

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
October 11, 2017
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

<i>Fred Plane</i>	<i>Jimmie Childress</i>	<i>Lorena Fernandez</i>
<i>Marian Panos</i>	<i>Lupe Perez</i>	<i>Enrique Salazar, Jr.</i>

3. **Approval of Agenda**

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

5. **Program Presentation:**

- a. Head Start Disabilities Program - Patty Hinojosa, Support Services Manager

6. **New Business**

- a. September 2017 Program and Division Reports – Ralph Martinez, Director of Community Development – ***Action Item (p. 1-14)***
- 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
- b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item (p. 15-20)***
- Stater Brothers Charities for CAPK Food Bank
 - Sempra Energy - Southern California Gas Company for CAPK Food Bank
 - California Department of Social Services – Office of Child Abuse & Prevention for East Kern Family Resource Center

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- c. September 2017 Head Start / State Child Development Enrollment Update and Meals Report – Erika Arias, ERSEA Manager – **Action Item (p. 21)**
- d. September 2017 Outreach & Advocacy Report – Raul Gallardo, Resource & Outreach Coordinator – **Info Item (p. 22)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, November 8, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 12:00 pm on October 6, 2017. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year SEPTEMBER 2017
Program/Work Unit: VITA	Total Program Staffing: 1 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		33		5070
Refunds	Federal	\$15860		\$4,110,952	
	Federal EITC	\$1579		\$3,317,032	
	Federal Total				\$7,427,984
	State	\$3,398		\$659,891	
	California EITC	\$0		\$218,770	
	State Total				\$878,661
Total Credits & Refunds	State & Federal		19,258		\$8,306,645

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

We have finished our orientations for the recruitment of new volunteers. We have 40 new people enrolled to train for the upcoming tax season.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: September 2017
Program/Work Unit: 2-1-1 Kern County	Staffing: 14 (7 Vacancy)	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides application status updates.		

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	4,601	3,715	866 (19%)	7,982
Kings County	233	182	51 (22%)	*
Tulare County	888	669	219 (25%)	*
Mountain Valley (Mariposa and Merced Counties)	179	147	32 (18%)	*
Stanislaus County	913	813	100 (11%)	*
Total	6,814	5,526	1,288 (19%)	

*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 Needs	Shelter

Other Services		Month	YTD
LIHEAP	Calls Answered	6,186	36,347
Weatherization	Calls Routed through 2-1-1	210	2,257
Mental Health	Calls Answered	116	1,293
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	3,061	24,401
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
		8	3	3

Outreach Activities	Outcomes
- DHS All New Hire Meeting	Distributed 60 2-1-1 Kern informational cards.

Highlights:

- 2-1-1 Kern participated in the CalFresh Contractors meeting at 2-1-1 San Diego.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: September, 2017
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 6	Program Manager/Supervisor: Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response	32	252
Case Managed Families	F5K School Readiness	6	27
Children participating in center-base program			46
Adults in Court Mandated Parenting Classes		N/A	15
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	64	634
Emergency Supplies Closet and Other Services	Food (individuals)	7	138
	Clothing (individuals)	26	236
	Photocopies (individuals)	174	2279
	HEAP Application Supporting Docs	87	667

Other: The EKFRC has submitted a grant proposal to Dignity Health for the East Kern Health Project. Through this grant we hope to provide needed transportation to medical appointments and partner with local school districts for immunization clinics.

