

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
May 17, 2017
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

Fred Plane

Lorena Fernandez

Marian Panos

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. Shafter Youth Center – Angie Nelson, Program Manager

b. Friendship House Community Center – Lois Hannible, Program Manager

6. **New Business**

a. April 2017 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager
– ***Info Item (p. 1)***

b. April 2017 Program and Division Reports – Ralph Martinez, Director of Community Development – ***Action Item (p. 2-15)***

- 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
- Energy
- Migrant Childcare Alternative Payment
- Central Kitchen
- Human Resources
- Operations
- Community Development – Grants & Research

c. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item (p. 16-21)***

- Target Distribution Center for Shafter Youth Center

Community Action Partnership of Kern
PRE Committee Meeting Agenda
May 17, 2017
Page 2

- Target Distribution Center for CAPK Food Bank
 - United Way of Kern County for CAPK Food Bank
- d. Head Start / State Child Development April Enrollment Update and Meals Report– Erika Arias, ERSEA Manager – **Action Item (p. 22)**
- e. 2017-2018 Recruitment and Selection Plan Summary of Changes - Erika Arias, ERSEA Manager – **Action Item (p. 23-25)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, June 14, 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 May 12, 2017. Paula Daoutis, Administrative Assistant.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: April 2017
Program/Work Unit: Outreach & Advocacy	Total Staffing: 3	Program Manager/Supervisor: Louis Medina
Services: <i>Media relations, public relations, agency promotional materials development, advocacy, website management, social media, fundraising, English-Spanish translation.</i>		
APRIL ACTIVITIES		
Date	Activity	
All month long	- Promoted GIVE BIG KERN and CAPK’s Humanitarian Awards Banquet & Fundraiser - Helped develop weekly communications to All Staff leading up to Staff Development Day at Pioneer Village - Encouraged the community to participate in the 2017 Community Needs Survey on social media and on our agency’s website	
Leading up to Tax Day	VITA Promotion. Two weeks out, one week out Social Media Posts & Media Releases	
April 1	GIVE BIG KERN online giving portal opened	
April 1	Kiwanis One Day Garden Replanting and Resource Faire – Friendship House Community Center	
April 5	Met with KGET to design CAPK Banquet TV spot	
Week of April 10	Kern Business Journal published. The April/May issue featured a half-page ad advertising our Banquet and an Executive Profile of Jeremy Tobias.	
April 13	Several CAPK Staff attended Dr. Donna Beegle’s Poverty Workshop hosted by the Kern County Network for Children	
April 14	GET Bus Resource Faire Downtown in partnership with CAPK and Self-Help Federal Credit Union	
April 18	Tax Day – Busy at CAPK VITA	
April 18	Give BIG Kern Press Conference at The Padre Hotel	
April 25	Give BIG Kern Countdown Mixer at The Padre Hotel	
April 27	Attended Greater Bakersfield Legal Assistance’s Fair Housing Conference	
April 27	CAPK Staff Development Day – Photos, etc.	
April 28 – 30	Barnes & Noble Bookfair to benefit CAPK Head Start, WIC, East Kern Family Resource Center and Migrant Childcare Programs with books appropriate for children ages 0 to 5.	
April 29	CAPK VITA participated in Convoy of Hope Outreach to Veterans and the Low-Income Community	
UPCOMING ACTIVITIES		
Date	Activity	
May 2	Give BIG Kern	
May 18	- CAPK Humanitarian Awards Banquet & Fundraiser - Third Thursday Downtown with the Downtown Business Association	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: April 2017
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 & Federal		901		4,639
Refunds	Federal	\$435,847		\$3,935,134	
	Federal EITC*	\$328,460		\$3,215,460	
	Federal Total		\$764,307		\$7,150,594
	State	\$96,258		\$627,569	
	California EITC*	\$28,404		\$212,127	
	State Total		\$124,662		\$839,696
Total Credits & Refunds	State & Federal		\$888,969		\$7,990,290

**Approx. 30% of tax payers claim Federal EITC, and approx. 12% of tax payers claim CA EITC*

Other: The main tax season has ended as of April 18th, 2017. We continue to be open and continue to see tax payers, but on a limited basis. We are by appointment only during the off season. The returns that we do are based on extensions, self-employed, rental income, late filers, amended returns, previous years returns that were never done and referrals from the local IRS office.

