258	\$768,643
	EITC	\$2,463	\$3,038,859
	CA EITC	\$453	\$202,250
Total Refunds		\$19,112	\$7,388,528

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

This month's focus has been on EITC awareness. We have been doing outreach in some of the outlying areas, promoting and educating. We have attended several collaborative meetings and a few outreach events throughout the county.

Also, this month we have been recruiting for new volunteers and have started our orientations.

This year we provided a Spanish-language-only orientation which we have not done in previous years. With this first orientation of Spanish language only, we have 12 new trainees for our Spanish-language training class. This is an increase of 50% from last year. These trainees are bilingual but prefer speaking Spanish.

We also finished our new software training and have been open some evenings so that our returning volunteers can come in and practice on the new software.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: August 2016
Program/Work Unit: WIC	Total Program Staffing: 79 staff, 5 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	17,640= 89.3%	91.1% 85.6%
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 sites was used to issue food vouchers.	Arvin	95	Mojave		154
	Bakersfield		Oildale		556
	Homeless Shelter	10	Ridgecrest		764
	E. California Avenue	1,849	Rosamond		719
	Niles Street	2,832	Shafter		1,389
	Montclair	442	Tehachapi		541
	Friendship House	202	Wasco		1,834
	Panama	1,119			
	Boron	60	<u>San Bernardino County</u>		
	Buttonwillow	72	Adelanto		2,050
	California City	701	Big Bear		351
	China Lake Naval	*	Crestline		321
	Station		Needles		216
	Delano	1,012	Phelan		48
	Edwards Air Force Base	152			
	Lost Hills	112	<u>Mobile WIC</u>		39

Projects
Continued to work on year end purchases and reports.
August was Breastfeeding Support month, and CAPK WIC celebrated it with the following activities:
1. Received a proclamation from the Kern County Board of Supervisors proclaiming August as Breastfeeding Awareness Month for Kern County.
2. CAPK WIC presented certificates of appreciation to Memorial Hospital, San Joaquin Hospital, and Mercy Southwest Hospital for their support of breastfeeding mothers through the Birth Notification system with CAPK WIC.
3. CAPK WIC staff congratulated Memorial Hospital on becoming the first Baby Friendly Hospital in Kern County.
4. Placed a display in the waiting area of Beale Memorial Library related to World Breastfeeding Theme.
5. All WIC sites recognized their breastfeeding families.
6. CAPK WIC, with other organizations, held a health fair at the Valley Plaza.
Assisted Bakersfield College to establish a breastfeeding room and develop a lactation accommodation policy.
Working with Bolthouse Farms and the Wonderful Company to develop breastfeeding areas and lactation accommodation policies for their field workers.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: August 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	• U.S. Dept. of Housing & Urban Development (Homeless Continuum of Care/Systemic Response to Homelessness)		X
	• Bank of America – BackPack Buddies		X
	• Southern California Gas Co. - Food Bank Solar Panels		X
	• United Way of Stanislaus County – 211 Services		X
	• Dignity Health – Grow Fit (FHCC & SYC)	X	
	• Wonderful Foundation (applications for BackPack Buddies and VITA in Wasco)		X
	• Kern County Network for Children	X	
	• Union Bank – Financial Education	X	
Potential Funding Opportunities – Research in Progress	• SG Foundation		
	• Sidney Stern Memorial Trust		
	• California Wellness Foundation		

Projects	Description	In Progress	Completed
Strategic Plan 2016-2021	Lisa Watson, our Strategic Planning consultant, made Power Point presentation at the 8/24 Board meeting to explain the Strategic Planning process, timeline, progress to date, and next steps.	X	
Organizational Standards	Collecting documentation to meet and support all Organizational Standards. Drafts of Risk Management Assessment, Bylaws, and Succession Plan are ready for staff and/or committee review.	X	
Head Start/Early Head Start 2016 Community Assessment Update	Draft 2016 Community Assessment Update will be presented at the 9/29 Head Start Policy Council meeting for approval.		X
Surveys	• CAPK Partners Satisfaction Survey – Analysis in Progress.	X	
	• CAPK Employees Satisfaction Survey – Distributed to all CAPK employees on 9/6/2016.	X	
	• CAPK Customers Satisfaction Survey – To be distributed in October.	X	
Philanthropy on Tap	Application to Kern Community Foundation for presentation to Bakersfield Young Professionals group to become involved with the CAPK youth centers' PREP Works program for opportunity youth.		X

