

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
September 16, 2020
12:00 pm

Per Governor's Executive Order N-25-20
Meeting to be held via Tele-Conference
(213) 204-2374 - Conference ID: 703 988 332#

[Join Microsoft Teams Meeting](#)

Members of the public may join the tele-conference or listen to the call from the CAPK office at
5005 Business Park North, Bakersfield, CA

AGENDA

1. Call to Order

2. Roll Call

Nila Hogan
Marian Panos

Michelle Jara-Rangel
Fred Plane

Maritza Jimenez

3. Approval of Agenda

4. Public Forum

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

5. Program Presentation:

- a. Vita Program Presentation – Jacqueline Guerra, VITA Program Manager

6. New Business

- a. July & August 2020 Program & Division Reports – Pritika Ram, Director of Administration – **Action Item (p. 3-28)**
1. 2-1-1 Kern County
 2. AmeriCorps Kern Youth for Change
 3. CalFresh Healthy Living Program
 4. East Kern Family Resource Center (EKFRC)
 5. Energy
 6. Executive Division Grants & Outreach
 7. Food Bank
 8. Friendship House Community Center (FHCC)
 9. Human Resources
 10. M Street 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 July & August **(p. 29-30)**
 - 2. Funding Request Profiles:
 - a. CA Natural Resource Agency for the Connecting Youth to Nature & Culture program at both youth centers **(p. 31)**
 - b. USDA SNAP-Ed to provide education and support for the CAPK CalFresh Healthy Living Program
 - c. **(p. 32)**
 - d. Wonderful Foundation to provide Free Farmers Markets to low-income and food insecure households **(p. 33)**
- c. July & August 2020 Head Start / State Child Development Enrollment Update & Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – **Action Item (p. 34-35)**
- d. 2019-2020 Early Head Start Partnership Self-Assessment – Sylvia Ortega, Quality Assurance Administrator – **Action Item (p. 36-39)**
- e. 2019-2020 Early Head Start San Joaquin Self-Assessment – Sylvia Ortega, Quality Assurance Administrator – **Action Item (p. 40-43)**

7. Committee Member Comments

8. Next Scheduled Meeting

Program Review & Evaluation
Wednesday, October 14, 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, September 11, 2020. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Sheila Shegos		Month/Year: July 1- August 31 2020		
Program/Work Unit: 2-1-1 Kern County	Staffing: 21	Program Manager: Irene Fonseca		
Services: Provides 24/7 information and referral services via phone or CAPK 2-1-1 website to residents of Kern County. 2-1-1 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 Program. 2-1-1 is the entry point to homeless services by way of the Coordinated Entry System—2-1-1 screens callers experiencing homelessness and connecting them with CES Homeless Navigators who prioritize needs by urgency and link 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 over the phone Calfresh application assistance to eligible Kern County residents, via the GetCalfresh.org website.				
Activities		Description		
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	18,213	15,233	2,980(16%)	29,160
Kings County	891	800	91(10%)	*
Tulare County	9,364	8,843	521(6%)	*
Stanislaus County	3,397	2,987	410 (12%)	*
Total	31,865	27,863	4,002(13%)	

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

Most Requested Services	Food Assistance	COVID19 Testing	Rent Payment Assistance
Top 3 Unmet Needs	Homeless Shelter	Home Delivered Meals	Rent Payment Assistance

Other Services		Month	YTD
LIHEAP	Calls Answered	5,945	19,884
Weatherization	Calls Routed through 2-1-1	993	2,408
Mental Health	Calls Answered	822	2,102
Website Visitors	Duplicated Visitors to CAPK's 2-1-1 Kern web page	39,039	174,700
VITA	Calls Routed through 2-1-1	0	9,880

CalFresh Application	Over the Phone Application Assistance via GetCalFresh.org website (Supplemental Nutrition Assistance Program- SNAP/food stamps)	Applications	Approved	Pending
		81	N/A	N/A

Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	211 Homeless Referrals	Agency QRT Received	Assessments Completed
		1,681	18	278

Outreach Activities	Outcomes
CalFresh Connect	Attended a 2-part virtual conference with CalFresh subcontractors to share best practices, strategies and challenges serving those experiencing food insecurity during the pandemic.

Highlights: 2-1-1 Kern continues to answer COVID disaster related calls for all counties. In the months of July-Aug, 2-1-1 Call Specialists provided over ten thousand disaster related referrals to Kern County residents. Call Specialists have triaged and transferred over fifteen hundred callers to the Kern Public Health COVID line for COVID related health concerns.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/Freddy Hernandez		Month/Year: July-August 2020	
Program/Work Unit: AmeriCorps, KYMC	Total Program Staffing: 1 staff and 21 AmeriCorps Members (ACM's)	Program Manager/Supervisor: Carrie Farwell	
Services: Members transitioned from Covid19 Emergency Response, back to original service in August. Our <u>21</u> ACM's were assigned to the following activities during July & August.			
Activities			
YTD Reporting Period January - December			
Description		Month	YTD
CAPK FOOD BANK & FOOD DISTRIBUTION (Covid19 Emergency Response) DATA: <u>4</u> ACM's provided <u>102</u> hours and built <u>3</u> pallets, <u>60</u> boxes each, and helped distribute <u>250</u> food boxes for distribution in Delano. <u>1</u> ACM made <u>30</u> phone calls to seniors for the Food to Door program.		5	N/A
CAPK FRIENDSHIP HOUSE, SUMMER PROGRAM & DISTANCE LEARNING <i>ACM's help with safe student rotation, meals, enrichment, & distance learning support.</i> DATA: <u>8</u> ACM's provided <u>614</u> hours and supported <u>26</u> students			
CAPK SHAFTER YOUTH CENTER, SUMMER PROGRAM AND DISTANCE LEARNING <i>ACM's help with safe student rotation, meals, enrichment, & distance learning support.</i> DATA: <u>5</u> ACM's served <u>727</u> hours and supported <u>28</u> students			
TYM4CHANGE, YPAR (Youth Participatory Active Research Team) <i>Responsible for conducting surveys, providing research & data collection and archiving information. Responsible for maintaining photos and social media. Recruit for TYM4CHANGE.</i> DATA: <u>9</u> ACM's provided <u>1,529</u> hours, hosted <u>1</u> meet & greet recruitment event for <u>5</u> youth participants, conducted <u>13</u> surveys, and <u>9</u> interviews.			
VINELAND SCHOOL DISTRICT, EMERGENCY SUPPORT <i>Cleaned, sanitized and painted facility, and helped distribute materials to students.</i> DATA: <u>10</u> ACM's provided <u>1143</u> hours, packed <u>700</u> backpacks for distribution, made <u>190</u> phone calls to parents to inform about backpack and Chromebook distribution.			
VINELAND ELEMENTARY & SUNSET MIDDLE SCHOOL <i>Members provide distance learning support for teachers and students; take attendance, provide homework help, make phone calls home, and grade homework.</i> VINELAND DATA: <u>4</u> ACM's provided <u>357</u> hours, and worked with <u>12</u> students SUNSET DATA: <u>4</u> ACM's provided <u>242</u> hours, and worked with <u>25</u> students			
VINELAND SCHOOL DISTRICT SERVICE PROJECT, ENRICHMENT PROJECT <i>Members worked with Vineland Superintendent & the district Head Counselor to develop virtual enrichment courses. ALL members will be teaching 2-week courses via zoom. Course Topics: Comics, Zines, Recyclable Art, and CALM-Conservation.</i> DATA: <u>21</u> ACM's spent <u>676</u> hours meeting, planning, and preparing for enrichment. Hosted <u>3</u> virtual meet and greets for <u>13</u> students, to provide orientation to the courses.			

