

COMMUNITY ACTION PARTNERSHIP of KERN  
BOARD OF DIRECTORS  
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING  
5005 Business Park North, Bakersfield, CA  
November 7, 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. VITA California Earned Income Tax Credit (Cal EITC) Program presented by Jonathan Attebery and Yadira Evangelista

6. **New Business**

- a. September 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 Reports and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item (p. 17-19)***
- c. October 2018 Head Start / State Child Development Enrollment Update and Meals Report – Emily Gonzalez Demont, Assistant Director of Grants Management – ***Action Item (p. 20)***

- d. Head Start Designation Renewal System Update – Yolanda Gonzales, Director of Head Start / State Child Development Programs – ***Info Item (Verbal Report)***
- e. October 2018 Outreach & Advocacy Report – James Burger, Outreach & Advocacy Coordinator – ***Action Item (p. 21)***

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation  
Wednesday, January 16, 2019 (pending approval)  
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](http://www.capk.org) by 12:00 pm on November 2, 2018. Paula Daoutis, Administrative Coordinator.*

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                   |                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------|
| <b>Division/Director:</b> Operations/Emilio Wagner                                                                                                                                                                                                                                                                                                                                                                                       |                                   | <b>Month/Year:</b> October 2018                           |
| <b>Program/Work Unit:</b> 2-1-1<br>Kern County                                                                                                                                                                                                                                                                                                                                                                                           | <b>Staffing:</b> 13 (4 vacancies) | <b>Program Manager/Supervisor:</b><br>Esperanza Contreras |
| <b>Services:</b> 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. As of October 2018, the Kern County Coordinated Entry System initiated as a program within 2-1-1 Kern. |                                   |                                                           |

| Activities                                     | Description  |              |                  |           |
|------------------------------------------------|--------------|--------------|------------------|-----------|
| Information & Referral Services                | Incoming     | Answered     | Unanswered       | Referrals |
| Kern County                                    | 3,603        | 3,221        | 382 (11%)        | 7,446     |
| Kings County                                   | 158          | 147          | 11 (7%)          | *         |
| Tulare County                                  | 781          | 717          | 64 (8%)          | *         |
| Mountain Valley (Mariposa and Merced Counties) | 121          | 114          | 7(6%)            | *         |
| Stanislaus County                              | 910          | 826          | 83(9%)           | *         |
| <b>Total</b>                                   | <b>5,573</b> | <b>5,025</b> | <b>548 (10%)</b> |           |

\*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.

|                                |               |                          |                   |
|--------------------------------|---------------|--------------------------|-------------------|
| <b>Most Requested Services</b> | Food Pantries | Utility Assistance       | Housing           |
| <b>Top 3 Unmet Needs</b>       | Food/ Meals   | Developmental Screenings | Job/Job Placement |

| Other Services          |                                        | Month | YTD    |
|-------------------------|----------------------------------------|-------|--------|
| <b>LIHEAP</b>           | Calls Answered                         | 4,617 | 35,225 |
| <b>Weatherization</b>   | Calls Routed through 2-1-1             | 348   | 4,604  |
| <b>Mental Health</b>    | Calls Answered                         | 115   | 1,234  |
| <b>Website Visitors</b> | Visitors to CAPK's 2-1-1 Kern web page | 3,273 | 28,729 |
| <b>VITA</b>             | Calls Routed through 2-1-1             | N/A   | 6,699  |

|                             |                                                                                               |                  |                 |                |
|-----------------------------|-----------------------------------------------------------------------------------------------|------------------|-----------------|----------------|
| <b>CalFresh Enrollments</b> | Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps) | <b>Submitted</b> | <b>Approved</b> | <b>Pending</b> |
|                             |                                                                                               | <b>5</b>         | <b>2</b>        | <b>3</b>       |

| Outreach Activities    | Outcomes                          |
|------------------------|-----------------------------------|
| - Veteran's Stand Down | 211 Kern informational cards: 200 |

#### Highlights:

- The Program Manager and 2-1-1 Supervisor attended the 2-1-1 CA Summit in Sacramento, CA. The summit focus was to empower local 2-1-1's to share their story and strides towards bringing awareness of the benefits of having a 2-1-1 in the community and the capabilities 2-1-1 has to offer. This includes advocacy with community, city, county and state representatives.
- 2-1-1 Kern is the Kern County Coordinated Entry System (CES) provider. The CES Program Specialist, Rebecca Moreno, has been hired and the CES Program Coordinated is expected to join in mid-November. CES implementation is set for December 2018.

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------------|
| <b>Division/Director:</b> Nutrition Services/Carmen Segovia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                   | <b>Month/Year:</b> October 2018           |
| <b>Program/Work Unit:</b> Central Kitchen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Staffing:</b> 20 Staff Members | <b>Program Manager:</b> Lorenzo Maldonado |
| <b>Services:</b> 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. <ul style="list-style-type: none"> <li>• Total meals prepared are supported by the daily meal production sheets and food transport sheets.</li> <li>• Home base meal totals are supported by meal request forms submitted by center and Home Base staff.</li> </ul> |                                   |                                           |

| Activities                                      | Status           |               |               |               |
|-------------------------------------------------|------------------|---------------|---------------|---------------|
|                                                 | Total # Prepared | Breakfast     | Lunch         | Snack         |
| Meals & Snacks                                  |                  |               |               |               |
| Central Kitchen prepared for the HS/EHS centers | 99,254           | 33,600        | 34,432        | 31,222        |
| Home Base Meals                                 | 237              | 43            | 80            | 114           |
|                                                 |                  |               |               |               |
| <b>Total</b>                                    | <b>99,491</b>    | <b>33,643</b> | <b>34,512</b> | <b>31,333</b> |

