

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

AGENDA

1. **Call to Order**

2. **Roll Call**

Fred Plane Marian Panos Lorena Fernandez

3. **Approval of Agenda**

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

5. **Program Presentations**

- a. 2-1-1 Kern County – Esperanza Contreras, Program Manager

6. **New Business**

- a. March 2017 Program and Division Reports – Ralph Martinez, Director of Community Development – ***Action Item (p. 1-13)***
- Volunteer Income Tax Assistance
 - 2-1-1 Kern County
 - East Kern Family Resource Center
 - Shafter Youth Center
 - Friendship House Community Center
 - Food Bank
 - Women, Infants and Children
 - Migrant Childcare Alternative Payment
 - Central Kitchen
 - Human Resources
 - Operations
 - Community Development – Grants & Research
- b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item (p. 14-17)***
- Funding Request to Kern Family Health Care for Food Bank
- c. Head Start / State Child Development March Enrollment Update and Meals Report– Jerry Meade, Program, Design and Management Administrator – ***Action Item (p. 18)***
- d. March 2017 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager – ***Info Item (p. 19)***

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, May 17, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 12:00pm on April 7, 2017. Swathi Venkatesh, Community Development Specialist

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: March 2017
Program/Work Unit: VITA	Total Program Staffing: 5 full-time ; 1 part time	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	1,476	3,738
Refunds	Federal	\$1,731,251	\$6,386,287
	State	\$224,264	\$715,307
	EITC	\$700,375	\$2,887,000
	CA EITC	\$56,821	\$183,723,
Total Refunds		\$1,955,515	\$7,101,594

Other: Wasco and McFarland are now closed locations. Bakersfield location is still open.

As of April 11th we will no longer be accepting appointments and will become a "Walk-in" only location. 2-1-1 call answering for VITA services will no longer be active as of April 9th.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: March 2017
Program/Work Unit: 2-1-1 Kern County	Staffing: 16 (3 Vacancy)	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, 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	3,997	3,483	514 (13%)	7,670
Kings County	207	175	32 (15%)	*
Tulare County	755	626	129 (17%)	*
Mountain Valley (Mariposa and Merced Counties)	172	158	14(8%)	*
Stanislaus County	826	712	114(14%)	*
Total	5,957	5,154	803 (13%)	

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

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

Other Services		Month	YTD
LIHEAP	Calls Answered	3,649	11,905
Weatherization	Calls Routed through 2-1-1	223	788
Mental Health	Calls Answered	177	563
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	2,976	8,430
VITA	Calls Routed through 2-1-1	1,879	5,863

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program / food stamps)	Submitted	Approved	Pending
		14	4	10

Outreach Activities	Outcomes
- CAPK WIC	Distributed 25 2-1-1 Kern informational cards.
- KC Public Health Nursing Staff Development	Distributed 45 2-1-1 Kern informational cards.
- Congressman Valadao's Community Outreach	Distributed 35 2-1-1 Kern informational cards.
- Valley Clean Air Now CalFresh Outreach	Distributed 50 2-1-1 Kern informational cards.
- BC PH Hachathon	Distributed 100 2-1-1 Kern informational cards.
- BFM Senior Group	Distributed 20 2-1-1 Kern informational cards
- KC Child Support Staff Meeting	Distributed 35 2-1-1 Kern informational cards
- KC Veterans Resource Fair	Distributed 40 2-1-1 Kern informational cards
- GET - Stuff The Bus	Distributed 25 2-1-1 Kern informational cards

Highlights:

- 2-1-1 Kern participated as a resource and workshop presenter at the Bakersfield College Public Health Renegades Hackathon.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: March, 2017
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 5; 1 vacancy	Program Manager/Supervisor: Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response	19	85
Case Managed Families	First 5 Kern School Readiness	0	5
Children participating in center-base program		1	25
Adults in Court Mandated Parenting Classes		3	3
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	76	199
Emergency Supplies Closet and Other Services	Food (individuals)	3	38
	Clothing (individuals)	23	66
	Photocopies (individuals)	259	689
	HEAP Application Supporting Docs	28	203

