

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
June 13, 2018
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

*Fred Plane
Marian Panos*

*Lorena Fernandez
Ulyses Rodriguez*

Jonathan Mullings

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. No Presentation Scheduled

6. **New Business**

a. May 2018 Program and Division Reports – Ralph Martinez, Director of Community Development – ***Action Item (p. 3-16)***

- 2-1-1 Kern County
- Central Kitchen
- Community Development – Grants & Administration
- East Kern Family Resource Center
- Energy
- Food Bank
- Friendship House
- Human Resources
- Migrant Childcare Alternative Payment
- Operations
- Shafter Youth Center
- Volunteer Income Tax Assistance
- Women, Infants & Children

b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item (p. 17-21)***

- Target – Community Engagement for Shafter Youth Center Yoga Classes
- Blue Shield of California Foundation for Shafter Youth Center & Friendship House Community Center for the Violence Free & Good Health is Life Program

- c. May 2018 Head Start / State Child Development Enrollment Update and Meals Report – Jerry Meade, Program Design & Management Administrator – **Action Item (p. 22)**
- d. Head Start Designation Renewal System Update – Sylvia Ortega, Compliance Coordinator – **Info Item (p. 23-24)**
- e. May 2018 Outreach & Advocacy Report – James Burger, Outreach & Advocacy Coordinator – **Action Item (p. 25)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, August 8, 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 June 8, 2018. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: May 2018
Program/Work Unit: 2-1-1 Kern County	Staffing: 14 (3 Vacancy)	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides applications.		

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	3,497	3,123	374 (11%)	7,111
Kings County	168	152	16 (9%)	*
Tulare County	620	545	75 (12%)	*
Mountain Valley (Mariposa and Merced Counties)	100	83	17 (17%)	*
Stanislaus County	821	750	71 (8%)	*
Total	5,206	4,653	553 (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	2,308	14,155
Weatherization	Calls Routed through 2-1-1	475	2,335
Mental Health	Calls Answered	102	658
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	3,357	12,800
VITA	Calls Routed through 2-1-1	N/A	6,699

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		15	6	8

Outreach Activities	Outcomes
- Department of Human Services new hire orientation	211 Kern informational cards: 120

Highlights:

- 2-1-1 Kern Program Manager attended Strategies 2.0 workshop on building Resilient Communities through the Kern County Network for Children.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: May 2018
Program/Work Unit: Central Kitchen	Staffing: 22 Staff Members	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. 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. - Home Base 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	65,140	22,672	22,834	19,634
Home Base Meals	135	32	56	47
Total	65,275	22,704	22,890	19,681

Other:

1. The dishwasher, icemaker, milk machine, and walk in refrigerator broke down in the first weeks of May. The equipment has over 20 years of service and has been kept in working order by a number of technician and repairmen. We have Madden Commercial, ECOLAB, Hobart, Hometown Plumbing and CAPK maintenance to thank in keeping our equipment at the Central Kitchen operational.
2. Environmental Health Service conducted an inspection of the Central Kitchen and gave us an "A" rating with a 99%. The Central Kitchen staff take pride in taking care of the kitchen and work hard to keep it clean. They follow their cleaning schedules every day, as well as, the daily practice of clean as you go.
3. Effective May 29, 2018, the CK has changed Cook I and Cook II titles to Cooks. Cooks will have the ability to have rotations in their work schedule to reduce the likelihood of repetitive motion injuries. by moving them from the hot cooking line to other work stations, during their shifts.
4. Our part- year team members are leaving for their summer session and will return in August for the 2018-2019 session.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: May 2018	
Program/Work Unit: Grants & Research	Total Staffing: 6 1 Vacancies	Program Manager/Supervisor: Sheila Shegos	
Services: Grant research on funding resources and opportunities, proposal preparation, and special projects.			
		Status	
Activities	Description	In Progress	Submitted
Grant Proposals	EFSP, United Way Kern County Phase 35-Food Bank		X
	US Internal Revenue Service- Kern VITA Partnership		X
	Bank of America	X	
	Blue Shield of California Foundation	X	
	US Dept. of Health and Human Services	X	
	US HUD Kern CoC	X	
Potential Funding Opportunities – Research in Progress	- Engagement with potential collaborating partners - Program support and collaboration: all CAPK programs		
Projects	Description		
Community Services Block Grant (CSBG)	CD is meeting with programs to discuss CSBG expectations and review CSBG contract and reporting requirements; data collection requirements; NPI's; and the IS Survey to assist with streamlining data collection and reporting process.		
Financial Capabilities	CD staff is working with Bank of the West to recruit members for the Small Business Advisory Committee, for the CAPK Small Business Assistance program—helping low-to-moderate income small business owners be successful and grow. Four potential members have expressed interest in serving on the committee.		
Grant Reporting	Preparing VITA year-end report to provide funders information on the program's success!		
Learning Communities (LC)	CAPK Submitted Integrated Services and Financial Empowerment draft Goal Plans. CAPK LC members attend monthly peer sessions for both LC's— Economic Empowerment and Integrated Services—engaging with other agencies for capacity building/developing strategies to strengthen our agency's efforts, as well as attending monthly webinars presented by subject matter experts.		
Program Budgets	FHCC, SYC, and VITA managers continue to closely monitor each contract using the Budget to Actual Template.		
ROMA/Organizational Standards	CD and executive staff attended ROMA Implementer Training in Sacramento and 2 additional CD staff are scheduled for the upcoming June training.		
Strategic Plan 2016-2021	Goal groups continue to meet. CD Staff to support groups and monitor process as needed.		

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: May, 2018
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 5	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	34	141
Case Managed Families	F5K School Readiness	0	2
Children enrolled in center-base program		0	3
Adults in Court Mandated Parenting Classes		3	3
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	48	274
Emergency Supplies Closet and Other Services	Food (individuals)	2	64
	Clothing (individuals)	23	102
	Photocopies (individuals)	330	1591
	HEAP Application Supporting Docs	55	210

Other: The EKFRFC continues to recruit for the Economic Empowerment position with the OCAP grant. The grant from Dignity Health; East Kern Health Link project received a \$ 1,500 donation from the Rio Tonto 20 Mule Team Borax

Staffing: First 5 Case Manager is out on Maternity leave and the DR Case Manager is out on maternity leave.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: May 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	432	2,957
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)		-0-	6,944
1C. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)		-0-	8,027
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2016, 2017 & 2018)	- Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) - Energy-efficient appliance installation	32	1,394
		7	210
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.)	-0-	76
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)		\$236,296	\$9,507,527
		Results	
6. Energy calls received (from 2-1-1)		2783	
		HEAP	Wx
7. Number of LIHEAP applications Received		724	59
8. Number of LIHEAP applications Completed		658	19
9. Number of LIHEAP applications in Progress		66	40
10. Outreach Events attended	May 4 – Fruit & Veggie Fest May 12 – Kid Fest	Distributed HEAP/Wx applications	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: May 2018	
Program/Work Unit: Food Bank	Total Staffing: 14	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 (April)	45,717	206,334
	Poundage Received all Programs	1,213,360	4,873,910
	TOTAL POUNDAGE DIST. ALL SITES	1,293,315	5,034,796
Food Sourcing	Donations Received: 269,000 pounds of produce & 15 different produce items. • Ag Against Hunger: Leafy Greens, Broccoli, & Cauliflower • Bolthouse: Carrots • California Association of Food Banks/Farm to Family: cauliflower, corn, romaine, grape tomatoes, brussel sprouts, sweet peppers, & snap peas • Grimmway: beets, leafy greens, carrots, cauliflower, & broccoli • Tasteful Selections: Potatoes • Target: Mixed produce • Varsity Produce: Onions • Wish Farms: Strawberries • Wonderful Co: Citrus • Zuckerman: Potatoes Fresh produce distributions at Wasco, Delano, Med Regional Center, and Catholic Charities distributing 60,000 pounds of fresh produce & bread to 1,300 households/6,000 Individuals. Fresh produce distributions at Richard Prado Senior Center, Casa de Eva & St John Manor distributing 2500 pounds of fresh produce to 200 Seniors		
Food Drives: 28,342 lbs. for the month of May	• Stamp Out Hunger: 27,926lbs • Peanut Butter Round-Up: 372lbs • “Bingo Night Tuesday” at the Kern County Fairgrounds 89 lbs.		

