

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
August 8, 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. Food Bank – Jaime Orona, Food Bank Program Manager

6. **New Business**

- a. June & July 2018 Program and Division Reports – Ralph Martinez, Director of Community Development – ***Action Item (p. 3-18)***
- 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. 19-23)***
- County of Kern Community Corrections Partnership for Friendship House Community Center
 - Southern California Gas Environmental Champions Grant Initiative for CAPK Food Bank

- c. June & July 2018 Head Start / State Child Development Enrollment Update and Meals Report – Jerry Meade, Program Design & Management Administrator – **Action Item (p. 24)**
- d. Head Start Designation Renewal System Update – Sylvia Ortega, Compliance Coordinator – **Info Item (Verbal Report)**
- e. 2017-2018 Head Start / State Child Development Self-Assessment – Sylvia Ortega, Compliance Coordinator – **Action Item (p. 25-28)**
- f. 2017-2018 Early Head Start San Joaquin Self-Assessment – Sylvia Ortega, Compliance Coordinator – **Action Item (p. 29-32)**
- g. June & July 2018 Outreach & Advocacy Report – James Burger, Outreach & Advocacy Coordinator – **Action Item (p. 33)**
- h. CAPK Outreach & Linkages and Coordinated Entry Services: Supporting the Homeless, Area Service Providers and Overall Community – Ralph Martinez, Director of Community Development – **Info Item (p. 34)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, September 12, 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 August 3, 2018. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: June & July 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	7,145	6,449	696 (10%)	14,726
Kings County	234	208	26 (11%)	*
Tulare County	1,366	1,247	119 (9%)	*
Mountain Valley (Mariposa and Merced Counties)	196	173	23(12%)	*
Stanislaus County	1,593	1,480	113 (7%)	*
Total	10,534	9,557	977 (9%)	

*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	5,334	19,489
Weatherization	Calls Routed through 2-1-1	1,045	3,380
Mental Health	Calls Answered	233	891
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	6,028	18,828
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
		32	11	14

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

Highlights:

- 2-1-1 Kern Program Manager and Senior I & R Specialist attended the National Alliance of Information and Referral Systems 40th Annual I & R Conference in Dallas TX. The focus was on disaster response and whole person focus.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: June/July 2018		
Program/Work Unit: Central Kitchen	Staffing: 10 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		
June Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Central Kitchen prepared for the HS/EHS centers	22,032	7,470	7,470	7,092
Home Base Meals	198	56	54	88
Total	22,230	7,526	7,524	7,180
Activities		Status		
July Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Central Kitchen prepared for the HS/EHS centers	21,720	7,240	7,240	7,240
Home Base Meals	198	43	53	102
Total	21,918	7,283	7,293	7,342

- On June 8, 2018, CK staff Rogelio Rodriguez retired after 27 years of service. Rogelio was a great team member and employee, he was one of our most senior staff at the Central Kitchen. He was a reliable and dependable employee; always punctual and at his station ready for work. Rogelio was held in highest regard by the staff at the Central Kitchen. He will be missed, the Central Kitchen Staff wish him the best on his new journey.
- The Central Kitchen filled the vacant full year Food Production Driver position, with existing part year staff- Rico Patricio. CK also able to fill the open part year position with Farod Nash, Sub-Food Production Driver. Farod will start the part year Food Production Driver position on August 13, 2018, when all part year staff return for the 2018-2019 school year. The Central Kitchen will have two Sub-Food Production Driver positions available.
- Most of the breakdowns that the Central Kitchen experienced in May were repaired in June. The milk walk-in refrigeration unit was replaced and the walk-in freezer was repaired by Madden Commercial. While waiting for the repair, the Food Bank provided a refrigerated truck.
- The CK has experienced a rise in homeless people around the building and multiple break-ins of the utility rooms, and trash and drug paraphernalia on the premises. The sprinklers are constantly need repairs due to people taking them apart at night to use the water. Security has been an issue, we do have an alarm service with TEL-TEC, however that is for the interior of the building and the Central Kitchen does not have foot patrol in the area.
- In July, received an award letter to purchase four (4) vans and a one (1) convection oven for the Central Kitchen. This would replace two (2) vans that are out of commission and two (2) vans with high mileage. The purchase of the new convection oven will increase the ability to get more food out quicker.
- The Central Kitchen has had an increase in alarm calls for the month of July by TEL-TEC Security. The calls have been generally for the freezer temperature and a few motion detector issues. Increased humidity effects the refrigeration systems that are located on the roof of the building.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: June & July 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	Blue Shield of California Foundation – Friendship House/Shafter Youth Center - Violence Free and Good Health is Life; Art & Adult PREP Works		X
	US Dept. of Health and Human Services Pregnancy Prevention – Teen Pregnancy Prevention Program		X
	Starbucks Foundation - PREP Works		X
	Kern Behavioral Health and Recovery Services – Homeless Street Outreach, Engagement, Linkages & Drop In Center		X
	Kern County Community Corrections Partnership – Friendship House/Realignment for Success Program		X
	SoCalGas Sempra Energy – Food Bank/LED Efficiency Lighting	X	
	Wonderful Wasco and Delano/McFarland - TBD	X	
Potential Funding– Research in Progress	• Dignity Health – EKFR/Health Immunizations LOI Submitted • Ongoing engagement with potential collaborating partners; Program support and collaboration: for all CAPK programs		
Projects	Description		
Community Services Block Grant (CSBG)	Staff is collecting services delivery data (6 months, Jan – Jun 2018) from CSD/CSBG funded CAPK programs for review in reporting to CSD in March 2019. Organizational Standards – Whole agency reporting is due August 31. <i>In process.</i>		
Financial Capabilities	Meeting held July 24 at Bank of the West offices, Modesto for grantees to share progress of their three-year projects at this 6-month/1 st year check-in period. CAPK’s Small Business Initiative project first-year activities include identifying financial and business professionals to serve on an Advisory Committee (complete); hiring a part-time project coordinator (in process); completing a needs assessment and landscape analysis of small business/opportunities and developing workshops and training/resource materials for supporting small/micro businesses and aspiring entrepreneurs (Fall/Winter 2018).		
Grant Reporting	Ongoing reporting support provided to programs.		
Learning Communities (LC)	CAPK Submitted Integrated Services and Financial Empowerment draft Goal Plans, rec’d follow-up/feedback. Attended monthly peer sessions for both LC’s— engaging with other agencies for capacity building/developing strategies to strengthen agency efforts. Attended monthly webinars, by subject matter experts.		
Program Grant Budgets	Support provided to programs in monitoring and spend-down, as well as contract/grant renewals, case-by-case.		
ROMA/Organizational Standards	Staff attended ROMA/CSBG Training July 24-26 th in Sacramento, California. Completion of Modules for ROMA for ROMA Implementer’s is ongoing.		
Strategic Plan 2016-2021	Staff provide ongoing support to goal groups and monitor process, as needed.		