Other:

- The Salvation Army in Mojave gave EKFRS a donation of jarred baby food.
- The First 5 Kern Case Manager position remains vacant this month.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: March 2017
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 2	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 1/1/2017)	Tutoring, homework assistance, recreation	36	36
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.	6	6
Evening Program	Activities held Monday through Friday evenings, 5:00-9:00; used for open basketball, ancestry class and local groups use for meeting space.	• Basketball – 20-45 per night	
Nutrition Education through Kern County Dept. of Public Health	Education classes teaching students to eat right, and exercise. Gardening sessions will begin later.	36	36
STEM Program	Sessions by Sylvan Learning Center teaching kids about Science, Technology, Engineering and Math. Instructors have been having lessons in computer lab learning about coding. Kids have recently been exposed to robotics and engineering with the use of legos and other structure building tools.	32	32

Other: Shafter Youth Center will be partnering with Marley's Mutts on April 1, 2017. Marley's Mutts will be offering low cost spay and neuter services at SYC for Shafter's low income residents.

Shafter Youth Center is partnering with the United Farm Workers Foundation to bring client education to the community in regards to immigration and legal status. They will have a Community Information Night on April 25th, and a Workshop Day to complete paperwork on June 3rd.

Shafter Youth Center kids will be going on a couple of field trips to explore more of Kern County and learn of its rich history. Panorama Vista Preserve and Bakersfield Museum of Natural History during Spring Break. SYC kids will also enjoy an evening at the last Bakersfield Condors Hockey game of the season on April 15th.

SYC will be hosting another Creative Palette Fundraiser... **Friday, May 19th at Shafter Youth Center.**

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

Activities		Participants	
Description	Purpose	Month	YTD
After-School Program	Tutoring, homework assistance, recreation	8	23
GATES Gang Prevention	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.	10	21
Justice Assistance Grant (JAG)	The JAG program provides Aggression Replacement Training (ART) at two local school sites. As of August of 2016, the program is being provided at two additional school sites.	0	23
Grow Fit Families	Increase participants' knowledge of nutrition, healthy eating choices, gardening, exposure to seasonal fresh produce, and participation in physical activities.	0	21
STEM (Science, Technology, Engineering, Math)	Engineering for Kids facilitated STEM camps during the FHCC summer program. The camps were sponsored by the Kern County Black Chamber of Commerce (KCBCC), Bright House Networks, and Californians for Energy Independence.	7	18
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.	436	1,186
PREP Works Program	Pre-employment program for at-risk youth that provides them with skills and knowledge to conduct job searches, financial literacy, plan for college/career. The program also provides the opportunity for paid work experience.	0	122
Realignment for Success	Transitional services are provided to adults referred to the program by the Probation and Sheriff's Departments. The program is to provide the participants with Aggression Replacement Training, Thinking for a Change, & parenting classes. (Program participants will start in June 2017).	0	0

Other: On March 16th, 2017 the Bakersfield Police Department (BPD) Crime Scene Technicians provided a presentation to the STEM Program participants on how science and technology is used to solve crimes, including a fingerprinting demonstration. In addition, the BPD Crime Scene Technicians spoke to the program youth about the various career opportunities in Law Enforcement. The youth found the presentation very fascinating!

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: March 2017
Program/Work Unit: Food Bank	Total Staffing: 14; 1 vacant positions.	Program Manager/Supervisor: Maureen Andrew(Interim)
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	41,169	265,929
	Poundage Received all Programs	1,129,023	1,129,023
	1,082,381	1,082,381	1,082,381
Drought Emergency Food Assistance (DEFAP)	Clients Served	Families	Individuals
	March 2017	3,818	22,958
	Total Poundage Distributed	255,630	255,630
Food Sourcing	Donations Received: 198,198 pounds of produce & 8 different produce items. • Ag Against Hunger: Cabbage, tomatoes, and potatoes • Bolthouse: Carrots • CA Emergency Food Link: Cabbage, potatoes, sweet potatoes, and onions • Calpine Containers: Cabbage • Country Sweet Produce: Sweet Potatoes • Grimmway/Cal Organic: Tomatoes, & potatoes • Target: Mixed produce • Wonderful Co: Citrus		
Food Drives : 6,915 lbs & \$4,565.79	• Stuff the Bus Food Drive 6,915 lbs \$1,365.79 • Sponsors \$3,200		