We just had our season close-out with the Internal Revenue Service (IRS) on April 20th. Our e-file growth in 2017 was 9.66%, with a decrease of paper filed returns of 30.16%. Our overall reject rate was 6.3%. The maximum reject rate should be less than 10%. If a VITA location has a reject rate above 10%, they are subject to an IRS audit to find out why the reject rates are so high.

We had 1 physical site review done by IRS, in which we had a 100% accuracy rate. We also had 1 phone site review also with 100% accuracy rate.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: April 2017
Program/Work Unit: 2-1-1 Kern County	Staffing: 16; 4 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	4,006	3,569	437 (11%)	7,624
Kings County	162	128	34 (21%)	*
Tulare County	548	421	97 (18%)	*
Mountain Valley (Mariposa and Merced Counties)	157	139	18 (11%)	*
Stanislaus County	773	683	90 (12%)	*
Total	5,646	4,940	706 (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	2,726	14,631
Weatherization	Calls Routed through 2-1-1	249	1,037
Mental Health	Calls Answered	108	671
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	2,774	9,204
VITA	Calls Routed through 2-1-1	389	6,252

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		7	1	5

Outreach Activities	Outcomes
- Longfellow Elementary Resource Fair	Distributed 40 2-1-1 Kern informational cards.
- Grimmway Health & Benefits Fair	Distributed 200 2-1-1 Kern informational cards.
- Self-Help Food Distribution & Resource Fair	Distributed 75 2-1-1 Kern informational cards.
- Tiger Parent College and Resource Fair	Distributed 25 2-1-1 Kern informational cards.
- 5 Head Start & Home Base Parent Meetings	Distributed 100 2-1-1 Kern informational cards

Highlights:

- 2-1-1 Kern Program Manager participated in the 23rd Annual Latina Action Day in Sacramento. It was a great opportunity to learn how to advocate on behalf of the many services we provide and the communities we serve.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: April 2017
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, 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	15	100
Case Managed Families	First 5 Kern School Readiness	2	7
Children participating in center-base program		1	25
Adults in Court-Mandated Parenting Classes		2	5
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	84	283
Emergency Supplies Closet and Other Services	Food (individuals)	15	53
	Clothing (individuals)	34	100
	Photocopies (individuals)	264	953
	HEAP Application Supporting Docs	52	255

Other: The EKFRS has made connections with the Employment Development Department and Kern County Department of Child Support to provide the community members local access to these agencies through our office.

Staffing: The First 5 Kern Case Manager position has been filled.

SCOMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: April 2017
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. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities		Participants	
Description		Month	YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.		3 new	39
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.		52	58
Open Basket Ball		20 – 45 per night	
United Farm Workers Foundation Information sessions for people in need of immigration services.		25	
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 children enjoyed several field trips during spring break, including the Panorama Vista Preserve on April 12th, the Buena Vista Museum of Natural History on April 14th, and the Bakersfield Condors on April 15th.
- Shafter Youth Center partnered with Marley's Mutts on April 1st, 2017, to offer low-cost spay and neuter services for pets of Shafter's low income residents. 28 dogs received services.
- Shafter Youth Center will be a site for the CAPK Food Bank's new Senior Food Program on the 2nd Friday of the month from 9am – 11 am.
- **SYC will be hosting a Creative Palette Fundraiser on Friday, May 19th at the Shafter Youth Center.**

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: April 2017	
Program/Work Unit: Friendship House	Total Program Staffing: 6	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		Month	YTD
After-School Program Tutoring, homework assistance, recreation.		3	26
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.		34	55
Justice Assistance Grant (JAG) Program The JAG program provides Aggression Replacement Training (ART) at Stiern, Cato, and Compton Middle Schools, and provides additional JAG services at East High School.		29	52
Grow Fit Families Program 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) Program Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.		0	18
Mobile Mexican Consulate Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.		440	1,626
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have the opportunity to gain paid work experience. Work sites include: Super Cuts, Tastries Bakery, Factory 2 U, Maria’s Bridal, CAPK Food Bank, Fiesta Grocery Store (Wasco, CA).		40	122
Realignment for Success (Program will begin June 2017) 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, and parenting classes.		0	0

Other:

