

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
February 12, 2020
12:00 pm
AGENDA

1. Call to Order

2. Roll Call

Nila Hogan

Marian Panos

Fred Plane

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 Program – Irene Fonseca, Program Manager (**p. 3-15**)

6. New Business

- a. January 2020 Program & Division Reports – Pritika Ram, Director of Administration – **Action Item (p. 16-30)**
 - 1. 2-1-1 Kern County
 - 2. CalFresh Healthy Living Program
 - 3. Community Development / Grants Administration
 - 4. East Kern Family Resource Center (EKFRC)
 - 5. Energy
 - 6. Food Bank
 - 7. Friendship House Community Center (FHCC)
 - 8. Human Resources
 - 9. Migrant Childcare Alternative Payment (MCAP)
 - 10. Operations
 - 11. Shafter Youth Center (SYC)
 - 12. Volunteer Income Tax Assistance (VITA)
 - 13. Women, Infants & Children (WIC)
- b. Application Status Reports & Funding Requests – Pritika Ram, Director of Administration – **Action Item**
 - 1. Application Status Reports for November & December 2019 (**p. 31-32**)
 - 2. Funding Request: California Board of State & Community Corrections for Kern Youth Reinvestment Partnership Program (**p. 33**)
- c. January 2020 Head Start / State Child Development Enrollment Update & Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – **Action Item (p. 34-35)**

- d. Summary of Changes to the 2020-2021 Recruitment & Selection Plan – Ginger Mendez, Enrollment & Attendance Manager – **Action Item (p. 36-38)**
- e. Head Start Program Planning Calendar – Jerry Meade, Program Design & Management Administrator – **Action Item (p. 39-43)**

7. Committee Member Comments

8. Next Scheduled Meeting

Program Review & Evaluation
Wednesday, March 11, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 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, CA and online at www.capk.org by 12:00 pm, February 7, 2020. Paula Daoutis, Administrative Coordinator.



Helping People...Changing Lives.



Kern County

What is 2-1-1 Kern?

A free, accessible, 3 digit telephone number that links Kern County residents to community health and human services and support 24 hours a day 365 days a year.

2-1-1 Kern also serves additional counties including; Kings, Tulare and Stanislaus County

Accessing 2-1-1 Kern is Easy!

Simply pick up your phone and dial 2-1-1 for live help

- **There are several other 3-digit telephone numbers that residents use on a regular basis, making 2-1-1 easy to remember**
- **The 2-1-1 dialing code works the same as other three-digit numbers and enables the caller to access a variety of social and community service resources**
 - **2-1-1 is also accessible by dialing toll free 1-800-273-2275**

Online Access to 2-1-1 Kern

In addition to dialing in, 2-1-1 Kern resources can be accessed through our on-line resource directory

- The on-line database was launched in February 2013
- The database can be accessed through our CAPK website at www.capk.org

Advantages of On-Line Access

- Allows the user to search for resources on his/her own time
 - Users have unlimited access
- Web visitors have access to the same resource database as 2-1-1 Call Specialists