Other:

- Food Bank has secured a new warehouse for the Senior Food Program (Commodity Supplemental Food Program) for low-income senior residents over 60 years of age. The warehouse is located at 2250 Belle Terrace.
- Food Bank has 5 sites in Kern County to distribute 30 pound boxes of non-perishable food to 1,000 seniors in April. CSFP is in the process of securing more sites in order to distribute 3,500 boxes by July 2017.
- This year "Stuff the Bus" exceeded last year by 300lbs of non-perishable food, and doubled the cash donations.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: March 2017
Program/Work Unit: WIC	Total Program Staffing: 78 staff; 3 vacancies	Program Manager/Supervisor: Kathlyn Lujan
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County, and through the WIC mobile clinic.		

			Participation (10/1/16 - 9/30/17)			
Description			Case Load	Month	Central Valley Avg.	State Avg.
Total	All services		19,970	16562 – 83%	-----	-----
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	72	Mojave		98	
	Bakersfield		Oildale		479	
	Homeless Shelter	07	Ridgecrest		724	
	E. California Avenue	1650	Rosamond		694	
	Niles Street	2473	Shafter		1387	
	Montclair	435	Tehachapi		470	
	Friendship House	192	Wasco		1921	
	Panama	1160				
	Boron	23	San Bernardino County			
	Buttonwillow	86	Adelanto		1528	
Note: March average participation for the Central Valley and State was not available.	California City	709	Big Bear		295	
	China Lake Naval	*	Crestline		309	
	Station		Needles		190	
	Delano	990	Phelan		311	
	Edwards Air Force Base	121				
	Lost Hills	163	Mobile WIC		75	

Projects

- CAPK WIC promotes healthy eating habits for all age groups. While WIC's focus is promoting healthy outcomes for pregnant women and children under the age of 5, CAPK knows that the whole community can benefit from healthy eating messages. Ruth Bliss, R.D. published an article in the Community Voices section for the Bakersfield Californian, "Put Your Best Fork Forward", to highlight healthy eating as well as celebrate National Nutrition Month. The article focused on the 5-2-1-0 message for increasing fruits and vegetables, limiting screen time, encouraging daily activity, and restricting sugary drinks.
- Katherine Campos, RBL, continued to make contacts within Kern County to promote lactation accommodation. She has also initiated a partnership with the Central Valley Lactation Association and Baby Café to foster breastfeeding support groups in the Taft/Maricopa area.
- Mitchall Patel, Outreach Coordinator, had a second radio interview on Radio Manantial. WIC staff was interviewed about WIC services and benefits. CAPK WIC participated in the "Stuff the Bus" food drive and the Ridgecrest Health Fair.
- The 500 E. California office hosted staff from CAPK 2-1-1 in the lobby area. 2-1-1 provided information to WIC staff as well as WIC participants.
- Karen Meeks, Degreed Nutritionist, spoke to a group of students and staff about the WIC program and general nutrition at CSUB. The presentation was very well received and stimulated a lot of questions and answers.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	375	42%
	Tulare	193	22%
	Kings	80	9%
	Fresno	128	14%
	Madera	84	9%
	Merced	37	4%
	Total	897	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.

Current Activities:

The Family Services Coordinator conducted a half-day "Need and Eligibility" training for the local and satellite office Family Services teams on March 30th.

Tulare County Parent and Provider meetings were held on April 4th; these meetings provide updated program information pertaining to the client's participation. The meetings also provide a forum for parents and providers to receive technical assistance on current program requirements. Staff worked an alternate work schedule as these meetings are held in the evening.

MCAP staff continues to conduct outreach by distributing flyers, posting outreach materials and attending collaborative meetings. Staff continues to conduct outreach and enroll qualifying families in all counties. Several staff is attending the opening of the Parlier labor camp on April 4th and 5th in Fresno County.