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: June/July, 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	18	180
Case Managed Families	F5K School Readiness	2	9
Children enrolled in center-base program		6	9
Adults in Court Mandated Parenting Classes		0	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	55	378
Emergency Supplies Closet and Other Services	Food (individuals)	23	112
	Clothing (individuals)	13	133
	Photocopies (individuals)	342	2235
	HEAP Application Supporting Docs	75	360

Other: The EKFRFC has officially hired a case manager for the Economic Empowerment Program. We are in the final stretch of planning for our first immunization clinic/health and resource fair made possible by the grant from Dignity Health. We have partnered with Mojave's Night Out for this event on August 7th from 5 pm to 7 pm.

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: June & July 2018
Program/Work Unit: Energy	Total Program Staffing: 43	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.		

		Status	
Activities	Description	Households Served	
		Month	YTD
1A. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2018)	Assistance with utility bill payments	1158	4,115
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)		231	7,175
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	61	1,455
		9	219
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
5. Total Value of Services (utility payments only)		\$634,782	\$6,208,737
		Results	
6. Energy calls received (from 2-1-1)		6,366	
		HEAP	Wx
7. Number of LIHEAP applications Received		1502	88
8. Number of LIHEAP applications Completed		1389	57
9. Number of LIHEAP applications in Progress		113	31
10. Outreach Events attended	6/10 – Health & Wellness Fest at KC Museum 6/13 – Shafter Head Start Parent Meeting 6/14 – WIC Office, California Ave 6/24 – Health & Nutrition Fair in Wasco 6/28 – Shafter Youth Center Food Distribution 7/19 – WIC office, California Ave 7/21 – Food Bank Farmers Mkt. 7/26 – Shafter Youth Center	Give presentations, distribute brochures, applications, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: June, July 2018	
Program/Work Unit: Food Bank	Total Staffing: 16	Program Manager: Jaime Orona	
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.			
USDA Commodities			
Description	June	July	YTD
Individuals Served (May)	45,228	41,052	261,832
Poundage Received all Programs	1,271,847	1,233,715	7,578,525
TOTAL POUNDAGE DIST. ALL SITES	1,250,285	1,324,884	7,677,832
Food Sourcing			
June Donations Received: 424,100 pounds of produce & 18 different produce items: • Ag Against Hunger: Leafy Greens, Broccoli, & strawberries • Bolthouse: Carrots • California Association of Food Banks/Farm to Family: cauliflower, watermelons, zucchini, yams, Strawberries, blueberries, cabbage, • Zuckerman Farms: potatoes • Target: Mixed produce • Tasteful Selections: Fingerling Potatoes • Varsity Produce: Onions • Wonderful Co: Citrus CAPK FB held fresh produce distributions at the following CSFP sites: Kern Mobile Estates, Richard Prada Center, Shafter Youth Center, & World of Pentecost. • Distributed 5,400 pounds of produce Served 620 Seniors		July Donations Received: pounds of produce & different produce items: • Ag Against Hunger: Leafy Greens, Broccoli, & artichokes • Bolthouse: Carrots • California Association of Food Banks/Farm to Family: cantaloupe, strawberries • 10 Star: watermelons • Kirschmanns: potatoes • Target: Mixed produce • Varsity Produce: Onions • Wonderful Co: Citrus Kern County Fair, Catholic Charities, & New Life. • Distributed 49,000 lbs of produce & bread Served 1,500 households/6,236 Individuals	
Food Drives: 205lbs from Bingo Night, 1,515lbs of potatoes from CSUB Farmers Markets: KC Fairgrounds, Catholic Charities, New Life Center, Delano Medical Regional Center, & Wasco. • Distributed 96,000 pounds of produce • Served 9,600 Individuals		Farmers Markets: Arvin 7/13, Wasco 7/14, Kern Fairgrounds 7/21, and Catholic Charities 7/25	

Other:**June:**

- Continued Back-Pack Buddies program at Buttonwillow Elementary school with weekly distribution of 65 bags of food.
- June 13th program manager attended a Commodity Supplemental Food Program (CSFP) “Best Practice” in Sacramento.
- CSUB held a “Central Valley Basic Needs Collaboration” conference at CSUB campus on June 18th.
- On June 26th we gave a one-time donation of sweets, bread, fruit and water to Ministeri Palabra for their Vacation Bible School.
- Our CSFP (senior distribution program) held 35 distributions during the month of June and distributed 30-pound boxes of healthy and non-perishable food to 3,686 seniors throughout Kern County.

