

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
March 11, 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. MCAP Presentation by Susana Magana, Program Manager **(p. 3-25)**

6. New Business

- a. February 2020 Program & Division Reports – Pritika Ram, Director of Administration – **Action Item (p. 26-44)**
 - 1. 2-1-1 Kern County
 - 2. AmeriCorps Kern Youth for Change
 - 3. CalFresh Healthy Living Program
 - 4. Community Development / Grants Administration
 - 5. East Kern Family Resource Center (EKFRCC)
 - 6. Energy
 - 7. Food Bank
 - 8. Friendship House Community Center (FHCC)
 - 9. Human Resources
 - 10. Kern Low-Barrier Navigation Center
 - 11. Migrant Childcare Alternative Payment (MCAP)
 - 12. Operations
 - 13. Shafter Youth Center (SYC)
 - 14. Volunteer Income Tax Assistance (VITA)
 - 15. Women, Infants & Children (WIC)
- b. Application Status Reports & Funding Requests – Pritika Ram, Director of Administration – **Action Item**
 - 1. Application Status Reports for February **(p. 45-46)**
 - 2. Funding Request: Wells Fargo for VITA Financial Empowerment Workshops **(p. 47)**
 - 3. Funding Request: City of Bakersfield for Bakersfield Homeless Navigation Center **(p. 48)**
 - 4. Kern County Emergency Solutions Grant (ESG) Update **(Verbal)**

- c. February 2020 Head Start / State Child Development Enrollment Update & Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – **Action Item (p. 49-50)**
- d. 2020-Kern Head Start and State Child Development Self-Assessment – Sylvia Ortega, Compliance Manager – **Action Item (p. 51-54)**

7. Committee Member Comments

8. Next Scheduled Meeting

Program Review & Evaluation
Wednesday, April 15, 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, March 6, 2020. Paula Daoutis, Administrative Coordinator.



Helping People...Changing Lives.



Presented by:

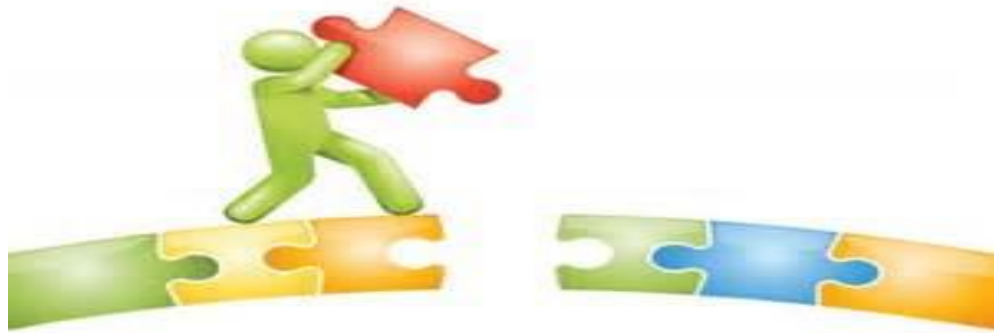
Susana Magana
Program Manager



- MCAP History & Statistics
- Program Structure
- Need and Eligibility Criteria
- Provider Options & Subsidy determination
- Enrollment Process
- **Questions or comments**



The California Department of education created the MCAP program in 1999 to bridge the gap between the center base program & general AP child development programs AND the needs of the migrant community.





Program Statistics

- CAPK is the only agency in the state that has a Migrant AP Program contract.
- MCAP has offices in all 6 entry counties- Kern, Kings, Tulare, Fresno, Madera and Merced
- MCAP is not county bound; which means that as a family migrates to follow agricultural work throughout California, their child care services continue
- In 2019 the program provided services in 16 total counties:

Kern, Kings, Tulare, Fresno, Madera, Merced, Riverside, Ventura, Santa Barbara, Sacramento, Monterey, Yolo, Imperial, Santa Cruz & San Benito



Program Statistics

- Our program has been serving families for 20 years
- We served approximately 550 families / 1300 children per year. We have about 230 childcare providers participate in our program.
- In 2019 we paid out \$7.3 million in subsidy childcare payments to providers throughout the state.
- In the month of November 2019, we paid out \$750K in childcare reimbursements. This was the highest amount ever reimbursed in a single month.
- In the last two fiscal years the MCAP program has received substantial contract increases. In FY18-19 we received an additional \$1.3 million and in FY 19-20 we got an additional \$1.1 million. The contract growth was approximately 35.5% increase in two years.



