

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
February 13, 2019
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

*Jose Gurrola
Nila Hogan*

*Jonathan Mullings
Yolanda Ochoa*

Marian Panos

3. **Approval of Agenda**

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

5. **Program Presentation:**

- a. 211 Kern – Esperanza Contreras, Program Manager

6. **New Business**

- a. January 2019 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. 17-22)***
- Union Bank for Friendship House Community Center and Shafter Youth Center
 - Kern County Department of Human Services for Friendship House Community Center, and Shafter Youth Center
 - California Coastal Conservancy for Friendship House Community Center and Shafter Youth Center

- c. January 2019 Head Start / State Child Development Enrollment Update and Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – **Action Item (p. 23-24)**
- d. Summary of Changes to the 2019-2020 Recruitment and Selection Plan – Ginger Mendez, HS State Enrollment / Attendance Manager – **Action Item (p. 25-27)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, March 13, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 12:00 pm on February 8, 2019. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram		Month/Year: Jan 2019
Program/Work Unit: 2-1-1 Kern County	Staffing: 16 (4 vacancies)	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides applications. 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	3,932	3,414	514 (13%)	7,155
Kings County	173	163	10 (6%)	*
Tulare County	905	837	68(8%)	*
Mountain Valley (Mariposa and Merced Counties)	122	97	25(20%)	*
Stanislaus County	981	878	103(10%)	*
Total	6,113	5,389	724 (12%)	

*2-1-1 Kern does not have access to the iCarol database for these counties. Per the agreements, 2-1-1 Kern provides referrals but does not track them. The information goes directly to the iCarol databases for the individual counties.

Most Requested Services	Food Pantries	Utility Assistance	CalFresh/SNAP
Top 3 Unmet Needs	Food/ Meals	Developmental Screenings	Shelter

Other Services		Month	YTD
LIHEAP	Calls Answered	3,083	3,083
Weatherization	Calls Routed through 2-1-1	419	419
Mental Health	Calls Answered	121	121
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	4,092	4,092
VITA	Calls Routed through 2-1-1	1,474	1,474

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		9	4	5

Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	Homeless Calls	QRT Submitted	Assessments Completed
		42	139	N/A

Outreach Activities	Outcomes
- Friendship House food distribution	211 Kern informational cards: 200

Highlights:

- Division Director and CES staff participated in the 2019 Kern County Point-In-Time Count.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January 2019
Program/Work Unit: Central Kitchen	Staffing: 22 Staff Members	Program Manager: Lorenzo Maldonado
Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. • Total meals prepared are supported by the daily meal production sheets and food transport sheets. • Home base meal totals are supported by meal request forms submitted by center and Home Base staff.		

Activities	Status			
	Total # Prepared	Breakfast	Lunch	Snack
Meals & Snacks				
Central Kitchen prepared for the HS/EHS centers	82,807	27,788	28,646	26,373
Home Base Meals	235	111	36	88
Total	83,042	27,899	28,682	26,461

Other:

1. All part year staff reported for duty on January 7, 2019, after a two week break for the holidays. The Central Kitchen staff returned with all new energy and ready to work. The Central Kitchen does have its challenges when part year staff are on their off time, however CAPK has a great team that comes together in times of need. On January 4th and 7th the Central Kitchen received the assistance of center staff and Program Managers, in delivering milk to the outlying Head Start Centers.
2. As per Emily Gonzales Demont and the Head Start program the Central Kitchen has been approved to purchase polo shirts for the Central Kitchen staff. The order will be placed at the beginning of our fiscal year and all production staff will wear them during their shift.
3. The Central Kitchen has an open-door policy for visiting team members from another department. Agency staff are more than welcome to visit the Central Kitchen to see what our staff do to provide food service to all 43 centers in our agency. This month we had to tours of home base and center staff as well as one Program Manager.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: January 2019
Program/Work Unit: Outreach & Advocacy	Total Staffing: 8	Program Manager/Supervisor: Sheila Shegos
Services: Grant research on funding resources and opportunities, proposal preparation, and special projects. Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.		
January Community Development Team Activities		
In January Community Development was proud to pull together a host of volunteers and community partners to box and distribute 19,333 books donated to CAPK by the Molina Foundation. The distribution got coverage from three major television networks here in Bakersfield.		
We also shared CAPK's commitment to supporting families struggling with food insecurity due to the U.S. Government shutdown. And we hosted the EITC Awareness Day event on Jan. 25 which was attended by United Way, Self-Help Federal Credit Union, City Councilman Andrae Gonzales and representatives of local, state and federal elected officials.		
		
