COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
June 28, 2017
12:00pm

AGENDA

I. Call to Order

a. Moment of Silence/Pledge of Allegiance *(Please Stand)*

b. Reading of the "Promise of Community Action" *(Please Stand)*

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

c. Introduction of Newly Appointed Board Member
- Guadalupe Perez, Greater Bakersfield Representative

d. Roll Call

Garth Corrigan	*Curtis Floyd*	*Fred Plane*	*Warren Peterson*
Janea Benton	*James Camp*	*Jimmie Childress*	*Lorena Fernandez*
Craig Henderson	*Mike Maggard*	*Yolanda Ochoa*	*Marian Panos*
Guadalupe Perez	*Ana Vigil*		

II. Approval of Agenda

III. Approval of meeting minutes

a. Minutes of May 31, 2017 Board of Directors meeting – ***Action Item (p. 1-11)***

IV. Introduction of Guests/Public Forum: *(The public may address the Board of Directors 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.)*

V. Special Presentations

a. 2017 PREP Works Program – Lois Hannible, Program Manager, Friendship House Community Center

VI. New Business

a. Appointment of Lorena Fernandez as South Kern Low Income Sector Representative on CAPK Board of Directors – Jeremy Tobias, Chief Executive Officer – ***Action Item (p. 12-13)***

b. CAPK Employee Retirement Plan – 401(a) and 403(b): Current Service Provider Mutual of America – Jeremy Tobias, Chief Executive Officer - ***Action Item***

c. CAPK 2016-2021 Strategic Plan Update – Swathi Venkatesh, Community Development Specialist – ***Info Item (p. 14-15)***

d. Approval of the CAPK 2018-2019 Community Action Plan – Ralph Martinez, Director of Community Development – ***Action Item (p. 16-92)***

e. 2017-2018 Early Head Start and Head Start School Readiness Goals – Leslie Mitchell, Administrator of Education and Support Services – ***Action Item (p. 93-116)***

f. Head Start / Early Head Start Cost-of-Living Adjustment (COLA) Application – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item (p. 117-118)***

g. Cost of Living Adjustment (COLA) of One Percent for All Employee Wages – Jeremy Tobias, Chief Executive Officer – ***Action Item (p. 119)***

h. 2017-2018 Recruitment and Selection Plan Summary of Changes – Erika Arias, ERSEA Manager – ***Action Item (p. 120-146)***

VII. Committee Reports

a. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – ***Action Item***
   i. Minutes of June 13, 2017 ***(p. 147-156)***
   ii. Job Descriptions for Chief Executive Officer and Chief Financial Officer

b. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – ***Action Item***
   i. Minutes of June 14, 2017 ***(p. 157-161)***
   ii. Old Business
      1. 2017-2018 Recruitment and Selection Plan Summary of Changes ***(p. 162-187)***
   iii. Program Reports
      1. May 2017 Program and Division Reports ***(p. 188-201)***
      2. Application Status Report and Funding Requests ***(p. 202-206)***
         a. Enterprise Rent-A-Car for Food Bank
         b. Starbucks Foundation for Friendship House Community Center & Shafter Youth Center
      3. Head Start / State Child Development May Enrollment Update and Meals Report ***(p. 207)***
      4. May 2017 Outreach & Advocacy Report ***(p. 208)***

c. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer – ***Action Item***
   i. Minutes of June 21, 2017 ***(p. 209-214)***

ii. Application Status Report and Funding Requests ***(p. 215-220)***
    1. Enterprise Rent-A-Car for Food Bank
    2. Starbucks Foundation for Friendship House Community Center & Shafter Youth Center
    3. Bank of the West for CAPK VITA
iii. Kern Head Start and Early Head Start Budget to Actual for the Period Ending May 31, 2017 ***(p. 221-223)***
iv. Head Start and Early Head Start Budget to Actual Reports for the Period Ending May 31, 2017 ***(p. 224-226)***
v. Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended May 31, 2017 ***(p. 227-228)***
vi. Head Start / Early Head Start Cost-of-Living Adjustment (COLA) Application ***(p. 229)***
vii. Cost-of-Living Adjustment (COLA) of one percent for all employee wages ***(p. 230)***
viii. Discretionary Fund Update ***(p. 231)***
ix. Financial Statements, May 2017 **(Section 3 of binder)**

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Janelle Gonzalez, Program Governance Coordinator - ***Action Item (p. 232)***
    i. Minutes of May 25, 2017 ***(p. 233-236)***

b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – ***Action Item***
    i. Verbal Report

IX. Chief Executive Officer's Report – Jeremy Tobias, Chief Executive Officer – ***Action Item***

a. Update on Special Board Committee to review Employee Retirement Plans.

X. Board Member Comments

XI. Closed Session

a. Conference with Real Property Negotiators
    Property address: 3101 Mall View Rd., Bakersfield, CA 93306
    Agency Negotiator: Jeremy Tobias, Ralph Martinez, Emilio Wagner
    Negotiating parties: Chris Johnston, Millennium Holdings, LLC
    Under negotiation: Concerning price and terms of payment

b. Reconvene into Open Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, August 23, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. 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, CA and online at www.capk.org by 12:00 pm June 23, 2017. Paula Daoutis, Administrative Assistant.

COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
May 31, 2017
12:00pm

MEETING MINUTES

I. Call to Order

Garth Corrigan called the meeting to order at 12:00 pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

a. Moment of Silence/Pledge of Allegiance
b. Reading of the "Promise of Community Action"
c. Roll Call

Roll Call was taken with a quorum present:

Present: Garth Corrigan, Fred Plane, Warren Peterson, Jimmie Childress, Lorena Fernandez, Craig Henderson, Mike Maggard (12:09 pm), Yolanda Ochoa (12:28 pm), Marian Panos, Ana Vigil (12:03 pm).

Absent: Curtis Floyd, Janea Benton, James Camp,

Others Present: Jeremy Tobias, Executive Director; Christine Anami, Director of Finance; Ralph Martinez, Director of Community Development; Yolanda Gonzales, Director of Head Start / State Child Development; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Michele Nowell, Director of Human Resources & Payroll; other CAPK staff.

Jeremy Tobias introduced new Board Member Jimmie Childress, representing the Private Sector. Jimmie said he is happy to be here and hopes he can add value to the CAPK Board.

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for May 31, 2017, with the addition of a special presentation for the CAPK San Joaquin Early Head Start Program Update. Carried by unanimous vote. (Henderson/Peterson).

III. Approval of meeting minutes

a. Minutes of April 26, 2017 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the April 26, 2017 Board of Directors meeting. Carried by unanimous vote. (Plane/Henderson).

IV. Introduction of Guests/Public Forum:

No one addressed the Board.

V. Special Presentations

Yolanda Gonzales announced that today's presentation of the San Joaquin Early Head Start Program was requested by the Board at a previous meeting, and these special in person updates will be provided quarterly. They will augment the regular monthly written reports received by the Board and the Committees. Yolanda reported that all centers are now licensed and are serving children and are in the process of taking applications. Yolanda introduced Gloria Barbero, San Joaquin Program Administrator, who oversees all seven sites.

Gloria reported that 7 centers are licensed and operational in Tracy, Manteca, Lodi and Stockton. The program has been in operation since July 2015 and we are currently serving 313 families, and serving pregnant women, infants, and toddlers through center-based and home-based operations. We provide comprehensive services from 6 – 8 hours per day.

Gloria also reported that some of the program challenges are: Lack of staff and continued staff turnover; Lack of qualified EHS staff and lack of evening classes for staff to attend. Strategies for both issues have been identified and implemented. Gloria identified some of the many program successes, some of which include: All deadlines were met at the end of fiscal year 2016; We have a WorkNet volunteer as our Office Assistant and in June, 13 Summer Youth Volunteers will assist in our classrooms; We have established three MOU's with community partners to increase enrollment and to transition our infant and toddlers into a pre-school setting; We have established a MOU with VMRC to increase our enrollment of infant and toddlers with disabilities; We are participating in a series of recruitment events with the Housing Authority and we have collected 23 interest slips; and we have made great improvements in our in-kind contributions. For the 2017 fiscal year, from February to April, we have collected $149,703 in comparison with the 2016 fiscal year where $72,590 was collected, an increase of 100%.

VI. New Business

a. Appointment of Guadalupe Perez as Greater Bakersfield Low-Income Sector Representative on CAPK Board of Directors – Jeremy Tobias, Executive Director – ***Action Item***

Jeremy Tobias reported that due to the vacancy left by the end of the term of Charlie Rodriguez, staff went through the normal process to recruit qualified candidates for the Greater Bakersfield Low-Income Sector. Having not received any applications on the first attempt following the regular process, staff then reached out to our network in the community and through word of mouth. At this point the committee searched for an applicant that could be appointed to fill the vacant seat. We finally received applications from two potential candidates, both of which met the criteria required to fill the open seat. The Board Elections committee, which consists of Yolanda Ochoa, Craig Henderson and Fred Plane, met to interview the applicants.

The Committee recommends the Board approve the appointment of Guadalupe Perez as the Greater Bakersfield Low-Income Sector Representative of the CAPK Board of Directors.

Motion was made and seconded to appoint Guadalupe Perez as a member of the CAPK Board of Directors. Carried by unanimous vote. (Peterson/Henderson).

b. 2016-2017 Head Start/Early Head Start Children's Learning Outcomes and Program Self Evaluation – Leslie Mitchell, Administrator of Education and Support Services – ***Info Item***

Leslie Mitchell presented an overview of Children's Learning Outcomes for Kern and San Joaquin Counties. The assessment tool enables us to capture the progress of the children in the program, including infants and toddlers, and leading up to kindergarten. The benchmarks we are tracking are: Approaches to Learning/Self-Regulation; Social & Emotional Development; Language & Literacy; Cognition, Including Math & Science; and Physical Development / Health. The children are progressing and developing well and exceeding goals.

Chase Rangel reported on the parent survey results, which are a requirement for State Programs and the content of the survey is dictated by the State. We received 479 surveys back and we are pleased to report that 100% of the families that responded to the survey are overall satisfied with the program. Discipline procedures scored lower due to confusion of what it meant (the wording was issued by state and we were not able to amend it).

Assessments for children must be completed 3 times per year, and the parent survey completed twice a year. The Environmental Rating Scale is performed twice a year and includes data on the classrooms; Are they equipped properly, do we have all the materials for children to be successful? Per the state, we must achieve a 5.0 rating to be considered successful. For ITERS, (Infants/Toddlers Environmental Scale), we scored a 5.8 and for ECERS (Pre-School Environmental Rating Scale) we scored a 5.5.

Leslie discussed how we will improve next year by focusing on parent engagement. Research shows that with parent involvement, learning outcomes increase significantly. We will provide strategies to parents, promote language literacy and provide training to teachers. We will focus on technology so all data will be collected through an online system rather than paper surveys. We will continue to coach and mentor our staff and individualize teaching practices for children, and we will continue to support our families to help them understand what is going on in the classrooms.

Marian Panos asked if all our teachers have Bachelor's degree. Leslie responded that a high percentage of our teachers do have a Bachelor's Degree and others have their AA Degree and working to acquire a Bachelor's degree.

Ana Vigil asked how the children are assessed. Leslie replied that the assessment is an authentic assessment whereby the child remains in the classroom and is observed by the teacher while participating in activities. The teacher can focus on the child and do assessments by observations and collecting work samples as evidence of the assessment. Every child is assessed individually.

c. Migrant Childcare Alternative Payment (MCAP) Program Self-Evaluation Annual Report – Susana Magana, MCAP Program Manager – ***Info Item***

Susana Magana reported the California Department of Education (CDE) and Early Learning & Support Division requires us to submit a Program Self-Evaluation (PSE) annually, which is due on June 1, 2017. The PSE consists of evaluating five components of the program, however, only three of the components apply to the MCAP Program.

Susana explained that the MCAP program is a voucher program. We provide the subsidy payment for the children to receive services at a provider's home. We are responsible for the compliance of the regulations that the state mandates for the contract. The PSE was conducted May 8-19, 2017, with a 15% sample of program families from the service month of January 2017. The audit findings are: 34 out of 34 family files were in compliance in the area of family eligibility and need requirement; 40 out of 40 provider files were in compliance; and there were 4 family file and 3 provider file data entry errors. The clerical errors did not impact the need and eligibility of the family, nor the provider reimbursement. Data entry errors have been corrected using the supporting documentation within the files.

Warren Peterson asked Susana to describe the people that are being served. Susana responded that the program serves families that are migrant agriculture workers, meaning they move from place to place to follow the crop, and 50% of their income must come from agricultural related work. To further qualify for the subsidy, families complete an application and then select a provider within the community. We subsidize the payment directly to the child care provider. CAPK does not have any interaction with the children enrolled in the program; however, staff verifies hours with the child care provider for payment.

Jeremy Tobias stated that we are the only provider of this type of Migrant program in the entire state of California. This is the only program where families can migrate from county to county seamlessly. Susana explained that we have five additional satellite offices located in Tulare, Fresno, Kings, Merced and Madera Counties, with our main office located here in Kern County. For families living in one of the other counties, they can apply for services and we will serve them anywhere in the State of California.

Warren Peterson asked how many families are being served in this program. Susana replied that the unduplicated count submitted for 2016, which is the most current information we have, is approximately 700 families. Jeremy explained that before we had this program, families would need to re-apply for services every time

they migrated to a different county location, which made the program particularly difficult for migrant families. This program ensures a seamless process for them to obtain services.

Mike Maggard asked about the budget for the program. Susana replied that we have a $6.2 million contract but 82% must go to direct services, meaning $4.9 million goes directly to the providers. In 2016, we are at 100% compliance and we are on target to be 100% in compliance with the contract in 2017. Jeremy and Christine Anami confirmed that the contract is predominately Federal funding but it is contracted through the State in Sacramento.

d. Award of Internet Service Contract and Authorization to Sign Notice to Proceed – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner reported that the Head Start program qualifies for a 90% subsidy for Internet Services through the e-rate program. In 2016, only 16 sites qualified for the 90% reduction but this year, all sites qualify and we will realize a significant cost savings per month. This will also enable us to provide for an upgraded system with better security. It is a larger network and all sites will be tied to the main office rather than having multiple internet connections across the 46 sites. In April, 2017, we issued an RFP and three providers submitted proposals. Staff scored the proposals and AT&T was selected. With the upgraded system, which is more expensive, we are still looking to save $1,393 per month for all sites.

Warren Peterson asked Emilio to confirm that we will realize a savings of over $12,000 per year and Emilio confirmed that to be true.

Motion was made and seconded to proceed with the Internet Service Contract and Authorization to Sign. Carried by unanimous vote. (Peterson/Henderson).

e. Public Hearing of the CAPK 2018-2019 Community Action Plan – Ralph Martinez, Director of Community Development – ***Info Item***

Ralph Martinez explained the Community Services Block Grant (CSBG), which is an annual grant and contract of about $1.4 million for operating as a Community Action Partnership Agency, serving low income clients. One of the requirements of the CSBG is to prepare a Community Action Plan (CAP), which is prepared every two years. In the plan, we identify the needs and resources in the community and how those services are being delivered. The CSBG funding is the most flexible of our funding sources and allows us to do a lot of different things such as local programs, administrative, or new projects. Most of the funds are allocated to existing local programs, such as the Food Bank, Friendship House, the Shafter Youth Center, and East Kern Resource Center. The CAP report is part of the new organizational standards that all Community Action Partnership Agencies will be evaluated on and we must distribute the proposed plan to the Board of Directors for approval. We are asking the board to hold a public hearing and to review the enclosed document and direct any questions to staff prior to the next Board Meeting. We will present the

attached 2018-2019 Community Action Plan for final approval at the June 28, 2017 Board Meeting.

Chairman Corrigan opened the Public Hearing and asked if anyone from the public had any comments or questions. Seeing none, the Public Hearing was closed. Chairman Corrigan asked if the Board members had any questions or comments. There were no comments from the Board.

f. Non-Federal Share Waiver Request for EHS Child Care Partnership – Yolanda Gonzales, Director of Head Start/State Child Development – ***Action Item***

Jerry Mead requested approval from the Board to approve the submission of a request to waive non-federal share in the amount of $78,750 for the 2016-2017 Early Head Start Child Care Partnership Grant that is referenced in the memo in the Agenda Packet.

Craig Henderson asked if the $78,750 is part of the $315,000. Jerry confirmed that it is not.

Motion was made and seconded to approve the Non-Federal Share Waiver Request for EHS Child Care. Carried by unanimous vote. (Henderson/Peterson).

g. Reorganization of Head Start Management Staff and Addition of One New Position – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item***

Yolanda Gonzales requested Board approval to add a new position to the current organizational structure under the Head Start Division. The new position will be responsible for the fiscal and management oversight of contracts, grant management, and ongoing communication with regional and state offices regarding fiscal and budgetary issues. Since 2014, Head Start has increased its revenue and administrative oversite requirements by adding the San Joaquin Grant, the Duration Grant, and the Partnership Grant. This is a key position for Head Start and the job title is Assistant Director of Grants Management. This request was presented to the Budget & Finance Committee and was approved with minor revisions. Yolanda reviewed the performance standards to ensure compliance. The standards do state that a Fiscal Officer hired after November 7, 2016, must be a CPA or a minimum of Bachelor's degree and accounting business/fiscal management or related field so that language has been added to the job description. We need to have the ability to appoint this position as the Fiscal Officer.

The new position will be funded and sustained through the current budget. A revised job description is at your seat. Jeremy Tobias confirmed that the Head Start program does require a Bachelor's degree so the recommendation made by the Budget & Finance Committee to remove the requirement is no longer applicable.

Craig Henderson asked if the Assistant to the Director position could accommodate both job responsibilities rather than hiring for two positions. Jeremy explained that this comes out of the board discussion to restructure Head Start. Yolanda will have

two Assistant Directors, one will oversee the program or education side, and one will oversee the business contract and administrative side.

Mike Maggard asked for the salary range for grade 12. Yolanda stated that the salary range is $80,000 to $97,000. Mike asked if we currently have anybody on staff that meet the requirements. Jerry confirmed that we do not have anybody on staff that meet the requirements.

Mike Maggard also asked if the budget included fees for continuing education for a CPA. Yolanda did confirm that we do have funding within the budget for continuing education.

Warren Peterson asked if there are any current managers within CAPK that do not have a Bachelor's degree. Jeremy explained that for Head Start, there is a requirement for some positions to have a BS degree, and of course the requirements for our teachers continue to go up, with most of our teachers with Bachelors or on a plan to obtain it soon, and further stated that most individuals who reach management level positions at our agency do have a degree.

Motion was made and seconded to approve the Reorganization of Head Start Management Staff and Addition of One New Position. Carried by unanimous vote. (Maggard/Henderson).

h. Updates to Procurement Procedures Manual – Lauren Wright, Acting Business Manager – ***Action Item***

Lauren Wright requested Board approval of the proposed revisions to the purchasing thresholds and allow Staff to update the Procurement Procedures Manual, relevant forms, and the Accounting and Financial Policy Manual to reflect the changes to the federal guidelines, as noted in the memo within the Agenda Packet.

Motion was made and seconded to approve the Updates to Procurement Procedures Manual. Carried by unanimous vote. (Henderson/Fernandez).

i. Leases for Head Start Locations – Lauren Wright, Acting Business Manager – ***Info Item***

Lauren reported on two Head Start locations that were presented at the April Board Meeting in regards to lease renewals. At the April 26, 2017 meeting, the Board asked for changes within the two leases. Lauren stated that for the Faith Street Lease extension, the lease was successfully revised noting that the prior annual 10% increase in rent will be removed after the next lease renewal period.

The second lease is for the Pacific and Owens location. The lease was successfully renegotiated at a lesser monthly rent amount and the Lessor agreed to use our form lease agreement.

Since both leases fall under the aggregate threshold amount that requires Board approval, Executive Director, Jeremy Tobias, executed both agreements on behalf of CAPK.

VII. Committee Reports

a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – ***Action Item***
   i. Minutes of May 17, 2017 (p. 163-167)
   ii. Program Reports:
      1. April 2017 Outreach and Advocacy Report (p. 168).
      2. April 2017 Program and Division Reports (p. 169-182).
      3. Application Status Report and Funding Requests (p. 183-188).
         a. Target Distribution Center for Shafter Youth Center
         b. Target Distribution Center for CAPK Food Bank
         c. United Way of Kern County for CAPK Food Bank
      4. Head Start / State Child Development March Enrollment Update and Meals Report (p. 189).
      5. 2017-2018 Recruitment and Selection Plan Summary of Changes (p. 190-192).

Ralph Martinez provided an update on the Program Review & Evaluation Committee and referenced the program reports included within the Agenda Packet.

Ralph also highlighted two of the applications that were awarded. One was $20,000 from Wells Fargo, which was awarded in the fall of 2016 and put on hold, but have now been allocated with Board approval to expand on the PREP Works program with a financial literacy and savings component. The second was $2,000 from Rabobank for VITA. In regards to the three funding requests, if awarded, $2,500 from Target Distribution Center will provide art education to 30 low-income children ages 6-18 at the Shafter Youth Center. The second Target request is for $2,000 to fund the Backpack Buddies Program in Buttonwillow and Greenfield. The program will help alleviate child hunger by providing chronically hungry children with wholesome, nutritious, and ready-to-eat foods at times when other resources are not available. The third request is for United Way, who recently invited CAPK to apply for funding for the Emergency Food & Shelter Program. CAPK is requesting $100,000 to purchase food and fresh produce for distribution by the CAPK Food Bank to low-income, food insecure residents of Kern County.

Ralph reported that there are three funding requests included in the Agenda Packet, two are from Target Distribution Center for the Shafter Youth Center and CAPK Food Bank, and the other is from United Way of Kern County for the CAPK Food Bank.

Motion was made and seconded to approve the Program Review & Evaluation Committee report. Carried by unanimous vote. (Peterson/Vigil).

c. Budget & Finance Committee Report – Christine Anami, Director of Finance – ***Action Item***

i. Minutes of May 24, 2017 (p. 193-197).
ii. Application Status Report and Funding Requests (p. 198-203)
    a. Target Distribution Center for Shafter Youth Center
    b. Target Distribution Center for CAPK Food Bank
    c. United Way of Kern County for CAPK Food Bank
iii. Head Start and Early Head Start Budget to Actual Reports for the Period Ending April 30, 2017 (p. 194-208)
iv. Discretionary Fund Update (p. 209)
v. Financial Statements, April 2017 (Section 3 of binder)

Christine Anami reported on the Budget & Finance Committee meeting and noted that there were 2 actions presented, 3 funding requests to support the Shafter Youth Center and the other was from the Office of Homeland Security through United Way for the Emergency Food Program.

The second action item was the review of the Financial Report, which included the financial statements for April. There were no unusual or out of the ordinary transactions as of April 30, 2017.

Two information items were presented. First, there was a $25,000 increase to the Discretionary Fund, during the month of April, largely due to the Humanitarian Awards Banquet held on May 18, 2017. The second item was the presentation to the Budget to Actual reports for the Head Start grants. There are three grants that totaled approximately $30 million for the Agency.

Christine also provided an update on the Brown Armstrong audit for 2017. Auditors were at the CAPK offices in May for two weeks to conduct the compliance field work, which included the selection of several of our Federal Programs; Head Start grants, WIC, State Department of Education Contracts, and all three of First Five current contracts. The auditors will be returning on June 12th to conduct the audit of the Pension Plan.

Motion was made and seconded to approve the Budget & Finance Committee Reports. Carried by unanimous vote. (Henderson/Ochoa).

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Janelle Gonzalez, Program Governance Coordinator – ***Action Item***
    i. Minutes of the April 26, 2017 meeting (p. 224-226).

Lorena Fernandez gave the Head Start Policy Council report and shared that the class federal review was received by the Office of Head Start and we received the highest score for Region 9 and we were above the national average for the last two reporting periods. The next meeting is scheduled for June 29th in the CAPK Board Room.

Motion was made and seconded to approve the Head Start Policy Council Report. Carried by unanimous vote. (Henderson/Panos).

b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – ***Action Item***

Ralph Martinez reported that Friendship House will start the summer program on Monday, June 5th. A calendar will be available to the Board in the event they would like to stop by to observe the activities. A PREP Works Program celebration is planned for June 7th for students who completed the program. Employers, parents and CAPK Staff and Board are invited and encouraged to attend.

Motion was made and seconded to approve the Friendship House Advisory Report. Carried by unanimous vote. (Vigil/Maggard).

IX. <u>Executive Director Report</u> – Jeremy Tobias, Executive Director – ***Action Item***

a. Update on Annual Humanitarian Awards Banquet (verbal report).

Jeremy Tobias congratulated Louis Medina on a job well done for the planning and execution of the Annual Humanitarian Awards Banquet. The preliminary numbers show that we had 260 attendees and raised just over $67,000 in cash donations. The final numbers will be presented in June.

b. Community Action Partnership Annual Convention (p. 227-228)

Jeremy asked the Board to review the information included in the Agenda Packet for the Annual CAP Conference to be held in Philadelphia from August 29, 2017 to September 1, 2017. Jeremy asked Board Members interested in attending to notify Paula Daoutis by the end of the following week.

Jeremy also reported that he has filled the Director of Administration position. Pritka Ram will start on June 26, 2017 and join us at the next Board Meeting.

Jeremy asked Yolanda Gonzales to make a special announcement for the Head Start Program project called Buildings in the Community. The project was to encourage parent involvement and family engagement. The children built various projects and there was 100% participation. One father and daughter created a replica of Hall Ambulance Station in Rosemond and delivered to the Station. Former Bakersfield Mayor Harvey Hall heard about the project and will make a special presentation to the child on June 1st at the Hall Ambulance Station in Rosemond. There will be media coverage and the Board is invited to attend.

Motion was made and seconded to approve the Executive Director Report. Carried by unanimous vote. (Henderson/Plane).

X. <u>Board Member Comments</u>

Mike Maggard commented that it was a pleasure to be at the Humanitarian Awards Banquet.

Warren Peterson thanked staff and said that it seems like we are at the top of our game because of all the hard work by staff.

Marian Panos also complimented staff on the Banquet.

Yolanda Ochoa stated that she attended CalCAPA Conference in Long Beach with Lorena Fernandez and said it was very interesting. Yolanda attended a board member workshop and said it was very informative.

XI. Closed Session

Public Employment – Director of Finance (Government Code Section 54957)

The Board went into closed session at 1:22 pm.

XII. Closed Session Report

The Board Meeting reconvened in open session at 1:52 pm.

Jeremy Tobias reported that the Board of Directors gave staff direction in regards to the future appointment of a Director of Finance, but no reportable action was taken. The Board directed staff to call a meeting of the Executive Committee to review any recommendations for action that are needed.

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, June 28, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

The meeting adjourned at 1:53 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Executive Director

Date: June 28, 2017

Subject: *Agenda Item VI(a):* Appointment of Lorena Fernandez as South Kern Low-Income Sector Representative on CAPK Board of Directors - **Action Item**

In December 2016, the Executive Committee voted to remove South Kern Low-Income Sector Representative Jose Gonzales, who had abandoned the position and been unreachable since March 2016.

Advertising the Vacancy
Staff initiated recruitment for the vacancy in February by publishing announcements in English and Spanish-language newspapers throughout Kern County. A link to the application and additional information was posted on www.capk.org and shared on the main CAPK Facebook page, and on CAPK program pages. The vacancy was advertised on flyers posted at 7 Head Start centers and 2 WIC sites in the South Kern region.

Staff also reached out to marketing contacts at: Kern County Superintendent of Schools, who forwarded our announcement to collaboratives and family resource centers; Kern County Black Chamber of Commerce; Kern County Hispanic Chamber of Commerce; and others.

Applicant
Following further recruitment efforts and an extension of the application deadline, no applications were received for the position. On May 31st, staff received a completed application from current Board Member Lorena Fernandez (Head Start Policy Council Representative), who is also a South Kern resident. The Elections Committee (Board Members Yolanda Ochoa, Craig Henderson, and Fred Plane) reviewed the application and on June recommended Ms. Fernandez for the position.

Should the Board appoint Ms. Fernandez, it would create a vacancy in the seat for the Head Start Policy Council Representative. In anticipation of this potential vacancy, the Head Start Policy Council has an agenda item on June 29 meeting to consider the appointment of a representative to the CAPK Board of Directors.

Recommendation:
Staff and the Elections Committee recommend that the Board approve the appointment of Lorena Fernandez as the South Kern Low-Income Sector Representative on the CAPK Board of Directors.

Attachment: Statement of Interest from Lorena Fernandez

Statement of Interest (Lorena Fernandez)

A lifelong resident of Kern County, Lorena lives in Lamont, and is involved in her community through St. Augustine Church, Junior Giants Bear Mountain Recreation Baseball Program, and Houchin Blood Bank. Ms. Fernandez is a supporter of CAPK in many ways, as a Head Start parent, as the Policy Council Vice-Chair, and as an active Board member.

"I love my community and I am positive that with representation, we can help not only my community but others thrive and make it a better place to call home. We know what resources are needed and I would like the opportunity to be part of the process in building strong healthy communities."

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Swathi Venkatesh, Community Development Specialist

Date: June 28, 2017

Subject: *Agenda Item VI(c):* CAPK 2016-2021 Strategic Plan Update – **Info Item**

Implementation Kick-Off

At the CAPK Board meeting on October 26th, 2016, the Board approved the agency wide Strategic Plan 2016-2021. The Strategic Planning Committee met on December 15th, 2016 to initiate the Implementation Phase of the 5-year plan. The Committee discussed decision-making processes; progress tracking and reporting tools; and outreach strategies to ensure internal and external stakeholder awareness of the plan. The Committee also divided into six Goal Groups (each with 2 Co-Leads), one for each strategic goal, and devoted time to studying their respective strategies, timelines, and identifying other CAPK employees that could contribute towards the implementation. The Strategic Planning Committee decided to give the Goal Groups time to do a deep dive into their issue areas and propose activities needed to accomplish their goal, as well as adjust timelines if needed.

Activity & Timeline Review

On March 1st, 2017, the Committee held an Activity & Timeline Review meeting, where each Goal Group shared their proposed activities, and in some cases, revised wording or suggested moving a strategy to a more logical Goal. Changes are summarized as follows:

- Adjusted timelines to more realistic estimates based on newly outlined activities. In some cases, one strategy was dependent on the completion of another strategy.
- Reduced use of technical terms, jargon, and acronyms to make the document accessible to all levels of stakeholders
- Removed redundant language and activities that occurred under multiple strategies

Outreach Strategies

During the March 1st meeting, several outreach materials were shared with the Committee, including a poster, infographic, and a scripted presentation. These materials were designed to help familiarize employees, clients, and partners with the Strategic Plan. Once the Committee provided feedback on the materials, the poster, infographic, and presentation were shared at the agencywide Management meetings in April and May. Staff aim to provide posters to all CAPK sites, and to finalize the presentation script to create a short video explaining the Strategic Plan.

Committee Turnover

Recent staff transitions resulted in some vacancies on the Strategic Planning Committee, including several Goal Group Co-Leads. Some delays are expected as new Committee members are identified and oriented to the Strategic Plan and the work completed thus far.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Ralph Martinez, Director, Planning Research and Development

Date: June 28, 2017

Subject: *Agenda Item VI(d)* - Approval of the CAPK 2018-2019 Community Action Plan – **Action Item**

CAPK staff prepared the attached 2018-2019 Community Action Plan for approval by the CAPK Board prior to submittal to the California Department of Community Services (CSD). The CAP includes the required community needs assessment, detailing existing poverty conditions and input from residents, and partners.

Staff conducted an advertised public focus group on May 11, 2017 and provided a CAP update to the Program Review and Evaluation Committee on May 17, 2017. A draft version of the Community Action Plan (CAP) was made available on the CAPK website April 19, 2017 for review by the public, partners and CAPK Board. A public hearing was advertised and held at the CAPK Board meeting on May 31, 2017.

Key Findings:
Poverty in Kern County continues to be high at 23.5% and 35.4% for children under 5 years of age. Each of our current programs is supported by community need indicators, as outlined in the community needs assessment section of the CAP. HIV prevention and testing services are no longer operated by CAPK since our last CAP report was submitted two years ago. The resident survey also shows low-income community concerns over achieving a stable home life, affordable health care, a continued lack of jobs, lack of education and need for job training. CAPK will further evaluate each of these areas of concern during the 2018-2019 strategic planning service review process to determine our possible role, if any, in helping to meet these community needs. Staff will carefully review existing services in Kern County and determine if there are significant gaps in service.

Next Steps:
Staff will produce a final version of the 2018-2019 Community Action Plan and transmit the document to CSD as required on June 30, 2017.

Attachments:
Draft Community Action Partnership of Kern 2018-2019 Community Action Plan

2018-2019 Community Action Plan

California Department of Community Services and Development

Community Services Block Grant

DRAFT

PURPOSE

The Community Action Plan (CAP) serves as a two (2) year roadmap demonstrating how Community Services Block Grant (CSBG) eligible entities plan to deliver CSBG services. The CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals and priorities for delivering those services to individuals and families most affected by poverty. CSBG funds may be used to support activities that assist low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families by removing obstacles and solving problems that block the achievement of self-sufficiency.

Community Action Plans must adhere to the following federal and state laws:

COMPLIANCE WITH FEDERAL LAW

To comply with the Community Services Block Grant (CSBG) Act, Public Law 105-285, Section 676b (11) eligible entities must complete a Community Action Plan (CAP), as a condition to receive funding through a Community Services Block Grant. Federal law mandates the eligible entities to include a community-needs assessment in the CAP for the community served.

COMPLIANCE WITH STATE LAW

To comply with California Government Code 12747 pertaining to the Community Services Block Grant Program, Community Action Plans are to be developed using processes that assess poverty-related needs, available resources, feasible goals and strategies, and that yield program priorities consistent with standards of effectiveness established for the CSBG program. The CAP should identify eligible activities to be funded in the program service areas and the needs that each activity is designed to meet. Additionally, CAPs should provide for the contingency of reduced federal funding.

COMPLIANCE WITH CSBG ORGANIZATIONAL STANDARDS

As described in the Office of Community Services (OCS) Information Memorandum (IM) #138 dated January 26, 2015, CSBG eligible entities will comply with implementation of the Organizational Standards. Compliance with Organizational Standards will be reported to OCS on an annual basis via the CSBG Annual report. In the section below, CSD has identified the Organizational Standards that provide guidance for the development of a comprehensive community needs assessment. CAP responses should reflect compliance with the Organizational Standards and demonstrate a thorough understanding of the Organizational Standards throughout the development of a comprehensive community needs assessment.

DRAFT

CONSUMER INPUT AND INVOLVEMENT

Standard 1.1 The organization/department demonstrates low-income individuals' participation in its activities.

Standard 1.2 organization/department analyzes information collected directly from low-income individuals as part of the community assessment.

COMMUNITY ENGAGEMENT

Standard 2.2: The organization/department utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. This sector would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

COMMUNITY ASSESSMENT

Private Agency - Standard 3.1: Organization conducted a community assessment and issued a report within the past 3 year period.

Public Agency - Standard 3.1: Department conducted a community assessment and issued a report within the past 3 year period, if no other report exists.

Standard 3.2: As part of the community assessment the organization/department collects and analyzes both current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).

Standard 3.3: Organization/department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.

Standard 3.4: The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.

Standard 3.5: The governing board or tripartite board/advisory body formally accepts the completed community assessment.

Standard 4.2: The organization's/department's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

Standard 4.3: The organizations /department's Community Action Plan and strategic plan document the continuous use of the full Results-Oriented Management and Accountability (ROMA) cycle.

DRAFT

STRATEGIC PLANNING

Private Agency Standard 6.4: Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.

Public Agency Standard 6.4: Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process, or comparable planning process.

STATE PLAN AND APPLICATION REQUIREMENTS

As required by the CSBG Act, Public Law 105-285, states are required to submit a state plan as a condition to receive funding. Information provided in the CAP by eligible entities is included in CSDs biennial State Plan and Application.

DRAFT

COMMUNITY SERVICES BLOCK GRANT

2018/2019 PROGRAM YEAR COMMUNITY ACTION PLAN
COVER PAGE AND CERTIFICATION

TO: Department of Community Services and Development
Attention: Field Operations Unit
2389 Gateway Oaks Drive #100
Sacramento, CA 95833

FROM: Community Action Partnership of Kern5005 Business Park North, Bakersfield, CA 93309

Agency Contact Person Regarding Community Action Plan

Name:	Ralph Martinez
Title:	Director of Community Development
Phone:	661-336-5236 Ext: 1114
Fax:	661-322-2237
Email:	rmartinez@capk.org

CERTIFICATION OF COMMUNITY ACTION PLAN AND ASSURANCES

The undersigned hereby certifies that this agency complies with the Assurances and Requirements of this 2018/2019 Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization.

Board Chairperson _____ Date _____

Executive Director _____ Date _____

DRAFT

TABLE OF CONTENTS

The CAP is to be arranged in the order below. Please include the appropriate page numbers for reference. Additional attachments are to be added as appendices.

(Insert Page Numbers)

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2018 - 2019 Community Action Plan Checklist

The following is a check list of the components to be included in the CAP. The CAP is to be received by CSD no later than **June 30, 2017**:

☒ **Cover Page and Certification**

☒ **Table of Contents**

☒ **Vision Statement**

☒ **Mission Statement**

☒ **Comprehensive Community Needs Assessment**

☒ **Documentation of Public Hearing(s)**

☒ **Federal Assurances**

☒ **State Assurances**

☒ **Individual and Community Eligibility Requirements**

☒ **Monitoring and Evaluation**

☒ **Data Collection**

☒ **Appendices (Optional)**

VISION STATEMENT

Provide your agency's Vision Statement which describes your agency's values. The vision is broader than any one agency can achieve; the agency collaborates with others in pursuit of this vision.

At CAPK we envision a future where communities are economically stable centers of potential with abundant resources for all people. Our guiding principles are as follows:
Leadership. We recognize that each of us leads by the examples we set. As leaders, we seek to find and offer solutions for the problems and challenges that emerge.
Commitment. We honor and uphold our commitments to this agency, our colleagues, and the children and families we serve.
Respect & Honor. We treat the families we serve and one another with respect and honor. We recognize that the individuality and uniqueness of each person makes this organization strong.
Quality Service Delivery. The degree to which each of us meets our responsibilities impacts the quality of work we produce and the services we offer. We define quality for our programs, evaluate program and agency effectiveness, and continually improve service delivery.
Communication. We communicate with families, colleagues, and the community in an open and clear manner that enhances understanding. We respect and protect confidentiality and hold ourselves to the highest professional standards.

As the federally designated poverty fighting agency in Kern County and a member of the national Community Action Agencies network, we are committed to The Promise of Community Action: *Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.*

Within the agency's strategic plan is the desire to transform our service area into an economically stable environment and centers of potential for all residents with an abundance of resources; employment, educational, and artistic opportunities; and a commitment to justice and diversity. We envision an environment where individuals and families are self-reliant, caring contributors who live, work, and play in safe communities; have access to affordable and energy efficient housing; enjoy food security and nutrition; and provide children with a foundation that fosters life-long academic success.

MISSION STATEMENT

The Mission Statement describes the agency's reason for existence and may state its role in achieving its vision.

Organizational Standard 4.1 references the Mission Statement for private and public entities:

Private Entities
The governing board has reviewed the organization's mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The organization's programs and services are in alignment with the mission.

Public Entities
The tripartite board/advisory body has reviewed the department's mission statement within the past 5 years and assured that:
1. The mission addresses poverty; and
2. The CSBG programs and services are in alignment with the mission.

Provide your agency's Mission Statement

Mission Statement (Insert Statement)

Community Action Partnership of Kern shall provide and advocate for resources that will empower members of the communities we serve to be self-sufficient.

COMPREHENSIVE COMMUNITY NEEDS ASSESSMENT

Public law 105-285 requires the state to secure from each eligible entity, as a condition to receive funding, a CAP which includes a community-needs assessment for the community served. Additionally, state law requires each CSBG eligible entity to develop a CAP that assess poverty-related needs, available resources, feasible goals, and strategies, and that yields program priorities consistent with standards of effectiveness established for the program (*California Government Code 12747(a)*).

The Community Needs Assessment captures the problems and conditions of poverty in the agency's service area based on objective, verifiable data and information gathered from various sources. Identified problems and conditions must be substantiated by corroboration through public forums, customer questionnaires, surveys, statistical data, evaluation studies, key informants, and/or other reliable sources. The Community Needs Assessment should be comprehensive and serve as the basis for the agency's goals, and program delivery strategies. The Community Needs Assessment should describe local poverty-related needs and be used to prioritize eligible activities offered to low-income community members over the next two (2) years.

As a part of the Community Needs Assessment process, each organization will analyze both qualitative and quantitative data to provide a comprehensive "picture" of their service area. To assist the collection of quantitative data, CSD has provided a link to a data dashboard including instructions and a data dictionary. The link gives agencies access to data for every county in the state. The dashboard can be accessed by clicking on the link or copying and pasting the link in your browser.

https://public.tableau.com/views/Cap_Assessment/CAPData?:embed=y&:display_count=yes

This data can be used as a starting point for developing your needs assessment. It is derived from data sources that align to the federal assurances required for the Community Services Block Grant. Each respondent is responsible for providing information regarding the needs around each federal assurance to indicate whether the agency or some other entity is providing the services.

By clicking on the State and County level Data page, the user will have access to quantitative poverty data. Analysis of the data collected is critical and must include not only the summarization of findings but the identification, measurement, and reporting of improvements and changes in the community both in the conditions and resources to assist low-income consumers on their journey towards self-sufficiency.

In the space below, provide a narrative description of the causes and conditions of poverty affecting the community in your service area such as child care, community housing, crime, educational achievement, employment/unemployment, income management, healthcare, homelessness, nutrition, and other factors not listed. In particular, describe how the agency ensures that the Community Needs Assessment reflects the current priorities of the low-income population in the service area, beyond the legal requirement for a local public hearing of the CAP.

Agencies should describe the methods and strategies used to collect the information and should utilize a combination of activities and tools such as focus groups, surveys; community dialogue, asset mapping, interviews, and public records.

Comprehensive Community Needs Assessment (Insert Narrative)

Service Area

CAPK's geographic service area includes all of Kern County, California. CAPK also operates programs in other counties in California including Women, Infants, and Children (WIC) supplemental nutrition program in the communities of Adelanto, Big Bear, Phelan, Needles, and Crestline in San Bernardino County; Migrant Alternative Payment Childcare program (MCAP) at entry points in the counties of Kern, Tulare, Kings, Fresno, Madera, and Merced; 2-1-1 County information and referral program in Kings, Tulare, Merced, Stanislaus, and Mariposa Counties.

Although CAPK serves other communities, the majority of services are provided in Kern County, which is the focus of this needs assessment. Kern County is located in Central California, at the southern end of the San Joaquin Valley. Kern is California's third-largest county by land area. At 8,172 square miles, Kern is larger than the states of Massachusetts, New Jersey, or Hawaii. Terrain varies dramatically within the county, from the valley lowlands to the mountain peaks of the southern Sierra Nevada, to arid stretches of the Mojave Desert. Because of this geographic diversity, the county has a wide range of climates, determined largely by elevation and precipitation. Summer temperatures often reach over 100 degrees during the summer on the valley floor and in the Mojave Desert, and winter temperatures drop into the teens in the higher mountains.

The county's economy is driven primarily by the petroleum industry and agriculture. Both industries are cyclical and affected by environmental and national and global economic factors. Kern County

historically has higher unemployment rates compared to the rest of the state and nation. Recent decreases in oil prices have resulted in mass layoffs by oil producers and service companies and business closures. The statewide drought has resulted in layoffs and reduced hours for agricultural workers and food processing operations as growers scale back on production because of the water shortage.

Kern is primarily a rural county with one Standard Metropolitan Area (SMA), which includes the cities of Bakersfield and Delano. Other incorporated cities include Wasco, Taft, Shafter, Maricopa, McFarland, Arvin, Ridgecrest, Tehachapi, and California City. The county has many other unincorporated communities with over 1,000 in population (statistically referred to as "Census Designated Places") including Bear Valley Springs, Bodfish, Boron, Buttonwillow, Caliente, North Edwards, China Lake Acres, Edwards Air Force Base, Frazier Park, Ford City, Golden Hills, Greenacres, Greenfield, Kernville, Lake Isabella, Lamont, Lost Hills, Oildale, Pine Mountain Club, Stallion Springs, Taft Heights, Weedpatch, Weldon, and Wofford Heights.

Figure 1-Kern County Geography



Key needs for Kern County include: increased per capita and household income levels, increased rate of educational attainment, employment services for adults and youth (including training for jobs that pay a living wage), affordable child care, affordable housing (rentals and ownership), health services/medicine, substance abuse and lower utility costs.

Kern County Community Needs

CAPK performed an in-depth assessment of Kern County community needs using a combination of the following activities:

- Conducting the 2017 CAPK Community Needs Surveys;
- Participation in other agencies' needs assessments, including the City of Bakersfield Consolidated Plan and Kern County Consolidated Plan;
- Evaluation of unmet needs from the 2-1-1 Kern information and referral ;
- Collection of U.S. Census poverty and demographic data; and
- Review of several other county-level assessments, including First 5 of Kern County, United Way of Kern County, and Kern Food Policy Council's Food Systems Assessment.

2017 CAPK Community Needs Survey

CAPK developed the 2017 Community Needs Survey to help identify needs in Kern County. The survey was made available in English and Spanish through CAPK's webpage, seven of CAPK's various program Facebook pages, CAPK's Twitter, Instagram, and LinkedIn accounts as well as paper versions for those who did not have access electronically. Paper surveys were also distributed directly to CAPK clients. Links to the online survey as well as printable versions of the English and Spanish surveys were shared with CAPK's partner agencies and promoted on air through an interview with a local radio station.