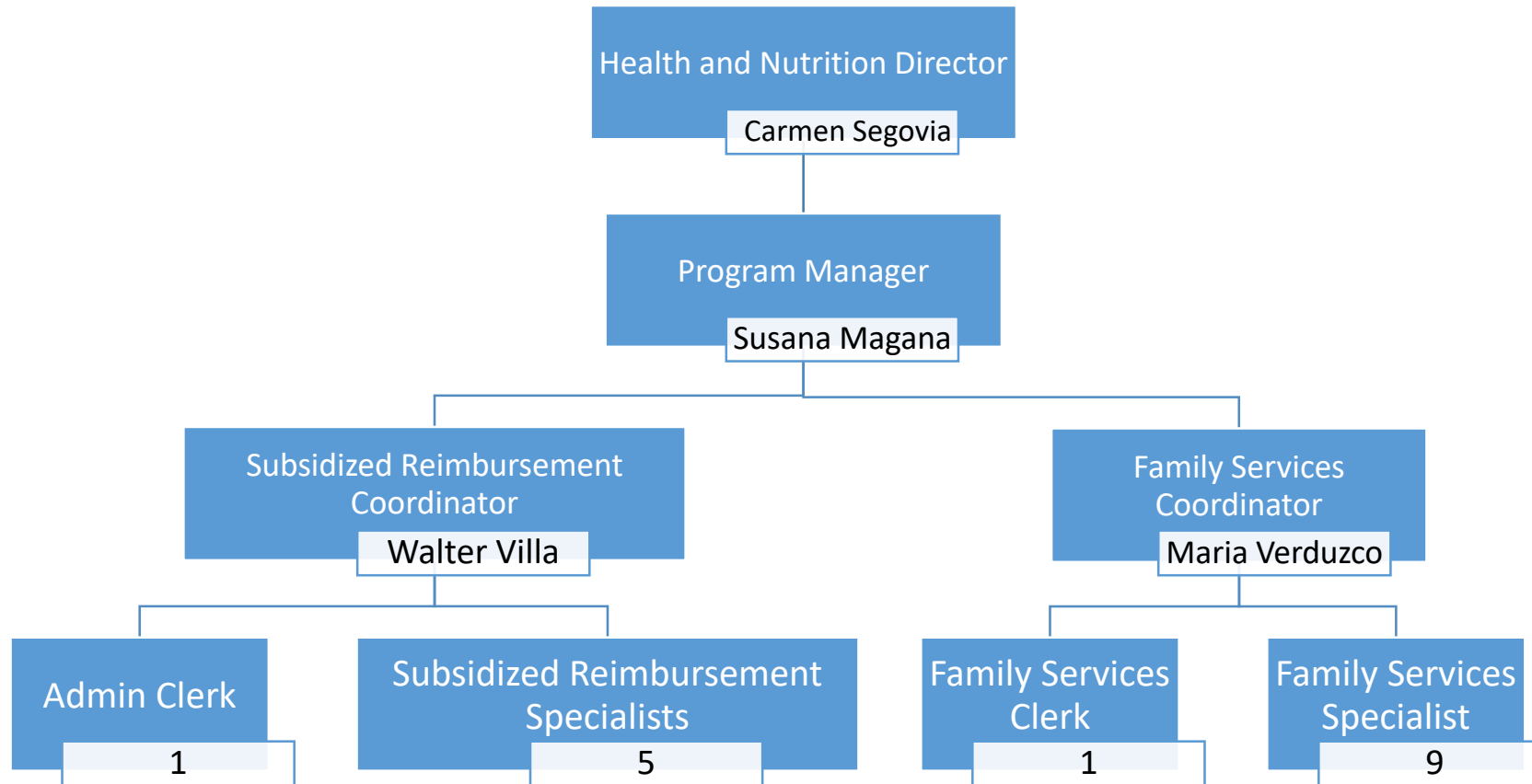
Migrant Childcare Contract

- Fiscal year is July 1st to June 30th.
- FY19-20 total amount is \$9.5 million

Contract Allocation

- 15% Admin (approx. \$1.4 million)
- 2.5% Support Services (approx. \$239K)
- 82.5% Provider Childcare Reimbursements (approx. \$7.9 million)

Program Structure





Program Structure

Family Services Department

- Responsible for approx. 450-550 family case management
- Provides families with technical assistance and referrals
- Conducts family visits at labor camps, fields, homes, etc.
- Lead outreach activities

Subsidized Reimbursement Department

- Processes approximately 1000-1300 provider reimbursement invoices per month
- Responsible for the case management of approximately 230 providers
- Provides technical assistance
- Conducts provider home visits to ensure program compliance
- Assist with outreach activities



Our program structure separates the eligibility component from the reimbursement component

- This is the program's checks and balances & part of our fraud prevention protocol.
- Although there are two separate departments, staff works hand in hand to maximize the families served and deliver excellent customer service.
- This structure helps us maintain a high compliance rate. During our last State audit we received a 3% error rate.



Need and Eligibility Criteria

#1 Family must be a true migrant family

- The entire family must migrate to follow agriculture work 75 miles or more from their permanent place of residence, for 30 days or more, every 12 months
- The total miles and total days can be met cumulatively
- Once enrolled services can continue anywhere within California



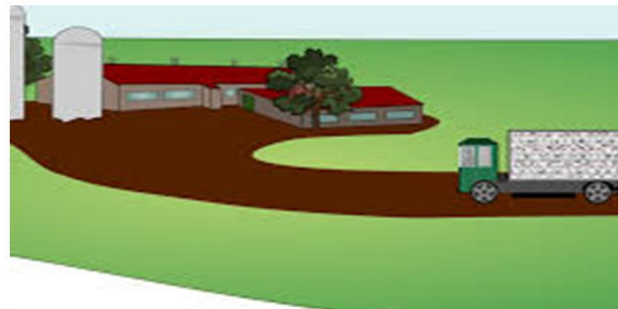


#2 Family must have Income from Agriculture

Both parents don't have to work in agriculture to qualify, but fifty percent (50%) or more of the family's total gross income must come from actual employment in agriculture or agriculturally related work during the twelve (12) month period immediately preceding the date of application for child care.

Examples of Agriculture Work

- Harvest of all fruits, vegetables, nuts, etc. and the maintenance of a farm
- Bee keeping
- Fishing
- Green Houses & Packing Facilities
- Poultry Farms
- Livestock Farms
- Dairy Farms
- Agriculture Transportation
- Forestry





#3 Family must be within the low income guidelines

Due to income fluctuation, the family's income is calculated by averaging the family's income from the preceding 12 months.

The California Department of Education provides the income guidelines for eligibility. Family adjusted monthly income must be at or below 85% of current State Median Income (SMI). These are the income ceiling effective 7/1/19.

Family Size	1 or 2	3	4	5	6	7	8
Monthly income ceiling	\$5,343	\$5,802	\$6,719	\$7,794	\$8,869	\$9,070	\$9,272

#4 Family must have an authorized *need* for childcare

- Employment
- Seeking Employment
- Parental Incapacity
- Vocational Training
- Homelessness
- Seeking permanent housing





#5 Family must have children ages 0-12 years



For children with exceptional needs or that are severely disabled, subsidy can continue up to the day before child turns 21 years of age.





Parental Choice & Provider Options

Families have complete parental choice when it comes to the type of care that will meet their child care needs. Parents can choose from the following types of child care options:

- Licensed Child care Center
- Licensed Family Child care Home
- Licensed Exempt-Trust Line Registered child care provider (neighbor/friend)
- Licensed Exempt- Relative child care provider (only grandma, grandpa, aunt or uncle)
- In-Home Child care/ nanny

The reimbursement specialist works with the selected provider to ensure that he/she is eligible to be reimbursed through our program, prior to authorizing services.



Maximum Benefit Level Determination

Our program has policies and procedures to ensure that all families are provided the same level of subsidy service.

The Maximum Benefit Level is determined the same for any given family, no matter which Family Service Specialist processes the application. All families with the same need will be granted the same subsidy amount.



Processing Provider Reimbursements

- ✓ The MCAP standardized method of determining the Maximum Benefit Level ensures that reimbursement to providers for child care services are also calculated in a uniform manner.
- ✓ Providers know exactly the Maximum Benefit Level rate they will be reimbursed for each child based on authorized schedule and the Regional Market Rate ceiling for their county.
- ✓ The MCAP reimbursement process yields the same dollar amount, no matter which Subsidized Reimbursement Specialist processes the reimbursement.
- ✓ This uniform and consistent method makes it easy to explain and verify the compliance of our work during internal reviews and during State audits
- ✓ The program processes about 900-1300 childcare invoices per month



Our Enrollment Process

- Pre-application/waiting list
- Eligibility determination
- Maximum Benefit Level determination
- Childcare provider selection
- Provider clearance
- Authorization of a 14-month child care subsidy certificate
- At month 12 of the certificate, the family's recertification determination begins
 - If family meets eligibility:
 - ❖ A new certificate starts the day after the current certificate expires, with no interruption in service
 - If family does not meet eligibility:
 - ❖ Family can continue care until the last day of their current certificate