Staff attended the Wonderful Grantees Kick-off meeting for the Food Bank Free Farmers Markets in Wasco and Delano on January 17. Grants team members had the opportunity to interact with other Wonderful recipients and build partnerships to better serve struggling families in these two communities.		
Advocacy	• Responded to multiple media calls regarding the U.S. Government shutdown. • Attended introductory meeting with staff from State Senator Melissa Hurtado's office. • Completed CAPK Annual Report.	
Outreach	• Promoted downtown Bakersfield food distribution in partnership with GET Bus. • Attended Martin Luther King, Jr. resource fair at Friendship House Community Center.	
Special Events	• Coordinated Molina Foundation book distribution event. • Hosted EITC Awareness Day on Jan. 25. • Advanced planning for the Annual Humanitarian Awards Banquet.	
Grants	• Union Bank—PREP Works & STEM • Wells Fargo—VITA • Kern County Department of Human Services—Kinship	
Research	• Capacity and program funding for youth centers. • Affordable home ownership for low-to-moderate income. • Funding for Food Bank Expansion Project.	
Projects	• 2018 CSBG Annual Reporting-due March 2019. • 2019 Community Needs Survey and CAP Report – due June 2019. • Small Business Initiative-Preparing workshops – First workshop on February 21. • 2019 Your Money Your Goals Cohort. • Creating processes and procedures (grant review, profiles, awards, implementation). • Met with CD programs for review and ongoing monitoring of CD program budgets. • Participating in Roma Implementers final phase training modules. • Attended partnership meetings for 2020 Census effort.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January, 2019
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 5	Program Manager/Supervisor: Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response	18	18
Case Managed Families	F5K School Readiness	1	1
Children enrolled in center-base program		0	0
Adults in Court Mandated Parenting Classes		N/A	N/A
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	61	61
Emergency Supplies Closet and Other Services	Food (individuals)	15	15
	Clothing (individuals)	24	24
	Photocopies (individuals)	830	830
	HEAP Application Supporting Docs	85	85

Other: The EKFRD Differential Response Case Manager is out on baby bonding time.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: January 2019
Program/Work Unit: Energy	Total Program Staffing: 39	Program Manager/Supervisor: Margaret Palmer
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also, installation of interim water tanks for low-income households affected by the drought.		

Activities	Description	Status	
		Households Served	
		Month	YTD
1A. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2019) <i>*Program year started Oct 2018</i>	Assistance with utility bill payments	548	*688
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)	- Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) - Energy-efficient appliance installation	17	17
		12	12
3. Low-Income Weatherization Program (LIWP Phase 2). Program from 10/1/17 - 9/30/18	Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	-0-	76
5. Total Value of Services (utility payments only)		\$320,188	\$401,948
		Results	
6. Energy calls received (from 2-1-1)		3,502	
		HEAP	Wx
7. Number of LIHEAP applications Received		858	69
8. Number of LIHEAP applications Completed		548	53
9. Number of LIHEAP applications in Progress		310	5
10. Outreach Events attended	1/17 – East Calif Headstart Home Base Center 1/23 – Friendship House Resource Fair 1/24 – Shafter Youth Center Food Distribution 1/28 – Casa Hernandez In-Service Meeting	Give presentations, distribute brochures, applications, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January 2019
Program/Work Unit: Food Bank	Total Staffing: 17	Program Manager: Jaime Orona
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.		

		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (January)	39,515	39,515
	Poundage Received all Programs	1,641,396	1,641,396
	TOTAL POUNDAGE DIST. ALL SITES	1,479,616	1,479,616
Food Sourcing	Produce Received: 160,000 pounds of produce (donated or purchased) & 7 different produce items: • Grimmway: Carrots • Tasteful Selections: Potatoes • Target: Mixed produce • Walmart: Mixed produce • Wonderful Co: Citrus		
Food Drives:	Farmers Markets: N/A		

Other:

- We continued to donate 65 bags to Buttonwillow and 84 bags to Greenfield schools every two weeks for the Back-Pack Buddies program.
- On January 22nd we had a group of 9 individuals from the company Knighted Ventures come by and volunteer their time; they helped us by bagging up boxes of fresh potatoes.
- On January 22nd we presented to the CAPK Policy council in addition to handing out emergency bags and bread.
- On January 23rd we participated in the Friendship House's MLK Day Resource Fair, providing information as well as handing out bags of mixed dry goods.
- Our CSFP (Senior Distribution Program) held 32 distributions during the month of December and distributed 30-pound boxes of healthy and non-perishable food to 3,751 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: January 2019	
Program/Work Unit: Friendship House	Total Program Staffing: 5	Program Manager/Supervisor: Lois Hannible	
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.			
Activities		Participants	
Description		Month	YTD
After-School Program: Tutoring, homework assistance, recreation.		6	6
Summer Program: Recreational activities, educational games, and activities.			
Gang Prevention Program: Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.		22	22
STEM (Science, Technology, Engineering, Math) Program: Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.			
Mobile Mexican Consulate: Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.		438	438
PREP Works Program: Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.		102	102

Other:

- On January 23rd CAPK Friendship House our partner Starbucks, hosted the 'In Remembrance of MLK Resource Fair', at the FHCC. The event received media coverage, was attended by close to 500 people, and included free haircuts, giveaways, and information on community services. Some vendors included vendors: Clinica Sierra Vista; Planned Parenthood; CAPK WIC; Bakersfield Pregnancy Center; CAPK Energy; EPIC Employment Opportunity Program; Kern Health Systems; Barber College; Catholic Charities; SYC I&E; Veterans Affairs; 2-1-1; CAPK Food Bank; Kern County Child Support Services; Legal Shield; United Farm Workers Foundation; United Farm Workers Union; CAPK MCAP; Kern Regional Center; Kern Behavioral Health; and Bakersfield Police Department.
- At the request of Starbucks, the Friendship House identified six seniors in the community that were in need of light yard work or light house cleaning. The Starbucks team visited the homes on Saturday, January 26, 2019 and completed all the promised work. A message was received from the seniors stating that, "everyone was very pleased with the outcome and that they were very appreciative."
- The PREP Works orientation held on Jan. 24th was a huge success. The event received media coverage and was attended by over 100 people, 85 of which were interested students. Almost all of the area high schools and continuation high schools were represented at the orientation. The PREP Works orientation at the Shafter Youth Center on Jan. 25th was also a success, with 51 interested students in attendance.
- UC Cooperative Extension's 4-H program is hosting a 4-day cooking/cooking science class at the FHCC for program youth. During the program the youth receive hands-on learning of how to prepare quick healthy meals and are provided with information on the science of cooking.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Raymond Quan		Month/Year: January 2019
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 12	Program Manager/Supervisor: Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits (including the pension plan) administration, labor law compliance, human resources management, and SEIU Contract.		

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	861	
	Subs/Temps	28	
	Total Staff	889	
New Hires	All divisions and programs		
	Regular	14	0
	Subs/Temps	6	0
	Total New Hires	20	0
Leaves of Absence	Full-time Leave	33	
Terminations	All divisions and programs		
	Voluntary	14	0
	Involuntary	2	0
	Total Terminations	16	0
Staffing	Vacancy	25	0
	Total Applications Received	221	0
Payroll	Total Hours Paid	136,092	
	Total Gross Payroll	\$2,507,251	

Projects HR/Payroll-Electronic Job Requisitioning HR-Pension Plan Correction HR-Recruitment Issues HR-Licensing Issues Online Recruitment	Completed: 1. Efforts continued on the pension plan corrections 2. Estimated completion of the payroll/pension committee/review in February 2019 3. Meeting 01/02/19 Economic Census Report 4. Health Equity Questionnaire Meeting 01/07/2019 5. Suspension Appeals Meeting 01/10/2019 6. PRE-Committee 01/12/2019 7. Audit & Pension Committee 01/17/2019 8. Budget/Finance Committee 01/23/2019 9. HR Legal/Security Meeting 01/29/2019; Phone conference w/attorney 01/30/2019 10. Workers Comp Claims Review Meeting with Berkshire & USI 01/29/2019 11. Banquet Sponsorship Meeting 01/31/2019 12. LiveScan Machine-Purchase Order was sent to Company for processing.
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COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: January 2019*	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 19, <i>Vacancies-0</i>	Program Manager/Supervisor: Susana Magana	
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program’s current Fiscal Year is July 1, 2018, to June 30, 2019. <i>*This report is for the service months of December 2018, which were processed in the month of January 2019.</i>			
		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	386	44%
	Madera	98	11%
	Merced	8	1%
	Tulare	193	22%
	Kings	67	8%
	Fresno	125	14%
	Total	877	100%

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

Other:

Current Activities:

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 recertifications 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.

Staff is visiting fields, packing facilities, laundromats, markets, etc. posting recruitment flyers to inform the community of the service that program provide. The program manager is meeting with different community agencies to promote and educate them about the program.

On 1/14 our new Kings county Family Services Specialist Alfonso Morales and our new Kern county Admin Clerk Rita Fregoso attended orientation. We are fully staff with no vacancies currently being recruited.

On 1/23 program staff participated in the Friendship House resource fair.

On 1/24 the program manager attended the Molin Foundation Book distribution at the CAPK warehouse. MCAP was the recipient of 1000 books. We already started distributing the books to our participating families. The families have been very grateful for the books.

On 1/29 the family services coordinator presented program information to interested parents in the Shafter area. The meeting was at 5:30pm at the CAPK Shafter child development center located 459 E Euclid Ave.

Upcoming Activities:

On 2/15 the family services coordinator will be presenting program information to interested parents at the CAPK Sterling Child Development Center.

On 3/13 Migrant Childcare AP program will be presenting at the PRE-committee meeting.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: January 2019
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 19	Program Manager/Supervisor: Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

		STATUS	
Activities	Description	Received	Completed March 1, 2018 to Date
Business Services			
Purchase Orders Processed		135	1684
Contracts/Leases Processed		9	151
Request for Proposals (RFP)	EHS -Food Services	Completed	
Leases	MCAP -5351 Olive Drive WIC – Addendum to Lease agreement -Omni Health HS - Panama Buena Vista	In Progress In Progress In Progress	
Contracts	- Rountip Baccam - H.E.A.R.T.S Connection (MOU) - Cathy Cole ECE Consultant - Abate Construction Services (ACI) - CCU Demolition, Inc. Amendment - Pyramid Model Consortium - ACI Change Order No. 1 - ACI -Amendment - GameTime	Completed Completed Completed Completed Completed Completed Completed Completed Completed	
Maintenance & Operations		Work in Progress	03/01/2018 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	129	3079
Projects	The Delano Head Start facility is in the process of replacing the delimited plywood siding on all of the modular's 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	In Progress	