MCAP's management staff attended the California Child Development Administrators Association (CCDAA) Spring Technical Assistance Conference March 21st – 22nd in Santa Rosa, CA. The sessions provided valuable information and staff was able to network with other agencies to spread the word about the services the Program provides.

Upcoming Activities:

MCAP's management staff will be working on the Program Self-Evaluation (PSE) mandated by the Department of Education in the months of April and May. This year the report is due Thursday, June 1, 2017.

Parent and Provider meetings for Madera County are scheduled for June 1st and meetings for Merced County are scheduled for June 29th.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: March 2017
Program/Work Unit: Central Kitchen	Staffing: 25, including 2 subs	Program Manager: Lorenzo Maldonado
Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base parent meetings. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. In summer, the program prepares and delivers meals for children at the Friendship House, Shafter Youth Center, and other locations throughout Kern County. • Total meals prepared are supported by the daily meal production sheets and food transport sheets. • VIP Parent meeting meal totals are supported by meal request forms submitted by center and Home Base staff.		

Activities	Status			
	Total # Prepared	Breakfast	Lunch	Snack
Meals & Snacks				
Central Kitchen prepared for the HS/EHS centers	92,659	30,033	33,541	29,085
Home Base Meals	280	44	215	21
VIP Parent Café Meeting Meals	1,248			
Summer Food Program Service				
Total	94,187	30,077	33,756	29,106

Other:

1. During the month of March, I attended the National CACFP Leadership Conference in Washington D.C. , which provided further insight on food preparation for children and the policies that we are mandated to follow. The information was directly given by USDA representatives; information was provided on meal patterns and the expectations for the coming year. The conference was also a great opportunity to network with individuals in a similar capacity from different states.
2. The part-year Food Production Driver position was filled by Manuel Martin Jr., who was previously in the same role as a substitute. He now joins the CAPK team as part-year, full time-employee at the Central Kitchen. There are two substitute positions currently open, to be filled starting in April.
3. During the month of March, the Central Kitchen accommodated special diets, including baby formulas and special diet meal substitutions for allergies. We have been diligent in providing nutritional meals that are appealing to the children.
4. Additional training I attended in March include Food Safety, Planning, Preparing and Serving Reimbursable Meals for Child Care Centers. I received a certificate of completion for a two-day training for Promoting Integrity Now (PIN).

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		Month/Year: March 2017
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 12	Program Manager/Supervisor: Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	835	
	Subs/Temps	29	
	Total Staff	864	
New Hires	All divisions and programs		
	Regular	10	41
	Subs/Temps	0	5
	Total New Hires	10	46
Leaves of Absence	Intermittent Leave	82	
	Full-time Leave	36	
	Total on Leave	118	
Terminations	All divisions and programs		
	Voluntary	12	30
	Involuntary	1	9
	Total Terminations	13	39
Staffing	Vacancy	21	-
	Total Applications Received	190	431
Payroll	Total Hours Paid	198,242	
	Total Payroll	\$ 3,444,212	

Projects	Completed (last 6 months): Benefits online training for all Managers and Center Directors completed. Completed 2017 Open Enrollment online. Trained Head Start Managers on Electronic Attendance tracking. Regular Part-Year staff (10 month employees) went to electronic attendance on 9/26/16. New Sick Leave Cash Out policy for full year employees, effective 1/1/17. Full-year attendance procedure approved and implemented 1/27/17. W-2 and ACA 1095C completed and mailed. Employee Policy Manual Approved 2/22/17. Time and Attendance in ADP. Ongoing: Online Recruitment via ADP. Internal HR Analytics.
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COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		STATUS	
Activities	Description	Received	Completed March 1, 2016 to Date
Business Services			
Purchase Orders Processed		62	46
Contracts/Leases Processed		7	7
Request for Proposals (RFP)	- Food Vendors – Central Kitchen - Mechanical Ventilation – Weatherization - Insulation Contractor – Weatherization - E-Rate RFP (internet service providers MPLS Network)	Complete In progress Contracts Executed Out to Bid	
Leases	- Shafter Head Start - WIC – California Ave - Renew James St - WIC - St John's Wasco Head Start - Taft School District – Head Start - Food Bank Overflow Storage – Senior Food Program	Renewal Complete Renewal in Progress In progress In negotiations Lease Drafted Lease Executed	
Contracts	- Amendment to PLC - HVAC - Renewal of pest control & landscaping contracts - Valley Fleet Cleaning	Complete In progress Complete	
Maintenance & Operations		Received	03/01/2016 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	14	73
Projects	- Primeros Pasos & Stine Toddler sinks - Balance HVAC Finance Division - Install Card Access at Main doors of Home Base Office	PO Issued Complete In progress	