#### Other:

1. The after-hour foot traffic at the Central Kitchen has minimized. We have had only one incident that occurred during the month. The rear door of the building was vandalized and cannot be accessed.
2. Pacific Head Start and Sterling HS/EHS received new commercial dishwashers and heated holding cabinets. Pacific is adding to their center and Sterling is replacing older equipment that wasn't repairable.
3. Lorenzo Maldonado, Food Service Manager, attended the Child Care Food Program Round Table in Anaheim, CA. He completed the yearly mandatory training for the CACFP by attending the conference.
4. With the assistance of the Safety Department and the approval from Head Start, the Central Kitchen staff will receive Personal Protective Equipment including a pair of non-slip, spill proof and water proof pair of shoes. The Central Kitchen staff would like to thank the personnel involved in getting this approved.
5. The Central kitchen has a new job opening, we are at 20 staff members as of 10/29/2018. Jennifer has been hired within the agency by the accounting department. Jennifer Davis was one of the first hires that was made by the new Food Service Manager Lorenzo Maldonado, one month after he started with the agency. Jennifer is very good employee and will be a good asset to have in any department. I like to thank her for the two years at the Central Kitchen and everyone at the Central Kitchen will miss her but are happy for her.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                     |                                                                                                                                                                                                                                                               |                                                     |                  |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------|
| <b>Division/Director:</b> Community Development/Ralph Martinez                                                      |                                                                                                                                                                                                                                                               | <b>Month/Year:</b> October 2018                     |                  |
| <b>Program/Work Unit:</b><br>Grants & Research                                                                      | <b>Total Staffing:</b> 4<br>1 Vacancies                                                                                                                                                                                                                       | <b>Program Manager/Supervisor:</b><br>Sheila Shegos |                  |
| <b>Services:</b> Grant research on funding resources and opportunities, proposal preparation, and special projects. |                                                                                                                                                                                                                                                               |                                                     |                  |
|                                                                                                                     |                                                                                                                                                                                                                                                               | <b>Status</b>                                       |                  |
| <b>Activities</b>                                                                                                   | <b>Description</b>                                                                                                                                                                                                                                            | <b>In Progress</b>                                  | <b>Submitted</b> |
| <b>Grant Proposals</b>                                                                                              | Bank of the West                                                                                                                                                                                                                                              |                                                     | X                |
|                                                                                                                     | City of Bakersfield-CDBG                                                                                                                                                                                                                                      | X                                                   |                  |
|                                                                                                                     | County of Kern-CDBG                                                                                                                                                                                                                                           | X                                                   |                  |
|                                                                                                                     | Women’s & Girls Fund                                                                                                                                                                                                                                          | X                                                   |                  |
|                                                                                                                     | California Coastal Commission - Whale Tail Grants Program                                                                                                                                                                                                     | X                                                   |                  |
|                                                                                                                     | OCAP Pregnancy Prevention                                                                                                                                                                                                                                     | X                                                   |                  |
| <b>Potential Funding–<br/>Research in Progress</b>                                                                  | Capacity and program funding for youth centers-STEM, Gang Prevention, Youth employment Adult Reentry, and teen pregnancy                                                                                                                                      |                                                     |                  |
|                                                                                                                     | Affordable Home Ownership for Low-to-moderate income                                                                                                                                                                                                          |                                                     |                  |
|                                                                                                                     | New Funders to support & build capacity for on-going CAPK programs                                                                                                                                                                                            |                                                     |                  |
|                                                                                                                     | Funding for CAPK Food Bank Expansion Project                                                                                                                                                                                                                  |                                                     |                  |
| <b>Projects</b>                                                                                                     | <b>Description</b>                                                                                                                                                                                                                                            |                                                     |                  |
| <b>Community Services Block Grant (CSBG)</b>                                                                        | <ul style="list-style-type: none"><li>• 2018 CSBG Annual Reporting due March 2019.</li><li>• New 2019 CSBG Contract (Work Plan) completed</li></ul>                                                                                                           |                                                     |                  |
| <b>CAP Report &amp; Needs Assessment</b>                                                                            | <ul style="list-style-type: none"><li>• Planning stages for CAP Report and Community Needs Surveys – due June 2019.</li><li>• Preparing Board Update for November meeting.</li></ul>                                                                          |                                                     |                  |
| <b>Small Business Initiative</b>                                                                                    | <ul style="list-style-type: none"><li>• Made follow up contact with members of the Small Business Initiative Advisory Board to develop data for needs assessment.</li><li>• Reviewed opportunities for outreach funding support the initiative.</li></ul>     |                                                     |                  |
| <b>Grant Reporting &amp; Support</b>                                                                                | <ul style="list-style-type: none"><li>• Wonderful Company Foundation Monthly Report (Free Farmers Markets/Wasco);</li><li>• Contract form submission for IRS VITA and CSD CAL EITC</li><li>• CA EITC Scope of Work and Budget discussions/revisions</li></ul> |                                                     |                  |
| <b>Department Processes and Procedures</b>                                                                          | <ul style="list-style-type: none"><li>• Grant Review Declined Form</li><li>• Grant contract review process discussion</li><li>• Contract Management Software research</li></ul>                                                                               |                                                     |                  |
| <b>Learning Communities &amp; Other Tech Assist Opportunities</b>                                                   | <ul style="list-style-type: none"><li>• Monthly peer sessions, next scheduled for November 12<sup>th</sup> &amp; 13th</li><li>• YMYG Cohort Training through OCAP</li></ul>                                                                                   |                                                     |                  |
| <b>Program Grant Budgets</b>                                                                                        | <ul style="list-style-type: none"><li>• Met with CD programs to review CSBG budgets and continue monitoring/spend-down/contract/grant renewals.</li><li>• Next steps: Program managers to conduct internal expense review and report back.</li></ul>          |                                                     |                  |
| <b>ROMA/Org. Standards</b>                                                                                          | <ul style="list-style-type: none"><li>• Participating in ROMA Implementer’s final phase training modules</li><li>• Scheduling Staff, Executive Management &amp; Board Member trainings –by Dec. 31st</li></ul>                                                |                                                     |                  |
| <b>Strategic Plan 2016-2021</b>                                                                                     | <ul style="list-style-type: none"><li>• Preparing annual report to the Board of Directors, November meeting.</li></ul>                                                                                                                                        |                                                     |                  |

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                  |                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------|
| <b>Division/Director:</b> Nutrition Services/Carmen Segovia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                  | <b>Month/Year:</b> October, 2018                  |
| <b>Program/Work Unit:</b> East Kern Family Resource Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Total Program Staffing:</b> 6 | <b>Program Manager/Supervisor:</b> Whitney Hughes |
| <b>Program/Work Unit Description:</b> 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                                                                                                                                                                                                                                            | 45     | 269  |
| Case Managed Families                        | F5K School Readiness                                                                                                                                                                                                                                             | 3      | 12   |
| Children enrolled in center-base program     |                                                                                                                                                                                                                                                                  |        | 38   |
| 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 | 71     | 586  |
| Emergency Supplies Closet and Other Services | Food (individuals)                                                                                                                                                                                                                                               | 8      | 141  |
|                                              | Clothing (individuals)                                                                                                                                                                                                                                           | 23     | 212  |
|                                              | Photocopies (individuals)                                                                                                                                                                                                                                        | 295    | 3267 |
|                                              | HEAP Application Supporting Docs                                                                                                                                                                                                                                 | 91     | 575  |
|                                              |                                                                                                                                                                                                                                                                  |        |      |

**Other:** The East Kern Health Link Project held the 3<sup>rd</sup> of 4 Health Resource Fairs in Cal City this month. The month prior, the fair was held in the city of Boron. Next month's event will be held in Mojave at the Salvation Army.