Migrant Childcare Program

1(800) 259-8866

5351 Olive Drive Suite 200

Bakersfield CA, 93308

www.capk.org



Questions or Comments

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram		Month/Year: February 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 links 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. 2-1-1 also offers onsite Calfresh application assistance to eligible Kern County residents, via the C4Yourself website.					
Activities		Description			
Information & Referral Services		Incoming	Answered	Unanswered	Referrals
Kern County		4,901	4,335	566(11%)	10,090
Kings County		155	145	10(6%)	*
Tulare County		668	610	58(8%)	*
Stanislaus County		919	814	105(11%)	*
Total		6,643	5,904	739(11%)	

*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

YTD Reporting Period January-December

Other Services		Month	YTD
LIHEAP	Calls Answered	2,711	6,428
Weatherization	Calls Routed through 2-1-1	201	418
Mental Health	Calls Answered	207	411
Website Visitors	Duplicated Visitors to CAPK's 2-1-1 Kern web page	19,175	39,935
VITA	Calls Routed through 2-1-1	2,982	4,259

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		26	1	25

Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	211 Homeless Calls	QRT Received	Assessments Completed
		663	1	70

Outreach Activities	Outcomes
2/20/20 2-1-1 Presentation Broadway Head Start 2/27/2020 2-1-1 F.A.C.T Resource Fair	211 Kern - informational cards: 100 211 Kern - informational cards: 100

Highlights: 211 Program Specialist attended the 2020 CalFresh Conference in Sacramento where she was able to meet with key stakeholders from across the state to identify opportunities and discuss strategies to improve the reach and impact of CalFresh. The focus being upcoming opportunities to improve how CalFresh serves vulnerable populations and improving access and participation across the state.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: February 2020	
Program/Work Unit: AmeriCorps Kern Youth Making Change	Total Program Staffing: 1 staff and 24 Americorps	Program Manager/Supervisor: Carrie Farwell	
Services: AmeriCorps volunteers serve for up to one year, and provide 1700 hours of service in the community. Members receive a small living allowance and at the end of their service they receive an education stipend. This year Gov. Newsom allocated state funds to match the federal shares that were allocated to create the largest stipend to date, \$10,000. CAPK members volunteer at 7 different sites throughout Kern County providing mentoring, tutoring, and evidence-based small group facilitation, as well as assisting with afterschool programs, coordinating community service projects, and develop strategic planning, research and evaluation for identified needs in the community.			
Activities			
YTD Reporting Period January - December			
Description		Month	YTD
Vineland School District (Vineland Elementary & Sunset Middle) 6 members will provide classroom assistance, active recess, after school support, student shadowing, and group facilitation for Aggression Replacement Training (ART) & One Circle Training.		2	N/A
Kern Behavioral Health & Recovery Systems 2 members will provide group facilitation of evidence based programs, at various KBHRS programs, and schools within KCSOS.			
Lamont Boys & Girls Club 2 members are providing support for an after school teen program, as well as helping to develop outreach activities, and support community events.			
CAPK Friendship House 3 members are providing after school support and coordination of group activities. They will develop strategies for outreach to local schools and encourage youth participation. They will also assist the CAPK Friendship House Program Educator in providing Aggression Replacement Training to students at CLC Tech, and support the food distribution at the site once a month.			
CAPK Shafter Youth Center 2 members will provide after school mentoring, tutoring, and active recess, as well as support for community activities and resource fairs. They will also assist the CAPK Shafter Youth Center Program Education in facilitating Aggression Replacement Training to students in Wasco.			
TYM4CHANGE, Youth Participatory Active Research (YPAR) 9 members will be dedicated to the research, evaluation and data collection of the Kern Youth Making Change AmeriCorps Program. They will be responsible for administering assessments, and also data collection. They will also provide a community needs assessment, and use methods such as film, documentary, and photography to highlight those needs. They will be responsible for fundraising, establishing partnerships, and training select students within the Vineland School District on how to perform Youth Participatory Active Research. They provide event coordination, and oversee our large service projects.			

- The CAPK AmeriCorps Program is in its 2nd month. The 24 members received extensive training prior to placement at their respective sites, and have a wide variety of skills. Data collection tools are being built as we speak, and I look forward to sharing more information about students/community members served in the near future.

COMMUNITY ACTION PARTNERSHIP OF KERN DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: February/2020
Program/Work Unit: CalFresh Healthy Living	Total Program Staffing: 8	Program Manager: 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.		

YTD Reporting Period from October 1, 2019 – September 30, 2020

Activities	Description	Status	
		Month	YTD
Program Partnerships	Health Educators attended three community collaboratives and started healthy eating education sessions at Wasco Library.	4	106
CalFresh Healthy Living SHOP Attend local CAPK Food Bank assistant sites in Arvin, Bakersfield, Delano, Shafter, Wasco, Lamont, Lake Isabella, and Mojave	Health Educators completed three food pantry assessments and participated at three CAPK Food Pantry events.	3	9
	Direct Education Contacts: Health Educators provided direct nutrition education materials to 54 participants at the three food bank distribution sites.	54	236
	Indirect Education contacts: Health Educators attended one health resource fair and interacted with 50 participants.	50	1586
CalFresh Healthy Living LIVE	Health Educators met with Adventist Health to discuss possible clinic site collaboration. Indirect education outreach is 14,550 at Mercy Downtown.	2	14,550
CalFresh Healthy Living Trainings	- CAPK CalFresh Healthy Living hosted two CDPH SNAP-Ed funded update trainings on The Dietary Guidelines for Americans (DGA) and Youth Participatory Action Research (YPAR). - CAPK CalFresh Healthy Living hosted a one-day CDPH SNAP-Ed funded Accelerated Action Planning training. The purpose of the training was to learn a self-directed approach using an 8-step action planning model for short term, single focus project or event planning.	3	5

Upcoming CalFresh Healthy Living Trainings:

1. CalFresh Healthy Living ReThink Your Drink education for MCAP Providers scheduled for Thursday, March 5, 2020, 6 to 7:30 PM at the Delano Civic Center.
2. CalFresh Healthy Living Health Educators will attend one day Snap, Crackle, and Learner-Centered Education training on Thursday, March 19, 2020 at UC Fresno Center.
3. 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.