Operations Division March 2017 Report – Continued

Information Technology		Received	03/01/2016 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	210	2819
Projects	- CAPK infrastructure analysis and planning - Implement Office 365 password sync with CAPK active directory. - Train staff on use of Skype For Business	In progress In progress In progress	
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	0 0 0 0 0 0	20 4 3 1 1 1
Property Incidents		0	4
Vehicle Incidents		0	2
Projects	- Risk Assessment - Earth Quake Evacuation – Identifying Area Safety Captains - Other—safety training and meetings, update Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)	In Progress In Progress In Progress	

Other: **Food Bank Overflow Storage – Senior Food Program:** After an extensive search for available warehouse space and evaluating the conversion of CAPK's available warehouse space, it was determined that renting space would prove to be the more cost effective option. The one-time improvements to modify CAPK's existing warehouse space and finding alternate storage for CAPK files proved to be costlier than leasing additional space. A facility was found that was near to the existing Food Bank, which will be used to house and box food provided through the Senior Food Program.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: March 2017	
Program/Work Unit: Grants & Research	Total Staffing: 3; 1 vacancy	Program Manager/Supervisor: Vacant	
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.			
		Status	
Activities	Description	In Progress	Submitted
Grant Applications	• Kern Family Health Care – Senior Food Program – Food Bank	X	
	• Friends of Mercy Foundation – Sister Phyllis Hughes Endowment – Emergency Supplies Closet – EKFRS	X	
	• Kaiser Permanente 2017 Community Grants Program – Summertime Yoga Challenge		X
Potential Funding Opportunities – Research in Progress	• Best Buy Teen Technology Grant • Bank of America Community Development • Bank of the Sierra • Feeding America / Morgan Stanley Produce Capacity Grant • Exploring U.S. Department of Agriculture & Office of Community Services grants with nutrition focus area		
Projects	Description		
Strategic Plan 2016-2021	Feedback on Implementation Process and outreach materials collected from Strategic Planning committee members. Goal groups are finalizing activities, based on feedback from the peer review process at March 1 st meeting.		
Organizational Standards	• Executive Director Succession Plan – planned adoption date 4/26/17 • CAPK Board Bylaws		
Surveys	Full analysis and summaries of CAPK Partners Satisfaction Survey, Customer Satisfaction Survey, and Employee Satisfaction Survey are complete. Results will be distributed by April 21, 2017.		
2018-19 Community Action Plan	2017 Community Needs Assessment to be conducted in English and Spanish – open to Kern County residents. Data collection methods include online surveys, and distribution of paper surveys to clients at various program locations.		
Board Recruitment	Received applications for two of the three advertised positions, Low-Income Greater Bakersfield and Private Sector. Continuing to recruit for Low-Income South Kern.		
Head Start Financial Capabilities TA	Completing Tool 2: Outcomes Based on Analysis of Program Clients. Next step: interview center staff and family service workers.		

Other:

- Staff provided support at the Kern Food Policy Council Steering Committee on March 22nd
 - Countywide Food Systems Assessment expected to be completed in May
 - Recommendations based on Assessment results to be released early fall.