Other:

- Staff attended the Kern Food Policy Council 8/24 meeting at the United Way of Kern County and continued to provide support and collaboration.
- From 8/29 to 9/2, Ralph Martinez and Louis Medina attended the 2016 Community Action Partnership national conference in Austin, Texas.
- Brady Bernhart was invited join the Central Valley Community Foundation (CVCF)-CV LEAD leadership program (Central Valley Leaders Effectively Addressing the Drought).

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		Month/Year: August 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	796	
	Subs/Temps	28	
	Total Staff	824	
New Hires	All divisions and programs		
	Regular	22	87
	Subs/Temps	4	20
	Total New Hires	26	107
Leaves of Absence	Intermittent Leave	32	
	Full-time Leave	23	
	Total on Leave	55	
Terminations	All divisions and programs		
	Voluntary	18	89
	Involuntary	8	45
	Total Terminations	26	134
Staffing	Vacancy	26	-
	Total Applications Received	278	1,543
Payroll	Total Hours Paid	98,269	
	Total Payroll	\$1,724,742	

Projects	Completed (last 6 months): COLA rates applied, Retro paid out, Union Contract Finalized and Approved (8/24/16), 48 Supervisors completed training with Work Logic, Returned 278 part-staff back to active duty Ongoing: CAPK Employee Manual revision with Directors, Jury duty policy, Job descriptions update, Online Recruitment via ADP (Target 12/31/16), Time and Attendance in ADP, Immunizations Compliance due diligence
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COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: August 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		277	1,037
Contracts/Leases Processed		24	99
Request for Proposals (RFP)	• Food Bank Solar • Refrigerated Truck – Food Bank • Two Vehicles – WIC • Electrical Contractor – Weatherization • Insulation Contractor – Energy	Draft with City/County Purchase Made Approved by State Drafting Drafting	
Leases	• Renew James St. - WIC • MCAP – Olive Drive	Drafting Finalized	
Contracts	• EccoLab – Head Start • EHS Partnership – Kern Community College District • Vicky Greening – Head Start • 211/United Way of Stanislaus County	Reviewed In progress Reviewed Reviewed	
Maintenance & Operations		Received	03/01/2016 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	87	1,440
Projects	• Removal of sandbox at Martha J Morgan CDC • Restoration of Martha J Morgan CDC - Vandalism • Wesley Head Start – Completing minor improvements to operate Head Start classroom. • Dispose of Wasco & Voorhies Modulares • Emergency Exit for HR offices	Complete Complete In progress In progress Complete	
Contracts	Sterling CDC Re-roof	Out to Bid	

Operations Division August 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	339	1,301
Projects	- 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	Pending approval Pending Quotes 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	9 0 1 0 3 1	48 12 5 4 6 1
Property Incidents		5	14
Vehicle Incidents		2	7
Projects	- On-site training & inspections San Joaquin EHS - Disaster preparedness policy - Reasonable Suspicion Drug Test Training - Other—safety training and meetings, update Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)	Complete In progress In Progress In Progress	

Other: Food Bank Solar - The City and County agreed to allow CAPK to move forward with the RFP process to find a qualified contractor to design and build a solar array, while the agreement moves through the approval process. The Request for Proposal is currently in review with both the City and County.