Noteworthy: Please visit our FB and Instagram Pages @ Kern Youth Making Change

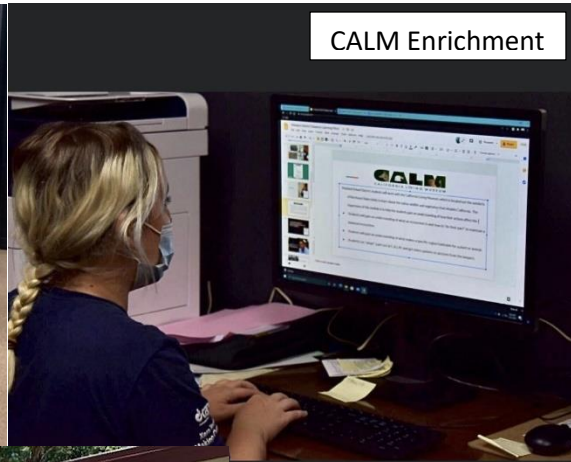
COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

-AMERICORPS AT WORK-



Shafter Youth Center



CALM Enrichment



YPAR Interview



Vineland Backpack Distribution



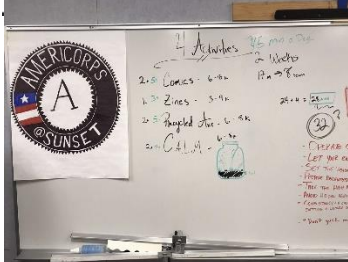
Food Bank Support



Painting Sunset Middle School



Friendship House



AmeriCorps has gotten great at working virtually.

We do most of our work and meetings via zoom.

Members check in from their respective sites.

Nothing can stop this TEAM.



COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: July/August 2020
Program/Work Unit: CalFresh Healthy Living	Total Program Staffing: 10	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
CAPK CalFresh Healthy Living Program Partnerships	CAPK Health Educators via Zoom attended three Collaboratives in Lamont, Wasco, and Shafter.	3	24
CAPK CalFresh Healthy Living SHOP	Health Educators provided nutrition education at drive thru CAPK FOOD BANK locations.	1,300	13,307
	The Nutrition Environment Food Pantry Assessment Tool was completed at two CAPK FOOD BANK sites.	2	16
	Partnership meeting with CAPK Food Bank Program Manager to present updates on PSE strategies at CAPK FOOD BANK sites.	1	4
CAPK CalFresh Healthy Living LIVE	CAPK Health Educators were not able to partner with Mercy Downtown Hospital due to COVID-19 restrictions.	0	30,000
	Health Educators continued partnership building meetings with Adventist Health Clinics.	1	4
	Health Educators started weekly Facebook Live CalFresh Healthy Living education series at Buttonwillow and Wasco Branch Libraries.	4	9
CAPK CalFresh Healthy Living Trainings	Health Educators attended two virtual trainings: ToP Facilitation Methods Training: Pandemic Edition hosted by CDPH and the Nutrition Update webinar hosted by UCCE.	2	14
CAPK CalFresh Healthy Living County Nutrition Action Plan (CNAP)	The CNAP Steering Committee provided updates on technology to meet program goals and SHOP Health Educators presented. CNAP Quarterly Collaborative will meet Thursday, September 24, 2020 at 10 AM.	1	9

Other Items of Note:

1. CAPK CalFresh Healthy Living Website is updated monthly at www.capk.org/programs/calfresh
2. CAPK CalFresh Healthy Living Face Book page is updated weekly at <https://www.facebook.com/CAPKCalFresh/>

Staffing: CAPK CalFresh Healthy Living Health Educator position interviews continue for the Health Educator position.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/Freddy Hernandez		Month/Year: July and August/ 2020
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 6	Program Manager/Supervisor: Vacant 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	Differential Response	35	157
Case Managed Families	F5K School Readiness	10	24
	Economic Empowerment	0	21
Children enrolled in center-base program		14	15
Adults in Court Mandated Parenting Classes		5	11
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	117	412
Emergency Supplies Closet and Other Services	Food (individuals)	32	61
	Clothing (individuals)	29	165
	Photocopies (individuals)	570	1,555
	HEAP Application Supporting Docs	32	230

Other:

1. Services were limited due to COVID-19.
2. Staff conducted modified home visits meeting with clients outside of their homes and adhering to CDC guidelines as far as wearing a face mask and following the social distancing requirements.
3. The site supervisor position is no longer vacant.
4. One of the two DR case managers has been on medical leave.
5. The First 5 case manager is currently providing ongoing case management services to 24 families.
6. The EKFRS is under a new division/director.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/Freddy Hernandez		Month/Year: July-August 2020
Program/Work Unit: Energy	Total Program Staffing: 37	Program Manager/Supervisor: Todd Payne
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents.		

YTD Reported from 01/02/2020 to 8/31/2020

		Status	
Activities	Description	Households Served	
		Month	YTD
1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2020)	Utility bill payments	755	3435
2. Low Income Home Energy Assistance Program (CARESACT Utility Assistance – 2020)	Utility bill payments	167	167
1. Low Income Home Energy Assistance Program (DAP) Weatherization Assistance (2020)	- Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) - Energy-efficient appliance installation	1	1
		2	2
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2020)	- Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) - Energy-efficient appliance installation	4	19
		4	33
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	-0-	4
		-0-	4
5. Total Value of Services (utility payments only)		\$552,738	\$2,226,439
		Results	
6. Energy calls received (from 2-1-1)		6436	
		HEAP	Wx
7. Number of LIHEAP applications Received		1130	-0-
8. Number of LIHEAP applications Completed		922	-0-
9. Number of LIHEAP applications in Progress		208	-0-
10. Outreach Events attended	All Outreach events are cancelled due to COVID-19 Pandemic.	Give presentations, distribute brochures, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Executive/Pritika Ram		Month/Year: July-August 2020
Program/Work Unit: Outreach and Grants Team	Total Staffing: 4	Program Manager/Supervisor: Pritika Ram
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.		
Outreach and Grants Team Activities		
The <u>Outreach Team</u> prepared the announcement document for CAPK's new Executive Leadership Team and released it to CAPK Staff and 250 agency partner organizations and supporters. It provided graphics, technical and advocacy work for agency legislative goals, supported community partners and prepared work in support of a variety of new CAPK programs and initiatives. Team members launched program training for roll-out of the CAPK Brand Manual. The <u>Grants Team</u> has added a Senior Community Development Specialist to assist with grant writing, research, analysis, and special projects.		
Advocacy	- Worked with the Office of Congressman T.J. Cox to advocate with the California Governor's office in support of revising the CSBG eligibility cap to 200 percent. - Assisted City of Bakersfield and Southeast Bakersfield advocates to circulate a community improvement survey. - Drafted and distributed a detailed announcement of the new CAPK Executive Leadership Team with biographies. Created a dedicated contact list for distribution.	
Outreach	- Coordinated media requests for stories on the M Street Navigation Center and Food Bank. - Reviewed and finalized designs for CAPK Website refresh. - Coordinated with Marcom Group on ideas for new CAPK Foundation website. - Worked with HR on plans for Thank You signs for CAPK sites and enhanced new staff onboarding experience. - Worked with Bakersfield College and M Street Navigation Center on Hire-Up kick-off event. - Conducted Brand Training with program outreach leadership to advance the new CAPK Brand. - Prepared for Fueling our Communities food delivery media day in cooperation with 2-1-1 and SoCalGas. - Reviewed Microsoft Dynamics proposal for CAPK marketing and philanthropy tracking. - Launched support for Grants Team on Food Bank Capital Campaign. - Expanded CalFresh Healthy Living presence on www.capk.org. - Updated Executive Leadership page on website. - Updated Home Visiting Initiative flyers. - Created VITA flyer for CSUB. - Created bilingual Census postcard that was mailed to low response zip codes. - Created signage for Angela Martinez Child Development Center. - Created logo designs for the CAPK Foundation. - Promoted VITA Site Coordinator position on social media. - Updated Medi-Cal flyer for Friendship House Community Center - Created Learning Pod Flyers and graphics for Friendship House and Shafter Youth Center, and promoted on social media. - Created branded Agency envelopes. - Created branded envelope labels for Energy and Weatherization. - Updated online Food Bank donations page for expansion project. - Updated flyer and promoted Wasco Free Farmers Market on Aug. 13. - Promoted 36th Annual California Coastal Cleanup on social media.	
Grants-In Progress	- California Natural Resource Agency Youth Community Access Grants - California State Parks and Recreation Youth Center Expansion - Feeding America Senior Food Assistance - Kern County Housing for Harvest	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Research	• Affordable Housing • Rental assistance to avoid evictions
Projects	• CAPK Food Bank Case for Support • Developed Potential Funding List • CSBG Mid-Year Data Collection • CAPK Foundation

