

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
May 15, 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. Youth Centers Presentation – Friendship House Community Center by Lois Hannible, Program Manager & Shafter Youth Center by Angie Nelson, Program Manager

6. **New Business**

- a. April 2019 Program and Division Reports – Kathline Moessner, Senior Community Development Specialist – ***Action Item (p. 3-17)***
- 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 – Kathline Moessner, Senior Community Development Specialist – ***Action Item (p. 18-23)***
- US Bank for Community Development & Small Business Initiative
 - US Department of Health & Human Services, Administration for Children & Families for East Kern Family Resource Center
 - Wells Fargo Bank for Community Development & Small Business Initiative

- c. Organizational Standards Update – No Report
- d. April 2019 Head Start / State Child Development Enrollment Update and Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – **Action Item (p. 24-25)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, June 12, 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 May 10, 2019. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram		Month/Year: April 2019
Program/Work Unit: 2-1-1 Kern County	Staffing: 18 (2 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	4,657	4,004	653 (14%)	8,517
Kings County	197	181	16 (8%)	*
Tulare County	776	696	80 (10%)	*
Mountain Valley (Mariposa and Merced Counties)	122	107	15 (12%)	*
Stanislaus County	1,040	910	130(13%)	*
Total	6,792	5,898	894 (13%)	

*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	VITA	Utility Assistance
Top 3 Unmet Needs	Homeless Shelter	Food/Meals	Developmental Screenings

Other Services		Month	YTD
LIHEAP	Calls Answered	2,702	11,558
Weatherization	Calls Routed through 2-1-1	448	1,973
Mental Health	Calls Answered	153	754
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	3,882	11,838
VITA	Calls Routed through 2-1-1	533	6,944

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		6	2	4

Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	211 Homeless Calls	QRT Submitted	Assessments Completed
		237	247	122

Outreach Activities	Outcomes
- Bakersfield College Health and Human Service Hackathon	211 Kern informational cards: 50
- Grimmway Employee Resource Fair	211 Kern informational cards: 200
- DHS Safe Family Resource Fair	211 Kern informational cards: 200
- CAPK Head Start Disability Advisory Meeting	211 Kern informational cards: 50

Highlights: Program Manager and Supervisor attended the Building Resilience Through Understanding Substance Abuse and Addiction Conference.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: April 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	76,877	25,861	26,347	24,669
Home Base Meals	266	39	199	28
Total	77,143	25,900	26,546	24,697

Other:

1. The Central Kitchen received polo shirts with the agency logo. All kitchen staff will start using uniformed polo shirts during their shift. The Central Kitchen will start wearing a navy-blue polo with the CAPK logo with the Central Kitchen in white letters. We are doing this so that staff can be recognized at the centers and when the Food Production Drivers make deliveries. This should make the Central Kitchen staff easily identifiable by center staff, vendors and parents.
2. The Central Kitchen has set up dates to have new equipment installed. We have the new dishwasher set up to be installed on May 31, 2019. HOBART will be the vendor that will be coming in to install the dishwasher. Madden Commercial will also do the install on the new steam kettle at the beginning of May. This will get the Central Kitchen back to better operations, currently the cooking staff have been making due with roasting pans and the tilt skillet. Staff have pulled together since we had the breakdown of some the cooking equipment.
3. In the month of April, Food Service Manager Lorenzo Maldonado attended the CACFP conference in Chicago. It was an informative conference he received new information and updates on CACFP processes. The conference assists the Food Service Manager to meet the yearly training requirements for CACFP, also by attending the conference it allows for staff at the Central Kitchen to receive up to date training.
4. In April part year staff took their Spring Break vacation. The Central Kitchen staff was down to the full year staff of 11. The break and closings of the Head Start centers allowed for things to slow down at the Central Kitchen. This opened the opportunity for the management staff to work on future projects and those that have been pending. The part year staff returned from the week off with new energy and ready to get back to work.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: April 2019
Program/Work Unit: Community Development Division	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.		
Community Development Team Activities		
 The <u>Outreach Team</u> had a busy April preparing for the CAPK Annual Humanitarian Awards Banquet. Outreach teams also participated in the 2020 Census kickoff event on April 1st at the Beale Library. Encouraging participation in the Census is critical to ensure that all Kern residents are counted! The <u>Grants Team</u> has been preparing the Community Action Report to submit to the State in June, including the 2019 Community Needs Survey. Grant Management Software, Grant HUB, is in the process of migration. The new software will streamline tracking, preparing, and reporting function's for more efficient grants management.		
Advocacy	• Providing outreach and support—including a video and social media promoting Census participation—as members of Kern County Communication Committee and also members of the Census Steering Committee.	
Outreach	• Promoted the first month of Food Bank Farmers Markets in Delano and Wasco. • Ran advertising to support the Earned Income Tax Credit program throughout the first half of April prior to Tax Day.	
Special Events	• Hosted an IgniteBiz Small Business Workshop at Friendship House Community Center on April 11. • Promotions, sponsors, and vendors for the Humanitarian Awards Banquet.	
Grants	• US Bank and Wells Fargo: Small Business Initiative. • Dollar General: Literacy program for the Youth Centers. • US DHHS-ACF, Strengthening Families, East Kern Family Resource Center. • California Coastal Commission, Beach Trip and Clean-up for Youth Centers.	
Research	• Capacity and program funding for East Kern Family Resource Center, VITA and youth centers. • Affordable housing for low-to-moderate income. • Funding for the Food Bank Expansion Project.	
Projects	• 2020-2021 CAP Report Public Hearing held April 24, 2019 – Report due June 2019. • 2020-2021 CAP Report sent out to Board of Directors for review/comments, due back to CD 5/17/19. • Enhancing and developing new processes and procedures for increased efficiencies (grant review, profiles, awards, implementation).	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: April, 2019	
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 6	Program Manager/Supervisor: Whitney Hughes	
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.			
Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response	42	107
	F5K School Readiness	1	6
	Economic Empowerment	4	33
Children enrolled in center-base program		0	0
Adults in Court Mandated Parenting Classes		8	11
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	66	251
Emergency Supplies Closet and Other Services	Food (individuals)	13	67
	Clothing (individuals)	21	89
	Photocopies (individuals)	384	2224
	HEAP Application Supporting Docs	76	212