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

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
12/9/2015 (Exec)	11/24/2015	USDA/National Institute of Food and Agriculture (NIFA)	Food Bank/Kern Nutrition on Wheels Program	\$ 329,500
2/17/2016 (B&F)	2/25/2016	AstraZeneca	FHCC & SYC/Grow Fit Program	\$ 175,198
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership	\$ 961,280
6/22/2016 (B&F)	6/15/2016	United Way of Fresno and Madera Counties	2-1-1 Kern/After-hours & Weekend Call Answering	\$ 39,756
6/22/2016 (B&F)	6/28/2016	Best Buy Foundation	FHCC/Winners Program	\$ 9,800
6/29/2016 (Board)	7/12/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	\$ 65,539
8/10/2016	7/26/2016	County of Kern (Community Corrections Partnership)	FHCC/Workforce Development Services for Ex-offenders	\$ 354,840
8/17/2016 (B&F)	8/4/2016	Bank of America	Food Bank/ Backpack Buddies - Lamont	\$ 25,000
8/17/2016 (B&F)	8/8/2016	Southern California Gas Company	Food Bank/ Solar Energy Improvement Project	\$ 25,000
8/17/2016 (B&F)	8/24/2016	Wonderful Foundation	Food Bank/ Backpack Buddies - Wasco	\$ 24,661
9/14/2015 (PRE) <i>pending approval</i>	8/31/2016	Wonderful Foundation	VITA/ Wasco	\$ 18,600
8/17/2016 (B&F)	8/12/2016	U.S Dept of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000
8/17/2016 (B&F)	8/25/2016	United Way of Stanislaus County	2-1-1 Kern/ 24/7 Call Answering	\$ 45,000
8/17/2016 (B&F)	8/23/2016	U.S Dept. of Labor/ Fresno Regional Workforce Development Board (MOU)	Program TBD/ America's Promise Job Driven Grant Program	\$ 50,000

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
11/12/2015 (PRE)	1/8/2016	Dominion Resources	Food Bank/Food & Freight Costs	\$ 2,500	\$ 2,500	1/1/2016 - 12/31/2016
1/13/2016 (PRE)	1/19/2016	CALEITC4ME	VITA/CalEITC4Me Outreach &	\$ 19,000	\$ 16,000	1/20/2016 - 4/30/2016
12/9/15 (Exec)	1/26/2016	United Way of Kern County (Community Investment)	Food Bank/Food and Freight Costs	\$ 25,000	\$ 10,000	1/1/2016 - 12/31/2016
12/9/15 (Exec)	1/28/2016	United Way of Kern County (Community Investment)	2-1-1/Operating Costs	\$ 40,000	\$ 30,000	1/01/2016 - 12/31/2016
N/A	1/29/2016	Anonymous Donation	Food Bank/Drought Relief	N/A	\$ 25,000	N/A
8/05/2015 (PRE)	2/8/2016	The Heffernan Foundation	FHCC/Computer Lab Upgrade	\$ 7,500	\$ 3,500	7/1/2015 - 6/30/2016
11/18/2015 (B&F)	3/8/2016	Bank of the West	VITA	\$ 1,500	\$ 1,500	10/1/2015- 5/31/2016
N/A	3/22/2016	Anonymous Donation	Food Bank/Drought Relief	N/A	\$ 25,000	N/A
1/13/2016 (PRE)	3/24/2016	California Department of Public Health	FHCC & SYC/Sexual Health Information & Education (I&E) Program	\$ 115,000	\$ 80,000	7/1/2016 - 6/30/2017
1/13/2016 (PRE)	5/23/2016	United Way of Kern County (Emergency Food & Shelter)	Food Bank/Food	\$ 85,000	\$ 84,507	1/16/2015 - 12/31/2016
5/11/2016 (PRE)	6/20/2016	Kern Family Health Care	East Kern Family Resource Center/ Emergency Supplies Closet	\$ 2,000	\$ 2,000	2016
2/10/2016 (PRE)	6/23/2016	Kaiser Permanente Kern County	FHCC/Grow Fit Program	\$ 13,181	\$ 10,000	7/1/2016 - 6/30/2017
6/22/2016 (B&F)	7/1/2016	PG&E	FHCC/Computer Lab Upgrade	\$ 3,000	\$ 3,000	7/1/2016 - 6/30/2017
5/25/2016 (Board)	7/11/2016	Target	SYC/Art Smart Program	\$ 2,500	\$ 2,500	10/1/2016 - 9/30/2017
6/22/2016 (B&F)	7/13/2016	The Starbucks Foundation	FHCC & SYC/PREP Works	\$ 49,606	\$ 40,000	1/1/2017 - 6/30/2017
3/30/2016 (Board)	8/11/2016	Chevron 2016 Social Investment Program	FHCC & SYC/STEM Program	\$ 21,500	\$ 21,500	7/1/2016 - 6/31/2017
7/13/2016 (Exec)*	8/10/2016	Wells Fargo	Community Development/Financial Literacy & Microloan Program	\$ 30,000	\$ 20,000	7/1/2016 - 12/31/2016
				TOTAL	\$ 377,007	