Staffing: The 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: February 2020
Program/Work Unit: Community Development	Total Staffing: 5	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> supported programs across the agency in February. We attended the swearing-in ceremony in Fresno for CAPK's new AmeriCorps team members. We worked to prepare a barrage of advertising for EITC, coordinated critical Census work with Kern County and our programs and advocated for our agency and the people we serve with elected officials and decision makers. We also took adorable pictures of Perry Finzel, a staffer for House Minority Leader Kevin McCarthy, playing blocks with students at the Willow Child Development Center in Oildale. The <u>Grants Team</u> has been researching new projects including affordable housing and has been supporting program activities including the new Census grants and CalEITC. We are assisting in preparation for the CSBG audit to be conducted in April.		
Advocacy	• Newspaper advertisements, developed by Raul Gallardo for the Census, began running. • James Burger spoke at the Bakersfield meeting of the California Public Utilities Commission. • Prepared letters in support of CSBG, WAP and LIHEAP funding for the offices of Congressman Kevin McCarthy and Congressman T.J. Cox. • Captured and shared on social media photos of McCarthy staff visiting Head Start Centers in Bakersfield.	
Outreach	• Worked to plan media and marketing efforts for the opening of the Low-Barrier Navigation Center. Met with county promotions team. • Billboard advertisements supporting the Kern EITC benefit through VITA went live. • Promoted the launch of the new WIC debit card in mid-February. • Promoted video of VITA Program Manager Jacquie Guerra supporting the EITC credit on social media. Guerra also spoke to Gov. Newsom's office and to KGET for a news story on VITA. • Coordinated New York Times interview with Head Start Policy Council members for story on poverty in California.	
Special Events	• Attended and promoted the AmeriCorps swearing-in ceremony in Fresno.	
Grants-In Progress	• City of Bakersfield Homeless Navigation Center • Wells Fargo VITA Financial Empowerment	
Research	• Transforming Local Communities • CRM Project Phase 1 funding. • Affordable housing for low-to-moderate income families.	
Projects	• Head Start Community Assessment. • Youth Centers Policy & Procedure Manual. • 2020 Census, Kern County Census Committee. • 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: February/ 2020
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 5	Program Manager/Supervisor: TaVia Wooley
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.		

YTD Reporting Period January-December

Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response	42	64
	F5K School Readiness	1	3
	Economic Empowerment	10	10
Children enrolled in center-base program		1	1
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	78	190
Emergency Supplies Closet and Other Services	Food (individuals)	8	14
	Clothing (individuals)	29	74
	Photocopies (individuals)	218	218
	HEAP Application Supporting Docs	85	168

Other: N/A

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: February 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.		

YTD Reporting period January- December

Activities		Status	
		Households Served	
		Month	YTD
1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2019)	Utility bill payments	4	261
2. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance – 2020)	Utility bill payments	798	1465
1. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)	- Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) - Energy-efficient appliance installation	-0-	242
		-0-	345
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)	- Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) - Energy-efficient appliance installation	10	10
		15	15
3. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)	- Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) - Energy-efficient appliance installation	3	4
		3	4
5. Total Value of Services (utility payments only)		\$503,812	\$917,899
		Results	
6. Energy calls received (from 2-1-1)		3047	
		HEAP	Wx
7. Number of LIHEAP applications Received		774	81
8. Number of LIHEAP applications Completed		802	29
9. Number of LIHEAP applications in Progress		150	37
10. Outreach Events attended	2/12 – Financial Aide Fest 2020, Bakersfield College 2/13 – SJVC Resource Fair, 201 New Stine Rd.	Give presentations, distribute brochures, 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: February 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.		

YTD Reporting Period is January-December

		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (January)	39,712	39,712
	Poundage Received all Programs	1,676,754	3,805,730
	Total Poundage Distributed, All Sites	2,061,417	4,200,242
	Total Distributed pounds 2019	1,267,391	2,747,007
Food Sourcing	Produce Received: 30,000 pounds of produce (donated or purchased) & 6 different produce items: · Grimmway: Carrots · Quionez Trucking: watermelon · Target: Mixed produce · Tasteful Selections: Potatoes · Walmart: Mixed produce · Wonderful: Citrus Trade Mitigation Produce: 299,300 pounds of fresh produce: Apples, Citrus & Pears.		
Food Drives:	CSFP Produce Distribution: Distributed 150 pounds of potatoes to 3 Senior sites to a total of 175 seniors		

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.
- Ridgecrest relief program was able to send 5 truck with pallets of can goods, cleaning supplies and personal hygiene items. A total of 15,000 lbs was sent to Ridgecrest in the month of February.
- 2/5- Outreach Presentation- Superintended of Schools Early Childhood
- 2/6- Outreach Presentation- Horace Man Elementary
- 2/12- Outreach Event- Bakersfield College
- 2/13- Outreach Event- San Joaquin Valley College
- 2/19- Pantry Site Review: Mansion of Life
- 2/20- Outreach- Stuff the Bus
- 2/21- Commodity Site Inspection- Lamont
- 2/24- Outreach Meeting Buck Owens
- 2/27- Outreach Event- F.A.C.T. Bakersfield Parole Office
- 2/28- Outreach Meeting- Stuff the Bus Channel 23
- 2/28 – CAPK Food Bank had their annual audit.
- Our CSFP program held 35 distributions for the month of January and distributed 30 pound boxes of healthy and non-perishable food to 4,274 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Carmen Segovia: Choose an item.		Month/Year: February 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.			
YTD Reporting Period From			
Activities		Participants	
Description		Month	YTD
After-School Program Tutoring, homework assistance, recreation.		13	99
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.		28	88

Other:

- The program Educator for the CAPK Positive Youth Development Services program is providing Aggression Replacement Training (ART) classes at CLC Tech in Bakersfield and at Wasco Independence High School.
- Mentoring services are being offered at the Friendship House & Shafter Youth Center for youth ages 6-18. The Positive Youth Development program is still recruiting Mentors & Mentees for both youth centers.
- The Friendship House food distribution is held the 4th Wednesday of each month at 9:30am. The March food distribution is scheduled for 3/25/20.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Tracy Webster, Interim		Month/Year: February 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.		

YTD Reporting Period January-December

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	895	
	Subs/Temps	25	
	Total Staff	920	
New Hires	All divisions and programs		
	Regular	5	152
	Subs/Temps	2	58
	Total New Hires	7	210
Leaves of Absence	Full-time Leave	25	
Terminations	All divisions and programs		
	Voluntary	7	162
	Involuntary	0	64
	Total Terminations	7	226
Staffing	Vacancy	24	334
	Total Paper Applications Received	66	2,127
Payroll	Total Hours	140,703	
	Paid	\$2,755,628	
	Total Gross Payroll		