- On April 12th 40 PREP Works Program participants attended the CAPK New Hire Orientation, and started their first day at work on April 17th as a part of the program's paid work experience. The 40 participants will receive 91 hours of paid work experience, funded by Starbucks and Wells Fargo.
- On April 15th After-School Program youth attended a hockey game at Rabobank Arena, courtesy of the Bakersfield Condors.
- On April 18th After-School Program youth visited CSUB for a campus tour and baseball game, courtesy of Michael McCarthy of the Boston Red Sox baseball team.
- On April 24th Kern County Superintendent of Schools (KCSOS) started including the FHCC in their At-Risk After School Meal Program, which provides the FHCC After-School Program youth with a dinner at no cost.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: April 2017
Program/Work Unit: Food Bank	Total Staffing: 1y	Program Manager/Supervisor: Jaime Orona
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 (MARCH 2017)	38,452	38,452
	Poundage Received all Programs	1,155,165	2,307,124
	TOTAL POUNDAGE DIST. ALL SITES	1,027,525	2,110,210
Drought Emergency Food Assistance (DEFAP)	Families Served	3,596	7,099
	Individuals Served	23,656	43,722
	Total Poundage Distributed	237,000	492,630
Food Sourcing	Donations Received: 95,983 pounds of produce & 8 different produce items. • Ag Against Hunger: Mixed greens • Bolthouse: Carrots • Fresno Food Bank: Tomatoes, and citrus • Target: Mixed produce • Wonderful Co: Citrus		
Food Drives :	• N/A		

Other:

- The Food Bank started the Senior Food Program otherwise known as the Commodity Supplement Food Program (CSFP) for seniors who are low-income and over 60 years of age. Since the Food Bank warehouse could not accommodate the additional inventory, off-site warehouse space was secured at 2250 Belle Terrace.
- CSFP held five distributions during the month of April and successfully distributed 30-pound boxes of non-perishable food to 524 seniors. For the month of May, CSFP staff is in the process of securing 14 more sites for a total of 19 in order to distribute 3,500 boxes by July 2017.
- CSFP staffing includes a program coordinator, a program assistant, and a warehouse specialists.
- Volunteers are scheduled to assist staff with building the food boxes at least twice a month at the Belle Terrace warehouse.
- The Food Bank Manager and Operations Supervisor visited the Modesto Food Bank to learn how they keep the CSFP inventory using Excel spreadsheets. The inventory system that the CAPK Food Bank currently uses does not meet the requirements to maintain the CSFP inventory.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: April 2017
Program/Work Unit: WIC	Total Program Staffing: 80 staff, 2 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	15817 – 79.2%	82%	77.3%
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	84	Mojave		144	
	Bakersfield		Oildale		453	
	Homeless Shelter	98	Ridgecrest		697	
	E. California Avenue	1643	Rosamond		689	
	Niles Street	2401	Shafter		1288	
	Montclair	407	Tehachapi		484	
	Friendship House	153	Wasco		1819	
	Panama	1096				
	Boron	33	<u>San Bernardino County</u>			
	Buttonwillow	87	Adelanto		1595	
	California City	718	Big Bear		282	
	China Lake Naval	*	Crestline		271	
	Station		Needles		163	
	Delano	977	Phelan		107	
	Edwards Air Force Base	111				
	Lost Hills	163	<u>Mobile WIC</u>		19	

Projects

CAPK WIC promotes healthy eating habits for all age groups. This month 7 Nutritionists and the 7 Breast Feeding Peer Counselors attended the 2017 California WIC Association Annual Conference & Trade Show 4/9/17 – 4/12/17 in San Diego CA. The theme was “Engaging Families for Thriving Communities”. Participants attended seminars on a variety of topics including early childhood health, wellness, leadership, and increasing participation and outreach. The trade show included exhibits of WIC Vendors, nutrition education, and breastfeeding. The new WIC EBT system was introduced, which is supposed to be implemented by 2020.

Regional Breastfeeding Liaison Katherine Campos began an online Certified Lactation Educator (CLE) course, which includes lectures and assignments to increase knowledge of breast feeding. She began meeting with staff from community OB/GYN offices to assist in integrating breastfeeding education into the last 4 to 6 weeks of pregnancy. Tentative space, La Leche League (LLL) Leader and CLE is in place for the Arvin Breastfeeding Support Group. Outreach Coordinator Mitchall Patel began expanding CAPK WIC presence on Facebook. Mitchall is working with Bakersfield College Human Resources Department to provide information about CAPK WIC to students and staff. He is working with Omni Family Health and United Farm Workers Foundation on information regarding immigration and public charge. He continues to attend community collaborative meetings and staffs health fairs throughout the county. CAPK Energy had an informational display in the Panama WIC Clinic.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: March & April 2017
Program/Work Unit: Energy	Total Program Staffing: 45, including 1 temp and 1 vacancy	Program Manager/Supervisor: Margaret Palmer (Acting)
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.		