Other:

- Back-Pack Buddies program distributed 65 bags of food to Greenfield and Buttonwillow Schools.
- We hosted 3 Farmer's Markets this month: May 12th in Wasco, May 19th in Delano, and May 23rd at Catholic Charities.
- "Peanut Butter Round-up" at Food Maxx and Save Mart will donate a jar of peanut butter for every jar purchased and donated by patrons. We have received 372 pounds of peanut butter, so far.
- USPS Stamp out Hunger event, on May 12th resulted in 27,926 lbs. of food donations, from 3 locations—South Station Post Office; Brundage Post Office; and Hill Crest Post Office
- Pete Parra end of the school year event, we provided bread, sweets and water for 300 people.
- Our CSFP (senior distribution program) held 33 distributions during the month of May with 30-pound boxes of healthy and non-perishable food distributed to 3,595 low-income seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: May 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.	1	26	
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.	7	106	
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	22	
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.	799	2677	
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 an opportunity to gain paid work experience.	0	104	
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.	0	9	

Other:

- The Bakersfield Police Department hosted a Bike Safety Rodeo at the CAPK FHCC on May 3rd. Program youth were informed about the importance of obeying traffic laws, how to properly wear a helmet and the importance of wearing a helmet each time they ride their bike. All of the youth participants were provided with a new helmet.
- Friendship House Program Manager, Lois Hannible, had the honor of attending Chinmaya Mission Bakersfield to receive a \$1,000 donation for FHCC. Lois was welcomed to the stage to address the congregation, where she had the opportunity to thank everyone for the generous donation and to inform the congregation of CAPK and the Friendship House Community Center services available for those in the community. Chinmaya Mission Bakersfield provides great support for youth in India, as well as for the youth at their church and it is wonderful that they have also taken an interest in supporting the youth at FHCC.
- The PREP Works graduation ceremony for the Bakersfield students was held at FHCC on May 17 for 22 graduates. The PREP Works graduation ceremony for the Shafter/Wasco students was held at the Shafter Youth Center on May 22, for 8 graduates.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Raymond Quan		Month/Year: May 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	816	
	Subs/Temps	41	
	Total Staff	857	
New Hires	All divisions and programs		
	Regular	6	41
	Subs/Temps	2	55
	Total New Hires	8	97
Leaves of Absence	Intermittent Leave	118	
	Full-time Leave	22	
	Total on Leave	140	
Terminations	All divisions and programs		
	Voluntary	7	51
	Involuntary	3	13
	Total Terminations	10	64
Staffing	Vacancy	22	97
	Total Applications Received	245	696
Payroll	Total Hours Paid	132,229.00	
	Total Gross Payroll	\$2,343,044.00	
Projects HR/Payroll-Electronic Job Requisitioning HR-Pension Audit & Preparation HR-Recruitment Issues HR-Licensing Issues Online Recruitment RFP Process for Insurance Broker	Completed: <u>Agency Insurance</u> 1. Met to determine 3 Finalist 2. Listened to the 3 presentations 3. Recommend USI Insurance Services. The broker for all 3 lines of coverage (Health Insurance, workers comp and casualty/property) 4. Board approved recommendation of USI as the Broker on 05/30/18		

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: May 2018*	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, 3 vacancies; Admin. Clerk, Subsidized Reimbursement Specialist, 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 April 2018, which was processed in the month of May 2018.</i>			
		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	336	43%
	Madera	70	9%
	Merced	19	2%
	Tulare	160	21%
	Kings	91	12%
	Fresno	98	13%
	Total	774	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 contract. Staff continues to 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 have halted new enrollments to ensure that program remains within the contracts Maximum Reimbursable Amount (MRA).