Other:

Staffing: We are now fully staffed 😊

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: April 2019
Program/Work Unit: Energy	Total Program Staffing: 41	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
1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2019)	Assistance with utility bill payments	521	2,406
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.)	23	90
	• Energy-efficient appliance installation	28	123
3. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	2	15
	• Energy-efficient appliance installation	-0-	-0-
5. Total Value of Services (utility payments only)		\$324,524	\$1,445,542
		Results	
6. Energy calls received (from 2-1-1)		3,150	
		HEAP	Wx
7. Number of LIHEAP applications Received		703	108
8. Number of LIHEAP applications Completed		521	48
9. Number of LIHEAP applications in Progress		182	51
10. Outreach Events attended	3/15 – Foster Grandparent In-Service @ KRC 3/15 – Home Base Parent Meeting on Oswell 3/20 – Frazier Park FRC Staff Meeting 3/28 – Shafter Youth Center Food distribution	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: April 2019	
Program/Work Unit: Food Bank	Total Staffing: 18	Program Manager: Jaime Orona	
Services: Partners with 147 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 (March)	38,624	118,724
	Poundage Received all Programs	1,785,571	6,277,262
	Total Poundage Distributed, All Sites	1,799,664	5,798,687
Food Sourcing	Produce Received: 74,000 pounds of produce (donated or purchased) & 13 different produce items: • Cal-Organics: leafy greens, cauliflower, broccoli & potatoes • Country Sweet: sweet potatoes • Target: mixed produce • Walmart: mixed produce • CAFB: cucumbers & leafy greens • Wonderful: citrus • TD Produce: potatoes • Grimmway: carrots • Kirshenman: potatoes • Polo Produce: mixed produce		
Food Drives/Outreach: April 2 nd Kern County Homeless Collaborative Event April 4 th Shafter Community Resource Fair April 12 th GET Bus Food Distribution/Resource Fair	Farmers Markets: Arvin: Distributed 8,500 lbs. of produce, serving 600 individuals. Wasco: Distributed 21,500 lbs. of produce, serving 1200 individuals. Delano: Distributed 22,575 lbs. of produce, serving 1,555 individuals. CSFP: Rasmussen Center: Distributed 1,675 lbs. of produce to 280 seniors. New Life Center: Distributed 1,825 lbs. of produce to 343 seniors.		