Projects: ADP Recruitment Employee Survey	Completed:
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COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Pritika Ram		Month/Year: February, 2020
Program /Work Unit: Low-Barrier Homeless Navigation Center (LBNC)	Total Program Staffing: Leadership Team: 3	Program Manager/Supervisor: Laurie Hughey
Services: The LBNC will provide food, shelter, clothing, personal hygiene items, laundry services, personal possession storage, pet care and kennels for overnight guests. The center will partner with other agencies to provide substance abuse services, medical and mental health services, employment services, housing and navigation assistance, case management and information and referral services. The center is capable of housing 150 overnight guests. Guest who spend the night will be eligible for a cold breakfast. The center is open to the public from 10am-8pm, guest who utilize the day service are eligible to receive lunch and dinner.		
Updates: - LBNC Policy and Procedures are in the process of being finalized by CAPK, Kern County, Sherriff's Dept and Public Health. - A Recruitment Job Fair is scheduled for March 4th for the 2nd and 3rd tier staff at America's Job Center of California (AJCC). - Interviews are scheduled for the Program Coordinator on 3/5/2020. - We are working with area service providers to determine final scope of work for coordination and quality services delivery. - Volunteers are being recruited for assembling the shelter beds on 3/21/2020 at the LBNC, located at 2900 M Street, with the time tentatively scheduled for 10am to 2pm. More details will follow. - Proposals for security and kitchen equipment have been reviewed and discussed for moving forward. - Timeline for opening the Center is targeted for the end of March/early April. An Open House to the community will be scheduled soon.		
Activities		Participants
Description		Month
YTD		
Statement of Program Deliverables once the center opens		
# of overnight residents		
# of daytime residents		
Total # of residents		
# of overnight resident meals		
# of daytime resident meals		
Total # of meals		
# of assigned beds		
# of available beds		
# of volunteers		
Total # of volunteer hours		
Donations-Monetary		
Donations-In kind		
# of exits into permanent housing		
# of total exits		
Average length of stay for all exits		
Average length of stay for exits to permanent housing		

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: February 2020	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 19, <i>Vacancies-3 2 Family Specialists & 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 January 2019, which was processed in the month of February 2020.</i>			
Activities	County	Total	% by County
Active Enrollments	Kern*	482	45%
	Madera	113	10%
	Merced	3	0
	Tulare	235	22%
	Kings	91	8%
	Fresno	168	15%
	Total	1092	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.

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 continues to actively recruit to fill program vacancies. The program manager will be scheduling interviews this month to fill 2 specialist vacancies in Kern.

On 2/24 we had an all staff meeting at the Kern office. The meeting was to provide updated projections/ enrollment goals for the remainder of the fiscal year. Jeremy Tobias and Carmen Segovia stopped by to provide words of praise to the staff for being on track on earning the MCAP contract. Jeremy also provided a brief overview of the growth that the CAPK is experiencing and the new services that will be provided to the community.

Upcoming Activities

On 3/13 staff will be attending the Farm worker Appreciation Day & Resource Fair in Delano hosted by Americas Job Center of California

On 4/1 staff will be attending the Shafter Community Wellness Fair hosted by CAPK's Shafter Youth Center

On 4/2-4/3 the Program manager will be attending a spring Technical Assistance training in Pomona hosted by the California Alternative Payment Program Association (CAPPA) and the CA Department of Education

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: February 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

	Vision y Compromiso (Comm. Dev.) Delta Bay Builders (HS Stockton) K.H.S.D. contract (Head Start Kern) Rounthip Baccam (Hs Stockton) KYMC MOUs, 8 total (Health & Nutrition) Creative Child Care, Inc. (HS Stockton) Rice Agency Amendment PLC System Services (Head Start) Tres Hombres Fence Co (Head Start) Tres Hombres Fence Company (Operations) Stewart Title (Operations) Swanson Engineering (?) CCS Fundraising (Comm. Dev.) AAI Pest Control (HS Stockton) Mojave Veteran's Bldg. Rental Agreement (WIC)	In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress	
Maintenance & Operations		Work in Progress	Closed To Date
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	121	3816
Projects	• "Jewett" Fire alarm system is completed and has passed the Fire Marshall inspection. Friday we will be looking to get the final inspection from the City of Bakersfield. • Cleo Foran Renovation: Construction has been completed and we have received final inspection from the City of Bakersfield. We have also received final inspection from the Fire Marshall on the fire system. Program has requested to add Pour Down play material in the new EHS play yard and install new sod, we are in the process off procuring the work. • East Cal: EHS interior renovations are nearly complete. Exterior renovations are complete. The County inspector is requiring us to install a ADA parking space and exit to the West end on the facility that will require us to add ramps and a gate to the sidewalk, we are in the process of procuring this work.	In Progress In Progress In Progress	
Information Technology		Received	Closed To Date
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	3230	3188
Projects	• AT&T E-rate Category 1 Installation • Mitel Upgrades MCAP, SJC, WIC • WIC Wise • Jewett • SJC computer upgrades • Census • LBNC	In Progress In Progress Completed In Progress In Progress In Progress In Progress	

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	7 2 0 0 1 0 0	11 4 0 0 2 0 0
General Liability		0	0
Property Incidents		3	5
Vehicle Incidents		2	6
Projects	Charter for Operational Risk Mgmt 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" Fire alarm system is completed and has passed the Fire Marshall inspection. Friday we will be looking to get the final inspection from the City of Bakersfield. "Cleo Foran" Renovation: Construction has been completed, and we have received a final inspection from the City of Bakersfield. We have also received a final inspection from the Fire Marshall on the fire system. The program has requested to add Pour Down play material in the new EHS play yard and install new sod; we are in the process of procuring the work. "East Cal" EHS interior renovations are nearly complete. Exterior renovations are complete. The County inspector requires us to install an ADA parking space and exit to the West end on the facility that will require us to add ramps and a gate to the sidewalk; we are in the process of procuring this work.

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.		

YTD Reporting Period from January to December

Activities		Participants	
Description		Month	YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.		1	20
Evening Program – Open Basketball, Zumba, Fitness Boot Camp, Mental Health Support Group Mtg, Tai Chi		20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.			

Other:

- Shafter Youth Center has been hosting VITA services on Saturday mornings by appointment. Clients are to schedule appointments through 211 Kern. Sounds a real collaboration on a team project!
- Shafter Youth Center staff has been training and learning about Give BIG Kern. This year, SYC will be promoting the event for fundraising efforts. We can make this the first warning. You may be bombarded by emails and social media posts on Giving BIG to SYC.
- AmeriCorps members have started working at SYC. The members are eager and ready to take on some projects.
- Shafter Youth Center hosted the Children's Art Gallery and Children's Art Workshop for the Shafter Colors Festival, on February 22nd. Program Manager, Angie Nelson conducted guided paint sessions with kids as young as 3 years old.
- Shafter Youth Center will be hosting a Community Wellness Fair on March 11th. American Refuse has partnered up and helped in planning the event. As of 3/2, we have over 30 vendors slated to attend. Announcements are planned with social media, tv, radio and magazine outlets.



Shafter Community Wellness Event

When: Wednesday, March 11, 2020

Time: 4 p.m. - 7 p.m.

Where: Shafter Youth Center – 455 E. Euclid Ave, Shafter.

Stop by for information on Health, Education, Safety and Other Community Resources!

Adventist Health and Bakersfield Pregnancy Center will have their mobile units in the front parking lot.

FREE immunizations (birth-18 years who qualify), Flu shots, BMI Testing, FREE food, giveaways...and more!!

Please visit "[Shafter Community Wellness Fair](#)" on Facebook for a complete list of vendors and services they offer.



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.		

