

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
February 14, 2018
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

*Fred Plane
Marian Panos*

Lorena Fernandez

Sharif Hassan

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. 211 Kern Presentation – Irene Fonesca, 211 Supervisor **(p. 3-11)**

6. **New Business**

- a. January 2018 Program and Division Reports – Sheila Shegos, Outreach & Grant Administrator – **Action Item (p. 12-25)**
- 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 – Emilio Wagner, Director of Operations – **Action Item (p. 26-29)**
- US Department of Housing and Urban Development (HUD) for 211
- c. January 2018 Head Start / State Child Development Enrollment Update and Meals Report – Erika Arias, ERSEA Manager – **Action Item (p. 30)**

- d. January 2018 Outreach & Advocacy Report – Sheila Shegos, Outreach & Grant Administrator
– **Action Item (p. 31)**
- e. Consultant Services for Disabilities in Head Start Programs – Jerry Meade, PDM Administrator
– **Info Item (p. 32-33)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, March 14, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

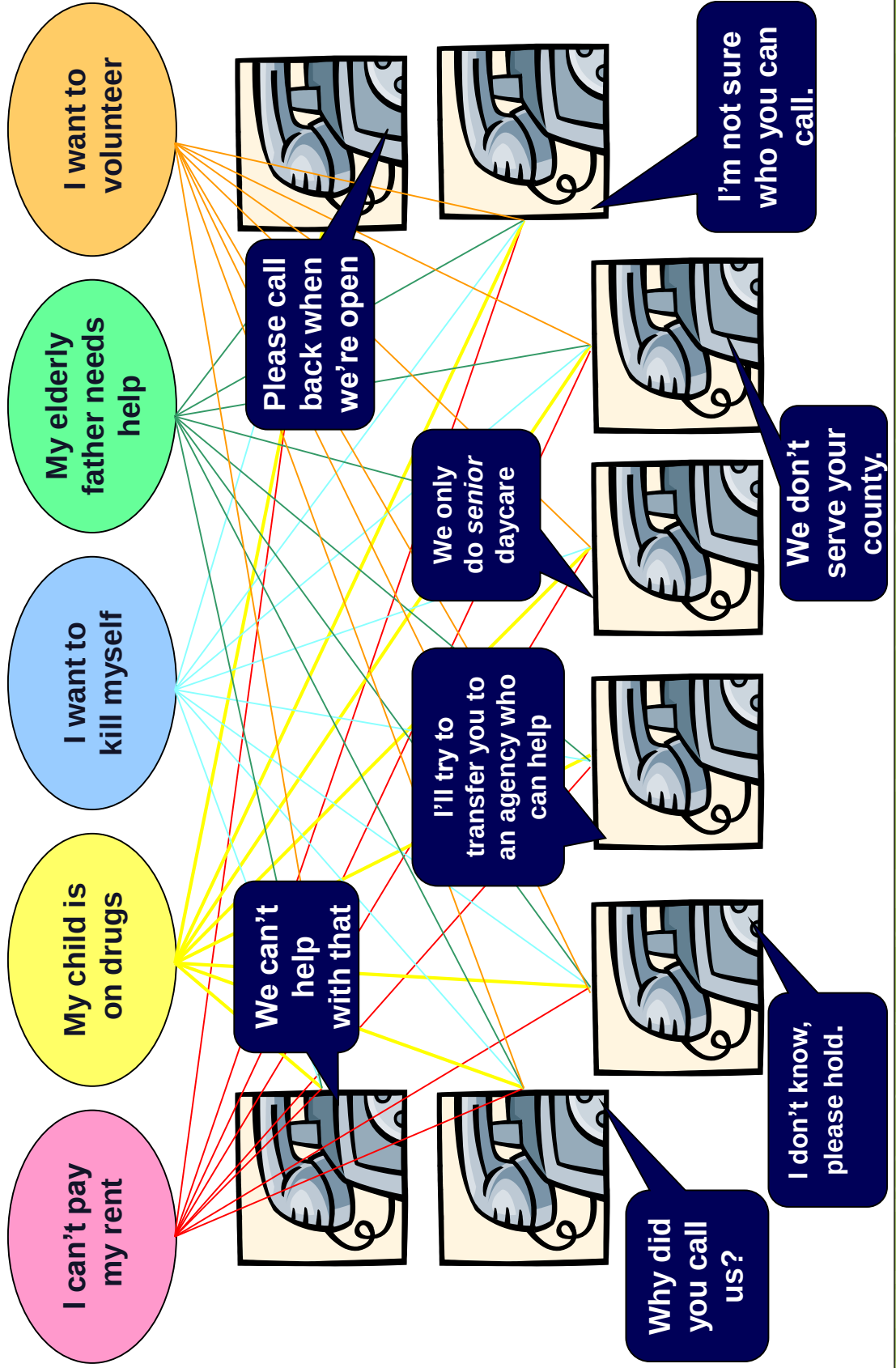
This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 12:00 pm on February 9, 2018. Paula Daoutis, Administrative Coordinator.