On 5/15 the Program Manager attended the supervisor training Session 4 at Work Logic. This was a very informative training regarding Performance.

On 5/30 the Program Manager and the Program Director attended a meeting/training to review contract requirements hosted by the Super Intendent of Schools staff Erika Otiono and Rosanne Pitz.

On 5/30 the Program Manager presented to the CAPK Board of Directors, the Program Self-Evaluation (PSE) results. The PSE was conducted April 16-27, 2018. A total of 25 family and 25 provider files were audited. The results were very positive. The audit resulted in a fiscal error rate of 0.003%. There were 5 file/clerical errors, but these errors did not impact the eligibility of the family. The errors were human data entry errors and not systemic errors. The PSE was submitted on Friday 5/25/18 to CDE.

Upcoming Activities:

On 6/15 the Program Manager will be attending the supervisor training, Session 5-Leading Positive Change at Work Logic.

On 6/26 the program will be having an all staff training in our satellite office in Visalia, CA.

On 6/28 the program will be having a Parent and Provider meeting at the Friendship House Community Center at 6 pm. This will be for all the parents migrating to Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: May 2018	
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 19	Program Manager/Supervisor: Dan Ripoli, Douglas Dill, Kerri Davis	
Services: Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.			
		STATUS	
Activities	Description	Received	Completed March 1, 2018 to Date
Business Services			
Purchase Orders Processed		154	328
Contracts/Leases Processed		6	17
Request for Proposals (RFP)	• Electronic Contract Management System • Insurance Broker Consulting • HS Grant Services Consultant Services • HS Community Needs Assessment • Garden Pathways Site Improvements • Energy	In Review In Review Preparing Contract Preparing Contract In Progress In Progress	
Leases	• Renew Panama Lane for WIC • Renew Roberts Lane for WIC • Renew James Rd. in Shafter for WIC • Renew all BCSD Leases	In Progress In Progress In Progress In Progress	
Contracts	• Michael K. Brown • RM Industries	Complete In Progress	
Maintenance & Operations		Work in Progress	03/01/2018 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	56	729
Projects	• Continuing to work with PG&E to install LED exterior lighting at a much reduced rate in multiple locations. • LED lighting has been installed and completed at the Central Kitchen and the Maintenance Warehouse and has greatly improved the visibility at these locations. • Led lighting company has started installation at the Friendship House and the Shafter Youth Center. • Construction for Garden Pathways has been completed and Pour and Play will be installed next week. • Oasis and Shafter Head Start centers are procured for summer work.	In Progress Complete In Progress In Progress In Progress	

Information Technology		Received	03/01/2018 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	315	1,120
Projects	• Cyber Security RFP • AT&T E-rate Installation • MCAP & Central Kitchen windows Upgrade • Implement ConnectWise ticketing system • PRTG Monitoring system configuration	In Progress In progress In Progress In Progress In Progress	
Risk Management		Reported	01/01/2018 to Date
General Liability		0	0
Property Incidents		1	6
Vehicle Incidents		1	4

Other: Working with PG&E to acquire rebates for changing the exiting exterior lighting of owned facilities to LED. Rebates range between 50-75% off of full replacement cost.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: May 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.		5 82
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.		21 118
Evening Program - Open Basketball, Zumba		20 – 45 per night

Other:

- California Children's Services held a community information meeting for parents in the Shafter/Wasco area on May 23rd.
- Kern County Search and Rescue stopped by to visit Shafter Youth Center kids. They talked about their job as volunteers, water safety, what to do if they get lost in a forest, and had a tour of their trucks and equipment.
- Rangers in the Classroom made the trek all the way from Sequoia top talk to the kids about their upcoming trip to Sequoia National Park. Ranger Laura talked to the kids about the National Parks and their history.
- Big Trip of the Year! Sequoia National Park.** We have been waiting for this trip since the announcement of the winners of the National Park Trust Grants winners. 32 kids and chaperones went up to Sequoia, completed a clean-up project, learned about the General Sherman Tree, hiked the Tall Trees Trail and endured the freezing weather for the day. While the forecast of snow was surprising and hard to believe when it was scorching at home, the kids had a great time.



COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year MAY 2018
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		190		4903
Refunds	Federal	\$163,932		\$7,397,480	
	Federal EITC	\$76,380	52	\$3,635,818	1650
	Federal Total				\$7,397,480
	State	\$18,357		\$1,106,831	
	California EITC	\$5,380	13	\$301,016	1005
	State Total				\$1,106,831
Total Credits & Refunds	State & Federal		190		\$8,504,311

- We continue to be busy with returns. Most of the returns that we have this month have been for previous years.
- We did one outreach event this month—3rd Thursday in the Park. We talked to several people while we were there about VITA and the services we offer in the office.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia			Month/Year: May 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.						
			Participation 10/1/17 – 9/30/18			
Description			Case Load	Month	Central Valley Avg.	State Avg.
Total	All services		20,170	15979 – 79.2%	82.4%	72.8%
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	69	Mojave		85	
	Bakersfield		Oildale		435	
	044	430*	Ridgecrest		662	
	E. California Avenue	1632	Rosamond		718	
	Niles Street	2236	Shafter		874	
	Montclair	403	Tehachapi		469	
	Friendship House	132	Wasco		1829	
	Panama	1362				
	Boron	52*	<u>San Bernardino County</u>			
	Buttonwillow	76	Adelanto		1856	
	California City	709	Big Bear		299	
	Delano	1001	Crestline		276	
	Edwards Air Force Base	*	Needles		176	
	Lost Hills	136	Phelan		*	
			<u>Mobile WIC</u>		62	
	Projects					
- CAPK WIC continues to exceed the State average. Hub meetings were held in May. Topics covered this month were the new studies in toddler feeding and how to best counsel our participants and review of WIC policies and procedures. - All WIC offices are working to increase our numbers: Recruitment, Retention and Reengagement. We grew in participation this month by 1.5%. A special Mother’s Day event was held. We took pictures of families as well as offered nutritious snack ideas. We also It was very well received and a lot of fun. The families enjoyed taking pictures. We plan to have a special event at least 4 times a year. A Father’s Day event is planned for June. - Blanca Arreola was promoted to Local Vendor Liaison. She is learning about the new position. - Outreach collaborated with Energy. Energy will be coming to our WIC sites and WIC will go to Energy once a month. WIC flyers have been added to the Energy information bags. Social media posting this month included information on lesser know WIC available foods and what WIC has to offer. Outreach is pursuing radio ads in the eastern Kern area to target groups eligible for WIC. Marlen Torres, WNA at the Niles offices, participated in a radio interview on La Preciosa 105.3 FM. She spoke about WIC and the benefits to eligible families. Mitchall Patel traveled to Sacramento to attend the State Outreach Committee meeting. - We continue to have a Facebook and Instagram presence. 10 people expressed interest in CAPK WIC through the CAPK.org website. - Regional Breastfeeding Liaison – Katherine Campos continues to represent WIC at various community meetings. She is currently concentrating her efforts on MediCal benefits for our participants and helping them receiving breast pumps and special formula more effectively.						

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

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
11/29/2017 (Board)	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	\$ 350,000
3/14/18 (PRE)	2/15/2018	US Department of Justice, Office of Violence Against Women	The East Kern Partnership-3yrs	\$ 500,000
5/16/18 (PRE)	4/30/2018	U.S. Administration for Community Living, Administration for Aging	SYC Happy, Healthy Seniors Program (3 Years)	\$ 150,000
5/30/2018	5/1/2018	US Dept of Justice Office of Justice Programs (DOJ OJP)	FHCC-Kern Partners in Reentry (3 years of Funding)	\$993,682
5/30/2018	5/10/2018	Target Community Engagement	Shafter Youth Center's Yoga Classes	\$2,000
5/30/2018	5/15/2018	US FEMA, United Way of Kern County	Food Bank Emergency Food-Phase 35	\$125,000
5/30/2018	5/31/2018	US Dept. Of Treasury, Internal Revenue Service	Kern VITA Partnership (2 years of Funding)	\$324,020