Other:

- Back Pack Buddies Program: distributed 65 bags to Buttonwillow and 85 bags to Greenfield schools every two weeks for the Back-Pack Buddies program.
- On April 2nd we had a volunteer group from CIG come in to help sort cans and dry goods received from the Stuff the Bus event.
- Month of April Outreach team opened 4 new commodity sites (Anchor of Hope – East Bakersfield, Dream Center – Central Bakersfield, Family Life Center – McFarland & Self Help Center – Lamont)
- On April 14th we had our first Wasco Farmers Market of the year; providing: English cucumbers, yams, carrots, oranges, mixed greens, cauliflower and bread, for a total of 21,344 lbs.
- On April 15th we had a volunteer group from the company Knighted Ventures come in to help us continue to sort through our misc. cans and dry goods received from the Stuff the Bus event.
- On April 18th we had our first Delano Regional Medical Center Farmers Market of the year: providing: oranges, spinach, cauliflower, carrots, broccolini, broccoli, cucumbers, lettuce, carrots, potatoes and bread for a total of 22,562 lbs.

- On April 20th we attended the Vegan Farmer's Market where we handed out fliers to individuals to raise awareness of all that the Food Bank has to offer.
- On April 23rd, Sammy Hagar presented CAPK Food Bank with a \$2,500 check.
- On April 26th we attended Pauly Elementary's Health and Wellness fair; we gave out 693 pounds of Misc. dry and canned goods as well as provided information on the Food Bank.
- On April 29th we attended the Delano Police Departments Neighborhood Block event; we gave out 672 pounds of Misc. and dry goods as well as provided information on the Food Bank.
- Our CSFP (Senior Distribution Program) held 34 distributions during the month of April and distributed 30-pound boxes of healthy and non-perishable food to 4,005 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: April 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.		3	19
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.			26
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.		508	1791
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.			109

Other:

- The FHCC is accepting registration for the free Summer Program, which will be provided from June 3rd-August 2nd. Full day and part-day sessions are available. The summer program will offer recreational activities, arts & crafts, academic enrichment, and community gardening activities.
- KCSOS will be providing free breakfast and lunch at the FHCC from June 3rd to August 2nd, for youth ages 18 and younger. Youth do not have to be registered for the FHCC Summer Program to receive a free meal.
- The CAPK VITA program will be hosting its' Volunteer Appreciation event at the Friendship House on May 7th.
- KCSOS will be hosting a Girl's Conference at the Friendship House on May 11th.
- Owens Valley Career Development Center will be hosting their Spring Gathering at the FHCC on May 19th.
- The United Farm Workers Foundation will be hosting a citizenship workshop at the FHCC on June 1st from 9am-5pm.
- The Mexican Consulate will be providing Consulate services at the Friendship House from May 20th- May 23rd. Those interested should call (877)639-4835 for an appointment.
- The Bakersfield Police are accepting registration for the Junior Police Academy, which will be hosted at the Friendship House, for youth ages 11-13. The four-week program will start June 13th and will be held at the center on Wednesdays and Fridays from 7:45am-12:00pm. For more information and/or to register, contact BPAL at (661) 283-8800 or visit their website at bakersfieldpal.org.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Raymond Quan		Month/Year: April 2019
Program/Work Unit: HR/Staffing	Total Division Staffing: 8	Program Manager/Supervisor: Mike Lackman/Dawn Bledsoe
Services: All functions and activities related to 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	892	
	Subs/Temps	49	
	Total Staff	941	
New Hires	All divisions and programs		
	Regular	10	62
	Subs/Temps	30	38
	Total New Hires	40	100
Leaves of Absence	Full-time Leave	30	
Terminations	All divisions and programs		
	Voluntary	6	45
	Involuntary	3	11
	Total Terminations	9	56
Staffing	Vacancy	19	82
	Total Applications Received	117	544
Payroll	Total Hours Paid	113,919	
	Total Gross Payroll	\$2,545,201	

Projects HR/Payroll-Electronic Job Requisitioning HR-Pension Plan Correction HR-Recruitment Issues HR-Licensing Issues Online Recruitment	Completed: - Efforts continued on the pension plan corrections - Estimated completion of the payroll/pension committee/review May 2019 - SEIU Arbitration 04/3-4/2019 - Central Kitchen Dress Code-SEIU meeting 04/09/2019 - Meeting with DCCI; Dental Provider 04/11/2019 - PRE-Committee 04/10/2019 - HR Presentation on Developing and Implementing Plan of Action to correct employee job performance at companywide management meeting 04/17/19 - Budget/Finance Committee Meeting 04/17/2019 - Head Start Staff Development Day 04/22/2019 - Board of Directors Meeting 04/24/2019 - Labor-Management Committee Meeting 04/25/2019 - Dignity Health and Lynn Company Self-Funded Benefits 04/29/19
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COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: April 2019	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 19, <i>Vacancies-1</i> <i>SRS Specialist</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 month of March 2019, which was processed in the month of April 2019.</i>			
Activities	County	Total	% by County
Active Enrollments	Kern*	345	41%
	Madera	84	10%
	Merced	0	0
	Tulare	198	24%
	Kings	68	8%
	Fresno	147	17%
	Total	842	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 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 4/3 manager attended the CAPPA/CDE training in Pomona CA. The training was very informative because it provided clarification on the implementation of 12-month eligibility and a preview of the new auditing tool.