July:

- July 6th we provided a one-time donation for 200 people, to the Rising Star Baptist Church, of: oranges, ice cream, pastries and chips.
- July 13th a group of 10 volunteers from Aera Energy helped sort bins of canned items that had been received from our previous food drives.
- Also, on July 13th we gave a one-time donation of water, bread, ice cream and sweets to Reaching by Recycling for 400 people.
- On July 19th the Train Robbers baseball team volunteered to sort canned items received from previous food drives.
- The Farmer’s Market at the Fairgrounds was our biggest yet, handing out over 50,000 lbs. of food!
- July 23rd-24th we had our annual State Department training for all our commodity sites, provided by our CDSS Program Consultant.
- The company Essendant—a distributor of office and cleaning supplies, as well as tools and snacks to large Bakersfield companies— is a new regular donor-with 19 pallets of over 13,000 lbs. of items in their first donation!
- Our CSFP (senior distribution program) held 35 distributions during the month of July and distributed 30-pound boxes of healthy and non-perishable food to 3,504 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: June & July 2018	
Program/Work Unit: Friendship House	Total Program Staffing: 7	Program Manager/Supervisor: Lois Hannible	
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.			
Activities		Participants	
Description		Month	YTD
After-School Program Tutoring, homework assistance, recreation.			26
Summer Program Recreational activities, educational games, and activities.		93	93
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.		0	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.		389	3,066
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.		6	15

Other:

- The Starbucks Leadership Team of over 30 employees from Kern County, Los Angeles, and Seattle visited the CAPK Friendship House on July 12 to see first-hand the programs/services that the center offers to the community. A tour of the center was provided, followed by a power point presentation and a few words from a couple of the PREP Works participants.
- Received \$30,000 Grant from Starbucks, shortly after their visit, for our PREP Works program!
- The Realignment for Success program held its' 5th graduation ceremony at the Friendship House on July 26, 2018, where the program completers were recognized for a job well done!

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Raymond Quan		Month/Year: June & July 2018
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 11	Program Manager/Supervisor: Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	820	
	Subs/Temps	47	
	Total Staff	867	
New Hires	All divisions and programs		
	Regular	15	91
	Subs/Temps	7	124
	Total New Hires	22	215
Leaves of Absence	Intermittent Leave	227	
	Full-time Leave	43	
	Total on Leave	270	
Terminations	All divisions and programs		
	Voluntary	9	117
	Involuntary	3	31
	Total Terminations	12	148
Staffing	Vacancy	34	247
	Total Applications Received	228	1717
Payroll	Total Hours Paid	162,257,70	
	Total Gross Payroll	\$3,011,302.00	

Projects <u>June 2018</u> HR/Payroll-Electronic Job Requisitioning HR-Pension Audit & Preparation HR-Recruitment Issues HR-Licensing Issues Online Recruitment RFP Process for Legal	Completed: <u>June 2018</u> 1. Provided HR and Payroll files/requested documentation for external audit 2. Pension eligibility for part-time employees and met w/legal counsel 3. Two EDD-UI Appeal Hearings 4. RFP sent out on the salary/benefits survey and job description review 5. New HR employee: Valerie Serna started on 06/25/2018 6. Employee Appreciation Committee met to plan 2019 Summer Event 7. Agency Background check Process Meeting 8. Received 10 responses for the RFP for legal services
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<u>July 2018</u> HR/Payroll-Electronic Job Requisitioning HR-Pension Plan Correction HR-Recruitment Issues HR-Licensing Issues Online Recruitment RFP Process for Legal RFP for Salary Survey	<u>July 2018</u> 1. Continued work on pension plan corrections 2. Engaged the services of a pension expert through an accounting firm 3. Confidential HR investigations 4. Received one response to the RFP on the salary/benefits survey and job description review 5. Employee Appreciation Committee met to plan 2019 Summer Event and decided on site 6. Received 10 responses for the RFP for legal services-determined three finalist and recommended one for Jeremy's approval 7. Updating job descriptions and compensation plan for the Head Start reorganization

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: August 2018*	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, 1 vacancies; Admin. Clerk,	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 months of May & June 2018, which were processed in the month of June & July 2018.</i>			
		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	752	44%
	Madera	152	9%
	Merced	25	2%
	Tulare	347	21%
	Kings	173	10%
	Fresno	243	14%
	Total	1692	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 fiscal year ended 6/30/18 and was a challenging year for the Program with major personnel changes, prolonged vacancies and several program regulatory changes. The entire MCAP team worked very hard to ensure that the families and children continued to receive excellent customer service throughout the transition. The MCAP team finished the fiscal year strong and achieved earning 99% of the FY 17-18 contact.