**Staffing:** Fully staffed at this time

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

|                                                                                                                                                                                                                                                              |                                   |                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------------------------|
| <b>Division/Director:</b> Operations/Emilio Wagner                                                                                                                                                                                                           |                                   | <b>Month/Year:</b> October 2018                    |
| <b>Program/Work Unit:</b><br>Energy                                                                                                                                                                                                                          | <b>Total Program Staffing:</b> 42 | <b>Program Manager/Supervisor:</b> Margaret Palmer |
| <b>Services:</b> 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                |
| <b>1A. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2018)</b>                        | Assistance with utility bill payments                                                                                                                                                                                                                                     | 1,142                                                                                                  | 7,306              |
| <b>1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)</b>                        |                                                                                                                                                                                                                                                                           | -0-                                                                                                    | 7,408              |
| <b>2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2016, 2017 &amp; 2018)</b> | <ul style="list-style-type: none"> <li>Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)</li> <li>Energy-efficient appliance installation</li> </ul>                                                | 42                                                                                                     | 1,576              |
|                                                                                                                |                                                                                                                                                                                                                                                                           | 1                                                                                                      | 233                |
| <b>3. Low-Income Weatherization Program (LIWP Phase 2). Program from 10/1/17 - 9/30/18</b>                     | Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)                                                                                                                                                   | -0-                                                                                                    | 76                 |
| <b>5. Total Value of Services (utility payments only)</b>                                                      |                                                                                                                                                                                                                                                                           | <b>\$724,115</b>                                                                                       | <b>\$7,959,896</b> |
|                                                                                                                |                                                                                                                                                                                                                                                                           | <b>Results</b>                                                                                         |                    |
| <b>6. Energy calls received (from 2-1-1)</b>                                                                   |                                                                                                                                                                                                                                                                           | <b>4,965</b>                                                                                           |                    |
|                                                                                                                |                                                                                                                                                                                                                                                                           | <b>HEAP</b>                                                                                            | <b>Wx</b>          |
| <b>7. Number of LIHEAP applications Received</b>                                                               |                                                                                                                                                                                                                                                                           | <b>1,299</b>                                                                                           | <b>18</b>          |
| <b>8. Number of LIHEAP applications Completed</b>                                                              |                                                                                                                                                                                                                                                                           | <b>1,142</b>                                                                                           | <b>4</b>           |
| <b>9. Number of LIHEAP applications in Progress</b>                                                            |                                                                                                                                                                                                                                                                           | <b>157</b>                                                                                             | <b>14</b>          |
| <b>10. Outreach Events attended</b>                                                                            | 10/4 – Regional parent Committee Mtg<br>10/5 – Regional Parent Committee Mtg<br>10/10 – Regional Parent Committee Mtg<br>10/11 – Regional Parent Committee Mtg<br>10/11 – Veteran’s Stand Down<br>10/26 – Sterling Parent Mtg<br>10/26 – Oasis Parent Meeting, Ridgecrest | Give presentations, distribute brochures, applications, tote bags, ink pens and energy savings wheels. |                    |

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                        |            |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------|
| <b>Division/Director:</b> Nutrition Services/Carmen Segovia                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Month/Year:</b> October 2018        |            |
| <b>Program/Work Unit:</b> Food Bank                                                                                                                  | <b>Total Staffing:</b> 17                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Program Manager:</b><br>Jaime Orona |            |
| <b>Services:</b> Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals. |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                        |            |
|                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Status</b>                          |            |
| <b>Activities</b>                                                                                                                                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Month</b>                           | <b>YTD</b> |
| <b>USDA Commodities</b>                                                                                                                              | Individuals Served (October)                                                                                                                                                                                                                                                                                                                                                                                                                       | 29,238                                 | 359,281    |
|                                                                                                                                                      | Poundage Received all Programs                                                                                                                                                                                                                                                                                                                                                                                                                     | 1,238,526                              | 10,868,285 |
|                                                                                                                                                      | TOTAL POUNDAGE DIST. ALL SITES                                                                                                                                                                                                                                                                                                                                                                                                                     | 1,126,705                              | 10,929,487 |
| <b>Food Sourcing</b>                                                                                                                                 | <b>Produce Received:</b> 165,000 pounds of produce (donated or purchased) & 7 different produce items: <ul style="list-style-type: none"><li>• Bolthouse: Carrots</li><li>• California Association of Food Banks/Farm to Family: Honeydew and Pears</li><li>• Tasteful Selections: Potatoes</li><li>• Target: Mixed produce</li><li>• Walmart: Mixed produce</li><li>• Fresno Food Bank: Onions and Kiwis</li><li>• Wonderful Co: Citrus</li></ul> |                                        |            |
| <b>Food Drives:</b> Rabobank 1041 lbs.                                                                                                               | <b>Farmers Markets:</b> N/A                                                                                                                                                                                                                                                                                                                                                                                                                        |                                        |            |

**Other:**

- Continued denotations of 65 bags to Buttonwillow and Greenfield schools every two weeks for the Back-Pack Buddies program.
- Began picking-up food from our new donor, Divert, who will be donating dry goods to us every Tuesday and Thursday. We have received 42,286 lbs. of food items for the month of October.
- On October 11<sup>th</sup> we participated in the Veteran's Stand-Down—handing out bags of canned goods, produce, bread, and water, to 300 veterans.
- On October 17<sup>th</sup> we went to all 5 Rabobank Branches in Bakersfield and collected 1,041 lbs. of canned and dry goods.
- On October 26<sup>th</sup> we provided a one-time donation of candy, cakes and sweets for 1,000 people to Delano Parks and Recreation and Delano PD for their annual Trick or Trunk event.
- Also, on October 26<sup>th</sup> we provided candy and sweets to the Friendship House for their Fall Festival.
- On October 30<sup>th</sup>, we provided candy, cakes, pastries and water to the Shafter Youth Center for their annual Harvest Festival.
- October 31<sup>st</sup> CAPK Food Bank received a visit from the kids from Pete Parra to show their costumes and “Trick or Treat”.
- Our CSFP (senior distribution program) held 33 distributions during the month of October and distributed 30-pound boxes of healthy and non-perishable food to 3,616 seniors throughout Kern County.