YTD Reporting Period from January - December

		Results			
Activities	Description	Month		YTD	
		Dollars	# of Tax Returns	Dollars	# of Tax Returns
Refunds	Federal Refunds	\$2,616,526.00	1031	\$3,399,685.00	1,281
	Federal EITC	\$1,091,950.00	475	\$1,467,024.00	605
	Federal Total	\$3,708,476.00		\$4,866,709.00	
	State Refunds	\$450,059.00	957	\$560,336.00	1207
	California EITC	\$150,879.00	599	\$39,652.00	749
	State Total	\$600,938.00		\$599,988.00	
Total Credits & Refunds	State & Federal	\$4,309,414.00	1,988	\$6,174,871.00	2,488

Additional Comment/Notes:

- Moving forward with hiring new TEMP staff, 1 Site Coordinator and 2 Admin Assistants
- In addition of our regular schedule of 5 days of week at CAPK on 19th St. for appointment only, we were open the 10th and the 24th for walk-in clients. We will continue this “every other Monday walk-in day” for the month of March.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: February, 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 - February, 2020	16,160	13,126/82%	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		114
	Bakersfield		Oildale		269
			Ridgecrest		533
	E. California	1341	Rosamond		513
	Niles Street	1818	Shafter		1181
	Montclair	342	Tehachapi		300
	Friendship House	67	Wasco		1600
	Panama	1104			
	Boron		<u>San Bernardino County</u>		
	Buttonwillow		Adelanto		1599
	California City	60	Big Bear		199
	Delano	576	Crestline		253
	Edwards Air Force	822	Needles		170
	Lost Hills	8	Phelan		*
	*** state ave	257			
	unable to calculate		<u>Mobile WIC</u>		

Projects

CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 747 followers and Instagram has 832 followers. This is up from last month.

CAPK WIC staff participated in 2 all day trainings on the new WIC WISE software system. These trainings were led by State trainers and gave staff the opportunity to have hands on experience and ask questions before the roll out of WIC WISE.

The WIC CARD became a reality for CAPK WIC staff and participants on 2/18/2020. CAPK WIC participants now have access to the WIC Card that replaces the vouchers/checks for the supplemental foods that they are eligible for. The WIC CARD has many benefits: easier check out at the stores, Participants no longer must purchase many items at one time, and if the card is lost or stolen it can be easily replaced along with the benefits. With the old voucher system if participants lost their vouchers/checks they could not be replaced. The first week was difficult on staff and participants with long waits and computer glitches. But as the staff gets more experience with the program, the clinic flow is much smoother. Participants did not mind the wait as they were also very excited about being issued the WIC CARD.

Hub meetings were held this month. The subject was the new WIC WISE system: lessons learned and continued training.

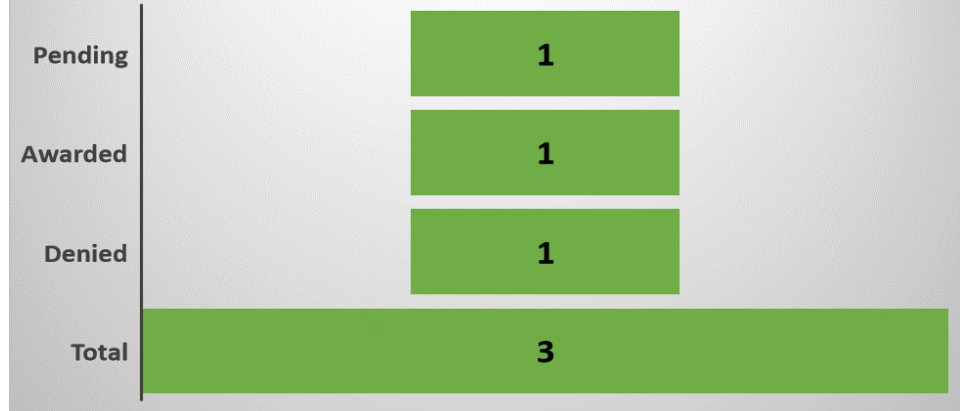
The Outreach and Public Relations Coordinator was busy doing outreach announcing the WIC CARD by appearing on radio shows and Telemundo and Eyewitness News.

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

Application Status Dollars, February 2020

Status	Dollars	Count
Pending	\$360,000	1
Awarded	\$15,000	1
Denied	\$2,360	1
Total	\$377,360	3
Win Percentage		50%

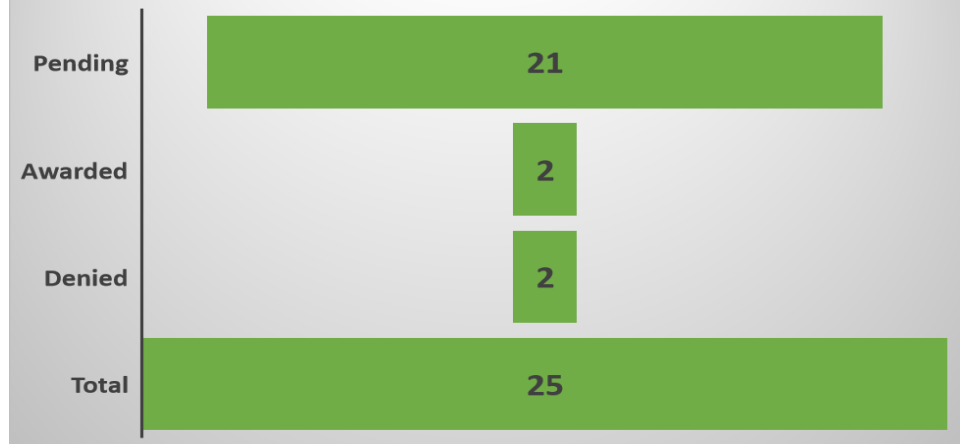
**Application Status Counts
February 2020**



Application Status Year to Date

Status	Dollars	Count
Pending	\$5,375,000	21
Awarded	\$85,707	2
Denied	\$47,360	2
Total	\$5,508,067	25
Win Percentage		50%