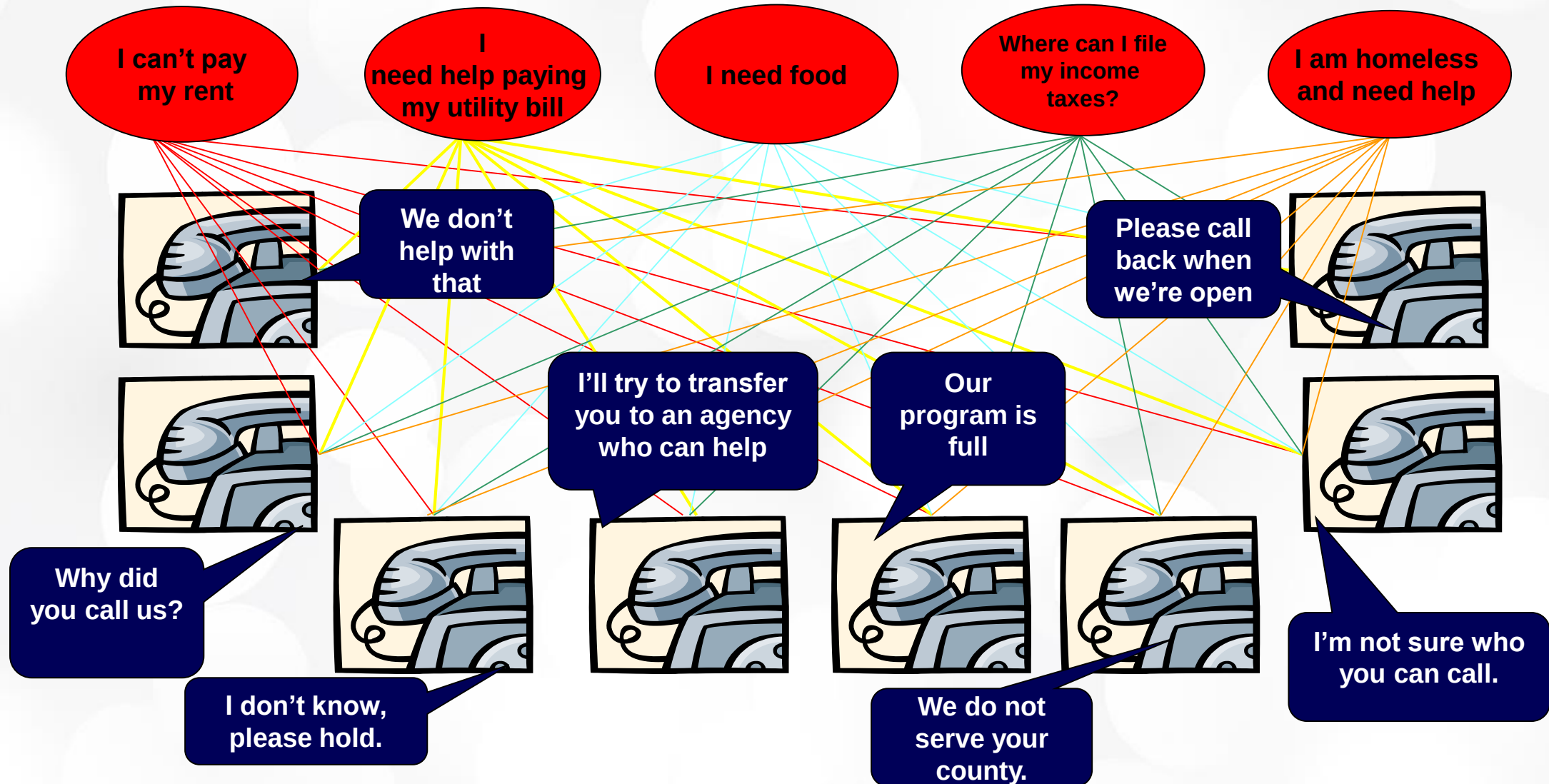
Agency & Client Benefits of 2-1-1 Kern

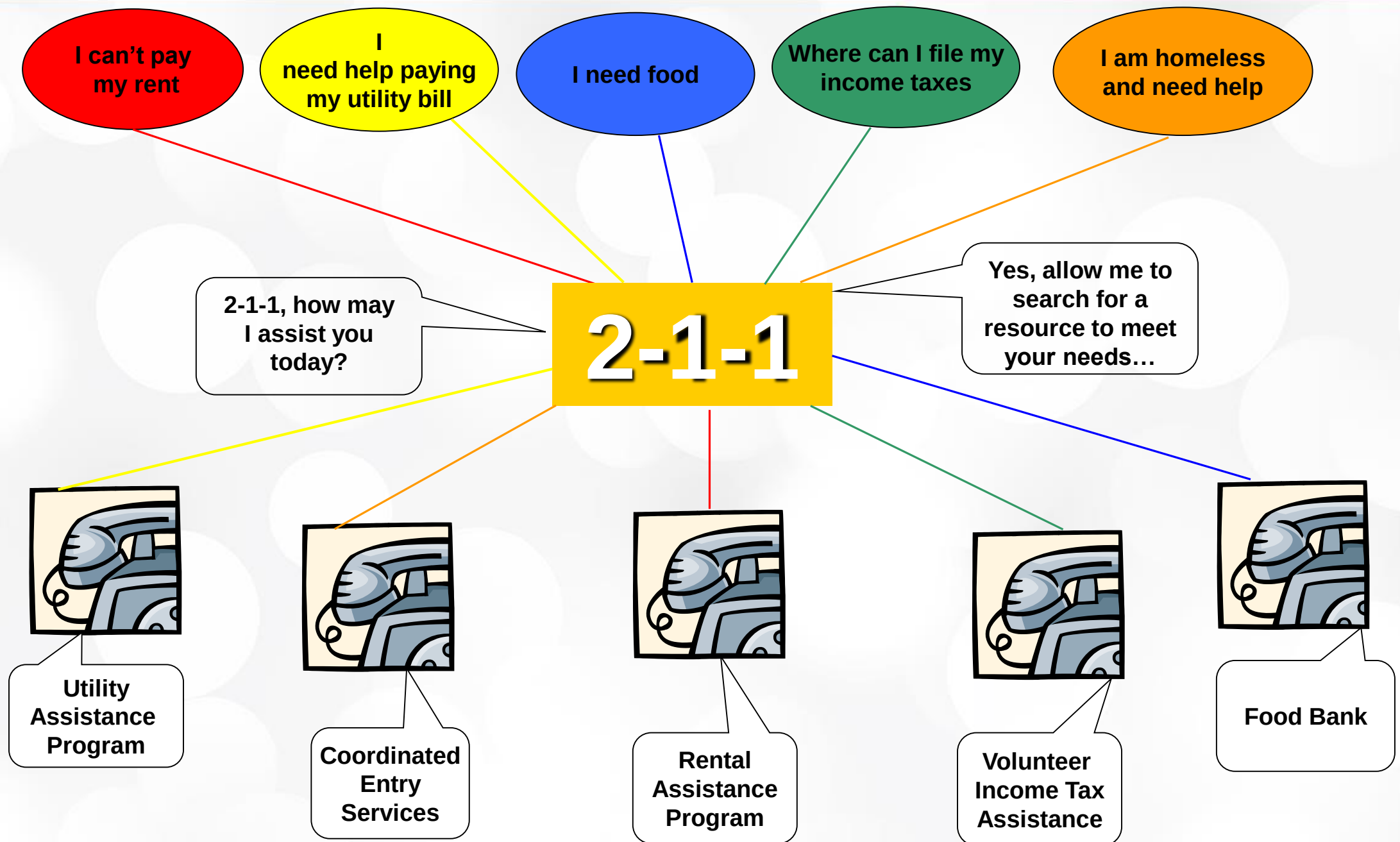
- **Simplifies access to needed services**
 - **One phone call can provide information and referral for a variety of needs**
 - **Live help is available 24 hours a day**
 - **Callers can receive resource information via text, email or over the phone**
- **Provides Case Managers a tool to access numerous services for their clients by making only one call**
- **All resources in the 2-1-1 database provide services at:**
 - **No cost**
 - **Low Cost**
 - **Sliding fee scale**
 - **Accepts insurances such as Medical or Medicaid**

What types of services does 2-1-1 have?

- The 2-1-1 database contains information on a range of services including:
 - Food
 - Utility assistance
 - Health insurance
 - Clothing
 - Homelessness assistance
- Through our database of over 1,500 resources we not only offer referrals that are within the callers zip code, referral information also includes:
 - Phone number, address and nearest cross street
 - Days and hours of operation
 - Documentation required to obtain services

Before 2-1-1





2-1-1 Kern Benefits

Through a brief assessment, Call Specialists are able to determine additional services that the caller may be eligible for and offer referrals and linkage to vital services

- **Examples of additional services include:**
 - ✓ **Onsite Calfresh Appointments**
 - ✓ **Coordinated Entry Services**
 - ✓ **Ages and Stages Questionnaire**
 - ✓ **Onsite appointment for the CAPK Home Energy Assistance Program**
 - ✓ **Onsite appointment for the CAPK Volunteer Income Tax Assistance Program**

CES Homeless Services

Through the 2-1-1 Coordinated Entry Program, callers that are currently homeless or at risk of becoming homeless are quickly triaged to an assessment point by a trained Homeless Navigator

- **The coordinated entry process was developed to ensure the following:**
 - ✓ **Fair and equal access to services**
 - ✓ **Early identification**
 - ✓ **Thorough assessment**
 - ✓ **Housing match based on the clients needs**

In 2019 CES answered 5,486 homeless calls and completed 1,062 assessments for homeless individuals

How does 2-1-1 Kern work in an Emergency Situation?

READY KERN

Operation of Emergency Services (OES) will contact a 2-1-1 Kern Representative and send a summary of pertinent disaster information

2-1-1 Kern Call Specialists are then alerted and briefed of disaster details

A public service announcement is made via Ready Kern notification advising the public to call 2-1-1 Kern for more information regarding the disaster

2-1-1 Kern Call Specialists are able to provide callers with evacuation and road closure updates, emergency resources and shelter information.