	painted gray and blue to match the previously renovated Oasis Head Start center. - The Harvey L Hall Center has started major renovation by moving classrooms and enlarging the parking lot to be paved on 2/8/2019, removed the center building at 305 Stine Rd. Securing all facilities behind fencing and directing all children through the office to the classrooms. Installing electric gates to staff parking. Install new play yard for EHS to include a new shade structure, pour down play surface and new sod. - At Sterling EHS we are installing 1 new shade structure and 4 pour down play surfaces and some new sod in the existing play yards.	In Progress	In Progress
Information Technology		Received	03/01/2018 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	218	3315
Projects	- AT&T Erate Installation - E-Rate Category 1 and 2 FY 2019 470 - E-Rate Category 1 and 2 FY 2019 471 - IT Policies - Shafter Youth Center Computer Purchases - MCAP Computer Lease - EHS Wifi installation	In Progress Completed In Progress Completed In Progress In Progress In Progress	
Risk Management		Reported	01/01/2019 to Date
Workers Compensation Incidents	- For Report Only - First Aid - Medical Treatment - Modified Duty - Lost Time - Non-Industrial (not work related) - Under Investigation	9 3 0 1 0 0 0	9 3 0 1 0 0 0
General Liability		0	0
Property Incidents		1	1
Vehicle Incidents		0	0
Projects	Liability insurance renewal W/C Claims Review Webinar - OSHA's 2018 In Review and 2019 Forecast Parent meeting - Sunrise Villa, Taft, HB Wesley Risk Assessments for Disaster Preparedness Head Start Ctrs Safety Meetings Monthly Maintenance & Energy	In Progress Completed Completed Completed In progress Ongoing	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: January 2019
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3.5	Program Manager/Supervisor: Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities Description	Participants	
	Month	YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.	3	3
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2017) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.	25	25
Evening Program – Open Basketball, Zumba	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		

Other:

- Villagers Inc. does it again! SYC kids and families were in for a treat as Villagers Inc. provided a family fun event for everyone. Families were invited to Rollerama West on January 26th, for a skating party. Villagers Inc. says that they plan to hold a family event every month or so.
- Shafter Woman's Club held their January meeting at SYC. The Club used the venue to judge art show entries that were submitted by SYC kids. The first-place winners by category will go on to compete in the San Joaquin District competition in April. Shafter winners will be awarded gift cards for treats at local restaurants.
- Shafter Colors Festival will be held Feb 21 through Feb 24th. Many activities are planned for the entire community. New this year, Shafter Youth Center has been selected as a site to host the Children's Art Workshop and the Children's Art Gallery. The SYC will be open on Saturday, Feb 23rd from 10:30 – 5:00 pm for the two events.
- Shafter Youth Center held orientation night for the Pre Employment Resource Program sponsored through Starbucks. 52 students registered at the orientation. Students came from Shafter, Wasco and a few from Bakersfield.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year JANUARY 2019
Program/Work Unit: VITA	Total Program Staffing: 9	Program Manager/Supervisor: Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results			
Activities	Description	Month		YTD	
Tax Returns Completed	State & Federal				
Refunds	Federal				
	Federal EITC				
	Federal Total				
	State				
	California EITC				
	State Total				
Total Credits & Refunds	State & Federal				

** We do not have the number of returns for January as the IRS did not open until January 29th and no returns could be sent until then. Because of this, the returns could not be verified and entered into our access program. Numbers will be combined in February for both January and February.*

We opened on January 24th for the new season with 70 volunteers.

We had our EITC Awareness Day event and press conference on January 25th.

Our call center opened on January 8th and in January they took over 1400 calls to schedule appointments.

Since opening, we have averaged 89 returns per day, which is about 15 more returns per day than last year at this time. The “no show” rate is less than what it was last year.

The CalEITC outreach staff continue to canvass neighborhoods and be present at the Valley Plaza 1 day per week. They have also attended the swap meet on Saturdays to distribute CalEITC brochures and flyers. We attended the monthly meeting in Sacramento.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January 2019
Program/Work Unit: WIC	Total Program Staffing: 67staff/5 vacancies	Program Manager: Kathlyn Lujan
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County.		

			Participation 10/1/17 – 9/30/18			
Description			Case Load	Month	Central Valley Avg.	State Avg.
Total	All services	January 2019	20,370	15,263 – 74.96%	Not avail	Not avail
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	46	Mojave		91	
	Bakersfield		Oildale		423	
			Ridgecrest		620	
	E. California	1036	Rosamond		780	
	Niles Street	2492	Shafter			1323
	Montclair	414	Tehachapi			419
	Friendship House	111	Wasco			1777
	Panama	1394				
	Boron	*	<u>San Bernardino County</u>			
	Buttonwillow	56	Adelanto		1823	
	California City	687	Big Bear		297	
	Delano	966	Crestline			244
	Edwards Air Force	*	Needles			155
	Lost Hills	73	Phelan			*
			<u>Mobile WIC</u>			
					41	

Projects

CAPK WIC continues to exceed the State average in participation.

Nutrition Education and Staff Development: January Hub meetings concentrated on refresher training on the Nutrition Questionnaire and completing a nutritional assessment before education begins. Staff members practiced asking questions to determine educational topics for their participants.