		Status	
Activities	Description	Households Served	
		Month	YTD
1. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016/2017)	Assistance with utility bill payments	1,263	9,541
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2016)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	49	765
	• Energy-efficient appliance installation	2	127
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	31	531
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	-0-	33
5. Total Value of Services		\$699,021	\$4,806,131
		Results	
6. Energy calls received (from 2-1-1)		3,975	
		HEAP	Wx
7. Number of LIHEAP applications Received		628	132
8. Number of LIHEAP applications Completed		563	81
9. Number of LIHEAP applications in Progress		65	51
10. Outreach	-FRC-Delano, Frazier park, Lake Isabella, and Mojave -WIC – 1900 E. Calif. Ave, Bkfld 4600 Panama Lane, Bkfld -Presentation at Casa Loma Elementary School -Enrollment at Spring View Apartments, 2801 Wible Rd., Bkfld -Enrollment at Palmacia Dr., Apts., 4400 Palmacia Dr., Bkfld	Distributed HEAP/Wx applications	
11.	Collaborative Meetings Attended	2	

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: April 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 H.S/E.H.S centers and Home Base locations. - 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	68,541	22,550	23,553	22,438
Home Base Meals	442	119	242	81
VIP Parent Café Meeting Meals	1198			
Summer Food Program Service				
Total	70,181	22,669	23,795	22,519

Other:

- In April, all Food Production Drivers took an online Distracted Driving Awareness training and test. The Food Production Drivers all passed the test with an average score of 95% and all received a certificate of course completion. The training was sponsored by Philadelphia Insurance Company and was supervised by Central Kitchen's Dahlia Moreno.
- April 26th and 28th the Central Kitchen provided lunches to pre-kindergarten classes to kick off a series of cafeteria experiences for the children who will be going to kindergarten. There are 5 more cafeteria experiences scheduled for the month of May.
- On a monthly basis the Central Kitchen has to provide specialty food items for all of the children with dietary needs. The Central Kitchen staff has been up to the challenge in providing for these needs. The Central Kitchen staff has consistently produced recipes from scratch to provide healthy food items for those children with special needs. The Central Kitchen management would like to thank and acknowledge work and effort that staff put in to providing this service to the children served by CAPK programs.
- In the month of April, the Central Kitchen had some challenges due to some of our vans' age and high mileage. However, the Central Kitchen has worked around the scheduled maintenance and mechanical repairs. Three of our eleven vans are in the shop for repairs. The mechanics at the Kern County Superintendent of Schools have done a great job in keeping our vans road worthy and have a quick turn-around to get the vans back on the road.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		Month/Year: April 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	834	
	Subs/Temps	67	
	Total Staff	901	
New Hires	All divisions and programs		
	Regular	12	53
	Subs/Temps	44	49
	Total New Hires	56	102
Leaves of Absence	Intermittent Leave	86	
	Full-time Leave	27	
	Total on Leave	113	
Terminations	All divisions and programs		
	Voluntary	17	47
	Involuntary	8	17
	Total Terminations	25	64
Staffing	Vacancy	31	52
	Total Applications Received	106	537
Payroll	Total Hours Paid	132,987	
	Total Payroll	\$ 2,312,268	