Staffing: The ECFRC is fully staffed and computer operational once again.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: September 2017
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 4	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 Description	Participants	
	Month	YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.	19	64
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2017) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.		3
Evening Program - Open Basket Ball Zumba	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		101

Other:

- Shafter Youth Center kids will be completing in the Bakersfield Museum of Art's Via Arte on October 21st.
- SYC will be hosting a Harvest Festival for the community on October 23rd

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: September 2017	
Program/Work Unit: Friendship House	Total Program Staffing: 8	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.		26	105
Summer Program Recreational activities, educational games, and activities.		0	127
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.		11	66
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.		10	74
Grow Fit Families Program Increase participants' knowledge of nutrition, healthy eating choices, gardening, exposure to seasonal fresh produce, and participation in physical activities. Program has ended.		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.		295	3,487
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. The new PREP program will start in Jan. 2018.		0	122
Realignment for Success Transitional services are provided to adults referred to the program by the Probation and Sheriff's Departments. The program is to provide the participants with Aggression Replacement Training, Thinking for A Change, and parenting classes.		18	24

Other:

- Friendship House Mixer & More ***Tickets are now on sale*** and can be purchased from CAPK Resource & Outreach Coordinators Raul Gallardo & Cristina Hernandez, at 5005 Business Park North. Tickets are only \$15 per person (\$20 per person after Oct. 4th). This year's themed event "One Night In Paris" will be held at Metro Galleries on October 26th and will offer attendees a fabulous night of live entertainment, Bakersfield cuisine, wine & craft beers, silent auction, and an evening of fun!
- The Friendship House will be host its' annual Fall Festival at the center on October 27th from 5pm-8pm. The Friendship House has held this event for the community for the past six years. The community looks forward to this event each Fall, as it serves as a safe alternative to going trick-or-treating door to door in a community with high crime activity.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: September 2017	
Program/Work Unit: Food Bank	Total Staffing: 18	Program Manager: Jaime Orona	
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.			
		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (September 2017)	23,877	209,119
	Poundage Received all Programs	1,316,760	8,625,409
	TOTAL POUNDAGE DIST. ALL SITES	1,268,000	8,385,180
Drought Emergency Food Assistance (DEFAP)	Families Served	3,022	22,732
	Individuals Served	16,637	138,130
	Total Poundage Distributed	197,400	1,547,850
Food Sourcing	Donations Received: 306,000 pounds of produce & 16 different produce items. • 10 Star: Watermelon • Cal Organic: Carrots, radishes, & leafy greens • California Association of Food Banks/Farm to Family: cauliflower, corn, squash, tomatoes • Columbine Vineyards: Table Grapes • Driscolls: Strawberries, & Pineapple • Target: Mixed produce & Bananas • Varsity Produce: Onions • Wonderful Co: Citrus CAPK FB held 2 fresh produce distributions at the following sites: Kern County Fair, & Catholic Charities. • Distributed 50,000 lbs of produce & bread • Served 960 households/3648 Individuals		
Food Drives:	Feed-the-Need Food Drive at the KC Fair- 54,276 lbs. Over 1,800 lbs. more than last year		

Other:

- September 13th we resumed Backpack Buddies for Greenfield, 55 backpacks were distributed to students.
- Attended the ribbon cutting for the CSUB Food Pantry Grand Opening on September 18th. Great partnership between CAPK & CSUB to help reduce student food insecurity, 40% of CSUB students have admitted of not having food at least once during the school year, 13% have visited a food pantry or soup kitchen & 80% rely on their family for food assistants.
- Attended the CAFB Annual meeting in Oakland on September 21st, went over new CAFB by-laws & Calfoods grants.
- Our last scheduled drought distribution was also on September 26th at World of Pentecost. We were able to distribute 1,200 boxes and over 14,000 lbs of produce.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: September , 2017
Program/Work Unit: WIC	Total Program Staffing: 83 staff,2 vacancies	Program Manager/Supervisor: Kathlyn Lujan
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County, and through the WIC mobile clinic.		