The survey provides a snapshot of opinions regarding the needs of Kern residents, their personal socioeconomic conditions, and programs and services recently accessed. The survey consisted of multiple choice questions which measured the level of needs for family, youth and community services, health and nutrition services, employment services, and early childhood education services. The community needs survey was designed to gather information from Kern residents, CAPK clients, and people working in social service agencies throughout the county.

The 2017 Community Needs Survey was distributed from April 4, 2017 through May 24, 2017 with a total of 623 surveys collected. Of these, 217 were collected through social media, CAPK Web Page, Facebook, LinkedIn, Instagram, and Twitter; 11 came from partner emails, and 395 were collected directly through client contact through CAPK's programs.

The Needs Survey contained 9 questions that asked respondents to identify the level of need for each item ranging from no need to high need. The levels were scored as follows: No Need = 0; Low Need = 1; Moderate Need = 2; and High Need = 3 with scores of 3.0 or higher indicating moderate to high need. Table 1 - 4 gives CAPK clients' responses to these 9 questions with the red highlighted cells showing the top two scores indicating areas of highest need for each question.

Table 1 shows identified needs for children and young adults to ensure healthy development and growth. Areas identified for children ages 0 – 11 include regular meals, healthy foods, and safer neighborhoods. For adolescents, ages 12-17, predominant needs are anti-violence/gang prevention and safer neighborhoods and the top needs identified for youths ages 18 – 25 that are not in school or employed, are adult education and healthy/active lifestyles.

Table 1: Children and Young Adults

Think about children aged 0 - 5 years in your family or community. What is needed to ensure the healthy mental and physical development of these children?	
Eating regular meals	2.63
Eating healthy foods	2.75
Stable family / home life	2.65
Attending preschool	2.58
Play time / interaction	2.53
Safe neighborhood	2.66
Think about children aged 6 - 11 years in your family or community. What is needed to ensure the healthy mental and physical development of these children?	
Getting exercise	2.62
Help with school work	2.66
Eating regular meals	2.72
Eating healthy food	2.74
Stable family / home life	2.71
Safe neighborhood	2.71
Anti-drug / Alcohol abuse education	2.61
Think about adolescents aged 12 - 17 years in your family or community. What is needed to give these adolescents the ability to become healthy, stable, and productive adults?	
Sexual health / Pregnancy prevention education	2.69
Healthy eating / Active lifestyle	2.68
Anti-violence / Gang prevention programs	2.75
Help with school work	2.64
Alcohol / Drug abuse prevention	2.73
Stable family / home life	2.68
Safe neighborhood	2.73
Basic financial / household skills	2.61
Think about people aged 18 - 25 years in your family or community, who are NOT currently in school, training, or employment. What is needed to help them become healthy, stable, and productive adults?	
Adult education (literacy, English, GED, etc.)	2.67
Higher education (trade school, college)	2.64
Healthy eating / Active lifestyle	2.71
Anti-violence / Gang prevention programs	2.61
Employment counseling	2.61
Alcohol / Drug abuse prevention	2.65

There were two questions used to discern the needs for working aged people (Table 2). The first asked what is needed to help unemployed people get a job. The top identified need was child care followed by transportation. The second question asked respondents to identify needs for working age adults to increase their income. Respondents identified adult education followed by continuing education to keep up with industry / technology.

Table 2: Working Aged People

Think about working age people in your family or community. What is needed to help them get a job?	
Child care	2.63
Accommodation for disability / Health condition	2.44
Car / Access to public transport	2.60
Qualifications / Skills	2.47
Reducing barriers for people with criminal record	2.20
Legal status	2.34
Think about working age people in your family or community. What is needed to help them increase their income?	
Adult education (literacy, English, GED, etc.)	2.66
Higher education (trade school, college)	2.57
Support for small / start-up business	2.49
Employment counseling	2.51
Continuing education to keep up with industry / technology	2.60

Table 3 asked respondents to identify what was needed to improve the quality of life for senior's ages 60 years and over. Respondents identified affordable, quality health care followed by getting exercise at the top needs for this group.

Table 3: Seniors

Think about seniors (60 years +) in your family or community. What is needed to improve their quality of life?	
Earning opportunities	2.61
Retirement / financial counseling	2.55
Affordable, quality health care	2.78
Transportation	2.69
Social / recreational activities	2.66
Eating regular, healthy meals	2.68
Getting exercise	2.70
Alcohol / Drug abuse counseling	2.35

The last two questions were about housing and healthcare. These were asked to gain needs on a more personal level—about themselves and family. Respondents identified lower utility bills and affordable rent/mortgages as what is needed to improve their housing situations. For healthcare,

respondents felt that affordable doctor visits/medicines followed by health insurance were needed to help keep them and their families healthy.

Table 4: Housing and Healthcare

Think about your home. What is needed to help you or your family find or maintain a safe, affordable house / apartment?	
Non-discriminatory / Fair housing	2.47
Safe neighborhood	2.56
Repairs to home / appliances	2.44
Affordable rent / mortgage payment	2.62
Lower utility bills	2.64
Better credit score	2.48
Efficient heating / cooling system	2.55
Think about your access to health care. What is needed to help keep you and your family healthy?	
Affordable doctor's visits / medicines	2.66
Transportation	2.45
Health insurance	2.57
Changes in government / politics	2.46
Specialized care providers	2.53
Mental health services	2.40
Shorter wait to get appointment	2.53
Nutrition / health education	2.51

The survey asked clients which CAPK programs they have used in the last 12 months. Table 5 shows that WIC, Energy, 2-1-1, and Food Bank were used the most.

Table 5: Use of CAPK Programs

CAPK Program	Percent
Women, Infants & Children (WIC)	57.8%
Energy Program	25.1%
2-1-1 Helpline	21.8%
Food Bank	19.6%
Head Start / Early Head Start	16.5%
Volunteer Income Tax Assistance (VITA)	10.1%
Friendship House Community Center	9.2%
Shafter Youth Center	8.9%
East Kern Family Resource Center (Mojave)	2.5%
Migrant Childcare Program	2.2%

Health Needs Assessments

CAPK staff participated in a county wide Community Health Needs Assessment, a collaborative effort with Healthy Kern County, Delano Regional Medical Center, Dignity Health (Mercy and Memorial Hospitals), Kaiser Permanente, and San Joaquin Community Hospital[1]. The purpose of this annual assessment is to gain insight into the health conditions and trends of Kern residents and to identify areas of focus to improve the health of the community. The assessments resulted in publication of the report, which combines quantitative and qualitative information based on review of health and quality of life data and interviews with community leaders and representatives of local agencies.

The assessment is linked to Healthy Kern County (www.healthykern.org), a website designed to provide a one-stop source of nonbiased data and information about community health in Kern County. It is intended to help planners, policy makers, and community members identify issues and devise solutions. Healthy Kern County includes comprehensive local data, Healthy People 2020 Progress Tracker, news, informative articles, and a community activities calendar.

The top four priority areas identified in the 2016 Community Health Needs Assessment include:
1. Obesity
2. Basic Needs: Poverty and Unemployment
3. Educational Attainment
4. Access to Health Care

The collaborative created a set of interview questions and obtained input from key stakeholders in the community to validate the top issues, identify gaps, and suggest evidenced-based and/or promising practices to address the issues.

Focus Group

CAPK will invite the public to a focus group, to be held on Thursday, May 11, 2017. The purpose of this focus group will be to collect comments about community needs and CAPK services in an open format. The results of the focus group will be included in the final draft of this report.

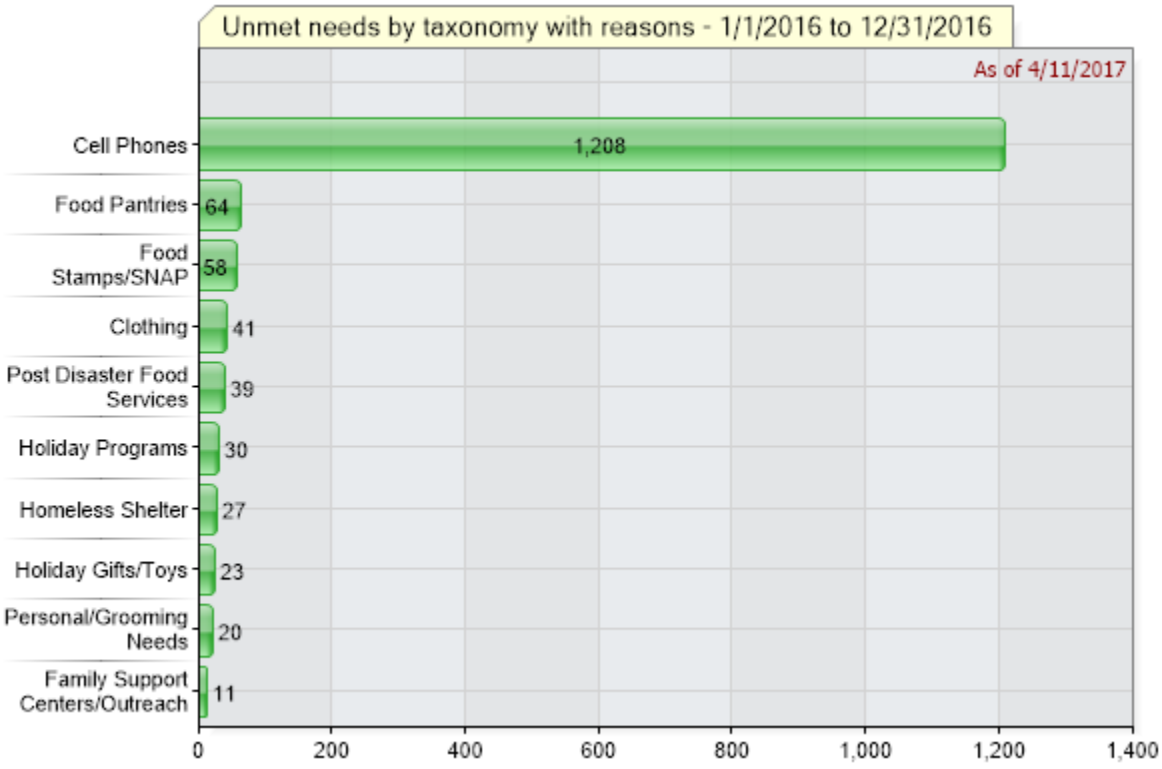
Public Hearing

CAPK will hold a public hearing at the Wednesday, May 31, 2017, CAPK Board of Directors meeting to provide an opportunity for members of the general public to comment on the Community Action Plan and its areas of focus, and to comment and provide input on the draft CAP in an open discussion format. The 2018-2019 CAPK Community Action Plan will be presented to the CAPK Board of Directors for consideration and approval on Wednesday, June 28, 2017.

2-1-1 Kern County Unmet Needs

The 2-1-1 Kern information and referral helpline is a telephone and web-based community referral service. In 2016, 2-1-1 Kern documented 1,713 unmet needs from callers. Callers requesting cell phone access topped the list of unmet needs. The top unmet needs are in **Figure 2** below:

Figure 2: Top Five 2-1-1 Unmet Needs, 2014



As seen in **Table 4** below, the most common reason for an unmet need was 'Client refused referral' at 72.7%, with most of these (1,048) for cell phones. This was followed by 'Client ineligible for services'.

Table 6: Reasons for 2-1-1 Unmet Needs, 2016

Reason	Count	Percent
Caller refused referral	1,245	72.7%
Client ineligible for services	188	11.0%
Other	82	4.8%
No program found to meet need	66	3.9%
Client withdrew	58	3.4%
No agency open at this time	28	1.6%
No financial assistance available	21	1.2%
Agency resources depleted	20	1.2%
Client has used all available services	2	0.1%
No transportation	2	0.1%
Unable to contact client	1	0.1%
Total	**1,713**	**100.0%**

Kern County Characteristics and Key Indicators of Poverty

Population

As reported by the U.S. Census Bureau[2], in 2015 Kern County had an estimated population of 865,736. This figure represents a 2.1% increase over the estimated population of 848,204 for 2013. In comparison, the population of the state of California increased by 2%, from 37,659,181 in 2013 to an estimated 38,421,464 in 2015.

In 2013, children under 18 years of age represented a large percentage of the population in Kern County, an estimated 21.4% of the total population; among these, children between 0-5 years of age were estimated to comprise 8.6% of the total population[2]. There was a slight decrease in 2015[2], with the percent of children under 18 years of age estimated to be 21.1%. This is 3.8% higher than the state average of 17.3% of the population under 18 years of age.

With respect to estimated population changes from 2013 to 2015 for incorporated cities within Kern County, only Tehachapi, Taft, and California City reported a decrease in population. As shown in **Table 5**, most of the populations of other Kern County cities and communities had slight to moderate growth, with McFarland showing the highest growth at 9.8%.

Table 7: Kern County City Population Estimates with Percent Change, 2013-2015

Area	Total Population		Change (%)
	2013	2015	
California	37,659,181	38,421,464	2.0
Kern County	848,204	865,736	2.1
Arvin	19,665	20,328	3.2
Bakersfield	352,918	363,612	3.0
California City	13,333	13,201	(1.0)
Delano	52,792	52,807	0.3
Maricopa	1,169	1,180	0.9
McFarland	12,624	13,985	9.8
Ridgecrest	27,993	28,489	1.8
Shafter	17,088	17,513	2.5
Taft	9,192	9,130	(0.7)
Tehachapi	14,014	13,536	(3.5)
Wasco	25,686	25,973	1.2
Balance of County	301,730	306,222	2.4

Households and Families

According to the U.S. Census American Community Survey[2], in 2015, there were an estimated 12,717,801 occupied households in the state of California with an average household size of 3.54 persons. Of all households in the state, 31.9% had children under the age of 18. By comparison, the estimated total number of occupied households in Kern County was 259,700 for the same period, with 39.7% having children under the age of 18 and an average household size of 3.76.

Grandparents

Multigenerational households continued to be prevalent as a household type in Kern County with an estimated 27,768 grandparents living with their grandchildren (under 18 years of age) in 2015. Of these grandparents, 34% also had financial responsibility for their grandchildren[2].

Nativity and Foreign Born

Of Kern County's 2015 population, 79.7% (689,621) were born in the United States, and 20.3% (176,115) were foreign born. Of the county's foreign born population, 80% came from Latin America[2].

Language

Data for 2015 indicated that in Kern County, a large percentage (43.5%) of the population five years and older spoke a language other than English at home. Of the population that spoke a language other than English at home, 88.8% spoke Spanish. By comparison, 44% of California's population 5 years and older speak a language other than English at home. Of the population that spoke a language other than English at home, 65.5% spoke Spanish[2].

Geographic Mobility

In 2015, 82.6% of all persons 1 year and over in Kern County resided in the same house as they did in 2012; 17% of those who lived in a different house, moved within the last year and from within Kern County. 3.6% of residents moved to Kern County during the last year from a different county in California[2].

Persons with Disabilities

For 2015, among the civilian noninstitutionalized population in Kern County, 11.1% reported a disability. The likelihood of having a disability varied by age, from 3.1% of people under 18 years old, to 10.6% of people 18 to 64 years old, and 39.4% of those 65 and over[3]. According to Kidsdata.org, for the 2015 Reporting Cycle, there were 18,121 children K-12 who were enrolled in Special Education Programs in Kern County[28].

Poverty Guidelines

Guidelines for determining the number of people living in poverty in the U.S. are published annually by the Federal Register[4]. Poverty guidelines are a simplified version of the federal poverty thresholds and are used for administrative purposes such as determining financial eligibility for certain federal programs. They are issued each year in the Federal Register by the Department of Health and Human Services (HHS).

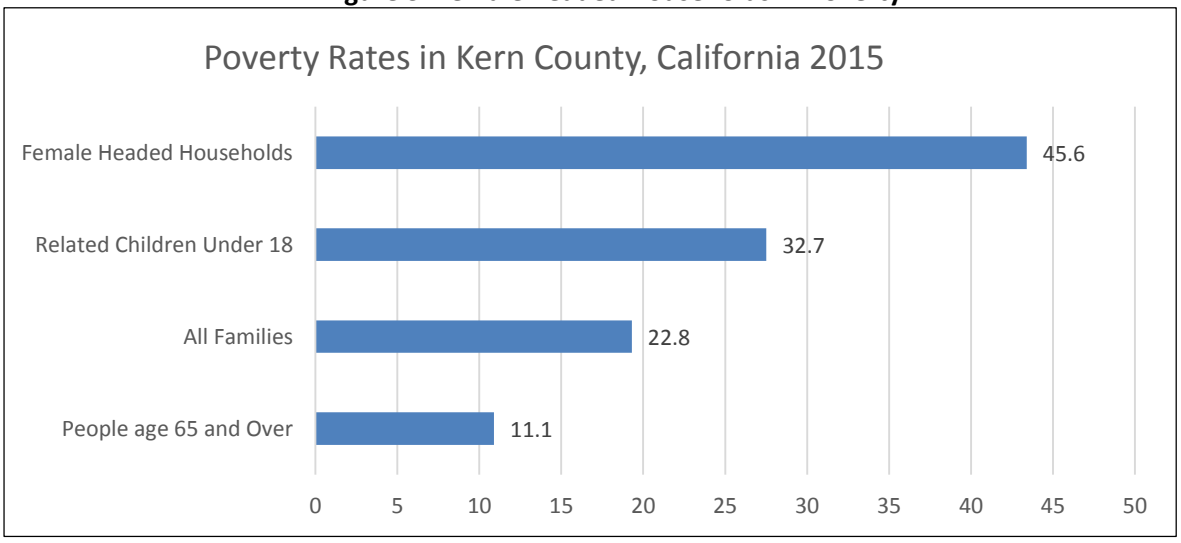
Table 8: Poverty Guidelines, 2017

2017 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in Family/Household	**Poverty Guideline**
1	$12,060
2	$16,240
3	$20,420
4	$24,600
5	$28,780
6	$32,960
7	$37,140
8	$41,320
For families/households with more than 8 persons, add $4,180 for each additional person.	

Poverty

For 2015, the estimated median household income in Kern County was $49,026, up from the 2012 estimate of $45,910, and much less than the California median household income of $61,818[2]. In 2015, 19.4% of all families in Kern County had incomes below the poverty level, up from the 2012 estimate of 18.5%. Although poverty rates for all families increased slightly, rates decreased by 1.4% for families with children under the age of five. In 2015, 23.8% of all families with children under five years of age had incomes below the poverty level, compared to the 2012 rate of 25.2%. As seen in **Figure 3**, poverty rate estimates for female headed households were at 45.6%, the highest of all groups living in poverty, followed closely by females headed households with related children under age 18 at 32.7%.

Figure 3: Female headed Households in Poverty



According to U.S. Census estimates, most of the cities in Kern County had higher poverty rates than the state of California. As shown in **Table 7**, the largely rural and agriculturally based cities of Arvin, McFarland, and Wasco experienced the highest level of poverty in 2015, well above the state average poverty rate of 16.3%. Tehachapi, Ridgecrest, and Taft had the lowest rates in Kern County, with Tehachapi and Ridgecrest below the state poverty rates[2].

Table 9: Kern Poverty by City, 2015

Place	Poverty Rate
California	**16.30%**
Kern County	**23.50%**
Arvin	29.3%
Bakersfield	19.8%
California City	22.8%
Delano	30.3%
McFarland	36.8%
Ridgecrest	15.4%
Shafter	21.7%
Taft	20.6%
Tehachapi	22.0%
Wasco	32.7%

Children and Poverty

Research shows that the longer children live in poverty the greater the likelihood that they will remain in poverty as adults. According to research conducted by Columbia University's National Center for Children in Poverty[5], 45% of those who spent at least half of their childhood in poverty were still considered to be in poverty at age 35. This has significant implications when considering the poverty rates for Kern County children.

According to US Census Table S1702, Poverty Status in the past 12 months of families 2011-2015 ACS 5-year estimates, in 2015, 23.8% of all families with children under five years of age had incomes below the poverty level.

CAPK GIS Maps

CAPK currently uses Geographic Information Systems (GIS) to map the location of families below poverty level with at least one child under 5 years of age, using data from the U.S. Census Bureau[6]. CAPK WIC and Head Start/Early Head Start locations are shown on the maps to better understand service areas and distances to each center. The maps are available as Appendix B of this report.

Poverty and Race

In 2015 poverty rates for people who identify as Black or African Americans and Other Race groups were disproportionately higher than other racial groups[2]. Of the 43,502 Black or African American residents in Kern County, 35.9% were living in poverty and 59% of African American children under the age of 5, living in poverty. For the Hispanic or Latino population, 126,142 (29.6%) were living in poverty. **Table 8** below shows the population below poverty by race/ethnicity.

Table 10: Poverty Status in Past 12 Months by Race/Ethnicity, 2015

Race/Ethnicity	Total Population	Population Below poverty	Percent Below Poverty
Black or African American	43,502	15,601	35.9%
Hispanic or Latino origin (of any race)	426,158	126,142	29.6%
Some other race	88,358	22,442	25.4%
American Indian and Alaska Native	9,757	2,780	28.5%
White Alone	308,400	45,389	14.7%
Two or more races	27,074	6064	22.4%
Asian	38,600	4,940	12.8%

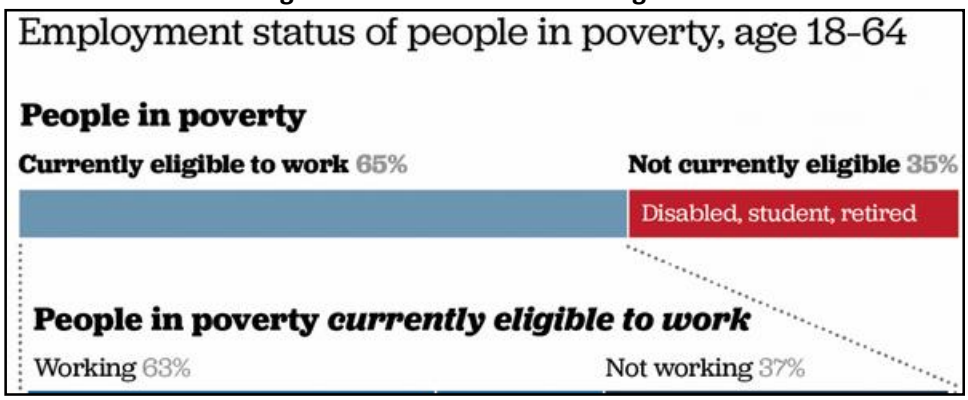
Working Poor

The face of poverty in the United States has changed greatly over the last decade. In a report presented at the National Community Action Partnership Mega Trends Learning Cluster, *Inequality in America*, former Secretary of Labor Robert Reich discusses trends of those living in poverty in the U.S.[7] According to Reich, as the median family income continues to drop, an estimated 65% of U.S. families live pay check to pay check. He goes on to say that a significant number of people in poverty are working but are unable to earn enough to lift themselves out of poverty. Reich also claims that about 55% of all Americans aged 25 to 60 have experienced at least one year of poverty or near poverty (below 150% of the poverty line), and at least half of all U.S. children have relied on food stamps at least once in their life time.

The "working poor" can be defined as people in the labor force who fall below the federal poverty level and spend 27 weeks or more in a year working or looking for work. The University of California Davis reports that in 2014, 51.8% of people living in poverty ages 18 to 64 years that are not disabled or in school, worked for part of the previous year and 25.2 percent worked more than 50 weeks.[8]

According to the Economic Policy Institute, the majority of people who live in poverty that are eligible to work—not disabled, a student, or retired—are working, (as illustrated in **Figure 4** below).[9]

Figure 4: United States Working Poor



This is also supported by the California Budget and Policy Center, *Five Facts Everyone Should Know About Poverty,* which states that the majority of families that live in poverty are working and 67% of those families have one or more workers supporting them[10]. The key reasons cited for working families remaining in poverty are a lack of good paying jobs and the low minimum wage. In Kern County, almost 20% of employed residents who are 16 years of age or over are living in poverty[2].

Participation in Governmental Programs

A comparison of participation in government programs from 2012 to 2015, shows that an estimated 13.4% of all households in Kern County received Supplemental Security Income (SSI) in 2012, compared to 16.5% of households in 2015[2]. This increase may be due in part to increased outreach, education, and enrollment efforts throughout the state.

Industry and Employment

In 2015, an estimated 395,000 persons in Kern County were participating in the labor force. Although Kern County's annual unemployment rate decreased from a high of 15% for 2010, to 10.2% for 2015, it remained higher than the state's annual unemployment rate of 12.2% and 6.2% respectively, for those same years[2]. **Table 9** shows labor force participation by age.

Table 11: Kern County Employment by Age, 2014

Age	In Labor Force	Employed
16 to 19	29.6%	18.9%
20 to 24	67.9%	53.7%
25 to 44	73.2%	63.9%
45 to 54	71.9%	54.5%
55 to 64	56.6%	51.5%
65 to 74	21.6%	20.0%
75 and over	5.6%	4.9%
Total Average	**59.0%**	**50.9%**

An estimated 15.9% of the employed population worked in the agriculture and mining industries in 2013, which was a minor decrease over the 2012 rate of 16.4%. Employment levels in educational services, health care, and social assistance remained relatively unchanged at 19.6% during 2013. Employment in the retail trades industry remained unchanged from 10.5% in 2012, and the construction industry increased slightly to 6.1% from 5.7%.

Kern County is well known for its agricultural and oil industries. The county's total crop value in 2012 ranked Kern County second in both California and the United States. According to the Kern County Farm Bureau *2012 Kern County Agricultural Crop Report*, Kern County's top five crops by gross value were grapes, almonds, milk, vegetables, and pistachios[11].

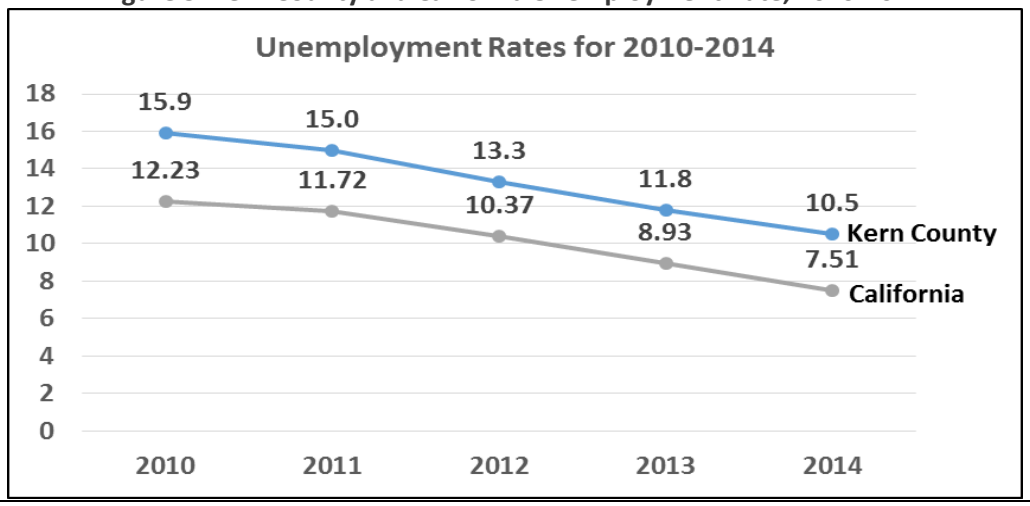
According to the Kern Economic Development Corporation's Oil & Gas Economic Impact Report, Kern County produces 71% of California's in-state oil and 66% of the state's total gas production[12]. California's top five oil-producing fields are located in Kern County, and three of those fields are ranked in the top ten producing oil fields in the nation. The oil and gas is the number one industry in Kern County in terms of gross domestic product and tax contributions.

Consistent with its historically natural resource-based economy, Kern County is in the foreground of the alternative energy industry, becoming the site for some of the largest wind farms and solar arrays. The ongoing development and operation of these facilities are expected to provide significant employment opportunities, as local colleges and vocational institutions continue to expand programs in these fields of study.

Unemployment

Although the economy has improved over the last five years, Kern County continues to lag behind in employment compared to the rest of the state. Recent cutbacks in the oil industry and agriculture are further impacting unemployment in Kern County. Additionally, agricultural work tends to be seasonal, with low wages, and limited benefits. According to the California Employment Development Department, the annual average of the civilian workforce that was unemployed in Kern County for 2014 was 10.5%, compared to 7.51% for the state. As shown in **Figure 5**, Kern County unemployment rates are consistently higher than the state rates[13].

Figure 5: Kern County and California Unemployment Rate, 2010-2014



For 2015 the statewide economic improvements are not shared in Kern County. In January – March 2015, the average unemployment rate for Kern was 11.1% versus 6.9% for California[13]. This may be due to economic issues affecting Kern's largest industries, oil and gas production and agriculture, both of which have seen declines in prices and/or production. Due to the falling oil prices, oil companies have had instituted massive layoffs throughout the country, including Kern County. Additionally, California was in the midst of a severe drought until April 2017 which has adversely impacted the agricultural industry. In 2016 – 2017 Kern County's rate of unemployment continues to be almost twice that of California.

Educational Attainment

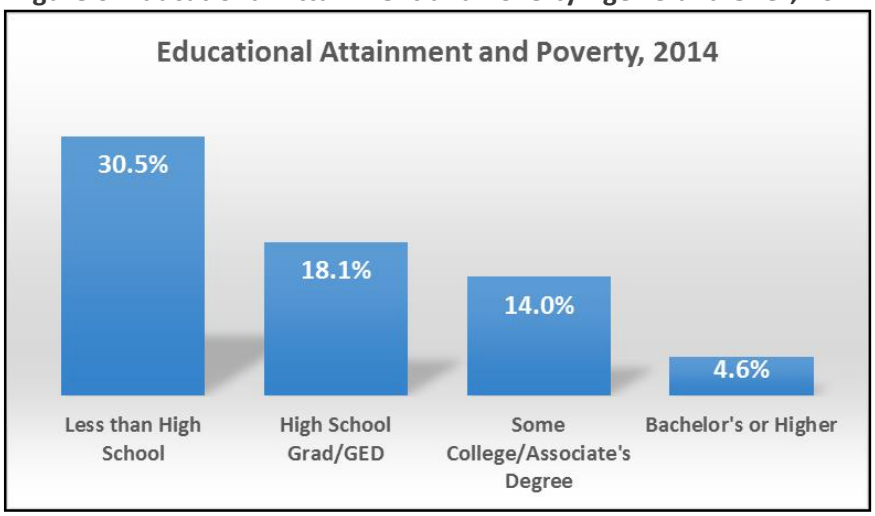
In 2015, Kern County had a higher rate of people with less than a high school graduation, when compared to the state. However, Kern had more high school graduates[2]. The most concerning for Kern county is the low attainment of college degrees—associates and higher. In today's society, college is the new high school, with many entry level jobs requiring higher level of education and skills then what can be acquired as a High School graduate. **Table 10** below compares California residents' educational attainment rates with Kern County residents, 25 years and over.

Table 12: Educational Attainment Population Age 25 and Over, 2015

Attainment	Kern	California
Less than High School	26.5%	18.2%
High School Graduate/GED	27.3%	20.7%
Some College, No Degree	23.6%	21.8%
Associate's Degree	7.2%	48.1%
Bachelor's Degree	10.3%	19.8%
Graduate or Professional Degree	5.1%	11.6%

The lack of higher educational attainment has far reaching implications for Kern residents. According to a report by The PEW Charitable Trust, a four-year college degree encourages upward mobility from the lower rungs of society and prevents downward mobility from the middle and top[14]. The report states that about 47% of people who are raised in the bottom quartile of the family income ladder who do not get a college degree stay at that level compared to 10% who have earned a college degree. Also, about 39% of those raised in the middle income ladder who don't get a college degree move down, while 22% with a degree stay in the middle or advance. According to the U.S. Census Community Data for Kern County, 48.6% of those who are 25 years of age or older and have a high school diploma (includes GED) or less live in poverty compared to 4.6% with a Bachelor's degree or higher[2].

Figure 6: Educational Attainment and Poverty Age 25 and Over, 2014



Early Childhood Education

The availability of quality, affordable child care is essential for working families. According to the Kern County Network for Children, *2016 Report Card*, licensed child care and school-age programs in Kern County are available for only 18% of children with working parents compared to 25% statewide[15]. As the economy continues to improve, parents going back to work may have difficulty finding care that best fits the needs of their families.

In **Table 11**, data from the *Child Care Resource & Referral Network, 2015 Child Care Portfolio* shows that between 2012 and 2014, the number of Licensed Child Care Center slots in Kern County decreased by 309 (2%)[16]. During this same period, the number of Family Child Care Home slots decreased by 890 (11%). These decreases may be attributed to the economy and higher than usual unemployment, which reduced the demand for child care and subsequently led to the close of a number of Licensed Family Child Care Homes.

Table 13: Child Care Supply in Kern County

Age and Type	Licensed Child Care Centers			Licensed Child Care Family Homes		
	2012	2014	Change	2012	2014	Change
Total number of slots	12,561	12,252	-2%	8,086	7,196	-11%
Infant slots (under 2 years old)	613	563	-8%	.	.	.
Preschool slots (2-5 years old)	10,320	10,421	1%	.	.	.
School-age slots (6 years and older)	1,628	1,268	-22%	.	.	.
Total number of sites	192	186	-3%	788	685	-13%

Early education has a great impact on a child's future by preparing them for success in school and life. However, there has been a decrease in early care for children. The *2015 Child Care Portfolio* also provided insight into the nature of child care requests countywide; it shows that while 37% of requests for provider referrals were from parents seeking infant/toddler care, less than 5% of licensed center slots in Kern County were specifically for children under the age of 2 years[16].

Housing

In 2014, there were a total of 287,775 housing units in Kern County[2]. Of these housing units, 89.6% were occupied, and 10.4% were vacant. Of the 257,737 occupied housing units, 57.2% were owner-occupied and 42.8% were renter-occupied.

The demand for affordable housing in Kern County is greater than the available inventory. According to the U.S. Department of Housing and Urban Development, families who pay more than 30% of their income for housing are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation, and medical care[17]. Based on the 2014 American Community Survey estimates, 30.6% of all Kern County homeowners with a mortgage paid 35% or more of their household income on housing[2]. Renters paid an even higher percentage of their income on housing, with over 47% spending 35% or more of their household income on rent.

The Housing Authority of the County of Kern indicates that there are at least 15,000 households in Kern County and 5,300 households in the city of Bakersfield that—due to very low to extremely low incomes—have a rent cost burden that exceeds 50% of their income[18]. In addition, there are 28,885 "non-homeless, special needs" households that need housing in Kern County with another 8,837 in the city of Bakersfield. As of January 2014, there were at least 7,000 households on the Section 8 waiting list and more than 8,000 on the Public Housing waiting list.

Homelessness

The annual Homeless Census, a 24-hour point-in-time count conducted by the Kern County Homeless Collaborative, revealed that on any given night of 2016, there were an estimated 1,067 people living in homelessness in Kern County[19]. Of those, 121 were children. According to this data, homelessness increased 10.6% from 2015. Substance abuse and health issues continue to be a concern for the homeless with about 61% reporting substance abuse issues and 38% reporting a chronic illness. In addition, at least 46% report having a mental health condition.

One area of concern is the lack of available beds especially in rural areas of the county. There are only two emergency homeless shelters in Metropolitan Bakersfield. One shelter is the Bakersfield Rescue Mission which provides emergency shelter for 200 men and the other is the Bakersfield Homeless Shelter, which provides emergency shelter to 170 men, women, and families. With the exception of emergency housing specifically for victims of domestic violence and their children, there are no emergency shelters in the rural areas of Kern County.

Food Insecurity

According to the United States Department of Agriculture, food insecurity occurs when there are reports of multiple indications of disrupted and reduced food intake. The Food Research and Action Center's (FRAC) *How Hungry is America, 2016 Report* identified Bakersfield as first among the 100 largest metropolitan cities in the U.S. for food insecurity[20]. According to the report, 24.2% of respondents in Bakersfield said they had experienced difficulties feeding themselves or their family. Food inflation was another major factor identified by the authors as contributing to food hardship. The overall inflation rate stayed under control, but the government's cheapest hypothetical diet, the Thrifty Food Plan, was the basis for SNAP benefits before 2009 when the USDA's Low-Cost Food Plan would provide a more appropriate basis for SNAP allotments.

At mild to moderate levels, food insecurity results in anxiety, limited nutritional options, and trade-offs between food and other basic needs. More severe cases of food insecurity may result in hunger and extended periods of time without food. To maintain caloric intake, adults who experience food insecurity tend to limit the variety of their food and concentrate on a few low-cost, energy- dense, and nutritionally-poor foods such as refined carbohydrates and foods with added sugars, fats and sodium. Calorie-for-calorie, these foods cost less than nutritionally rich perishable items such as fruits, vegetables, and dairy products and contribute to instances of obesity and Type II diabetes. According to the California Food Policy Advocates Report, 40,000 individuals in Kern County have Type II diabetes, 57.1% of the adult population is overweight or obese, and 11.2% of the child population is overweight for their age[21].

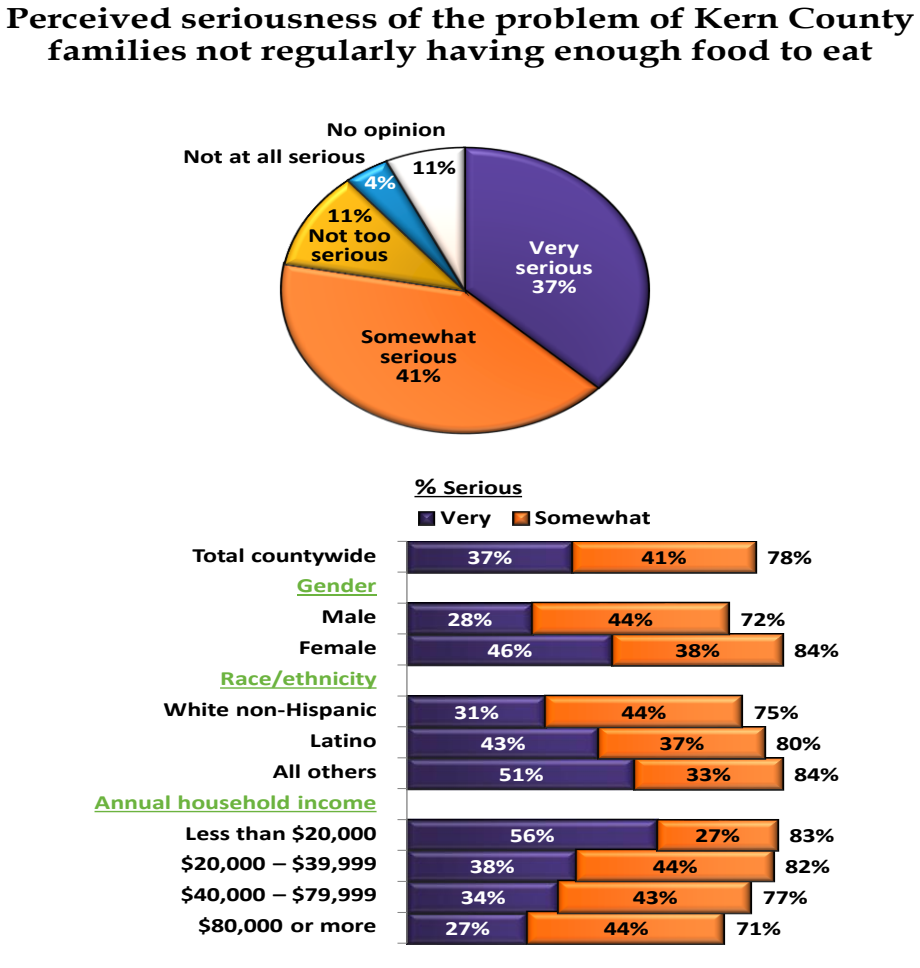
Identifying solutions to these issues will be a complex process. According to FRAC, economic growth and job creation, along with better wages, are vital elements to improve food insecurity for lower-income workers[20]. Another key factor is strengthening the SNAP/food stamp program to reach communities that are unaware of the program and its benefits. This is especially important in the quest to end childhood hunger, an issue that negatively impacts what may be the single best path out of poverty—higher educational attainment.

Such levels of food insecurity and hunger imply public health and economic costs to both communities and individuals through:

- Lower cognitive development and learning capacity in children;
- Impaired work performance and earnings potential in adults; and
- Lower intake of food energy and key nutrients, leading to increased medical costs, disability, and premature death due to diet-related illnesses.

The Kern Food Policy Council (KFPC) provides a forum for individuals from many sectors of the community food system to promote community wide healthy eating through education, advocacy and access. KFPC is sponsored by the United Way of Kern County, the California Endowment, and CAPK, with support from many other organizations in the community. The California Endowment through Field Research Corporation conducted a poll of 1,200 registered voters to seek information about food insecurity and policy within Kern County. One finding of interest in this poll was the awareness that people in the community have of hunger issues in Kern County. Of those polled, 78% perceived "Families not having enough to eat" as being a somewhat to very serious issue. As income increased, the seriousness of the issue decreased. There was also a marked difference in how the issue was perceived by race as represented in **Figure 7** below.

Figure 7: Perceived Seriousness of Food Insecurity



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CAPK actively participates in the Kern Food Policy Council as a founding member, along with United Way of Kern County, and The California Endowment. CAPK staff drafted the first part of the *Community Food Report in 2014*[22]. This report provides general food assessment information for Kern County. Some key findings in the report are as follows:

- A 2012 U.S. Department of Agriculture (USDA) study estimated households with incomes below 185% of the poverty threshold are 34.3% food insecure; that is, they did not have access at all times to enough food for an active and healthy life, with no recourse to emergency food sources or other extraordinary coping behaviors to meet their basic food needs[23].
- Socioeconomic and demographic factors, including 1) household size; 2) homeownership; 3) educational attainment; 4) savings rates; 5) access to credit; and 6) health insurance, have been shown to be important determinants of food security, independent of household income.
- Legislative changes associated with welfare reform and Federal farm supports have created an unfavorable policy environment for SNAP.

Births to Adolescents

As reported in the California Department of Public Health *Information and Strategic Planning Guide*, Kern County had the second highest birth rate for mothers 15 to 19 years of age in the state, ranking 57th of the 58 counties in California[24]. Among this group, the birth rate was disproportionally high for minorities, as seen in **Table 12**.

Table 14: Births to Adolescent Females aged 15-19 by Race, 2009-2013

Year	All	White	African American	Hispanic Latino
2013	4.9	3.4	8.0	5.4
2012	4.1	3.2	1.5	5.1
2011	4.6	3.4	8.5	5.5
2010	4.5	3.9	5.8	5.3

Health

Overall, the health of Kern County residents falls far behind residents of other California counties. According to the County Health Rankings and Roadmaps for 2017, Kern County ranked 53 out of 58 California counties in 'Health Outcomes' and 55 out of 58 in 'Health Factors'[25]. According to this study, health factors that affect people living in Kern County include many of the socio-economic factors previously discussed, such as educational attainment, unemployment, and income inequality.

Table 15: Kern County Ranking for Health, 2015-2017

Outcomes	2015	2016	2017
Health Outcomes	**51**	**52**	**53**
Length of Life	44	44	46
Quality of Life	55	51	54
Health Factors	**55**	**57**	**55**
Health Behaviors	52	57	57
Clinical Care	55	50	N/A
Social & Economic Factors	52	54	51
Physical Environment	44	45	52

The 2015 SocioNeeds Index, created by the Healthy Communities Institute, provides correlations between socioeconomic need and poor health outcomes, reported by zip codes[26]. This information is indexed from 1 (lowest need) to 100 (highest need) and then ranked from 1 (lowest need) to 5 (highest need). When looking at Kern County's 40 zip codes in the index, over half are in the 4 and 5 rankings with 7 areas with indexes of 99.2 to 99.7. **Table 14** provides a summary of the index for Kern County:

Table 16: Socio-Needs Index Summary Kern, 2015

Index	Rank	Number of Zips	%
93-100	5	15	37.5
82-92	4	9	22.5
65-80	3	8	20
35-62	2	5	12.5
0-19	1	3	7.5

Environmental Health

According to the American Lung Association *2015 State of the Air Report*, Kern County has some of the worst air quality in the nation[27]. The rankings were based on three types of pollutants;

- Short term particulate: Episodes of increased particulates caused by events such as wild fires.
- Year round particulate: chronic exposure to particulates caused by things like soot, diesel exhaust, chemicals, metals, and aerosols.
- Ozone; mostly attributed to wood burning and auto exhaust.

Kern County ranked as having the 2nd worst short-term and year-round particle pollution and 4th worst ozone pollution in the nation. The current drought exasperates this problem of short- term particulate matter due to an increase in wildfires and increased weather patterns that trap the pollutants in the lower atmosphere.

These particulates are of special concern for Kern County residents because of the significant health risks. As mentioned in this report, Kern County has significantly high rates of death for respiratory conditions and heart disease, which are known to be related to poor air quality. Also, as noted in this report, Kern has a high poverty rate, especially in our rural farming communities, which is linked to lower access to health care. A last factor to consider is that Kern's main industries, agriculture and oil, are major contributors to the poor air quality.

Asthma rates for Kern County are ranked among the highest in the state as indicated by Asthma hospitalizations. According to the *2016 Community Health Needs Assessment – Healthy Kern*, 9.4% of Kern residents and 8.9% of Kern children, ages 0 -17 years, were diagnosed with asthma[1]. Children are more vulnerable to the effects on health from poor air quality due to more permeable skin and fragile systems[28]. In addition to the health effects of the poor air quality in Kern already discussed, children are also at risk of increased cognitive defects and cancer.

Health Insurance

In 2014, 81.5% of the Kern County civilian noninstitutionalized population had health insurance coverage, a 2.5% increase from 2013[2]. For those under 18 years of age, 8.2% had no health insurance coverage, a decrease of 1.6% from the previous year.