Projects	Completed (last 6 months): New Sick Leave Cash Out policy for full year employees, effective 1/1/17. Full-year attendance procedure approved and implemented 1/27/17. Employee Policy Manual Approved 2/22/17. Distributed and collected Acknowledgement Forms from all employees. SEIU Meet & Confer meetings - 8 Agency-Wide Staff Development Day held at Kern Pioneer Village 4/27/17. Friendship House – PREP Works Program Youth On-Boarding - 41 students
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COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: April 2017
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 23	Program Manager/Supervisor: Lauren Wright (Acting)/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		253	262
Contracts/Leases Processed		9	10
Request for Proposals (RFP)	- Glass Subcontractor – Energy - Maintenance Contractor – Multi Division - Temporary Staffing Agencies – Multi Division - E-Rate RFP (internet service providers MPLS Network)	In progress 2 Contracts Drafted 3 Contracts Drafted Bid Awarded	
Leases	- WIC – California Ave - Renew James St – WIC - Renew Niles St. - WIC - St John's Wasco Head Start - Taft School District – Head Start - Pacific/Owens Head Start - Renew Faith – Head Start	Renewal in Progress In progress In progress Lease Executed Lease Executed In negotiations Extension Drafted	
Contracts	- Renewal of pest control & landscaping contracts - Janitorial Service Contract 6 Consulting and Training Agreements – Head Start	Extensions Drafted Contract Drafted Contracts Executed	
Maintenance & Operations		Received	03/01/2016 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	5	91
Projects	- Primeros Pasos & Stine Toddler sinks - Head Start Sites – Install NOFI's - Install Card Access at Main doors of Home Base Office - San Diego – Install fencing at shed and roof - BPN roof leak and ceiling tile replacement - Re-Key various server rooms at multiple locations	In progress In progress Completed Completed Completed Completed	

Operations Division April 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	2920
Projects	• CAPK infrastructure analysis and planning • Implement Office 365 password sync with CAPK active directory. • Train staff on use of Skype For Business • Deploying Windows Update Server • Deploying CEDS computer equipment	In progress In progress 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	22 9 5 4 1 1
Property Incidents		0	3
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	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: April 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	• Target Distribution Center – Shafter Youth Center	X	
	• Target Distribution Center – Food Bank	X	
	• United Way of Kern County – Phase 34 Funding for Food Bank	X	
	• Enterprise Rent-A-Car – Technology Grant for Food Bank	X	
	• Kern Family Health Care – Senior Food Program – Food Bank		X
	• Friends of Mercy Foundation – Sister Phyllis Hughes Endowment – Emergency Supplies Closet – EKFRFC		X
Potential Funding Opportunities – Research in Progress	• Best Buy Teen Technology Grant • Bank of the Sierra • Exploring U.S. Department of Agriculture & Office of Community Services grants with nutrition focus area • California Wellness Foundation		
Projects	Description		
Strategic Plan 2016-2021	Goal groups are finalizing activities and strategies, based on feedback from the peer review process. Planning for mid-year update to Board of Directors.		
Organizational Standards	• Executive Director Succession Plan – approved on 4/26/17 • CAPK Board Bylaws		
Surveys	Working on reporting system for improvement areas based on analysis of survey results, to be presented to Division Directors and Executive Director.		
2018-19 Community Action Plan	Conducting 2017 Community Needs Survey. Survey closes May 26, 2017. Public hearing on the first draft of the 2018-19 CAP Report (May 31st CAPK Board meeting) to be held at 5005 Business Park North.		
Board Recruitment	Orientation for new Private Sector Representative Jim Childress. Reviewing application materials received for Low-Income Greater Bakersfield Representative. Potential candidate identified for Low-Income South Kern Representative.		
Financial Capabilities TA	Completing Tool 3: Theory of Change. Next phase of Technical Assistance – Building the Team and Identifying Stakeholders.		

Other: Staff is currently reviewing the Kern Food Policy Food System Assessment as prepared by the consultant from UC Davis.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - April 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
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
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
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
3/15/2017 (PRE)	4/6/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFRC/ Emergency Supplies Closet	\$ 5,000
4/12/2017 (PRE)	4/12/2017	Kern Family Health Care	Food Bank/ Senior Food Program	\$ 2,000

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

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
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	EKFR/ 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
7/13/2016 (Exec)*	8/10/2016	Wells Fargo	Community Development/ Financial Literacy & Savings Program	\$ 30,000	\$ 20,000	1/1/2017 - 12/31/2017
12/14/2016 (Exec)	4/4/2017	Rabobank Community Development Grant	VITA/ 2016 Tax Season	\$ 4,500	\$ 2,000	9/1/2016 - 6/30/2017
				TOTAL	\$ 745,228	

*Following Board approval on 4/26/17, funds from Wells Fargo will be used to support the Financial Literacy & Savings component of PREP Works Program at FHCC & SYC.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - April 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
6/22/2016 (B&F)	No response	Best Buy Foundation	FHCC/Winners Program	\$ 9,800
9/21/2016 (B&F)	No response	Dignity Health	FHCC & SYC/ Grow Fit Families Program	\$ 73,800

