



DATE	January 13, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 112 732 630#

Program Review & Evaluation Committee Agenda

Per Governor's Executive Order N-25-20, Meeting to be held via Tele-Conference. 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 93309

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 Board of Directors 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

No presentation for January 2021.

6. New Business

- a. November & December 2020 Program Reports – **Action Item (p. 3-30)** Pritika Ram, Director of Administration
 1. 2-1-1 Kern
 2. AmeriCorps Kern Youth for Change
 3. CalFresh Healthy Living
 4. Coordinated Entry Services (CES)
 5. East Kern Family Resource Center (EKFRC)
 6. Energy
 7. Executive Division Grants & Outreach
 8. Food Bank
 9. Friendship House Community Center (FHCC)
 10. Human Resources (HR)
 11. M Street Navigation Center
 12. Migrant Childcare Alternative Payment (MCAP)
 13. Operations
 14. Shafter Youth Center (SYC)
 15. Volunteer Income Tax Assistance (VITA)
 16. Women, Infants & Children (WIC)

- b. Application Status Reports & Funding Requests – **Action Item (p. 31-34)** Pritika Ram, Director of Administration
 - 1. Application Status Reports for November & December 2020
 - 2. Funding Requests
 - i. California Department of Child Abuse & Prevention for the Economic Empowerment for Families Program at East Kern Family Resource Center
 - ii. United Way of Kern County, phase 38 for the CAPK Food Bank
- c. November & December Head Start / State Child Development Enrollment Update & Meals Report – **Action Item (p. 35-38)** Ginger Mendez, HS State Enrollment / Attendance Manager
- d. Summary of Changes to the 2020-2021 Recruitment & Selection Plan – **Action Item (p. 39-41)** Ginger Mendez, HS Enrollment / Attendance Manager
- e. 2021-22 Program Planning Calendar – **Action Item (p. 42-46)** Vanessa Cortez, Administrative Analyst
- f. Status Update – Customer Relationship Management (CRM) Platform – **Info Item (Verbal Report)** Emilio Wagner, Director of Operations

7. Committee Member Comments

8. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
Wednesday, February 10, 2021
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, January 8, 2021. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development Sheila Shegos		Month/Year: November 1- December 31 2020	
Program/Work Unit: 2-1-1 Kern County	Staffing: 20	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 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 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 connects them with CES Homeless Navigators who 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 over the phone Calfresh application assistance to eligible Kern County residents, via the GetCalfresh.org website. Effective September 2020, 2-1-1 offers over the phone Medi-Cal application assistance via C4Yourself.org.			

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	14,538	11,522	3,016 (21%)	23,387
Kings County	892	625	267 (30%)	*
Tulare County	6,906	4,423	2,483 (36%)	*
Stanislaus County	3,145	2,346	799 (25%)	*
Total	25,481	18,916	6,565(26%)	

*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	Rent Payment Assistance	Food Pantry	Homeless Shelter
Top 3 Unmet Needs	SNAP Assistance	Home Delivered Meals	Homeless Shelter

Other Services		Month	YTD
LIHEAP	Calls Answered	7,243	37,074
Weatherization	Calls Routed through 2-1-1	568	3,792
Mental Health	Calls Answered	595	3,439
Rental Assistance	Calls Answered	4,651	7,751
VITA	Calls Routed through 2-1-1	0	9,880
Website Visitors	Duplicated Visitors to CAPK's 2-1-1 Kern web page	38,303	262,336

CalFresh Application	Over the Phone Application Assistance via GetCalfresh.org website (Supplemental Nutrition Assistance Program- SNAP/food stamps)	Applications Submitted
		92
Medi-Cal Application	Over the Phone Assistance via C4Yourself online application system (State and Federal Public Health Insurance Program)	Applications Submitted
		49
Ages and Stages Questionnaires	Over the Phone developmental assessment via Brookes online screening tool to aid in early intervention of identified delays for children 0-5	Screenings Completed
		94
Outreach Activities		Outcomes
Distributed 2-1-1 flyers and promotional material to Community Based Organizations and Agencies including: United Domestic Workers, Panama Buena Vista School District and Kern County Probation Dept		Total Flyers Distributed 550