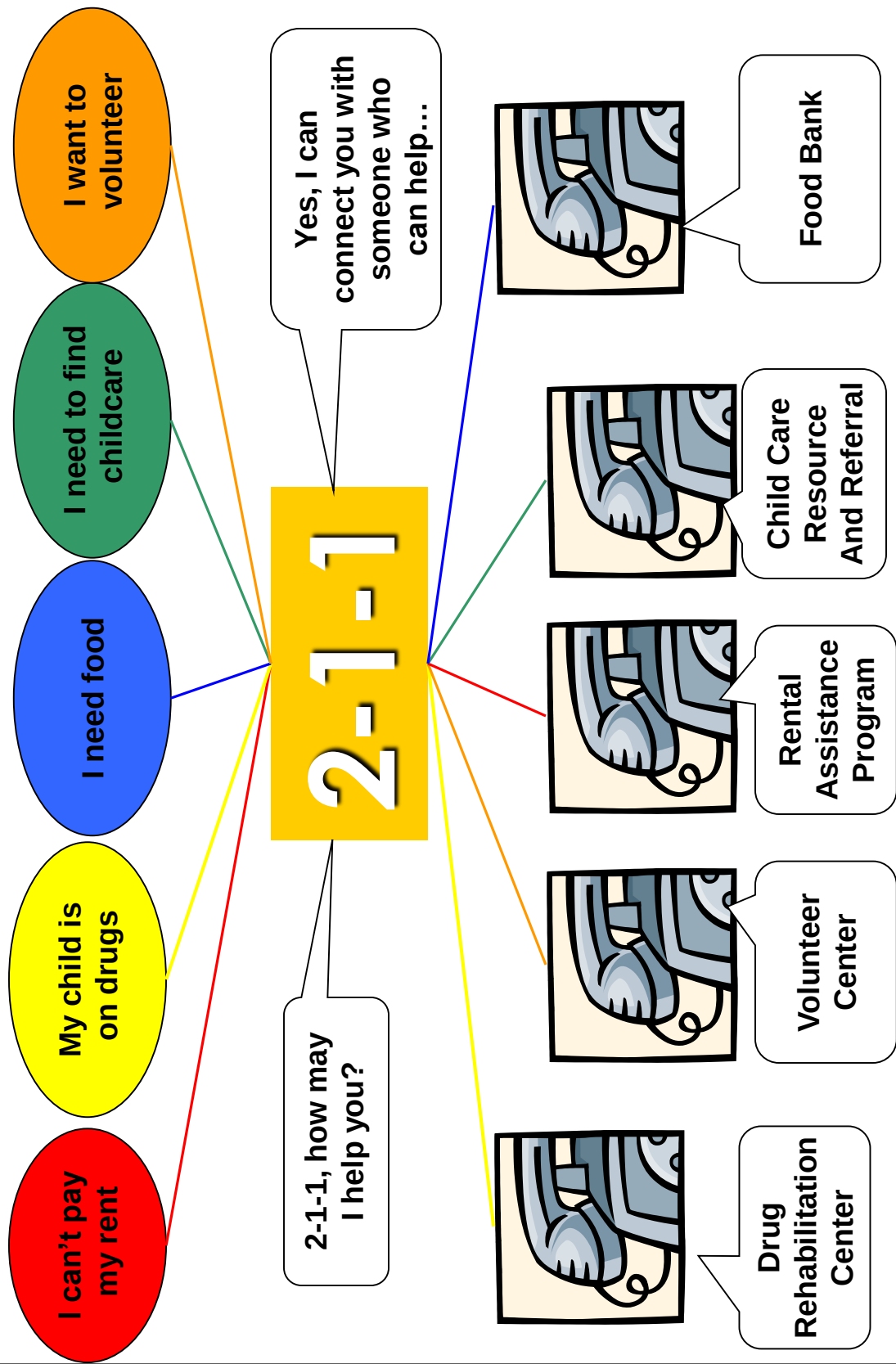


What is 2-1-1 Kern?

A free, accessible, 3 digit telephone number that links Kern County residents to community health and human services and support 24/7/365.

Before 2-1-1





Online Directory



Crisis Services



Legal Assistance



Substance Abuse



Mental Health



Animals



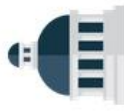
Children & Families



Education



Food



Government



Health Care



Housing



Income & Employment



Personal Needs



Seniors & Older Adults



Transportation



Utilities



Veteran & Military Services

211kerncounty.org

What types of services does 2-1-1 have?