Contact Information

Irene Fonseca

2-1-1 Kern Program Manager

Community Action Partnership of Kern

(661)578-6437

ifonseca@capk.org

Martha Gonzalez

2-1-1 Kern Program Supervisor

Community Action Partnership of kern

(661)336-5236 ext.4254

mgonzalez@capk.org

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram		Month/Year: January 2020			
Program/Work Unit: 2-1-1 Kern County		Staffing: 26		Program Manager: Irene Fonseca	
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, and Stanislaus Counties. 2-1-1 serves as the call center for the CAPK Energy Program and VITA. 2-1-1 operates the Kern County Coordinated Entry System—screening callers experiencing homelessness and connecting them with CES Homeless Navigators who prioritizes by urgency and linked the client to necessary services. 2-1-1 in collaboration with First 5 of Kern, is an access point for parents of children ages 0-5 to complete an online developmental assessment to aid in early intervention of identified delays.					
Activities		Description			
Information & Referral Services		Incoming	Answered	Unanswered	Referrals
Kern County		5,350	4,857	493(9%)	11,829
Kings County		151	143	8(5%)	*
Tulare County		716	667	49(6%)	*
Stanislaus County		1,094	998	96(8%)	*
Total		7,311	6,665	646(8%)	

*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	Homeless Services	VITA
Top 3 Unmet Needs	Rental Assistance	Transportation	Homeless Shelter

Other Services		Month	YTD
LIHEAP	Calls Answered	3,717	3,717
Weatherization	Calls Routed through 2-1-1	217	217
Mental Health	Calls Answered	204	204
Website Visitors	Duplicated Visitors to CAPK's 2-1-1 Kern web page	17,760	17,760
VITA	Calls Routed through 2-1-1	1,277	1,277

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		36	2	34

Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	211 Homeless Calls	QRT Received	Assessments Completed
		770	6	140

Outreach Activities	Outcomes
1/23/2020 Resource Fair 1/27/2020 2-1-1 Presentation at Wesley HS	211 Kern - informational cards: 100 211 Kern - informational cards: 100

Highlights: Effective January 13, 2020 the 2-1-1 Vita line opened. 2-1-1 Call Specialists began answering calls for the Vita Program and scheduling appointments. Callers are offered an onsite appointment at the CAPK VITA location on 19th Street, Shafter Youth Center or The Friendship House. Since Vita lines opened on 1/13, 2-1-1 has scheduled 1,001 Vita appointments. Callers are also provided information for a Vita site nearest them based on the zip code provided.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January/2020
Program/Work Unit: CalFresh Healthy Living	Total Program Staffing: 8	Program Manager/Supervisor: Tammy Fisher
Program/Work Unit Description: CAPK with funded and unfunded community partners that reflect the geographic, cultural, and ethnic diversity of Kern County will implement strategies and/or interventions in communities to help establish healthy eating habits and a physically active lifestyle, in accordance with the Supplemental Nutrition Assistant Program Education (SNAP-Ed) guidance mandated by the Food and Nutrition Act under Section 28, with an interest in improving nutrition, physical activity, public health, the built environment, and health care where we work, live, shop, learn and play.		

Activities	Description	Status	
		Month	YTD
Program Partnerships Attend monthly Community Collaboratives in Wasco, Bakersfield and Delano	Four Health Educators attended four collaboratives and announced upcoming trainings for the CalFresh Healthy Living program.	4	13
CalFresh Healthy Living SHOP Attend CAPK Food Bank distribution sites in Arvin, Bakersfield, Delano, Lamont, and Mojave	- Health Educators completed six food pantry assessments and participated at the Delano Memorial Park Food Distribution event - Direct Education Contacts: Health Educators provided direct nutrition education materials to 44 participants at the five food bank distribution sites. - Indirect Education contacts: Health Educators attended one health resource fair and interacted with 30 participants.	6 44 30	6 182 1536
CalFresh Healthy Living LIVE	Health Educators met with Adventist and Kern Health staff to discuss collaboration.	2	2
CalFresh Healthy Living Trainings	5 staff attended the all-day training for the Program Evaluation and Reporting System (PEARS) training in Visalia, CA. Training included a training guide, course outline and objectives, and a computer-based hands on training portion.	1	2
CAPK County Action Nutrition Plan <i>CNAP Collaborative next meeting April 30, 2020 10-11:30 AM at CAPK</i>	CAPK hosted the CNAP Collaborative on January 30, 2020 to build opportunities and partnerships as well as leverage resources across Kern to meet CalFresh Healthy Living program goals.	29	29

Upcoming CalFresh Healthy Living Trainings & Meetings:

1. CalFresh Healthy Living Day of Training for Central Valley scheduled for Wednesday, February 26, 2020, 8:30 AM – Noon for a review and update on the Dietary Guidelines for Americans 1:00 – 4:30 PM for more information and/or to register contact Celena Vela, Program Assistant at 661-336-5236 x1900.
2. CalFresh Healthy Living School Wellness Training scheduled for Wednesday, April 1, 2020, 8 to 4:30 PM. for more information and/or to register contact Celena Vela, Program Assistant at 661-336-5236 x1900.

3. Staffing:

The CalFresh Healthy Living program is in the process of filling a Health Educator position which became vacant last month.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Director of Administration, Pritika Ram		Month/Year: January 2020
Program/Work Unit: Community Development	Total Staffing: 6	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> kicked efforts to promote VITA and the Earned Income Tax Credit into high gear in January, leading up to a successful EITC Awareness Day event on Jan. 31. We also worked on marketing plans for the new Low-Barrier Navigation Center and the U.S. Census. The <u>Grants Team</u> attended an informational meeting on Community Development Financial Institutions (CDFI), hosted by the California Community Economic Development Association (CCEDA). The CDFI session was helpful and it appears CAPK may be a candidate as a Community Development Entity (CDE), allowing grantees to access New Market Tax Credits relating to housing, capital, etc. The team is reaching out to other housing entities for ideas and information. There was a presentation by the VP of the Pacific Asian Consortium in Employment (PACE). Various programs are operated under their Business Development Center.		
Advocacy	• Attended Kern County State of the County event. • Attended meeting with Kern Volunteer Organizations Active in Disaster meeting. • Attended Kern County Board of Supervisors Meeting on Jan. 14 supervisors approved contract with CAPK to operate the county Low Barrier Navigation Center for the homeless.	
Outreach	• Hosted the Moneywise Wealth Management team visit to the CAPK Food Bank. • Finalized Billboards promotions for EITC program. • Developed marketing materials for Kern Counts Census effort. • Working on marketing materials for the County Low Barrier Navigation Center. • Created a video of VITA Program Manager Jacquie Guerra sharing how her use of the EITC credit helped her move from homelessness to a successful career. Shared video with Gov. Gavin Newsom's office – which shared it on social media.	
Special Events	• Participated in the Homeless Point in Time Count on Friday, January 24. • Organized Earned Income Tax Credit Awareness Day. • Hosted a Small Business Advisory Meeting on Thursday, January 16.	
Grants-In Progress	• BSCC YRG partnership with department of Human Services • Wells Fargo	
Research	• Complete Count Census. • CRM Project Phase 1 funding. • Affordable housing for low-to-moderate income families. • Community Development Financial Institutions (CDFI).	
Projects	• Head Start Community Assessment. • Youth Centers Policy & Procedure Manual. • 2020 Census, Kern County Census Committee. • CAPK 2019 program CSBG data collection. • CAPK's Kern County Housing Needs Assessment (Survey).	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January/ 2020
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 5	Program Manager/Supervisor: TaVia Wooley Choose an item.
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	22	22
	F5K School Readiness	2	2
	Economic Empowerment	0	0
Children enrolled in center-base program		0	0
Adults in Court Mandated Parenting Classes		6	6
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	112	112
Emergency Supplies Closet and Other Services	Food (individuals)	6	6
	Clothing (individuals)	45	45
	Photocopies (individuals)	218	218
	HEAP Application Supporting Docs	83	83