The RBL attended the California Breastfeeding Summit in Anaheim from 1/29/19 – 1/31/19. The theme was “Think Global, Act Local”. Emphasis was on how to serve the minority population better. The summit is a catalyst for change to remove barriers and increase breastfeeding rates among all populations in California.

The WIC Main Office was closed during parts of December and January due to water damage. The damage has been repaired and the Main Office is now open. Participants were redirected to the Niles WIC office and the Montclair WIC office.

CAPK WIC was represented at the Community Resource Fair on 1/23/19. Outreach also contributed to a parent meeting at Martha Morgan and gave WIC information at Casa Loma.

CAPK WIC had 52 requests for information off the CAPK.org website. Of these 19 families were enrolled and 31 participants served.

CAPK WIC is very grateful to have received 9,000 books for the Molina Foundation. The books will be distributed to our WIC families.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - January 2019

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
8/15/2018	9/13/2018	HUD 2018 Continuum of Care Program Application	211 Kern Coordinated Entry	\$ 236,838
10/31/2018	11/2/2018	City of Bakersfield-CDBG	Food Bank Expansion Project	\$ 458,293
10/31/2018	11/30/2018	Kern County CDBG	Food Bank Expansion Project	\$ 458,293
1/23/2019	12/28/2018	California Office Child Abuse Prevention	3 Yr Funding for EKFRCC, SYC, FHCC to provide case management for pregnant/mothers with Substance Abuse History	\$ 1,800,000
1/23/2019	12/28/2018	Bank of the Sierra	STEM FHCC and SYC	\$ 5,000
1/23/2019	1/11/2019	California Department of Public Health	SYC I&E Program (2 years)	\$ 249,420
1/23/2019	1/25/2019	Womens and Girls Fund	FHCC PREP Works for Girls	\$ 25,000

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - January 2019

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/15/2019	1/1/2019	Bank of the West		\$25,000	\$ 25,000	1/1/2019-12/31/2019
1/30/2019	1/7/2019	InterConnection	10 computers with monitors for VITA	N/A	N/A	One time shipment
11/28/2018	1/29/2019	California Department of Social Services	Food Bank Capacity Building	\$110,000	\$ 101,490	1/1/2019-9/30/2020
				Total Awards	\$ 126,490	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED -January 2019

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
10/31/2018	1/29/2019	California Coastal Commission - Whale Tail Grants Program	SYC and FHCC EcoColumns curriculum/aquarium trip	\$15,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Project Name: CAPK STEM Program

Funder Name: Union Bank

Grant Program Name: Science, Technology,
Engineering and Math (STEM)

Funding Period: April 1, 2019 – March 30,
2020

CFDA: N/A

Division Director: Ralph Martinez

Program Manager: Lois Hannible, Angelica
Nelson

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying to Union Bank's Youth Development Initiative for up to \$25,000 to provide Science, Technology, Engineering and Math (STEM) for youth ages 16-18 living in economically disadvantaged areas of Kern County that successfully complete the Pre-Employment Preparation (PREP) Works program at Shafter Youth Center and Friendship House.

CAPK will work with a cross-system collaborative of partners such as Kern Economic Development Corporation and AERA Energy to provide STEM Mentorship, STEM guest speakers, STEM kits and visits to area businesses that use STEM skilled workers. Additionally, selected youths may have the opportunity to intern in a STEM related job, upon successful completion of the PREP Works program.

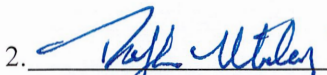
B. Use of Funds:

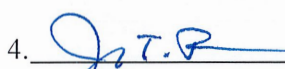
The requested funds in the amount of \$25,000 will be used to cover personnel and operational expenses of the STEM Program for SYC and FHCC.

C. Approvals:

1. _____
Division Director Date

3.  2/6/19
Chief Financial Officer Date

2.  2-5-19
Director of Community Development Date

4.  2/6/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public (County)

Project Name: CAPK Kinship Services Support Program

Funder Name: Kern County Department of Human Services (KCDHS)

Grant Program Name: Friendship House Community Center, Shafter Youth Center

Funding Period: 7/1/2019-6/30/2020

CFDA # 93.605 (Passthrough)

Division Director: Ralph Martinez

Program Manager: Lois Hannible, Angelica Nelson

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK's Friendship House Community Center (FHCC) and Shafter Youth Center (SYC) are requesting \$158,400 from the KCDHS to provide the CAPK Kinship Services Support Program (KSSP) to families with children who are being cared for by their grandparents or other caregivers, when parents are incarcerated, in the military or are absent for other reasons (kinship families), throughout Kern County.

The FHCC and SYC KSSP will provide family strengthening services to at least 100 kinship families that include support groups, case management, financial assistance and other social services. The program will also offer resources for respite and individual support, as well as educational and workshop opportunities for grandparents or other family members who are raising a relative's child.

B. Use of Funds:

The requested funding of \$158,400 will be used to hire one full-time staff member (Kinship Navigator) and one part-time staff member (Kinship Activity Specialist); conduct outreach and special events in rural areas; staff mileage; and general office and program supplies.