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

| <b>Division/Director:</b> Community Development/Ralph Martinez                                                                                                                                                                                                                                              |                                  | <b>Month/Year:</b> October 2018                  |      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------|------|
| <b>Program/Work Unit:</b><br>Friendship House                                                                                                                                                                                                                                                               | <b>Total Program Staffing:</b> 5 | <b>Program Manager/Supervisor:</b> Lois Hannible |      |
| <b>Services:</b> 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  |
| <b>After-School Program</b><br>Tutoring, homework assistance, recreation.                                                                                                                                                                                                                                   |                                  | 4                                                | 98   |
| <b>Summer Program</b><br>Recreational activities, educational games, and activities.                                                                                                                                                                                                                        |                                  |                                                  | 93   |
| <b>Gang Prevention Program</b><br>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. |                                  | 23                                               | 137  |
| <b>STEM (Science, Technology, Engineering, Math) Program</b><br>Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.                                                                                                   |                                  |                                                  | 22   |
| <b>Mobile Mexican Consulate</b><br>Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.                                                                          |                                  |                                                  | 3716 |
| <b>PREP Works Program</b><br>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.        |                                  |                                                  | 104  |
| <b>Realignment for Success</b><br>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.                           |                                  |                                                  | 15   |

#### Other:

- October 12, attended the groundbreaking ceremony for the new Dr. Martin Luther King Jr. Elementary School that is being built in southeast Bakersfield, off of Cottonwood Rd.
- October 12, attended the Girl Scouts Women Inspiring Girls Luncheon, for which CAPK was a Take Action sponsor.
- October 16, Program Manager attended the California Landlord Summit on Homelessness. The event offered great breakout sessions on housing and supportive services, legal solutions for landlords, and a town hall on homelessness.
- October 18, Program Manager provided a presentation to the Kern Kiwanis on CAPK and Friendship House programs and activities. Following the presentation Kern Kiwanis provided a generous donation to the FHCC Mixer & More Fundraiser.
- October 25, Friendship House Advisory Board hosted the Mixer & More fundraising event at Metro Galleries. Thank you to everyone who attended, assisted and supported the event.
- The Carnival came to town on Friday, Oct. 26, and brought out the community for an evening of games and fun at the FHCC. The event was visited by 200+ carnival-goers who enjoyed games, a scary house, cake walk, and costume contest. A special thank you goes to the CAPK Food Bank for providing the treats, to Sheila Shegos for organizing the costume contest judges, and to CAPK Board member Yolanda Ochoa for facilitating a carnival booth. In addition to a scary good time, this annual event serves as an opportunity to welcome the community to the FHCC to learn about the program & services that are provided.

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

|                                                                                                                                                                                     |                                    |                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Division/Director: Raymond Quan</b>                                                                                                                                              |                                    | <b>Month/Year: October 2018</b>                                                            |
| <b>Program/Work Unit:</b><br>HR/Payroll/Staffing                                                                                                                                    | <b>Total Division Staffing:</b> 13 | <b>Program Manager/Supervisor:</b><br>Mike Lackman/Eric Kelley/Dawn Bledsoe/Laurie Sproule |
| <b>Services:</b> All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, human resources management, and Union Contract. |                                    |                                                                                            |

|                          |                                    | <b>Status</b>         |             |
|--------------------------|------------------------------------|-----------------------|-------------|
| <b>Activities</b>        | <b>Description</b>                 | <b>Month</b>          | <b>YTD</b>  |
| <b>Employee Count</b>    | Regular                            | 847                   |             |
|                          | Subs/Temps                         | 30                    |             |
|                          | <b>Total Staff</b>                 | <b>877</b>            |             |
| <b>New Hires</b>         | <b>All divisions and programs</b>  |                       |             |
|                          | Regular                            | 27                    | <b>107</b>  |
|                          | Subs/Temps                         | 2                     | <b>70</b>   |
|                          | <b>Total New Hires</b>             | <b>29</b>             | <b>177</b>  |
| <b>Leaves of Absence</b> | Intermittent Leave                 | 121                   |             |
|                          | Full-time Leave                    | 35                    |             |
|                          | <b>Total on Leave</b>              | <b>156</b>            |             |
| <b>Terminations</b>      | <b>All divisions and programs</b>  |                       |             |
|                          | Voluntary                          | 9                     | 94          |
|                          | Involuntary                        | 5                     | 29          |
|                          | <b>Total Terminations</b>          | <b>14</b>             | <b>123</b>  |
| <b>Staffing</b>          | <b>Vacancy</b>                     | 21                    | 215         |
|                          | <b>Total Applications Received</b> | <b>182</b>            | <b>1592</b> |
| <b>Payroll</b>           | <b>Total Hours Paid</b>            | 133,849               |             |
|                          | <b>Total Gross Payroll</b>         | <b>\$2,461,539.69</b> |             |

|                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Projects</b><br>HR/Payroll-Electronic Job Requisitioning<br>HR-Pension Plan Correction<br>HR-Recruitment Issues<br>HR-Licensing Issues<br>Online Recruitment | <b>Completed:</b><br><ol style="list-style-type: none"> <li>Efforts continued on the pension plan corrections</li> <li>Estimated completion of the payroll/pension work is December 2018 or January 2019</li> <li>Successfully closed FMLA complaint filed with the U.S. Department of Labor, Wage Hour Division</li> <li>Conducted arbitration with SEIU on 10-22-18</li> <li>Strategic Pay Resources (outside consultant) has completed a salary survey on Head Start positions for the DRS application</li> <li>Started using KDG as our legal Services provider</li> <li>USI and HR Staff completed review of benefits guidebook; USI printed/sent 1500 booklets</li> <li>Planned for open enrollment in November 2018, effective January 1, 2019;<br/>-Scheduled train-the-trainer on 11/05/2018 and employee meetings thereafter; deadline for open enrollment is November 19, 2018.</li> </ol> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               |                                                     |                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|--------------------|
| <b>Division/Director:</b> Health & Nutrition Services/Carmen Segovia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                               | <b>Month/Year:</b> October 2018*                    |                    |
| <b>Program/Work Unit:</b> Migrant Childcare AP Program (MCAP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Total Staffing:</b> 19,<br><i>Vacancies-4</i><br><i>1 Admin. Clerk,</i><br><i>2 FSS (Kings, Kern)</i><br><i>1 SRS Kern</i> | <b>Program Manager/Supervisor:</b><br>Susana Magana |                    |
| <b>Services:</b> 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, 2018, to June 30, 2019.<br><i>*This report is for the service months of September 2018, which were processed in the month of October 2018.</i> |                                                                                                                               |                                                     |                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               | <b>Status</b>                                       |                    |
| <b>Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Description</b>                                                                                                            | <b>Total</b>                                        | <b>% by County</b> |
| <b>Active Enrollments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Kern**                                                                                                                        | 343                                                 | 40%                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Madera                                                                                                                        | 95                                                  | 11%                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Merced                                                                                                                        | 7                                                   | 2%                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Tulare                                                                                                                        | 190                                                 | 22%                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Kings                                                                                                                         | 89                                                  | 10%                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Fresno                                                                                                                        | 129                                                 | 15%                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Total</b>                                                                                                                  | 853                                                 | <b>100%</b>        |