- Our database contains information on a range of services including:
 - ✓ Food
 - ✓ Utility assistance
 - ✓ Health insurance
 - ✓ Low cost computer and internet services
- Through our database of resources we not only offer referrals that are closest to the caller's place of residence but the referrals also include:
 - ✓ Contact information for the resource
 - ✓ Days and hours of operation
 - ✓ Documentation required
 - ✓ Faxing a referral to the agency, if required

2017 Calls Received

- Kern 45,641
- Energy 53,969
- Kern Mental Health 1,707
- Kings 1,899
- Tulare 8,069
- Stanislaus 9,041
- Mountain Valley 1,632

2017 Total Calls 121,958



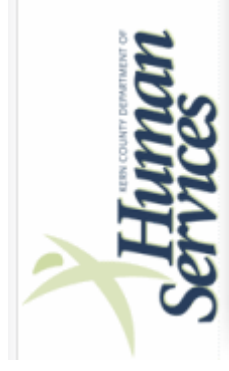
2014 AIRS Accredited

6 Certified I & R Specialists

15 Dedicated & Amazing Staff



Community Partners



COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year January 2018
Program/Work Unit: VITA	Total Program Staffing: 3 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).		

Community Action Partnership of Kern's Volunteer Income Tax Assistance program celebrated Earned Income Tax Credit (EITC) Awareness Day on Jan. 26! VITA partners, Board Members, United Way of Kern County, Self-Help Federal Credit Union, Wells Fargo and the Internal Revenue Service, as well as our VITA volunteers and representatives from the City of Bakersfield, Kern County and the State of California were there in support and helped raise awareness of EITC! VITA received a proclamation from the Kern County Board of Supervisors and certificates of recognition from local and state representatives. Thanks to our VITA program more than \$4 million in refunds and credits return to the local economy!



COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: January 2018
Program/Work Unit: 2-1-1 Kern County	Staffing: 14 (4 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 applications.		

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	4,215	3,677	538 (12%)	7,600
Kings County	214	197	17 (8%)	*
Tulare County	783	718	65 (8%)	*
Mountain Valley (Mariposa and Merced Counties)	109	96	13 (12%)	*
Stanislaus County	785	711	74 (9%)	*
Total	6,106	5,399	707 (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 Needs	Shelter

Other Services		Month	YTD
LIHEAP	Calls Answered	4,127	4,127
Weatherization	Calls Routed through 2-1-1	459	459
Mental Health	Calls Answered	163	163
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	3,057	3,057
VITA	Calls Routed through 2-1-1	1,481	1,481

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		7	0	7

Outreach Activities	Outcomes
- Beale Library Resource Share - Bridges Academy Presentation - DHS New Staff Orientation - Dignity Health Community Wellness Program	Distributed 250 2-1-1 Kern informational cards. Distributed 30 2-1-1 Kern informational cards/CAPK flyers. Distributed 50 2-1-1 Kern informational cards. Distributed 200 2-1-1 Kern informational cards.

Highlights:

- 2-1-1 Kern able to purchase 5 laptops and 2 Surface Pros through the Public Health Department Grant.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January, 2018
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	21	21
Case Managed Families	F5K School Readiness	1	1
Children enrolled in center-base program		0	3
Adults in Court Mandated Parenting Classes		N/A	N/A
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	72	72
Emergency Supplies Closet and Other Services	Food (individuals)	15	15
	Clothing (individuals)	24	24
	Photocopies (individuals)	307	307
	HEAP Application Supporting Docs	0	0

Other: The EKFRFC is gearing up for the implementation of the 2 grants recently received; the Financial Empowerment for Families and the East Kern Health Link.

Staffing: The EKFRFC is fully staffed and preparing for the start of the Economic Financial Empowerment for Families program.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: January 2018
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3	Program Manager/Supervisor: Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		
Activities		Participants
Description		Month YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.		3 74
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.		42 59
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:

- Molina Foundation books – Over 3,000 books were donated from the grant program and distributed to SYC kids as well as to Shafter EHS and Shafter Head Start.
- PREP Works – 31 students from Shafter and Wasco attended orientation to start the program and another 7 joined the first day of class. Making this ***the largest PREP Works class in Shafter*** for the past 4 years.
- Strong by Zumba made its introduction in Shafter. Strong combines body weight, muscle conditioning, cardio and plyometric training, to the beat of music. Strong is Tuesday/Thursday at 5:30 pm., followed by Zumba at 6:30 pm.
- Girl Scouts kick off 2018 Cookie Rally – 400 Girl Scout and their parents, from all over Kern County came to Shafter to kick off the Girl Scout Cookie Season with a Cookie Rally. Complete with Marching band, DJ, cheerleaders and high school mascots, the place was rocking and rolling.
- Girl Scouts recruitment was held at Shafter Youth Center to start a second troop in Shafter.
- California Rural Legal Assistance held a community meeting to discuss current issues and offer services.



COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: January 2018	
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.		7	7
Summer Program Recreational activities, educational games, and activities.		0	0
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.		44	44
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	0
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. <i>Consulate services were not provided at the FHCC in Dec. 2017</i>		447	447
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. <i>The new PREP program will start in Jan. 2018.</i>		99	99
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.		1	1

Other:

- The CAPK Friendship House Community Center will be participating in Read Across America on March 1st, in honor of Dr. Seuss birthday. Guest readers that have signed up so far to read books to the after-school program children include the Bakersfield Police and Janea Benton, District Director for Assemblymember Rudy Salas. We are very excited to offer this wonderful event at the Friendship House and are very grateful for our guest readers!

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January 2018	
Program/Work Unit: Food Bank	Total Staffing: 16	Program Manager: Jaime Orona	
Services: Partners with 104 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.			
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (January)	39,561	39,561
	Poundage Received all Programs	1,056,376	1,056,376
	TOTAL POUNDAGE DIST. ALL SITES	1,112,237	1,112,237
Food Sourcing	Donations Received: 186,000 pounds of produce & 11 different produce items: • Ag Against Hunger: Leafy Greens, Broccoli, Cauliflower, & Cabbage • California Association of Food Banks/Farm to Family: Romaine, & Celery • Columbine Vineyards: Grapes • Country Sweet Produce: Sweet Potatoes • Grimmway: Carrots, & Onions • Kirschenman: Potatoes • Target: Mixed produce • Wonderful Co: Citrus CAPK FB distributed 6,665 pounds of fresh produce to 1000 seniors at 7 CSFP sites in Kern County.		
Food Drives: 587 lbs of food and \$ 755 for the month of January.	• Color Me Mine- 114 lbs of food • Clinica Sierra Vista- 159 lbs of food • Thurman Orthodontics- 152 lbs of food • “Bingo Night” KCFG- 47 lbs of food • Bakersfield City Hall- 61 lbs of food • CA Department of Taxes & Fees Adm.-54 lbs of food \$755		

Other:

- Food Bank received a grant from the Wonderful Company to provide 6 free farmer markets in the city of Wasco. Through these markets, hundreds of low-income families will receive fresh and nutritious fruits and vegetables from April - September.
- On January 19th, GET Bus, held there quarterly food distribution at the downtown GET terminal station. With the help of CAPK Food Bank, GET was able to distribute 225 totes of food to the community.
- Our senior distribution program held 33 distributions during the month of January and distributed 30-pound boxes of non-perishable food to 3,502 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia			Month/Year: January 2018			
Program/Work Unit: WIC		Total Program Staffing: 80 staff	Program Manager: 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 10/1/17 – 9/30/18			
Description			Case Load	Month	Central Valley Avg.	State Avg.
Total	All services		20,170	16,288 – 80.8%	83.9%	74.6%
Participation by WIC site	Location	Participants	Location		Participants	
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	74	Mojave		131	
	Bakersfield		Oildale		435	
	Homeless Shelter	245*	Ridgecrest		671	
	E. California Avenue	1629	Rosamond		720	
	Niles Street	2206	Shafter		1404	
	Montclair	421	Tehachapi		502	
	Friendship House	137	Wasco		1607	
	Panama	1321				
	Boron	108	<u>San Bernardino County</u>			
	Buttonwillow	82	Adelanto		1798	
	California City	727	Big Bear		291	
	China Lake Naval	*	Crestline		275	
	Station		Needles		174	
	Delano	1064	Phelan		*	
	Edwards Air Force Base	99	<u>Mobile WIC</u>		18	
	Lost Hills	149				
* The Niles office lost internet access and used the equipment for the Homeless Shelter so this is the reason for the increase in Homeless Shelter participation.						
Projects						
Most offices showed an increase in participation in January. CAPK WIC continues to exceed the State average. Hub meetings were held in January with a class about Anemia to be taught to participants through March, 2018. Outreach activities: 57 requests for information were received through the Agency website. Instagram and Facebook posts emphasized what CAPK WIC has to offer. Mitchall Patel has met with DHS and CalFresh and provided information on CAPK WIC at the offices in Kern County. We are organizing an Outreach committee with representatives from each Hub. The objectives are to find two new referral organizations, manage social media for each Hub, and arrange one event in each WIC office. Ashley Velasquez from the Tehachapi office has been very proactive in getting CAPK WIC information to area organizations to help develop closer relationships. We continue to increase our Instagram and Facebook presence.						
Regional Breastfeeding Liaison – Katherine Campos attended the California Breastfeeding Summit in San Diego. Topical issues regarding breastfeeding were discussed with representatives throughout California. Katherine completed a breastfeeding training at an area OB/GYN’s office.						