As the new fiscal year is starting staff continues to accept pre-applications in all entry counties for the program's waiting list. Staff are processing new enrollments in all entry counties to ensure that families are authorized for care before they start migrating to non-entry counties throughout California.

On 6/15 the program manager attended the supervisor training Session 5 -Leading Positive Change. On 7/20 manager attended Session 6- Motivating Others. Both trainings were very informative and were held at Work Logic.

On 6/26 we had an all staff training in Visalia at our Tulare County satellite office.

On 6/28 the program held a Parent and Provider meeting at the Friendship House at 6 pm. This meeting was for parents migrating to Kern County for the summer months.

On 7/9 our new Family Services Specialist for Kings County attended CAPK orientation. She was onsite at the Kern MCAP office from 7/9-7/13 for new staff training.

Through out the months of June and July, MCAP staff conducted provider visits. They provided technical assistance and ensured that program policies are followed. The Family Services Specialist visited several labor camps to provide program information, complete program applications and provide information on other resources in the community for families migrating into the central valley.

Upcoming Activities:

Supervisor training Session 7 -How to get More on 8/17/18

All staff training is scheduled at the Kern MCAP office on 8/24/18.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: June/July 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		128	623
Contracts/Leases Processed		7	54
Request for Proposals (RFP)	- Insurance Broker Consulting - Mental Health Consultants - Wage Survey - Legal Services - Security	Preparing Contract Completed In Progress Preparing Contract In Progress	
Leases	- McFarland Unified School District - St. Mary’s - Panama-Buena Vista School District - MCAP Leases - Tehachapi Unified School District	In Progress In Progress In Progress In Progress In Progress	
Contracts	- Kristen Hayes -Head Start - Abate Construction - Staples Energy - Orkin - Dixie King - Robert Moss Junior - Abate Construction	Complete In Progress Complete Complete Complete Complete Complete	
Maintenance & Operations		Work in Progress	03/01/2018 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	76	1125
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.	In Progress Complete In Progress	

	• Led lighting company has started installation at the Friendship House and the Shafter Youth Center and 19th Street. • Construction for Garden Pathways has been completed. • Oasis and Shafter Head Start centers are in the process of renovations to be completed by 8/15/18.. • The Harvey L Hall Center is in the starting phase of a major renovation by moving classrooms and enlarging the parking lot by removing the center building and securing all facilities behind fencing and directing all children through the office to the classrooms.	Complete 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	218	1,345
Projects	• Cyber Security RFP • AT&T Erate Installation • Central Kitchen Wi-Fi • Training Room Remote Meeting Camera and audio	In Progress In progress In Progress In Progress	
Risk Management		Reported	01/01/2018 to Date
General Liability		0	0
Property Incidents		2	8
Vehicle Incidents		1	4

Other:

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: June/July 2018	
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3+2 temp	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.			82
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#’s as of 7/1/2017) Informing and educating teens ages 12-19 on preventing pregnancy and the spread of sexually transmitted infections. **Surpassed our goal of 100 participants by 31, at contract year end!!		15 (July)	June 131 – End of Contract Year July 15 – New contract Year
Evening Program – Open Basketball, Zumba		20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers. 17 registered but decided not to attend. Waiting list eliminated by mid-July		104	104

Other:

Ninth week of Summer Program, averaging 75 kids per day, from 8 am through 5 pm. Breakfast and Lunch provided by the Kern County Superintendent of Schools kitchen. Kids learned about arts, sports, nature, Shafter, patriotism, culture, safety, transportation and animals. Approximately 31 special guest speakers came to visit the kids. Special Thanks to Kern County Public Health, Shafter Branch Library, Colleen and Derrick, Kern County Crusaders, San Joaquin Lapidary Society, Rock Hound - Janis Smith, American Refuse, Susan Shaffner, Mayor Cathy Prout, Dixie Crane, Honor Flight, KC Supervisor David Couch, Senator Andy Vidak's Office, Indian Dance and Meditation with Lion Chiragkumar and Falguni Patel, African American Student Union, Kern County Scottish Society, FBI agents, Shafter Police Dept, Kern County Fire Dept, CHP, A Life Interrupted, Hall's Ambulance, Children's Dentistry & Orthodontist, Minter Field Air Museum, City of Shafter Trash Truck and Street Sweeper, Bikers Against Child Abuse, Marley's Mutts, Wind Wolves Preserve, Kern Audubon Society, Bureau of Land Management, Shafter Animal Control and Endangered Species Recovery Program.



COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year June 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		68		4971
Refunds	Federal	\$36,958		\$7,434,438	
	Federal EITC	\$11,275	9	\$3,314,093	1659
	Federal Total				\$7,434,438
	State	\$4,501		\$1,109,078	
	California EITC	\$186	2	\$301,202	1007
	State Total				\$1,109,078
Total Credits & Refunds	State & Federal		68		\$8,543,516

Division/Director: Community Development/Ralph Martinez		Month/Year July 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		72		4971
Refunds	Federal	\$67,001		\$7,501,439	
	Federal EITC	\$31,525	9	\$3,345,618	1675
	Federal Total				\$7,501,439
	State	\$5,241		\$1,114,319	
	California EITC	\$252	4	\$301,454	1011
	State Total				\$1,109,078
Total Credits & Refunds	State & Federal		72		\$8,610,517