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

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 2*	\$ 223,315
6/22/2016 (B&F)	6/28/2016	Best Buy Foundation	FHCC/Winners Program	\$ 9,800
7/13/2016 (Exec)**	8/10/2016	Wells Fargo	Community Development/ Financial Literacy & Microloan Program	\$ 30,000
8/17/2016 (B&F)	8/23/2016	U.S Dept. of Labor/ Fresno Regional Workforce Development Board (MOU)	Program TBD/ America's Promise Job Driven Grant Program	\$ 50,000
9/21/2016 (B&F)	10/14/2016	Kern County Network for Children	EKFRC/ Differential Response Services	\$ 209,094
9/21/2016 (B&F)	10/13/2016	Dignity Health	FHCC & SYC/ Grow Fit Families Program	\$ 73,800
10/26/2016 (Board)	10/28/2016	City of Bakersfield/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
10/26/2016 (Board)	11/22/2016	County of Kern/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
12/14/2016 (Exec)	12/13/2016	Rabobank Community Development Grant	VITA/ 2016 Tax Season	\$ 4,500
1/11/2017 (PRE)	12/29/2016	Walmart Community Grants	VITA/ Wasco	\$ 2,500
1/11/2017 (PRE)	1/13/2017	Junior League of Bakersfield	EKFRC/ Computer Skills Training & Access	\$ 26,000
2/8/2017 (PRE)	2/1/2017	Pacific Western Bank	VITA/ 2016 Tax Season	\$ 10,000
2/15/2017 (B&F)	2/24/2017	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	\$ 60,000
3/22/2017 (B&F)	3/15/2017	Kaiser Permanente Southern California Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	\$ 12,600

*Received notification of IRS funding for Year 1 of request; Year 2 notification pending.

**Board did not approve use of funds for Microloan Program. Currently exploring alternatives with Wells Fargo.

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/13/2016 (PRE)	3/24/2016	California Department of Public Health	FHCC & SYC/Sexual Health Information & Education (I&E) Program	\$ 115,000	\$ 80,000	7/1/2016 - 6/30/2017
1/13/2016 (PRE)	5/23/2016	United Way of Kern County (Emergency Food & Shelter)	Food Bank/Food	\$ 85,000	\$ 84,507	1/16/2015 - 12/31/2016
5/11/2016 (PRE)	6/20/2016	Kern Family Health Care	East Kern Family Resource Center/ Emergency Supplies Closet	\$ 2,000	\$ 2,000	7/1/2016 - 6/30/2017
2/10/2016 (PRE)	6/23/2016	Kaiser Permanente Kern County	FHCC/Grow Fit Program	\$ 13,181	\$ 10,000	7/1/2016 - 6/30/2017
6/22/2016 (B&F)	7/1/2016	PG&E	FHCC/Computer Lab Upgrade	\$ 3,000	\$ 3,000	7/1/2016 - 6/30/2017
5/25/2016 (Board)	7/11/2016	Target	SYC/Art Smart Program	\$ 2,500	\$ 2,500	10/1/2016 - 9/30/2017
6/22/2016 (B&F)	7/13/2016	The Starbucks Foundation	FHCC & SYC/PREP Works	\$ 49,606	\$ 40,000	1/1/2017 - 6/30/2017
3/30/2016 (Board)	8/11/2016	Chevron 2016 Social Investment Program	FHCC & SYC/STEM Program	\$ 21,500	\$ 21,500	7/1/2016 - 6/31/2017
5/25/2016 (Board)	9/15/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 1	\$ 222,723	\$ 84,815	8/1/2016 - 7/31/2017
8/17/2016 (B&F)	9/6/2016	Bank of America	Food Bank/ BackPack Buddies - Lamont	\$ 25,000	\$ 9,000	1/1/2017 - 12/31/2017
8/17/2016 (B&F)	9/6/2016	United Way of Stanislaus County	2-1-1 Kern/ Call Answering Services	\$ 45,000	\$ 40,500	10/1/2016 - 6/30/2017
10/26/2016 (Board)	10/14/2016	Walmart/ Community Grants Program	Food Bank/ General Support	\$ 2,500	\$ 1,000	1/1/2017 - 12/31/2017
8/10/2016	11/10/2016	County of Kern (Community Corrections Partnership)	FHCC/Workforce Development Services for Ex-offenders	\$ 354,840	\$ 138,906	10/1/2016 - 12/31/2018
10/26/2016 (Board)	11/14/2016	Southern California Gas Company	Food Bank/ Delano Fall Food Drive	\$ 2,000	\$ 2,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/9/2016	Bank of the West	VITA/ 2016 Tax Season	\$ 2,500	\$ 2,500	9/1/2016 - 6/30/2017
8/17/2016 (B&F)	12/5/2016	Southern California Gas Company	Food Bank/ Solar Energy Improvement Project	\$ 25,000	\$ 5,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/20/2016	Kern Family Health Care	FHCC & SYC/ First Aid, Emergency Preparedness & Hygiene Kits	\$ 1,500	\$ 1,500	1/1/2017 - 12/31/2017
11/30/2016 (Board)	12/22/2016	Feeding America/ Disney	Food Bank/ Produce Program	\$ 15,000	\$ 15,000	1/1/2017 - 6/30/2017
9/21/2016 (B&F)	1/12/2017	U.S. Dept of Ag./ California Department of Social Services	Food Bank/ Commodity Supplemental Food Program	\$ 444,000	\$ 252,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	2/10/2017	United Way of Kern County - 2017 Hunger & Homelessness	Food Bank/ General Support	\$ 50,000	\$ 5,000	1/1/2017 - 12/31/2017
12/14/2016 (Exec)	3/2/2017	Tri Counties Bank	VITA/ 2016 Tax Season	\$ 2,500	\$ 2,500	9/1/2016 - 6/30/2017
				TOTAL	\$ 803,228	