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Museum on the Move

Division Director: Ralph Martinez

Funder Name: Target Distribution Center

Program Manager: Angelica Nelson

Grant Program Name: Shafter Youth Center

Funding Period: 10/1/2017 – 9/30/2018

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

A. Narrative description of funding request, including goals:

CAPK is applying for \$2,500 from the Target Distribution Center to provide 30 low-income, disadvantaged children ages 6 – 18 at the Shafter Youth Center (SYC) with art education. The Bakersfield Museum of Art (BMOA) "Museum on the Move" program is a hands-on enrichment program that brings fine arts to culturally isolated areas throughout Kern County. SYC participants will learn the fundamentals of drawing, painting, and sculpting, as well as facts about influential artists and art history. The program will provide students with positive avenues for self-exploration and expression and encourage them to look at themselves, their heritage, and their environment in new ways. Up to 17 classes will be provided to SYC participants.

B. Use of Funds:

The requested funds will be used for BMOA to provide the teachers and all art supplies for the classes. Also included are mileage costs for the teachers to travel from Bakersfield to SYC.

C. Approvals:

1. <u>Ralph Martinez</u> <u>2/24/17</u>	3. <u>Christine Anami</u> <u>4/27/17</u>
Division Director Date	Director of Finance Date
2. _____	4. <u>[Signature]</u> <u>5/1/17</u>
Director of Community Development Date	Executive Director Date

D. Board:

☐ Policy Council	☒ PRE Presentation	☐ B&F Approval	☐ Board Approval
Date: _____	Date: <u>5-17-17</u>	Date: _____	Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Backpack Buddies

Division Director: Carmen Segovia

Funder Name: Target Distribution Center

Program Manager: Jaime Orona

Grant Program Name: CAPK Food Bank

Funding Period: 8/1/2017 – 6/30/2018

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

A. Narrative description of funding request, including goals:

CAPK is applying for \$2,000 from the Target Distribution Center to assist the Backpack Buddies program in Buttonwillow and Greenfield. The program helps alleviate child hunger by providing chronically hungry and/or food-insecure children with wholesome, nutritious, and ready-to-eat foods at times when other resources are not available, such as during weekends and school breaks. The program will serve up to 110 children ages 6 to 12 who fit the profile of chronically hungry, qualify for free/reduced-price school meals, and live in food-insecure households (inconsistent access to adequate food) with 7 to 10 lbs. of kid-friendly, healthy and nutritious foods each week during the school year.

B. Use of Funds:

The requested funds will be used to purchase back packs for the participants; assist with the transportation costs to deliver the food to the school sites, and purchase school supplies for the children.

C. Approvals:

1. <u>Carmen Segovia</u> 4/20/17 Division Director Date	3. <u>Christine Anami</u> 4/20/17 Director of Finance Date
2. <u>Ralph Maty</u> 4-20-17 Director of Community Development Date	4. <u>[Signature]</u> 4/21/17 Executive Director Date

D. Board:

☐ Policy Council Date: _____	☒ PRE Presentation Date: <u>5-17-17</u>	☐ B&F Approval Date: _____	☐ Board Approval Date: _____
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Community Action Partnership of Kern Funding Request Profile

Source of Funds: Federal

CFDA # TBD

Project Name: Food Procurement and Distribution

Division Director: Carmen Segovia

Funder Name: United Way of Kern County/
DHS: Emergency Food & Shelter- Phase 34

Program Manager: Jaime Orona

Grant Program Name: CAPK Food Bank

☐ **New Funding**

☒ **Re-Application**

Funding Period: 4/1/2017 – 3/31/2018

A. Narrative description of funding request, including goals:

United Way of Kern County recently invited CAPK to submit an application for the Emergency Food and Shelter Program (EFSP-Phase 34) funding. The purpose of the EFSP is to supplement and expand the work of local social service agencies to assist people experiencing severe economic crisis that is not the immediate result of a natural or man-made disaster. The EFSP is funded by the Department of Homeland Security (DHS), and a 12-member Local Board distributes the funds to qualified nonprofit organizations working to reduce hunger and homelessness. United Way of Kern County is the administrative arm of the Local Board. CAPK is requesting \$100,000 to be applied towards the procurement of food and fresh produce.

B. Use of Funds:

The \$100,000 requested will be applied towards the purchase of food and fresh produce for distribution by the CAPK Food Bank to low-income, food insecure residents of Kern County.