Libia and Sandi are attending the Latino Tax Conference in Las Vegas to obtain the new tax updates and information on the new 1040 and new schedules.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia			Month/Year: June/July 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 June 2018		20,170	15,902 79%	82.3%	72.2%
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	70	Mojave		110	
	Bakersfield		Oildale		439	
	044	134*	Ridgecrest		669	
	E. California Avenue	1584	Rosamond		725	
	Niles Street	2228	Shafter		1120	
	Montclair	390	Tehachapi		449	
	Friendship House	111	Wasco		1826	
	Panama	1381				
	Boron	18*	<u>San Bernardino County</u>			
	Buttonwillow	82	Adelanto		1970	
	California City	700	Big Bear		289	
	Delano	1007	Crestline		277	
	Edwards Air Force Base	*	Needles		166	
	Lost Hills	117	Phelan		*	
			<u>Mobile WIC</u>		40*	
Projects						
CAPK WIC continues to exceed the State average in participation. Nutrition Education and Staff Development: June - Staff learned how to use new breast pumps for State WIC loan programs. Farmer’s Market vouchers were made available and staff was trained on tracking vouchers and appropriate participant education. Staff learned of a new class for mothers of infants about when to start solid foods. July – Staff had a breastfeeding education review including menu planning and making a shopping list as part of the new group education class beginning in August. The Program Manager and the Administrative Coordinator attended the Central Valley Regional WIC meeting in June. Topics discussed included updates on eWIC coming in 2020, new WIC contract workgroups, and the anticipated state wide appointment reminder system. WIC Outreach is working closely with CAPK Community Development team to develop social media posts with education for CAPK WIC participants. The outreach team has been visiting Head Start locations to inform parents about CAPK WIC. Radio announcements about CAPK WIC began playing in the eastern Kern area. The announcements target areas of greater need of CAPK WIC services. A Father’s Day event was held at 500 E. California Ave. #SuperWICdads celebrated Dads with pictures and healthy snacks. The Outreach Coordinator was invited to attend the Southern California WIC Communications Meeting in Irwindale. CAPK WIC was represented at an Omni “Baby Shower” at the Brimhall office to give information to new Moms. All WIC offices are working to increase WIC participation: Recruitment, Retention and Reengagement under three areas of focus. Regional Breastfeeding Liaison trains Medical personnel at various Omni offices and visiting libraries in Kern County to add breastfeeding and WIC information. The Kern County Public Health Dental service is visiting the WIC offices once a week offering dental referrals. A representative for Black Infant Health has also begun visiting the WIC office once a week.						

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - June & July 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
5/30/2018	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	5/31/2018	US Dept. Of Treasury, Internal Revenue Service	Kern VITA Partnership (2 years of Funding)	\$324,020
6/28/2018	6/29/2017	Blue Shield of California	ART and Relationship Violence for Youth	\$250,000
7/11/2018	6/29/2018	US Department of Health and Human Services	CAPK Teen Pregnancy Prevention Program (2 years of funding)	\$560,970
7/11/2018	7/26/2018	Kern County Behavioral Health	Homeless Engagement and Linkage (HEAL) & Homeless Drop-in Center Project	\$1,484,774
TBD	7/31/2018	Kern County Community Corrections Partnership CCP	FHCC Realignment, Reapplication (3 years of funding)	\$362,305

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - June & July 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	EKFCRC/ 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	EKFCRC/ 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	EKFCRC/ 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	EKFCRC 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	EKFCRC 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	6/1/2018-12/31/2018
5/30/2018	6/13/2018	US FEMA, United Way of Kern County	Food Bank Emergency Food-Phase 35	\$125,000	\$ 93,230	1/1/2019-12/31/2019
6/27/2018	6/19/2018	Starbucks Foundation	PREP Works	\$50,000	\$ 30,000	01/01/2019-6/30/2019
				Total Awards	\$ 885,340	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED -June & July 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	EKFRCC/ 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
5/16/18 (PRE)	7/2/2018	U.S. Administration for Community Living, Administration for Aging	SYC Happy, Healthy Seniors Program (3 Years)	\$ 150,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public

Project Name: Realignment for Success Program

Funder Name: County of Kern, Community Corrections Partnership

Grant Program Name: Friendship House Community Center

Funding Period: 1/1/2019 – 12/31/2021

CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Lois Hannible

☐

New Funding

☒

Re-Application

A. Narrative description of funding request, including goals:

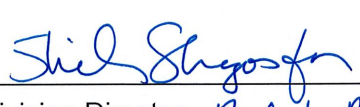
CAPK is re-applying for grant funding of \$362,305 for 3 years, to provide the Realignment for Success program to increase successful reintegration of ex-offenders—newly released AB 109 low-level offenders without current or prior serious or violent offenses—released into the community to complete their sentence requirements under Kern Probation supervision.

The Realignment for Success program will be facilitated by two program educators who will provide transitional services including Aggression Replacement Training (ART) to teach pro-social skills and behaviors; Parenting classes to strengthen family connections; intensive case management focused on employment and housing as well as other barriers to reintegration; and Community Resource Fairs to bring together Community Corrections Partnership providers and other community agencies to engage and link program participants to community services and supports.

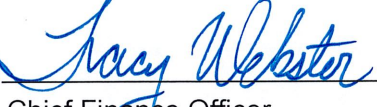
B. Use of Funds:

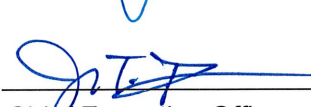
The requested funds of \$362,305 will cover personnel costs for a portion of the FHCC Program Manager's time, one full-time and one half-time Program Educator; one half-time Activity Specialist; program supplies; participant transportation; staff mileage; facilities costs; and fees and incidentals related with gaining employment such as CDL fees and work gear.