- Worked with the CalCAPA to advocate for the CARES CSD CSBG increase of income eligibility for clients from 100% to 200% of the Federal Poverty Line for the State Governor's office
- Working with the CAPK Food Bank to tie their specific branding across all partner organizations to better highlight that the Food Bank is the source of food/inventory at the distribution sites
- Partnered with Congressman TJ Cox's office to be added in his latest video on Roadmap to Health video
- Developing capital campaign for the Food Bank, potential partnership with the Kern Community Foundation

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: July- August 2020
Program/Work Unit: Food Bank	Total Staffing: 19	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 (July)	58,201	361,874
	Poundage Received all Programs	2,650,191	22,714,382
	Total Poundage Distributed, All Sites	2,163,342	21,956,203
	Total Distributed pounds 2019	1,983,503	13,574,396
Food Sourcing	Produce Received: 203,557 pounds of produce (donated or purchased) & 13 different produce items: · Bolthouse: Carrots & Carrot Beverages · Grimmway: Potatoes, romaine, leafy greens, cauliflower & carrots, broccoli · Target: Mixed produce · Varsity Produce: Onions · Walmart: Mixed produce · Wonderful: Citrus Food Purchase Distribution Program Produce: 192,386 Pounds/5 different produce items Farmers Markets: New Life, Delano, Wasco, & Catholic Charities. A total of 148,000 pounds of fresh produce, bread & beverages. Reaching 3,000 Families		
Food Drives:	CSFP Produce Distribution:		

- CAPK Food Bank held 22 Emergency box distribution throughout Kern County. Distributed 8,400 boxes in the month of August.
- 8/7 - CAPK Food Bank held their 5th drive-thru Farmers Market in Delano, distributed 37,091 lbs. to 578 individuals.
- 8/9 - CAPK Food Bank held their 5th drive-thru Farmers Market in Wasco, distributed 28,088 lbs. to 424 individuals.
- Food 2 Door started distribution on August serving 2,000 clients home bound.
- Our CSFP program held 29 distributions for the month of August and distributed 35-pound boxes of healthy and non-perishable food to 4,300 seniors throughout Kern County. CSFP team is doing a great job of having drive-thru distribution at most sites.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/ Freddy Hernandez		Month/Year: July/August 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.		12	111
Summer Program Recreational activities, educational games, and activities.			19
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 The STEM program teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.			11
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.		12	100
Positive Youth Development Services- Medi-Cal Health Enrollment Navigator Project		42	93

Other:

- The CAPK Friendship House is excited to welcome two new staff members: Guadalupe Otanez, who is the Program Educator for the Positive Youth Development Mentor Program, and Francisco Vargas who is the Program Educator for the Health Navigator Medi-Cal Program.
- The CAPK Friendship House is offering a free learning pods program to students ages 6-12 during the school year, to assist with virtual learning.



COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Lisa McGranahan		Month/Year: July & August 2020		
Program/Work Unit: HR/Staffing	Total Division Staffing: 10	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 Reporting Period Jan-Dec.2020	
Employee Count/July 2020	Regular Subs/Temps Total Staff	906 25 931		
Employee Count/August 2020	Regular Subs/Temps Total Staff	918 20 938		
New Hires/July 2020	All divisions and programs Regular Subs/Temp Total New Hires	7 3 10		191 63 254
New Hires/August 2020	All divisions and programs Regular Subs/Temp Total New Hires	20 3 23		211 66 277
Leaves of Absence/July 2020	Full-time Leave	13		
Leaves of Absence/August 2020	Full-time Leave	22		
Terminations/July 2020	All divisions and programs Voluntary Involuntary Total Terminations	6 2 8	214 81 295	
Terminations/August 2020	All divisions and programs Voluntary Involuntary Total Terminations	21 0 21	235 81 316	
Staffing/July 2020	Vacancy Total Online/ADP Applications Received	15 498	484 10,039	
Staffing/August 2020	Vacancy Total Online/ADP Applications Received	45 1,584.00	529 11,623	
Payroll/July 2020	Total Hours Paid (3 Pay Periods this month) Total Gross Payroll	143,953.44 3,280,772.80		
Payroll/August 2020	Total Hours Paid Total Gross Payroll	113,802.77 2,377,576.08		
Projects: ADP Recruitment / Employee Survey	Completed:			

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Program: M Street Navigation Center		Month/Year: August 2020
Program Manager: Laurie Hughey	Program Staffing: 17	Division/Director: Community Development/Sheila Shegos

Residents Served from the following areas:

Zip Code	Number of Residents	Zip Code	Number of Residents
93301	14	60653	1
93304	4	90032	1
93305	13	93560	2
93306	2	93263	1
93307	7	85714 (Tucson)	1
93308	9	Unknown	20
93309	4	TOTAL	88
93311	1		
93213	1		
93215	1		
93205	1		
93241	1		
93536	1		
93274	1		
93501	1		
93255	1		

M Street Partner Highlights:

Public Defender – Will start assisting residents with criminal record expungement, increasing opportunities for self-reliance. **Kern Behavioral Health & Recovery Services** – Will start Substance Use Disorder/SUD services one day per week at the shelter in the coming weeks ahead. **Department of Human Services** – Donations through the Department of Human Services will be made to M Street on a regular basis. Items such as water, snacks, hygiene products and clothing will be donated. **Law Enforcement** – KCSO is onsite daily providing security. They have been bringing several Work Release individuals to the site to help with grounds and storage area clean up. **City Serve and Bakersfield College** – Are planning a community event for their HireUp project that offers educational classes and jobs for M Street residents.

Other Highlights:

- M Street has 445 social media followers; Holiday meal planning is underway, with help from area churches; The Good Neighbor Committee is meeting monthly to discuss on-going efforts of communication with area neighbors.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

	Month	M o n t h	Month	Month
PROGRAM DELIVERABLES:	August 2020	J u l y 2 0 2 0	June 2020	May 14 2020
M Street Overnight Residents (Includes exits)	88	1 1 0	82	36
Total Meals Delivered	4795	4 6 0 0	3191	1455
Total Meals Served	2543	2 3 1 3	1294	505
Left-Over Sack-Meals Distributed to Community (Flood/Volunteers)	2252	2 2 8 7	1897	950
Assigned Beds	50	4 9	48	36
Open/Available Beds	2	1	16	25
Volunteers	24	2 1	18	5
Volunteer Service Hours	183.75	2 8 5	124.25	16
Donations, Monetary	NA	N A	NA	NA

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Donations, In-Kind: (*August: Food, LaRosa, hygiene kits, tennis shoes, socks, pants, t-shirts, toothbrushes, flip flops, library cart, Frito Lay chips, Jersey Mike Sandwiches, watermelon)	*	--	--	--
Exits, Permanent Housing	4	3	3	0
Exits, Voluntary, Involuntary	39	2 4	24	9
Longest Length of Stay (days)	139	2 8	49	--
Total Critical Incidents	43	3 8	42	8
Health & Safety	27	2 1	29	--
Harm to Self & Others/Aggressive Behavior	14	1 6	13	--
Unexcused Absences (Overnight)	2	1	0	--
Mandated Reporter	0	0	0	--
Showers	594	1 2 3 2	181	--
Case Management Services	136	4 4 0	100	--
DHS Services Enrollment				
Cal Fresh / Food Stamps	3	2	9	--
Medi-Cal Insurance (In process with DHS assistance)	NA	N A	NA	--
Cash Assistance (In process with DHS assistance)	NA	N A	NA	--

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: July/ August 2020	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 19, <i>Vacancies-</i> <i>3 Family Specialists, 1 Reimbursement Specialist, 1 Service Clerk</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 June 2020, which was processed in the month of July 2020.</i>			
Activities	County	Total	% by County
Active Enrollments	Kern*	409	45%
	Madera	118	13%
	Merced	4	0
	Tulare	176	20%
	Kings	66	7%
	Fresno	139	15%
	Total	1021	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:

The MCAP office is still operational Monday to Friday from 7am-5pm. To comply with social distancing staff has been split into two shifts and is telecommuting part of the day. Our office lobby is open by appointment only.