\*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:

Due to the increase of \$1.3 million received in September 2018, our new contract amount is \$8.4 million. MCAP management has updated the provider payment projections for the remainder of the year to ensure that enrollments are increasing to earn the entire contract.

Staff continues to actively recruit and is accepting applications in all entry counties for the program. We currently have no waiting list. All eligible families are authorized immediately. Staff is also processing the recertification in all entry counties to ensure that eligible families are authorized for another year of care before families start migrating to non-entry counties throughout California.

On October 17<sup>th</sup> -19<sup>th</sup> the program manager and 6 staff members traveled to Sacramento to attend the annual conference hosted by the California Alternative Payment Program Association and the Resource and Referral Network. Program manager presented as part of a panel at the Provider Payments session. The session was well attended and received very positive feedback.

On October 24<sup>th</sup> -26<sup>th</sup>, the program manager and the two program coordinators traveled to Sacramento to attend the California Child Development Administrators Association's Fall Technical Assistance conference.

We are currently recruiting for a Family Services Specialist for the Kings County office located in Hanford, CA. The caseload for this county is currently being handled out of the Kern office in Bakersfield. We are also recruiting for three additional staff (a family specialist, a reimbursement specialist and an admin. clerk) for the regional office in Kern County to meet the program's new contract needs.

#### Upcoming Activities:

On 11/5 the program manager and the 2 program coordinators will be attending the "Open Enrollment Train the Trainer" training hosted by the HR department at AARC technologies.

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

|                                                                                                                                                                                |                                       |                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------------------------------|
| <b>Division/Director:</b> Operations/Emilio Wagner                                                                                                                             |                                       | <b>Month/Year:</b> October 2018                                          |
| <b>Program/Work Unit:</b> Business Services/ Maintenance & Operations/Information Technology/Risk Management                                                                   | <b>Total Division Staffing:</b><br>19 | <b>Program Manager/Supervisor:</b> Dan Ripoli, Douglas Dill, Kerri Davis |
| <b>Services:</b> Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning. |                                       |                                                                          |

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>STATUS</b>                                                                                                                                                                 |                                                    |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <b>Activities</b>           | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Received</b>                                                                                                                                                               | <b>Completed<br/>March 1,<br/>2018 to<br/>Date</b> |
| <b>Business Services</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                               |                                                    |
| Purchase Orders Processed   |                                                                                                                                                                                                                                                                                                                                                                                                                                         | 160                                                                                                                                                                           | 1173                                               |
| Contracts/Leases Processed  |                                                                                                                                                                                                                                                                                                                                                                                                                                         | 22                                                                                                                                                                            | 112                                                |
| Request for Proposals (RFP) | <ul style="list-style-type: none"> <li>Insurance Broker Consulting</li> <li>Legal Services</li> <li>Energy - Subcontractor</li> <li>Energy -Materials</li> <li>Security</li> <li>Real Estate Brokers</li> </ul>                                                                                                                                                                                                                         | Contract in Review<br>Contract in Review<br>In Progress<br>In Progress<br>Completed<br>Completed                                                                              |                                                    |
| Leases                      | <ul style="list-style-type: none"> <li>Home Base/HR</li> <li>Omni Family Health -WIC</li> <li>Better Tomorrows -WIC Needles</li> <li>Bailey Ave. -WIC (Sublease) -Needles</li> <li>Crestline -WIC</li> <li>Sunrise Villa Partners -WIC</li> </ul>                                                                                                                                                                                       | Completed<br>Completed<br>Completed<br>Completed<br>Completed<br>Completed                                                                                                    |                                                    |
| Contracts                   | <ul style="list-style-type: none"> <li>Owens Valley -Friendship House</li> <li>Kern County Consortium -SELPA</li> <li>Klein DeNatale Goldner</li> <li>Hardcastle Specialties</li> <li>Strategic Pay Resources (Wage Survey)</li> <li>Michael Flooring</li> <li>Cushman Wakefield</li> <li>Hometown Plumbing</li> <li>ACI -WIC</li> <li>ACI -Head Start</li> <li>GameTime</li> <li>Three Way Chevrolet</li> <li>Computer Linx</li> </ul> | In Progress<br>In Progress<br>In Progress<br>Complete<br>Complete<br>Complete<br>Complete<br>Complete<br>Complete<br>Complete<br>Complete<br>Complete<br>Complete<br>Complete |                                                    |