On 4/2-4/3 program staff participated at the Fresno County Parlier Migrant Camp opening resource fair. Staff was able to fill out applications for childcare services onsite and collected service information of other programs/agencies participating to have for future referrals.

On 4/4 staff attended the Shafter Resource Fair. Staff passed out flyers and filled out applications onsite.

Staff started to conduct our annual evening Parent and Provider meetings in the entry counties the week of 4/29. The south Kern County meeting was held at the Friendship House on 4/29, Tulare County on 4/30 at the Tulare Office of Education, Madera County on 5/1 at the Madera First 5 office and north Kern on 5/3 at the Delano Civic Center. The meeting consisted of information on current participation requirements and clarifications on the 12-month regulation change.

Upcoming Activities

5/7 Kings County annual Parent and Provider meeting in Avenal, CA.

5/8 Fresno County annual Parent and Provider meeting at the Proteus office.

Staff will be attending camp openings through out Kern and Merced: Kern-Wasco Migrant Camp 5/13, Merced -El Centro Migrant Camp on 5/20, Planada Migrant Camp on 5/28

5/21 program manager will attend a training on Advance Eligibility and Need management in LA hosted by Every Child California.

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

	Percival Locksmith San Joaquin Interiors Lakeshore -Head Start Turk's Kern Copy United Way Sub recipient agreement ACI Amendment -Stine Highway Glass Valbridge Property Advisors	In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress	
Maintenance & Operations		Work in Progress	03/01/2019 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	74	826
Projects	- Gearing up for the demolition of the Oildale Modular. - Gearing up for the removal of contents of 8 Head Start sites that will be closing this year. - Preparing for expending Head Start funding that must be expended by June 2019	In Progress In Progress In Progress	
Information Technology		Received	03/01/2019 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	601	575
Projects	- AT&T E-rate Installation - EHS Wi-Fi installation - Food Bank Software Evaluation - MCAP Computer Lease - Shafter Youth Center Computer Installation - Intercom upgrades	In Progress Completed In Progress In Progress In Progress In Progress	
Risk Management		Reported	03/01/2019 to Date
Workers Compensation Incidents	- For Report Only - First Aid - Medical Treatment - Modified Duty - Lost Time - Non-Industrial (not work related) - Under Investigation	8 2 0 0 0 1 0	32 11 2 4 1 3 0
General Liability		0	0
Property Incidents		1	7
Vehicle Incidents		1	6
Projects	Safety & Security Policies for Front Desk Workplace Violence Prevention Program Safety Meetings Monthly Maintenance & Energy	In progress In progress Ongoing	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: April 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.	5	23
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.	5	53
Evening Program – Open Basketball, Zumba	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		

Other:

- PREP Program Participants conducted their Community Service Project feeding the homeless at Canyon Hills Wasco Church, by feeding the homeless. Participants helped set-up, cook, handing out clothing, serving food, to 100 homeless people.
- Nature's Niños Camping Trip at Wind Wolves Preserve took place on April 17-18. Kids had STEM lessons, hikes, conservation projects, and plenty of fun. Kids from last year got to see the progress of the plants planted last year.
- Staff attended the Community Career and Resource Fair at Wasco High School. Many parents were interested in the SYC Summer Program.
- SYC kids participated in the Shafter Community Clean Up Day. They were among over 90 volunteers that came out to make a difference in our city!



COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year APRIL 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		968		4759
Refunds	Federal	755,521			
	Federal EITC	265,532	211	\$3,018,698	1493
	Federal Total				7,549,522
	State	135,367			
	California EITC	37,228	215	\$298,818	1255
	State Total				985,034
Total Credits & Refunds	State & Federal	890,888			8,834,556

The call center closed on April 6th. The last week of the regular tax season we went to straight walk in's. during this last week we had 697 people walk in and completed 488 returns.

April 15th was our largest day in history. 207 people signed in and we completed 141 returns in 7 hours.

We have reached 93% of our goal for the IRS grant.