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: January 2018
Program/Work Unit: Energy	Total Program Staffing: 37	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 (2018)	Assistance with utility bill payments	734	734
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)		-0-	6,621
1C. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)		-0-	7,933
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.)	67	1,296
	• Energy-efficient appliance installation	5	193
3. Low-Income Weatherization Program (LIWP Phase 2). Program began 10/1/17	Assistance with residential repair/ weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	11	52
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)		\$465,806	\$7,989,417
		Results	
6. Energy calls received (from 2-1-1)		4586	
		HEAP	Wx
7. Number of LIHEAP applications Received		1115	283
8. Number of LIHEAP applications Completed		734	39
9. Number of LIHEAP applications in Progress		381	122
10. Outreach Events attended		Distributed HEAP/Wx applications	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: January 2018*	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, 4 vacancies; Admin. Clerk, Subsidized Reimbursement Specialist, 4 Family Services 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 November 2017, which was processed in the month of December 2017.</i>			
		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	347	44%
	Madera	66	8%
	Merced	21	2%
	Tulare	162	21%
	Kings	83	11%
	Fresno	106	14%
	Total	785	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 Migrant Childcare program is on track to meet the FY 17-18 contact. Staff continues to recruit and accept pre-applications in all entry counties for the program's waiting list. Merced and Madera staff are aggressively recruiting to increase caseloads in these counties, all other entry counties are enrolling from the waiting list to maintain current slots.

The new Regional Market Rate (RMR) for provider reimbursement maximums became effective 1/1/18. Staff will begin to use this new RMR to process the reimbursements for services rendered January forward.

On 1/16 the Program Manager attended the Food Bank mandatory site training. The MCAP program has a pantry onsite at the Bakersfield office to provide immediate assistance to those MCAP participants who indicate that they are in need of food.

On 1/17-1/18 the Program Manager and the Family Services Coordinator traveled to Sacramento to participate in the CAPPA Budget & Advocacy Day. This trip resulted in a follow up meeting with Assemblyman Devon Mathis. He is interested in learning more about the MCAP program and hopefully we will gain his support of Senate Bill 441; which would greatly benefit the MCAP program and our agency. SB441 is currently in suspension.

On 1/25 the manager and both coordinators attended 2 webinars provided by California Department of Education (CDE). This training provided technical assistance to agencies implementing the regulation changes of Budget Act 2017. One webinar was on Eligibility and Need and the other was on Family Fees.

The week of 1/29 to 2/2 program staff worked alternate work schedules to accommodate evening parent and provider meetings in 5 entry counties. These meetings were to inform parents and providers of the regulation changes of Budget Act 2017. The Merced County meeting is pending.

Upcoming Activities:

2/23 Meeting with Assemblyman Mathis. This meeting will take place at our satellite office in Visalia, from 9am-12pm.

2/27 Program manager will be attending Session 1 of the trainings that are being offered to managers through WorkLogic.

2/28 Merced County Parent and Provider meetings

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January 2018
Program/Work Unit: Central Kitchen	Staffing: 21 Staff members, 1 Vacancy	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	74,148	25,850	26,391	21,907
Home Base Meals	256	65	102	89
Total	74,404	25,915	26,493	21,996

Other:

- All part year Central Kitchen staff reported back to work on January 8, 2018 and we had some additions to the CAPK team—Jorge Morales and Angelica Martinez were hired as Substitute Food Production Drivers. We also hired an additional substitute Food Production Driver, Nash Farod who will begin on-site training after completing orientation.
- The Central Kitchen received a Child and Adult Care Food Program (CACFP) audit on January 17, 2018 of our records, recipes, food tracking, special diets and food specifications. On January 19, 2018 we received notice that we passed the audit with no findings. The Central Kitchen team strives to maintain good records and use best practices in the work we do, which is reflected in the successful CACFP audit.
- The Central Kitchen will be providing start-up equipment and supplies to the soon to open Head Start Center in Wasco, (Broadway HS). We have been planning equipment needed/orders and deliveries with the assistance of Dan Ripoli, Facility Manager, Operation Division; Krissie Leach, Program Manager, CEDS; and Pam Pritchard, Assistant Director HS/EHS, CEDS.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Pritika Ram, Interim		Month/Year: January 2018
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	807	
	Subs/Temps	41	
	Total Staff	848	
New Hires	All divisions and programs		
	Regular	7	0
	Subs/Temps	9	0
	Total New Hires	16	0
Leaves of Absence	Intermittent Leave	112	
	Full-time Leave	27	
	Total on Leave	139	
Terminations	All divisions and programs		
	Voluntary	8	0
	Involuntary	3	0
	Total Terminations	11	0
Staffing	Vacancy	8	0
	Total Applications Received	106	0
Payroll	Total Hours Paid	129,589.62	
	Total Gross Payroll	\$ 2,289,938.18	