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                          |                                  |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------|
|                                     | <ul style="list-style-type: none"> <li>• TransWest Security</li> <li>• CalKern Construction</li> <li>• Staples Energy Services</li> <li>• Play n' Learn – Mojave Unified School District</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Complete<br>Complete<br>Complete<br>Complete             |                                  |
| <b>Maintenance &amp; Operations</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Work in Progress</b>                                  | <b>03/01/2018 to Date Closed</b> |
| Facility Work Orders Processed      | Repair and maintenance of CAPK facilities and vehicles.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 110                                                      | 2044                             |
| Projects                            | <ul style="list-style-type: none"> <li>• The Led lighting company has completed installation at the Energy location at 300 19<sup>th</sup> Street.</li> <li>• The Delano Head Start facility is in the process of replacing the delimited plywood siding on all of the modulars with cement siding and trim. The center is also having pour and play padding installed on the two play yards to replace the current use of rubber nuggets. The center will also be painted gray and blue to match the previously renovated Oasis Head Start center.</li> <li>• 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.</li> </ul> | Complete<br><br>In Progress<br><br><br><br>In Process    |                                  |
| <b>Information Technology</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Received</b>                                          | <b>03/01/2018 to Date Closed</b> |
| Help Desk Work Orders Processed     | Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 416                                                      | 2,139                            |
| Projects                            | <ul style="list-style-type: none"> <li>• Cyber Security RFP</li> <li>• AT&amp;T Erate Installation</li> <li>• Training Room Remote Meeting Camera and audio</li> <li>• Central Kitchen Hard drive/OS upgrades</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | In Progress<br>In progress<br>In Progress<br>In Progress |                                  |
| <b>Risk Management</b>              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Reported</b>                                          | <b>01/01/2018 to Date</b>        |
| General Liability                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0                                                        | 0                                |
| Property Incidents                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2                                                        | 8                                |
| Vehicle Incidents                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1                                                        | 4                                |

Other:

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                                                                                                                                                                                        |                                       |                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------|
| <b>Division/Director:</b> Community Development/Ralph Martinez                                                                                                                                                                                                                                                                                         |                                       | <b>Month/Year:</b> October 2018                    |
| <b>Program/Work Unit:</b><br>Shafter Youth Center                                                                                                                                                                                                                                                                                                      | <b>Total Program Staffing:</b><br>3.5 | <b>Program Manager/Supervisor:</b> Angelica Nelson |
| <b>Services:</b> 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<br>Description                                                                                                                                                                                                                          | Participants            |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----|
|                                                                                                                                                                                                                                                    | Month                   | YTD |
| <b>After-School Program</b><br>Tutoring, homework assistance, recreation, health & nutrition education.                                                                                                                                            |                         | 89  |
| <b>Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2017)</b><br>Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections. |                         | 23  |
| <b>Evening Program –</b><br>Open Basketball, Zumba                                                                                                                                                                                                 | 20 – 45<br>per<br>night |     |
| <b>Summer Program</b><br>Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.                                                                                                                |                         | 104 |

### Other:

- Shafter Youth Center kids started out the month with a trip to watch the Bakersfield Condors play. Kids had a great time cheering and watching the on-ice entertainment watching themselves on the jumbo screen during the dance segments.
- SYC kids took to the blacktop at the Marketplace to participate in the Bakersfield Museum of Art's Via Arte. They set up their area and worked for 5 hours on creating a colorful sugar skull in honor of "Celebrating Traditions", the theme set by BMOA. SYC kids are one of the youngest groups of students, completing against High School Art Teams.
- Pumpkins were donated by Trader Joes and Walmart. Kids got to decorate their pumpkins using paint. Kids let their creativity flow as they traded ideas with one another.



**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

|                                                                                                                                                                                                        |                                                  |                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------|
| <b>Division/Director:</b> Community Development/Ralph Martinez                                                                                                                                         |                                                  | <b>Month/Year</b> OCTOBER 2018                  |
| <b>Program/Work Unit:</b> VITA                                                                                                                                                                         | <b>Total Program Staffing:</b> 5 full-time staff | <b>Program Manager/Supervisor:</b> Sandi Truman |
| <b>Services:</b> 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         |                    |
| <b>Tax Returns Completed</b>       | State & Federal            |          | <b>54</b> |             | <b>5249</b>        |
| <b>Refunds</b>                     | Federal                    | \$15,723 |           | \$7,622,197 |                    |
|                                    | Federal EITC               | \$3,083  | 8         | \$3,385,104 | 1709               |
|                                    | <b>Federal Total</b>       |          |           |             | <b>\$7,622,197</b> |
|                                    | State                      | \$3,345  |           | \$1,129,348 |                    |
|                                    | California EITC            | \$257    | 4         | \$302,479   | 1023               |
|                                    | <b>State Total</b>         |          |           |             | <b>\$1,129,348</b> |
| <b>Total Credits &amp; Refunds</b> | <b>State &amp; Federal</b> |          | <b>54</b> |             | <b>\$8,751,545</b> |

**We have completed our first training classes and starting our second training sessions.**

We have been awarded the CAL EITC grant from CSD, and will collaborate with Tulare CSET to promote the California Earned Income Credit. We hired two Outreach Specialists for this grant. They will be marketing the CA EITC information through door to door, group events, social media, and collateral messaging.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                                                                                                          |                                         |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------|
| <b>Division/Director:</b> Nutrition Services/Carmen Segovia                                                                                                                                                                                                              |                                         | <b>Month/Year:</b> October 2018       |
| <b>Program/Work Unit:</b> WIC                                                                                                                                                                                                                                            | <b>Total Program Staffing:</b> 80 staff | <b>Program Manager:</b> Kathlyn Lujan |
| <b>Services:</b> 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<br>10/1/17 – 9/30/18                                                                                                                                                                  |                     |            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------|
| Description                                                                                                                                                                  |                                                                                                                                                                                                              | Case Load    | Month                                                                                                                                                                                               | Central Valley Avg. | State Avg. |
| <b>Total</b>                                                                                                                                                                 | All services October 2018                                                                                                                                                                                    | <b>20370</b> |                                                                                                                                                                                                     |                     |            |
| 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<br>Bakersfield<br>044<br>E. California Avenue<br>Niles Street<br>Montclair<br>Friendship House<br>Panama<br>Boron<br>Buttonwillow<br>California City<br>Delano<br>Edwards Air Force Base<br>Lost Hills |              | Mojave<br>Oildale<br>Ridgecrest<br>Rosamond<br>Shafter<br>Tehachapi<br>Wasco<br><br><u>San Bernardino County</u><br>Adelanto<br>Big Bear<br>Crestline<br>Needles<br>Phelan<br><br><u>Mobile WIC</u> |                     |            |

### Projects

CAPK WIC continues to exceed the State average in participation.

**Nutrition Education and Staff Development: October** - Trained staff on new policies from State WIC. Emphasis is placed on Participant Centered Education and goal setting.

**Outreach:** CAPK WIC was represented at various community activities: Kern County Homeless Collaborative Youth Fall Mixer, East California Ave Head Start Center and Heritage Park Head Start. New tables and canopies were purchased to help sites represent throughout our service areas. We had 15 referrals from CAPK.org.

**Regional Breastfeeding Liaison:** Has created a power point presentation to be used for educating medical office staff. The RBL will also be adding information on WIC and its benefits.