C. Approvals:

1. _____
Division Director Date

2. Ralph Martinez 2-5-19
Director of Community Development Date

3. [Signature] 2/6/19
Chief Financial Officer Date

4. [Signature] 2/6/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

Date: _____

☐ PRE Presentation

Date: _____

☐ B&F Approval

Date: _____

☐ Board Approval

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private
Project Name: Ocean STEM
Funder Name: California Coastal Conservancy
Grant Program Name: FHCC & SYC
Funding Period: 7/1/2019-6/30/2020
CFDA # N/A

Division Director: Ralph Martinez
Program Manager: Lois Hannible and
Angelica Nelson

☒ **New Funding**
☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying to the California Coastal Conservancy for up to \$50,000 to provide low-income youths at FHCC and SYC with the opportunity to learn how STEM education can help conserve California's coast.

The program will provide STEM education and skills to help students develop and complete projects that can help conserve California's beaches; education on the effects of global warming and rising sea levels; and beach field trips.

B. Use of Funds:

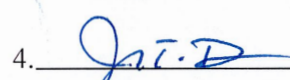
The funds of up to \$50,000 will be used for staffing, STEM class supplies, and each field trips, and general program supplies.

C. Approvals:

1. _____
Division Director Date

2.  2-5-19
Director of Community Development Date

3.  2/6/19
Chief Financial Officer Date

4.  2/6/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

Date: _____

☐ PRE Presentation

Date: _____

☐ B&F Approval

Date: _____

☐ Board Approval

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales		Month/Year: January 2019			
Program/Work Unit: Head Start/Early Head Start		Program Manager: Ginger Mendez Supervisor: Emily Gonzalez Demont			
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.					
PROGRAM	ENROLLMENT		FUNDED	ENROLLED	
Head Start Kern	January 2019		2,041	100%	
Early Head Start Kern	January 2019		328	100%	
Early Head Start Partnership	January 2019		56	100%	
Early Head Start San Joaquin	January 2019		313	100%	
TOTAL Funded Enrollment			2,738		
CHILDREN WITH DISABILITIES			CONCERNS	GOAL	ACTUAL
Head Start Kern	Identified as having an IEP		49—2%	10%	7.6%
Early Head Start Kern	Identified as having an IFSP		3—1%	10%	16.7%
Early Head Start Partnership	Identified as having an IFSP		1—2%	10%	10.7%
Early Head Start San Joaquin	Identified as having an IFSP		6—2%	10%	21%
OVER INCOME				GOAL	ACTUAL
Head Start Kern	Within 100% and 130% of Federal Poverty Rate		<10%	8%	
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%	7%	
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate		<10%	6%	
AVERAGE DAILY ATTENDANCE (Program Wide Goal > 85%)				98%	

HIGHLIGHTS:

Enrollment: *EHS Kern has 3 children that are OI—less than 1%
Attendance: All grants meet and exceed the 85% threshold