Mortality

According to the California Department of Public Health, the death rate for Kern County is considerably higher than the rate for the state of California[29]. In comparison to other California counties, Kern consistently ranks in the bottom third for leading causes of death. Especially noteworthy are that two of the leading causes of death – coronary heart disease and diabetes – are strong indicators of poor diet and nutrition and which are particularly impactful among low-income populations.

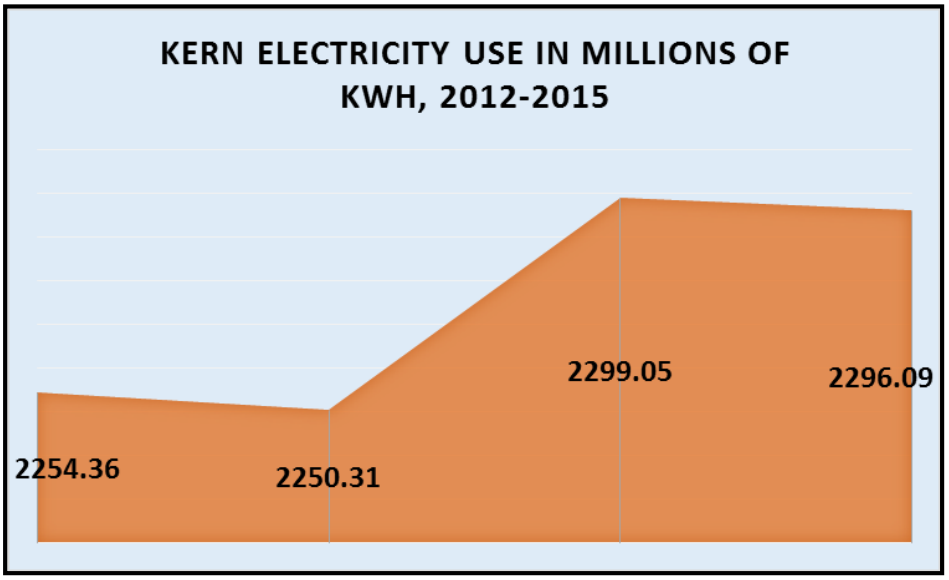
Table 17: Age Adjusted Death Rates per 100,000, 2013-2015

Area	All Causes	Coronary Heart Disease	Diabetes	Lower Respiratory	All Cancers
California	616.2	93.2	20.6	33.3	143.8
Kern County	795.8	133.3	34.2	55.3	153.5
Kern Ranking	52	57	58	51	38

Energy Use

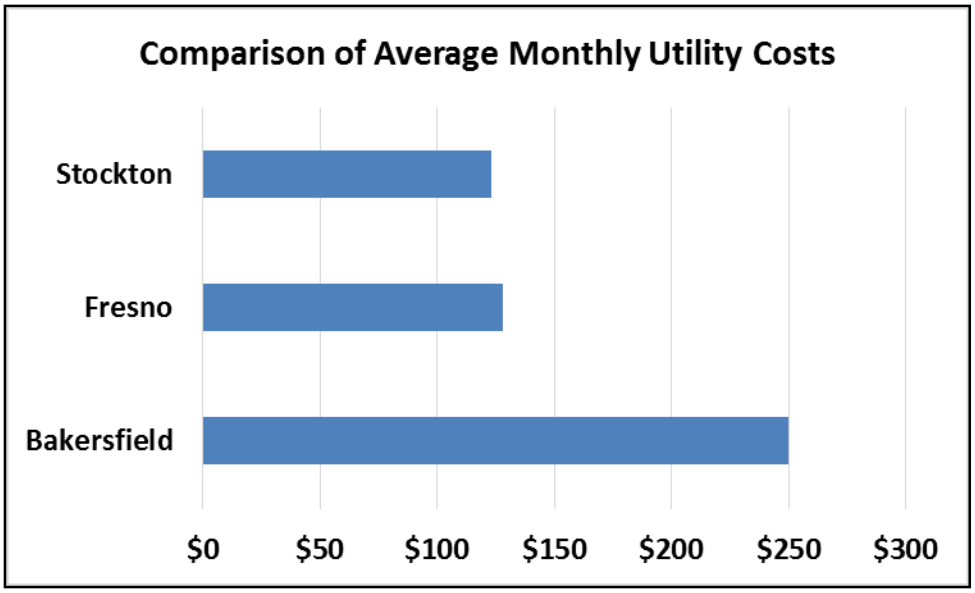
Residents of Kern County use more electricity than most counties in the state with the 11th highest electricity consumption of the 58 counties[30]. Kern has also seen increases in electricity use over time with a 2% increase from 2012 to 2015.

Figure 8: Kern County Electricity Use, 2012-2015



Due to the rate structure of Pacific Gas and Electric Company (PG&E) and Southern California Edison, higher electric use can have a serious effect on low-income families. PG&E uses a tiered rate plan and sets the base rate for customers in the area by overall use as well as individual household use. This higher rate structure is evident when comparing utility costs of Bakersfield, Kern's major metropolitan area, to Fresno and Stockton, the cities closest to Kern in geography and population in the PG&E service area[31]. The average cost of utilities (electric, heating, water, and garbage) is more than twice as high in Bakersfield than the other two cities, as illustrated in **Figure 9**:

Figure 9: Average Monthly Utilities Cost, 2015



Juvenile Crime

Crime rates for juveniles who were arrested for felonies is higher for Kern County when compared to the state. In 2015, 5.4% of youth in Kern County were arrested for felony offenses as compared to 5.3% for the state[28]. Gang involvement can greatly increase the chance of youth committing violent crimes. According to the Kern County Superintendent of Schools, there are an estimated 267 gangs in Kern County with over 13,000 validated gang members (including those in prisons) in the county[32].

Part of the gang culture is to recruit young new members. According to the most recent reports from Kids Data.org, 9.4% of Kern County children in the 7th grade identified themselves as gang members[28]. Although only a small percentage of students identified themselves as gang members, gang involvement and influence poses a threat to Kern County's children. In fact, most violent crimes committed by youth are committed by those involved in gangs. Gang involvement is also disproportionate by race, as seen in **Table 16**, with African American/Black youth more than twice as likely as White youth to be gang involved[28].

Table 18: Youth Gang Involvement by Race,2011-2013

Race/Ethnicity	Kern	California
American Indian/Alaska Native	17.6%	10.2%
Native Hawaiian/Pacific Islander	12.4%	7.2%
Multiracial	10.1%	7.3%
Hispanic/Latino	9.7%	9.2%
African American/Black	8.6%	12.9%
Asian	8.2%	4.7%
White	7.0%	5.9%

There are multiple reasons that youth join gangs. The Office of Juvenile Justice and Delinquency Prevention (OJJDP) cites the following as the most common reasons youth join gangs: protection, enjoyment, respect, money, and/or because a friend is in a gang[33]. Strategies to prevent gang involvement should include building communities that strengthen families and schools, improve supervision, improve teacher and parent training to manage disruptive youth, and improve interpersonal skills for youth.

Disconnected Youths

Disconnected youths can be defined as people ages 14 – 24 who are neither working or in school. According to the Opportunity Index, 22.6 percent of Kern County youth are disconnected from the social institutions that provide them with the knowledge, skills, identity, and purpose needed to break the cycle of poverty. The long term consequences of this condition is staggering—decrease in a skilled labor force; increase in public assistance; increase in crime and incarceration; poor physical and mental health; and increase in substance abuse.

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
Ages 0-5: Stable family home life	YES	Early Head Start and Head Start Programs provide educational and developmental services to income-eligible children age 0 to 5 years of age and their families with comprehensive services to promote family stability, education, health, and community involvement. East Kern Family Resource Center provides School Readiness Initiative and Summer Bridge programs to prekindergarten-age children and case management. Migrant Childcare Alternative Payment provides access to quality, subsidized child care throughout the state of California for children of migrant farm worker families.	Depending on their needs, clients may be referred to faith-based, private, public, and nonprofit organizations for services and support. The Kern County Superintendent of Schools, K-12 school districts, and post-secondary educational institutions assist with educational services that are not addressed by the Head Start/Early Head Start programs. Mojave Unified School District provides classrooms for School Readiness and Summer Bridge programs.	Community Needs Survey
Ages 6-11: eating regular meals	YES	CAPK Food Bank, distributes emergency food countywide, including emergency food provided through the state's Drought Food Assistance Program for individuals and families impacted by the drought. These emergency food distribution efforts are supported by federal, state, and private funding. The Food Bank also operates the BackPack Buddies program which provides low-income, food-insecure children at selected schools with kid-friendly supplemental food for weekends and holidays during the school year.	Faith-based, private, public, and nonprofit organizations provide referrals and may also be food distribution sites; K-12 school districts in the county may identify and refer food insecure children and families for food assistance; Feeding America and Community Food Bank in Fresno share inventories of food with the CAPK Food Bank.	Community Needs Survey

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
Ages 12-17:sexual health/pregnancy	YES	CAPK Shafter Youth Center Information and Education program provides sexual health and pregnancy prevention education to youths ages 16 – 18 years of age.	Kern County Department of Public Health Services, Clinica Sierra Vista, Omni Health.	Community Needs Survey
Disengaged Youth: Higher education (trade school, college)	YES	Friendship House Community Center in southeast Bakersfield and Shafter Youth Center in Shafter provide the PREP Works program for Opportunity Youths. The program provides youth's with pre-employment skills, exposure to various careers, planning for higher education and trades, and paid, short-term work experience.	Employers Training Resource: career planning; Kiwanis Club; leadership skills and community engagement; Starbucks: mock interviews; Kern Federal Credit Union and Wells Fargo: financial management.	Community Needs Survey
Assistance getting a job: Childcare	YES	Early Head Start and Head Start Programs provide educational and developmental services to income-eligible children age 0 to 5 years of age. Migrant Childcare Alternative Payment provides access to quality, subsidized child care throughout the state of California for children of migrant farm worker families.		Community Needs Survey
Increasing income: Trade/industry related training and education.		CAPK staff provides individuals and families with referrals to other agencies that specialize in adult education and employment services; Head Start/Early Head Start program provide educational assistance for staff and parents/ caregivers who want to pursue their GED and/or	America's Job Center; County of Kern, Employers' Training Resource (ETR) department provides employment and job training services. Bakersfield Adult School and post-secondary educational institutions provide	Community Needs Survey

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
		higher education; CAPK Food Bank is currently piloting a work experience program to provide temporary employment to farmworkers impacted by the drought. CAPK trains volunteers to work in the VITA program and 2-1-1 Kern County helpline. Volunteers learn how to prepare and file tax returns for VITA clients, and 2-1-1 volunteers learn how to work in a call center environment. Both programs provide volunteers with relevant and meaningful work experience along with skills and knowledge that enhance their employability. CAPK's Energy program is a work experience site for individuals who are interested in construction-related jobs and are referred by America's Job Center/ETR.	educational programs. Proteus, Inc. provides payroll processing and training for individuals participating in the CAPK Food Bank work experience program	
Ages 6o +: Affordable, quality healthcare		2-1-1 Kern County information and referral helpline provides information and referrals to human and social services in Kern County. Callers find help with locating medical services, dental services, and assistance with enrollment in health care coverage (ACA/Covered California). The service is live-answer, available 24 hours a day, seven days a week, and free to all callers. 2-1-1 Kern County services are also available through CAPK's Web site	Community Health Initiative provides information and enrollment assistance for health insurance coverage required under the Affordable Care Act (Covered California); First 5 Kern provides funding for 2-1-1 Kern to screen callers with children ages 0-5 for assistance with: enrollment into health insurance	

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
			programs; and prenatal care and related support services.	
Housing: Safe neighborhood		CAPK's Friendship House Community Center in southeast Bakersfield provides Gang prevention and parenting for youths and the Realignment for Success program for formerly incarcerated adults. The Friendship House and Shafter Youth Center provide after-school tutoring and homework assistance, recreational and educational enrichment activities. Both youth centers participate in Project 180, a gang prevention collaborative. Both centers also provide older youth with pre-employment skills, exposure to various careers, and paid, short-term work experience through the *PREP* and *PREP Works* programs	Collaborate with work with police and sheriff departments as well as probation department with activities and participation at HS centers and Youth Centers	Community Needs Survey
Healthcare Access: Affordable doctor's visits/medicines		2-1-1 Kern County information and referral helpline provides information and referrals to human and social services in Kern County. Callers find help with locating medical services, dental services, and assistance with enrollment in health care coverage (ACA/Covered California). The service is live-answer, available 24 hours a day, seven days a week, and free to all callers. 2-1-1 Kern County services are also available through CAPK's Web site.	Community Health Initiative provides information and enrollment assistance for health insurance coverage required under the Affordable Care Act (Covered California); First 5 Kern provides funding for 2-1-1 Kern to screen callers with children ages 0-5 for assistance with: enrollment into health insurance programs; and prenatal care and related support services.	Community Needs Survey

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
Early Childhood Education	Yes	Existing Head Start Programs provide educational and developmental services to income-eligible children age 0 to 5 years of age and their families with comprehensive services to promote family stability, education, health, and community involvement. East Kern Family Resource Center provides School Readiness Initiative and Summer Bridge programs to prekindergarten-age children and case management.	Coordinate with local school districts for shared space and many other supporting entities. The Kern County Superintendent of Schools, K-12 school districts, and post-secondary educational institutions assist with educational services that are not addressed by the Head Start/Early Head Start programs. Mojave Unified School District provides classrooms for School Readiness and Summer Bridge programs.	
Women and Infant Family Care	Yes	Existing WIC Program provides nutrition education to income-eligible families with children 5 years of age and younger, as well as breastfeeding education and support to pregnant and/or nursing mothers.	K-12 school districts, Kern County Department of Public Health Services, Kern County Department of Human Services; Bakersfield College Child Development Center; Kern County Superintendent of Schools	
Low-Income Energy Assistance	Yes	Existing LIHEAP Program	The West Side Community Resource Center, Mountain Communities Healthy Start	

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
			Family Resource Center, Indian Wells Valley Family Resource Center, Kernville Family Resource Center, Building Healthy Communities Kern County, and the Kern County Network for Children refer low-income homeowners, particularly those who are elderly and disabled, to the Energy program.	
Energy and Weatherization	Yes	Existing Weatherization and Energy Improvement Program provides residential weatherization and installation of energy-saving measures (energy-efficient appliances, light bulbs, etc.) to help low-moderate income homeowners save money on utility costs and reduce emissions of greenhouse gases.	CAPK receives referrals from various faith-based, private, public, and nonprofit organizations throughout the county as well as CAPK's 2-1-1 Kern County program. Partner organizations include the West Side Community Resource Center, Mountain Communities Healthy Start Family Resource Center, Indian Wells Valley Family Resource Center, Kernville Family Resource Center, Building Healthy Communities	

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
			Kern County, and the Kern County Network for Children.	
Emergency Food Distribution	Yes	Existing Food Bank Program distributes emergency food countywide, including emergency food provided through the state's Drought Food Assistance Program for individuals and families impacted by the drought. These emergency food distribution efforts are supported by federal, state, and private funding. The Food Bank also operates the BackPack Buddies program which provides low-income, food-insecure children at selected schools with kid-friendly supplemental food for weekends and holidays during the school year.	Faith-based, private, public, and nonprofit organizations provide referrals and may also be food distribution sites; K-12 school districts in the county may identify and refer food insecure children and families for food assistance; Feeding America and Community Food Bank in Fresno share inventories of food with the CAPK Food Bank. CAPK is a Partner Distribution Organization with Feeding America and the Community Food Bank of Fresno.	
Information Resources	Yes	Existing 2-1-1 Information Referral Program	First 5 Kern provides funding for 2-1-1 Kern to screen callers with children ages 0-5 for assistance with: enrollment into health insurance programs; and prenatal care and related support services.	
Migrant Family Childcare	Yes	Existing Migrant Childcare Alternative Payment provides access to quality,		

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
		subsidized child care throughout the state of California for children of migrant farm worker families. Families select from a list of qualified providers and the type of care needed (weekdays, weekend, or evening care, center-based or family home care) and MCAP pays the providers directly.		
Tax Preparation Services	Yes	Existing Volunteer Income Tax Assistance Program trains volunteers to prepare income tax returns and EITC claim assistance for income-eligible individuals and families at no charge.	U.S. Department of the Treasury, Internal Revenue Service provides guidance on volunteer training and tax preparation; local financial institutions provide funding for operational costs and are often a source of volunteer tax preparers. CAPK coordinates service with the United Way of Kern County in 2017.	
Early Childhood Food Services	Yes	Existing Central Kitchen Food Program in Support of Head Start		
Youth Services	Yes	Existing Youth Centers in Shafter and SE Bakersfield provide after-school tutoring and homework assistance, recreational and educational enrichment activities. Shafter Youth Center offers a teen pregnancy and	Bakersfield City School District, Richland School District, and Kern High School District provide referrals to the youth centers; Kern County Sheriff's Office, City of	

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
		STD prevention program and both youth centers participate in gang prevention collaborative. Both centers also provide older youth with pre-employment skills, exposure to various careers, and paid, short-term work experience through the *PREP* and *PREP Works* programs.	Bakersfield Police Department, and Kern County Probation Department work with the youth centers as part of the Project 180 gang prevention collaborative; City of Shafter Police Department and Police Activities League provide after-school activities at the Shafter Youth Center. City of Shafter provides funding to support evening recreation programs at the Shafter Youth Center. All of these organizations partner with the youth centers to provide learning experiences, expand knowledge, and help support participants to make healthy life choices. The Garden Project maintains the community garden at Friendship House. University of California, Davis, Extension provides nutrition education for youth center programs.	

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
Family Resource Services	Yes	Existing East Kern Family Resource Center, Mohave, CA prepares children to enter kindergarten through the School Readiness Initiative and Summer Bridge program. The EKFRC also provides direct family support services, parenting education, referrals to other services, if needed, and maintains an emergency supplies closet to help individuals and families in crisis with basic necessities such as food, clothing, blankets, bus passes, gas vouchers, diapers, and infant formula.		

Instructions:

Top Needs: list the top needs from your most recent Needs Assessment

Agency Priority: Enter a Yes or No in the box to indicate if the need will be addressed directly or indirectly. If the need will not be met please provide explanation in narrative section below.

Description of programs/services/activities: Briefly describe the program, service or activity that your entity will directly provide.

Coordination: If your agency will address the need through coordination, describe what organizations and/or coalitions you will work with to meet the need, including the roles of each party.

Page: Please include the location where this information can be found.

Most employment training and trade education is provided by existing education providers and workforce development centers. Medicare expansion and Covered California programs are addressing the health needs of those over 60 years of age in Kern County. Our youth services and community center provide alternative activities for youth and contribute to the development of safe neighborhoods. CAPK is able to provide referral services for these and many other services found in Kern County through the 2-1-1 Kern County Information and Referral helpline. CAPK does not provide direct health care services to individual in need of low cost care and low cost prescriptions. There are many other providers in Kern County with decades of experience providing those services.

DOCUMENTATION OF PUBLIC HEARING(S)

California Government Code 12747(b)-(d) requires all eligible entities to conduct a public hearing in conjunction with their CAP. In pursuant with this Article, agencies are to identify all testimony presented by the low-income and identify whether or not the concerns expressed by that testimony are addressed in the CAP.

Provide a narrative description of the agency's public hearing process and methods used to invite the local community to the public hearing(s), and the methods used to gather the information about the low-income community's needs. Examples include: Surveys, public forums, and secondary data collection.

Note: Public hearing(s) shall not be held outside of the service area(s).

Public Hearing Process (Insert Narrative)

To gain information and feedback from the community, a public hearing was held on May 31, 2017, at the CAPK Board meeting room on the first floor of the CAPK administration building. The process for notification was as follows:

- The following public notice was published in *The Bakersfield Californian* on Monday, April 30, 2017 (Appendix C).

NOTICE OF PUBLIC HEARING

Community Action Partnership of Kern (CAPK), a federally designated anti-poverty organization, welcomes and encourages public participation in the development of the COMMUNITY SERVICES BLOCK GRANT (CSBG) **2018-2019, COMMUNITY ACTION PLAN (CAP)**. All interested parties, community-based organizations, government agencies, organizations serving low-income individuals/families, and the general public are encouraged to attend.

Community Needs Focus Group: 6 to 7 PM, Thursday, May 11, 2017
CAPK Board Public Hearing: 12 Noon, Wednesday, May 31, 2017, at
Board Room of

COMMUNITY ACTION PARTNERSHIP OF KERN, 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309

Approval of the 2018-2019 Community Action Plan is anticipated at the June 28, 2017 CAPK Board Meeting at the same location.

For more information, to submit comments, or to obtain a copy of the Community Action Plan, call Brady Bernhart at 661-336-5236 x1152 or e-mail bbernhart@capk.org, or write to him at the address underlined above. View the plan at www.capk.org

- A public notice was distributed at the Kern County Human Relations Commission on May 2, 2017.
- A public notice was provided to Greater Bakersfield Legal Assistance on May 2, 2017.
- A public notice was provided to the City of Bakersfield Historic Preservation Commission on May 16, 2017.
- A public notice was posted at the CAPK Administration Building from April 28, 2017, through June 28, 2017.
- A public notice was posted at the CAPK Shafter Youth Center in Shafter and the CAPK Friendship House Community Center in southeast Bakersfield from April 28, 2017, through June 28, 2017.
- A public notice was sent to the Delano Family Alliance and the Kern County Network for Children on April 28, 2017.
- A public notice was distributed to all CAPK program managers and directors for posting at CAPK facilities throughout Kern County from April 28, 2017, through June 28, 2017, including the following communities:

    - Delano
    - Ridgecrest
    - Shafter
    - Wasco
    - McFarland
    - Arvin
    - Mojave
    - Bakersfield (numerous sites)
    - Rosamond
    - Taft
    - Tehachapi
    - Lost Hills

The public notice was also posted on CAPK's Web site and Face Book page from April 28, 2017, through June 28, 2017. Public comments were included in the Community Action Plan, including the addition of the public health environmental analysis, additional educational statistics and information related to jobs and unemployment concerns.

Below is an example of a diagram that can be used to capture and identify testimony of the low income. As we collect information and comments from the public, we will summarize in a diagram.

Comment/Concern	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason
Job training needs	Yes	32	N/A
Transportation needs in ABC, CA	No	N/A	Due to limited funding, agency meets 50% of the transportation needs in ABC, CA.

Attachments

- Provide a copy of each public hearing notice published in the media.
- Provide a summary of all testimony presented by the low-income population:

Appendix A- CAPK 2017 Community Needs Survey
Appendix B- Geographic Information System Poverty Mapping
Appendix C- Notice of Public Hearing and Sign in Sheet
Appendix D- Organizational Standards Table
Appendix E- CAPK Annual Report
Appendix F- Table of Unmet Needs

FEDERAL ASSURANCES

Public Law 105-285 establishes programmatic assurances for the State and eligible entities as a condition of receiving CSBG funds. Provide a detailed narrative describing the activities your agency will conduct that will enable low-income families and individuals to achieve the programmatic purposes listed below. **(Federal Assurances can be found on Public Law pages 2736-2739)**

1. **Programmatic Purposes**
   (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—

(i) to remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

CAPK programs remove obstacles and solve problems that block the achievement of self-sufficiency through a system of services that meets the immediate and longer term needs of individuals, children, and families and provides access to the skills and knowledge needed to transition off State programs and achieve and sustain self-sufficiency. CAPK programs help individuals and families who are seeking services to identify *the cause(s)* of their problems and find ways *to solve* their problems by connecting these individuals to both CAPK and other community resources. These services and assistance provide a support network for families and individuals to ensure that progress is made towards self-sufficiency while working to prevent long-term dependency on Temporary Assistance for Needy Families (TANF). Specific CAPK programs and services include the following:

Head Start/Early Head Start: Provides case management services through these early childhood education and development programs and offers a multigenerational approach that engages parents/caregivers and other family members to increase involvement in their children's education. Family Service Workers work together with parents/caregivers to develop a Family Partnership Agreement, establish family goals, and provide counseling, guidance, and referrals that will assist families in identifying and attaining their goals. Goals may range from securing employment, attaining additional education or vocational training, increasing financial stability, and accessing affordable medical care. The HS/EHS Parent and Family Engagement component builds relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children. Information, referrals, and resources are provided to address identified goals, and workshops are offered based on parent/guardian interests.

Pregnancy Prevention Program: The Shafter Youth Center provides teen pregnancy and STD prevention information and education (I&E program) to at-risk youths in the north Kern County area. The program is delivered in area schools and other sites and provides comprehensive sexual health education as well as direct linkage to public health clinics.

Women, Infants, and Children (WIC) Supplemental Nutrition Program: CAPK WIC provides eligible families (including pregnant or breastfeeding women) with supplemental food assistance, health and nutrition education, and breast-feeding education and support. In 2013 CAPK's WIC program managed over 20,000 authorized cases at 22 sites in Kern County, 4 in San Bernardino County, and a dozen other locations via a mobile unit. In 2015 CAPK took over operation of a fifth WIC site in San Bernardino County. According to a study conducted in 2012 entitled, *WIC Participation and Attenuation of Stress-Related Child Health Risks of Household Food Insecurity and Caregiver Depressive Symptoms*, food insecurity can be a factor contributing to cumulative stress of the parent/caregiver. This stress is, in turn, associated with child health risks which can compromise children's functioning, resulting in lifelong negative consequences to their health and well-being. The study also found that a community nutrition program such as WIC lessens child health risks associated with household food insecurity and caregiver depressive symptoms. WIC program benefits extend beyond providing nutritional benefits to the family by reducing the caregiver emotional distress and the child's health risks associated with food insecurity[34].

The East Kern Family Resource Center: Provides services that assist low-income individuals and families residing in designated communities of east Kern County. The EKFRC primarily focuses on helping families with children who are at risk of abuse and neglect (referred by the Kern County Department of Human Services) and also prepares children to enter kindergarten through the School Readiness Initiative and Summer Bridge program. The EKFRC also provides direct family support services, parenting education, referrals to other services, if needed, and maintains an emergency supplies closet to help individuals and families in crisis with basic necessities such as food, clothing, blankets, bus passes, gas vouchers, diapers, and infant formula.

Emergency Food Program: The CAPK Food Bank provides emergency food assistance to residents who do not have enough money during the month to provide for their basic needs. By providing emergency food services, CAPK is helping food insecure individuals and families to prepare their children for a better education. In a report entitled, *Child Food Insecurity: The Economic Impact on our Nation*, research indicates that children ages 0-3 years old who live in food insecure homes have a higher chance of negative brain and cognitive development placing them at greater risks for health problems, developmental delay, and impaired school performance. Food insecurity among children 0-5 years old will affect their school readiness for preschool. In addition, a controlled Early Childhood Longitudinal Study (ECLS) found food insecurity to have negative impacts on school performance, social functioning, weight status and the health of children in kindergarten to third grade. Even in kindergarten, children in households with food insecurity score lower and learn less during the school year[35]. By addressing emergency food needs of families, other long term health and academic benefits for children will be the result.

(ii) secure and retain meaningful employment;

CAPK is one of the largest nonprofit agencies in Kern County with over 800 employees. The Head Start program, under the agency's Head Start/State Child Development division (HS/SCD), provides the greatest outcomes in the agency's efforts to help clients to secure and retain meaningful employment. Formerly called the Child Education & Development Services (CEDS) division, HS/SCD has long provided entry-level employment with full benefits to Head Start parents/caregivers and other low-income residents. CAPK has recruited, trained, and hired many of the parents/caregivers to work as classroom staff. Parents/caregivers hired to work in the Head Start program gain valuable work experience, are provided financial assistance to advance their education, and are encouraged to move on to higher-level positions both in and outside the agency.

For Head Start parents/caregivers who want job training and/or job search assistance, Head Start Family Service Workers refer them to agencies that specialize in providing workforce development services and supportive services, such as America's Job Center and Employers' Training Resource at no cost to the clients. Through these linkages, Head Start parents/caregivers can acquire basic life and employability skills, job search skills, child care referrals for school-age children, access to health care, and assistance with transportation to and from job interviews. These two resources also conduct follow-up with clients and employers to ensure job retention and provide additional services, if required. Head Start Family Service Workers also follow-up with clients and refer parents/caregivers to other agencies and organizations when needed.

In addition to the agency's hiring, training, and job referral practices, child care services provided through the CAPK Migrant Childcare Alternative Payment program help migrant and seasonal farm worker families retain employment by providing access to licensed child care throughout the state. Families may enter the MCAP program in six Central Valley counties and remain eligible regardless of where they move within the state. To be eligible for the program, parents must be working, seeking employment, incapacitated, homeless and seeking permanent housing, or attending vocational training. Program flexibility enables families to use qualified providers to meet their individual needs and choices, e.g., evening and weekend care, center-based care, or family home care.

(iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;

Head Start/Early Head Start Program:

CAPK's Head Start/Early Head Start (HS/EHS) programs prepare children for kindergarten and beyond and train parents/caregivers to be their children's primary teachers and advocates. Through HS/EHS, children and parents/caregivers learn to value and support education and life-long learning. Case management activities include helping parents and improve basic literacy skills and further their education. HS/SCD staff guides parents/caregivers in planning, implementing, and completing their educational goals, including General Education Development (GED) and accredited college courses. Non-English speaking parents/caregivers are encouraged to learn English and are provided referrals to service English-as-a-Second Language (ESL) classes. Head Start/Early Head Start program funds are available to enable parents/caregivers to advance their education (including purchase of tuition and books) at no cost to them.

HS/SCD child care staff may be offered the opportunity to complete their Associate of Arts and Bachelors of Arts degrees in early childhood education or related fields. Assistance is similar to that provided to the parents and includes educational leave from their normal job duties/hours if classroom hours conflict with their work schedule. As required by Head Start/Early Head Start policies and procedures, staff follows up with each family to determine whether the kind, quality, and timeliness of services received through referrals met with the family's expectations and circumstances, and all responses are documented.

CAPK continues to strengthen its collaborations with local community colleges, the Kern County Superintendent of Schools Office, the Kern High School District (which operates the Bakersfield Adult School), other educational service providers, and the Kern Adult Literacy Council to increase accessibility/affordability of GED, Adult Basic Education classes, and literacy skills to low-income residents of Kern County.

(iv) make better use of available income;

CAPK's Head Start/Early Head Start Family Service Workers help families develop financial plans and goals and provide financial coaching. HS/EHS staffs have attended the financial literacy training *Your Money, Your Goals: A Financial Empowerment Toolkit for Social Services Programs* developed by the Consumer Financial Protection Bureau. Staff and clients have attended the financial education

workshop *Making Every Dollar Count* taught by staff of the University of California Cooperative Extension. Additionally, CAPK's VITA program provides free income tax preparation, e-filing, and Earned Income Tax Credit (EITC) application assistance for income-eligible individuals and families.

(v) obtain and maintain adequate housing and a suitable living environment;

CAPK provides referrals to residents seeking information regarding housing resources via the 2-1-1 Kern County information and referral service. 2-1-1 Kern County is AIRS accredited and the only information and referral program of its kind in the county. Residents call a toll-free number that can be reached from anywhere in Kern County. The 2-1-1 Kern staff conducts an assessment of each caller before providing at least 3 referrals (if available) to appropriate services/agencies. All Information & Referral Specialists are Spanish/English bilingual and able to provide services in a culturally relevant manner to Spanish-speaking callers. A tele-interpreter service is used for translation needs of callers who speak other languages. Hearing impaired callers are connected to 2-1-1 Kern through a translator. 2-1-1 Kern services are provided 24 hours a day, 7 days a week, and can also be accessed online at www.capk.org. The 2-1-1 Kern database contains information on more than 1,200 social service programs in Kern County. Demographic and unmet needs of callers are also tracked.

CAPK is also a member of the Kern County Homeless Collaborative and works closely with homeless shelters and related programs and services, including the Greater Bakersfield Legal Assistance program, to ensure that low-income residents have access to suitable housing/shelter.

(vi) obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs; and

Food Bank:

The CAPK Food Bank provides direct emergency food assistance to the economically disadvantaged, senior citizens, homeless individuals and families, victims of crime or disaster, the unemployed, migrant and seasonal agricultural workers, and any other persons that are in need of emergency food in Kern County. In all of 2012, the Food Bank met the hunger needs of 126,858 food insecure families throughout Kern County. The average food bag provided to families is between 25 to 30 pounds of food for a family of four (4). For families of 5 or above, the food bag averages between 50 and 70 pounds of food. A meal consists of: rice, beans, canned fruit, vegetable, meats, sauces, canned beef stew, peanut butter, and frozen meat and is supplemented by local donations of bread and other fruit. All direct food services are provided free of charge to those in need up to 12 times per year.

Through the Food Bank's Snack Attack program, currently an average of 2,450 children in after-school and summer programs throughout the county are provided healthy snack foods on a weekly and as needed basis. In 2014 the BackPack Buddies program provided 286 food insecure students in Lost Hills, McFarland, Buttonwillow, and Taft with up to 7 lbs. of nutritious foods before each weekend during the school year. Children in the BackPack Buddies program receive backpacks filled with kid-friendly foods to supplement their nutritional needs over weekends and holidays during the school year. Every backpack includes the following food items (subject to donations on hand): Protein - meat stews with vegetables, canned chicken or tuna, peanut butter, canned beans; Fruits & Vegetables–Fruit cups packed in 100% juice, 100% fruit juice, canned vegetables; Grains–cereal, macaroni and

cheese, canned pasta meals; Healthy snacks–yogurt cereal bars, fruit filled cereal bars, crackers; Dairy–shelf-stable milk.

Energy Program (HEAP)

The CAPK Home Energy Assistance Program (HEAP) provides emergency utility assistance to eligible low-income residents of Kern County. Emergency services are provided to clients who have a 48-hour notice or their utilities that have been disconnected. An applicant can only receive this benefit once in a 12 month period. To qualify, the applicant must reside in Kern County, have a total household income at or below 150 percent of the federal poverty income guidelines, and have a utility bill with at least 22 days of service. During the 2013 fiscal year, $2,432,000 in utility payment assistance was provided to a total of 5,733 Kern County households.

2-1-1 Kern County

Kern County residents with immediate family or individual human service needs can access a 24-hour/7-day-a-week information and referral services through the CAPK's 2-1-1 Kern County program. The call answering specialists provide assistance in locating social services programs free of charge. The service is available to help residents identify local resources in their times of need through phone or online assistance. Last year, 2-1-1 received 57,438 calls.

(vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and;

Community Involvement--Head Start/Early Head Start:

Best practices are evidenced in many of CAPK's programs. For example, the Head Start Program's Policy Council is an example of successful grassroots intervention. Parents/caregivers of children enrolled in the Head Start/Early Head Start (HS/EHS) program are encouraged to become involved in the broader community through volunteering in their children's classrooms and becoming involved in the shared governance of the Head Start contract by participating in the Parent Policy Council. This experience develops leadership skills including how to conduct a meeting, comprehend and analyze a budget, interview prospective staff, and advocate for the needs of their families. Involvement in these learning opportunities build parents' self-confidence and self-esteem and provide positive role models to their children based on their involvement in their education and in the community. Furthermore, this experience may lead to future participation in school PTAs, school boards, or city council meetings, and will provide experiences that will enable parents to advocate for their needs in their workplace.

Partnerships with Law Enforcement Agencies:

CAPK partners with various law enforcement agencies and the Housing Authority of the County of Kern. CAPK's Board of Directors includes a representative from the Mayor of Bakersfield. He is a former City of Bakersfield Police officer from the Crime Prevention Unit and has been an active member of the CAPK Board of Directors for over 10 years and continues to provide the agency with

the current and changing needs of the community. He also attends a variety of community events and disseminates information on the services offered by CAPK to the community as well as to other BPD officers.

CAPK collaborates with the Housing Authority of Kern County in providing child care in Housing Authority residential complexes. CAPK's Shafter Youth Center and Friendship House Community Center have established relationships with local law enforcement and other first-responders and have developed innovative grassroots programs as detailed in the following section.

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

CAPK is continuing to strengthen and improve relationships with law enforcement agencies, particularly with respect to youth activities at the Shafter Youth Center in the city of Shafter and the Friendship House Community Center in southeast Bakersfield.

Shafter Youth Center (SYC):

The SYC staff has an on-going partnership with the Shafter Police Activities League (PAL) that provides a youth indoor soccer program and other activities. Other collaborative efforts at the SYC include presentations by the Shafter Police Department to the children which consist of topics such as bullying, "stranger-danger," and drug and alcohol abuse prevention. The SYC has also collaborated with the California Highway Patrol which has presented programs to the children on helmet/seatbelt/traffic safety and driving safety (for older teens). The Bakersfield Police Department has presented a program called *A Life Interrupted* which addresses the consequences of drunk driving for teens and uses a car that was involved in a fatal drunk driving accident that killed a teenager. Other partnerships with local law enforcement include the Kern County Sheriff's Department's presentation on Internet safety for teens, and the Search and Rescue Unit presentation on water safety in swimming in natural waterways, such as the Kern River.

Friendship House Community Center (FHCC):

The FHCC is currently partnering with the Kern County Superintendent of Schools Office on a new program called the Justice Assistance Grant (JAG). The goal of this program is to reduce school violence and juvenile delinquency. Kern County Probation is the lead agency, and CAPK's FHCC role will provide *Aggression Replacement Training* (ART) to tier 2 and tier 3 students and *Parents on a Mission* (POM) classes to the parents.

The FHCC is a member of the Bakersfield Safe Streets Partnership (BSSP) which is made up of interdenominational clergy, law enforcement, community service providers, community organizations, elected officials, educators, business men and women, ex-gang members and concerned citizens. The BSSP facilitates community peace walks and participates in Call-In Meetings for active gang members. These meetings are mandatory for gang members who are on probation or parole, and are an opportunity for them to receive information on how to turn their lives around. The meetings are facilitated by various law enforcement agencies such as the Bakersfield Police Department, the Kern County Sheriff's Department, and the FBI. The FHCC Gang Prevention Program assists by providing resources and information to the attendees. The FHCC may be a location for future BSSP Call-In Meetings.

In addition, the FHCC hosts a variety of community events designed to showcase the community center and advertise the benefits of using the facilities. FHCC is available for events and community meetings as needed throughout the year with limited cost with large indoor and outdoor spaces available.

Please indicate the activities your agency sponsors to satisfy the Federal Assurance listed in #1 above (check all that apply):

☐Disaster Preparedness and Relief
☒Energy Support
☐Job Training
☐Asset Development Programs
☒Educational Support
☐Career Development
☐Volunteer Coordination Efforts
☒Food Resources
☒Health Education
☒Tax Preparation /Tax Credit Information
☐Mentoring
☒Parent Support
☒Child Development Information
☐Medical Service Access
☒Home Visiting/Case management
☒Childcare Services/Head Start
☐Other: Click here to enter text.
☐Other: Click here to enter text.

2. Needs of Youth

(B) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as—

(i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and

Please select the types of programs your agency sponsors to address the needs of youth:

☐Youth Mediation Programs
☐Youth Mentoring Programs
☒Tutoring
☒Life Skills Training
☒Youth Employment
☐Entrepreneurship Programs for Youth
☒Other: Science, Technology, Engineering, and Math
☒Other: Employment Preparation for Disengaged Youth
☐Other: Click here to enter text.

Narrative Response:

CAPK's Family, Youth and Community Services Division provides oversight of the Friendship House Community Center (FHCC) and the Shafter Youth Center (SYC). Both centers provide activities that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration.

Friendship House Community Center (FHCC)

The FHCC provides a safe and welcoming location for children residing in one of Bakersfield's most economically depressed and underserved areas. FHCC provides after-school activities Monday-Friday during the school year and summer. Programs include tutoring, homework assistance, a computer lab, arts and crafts, sports activities, nutrition education (including a community garden and cooking classes), a robotics/STEM program, and basketball camps. All activities are provided to participants at no charge to them or their families. Other FHCC activities that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration include the following:

- Two years ago CAPK piloted a pre-employment resource program for 50 low-income, at-risk young women (ages 14 to 18) to help them focus on career development and employment. The program has since been renamed the Pre-Employment Program (*PREP)* and expanded to include male youths ages 14 to 18. Recent CSBG/CSD Discretionary funds awarded will enhance the program by including a paid work experience component (*PREP* Works) for participants.

- The FHCC is currently partnering with the Kern County Superintendent of Schools on a new program called the Justice Assistance Grant (JAG) Program. The program goal is to reduce school violence and juvenile delinquency. The Kern County Probation Department is the lead agency, and CAPK's FHCC will provide *Aggression Replacement Training* (ART) training to tier 2 and tier 3 students and provide *Parents on a Mission* (POM) classes to the parents.

- The FHCC is a member of the Bakersfield Safe Streets Partnership (BSSP) which is made up of interdenominational clergy, law enforcement, community service providers, community organizations, elected officials, educators, business men and women, ex-gang members and

concerned citizens. The BSSP facilitates community peace walks and participates in Call-In Meetings for active gang members. These meetings are mandatory for gang members who are on probation or parole, and are an opportunity for them to receive information on how to turn their lives around. The meetings are facilitated by various law enforcement agencies such as the Bakersfield Police Department, the Kern County Sheriff's Department, and the FBI. The FHCC Gang Prevention Program assists by providing resources and information to the attendees. The FHCC may be a location for future BSSP Call-In Meetings.

Shafter Youth Center:

The CAPK Shafter Youth Center (SYC) provides youth/young adults ages 6-21 with programs that focus on nutrition, recreation, education, and active healthy living. The SYC is located in the small rural city of Shafter which is 18 miles northwest of Bakersfield.

The SYC is open Monday – Friday, 2:30-5:30 p.m. during the school year, and Monday – Friday, 8:00 - 5:00 p.m. during the summer. Activities/programs include: Wii Stay Fit, Shafter Police Activities League indoor soccer, a Summer Nutrition Program (breakfast and lunch), reading, tutoring, homework assistance, math enrichment activities, team sports, and educational field trips. Other activities and programs at the SYC include the following:

- Gang Prevention;
- Teen pregnancy and STD prevention;
- *A Life Interrupted*, a Bakersfield Police Department program whose message is to prevent teen drunk driving. Participants see the remains of a car that was involved in a drunk-driving accident that killed a teen;
- Internet safety for teens, conducted by the Kern County Sheriff's Department; and
- Kern County Search and Rescue – water safety in swimming in natural water ways such as the Kern River; and
- American Red Cross – Disaster Preparedness and Basic First Aid.

All programs and services are provided at no charge to participants or their families.

(ii) after-school childcare programs

As stated previously, after-school programs are provided at both the Friendship House Community Center and the Shafter Youth Center for youth ages 6-21. Participants are provided homework assistance, tutoring, and recreational activities in a safe and supportive environment. Nutritious snacks are provided each day. The FHCC offers a *Grow Fit* nutrition education and physical activities program for children that also includes tending vegetable plants in the FHCC community garden and learning how to prepare them. The *Grow Fit* program may expand to the SYC if additional funding is received. Other after-school activities at FHCC include robotics/STEM, and if funding is received, the program may be expanded to the SYC. Other activities include tutoring, a computer lab, library, snacks and meals in the summer, arts and crafts, and organized sports activities.

3. Coordination of Other Programs

(C)To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts)

Please indicate the types of programs your agency coordinates services with:

- ☐Local Workforce Investment Boards
- ☒Social Service Departments
- ☐CSBG MSFW Agency
- ☐One-Stop Centers
- ☐Child Care Centers
- ☒Faith-Based Organizations
- ☒Community Based Organizations
- ☐Other: Click here to enter text.
- ☐Other: Click here to enter text.
- ☐Other: Click here to enter text.

Narrative Response:

CAPK's program activities are coordinated with other programs, including those responsible for implementing state welfare reform efforts. The CAPK Food Bank, CAPK WIC, Head Start/Early Head Start, Energy, and 2-1-1 Kern County helpline provide referral services to other agencies including the Kern County Department of Human Services (TANF, CalWorks, CalFresh Programs), the State Employment Development Department (unemployment benefits, labor market information, etc.), America's Job Center/Kern County Employers' Training Resource department (job training, job search assistance, supportive services).

4. Emergency Food and Nutrition

Describe how your agency will provide emergency supplies and services, nutritious foods, and related services to counteract conditions of starvation and malnutrition among low-income individuals.

The Food Bank meets the hunger needs of approximately 140,000 food-insecure individuals per year, throughout Kern County. On average a family of four receives about 25 to 30 pounds of food. For families of five or above, the food bag averages between 50 and 70 pounds of food including items such as rice, beans, canned fruit, vegetable, meats, sauces, canned beef stew; peanut butter; and frozen meat. These foods are supplemented by local donations of bread and fresh fruits and vegetables when they are available. This service is provided through a partnership with 110 distribution sites throughout the county. The CAPK Food bank also distributes about 3 million pounds of food annually, to families impacted by the prolonged California drought. The Food Bank staff works to promote healthy eating and procures donations of fresh produce directly from growers and other sources for distribution to Kern County's food insecure households.

The CAPK Women, Infant, and Children (WIC) supplemental nutrition program provides vouchers for food, offers nutrition education, and makes referrals to health and other social services at no charge to the families. CAPK WIC serves Kern County's low-moderate income families (including pregnant and/or breastfeeding mothers) with children up to age 5 that are deemed nutritionally at-risk. Women who participate or have family members that participate in other benefit programs, such as SNAP/CalFresh, Medicaid, or Temporary Assistance for Needy Families (TANF), automatically meet the income eligibility requirement. WIC vouchers can be used to purchase fresh fruits, vegetables and whole grain food products. The CAPK WIC program's mobile office travels to outlying Kern County communities where an expressed gap in the provision of WIC services exists. The WIC mobile unit travels to 12 sites throughout the county, once a month to provide food vouchers, breastfeeding support and pumps, and referrals to other services.