*On hold pending final Board approval.

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
10/21/2015 (B&F)	1/8/2016	Wonderful Foundation	SYC/PREP Works	\$ 49,000
10/28/15 (Board)	2/1/2016	California Coastal Commission	FHCC & SYC/Marine Studies Program	\$ 15,888
2/10/2016 (PRE)	3/31/2016	Walmart State Giving Program	Food Bank/Pickup Truck	\$ 30,000
1/13/2016 (PRE)	5/23/2016	Junior League of Bakersfield	East Kern Family Resource Center/ Emergency Supplies Closet	\$ 5,000
5/25/2016 (Board)	5/26/2016	First 5 Kern	211 Kern/Developmental Screening and Care Coordination	\$ 332,859
7/13/2016 (Exec)	8/31/2016	Walmart State Giving Program	Food Bank/Equipment	\$ 34,350

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public

CFDA # 10.565

Project Name: Commodity Supplemental Food Program

Division Director: Carmen Segovia

Funder Name: California Department of Social Services

Program Manager: Glen Ephrom

Grant Program Name: CAPK Food Bank

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

Funding Period: 1/1/2017 – 12/31/2017

A. Narrative description of funding request, including goals:

CAPK is requesting food and up to \$444,000 in funding from the USDA's Commodity Supplemental Food Program (CSFP), administered by the California Department of Social Services, to be operated by the CAPK Food Bank. The program serves seniors that are 60 years of age or older, whose income is at or below 130% of Federal Poverty Guidelines. Participating seniors receive a nutritionally balanced food package each month, with mostly non-perishable food, except for some items requiring refrigeration (milk or cheese, for example). The Food Bank will be provided with a 'Caseload', which represents the number of persons (6,000 anticipated) that must be served each month. CSFP supplies the food required to serve the assigned caseload, and also provides financial reimbursement for related costs, up to \$74 per person annually.

B. Use of Funds:

CSFP will provide the food required to serve the anticipated caseload of 6,000 seniors. CAPK Food Bank will receive up to \$444,000 in annual financial reimbursement for related costs, such as client enrollment, assembly and distribution of food packages, reporting, and nutrition education.

C. Approvals:

1. Carmen Segovia 8/23/16
Division Director Date

3. Christine Anami 8/23/16
Director of Finance Date

2. [Signature] 8-23-16
Director of Community Development Date

4. [Signature] 8/24/16
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: VITA, Wasco

Division Director: Romala Ramkissoon

Funder Name: Wonderful Foundation

Program Manager: Sandi Truman

Grant Program Name: CAPK VITA

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

Funding Period: 1/1/2017 – 12/31/2017

A. Narrative description of funding request, including goals:

CAPK is requesting \$18,600 from the Wonderful Foundation to expand CAPK Volunteer Income Tax Assistance (VITA) services in Wasco. The program has been providing free income tax return preparation, Earned Income Tax Credit (EITC) application assistance, and more for low- to moderate-income individuals in Wasco since 2011. In the last three years, the program helped 634 Wasco taxpayers recover \$597,403 in tax refunds and credits. Additionally, CAPK is an ITIN Certified Acceptance Agent (CAA) and able to serve rural residents who are undocumented workers. With this funding, CAPK VITA will be able to increase the number of returns prepared for Wasco taxpayers from 163 in the 2015/2016 tax season to at least 300 returns in 2016/2017.