Other: We have hired a full time Case manager for the Economic Empowerment program.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: January 2020
Program/Work Unit: Energy	Total Program Staffing: 38	Program Manager/Supervisor: Todd Payne
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)	Utility bill payments	257	7771
2. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance – 2020)	Utility bill payments	667	877
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)	Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	11	242
	Energy-efficient appliance installation	17	345
3. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)	Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	1	67
	Energy-efficient appliance installation	1	31
5. Total Value of Services (utility payments only)		\$599,753	\$5,227,446
		Results	
6. Energy calls received (from 2-1-1)		4048	
		HEAP	Wx
7. Number of LIHEAP applications Received		928	120
8. Number of LIHEAP applications Completed		667	58
9. Number of LIHEAP applications in Progress		261	42
10. Outreach Events attended	1/2 - Parent Policy Council 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 2020	
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 (December)	41,485	41,485
	Poundage Received all Programs	2,104,883	2,104,883
	Total Poundage Distributed, All Sites	1,949,677	1,949,677
	Total Distributed pounds 2019	1,479,616	1,479,616
Food Sourcing	Produce Received: 236,000 pounds of produce (donated or purchased) & 7 different produce items: • Del Mar Cold Storage: Watermelon • Grimmway: Carrots • H & R Grouping: Leafy Greens • Kingsburg Orchards: Plums • Polo Produce: Mixed Produce • Target: Mixed produce • Walmart: Mixed produce • Wonderful: Citrus Trade Mitigation Produce: 264,000 pounds of fresh produce: Apples & Citrus		
Food Drives:	CSFP Produce Distribution: 4 Sites: distributing 4,168 pounds of carrots, plums, potatoes & watermelon to 402 seniors in Kern County		

Other:

- This month we continued our Backpack Buddies program; which provides breakfast and lunch items for children on the weekend. We are delivering a total of 300 bags between Buttonwillow, Greenfield, and now Standard School.
- 1/2 Donation pick up from CSUB
- 1/15 Training kern County Homeless Count
- 1/21 CAPK Food Bank Feed America audit with Fresno Food Bank
- 1/21 Delivered 12,000 lbs. of food to Ridgecrest for the Ridgecrest relief.
- Our CSFP program held 35 distributions for the month of January and distributed 30 pound boxes of healthy and non-perishable food to 4,066 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January 2020	
Program/Work Unit: Friendship House	Total Program Staffing: 3	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	86
Summer Program Recreational activities, educational games, and activities.			130
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.			3919
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
Positive Youth Development Services- Mentor program for at-risk youth.			60

Other:

- Friendship House Program Manager assisted with the selection of 24 CAPK Kern Youth Making Change AmeriCorps members. Three of the AmeriCorps members will be located at the Friendship House, two at the Shafter Youth Center, and the rest of the members will be serving at partner locations, which includes: TYM4CHANGE, Kern Behavioral Health, Vineland, and Lamont Boys & Girls Club.
- The Friendship House food distribution is held the 4th Wednesday of each month at 9:30am. The February food distribution is scheduled for 2/26/20.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Tracy Webster, Interim		Month/Year: January 2020
Program/Work Unit: HR/Staffing	Total Division Staffing: 6	Program Manager/Supervisor: Barbara Imdorf, 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	869	
	Subs/Temps	23	
	Total Staff	892	
New Hires	All divisions and programs		
	Regular	15	147
	Subs/Temps	2	56
	Total New Hires	17	203
Leaves of Absence	Full-time Leave	20	
Terminations	All divisions and programs		
	Voluntary	9	155
	Involuntary	5	64
	Total Terminations	14	219
Staffing	Vacancy	32	310
	Total Paper Applications Received	158	2,061
Payroll	Total Hours Paid	204,941	
	Total Gross Payroll (3 Pay Periods)	\$3,910,478	

Projects: ADP Recruitment Employee Survey	Completed:
--	-------------------

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: January 2020	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 19, <i>Vacancies-4 2 Family Specialists, 1 Admin Clerk, & 1 Reimbursement Specialist</i>	Program Manager/Supervisor: Susana Magana	
Services: The Migrant Childcare Alternative Payment Program is a voucher-based childcare program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue childcare services as they migrate throughout the state following agricultural work. The program’s current Fiscal Year is July 1, 2019, to June 30, 2020. <i>*This report is for the service month of December 2019, which was processed in the month of January 2020.</i>			

*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.

Current Activities:

Staff continues to promote the program and is accepting applications in all entry counties. We are currently building our waiting lists in Kern, Tulare, Kings and Fresno. All eligible families in Merced and Madera are still being authorized immediately.

The Program is halfway through the fiscal year and has earned 50% of their contract. Staff continues to monitor enrollments to ensure that it continues to stay on track to earn the entire contract without going over. Projecting for this contract is extremely difficult because factors outside of the programs control such as weather & political climate, can interfere with the family's migration patterns.

The program continued to actively recruit to fill program vacancies. The program manager conducted interviews for the family services specialist position for Madera County and the Admin Clerk for Kern County this month. Background checks and pre-employment testing are underway.

On 1/14 the program manager and coordinator participated in the CDE hosted webinar on the changes to the reporting requirements for the monthly provider report.

On 1/27 family services staff had their monthly department meeting in the Tulare office satellite office.

Upcoming Activities

On 03/05 the program is facilitating a health education meeting/training for childcare providers in the Delano area. The Cal Fresh staff will be presenting the information.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: January 2020
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 23	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.		

Operations Report begins March 1st

[illegible]

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

[illegible]

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Risk Management		Reported	01/01/2020 to Date
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Lost Time • Non-Industrial (not work related) • Under Investigation	4 1 0 0 1 0 0	4 1 0 0 1 0 0
General Liability		0	0
Property Incidents		1	1
Vehicle Incidents		3	3
Projects	Charter for Operational Risk Management Advisory Committee Safety & Security Policies for Front Desk Workplace Violence Prevention Program Operational Risk committee Update Vehicle Safety Program Safety Meetings Monthly Maintenance & Energy Homeless Shelter Liability and W/C Insurance New safety Program for Homeless Shelter ATD Update safety programs to include Homeless Shelter & Staff	Completed Completed Completed In progress Completed In progress Completed In progress In progress	

- **Other:** "Jewett" facility phase one and phase 2 are nearly complete, all major construction of the walls, plumbing and electrical are complete. We are doing construction in two phases, phase one Head Start and Early Head Start and phase 2 Home Visiting Initiative (HVI) Painting is complete and flooring is in the process. Fire alarm system is in the process of being installed and should be completed next week.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January 2020
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 2.5	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		Participants	
Description		Month	YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.		19	19
Evening Program – Open Basketball, Zumba, Fitness Boot Camp, Mental Health Support Group Mtg		20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		N/A	

Other:

- Shafter Youth Center has acquired the help of two interns for the Spring. One intern from Bakersfield College and another from CSU Bakersfield. We also have help from a high school volunteer that comes in a few times a week. All the more help for our kids, especially with the subject of math and the world of common core.
- Dignity Health Community Health Initiative has been having great attendance for their new Tai Chi class. The first night drew in 8 participants. By the 3rd class, they had exploded to 30 people!
- Fitness Boot Camp and Zumba have had great attendance as well. Classes are seeing upwards of 20-40 people each night.
- Shafter Youth Center was selected to host the Girl Scout Cookie Rally to kick off the cookie selling season. About 200 Girl Scouts and parents/troop leaders came to have tasting samples of new products, have some friendly competitions and get pumped for cookie season. This Cookie Rally was the only one in the County, drawing attention to the center by many.
- Shafter Youth Center has been selected to host the Children's Art Gallery and Children's Art Workshop for the Shafter Colors Festival, coming up February 20-23rd. Program Manager, Angie Nelson has been asked to conduct the Children's Art Workshop this year.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Director of Administration, Pritika Ram		Month/Year January 2020
Program/Work Unit: VITA	Total Program Staffing: 1 permanent & 3 temps	Program Manager/Supervisor: Jackie Guerra
Services: Train and certify volunteers, provide free tax preparation and electronic filing for low-moderate income individuals and families and assist clients with ITIN (Individual Tax Identification Number) applications.		

Activities	Month		YTD	
	Dollars	# of Tax Returns	Dollars	# of Tax Returns
Federal Refunds	\$783,159	250	\$783,159	
Federal EITC	\$375,074	130	\$375,074	250
Federal Total	\$1,158,233		\$1,158,233	
State Refunds	\$110,277	250	\$110,277	
California EITC	\$39,652	150	\$39,652	250
State Total	\$149,929		\$149,929	
Total Credits & Refunds	\$1,308,162	250	\$1,308,162	250

Additional Comment/Notes:

- Opening day for Tax season at our VITA Main office was Tuesday, 1/28/2020
- Volunteer retention is low, 31 volunteers were trained and certified, however; daily I have about 5 who volunteer more than 4 hours a day, 5 days a week, and the rest come in about once a week for about 2 hours.
- Vision y Compromiso have accepted the CAL EITC outreach contract and will begin Feb 1, 2020.
- CAPK Mobile site has been approved by IRS and on Feb 26th VITA will be providing its services to the deaf community at the B-GLAD center. Interpreters will be provided by B-GLAD.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January, 2020
Program/Work Unit: WIC	Total Program Staffing: 68 staff 1 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 10/1/18 – 9/30/19		
Description		Case Load	Month	Central Valley Avg.	State Avg.
Total	All services - January 2020	16,160	14,556/90%	N/A	N/A
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. *included in Ridgecrest number	Arvin	*	Mojave		116
	Bakersfield		Oildale		399
			Ridgecrest		548
	E. California	1490	Rosamond		624
	Niles Street	2023	Shafter		1254
	Montclair	359	Tehachapi		342
	Friendship House	84	Wasco		1690
	Panama	1526			
	Boron	*	<u>San Bernardino County</u>		
	Buttonwillow	75	Adelanto		1675
	California City	656	Big Bear		220
	Delano	894	Crestline		292
	Edwards Air Force	*	Needles		180
	Lost Hills	109	Phelan		*
	*** state ave unable to calculate		<u>Mobile WIC</u>		*

Projects

CAPK WIC continues to exceed the State average in participation.

CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 713 followers and Instagram has 724 followers. This is up from last month.

eWIC is becoming a reality as we prepare for the 2/18/20 "Roll Out" of the new WIC Card and new WIC data entry system. Computer Based Trainings were released to all staff. These are modules assigned to each staff member with subjects assigned per job duties. The modules must be reviewed and a score of 80% must be achieved before going on to the next module. All staff completed their training modules.

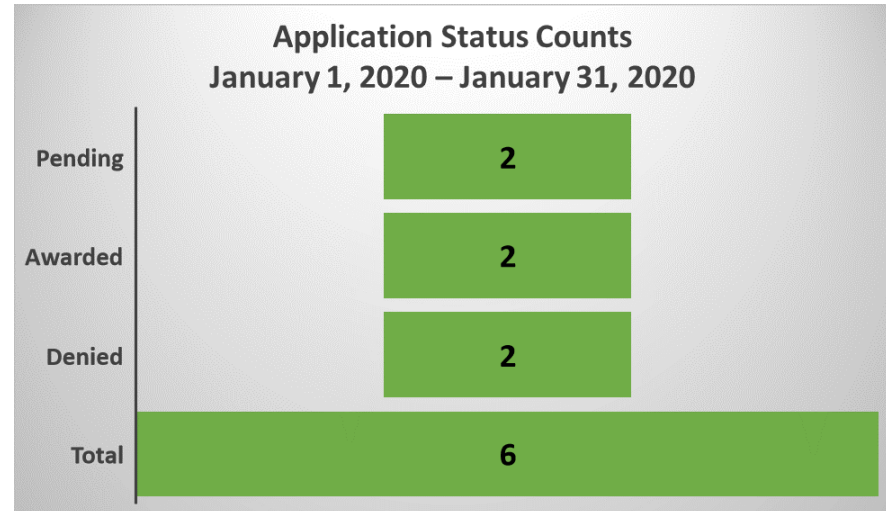
Hub meetings were held this month. The subject was the new WIC card and the participant training lesson that every participant needs to receive as we transition to the WIC card.

The Outreach and Public Relations Coordinator attended the State Outreach committee meeting in Sacramento. This is a time to get updates from the State to improve Outreach efforts.

**Community Development Division
Application Status Report
January 2020**

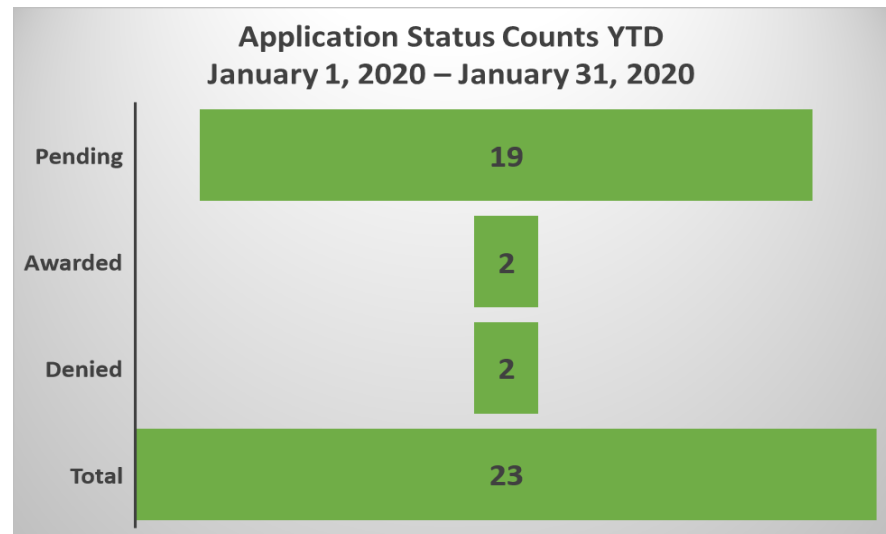
January 1, 2020 – January 31, 2020 (Month)