5. Employment and Training

Describe how your agency will coordinate with, and establish linkages between, governmental and other social services programs to assure the effective delivery of services and avoid duplication; and describe coordination of employment and training activities as defined in section 3 of the Workforce Innovation and Opportunity Act [29 U.S.C. 3102]. .

Please indicate the types of entities your agency coordinates services with:

☐Workforce Investment Boards
☐Social Service Departments
☐One-Stop Centers
☐Child Care Centers
☐Faith-Based Organizations
☐Local Colleges
☐Adult Education programs
☐Job Training Organizations
☐CSBG MSFW Agency
☐CalWORKS
☐Community Based Organizations
☐Substance Abuse Treatment Providers
☐Other: Click here to enter text.
☐Other: Click here to enter text.
☐Other: Click here to enter text.

Narrative Response:

The 2-1-1 Kern County information and referral program links Kern County residents to information and referrals for services in the community. The program is AIRS accredited and the only information and referral program of its kind in the county. Residents call a toll-free number that can be reached from anywhere in Kern County or access the service online at www.capk.org. All Information & Referral Specialists are Spanish/English bilingual and able to provide services in a culturally relevant manner to

Spanish-speaking callers. A tele-interpreter service is used for translation needs of callers who speak other languages. Hearing impaired callers are connected to 2-1-1 Kern through a translator. The 2-1-1 Kern database contains information on more than 1,200 social service programs in Kern County, including America's Job Center/Employers' Training Resource and the California Employment Development Department.

Case management services are provided through Head Start/Early Head Start and its Parent and Family Engagement Program and the HIV Prevention & Testing Program. The East Kern Family Resource Center (EKFRC) in Mojave serves the communities of Boron, California City, Edwards Air Force Base, North Edwards, Keene, Mojave, Rosamond, and Tehachapi. The EKFRC provides Differential Response services, i.e., early intervention with families to ensure the safety and well-being of their children. Services include case management and referrals to other services, as needed. The EKFRC also provides a school readiness program for preschool age children (including Summer Bridge for children starting kindergarten in the fall) and parenting classes for parents/caregivers. Other services include case management and referrals to other services, as needed.

CAPK clients who need job training, upgrade skills training, or job search services are referred to the America's Job Center one-stop and Employers' Training Resource. Employers' Training Resource is a department of the County of Kern and the administrative arm of the Kern/Inyo/Mono Workforce Investment Board (WIB), which provides policy guidance under the Workforce Investment Act (WIA). The WIB, through the involvement of community leaders from business, government, education, economic development, training, social services, and the nonprofit community, develops workforce investment strategies to prepare and train the workforce for the needs of the business community. This effort focuses not only on pre-employment strategies (helping unemployed persons prepare for jobs) and employment strategies (helping them find jobs), but also on post-employment strategies (keeping jobs and helping workers boost their pay and responsibilities). CAPK's Executive Director is a member of the WIB and is involved in the decision-making of vocational and educational training opportunities that are and will be provided in Kern County.

CAPK management and program staff are actively involved and communicate with government and social service programs to ensure an effective and efficient collaboration of efforts and use of resources. For example, CAPK has partnered with the Kern High School District Employment Services Division to provide pre-employment training to youth at the Friendship House Community Center and Proteus, Inc. to provide forklift training and certification to dislocated farmworkers in a work experience program.

CAPK has been very active and supportive of CalCAPA, the association of California Community Action Partnership Agencies (formerly Cal/Neva), attending quarterly and annual conferences, conducting workshops and collaborating with member agencies to exchange program and administrative information. CAPK has also participated in national CAP conferences and provided workshops on self-sufficiency and program development.

6. Low-Income Home Energy Assistance

Describe how your agency will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that the emergency

energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in the community.

CAPK is the primary Community Service Block Grant (CSBG) funded agency serving the Kern County service area. The agency administers and coordinates activities for CSBG, the Home Energy Assistance Program (HEAP), Low-Income Home Energy Assistance Program (LIHEAP), and Department of Energy (DOE) energy contracts. To increase participation in the emergency energy programs by eligible Kern County residents, CAPK solicits assistance from a number of collaborative partners that work with low-income residents to disseminate information and recruit clients for energy services.

Services related to emergency energy crisis intervention programs under title XXVI [42 U.S.C. 8621 et seq.] (relating to low-income home energy assistance) include:

- utility payment assistance;
- weatherization repairs, weather-stripping, insulation;
- replacement of non-energy efficient doors, windows, lightbulbs, and appliances; and
- installation of low-flow shower heads and carbon monoxide alarms

7. Faith-Based Organizations, Charitable Groups, and Community Organization Partnerships

Describe how your agency will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.

Please select the various organizations that your agency forms partnerships to serve low-income residents in your service area, check all that apply:

☒Local school districts
☐Social Service Departments
☒State agencies
☒Colleges
☒Faith-Based Organizations
☒Community Based Organizations
☐Local Utility Companies
☒Charitable Organizations
☒Homeless Programs
☐Participant in County Taskforce
☒Local Food Banks
☐Other: Click here to enter text.
☐Other: Click here to enter text.
☐Other: Click here to enter text.

Narrative Response:

The CAPK Food Bank partners with 110 food distribution sites throughout Kern County which include churches, social service agencies, and community-based organizations. As previously indicated in this report, CAPK's 11 direct-service programs rely on effective collaborations with many other agencies and organizations, including those in the faith-based community, to ensure that low-income residents are served by the State. For example, 2-1-1 Kern County maintains a database of over 1,200 organizations that provide a multitude of services for Kern County residents, and when call specialists receive requests for help or information, they provide referrals to at least 3 agencies, if available, that provide appropriate services.

8. Establishment of Procedures for Adequate Board Representation

Describe your agency's procedures for establishing adequate board representation under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism).

CAPK is governed by an all-volunteer, 15-member tripartite Board of Directors. The Board membership is required to include one-third which represents low- income residents, one-third representing the public sector, and one third representing the private sector. The Chair of the Head Start Policy Council is one of the five low-income members. The remaining four members are recruited and selected through a democratic process of elections in four areas of the county as defined by the boundaries of the municipal districts: Bakersfield, East Kern, North Kern, and South Kern. Potential representatives must certify by signature that he/she meets all eligibility requirements. Applicants are provided election rules and official petition forms and elections are held during the week. If no nomination papers are received by the deadline, the Board of Directors has the option of appointing a representative for the District consistent with eligibility criteria.

In addition, in the 43 Head Start/Early Head Start child education and development centers, parents participate in Parent Councils, one at each center, as well as participate in six Regional Policy Councils, and the main program Policy Council. Low-income parents in the programs participate in the design, implementation, and monitoring of the child care program. As issues and concerns are raised, they are brought up the chain of command until a satisfactory answer or resolution to a problem is reached.

9. Cost and Accounting Standards

Describe how your agency will ensure that cost and accounting standards of the Office of Management and Budget apply to a recipient of the funds.

CAPK maintains financial records that comply with the cost and accounting standards of the Office of Management and Budget. CAPK uses an independent accounting/CPA firm to conduct a comprehensive agency- wide single audit. CSD representatives are provided copies of each audit and offered access to inspect financial files, processes, and systems.

The Board Chair and CAPK's Executive Director assure that CAPK will use CSBG funds in compliance with the Coates Human Services Reauthorization Act of 1998 and Public Law 105-285, and that the eligible beneficiaries will be as defined by California Government Code Section 12730(f). CAPK maintains financial records that comply with the cost and accounting standards of the Office of Management and Budget. CAPK conducts a comprehensive agency-wide single audit. CSD representatives are provided copies of each audit and offered access to inspect financial files, processes and systems. The Chairman of the Board of Directors and the Executive Director assures that the agency will use CSBG funds in compliance with the Coates Human Services Reauthorization Act of 1998 and Public Law 105-285, and that the eligible beneficiaries will be as defined by California Government Code Section 12730(f).

The U.S. Office of Management and Budget (OMB) published new requirements for federal award programs entitled *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (also known as the *Super Circular*) codified at 2 CFR 200. The guidance supersedes and consolidates the requirements from OMB circulars A-21, A-87, A-110, A-122, A-89, A-102, A-133 and A-50. CAPK is in compliance with this change and will meet new standards as required in the *Super Circular*.

10. Service Delivery System

a. Provide a description of your agency's service delivery system, for services provided or coordinated with CSBG funds targeted to low-income individuals and families in communities within the State.

b. Provide 2-3 examples of changes made by your agency to improve service delivery to enhance the impact for individuals, families, and communities with low-incomes based an in-depth analysis of performance data.

CAPK's service delivery system consists of CSBG-funded programs and programs operated with other funding sources. Programs are targeted to low- income families and individuals.

CAPK's administration functions are headquartered at 5005 Business Park North in Bakersfield and are co-located with the agency's Head Start Program Administrative Offices. CAPK maintains offices in 28 cities/communities. Programs are located in the communities of Adelanto, Arvin, Bakersfield, Big Bear, Boron, Buttonwillow, California City, China Lake, Crestline, Delano, Frazier Park, Inyokern, Johannesburg, Lake Isabella, Lamont, Lost Hills, McFarland, Mojave, Needles, Phelan, Ridgecrest, Rosamond, Shafter, Taft, Tehachapi, Wasco, and Wofford Heights. A mobile office is used to provide services to 12 other communities.

CAPK's Migrant Childcare Alternative Payment (MCAP) program enrolls families through six Central Valley counties: Fresno, Kern, Kings, Madera, Merced, and Tulare. In 2015 CAPK's 2-1-1 Kern County helpline will be entering into agreements to provide 2-1-1 call answering services for residents of Kings, Tulare, Merced, and Mariposa Counties. CAPK converted the previous administration building at 300 19th Street in Bakersfield to co-locate the 2-1-1 Kern, VITA, Energy, and HIV Prevention &

Testing programs. The facility is easily accessible to public transportation and low-income families in the Bakersfield area.

CAPK's Outreach and Advocacy work unit ensures delivery of a comprehensive message to the community about the range of services CAPK offers. Both English and Spanish language media are used to convey information about programs, activities, events, and services. CAPK's Web site, www.capk.org, is a major component of the agency's centralized outreach, recruitment, and advocacy efforts. The Web site provides a one-stop location that provides visitors with general information on all agency services, eligibility requirements, locations, and contact names. In addition CAPK maintains a Facebook page to promote upcoming events and program services; however, some CAPK programs also maintain their own Facebook pages. The CAPK Food Bank was the first of CAPK's programs to launch its own Facebook page. That page has been instrumental in promoting the Food Bank's many efforts to raise awareness of food insecurity, advocate for hunger relief, and to promote healthy eating and healthy lifestyles. CAPK also has a dedicated YouTube channel that features public service announcements that promote agency events, programs, and services, instructions on how to prepare healthy snacks and meals with fresh fruits and produce, etc. In addition, the public may access the 2-1-1 Kern resource directory at no charge on the CAPK Web site.

CAPK works with many public agencies and nonprofit organizations which provide referrals to CAPK's programs and resources that enable the programs to effectively reach and serve individuals and families in need of services.

CSBG-Funded Programs:

The CAPK Food Bank partners with many public and nonprofit social services agencies as well as faith-based organizations in Kern County to distribute emergency food, provide nutrition education, information on health issues, SNAP/CalFresh benefits and enrollment, and other available services.

Examples of agencies who have participate in community partnerships with CAPK include Kern Health Systems; National Health Services, Inc.; Kern County Public Health Services Department; Planned Parenthood; California Veterans Assistance Foundation; Kern County Children's Dental Health Network; Boys and Girls Club; America's Job Center/ETR; Delores Huerta Foundation; Golden Empire Transit; Stay Focused Ministry; Bakersfield Homeless Center; Girl Scouts; CAPK Head Start/Early Head Start; 2-1-1 Kern County; CAPK WIC; State of California, Employment Development Department; Bakersfield Association of Retarded Citizens (BARC); Greater Bakersfield Legal Assistance (GBLA); Santa Barbara Business College; Kern High School District's Career Resource Department; CAPK VITA; and Goodwill Industries of South Central California; and many more.

The Friendship House Community Center (FHCC) is located in southeast Bakersfield, one of the city's most economically depressed and underserved areas. The FHCC engages many community partners in its delivery of services to children, youth, and adults. Some of the FHCC's many partners include the Kern County Sheriff's Department, the Bakersfield Police Department, the Kern County Probation Department, the Kern High School District, Kaiser Permanente, PG&E, Aera Energy, and Chevron. The

FHCC provides after-school tutoring through an on-going partnership with the Bakersfield City School District and its tutoring service provider, teachers, school counselors, and parents.

The Friendship House Community Center is partnering with the Kern County Probation Department, the Kern County Sheriff's Department, and the Kern County Superintendent of Schools to provide gang prevention activities under the Justice Assistance Grant (JAG) Program. The goal of this program is to reduce school violence and juvenile delinquency. The Kern County Probation Department is the lead agency, and CAPK FHCC will provide *Aggression Replacement Training* (ART) to tier 2 and tier 3 students, and provide *Parents On A Mission* (POM) classes to the parents.

Also, through the Gang Prevention Program the FHCC partners with Bakersfield Safe Streets to assist with the facilitation of community peace walks and to participate in Call In Meetings for active gang members. These meetings are mandatory for gang members that are on probation or parole, and are also an opportunity for them to receive information on how to turn their lives around. Those facilitating the meetings include various law enforcement agencies such as the Bakersfield Police Department, the Kern County Sheriff's Department, and the FBI. The FHCC Gang Prevention Program assists by providing resources and information to the attendees. The FHCC may be the location of the next Bakersfield Safe Streets Gang Call In Meeting in 2015.

In addition, the FHCC was the host site for the Bakersfield Police Department's Valley Zone Community Meeting on April 6, 2015. The meeting was an opportunity for the Bakersfield Police Department to connect with the community to explain changes in the Police Department, and to address community concerns.

The Women, Infants and Children (WIC) Supplemental Nutrition Program provides nutrition education and food vouchers to income-eligible families (including pregnant and/or breastfeeding women) with children under 5 years of age. WIC also provides breastfeeding education and support. Services are provided in Kern County and the communities of Adelanto, Big Bear, Crestline, Needles, and Phelan in San Bernardino County.

The 2-1-1 Kern County helpline provides comprehensive information and referral services that link Kern County residents to community health and human services. 2-1-1 Kern County is AIRS accredited and the only live-answer information and referral service in Kern County that operates 24 hours a day, 7 days a week. The program is funded through a partnership of several agencies including United Way of Kern County, First 5 Kern, Kern County, Kern County Health Department, and CAPK (CSBG funds). In 2015, 2-1-1 Kern County will expand its services to answer 2-1-1 calls in Kings, Tulare, Merced, and Mariposa Counties.

The Shafter Youth Center (SYC) provides education and enrichment activities to low-income children and youth who live in and around the city of Shafter. The SYC has developed programs and partnerships with the City of Shafter, the Richland School District, the Girl Scouts, and the City of Shafter Police Activities League. The Shafter Youth Center provides activities such as the following:

- *A Life Interrupted*, presented by the Bakersfield Police Department for teens and older youth. The program is a sobering reality check on the consequences of driving drunk and includes a crash trailer with a vehicle that was involved in a fatal drunk driving accident
- Kern County Sheriff's Department provided training for teens on Internet safety.

- Kern County Sheriff's Department Search and Rescue Unit provided water safety instruction in swimming in natural water ways such as the Kern River.
- American Red Cross provided training on Disaster Preparedness and Basic First Aid.

Volunteer Income Tax Assistance (VITA) – Provides free tax preparation, e-filing, and EITC application assistance for income-eligible individuals and families throughout Kern County. Services are provided year-round.

Other CAPK programs (non-CSBG funded) include:
Head Start/Early Head Start - Provides comprehensive child education and development services, for income eligible children 0 to 5 years of age, as well as parent education and access to other supportive services for families of HS/EHS children. Options include center-based and home-based, an in-home child care option.

Energy - Provides weatherization and utility bill payment assistance to eligible low-income residents in Kern County.

Migrant Childcare Alternative Payment (MCAP) Program - Maintains a statewide child care program, with entry into the program available in six counties (Kern, Tulare, Kings, Fresno, Madera, and Merced) followed by assistance statewide. The mission of this program to provide migrant farmworker families with subsidized, quality child care that meets their needs provide children of migrant farm workers with a safe, nurturing, and educationally growing environment.

East Kern Family Resource Center – Provides services that assist low-income individuals and families residing in designated communities of east Kern County. The EKFRC primarily focuses on helping families with children who are at risk of abuse and neglect (referred by the Kern County Department of Human Services) and also prepares children to enter kindergarten through the School Readiness Initiative and Summer Bridge program. The EKFRC also provides direct family support services, parenting education, referrals to other services, if needed, and maintains an emergency supplies closet to help individuals and families in crisis with basic necessities such as food, clothing, blankets, bus passes, gas vouchers, diapers, and infant formula.

11. Linkages

Describe how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations.

CAPK collaborates with many other service/faith-based organizations, county and city departments that provide services throughout the community. CAPK's 2-1-1 Kern County helpline provides information, referrals, and follow-up with residents in need of human services. 2-1-1 Kern documents calls received for which call specialists were unable to provide referrals or information to the callers. CAPK uses both reports to identify existing needs and existing or potential gaps in services to determine programs. In addition, CAPK staff participates on many committees throughout the county that support or pertain to their specific program and targeted populations. These committees include the Head Start Community Committee, Kern County Homeless Collaborative, Kern County

Comprehensive Economic Development Strategy Committee, Workforce Investment Board, and the Kern County Voluntary Organizations Active in Disaster (KC VOAD). Participation in these committees provides valuable information on emerging and unmet needs, available services, and potential gaps in service.

12. Funds Coordination

Describe how CSBG funds will be coordinated with other public and private resources.

With over 800 employees, CAPK is one of the largest Community Action Agencies in California and one of the largest nonprofit organizations in Kern County. The agency administers over 50 separate grants and contracts each year. CSBG funds are used in two distinct categories. The primary use of CSBG dollars is to fund a centralized administrative support system for the various contracts and grants from which services are provided. CAPK's Finance Division's services include centralized auditing, payroll, accounts payable, and accounts receivable. The Human Resources Division, coordinates all recruiting, hiring, orientation, and benefits services for all CAPK staff. The Operations Division is responsible for facilities maintenance and repair, IT, business management, and safety. The Planning Research & Development Division coordinates all grant writing, resource development, strategic planning, outreach, and advocacy activities.

The second use of CSBG funds is for direct program support for the CAPK Food Bank, 2-1-1 Kern County, Shafter Youth Center, Friendship House Community Center, and VITA. Funds are allocated from CSBG for salaries to support program staff. This direct support allows for thousands of individuals and families to receive direct services and/or referral services.

As the Kern County's designated Community Action Agency, CAPK coordinates with over 600 social service agencies and private groups to provide services to the county's low-income residents.

13. Innovative Community and Neighborhood Initiatives (Including Fatherhood/Parental Responsibility)

Describe how your agency will use funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle which may include fatherhood and other initiatives with the goal of strengthening families and encouraging effective parenting. -.

Please select the community and neighborhood initiatives your agency will use to fulfill the purpose of this subtitle:

☐Fatherhood Strengthening Classes

☐Counseling
☒Non-court-ordered parenting classes
☒Co-parenting communication skills
☐Classes assisting incarcerated or recently paroled men
☐Job training and employment assistance
☐Other: Click here to enter text.
☐Other: Click here to enter text.
☐Other: Click here to enter text.

Narrative Response:

Head Start Family Services provide information, referrals, and resources to families in response to identified family goals. Workshops and one-on one coaching are offered that are based on parent/guardian needs such as financial education. Parent and Family Engagement in Head Start/Early Head Start is about building relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children. Head Start Program home visits coupled with parenting classes and other activities are designed to address the following outcome strategies: (1) decrease the rate of childhood illnesses; (2) decrease behavioral problems; (3) reduce interventions by child welfare, law enforcement, and the courts; and (4) decrease the use of tobacco and alcohol in families. Services provided by the CAPK family advocates include linkages to supportive services, transportation, parent education, access to no or low-cost health care and other services that will benefit the family.

CAPK's Migrant AP Childcare program alternative payment options for migrant farm workers with child care needs. To qualify for these child care services, parents must move or have moved within a 12-month period to find agricultural work. Families can register in any of six Central Valley counties and thereafter be eligible to receive child care services throughout the state. This unique regional program serves migrant farmworker families that earn at least 50 percent of their income from agricultural work. While participating in the program, migrant parents also receive information about child development, home safety, and the social service network of the county in which they are living or working. Family Advocates in each county provide referral services to participating families.

The Friendship House Community Center (FHCC) was the host site for the Bakersfield Police Department April 6, 2015, Valley Zone Community Meeting. The meeting was an opportunity for the Bakersfield Police Department to connect with the community to explain changes in the Police Department, and to address community concerns. The FHCC and SYC also participate in a gang prevention program which includes classes that help at-risk youths reduce their aggression through journaling (Aggression Replacement Therapy) and increases parental involvement and effective communication with their children (Parents on a Mission).

Another program offered at the FHCC, *Grow Fit*, involves children and their parents/ caregivers learning about nutrition and the importance of regular physical activities. The program also includes activities that include cooking classes that use produce grown in the FHCC community garden. At the end of the program, parents/caregivers are invited to a dinner which the children have prepared using fresh vegetables from the community garden. The children are encouraged to share with their parents/caregivers what they have learned about nutrition, gardening, cooking, and the program's physical activities.

STATE ASSURANCES

California State Law establishes assurances for the State and eligible entities. Provide narrative descriptions of how your agency is meeting each assurance.

California Government Code 12747 (a): Community action plans shall provide for the contingency of reduced federal funding.

On March 1, 2013, the federal government enacted sequestration, a series of automatic across-the-board cuts meant to reduce federal spending. As a result, CAPK instituted agency-wide measures to scale down and modify both administrative and programmatic staffing, activities, and services to meet the decreased funding. As difficult as these necessary actions were to implement, the reduced funding also acted as a catalyst for CAPK to re-examine its organizational structure, work more efficiently, and continue to move the agency forward on its mission and the Promise of Community Action. Reduced federal funding continues to be a serious consideration, CAPK is prepared take the following steps to address future budgetary reductions:

- Closely monitor all expenditures and limit spending to the most essential needs.
- Implement a hiring freeze for nonessential positions.
- Increase efforts to identify and seek funding from private and other nonfederal sources.
- Increase community partnerships to take advantage of in-kind and other shared resources.
- Decrease the number of hours of service provided by CSBG-funded programs.
- Review organizational structures of the agency and its individual programs and modify as necessary.
- Prioritize agency services provided to the low-income population based on community needs assessments.

California Government Code § 12760: Community action agencies funded under this article shall coordinate their plans and activities with other eligible entities funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) that serve any part of their communities, so that funds are not used to duplicate particular services to the same beneficiaries and plans and policies affecting all grantees under this chapter are shaped, to the extent possible, so as to be equitable and beneficial to all community agencies and the populations they serve.

CAPK collaborates with numerous other agencies within Kern County to share resources and to ensure that the needs of the community are being met. Agencies with whom CAPK has partnerships include the following:

- Kern Health Services
- Kern County AIDS Advisory Board
- Adult Viral Hepatitis Statewide Planning Group
- Turning Point Community Advisory Board
- CCICS Change Agent Group
- Kern County Homeless Collaborative
- HMIS Data Committee
- Kern County Mental Health Department/Substance Abuse System of Care
- California Association of Food Banks
- Nutrition Education Consortium WIC Central California Region
- California WIC Ambassadors
- Call to Action
- Get Moving Kern
- HealthyKern.org
- Kern County Breastfeeding Coalition
- Kern Comprehensive Cancer Awareness Partnership KCCAP
- Community Health Initiative
- Kern County Network for Children
- Early Childhood Council of Kern
- Kern County Comprehensive Economic Dev. Strategy Committee
- United Way of Kern County
- California Endowment
- First5 Kern
- California Community Economic Development Association
- California Department of Public Health
- Feeding America
- Golden Empire Transit
- Greater Bakersfield Chamber of Commerce
- Kern Community Foundation
- Kern County Employers' Training Resource/America's Job Center
- Kern County Fair
- Kern County Hispanic Chamber of Commerce
- Kern County Mental Health Department
- Kern County Department of Public Health Services
- Kern County Veterans Stand Down
- Kern Food Policy Council
- National and California Community Action Partnership Associations
- National and California Head Start Associations
- National and California WIC Associations
- San Joaquin Valley Community Reinvestment Act Collaborative

- West Side Community Resource Center
- Mountain Communities Healthy Start Family Resource Center
- Indian Wells Valley Family Resource Center
- Kernville Family Resource Center
- Building Healthy Communities Kern County
- Clinica Sierra Vista
- College Community Services
- CSO Bakersfield and CSO Lamont
- Ebony Counseling Center
- Turning Point
- Westcare Outpatient
- Casa Serena
- Jason's Retreat
- Capistrano Mothers Home
- Genesis NAPD
- Aegis

California Government Code §12768: Migrant and Seasonal Farmworker (MSFW) entities funded by the department shall coordinate their plans and activities with other eligible entities funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries. If your agency is not an MSFW entity, please write "not applicable".

Not Applicable

INDIVIDUAL AND COMMUNITY ELIGIBILITY REQUIREMENTS

Describe how your agency verifies participant income eligibility:

☒ Pay Stubs

☒ Social Security Award Letters

☒ Bank Statements

☒ Tax Statements

☒ Zero-income Statements

☒ Unemployment Insurance Letters

☒ Qualification for other need-based program, describe

Recipient of Public Assistance verified by DHS Passport to Service

☒ Other, describe:

Foster Care Documentation- IEP/IFSP W-2 Employer Statement Child Support Documentation Documentation of Homeless as defined by the McKinney-Vento Homeless Act

Income eligibility for general/short term services: For services with limited in-take procedures (where individual income verification is not possible or practical), describe how your agency generally verifies income eligibility for services? An example of these services is emergency food assistance.

Individuals and families that receive emergency food assistance through the CAPK Food Bank are asked to self-certify their income. Twice each year, CAPK Food Bank staff conduct a survey of a sample of individuals and families at over 110 USDA distribution and pantry sites in Kern County. Many of the distribution locations are in rural and remote communities and are typically operated by only a few volunteers at each site. These volunteers are busy distributing the food and generally do not have the time to administer the surveys. CAPK VITA, Energy, Head Start, and Migrant AP Childcare programs each have income verification systems in place that require specific documentation to verify income eligibility.

Community-targeted services: For services that provide a community-wide benefit (e.g. development of community assets/facilities; building partnerships with other organizations), describe how your agency ensures the services target low-income communities?

CAPK's outreach and advocacy unit is the agency liaison with news media and the general public. This unit promotes agency events and programs, raises awareness, and provides information relevant to low-income communities. The unit also networks with other organizations to build and strengthen partnerships and collaborative efforts to effectively and efficiently serve CAPK's target population. The CAPK website, Facebook page, Twitter, Instagram, LinkedIn, YouTube channel, e-mail, mailings, press releases, PSAs, billboards, newspapers, pamphlets, newsletters, and annual reports are vehicles used to provide information to the public, policymakers, CAPK employees, community partners, volunteers, funding sources, and clients.

MONITORING AND EVALUATION

CSBG eligible entities are required to be actively involved in the evaluation of your community action programs. Provide a narrative description of the specific method(s) of evaluation, frequency, and monitoring conducted that ensures high standards of program and fiscal performance.

1. Describe your methods for evaluating programs and services.

Program evaluation is conducted by completing the National Performance Indicators. Program services are compared to performance measurement standards, scope of work, and budget. Some programs may also conduct pre- and post-program assessments and/or customer satisfaction surveys.

Monitoring and evaluation are focused in two areas; programmatic and financial. Program monitoring and evaluation are components in each of the agency's grants which allow staff to track and measure program performance, document achievements, and compare with stated program goals and objectives. Each program has its own method of collecting data, as required by the grant, to document outcomes, identify strengths and challenges, and to address issues that arise during the program's duration. Program budgets are also reviewed regularly by the CAPK division directors to ensure that the budgets are not exceeded and that expenses are necessary and reasonable.

2. Describe the frequency of evaluations conducted.

Evaluations are conducted as interim and annual NPI reporting and as required by contracts, agreements, and MOUs for each program. Evaluations are documented and analyzed to identify each program's strengths and challenges and used as a management tool to determine if and what changes could be implemented to ensure positive and meaningful outcomes

3. Describe specific monitoring activities and how they are related to establishing and maintaining the integrity of the CSBG program.

Division directors and program managers monitor at the program level to ensure contract compliance and fidelity to established performance standards. Outcome indicators are collected from each program as of 2013 for compliance with State NPI reporting and Results Oriented Management and Accountability (ROMA) standards.

DATA COLLECTION

The success of the CSBG Network relies heavily on the quality and relevance of data collected on individuals and families served. To comply with the requirements set forth by OCS with the State and Federal Accountability Measures, provide a narrative description on your agency's data collection and reporting process. Explain how your agency ensures accurate data is collected and reported on ALL agency activities, not just CSBG funded activities. Describe the system(s) your agency has in place to ensure accuracy, review the data prior to submission to the State, and how the data is used, analyzed and acted on to improve agency programs and services.

Describe the data collection process.

CAPK's CSBG-funded programs use a number of tools to collect, track, and record services rendered as well as performance outcomes. Individual grants often require use of specific software to track program services, CAPK has developed databases to summarize individual program performance into a uniform data collection system which is used to submit CSBG reports to CSD.

CAPK manages a diverse array of programs; consequently, data collection tools are just as diverse. Some programs have multiple funders that require use of specific software; other funders require programs to input data using online. CAPK reports on 28 of CSD's NPI indicators; many programs report on several different indicators; and some indicators have as many as five programs reporting on one projection. To ensure consistency with such a wide variety of reporting tools and to monitor progress towards CAPK's NPI projections, the agency has developed a program matrix tool for data collection. The matrix tool documents projections and progress by each program and the projections and progress by each NPI. The matrix tool is further broken down by program where several programs can report on the same indicator and program staff members can see their own progress to their own projections at 6- and 12-month intervals.

The matrix tool is disseminated to division directors and program managers four weeks prior to the end of the reporting period. After the end of the reporting period, each program creates an NPI indicator report documenting their outcomes on the matrix tool and returning the tool to the Director of Family, Youth & Community Services. All programs reporting on projections are required to submit the reports used to obtain the NPI projections as backup documentation.

To ensure that the supporting documentation is accurate, CAPK has implemented quality assurance and retention plans. The Director of Family, Youth & Community Services is responsible for collecting, maintaining, and verifying documentation used to substantiate the program and aggregate totals reported for each CSBG NPI. The supporting documents are stored at CAPK's main office and are easily accessible for review. Reporting and monitoring procedures are reviewed on an ongoing basis to ensure appropriate controls are in place at the program and aggregate reporting level.

Describe the data reporting process.

CAPK reports results through National Performance Indicators.

The Director of Family, Youth & Community Services prepares and submits CSBG reports.
Reporting and monitoring procedures are reviewed on an ongoing basis to ensure appropriate controls are in place within individual reporting programs.

Program managers are required to submit their reports by e-mail and submit all backup documentation to the Director of Family, Youth & Community Services no more than one month after the end of the reporting period. The data collected is aggregated for each indicator reported on. Final totals are entered into the required forms and submitted by email to Community Service and Development, CSBG unit. The data is audited for any errors and/or inconsistencies are corrected if needed.

Training on reporting procedures for program staff are conducted at regularly scheduled intervals and prior to reporting dates. Training notifications are sent to Directors and Program Managers four weeks before the end of the reporting period. Training sessions include a review of the indicators,

requirements of the indicators, copies of the program matrix tool showing each programs goals and if applicable, the 6-month reported projections followed by a question and answer forum. Staff members who need additional help may schedule for a one-on-one meeting with the Director of Family, Youth & Community Services.

Describe how the data is used, analyzed and acted on to improve agency programs and services.

The CAPK Finance Division monitors and evaluates each program's fiscal performance based on the program's budget and contractual requirements. CAPK Program Managers or Division Directors initiate request for expense reports, including staffing, operating costs, check requests, purchase order, etc. The Finance Division prepares monthly financial statements which are presented monthly to the Board of Directors. The Finance Division is responsible for submitting financial statements to CSD. The Finance Division also coordinates various program audits, as required, and the annual, single, agency-wide audit by an independent certified public accounting firm.

The Director of Family, Youth & and Community Services periodically monitors CAPK's CSBG-funded programs to ensure timeliness and accuracy of data and will correct any errors and/or inconsistencies, if needed.

Data from CSBG reports are used to identify how many customers have been served, measure performance, included in grant proposals to describe the populations CAPK serves, program planning and evaluation, staffing decisions, and updates to the Board of Directors. Data is used by individual programs to determine client eligibility and compliance with state and federal requirements. The data is also reviewed to ensure program efficiency and to evaluate budgetary needs for future services.

CSBG/NATIONAL PERFORMANCE INDICATORS (NPI) CAP PROJECTIONS

The Office of Community Services (OCS) published CSBG IM #152 Annual Report on January 19, 2017. The CSBG Annual Report replaces the current CSBG IS and includes an updated set of CSBG outcome measures that will replace the current NPI structure. CSBG Eligible Entities will begin data collection with the new structure beginning October 2017. As more information is gathered CSD will ask agencies to complete their projections in accordance with the new outcome reporting structure.

APPENDICES (OPTIONAL)

All appendices should be labeled as an appendix (i.e., Appendix A: Community Survey Results) and submitted with the CAP.

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[9] Economic Policy Institute, Poor People Work, Economic Snapshot, 2013 Data; Elise Gould, May 19, 2015 http://www.epi.org/publication/poor-people-work-a-majority-of-poor-people-who-can-work-do/
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COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Leslie Mitchell, Administrator of Education and Support Services

Date: June 28, 2017

Subject: *Agenda Item VI(e): 2017-2018* Early Head Start and Head Start School Readiness Goals - **Action Item**

The Head Start / State Child Development division develops yearly School Readiness goals using our end of the year data to implement high quality instruction and care. The School Readiness Goals drive and strengthen our educational year by offering strategies to our families and teaching staff who work with children to create developmental learning outcomes.

The goals are divided into five domains that are aligned with the Desired Results System and the Head Start Early Learning Outcomes. The domains are: Approaches to Learning, Social Emotional Development, Language Literacy Development and Physical Development. In order to ensure children's success, each center, partnership, and home based educator will receive a copy for implementation. The School Readiness Goals are attached for your review and approval.

Recommendation:

Staff recommends the Board of Directors approve the 2017-2018 Early Head Start and Head Start School Readiness Goals.

Attachment: 2017-2018 Early Head Start and Head Start School Readiness Goals

Community Action Partnership of Kern

Head Start/ State Child Development



Head Start/ Early Head Start School Readiness Goals 2017-2018

Policy Council Approval

June 29, 2017

Board of Directors Approval

June 28, 2017

SCHOOL READINESS PLAN 2017-2018

HEAD START AND STATE CHILD DEVELOPMENT EDUCATION DIVISION

OVERVIEW

Program staff will support Early Head Start and Head Start in the effort to improve outcomes for children, and to strengthen school readiness for children and families. We will implement this by following Head Start Early Learning Outcomes Framework (HSELOF), Parent, Family and Community Engagement Framework, California's Early Learning Development System, and child data sources from screenings and assessments. The HSELOF foundations written for each of the domains based on research and evidence and enhanced with expert practitioners' suggestions and examples; their purpose is to promote understanding of children's learning and to guide instructional practice. Teachers, administrators, parents, and policymakers will use the HSELOF as a springboard to augment efforts to enable all young children to acquire the competencies that will prepare them for success in school.

Our School Readiness goals are developed by using current data and ongoing child assessments that include the *DRDP 2015, A Developmental Continuum from Early Infancy to Kindergarten Entry,* implemented into the classroom during 2016-2017 school year. The primary goals were determined by analyzing and comparing children's data from the Spring Assessment (2016-2017), which aggregated all three (3) assessment periods (Fall, Winter & Spring). School Readiness Goals will reflect successful learning across five key areas of learning and development; Approaches to Learning, Social Emotional Development, Language and Literacy, Cognition, and Perceptual Motor and Physical Development.

Program staff will work in partnership with families to support Parent, Family and Community Engagement Outcomes that supports school readiness goals. The partnership between parents and Head Start/Early Head Start staff is fundamental to children's current and future success in school readiness and beyond.

Our Program and partnerships will continue to research and remain abreast on the most up-to-date information on school readiness for ***Early Head Start, Head Start, and Home-Based option.*** We will individualize plans for each child with input from Family Services and our Local Education Agencies. The School Readiness Plan will be used to help identify training topics to support professional development. Training will be offered during pre-services and throughout the upcoming program year.

BACKGROUND

Data Aggregation is the key element to ensure good practices when designing or identifying program improvement. Head Start / State Child Care have utilized the following data sources: ChildPlus Net, Developmental Brigance Screening; ASQ-3, ASQ: SE-2, Child Care Results, Desired Results Developmental Profile (2015), CLASS, ECERS, and ITERS.

Recognizing that collaboration is vital for children's success, the following representatives analyzed, planned, reviewed and shared their recommendations for the development of the Early Head Start & Head Start School Readiness Goals:

Phase One: April 2017
2017-2018 School Readiness Goals Data Aggregation and Analysis.

Phase Two: May 02, 2017
2017- 2018 Collaborative School Readiness Meeting

Phase Three: May 04, 2017
2017- 2018 School Readiness Goal setting Collaborative Meeting

Phase Four: June 13, 2017
2017-2018 School Readiness Administration Team Review and Feedback

Phase Five: June 28, 2017
2017 – 2018 School Readiness Goals Board of Directors Approval

Phase Six: June 29, 2017
2017 – 2018 School Readiness Goals Policy Council Approval

Phase Seven:
July–November 2017 School Readiness Training and Implementation.

Framework for Effective Practice:
Supporting School Readiness for all Children

Parent, Family and Community Engagement



Head Start Early Learning Outcomes Framework
What Children Learn

	CENTRAL DOMAINS				
	APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/ TODDLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Mathematics Development	Perceptual, Motor, and Physical Development
			Literacy	Scientific Reasoning	

Early Head Start/Head Start
2017-2018 School Readiness Goals



Approaches to Learning – Self-Regulation

Goal: Children will exhibit increased skills in the area of approaches to learning, including improved attention.



Social and Emotional Development

Goal: Children will strengthen their skills in the area of social behavior, emotional regulation, and emotional well-being.



Language and Literacy Development

Goal: Children will demonstrate increased communication, language, and emergent literacy skills.



English Language Development

Goal: Children will demonstrate increased communication, language, and emergent literacy skills.



Cognition and General Knowledge (Including Math and Science)

Goal: Children will strengthen their skills in the area of cognition, including Math and Science.



Physical Development-Health

Goal: Children will display improved personal care routines.

Early Head Start

Approaches to Learning-Self-Regulation (ALT-REG):

Approaches to learning focus on how children learn. It refers to the skills and behaviors that children use to engage learning.

Goal: Children will demonstrate improved approaches toward learning, including improved attention skills, self-control and self-comforting.		
Objective: By Spring 2018, infants and toddlers will develop the capacity to pay attention to people, things and the environment. They will develop strategies for regulating feelings and behaviors and develop the capacity to comfort or sooth self.		
Young Infants: 70% will be at the "Responding Later" level or above in Measure ATL-REG 1: Attention Maintenance	**Older Infants:** 80% will be at the "Exploring Earlier" level or above in Measure ATL-REG 5: Self-Control of Feelings and Behavior	**Toddlers:** 60% will be at the "Exploring Later" level or above in Measure ATL-REG 2: Self-Comforting
Family Engagement Outcome: Families as Lifelong Learners and Educators	**Objective:** By Spring 2018, families will have increased understanding to support their child's Approaches to Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.	

Effective Teaching Strategies	Effective Family Activities
Caregivers will: • Provide a variety of toys, materials to explore • Play simple games that involve repetition such as peek a' boo • Observe and identify what children's interest are and bring attention to it and minimize loud noises or background music • Stay within close proximity to children and gently separate them if they interact too roughly. Take their hands and show them how to be gentle • Provide peaceful places where children can be alone • Guide and support children through emotional difficulties	**Families will:** • Play simple games such as peek a' boo, etc. • Sing simple songs such as Rock-A-Bye Baby, Pinpon (Spanish), etc. • Introduce a variety of indoor and outdoor items to babies such as rattles, balls, trees, etc. • Keep a consistent routine for example feeding, napping and bath time at the same time • Have available, familiar comfort items for children • Acknowledge self-soothing behavior that children prefer such as patting their back, read a book, sing a song, a pacifier • Be available to comfort them

Head Start

Approaches to Learning-Self-Regulation (ALT-REG):

Approaches to learning focus on how children learn. It refers to the skills and behaviors that children use to engage learning.

<table>
<tr><td colspan="3">Goal:
Children will demonstrate improved approaches toward learning, including improved attention skills.</td></tr>
<tr><td colspan="3">Objective:
By Spring 2018, children will develop the capacity to pay attention to people, things, or the environment when interacting with others or exploring play materials.</td></tr>
<tr><td colspan="2">3-year-olds: 80% will be at the “Exploring Later” level or above in Measure ATL-REG 1: Attention Maintenance</td><td>4-year-olds: 75% will be at the “Building Earlier” level or above in Measure ATL-REG 1: Attention Maintenance</td></tr>
<tr><td>Family Engagement Outcome:
Families as Lifelong Learners and Educators</td><td colspan="2"><u>Objective:</u>
By Spring 2018, families will have increased understanding to support their child's Approaches Toward Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.</td></tr>
<tr><td colspan="2">Effective Teaching Strategies</td><td>Effective Family Activities</td></tr>
<tr><td colspan="2"><u>Teachers will:</u>
Make allowances for children’s limited capacity to sit and maintain focused attention by planning brief large-group activities and longer periods of self-initiated activities.
Help children to manage complex tasks by breaking them down into simpler steps.
Supply plenty of play materials to increase exploration.
Help children sustain interest and attention while working on tasks by offering suggestions and using effective questioning techniques.
Help children sustain attention to tasks and offer projects for children to do over time.
Encourage children to ask questions to help, keep, and maintain their interest and attention. They will help them refine their questions and support them in finding answers.
Support the children's efforts during challenging tasks by providing specific, positive verbal feedback or will offer physical support while encouraging them to come up with their solutions.
Rotate materials regularly to maintain children's interest and attention. They will provide materials that build on those already familiar to the children from their home that will help support the children's true cultural identity in the classroom that will then contribute to maintaining their attention.</td><td><u>Families will:</u>
Help guide their preschoolers in doing explorations to help keep their attention and interest in the world around them such as in an outdoor environment, e.g. going to the park.
Initiate and engage with their children by using Ready Rosie games and activities at home.
Engage their preschoolers with simple board games or 10 piece+ puzzles at home and help encourage them by playing alongside them until they finish the puzzle or game.
Establish distinct boundaries for children at home who need support to focus (e.g., use freestanding cardboard dividers for table activities and colored tape to divide workspace and play space on the floor) and by limiting the number of choices the children are given at one time.</td></tr>
</table>

Early Head Start

Social and Emotional Development (SSD):

Positive social and emotional development in the early years provides a critical foundation for lifelong development and learning.

Goal: Children will demonstrate improved social behavior, emotion regulation, and emotional well-being.		
Objective: By Spring 2018, infants and toddlers will develop close relationships with familiar adults and show awareness of self as distinct from others.		
Young Infants: 70% will be at the "Responding Later" level or above in Measure SED 4: Relationships and Social Interactions with Peers	**Older Infants:** 80% will be at the "Exploring Earlier" level or above in Measure SED 1: Identity of Self in Relation to Others	**Toddlers:** 65% will be at the "Exploring Later" level or above in Measure SED 1: Identity of Self in Relation to Others
Family Engagement Outcome Families as Lifelong Learners and Educators	**Objective:** By Spring 2018, families will have increased understanding to support their child's Social Emotional Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.	

Effective Teaching Strategies	Effective Family Activities
Caregivers will: • Place infants within proximity of other children. • Read, sing, and talk in small groups. • Place photos of familiar adults in the classroom. • Create photo albums of children and familiar adults. • Chant songs with child's/children's names • Develop conversation regarding family members during daily activities	**Families will:** • Respond to children when in need • Hold and connect with children through talking, singing and looking at each other • Include children in social interactions with other people • Look together at child's and family members pictures • Play and have fun with children every day

Head Start

Social and Emotional Development (SSD):

Positive social and emotional development in the early years provides a critical foundation for lifelong development and learning.

<table>
<tr><td colspan="3">Goal:
Children will demonstrate improved social behavior, emotion regulation, and emotional well-being.</td></tr>
<tr><td colspan="3">Objective:
By Spring 2018, children will develop an understanding of people's behaviors, feelings, thoughts, and individual characteristics.</td></tr>
<tr><td colspan="2">3-year-olds: 80% will be at the “Exploring Later” level or above in Measure SED 2: Social and Emotional Understanding</td><td>4-year-olds: 80% will be at the “Building Earlier” level or above in Measure SED 2: Social and Emotional Understanding</td></tr>
<tr><td>Family Engagement Outcome
Families as Lifelong Learners and Educators</td><td colspan="2"><u>Objective:</u>
By Spring 2018, families will have increased understanding to support their child’s Social Emotional Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.</td></tr>
<tr><td colspan="2">Effective Teaching Strategies</td><td>Effective Family Activities</td></tr>
<tr><td colspan="2"><u>Teachers will:</u>
• Guide and coach children's behavior by using a positive and respectful phrasing and tone to prompt problem-solving.
• Give brief instructions and reminders.
• Model behavior and attitudes that are warm, respectful, and caring.
• Label children’s displayed emotions such as feelings of upset, sadness, and other emotions.
• Prompt and guide desired behavior by suggesting specific, verbal statements or actions that may help another child in distress.
• Read and tell stories that include characters who display different emotions, as well as the caring responses of others, i.e. The Runaway Bunny.
.</td><td><u>Families will:</u>
• Share stories with your child about what they were like as a child and the ways that you have changed and grown.
• Read a story to your children, talk about what the characters might be feeling and why they have the displayed emotions.
• Start an individual good-bye ritual with your child (e.g. a hug, kiss or special words followed by a wave at the window) when you leave. A predictable routine is reassuring and makes the transition easier.
• Model behavior and attitudes that are warm, respectful, and caring.</td></tr>
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Early Head Start

Language and Literacy Development (LLD)

Communication is fundamental to the human experience, and language and literacy are essential to children's learning.