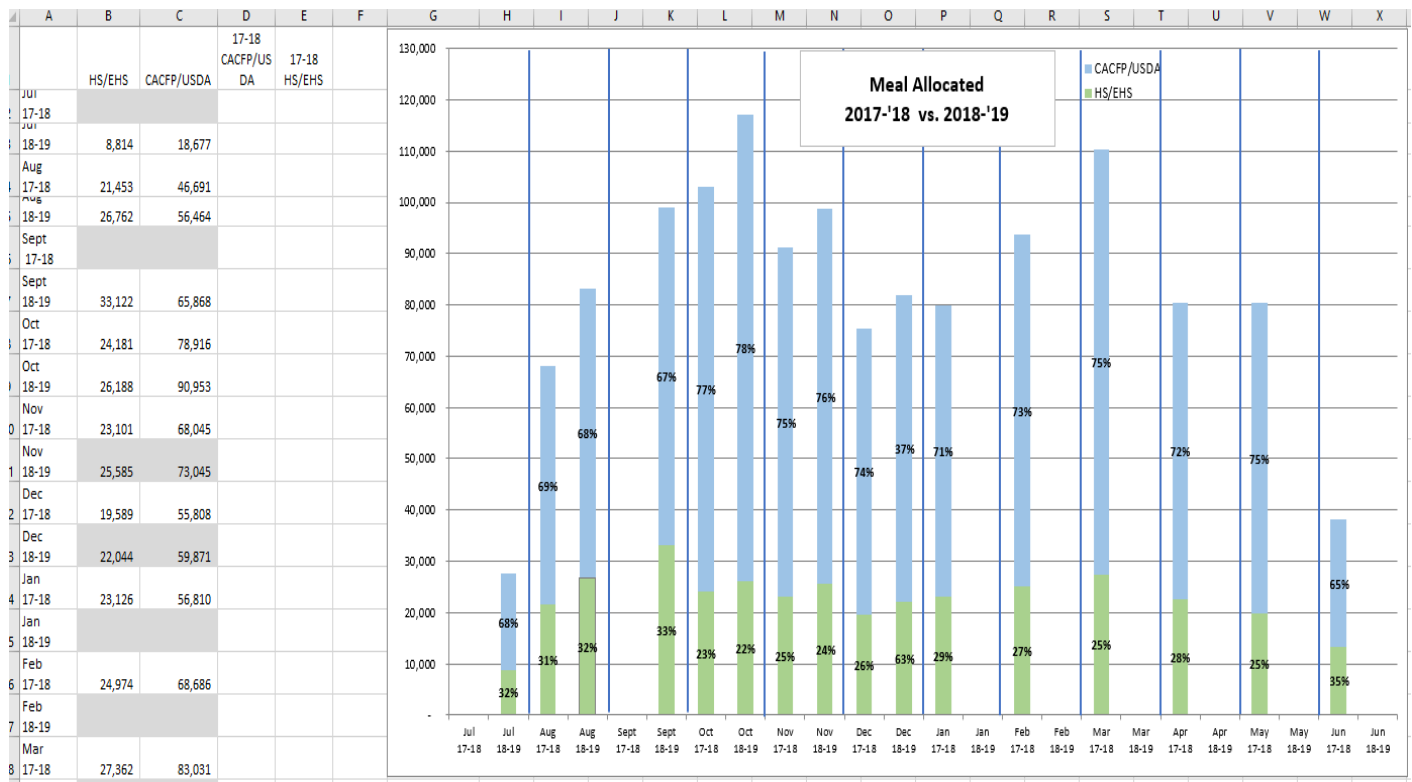
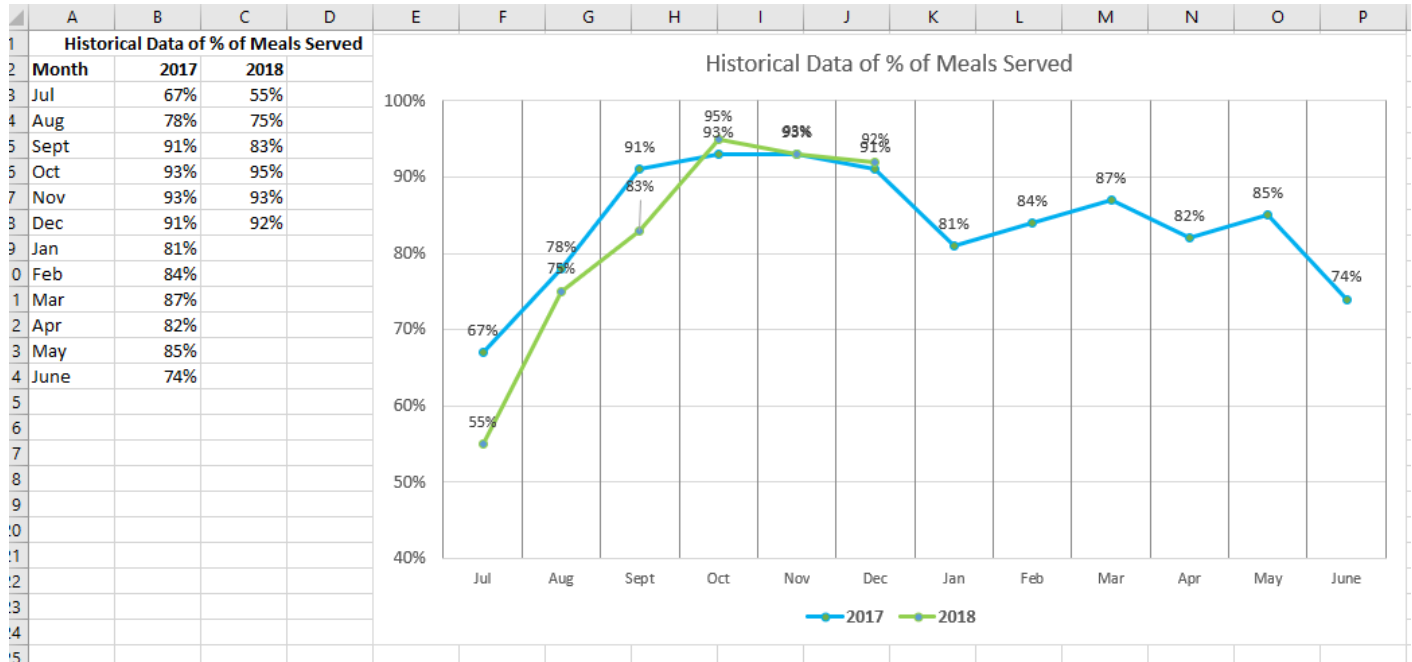
TOTAL DIVISION STAFFING:

Currently Employed	Vacant Positions	On Family/Medical Leave	
		Continuous	Intermittent
615	23		

COMPLIANCE:

During the month of January, we were planning and preparing for the annual self-assessment for all programs.
--

Meals Served -- December 2018 (*one month behind)						
Total Meals Requested			Meals Allocated		% of Meals Served	
Central Kitchen	Vendor Kitchen	Total Meals	CACFP/USDA	HS/EHS	December 2017	December 2018
70,314	11,557	81,871	59,827	22,044	92%	91%



COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Program Review & Evaluation Committee

From: Ginger Mendez, Enrollment and Attendance Manager

Date: February 13, 2019

Subject: *Agenda Item 6d:* Summary of Changes to the 2019-2020 Recruitment and Selection Plan – **Action Item**

Head Start Performance Standards require that each program revise the Recruitment and Selection Plan annually. This process requires a committee of staff, parents, and community partners, when possible, to come together to review our current plan, make recommendations, and vote on proposed implementations and provide feedback on the revisions once discussed.