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
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	EKFR/ 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	EKFR/ 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	EKFR/ 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
9/13/2017 (PRE)	12/11/2017	Dignity Health	EKFR/ 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
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	EKFR/ Emergency Closet	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	FHCC Grow Fit	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	SYC Yoga and CPR	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
4/11/18 (PRE)	5/15/2018	Borax Visitors Center Foundation	East Kern Family Resource Center, East Kern Health Link	\$ 2,750	\$ 2,750	
Total Awards				\$ 762,110	\$ 762,110	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED -May 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
6/14/2017 (PRE)	No response	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	\$ 25,000
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	EKFC/ Computer Skills Training & Access	\$ 26,000
9/13/2017 (PRE)	10/31/2017	Disney / Feeding America	Food Bank/ Capacity Building	\$ 15,000
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	\$ 19,000
2/15/2017 (B&F)	No response	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	\$ 60,000
	1/31/2018	Strategic Growth Council Transformative Climate Communities	Kern County Disadvantage Communities Study	\$ 250,000
10/25/2017 (Board)	11/6/2017	California Coastal Commission - Whale Tail	FHCC and SYC After School Marine Studies Program	\$ 10,000
1/17/2018 (PRE)	4/11/18	CA Board of State and Community Corrections	The Partnership for Advancement of Youth-2 years funding	\$ 492,850
10/25/17 (Board)	4/18/2018	City of Bakersfield/ Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
10/25/2017 (Board)	4/18/2018	CDBG-County	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: SYC Yoga Classes

Division Director: Ralph Martinez

Funder Name: Target

Program Manager: Angelica Nelson

Grant Program Name: Target Community Engagement

☐ **New Funding**

☒ **Re-Application**

Funding Period: 9/01/2018 – 5/15/2019

A. Narrative description of funding request, including goals:

CAPK's Shafter Youth Center is requesting \$2,000 from Target Community Engagement to provide Yoga classes to the community in Shafter, CA at no cost to participants.

Yoga classes will help improve quality of life, population health, and being proactive in preventative care by teaching people in the community the benefits of Yoga in increasing physical fitness and reducing stress as part of healthy living, improving health outcomes, reducing risk of disease and empowering members to be active participants in their health care. The classes will be offered in two sessions; one in the Fall 2018 and the other in Spring of 2019. Each session will meet once a week for 10 weeks. The total number of participants will be 50 to take advantage of the Yoga classes.

B. Use of Funds:

The requested funds of \$2,000 will be used to cover the cost of the yoga instructor as well as supplies such as yoga mats, straps, and tables for the Fall and Spring sessions.

C. Approvals:

1. _____
Division Director Date

3. Chuehne Arami 5/29/18
Chief Financial Officer Date

2. Ralph Martinez 5-29-18
Director of Community Development
Date

4. J.T.D. 5/29/18
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Funding Period: 10/01/2018-9/30/2020

Project Name: Violence Free and Good Health is Life
(VFGH)

CFDA #: Not Applicable

Funder Name: Blue Shield of California Foundation

Division Director: Ralph Martinez

Grant Program Name: Shafter Youth Center/Friendship
House

Program Manager: Angelica Nelson /
Lois Hannible

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

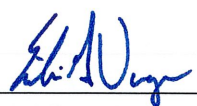
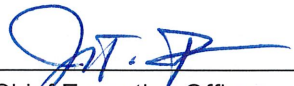
CAPK's Shafter Youth Center and Friendship House Community Center is requesting up to \$250,000 from the Blue Shield Foundation to strengthen the evidence-based Aggression Replacement Training program (ART) to address domestic/dating violence AND to build capacity of the PREP Works program that provides youth who are at high risk for failure an increased sense of purpose through development of leadership skills by engaging them in education, training and activities, including community service projects using the U.S. Department of Labor's youth curriculum "Skills to Pay the Bills". Integration of the two youth-based programs will help address the high prevalence of dating and domestic violence and sexual assault in teens, as well as give youths alternatives to a better future through leadership training and initiatives, community involvement and development of educational/work related skills. This new cooperative approach (known as Violence Free and Good Health is Life Program - VFGH) to addressing youth socio-economic risk factors will contribute to healthier lives by strengthening and building on a foundation for success.