C. Approvals:

1. Carmen Segovia 5-10-17
Division Director Date

3. Christine Anemic 5/10/17
Director of Finance Date

2. Ralph M. Mundy 5-10-17
Director of Community Development Date

4. J.T. B. 5/10/17
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☒ PRE Presentation
Date: 5-17-17

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: April 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	April 2017	2,041	2,046
Early Head Start Kern	April 2017	328	328
Early Head Start Partnership	April 2017	56	56
Early Head Start San Joaquin	April 2017	345	254
TOTAL Funded Enrollment		2770	2,684
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	11%
Early Head Start Kern	Identified as having an IFSP	10%	11%
Early Head Start Partnership	Identified as having an IFSP	10%	0%
Early Head Start San Joaquin	Identified as having an IFSP	10%	7%
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%	9%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Average Daily Attendance (Program Wide >85%)		95%	

Meals Served						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	April 2016	April 2017
68,794	11,564	80,358	57,712	22,646	87%	82%

Other: We had 3 Centers with 100% attendance for April: California Street, Sterling, and Walnut Child Development Centers.

Total Division Staffing: Currently employed in Head Start: 579
 Vacant Positions: 25
 Currently out on Leave: 90

Program Updates: SJC has all of their centers licensed and open serving children. Once fully staffed, we will reach our enrollment goals.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Erika Arias, ERSEA Manager

Date: May 17, 2017

Subject: *Agenda Item 6e:* Summary of Changes to the 2017-2018 Recruitment and Selection Plan – Action Item

Head Start Performance Standards require that each program revise the Recruitment and Selection Plan annually. This process requires a committee of staff, parents and community partners, when possible, to come together to review our current plan, make recommendations, and vote on proposed implementations and provide feedback on the revisions once discussed.

The 2017-2018 Recruitment and Selection Plan was revised in March 2017. The committee reviewed the new Head Start Performance Standards and made the following changes:

- Updated all regulatory and performance standard citations and references
- Revised categories of eligibility to align with new standards
- Changed EHS transition language to include priority into Head Start
- Included the Full Day Part Year option to point sheet
- Added additional points for children with and IEP/IFSP to point sheet
- Added additional points for children age eligible for Transitional Kindergarten to point sheet
- Revised definition of Teen Parent
- Omitted “current rent receipt” option for residential verification and replaced with Department of Human Services Documentation.

The process for selection remains unchanged. The point system in which the agency has identified as an effective process that ensures Head Start meets the needs of the neediest families in our community remains intact.

The Selection Criteria Verification Form, known as the “point sheet” which is used to place the applicant child on the waitlist to be selected in accordance with priority points was updated to support the above-mentioned changes (See Attached).

Recommendation

Staff recommends the CAPK Board of Director’s PRE Committee approve the 2017-2018 Recruitment and Selection Plan with the adjustments to the Selection Criteria Verification Form.

2017-2018 Selection Criteria Verification Form

Applicant Name: _____ DOB: _____ Family Size: _____

Program (Circle One): EHS HS

Option (Circle One): HB PD FD FD/PY **Center/Educator Name:** _____

“✓” Eligibility Type (Select only one): ☐ Homeless ☐ Foster Care ☐ Income Eligible ☐ Over Income	I have examined the following documents to determine eligibility: <table style="width: 100%;"> <tr> <td>☐ Public Assistance</td> <td>☐ SSI</td> <td>☐ 2016-Tax Form (1040/1040A)</td> </tr> <tr> <td>☐ Pay Stub</td> <td>☐ EDD (unemployment)</td> <td>☐ Employer Statement</td> </tr> <tr> <td>☐ Zero Income</td> <td>☐ Foster Care</td> <td>☐ Child Support</td> </tr> <tr> <td>☐ W-2</td> <td colspan="2">☐ Other: _____</td> </tr> </table>	☐ Public Assistance	☐ SSI	☐ 2016-Tax Form (1040/1040A)	☐ Pay Stub	☐ EDD (unemployment)	☐ Employer Statement	☐ Zero Income	☐ Foster Care	☐ Child Support	☐ W-2	☐ Other: _____	
☐ Public Assistance	☐ SSI	☐ 2016-Tax Form (1040/1040A)											
☐ Pay Stub	☐ EDD (unemployment)	☐ Employer Statement											
☐ Zero Income	☐ Foster Care	☐ Child Support											
☐ W-2	☐ Other: _____												