Goal: Children will demonstrate improved communication, language, and emergent literacy skills.		
Objective: By Spring 2018, infants and toddlers will engage in back-and-forth communication that develops into increasingly extended conversations.		
Young Infants: 70% will be at the "Responding Later" level or above in Measure LLD 4: Reciprocal Communication and Conversation	**Older Infants:** 80% will be at the "Exploring Earlier" level or above in Measure LLD 4: Reciprocal Communication and Conversation	**Toddlers:** 60% will be at the "Exploring Middle" level or above in Measure LLD 4: Reciprocal Communication and Conversation
Family Engagement Outcome Families as Lifelong Learners and Educators	**Objective:** By Spring 2018, families will have increased understanding to support their child's Language and Literacy in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.	

Effective Teaching Strategies	Effective Family Activities
Caregivers will: • Use self and parallel talk during daily routines • Use simple songs, familiar rhymes, books throughout the day to build on language. • Acknowledge children's attempts to communicate • Allowed children time to respond to increase complex language. • Use clear and simple words to identify objects during in/outdoor activities, routines. • Use repetition/extension strategies for older infants to validate thoughts, actions & vocabulary. • Prompt children in simple conversations by expressing own feelings, thoughts, and ideas to others.	**Families will:** • Read and share stories with your baby • Imitate children's cues and sounds to encourage verbalization. • Talk to your child about things you are doing (I'm preparing your bottle, I'll be right there) • Point to and describe items in the home environment. • Ask simple questions during normal simple routines. (Ex. are you ready for you nap?) • Include children in your daily conversations

Head Start

Language and Literacy Development (LLD):

Communication is fundamental to the human experience, and language and literacy are essential to children's learning.

Goal:

Children will demonstrate improved communication, language, and emergent literacy skills

Objective:

By Spring 2018, children will show an increasing awareness of letters in the environment and their relationship to sound, including understanding that letters make up words and show an increasing awareness of the sounds that make up language.

3-year-olds: 80% will be at the "Exploring Later" level or above in Measure LLD 9: Letter and Word Knowledge	4-year-olds: 80% will be at the "Building Earlier" level or above in Measure LLD 8: Phonological Awareness

Family Engagement Outcome	Objective:
Families as Lifelong Learners and Educators	By Spring 2018, families will have increased understanding to support their child's Language and Literacy in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies

Teachers will:

- Sing the alphabet song and integrate with previous knowledge by asking how and why questions. The teacher can classify and compare what sounds the letters make.
- Focus on letters as part of meaningful activities throughout the day that are relevant to the children (Ex. You may say, "That word begins with the first letter of your name Ray. It starts with the letter R.) The above could be used as a learning transition activity.
- Use labels in the classroom to help the children recognize print in their everyday lives such as numbers, letters, their name, words and familiar logos and signs.
- Use a high-level language, back-and-forth exchanges, and asking questions that require more than a one-word response.
- Encourage sensory inquiry with the letters of the alphabet. Probe, inspect, and analyze letters of the alphabet in a variety of ways and outlets, including but not limited to salt trays, magnetic letters, felt letters, or by forming letters with their bodies will facilitate opportunities to scaffold, and expand, and prompt the thought process.
- Place sentence strips around the room and reference letters and words throughout the day. Teachers can focus on Quality of Feedback, Language modeling, and Concept Development.

Effective Family Activities

Families will:

- Discuss simple symbols in the environment. (Ex. McDonalds sign, stop signs, etc.)
- Discuss items on the shelf at stores.
- Sing simple songs and read simple nursery rhymes.
- Read and re-read your children's favorite books or books with rhymes in your home language and encourage your child to retell the story.
- Provide your children with opportunities to play word games that allow them to identify letters in your home environment such as "I Spy."
- Provide your children with opportunities to explore letters and sounds in your home. Point out labels on favorite containers, such as milk cartons, ketchup, cereal, etc.
- Expose your children to different types of literature in a long range of topics for them to gain understanding and receive meaning from stories and information from books such as magazines, cereal boxes, and other home items.
- Provide your children ample time to use writing materials and space and encourage them to draw and scribble stories.

Community Action Partnership of Kern

Head Start/ State Child Development



Head Start
English Language Development

Children who are dual language learners (DLLs) need intentional support for the development of their home language as well as for English acquisition.

Goal: Children will show increasing understanding that print in English carries meaning.	
Objective: By Spring 2018, three-year-old children will demonstrate an understanding that English print consists of distinct letters with names in English. By Spring 2018, four-year-old children will identify several English letters and recognizes their name in English print.	
3-year-olds: 75% will be at the "Developing English" level or above in Measure ELD 4: Symbol, Letters, and Print Knowledge In English	**4-year-olds:** 70% will be at the "Building English" level or above in Measure ELD 4: Symbol, Letters, and Print Knowledge In English
Family Engagement Outcome: Families as lifelong learners and Educators	Objective: By Spring 2018, families will have increased understanding to support their child's English Language Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies	Effective Family Activities
Teachers will: • Engage in conversations with children, using back and forth exchanges • Map your actions and give descriptions of objects, activities or events with language • Use different types of words and grammar while implementing expressive and receptive English • Provide children with written names of objects or actions in all learning areas in the classroom • Engage in activities or objects that are related to children's lives and that connect to the real world • Use books to engage children's participation using open-ended questions and often repeat or extend their responses • Introduce objects that spark conversations and encourage analysis and reasoning • Expose children to daily music activities expanding their vocabulary • Use gestures, movements, and signs using a variety of words	Families will: • Read a book to your child and then ask to look at the pictures to tell you her/his favorite part • Print your child's name on a piece of cardboard. Help her glue yarn, beans or pasta over letters. Name each letter of his/her name • Teach your child a song you remember from your childhood. Sing it together and add hand motions. Ask your child to teach you a song from school • Look around your home for items that begin with the first letter of his/her name. Count how many your child can find • Go to story time at the library and check out a new book to read together in English and home language • Review the colors with your child and have him/her point out objects while saying the color • Help your child cut out pictures of animals from old magazines and name each one as you glue them onto a piece of paper in English and home language • Look at old photographs of your family and talk about them. Help your child write the names of family members on a piece of paper

Early Head Start

Cognition, Including Math and Science (COG):

Cognitive development includes reasoning, memory, problem-solving, and thinking skills that help young children understand and organize their world. From preschoolers, this evolves into complex mathematical thinking and scientific reasoning.

Goal:
Children will demonstrate improved general cognitive skills.

Objective:
By Spring 2018, infants and toddlers will develop an understanding of number and quantity.

Young Infants:	Older Infants:	Toddlers:
65% will be at the "Responding Later" level or above in Measure COG 3: Number Sense of Quantity	80% will be at the "Exploring Earlier" level or above in Measure COG 3: Number Sense of Quantity	60% will be at the "Exploring Later" level or above in Measure COG 3: Number Sense of Quantity

Family Engagement Outcome Families as Lifelong Learners and Educators	<u>Objective:</u> By Spring 2018, families will have increased understanding to support their child's Cognition in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies	Effective Family Activities
<u>Caregivers will:</u> • Provide a variety of materials for child to grasp • Provide time for child to explore materials • Sing songs and rhymes that incorporate numbers • Use number words (one, two, or three) to label objects for example "you are playing with two balls" "I am giving you more milk." • Model comparison vocabulary for example, more, less, fewer, least, same as, and equal • Use everyday activities for opportunities to count for example, "I wonder how many children are here today, let's count." • Read stories that include numerals and items to count • Provide opportunities for children to count up to 3 items with one to one correspondence	<u>Families will:</u> • Use simple songs, fingerplays, and chants to encourage number sense. • Provide your child with opportunities to explore items in their environment such as plastic cups, plates, lids and other easy to grasp items • Use everyday routines for counting opportunities for example, "one arm, two arms" while helping your child dress. • Incorporate the sign "more" for a specific item served for dinner, for example, if you give your child a carrot on their plate, you can ask "would you like more?" Your child can respond with the-sign for more or the word more • Provide opportunities to count a small quantity of items for example 3 blocks • Develop rituals that include numbers for example "counting our eyes and toes at bath time."



Head Start

Cognition, Including Math and Science (COG):

Cognitive development includes reasoning, memory, problem-solving, and thinking skills that help young children understand and organize their world. From preschoolers, this evolves into complex mathematical thinking and scientific reasoning.

<table>
<tr><td colspan="3">Goal:
Children will demonstrate improved general cognitive skills.</td></tr>
<tr><td colspan="3">Objective:
By Spring 2018, children will show understanding of how objects move in space or fit in different spaces.</td></tr>
<tr><td colspan="2">3-year-olds: 80% will be at the “Exploring Later” level or above in Measure COG 1: Spatial Relationships</td><td>Four-year-olds: 80% will be at the “Building Earlier” level or above in Measure COG 1: Spatial Relationships</td></tr>
<tr><td>Family Engagement Outcome
Families as Lifelong Learners and Educators</td><td colspan="2"><u>Objective:</u>
By Spring 2018, families will have increased understanding to support their child’s Cognition in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.</td></tr>
<tr><td colspan="2">Effective Teaching Strategies</td><td>Effective Family Activities</td></tr>
<tr><td colspan="2"><u>Teachers will:</u>
• Encourage children to play with shape puzzles and sorters
• Use music and movement to teach spatial awareness, e.g. “You’re waving the streamer above your head? Can you make it go behind you? Now wave it beside you.”
• Use spatial words and point out spatial relationships, e.g. “Can you please put all the markers in the box?” “I see you put the beanbag on your head.”
• Play games that give specific directions like Simon Says, e.g. “Stand up and stretch your arms to the sky.”
• Encourage children to fill different spaces, e.g. sand and water tables.
• Encourage children to ride or run around objects on the playground.
• Encourage children to build towers with blocks.</td><td><u>Families will:</u>
• Play simple games like Simon Says
• Encourage children to work puzzles
• Read stories that use position words (e.g., up and down,)
• Build geometric vocabulary by using objects, e.g. “A cylinder is like a can. A sphere is like a ball, and a square is like the side of this box.”
• Encourage children to make three-dimensional shapes with play dough or clay.</td></tr>
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Early Head Start

Physical Development-Health (PD-HLTH):

Perceptual, motor, and physical development is foundational to children's learning in all areas because it permits children to explore fully and function in their environment.

Goal: Children will demonstrate improved personal care routines.		
Objective: By Spring 2018, infants and toddlers will increase proficiency in fundamental locomotor skills, refine the ability to participate in and take responsibility for dressing self, and show awareness of safety.		
Young Infants: 80% will be at the "Responding Later" level or above in Measure PD-HTH 2: Gross Locomotor Movement Skills	**Older Infants:** 80% will be at the "Exploring Earlier" level or above in Measure PD-HTH 8: Personal Care Routines: Dressing	**Toddlers:** 60% will be at the "Exploring Later" level or above in Measure PD-HTH 5: Safety
Family Engagement Outcome Families as Lifelong Learners and Educators	**Objective:** By Spring 2018, families will have increased understanding to support their child's Perceptual Motor and Physical Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.	

Effective Teaching Strategies	Effective Family Activities
Caregivers will: • Provide daily tummy time opportunities • Provide opportunities for movement and active play indoor/ outdoor throughout the day • Provide opportunities to dress/undress dolls and themselves • Read books about safety • Ensure environment is safe and explain cause and effect of dangerous situations • Encourage children to follow adult guidance about basic safety practices	**Families will:** • Provide your baby opportunities to move • Sing interactive songs like the "Elevator Song." • Allow your child to dress him/herself and make it fun • Promote positive health and safety practices by establishing rules for eating in a designated place • Ensure car seat is used when riding in a car • Engage your child in Ready Rosie activities.

Head Start

Physical Development-Health (PD-HLTH):

Perceptual, motor and physical development are foundational to children's learning in all areas because it permits children to explore fully and function in their environment.

Goal: Children will demonstrate improved personal care routines.	
Objective: By Spring 2018, children will demonstrate increasing precision, strength, coordination, and efficiency when using muscles of the hand. Children will move their body and interact with the environment, demonstrating a growing awareness of own physical effort, body awareness, spatial awareness, and directional awareness.	
3-year-olds: 80% will be at the "Exploring Later" level or above in Measure PD-HLTH 4: Fine Motor Manipulative Skills	**4-year-olds:** 80% will be at the "Building Earlier" level or above in Measure PD-HLTH 1: Perceptual-Motor Skills and Movement Concepts
Family Engagement Outcome: Families as Lifelong Learners and Educators	<u>Objective:</u> By Spring 2018, families will have increased understanding to support their child's Perceptual Motor and Physical Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies	Effective Family Activities
<u>Teachers will:</u> • Will introduce songs or games that require movement of specific body parts, e.g. 'Hokey Pokey.' • Will play games that require the body to start and stop, e.g. 'Freeze Dance.' • Will arrange obstacle courses that require children to change direction quickly. • Will provide activities that require precision and hand-eye coordination, e.g. beading or lacing activities. • Will provide activities that require children to manipulate objects with one hand while stabilizing the objects with the other, e.g. Holds play dough with one hand while cutting it with a wooden knife.	<u>Families will:</u> • Can encourage children to button or snap items on clothing themselves. • Can play games as a family, e.g. Hokey Pokey, Freeze Dance, and Simon Says. • Can encourage children to match and roll socks and fold towels. • Can encourage children to use words to identify or describe their body parts while completing personal-care routines. • Can encourage children to help around the house with activities such as putting away their toys, putting away groceries, sorting laundry, or bringing dirty dishes to the sink.

Professional Development Opportunities



Objective	Persons Responsible	Timelines	Supporting Documents	Action Steps Training and Resources
Teaching and Learning Mentoring-Coaching Support teaching staff to promote effective teaching practices and ensure curriculum is implemented to fidelity, to strengthen CLASS with the emphasis on language and literacy activities for home and school.	Administrator of Education and Support Services Education Coordinators Mentor Coaches Data Analyst Center Directors Teaching Staff Home Base Supervisors and Educators	August 2017 March 2018	Language and Literacy Data Outcomes English Language Development (ELD) Data Outcomes CLASS Data Outcomes ECERS/ITERS Data Outcomes Curriculum Monitoring Tool Curriculum Mentoring Fidelity Tool Teacher Learning and Collaborating Practice Based Coaching DRDP 2015	Creative Curriculum and ELD implementation training Language and Literacy Foundations training Family Partnerships training with Language Literacy focus Teachers Learning and Collaborating HSELOF Training Infant- Toddler Environments CLASS Toddler
Support teaching staff by establishing a year-long professional development plan focused on CLASS, specializing in language and literacy development.	Administrator of Education and Support Services Education Coordinators Mentor- Coaches Data Analyst Center Directors Teaching Staff Home Base Supervisors and Educators	August 2017 July 2018	T/TA Support Plan Practice Based Coaching	Language Modeling and Conversations CLASS Responsiveness to dual language learners

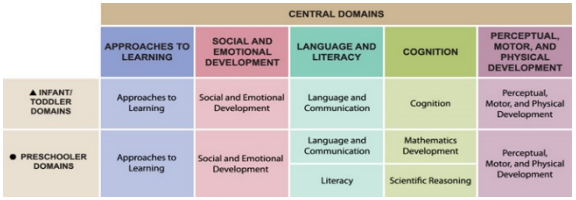
Objective	Persons Responsible	Timelines	Supporting Documents	Action Steps Training and Resources
Family Engagement Support parents in developing skills, attitudes, and behaviors that support early literacy development at home and school.	Family Engagement and Support Services Manager Family Education Coordinators Program Governance Coordinator Center Directors Family Service Workers Home Base Educators	August 2017	Ready Rosie Data VIP Parent Café Meeting and Regional Parent Committee (RPC)notes Parent Training & Workshops Pre/Post Parent Surveys	Ready Rosie Parent Training Curriculum VIP Parent Cafe Meeting/RPC Meetings focus on early literacy Parents Trainings & Workshops to identify how literacy activities support School Readiness Goals.
Health & Nutrition Support parents by promoting awareness of the importance of on-going hearing, vision, and dental checkups for children to develop sounds and the use of language. Support parents by introducing healthy diverse cultural foods to their children through menus, meals, activities, and literature. Encourage children to taste various texture foods and to learn words that describe what they are and how they taste.	CAS- Health Family Service Workers Center Directors Teaching Staff CAS-Nutrition Central Kitchen Staff Family Service Workers Center Directors Teaching Staff	August 2017 August 2017 Quarterly Meetings	Hearing, Vision and Dental ChildPlus Data VIP Parent Café Meeting/training sign in/out forms Parent Handbook Reminder Letters Nutritional Experiences Nutritional Advisory Committee Meetings VIP Parent Café Meeting Presentations Supporting Special Diets	VIP Parent Café Meeting handouts CHDP Periodicity Schedule for Health Assessment Requirements by Age Groups CHDP Provider List Dental Roster Nutrition Books Nutrition Pamphlets Nutrition Posters

Objectives	Persons Responsible	Timeliness	Supporting Documentation	Action Steps Training and Resources
Disabilities & Wellness Support parents and teaching staff by training and implementing the Screening Ages and Stages Questionnaires (*ASQ-3 & ASQ: SE-2*) to help identify children at risk for developmental/language delay which should be referred for further assessments by LEA. ASQ-3 *& ASQ: SE-2* will be used to identify children who do not meet the referral criteria, but scores are in the monitor areas of the ASQ-3 *& ASQ: SE-2*. Family Wellness will strengthen relationships between teacher and parent by implementing strategies to enhance/support social and emotional development for children with challenging behaviors.	Disabilities Specialists Family Service Workers Center Directors Teaching Staff CAS-Family Wellness Family Service Workers Center Directors Teaching Staff	August 2017 August 2017- July 2018	ASQ-3 Questionnaire Implement Teaching Pyramid ASQ-: SE-2 Questionnaire My Teacher Wants to Know Teacher Support Planning Sheet Family Wellness Screening	ASQ-3 & ASQ:SE-2 Trainings Onsite Teacher Support VIP Parent Café-Meeting ASQs Presentations Intra-agency Referral Daily Routine Wellness Survival Kit implementation
Data Analysis Data Analyst will support the Education Program Goals by providing detailed, aggregated DRDP reports at the Domain and Measure level. In addition to current support methods, the Data Analyst will provide ELD specific program reports, as well as IEP/IFSP DRDP program reports three times per year.	Data Analyst	December 2017 March 2018 May 2018	Child reports Group reports Administration reports Learning Genie	Export child information from ChildPlus Upload enrollments into DRDP tech Download DRDPtech child, group and administration report Export raw DRDP results from tech for DRDP measure-level admin reports

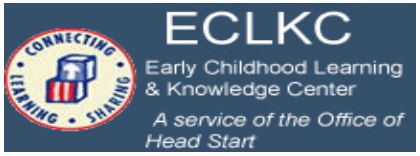
Resources:	*Data Aggregation:*
• Head Start Early Learning Outcomes Framework • California Infant/Toddler Learning & Development Foundations • California Infant/Toddler Curriculum Framework • California Preschool Curriculum Framework • California Preschool Learning Foundations • Parent, Family and Community Engagement Framework • Early Head Start/Head Start School Readiness Goals	• DRDP (2015) A Developmental Continuum from Early Infancy to Kindergarten Entry • CLASS • ITERS/ECERS • HOVRS

Professional Development:		
Training Opportunities	Onsite Coaching Opportunities	Printed Materials
• California's Early Learning Development Systems. • DRDP (2015) • CLASS • ITERS/ECERS • Creative Curriculum Systems and Fidelity • Partners for Healthy Babies • Program for Infant/Toddlers Care	• Educational Webinars • Practice Based Coaching • CLASS • ITERS/ECERS • Teachers Learning and Collaborating	• Management Bulletins • School Readiness Goals • School Readiness Timelines • CLASS tips





	CENTRAL DOMAINS				
	APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/ TODDLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Mathematics Development	Perceptual, Motor, and Physical Development
			Literacy	Scientific Reasoning	



The following representatives analyzed, planned, reviewed and shared their recommendations for the development of the Early Head Start & Head Start School Readiness Goals:

Administration Team for Head Start and State Child Development Division:
Director: Yolanda Gonzales Assistant Director: Pam Pritchard Program Design, and Management Administrator: Jerry Meade Administrator of Education and Support Services: Leslie Mitchell Fiscal Administrator: Donna Holland

Data Analyst
Chase Rangel

Early Childhood Education Specialist/CA ECES Coordinator, California TTA Center, a member of OHS TTA System
Stacey Vierra

Family Services Team:
Family Engagement and Support Services Manager: Patty Hinojosa Governance Coordinator: Janelle Gonzalez Family Education Coordinators: Pamala Roberts, Angela Adams, Priscilla Hicks, Leah Green

Program Managers:
Letisha Brooks, Krissie Leach, Elizabeth Williams, MaryAnn Mooney

Education Team:
Education Coordinators: Tracey Wheat, Carolyn Coffey, Mentor Coaches: Melissa DeWitt, Precious Jenkins, Regina Hines, Tomasa Jara, Alicia Gamino, Rosita Curry, Rachel Leckkirk, Teresa Lara, Amanda Espitia, Debbie Connolly Home Based Supervisors: Mary J. Lopez, Virginia Sierra

Health Coordinator and Content Area Specialists: Disabilities, Nutrition, Health, Wellness
Health Coordinator: Rayjean Stone, Content Area Specialists-Health: Virginia Layland, Laura Gonzalez, Paulino Cruz, Content Area Specialists-Disabilities: Delores Patricio, Shirley Park, Susie Martinez, Maria Guadian, Content Area Specialists-Wellness: Andralette Wilson, Joni Barlow, Edna Quinones, Content Area Specialists-Nutrition: Lupe Villasana, Desiree Jackson, Roxanne Harris, Janey Felsoci

Community Action Partnership of Kern- San Joaquin Early Head Start Child Development Division
San Joaquin Program Administrator: Gloria Barbero Education Manager- Disabilities: Estella Benavides Parent Engagement Specialist/Home Based Supervisor: Rashi Strother

Policy Council School Readiness Sub-Committee
Chair Person: Christina Bates (Willow) Policy Council Members: Erica Freehoffer (Stockton) Lachelle Calvillo (Alberta Dillard) Jadine Gonzalez (Bakersfield College)

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales, Director of Head Start / State Child Development

Date: June 28, 2017

Subject: *Agenda Item VI(f):* Head Start/Early Head Start Cost-of-Living Adjustment (COLA) Application – **Action Item**

The Consolidated Appropriations Act of 2017, includes increased funding of approximately $85 million for programs under the Head Start Act for Fiscal Year (FY) 2017. A portion of this funding increase provides cost-of-living adjustment (COLA) of 1.0% to assist grantees in increasing staff salaries/fringe benefits and offsetting higher operating costs.

CAPK will submit three funding applications to the Office of Head Start prior to June 30, 2017. The three applications will request the following funding amounts:

- Head Start/Early Head Start Kern ~ $232,303
- Early Head Start Child Care Partnership ~ $6,841
- Early Head Start San Joaquin ~ $49,963

In total, this funding opportunity will provide an additional $289,107 across all of CAPK's HS/EHS grants, as well as, all programs/departments supported by indirect funding. The funds will be used to increase pay scales by 1.0% across all HS/EHS positions. A Board resolution is required for these applications.

Recommendation

Staff and Budget & Finance Committee recommend approval with resolution the Head Start/Early Head Start Cost-of-Living Adjustment (COLA) funding applications.

RESOLUTION # 2017-04

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the submission of the Head Start/Early Head Start Cost-of-Living Adjustment (COLA) Funding Applications

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on June 28, 2017, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

WHEREAS, the Community Action Partnership of Kern (CAPK) is a private, non profit corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County, and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of "Helping People, Changing Lives" in its quest to assist people in need, and families with minimal or no resources, and

WHEREAS, the Head Start/Early Head Start programs to submit COLA funding applications for the: Early Head Start Child Care Partnership Grant # 09HP0036; Early Head Start San Joaquin Grant #09CH010071; and the Head Start/Early Head Start Kern Grant #09CH9142 for Fiscal year 2017, and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the supplemental funding, and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of application, and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer or Yolanda Gonzales, Director of Head Start / State Child Development, to act on behalf of the Board as CAPK's representative signatory with regards to the submission of the Head Start/Early Head Start COLA funding applications for the: Early Head Start Child Care Partnership Grant #09HP0036; Early Head Start San Joaquin Grant #09CH010071; and the Head Start/Early Head Start Kern Grant #09CH9142.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 28th day of June, 2017.

_____ _____

Garth Corrigan, Chair Date
CAPK Board of Directors

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Jeremy T. Tobias, Chief Executive Officer

Date: June 28, 2017

Subject: *Agenda Item VI(g)*: Cost-of-Living Adjustment (COLA) of one percent for all employee wages - **Action Item**

As discussed in a previous agenda item, the recently approved federal budget includes funding for a 1% Cost-of-Living Adjustment (COLA) for our Head Start contracts. This will provide for a 1% wage adjustment for all employees in the Head Start family of programs. The Head Start family of programs, including Central Kitchen and San Joaquin County includes approximately 600 employees. Of our total 861 employees, the remaining 261 employees are working in one of our other programs.

Historically we have not been in a position to offer regular COLA increases to our employees. We are bound by federal budgets and ultimately contracts that dictate our funding levels. Occasionally one of our funding sources approves a budget increase specifically designated for an employee wage COLA. When that does occur, especially in a large group such as Head Start, we utilize and leverage the increase to spread a COLA to the entire CAPK staff. The most recent COLA approved for employee wages was a 2% increase effective in March 2016.

The overall annual cost of the 1% COLA proposal for the remaining 261 employees and programs will be approximately $92,000 to be spread amongst numerous programs and contracts.

The Division Directors and Program Managers routinely work at planning for an unexpected COLA. Since we are not in a position to offer a planned COLA schedule, we must be prepared for unexpected budget increases in any particular program that we can leverage into an agency wide COLA. All program budgets are able to afford a 1% wage adjustment. The effective date of the COLA for each program or contract may vary, depending on each contracts requirements and funding levels. While Head Start will have an effective date of the start of the contract funding year of March 1, 2017, other program COLA adjustments may be effective on different dates.

The Budget & Finance Committee reviewed this proposal on June 21 and is recommending approval.

Recommendation:

Staff and the Budget & Finance Committee recommend approval of a 1% COLA for all remaining CAPK employees not covered by the approved Head Start COLA, with effective dates subject to each individual contract requirements and funding levels.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Erika Arias, ERSEA Manager

Date: June 28, 2017

Subject: *Agenda Item VI(h)*: 2017-2018 Recruitment and Selection Plan Summary of Changes – Erica Arias, ERSEA Manager - **Action Item**

On May 17, 2017, the PRE Committee was presented with an updated Section Criteria Verification Form, along with our annual Recruitment and Selection Plan to align with currently released Head Start Performance Standards. At the initial presentation, there were concerns brought forward. The discussion was tabled to the June 14, 2017 PRE Committee meeting to allow follow up meetings with a PRE Committee Member. There were two meetings held to address the clarification needed on June 6th and then again on June 13th. The following are the final revisions made to the Selection Criteria Verification Form:

- 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.
- Increased point value for categories of priority, Homeless, Foster, and Transitioning
- Increased Disability point value
- Revised Income Eligible category to read "Income/Public Assistance Eligible"
- Removed criteria points that were specific to a unique community within our service area.

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.

Recommendation

With the inclusion of the amendments as requested by the PRE Committee, Staff recommends the CAPK Board of Directors approve the 2017-2018 Recruitment and Selection Plan with the adjustments to the Selection Criteria Verification Form.

Community Action Partnership of Kern
Head Start and State Child Developoment Services
ERSEA Services

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/Public Assistance Eligible
- ☐ Over Income

I have examined the following documents to determine eligibility:

- ☐ 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)	100
One Parent	20		
Two Parent	15	In the absence of Childcare	25
Income		Teen Parent	25
75-100% Below Poverty	25	Child on waitlist prior program year	25
50-74% Below Poverty	20	At-risk Pregnancy (EHS Home base only)	25
25-49% Below Poverty	15	First Pregnancy (EHS Home base only)	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	425
		Foster	420
		Transitioning (EHS to HS 3rd year enrollee)	415

"✓" 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.
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.

Community Action Partnership of Kern
Head Start and State Child Developoment Services
ERSEA Services

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/Public Assistance Eligible
- ☐ Over Income

I have examined the following documents to determine eligibility:

- ☐ 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)	100
One Parent	20	Transitioning (EHS to HS, 3rd year enrollee)	100
Two Parent	15	In the absence of Childcare	25
Income		Teen Parent	25
75-100% Below Poverty	325	Child on waitlist prior program year	25
50-74% Below Poverty	320	At-risk Pregnancy (EHS Home base only)	25
25-49% Below Poverty	315	First Pregnancy (EHS Home base only)	25
0-24% Below Poverty	310	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	425
		Foster	420
		Income/Public Assistance Eligible	See Income

"✓" 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.
Disability Documentation: a validated IEP/IFSP is required to be attached to give disability points.
Transitioning (EHS to HS 3rd year enrollee): a current Early Head Start Participant or 3rd year enrollee who is applying for Head Start services.
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.
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): 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: 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 as defined by the McKinney -Vento Homeless Assistance Act. Foster children as defined by the Head Start Performance Standards, 24-hour substitute care for children placed away from parents. Income/Public Assistance Eligible.
Residential Verification: is proof of residency in Kern County.
Signature: staff member who verified eligibility must print and sign the Selection Criteria Verification Form.

2017-2018 Recruitment and Selection Plan

Community Action Partnership of Kern

3/14/2017

Head Start/State Child Development Division

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RECRUITMENT AND SELECTION PLAN COMMITTEE

Policy Council Members

Lorena Fernandez	Policy Council
Shevada Dove-Williams	Policy Council
Ana Luna	Policy Council

CAPK/CEDS Division Staff

Tammy Burns	Manager Early Childhood Council
Pam Pritchard	Assistant Director
Jerry Meade	Program Design & Management Administrator
Elizabeth Williams	Region 1 Program Manager
Krissie Leach	Region 2 Program Manager
LeTisha Brooks	Region 3 Program Manager
Mary Ann Mooney	Region 4 Program Manager
Doe Ryti	Partnership Program Manager
Patty Hinojosa	Family Engagement Support Services Manager
Virginia Sierra	Home Base Supervisor
Mary J. Lopez	Home Base Supervisor
Tyrone Trapp	ERSEA Coordinator
Susie Martinez	Content Area Specialist Disabilities
Norma Bautista	ERSEA Specialist
Theresa Priest	ERSEA Specialist
Kimika Porter	ERSEA Specialist
Cindy Burgara	Family Service Worker
Margaret Edwards	Family Service Worker
Anabel Jimenez	Family Service Worker
Juanita Jimenez	Family Service Worker
Olivia Kent	Family Service Worker
Karen Miller	Family Service Worker
Francis Vega	Family Service Worker
Kristian Watson	Family Service Worker

INTRODUCTION

Kern County's Early Head Start and Head Start programs are part of the network of non-profit, 501(c) (3) agencies governed by the Community Action Partnership of Kern. Community Action Partnership of Kern has a $55 million annual budget and over 800 employees. Funding is derived from federal, state, local and private sources. In addition to Head Start and Early Head Start, the partnership administers the following programs: State-Funded Migrant and General Child Care, Women, Infants and Children (WIC), Green Energy HEAP & Weatherization, Food Bank, USDA Commodities, Senior Brown Bag, Central Kitchen, 2-1-1 Kern Help Line, VITA, Shafter Youth Center, and Friendship House Community Center.

The purpose of the annual Recruitment and Selection Plan is to form a plan that is based on the CAPK Community Assessment, to maintain adequate waiting lists that will assist Head Start in maintaining constant full enrollment, and establish criteria for enrolling those children and families who will most benefit from Early Head Start/Head Start services when enrollment opportunities become available. The plan is required by Head Start Program Performance Standards at CFR 1302.10.

The process for annual revision of this plan is described in Head Start/State Child Development Division procedures and involves parents, Policy Council, staff, and community partners. In accordance with the Head Start Program Performance Standards the Board of Directors reviews and approves the plan. The Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) management team designs and carries out the annual training prior to recruitment kick-off.

The Partnership is funded to serve 2,041 Head Start (HS) children and 328 Early Head Start children (EHS) as well as pregnant women who participate in our EHS-Pregnant Woman Program through Home Base. Our EHS program also includes 56 children that receive our services through an EHS Partnership grant with community partners and 345 children being served in our San Joaquin County Early Head Start Program.

METHODOLOGY

The Recruitment and Selection Plan Committee was assembled with the intent of including the perspectives of the diverse areas of Kern County's 8,000 square miles, as well as each of the populations set forth in CFR1302.11. Management of the Kern County Head Start and Early Head Start programs is divided into regions, each of which receives oversight by a Program Manager. Each Program Manager was asked to provide at least two staff members and two parents from the centers in their region. Kern County Head Start Policy Council members were invited as well. Community members representing foster children, children with disabilities, homeless families, and families receiving public assistance were invited to appoint representatives to the committee.

The Recruitment and Selection Plan Committee met on March 14, 2017. Each group was provided the 2016 Community Assessment Update, as well as the 2016/2017 Recruitment and Selection Plan. The Plan includes excerpts from the Head Start Program Performance Standards and from the Head Start Act for School Readiness. The excerpts they received are found in the appendices of this plan.

At the meeting, information was shared about the purpose of the Recruitment and Selection plan, as well as we reviewed six sections of the 2016 Community Assessment, Committee members were advised of the importance of their work, as it guides recruitment efforts throughout the county in the coming year, as well as determine selection priorities for which children are enrolled. Committee members were asked to review the two documents provided to them, in their small group, and to be prepared to discuss the ideas of the priorities they would like to see established. They were informed that the Recruitment and Selection Plan is required to be based on the needs identified in the community assessment.

Committee members engaged in the task of shepherding a new Recruitment and Selection Plan during the planning session. They examined the priorities established by the 2016/2017 Recruitment and Selection Plan.. The changes proposed stemmed from the new Head Start Performance Standards. What follows is the result of their meticulous examination of the needs and strengths of Kern County.

Eligibility

The Head Start Program Performance Standards set a minimum percentage for the number of enrollees with diagnosed disabilities and a maximum percentage for the number of enrollees from over income families.

- At least, ninety percent of enrollees must be Income/Public Assistance based upon federal guidelines, receiving, in foster placement or homeless.
- No more than ten percent of enrollees may be over income according to federal poverty guidelines, unless categorically eligible.
- No less than ten percent of EHS and HS enrollees must be children with a diagnosed disability and a verified Individualized Family Services Plan (IFSP) or Individualized Education Plan (IEP).
- The Head Start Act of 2007 provided that if the annual community assessment were to find the low income families in the area have already been served, CAPK could request Office of Head Start approval to serve up to 35 percent of its enrolled children from families up to 130 percent of the federal poverty guidelines, in addition to the ten percent noted as allowable above.

Eligibility Categories

The Head Start Program Performance Standards and the Head Start for School Readiness Act establishes family eligibility categories.

Homeless children (as defined by the McKinney-Vento Homeless Assistance Act)

Homelessness has been a continual issue in Kern and San Joaquin Counties due to the economy. The Office of Head Start recognized the importance of providing services to homeless families as they are the "neediest-of-the-needy." Homeless families are categorically eligible for Head Start, and are considered a priority for services. Based on the 2016 Kern County Point-in-Time Homeless Count (Homeless Census), there were 1,067 men, women and children living in homelessness; this was an increase of 20% as of January 2015. Of that number, 64 are children under the age of 6 years old. CAPK has reported in the first part of the 2016-2017 School Year, 43 homeless children and their families have been provided services.

Foster Placement

Foster placement is the second highest priority for selection at Head Start. The point-in-time count taken in, 2015 from kidsdata.org, revealed there were 1,783 children in the foster care system. Of the total children in Foster Care in Kern County, 611 of children were between the ages of 0 to 5 years old. CAPK reports in the first part of the 2016-2017 School Year, 143 foster children have received services in the Head Start/Early Head Start program.

Income/Public Assistance (low income) per federal poverty guidelines

Based on the most recent update to the 2013 Community Assessment, it was determined that 72,846 children in Kern County are under the age of 5. Based on that number, 37.7% of those children under the age of 5 are living below the federal poverty level; that means, there is an estimated 27,613 children that are

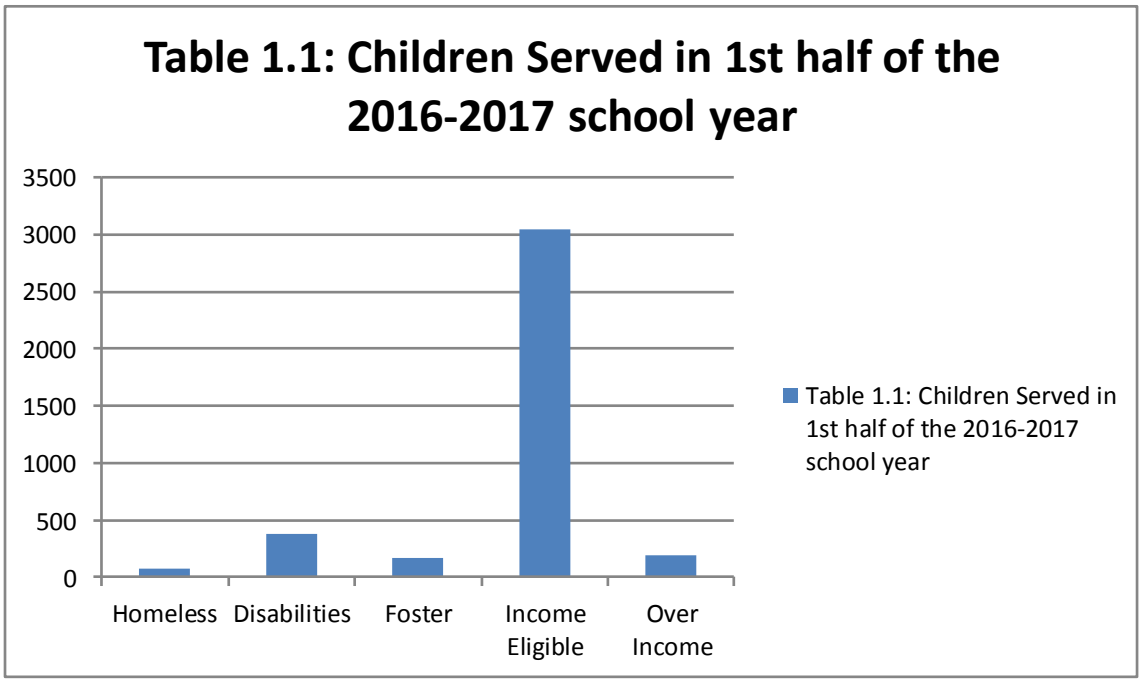
Income/Public Assistance for Head Start and Early Head Start currently residing in Kern County. During the first half of the 2016-2017 School Year, 2,741 of those served are categorized as Income/Public Assistance (see table 1.1)

Children with Disabilities

Head Start Performance Standards require that 10% of the funded enrollment of both Head Start and Early Head Start be children with disabilities (IEP/IFSP). The Community Assessment states that the diagnoses of children with disabilities are on the decline. In December 2013, 1982 children in Kern County between the ages of 0-5 had a diagnosed disability. In the first half of the 2016-2017 School Year, CAPK reports serving 279 children with a diagnosed disability.

Over income who meet the program selection criteria

Although it's been stated that more than 27,000 children are Income/Public Assistance for services in Kern County, the agency is able to provide services to 10% of the funded enrollment that exceed the income requirements of the program, at any given time. Generally, these slots are saved for those children that have disabilities but may be over income for the program or for centers in locations that struggle with securing Income/Public Assistance families. During the first part of the 2016-2017 School Year, CAPK reports serving 182 over income families (see table 1.1).



Recruitment

Children with diagnosed disabilities

At least ten percent of all children enrolled in Early Head Start/Head Start are diagnosed with disabilities, and who qualify for special education services. To support recruitment efforts, collaboration, and open communication is maintained with the Special Education Local Plan Area/ Local Education Agencies (SELPA/LEA) and Kern Early Start Services. Activities to continue this collaboration include:

- Attending IFSP/IEP meetings with prospective families referred by school districts or other agencies.
- Flexible/modified attendance schedules. (Dual Enrollment)
- Each center establish a relationship, with the local School Districts Special Education Department
- Each center (if applicable) establish a relationship, with the Special Education Preschools, on-site
- Direct outreach efforts to groups affiliated with accommodation, accessibility, and awareness issues in our communities.
- Participation on the Kern Early Start Services Advisory Committee
- Providing specific materials for recruitment of children with disabilities
- Participating on the Kern County Superintendent of Schools SELPA/LRE (Least Restrictive Environment) Committee
- Participation in MVCCP-Medically Vulnerable Care Coordinator Project

Head Start/State Child Development Division will provide information to the following regarding services for children with diagnosed disabilities:

- Private early child care agencies that do not accept children with disabilities
- Farmers' Markets, Fairs, Carnivals, Craft Shows, etc.
- Hospitals, doctors' offices, dentists' offices, the Health Department and low-income clinics
- Kern Regional Center and H.E.A.R.T.S. Connection
- Search and Serve
- Valley Achievement

- Community Connection for Child Care will flag our program as "accepting children with disabilities"
- MOU with Department of Human Services to recruit in the lobby of the main office
- Health Fairs or other community events geared toward families of children with disabilities

Recruitment Strategies

Children and families are recruited throughout Kern and San Joaquin Counties; Kern County was established as the Partnership's service area beginning in 1965 and San Joaquin County in 2015.

The Partnership maintains an active, year-round recruitment process designed to reach Kern county families eligible for services. Head Start's recruitment plan is based upon information from:

- Community Assessment Data drawn from a wide variety of sources
- Self-Assessment Data
- Individual Center Recruitment
- Community Partners
- Program Information Report Data

<u>Recruitment is everyone's responsibility</u>. It's also the responsibility of all Head Start/State Child Development Division employees to maintain 100 percent enrollment each school year. Through the dedicated efforts of parents and staff all program options must, beginning on day one and at all times thereafter, maintain full enrollment and prioritized waiting list. In effort to recruit year round, Head Start participates in many recruitment events as well as creating self events in areas where community events are lacking.

Recruitment efforts are all-inclusive for all program options, and include the following:

- Initial Spring recruitment focuses on enrollment for the upcoming school year.
- Word of mouth recruitment through parents, volunteers, program staff, agency staff and community partners.
- Collaborative efforts with community events and agencies to coordinate ongoing recruitment opportunities, ensuring adaptation of outreach materials for local cultures and languages.
- Close collaboration with Special Education Local Plan Area/Local Education Agencies (SELPA/LEA), Kern Early Start Services, and other community groups, and medical professionals to keep communication open for services available for children with special needs and/or diagnosed disabilities.
- Application clinics, in-home application appointments, on-site or Head Start's office application appointments; and whenever possible assistance to walk-in parents to complete applications.
- Collaborating with media outlets to advertise the availability of Head Start services

- Year-round recruitment efforts.
- Memo of Understanding (MOU) with community agencies to provide on-site assistance to homeless families, domestic violence victims, child protective services and other families in need.
- Private sector child development programs
- MOU with the Department of Human Services to recruit in the lobby of the main office in Bakersfield, where applications can be completed during the work week on a consistent basis. 1st and last weeks of the month are the busiest
- Collaboration with CAPK WIC
- Create events at each individual center to draw attention to what Head Start does for the families in each neighborhood/community.
- Have a CAPK Community Resource event that promotes Head Start as well as other CAPK programs that provide services to low income families.
- Provide recruitment materials and information to the 50 Head Start Dental providers
- Provide recruitment materials and information to the CHDP providers
- Technology and Social Media
- Rebranding from Child Education and Development Services (CEDS) to Head Start

Recruitment Strategies are individualized by the local community

- Local recruitment is planned, carried out, monitored and evaluated by the ERSEA team based on recruitment plans created by each Head Start center. *Local, site-based recruitment plan is available upon request in the ERSEA Department.*
- Parents and staff will share information about the positive impact of the program.
- Parents and staff distribute program information in readily available venues such as stores, libraries, laundromats, doctors' and dentists' offices, clinics, etc.
- Head Start will issue Press Releases and or Public Service Announcements regarding recruitment and Head Start's participation in program and activities in the community, for example:
    - Festivals, fairs or holiday events sponsored by the program
    - Parades

    - Center locations or relocations
    - Awards received by parents, volunteers or staff
    - Special projects
    - Donations to program
    - Community farmer's markets
- Head Start staff will attend community meetings to share information about program services.
- Head Start will invite the community to program open houses.
- Head Start staff attends monthly collaborative
- Head Start collaborates with other CAPK programs and other community agencies for referrals, for example, the Health Advisory Committee, WIC, and the annual parent conference.

Selection Priorities

Head Start priority for an enrollment opportunity is:

1. Homeless Children-individuals who lack fixed, regular and adequate night time residence; and includes:

    a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster placement.

    b. Children and youth who have a primary night time residence that is a public or a private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.

    c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

    d. Migrant children who qualify as homeless because they are living in circumstances described in one of the above.