The CA EITC outreach staff continues to canvass and continue to be present at the Valley Plaza 1 day per week. They have also been present at the swap meet on Saturdays to distribute CA EITC brochures and flyers.

CA EITC returns are up by 262 returns from this time last year. The value for CA EITC is up by \$3,116 from this time last year.

COMMUNITY ACTION PARTNERSHIP OF KERN DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia			Month/Year: April 2019			
Program/Work Unit: WIC		Total Program Staffing: 73 staff		Program Manager: Kathlyn Lujan		
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County.						
			Participation 10/1/17 – 9/30/18			
Description			Case Load	Month	Central Valley Avg.	State Avg.
Total	All services April 2019		20,370	15,028 73.8%	77.2%	65.5%
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. <						

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

Approved Date	Submission Date	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
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	Case management for pregnant/mothers with Substance Abuse History-3 Yr. Funding for EKFERC, SYC, FHCC	\$ 1,800,000
1/23/2019	12/28/2018	Bank of the Sierra	STEM FHCC and SYC	\$ 5,000
2/27/2019	2/14/2019	California Complete Count Census 2020 Office	Census Outreach	\$ 657,770
TBD	2/22/2019	Bank of America	Food Bank Expansion Project	\$ 50,000
2/27/2019	2/27/2019	Union Bank	FHCC/SYC STEM	\$ 25,000
3/27/2019	3/15/2019	Kern Family Health Care	EKFERC Emergency Closeout	\$ 2,000
3/27/2019	3/16/2019	Kern Family Health Care	SYC Museum on the Move	\$ 2,000
3/27/2019	3/17/2019	Kern Family Health Care	FHCC Museum on the Move	\$ 2,000
	3/29/2019	CA Board of State Community Corrections	SYV/FHCC/211 Youth Reinvestment Project (3 Years)	\$ 225,000
3/27/2019	3/29/2019	Borax Visitors Center Foundation	EKFERC Health Link	\$ 3,000
4/24/2019	4/2/2019	Kern County Dept. of Human Services	FHCC/SYC Youth Mentoring	\$ 75,000
2/27/2019	4/8/2019	California Coastal Conservancy	FHCC/SYC Explore the Coast	\$ 13,558
4/24/2019	4/15/2019	Virginia and Alfred Harrel Foundation	Food Bank Truck	\$ 30,000

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

Approved Date	Notification Date	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/15/2019	1/1/2019	Bank of the West	Small Business Initiative - 2nd Year Funding	\$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
8/15/2018	2/6/2019	HUD 2018 Continuum of Care Program Application	211 Kern Coordinated Entry	\$268,371	\$ 236,838	7/1/2019-6/31/2020
Total Awards				\$	363,328	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - April 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
1/23/2019	2/15/2019	Womens and Girls Fund	FHCC PREP Works for Girls	\$25,000
10/31/2018	3/8/2019	City of Bakersfield-CDBG	Food Bank Expansion Project	\$458,293
2/27/2019	3/15/2019	Kern County Dept. of Human Services	Kinship-EKFRFC, FHCC, &SYC	\$158,400
1/23/2019	4/4/2019	CA Department of Public Health	SYC I&E Program (Reapplication 2Yrs)	\$249,420

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public

Project Name: Community Collaborations to Strengthen and Preserve Families

Funder Name: U.S. Administration for Children and Families

Grant Program Name: East Kern Family Resource Center

Funding Period: 9/1/2019 – 8/31/2020

CFDA # 93.670

Division Director: Carmen Segovia

Program Manager: Whitney Hughes

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of the funding request, including goals:

Through an initial grant of \$500,000, CAPK will work with U.S. Administration for Children and Families to build a community collaboration that offers direct family strengthening services and referrals to CAPK and other resources such as case management, financial empowerment, child care, and emergency food and utility assistance. This project would work closely with the U.S. Department of Health and Human Services and be part of a rigorous national evaluative study.

B. Use of Funds:

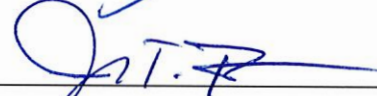
The requested funds, up to \$2,500,000 over five years, would support community partnerships, to be identified, and offer co-located services at an expanded facility.