Projects Pension Transition FMLA Administration to Hartford Electronic Job Requisitioning	Completed: Training/Online-ADP for performance reviews Electronic performance evaluations submitted for December & New Hires Signed contracts at The Standard Insurance In Progress Hartford-FMLA Administration Transition-Weekly calls
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COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: January 2018	
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 21	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		144	1392
Contracts/Leases Processed		5	66
Request for Proposals (RFP)	- Electronic Contract Management System - General Business Legal Counsel - Purchase of 4 Central Kitchen Vans	RFP in Development Scope in Development Bids Received	
Leases	- Renew James St – WIC - Renew Niles St. – WIC - Renew McFarland HS land lease	In progress In progress Complete	
Contracts	- Food Service San Joaquin - Food Service SKUSD - Rosamond	Complete Complete	
Maintenance & Operations		Work in Progress	03/01/2017 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	94	2749
Projects	- Working with PG&E to install LED exterior lighting at a much reduced rate in multiple locations. - Wasco Head Start Center site improvements completed. - Procuring installment of Pour n Play on playground surfaces replacing rubber nuggets at Pete Parra, Martha J Morgan and Sterling locations.	In Progress Complete In Progress	

Operations Division December 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	302	4247
Projects	- Wasco network installation - Boardroom Video Conference Equipment - CEDS 41 iPads - SJC 13 iPads - Maintenance iPads - Cyber Security RFP	In Progress Completed In Progress In progress In progress In Progress	
Risk Management		Reported	01/01/2018 to Date
Workers Compensation Incidents	- For Report Only - First Aid - Medical Treatment - Modified Duty - Lost Time - Non-Industrial (not work related) - Under Investigation	12 2 0 0 0 0 1	12 2 0 0 0 0 1
General Liability		0	0
Property Incidents		2	2
Vehicle Incidents		1	1
Projects	- Distribute new State & Federal Labor Law Posters - Complete & distribute Cal/OSHA 300A Log - Distribute Cal/OSHA 300A Summary - Renewal of Liability Insurance (General, D&O, Property and Vehicle)	Completed Completed Complete Inprogress	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: January 2018	
Program/Work Unit: Grants & Research	Total Staffing: 6	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	Bank of America Basic Needs and Employment	X	
	Bank of America Vibrant Communities	X	
	Union Bank- STEM Funding	X	
	AERA Energy- STEM program funding	X	
	Department of Justice-Violence Against Women	X	
	California Board of State and Community Corrections-Violence Prevention		X
	EKFC, Kern Family Health Care Community Grant	X	
Potential Funding Opportunities – Research in Progress	- Sierra Health Foundation - Enterprise Rent-A-Car - US-HUD Youth Homelessness Demonstration Program - Program support with potential collaborating partners - FHCC Field Lighting - SYC Play Area Equipment - FHCC New Van - CAPK Food Bank Warehouse Expansion 2-1-1, VITA and Central Kitchen Grant Funding		
Projects	Description		
Strategic Plan 2016-2021	Goal groups continue to meet. CD Staff to support groups and monitor progress, as needed.		
Organizational Standards	CAPK is currently 100% compliant. Staff is monitoring ongoing updates and will process as needed over the next few months.		
ROMA Training	CD anticipates continued use of State CSD ROMA support until a staff member can complete ROMA Certified Implementer training.		
Community Services Block Grant (CSBG)	Significant changes in the way we report data to CSD and USHHS are currently being introduced to the CSBG network and full compliance is expected in January 2019. CAPK staff are gathering data for the 2017 (calendar year) annual reporting that is due to CSD on February 20, 2018.		
VITA 2017 Tax Season Campaign	Sent letters requesting support from regional financial institutions for VITA 2017 tax season, including a one-page document to educate potential supporters on the history and benefits of VITA to Kern County.		
Financial Capabilities	Staff is supporting integration of financial capabilities services into CAPK programs. Staff at FHCC, SYC, VITA, and EKFC received training on the Your Money Your Goals curriculum and will incorporate the tools in their programs.		