The 2019-2020 Recruitment and Selection Plan was revised in January 2019. The committee met and made the following revisions:

- Increased points for both Homeless and Foster children to point sheet
- Added additional points for families with court ordered family maintenance
- Added additional points for children who have a home language other than English
- Revised definition of Teen Parent

The process for selection remains unchanged. The point system which the agency has identified as an effective process that ensures Head Start meets the needs of the neediest families in our community remains intact.

The Selection Criteria Verification Form, known as the “point sheet” which is used to place the applicant child on the waitlist to be selected in accordance with priority points was updated to support the above-mentioned changes (See Attached).

Recommendation:

Staff recommends the PRE Committee approve the 2019-2020 Recruitment and Selection Plan with the adjustments to the Selection Criteria Verification Form.

Attachments:

2019-2020 Selection Criteria Verification Form
2019-2020 Selection Criteria Verification Guide



Applicant Name _____ DOB: _____ Family Size: _____

Program: ☐ HS ☐ EHS ☐ EHS-SJ ☐ EHS Partnership

Option: ☐ HB ☐ PD ☐ FD/PY ☐ FD/FY Center/HB Visitor _____

Eligibility Type: (select only one)	Documentation	Examined
☐ Homeless*	☐ Foster Care Agreement	☐ Pay Stub/W2
☐ Foster		
☐ Income Eligible	☐ Public Assistance (TANF)	☐ 2018 Taxes-Form 1040
☐ Public Assistance	☐ SSI	☐ Employer Statement
☐ Over Income	☐ EDD-Unemployment	☐ Other:

CRITERIA**		POINTS	CRITERIA**	POINTS
Homeless	Foster	500	Disability (IFSP/IEP)	100
75—100% Below Poverty		155	Transitioning to EHS/HS/3 rd yr enrollee	75
50—74% Below Poverty		150	Child on HS/EHS waitlist prior yr--not enrolled	50
25--49% Below Poverty		145	Parent(s)work FT/Attends school FT or CalWorks	50
0—24% Below Poverty		140	Court Ordered Family Maintenance	50
Public Assistance (TANF—SSI)		50		
			In Absence of Childcare (would be eligible for Public Asst.)	40
HS: 4 yr old (on Sept. 1)		60	Medical/Social Service Referral	20
EHS: Pregnant Woman		25	Sibling enrolled EHS or HS	15
First time pregnancy		30	Home Language other than English	10
High Risk Pregnancy		50		
Infant		25	Guardian (other than Foster)	20
Toddler		20	Other Caregiver Type—in Process	15
			Teen Parent (18 yrs or under at time of application)	30
			One Parent	20
*Homeless according to McKinney-Vento Act Definition				
**Refer to descriptors on backside for clarification				

Residential Verification: ☐ Dept Human Services ☐ Utility Bill ☐ Other: _____

Staff Verifying Eligibility--Printed

Signature

Date



Guidance for Completing the Selection Criteria Verification Form

Participant Name and DOB: The name and date of Birth (DOB) that is on the child's birth certificate or other document used to verify legal name and age.

Family Size: The number of people in the family that are being counted to verify income eligibility.

Program: The program which the family is applying for: HS, EHS Kern, EHS SJC, EHS Partnership or HV Partnership

Center/Educator Name: Name of Center or Home Based educator for which they are applying.

Eligibility Type: Only one type of eligibility may be selected. Choose the most applicable, based on highest need

Documentation Examined: To determine eligibility, select all that apply. For documentation not listed, check "Other" and list the documentation. Copies of all documents used to verify eligibility must be attached to app.

Income: Income points are determined by the Federal Poverty Guideline and family size. Income is also determined for Homeless families.

Age: 4-year-old: Child turns 4 years old prior to September 2. If they turn 4 between 9/2 and 12/31, child is 3.

Disability: Points are awarded only if current Individualized Education Plan (IEP) or Individualized Family Plan (IFSP) is provided.

Transitioning (EHS to HS or 3rd yr enrollee): Award only if a currently enrolled EHS participant or 3rd yr HS applicant.

Child on waitlist prior program year: The applicant was on the EHS or HS waitlist the previous program year and not enrolled.

Parent Works/Attends School/CalWorks: Parent(s)/Guardian(s) in F/T employment (25 hrs. p/wk, F/T school (7 units p/semester/quarter) or F/T job-vocational training (25 hrs. /week).

Court Ordered Family Maintenance: Family is under current court ordered classes.

In Absence of Childcare: Case notes document parent states is at risk of losing job without childcare and would be potentially eligible for public assistance, including TANF.

Medical/Social Referral: A medical/social service referral from physician/agency must be provided.

Sibling enrolled: Applicant must have sibling currently enrolled in EHS or HS.

Home Language other than English: Family states primary language spoken in home is other than English.

Parental Status: Only one option may be selected.

Residential Verification: Proof of residency must be provided. (Kern County or San Joaquin)

Signature: Staff member who verifies eligibility must print and sign their name. Signature must include date.