2. Foster Placement.

3. Income/Public Assistance Eligible

In addition to the priority outline stated, points are awarded for the following factors:

- Children with a validated IEP/IFSP from a local Education Agency or Part C Agency
- Transition from Early Head Start to Head Start or Third Year Enrollee
- In the absence of Childcare
- Parents who were/are19 and under, pregnant and/or parenting
- Child on wait-list prior program year
- Pregnant woman with documented medical risk
- First pregnancy
- Medical referral such as, but not limited to overweight children as determined by a medical professional
- Special need/social service referral, including child protective services and domestic violence facility

- Other family type of relative
- Recipient of Public Assistance Program (TANF or SSI)
- Parent Works/attends school-FT need
- Sibling enrolled with IEP/IFSP
- Transition Kindergarten eligible
- Sibling Enrolled
- Parent has a concern with Speech/Language

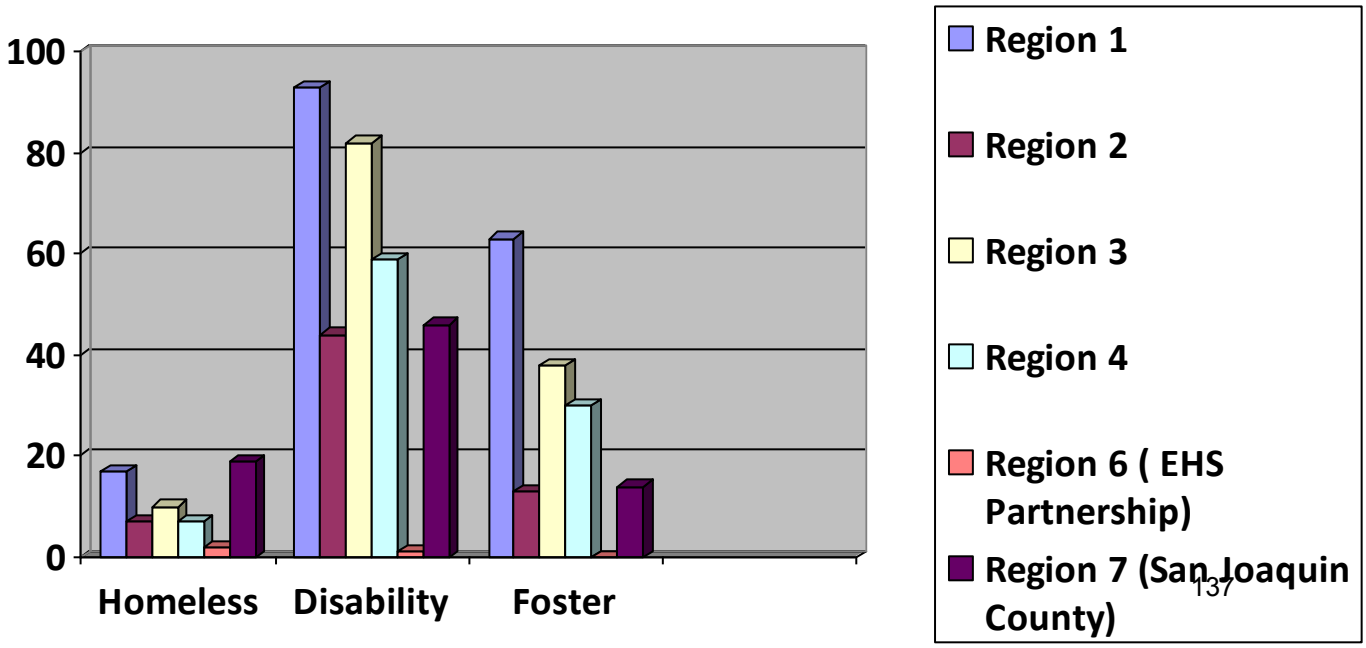
Total priority points are calculated by the database

- Trained Head Start staff will document the applicant's priority points on the program eligibility priority sheet.
- When the applicant's priority points are entered into the database, the database calculates the total points to determine priority on the waiting list.

Selection is based upon priority and ranking on the waiting list database at the time the enrollment opportunity becomes available.

- The recruitment and application process is year-round; therefore, families are regularly added to the database. The database continually updates the priority ranking of each site/options wait list.

Table 3.1 Number of priority families during the first half of the 2016-2017 School Year



APPENDICES

Excerpts from the Head Start Program Performance Standards and Head Start Act for School Readiness pertaining to the Recruitment and Selection Plan

(go to www.eclkc.ohs.acf.gov for additional standards, HS Act)

Definitions from the Compilation of the Act

(1) The term **"child with a disability"** means

A. A child who qualifies for an Individualized Education Plan as defined under Individuals with Disabilities Education Act, established by a local education agency or Part C agency.
B. An infant or toddler qualifies for an Individualized Family Service Plan as defined under Individuals with Disabilities Education Act, established by a local education agency or Part C agency.

(11) The term **"local educational agency"** has the meaning given such term in the Elementary and Secondary Education Act of 1965.

(14) The term **"poverty line"** means the official poverty line (as defined by the Office of Management and Budget)--

A. adjusted to reflect the percentage change in the Consumer Price Index For All Urban Consumers, issued by the Bureau of Labor Statistics, occurring in the 1-year period or other interval immediately preceding the date such adjustment is made; and
B. adjusted for family size.

Sections of the Act

640. ALLOTMENT OF FUNDS; LIMITATIONS ON ASSISTANCE (m) The Secretary shall issue rules to establish policies and procedures to remove barriers to the enrollment and participation of homeless children in Head Start programs. Such rules shall require Head Start agencies—

(1) IN GENERAL- To determine whether Head Start agencies meet standards described in subsection (a)(1) established under this subchapter with respect to program, administrative, financial management, and other requirements, and in order to help the programs identify areas for improvement and areas of strength as part of their ongoing self-assessment process, the Secretary shall conduct the following reviews of Head Start agencies, including the Head Start programs operated by such agencies:

K) include as part of the reviews, a review and assessment of whether agencies have adequately addressed the needs of children with disabilities, including whether the agencies involved have met the 10 percent minimum enrollment requirement specified in section 640(d) and whether the agencies have made sufficient efforts to collaborate with State and local agencies providing services under section 619 or part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.);

PARTICIPATION IN HEAD START PROGRAMS

Sec. 645. [42 U.S.C. 9840] (a)(1)(A) The Secretary shall by regulation prescribe eligibility for the participation of persons in Head Start programs assisted under this subchapter.

(B) Except as provided in paragraph (2), such regulation shall provide--

(i) that children from low-income families shall be eligible for participation in programs assisted under this subchapter if their families' incomes are below the poverty line, or if their families are eligible or, in the absence of child care, would potentially be eligible for public assistance; and

(ii) that homeless children shall be deemed to be eligible for such participation;

(iii) that programs assisted under this subchapter may include--

(I) to a reasonable extent (but not to exceed 10 percent of participants), participation of children in the area served who would benefit from such programs but who are not eligible under clause (i) or (ii); and

(II) from the area served, an additional 35 percent of participants who are not eligible under clause (i) or (ii) and whose families have incomes below 130 percent of the poverty line, if—

(aa) the Head Start agency involved establishes and implements outreach and enrollment policies and procedures that ensure such agency is meeting the needs of children eligible under clause (i) or (ii) (or sub clause (I) if the child involved has a disability) prior to meeting the needs of children eligible under this sub clause; and

(bb) in prioritizing the selection of children to be served, the Head Start agency establishes criteria that provide that the agency will serve children eligible under clause (i) or (ii) prior to serving the children eligible under this sub clause;

(iv) that any Head Start agency serving children eligible under clause (iii)(II) shall report annually to the Secretary information on--

(I) how such agency is meeting the needs of children eligible under clause (i) or (ii), in the area served, including local demographic data on families of children eligible under clause (i) or (ii);

(II) the outreach and enrollment policies and procedures established by the agency that ensure the agency is meeting the needs of children eligible under clause (i) or (ii) (or clause (iii)(I) if the child involved has a disability) prior to meeting the needs of children eligible under clause (iii)(II);

(III) the efforts, including outreach efforts (that are appropriate to the community involved), of such agency to be fully enrolled with children eligible under clause (i) or (ii);

(IV) the policies, procedures, and selection criteria such agency is implementing to serve eligible children, consistent with clause (iii)(II);

(V) the agency's enrollment level, and enrollment level over the fiscal year prior to the fiscal year in which the report is submitted;

(VI) the number of children served by the agency, disaggregated by whether such children are eligible under clause (i), clause (ii), clause (iii)(I), or clause (iii)(II); and

(VII) The eligibility criteria category of the children on the agency's waiting list;

(V) That a child who has been determined to meet the eligibility criteria described in this subparagraph and who is participating in a Head Start program in a program year shall be considered to continue to meet the eligibility criteria through the end of the succeeding program year.

(C) In determining, for purposes of this paragraph, whether a child who has applied for enrollment in a Head Start program meets the eligibility criteria, an entity may consider evidence of family income during the 12 months preceding the month in which the application is submitted, or during the calendar year preceding the calendar year in which the application is submitted, whichever more accurately reflects the needs of the family at the time of application.

(2) Whenever a Head Start program is operated in a community with a population of 1,000 or less individuals and--

(A) There is no other preschool program in the community;

(B) the community is located in a medically underserved area, as designated by the Secretary pursuant to section 330(b)(3) of the Public Health Service Act [42 U.S.C. §254c(b)(3)] and is located in a health professional shortage area, as designated by the Secretary pursuant to section 332(a)(1) of such Act [42 U.S.C. §254e(a)(1)];

(C) the community is in a location which, by reason of remoteness, does not permit reasonable access to the types of services described in clauses (A) and (B); and

(D) not less than 50 percent of the families to be served in the community are eligible under the eligibility criteria established by the Secretary under paragraph (1); the Head Start program in such locality shall establish the criteria for eligibility, except that no child residing in such community whose family is eligible under such eligibility criteria shall, by virtue of such project's eligibility criteria, be denied an opportunity to participate in such program. During the period beginning on the date of the enactment of the Human Services Reauthorization Act and ending on October 1, 1994, and unless specifically authorized in any statute of the United States enacted after such date of enactment, the Secretary may not make any change in the method, as in effect on April 25, 1984, of calculating income used to prescribe eligibility for the participation of persons in the Head Start programs assisted under this subchapter if such change would result in any reduction in, or exclusion from, participation of persons in any of such programs.

<u>Definitions from the Head Start Program Performance Standards</u>

§1305.2 Definitions Recruitment area means that geographic locality within which a Head Start program seeks to enroll Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area.

§ 1302.11 Determining community strengths and needs

(c) Each Early Head Start and Head Start grantee must conduct a Community wide strategic planning and needs assessment (community assessment). (1) To design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period.
(6) Resources in the community that could be used to address the needs of Head Start eligible children and their families, including assessments of their availability and accessibility.

§ 1302.12 Age of children and family income eligibility

b) Age requirements. (1) For Early Head Start, except when the child is transitioning to Head Start, a child must be an infant or a toddler younger than three years old.

(2) For Head Start, a child must:

(i) Be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located; and,

(ii) Be no older than the age required to attend school.

(1) A pregnant woman or a child is eligible if:

(i) The family's income is equal to or below the poverty line; or,

(ii) The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including TANF child-only payments, or,

(iii) The child is homeless, as defined in part 1305; or,

(iv) The child is in foster care.

(2) If the family does not meet a criterion under paragraph (c)(1) of this section, a program may enroll a child who would benefit from services, provided that these participants only make up to 10 percent of a program's enrollment in accordance with paragraph (d) of this section.

§ 1302.13 Recruitment of children

In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services, and encourage and assist them in applying for admission to the program. A program must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.

§ 1302.14 Selection process

(a) *Selection criteria.* (1) A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community

needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*) and, other relevant family or child risk factors.

(b) Children eligible for services under IDEA. (1) A program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.

(2) If the requirement in paragraph (b)(1) of this section has been met, children eligible for services under IDEA should be prioritized for the available slots in accordance with the program's selection criteria described in paragraph (a) of this section.

§ 1302.15 Enrollment and reenrollment

a) *Funded enrollment.* A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.

(b) *Continuity of enrollment.* (1) A program must make efforts to maintain enrollment of eligible children for the following year.

(2) Under exceptional circumstances, a program may maintain a child's enrollment in Head Start for a third year, provided that family income is verified again. A program may maintain a child's enrollment in Early Head Start as described in §1302.12(j)(2).

(c) If a child has been found Income/Public Assistance and is participating in a Head Start program, he or she remains Income/Public Assistance through that enrollment year and the immediately succeeding enrollment year.

(c) Reserved slots. If a program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent of a program's funded enrollment slots may be reserved. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with paragraph (a) of this section.

(e) State immunization enrollment requirements. A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children as described in §1302.16(c)(1).

2017 HHS Poverty Guidelines

(For each additional person, add $4,180.)

Persons in family	Poverty Guideline
1	$12,060
2	16,240
3	20,420
4	24,600
5	28,780
6	32,960
7	37,140
8	41,320

Community Action Partnership of Kern
Head Start and State Child Developoment Services
ERSEA Services

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):	I have examined the following documents to determine eligibility:		
☐ Homeless	☐ Public Assistance	☐ SSI	☐ 2016-Tax Form (1040/1040A)
☐ Foster Care	☐ Pay Stub	☐ EDD (unemployment)	☐ Employer Statement
☐ Income/Public Assistance Eligible	☐ Zero Income	☐ Foster Care	☐ Child Support
☐ Over Income	☐ 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)	100
One Parent	20	Transitioning (EHS to HS, 3rd year enrollee)	100
Two Parent	15	In the absence of Childcare	25
Income		Teen Parent	25
75-100% Below Poverty	325	Child on waitlist prior program year	25
50-74% Below Poverty	320	At-risk Pregnancy (EHS Home base only)	25
25-49% Below Poverty	315	First Pregnancy (EHS Home base only)	25
0-24% Below Poverty	310	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	425
		Foster	420
		Income/Public Assistance Eligible	See Income

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

_____ _____
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.
Disability Documentation: a validated IEP/IFSP is required to be attached to give disability points.
Transitioning (EHS to HS 3rd year enrollee): a current Early Head Start Participant or 3rd year enrollee who is applying for Head Start services.
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.
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): 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: **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 as defined by the McKinney -Vento Homeless Assistance Act. Foster children as defined by the Head Start Performance Standards, 24-hour substitute care for children placed away from parents. Income/Public Assistance Eligible.
Residential Verification: is proof of residency in Kern County.
Signature: staff member who verified eligibility must print and sign the Selection Criteria Verification Form.

COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS
SPECIAL EXECUTIVE COMMITTEE MEETING
5005 Business Park North
June 13, 2017
1:30 p.m.

MINUTES

1. **Call to Order**

Garth Corrigan called the meeting to order at 1:30 pm at the Community Action Partnership of Kern Administrative Building, Executive Conference Room, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll call was taken with a quorum present:

Present: Garth Corrigan, Curtis Floyd (arrival at 1:37 pm), Fred Plane, Warren Peterson, Yolanda Ochoa, and Ana Vigil

Absent: None

Others Present: Jeremy Tobias, Executive Director; Christine Anami, Director of Finance; other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Executive Committee meeting agenda for June 13, 2017. Carried by unanimous vote. (Plane/Ochoa)

4. **Closed Session**

Motion was made and seconded to approve the closed session at 1:32 pm. Carried by unanimous vote. (Peterson/Ochoa)

5. **Closed Session Report**

The committee returned to open session at 1:47 pm.

Jeremy Tobias reported that in closed session, the Board gave Staff direction and clarification on the employment of the Director of Finance.

6. **New Business**

a. Approval of Job Description for Chief Financial Officer – ***Action Item***

Jeremy Tobias reported that staff recommends approval of a new job description replacing the Finance Director title with Chief Financial Officer. Changes include an increase in the salary grade from 14 to 15, and will require changes to Agency documents, including the Bylaws, which will be presented to the full Board for approval.

Motion was made and seconded to approve the proposal the Job Description for the Chief Financial Officer. Carried by unanimous vote. (Plane/Peterson)

b. Approval of Job Description for Chief Executive Officer – ***Action Item***

Jeremy Tobias requests approval for the Chief Executive Officer position, which is a title change from Executive Director to Chief Executive Officer. There are no changes to salary; however, the title change will be reflected on Agency documents, including the Bylaws once approved by the full Board.

Motion was made and seconded to approve the proposal the Job Description for the Chief Executive Officer. Carried by unanimous vote. (Plane/Vigil)

7. **Committee Member Comments**

Warren Peterson asked about the timing to advertise the replacement CFO position. Jeremy Tobias reported that the position will be posted immediately. We will promote the position in the newspaper, online and through our network, directing individuals to our website.

8. **Next Scheduled Meeting**

Executive Committee Meeting
Wednesday**,** July 19, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 1:53 pm.

COMMUNITY ACTION PARTNERSHIP of KERN

Chief Executive Officer

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: **FLSA Status:** Exempt **Date Approved:** 06/13/17

SUMMARY:

Under the direction of the Board of Directors, a fifteen (15) person policy making body, the CEO administrates the Community Action Partnership of Kern (CAPK), a community action agency. The Chief Executive Officer (CEO) is responsible for planning, organizing, staffing, and directing the various programs implemented by the agency in its efforts to promote social and economic development on behalf of CAPK's low-income and disadvantaged population. In addition, the CEO is responsible for developing and administering a service delivery system in accordance with the intent of the Board of Directors to ensure program services are meeting the needs of the communities in which we serve.

SUPERVISION RECEIVED:

Receives direct supervision from the Board of Directors.

SUPERVISION EXERCISED:

Direct supervision of the Chief Financial Officer, Director of Administration, Director of Human Resources & Payroll, Director of Operations, Director of Community Development, Director of Head Start/State Child Development Programs.

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. **Essential Job Specific Duties**:

1. Provides timely information, counsel and support on establishing strategies, objectives and priorities for the Agency programs to the Board of Directors to meet the needs of the community.
2. Acts as a liaison between the Board of Directors, funding sources and the community maintaining a rapport with federal, state and local elected officials and the community.
3. Recommends to the Board long range planning and program development. Identifies and presents issues as required.
4. Develops innovative approaches to secure new and existing funding sources for the establishment of new programs to further satisfy the needs of the economically disadvantaged citizens of Kern County, and maintains community support on new projects and proposals.
5. Prepares activity and progress reports to the Board and funding sources that accurately reflect the operating results of the Agency.

6. Develops and implements operating policies, procedures and schedules to ensure accomplishment of established objectives.
7. Reviews and evaluates program operations, ensuring that contractual obligations are fulfilled; modifies program objectives and resource allocations for greater program effectiveness.
8. Authorizes the expenditure of all funds within budget limits and signing authority, and approves all contractual commitments within Grantor and Agency policies and regulations.
9. Directs research and planning, including community input, on social and economic status of target areas and people to determine the priority of needs. Ensure the proper assessment of community needs and provide necessary leadership to take effective action in addressing those needs.
10. Works closely with the CFO to ensure the proper overall fiscal control of the Agency and shall ensure proper reporting to the Board any discrepancies or areas of concern.
11. Establishes specific programs and budgetary standards to evaluate the results and expenditures of each program.
12. Provides leadership, by example, establishing and maintaining quality work standards throughout the Agency.
13. Oversees CFO, Division Directors, Administrators, Managers and administrative staff, ensuring that recruitment, training and supervision at all levels is maintained in a manner to achieve results regarding program objectives as well as individual professional development.
14. Provides guidance in personnel matters.
15. Maintains an environment to attract and retain a highly motivated staff and provides guidance to ensure the Agency stays competitive in wages and benefits to attract well qualified employees.
16. Must assure all direct reports understand their role in accomplishing the mission of the agency along with their job responsibilities.
17. Offers guidance on outreach strategies and oversees all contact with printed and electronic media.

B. Other Job Specific Duties:

1. Works on special projects as assigned.
2. Conducts and attends meetings, trainings and professional growth activities, as required.
3. Works alternative hours as required, including nights and weekends.
4. Must understand, uphold, and continue working toward accomplishing the mission, strategic goals and performance measures of the agency.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Agency policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.

Departmental policies and procedures families.
Modern office procedures and equipment including computers.
Word processing and other related software applications.

Ability to:
Plan, organize, and allocate resources.
Work independently.
Prepare clear, concise reports.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and interpret and explain policies and procedures.
Analyze problems; identify alternative solutions.
Communicate effectively verbally and in writing.
Work with accuracy and attention to detail.
Operate and use modern office equipment.
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

Master's Degree from an accredited institution with a major in Public Administration, Business Administration or closely related field and 5 years progressively responsible experience at a senior management level; ***or***

B.S. /B.A. degree from an accredited institution in one of the above disciplines and 7 years' experience including 5 at a senior management level; ***or***

Any equivalent combination of education and/or experience that is acceptable to the Board of Directors.

OTHER REQUIRMENTS:

- Must be fingerprinted and have records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion TB screening upon employment and annually thereafter.
- Possession of a valid California Driver's License, State automobile insurance, and acceptable driving record substantiated by a DMV printout.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			**X**
Walking			**X**
Standing			**X**
Bending (neck)			**X**
Bending (waist)			**X**
Squatting		**X**	
Climbing	**X**		
Kneeling		**X**	
Crawling	**X**		
Twisting (neck)			**X**
Twisting Waist			**X**
Is repetitive use of hand required?			**X**
Simple Grasping (right hand)			**X**
Simple Grasping (left hand)			**X**
Power Grasping (right hand)		**X**	
Power Grasping (left hand)		**X**	
Fine Manipulation (right hand)			**X**
Fine Manipulation (left hand)			**X**
Pushing & Pulling (right hand)		**X**	
Pushing &Pulling (left hand)		**X**	
Reaching (above shoulder level)		**X**	
Reaching (below shoulder level)		**X**	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			**X**			**X**
11-25 lbs		**X**			**X**	
26-50 lbs		**X**			**X**	
51-75lbs	**X**			**X**		
76-100lb	**X**			**X**		
100lbs+	**X**			**X**		

COMMUNITY ACTION PARTNERSHIP of KERN

Chief Financial Officer

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 15 **FLSA Status:** Exempt **Date Approved:** 06/13/2017

SUMMARY:
The Chief Financial Officer is responsible for overseeing and directing the coordination and implementation of financial management systems that ensure efficiencies and compliance on an organization-wide basis including planning, organizing, guiding and monitoring the overall financial and accounting functions of the organization.

SUPERVISION RECEIVED:
Receives supervision from Chief Executive Officer.

SUPERVISION EXERCISED:
Assistant Director of Finance

DUTIES AND RESPONSIBILITIES:
Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Plan, organize, coordinate, guide and control the overall financial and accounting functions of the organization.
2. Ensure that accounting policies, procedures and controls comply with generally accepted accounting principles, government regulations and guidelines.
3. Design and implement financial reporting systems.
4. Optimize utilization of the accounting software. Streamline financial and data tracking systems.
5. Make decisions to modify or adapt procedures to strengthen the overall financial control environment of the organization to meet different or changing circumstances.
6. Prepare and present monthly, quarterly and annual financial reports that accurately reflect the financial position of the organization.
7. Provide technical support in developing and preparing budgets, budget modifications and amendments and other supporting financial analyses and schedules required for ongoing grant/contracts and proposals for additional funding.
8. Identify and present financial issues. Make recommendations on appropriate action for resolution.
9. Act as a liaison with funding sources in resolving budget, financial and reporting issues.
10. Establish and maintain all banking relationships.
11. Develop and implement policies and procedures to ensure corporate assets are safeguarded, including confidential data.
12. Oversee and facilitate the annual organization-wide audit as well as funding source fiscal monitoring visits.

13. Provide general business and financial advice to the Executive Director on the overall operations and financial condition of the organization. Provide technical support and direction to senior management staff to ensure compliance with government rules and regulations and grant/contract requirements.
14. Maintain effective working relationships and communications with other division directors, the Board of Directors, funding source representatives and auditors.
15. Monitor progress toward key financial goals.
16. Serve as primary support staff contact to the Budget & Finance and Audit & Pension committees of the Board of Directors.
17. Perform other financial and accounting duties as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Generally accepted accounting principles
Applicable federal, state and local laws, codes and regulations
Organization and Finance division policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, general ledger database, and other related software applications

Ability to:

Deal with conceptual matters
Plan, organize, allocate, and control confidential data and organizational resources
Communicate effectively, both orally and in writing
Plan and coordinate work requiring constant alertness and considerable mental attention
Work under frequent time pressures or deadlines
Supervise and motivate a diverse group of individuals
Research and resolve financial issues and problems
Analyze financial data with successful results
Prepare accurate and concise financial statements, reports and budgets
Establish and maintain good working relationships, both internally and externally with funding sources, banks, board of directors and auditors
Exercise good or independent judgment including initiative and ingenuity

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in accounting, business administration or related field.
- CPA (Certified Public Accountant) preferred.

- Minimum of ten (10) years of progressive financial accounting experience, including five (5) years of supervisory experience.
- Financial accounting experience in a non-profit organization or governmental entity is desirable including familiarity with governmental accounting standards and regulations

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- Completion of a physical and substance abuse screening upon offer of employment
- Must be fingerprinted and have such records filed with the State Department of Social Services

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors
- Noise level is quiet to moderately quiet
- Hazards are minimal

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Director of Finance			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	

Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75lbs	x			x		
76-100lb	x			x		
100lbs +	x					

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
June 14, 2017
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

   Fred Plane called the meeting to order at 12:02 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Fred Plane, Jimmie Childress, Lorena Fernandez, Marian Panos, Lupe Perez

   Absent: None

   Others present: Jeremy Tobias, Chief Executive Officer; Ralph Martinez, Director of Community Development; Carmen Segovia, Director of Health & Nutrition Services; Yolanda Gonzales, Director of Head Start / State Child Development; Christine Anami, Chief Financial Officer; other CAPK staff.

3. **Approval of Agenda**

   Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for June 14, 2017. Carried by unanimous vote. (Panos/Fernandez).

   Ralph Martinez announced that we have two new Board Members on the Committee and asked that each briefly introduce themselves.

   Jimmie Childress said that he is a new Board Member from the Private Sector and a retired contractor and teacher.

   Lupe Perez is born and raised in Kern County and is excited to be on the Board to represent the Low-Income Sector of Greater Bakersfield.

4. **Public Forum:**

   No one addressed the Committee.

5. **Old Business**

   a. 2017-2018 Recruitment and Selection Plan Summary of Changes – Erika Arias, ERSEA Manager – ***Action Item***

   Jerry Meade reported that Erika Arias presented the 2017-2018 Recruitment & Selection Plan Summary of Changes at the May 17, 2017 PRE Committee meeting. The Committee made the recommendation to table the item so staff could gather additional information, make

revisions and bring it back to the Committee at the June meeting. Jerry described the process of recruitment selection and the point system that determines the child's eligibility. The Head Start Act and our Performance Standards have been written into law, and the selection criteria is based on four categories: homeless children; children in foster care; children receiving public assistance; and low-income families that fall below the Federal Poverty Guidelines.

Jerry explained that the selection criteria process must meet the letter of the law. New Performance Standards were released last November, which led staff to make major revisions to the former plan. At the last meeting, we presented the areas of changes that were recommended and adopted by our process. Marian Panos has experience working with the CAPK Head Start program and she identified issues that need to be addressed to ensure that the selection process is in full compliance. Additional changes were made to the point system following the distribution of the PRE Agenda Packet; therefore, the Committee was provided with the most up-to-date version. The revised point system ensures that children who are homeless or in foster care will remain at the top of the list for enrollment into the program. In addition, we are mandated to meet the criteria of enrolling 10% of children with an IEP or IFSP so point values were also increased under this category.

Revisions were also made to the Income-Eligible category language to make it clear that children from Public Assistance-eligible families fell under one of the four priority categories.

Further discussions with Marian resulted in the following: adjusting the value of transition points to ensure that an Early Head Start child can transition to a Head Start spot; a decision to maintain the Policies & Procedures in the ERSEA Department to ensure the selection process is followed and in compliance.

Jimmie Childress asked what would happen in the event that only one slot is available at a given Head Start Center and two children are in need of services: a child with IEP and one homeless child. Jerry explained that the homeless child is the priority according to the standards, but staff would explore other nearby centers or a home-based option for the child with the IEP.

Motion was made and seconded to approve the 2017-2018 Recruitment & Selection Plan Summary of Changes. Carried by unanimous vote. (Fernandez/Panos).

6. **New Business**

a. April 2017 Program and Division Reports – Ralph Martinez, Director of Community Development – ***Action Item***
   - 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

Ralph Martinez provided a summary of each program and the services provided, and highlighted accomplishments from the month of May.

Regarding VITA, Jimmie asked whether the agency is held liable if an error is made on a tax return prepared by a volunteer. Jeremy Tobias replied that since VITA taxes are prepared by volunteers, we are protected under Federal Regulations and we are not liable in the event of an error. If an error is discovered, CAP VITA can go back and re-file. Jeremy further explained that to be part of the VITA Program, all tax preparers must be unpaid volunteers, who undergo rigorous, detailed training and are very professional.

Ralph Martinez added that paid staff are present on site to monitor the work, and CAPK VITA has a quality control process whereby the tax returns must pass by 3 people before being submitted.

Ralph described CAPK's 2-1-1 program and noted that counties outside of Kern County are also served by 2-1-1 Kern. Jeremy clarified that CAPK is not the public face of 2-1-1 in the other counties; rather they are run by the local United Ways and CAPK is the back-office contractor that handles call-answering for those counties.

Ralph encouraged the Committee to contact program managers to ask questions, and to schedule site visits to familiarize themselves with the programs that they are making decisions about.

Motion was made and seconded to approve the May 2017 Program & Division Reports Carried by unanimous vote. (Panos/Fernandez).

b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item***

- Enterprise Rent-A-Car for Food Bank
- Starbucks Foundation for Friendship House Community Center & Shafter Youth Center

Ralph highlighted the awarded funds from May and presented two new funding requests. CAPK is requesting $25,000 from Enterprise Rent-A-Car to replace the operational software that will enable the Food Bank to improve client tracking and identify the community's needs. In addition, CAPK is requesting $49,670 from The Starbucks Foundation for the PREP Works Program to serve youths ages 16-18 years through job preparation classes, community service projects, and paid work experience. The funding amount stated in the agenda packet is higher than the actual request, due to a $50,000 funding limit from Starbucks.

Lorena Fernandez asked about the PREP Works Program, wanting to know if the program will be offered to students in Arvin and Lamont in addition to the current program in Bakersfield and Shafter. Ralph explained that the challenge to provide services to those

areas is that we do not currently have facilities in Arvin and Lamont. We operate the Shafter Youth Center and Friendship House Community Center, which allows us the ability to offer the program in those areas We would need a facility and staff to be able to offer the program elsewhere.

Ralph explained that staff is investigating opportunities to increase funding to enable the program to be provided in other areas. This could be something the Board can assist with, as we look for other potential sites to host the program and identify additional funding for staff time and travel. Jeremy asked if youth from other locations can travel to Bakersfield or Shafter and participate in the program. Ralph replied that they currently recruiting from the alternative schools in those areas. Lorena added that there is a continuation school in Lamont, as well as in Arvin. Ralph noted that the Starbucks funding request specifically states the program will serve youth in Southeast Bakersfield, Shafter and Wasco, but staff can seek opportunities for other funds.

Jeremy suggested staff look into funding to ultimately expand the PREP Works program from the existing sites. Jeremy also stated that the program is very well received and the outcomes are excellent and measurable, which is viewed positively by funders. Lorena re-emphasized the needs of the students in Arvin and Lamont and encouraged staff to investigate opportunities to address those needs.

Motion was made and seconded to approve the Application Status Report and Funding Requests. Carried by unanimous vote. (Fernandez/Panos).

c. Head Start / State Child Development May Enrollment Update and Meals Report – Erika Arias, ERSEA Manager – ***Action Item***

Erika Arias provided the updated enrollment and meals report for May and announced that CAPK received approval to reduce the funded enrollment for our EHS San Joaquin grant from 345 to 313 as requested.

Motion was made and seconded to approve the Head Start / State Child Development May Enrollment Update and Meals Report. Carried by unanimous vote. (Panos/Fernandez).

d. May 2017 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager – ***Info Item***

Louis Medina provided a slideshow to highlight the outreach activities from the prior month and current month to date. The two big events in May were Give Big Kern and the 2017 Humanitarian Awards Banquet to raise unrestricted funds for CAPK.

The use of social media helps increase community awareness of CAPK's programs. Some programs have their own Facebook pages, there is cross-sharing of content between programs and the main CAPK page. The Outreach & Advocacy unit also utilizes social media highlight VIP visitors to our sites and special recognitions to supporters and partners.

Louis provided copies of the Kern Business Journal, a bi-monthly publication. Louis referenced the article regarding the installation of solar panels on the CAPK Food Bank, which will reduce electricity costs of approximately $50,000 per year and allow us to reinvest those dollars to feeding the hungry. There will be a community event announced in the near future to celebrate the completion of the solar panel installation.

Louis also provided information regarding Allstate Insurance's "Let's Can Hunger" food drive. Thirteen Allstate offices are participating in the Food Drive from June 19-30, and all proceeds will benefit the CAPK Food Bank.

6. **Committee Member Comments**

There were no comments by Committee members.

7. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, August 9, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

8. **Adjournment**

The meeting adjourned at 1:44 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Erika Arias, ERSEA Manager

Date: June 14, 2017

Subject: *Agenda Item 5a:* Summary of changes to the 2017-2018 Recruitment and Selection Plan- Action Item

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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. Upon the review of the new Head Start Performance Standards, the RSP Committee implemented the following changes, which was presented to the PRE Committee on May 17, 2017:

- 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.

Based on feedback received from the PRE Committee at the May 17, 2017 meeting, the following amendments have been included:

- Increased point value for categories of priority, Homeless, Foster, and Transitioning
- Increased Disability point value
- Revised Income Eligible category to read "Income/Public Assistance eligible"
- Removed criteria points that were specific to a unique community within our service area.

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.

Recommendation

With the inclusion of the amendments, as requested by the PRE Committee, 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.

Community Action Partnership of Kern
Head Start and State Child Developoment Services
ERSEA Services

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/Public Assistance Eligible
- ☐ Over Income

I have examined the following documents to determine eligibility:

- ☐ 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)	100
One Parent	20		
Two Parent	15	In the absence of Childcare	25
Income		Teen Parent	25
75-100% Below Poverty	25	Child on waitlist prior program year	25
50-74% Below Poverty	20	At-risk Pregnancy (EHS Home base only)	25
25-49% Below Poverty	15	First Pregnancy (EHS Home base only)	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	425
		Foster	420
		Transitioning (EHS to HS 3rd year enrollee)	415

"✓" 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.
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.

2017-2018 Recruitment and Selection Plan

Community Action Partnership of Kern

3/14/2017

Head Start/State Child Development Division

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RECRUITMENT AND SELECTION PLAN COMMITTEE

Policy Council Members

Lorena Fernandez	Policy Council
Shevada Dove-Williams	Policy Council
Ana Luna	Policy Council

CAPK/CEDS Division Staff

Tammy Burns	Manager Early Childhood Council
Pam Pritchard	Assistant Director
Jerry Meade	Program Design & Management Administrator
Elizabeth Williams	Region 1 Program Manager
Krissie Leach	Region 2 Program Manager
LeTisha Brooks	Region 3 Program Manager
Mary Ann Mooney	Region 4 Program Manager
Doe Ryti	Partnership Program Manager
Patty Hinojosa	Family Engagement Support Services Manager
Virginia Sierra	Home Base Supervisor
Mary J. Lopez	Home Base Supervisor
Tyrone Trapp	ERSEA Coordinator
Susie Martinez	Content Area Specialist Disabilities
Norma Bautista	ERSEA Specialist
Theresa Priest	ERSEA Specialist
Kimika Porter	ERSEA Specialist
Cindy Burgara	Family Service Worker
Margaret Edwards	Family Service Worker
Anabel Jimenez	Family Service Worker
Juanita Jimenez	Family Service Worker
Olivia Kent	Family Service Worker
Karen Miller	Family Service Worker
Francis Vega	Family Service Worker
Kristian Watson	Family Service Worker

INTRODUCTION

Kern County's Early Head Start and Head Start programs are part of the network of non-profit, 501(c) (3) agencies governed by the Community Action Partnership of Kern. Community Action Partnership of Kern has a $55 million annual budget and over 800 employees. Funding is derived from federal, state, local and private sources. In addition to Head Start and Early Head Start, the partnership administers the following programs: State-Funded Migrant and General Child Care, Women, Infants and Children (WIC), Green Energy HEAP & Weatherization, Food Bank, USDA Commodities, Senior Brown Bag, HIV/AIDS Education & Prevention, 2-1-1 Kern Help Line, VITA, Shafter Youth Center, and Friendship House Community Center.

The purpose of the annual Recruitment and Selection Plan is to form a plan that is based on the CAPK Community Assessment, to maintain adequate waiting lists that will assist Head Start in maintaining constant full enrollment, and establish criteria for enrolling those children and families who will most benefit from Early Head Start/Head Start services when enrollment opportunities become available. The plan is required by Head Start Program Performance Standards at CFR 1304 and 1305.

The process for annual revision of this plan is described in Head Start/State Child Development Division procedures and involves parents, Policy Council, staff, and community partners. In accordance with the Head Start Program Performance Standards, the Policy Council, and the Board of Directors, reviews and approves the plan. The Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) management team designs and carries out the annual training prior to recruitment kick-off.

The Partnership is funded to serve 2,041 Head Start (HS) children and 328 Early Head Start children (EHS) as well as pregnant women who participate in our EHS-Pregnant Woman Program through Home Base. Our EHS program also includes 56 children that receive our services through an EHS Partnership grant with community partners.

METHODOLOGY

The Recruitment and Selection Plan Committee was assembled with the intent of including the perspectives of the diverse areas of Kern County's 8,000 square miles, as well as each of the populations set forth in CFR 1305. Management of the Kern County Head Start and Early Head Start programs is divided into regions, each of which receives oversight by a Program Manager. Each Program Manager was asked to provide at least two staff members and two parents from the centers in their region. Kern County Head Start Policy Council members were invited as well. Community members representing foster children, children with disabilities, homeless families, and families receiving public assistance were invited to appoint representatives to the committee.

The Recruitment and Selection Plan Committee met on March 14, 2017. Each group was provided the 2016 Community Assessment Update, as well as the 2016/2017 Recruitment and Selection Plan. The Plan includes excerpts from the Head Start Program Performance Standards and from the Head Start Act for School Readiness. The excerpts they received are found in appendix A of this plan.

At the meeting, information was shared about the purpose of the Recruitment and Selection plan, as well as we reviewed six sections of the 2016 Community Assessment, Committee members were advised of the importance of their work, as it guides recruitment efforts throughout the county in the coming year, as well as determine selection priorities for which children are enrolled. Committee members were asked to review the two documents provided to them, in their small group, and to be prepared to discuss the ideas of the priorities they would like to see established. They were informed that the Recruitment and Selection Plan is required to be based on the needs identified in the community assessment.

Committee members engaged in the task of shepherding a new Recruitment and Selection Plan during the planning session. They examined the priorities established by the 2016/2017 Recruitment and Selection Plan. There was minimal change to the selections and criteria verification to include as a category of additional priority as well as new suggestions for supporting recruitment efforts at the center level. What follows is the result of their meticulous examination of the needs and strengths of Kern County.

Eligibility

The Head Start Program Performance Standards set a minimum percentage for the number of enrollees with diagnosed disabilities and a maximum percentage for the number of enrollees from over income families.

- At least, ninety percent of enrollees must be Income/Pubic Assistance based upon federal guidelines, receiving, in foster placement or homeless.
- No more than ten percent of enrollees may be over income according to federal poverty guidelines, unless categorically eligible.
- No less than ten percent of EHS and HS enrollees must be children with a diagnosed disability and a verified Individualized Family Services Plan (IFSP) or Individualized Education Plan (IEP).
- The Head Start Act of 2007 provided that if the annual community assessment were to find the low income families in the area have already been served, CAPK could request Office of Head Start approval to serve up to 35 percent of its enrolled children from families up to 130 percent of the federal poverty guidelines, in addition to the ten percent noted as allowable above.

Eligibility Categories

The Head Start Program Performance Standards and the Head Start for School Readiness Act establishes family eligibility categories.

Homeless children (as defined by the McKinney-Vento Homeless Assistance Act)

Homelessness has been a continual issue in Kern County due to the economy. The Office of Head Start recognized the importance of providing services to homeless families as they are the "neediest-of-the-needy." Homeless families are categorically eligible for Head Start, and are considered a priority for services. Based on the 2016 Kern County Point-in-Time Homeless Count (Homeless Census), there were 1,067 men, women and children living in homelessness; this was an increase of 20% as of January 2015. Of that number, 64 are children under the age of 6 years old. CAPK has reported in the first part of the 2016-2017 School Year, 43 homeless children and their families have been provided services.

Children with Disabilities

Head Start Performance Standards require that 10% of the funded enrollment of both Head Start and Early Head Start be children with disabilities (IEP/IFSP). The Community Assessment states that the diagnoses of children with disabilities are on the decline. In December 2013, 1982 children in Kern County between the ages of 0-5 had a diagnosed disability. In the first half of the 2016-2017 School Year, CAPK reports serving 279 children with a diagnosed disability.

Foster Placement

Foster placement is the second highest priority for selection at Head Start. The point-in-time count taken in, 2015 from kidsdata.org, revealed there were 1,783 children in the foster care system. Of the total children in Foster Care in Kern County, 611 of children were between the ages of 0 to 5 years old. CAPK reports in the

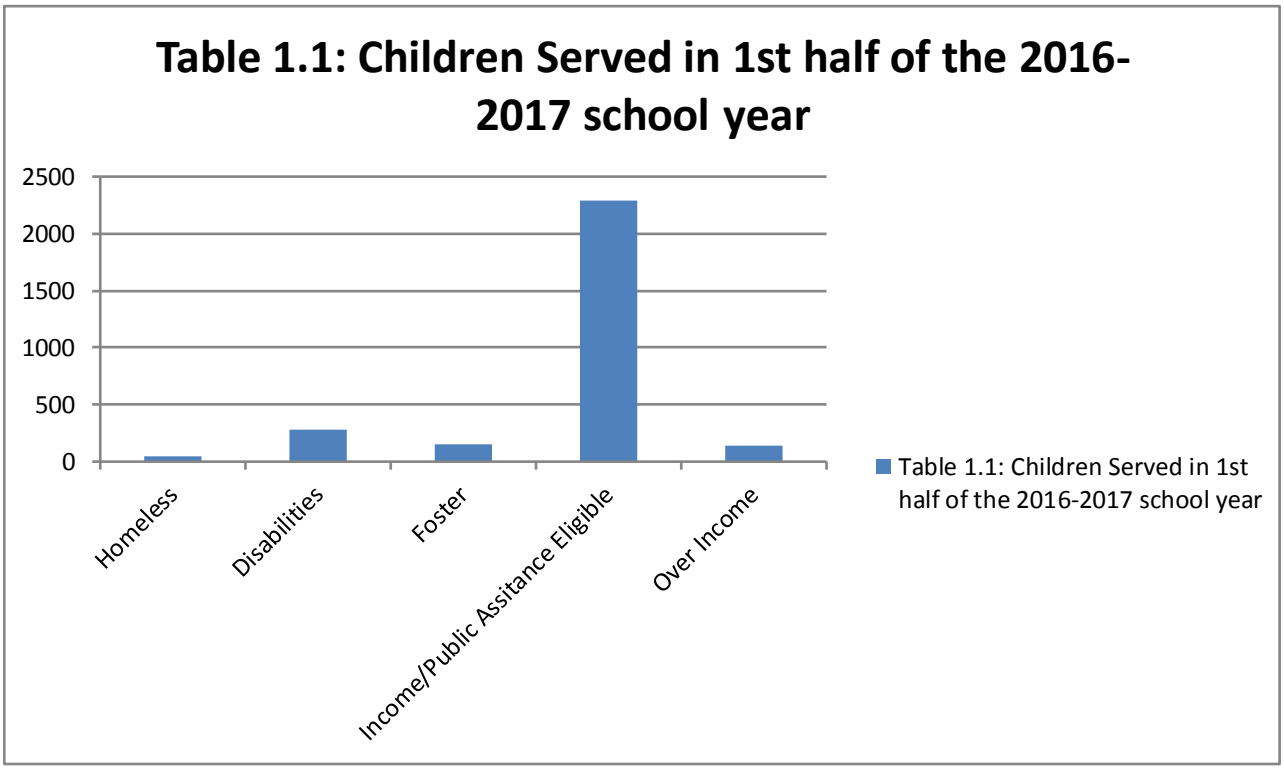
first part of the 2016-2017 School Year, 143 foster children have received services in the Head Start/Early Head Start program.

Income/Pubic Assistance (low income) per federal poverty guidelines

Based on the most recent update to the 2013 Community Assessment, it was determined that 72,846 children in Kern County are under the age of 5. Based on that number, 37.7% of those children under the age of 5 are living below the federal poverty level; that means, there is an estimated 27,613 children that are Income/Pubic Assistance for Head Start and Early Head Start currently residing in Kern County. During the first half of the 2016-2017 School Year, 2,741 of those served are categorized as Income/Pubic Assistance (see table 1.1)

Over income who meet the program selection criteria

Although it's been stated that more than 27,000 children are Income/Pubic Assistance for services in Kern County, the agency is able to provide services to 10% of the funded enrollment that exceed the income requirements of the program, at any given time. Generally, these slots are saved for those children that have disabilities but may be over income for the program or for centers in locations that struggle with securing Income/Pubic Assistance families. During the first part of the 2016-2017 School Year, CAPK reports serving 182 over income families (see table 1.1).