			Participation 10/1/16-9/30/17		
Description			Case Load	Month	Central Valley Avg. State Avg.
Total	All services		19,970	15824 – 79.24%	
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	68	Mojave		156
	Bakersfield		Oildale		426
	Homeless Shelter	2	Ridgecrest		652
	E. California Avenue	1622	Rosamond		669
	Niles Street	2353	Shafter		1407
	Montclair	371	Tehachapi		449
	Friendship House	139	Wasco		1777
	Panama	1185			
	Boron	8	<u>San Bernardino County</u>		
	Buttonwillow	73	Adelanto		1745
	California City	678	Big Bear		296
	China Lake Naval	*	Crestline		252
	Station		Needles		175
	Delano	961	Phelan		85
	Edwards Air Force Base	112			
	Lost Hills	161	<u>Mobile WIC</u>		4*

Projects

The CAPK WIC program promotes healthy eating habits for all age groups.

Outreach attended and represented CAPK WIC at the Early Head Start event, Bakersfield College Book Faire, and the Latino Health Awareness event sponsored by OMNI Health Services in Shafter. Materials were passed out to interested participants at the events. Referrals were taken and followed up on within the next 24 – 48 hours. Mitchall Patel made a presentation to the East Kern Collaborative about the benefits of CAPK WIC and eligibility requirements.

CAPK WIC has continued its presence on Facebook.

The popular Farmers Market program ends this month.

Katherine Campos, RBL, continues to educate physicians and their office staffs on breastfeeding accommodation.

CAPK WIC held Hub Meetings at four locations. We trained on Breastfeeding and WIC procedures. There are changes coming to the WIC MIS regarding certification and separation of duties.

Our staff and Outreach efforts are dedicated to increasing participation. The CAPK WIC program promotes healthy eating habits for all age groups.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: September 2017
Program/Work Unit: Energy	Total Program Staffing: 51, including 3 temps	Program Manager/Supervisor: Margaret Palmer
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 (2017)	Assistance with utility bill payments	1799	4,948
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)		-0-	7,933
1C. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2015)		-0-	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		990
			156
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 (utility payments only)		\$443,909	\$11,395,614
		Results	
6. Energy calls received (from 2-1-1)		6396	
		HEAP	Wx
7. Number of LIHEAP applications Received		1282	247
8. Number of LIHEAP applications Completed		878	79
9. Number of LIHEAP applications in Progress		404	73
10. Outreach	- FRCs – Delano, Frazier Park, Lake Isabella and Mojave - Various Food Distributions - Back To School Night, Delano -Latino Resource Fair, Shafter -Loma Council Senior Center – Bakersfield -Longfellow Elementary School- Spanish -Longfellow Elementary School - English	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: September 2017*	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, 2 vacancies; Admin. Clerk, Subsidized Reimbursement Specialist	Program Manager/Supervisor: Susana Magana	
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program’s current Fiscal Year is July 1, 2017, to June 30, 2018. <i>*This report is for the service month of August 2017, which was processed in the month of September 2017.</i>			
		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	319	40
	Madera	65	8
	Merced	25	3
	Tulare	114	14
	Kings	102	13
	Fresno	177	22
	Total	802	100%

*Kern totals include services provided outside of the six entry counties. The case management for those families working and residing outside the six entry counties are handled by the regional office in Bakersfield.

Other:

Current Activities:

The program has been recruiting for several positions in the last months. We have been busy providing thorough training on the Title 5 regulations and our program's policies and procedures. The new staff that began this month were a Temp. Service Clerk on 9/11/17, a Temp. Subsidize Reimbursement Specialist on 9/14/17 and two Family Services Specialist on 9/18/17.

The new Family Services Coordinator attended the Mandatory Harassment Prevention Training for Supervisors on 9/25/17. This training was provided by WorkLogic.

The webinars that were scheduled by the California Department of Education (CDE) for the early part of September were postponed because Management Bulletin (MB) 17-14 on 12-month Eligibility was still pending to be released. MB 17-14 was released on 9/27/17. This was the MB that was pending regarding the regulation changes in the Budget Act of 2017 effective 7/1/17.

Upcoming Activities:

Program manager will be working diligently with the program coordinators to revise several program policies and procedures to reflect the recent regulation changes. The MCAP management team will be requesting clarification from CDE staff on the implementation requirements when they attend the CAPPa conference in October. Once all the program policies have been updated, a full staff training day will be scheduled at the Tulare County satellite office.