The MCAP program has experience an increase in phone calls requesting changes in providers due to some providers temporarily closing their family childcare home due to Covid-19. Staff is working diligently to assist families in finding temporary childcare providers.

Program manager is working closely with the California Alternative Payment Program Association CEO and the CA Department of Education (CDE) staff to ensure the needs of the MCAP program are being considered, as CDE continues issuing emergency Covid-19 regulation management bulletins.

MCAP wrapped up the FY 2019-2020. The program received an additional \$400K in the month of May 2020 and earned 99.57% of the contract for the year.

Upcoming Activities

Due to Covid-19 outreach activities, meetings and trainings have been cancelled until further notice.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		STATUS	
Activities	Description	Received	Completed to Date
Business Services			
Purchase Orders Processed		125	372
Contracts/Leases Processed		74	307
Request for Proposals (RFP)	Grant Writing Consultant (Community Development) Food Services – (HS/EHS)	In Progress Completed	
Leases	Chrisman Road (Head Start) 277 E. Front Street. Buttonwillow (WIC) 452 West Los Angeles (Head Start) 2739 Diamond Ave. (WIC) 401 Willow Drive (Head Start) 10300 ½ San Diego St. (Head Start) 7000 Wardrobe Avenue (MCAP) 1500 Fairfax Road (Head Start) 1850 Wardrobe Avenue (MCAP) Mojave Veteran's Bldg. Rental Agreement (WIC) Belle Terrace 6500 sq. ft facility (Unit # unknown) (Food Bank) 115 Walnut St. (EHS SJ) 6019 E. Niles (WIC) 401 Willow Drive (HS)	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	
Contracts	Escuelita Hernandez (Partnership) HSI Amendment I Stine & Oswell (Head Start) HSI Amendment I Broadway (Head Start) Wellworks For You (Finance) Colombo Construction (Head Start) MOU Cal Fresh (Head Start-SJ) Blue Ribbon Automotive (Head Start) McWilliams and Walden, Inc. (Head Start)	In Progress In Progress In Progress In Progress Completed In Progress In Progress In Progress In Progress In Progress Cancelled Completed	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

	Motor City (HeadStart) Big O Tires (Operations) Ordiz Melby (Head Start) Turks Kern Copy (Maintenance) Reliable Janitorial Turks Kern Copy (LBNC) Allied Universal (LBNC) Orkin Contract (Jewett & Cal Fresh) Premiere Services (Energy) Tres Hombres Fence Company Tel Tec (Various Program) Phase #2 Mission Linen (Mask Project/Various Programs) PLC System Services (Various Programs/BPN) McFarland School District Food Services Contract (HS) Premiere Services (HS,EHS) Bush St. PLC System Services (LBNC) \$950 Subcontract Agreement (Com. Development) Computer Linx Amendment I (M St.) Computer Linx Amendment I (M St.) PLC System Services (M St.) ACI (Head Start \$715) ACI (Head Start \$1,885) ACI (Head Start \$1,953.20) ACI (Head Start \$1,850) Bronco Electric (Head Start) MAKE Bakersfield Amendment I (SYC) San Joaquin Interiors (Head Start Stine) San Joaquin Interiors (Head Start Fairview) San Joaquin Interiors (Head Start Stine \$175) WIPLFLI Engagement Letter Tres Hombres Fence Company (M St.) WIPLFLI Engagement Letter (IT Project) M&S Security Services Amendment I (Jewett) ACI (Head Start 1900 E. Cal) Tel-Tec Security (Head Start \$1,698) Vital Signs (HS Stine) PLC System Services (M St. \$2,341.42) Taft City School District (Food Service Contract HS) Delano Food Service Contract M&S Security (Belle Terrace) San Joaquin Interiors (HS/EHS \$7,000)	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 In Progress In Progress In Progress Completed Completed In Progress In Progress In Progress Completed Completed In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress Completed	
Maintenance & Operations		Work in Progress	Closed To Date
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles. 3/1/2020 to Date	76	927
Projects			

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

	- East Cal: EHS interior renovations are complete. Program has now asked to remodel the Kitchen and add double child sink cabinets in two classrooms. We have acquiring bids and are waiting for the contract to be issued. - Primeros Pasos: We are procuring to remove the worn-out AstroTurf, playground equipment and shade structure and replace the shade structure with a lower structure and installing sod to replace the old AstroTurf. We are waiting for the contract to be issued. - Alberta Dillard: We have acquired bids and issued a contract to convert the single classroom into two classrooms and removing the existing concrete stage. Construction has started on 7/24/2020. - We are in the process of moving ERSEA from BPN to Kaiser STE #101, moving HR to BPN, moving Community Development to Kaiser STE #220 and making adjustments to accommodate BPN. - We have started construction at Martha J Morgan in the two center classrooms to convert them into EHS classrooms and we are building an Office for the FSW.	In Progress	
		In Progress	
		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	1331	1252
Projects	- AT&T E-rate Category 1 Installation - Mitel Upgrades - Head Start computer upgrades - Head Start Network and Wifi upgrades Category 2	In Progress	In Progress
		In Progress	In Progress
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 - Confirmed Work related COVID	1	24
		1	7
		0	2
		0	0
		0	2
		0	0
		0	0
		31	31
General Liability		0	0
Property Incidents		0	10
Vehicle Incidents		0	9
Projects	Workers' Compensation Renewal Charter for Operational Risk Mgmt Advisory Committee Safety & Security Policies for Front Desk Workplace Violence Prevention Program	Completed	Completed
		Completed	Completed
		Completed	Completed

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

	Operational Risk Committee	On-going
	Submitted for approval Vehicle Safety Program	Completed
	Safety Meetings Monthly Maintenance & Energy	On-going
	Homeless Shelter Liability and W/C Insurance	Completed
	New safety Program for Homeless Shelter ATD	Completed
	Developing Respiratory Protection Program for LBNC	Completed
	Update safety programs to include Homeless Shelter & Staff	In progress
	Developing Returning to Work Plan after COVID	Completed
	Assisting Programs to develop reopen plans and protocols	Completed
	Staff Training on the proper wearing of mask	On-going
	Facial Covering Policy	Completed
	Suspected or Confirmed Cases of Covid-19 In The Workplace Plan	Complete

- **Other:** We have started construction at Martha J Morgan in the two center classrooms to convert them into EHS classrooms, and we are building an office for the FSW.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		STATUS	
Activities	Description	Received	Completed to Date
Business Services			
Purchase Orders Processed		136	508
Contracts/Leases Processed		58	365
Request for Proposals (RFP)	Mental Health Consultant –Head Start Architectural Services -Food Bank Expansion Construction Manager at Risk –Food Bank Expansion Independent Audit Services –Finance BPN Tenant Improvements –Operations –HR Occupational Health – HR –Risk Management Diversity Training -HR	In Progress In Progress In Progress In Progress In Progress In Progress	
Leases	Chrisman Road (Head Start) 277 E. Front Street. Buttonwillow (WIC) 2739 Diamond Ave. (WIC) 401 Willow Drive (Head Start) 10300 ½ San Diego St. (Head Start) 7000 Doe Avenue (MCAP) 1850 Wardrobe Avenue (MCAP) Mojave Veteran's Bldg. Rental Agreement (WIC) 115 N. Walnut St. (EHS SJ) 6019 E. Niles (WIC) 15682 K Street, Mojave	In Progress In Progress In Progress Completed In Progress In Progress In Progress In Progress In Progress Completed In Progress	
Contracts	Escuelita Hernandez (Partnership) HSI Amendment I Stine & Oswell (Head Start) HSI Amendment I Broadway (Head Start) Wellworks For You (Finance) Colombo Construction (Head Start) Blue Ribbon Automotive (Head Start) McWilliams and Walden, Inc. (Head Start) Motor City (Head Start) Big O Tires (Operations) Turks Kern Copy (Maintenance) Turks Kern Copy (LBNC) Orkin Contract (Jewett & Cal Fresh) Tres Hombres Fence Company Tel Tec (Various Program) Phase #2	In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress Completed Completed In Progress	