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
2/10/2016 (PRE)	3/31/2016	Walmart State Giving Program	Food Bank/Pickup Truck	\$ 30,000
1/13/2016 (PRE)	5/23/2016	Junior League of Bakersfield	East Kern Family Resource Center/ Emergency Supplies Closet	\$ 5,000
5/25/2016 (Board)	5/26/2016	First 5 Kern	211 Kern/Developmental Screening and Care Coordination	\$ 332,859
6/22/2016 (B&F)	7/1/2016	United Way of Fresno and Madera Counties	2-1-1 Kern/After-hours & Weekend Call Answering	\$ 39,756
7/16/2016 (Exec)	8/31/2016	Walmart State Giving Program	Food Bank/Equipment	\$ 34,350
12/9/2015 (Exec)	9/22/2016	USDA/National Institute of Food and Agriculture (NIFA)	Food Bank/Kern Nutrition on Wheels Program	\$ 329,500
6/29/2016 (Board)	12/6/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	\$ 65,539
8/17/2016 (B&F)	12/9/2016	Wonderful Foundation	Food Bank/ Backpack Buddies - Wasco	\$ 24,661
9/21/2016 (B&F)	12/9/2016	Wonderful Foundation	VITA/ Wasco	\$ 18,600
11/30/2016 (Board)	12/22/2016	Feeding America/ Morgan Stanley	Food Bank/ Produce Program	\$ 25,000
8/17/2016 (B&F)	1/31/2017	U.S Dept of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	\$ 5,000
2/17/2016 (B&F)	No response	AstraZeneca	FHCC & SYC/Grow Fit Program	\$ 175,198

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Senior Food Program

Division Director: Carmen Segovia

Funder Name: Kern Family Health Care

Program Manager: Maureen Andrew
(Interim)

Grant Program Name: CAPK Food Bank

Funding Period: July 1, 2017 – June 30, 2018

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

A. Narrative description of funding request, including goals:

CAPK is requesting \$2,000 from Kern Family Health Care to support the operation of CAPK Food Bank's Senior Food Program, funded by the USDA's Commodity Supplemental Food Program (CSFP). The Senior Food Program will provide monthly food packages to up to 3,500 low-income senior citizens, aged 60 years of age or older, throughout Kern County. Many of the food distributions will be held outdoors and will need awnings, tables, and chairs to make the process efficient and comfortable for clients. Modified hand trucks will also be used to assist clients with getting their food packages to their cars.