The program has requested to attend 2 outreach events for the month of November. The MCAP program has received confirmation to attend the Farmworker Resource Fair- 3rd Annual Migrant Seasonal Farmworker Appreciation Day in Delano on 11/16/17.

A total of 5 staff will be attending the Annual CAPPa conference 10/18-10/20 and the CCDAA Fall Technical Assistance conference 11/01-11/03. Both conferences are held in Sacramento.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: September 2017
Program/Work Unit: Central Kitchen	Staffing: 20 Staff members, 2 Position available	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			
	Total # Prepared	Breakfast	Lunch	Snack
Meals & Snacks				
Central Kitchen prepared for the HS/EHS centers	82,307	28,231	30,022	24,054
Home Base Meals	245	81	127	37
VIP Parent Café Meeting Meals	1,546			
Total	84,098	28,312	30,149	24,091

Other:

1. We have had some personnel changes in the month of September, Kevin Goudge Lead Food Production Driver, was hired by the food bank; Elisa Ante took over for that position. Patrice Johnson went from full year to part year. With all the movement that we have had, the central kitchen now has a part year and full year position opened. The central kitchen has conducted some interviews to fill the opened positions.
2. The central kitchen has been experiencing equipment break downs in the month of September. We had an A/C compressor stop working, proofing cabinet short circuit, steamer oven not heating, van #77 needed alternator replace and two route refrigerators stopped working. Despite all of the mechanical issues, the central kitchen staff have done a great job in being able to produce and deliver meals without causing any disruption to the Head Start Centers.
3. The central kitchen has had a high volume of supply orders this month. The kitchen has had kept up with the ordering by ordering to par plus to meet requisition requests. There was a meeting to address this with the center director on September 18, 2017. We will work together to minimize the ordering to meet the need for the centers to function properly.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		Month/Year: September 2017
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 10	Program Manager/Supervisor: Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	834	
	Subs/Temps	18	
	Total Staff	852	
New Hires	All divisions and programs		
	Regular	12	110
	Subs/Temps	3	62
	Total New Hires	15	172
Leaves of Absence	Intermittent Leave	108	
	Full-time Leave	22	
	Total on Leave	130	
Terminations	All divisions and programs		
	Voluntary	12	101
	Involuntary	6	56
	Total Terminations	18	157
Staffing	Vacancy	11	109
	Total Applications Received	85	1,204
Payroll	Total Hours Paid	192,623.32	
	Total Gross Payroll	\$3,392,879.59	

Projects Pension Review FMLA Administration Open Enrollment/2018 Electronic Job Requisitioning	Completed: In Progress Travel Procedures/Policy Training/Online-ADP for performance Reviews/On going Electronic performance evaluations submitted for September & New Hires Hartford-FMLA Administration Agency Health Insurance Review
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COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		STATUS	
Activities	Description	Received	Completed March 1, 2017 to Date
Business Services			
Purchase Orders Processed		190	885
Contracts/Leases Processed		8	45
Request for Proposals (RFP)	• 2 WIC Vehicles • Food Bank Truck	Complete PO issued	
Leases	• WIC – California Ave • Renew James St – WIC • Renew Niles St. - WIC	Complete In progress In progress	
Contracts	• Olympic Cleaning Agreement • G.OCHOA Agreement (Taft HS Remodel) • Orkin Pest Control Agreement	In progress Contract Signed Complete	
Maintenance & Operations		Received	03/01/2017 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	124	1817
Projects	• Taft HS – renovate newly leased modular • Wasco- Renovate Facility-Funding approved. • Stine Head Start to be renamed to “Harvey L Hall Child Development Center” on 10/16/2017	In progress In progress In progress	