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

2

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Information Technology		Received	Closed To Date
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	1766	1673
Projects	• AT&T E-rate Category 1 Installation • Mitel Upgrades • Head Start computer upgrades • Head Start Network and Wifi upgrades Category 2	In Progress In Progress In Progress In Progress	
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 • Confirmed Work related COVID	2 2 0 0 0 0 0 31	28 10 2 0 2 0 0 31
General Liability		0	0
Property Incidents		0	13
Vehicle Incidents		1	10
Projects	Workers' Compensation Renewal Charter for Operational Risk Mgmt Advisory Committee Safety & Security Policies for Front Desk Workplace Violence Prevention Program Operational Risk Committee Submitted for approval Vehicle Safety Program Safety Meetings Monthly Maintenance & Energy Homeless Shelter Liability and W/C Insurance New safety Program for Homeless Shelter ATD Developing Respiratory Protection Program for LBNC Update safety programs to include Homeless Shelter & Staff Developing Returning to Work Plan after COVID Assisting Programs to develop reopen plans and protocols Staff Training on the proper wearing of mask Facial Covering Policy Suspected or Confirmed Cases of Covid-19 In the Workplace Plan	Completed Completed Completed Completed On-going Completed On-going Completed Completed Completed In progress Completed Completed On-going Completed Complete	

- **Other:** Construction has started on 7/24/2020 at Alberta Dillard to convert the single classroom into two classrooms and removing the existing concrete stage. The completion date is approx. mid-September.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

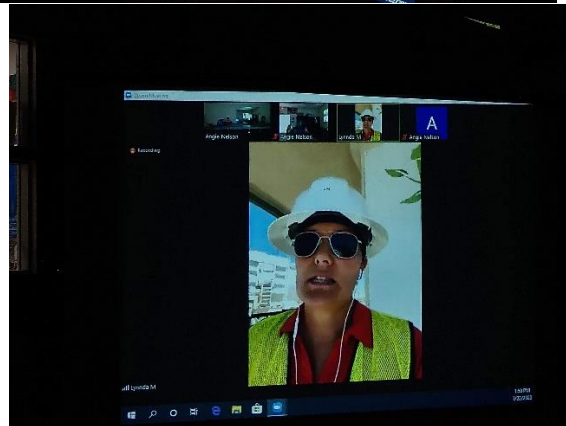
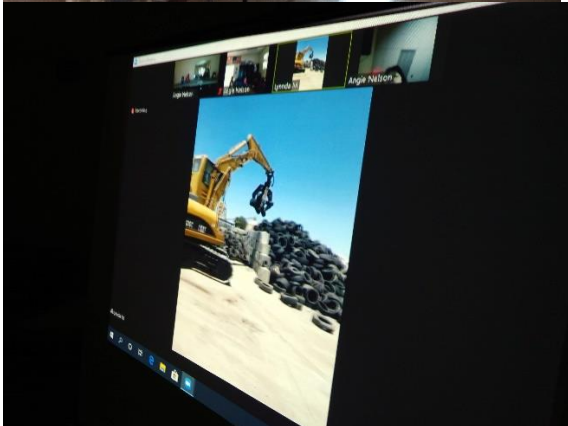
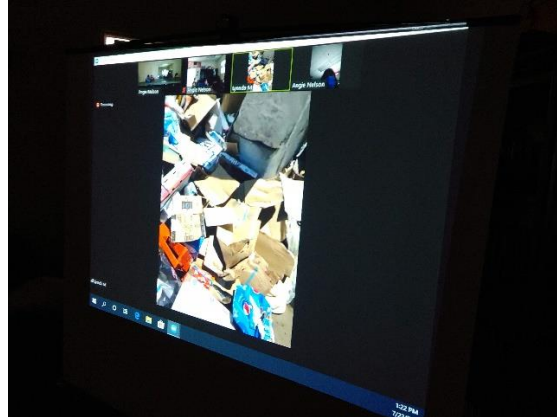
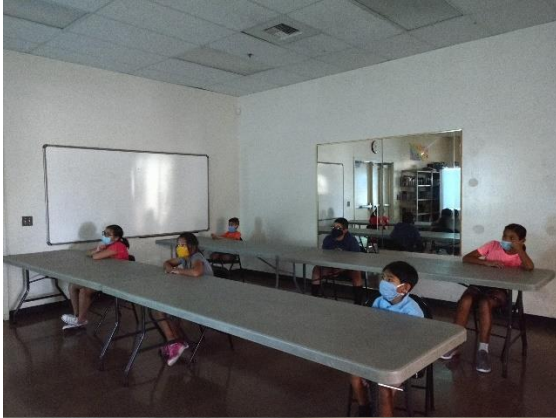
Division/Director: Youth & Community Services / Freddy Hernandez		Month/Year: July / August 2020
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3 SYC 2 AmeriCorps	Program Manager/Supervisor: Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, 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.		18	20
Evening Program – Open Basketball, Zumba, Fitness Boot Camp, Mental Health Support Group Mtg, Tai Chi CLOSED DUE TO COVID-19		0	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		21	

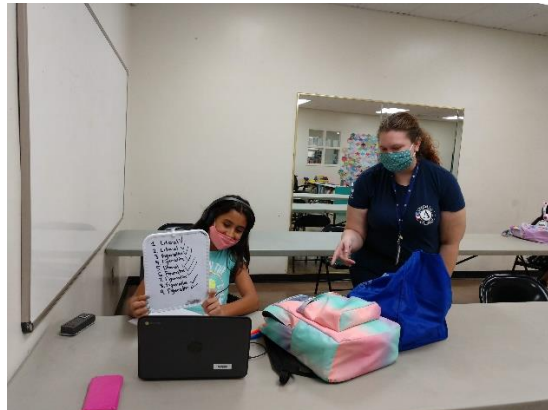
Other:

- Shafter Youth Center Summer Program concluded the last week of July. Along the new and unique summer, we had challenges and successes. One of the greatest successes was being able to continue the SYC tradition of having guest speakers. Our friend, Lynnda Martin of American Refuse presented information and took the kids on a virtual field trip at their waste facility, located in Wasco. All via Zoom. Mrs. Martin went through their operations yard and showed the kids the different equipment used and what kind of “garbage” they handle. The kids learned about recycling and even received their own goody bag, which contained a pencil made from recycled tires. This very first attempt at a virtual field trip was great, and will be the starting point for more to come. A huge Thank You to Lynnda and American Refuse.
- After School Program looks very different this year. Students are attending full day services, as early as 7:30 am, until 5 pm. Students bring their school issued Chromebooks and log in for instruction with their teachers. Students are adhering to social distancing, wearing their masks, constant hand washing and following the protocol of health screening with temperature check upon arrival. CAPK staff and AmeriCorps members are sanitizing work areas, equipment and high traffic items on a routine basis. At this time, we are serving 10 students, with a waiting list that grows a little every day. We are looking at logistical changes that will allow us to offer more seats to the community.