Recruitment

Children with diagnosed disabilities

At least ten percent of all children enrolled in Early Head Start/Head Start are diagnosed with disabilities, and who qualify for special education services. To support recruitment efforts, collaboration, and open communication is maintained with the Special Education Local Plan Area/ Local Education Agencies (SELPA/LEA) and Kern Early Start Services. Activities to continue this collaboration include:

• Attending IFSP/IEP meetings with prospective families referred by school districts or other agencies.

•Flexible/modified attendance schedules. (Dual Enrollment)

• Each center establishes a relationship, with the local School Districts Special Education Department

• Each center (if applicable) establish a relationship, with the Special Education Preschools, on-site

•Direct outreach efforts to groups affiliated with accommodation, accessibility, and awareness issues in our communities.

•Participation on the Kern Early Start Services Advisory Committee

•Providing specific materials for recruitment of children with disabilities

•Participating on the Kern County Superintendent of Schools SELPA/LRE (Least Restrictive Environment) Committee

- Participation in MVCCP-Medically Vulnerable Care Coordinator Project

Head Start/State Child Development Division will provide information to the following regarding services for children with diagnosed disabilities:

•Private early child care agencies that do not accept children with disabilities

•Farmers' Markets, Fairs, Carnivals, Craft Shows, etc.

•Hospitals, doctors' offices, dentists' offices, the Health Department and low-income clinics

•Kern Regional Center and H.E.A.R.T.S. Connection

• Search and Serve

• Valley Achievement

•Community Connection for Child Care will flag our program as "accepting children with disabilities"

•MOU with Department of Human Services to recruit in the lobby of the main office

•Health Fairs or other community events geared toward families of children with disabilities

Recruitment Strategies

Children and families are recruited throughout Kern County; Kern County was established as the Partnership's service area beginning in 1965.

The Partnership maintains an active, year-round recruitment process designed to reach Kern county families eligible for services. Head Start's recruitment plan is based upon information from:

•Community Assessment Data drawn from a wide variety of sources

•Self Assessment Data

•Individual Center Recruitment

•Community Partners

•Program Information Report Data

Recruitment is everyone's responsibility. It's also the responsibility of all Head Start/State Child Development Division employees to maintain 100 percent enrollment each school year. Through the dedicated efforts of parents and staff all program options must, beginning on day one and at all times thereafter, maintain full enrollment and prioritized waiting list. In effort to recruit year-round, Head Start participates in many recruitment events as well as creating self events in areas where community events are lacking.

Recruitment efforts are all-inclusive for all program options, and include the following:

•Initial Spring recruitment focuses on enrollment for the upcoming school year.

•Word of mouth recruitment through parents, volunteers, program staff, agency staff and community partners.

•Collaborative efforts with community events and agencies to coordinate ongoing recruitment opportunities, ensuring adaptation of outreach materials for local cultures and languages.

•Close collaboration with Special Education Local Plan Area/Local Education Agencies (SELPA/LEA), Kern Early Start Services, and other community groups, and medical professionals to keep communication open for services available for children with special needs and/or diagnosed disabilities.

•Application clinics, in-home application appointments, on-site or Head Start's office application appointments; and whenever possible assistance to walk-in parents to complete applications.

•Collaborating with media outlets to advertise the availability of Head Start services

•Year-round recruitment efforts.

•Memo of Understanding (MOU) with community agencies to provide on-site assistance to homeless families, domestic violence victims, child protective services and other families in need.

•Private sector child development programs

•MOU with the Department of Human Services to recruit in the lobby of the main office in Bakersfield, where applications can be completed during the work week on a consistent basis. 1st and last weeks of the month are the busiest

• Collaboration with CAPK WIC

•Create events at each individual center to draw attention to what Head Start does for the families in each neighborhood/community.

•Have a CAPK Community Resource event that promotes Head Start as well as other CAPK programs that provide services to low income families.

- Provide recruitment materials and information to the 50 Head Start Dental providers
- Provide recruitment materials and information to the CHDP providers
- Technology and Social Media
- Rebranding from Child Education and Development Services (CEDS) to Head Start

Recruitment Strategies are individualized by the local community

•Local recruitment is planned, carried out, monitored and evaluated by the recruitment committee based on recruitment plans created by each Head Start center. *Local, site-based recruitment plan is available upon request in the ERSEA Department.*

•Parents and staff will share information about the positive impact of the program.

•Parents and staff distribute program information in readily available venues such as stores, libraries, laundromats, doctors' and dentists' offices, clinics, etc.

•Head Start will issue Press Releases and or Public Service Announcements regarding recruitment and Head Start's participation in program and activities in the community, for example:

Δ Festivals, fairs or holiday events sponsored by the program

Δ Parades

Δ Center locations or relocations

Δ Awards received by parents, volunteers or staff

Δ Special projects

Δ Donations to program

Δ Community farmer's markets

•Head Start staff will attend community meetings to share information about program services.

•Head Start will invite the community to program open houses.

Head Start staff attends monthly collaboratives

•Head Start collaborates with other CAPK programs and other community agencies for referrals, for example, the Health Advisory Committee, WIC, and the annual parent conference.

Selection Priorities

Head Start priority for an enrollment opportunity is:

1. Homeless Children-individuals who lack fixed, regular and adequate night time residence; and includes:
    a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster placement.
    b. Children and youth who have a primary night time residence that is a public or a private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.
    c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
    d. Migrant children who qualify as homeless because they are living in circumstances described in one of the above.
2. Foster Placement
3. Early Head Start transition meeting program criteria.
    a. Transition from Early Head Start home-based to Early Head Start center-based.
    b. Transition from Early Head Start to Head Start
4. Head Start enrollees continuing
    a. Current home-based HS transition into center-based full-day or part-day; Current center-based HS transfer to home-based
5. Head Start
    a. Current full-day HS no longer qualifying for state services transition into part-day or Home Base HS options.
    b. 3rd year enrollees

In addition to the priority outline stated, points are awarded for the following factors:

Δ Children with a validated IEP/IFSP from a local Education Agency or Part C Agency

Δ In the absence of Childcare

Δ Parents who were/are19 and under, pregnant and/or parenting

Δ Child on wait-list prior program year

Δ Pregnant woman with documented medical risk

Δ First pregnancy

Δ Current or Former Military

Δ Medical referral such as, but not limited to overweight children as determined by a medical professional

Δ Special need/social service referral, including child protective services and domestic violence facility

Δ Other family type of relative

Δ Public Assistance Program

Δ Parent Works/attends school-FT need

Δ Sibling enrolled with IEP/IFSP

Δ Transition Kindergarten eligible

Δ Sibling Enrolled

Total priority points are calculated by the database

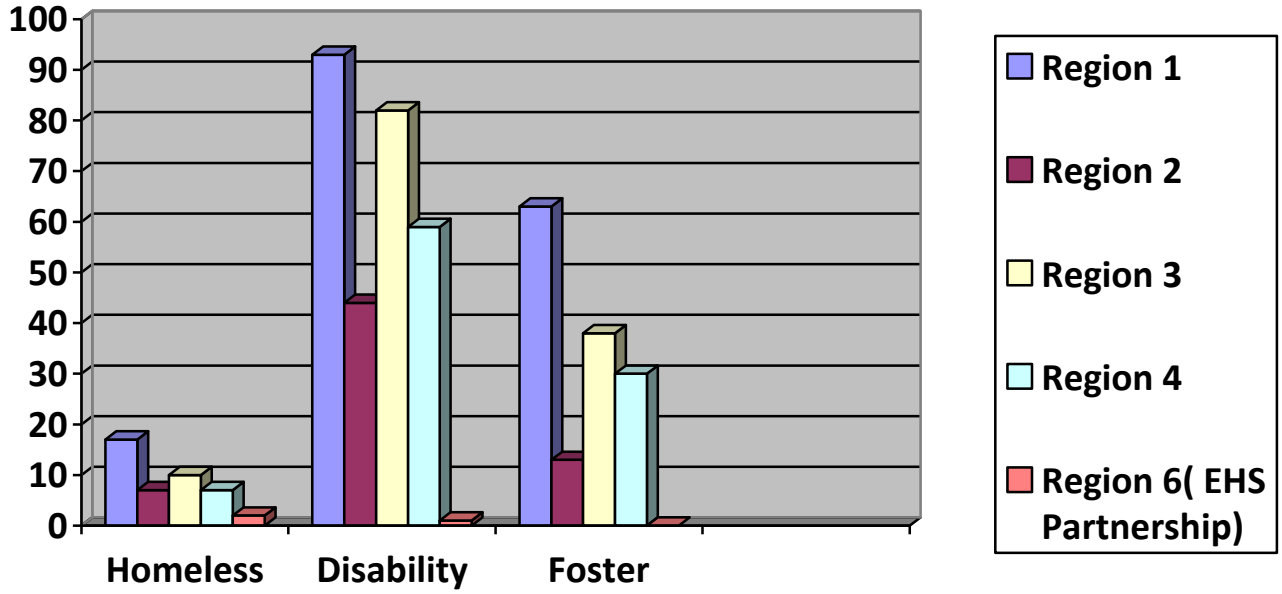
Δ Trained Head Start staff will document the applicant's priority points on the program eligibility priority sheet.

Δ When the applicant's priority points are entered into the database, the database calculates the total points to determine priority on the waiting list.

Selection is based upon priority and ranking on the waiting list database at the time the enrollment opportunity becomes available.

Δ The recruitment and application process is year-round; therefore, families are regularly added to the database. The database continually updates the priority ranking of each site/options wait list.

Table 3.1 Number of priority families during the first half of the 2016-2017 School Year



APPENDICES

Excerpts from the Head Start Program Performance Standards and Head Start Act for School Readiness pertaining to the Recruitment and Selection Plan

(go to www.eclkc.ohs.acf.gov for additional standards, HS Act)

Definitions from the Compilation of the Act

(1) The term **"child with a disability"** means

A. A child who qualifies for an Individualized Education Plan as defined under Individuals with Disabilities Education Act, established by a local education agency or Part C agency.

B. An infant or toddler qualifies for an Individualized Family Service Plan as defined under Individuals with Disabilities Education Act, established by a local education agency or Part C agency.

(11) The term **"local educational agency"** has the meaning given such term in the Elementary and Secondary Education Act of 1965.

(14) The term **"poverty line"** means the official poverty line (as defined by the Office of Management and Budget)--

A. adjusted to reflect the percentage change in the Consumer Price Index For All Urban Consumers, issued by the Bureau of Labor Statistics, occurring in the 1-year period or other interval immediately preceding the date such adjustment is made; and
B. adjusted for family size.

Sections of the Act

640. ALLOTMENT OF FUNDS; LIMITATIONS ON ASSISTANCE (m) The Secretary shall issue rules to establish policies and procedures to remove barriers to the enrollment and participation of homeless children in Head Start programs. Such rules shall require Head Start agencies—

(1) IN GENERAL- To determine whether Head Start agencies meet standards described in subsection (a)(1) established under this subchapter with respect to program, administrative, financial management, and other requirements, and in order to help the programs identify areas for improvement and areas of strength as part of their ongoing self-assessment process, the Secretary shall conduct the following reviews of Head Start agencies, including the Head Start programs operated by such agencies:

K) include as part of the reviews, a review and assessment of whether agencies have adequately addressed the needs of children with disabilities, including whether the agencies involved have met the 10 percent minimum enrollment requirement specified in section 640(d) and whether the agencies have made sufficient efforts to collaborate with State and local agencies providing services under section 619 or part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.);

PARTICIPATION IN HEAD START PROGRAMS

Sec. 645. [42 U.S.C. 9840] (a)(1)(A) The Secretary shall by regulation prescribe eligibility for the participation of persons in Head Start programs assisted under this subchapter.

(B) Except as provided in paragraph (2), such regulation shall provide--

(i) that children from low-income families shall be eligible for participation in programs assisted under this subchapter if their families' incomes are below the poverty line, or if their families are eligible or, in the absence of child care, would potentially be eligible for public assistance; and

(ii) that homeless children shall be deemed to be eligible for such participation;

(iii) that programs assisted under this subchapter may include--

(I) to a reasonable extent (but not to exceed 10 percent of participants), participation of children in the area served who would benefit from such programs but who are not eligible under clause (i) or (ii); and

(II) from the area served, an additional 35 percent of participants who are not eligible under clause (i) or (ii) and whose families have incomes below 130 percent of the poverty line, if—

(aa) the Head Start agency involved establishes and implements outreach and enrollment policies and procedures that ensure such agency is meeting the needs of children eligible under clause (i) or (ii) (or sub clause (I) if the child involved has a disability) prior to meeting the needs of children eligible under this sub clause; and

(bb) in prioritizing the selection of children to be served, the Head Start agency establishes criteria that provide that the agency will serve children eligible under clause (i) or (ii) prior to serving the children eligible under this sub clause;

(iv) that any Head Start agency serving children eligible under clause (iii)(II) shall report annually to the Secretary information on--

(I) how such agency is meeting the needs of children eligible under clause (i) or (ii), in the area served, including local demographic data on families of children eligible under clause (i) or (ii);

(II) the outreach and enrollment policies and procedures established by the agency that ensure the agency is meeting the needs of children eligible under clause (i) or (ii) (or clause (iii)(I) if the child involved has a disability) prior to meeting the needs of children eligible under clause (iii)(II);

(III) the efforts, including outreach efforts (that are appropriate to the community involved), of such agency to be fully enrolled with children eligible under clause (i) or (ii);

(IV) the policies, procedures, and selection criteria such agency is implementing to serve eligible children, consistent with clause (iii)(II);

(V) the agency's enrollment level, and enrollment level over the fiscal year prior to the fiscal year in which the report is submitted;

(VI) the number of children served by the agency, disaggregated by whether such children are eligible under clause (i), clause (ii), clause (iii)(I), or clause (iii)(II); and

(VII) The eligibility criteria category of the children on the agency's waiting list;

(V) That a child who has been determined to meet the eligibility criteria described in this subparagraph and who is participating in a Head Start program in a program year shall be considered to continue to meet the eligibility criteria through the end of the succeeding program year.

(C) In determining, for purposes of this paragraph, whether a child who has applied for enrollment in a Head Start program meets the eligibility criteria, an entity may consider evidence of family income during the 12 months preceding the month in which the application is submitted, or during the calendar year preceding the calendar year in which the application is submitted, whichever more accurately reflects the needs of the family at the time of application.

(2) Whenever a Head Start program is operated in a community with a population of 1,000 or less individuals and--

(A) There is no other preschool program in the community;

(B) the community is located in a medically underserved area, as designated by the Secretary pursuant to section 330(b)(3) of the Public Health Service Act [42 U.S.C. §254c(b)(3)] and is located in a health professional shortage area, as designated by the Secretary pursuant to section 332(a)(1) of such Act [42 U.S.C. §254e(a)(1)];

(C) the community is in a location which, by reason of remoteness, does not permit reasonable access to the types of services described in clauses (A) and (B); and

(D) not less than 50 percent of the families to be served in the community are eligible under the eligibility criteria established by the Secretary under paragraph (1); the Head Start program in such locality shall establish the criteria for eligibility, except that no child residing in such community whose family is eligible under such eligibility criteria shall, by virtue of such project's eligibility criteria, be denied an opportunity to participate in such program. During the period beginning on the date of the enactment of the Human Services Reauthorization Act and ending on October 1, 1994, and unless specifically authorized in any statute of the United States enacted after such date of enactment, the Secretary may not make any change in the method, as in effect on April 25, 1984, of calculating income used to prescribe eligibility for the participation of persons in the Head Start programs assisted under this subchapter if such change would result in any reduction in, or exclusion from, participation of persons in any of such programs.

<u>Definitions from the Head Start Program Performance Standards</u>

§1305.2 Definitions Recruitment area means that geographic locality within which a Head Start program seeks to enroll Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area.

§ 1302.11 Determining community strengths and needs

(c) Each Early Head Start and Head Start grantee must conduct a Community wide strategic planning and needs assessment (community assessment). (1) To design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period.
(6) Resources in the community that could be used to address the needs of Head Start eligible children and their families, including assessments of their availability and accessibility.

§ 1302.12 Age of children and family income eligibility

b) Age requirements. (1) For Early Head Start, except when the child is transitioning to Head Start, a child must be an infant or a toddler younger than three years old.

(2) For Head Start, a child must:

(i) Be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located; and,

(ii) Be no older than the age required to attend school.

(1) A pregnant woman or a child is eligible if:

(i) The family's income is equal to or below the poverty line; or,

(ii) The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including TANF child-only payments, or,

(iii) The child is homeless, as defined in part 1305; or,

(iv) The child is in foster care.

(2) If the family does not meet a criterion under paragraph (c)(1) of this section, a program may enroll a child who would benefit from services, provided that these participants only make up to 10 percent of a program's enrollment in accordance with paragraph (d) of this section.

§ 1302.13 Recruitment of children

In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services, and encourage and assist them in applying for admission to the program. A program must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.

§ 1302.14 Selection process

(a) *Selection criteria.* (1) A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*) and, other relevant family or child risk factors.

(b) Children eligible for services under IDEA. (1) A program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.

(2) If the requirement in paragraph (b)(1) of this section has been met, children eligible for services under IDEA should be prioritized for the available slots in accordance with the program's selection criteria described in paragraph (a) of this section.

§ 1302.15 Enrollment and reenrollment

a) *Funded enrollment.* A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.

(b) *Continuity of enrollment.* (1) A program must make efforts to maintain enrollment of eligible children for the following year.

(2) Under exceptional circumstances, a program may maintain a child's enrollment in Head Start for a third year, provided that family income is verified again. A program may maintain a child's enrollment in Early Head Start as described in §1302.12(j)(2).

(c) If a child has been found Income/Pubic Assistance and is participating in a Head Start program, he or she remains Income/Pubic Assistance through that enrollment year and the immediately succeeding enrollment year.

(c) Reserved slots. If a program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent of a program's funded enrollment slots may be reserved. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with paragraph (a) of this section.

(e) State immunization enrollment requirements. A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children as described in §1302.16(c)(1).

2017 HHS Poverty Guidelines

For each additional person, add $4,180.)

Persons in family	Poverty Guideline
1	$12,060
2	16,240
3	20,420
4	24,600
5	28,780
6	32,960
7	37,140
8	41,320

Community Action Partnership of Kern
Head Start and State Child Developoment Services
ERSEA Services

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/Public Assistance Eligible
- ☐ Over Income

I have examined the following documents to determine eligibility:

- ☐ 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)	200
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	325
		Foster	320
		Transitioning (EHS to HS 3rd year enrollee)	315

"✓" 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.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** May 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		**169**		**4,808**
Refunds	Federal	$62,688		$3,997,822	
	Federal EITC	$48,746		$3,264,206,	
	Federal Total		**$111,343**		**$7,262,028**
	State	$14,343		$642,187	
	California EITC	$4,519		$216,646	
	State Total		**$18,864**		**$858,833**
Total Credits & Refunds	**State & Federal**		**$130,207**		**$8,120,861**

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.

Our current tax year is August 1, 2016 through July 31, 2017. From August 1, 2016 through December 31, 2016, we completed 200 returns. Combined with the 4,808 returns that have been completed since January 1, 2017, CAPK VITA has surpassed its goal of 5,000 tax returns this year, with 2 months of the current tax season still remaining.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** May 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	3,617	3,229	388 (11%)	8,378
Kings County	112	96	16 (14%)	*
Tulare County	548	421	97 (18%)	*
Mountain Valley (Mariposa and Merced Counties)	100	92	8 (8%)	*
Stanislaus County	842	742	88 (10%)	*
Total	5,219	4,580	597 (11%)	

*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	2,858	17,489
Weatherization	Calls Routed through 2-1-1	253	1,290
Mental Health	Calls Answered	108	779
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	2,774	9,204
VITA	Calls Routed through 2-1-1	N/A	6,252

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	**Submitted**	**Approved**	**Pending**
		5	**2**	**2**

Outreach Activities	Outcomes
- Center of the Blind Presentation	Distributed 15 2-1-1 Kern informational cards.
- Health Net Presentation	Distributed 15 2-1-1 Kern informational cards.
- DBA Third Thursday	Distributed 100 2-1-1 Kern informational cards.
- Keepers of the Cross Presentation	Distributed 15 2-1-1 Kern informational cards.
- DHS New Staff Presentation	Distributed 80 2-1-1 Kern informational cards

Highlights:

- 2-1-1 Kern Program Manager and Supervisor attended the AIRS National Conference in Tampa, FL. Key learnings included ways to search for new funding for 2-1-1 from unconventional sources.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** May, 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 Case Managed Families	Differential Response F5K School Readiness	46 3	146 10
Children participating in center-base program			25
Adults in Court Mandated Parenting Classes			5
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as 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	66	349
Emergency Supplies Closet and Other Services	Food (individuals)	23	76
	Clothing (individuals)	27	127
	Photocopies (individuals) HEAP Application Supporting Docs	270 63	1223 318

Other: The EKFRC has made connections with the State of California Department of Rehabilitation and Omni Family Health to provide the community members local access to these agencies through our office.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** May 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.	6 new	45
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 new	63
Evening Program - 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 became a site for the CAPK Food Bank's new Senior Food Program on the 2nd Friday of the month from 9am – 11 am. In month of May, 40 senior clients were served. The number is low due to short notice to the community with the program starting within a week of setting the calendar. The June distribution is expected to have a much stronger turnout.

- SYC hosted 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:** May 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.	4	30
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.	0	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.	0	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.	726	2,352
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).	0	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 May 15th, a tour of the Friendship House was provided to a representative of Assemblyman Vince Fong.
- McKee Baptist Church rented the FHCC on May 26th to host a church fellowship.
- On May 24th, the Black Chamber of Commerce hosted a Mapping the Future of Transportation for Kern County workshop at the FHCC.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** May 2017
Program/Work Unit: Food Bank	**Total Staffing**: 17	**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 (APRIL 2017)	36,278	74,730
	Poundage Received all Programs	1,051,245	3,358,369
	TOTAL POUNDAGE DIST. ALL SITES	1,202,970	3,313,180
Drought Emergency Food Assistance (DEFAP)	Families Served	2,921	10,020
	Individuals Served	19,076	62,798
	Total Poundage Distributed	211,170	703,800
Food Sourcing	Donations Received: **228,777**pounds of produce & 9 different produce items. • Bolthouse: Carrots • California Association of Food Banks/Farm to Family: Corn, yams, nectarines, watermelon, peaches, and plums • California Food Link: Corn • KC Young Farmers: Cherries • Target: Mixed produce • Wonderful Co: Citrus		
Food Drives :	• Caliber Collision 48 lbs • Save Mart Supermarkets' 134 lbs		

Other:

- Food Bank Manager & Food Sourcer attended the "California Association of Food Bank" Conference & Legislative Day in Sacramento, and had the privilege of meeting with Secretary of Agriculture Karen Ross, Assistant Secretary Taylor Roschen, Senator Fuller's Chief of Staff Dana Brennan, Assemblyman Rudy Salas, Assemblyman Tom Lackey, Assemblyman Vince Fong, and Senator Andy Vidak.
- Secretary of Agriculture Karen Ross visited the Food Bank on May 11. Following a tour of the facility, she was impressed by the quantity of food our warehouse distributes throughout Kern County.
- SaveMart had the annual "Peanut Butter Roundup" Food Drive. The Food Bank received 134 lbs of peanut butter and jelly from two Kern County SaveMart stores.
- CAPK Food Bank and Golden Empire Gleaners partnered with the United States Postal Service for the 25th annual "Stamp-Out Hunger" Letter Carriers' Food Drive on May 13. Food Bank received 26,378 pounds of non-perishable food from three post offices. A big "Thank you" to the USPS for making the 2017 "Stamp-Out Hunger" a success.
- CSFP held 18 distributions during the month of May and successfully distributed 30-pound boxes of non-perishable food to 1,467 seniors. For the month of June, CSFP staff is in the process of securing 7 more sites for a total of 25 sites in order to distribute 3,500 boxes by July 2017.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** May 2017
Program/Work Unit: WIC	**Total Program Staffing**: 80; 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**	**16,572 – 83%**	**85%**	**78%**
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	83	Mojave			149
	Bakersfield		Oildale			490
	Homeless Shelter	36	Ridgecrest			743
	E. California Avenue	1757	Rosamond			708
	Niles Street	2477	Shafter			1,352
	Montclair	422	Tehachapi			500
	Friendship House	155	Wasco			1,904
	Panama	1157				
	Boron	38	San Bernardino County			
	Buttonwillow	83	Adelanto			1,718
	California City	767	Big Bear			304
	China Lake Naval Station	*	Crestline			298
			Needles			172
	Delano	1027	Phelan			78
	Edwards Air Force Base	114				
	Lost Hills	31*	Mobile WIC			9*

Projects

- CAPK WIC promotes healthy eating habits for all age groups. This month Skype for Business was added to all WIC systems, which will be especially helpful in rural clinics and offices with limited staff. The technology will allow CAPK WIC to enroll, educate, and issue vouchers to participants remotely, which is a great improvement over the phone and enables more personal interaction. Skype for Buisness will also be utilized to conduct staff meetings, reducing the need for employees to drive long distances.
- Regional Breastfeeding Liaison Katherine Campos completed a resource guide and calendar that will be used by the Kern County Breastfeeding Coalition and made available to other community groups. She began visiting OB/Gyn offices to provide assessments and trainings on making offices more breastfeeding friendly.
- Outreach Coordinator Mitchall Patel continues to spread the word about CAPK WIC. CAPK WIC's Instagram page was launched and can be found through the handle **@capkwic**. This will reach more people on a digital level and will link to the enrollment page on the CAPK website.
- CAPK WIC held its all-staff meeting in May at the Ag Pavilion.
- Our numbers increased this month, partly due to increased outreach efforts and staff following up with participants to remind them of appointments. CAPK WIC above the state average in participation.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** May 2017
Program/Work Unit: Energy	**Total Program Staffing**: 50, including 1 temp	**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.		

Activities	Description	Status	
		Households Served	
		Month	YTD
1A. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2015) **1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)** **1C. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)**	Assistance with utility bill payments	0 685 94	7,931 2,295 9,911
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2016 and 2017)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) • Energy-efficient appliance installation	38 6	803 133
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/ weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	0	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		**$411,091**	**$5,217,222**
		Results	
6. Energy calls received (from 2-1-1)		**3,111**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**922**	**257**
8. Number of LIHEAP applications Completed		**779**	**93**
9. Number of LIHEAP applications in Progress		**143**	**106**
10. Outreach	-FRC-Delano, Frazier Park, Lake Isabella, and Mojave - Attended Third Thursday event at Mill Creek park	Distributed HEAP/Wx applications	
11.	Collaborative Meetings	Attended 1 meeting	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** May 2017*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 17, *3 vacancies; Office Clerk, Subsidized Reimbursement Specialist, & Family Services Specialist (Merced)*	**Program Manager/Supervisor:** Susana Magana
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2016, to June 30, 2017. **This report is for the service month of April 2017, which was processed in the month of May 2017.*		

		Status	
Activities	**Description**	**Total**	**% by County**
Active Enrollments	Kern**	394	41
	Tulare	199	21
	Kings	90	10
	Fresno	148	15
	Madera	94	10
	Merced	30	3
	Total	**903**	**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 Madera County Parent and Provider meeting was held 5/3/17. These meetings are to 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 schedule to accommodate the evening meetings.

MCAP management completed the Program Self-Evaluation (PSE) mandated by the Department of Education, and presented it to the CAPK Board of Directors on 5/31/17. The audit results indicated that all 34 family files and 40 provider files were found in compliance. There were no systemic or fiscal errors. There were a few data entry errors, but they were corrected with the information found within the file.

As we approach the end of our fiscal year, we are at maximum enrollment. Staff has stopped all new enrollments, but continues to accept pre-applications for families in all counties to be enrolled in the month of June and to begin services at the start of the new fiscal year on 7/1/17.

The program is currently recruiting to fill the Family Services Specialist (FSS) position for the Merced satellite office. Through this transition our Madera FSS will be covering both Merced and Madera counties. Families will not experience any interruption of services.

Upcoming Activities:

On 6/13-6/15 MCAP Kern County staff will be traveling to Riverside County to conduct family re-certifications, provider home visits, and host a provider meeting. The MCAP Kern office will be closed these days.

Parent and Provider meeting for Merced County is scheduled for 6/29/17.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year**: May 2017
Program/Work Unit: Central Kitchen	**Staffing:** 15, 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. • 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	**67,038**	**22,269**	**23,327**	**21,442**
Home Base Meals	**184**	**60**	**59**	**65**
VIP Parent Café Meeting Meals	**13**			
Summer Food Program Service				
Total	**67,235**	**22,329**	**23,386**	**21,507**

Other:

1. During May, the Central Kitchen continued with the cafeteria experience for pre-school children. We provided a total of seven cafeteria experiences for the month; the final five cafeteria experiences were provided at the beginning of May.
2. Interviews were conducted for the position of Substitute Food Production Driver. We anticipate adding three Substitute Food Production Drivers to accommodate for vacations, call-ins, and to cover any operational gaps during production.
3. Part-year staff ended the year on May 19, 2017, and will return on August 16, 2017. On May 19, 2017, we had team building activities to promote job knowledge and safety awareness.
4. May 16th was the last day of service for the children who attend part-year centers and the centers have now closed for the summer. The Central Kitchen was busy with the collection of equipment and extra supplies. Central Kitchen staff would like to express their thanks to all the centers for their cooperation and immediate response to the inventory process. The Central Kitchen received inventory forms from all centers.
5. During May, the Central Kitchen had the last of the vans painted, all eleven vans are ready for new signage. The Central Kitchen has received approval to place signage on all eleven vans, which will be done in the month of June.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		**Month/Year:** May 2017
Program/Work Unit: HR/Payroll/Staffing	**Total Division Staffing**: 11	**Program Manager/Supervisor:** Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		Status	
Activities	**Description**	**Month**	**YTD**
Employee Count	Regular	875	
	Subs/Temps	48	
	Total Staff	**923**	
New Hires	**All divisions and programs**		
	Regular	6	59
	Subs/Temps	1	50
	Total New Hires	**63**	**109**
Leaves of Absence	Intermittent Leave	84	
	Full-time Leave	18	
	Total on Leave	**102**	
Terminations	**All divisions and programs**		
	Voluntary	2	49
	Involuntary	6	23
	Total Terminations	**8**	**72**
Staffing	**Vacancy**	22	**74**
	Total Applications Received	**145**	**682**
Payroll	**Total Hours Paid**	136,602	
	Total Payroll	**$ 2,362,550**	

Projects Pension Review Performance Management on-line	**Completed:** Head Start Bumping with SEIU Organizational Changes in Energy **In Progress** HR Procedures Update Travel Procedures

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** May 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**	**03/01/2017 to Date Completed**
Business Services			
Purchase Orders Processed		328	335
Contracts/Leases Processed		5	9
Request for Proposals (RFP)	• Glass Subcontractor – Energy • E-Rate RFP (internet service providers MPLS Network) • Cargo Vans – Energy • Re-Roofing Contractor – HS	Re-issued Bid Awarded Bid Awarded In progress	
Leases	• WIC – California Ave • Renew James St – WIC • Renew Niles St. - WIC • Pacific/Owens Head Start • Renew Faith – Head Start • MCAP Madera County	Renewal in Progress In progress In progress Lease Executed Extension Executed Lease Executed	
Contracts	• Renewal of pest control & landscaping contracts • Janitorial Service Contract • HS Food Vendor Agreements (three total) • Professional Agreement with County for Realignment for Success Program	Extensions Executed Contract Executed Contracts Executed Contract Executed	
Maintenance & Operations		**Received**	**03/01/2017 to Date Closed**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	5	100
Projects	• Primeros Pasos & Stine Toddler sinks • Head Start Sites – Install NOFI's • Taft HS – renovate newly leased modular • Termite extermination – San Diego and Stine HS locations	Completed Completed In Progress In Progress	

Operations Division May 2017 Report – Continued

Information Technology		**Received**	**03/01/2017 to Date Closed**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	104	3,021
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 Completed 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	8 1 0 0 0 0	30 10 5 4 1 1
Property Incidents		4	10
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)	Completed In Progress In Progress	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** May 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	• Starbucks – PREP Works Program – SYC/FHCC	X	
	• Enterprise Rent-A-Car – Technology Grant for Food Bank	X	
	• 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
Potential Funding Opportunities – Research in Progress	• Dignity Health Community Grants Program • Bank of the Sierra • Exploring U.S. Department of Agriculture & Office of Community Services grants with nutrition focus area • California Wellness Foundation LOI		

Projects	**Description**
Strategic Plan 2016-2021	Outreach materials (poster, infographic, slides) presented to CAPK management staff. Planning for mid-year update to Board of Directors.
Organizational Standards	CAPK Board Bylaws (Anticipate July 2017 Approval)
Surveys	Developed reporting system and action plan template based on analysis of survey results, to be presented to Division Directors and Executive Director.
2018-19 Community Action Plan	Conducted 2017 Community Needs Survey. Survey closed May 26, 2017, with 623 responses. Results are being finalized for report. Public hearing on the first draft of the 2018-19 CAP Report held and comments sought at the May 31st CAPK Board meeting (5005 Business Park North.)
Board Recruitment	Orientation for new Low-Income Greater Bakersfield Representative Guadalupe Perez. Reviewing application materials received for Low-Income South Kern Representative.
CSBG Reporting	Staff is preparing for the CSD Audit visit on June 26 and 27. This includes collecting information needed for the on-site audit. Staff will attend mandatory training in Sacramento on July 11-12 in preparation for 2018 reporting changes.
Financial Capabilities TA	Staff participated in one-on-one conference call with CFED Program Manager on May 30th. Next phase – Building the Team and Identifying Stakeholders.

Other: The final Kern Food Policy Council Food Systems Assessment will be available in late June 2017.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - May 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/ Proprerty & Security Improvements	$ 61,500
10/26/2016 (Board)	11/22/2016	County of Kern/ Community Development Block Grant	Food Bank/ Proprerty & 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
5/17/2017 (PRE)	**5/4/2017**	**United Way of Kern County**	**Food Bank/ Food Procurement & Distribution**	**$ 100,000**

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED - May 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
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	FHCC & SYC/PREP Works	$ 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
5/17/2017 (PRE)	**5/22/2017**	**Target Distribution Center**	**SYC/ Museum on the Move**	**$ 2,500**	**$ 2,500**	**10/1/2017 - 9/30/2018**
5/17/2017 (PRE)	**5/30/2017**	**Target Distribution Center**	**Food Bank/ BackPack Buddies**	**$ 2,000**	**$ 2,000**	**8/1/2017 - 6/30/2018**
				TOTAL	**$ 663,221**	

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
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

Project Name: Food Bank Operation Software

Funder Name: Enterprise Rent-A-Car

Grant Program Name: CAPK Food Bank

Funding Period: 8/1/2017-1/31/2018

CFDA # N/A

Division Director: Carmen Segovia

Program Manager: Jaime Orona

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

A. *Narrative description of funding request, including goals:*

CAPK is requesting $25,000 from Feeding America and Enterprise Rent-A-Car Company to replace the Food Bank's operation software. The grant is intended to help enable food banks to identify multi-generation users. Multi-generational households include at least one older adult and at least one grandchild or other child dependent age 18 or under. The household may consist of more than two generations living under the same roof, including great-grandparent, grandparent, parent, great aunt/uncle, etc. and grandchild(ren) and/or other child dependent(s). One of the goals of the CAPK Food Bank is to link agency services to seniors and children in need of food. Installing new software will allow the Food Bank to connect available services to seniors and children.

B. *Use of Funds:*

Funds will be used to obtain specialized software, training, and computer hardware for the CAPK Food Bank warehouse and distribution operations.

C. *Approvals:*

1. Carmen Segovia 6/2/17
Division Director Date

2. [signature] 6-5-17
Director of Community Development Date

3. Christine Anami 6/6/17
Director of Finance Date

4. [signature] 6/7/17
Executive Director Date

D. *Board:*

☐Policy Council Date: _____

☐PRE Presentation Date: _____

☐B&F Approval Date: _____

☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: PREP Works for Opportunity Youth

Funder Name: Starbucks Foundation

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

Funding Period: 1/1/2018 – 06/30/2018

CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Lois Hannible and Angelica Nelson

☐ ***New Funding***

☒ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK has been invited to re-apply to The Starbucks Foundation to help at-risk youths develop work and life skills and to inspire purpose driven leadership. CAPK is requesting up to $75,000 for the PREP Works program at Friendship House Community Center and Shafter Youth Center. PREP Works is a work readiness program that will serve youths ages 16 to 18 years who are at high-risk of dropping out of school or training and becoming unemployed (opportunity youth). The program will serve a total of 75 participants and will consist of classroom work preparation, community service projects, and paid hands-on work experience.

The PREP Works program will be facilitated by a program educator. Program partners including Starbucks, Wells Fargo, and Kern Federal Credit Union will also assist with special presentations and workshops and also guide participants in planning and implementing community service projects. For the work experience portion of the program, 40 participants who successfully complete the classroom component will be matched to work sites where the participants will receive a 64 hours of paid work experience.

B. *Use of Funds:*

The requested funds of up to $75,000 will be used to cover personnel costs for a 40 hour per week program educator and a 30 hour per week activity specialist for six months; three community service projects; and general operating expenses such as program supplies, participant wages, staff mileage, and incentives for participants.

C. *Approvals:*

1. _____
Division Director Date

2. _____
Director of Community Development Date

3. Christine Anami 6/6/17
Director of Finance Date

4. _____ 6/7/17
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:** May 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	May 2017	2,041	2,041
Early Head Start Kern	May 2017	328	335
Early Head Start Partnership	May 2017	56	58
Early Head Start San Joaquin	May 2017	313*	262
TOTAL Funded Enrollment		**2,738**	**2,696**
Children with Disabilities		**Goal**	**Actual**
Head Start Kern	Identified as having an IEP	10%	12%
Early Head Start Kern	Identified as having an IFSP	10%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	11%
Over Income		**Goal**	**Actual**
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	6%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	9%
Average Daily Attendance (Program Wide >85%)		98%	

Meals Served							
Total Meals Requested				Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared		to: CACFP/USDA	to: HS/EHS	May 2016	May 2017
67,280	13,038	80,318		60,409	19,909	86%	85%

Other: We had 5 Centers with 100% attendance for May: Faith Ave, Heritage Park, Shafter HS, Tehachapi, and Walnut.

Total Division Staffing: Currently employed in Head Start: 575
Vacant Positions: 35
Currently out on Leave: 100
Currently on summer break: 262

Program Updates:

***** CAPK received approval to reduce the funded enrollment for our EHS San Joaquin grant from 345 to 313 as requested.

A request to waive the 10% Disabilities requirement for our EHS Child Care Partnership grant was submitted to the Office of Head Start. We are awaiting their response.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** May 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.*		

MAY ACTIVITIES	
Date	**Activity**
All month long	• Big social media push to promote Give BIG Kern and CAPK's Humanitarian Awards Banquet & Fundraiser, and also to acknowledge sponsors, donors and partners who assisted CAPK through these efforts.
May 2	• Give BIG Kern Day. Promotion began by attending a press conference at the Liberty Bell Downtown, and continued throughout the day with social media posts and e-blasts. Moneys raised (gross): $6,612.
May 3	• Once Give BIG Kern was over, began heavy promotion of our Humanitarian Awards Banquet & Fundraiser on all social media sites.
May 4	• Humanitarian Awards Banquet PSA in English/Spanish began being aired by Media Partner KGET-TV 17/CW/ Telemundo, for a full two weeks leading up to the Banquet.
May 8 - 12	• Head Start: Teacher Appreciation Week – Shared Facebook posts to recognize staff.
May 10	• Submitted article/photos of Food Bank solar project to Kern Business Journal
May 11	• Acknowledged grants from Rabobank ($2,000) to CAPK VITA and Kern Family Health Care ($2,000) to the Food Bank's Senior Food Program on social media. • CA Dept. of Food and Agriculture Secretary Karen Ross visited CAPK Food Bank
May 12	• Networking: Attended the American Heart Association's "Go Red Por Tu Corazon" Latina Heart Health Luncheon at the DoubleTree by Hilton
May 13	• "Stamp Out Hunger" Food Drive: Food Bank received 26,378 lbs. from three Bakersfield post offices (Hillcrest, Planz, Brundage).
May 17-30	• Save Mart's Peanut Butter Roundup: Buy 1 Jar of selected peanut butter or jelly and get 1 to donate to the CAPK Food Bank. Food Bank received 134 lbs. from donations at two stores, in Bakersfield and Tehachapi.
May 18	• 2017 Humanitarian Awards Banquet & Fundraiser at the DoubleTree by Hilton in Bakersfield. Attendance: 257. Moneys raised (gross): $75,313, including in-kind donations and discounts. • Third Thursday Downtown at Mill Creek – Program Outreach Teams Attended
May 23	• B&N Book Fair Tally: $129.03 gift card + 86 books donated to programs
May 24	• Drought Emergency Food Assistance Program media release/social media push • Networking: Attended Kern County Hispanic Chamber of Commerce May Mixer at the Bakersfield Country Club

UPCOMING ACTIVITIES	
Date	**Activity**
June 1	• Hall Ambulance recognition of Rosamond Head Start Student Damariz Diaz and her father for a construction project modeled after the local Hall Ambulance facilities.
June 7	• Networking: Public Relations Society of America Workshop on Engagement = Growth. • PREP Works Program Celebration at Friendship House

COMMUNITY ACTION PARTNERSHIP *of* KERN
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
June 21, 2017
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Craig Henderson called the meeting to order at 12:06 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Janea Benton, Craig Henderson, Ana Vigil

Absent: Warren Peterson

Others Present: Jeremy Tobias, Chief Executive Officer; Christine Anami, Chief Financial Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Carmen Segovia, Director of Health & Nutrition; Ralph Martinez, Director of Community Development; other CAPK staff

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee Meeting agenda for June 21, 2017. Carried by unanimous vote (Benton/Vigil).

4. **Public Forum:**

No one addressed the Committee.

5. **New Business**

a. Application Status Report and Funding Requests -Ralph Martinez, Director of Community Development – ***Action Item***
   - Enterprise Rent-A-Car for Food Bank
   - Starbucks Foundation for Friendship House Community Center & Shafter Youth Center
   - Bank of the West for CAPK VITA

Ralph Martinez highlighted two recent awards from Target Distribution Center and noted that there were no declines in May.

Ralph reported that there are three funding requests; $25,000 from Enterprise Rent-A-Car

for the CAPK Food Bank to update their software system to enable better tracking; $49,600 from Starbucks Foundation which is different from the amount stated in the Funding Request Profile. Ralph explained that at the time the fund request was prepared, it was not known that Starbucks had an award ceiling of $50,000. Starbucks invited CAPK to re-apply for funds for the PREP Works Program, which has been successful. The final funding request is for $3,500 from Bank of the West to support CAPK VITA's 2017 tax season.

Motion was made and seconded to approve the Application Status Report and Funding Requests. Carried by unanimous vote. (Benton/Vigil).

b. Head Start and Early Head Start Budget to Actual Reports - Donna Holland, Fiscal Administrator – ***Info Item***
   - Kern Head Start and Early Head Start Budget to Actual for the Period Ended May 31, 2017
   - San Joaquin Early Head Start Budget to Actual for the Period Ended May 31, 2017
   - Early Head Start Child Care Partnerships Budget to Actual for the Period Ended May 31, 2017

Donna reported on the Kern Head Start and Early Head Start reports for the period ended May 31, 2017. We are currently 25% through the year, and everything is consistent. Head Start Training & Technical Assistance is over expended in travel. Additional funds to supplement Head Start training expenses in the Other category are budgeted in the base grant.

Craig Henderson asked what the outcome would look like if there were to be other unplanned travel costs for training. Donna replied that it is always a possibility but that they would accommodate the cost within the budget.

For Non-Federal Share, we are in a very good position at 40% of our goal, at 25% of the year. Most centers are closed over the summer so the monthly numbers will decline for a short time for June and July, but they will pick back up again in August.

The San Joaquin Early Head Start grant is currently33% through the budget period, and we are in line with the budget. Non-Federal Share is at 40% of budget. San Joaquin staff has done a great job identifying areas of improvement.

Early Head Start Child Partnerships – We are 75% through that budget period, which ends at the end of August. We have a significant staff vacancy in the grant and the position will be filled soon and the salary is expected to be in line with the budget. There were a few supply purchases that put us over budget but we are accommodating that. This is the grant where we pay community partners to provide the childcare piece and we come in and provide the Early Head Start services. We had some savings that will result in overall savings and the projections are that we will have approximately $15,000 to spend in other areas. We should not have a problem making 100% of the grant as the carryover funds are being spent with the partners and we expect to spend all of that money. We also have some training planned that will use all funds in Training & Technical Assistance.

At 75% of the year completed, we are at 70% in Non-Federal Share.

Craig asked if we will have a problem making 100% since this is the off-time of the year. Donna replied that she did not believe we will have an issue making the 100%.

Craig also asked why supply costs were almost 4 times the budgeted amount. Donna replied that there was a purchase early in the year and we should have received the receipt in the prior fiscal period but it was not received until one day after the fiscal period closed so that expense carried over to this fiscal year.

Craig asked about the remaining 87% of the funds for the grant, and wants to know if we are going to be able to spend the funds wisely during the slower period. Yolanda Gonzales reported that the partners are utilizing the funds to provide a safe environment for children to play outside. CAPK ensures that all of our partner facilities meet CAPK's required safety and license standards.

Janea asked a question that pertains to the next action item regarding the COLA for the Head Start / Early Head Start programs. Janea asked if the budget projections will be negatively impacted by the COLA increase. Donna responded that she had included the increase in her budget projections and there would not be an impact as there are only three employees in the partnership grant.