Other:

- Staff completed the 2017 annual CAPK report which is now available.
- Donor Perfect Software purchased for donor cultivation & grants management,
- Implemented grants management tracking and filing system to monitor awarded grants.
- Development of budget to actual template to assist programs in managing contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - January 2018

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
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	EKFRC/ East Kern Health Link	\$ 69,926
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	\$ 19,000
10/11/17 (PRE)	9/29/2017	Stater Bros. Charities/ Harvesting Hope	Food Bank/ General Operating Support	\$ 5,000
10/18/17 (B&F)	10/19/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFRC/ Financial Empowerment (2-year grant, \$75,000 per year)	\$ 150,000
10/25/17 (Board)	10/25/2017	City of Bakersfield/ Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
10/25/2017 (Board)	11/6/2017	California Coastal Commission - Whale Tail	FHCC and SYC After School Marine Studies Program	\$ 10,000
10/25/2017 (Board)	11/23/2017	CDBG-County	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
11/29/2017 (Board)	12/4/2017	Us Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	\$ 350,000
1/17/2018 (PRE)	1/19/2018	CA Board of State and Community Corrections	The Partnership for Advancement of Youth-2 years funding	\$ 492,850

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - January 2018

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
5/25/2016 (Board)	10/3/2017	U.S. Dept. of Treasury/IRS	VITA/ Kern VITA Partnership - Year 2	\$ 223,315	\$ 84,815	7/1/2017 - 6/30/2018
9/13/2017 (PRE)	10/30/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	\$ 50,000	\$ 25,000	1/1/2018 - 6/30/2018
10/18/17 (B&F)	11/9/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFRC/ Financial Empowerment (2-year grant, \$75,000 per year)	\$ 150,000	\$ 150,000	3/01/2018 - 2/29/2020
8/09/2017 (PRE)	11/14/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	\$ 14,000	\$ 14,000	1/01/2018 - 12/31/2018
10/11/17 (PRE)	11/15/2017	Stater Bros. Charities/ Harvesting Hope	Food Bank/ General Operating Support	\$ 5,000	\$ 3,000	1/01/2018 - 12/31/2018
11/08/2017 (PRE)	11/20/2017	Bank of the West	CAPK Small Business Assistance Program (3 years @ \$25,000 per)	\$ 75,000	\$ 75,000	1/01/2018-12/31/2020
	12/11/2017	Dignity Health	EKFRC East Kern Health Link	\$ 69,926	\$ 24,701	1/01/2018-12/31/2020
09/13/2017 (PRE)	12/15/2017	Wonderful Community Grants	CAPK Food Bank Free Farmers Markets, Wasco	\$ 50,000	\$ 30,000	01/01/2018-12/31/2018
				TOTAL	\$ 777,860	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - January 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
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
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
1/11/2017 (PRE)	No response	Walmart Community Grants	VITA/ Wasco	\$ 2,500
1/11/2017 (PRE)	No response	Junior League of Bakersfield	EKFRG/ Computer Skills Training & Access	\$ 26,000
9/13/2017 (PRE)	10/31/2017	Disney / Feeding America	Food Bank/ Capacity Building	\$ 15,000
		Strategic Growth Council	Kern County Disadvantage Communities Study	
	1/31/2018	Transformative Climate Communities		\$ 250,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Federal

Project Name: HUD Continuum of Care Planning Grant

CFDA # 14.267

Funder Name: U.S. Department Housing & Urban Development, United Way of Kern County

Division Director: Emilio Wagner

Program Manager: Esperanza Contreras

Grant Program Name: 2-1-1 Kern

☐ **New Funding**

☒ **Re-Application**

Funding Period: 01/01/2018-07/31/2018

A. Narrative description of funding request, including goals:

CAPK's 2-1-1 Kern program has been designated to receive \$12,000 from U.S. Department of Housing & Urban Development - City of Bakersfield, United Way of Kern County for HUD Continuum of Care Planning Grant.

2-1-1 Kern will serve as the at-risk assessment point for the Kern County Coordinated Entry System; provide after hour access; participate in outreach events; utilize the Quick Referral Tool for referrals to Homeless Collaborative members and conduct research for homelessness resources.

B. Use of Funds:

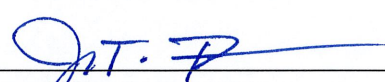
The funds of up to \$12,000 over the period of 1/1/2018-7/31/2018 will cover an Information & Referral Specialist to provide referrals for clients who are homeless or at risk of homelessness.

C. Approvals:

1.  2/6/18
Division Director Date

2.  2/6/18
Director of Community Development Date

3. Christine Anami 2/6/18
Chief Financial Officer Date

4.  2/6/18
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: January 2018
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	January 2018	2,041	99%*
Early Head Start Kern	January 2018	328	100%
Early Head Start Partnership	January 2018	56	100%
Early Head Start San Joaquin	January 2018	313	100%
TOTAL Funded Enrollment		2,738	
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	8%
Early Head Start Kern	Identified as having an IFSP	10%	11%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	14%
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%	3%
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%	5%
Average Daily Attendance (Program Wide >85%)		92%	

Meals Served for the month of January							
Total Meals Requested			Meals Allocated		% of Meals Served		
by:	by:	Total	to:	to:	January 2017	January 2018	
Central Kitchen	Vendor Kitchens	Meals Prepared	CACFP/USDA	HS/EHS			
Processing							

Other: We had 2 Centers with 100% attendance for the month of January: Fairfax and Fairview.