Operations Division September 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	360	2189
Projects	• Home Base Desktops, CAS Team Surface docks • Battery UPS for BPN • Train staff on use of Skype For Business • Deploy Home Base iPads • Share Point Implementation • Single Sign-On for Office 365 • Configure and Deploy Dell Venues for Energy	In progress In Progress In progress Completed In progress In Progress Completed	
Risk Management		Reported	07/01/2016 to Date
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Non-Industrial (not work related) • Under Investigation	9 5 1 0 0 0	65 18 7 4 2 1
Property Incidents		6	18
Vehicle Incidents		1	7
Projects	• Earth Quake Evacuation – Identifying Area Safety Captains • Other—safety training and meetings, update Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)	In Progress In Progress	

Other:

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: September 2017	
Program/Work Unit: Grants & Research	Total Staffing: 5	Program Manager/Supervisor: Sheila Shegos	
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.			
		Status	
Activities	Description	In Progress	Submitted
Grant Applications	• Wells Fargo - PREP Works – FHCC/SYC		X
	• Feeding America – Disney Produce – Food Bank (new)		X
	• Heffernan Foundation – STEM at FHCC/SYC		X
	• Stater Bros. Charities – Harvesting Hope – Food Bank		X
	• So Cal Gas Company – Congressman Valadao Food Drive – Food Bank		X
	• CA Dept. of Social Services – Economic Empowerment - EKFRCC	X	
	• Coastal CA Commission – Whale Tail – FHCC/SYC	X	
Potential Funding Opportunities – Research in Progress	• Union Bank- STEM Funding • USDA Capacity Building Grants • SYC Play Area Equipment • FHCC New Van		
Projects	Description		
Strategic Plan 2016-2021	Presented mid-year progress report at August Board meeting. Planning fall Strategic Plan Committee meeting. Staff continues to support groups and monitor progress.		
Organizational Standards	CAPK staff reported organizational standard compliance to CSD through the online system. The State recently informed CAPK that we met 100% compliance.		
ROMA Training	Creating calendar for next generation Results Oriented Management and Accountability training for managers and directors.		
Community Services Block Grant (CSBG)	Staff is compiling required attachments for 2018 CSBG contract to submit by mid-October. Staff will train management between now and the end of 2018 on new reporting standards. Full compliance is expected in January 2019.		
VITA 2017 Tax Season Campaign	Drafting letter requesting support from regional financial institutions for VITA 2017 tax season.		
Financial Capabilities TA	Head Start & VITA program staff met on 8/21 at Sterling CDC to assess the location to serve as an ad-hoc VITA site in the upcoming tax season.		
Surveys	Key results from the 2016 partner, client, and employee satisfaction surveys shared at 9/27 Board meeting. Work with Directors and Managers to plan rollout of results to CAPK employees.		

Other:

- CD is scheduling meetings with programs to discuss current program needs, goals, and priorities to guide Community Development Specialists as they seek and apply for new funding opportunities.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - September 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
1/11/2017 (PRE)	1/13/2017	Junior League of Bakersfield	EKFR/ Computer Skills Training & Access	\$ 26,000
2/15/2017 (B&F)	2/24/2017	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	\$ 60,000
6/14/2017 (PRE)	6/20/2017	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	\$ 25,000
8/09/2017 (PRE)	7/11/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	\$ 14,000
9/13/2017 (PRE)	8/25/2017	Wonderful Foundation	Food Bank/ Free Farmers' Market in Wasco	\$ 50,000
9/13/2017 (PRE)	8/31/2017	Dignity Health / 2018 Community Grants Program	EKFR/ East Kern Health Link	\$ 69,926
9/13/2017 (PRE)	9/29/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	\$ 50,000
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	\$ 19,000
9/13/2017 (PRE)	9/26/2017	Disney / Feeding America	Food Bank/ Capacity Building	\$ 15,000