VFGH will be offered and expanded within existing Kern County middle and high schools to specifically reach 13-18 year old's through trainings/roleplaying, interpersonal communication, teamwork, workshops and instructional settings. The VFGH program will be facilitated by a Program Educator who will provide 10-12 weeks of ART domestic violence prevention workshops in conjunction with developing community service engagement and educational (skills development) support. Program partners such as middle, high and continuation schools, law enforcement and behavioral health and other area service providers will provide youth referrals and support, where applicable—to include youth assessments to enhance the ART/PREP collaboration. Up to 100 participants will be served over a two-year period.

B. Use of Funds:

The funds of \$250,000 will be used to cover personnel costs for a 40 hour per week Program Educator and other program related costs, such as materials and travel/mileage.

C. Approvals:

1.  6-6-18	3.  6/6/18
Division Director Date	Chief Financial Officer Date
2. _____	4.  6/7/18
Director of Community Development Date	Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: May 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	May 2018	2,041	99%*
Early Head Start Kern	May 2018	328	100%
Early Head Start Partnership	May 2018	56	100%
Early Head Start San Joaquin	May 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%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	3%
Early Head Start San Joaquin	Identified as having an IFSP	10%	15%
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%	2%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	2%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Average Daily Attendance (Program Wide >85%)		97%	

Meals Served for the month of May 2018						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	May 2017	May 2018
65,663	14,050	79,713	60,706	19,007	86%	92%

Other: We had 4 Centers with 100% attendance for the month of May: Blanton, Fairfax, Noble and Pete Parra EHS.

Total Division Staffing: Currently employed in Head Start: 580
 Vacant Positions: 33
 Currently on Leave: 78

Program Updates: * The Broadway Center is awaiting Fire Marshall Clearance. All currently operating program options were fully enrolled in the month of May 2018.

Compliance: Early May: EHS CCP and EHS San Joaquin received additional support in preparation of the Focus Area 2 Review.

The Administration for Children and Families (ACF) conducted the Focus Area 2 review of the EHS Child Care Partnership and EHS San Joaquin grant. There was no indication of any program concerns during the exit meeting. The report will be finalized within 60-90 days.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Sylvia Ortega, Compliance Coordinator
Date: June 13, 2018
Subject: *Agenda Item 6d:* Head Start Designation Renewal System Update – **Info Item**

On February 2015, The Administration for Children and Families (ACF) conducted the Environmental Health and Safety review of CAPK Head Start and Early Head Start programs. The Environmental Health and Safety Review monitored the safety of the physical environment as well as the promotion of healthy practices and routines. CAPK received the final Environmental Health and Safety report dated April 30, 2015, which contained details of one area of deficiency.

A deficiency was identified as a result of a Type A violation for one incident that occurred on July 25, 2014, where it was noted that the Head Start program did not ensure all staff abided by the program's standard of conduct requiring no child to be left alone or unsupervised under their care. A Type A Violation is defined as a direct or immediate risk to the health and safety or personal rights of children, which is one of the seven indicators (triggers) of the Designated Renewal System that automatically requires a grantee to compete for funding.