Virtual Field Trip with American Refuse



AmeriCorps assisting with Distance Learning Pods



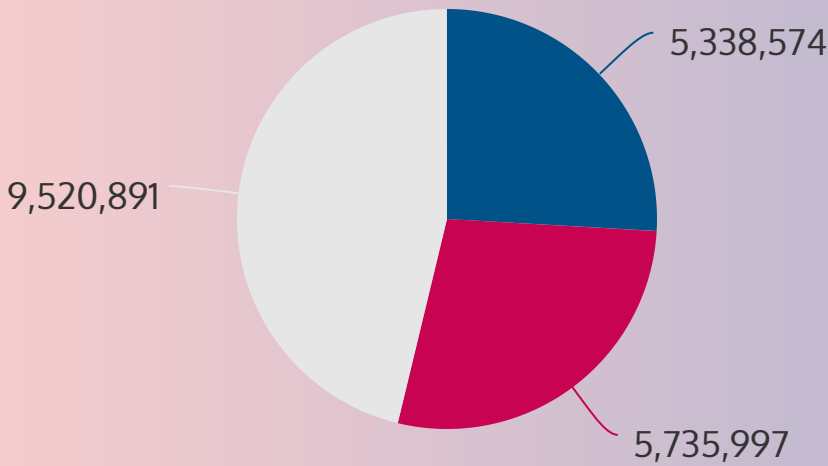
COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth and Community Services /Freddy Hernandez			Month/Year: July/August 2020	
Program/Work Unit: VITA		Staffing: 1		Program Manager: Jacquelyn 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) renewals and applications.				
Description	July	August	YTD Totals	• Pending grant-IRS 2020/2021. • Declined Bank of America grant focusing on financial empowerment for small businesses. • Pending Valley Strong grant of \$10,000 • The IRS grant was extended to 9/30/2020, which will assist in reaching our tax return goals. • In addition to the tax returns completed in person at CAPK locations, 108 Kern county taxpayers used our online self-service tax software at www.myfreetaxes.com. • Since the opening of season on 1/27/2020, 171 tax returns were processed by way of paper bringing CAPK VITA's current total of completed tax returns to 4,022. • Currently, we are recruiting for the VITA Site Coordinator position.
Federal Refund	\$66,392	\$11,689	\$3,599,985	
Federal Earned Income Credits	\$45,809	\$8,725	\$2,379,311	
Federal Total	\$112,201	\$20,414	\$5,979,299	
State Refund	\$17,828	\$2,618	\$729,881	
State Earned Income Credits (CAL EITC)	\$16,139	\$1,198	\$391,733	
State Total	\$33,967	\$3,816	\$1,151,614	
Total State & Federal Refunds and Credits	\$146,168	\$24,230	\$7,130,910	
# of Paper Returns & Online Submissions (Not Available in System)			279	
Total Tax Returns	152	22	4,022	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia				Month/Year: July/August, 2020			
Program/Work Unit: WIC		Total Program Staffing: 66 staff 2 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 14,564		All services July/August, 2020		16,160	July, 14740 91.26% Aug, 14656 90.67%	N/A	88.87% 89.34%
Participation by WIC site		Location	Participants	Location		Participants	
		Arvin	0 8	Mojave		116	116
		Bakersfield		Oildale		353	392
				Ridgecrest		718	675
		E. California	1677 1605	Rosamond		613	581
		Niles Street	1924 1952	Shafter		1179	1177
		Montclair	399 417	Tehachapi		351	387
		Friendship House	76 91	Wasco		1623	1621
		Panama	1466 1380				
		Boron	6 6	<u>San Bernardino County</u>			
		Buttonwillow	66 67	Adelanto		1831	1869
		California City	548 537	Big Bear		268	255
		Delano	870 881	Crestline		304	290
		Edwards Air Force	67 75	Needles		182	168
		Lost Hills	103 106	Phelan		0	0
Projects							
• CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 747 followers and Instagram has 832 followers. • CAPK WIC continued to serve participants by phone through the months of July and August. CAPK WIC has modified the way it does business by not traveling to outside clinics because all the work can be done remotely by phone. The waivers from the California Department of Public Health will continue through 9/30/2020. • CAPK WIC has been using TEAMS to have Morning Huddles each day since the beginning of the COVID 19 pandemic. This has now been expanded to include “mini trainings” at the end of day, once a week, about ½ hour. Various topics such as how to make a folder, how to do a formula change, and other WIC WISE topics as well as office type topics. These trainings are recorded so that staff can go back and review the information as needed. We have found this to be a useful training tool. • August was National Breastfeeding Month. CAPK WIC celebrated its Breastfeeding mothers by sending an electronic celebration card and sending through the US mail a certificate congratulating our Moms on their success with breastfeeding. We also asked Moms to send us pictures of their babies so that we could share successes on social media. • The CWA Conference was virtual this year. The RD/DNs and the Breastfeeding Peer Counselors attended. • Most staff continues to work from the WIC offices.							

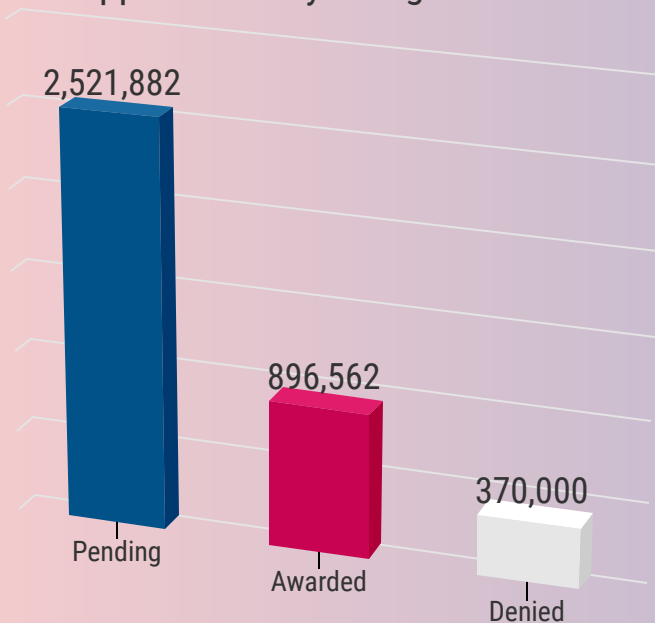


Grant Funding
Year-to-Date 2020

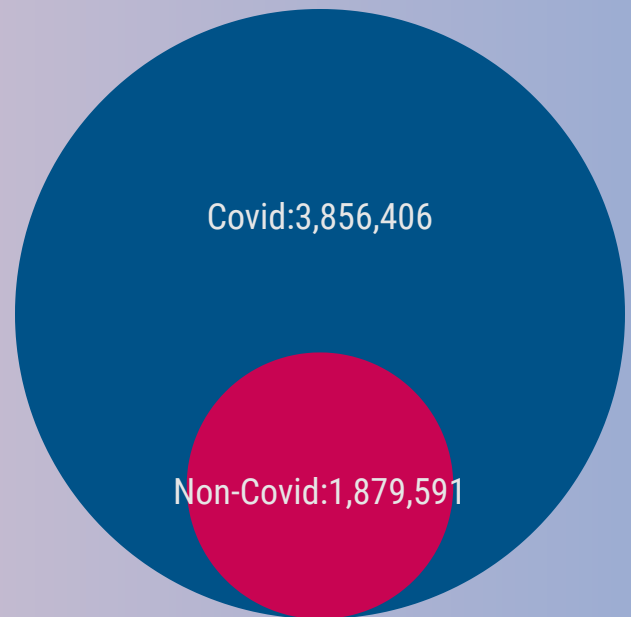
January 1, 2020 - August 31, 2020

■ Pending ■ Awarded ■ Denied

App Status July & August 2020



Awarded COVID vs. Non-COVID Applications



Application Status
July and August 2020

Funder	Name	Program	Amount Requested	Amount Awarded	Decision Date	Date Submitted	Status
CA Department of Community Services and Development (CSD)	CalEITC Outreach 2020-2021	VITA	\$174,000	\$174,000	8/31/2020		Awarded
Pacific Gas and Electric Company (PG&E)	CBO Direct Program		\$10,000	\$0	8/20/2020	6/1/2020	Awarded
Sierra Health Foundation	Asthma Preventive	211 Kern	\$500,000	\$500,000	8/4/2020	4/28/2020	Awarded
Schneider Electric Foundation	Matching Donations	Food Bank	\$0	\$100	7/31/2020		Awarded
Wonderful	Free Farmers Market	Food Bank	\$50,000	\$50,000	7/20/2020	8/30/2019	Awarded
Wonderful	Free Farmers Market Delano-2019/2020	Food Bank	\$50,000	\$50,000	7/20/2020	8/30/2019	Awarded
Kern Economic Development Foundation	Meal Delivery Restaurant Program		\$99,000	\$99,000	7/2/2020	7/2/2020	Awarded
United Way Worldwide	211 COVID Relief Round 2	Food Bank	\$1	\$5,000	7/1/2020	6/1/2020	Awarded
Feed the Children	Feed the Children - Partner Application	Food Bank	\$1	\$0	7/1/2020		Awarded
California Association of Food Banks (CAFB)	CAPK Food Bank Emergency Response	Food Bank	\$0	\$192,462	7/1/2020		Awarded
Valley Strong	Valley Strong VITA	VITA	\$10,000	\$0	8/6/2020	7/30/2020	Denied
California Board of State and Community Corrections (BSCC)	Kern Youth Reinvestment	FHCC/SYC/211	\$360,000	\$0	7/6/2020	2/13/2020	Denied
Wonderful	Shafter Free Farmers Market 2020/2021	Food Bank	\$50,000	\$0		8/27/2020	Pending
Wonderful	Delano Free Farmers Market 2020/2021	Food Bank	\$50,000	\$0		8/27/2020	Pending
Wonderful	Wasco Free Farmers Market 2020/2021	Food Bank	\$50,000	\$0		8/27/2020	Pending
County of Kern	Emergency Solutions Grant-CARES Act Round 2	KLBNC	\$2,366,882	\$0		8/14/2020	Pending
Southern California Edison International (SCE)	Emergency and Disaster Outreach	Outreach/211	\$5,000	\$0		7/30/2020	Pending
Ca Department of Business Oversight (CDBO)	CalMoneySmart	VITA	\$100,000	\$0		7/2/2020	Pending