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

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
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
4/12/2017 (PRE)	5/8/2017	Kern Family Health Care	Food Bank/ Senior Food Program	\$ 2,000	\$ 2,000	7/1/2017 - 6/30/2018
5/17/2017 (PRE)	6/7/2017	United Way of Kern County	Food Bank/ Food Procurement & Distribution	\$ 100,000	\$ 94,750	4/1/2017 - 3/31/2018
9/21/2016 (B&F)	6/29/2017	Kern County Network for Children	EKFRC/ Differential Response Services	\$ 209,094	\$ 209,094	7/1/2017 - 6/30/2018
3/15/2017 (PRE)	7/5/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFRC/ Emergency Supplies Closet	\$ 5,000	\$ 3,000	8/1/2017 - 7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	\$ 49,600	\$ 30,000	1/1/2018 - 6/30/2018
6/21/2017 (B&F)	9/7/2017	Bank of the West	VITA/ 2017 Tax Season	\$ 3,500	\$ 3,500	9/1/2017 - 6/30/2018
				TOTAL	\$ 371,344	

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
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
3/22/2017 (B&F)	6/14/2017	Kaiser Permanente Southern Cal. Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	\$ 12,600
2/8/2017 (PRE)	No response	Pacific Western Bank	VITA / 2016 Tax Season	\$ 10,000
8/09/17 (PRE)	9/1/2017	American Honda Foundation	FHCC & SYC/ Building Youth Capacity in STEM	\$ 75,000
10/26/2016 (Board)	No response	City of Bakersfield/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
10/26/2016 (Board)	No response	County of Kern/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
1/11/2017 (PRE)	No response	Walmart Community Grants	VITA/ Wasco	\$ 2,500

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Harvesting Hope Summer Hunger Relief

Division Director: Carmen Segovia

Funder Name: Stater Bros. Charities

Program Manager: Jaime Orona

Grant Program Name: Food Bank

☒ **New Funding**

☐ **Re-Application**

Funding Period: 1/1/2018 – 12/31/2018

A. Narrative description of funding request, including goals:

Stater Bros. Charities recently invited CAPK to apply for funding from their annual Harvesting Hope in Our Community grant program. During the Harvesting Hope campaign in November and December, each Stater Bros. Supermarket accepts donations at the check stands; the funds collected are donated back into the community. The funds benefit local food banks and feeding programs during the summertime when food reserves are traditionally low.

CAPK is requesting \$5,000 to provide fuel for the refrigerated trucks to deliver food during the summer months (June, July, August).

B. Use of Funds:

The requested funds of \$5,000 will be used to cover the cost of fuel for the Food Bank trucks during June, July, and August of 2018.

C. Approvals:

1. C Segovia 10/3/17
Division Director Date

3. Christine Anami 10/3/17
Chief Financial Officer Date

2. Deborah Miller 10-4-17
Director of Community Development Date

4. John P. 10/4/17
Chief Executive Officer Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Delano Fall Food Drive

Division Director: Carmen Segovia

Funder Name: Sempra Energy-SoCal Gas Co.

Program Manager: Jaime Orona

Grant Program Name: CAPK Food Bank

Funding Period: 11/1/2017 – 11/30/2017

☐ **New Funding**

☒ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK was invited by Southern California Gas Company to apply for \$2,000 to support the 2017 Congressman David Valadao's Delano Fall Food Drive. CAPK Food Bank, in partnership with Congressman David Valadao, will hold the Delano Fall Food Drive in the Delano Walmart parking lot on November 11th, 2017. Food and cash donations will be collected at this annual one-day event. Last year's 2016 Delano Fall Food Drive, also supported by SoCalGas, resulted in 543 pounds of food donations. CAPK Food Bank expects to collect about 600 pounds of food this year that will benefit approximately 300 low-income and food-insecure households in Delano.

B. Use of Funds:

The requested funds of \$2,000, and any proceeds from the Delano Fall Food Drive, will be used to provide food for Delano residents in need.

C. Approvals:

1. C Segovia 10/3/17
Division Director Date

3. Christine Anami 10/3/17
Chief Financial Officer Date

2. Ralph Attala 10-4-17
Director of Community Development Date

4. JIT-R 10/4/17
Chief Executive Officer 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: Government

Project Name: Economic Empowerment

Funder Name: California Department of Social Services-Office of Child Abuse and Prevention.