C. Approvals:

1.  7/31/18
Division Director Ralph Martinez Date

2.  7/31/18
Director of Community Development Date

3.  7/31/18
Chief Finance Officer Date

4.  7/31/18
Chief Executive Officer Date

D. Board:

☐ Policy Council

Date: _____

☐ PRE Presentation

Date: _____

☐ B&F Approval

Date: _____

☐ Board Approval

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: SoCalGas Environmental
Champions Grant Initiative

CFDA # N/A

Project Name: Clean Energy Project

Division Director: Carmen Segovia

Funder Name: SoCalGas Environmental
Champions Grant Initiative

Program Manager: Jaime Orona

Grant Program Name: CAPK Food Bank

☒ **New Funding**

Funding Period: December 2018 – December
2019

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK Food Bank's "Clean Energy Project" will provide high-quality, energy-efficient LED lighting and poles to illuminate building, transport and parking areas of the facility campus. Support will increase efficiency/cost savings, provide visibility and efficiency with transport and access to loading/unloading areas, add security and safety for staff/customers/vendors/ community members and will deter vandalism and theft.

B. Use of Funds:

Seven existing wall packs are to be replaced with LED lighting fixtures and eight LED flood lighting poles will be installed in the outside areas of the Food Bank warehouse. The overall cost will be \$25,000.

C. Approvals:

1. <u>Carm Segovia</u> 8/2/18 Division Director Date	3. <u>Jay Webster</u> 8/2/18 Chief Financial Officer Date
2. <u>Shil Shaps for Ralph Martinez</u> Director of Community Development 8/2/18 Date	4. <u>Jito</u> 8/2/18 Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: June and July 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	June/July 2018	2,041	100%/100%*
Early Head Start Kern	June/July 2018	328	100%/100%
Early Head Start Partnership	June/July 2018	56	100%/100%
Early Head Start San Joaquin	June/July 2018	313	0%/100%
TOTAL Funded Enrollment		2,738	
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	8%/1%
Early Head Start Kern	Identified as having an IFSP	10%	13%/10%
Early Head Start Partnership	Identified as having an IFSP	10%	3%/5%
Early Head Start San Joaquin	Identified as having an IFSP	10%	0%/12%
Over Income		Goal	Actual
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	6%/1%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	2%/1%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	5%/5%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	0%/7%
Average Daily Attendance (Program Wide >85%)		97%/98%	

Meals Served for the month of June 2018						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	June 2017	June 2018
22,102	0	22,102	14,008	8,094	82%	73%

Other: We had 1 Centers with 100% attendance for the month of June 2018: San Diego EHS.

Total Division Staffing: Currently employed in Head Start: June 598/ July 600
 Vacant Positions: June 15/ July 13
 Currently on Leave: June 101/ July 107

Program Updates: 182 children were served in our Head Start Full Year program option, which represents 100% enrollment for our program options currently open.
 The Broadway Center has received Fire Marshall Clearance and License. We will open in August with the rest of our part year centers.

Compliance: Health and Safety of indoor and outdoor environments monitoring were completed to ensure compliance with the Environmental Rating Scales.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee


From: Sylvia Ortega, Compliance Coordinator

Date: August 8, 2018

Subject: *Agenda Item 6e: 2017-2018 Head Start/ State Child Development Self-Assessment – Action Item*

The Head Start/State Child Development program conducts an annual self-assessment in accordance with Head Start Performance Standard 1302.102(b)(2) to evaluate service quality and work performance as well as influence continuous quality improvement. An assessment was completed the week of April 16-20, 2018.

Data sources reviewed by the Self-Assessment team included child and family outcome data, professional development data, ongoing monitoring data, as well as, other applicable program data.

The program self-assessment resulted in two program findings in the areas of:

- Data- The Head Start/State Child Development program is in the exploration stage of implementing a data visualization tool for monitoring.
- Mental Health Consultant- The Head Start/State Child Development program had not secured the services of a certified mental health consultant.

The Head Start/State Child Development program continues to strive for high performance and high-quality-service delivery by utilizing program data to inform the decision-making process and continuous quality improvement efforts. The insight received during this year's Self-Assessment will be used during the planning process to assist the management team.

Recommendation

Staff recommends the Program Review & Evaluation Committee approve the 2017-2018 Head Start/ State Child Development Self-Assessment Report.

*Attachments: Summary of 2017-2018 Self-Assessment Process
2017-2018 Self-Assessment Report*

Community Action Partnership of Kern Head Start/State Child Development Summary of 2017-2018 Self-Assessment process

The Kern Head Start/ State Child Development self-assessment was completed the week of April 16-20, 2018. A review of the self-assessment process was completed with key management staff. Staff received training and an overview of the Office of Head Start FY 2018 Monitoring Focus Area 2 Tool in preparation of completing a program self-assessment.

Self-assessment teams were comprised of key Head Start and Early Head Start staff. Staff completed folder reviews, care and supervision checklist, conducted site visits, and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

In addition, the self-assessment teams reviewed Desired Results Developmental Profile (DRDP) results, Plans of Action and Infant/Toddler Environmental Rating System (ITERS) scores.