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	FHCC/SYC
Funding Agency	CA Natural Resource Agency	Project Name	Connecting Youth to Nature and Culture
CFDA	N/A	Target Population	Low-income Youths
Reapplication (Y/N)	No	Number to be served	240
Estimated Request	\$300,000	Division Director	Freddy Hernandez
Award Period	Jan 1, 2021 - Dec 31, 2021	Program Manager	Angelica Nelson and Lois Hannible
Project Goal (One sentence goal statement)			
The program will provide the opportunity for youths to learn about and experience California nature and culture through classroom education and field trips.			
Project Description (Brief one paragraph description)			
FHCC and YMC programs will provide nature education using the National Park Services free Traveling Trunk and Rangers in the Classroom programs to learn about the wide variety of natural wonders in California. The program educator will also provide cultural learning opportunities on topics such as local African American, Hispanic, and Native American history and the role each culture has played in shaping Kern County and California. Youths will also have the opportunity to take field trips to reinforce learning to places such as the Museum of Tolerance, Cesar Chavez's National Chavez Center, Colonel Allensworth State Historic Park, Fort Tejon, and nearby California Missions. Each youth center will purchase a clean air 7 passenger van to transport youths on field trips.			
Estimated Budget Summary			
The funds will be dispersed over 3 years and include the purchase two clean air vans including applicable costs @\$120,000; Staff salaries & benefits for a 30 hour per week program educator and 5 hrs. per week of each center's manger time @ \$130,178 vehicle costs such as gas registration and maintenance @ \$7,758; 24 field trips @ \$19,200; program and office supplies @ \$6,300; hiring costs @ \$200; and indirect @ \$16,364.			

Approvals:

Freddy Hernandez Digitally signed by Freddy Hernandez
Date: 2020.09.03 14:06:31 -07'00' 9/3/2020

1. Division Director Date

Pritika Ram Digitally signed by Pritika Ram
Date: 2020.09.04 09:11:02 -07'00' 09/04/2020

2. Director of Administration Date

Traco Matthews Digitally signed by Traco Matthews
Date: 2020.09.04 11:46:00 -07'00' 09/04/2020

3. Chief Program Officer Date

Tracy Webster Digitally signed by Tracy Webster
Date: 2020.09.04 12:29:26 -07'00' 09/04/2020

4. Chief Financial Officer Date

Jeremy T. Tobias Digitally signed by Jeremy T. Tobias
Date: 2020.09.04 14:51:08 -07'00' 09/04/2020

5. Chief Executive Officer Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Federal	CAPK Program	CalFresh Healthy Living Program
Funding Agency	USDA SNAP-Ed	Project Name	CAPK CalFresh Health Living Program
CFDA	10.561	Target Population	5-60+ years
Reapplication (Y/N)	Y	Number to be served	90,000
Estimated Request	\$1,723,709	Division Director	Carmen Segovia
Award Period	10/1/2020 through 9/30/2021	Program Manager	Tammy Fisher
Project Goal (One sentence goal statement)			
The USDA Funded Partners: CAPK, University of California Cooperative Extension (UCCE), and Kern County Aging and Adult Services Department (KCAASD) will together focus to make healthy choices easier where county residents eat, live, learn, play, and work.			
Project Description (Brief one paragraph description)			
CalFresh Healthy Living (CHL) is a collaborative partnership between the USDA, the California Endowment, and the Nutrition Education and Obesity Branch of the CDPH. The USDA SNAP-Ed Funded Partners will collaborate to provide education and support to CHL participants to increase consumption of healthy food and beverages, improve food resource management, and increase physical activity opportunities using the Dietary Guidelines for Americans and SNAP-Ed interventions strategies proven to change behavior. By 9/30/2022 CHL efforts will provide education strategies to 90,000 SNAP-Ed eligible participants; work in partnership with 146 community partners to engage community members at 216 sites for implementation of 75 sustainable policy, systems or environmental (PSE) changes that will increase access to healthy foods and physical activity where people live, learn, eat, work, shop and play. CAPK exceeds the minimum requirement of 30% for subcontracts to implement obesity and chronic disease prevention strategies that align with the social ecological model and PSE changes.			
Estimated Budget Summary			
The budget of \$1,723,709 will be allocated as follows: Personnel Costs: \$787,642; Operating Costs: \$171,451; Subcontracts: \$607,915 and Indirect Costs: \$156,701.			

Approvals:

Carmen Segovia Digitally signed by Carmen Segovia
Date: 2020.09.02 12:37:40 -07'00' 9/2/2020

1. Division Director Date

Pritika Ram Digitally signed by Pritika Ram
Date: 2020.09.04 10:18:50 -07'00' 09/04/2020

2. Director of Administration Date

Traco Matthews Digitally signed by Traco
Matthews
Date: 2020.09.04 11:47:38 -07'00' 09/04/2020

3. Chief Program Officer Date

Tracy Webster Digitally signed by Tracy
Webster
Date: 2020.09.04 12:27:00 -07'00' 09/04/2020

4. Chief Financial Officer Date

Jeremy T. Tobias Digitally signed by Jeremy T. Tobias
Date: 2020.09.04 14:49:00 -07'00' 09/04/2020

5. Chief Executive Officer Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Private	CAPK Program	Food Bank
Funding Agency	Wonderful Foundation	Project Name	CAPK Free Farmers Markets
CFDA	N/A	Target Population	Low-income and Food Insecure Household
Reapplication (Y/N)	Yes	Number to be served	6600
Estimated Request	\$150,000	Division Director	Carmen Segovia
Award Period	Jan1 , 2020 -Dec. 31, 2020	Program Manager	Jaime Orona
Project Goal (One sentence goal statement)			
The CAPK Food Bank free Farmers markets will provide fresh produce and other food commodities to households struggling to feed their families in the undeserved communities of Delano, Wasco, and Shafter.			
Project Description (Brief one paragraph description)			
The Food Bank will conduct six Free Farmers markets in each community—Delano, Wasco, and Shafter—providing families in need with fresh produce and commodities such as beans, rice and shelf stable proteins. The program is currently serving Delano and Wasco. Under this proposal, Shafter will be a new site. It is expected that the program will provide 320,000lbs of fresh produce and 96,000lbs of commodity food to Delano, Wasco, and Shafter families. If COVID restrictions are still in place, all sites will be set up for drive-through distributions with access for those without cars (walk-up) using health and safety CDC and Kern Public Health guidelines.			
Estimated Budget Summary			
The budget of \$50,000 per community served (for a total of \$150,000) will be used for staffing @ \$35,121; fuel for trucks @ \$8,640; food procurement @ \$81,000; Outreach @ \$2,364; general supplies @ \$9,240 and Indirect @ \$13,365.			