Status	Dollars	Count
Pending	\$5,015,000	2
Awarded	\$55,707	2
Denied	\$45,000	2
Total	\$5,115,707	6
Win Percentage		50%



January 1, 2020 – January 31, 2020 (YTD)

Status	Dollars	Count
Pending	\$2,625,786	19
Awarded	\$55,707	2
Denied	\$45,000	2
Total	\$2,726,493	23
Win Percentage		50%



Community Development Division
Application Status Report
January 2020
Application Status Detail

Project Name	Funder	Program	Amount Requested	Amount Awarded	Notification	Date Submitted	Status
Census Project	Kern County	CDD	\$47,707	\$47,707	1/17/2020	1/1/2020	Awarded
Kids Adopt a Beach	California Coastal Commission	FHCC/SYC	\$8,000	\$8,000	1/3/2020	10/24/2019	Awarded
Whale Tail Grants Program	California Coastal Commission	FHCC/SYC	\$15,000		1/31/2020	11/9/2019	Denied
Nutrition for Healthy Living	Kaiser Permanente	CAPK Healthy Living	\$30,000		1/6/2020	10/21/2019	Denied
AdvancingCities	JPMorgan Chase & Company	TBD	\$5,000,000			1/15/2020	Pending
NALEO Education Fund	NALEO Education Fund	EKFRC, CDD	\$15,000			1/13/2020	Pending
CAPK Food Bank Expansion Project-CDBG	City of Bakersfield		\$458,295	\$-		11/22/2019	Pending
CAPK Affordable Housing Project-PSV	City of Bakersfield		\$400,000	\$-		11/22/2019	Pending
East Kern Economic Empowerment for Families -Extension	CA Department of Social Services, Office of Child Abuse Prevention (OCAP)	EKFRC	\$75,000	\$-		10/25/2019	Pending
Nutrition for Healthy Living	Kaiser Permanente	CAPK Healthy Living	\$30,000	\$-		10/21/2019	Pending
Free Farmers Market Wasco-2019/2020	Wonderful	Food Bank	\$50,000	\$-		8/30/2019	Pending
Free Farmers Market Delano-2019/2020	Wonderful	Food Bank	\$50,000	\$-		8/30/2019	Pending
211 Kern 2019 CoC Coordinated Entry	US Department of Housing and Urban Development (HUD)	211 Kern	\$236,838	\$-		7/29/2019	Pending
FHCC STEM Lab	Walmart	FHCC	\$5,000	\$-		7/26/2019	Pending
Food Bank C Train	Walmart	Food Bank	\$5,000	\$-		7/26/2019	Pending
Small Business Initiative	Walmart	CDD	\$5,000	\$-		7/26/2019	Pending
STEM	Texas Instruments	FHCC/SYC	\$70,000	\$-		10/4/2019	Pending
STEM Education	Northrop Grumman	FHCC/SYC	\$50,000	\$-		10/4/2019	Pending
STEM	National Science Foundation	FHCC/SYC	\$50,000	\$-		10/4/2019	Pending
Medi-Cal Outreach Grant	Kern County Department of Human Services	FHCC/211	\$632,000	\$-		11/8/2019	Pending
CAPK Food Bank Expansion Project-CDBG	Kern County		\$458,293	\$-		12/6/2019	Pending
Youth Garden Grant 2020	kidsgardening.org	SYC	\$2,360	\$-		12/13/2019	Pending
STEM Education	Cisco Foundation Inc	FHCC/SYC	\$25,000	\$-		12/27/2019	Pending
Total			\$6,600,840	\$55,707			

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Public	CAPK Program	FHCC/SYC
Funding Agency	CA Board of State and Community Corrections	Project Name	Kern Youth Reinvestment Partnership
CFDA	N/A	Target Population	Youths Ages 13-18 at high - risk of delinquency
New Funder or Reapplication	New	Number to be served	300
Estimated Request	\$375,000	Division Director	Carmen Segovia
Award Period	7/01/2020 – 6/30/2023	Program Manager	Lois Hannible/Angelica Nelson
Project Goal (One sentence goal statement)			
Reduce the risk of juvenile crime in Kern County communities by engaging 300 Kern County youths ages 13-18 per year, in school and work through classes, activities, and employment preparation.			
Project Description (Brief one paragraph description)			
As part of a partnership with Kern County Department of Human Services (lead agency), Garden Pathways, Kern County Juvenile Probation, and Reach 4 Greatness/Stay Focused Ministries, CAPK will provide Aggression Replacement Training (ART) and PREP Works to youth identified/referred from Juvenile Probation, 2-1-1 Kern, and alternative high schools. ART is an evidence-based program that reduces aggression in youths by assisting them in improving social skills, moral reasoning, and learn anger management techniques. PREP Works will be offered to youth over age 16 who successfully complete ART, other partner program services and/or through straight referrals from Juvenile Probation and partner schools. PREP Works prepares youths for employment through 10 weeks of work preparation education followed by 64 hours of paid work experience.			
Estimated Budget Summary			
The funds of \$125,000 per year will be used for a full time (1.0 FTE) Program Educator, PREP Works participant wages, space costs and general operating expenses.			

Approvals:

 1. Division Director	2/4/2020 Date	 3. Chief Financial Officer	2/4/2020 Date
 2. Director of Community Development	2/4/2020 Date	 4. Chief Executive Officer	2/4/2020 Date

Date Presented/Approved

Policy Council:	PRE Presentation:	B&F Approval:	Board Approval:

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: January 2020
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Ginger Mendez/Donna Holland
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Enrollment	Funded	Reportable	Percentage
Head Start Kern		1317	1317	100%
Early Head Start Kern - EHS Center Based - EHS Home Based - EHS Home Based-Interim	210—Fully Enrolled 124—Fully Enrolled 112— 74 Enrolled	446	408	91%
Early Head Start San Joaquin		313	313	100%
Early Head Start Partnership - Bakersfield College - Blanton - Garden Pathways - Taft College - Jewett - Escuelita Hernandez - In Process	32—32 Enrolled 16—16 Enrolled 11—11 Enrolled 42—28 Enrolled 24—0 Enrolled 16—0 Enrolled 11—0 Enrolled	152	89	59%
TOTAL Funded Enrollment		2228	2127	
Children with Disabilities		Goal	Percentage	
Head Start Kern	Identified as having an IEP	10%	10.01%	
Early Head Start Kern	Identified as having an IFSP	10%	13.9%	
Early Head Start San Joaquin	Identified as having an IFSP	10%	20.1%	
Early Head Start Partnership	Identified as having an IFSP	10%	3.4%	
Over Income		Goal	Percentage	
Head Start Kern		<10%	9.6%	
Early Head Start Kern		<10%	4.3%	
Early Head Start San Joaquin		<10%	8.9%	
Early Head Start Partnership		<10%	5.9%	
Early Head Start Partnership		101—130%	5.3%	
Average Daily Attendance (Program Wide >85%)		98.75%		

Enrollment Highlights:

We staffed a total of 5 recruitment events; including one specific to Disabilities and one for Homelessness. DHS is now including Head Start/Early Head Start flyers for all CalWorks families.