Grant Program Name: East Kern Family Resource Center

Funding Period: 1/1/2018 – 12/31/2019

CFDA # N/A

Division Director: Carmen Segovia

Program Manager: Whitney Hughes

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying for two-years of funding of up to \$150,000 from the California State Office of Child Abuse Prevention (OCAP) to provide financial empowerment services to low-income families at high-risk of child abuse. Poverty and financial instability causes added stress to families and has been shown to put children at higher risk of abuse and neglect. Providing services that can empower families to take control of their financial life can greatly reduce these factors

Families that receive services at the EKFRFC will be offered financial case management through home visits using the Your Money Your Goals Financial Empowerment Tool Kit. Families can receive additional support from the monthly financial networking support group and the Your Money Your Goals Financial Empowerment workshops will be offered to the community. The case manager will also assist families in obtaining resources such as food, utility assistance, and childcare for working families and linking families to other needed services.

B. Use of Funds:

The requested funds of \$150,000 will be used for salary and benefits for a 40 hour per week case manager, mileage, cell stipend, and general program supplies.

C. Approvals:

1. C Segovia 10/3/17
Division Director Date

3. Christine Anami 10/3/17
Chief Financial Officer Date

2. Whitney Hughes 10-4-17
Director of Community Development Date

4. JIT P 10/4/17
Chief Executive Officer 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: September 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	September 2017	2,041	95%
Early Head Start Kern	September 2017	328	100%
Early Head Start Partnership	September 2017	56	100%
Early Head Start San Joaquin	September 2017	313	100%
TOTAL Funded Enrollment		2,738	
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	7%
Early Head Start Kern	Identified as having an IFSP	10%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	4%
Early Head Start San Joaquin	Identified as having an IFSP	10%	13%
Over Income		Goal	Actual
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	4%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	9%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Average Daily Attendance (Program Wide >85%)		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	September 2016	September 2017
Processing	Processing	Processing	Processing	Processing	Processing	Processing

Other: We had 2 Centers with 100% attendance for the month of September: Fairfax and San Diego

Total Division Staffing: Currently employed in Head Start: 526

Vacant Positions: 12

Currently out on Leave: 104

Program Updates:

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: September 2017
Program/Work Unit: Outreach & Advocacy	Total Staffing: 2	Program Manager/Supervisor: Sheila Shegos
Services: <i>Media relations, public relations, agency promotional materials development, advocacy, website management, social media, fundraising, English-Spanish translation.</i>		
August Program Activities		
Program	Activity	
CAPK Head Start	Harvey Hall event support	
CAPK WIC	GET Bus posters & WIC Hand Fan	
CAPK Food Bank	- Feed the Need - DEFAP Food Distribution (World of Pentecost church) - Rabobank Food Drive media kick-off on September 25 - Feed the Need PSA- https://vimeo.com/223349969	
CAPK Friendship House Community Center	- Friendship House Mixer & More Fundraiser support - Purchase tickets click the link below https://capkdevelopment.capk.org/mixer	
CAPK Agency	- CAPK Times (October Newsletter) - Wasco Collaborative meeting - One Book, One Bakersfield, One Kern event - HR Newsletter Template 2018 Humanitarian Awards Banquet	
Upcoming Events		
Date	Activity	
October 12	Veterans Stand Down	
October 12	Greenfield Family Resource Center Open House & Resource Fair	
October 13	Lerdo Detentions Facility Re-entry Fair	
October 14	Rabobank Food Drive & Bakersfield Condors Game @ 5pm	
October 18	Cafe Rio Ribbon Cutting & Check presentation to CAPK @ 10:30am/ VIP Dinner Oct. 17th	
October 26	Friendship House Mixer & More “One Night In Paris,” Fundraiser Oct. 26 @ 5:45pm	