B. Use of Funds:

The requested funds of \$18,600 will be used to purchase laptops and printers for tax preparation, and cover staff mileage, outreach materials, and personnel costs.

C. Approvals:

1. Romala Ramkissoon 9/2/16
Division Director Date

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

2. Sandi Truman 9-6-16
Director of Community Development Date

4. C.T. Jr. 9/6/16
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: August 2016
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Jerry Meade/ Donna Holland
Services: Early childhood education for low-moderate income children ages 0-5 in center-based part-day or full-day environments and home-based options.	

Program	Enrollment	Funded	Actual
Head Start Kern	August 2016	2,211	1,937*
Early Head Start Kern	August 2016	328	333
Early Head Start Partnership	August 2016	56	57
Early Head Start San Joaquin	August 2016	345	240
TOTAL Funded Enrollment		2,940	2,567
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	8%
Early Head Start Kern	Identified as having an IFSP	10%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	6%
Over Income		Goal	Actual
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	>10%	4%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	>10%	4%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	>10%	4%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	>10%	3%
Average Daily Attendance (Program Wide <85%)		97%	

Meals Served						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	August 2016	August 2015
62,797	12,229	75,026	45,814	29,212	72%	82%

* late start for HS Home Base and Wesley Child Development center.

Other: We had 6 Centers with 100% attendance for August: Buttonwillow, Mojave, Shafter HS, Sterling EHS, Walnut and Blanton.

Total Division Staffing: Currently employed in Head Start: 559
Vacant Positions: 30
Currently out on Leave: 39

Program Updates:

Received Notice of Award from the Office of Head Start:
EHS Partnership Grant for \$402,000.00 for 9/2016 – 8/2017

August 2016 Outreach & Advocacy Report

- **August 2** – Breastfeeding Awareness Month Proclamation received from the Kern County Board of Supervisors, including breastfeeding mom Fifth District Supervisor Leticia Perez.
- **August 5** – Baby car seat giveaway at Early Head Start Home Base.
- **August 5-7** – Tech Fighting the Wildfires Hackathon with participation from CAPK/2-1-1. Great networking with local techies who learned a lot about 2-1-1 and its robust resource database.
- **August 6** – CAPK Food Bank Farmers Market at the Kern County Fairgrounds.
- **August 6** – World Breastfeeding Week Resource Fair at the Valley Plaza Mall
- **August 10** – The Molina Foundation Giveaway Book Project (Launch Into Learning) begins with online application process opening up for local nonprofits.
- **August 12** – Head Start Center Open House. Welcome banners created.
- **August 18** – CAPK Participates in the Fifth Annual San Joaquin Valley Affordable Housing Summit in Fresno. Sponsorship allowed us to promote our Migrant Childcare Program.
- **August 24** – The Quad at Friendship House Ribbon Cutting. Good attendance from among elected officials, donors, VIPs, CAPK Board Members and friends of the Friendship House. Good media coverage.
- **Aug 30-Sept 2** – 2016 Community Action Partnership National Convention in Austin, TX. Great opportunity to learn from other CAPs and to document the history of Community Action thanks to a visit to the Lyndon B. Johnson Presidential Library.

Coming up in September:

- **September 3** – CAPK Food Bank Farmers Market at the Kern County Fairgrounds.
- **September 7** – Filming of Head Start Policy Council parent testimonials.
- **September 7 -9** – The Molina Foundation Giveaway Book Project “Launch Into Learning”: Readings at Sterling and Stine Centers (Sept. 7 & 9) and book distribution out of CAPK Warehouse Complex (Sept. 8). Some 30,000 books distributed to area nonprofits.
- **September 9** – Submission of contributed article to Kern Business Journal’s Oct-Nov. Issue.
- **September 10** – Wavehog Kindness for Life Picnic hosted for Shafter Youth Center children by philanthropist Phil Rudnick of Airport Valet Express at Jastro Park, with an anticipated appearance by Chuck Wall, creator of Random Acts of Kindness.
- **September 27** – Feed the Need Food Drive at the Kern County Fair.