Total Division Staffing: Currently employed in Head Start: 592
 Vacant Positions: 20
 Currently out on Leave: 103

Program Updates:

* The Broadway Center is awaiting Licensing. Once licensed the center will open and we will reach full enrollment. All currently operating program options were fully enrolled in the month of January 2018.

The 2017-18 Program Year Self-Assessment will begin in March 2018, led by Sylvia Ortega, Compliance Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: January 2018
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>		
January Program Activities		
CAPK Program	Activity	
Head Start	READING ACROSS AMERICA	
VITA	Earned Income Tax Credit Awareness Day Event on Jan. 26!	
Food Bank	GET Bus Food Distribution on Jan. 19	
WIC	Staff portraits	
Agency/ Outreach	- Donor Perfect - Give Big Kern Webinar and Workshop - February Newsletter/Constant Contact & group emails - HR Newsletter/prep & design - Outreach Calendar/annual - CAPK WEEKLY READER - Social media post - Homemaker Care Training presentation 2018 Humanitarian Awards Banquet Committee meetings - CAPK Annual Report distribution and PowerPoint - Beale Library Partner Presentations – 2-1-1 Kern County focus - Greenfield Helps Collaborative Presentation – VITA focus - Clinica Sierra Vista Open House	
Upcoming Events		
Date	Activity	
February 11	National 2-1-1 Day!	
February 12	Lincoln’s Birthday	
February 19	President’s Day	

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review and Evaluation Committee

From: Jerry Meade, PDM Administrator
Date: February 14, 2018
Subject: *Agenda Item 6e:* Consultant Services for Disabilities in Head Start Programs –
Info Item

As requested by the PRE Committee on January 17, 2018, staff from Head Start and State Child Development Division have prepared this memorandum regarding the potential to hire a consultant to support children with disabilities in our community.

In past years prior to 2004, CAPK hired consultants to support the development of an Individual Education Plan (IEP) and/or Individual Family Service Plan (IFSP) for children with suspected disabilities. The services were available to support children already enrolled in the Head Start program. On December 3, 2004, President Bush signed the *Individuals with Disabilities Education Improvement Act* (IDEA), which included major reauthorization and revision of IDEA. The new law preserved the basic structure and civil rights guarantees of IDEA but also made significant changes in the law. One of these changes established the responsibility for developing the IEP/IFSP solely on the Local Education Agencies (LEA).

In 2007, President Bush signed the *Improving Head Start for School Readiness Act on 2007*. Within the revised law, Head Start grantees were charged with the task of coordinating activities and collaborating with LEAs to support the development of IEPs/IFSPs for enrolled children, clarifying that the responsibility remains with the LEA. Further clarification is provided in the new Head Start Program Performance Standards (HSPPS) release in November of 2016.

The HSPPS require Head Start programs ensure that all children with disabilities “have access to and can fully participate in the full range of activities and services” offered (§1302.61). This is for all children—whether or not they qualify for the Individuals with Disabilities Education Act (IDEA) services. Some children may be waiting for an evaluation to find out if they are eligible for IDEA; other children may have delays, but not meet the state’s eligibility criteria for services. According to §1302.61(b) *Services during IDEA eligibility determination*, “a program must provide individualized services and supports” during this interim period—the time between referral for evaluation and development of a service plan—and ongoing for those determined not eligible for IDEA (§1302.61(a)). Our program uses family input, child assessments, and observation information to create an individualized plan for interim services. These services may include making changes to the environment or adjusting teaching practices to meet the child’s needs. Each child may need unique changes and supports. Our program may need to provide special services and supports to meet these needs. Services may include special education or physical, occupational, or speech therapy.

Our disabilities services are primarily available to enrolled children in Head Start. However, we ensure all children applying for Head Start with a suspected disability are referred to the appropriate LEA in their community. The LEA is required to respond within 60 days of the inquiry. Our Family Service Workers are trained to refer all applicants to any service needed, regardless of whether the child is ever enrolled into our program.

The PRE Committee requested a cost analysis for using a consultant for disabilities services. As the regulations that govern our program have evolved over the years, we are no longer able to hire a consultant as requested. Therefore, the information above was provided to clarify our programs involvement in serving children with disabilities. We are committed to serving the neediest of the needy in our community, and this will always include supporting children with disabilities.