Circle only one in each section

Circle all points that apply below

Criteria	Points	Criteria	Points
Parental Status		Other Factors (Circle all that apply)	
Guardian	25	Disability (IEP/IFSP)	30
One Parent	20	In the absence of Childcare	25
Two Parent	15	Teen Parent	25
Income		Child on waitlist prior program year	25
75-100% Below Poverty	25	At-risk Pregnancy (EHS Home base only)	25
50-74% Below Poverty	20	First Pregnancy (EHS Home base only)	25
25-49% Below Poverty	15	Current or Former Military	25
0-24% Below Poverty	10	Medical Referral	20
101-130% Over Poverty	5	Social Service Referral	20
131% or more over poverty	0	Other Family Type	20
Age		Recipient of Public Assistance (TANF or SSI)	15
4 Year Olds	25	Parent works/attends school-FD Need	15
3 Year Olds	20	Sibling Enrolled with IEP/IFSP	10
Young 3 (after school cut off)	15	Transitional Kindergarten Eligible	5
Infant	20	Sibling Enrolled	5
Toddler	20	Parent has a concern with Speech /Language	5
Pregnant Woman	25	Priorities	
		Homeless	25
		Foster	20
		Transitioning (EHS to HS 3 rd year enrollee)	15

“✓” Residential Verification: ☐ Department of Human Services Documentation ☐ Current Utility Bill ☐ Other: _____	Is there a disability? ☐ Yes ☐ No Documentation Present ☐ IEP ☐ IFSP
---	--

Printed name of staff verifying eligibility

Position

Signature of staff verifying eligibility

Date

Guidance for Completing the Selection Criteria Verification Form

Participant Name and DOB: the name and DOB that is on the child's birth certificate or other document used to verify legal name and age.

Family Size: the number of people in the family that is being counted to verify income eligibility.

Program: circle the program which the family is applying for- Early Head Start or Head Start.

Option: Circle the option that the family is applying for- HB is Home Base; PD is Part Day; FD is Full Day.

Center/Educator Name: Name of center location or Educator's name for which they're applying.

Eligibility Type: only one type of eligibility may be selected. Choose the one that is applicable.

Documents examined to determine eligibility: Select all that apply. If you viewed something not listed in the box, please indicate such in "other." Keep in mind, all documents used to determine eligibility MUST be attached to the application.

Parental Status: only one option may be selected.

Income: income points must be given for all participants, even those that are categorically eligible.

Age: select the classroom age of the child. If the child turns 4 years old, after the school cutoff date of September 2nd, the child is considered 3 years old. If the child turns 3 years old after the school cutoff date, the child is considered a young 3.

In Absence of Childcare: If the parent tells you they're going to lose their job if they do not have childcare, these points would be given.

Teen Parent: teen or adult who became parent at age 19 and under, including currently pregnant women.

Child on waitlist prior program year: these points are given to an applicant that was on the waitlist the previous year.

At-risk Pregnancy and First Pregnancy: are given to pregnant women applying for EHS Home Base only.

Current or Former Military: these points are given only when the family provides a DD214.

Medical Referral: points are issued only when we're provided with the medical referral from the physician.

Social Service Referral: these points are given when a social service agency provides a referral.

Other Family Type: these points are given to individuals taking care of a child that is not biological or adopted by the parent/guardian.

Recipient of Public Assistance (TANF or SSI): these points are given to individuals that provide documentation of being a current recipient of public assistance.

Parent Works/Attends School-FD Need: these points are issued to those applying for full day.

Sibling enrolled with IEP/IFSP: these points are given to children that already have a sibling enrolled with an IEP/IFSP.

Transitional Kindergarten Age Eligible: these points are issued if the child's date of birth indicates they would be eligible for transitional kindergarten during the program year. In Kern County, all districts are opening transitional kindergarten to those that turn 5 years old between September 2nd and December 1st.

Sibling Enrolled: these points are given to families that have one child enrolled and are applying for another.

Parent has a concern with Speech/Language: these are given when a parent expresses a speech concern.

Priorities: those that are considered categorically eligible such as homeless and foster, as well as children with disabilities. This also includes transitioning children and 3rd year enrollees.

Residential Verification: is proof of residency in Kern County.

Disability Documentation: a validated IEP/IFSP is required to be attached to give disability points.

Signature: staff member who verified eligibility must print and sign the Selection Criteria Verification Form.