The program self-assessment resulted in two program findings in the areas of:

- Data- The Kern Head Start/State Child Development program is in the exploration stage of implementing a data visualization tool for monitoring.
- Mental Health Consultant- The Kern Head Start/State Child Development program had not secured the services of a certified mental health consultant.

Through the self-assessment process and conducting interviews with Kern Head Start/Early Head Start staff, it has been determined that the Kern Head Start/ State Child Develop program has provided quality improvement systems. Funds have been used to improve and support the Head Start/State Child Development's ability to manage its program and implement a process of continuous program improvement. These improvements include:

- Hiring of additional staff
- Facility and playground improvements
- Additional materials and supplies
- Ongoing professional development

The HS/EHS management staff conducted follow-up meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Community Action Partnership of Kern Head Start/ State Child Development 2017-2018 Self-Assessment Report

Compliance Item: Mental Health Consultant

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.45 (a)(b) A program must secure mental health consultation services on a schedule of sufficient and consistent frequency to ensure a mental health consultant is available to partner with staff and families in a timely and effective manner. How the program supports a program-wide culture that promotes children's mental health, social, and emotional well-being. This includes: effectively utilizing mental health consultation to support education staff and other staff in meeting children's mental health and social emotional needs.	The Kern Head Start/State Child Development program had not secured the services of a certified Mental Health Consultant.	Education and Support Services Administrator	March 1, 2018 and ongoing	CAPK is in the process of securing a contract with a mental health consultant with knowledge of children's mental health and social-emotional needs.	Approved Contract	The Mental Health Consultant will assist the Kern Head Start/State Child Development program to implement strategies to identify and support children with mental health and/or social emotional concerns.

Community Action Partnership of Kern Head Start/ State Child Development 2017-2018 Self-Assessment Report

Compliance Item: Data

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.102(c) A program must implement a process for using data to identify strengths and needs, develop and implement plans that address program needs, and continually evaluate compliance with program performance standards and progress towards achieving program goals. The grantee will demonstrate how the program uses data to ensure oversight and ongoing program improvement and to improve service delivery, child outcomes, and school readiness.	The Kern Head Start/State Child Development program is in the exploration stage of implementing a data visualization tool for monitoring.	Compliance Coordinator	March 1, 2018 and ongoing	The Head Start/State Child Development program is in the process of meeting with various data utilizations companies.	Agreement	A Business Intelligence or data visualization tool will assist the Kern Head Start/State Child Development program to aggregate and analyze data to assist in identifying risks and informing strategies for continuous improvement in all program service areas.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Sylvia Ortega, Compliance Coordinator
Date: August 8, 2018
Subject: *Agenda Item 6f:* 2017-2018 Early Head Start San Joaquin Program Self-Assessment – **Action Item**

The Early Head Start (EHS) San Joaquin program conducts an annual self-assessment in accordance with Head Start Performance Standard 1302.102(b)(2) to evaluate service quality and work performance as well as influence continuous quality improvement. An assessment was completed the week of March 19-22, 2018.

Data sources reviewed by the Self-Assessment team included child and family outcome data, professional development data, ongoing monitoring data, as well as, other applicable program data.

The program self-assessment resulted in two program findings in the areas of:

- Data- The EHS San Joaquin program is in the exploration stage of implementing a data visualization tool for monitoring.
- Mentor Coach- The EHS San Joaquin program had not hired a mentor coach.

The EHS San Joaquin program continues to strive for high performance and high-quality-service delivery by utilizing program data to inform the decision-making process and continuous quality improvement efforts. The insight received during this year's Self-Assessment will be used during the planning process to assist the management team.

Recommendation

Staff recommends the Program Review & Evaluation Committee approve the 2017-2018 Early Head Start San Joaquin program Self-Assessment Report.

*Attachments: Summary of 2017-2018 Self-Assessment Process
2017-2018 Self-Assessment Report*

**Community Action Partnership of Kern
Early Head Start San Joaquin
Summary of 2017-2018 Self-Assessment process**

The San Joaquin Early Head Start self-assessment was completed the week of March 19-22, 2018. A review of the self-assessment process was completed with key management staff. Staff received training and an overview of the Office of Head Start FY 2018 Monitoring Focus Area 2 Tool in preparation of completing a program self-evaluation.

Self-assessment teams were comprised of key Head Start and Early Head Start staff. Staff completed folder reviews, care and supervision checklist, conducted site visits, and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

In addition, the self-assessment teams reviewed Desired Results Developmental Profile (DRDP) results, Plans of Action and Infant/Toddler Environmental Rating System (ITERS) scores.

The program self-assessment resulted in two program findings in the areas of:

- Data- The Early Head Start San Joaquin program is in the exploration stage of implementing a data visualization tool for monitoring.
- Mentor Coach – The Early Head Start San Joaquin program had not hired a mentor coach.