C. Approvals:

1. _____
Division Director Date

2.  5-7-19
Director of Community Development Date

3.  5/8/19
Chief Financial Officer Date

4.  5/8/19
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

CFDA: N/A

Project Name: CAPK Small Business Initiative

Division Director: Ralph Martinez

Funder Name: US Bank

Program Manager: James Burger

Grant Program Name: Community Development

☒ **New Funding**

☐ **Re-Application**

Funding Period: 7/1/2019- 6/31/2020

A. Narrative description of funding request, including goals:

CAPK is requesting up to \$20,000 from US Bank to build capacity and expand services of CAPK's Small Business Initiative to assist low-to-moderate income people, and business owners start, strengthen, and grow small businesses in Kern County.

The program is in the second of three years of start-up funding from Bank of the West. Expansion of services will include hiring a part-time Small Business Associate to conduct one-on-one coaching sessions, assisting participants with writing business plans and setting/reaching their small business goals. Workshops will expand to new locations such as Arvin, Lamont, and Wasco and additional outreach will take place to promote coaching and new workshop locations.

B. Use of Funds:

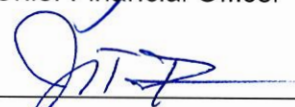
The requested funds will be used for a part-time Small Business Associate, workshop supplies, and outreach.

C. Approvals:

1. _____
Division Director Date

2.  5-7-19
Director of Community Development Date

3.  5/8/19
Chief Financial Officer Date

4.  5/8/19
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: Private
Project Name: Small Business Initiative
Funder Name: Wells Fargo
Grant Program Name: Community Development
Funding Period: 7/1/2019-6/30/2020

CFDA: N/A
Division Director: Ralph Martinez
Program Manager: James Burger
☒ **New Funding** (Received Wells Fargo Funding in the past, but not for this program)
☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying for up to \$50,000 from Wells Fargo to provide additional support and build capacity for the CAPK Small Business Initiative (SBI).

CAPK's SBI is in the second of three years of Bank of the West start-up funding. CAPK is seeking Wells Fargo support to build on the success and momentum of the program by **increasing community outreach** through CAPK's 10 service programs, widespread social media messaging, and leveraging local media; **one-on-one coaching sessions** with contracted professionals to assist participants in completing business and savings plans to reach their small business goals; and the opportunity for a \$1 to \$1 **new savings account match** of up to \$1,000, to assist in covering business start-up and expansion expenses such as business licenses, space leases, and equipment.

B. Use of Funds:

The requested funds will be used to expand outreach, acquire professional services to provide one-on-one small business coaching, workshop supplies, and provide a \$1 for \$1 savings match to coaching participants.

C. Approvals:

1. _____
Division Director Date

2. Ralph Martinez 5-7-19
Director of Community Development Date

3. [Signature] 5/8/19
Chief Financial Officer Date

4. [Signature] 5/8/19
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: April 2019			
Program/Work Unit: Head Start/Early Head Start		Program Manager: Ginger Mendez Supervisor: Yolanda Gonzales			
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	April 2019		2,041	100%	
Early Head Start Kern	April 2019		328	100%	
Early Head Start Partnership	April 2019		56	100%	
Early Head Start San Joaquin	April 2019		313	100%	
TOTAL Funded Enrollment			2,738		
CHILDREN WITH DISABILITIES			CONCERNS	GOAL	ACTUAL
Head Start Kern	Identified as having an IEP		7	10%	7.7%
Early Head Start Kern	Identified as having an IFSP		23	10%	19.5%
Early Head Start Partnership	Identified as having an IFSP		2	10%	12.5%
Early Head Start San Joaquin	Identified as having an IFSP		2	10%	27.1%
OVER INCOME				GOAL	ACTUAL
Head Start Kern			<10%	8%	
Early Head Start Kern			<10%	3%	
Early Head Start Partnership			<10%	9%	
Early Head Start San Joaquin			<10%	9%	
AVERAGE DAILY ATTENDANCE (Program Wide Goal > 85%)				98.17%	

HIGHLIGHTS:

Enrollment: A total of 9 recruitment event across the county were manned by staff and all reported good attendance.

Attendance: 14 centers had 99% or above ADA.

TOTAL DIVISION STAFFING:

Currently Employed	Vacant Positions	On Family/Medical Leave	
		Continuous	Intermittent
606	32	23	116

COMPLIANCE:

Self-Assessment for Kern HS/EHS was conducted during the month of April. Data compiled from this assessment will be shared within the next coming months.

Meals Served – March 2019 (*one month behind)

Total Meals Requested			Meals Allocated		% of Meals Served	
Central Kitchen	Vendor Kitchen	Total Meals	CACFP/USDA	HS/EHS	March 2018	March 2019
91,277	15,839	107,116	81,188	25,928	90%	90%