Jeremy confirmed that the COLA grant is new money, so the budgets will be amended to reflect an increase in revenue. The entire grant contract will increase by 1% for all operational increases.

c. Head Start / Early Head Start Cost-of-Living Adjustment (COLA) Application – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item***

Jerry Mead reported on the COLA application and called attention to an error on page 15 of the packet. The date is incorrect and should be dated June 21, 2017.

Increased funding from the Consolidated Appropriations Act of 2017 allows for increased funding for programs under the Head Start Act for Fiscal Year 2017. A portion of the funding increase provides cost-of-living adjustment (COLA) of 1% to assist grantees in increasing staff salaries, fringe benefits, and offsetting higher operational costs.

CAPK will submit three funding applications prior to June 30, 2017 that includes increased funding amounts of: $232,303 for Head Start / Early Head Start Kern; $6,841 for Early Head Start Child Care Partnership; and $49,963 for Early Head Start San Joaquin.

Recommendation from staff that the Committee approve with resolution the Cost-of-Living Adjustment (COLA) applications for the Head Start and Early Head Start programs.

Craig asked if the 1% COLA for this year will be include in next year's budget. Jeremy confirmed that it is a permanent contract increase, unless there is a separate federal budget cut to the contract which is always a possibility.

Ana asked if salaries will be cut if there does happen to be a cut in the program. Jeremy replied that we try to avoid cutting salaries, and staff would look for other areas to make a reduction and cut expenses, but is always a possibility.

Motion was made and seconded to approve the Cost-of-Living Adjustment Application. Carried by unanimous vote. (Vigil/Benton)

d. Cost-of-Living Adjustment (COLA) of one percent for all employee wages – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy reported that since the Head Start program comprises a large portion of the agency, we try to leverage that to offer the increase to other staff. Approximately 600 of CAPK's 861 employees are under the Head Start program. When Managers prepare their budgets, they allow for COLA and other salary increases of up to 2% to 3%. Last year, we had a 2% COLA increase. The overall cost of providing a 1% COLA for the 261 non-Head Start employees is approximately $92,000 using existing wages.

Craig asked if the COLA would be retroactive to 3/1/17. Jeremy replied that assuming the Board approves the COLA for staff in June, the Program Managers will decide the effective date of the COLA; the retroactive date will depend on the individual contracts and dates of the fiscal year cut offs, etc.

Motion was made and seconded to approve the one percent Cost-of-Living Adjustment for all employee wages. Carried by unanimous vote. (Benton/Vigil).

6. **Finance Director Report**

a. Discretionary Fund Update – ***Info Item***

Christine Anami reported an increase of $44,185 to the Discretionary Fund since March 1, 2017, largely a result of the Humanitarian Awards Banquet. Analysis of the Staff Development Day revealed that $1,700 that was coded to the Discretionary Fund should have been coded to the Indirect Fund; this was returned to the Discretionary Fund. Transactions for the month of May are standard and customary for the unrestricted monies. Note E shows a pension calculation error in the amount of $477 from a prior period that had to be charged to the current year Discretionary Fund.

b. Financial Statements, May 2017 – ***Action Item***

Christine Anami presented the Financial Reports with activity through May 31, 2017.

In Schedule D-1, we are showing a negative $34,280 for the subtotal. Christine stated that it was expected that $351,714 in State funds would have been deposited by May 31st, and therefore, the agency did not borrow against the line of credit. The funds were not received until June 2nd; the Memorial Day holiday may have resulted in the late receipt of the funds.

Craig asked whether the auditors would identify this as a weakness. Christine explained that we have a system in place and that we forecast cash based on estimates and the auditors understand that.

For the Child and Adult Care Food Program (CACFP), we are 3 months into the fiscal year and have only had to utilize the Head Start budget at 8%, which is a good level. The costs will always exceed the revenue that is earned through USDA funding. Head Start reserves a portion in their budget for the food from Central Kitchen.

At a previous meeting, we indicated it was unlikely that we would earn 100% of the Migrant Child Care Program, which is a State Department of Education Contract, but a report received earlier today indicates that it is very likely that we will be able to earn 100% of the contract.

Jerry Meade shared that we base our projections on the children showing up at the programs for us to earn the contract in its entirety. When the children attend, we get the full reimbursement for the child who is participating full-time for the full-year. The actual data is better than projections.

Donna Holland reported that there is a unique set of requirements for this particular contract and staff had to identify children that were eligible for the contract throughout the other classrooms. We found a sufficient number of children to accelerate the earning of this contract. If June looks like May, we will have earned 99.6% of the contract. Craig asked if the numbers in June will be what they were in May. Jerry indicated that the program is working and we are meeting the needs of the people to provide a full-day program.

Janea observed an increase in all three revenues and asked what the overall increase in May could be attributed to. Jerry responded that revenue increases when attendance is increased. Following notices from the CMIG and CSPP grants, staff had to ramp up efforts to enroll as many of our CSPP and CMIG children as possible before the end of June to fully earn the contract. We increased our focus on the CSPP programs and going forward, we are looking at this information to make sure we have the right blend to ensure that we fully earn our contracts.

Craig asked whether we have the ability to spend more than what was budgeted and still get reimbursed for it. Jerry indicated that we technically would not be reimbursed by the State, but the funds from the Head Start Program would be able to support it.

The Migrant Alternative Payment Program was subsidized using Community Service Block Grant funds. The current schedule shows a negative $92,000 gap in funding; we budgeted an adequate amount in CSBG dollars to handle gaps in the program. We transferred $75,000 of CSBG to help subsidize the program. We will continue to monitor further gaps and fill using CSBG.

Motion was made and seconded to approve the Financial Statements, May 2017.
Carried by unanimous vote. (Benton/Vigil)

7. **Committee Member Comments**

   No Comments were made.

8. **Next Scheduled Meeting**

   Budget & Finance Committee Meeting
   Wednesday, August 16, 2017
   12:00 p.m.
   5005 Business Park North
   Bakersfield, California 93309

9. **Adjournment**

   The Meeting was adjourned at 1:06 pm

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

PENDING - May 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/ Proprerty & Security Improvements	$ 61,500
10/26/2016 (Board)	11/22/2016	County of Kern/ Community Development Block Grant	Food Bank/ Proprerty & 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
5/17/2017 (PRE)	**5/4/2017**	**United Way of Kern County**	**Food Bank/ Food Procurement & Distribution**	**$ 100,000**

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED - May 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
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	FHCC & SYC/PREP Works	$ 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
5/17/2017 (PRE)	**5/22/2017**	**Target Distribution Center**	**SYC/ Museum on the Move**	**$ 2,500**	**$ 2,500**	**10/1/2017 - 9/30/2018**
5/17/2017 (PRE)	**5/30/2017**	**Target Distribution Center**	**Food Bank/ BackPack Buddies**	**$ 2,000**	**$ 2,000**	**8/1/2017 - 6/30/2018**
				TOTAL	**$ 663,221**	

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

DECLINED - May 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
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

Project Name: Food Bank Operation Software

Funder Name: Enterprise Rent-A-Car

Grant Program Name: CAPK Food Bank

Funding Period: 8/1/2017-1/31/2018

CFDA # N/A

Division Director: Carmen Segovia

Program Manager: Jaime Orona

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

A. *Narrative description of funding request, including goals:*

CAPK is requesting $25,000 from Feeding America and Enterprise Rent-A-Car Company to replace the Food Bank's operation software. The grant is intended to help enable food banks to identify multi-generation users. Multi-generational households include at least one older adult and at least one grandchild or other child dependent age 18 or under. The household may consist of more than two generations living under the same roof, including great-grandparent, grandparent, parent, great aunt/uncle, etc. and grandchild(ren) and/or other child dependent(s). One of the goals of the CAPK Food Bank is to link agency services to seniors and children in need of food. Installing new software will allow the Food Bank to connect available services to seniors and children.

B. *Use of Funds:*

Funds will be used to obtain specialized software, training, and computer hardware for the CAPK Food Bank warehouse and distribution operations.

C. *Approvals:*

1. Carmen Segovia 6/2/17
Division Director Date

2. [signature] 6-5-17
Director of Community Development Date

3. Christine Anami 6/6/17
Director of Finance Date

4. [signature] 6/7/17
Executive Director Date

D. *Board:*

☐Policy Council Date: _____
☐PRE Presentation Date: _____
☐B&F Approval Date: _____
☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: PREP Works for Opportunity Youth

Funder Name: Starbucks Foundation

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

Funding Period: 1/1/2018 – 06/30/2018

CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Lois Hannible and Angelica Nelson

☐ ***New Funding***

☒ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK has been invited to re-apply to The Starbucks Foundation to help at-risk youths develop work and life skills and to inspire purpose driven leadership. CAPK is requesting up to $75,000 for the PREP Works program at Friendship House Community Center and Shafter Youth Center. PREP Works is a work readiness program that will serve youths ages 16 to 18 years who are at high-risk of dropping out of school or training and becoming unemployed (opportunity youth). The program will serve a total of 75 participants and will consist of classroom work preparation, community service projects, and paid hands-on work experience.

The PREP Works program will be facilitated by a program educator. Program partners including Starbucks, Wells Fargo, and Kern Federal Credit Union will also assist with special presentations and workshops and also guide participants in planning and implementing community service projects. For the work experience portion of the program, 40 participants who successfully complete the classroom component will be matched to work sites where the participants will receive a 64 hours of paid work experience.

B. *Use of Funds:*

The requested funds of up to $75,000 will be used to cover personnel costs for a 40 hour per week program educator and a 30 hour per week activity specialist for six months; three community service projects; and general operating expenses such as program supplies, participant wages, staff mileage, and incentives for participants.

C. *Approvals:*

1. _____
Division Director Date

2. _____
Director of Community Development Date

3. Christine Anami 6/6/17
Director of Finance Date

4. _____ 6/7/17
Executive Director Date

D. *Board:*

☐Policy Council Date: _____

☐PRE Presentation Date: _____

☐B&F Approval Date: _____

☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: Volunteer Income Tax Assistance (VITA)

Funder Name: Bank of the West

Grant Program Name: VITA

Funding Period: 2017 Tax Season (Fall 2017-Spring 2018)

CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Sandi Truman

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

A. *Narrative description of funding request, including goals:*

Bank of the West recently invited CAPK to apply for $3,500 in funding to support the Volunteer Income Tax Assistance (VITA) program. VITA's plans for the 2017 Tax Season include the following services:

- Achieving a total of 5,000 tax returns filed in Kern County for the 2017 season;
- Increased volunteer recruitment to handle increased demand for services;
- Training 10 Spanish-only volunteer tax preparers for the first time, in addition to the existing bilingual volunteers;
- Additional training for Schedule C (self-employed) and Schedule E (rental income) returns; and
- Continuing partnerships with financial institutions to provide unbanked clients with on-site linkages to preloaded debit cards opened with income tax and EITC refunds.

B. *Use of Funds:*

The requested funds of $3,500 will be used to help cover the VITA program's general operating costs.

C. *Approvals:*

1. _____
Division Director Date

2. Ralph Martinez 6-12-17
Director of Community Development Date

3. Christine Anami 6/12/17
Director of Finance Date

4. _____ 6/12/17
Executive Director Date

D. *Board:*

☐Policy Council Date: _____ ☐PRE Presentation Date: _____ ☐B&F Approval Date: _____ ☐Board Approval Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Item 5b:* Kern Head Start and Early Head Start Budget to Actual Report for the Period Ended May 31, 2017 – **Info Item**

Date: June 21, 2017

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2017 through May 31, 2017.

Base Funds

- Early Head Start **Personnel** and **Fringe Benefits** costs are partially offset by revenues from the California Department of Education General Child Care (CCTR) program. Revenues have been higher than average over the last three months, thereby decreasing the share of cost to EHS.
- **Contractual** expenditures are incurred at intervals throughout the year, rather than monthly;
- **Supplies** are purchased at intervals throughout the year, rather than monthly.

Training & Technical Assistance Funds

- CAPK Head Start was one of a few grantees invited by Office of Head Start Region IX to participate in trainings designed to provide strategies for working with difficult behaviors in the classroom. Approximately $6,700 of the Head Start **Travel** expense was for this purpose.
- Additional funds to supplement Head Start training expenses in the **Other** category are budgeted in the base grant.
- **Contractual** expenditures are incurred at intervals throughout the year, rather than monthly.

Duration Grant

CAPK will submit its request to carry over prior-year funds that were not obligated by February 28, 2017 once the final financial report has been transmitted to Office of Head Start. This amount is estimated to be $505,783, and will be used for the purpose of start-up activities (e.g., supplies, maintenance and repair for three additional classrooms; playground shade and surface at two new locations).

Non-Federal Share

With 25% of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 40% of budget.

- California Department of Education
  Actual and estimated non-federal revenues through April 2017 are at 45% of budget.

- In-Kind
  Year-to-date in-kind is at 36% of budget.

The five centers with the highest percentage of goal met were Sunrise Villa, Heritage Park, Fairfax, Roosevelt, and Faith. Of 45 centers and groups, 40 met or exceeded 25% of goal.

Community Action Partnership of Kern
Head Start and Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2017 - February 28, 2018
Report Period: March 1, 2017 - May 31, 2017
Month 3 of 12 (25%)

Prepared 06/12/2017

	HEAD START					EARLY HEAD START				
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	9,995,228	2,627,873	7,367,355	26%	74%	2,127,767	385,852	1,741,915	18%	82%
FRINGE BENEFITS	2,992,014	790,516	2,201,498	26%	74%	638,330	130,832	507,498	20%	80%
TRAVEL	0	0	0			0	0	0		
EQUIPMENT	0	0	0			0	0	0		
SUPPLIES	1,026,270	277,119	749,151	27%	73%	376,583	37,888	338,695	10%	90%
CONTRACTUAL	47,110	18,383	28,727	39%	61%	23,390	2,102	21,288	9%	91%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,523,700	751,726	2,771,974	21%	79%	429,129	102,851	326,278	24%	76%
INDIRECT	1,696,014	431,309	1,264,705	25%	75%	354,795	64,645	290,150	18%	82%
TOTAL BASE FUNDING	**19,280,336**	**4,896,925**	**14,383,411**	**25%**	**75%**	**3,949,994**	**724,170**	**3,225,824**	**18%**	**82%**
TRAINING & TECHNICAL ASSISTANCE										
TRAVEL	19,322	23,655	(4,333)	122%	-22%	39,954	6,665	33,289	17%	83%
SUPPLIES	20,812	5,105	15,707	25%	75%	9,981	1,393	8,588	14%	86%
CONTRACTUAL	18,485	0	18,485	0%	100%	15,689	3,825	11,864	24%	76%
OTHER	73,517	40,807	32,710	56%	44%	22,561	8,368	14,193	37%	63%
INDIRECT	13,214	6,943	6,271	53%	47%	8,819	2,023	6,796	23%	77%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**145,350**	**76,511**	**68,839**	**53%**	**47%**	**97,004**	**22,274**	**74,730**	**23%**	**77%**
DURATION GRANT CARRYOVER (FORMERLY "START-UP") pending Federal approval										
EQUIPMENT	0	0	0							
SUPPLIES	0	0	0							
OTHER	0	0	0							
INDIRECT	0	0	0							
TOTAL TRAINING & TECHNICAL ASSISTANCE	**0**	**0**	**0**							
GRAND TOTAL HS/EHS FEDERAL FUNDS	**19,425,686**	**4,973,436**	**14,452,250**	**26%**	**74%**	**4,046,998**	**746,443**	**3,300,555**	**18%**	**82%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
CALIF DEPT OF ED	2,818,027	1,261,494	1,556,533	45%	55%
IN-KIND	3,050,144	1,099,228	1,950,916	36%	64%
TOTAL NON-FEDERAL	**5,868,171**	**2,360,722**	**3,507,449**	**40%**	**60%**

Centralized Administrative Cost	6.2%
Program Administrative Cost	2.7%
Total Administrative Cost	**9.0%**

Budget reflects the projected annual funding level in Fiscal Year 2017 (Notice of Award #09CH9142-04-00)
Actual expenditures include posted expenditures and estimated adjustments through 05/31/2017.

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90
Bank of America	11,829				
Lowe's	1,011	553			
Save Mart	1,997	186			
Smart & Final	279				
Chevron & Texaco Business Card	6,345				
Home Depot	7,820	2,282			
	29,282	**3,021**	**0**	**0**	**0**

CREDITS	TOTAL	STATEMENT DATE
	11,829	5/21/2017
	1,564	5/25/2017
	2,183	5/28/2017
	279	5/31/2017
	6,345	6/5/2017
	10,103	6/5/2017
0	**32,303**	

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2017 through February 28, 2018
Report for period ending May 2017 (Month 3 of 12)

Percent of year elapsed: 25%

LOCATION	FUNDED ENROLL-MENT	March	April	May	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Sunrise Villa	34	17,097	13,051	6,550	36,697	44,349	83%
Heritage Park	34	12,084	10,752	7,261	30,097	44,349	68%
Fairfax	40	14,732	11,648	7,741	34,121	52,175	65%
Roosevelt	34	11,919	10,962	5,653	28,533	44,349	64%
Faith Avenue	34	13,062	8,485	6,670	28,216	44,349	64%
Planz	34	12,344	9,988	4,851	27,184	44,349	61%
Martha J. Morgan	83	27,956	22,725	13,972	64,653	108,264	60%
Vineland	20	7,955	4,026	1,925	13,906	26,088	53%
San Diego Street	48	11,089	10,871	9,812	31,772	62,610	51%
Rosamond	75	22,378	18,460	7,932	48,770	97,829	50%
Oildale	34	9,626	7,108	3,628	20,362	44,349	46%
McFarland	20	5,400	4,732	1,711	11,843	26,088	45%
Virginia	34	9,882	6,594	3,576	20,052	44,349	45%
Alberta Dillard	68	17,235	14,278	7,823	39,336	88,698	44%
Tehachapi	34	8,461	7,372	3,800	19,633	44,349	44%
Stella Hills	34	9,153	7,612	2,640	19,406	44,349	44%
Casa Loma	34	10,045	5,902	3,417	19,364	44,349	44%
Pioneer	34	8,234	6,887	3,547	18,668	44,349	42%
Cleo Foran	34	7,624	6,949	3,950	18,523	44,349	42%
Franklin	24	5,953	4,296	2,617	12,866	31,305	41%
Lamont	34	9,115	5,854	3,225	18,194	44,349	41%
Williams	34	8,701	6,370	2,440	17,511	44,349	39%
Taft	54	12,166	8,538	5,262	25,966	70,437	37%
Noble	34	7,130	5,708	3,486	16,324	44,349	37%
California City	34	7,464	5,967	2,640	16,071	44,349	36%
Pacific	62	12,190	9,953	5,975	28,118	80,872	35%
Sterling	103	19,393	13,683	12,698	45,774	134,352	34%
Alicante	34	8,933	3,798	1,981	14,713	44,349	33%
Shafter HS/EHS	36	5,894	5,073	3,921	14,888	46,958	32%
Home Base	249	23,899	20,415	6,808	51,122	162,396	31%
Stine Road	123	16,659	16,054	17,700	50,413	160,439	31%
East California	70	13,042	7,973	5,477	26,493	91,307	29%
Primeros Pasos	76	13,509	7,042	8,096	28,647	99,133	29%
Rafer Johnson	34	7,010	4,290	1,382	12,682	44,349	29%
Delano	90	15,649	9,861	7,073	32,583	117,395	28%
Willow	72	11,499	9,455	4,751	25,705	93,916	27%
Seibert	34	4,457	4,656	2,920	12,033	44,349	27%
Fairview	34	4,848	3,329	3,022	11,198	44,349	25%
Lost Hills	20	3,195	1,763	1,560	6,519	26,088	25%
Shafter	34	4,257	4,019	2,801	11,077	44,349	25%
Mojave	34	5,884	2,935	1,109	9,928	44,349	22%
Pete H. Parra	148	18,018	14,263	10,123	42,404	193,049	22%
Buttonwillow	20	2,742	1,621	903	5,267	26,088	20%
Oasis	60	6,568	6,949	2,245	15,763	78,263	20%
Wesley	60	8,676	5,052	1,900	15,628	78,263	20%
Administrative Services		0	0	0	0	0	NA
Program Services		0	0	0	0	69,535	0%
Policy Council and RPC		125	78	0	203	52,917	0%
SUBTOTAL IN-KIND	**2,369**	**493,253**	**377,398**	**228,576**	**1,099,228**	**3,050,144**	**36%**
State General Child Care*		122,967	102,229	122,920	348,117	929,949	37%
State Preschool*		311,431	230,967	311,406	853,804	1,718,996	50%
State Migrant Child Care*		14,552	15,236	29,786	59,573	169,082	35%
SUBTOTAL CA DEPT of ED		**448,950**	**348,432**	**464,112**	**1,261,494**	**2,818,027**	**45%**
GRAND TOTAL		**942,203**	**725,830**	**692,688**	**2,360,722**	**5,868,171**	**40%**

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Item 5b:* San Joaquin Early Head Start
Budget to Actual Report for the Period Ended May 31, 2017 – **Info Item**

Date: June 21, 2017

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2017 through May 31, 2017.

Base Funds

Expenditures in most categories are on track for this point in the budget period.

- Costs of **Travel** associated with monthly support are less than budgeted at this point in the budget period.
- Purchases of **Supplies** are as needed and typically not made evenly throughout the year.

Training & Technical Assistance Funds

Overall expenditures are less than the percentage of the budget period elapsed.

- Costs of **Travel** include the expenses of providing transportation to Bakersfield and lodging for 56 San Joaquin staff attending the CAPK Staff Development Day.
- Purchases of **Supplies** are as needed and typically not made evenly throughout the year.
- Costs of **Contractual** services are planned for later in the year.
- Expenses in the **Other** category include the cost of the venue for training that was provided to San Joaquin staff on the day following the CAPK Staff Development Day.

Non-Federal Share

With 33% of the budget period elapsed, total Non-Federal Share is at 27% of budget. This is a significant improvement over the in-kind numbers recorded since the prior months of operating the San Joaquin grant, and is the direct result of the commitment of San Joaquin staff to seeking community resources and supporting parent volunteers.

Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report
Budget Period: February 1, 2017 - January 31, 2018
Report Period: February 1, 2017 - May 31, 2017
Month 4 of 12 (33%)

Prepared 06/12/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,065,456	835,491	2,229,965	27%	73%
FRINGE BENEFITS	762,444	229,551	532,893	30%	70%
TRAVEL	20,232	4,128	16,104	20%	80%
EQUIPMENT	0	0	0		
SUPPLIES	142,025	78,240	63,785	55%	45%
CONTRACTUAL	5,000	1,156	3,844	23%	77%
CONSTRUCTION	0	0	0		
OTHER	524,403	203,224	321,179	39%	61%
INDIRECT	476,784	127,574	349,210	27%	73%
TOTAL	**4,996,344**	**1,479,364**	**3,516,980**	**30%**	**70%**

TRAINING & TECHNICAL ASSISTANCE FUNDS					
TRAVEL	14,475	6,994	7,481	48%	52%
SUPPLIES	16,404	2,075	14,329	13%	87%
CONTRACTUAL	19,823	0	19,823	0%	100%
OTHER	23,005	10,931	12,074	48%	52%
INDIRECT	8,190	2,000	6,190	24%	76%
TOTAL	**81,897**	**21,999**	**59,898**	**27%**	**73%**

GRAND TOTAL EHS FEDERAL FUNDS	5,078,241	1,501,364	3,576,877	30%	70%

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,269,560	339,123	930,437	27%	73%
TOTAL NON-FEDERAL FUNDS	**1,269,560**	**339,123**	**930,437**	**27%**	**73%**

Centralized Administrative Cost	7.0%
Program Administrative Cost	1.5%
Total Administrative Cost	**8.6%**

Budget reflects the projected annual funding level in Fiscal Year 2017 (Notice of Award #09CH010071-03-01)
Actual expenditures include posted expenditures and estimated adjustments through 05/31/2017

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind
Budget Period: February 1, 2017 through January 31, 2018
Report for period ending May 2017 (Month 4 of 12)

Percent of year elapsed: 33%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Manteca	12	3,607	3,791	4,677	4,537	16,611	32,408	51%
Home Base - Lodi	35	6,975	8,762	8,848	8,582	33,167	94,522	35%
California Street	24	11,719	12,634	8,450	8,196	40,998	129,630	32%
Home Base - Tracy	12	2,053	2,522	2,553	2,476	9,604	32,408	30%
Home Base - Stockton	90	13,421	16,503	18,682	18,122	66,728	243,056	27%
Chrisman	30	8,771	9,937	11,674	11,324	41,705	162,038	26%
4th Street	24	8,398	8,489	7,164	6,949	31,001	129,630	24%
St. Mary's	16	2,627	4,100	6,543	6,295	19,567	86,420	23%
Walnut	24	2,084	11,779	7,270	7,052	28,184	129,630	22%
Lodi UCC	30	5,167	4,343	4,417	4,284	18,211	162,038	11%
Kennedy	16	1,654	924	705	684	3,968	43,210	9%
Administrative Services		0	0	0	0	0	0	
Program Services		80	0	75	29,002	29,156	21,858	133%
Policy Council		199	25	0	0	224	2,713	8%
SUBTOTAL IN-KIND	**313**	**66,752**	**83,810**	**81,058**	**107,504**	**339,123**	**1,269,560**	**27%**

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Item 5b*: Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended May 31, 2017 – **Info Item**

Date: June 21, 2017

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2016 through May 31, 2017.

Base Funds

Personnel and Fringe Benefits costs are slightly high at nine months into the budget period. In March 2017, staff conducted a review of costs allocated to the grant, and updated its roster of employees who materially support the objectives of the EHS Child Care Partnership. This has resulted in more reasonable cost with no negative effects on the program and its services. With one temporary staff vacancy, it is now estimated that costs will be under budget by $1,435 at year-end (August 31, 2017).

Costs of classroom and curriculum **Supplies** are in excess of budget by $4,482.

Staff estimate that costs in the **Contractual** category will be under budget by $19,106 at year-end. This is due to temporary under-enrollment of children, and the resulting decreased payment to contractors providing the child care services.

At this time, staff estimate that costs in the **Other** category may be under budget by $1,171 at year-end.

Total base costs overall are slightly under budget.

Carryover Funds

CAPK staff are working with its child care partners to expend the carryover funds for playground improvements, additional classroom and curriculum supplies, building maintenance and repair.

Training & Technical Assistance (T&TA)

Overall expenditures are under 79% of budget; staff expect to fully expend these funds by year-end.

Non-Federal Share

With 75% of the year elapsed, total Non-Federal Share is at 70%.

Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report

Budget Period: September 1, 2016 - August 31, 2017
Report Period: September 1, 2016 - May 31, 2017
Month 9 of 12 (75%)

Prepared 06/12/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	122,245	99,781	22,464	82%	18%
FRINGE BENEFITS	28,705	23,315	5,390	81%	19%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,650	6,132	(4,482)	372%	-272%
CONTRACTUAL	459,322	320,545	138,777	70%	30%
CONSTRUCTION	0	0	0		
OTHER	9,990	6,749	3,241	68%	32%
INDIRECT	62,184	45,621	16,563	73%	27%
TOTAL BASE FUNDING	**684,096**	**502,142**	**181,954**	**73%**	**27%**

CARRYOVER FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	0	0		
EQUIPMENT	115,000	0	115,000	0%	100%
SUPPLIES	83,333	49,455	33,878	59%	41%
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	100,000	0	100,000	0%	100%
INDIRECT	16,667	4,945	11,722	30%	70%
TOTAL CARRYOVER FUNDING	**315,000**	**54,400**	**260,600**	**17%**	**83%**

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	7,889	(2,595)	149%	-49%
SUPPLIES	16,233	434	15,799	3%	97%
CONTRACTUAL	0	0	0		
OTHER	38,000	37,444	556	99%	1%
INDIRECT	4,273	4,577	(304)	107%	-7%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**63,800**	**50,344**	**13,456**	**79%**	**21%**

GRAND TOTAL FEDERAL FUNDS	**1,062,896**	**606,887**	**456,009**	**57%**	**43%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	175,224	123,364	51,860	70%	30%
TOTAL NON-FEDERAL FUNDS	**175,224**	**123,364**	**51,860**	**70%**	**30%**

Centralized Administrative Cost	7.6%
Program Administrative Cost	1.2%
Total Administrative Cost	**8.7%**

Budget reflects Notice of Award #09HP0036-02-01.
Actual expenditures include posted expenditures and estimated adjustments through 05/31/2017.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget and Finance Committee

From: Yolanda Gonzales, Director of Head Start / State Pre-School

Date: June 29, 2017

Subject: *Agenda Item 5c:* Head Start/Early Head Start Cost-of-Living Adjustment (COLA) Application – **Action Item**

The Consolidated Appropriations Act of 2017, includes increased funding of approximately $85 million for programs under the Head Start Act for Fiscal Year (FY) 2017. A portion of this funding increase provides cost-of-living adjustment (COLA) of 1.0% to assist grantees in increasing staff salaries/fringe benefits and offsetting higher operating costs.

CAPK will submit three funding applications to the Office of Head Start prior to June 30, 2017. The three applications will request the following funding amounts:

- Head Start/Early Head Start Kern ~ $232,303
- Early Head Start Child Care Partnership ~ $6,841
- Early Head Start San Joaquin ~ $49,963

In total, this funding opportunity will provide an additional $289,107 across all of CAPK's HS/EHS grants, as well as, all programs/departments supported by indirect funding. The funds will be used to increase pay scales by 1.0% across all HS/EHS positions. A Board resolution is required for these applications.

Recommendation

Staff recommends the Board of Directors approve with resolution the Head Start/Early Head Start Cost-of-Living Adjustment (COLA) funding applications.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget and Finance Committee

From: Jeremy T. Tobias, Chief Executive Officer

Date: June 21, 2017

Subject: *Agenda Item 5d*: Cost-of-Living Adjustment (COLA) of one percent for all employee wages - **Action Item**

As discussed in the previous agenda item, the recently approved federal budget includes funding for a 1% Cost-of-Living Adjustment (COLA) for our Head Start contracts. This will provide for a 1% wage adjustment for all employees in the Head Start family of programs. The Head Start family of programs, including Central Kitchen and San Joaquin County includes approximately 600 employees. Of our total 861 employees, the remaining 261 employees are working in one of our other programs.

Historically we have not been in a position to offer regular COLA increases to our employees. We are bound by federal budgets and ultimately contracts that dictate our funding levels. Occasionally one of our funding sources approves a budget increase specifically designated for an employee wage COLA. When that does occur, especially in a large group such as Head Start, we utilize and leverage the increase to spread a COLA to the entire CAPK staff. The most recent COLA approved for employee wages was a 2% increase effective in March 2016.

The overall annual cost of the 1% COLA proposal for the remaining 261 employees and programs will be approximately $92,000 to be spread amongst numerous programs and contracts.

The Division Directors and Program Managers routinely work at planning for an unexpected COLA. Since we are not in a position to offer a planned COLA schedule, we must be prepared for unexpected budget increases in any particular program that we can leverage into an agency wide COLA. All program budgets are able to afford a 1% wage adjustment. The effective date of the COLA for each program or contract may vary, depending on each contracts requirements and funding levels. While Head Start will have an effective date of the start of the contract funding year of March 1, 2017, other program COLA adjustments may be effective on different dates.

Recommendation:

Staff recommends approval of a 1% COLA for all remaining CAPK employees not covered by the previously approved Head Start COLA, with effective dates subject to each individual contract requirements and funding levels.

COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED MAY 31, 2017

	03/01/17-04/30/17	05/01/17-05/31/17		TOTAL	
BEGINNING BALANCE (NOTE 1)	419,421.50			419,421.50	
CASH RECEIPTS					
2017 Awards Banquet Donations	33,800.00	19,250.00		53,050.00	a
Give Big Kern		6,414.68		6,414.68	
Donations	1,100.00	211.66		1,311.66	
Misc. Revenue	1,929.65	1,170.51	b	3,100.16	
Interest Income/Union Administrative Fee	208.38	0.15		208.53	
TOTAL CASH RECEIPTS	37,038.03	27,047.00		64,085.03	
CASH DISBURSEMENTS					
Line of Credit Interest Expense	15.76	138.40	c	154.16	
Line of Credit Unused Commitment Fee	514.41			514.41	
2017 Awards Banquet Expenses	556.00	12,803.28		13,359.28	a
Staff Development Day (4/27/17) - Raffle Prizes	2,869.49	(1,717.95)	d	1,151.54	
Outreach	700.00	212.62		912.62	
Prior Period Cost - Pension		477.36	e	477.36	
Travel Cost - SB 441 Hearing		328.72		328.72	
Fundraising Expenses	371.63	159.00		530.63	
Miscellaneous Expenses	298.42	116.40		414.82	
Indirect	690.67	1,365.62		2,056.29	
TOTAL CASH DISBURSEMENTS	6,016.38	13,883.45		19,899.83	
CASH PROVIDED (USED)	31,021.65	13,163.55		44,185.20	
ENDING BALANCE	450,443.15			463,606.70	

Discretionary Cash	208,345.29
Fund Raising Cash	254,572.26
	462,917.55
Add: AR	3,387.84
Less: AP	(2,698.69)
	463,606.70

NOTES

1. For the year ended 2/28/17, the net increase to the Discretionary/Fund Raising Funds was $16,988.89

a. As of 5/31/17, net 2017 awards banquet gain is $40,634.12 (FYE 2/28/17 = $943.40 + $36,690.72 for 2017/18).
b. Rebate from Staples.
c. Interest expense on operating line of credit advance for $350,000 for 3 days.
d. Cost adjustment transferred to the Indirect Fund.
e. Investment earnings on underpayment of pension contribution for 5 employees in the prior year.

Date Prepared: 6/11/17

To: Board of Directors

From: Janelle Gonzalez, Program Governance Coordinator

Subject: *Agenda Item VIII(a):* May 25, 2017 Policy Council Report – **Action Item**

Date: June 21, 2017

The Policy Council met on May 25, 2017

The Policy Council approved the Board of Director's representative, Yolanda Ochoa to be seated on the council.

On behalf of Genevieve Egana, Erin Walter and Kyler Sullivan spoke on the topic of water safety. Drowning statistics in accordance with the CDC were presented stating the highest drownings occur in children less than 5 years of age. Members received a folder containing variety of information including swim schedules, CPR training dates, etc. Five layers of water safety protection was shared which include: close supervision; swim lessons; barriers to prevent water access e.g. fences, alarms, etc.; U.S. Coast Guard approved life jacket and CPR to ensure you are prepared. Brief discussion took place regarding swim passes and potential scholarships available. Erin & Kyler reiterated the importance of being prepared stating CPR is offered free of charge and encouraged members to sign up.

Jerry Meade, PDM Administrator shared with the committee that Yolanda was unable to attend tonight however, she sends her regards and thanks the group for their commitment. Jerry stated May is Community Action month and that the agency held its annual banquet last week. He was pleased to see Policy Council representatives in attendance and thanked the committee for taking time out of their evening to be a part of that event. Jerry stated May 19 was the last day of services for children in the part-year program; part-year staffs last day was May 20. We now have 9 centers open and went from about 650 employees to 150 during this time. He also shared that we are in full recruitment mode, enrolling children for the fall. We have 4 FSWs (10 month employees) who are working this summer to help ensure full enrollment. Jerry stated congress recently signed a cost of living adjustment (COLA) however the President's budget disapproved the COLA, therefore it will only be effective through October 2017. Jerry expressed his appreciation and thanked the committee for their dedication to our program.

Next Policy Council Meeting will be July 27th at 5:30 in the Board Room
5005 Business Park North, Suite 130 Bakersfield, CA 93309
Bakersfield, CA 93308

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS
POLICY COUNCIL (PC) MEETING MINUTES
MAY 25, 2017

1. **CALL TO ORDER – Chairperson, Enrique Salazar** called the meeting to order at 5:40 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of Promise of Community Action
   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other."

2. **ROLL CALL/SET QUORUM – Secretary, Christina Bates - Quorum was established.**
   PC Members Present: Enrique Salazar, Breyona Millard, Christina Bates, Jason Warren, Savannah Scarpa, Lorena Fernandez, Ramona Campos, Lindsay Harrison, Jodi Sanchez, Jadine Gonzalez, Yolanda Ochoa, CAPK Board of Directors

3. **APPROVAL OF AGENDA – Chairperson, Enrique Salazar (*ACTION)**
   a. Motion for approval of the PC Agenda dated May 25, 2017 was made by Jason Warren; seconded by Christina Bates. Motion carried unanimously.

4. **APPROVAL OF MINUTES – Chairperson, Enrique Salazar (*ACTION)**
   a. Motion for approval of the PC meeting minutes dated April 26, 2017 was made by Breyona Millard; seconded by Savannah Scarpa. Motion carried unanimously.

5. **PRESENTATION OF GUESTS/PUBLIC FORUM**
   (The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. ***Speakers are limited to five minutes each.*** *If more than one person wishes to address the same topic, total group time for topic will be 10 minutes. Please state your name before making your presentation. Thank you.*
   Guests in attendance: Argelia Diaz, Program Assistant; Lisa Price, PDM Administrative Assistant; Jerry Meade, Program Design & Management Administrator; Donna Holland, Fiscal Administrator; Rashi Strother; Family Services & Governance Specialist; Rose Devora, Parent; Daniel Jimenez, Guest; Erin Walter, Guest; Kyler Sullivan, Guest

   Jerry presented and introduced Yolanda Ochoa, Board of Directors Representative to be voted in later in the meeting. Janelle stated that each member received raffle tickets in a quantity that correlates to the number of Policy Council meetings they have attended; this includes subcommittee meetings as well. Throughout the meeting prizes will be raffled off.

6. **STANDING COMMITTEE REPORTS** (3 minutes each)
   a. School Readiness – Christina Bates reported DRDP was discussed as well as how the data is collected. She encouraged parents to observe their children at home as well as encouraged use of Ready Rosie. By observing your child at home, you can share information with their teacher; use of Ready Rosie supports school readiness. Both activities also count as in-kind. The subcommittee's next meeting will be held in August.
   b. Planning Committee – Lorena Fernandez reported quorum was met. The Enrollment Report and the Average Daily Attendance for April were reviewed. Program options for 2017-2018 were shared as well. The next meeting is scheduled for June 6, 2017 at 5:15 p.m. in Suite 130.
   c. Finance Committee – No report given
   d. By-Laws Committee – No report given

7. PRESENTATIONS

a. Summer Water Safety – Genevieve Egana; Program Coordinator, McMurtrey Aquatic Center

On behalf of Genevieve Egana, Erin Walter and Kyler Sullivan spoke on the topic of water safety. Drowning statistics in accordance with the CDC were presented stating the highest drownings occur in children less than 5 years of age. Members received a folder containing variety of information including swim schedules, CPR training dates, etc. Five layers of water safety protection was shared which include: close supervision; swim lessons; barriers to prevent water access e.g. fences, alarms, etc.; U.S. Coast Guard approved life jacket and CPR to ensure you are prepared. Brief discussion took place regarding swim passes and potential scholarships available. Erin & Kyler reiterated the importance of being prepared stating CPR is offered free of charge and encouraged members to sign up.

8. NEW BUSINESS – Chairperson (*ACTION)

a. Request to approve proposed changes to the PC Bylaws – Janelle Gonzalez, Governance Coordinator

Janelle stated many of the changes to the Policy Council Bylaws were reference numbers that had changed with the new performance standards. Additionally, there were areas that were no longer the responsibility of PC and still others that were redundant. Janelle stated the Head Start Act had more focus regarding Governance. Motion was made by Lorena Fernandez to approve the proposed changes to the Policy Council Bylaws to support the revised Head Start Performance Standards; seconded by Breyona Millard. Motion carried unanimously.

b. Request to approve the termination of PC Member Ana Luna

Motion was made by Jason Warren to approve the termination of Ana Luna as a member of Policy Council; seconded by Savannah Scarpa. Motion carried unanimously.

c. Request to approve Board of Director Representative Yolanda Ochoa to the Policy Council

Motion was made by Savannah Scarpa to approve the election of Yolanda Ochoa as Board of Director Representative to the Policy Council; seconded by Jason Warren. Motion carried unanimously.

d. Request to approve the appeal of PC Member Marina Araujo

Janelle shared that just before this meeting she spoke with Marina who rescinded her request for appeal and has resigned. No further action required.

9. COMMUNICATIONS

a) Head Start & Early Head Start – Kern Budget vs. Actual Expenditures March 1, 2016 through February 28, 2017
b) Head Start & Early Head Start – Kern Budget vs. Actual Expenditures March 1, 2017 through April 30, 2017
c) Early Head Start – San Joaquin Budget vs. Actual Expenditures February 1, 2017 through April 30, 2017
d) Early Head Start Child Care Partnerships Budget vs. Actual Expenditures September 1, 2016 through April 30, 2017
e) Parent Local Travel & Child Care for the period ending April 30, 2017 (English/Spanish)
f) Parent Activity Funds for the period ending April 30, 2017 (English/Spanish)
g) Parent Meals for the period ending April 30, 2017 (English/Spanish)
h) Enrollment, Average Daily Attendance and Child & Adult Care Food Program/Central Kitchen Report for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships April 2017
i) Policy Council Planning Committee Minutes May 2, 2017 (English/Spanish)
j) Policy Council Budget & Finance Committee Minutes April 13, 2017 (English/Spanish)
k) Ready – Set Back 2 School Health & Wellness Fair
l) Champions for Change Health & Nutrition Fair! (English/Spanish)
m) Child Support Services Child Support Case Assistance (English/Spanish)
n) Healthychildren.org Cognitive and Verbal Skills Needed for Toilet Training (English/Spanish)
o) Policy Council Termination Letter: Ana Luna (English/Spanish)
p) Kern Family Health Care Spring into Health Resource and Health Fair (English/Spanish)

q) Policy Council Appeal to Termination Letter: Marina Araujo (English/Spanish)
Motion made by Jadine Gonzalez to receive and file items (a) – (q)

10. PROGRAM GOVERNANCE REPORT/TRAINING – Janelle Gonzalez

Janelle thanked everyone for their attendance noting this is the half way point of their term which concludes in October. In honor of this achievement members received one raffle ticket for each meeting they have attended. Throughout the meeting prizes will be raffled. Janelle stated May is Mental Health Awareness month and encouraged members to view an article on the Early Childhood Learning & Knowledge (ECLKC) site linking social/emotional development and its importance to learning. Janelle also recognized and commended Christina, Enrique and Lorena on their growth in community and public speaking; they have made notable strides and appear more comfortable and confident when they present. In closing, she welcomed Yolanda Ochoa to PC and shared a Kid President video on How to Change the World.

11. COMMUNITY REPRESENTATIVES REPORT – Ana Lester and Lindsay Harrison

Lindsay shared a handout from the Kern Autism Society for 2017 summer camps for autistic children, youth and adults. There are three different types of camps and scholarships are available. She asked members to share this information with anyone they know who would benefit from it. Lindsay also told the group the Parks & Rec brochure received earlier in the evening is a great resource and has many programs available to the community. She encouraged members to take advantage of the opportunities outlined in the brochure.

12. EARLY HEAD START PARTNERSHIP REPORT – Jadine Gonzalez

Jadine shared that parent training will take place this fall. Additionally, the summer semester will be starting soon. Jadine also shared that she just learned there will be playground improvements, which is exciting!

13. BOARD OF DIRECTORS REPRESENTATIVE REPORT – Lorena Fernandez

Lorena stated the Board of Directors (BOD) recognized Charlie Rodriguez for 21 years of service to CAPK as he is retiring from the BOD. She also shared with the group that earlier in the month she had the opportunity to attend the CalCAPA 2017 Annual Conference in Long Beach, CA. Lorena stated she had a good time and learned a lot. She was very interested in a homeless program implemented in San Francisco and hopes that soon she will be able to see its structure first hand. Lorena stated the Board of Directors will meet next week.

14. DIRECTOR'S REPORT (HEAD START/STATE CHILD DEVELOPMENT) – Yolanda Gonzales

Jerry Meade, PDM Administrator shared with the committee that Yolanda was unable to attend tonight however, she sends her regards and thanks the group for their commitment. Jerry stated May is Community Action month and that the agency held its annual banquet last week. He was pleased to see Policy Council representatives in attendance and thanked the committee for taking time out of their evening to be a part of that event. Jerry stated May 19 was the last day of services for children in the part-year program; part-year staffs last day was May 20. We now have 9 centers open and went from about 650 employees to 150 during this time. He also shared that we are in full recruitment mode, enrolling children for the fall. We have 4 FSWs (10 month employees) who are working this summer to help ensure full enrollment. Jerry stated congress recently signed a cost of living adjustment (COLA) however the President's budget disapproved the COLA, therefore it will only be effective through October 2017. Jerry expressed his appreciation and thanked the committee for their dedication to our program. Jason was interested in recruitment events and volunteered to participate in such should his schedule allow. Jerry thanked him and said he would pass Jason's contact information along.

15. POLICY COUNCIL CHAIRPERSON/ANNOUNCEMENTS – Enrique Salazar

Enrique shared an experience he had while volunteering in his child's classroom. He also said volunteering is beneficial as it gives you the opportunity to observe your child(ren) in a peer interaction

setting. It also allows you to assist/support them in (social) situations. You are not only helping the teacher as well but you are providing in-kind too. He encouraged members to volunteer and observe their child(ren) in the classroom, if they can.

Jason shared the various spray parks located throughout the city will open this Memorial Day Weekend.

Yolanda Ochoa thanked PC for having her back; sharing when her daughter left Head Start she (Yolanda) never did! Yolanda started volunteering with CAPK as a parent representative in 1998, she also encouraged members to go to their centers and help out however they can.

16. <u>ADJOURNMENT</u> – Chairperson

Meeting was adjourned at 6:33 p.m.

Lisa Price/PDM Administrative Assistant
Completed 05.31.17