Approvals:

Carmen Segovia Digitally signed by Carmen Segovia
Date: 2020.09.02 12:40:25 -07'00' 9/2/2020

1. Division Director Date

Pritika Ram Digitally signed by Pritika Ram
Date: 2020.09.04 10:18:06 -07'00' 09/04/2020

2. Director of Administration Date

Traco Matthews Digitally signed by Traco
Matthews
Date: 2020.09.04 11:46:56 -07'00' 09/04/2020

3. Chief Program Officer Date

Tracy Webster Digitally signed by Tracy
Webster
Date: 2020.09.04 12:27:59 -07'00' 09/04/2020

4. Chief Financial Officer Date

Jeremy T. Tobias Digitally signed by Jeremy T. Tobias
Date: 2020.09.04 14:49:55 -07'00' 09/04/2020

5. Chief Executive Officer Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: August 2020
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Ginger Mendez/Jerry Meade
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	Funded Enrollment	Reportable Enrollment	Percentage	Enrollment Breakdown	Disabilities Goal 10%	Over Income Goal <10%
Head Start Kern *Full Year, all month *Part Year began 8/17/2020	1317	595	45%		1.9%	3.9%
Early Head Start Kern - EHS Center Based - EHS Home Based - EHS Home Based-Interim	446 243 123 80	341	76% 76.5% 98% 49%	 181/243 121/123 39/80	8.3%	5.8%
Early Head Start San Joaquin	313	261	83%		7%	9.3%
Early Head Start Partnership - Bakersfield College - Blanton - Garden Pathways - Taft College - Jewett - Escuelita Hernandez - Seeking Partner	152 32 16 11 42 24 16 11	65	43% 47% 87.5% 73% 60% 0% 19% 0%	 15/32 14/16 8/11 25/42 0/24 3/16 0/11	1.3%	5.3%

*Full Year Only 8/1—8/14

**Part Year 20-21 Program's first day: August 17, 2020

Division Staffing			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
608	35	19	83

Compliance
Completed Community Care Licensing COVID-19 Self Assessments for all part year centers.

Central Kitchen August 2020				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Head Start / Early Head Start Centers	27,566	9,694	8,281	9,591

The Central Kitchen was charged with producing emergency food supplies for the Head Start/Early Head Start centers. All active centers received enough emergency food for three meals per day for three days. This food was provided in case the Central Kitchen would need to be temporarily shut down.

CACFP						
July 2020						
Total Meals Requested			Meals Allocated		% of Meals Served	
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS	July 2020	
18,194	4,156	22,350	9,405	12,945	56%	

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee


From: Sylvia Ortega, Quality Assurance Administrator

Date: September 16, 2020

Subject: *Agenda Item 6d: 2019-2020 Early Head Start Partnership Self-Assessment – Action Item*

The Early Head Start Partnership 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 (ERSEA), environmental health and safety, Classroom Assessment Scoring System (CLASS), comprehensive services and school readiness.

The Partnership self-assessment resulted in two program findings in the areas of:

- Hand washing- The Early Head Start Partnership shows inconsistencies with following hand washing procedures.
- Policies and Procedures- The Early Head Start Partnership is in the process of updating its policies and 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 Early Head Start Partnership Self-Assessment Report.

Attachments:

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

Community Action Partnership of Kern Early Head Start Child Care Partnership Summary of 2019-2020 Self-Assessment process

The Early Head Start Partnership self-assessment was completed the week of January 21-23, 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, Plans of Action and Infant/Toddler Environmental Rating System (ITERS) scores. The program self-assessment resulted in two program findings in the areas of:

- Hand washing- The Early Head Start partnership shows inconsistencies with following hand washing procedures.
- Policies and Procedures The Early Head Start partnership program is in the process of updating its policies and procedures.

Through the self-assessment process and conducting interviews with Early Head Start staff, it has been determined that the partnership grant has provided quality improvement systems. Funds have been used to improve and support our partners ability to manage their programs and implement a process of continuous program improvement. These improvements include:

- Hiring of additional staff
- Additional materials and supplies
- Ongoing professional development

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 Early Head Start Partnership Administrator will conduct meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Community Action Partnership of Kern Early Head Start Child Care Partnership 2019-2020 Self-Assessment Report

Compliance Item: Hand washing

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.47 Safety Practices (b)(6) Hygiene Practices: All staff systematically and routinely implement hygiene practices that at a minimum ensure: (i) Appropriate toileting, hand washing, and diapering procedures are followed	During EHS Partnership monitoring visits, it was observed that staff were not consistently following procedures for hand washing	EHS Child Care Partnership Administrator Quality Assurance Administrator	March 1, 2020 and ongoing	Onsite handwashing overview was conducted at specific sites. Training on hand washing and sanitation. COVID-19 Protocol. Monitor program to ensure proper hand washing is taking place.	Training Hand washing procedure Monthly Monitoring	Ensure proper hand washing is being incorporated into the daily schedule and to assist children in developing healthy habits.

Compliance Item: Policies and Procedures

Community Action Partnership of Kern

Early Head Start Child Care Partnership

2019-2020 Self-Assessment Report

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: (1) (iv) Implement procedures that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings.	The Early Head Start Partnership Program needs to finalize policies and procedures.	EHS Partnership Administrator Assistant Director of Program, Head Start/ State Child Development Director of Head Start/State Child Development Quality Assurance Administrator	March 1, 2020 and ongoing	Revise Early Head Start 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 Early Head Partnership program and will ensure consistency among programs

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee



From: Sylvia Ortega, Quality Assurance Administrator

Date: September 16, 2020

Subject: *Agenda Item 6e: 2019-2020 Early Head Start San Joaquin Self-Assessment – Action Item*

The Early Head Start San Joaquin 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 (ERSEA), environmental health and safety, Classroom Assessment Scoring System (CLASS), comprehensive services and school readiness.

The Early Head Start self-assessment resulted in two program findings in the areas of:

- Policies and Procedures- The Early Head Start San Joaquin program is in the process of updating its policies and procedures.
- Transition Services- The Early Head Start San Joaquin program revised their Transition Meetings Process to ensure child and family needs are met in a multidisciplinary approach.

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 and Evaluation Committee approve the 2019-2020 Early Head Start San Joaquin Self-Assessment Report.

Attachments:

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

**Community Action Partnership of Kern
Early Head Start San Joaquin
Summary of 2019-2020 Self-Assessment process**

The Early Head Start San Joaquin self-assessment was completed the week of January 6-9, 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 and program plans. The program self-assessment resulted in two program findings in the areas of:

- Policies and Procedures- The Early Head Start San Joaquin program needs to finalize policies and procedures
- Transition Services- The EHS San Joaquin program needs to revise the transition meeting process to ensure child and family needs are met in a multidisciplinary approach.

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

- Hiring of additional staff
- Additional materials and supplies
- Ongoing professional development

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 Early Head Start San Joaquin Assistant Director conducts meetings with key staff to ensure completion of plans of action, including supporting documentation.

Community Action Partnership of Kern

Early Head Start San Joaquin

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 Early Head Start San Joaquin program needs to finalize policies and procedures.	EHS San Joaquin Assistant Director Director of Head Start/ State Child Development Quality Assurance Administrator	February 1, 2020 and ongoing	Revise Early Head Start Service Areas Policies and Procedures Train staff on new policies and procedures	- Revised Policies and Procedures - Training Schedule	Revised Policies and Procedures will strengthen Early Head Start San Joaquin program and will ensure consistency among programs.

Compliance Item: Transition Services

Community Action Partnership of Kern
Early Head Start San Joaquin
2019-2020 Self-Assessment Report

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.70 Transitions from Early Head Start (b)(1) Takes into account the child's developmental level and health and disability status, progress made by the child and family while in Early Head Start. (d) Early Head Start collaboration: Early Head Start programs must work together to maximize enrollment transitions from Early Head Start to Head Start, consistent with the eligibility provisions, and promote successful transitions through collaboration and communication.	The Early Head Start San Joaquin program does not consistently include the health and disabilities specialist during Early Head Start transition meetings.	Health Specialist SJC Inclusion and Wellness Coordinator EHS San Joaquin Assistant Director	March 2020 May 2020 Ongoing	Revise EHS Transition Meeting process Train on new Transition Meeting process Hire Inclusion Coordination to have consistent presence at transition meetings for children with IFSPs.	- Revised Transition Process - Inclusion Coordinator Job Description	Revised Transition Meeting process to ensure child and family needs are met in a multidisciplinary approach.