As a result of this incident, staff have been proactive in strengthening systems for care and supervision. Below are the processes and layers of monitoring that the Head Start program has put in place to ensure total compliance moving forward, and remain committed to raising quality for the children and families we serve:

Immediate action was accomplished during the all staff training held August 5 and 6, 2014, where the following areas were reviewed:

- Care and Supervision- to sustain a safe environment and prevent incidents that may contribute to the violation of a child's personal rights, injury, harm or a child leaving the facility unsupervised. Staff are trained on an annual basis and ongoing as needed during monthly staff meetings/trainings.
- Staff Responsibilities and Accountability
- Teacher-Child Ratio
- Unusual Incident Procedure
- Zero Tolerance Policy and Procedure- no tolerance for negligence that could lead to injury or the risk of injury through lack of supervision.
- Child Daily Counting Policies (Revised)
 - Transition Ratio Daily Count- center staff responsible for maintaining the count information for children under their supervision at all times

From May 2015 to August 2015, the Head Start program received support from Region IX California State Training and Technical Assistance Center to strengthen policies and procedures for child supervision:

- Policies and Procedures:
 - Revised policies and procedures:

Head Start Designation Renewal System Update

June 13, 2018

Page 2 of 2

- Standards of Conduct; Active Supervision; Reporting Procedures
 - Revised transition procedure and forms:
 - Arrival and Departure; Scan and Count; Bathroom/Diapering; Indoor/Outdoor Areas; Meal Times
 - Revised Field Trip Procedure to include documentation of head counts
 - Developed Home-base Socialization Supervision procedure for head counts
- Monitoring Plan
 - Revised job description for mentor staff to include coaching on health and safety. Mentor staff observe each center every two to three weeks for 2 ½ to 3 1/2 hours. Safety concerns are addressed on the spot with the teaching staff and Center Director and report findings to their Supervision.
 - Revised monitoring tools to include child supervision.
- Staff/Substitute Training Plan
 - All returning staff and all new staff receive a personnel binder that include: standards of conduct; materials for child supervision; orientation training
 - PowerPoint training for Active Supervision
 - Developed Orientation Training on child supervision for all new center staff before they enter the classroom
- Volunteer Training Plan
 - Grandparent volunteers will be trained on child supervision, and monitoring tools and procedure
 - Community volunteers will be trained on child supervision as part of their orientation
- Child Supervision Plan
 - Revised lesson plans to include staff roles for supervision in lesson plans
- Parent Education Plan
 - Added child safety and supervision to initial home visit form
- Child Safety Curriculum
 - Bee Safe Curriculum
 - Health and Safety Policies and Procedures

In addition, to prevent this incident from occurring again in the future, all agency administrative staff began monitoring staff implementation of the additional stringent requirements when visiting a center:

- Care and Supervision- implementation of Bee Safe Curriculum to ensure child health and safety.
 - Monitored by the Center Director, Content Area Specialists, Education Coordinators and Program Managers.
- Child Daily Counting – implementation of policy to ensure all children in attendance are accounted for at all times.
 - Monitored by Teacher, Center Director, Content Area Specialist, Education Coordinators and Program Managers.
 - Sign-in Sign-out (Attendance Form) is completed daily and submitted weekly to administration.

Head Start staff is committed to maintaining a level of excellence through ongoing monitoring to ensure we continue to deliver high quality services to the children and families we serve and achieve our goal of a successful re-competition application.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: May 2018
Program/Work Unit: Outreach & Advocacy	Total Staffing: 3	Program Manager/Supervisor: Sheila Shegos
Services: <i>Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.</i>		
May Program Activities		
CAPK Program	Activity	
Agency/ Outreach	• Communications and social media plans • Third Thursday – Downtown Business Association, May 17 • Media luncheon • Banquet wrap - up • Schedule programs to update website • CAPK WEEKLY READER - Social media posts • Brightwood College presentation materials, June 15 • Employee Appreciation Committee • The CAPK Times • Prep Works Graduation • Realignment for Success Graduation • Save Mart call – Victoria Castro Regional Public Affairs Manager	
VITA	• PowerPoint presentation	
Friendship House	• Prep Works 2018 Presentation	
Head Start	• San Joaquin EHS Registration Flyer • EHS Partnership Video • Job Fair Flyer	
2-1-1	• Info Card Design	
Upcoming Events		
Date	Activity	
June 9	• Wasco Farmers Market – Food Bank & Wonderful Company	
June 26	• Media Luncheon	