DIVISON STAFFING:

Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
634	9	15	136

COMPLIANCE:

Preparing for the Kern Grant Center-Based Monitoring Review (CMR) / Self-Assessment. We will be conducting a comprehensive classroom review along with State (CCTR, CSPP and CMIG) applications. The review is scheduled for February 3-7, 2020.

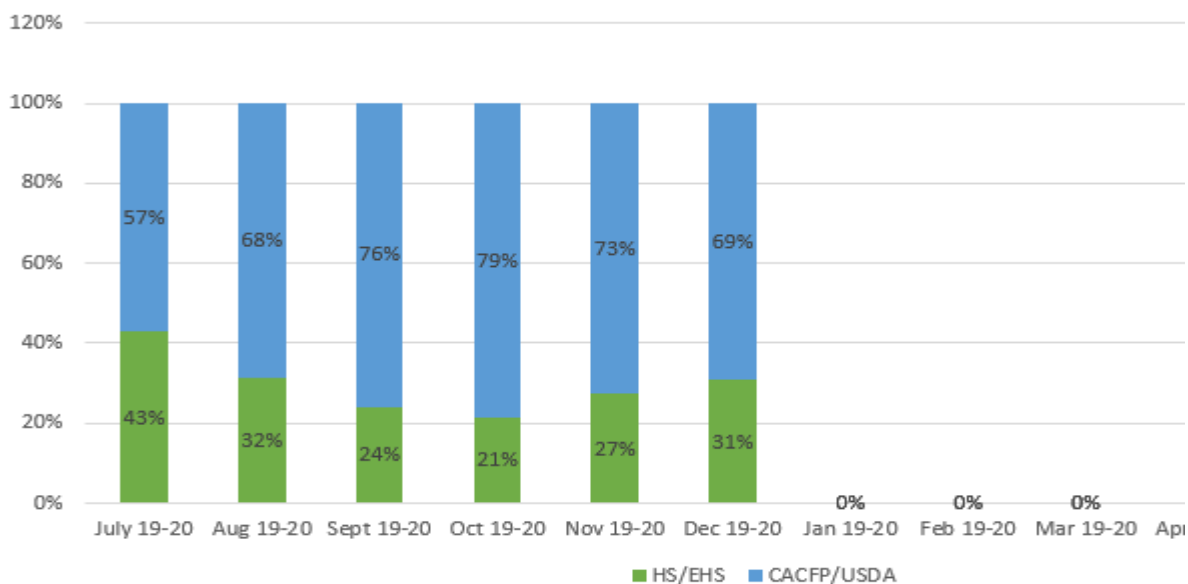
Central Kitchen: January 2020

Activities	Status			
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Central Kitchen prepared for the HS/EHS centers	69,647	25,177	21,868	22,602
Home Base Meals	98	21	15	62
Total	69,745	25,198	21,883	22,664

Central Kitchen Highlights: Environmental Health conducted a surprise inspection of the Central Kitchen. We received an “A” grade with 100% compliance: no deficiencies or infractions.

CACFP December 2019:

Total Meals Requested			Meals Allocated		% of Meals
Central Kitchen	Vendor Kitchen	Total Meals	CACFP/USDA	HS/EHS	December 2019
63,212	7,438	70,650	48,955	21,695	84%

**Meals Allocated
2019-2020**

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Ginger Mendez, Enrollment and Attendance Manager 

Date: February 5, 2020

Subject: *Agenda Item 6d:* Summary of Changes to the 2020-2021 Recruitment and Selection Plan – **Action Item**

The 2020—2021 Recruitment and Selection Plan was presented at the January 2020 meeting of the PRE Committee. The Committee approved the Plan with the stipulation staff meet with Board Member, Marian Panos.

Staff requested the 2020—2021 Recruitment and Selection Plan be pulled from the Consent Agenda at the January 2020 Board meeting.

A meeting between staff and Board members, Marian Panos and Fred Plane, took place on February 5, 2020. Questions were resolved and there was agreement to the changes of the 2020—2021 Selection Criteria Verification form.

Recommendation: Staff recommends the PRE Committee approve the 2020—2021 Recruitment and Selection Plan with the adjustment to the Selection Criteria Verification Form.

Attachments:

2020—2021 Selection Criteria Verification Form

2020—2021 Selection Criteria Verification Guide



2020—2021 Selection Criteria Verification Form

Applicant Name: _____ **DOB:** _____

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

Option: ☐ HB ☐ PD ☐ FD/PY ☐ FD/FY **Center/HB Educator:** _____

Eligibility Type: (select only one)	Documentation	Examined
☐ Homeless*	☐ Public Assistance (TANF)	☐ Pay Stub/W2
☐ Foster Care	☐ Foster Care Reimbursement	☐ 2019 Taxes-Form 1040
☐ Income Eligible	☐ SSI	☐ Employer Statement
☐ Public Assistance (TANF—SSI)	☐ EDD-Unemployment	☐ Other:
☐ Over Income		

CRITERIA***	POINTS	CRITERIA***	POINTS
ELIGIBILITY		OTHER FACTORS (Circle all that apply)	
Homeless*/Foster-Kinship Care**	900	Disability (IFSP/IEP)	150
Income/Public Assistance		Public Assistance (Valid Aid Code or SSI)	50
75—100% Below Poverty	255	Caregiver-Kinship care in process (GBLA letter)	15
50—74% Below Poverty	250	Transitioning from EHS/HS 3 rd year enrollee	350
25-- 49% Below Poverty	245	Child on Waitlist prior year—not enrolled	50
0—24% Below Poverty	240		
Over-Income	5	Parents(s) work FT/Attend school FT or CalWorks	50
AGE		Court Ordered Family Maintenance	50
HS: 4 yr old (on Sept. 1)	60	Medical/Social Service Referral	20
3 yr old (on Sept. 1)	15	Sibling enrolled EHS or HS	15
		Primary Language in home other than English	10
EHS: Pregnant Woman	25	First Time Pregnancy	30
Infant	25	High Risk Pregnancy	50
Toddler	20	Teen Parent (19 yrs or under at time of applicant's birth)	30
		One Parent	20
*Homeless according to McKinney-Vento Act Definition		***Refer to descriptors on backside for clarification	
**Kinship Care according to ACF-IM-HS-19-03			

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

Staff Verifying Eligibility--Printed

Signature

Date

Guidance for 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.

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

Option: Select the program option which the family is applying: Home Based (HB); Part Day (PD); Full Day/Part Year (FD/PY); and/or Full Day/Full Year (FD/FY).

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 to the highest need.

Documentation Examined: To determine eligibility, select all that apply. For documentation not listed, please indicate such on the "other" line. All documents used to determine eligibility MUST be attached to the application.

Eligibility: Applicants are considered eligible if Homeless (as defined by the McKinney-Vento Homeless Assistance Act), in Foster Care-Kinship Care, or are Income/Public Assistance eligible.