**Application Status Counts
Year to Date 2020**



Community Development Division
Application Status Report
February 2020

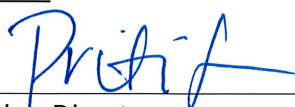
Submission Detail

Project Name	Funder	Program	Amount Requested	Amount Awarded	Notification	Date Submitted	Status
Youth Garden Grant 2020	kidsgardening.org	SYC	\$2,360	\$0	2/11/2020	12/13/2019	Denied
NALEO Education Fund	NALEO Education Fund	EKFRC, CDD	\$15,000	\$15,000	2/5/2020	1/13/2020	Awarded
Kern Youth Reinvestment Partnership	California Board of State and Community Corr	FHCC/SYC/211	\$360,000	\$0		2/13/2020	Pending
Census Project	Kern County	CDD	\$47,707	\$47,707	1/17/2020	1/1/2020	Awarded
Nutrition for Healthy Living	Kaiser Permanente	CAPK Healthy Living	\$30,000	\$0	1/6/2020	10/21/2019	Denied
Kids Adopt a Beach	California Coastal Commission	FHCC/SYC	\$8,000	\$8,000	1/3/2020	10/24/2019	Awarded
Jewett Community garden	National Head Start Association	Head Start	\$5,000	\$0	1/3/2020	10/11/2019	Denied
CAPK Low Income Housing Project	JPMorgan Chase & Company	CDD	\$5,000,000	\$0		1/15/2020	Pending
STEM Education	Cisco Foundation Inc	FHCC/SYC	\$ 25,000	\$ -		12/27/2019	Pending
CAPK Food Bank Expansion Project-CDBG	Kern County		\$ 458,293	\$ -		12/6/2019	Pending
CAPK Affordable Housing Project-PSV	City of Bakersfield		\$ 400,000	\$ -		11/22/2019	Pending
CAPK Food Bank Expansion Project-CDBG	City of Bakersfield		\$ 458,295	\$ -		11/22/2019	Pending
Medi-Cal Outreach Grant	Kern County Department of Human Services	FHCC/211	\$ 632,000	\$ -		11/8/2019	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
STEM	Texas Instruments	FHCC/SYC	\$ 70,000	\$ -		10/4/2019	Pending
STEM	National Science Foundation	FHCC/SYC	\$ 50,000	\$ -		10/4/2019	Pending
STEM Education	Northrop Grumman	FHCC/SYC	\$ 50,000	\$ -		10/4/2019	Pending
Free Farmers Market Delano-2019/2020	Wonderful	Food Bank	\$ 50,000	\$ -		8/30/2019	Pending
Free Farmers Market Wasco-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

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Private	CAPK Program	VITA
Funding Agency	Wells Fargo	Project Name	Financial Empowerment Workshops
CFDA		Target Population	Low to Moderate Income taxpayers
New Funder or Reapplication	Re-application	Number Served	185
Estimated Request	\$50,000	Division Director	Pritika Ram
Award Period	June 1, 2020 -Dec. 31, 2020	Program Manager	Jacquelin Guerra
Project Goal (One sentence goal statement)			
Improve the financial capabilities of low-to-moderate income working people and families through financial empowerment workshops and one-on-one coaching. Special workshops will be held for people who have or want to start a small business and undocumented/documentated migrant workers.			
Project Description (Brief one paragraph description)			
A full-time program educator will schedule and oversee no-cost financial empowerment workshops for up to 15 participants at each. Interested participants can attend one or all workshops. The interactive workshops will use the Your Money Your Goals toolkit and other subject matter expert guest presenters and cover subjects such as opening and managing a bank account, budgeting, debt, saving for emergencies, avoiding predatory lending, business finance, and public charge. At least two additional workshops will be held for starting/managing a small business and at least one geared towards special financial and legal issues of migrant workers and undocumented migrants. The program educator will also conduct one-on-one financial coaching for up to 50 interested workshop participants. Participants that complete at least 3 one-on-one financial coaching session will be eligible for up to \$100, \$1 to \$1, match for opening a new savings account.			
Estimated Budget Summary			
The six-month program budget will include a new 40 hr. a week program educator, 10 hrs. a week of program manager time, mileage, participation incentives such as food and prize drawings, outreach materials and savings match.			

Approvals:

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

Date Presented/Approved

Policy Council: _____	PRE Presentation: _____	B&F Approval: _____	Board Approval: _____
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Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Government	CAPK Program	Homeless Services
Funding Agency	City of Bakersfield	Project Name	Bakersfield Homeless Navigation Center
CFDA	N/A	Target Population	Homeless
New Funder or Reapplication	New	Number to be served	TBD
Estimated Request	\$2,520,000	Division Director	Pritika Ram, Interim
Award Period	TBD with ongoing contract renewals.	Program Manager	TBD
Project Goal (One sentence goal statement)			
Reduce homelessness in Bakersfield by providing a low-barrier 24/7 shelter that allows people, partners, pets, and belongings; wrap-around case management; and supports to help the homeless move into stable housing.			
Project Description (Brief one paragraph description)			
CAPK proposes to be the professional operator for the Bakersfield Homeless Navigation Center (BHNC), which is anticipated to open in the Fall of 2020, located at 1900 East Brundage Lane. If awarded, CAPK will provide core services and manage sub- contracted services for a 150 bed shelter which may include facility management and operation, routine facility maintenance and janitorial services, daily meals, laundry, transportation, coordination with partner referral entities, case management, housing navigation, job training, veteran's services, animal care services, on-site/off-site private security, and miscellaneous technical support. Medical and Mental Health services are anticipated to be provided through contracts with the County of Kern Behavioral Health Department and the Kern Medical Hospital Authority.			
Estimated Budget Summary			
Start-up: Approximately \$320,000 to include all equipment and supplies, including a complete kitchen, laundry facility, office furniture and computers, beds and bedding, etc. Operations: Approximately \$2.2 MM per year to include staffing, food, janitorial service, security, laundry services, transportation, etc. Staffing will be similar to the Kern Low-barrier Navigation Center with additional kitchen and shelter staff.			

Approvals:

1. Division Director  _____ Date <u>3/3/2020</u>	3. Chief Financial Officer  _____ Date <u>3/5/2020</u>
2. Director of Community Development _____ Date _____	4. Chief Executive Officer  _____ Date <u>3/6/2020</u>

Date Presented/Approved

Policy Council: _____	PRE Presentation: _____	B&F Approval: _____	Board Approval: _____
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COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: February 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—53 Enrolled	446	395	89%
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—28 Enrolled 16—16 Enrolled 11—10 Enrolled 42—36 Enrolled 24— 0 Enrolled 16— 2 Enrolled 11— 0 Enrolled	152	92	60.5%
TOTAL Funded Enrollment		2228	2117	
Children with Disabilities		Goal	Percentage	
Head Start Kern	Identified as having an IEP	10%	10.5%	
Early Head Start Kern	Identified as having an IFSP	10%	14.1%	
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		
Head Start Kern		<10%	9.3%	
Early Head Start Kern		<10%	3.6%	
Early Head Start San Joaquin		<10%	9.3%	
Early Head Start Partnership		<10% 101—130%	5.3% 7.2%	
Average Daily Attendance (Program Wide >85%)		99%		
Enrollment Highlights				
12 Sites reported 100% ADA Enrollment & Attendance Manager and Enrollment Coordinator attended the first annual F.A.C.T (Families Achieving Change Together) collaboration meeting, focusing on the unique issues facing women following incarceration, hosted by the Bakersfield Parole Office.				

Division Staffing			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
633	10	16	151

Compliance

The annual Self-Assessment for the Kern grant was conducted during the week of February 3, 2020. We are planning and preparing for the San Joaquin annual self-assessment that is scheduled for the week of March 23, 2020.