All WIC offices are working to increase WIC participation: Recruitment, Retention and Reengagement are the three areas of focus.

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**PENDING - October**

| Date Approved | Date of App. Submission | Funding Source                                           | Program/Proposal                                                          | Amount Requested |
|---------------|-------------------------|----------------------------------------------------------|---------------------------------------------------------------------------|------------------|
| 11/29/2017    | 12/4/2017               | US Department of Agriculture                             | CAPK Food Bank Network Capacity Building & Emergency Preparedness Project | \$ 350,000       |
| 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          |
| 7/11/2018     | 6/29/2018               | US Department of Health and Human Services               | CAPK Teen Pregnancy Prevention Program (2 years of funding)               | \$560,970        |
| 8/31/2018     | 8/1/2018                | So Cal Gas Co                                            | Clean Energy Project                                                      | \$25,000         |
| 9/12/2018     | 8/17/2018               | InterConnection Foundation                               | 20 Refurbished Desk Top Computers w/monitors for VITA                     | N/A              |
| 9/12/2018     | 8/27/2018               | Wonderful Foundation                                     | CAPK Food Bank Free Farmers Markets-Delano                                | \$50,000         |
| 9/12/2018     | 8/28/2018               | Wonderful Foundation                                     | CAPK Food Bank Free Farmers Markets-Wasco 2nd Year                        | \$50,000         |
| 8/15/2018     | 9/13/2018               | HUD 2018 Continuum of Care Program Application           | 211 Kern Coordinated Entry                                                | \$236,838        |
| <b>TBD</b>    | <b>10/31/2018</b>       | <b>Bank of the West</b>                                  | <b>Small Business Initiative Outreach Supplement</b>                      | <b>\$3,500</b>   |

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**AWARDED - October**

| Date Approved   | Date of Notification | Funding Source                                                    | Program/Proposal                                           | Amount Requested    | Amount Awarded    | Funding Period       |
|-----------------|----------------------|-------------------------------------------------------------------|------------------------------------------------------------|---------------------|-------------------|----------------------|
| 3/21/2018 (PRE) | 4/18/2018            | Kern Family Health Care                                           | EKFRC 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,<br>East Kern Health Link | \$ 2,750            | \$ 2,750          | 6/1/2018-12/31/2018  |
| 5/30/2018 (BOD) | 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 (BOD) | 6/19/2018            | Starbucks Foundation                                              | PREP Works                                                 | \$50,000            | \$ 30,000         | 01/01/2019-6/30/2019 |
| N/A             | 8/22/2018            | Molina Foundation                                                 | 19,000 Children's books for CAPK/Community                 |                     |                   | N/A                  |
| 9/26/2018 (BOD) | 9/28/2018            | California Department of Community Services and Development (CSD) | Cal EITC Outreach & Education                              | \$175,000           | \$ 175,000        | 10/15/2018-5/30/2019 |
| 5/30/2018 (BOD) | 10/1/2018            | US Dept. Of Treasury, Internal Revenue Service                    | Kern VITA Partnership (2 years of Funding)                 | \$324,020           | \$ 94,012         | 8/01/2018-7/31/2020  |
| 9/18/18 (PRE)   | 10/19/2018           | C.A.R.E For Kids                                                  |                                                            | \$10,000            | \$ 10,000         | 1/1/2019-12/31/2019  |
|                 |                      |                                                                   |                                                            | <b>Total Awards</b> | <b>\$ 410,992</b> |                      |

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

| Date Approved      | Date of Notification | Funding Source                                                     | Program/Proposal                                                         | Amount Requested |
|--------------------|----------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------|------------------|
|                    | 1/31/2018            | Strategic Growth Council Transformative Climate Communities        | Kern County Disadvantage Communities Study                               | \$ 250,000       |
| 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       |
| 3/14/2018          | 8/31/2018            | US Department of Justice, Office of Violence Against Women         | The East Kern Partnership-3yrs                                           | \$ 500,000       |
| 6/27/2018          | 9/12/2018            | Blue Shield of California                                          | FHCC ART and Relationship Violence for Youth                             | \$ 250,000       |
| 7/31/2018          | 10/1/2018            | Kern County Behavioral Health                                      | Homeless Engagement and Linkage (HEAL) & Homeless Drop-in Center Project | \$1,484,774      |
| 7/31/2018          | 10/1/2018            | Kern County Community Corrections Partnership CCP                  | FHCC Realignment, Reapplication (3 years of funding)                     | \$362,305        |
| 10/17/2018         | 10/4/2018            | California Department of Community Services and Development (CSD)  | CAPK VITA                                                                | \$125,000        |