B. Use of Funds:

Requested funds of \$2,000 will be used to purchase pop-up awnings, tables, chairs, and modified hand trucks.

C. Approvals:

1. Carmen Segovia 3/31/17
Division Director Date

3. Christine Anami 3/31/17
Director of Finance Date

2. Rita Muthy 3-31-17
Director of Community Development Date

4. [Signature] 4/3/17
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: March 2017
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Jerry Meade/ Donna Holland
Services: Head Start and Early Head Start 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	March 2017	2,041	2,048
Early Head Start Kern	March 2017	328	332
Early Head Start Partnership	March 2017	56	61
Early Head Start San Joaquin	March 2017	345	249
TOTAL Funded Enrollment		2770	2690
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	10%
Early Head Start Kern	Identified as having an IFSP	10%	13%
Early Head Start Partnership	Identified as having an IFSP	10%	1%
Early Head Start San Joaquin	Identified as having an IFSP	10%	13%
Over Income		Goal	Actual
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	6%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	9%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Average Daily Attendance (Program Wide >85%)		96%	

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	March 2016	March 2017	
In progress	In progress	In progress	In progress	In progress	In progress	In progress	

Other: We had 4 Centers with 100% attendance for March: Chrisman, Seibert, Sterling, and Walnut Child Development Centers.

Total Division Staffing: Currently employed in Head Start: 586
Vacant Positions: 18
Currently out on Leave: 81

Program Updates: Early Head Start San Joaquin County received licenses for the Lodi UCC Child Development Center. Staff are being hired and children will be enrolled from our waitlists to open these facilities in April.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: March 2017
Program/Work Unit: Outreach & Advocacy	Total Staffing: 3	Program Manager/Supervisor: Louis Medina
Services: Media relations, public relations, agency promotional materials development, advocacy, website management, social media, fundraising, English-Spanish translation.		
MARCH ACTIVITIES		
Date	Activity	
All month long	• CAPK WIC promotes Nutrition Awareness Month • Ongoing training for GIVE BIG KERN • Weekly assistance to the Staff Development Day Communications Committee	
March 2	• Read Across America Breakfast & Reading Event • Professional Baseball pitcher Michael McCarthy who plays for the Boston Red Sox made a special visit to the Friendship House Community Center.	
March 6	• CAPK WIC was featured on one-hour Spanish Language Radio Manantial de Vida Eterna, 100.3 FM	
March 8	• Networking: Attended Hispanic Chamber of Commerce mixer at La Costa Mariscos.	
March 13	• Created Social Media graphic to promote VITA and our Electronic-filing service option. This graphic was picked up by a CAP Agency in South Carolina, and we were given credit for it.	
March 15-16	• Participated in Call to Action for a Healthy Kern – Rural City Tour and Kern Health Summit	
March 17 - 19	• CAPK participated in the Public Health Renegades Hackathon at Bakersfield College in partnership with the Kern Innovation & Technology Community (KIT Community)	
March 18	• Congressman David Valadao Resource Fair at CAPK’s 19th Street Office	
March 20	• Personally announced Community Partner of the Year Award to the Kern County Fair Board at its March Board Meeting	
March 21	• Energy Program & Outreach Division Presented at Kegley Institute of Ethics Panel on “What Happened to all the Trees: Climate Change and the Sierra Nevada Die-Off.”	
March 29	• Presentation to CAPK Board on Give BIG Kern with Rachel Evey of Kern Community Foundation	
March 30	• Winter-Spring 2017 Issue of The CAPK Times Newsletter is published	
March 31	• Stuff the Bus Food Drive at the Valley Plaza Mall	
UPCOMING ACTIVITIES		
Date	Activity	
April 1	Kiwanis One Day Event at Friendship House	
April 14	GET Bus Resource Faire Downton in partnership with CAPK and Self-Help Federal Credit Union	
April 18	Tax Day – VITA will do walk-in appointments the last week of tax season.	
May 18	• CAPK Humanitarian Awards Banquet & Fundraiser • Third Thursday Downtown with the Downtown Business Association	