Income: Income points are determined by the Federal Poverty Guideline and Family size, even those that are categorically eligible.

Age: Select the classroom age of the child. For Pre-K (HS) children, if the child turns 4 years old after cutoff of September 1, the child is considered 3 years old. If the child turns 5 after September 1, they are considered a 4-year-old. (Based on cut-off age for Kindergarten.)

Other Factors:

Disability: ONLY if current Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) is provided. **Public Assistance (TANF with valid Aid Code or SSI):** Documentation provided must have valid Aid Code.

Caregiver in process: Caregiver does not yet have legal documentation; however, is in process and has letter stating as such from Greater Bakersfield Legal Assistance, Inc.

Transitioning (EHS to HS or 3rd year enrollee): Select only if currently enrolled EHS participant or 3rd year HS applicant.

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

Parent Works/Attends School: Documentation must be provided, and Case note must include that the parent(s) is employment and/or attending school. (Documents must be provided.)

Court Ordered Family Maintenance: Family is engaged in court-ordered program/classes. (Court documents must be provided.)

Medical Referral: A medical referral from the physician must be provided.

Social Service Referral: A social service agency referral must be provided.

Sibling Enrolled: Must have a sibling currently enrolled in Head Start/Early Head Start.

Home Language is other than English: Any language other than English spoken in the home.

At-risk Pregnancy and First Pregnancy: Pregnant women applying for EHS Home Base only.

Teen Parent: Parent was/will be 19 years or under at time of applicant's birth. (Including currently pregnant women.)

One Parent: Family size is one parent.

Residential Verification: Must provide proof of residency in Kern County or San Joaquin County.

Signature: The staff member who verified eligibility must print their name and sign the Selection Criteria Verification Form.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review and Evaluation Committee



From: Jerry Meade, Program Design & Management Administrator

Date: February 12, 2020

Subject: *Agenda Item 6e:* Head Start 2020 Program Planning Calendar – **Action Item**

Attached you will find the revised Program Planning Calendar for the Head Start and State Child Development Division. The Head Start Performance Standards require our governing body to approve the process for the programs planning activities. This document maps out a 2020 timeline for tasks to completed in developing the Head Start/Early Head Start Kern, Early Head Start San Joaquin, and Early Head Start Child Care Partners Refunding Applications.

Recommendation:

Staff recommends the CAPK Program Review and Evaluation Committee approve the Head Start 2020 Program Planning Calendar.

Attachment:

Head Start 2020 Program Planning Calendar

Community Action Partnership of Kern
Head Start and State Child Development Division
2020 Program Planning Calendar for Grant Application Due November and December 1st
Funding Cycles: SJC 2/1/2020 - 1/31/2021 and Kern 3/1/2020 – 2/28/2021

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Written Planning Procedure - Identify the planning team - Review & update planning procedure/calendar	PDM Administrator	January – February	Policy Council Board of Directors	March	Approval Approval
Recruitment Plan and Selection Criteria - Based on Community Assessment - Develop selection criteria (requires PC approval) - Develop Recruitment Plan	PDM Administrator; Audit & Enrollment Committee; Community Partners; Program Parents	October – November	Policy Council Board of Directors	January	Approval Approval
Self-Assessment - Identify strengths & areas needing improvement - Develop Corrective Action Plans	Quality Assurance Manager, ED & SS Administrator	January – March	Policy Council Board of Directors	March	Approval Approval
Comprehensive Data Analysis - Community Assessment - Child outcomes - Child assessments - CLASS assessments - ITERS & ECERS - Family Services data - Health data - Evaluate Staffing Data - Budget vs. actual expenditures - Non-Federal share - Parent surveys - ERSEA Data - Disabilities Data <i>Comprehensive Data Analysis continued...</i>	PDM Administrator; ED & SS Administrator; Quality Assurance Manager; Professional Development Coordinator	March – June			

Policy Council Approval Date:
Board of Directors Approval Date:

Community Action Partnership of Kern
Head Start and State Child Development Division
2020 Program Planning Calendar for Grant Application Due November and December 1st
Funding Cycles: SJC 2/1/2020 - 1/31/2021 and Kern 3/1/2020 – 2/28/2021

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
• Training evaluations • Program Information Report (PIR) • Ongoing monitoring results • Self assessment results May include other data sets relevant for determining community and program needs and strengths					
Program Improvement Plans • Based on data including those from the Self Assessment, PIR, federal review report, etc...	HS Director; Administrative Team	June – July	Policy Council Board of Directors	August	Approval Approval
Program Design & Program Options • Review site locations • Basis for program options • Include in Refunding Application	PDM Administrator; Audit & Enrollment Committee	April – May	Policy Council Board of Directors	June	Approval Approval
Goals and Objectives • Identify priorities • Review/revise CEDS division mission statement • Identify long & short term program goals	PDM Administrator; Administrative Team; Board of Directors; Policy Council	April – May	Policy Council Board of Directors	June	Approval Approval
Program Information Report (PIR) • Summarize data • Verify data • Input data into online Head Start Enterprise System	Quality Assurance Manager; Administrative Staff	June – August	Policy Council Board of Directors	February	Informational Informational
Begin Budget Draft • Include funds to support program goals/ objectives • Involve all divisions that support	Finance; Admin Team	June – August			

Policy Council Approval Date:
Board of Directors Approval Date:

Community Action Partnership of Kern
Head Start and State Child Development Division
2020 Program Planning Calendar for Grant Application Due November and December 1st
Funding Cycles: SJC 2/1/2020 - 1/31/2021 and Kern 3/1/2020 – 2/28/2021

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
the requirements of the Head Start program					
Program Objectives & Need for Assistance Draft program narrative	PDM Administrator: Administrative Analyst	June – August			
Training and Technical Assistance Plan - Identify training needs based on the results of data analysis - Indicate outcomes and evaluation of achievement	PDM Administrator; Professional Development Coordinator	Draft June-Aug Final October	Policy Council Board of Directors	October	Approval Approval
Completed Budget Final management review & approval	HS Director; CEO: CFO	August			
Completed grant application including: - Program options and design - Program priorities, goals & objectives - Training & Technical Assistance (T/TA) Plan - Line item budget & budget narrative	HS Director; Finance, PDM Administrator, Administrative Analyst	October	Policy Council Board of Directors	October	Approval Approval
Approved Grant Application Submitted for funding	PDM Administrator	Oct./Nov. 15 th			
Head Start Annual Report	ED & SS Administrator; Admin Team	February			

Begin planning cycle for 2021 – February 2022 Program Year

Community Action Partnership of Kern
Head Start and State Child Development Division
2020 Program Planning Calendar for Grant Application Due November and December 1st
Funding Cycles: SJC 2/1/2020 - 1/31/2021 and Kern 3/1/2020 – 2/28/2021

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Community Assessment - Collect data - Compile information into written Community Assessment	PDM Administrator; Administrative Staff	November – January	Policy Council Board of Directors	March	Informational Informational

Policy Council Approval Date:
Board of Directors Approval Date:

Page 4 of 4