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                           |                          |                            |                                              |                                                                          |  |                   |               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------|----------------------------------------------|--------------------------------------------------------------------------|--|-------------------|---------------|
| <b>Division/Director:</b> Head Start/State Child Development/Yolanda Gonzales                                                                                                             |                          |                            |                                              | <b>Month/Year:</b> October 2018                                          |  |                   |               |
| <b>Program/Work Unit:</b> Head Start/Early Head Start                                                                                                                                     |                          |                            |                                              | <b>Program Manager/Supervisor:</b> Ginger Mendez / Emily Gonzalez Demont |  |                   |               |
| <b>Services:</b> 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. |                          |                            |                                              |                                                                          |  |                   |               |
| <b>Program</b>                                                                                                                                                                            |                          |                            | <b>Enrollment</b>                            |                                                                          |  | <b>Funded</b>     | <b>Actual</b> |
| Head Start Kern                                                                                                                                                                           |                          |                            | October 2018                                 |                                                                          |  | 2,041             | 100%          |
| Early Head Start Kern                                                                                                                                                                     |                          |                            | October 2018                                 |                                                                          |  | 328               | 100%          |
| Early Head Start Partnership                                                                                                                                                              |                          |                            | October 2018                                 |                                                                          |  | 56                | 100%          |
| Early Head Start San Joaquin                                                                                                                                                              |                          |                            | October 2018                                 |                                                                          |  | 313               | 100%          |
| <b>TOTAL Funded Enrollment</b>                                                                                                                                                            |                          |                            |                                              |                                                                          |  | <b>2,738</b>      |               |
| <b>Children with Disabilities</b>                                                                                                                                                         |                          |                            |                                              |                                                                          |  | <b>Goal</b>       | <b>Actual</b> |
| Head Start Kern                                                                                                                                                                           |                          |                            | Identified as having an IEP                  |                                                                          |  | 10%               | 7%            |
| Early Head Start Kern                                                                                                                                                                     |                          |                            | Identified as having an IFSP                 |                                                                          |  | 10%               | 15%           |
| Early Head Start Partnership                                                                                                                                                              |                          |                            | Identified as having an IFSP                 |                                                                          |  | 10%               | 10%           |
| Early Head Start San Joaquin                                                                                                                                                              |                          |                            | Identified as having an IFSP                 |                                                                          |  | 10%               | 19%           |
| <b>Over Income</b>                                                                                                                                                                        |                          |                            |                                              |                                                                          |  | <b>Goal</b>       | <b>Actual</b> |
| Head Start Kern                                                                                                                                                                           |                          |                            | Within 100% and 130% of Federal Poverty Rate |                                                                          |  | <10%              | 7%            |
| Early Head Start Kern                                                                                                                                                                     |                          |                            | Within 100% and 130% of Federal Poverty Rate |                                                                          |  | <10%              | 0%*           |
| Early Head Start Partnership                                                                                                                                                              |                          |                            | Within 100% and 130% of Federal Poverty Rate |                                                                          |  | <10%              | 9%            |
| Early Head Start San Joaquin                                                                                                                                                              |                          |                            | Within 100% and 130% of Federal Poverty Rate |                                                                          |  | <10%              | 6%            |
| <b>Average Daily Attendance<br/>(Program Wide &gt;85%)</b>                                                                                                                                |                          |                            |                                              |                                                                          |  | 98%               |               |
| <b>Meals Served for the month of September 2018</b>                                                                                                                                       |                          |                            |                                              |                                                                          |  |                   |               |
| Total Meals Requested                                                                                                                                                                     |                          |                            | Meals Allocated                              |                                                                          |  | % of Meals Served |               |
| by:<br>Central<br>Kitchen                                                                                                                                                                 | by:<br>Vendor<br>Kitchen | Total<br>Meals<br>Prepared | to:<br>CACFP/USDA                            | to:<br>HS/EHS                                                            |  | Sept. 2017        | Sept. 2018    |
| 84,513                                                                                                                                                                                    | 14,477                   | 98,990                     | 65,868                                       | 33,122                                                                   |  | 91%               | 83%           |

### Highlights:

- \*2 children are currently enrolled in EHS Kern that are Over Income (0.6%)
- 3 Centers had ADA of 100% (Fairview; Heritage; Primeros) Additionally, 14 centers were at 99% ADA
- Recruitment events: Harvest Festivals (4): Lamont, Taft, United Methodist and St. John Parish and Trunk or Treat Celebration-Delano
- Enrollment reports reviewed weekly with Area Managers

### Total Division Staffing:

- Currently employed in Head Start: 627
- Vacant Positions: 19
- Currently on Leave: 120
- Actively recruiting, interviewing and onboarding new staff

### Compliance:

During the month of October, a comprehensive review of over 100 children's files was conducted; evaluating for consistency and quality using our standardized monitoring process. This data will help management measure performance throughout the year and identify opportunities to improve.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Division/Director:</b> Community Development/Ralph Martinez                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Month/Year:</b> October 2018                                                    |
| <b>Program/Work Unit:</b><br>Outreach & Advocacy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Total Staffing:</b> 5                                                                                                                                                                                                                                                                                                                                                                                             | <b>Program Manager/Supervisor:</b><br>Sheila Shegos                                |
| <b>Services:</b> <i>Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                    |
| <b>October Outreach Team Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                    |
| <p>The Outreach and Advocacy Team was proud to support the Friendship House Advisory Board as they hosted its annual Mixer &amp; More event “An Evening in Hollywood” on Oct. 25. The event was well-attended. Guests were treated to comments from CAPK CEO Jeremy Tobias, Assemblyman Rudy Salas and Kern Community Foundation CEO Kristen Beall. Friendship House Community Center Advisory Board members and staff went all out to make it a great event.</p> <p>We also helped promote Weatherization Day on Oct. 30. The CAPK Energy Program hosted local media for a celebration of the national event recognizing the impact of Weatherization programs on low-income residents in need of utility assistance.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Agency/ Outreach</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"><li>• Veteran Stand Down event (Oct. 11).</li><li>• CAPK Weekly Reader.</li><li>• The CAPK Times October Newsletter.</li><li>• Agency/program website updates.</li><li>• Delivered Agency Mission, Vision and Strategic Plan posters.</li><li>• Began work on materials and schedules for Annual Humanitarian Awards Banquet.</li><li>• Landlord Summit on Homelessness.</li></ul> |                                                                                    |
| <b>Food Bank</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"><li>• Wrap up of Rabobank Food Drive.</li></ul>                                                                                                                                                                                                                                                                                                                                    |                                                                                    |
| <b>Friendship House</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"><li>• Mixer &amp; More event.</li><li>• Fall Festival</li><li>• Pumpkin donations from Walmart.</li></ul>                                                                                                                                                                                                                                                                          |                                                                                    |
| <b>Shafter Youth Center</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"><li>• Fall Festival (Oct. 26).</li><li>• Pumpkin donations from Trader Joe’s and Walmart.</li></ul>                                                                                                                                                                                                                                                                                |                                                                                    |
| <b>Energy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"><li>• Weatherization Month promotions including weekly social media posts, Weatherization Day event (Oct. 30) and preparation of Weatherization video.</li></ul>                                                                                                                                                                                                                   |                                                                                    |
| <b>Head Start</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"><li>• Crafting a Power Point for Head Start Orientation events.</li><li>• Developing story on Head Start grandmothers.</li><li>• Head Start Policy Council final meeting (Oct. 30).</li></ul>                                                                                                                                                                                      |                                                                                    |
| <b>WIC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"><li>• Completed comprehensive collection of marketing materials.</li></ul>                                                                                                                                                                                                                                                                                                         |                                                                                    |
| <b>VITA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"><li>• Kern VITA Partnership materials and promotion.</li><li>• Met with Tulare VITA to plan CA EITC grant.</li><li>• Spoke on Telemundo about VITA program with partner United Way.</li></ul>                                                                                                                                                                                      |                                                                                    |
| <b>Upcoming Events</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                    |
| <b>Nov. 7</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Kern Energy Summit                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                    |
| <b>Nov. 11</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Veteran’s Day!                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                    |
| <b>Nov. 14</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | KGET Food Drive                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                    |
| <b>Nov. 22</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Thanksgiving Day!                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                    |