Through the self-assessment process and conducting interviews with San Joaquin Early Head Start staff and Kern Staff, it has been determined that the EHS San Joaquin Program has provided quality improvement systems. Funds have been used to improve and support the San Joaquin program's ability to manage its program and implement a process of continuous program improvement. These improvements include:

- Implement a research-based curriculum
- Facility and playground improvements
- Additional materials and supplies
- Ongoing professional development

The San Joaquin Program Administrator conducted follow-up meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Community Action Partnership of Kern Head Start/ State Child Development Early Head Start San Joaquin Program 2017-2018 Self-Assessment Report

Compliance Item: Mentor Coach

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.92(c) A program must implement a research-based, coordinated coaching strategy for education staff that: Assesses all education staff to identify strengths, areas of needed support, and which staff would benefit most from intensive coaching; Provides opportunities for intensive coaching; and Provides opportunities for staff to receive other forms of research-based professional development aligned with program performance goals	The Early Head Start San Joaquin program had not hired a Mentor Coach.	San Joaquin County Early Head Start Program Administrator.	April 1, 2018 and ongoing	The Early Head Start San Joaquin Program is in the process of hiring a mentor coach with adequate training and experience in using assessment data to drive coaching strategies aligned with the performance standards goals.	New Hire Documents	The Mentor Coach will assist the Early Head Start San Joaquin program to implement a research-based, coordinated coaching strategies for education staff.

Community Action Partnership of Kern Head Start/ State Child Development Early Head Start San Joaquin Program 2017-2018 Self-Assessment Report

Compliance Item: Data

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.102(c) A program must implement a process for using data to identify strengths and needs, develop and implement plans that address program needs, and continually evaluate compliance with program performance standards and progress towards achieving program goals. The grantee will demonstrate how the program uses data to ensure oversight and ongoing program improvement and to improve service delivery, child outcomes, and school readiness.	The EHS San Joaquin program is in the exploration stage of implementing a data visualization tool for monitoring.	Compliance Coordinator	March 1, 2018 and ongoing	The EHS San Joaquin program is in the process of meeting with various data utilization companies.	Agreement	A Business Intelligence or data visualization tool will assist the EHS San Joaquin program to aggregate and analyze data to assist in identifying risks and informing strategies for continuous improvement in all program service areas.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: June & July 2018
Program/Work Unit: Outreach & Advocacy	Total Staffing: 4	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>		
June & July Program Activities		
CAPK Program	Activity	
Agency/ Outreach	• Communications and social media plan • Donor Perfect • Spanish translations for fliers • Hootsuite and Donor Perfect webinars • Media Luncheon (June 26) • Brightwood College – CAPK presentations (June 15) • Website updates • August Newsletter • ROMA training in Sacramento • Mission and Vision posters	
Food Bank	• Free Farmers Markets in Bakersfield, Wasco and Arvin – Marketing (TV, radio, newspaper and social media) • Volunteer database • Volunteers recruitment marketing campaign • Sugarland visit communications	
East Kern Family Resource Center	• Promotional flyers	
Shafter Youth Center	• Letter - ask for new furniture	
Friendship House	• Starbucks Event	
Head Start	• Free Immunizations – promotions on social media • Video Profile Nicole Callahan	
VITA	• Kern VITA Partnership – marketing materials	
Upcoming Events		
Date	Activity	
August	• CAPK WIC Breastfeeding Awareness Month	
August 3	• National Breastfeeding Month Resource Fair	
August 7	• National Night Out (BPD and KC Sheriff’s Office)	
August 11	• Wasco Farmers Market volunteer effort	

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Ralph Martinez, Director of Community Development

Date: Wednesday, August 8, 2018

Subject: *Agenda Item 6h:* CAPK Outreach & Linkages and Coordinated Entry Services: Supporting the Homeless, Area Service Providers and Overall Community – **Info Item**

Homeless Street Outreach, Engagement & Linkages Project

Community Action Partnership of Kern (CAPK) recently submitted a request for \$1,484,774 for one-year (with an additional three-years of potential funding) from Kern County Behavioral Health & Recovery Services (KernBHRS) to provide outreach, engagement, and linkage to behavioral health services for the homeless in the greater Bakersfield Area, with an anticipated project start of November 2018.

This project will include provision for a Homeless Drop-in Center; a welcoming place of refuge and assistance for the homeless and families, with increase access/outreach to supports and services including behavioral health and substance abuse treatment and coordinated entry into Kern's Homeless Continuum of Care (Coordinated Entry System or CES) for housing services through CAPK's 211 Kern. CAPK is in the process of identifying a facility to serve as the Drop-in Center, with assistance from City and County planning departments.

In addition to linkage to supports and services, the Drop-in Center will include providing the homeless with basic needs such as food, snacks, water, shelter (cloth rolls for resting/sleeping), personal care items/packages and clothing. Showers and laundry services, as well as other services and activities will be added as the project evolves, with the assistance from area service providers, community partners and volunteers towards ending homelessness, improving health and increasing self-sufficiency.

Coordinated Entry System (CES) Program

Through the partnership with the Kern County Homeless Collaborative, Continuum of Care (CoC) members, and the designated Assessment Point service providers, CAPK is proposing to operate the Coordinated Entry System (CES) under two models. Both models will be operated through the existing 2-1-1 Kern Call Center program.

First Model: First Steps Towards a Coordinated Entry System - September 2018. This program is a modified version of the CES program with limited scope. The First Steps Towards a Coordinated Entry System is designed to assist the existing structure of Coordinated Entry and share in the duties and responsibility under a full CES model. This will be a 10-month project (Sept 2018 to June 2019) and primarily funded by KernBHRS, United Way and Housing Authority with the United Way of Kern being the grantor agency. **Second Model:** CAPK will apply for full CES funding under the KCHC CoC Supportive Service Only (SSO) grant in July 2018, with notice of award by July 2019. If awarded, then we will operate the comprehensive version of the CES program as per the KCHC and HUD program requirements and be the lead agency for CES for the County.