Central Kitchen February 2020

Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Head Start / Early Head Start Centers	63,714	23,086	20,042	20,586
Home Based Meals	101	15	71	15
TOTAL	63,815	23,101	20,113	20,601

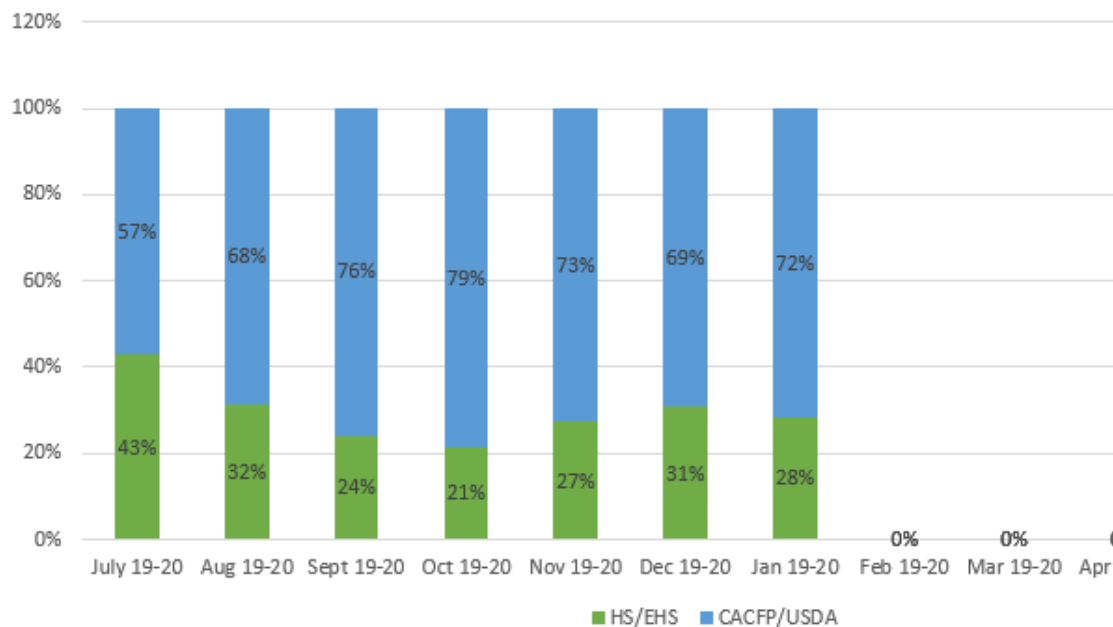
Highlights: The Head Start/State Child Development Program conducted a mock State review. Sylvia Ortega conducted the interviews for the various departments. The Central Kitchen's interview, according to Sylvia Ortega, was outstanding. All files, procedures and processes were reviewed, and all were found to be in compliance.

CACFP

January 2020

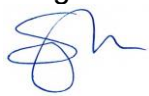
Total Meals Requested			Meals Allocated		% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS	January 2020
69,664	16,428	86,092	61,631	24,461	83%

Meals Allocated 2019-2020



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Sylvia Ortega, Quality Assurance Manager
Date: March 11, 2020
Subject: *Agenda Item 6d:* 2019-2020 Head Start/State Child Development Self - Assessment – **Action Item**

The Head Start/State Child Development program conducts an annual self-assessment to involve the agency in a review of its program's operations, goals, and objectives. The agency must self-assess the implementation systems and services of program governance and management systems, fiscal integrity, Enrollment Recruitment Selection Eligibility and Attendance, environmental health and safety, Classroom Assessment Scoring System (CLASS), comprehensive services and school readiness.

The Head Start/State Child Development self-assessment resulted in two program findings in the areas of:

- Policies and Procedures - The Head Start/State Child Development program is in the process of updating its policies and procedures.
- Toothbrushing - The Head Start/State Child Development program shows inconsistencies with following toothbrushing procedures.

Plans of Action to address the two findings have been completed. Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the Grant Application for the subsequent year.

Recommendation

Staff recommends the Program Review & Evaluation Committee approve the 2019-2020 Head Start/State Child Development Self-Assessment Report.

Attachments:

Summary of 2019-2020 Self-Assessment Process
2019-2020 Self-Assessment Report

Community Action Partnership of Kern Head Start/State Child Development Summary of 2019-2020 Self-Assessment Process

The Head Start/State Child Development self-assessment was completed the week of February 4-7, 2020. A review of the self-assessment planning process was completed with key management staff. Staff received an orientation training and an overview of the monitoring checklists in preparation of completing the program self-assessment.

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

In addition, the self-assessment teams reviewed Desired Results Developmental Profile (DRDP) results, Infant/Toddler Environmental Rating System (ITERS) scores, Early Childhood Environment Rating Scale (ECERS) and program plans. The program self-assessment resulted in two program findings in the areas of:

- Policies and Procedures- The Head Start and State Child Development policies and procedures need to be updated.
- Toothbrushing- The Head Start/State Child Development shows inconsistencies with following toothbrushing procedures.

Through the self-assessment process and interviews with Head Start/State Child Development staff, it has been determined that the program provides quality care and has consistent systems across program options. Head Start/ State Child Development funds have been used to improve and support the program and implement a process of continuous program improvement. These improvements include:

- Additional materials and supplies
- Training

Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the grant application for the subsequent year. The Director of Head Start/State Child Development will conduct meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Community Action Partnership of Kern Head Start/ State Child Development 2019-2020 Self-Assessment Report

Compliance Item: Policies and Procedures

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.102(b)(1) In order to ensure effective ongoing oversight and correction, a program must establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations as described in this part, and must: (iv) Implement procedures that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings.	The Head Start and State Child Development program needs to update policies and procedures.	Quality Assurance Manager Director of Head Start and State Child Development Administrative Staff	March 1, 2020 and ongoing	Revise Head Start and State Child Development Service Areas Policies and Procedures Train staff on new policies and procedures	Revised Policies and Procedures Training Schedule	Revised Policies and Procedures will strengthen the program with consistency.

Community Action Partnership of Kern Head Start/ State Child Development 2019-2020 Self-Assessment Report

Compliance Item: Toothbrushing

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.43 Oral Health Practices: A program must promote effective oral hygiene by ensuring all children with teeth are assisted by appropriate staff, if available, in brushing their teeth with toothpaste containing fluoride once daily. (1302.47 Safety Practices: A program should consult Caring for our Children Basics.) 3.1.5.1: Routine Oral Hygiene Activities: All children with teeth should brush or have their teeth brushed with a soft toothbrush of age-appropriate size at least once during the hours the child is in child care.	During monitoring visits, it was observed that staff were not consistently following procedures for toothbrushing	Health and Nutrition Supervisor Quality Assurance Manager	March 1, 2010 and ongoing	Onsite toothbrushing overview was conducted at specific sites. Site Supervisor training on handwashing and sanitation Monitor program to ensure proper toothbrushing is being done.	Training Toothbrushing procedure Monthly Monitoring	Ensure proper toothbrushing is being incorporated into the daily schedule to assist children in developing healthy habits.