COMMUNITY ACTION PARTNERSHIP OF KERN

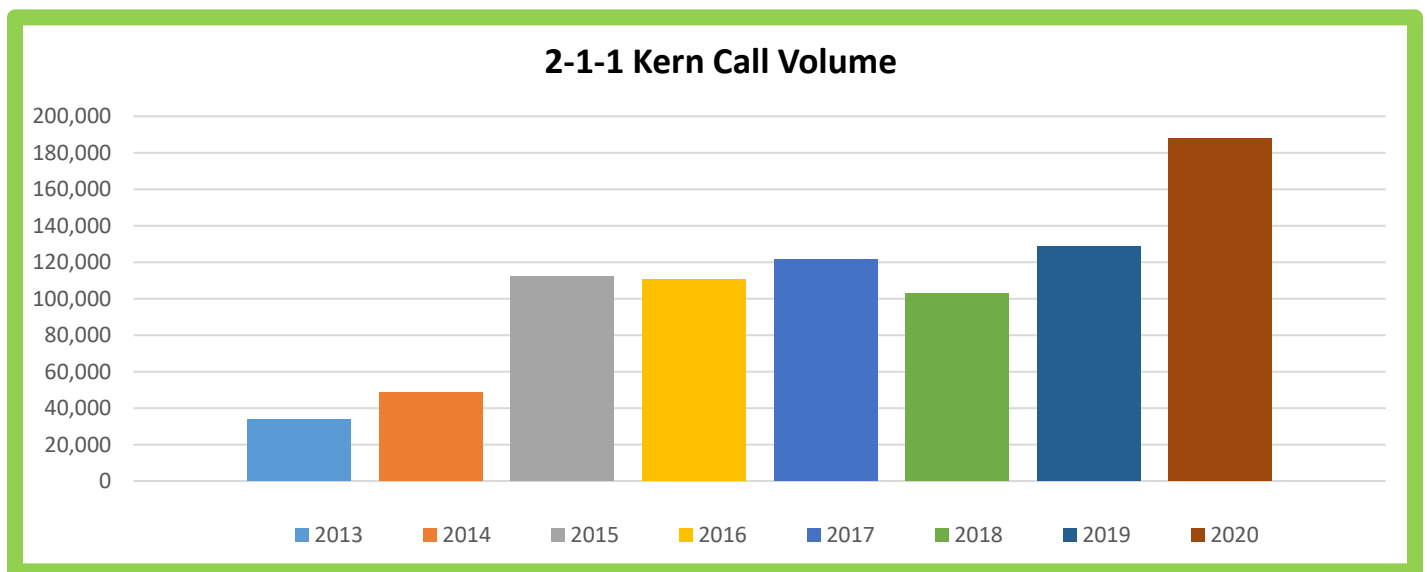
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Successes, Challenges and Goals:

Successes: In the month of November and December, 2-1-1 Kern Call Specialists provided Kern County residents with 13,538 COVID related resources including COVID testing site information, food, utility, rental and mortgage assistance along with current COVID state and industry guidance. 2-1-1 Call Specialists handled 31,405 calls for Kern, Kings, Tulare and Stanislaus County. From 2019 to current month 2020, 2-1-1 has seen a 47% increase in call volume. This would be considered a success as well as a challenge. The success is that 2-1-1 is becoming more widely known and utilized. 2-1-1 has been able to expand the reach, developed new partnerships and broadened the scope, allowing 2-1-1 to serve more individuals in need.

Challenges: As the COVID-19 pandemic progresses, 2-1-1 has seen a substantial increase in call volume for all campaigns. In 2019 during the months of March-December in comparison to 2020 March-December, the call volume increased in the amount of 46% due to the COVID pandemic and new services offered through CARES funding such as utility, rental and food. Unfortunately, 2-1-1 has also experienced a staffing shortage making it difficult to efficiently handle the call surge resulting in an increased wait time and increase in call abandonment rate. In 2019 the call abandonment rate ranged from 8-12%. Since COVID, the call abandonment rate has ranged from 13-26%.

Goals: The goal in the upcoming months is to fill the vacant positions and maintain adequate staffing enabling our call center to provide an effective service to the community. 2-1-1 must prepare for varying levels of staffing shortages, have contingency staffing plans in place, ensure prevention of staff burn out and have the ability to offer our Call Specialists competitive salaries to promote longevity with the 2-1-1 program. In 2016, the 2-1-1 staff retention rate was 75% and is now at 65%. The strategic planning goals will focus on staff support and retention.



COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community/ Fred Hernandez		Month/Year: November/December 2020	
Program/Work Unit: AmeriCorps, KYMC	Total Program Staffing: 1 staff and 20 AmeriCorps Members (ACM's)	Program Manager/Supervisor: Carrie Farwell	
Services: ACM's provide academic mentoring & enrichment modules to students & supported teachers at Vineland School District and CAPK After School Programs. **Program ended Dec. 31 st **			
Activities			
YTD Reporting Period January - December			
Description		Month	YTD
CAPK FRIENDSHIP HOUSE, DISTANCE LEARNING SUPPORT <i>ACM's provide check in support, distance learning support, and some homework assistance.</i> DATA: <u>2</u> ACM's provided <u>281</u> hours and supported <u>12</u> students		9/10	N/A
CAPK SHAFTER YOUTH CENTER, DISTANCE LEARNING SUPPORT <i>ACM's provide check in support, online support, help with safe student rotation, after school enrichment and homework help.</i> DATA: <u>2</u> ACM's served <u>412</u> hours and supported <u>10</u> students			
TYM4CHANGE, YPAR (Youth Participatory Active Research Team) <i>Responsible for conducting surveys, providing research & collecting & synthesizing data, and archiving information. Responsible for maintaining AmeriCorps photos and social media. YPAR created promotional flyers and videos for the Vineland Enrichment Modules.</i> **The YPAR Team in coordination with Site Lead Dixie King (Evaluator) and TYM4CHANGE have processed food scarcity data based on the surveys collected during food distributions throughout Kern County, during COVID19. Once complete, they will share with CAPK DATA: <u>9</u> ACM's provided <u>480</u> hours			
VINELAND ELEMENTARY & SUNSET MIDDLE SCHOOL <i>Members provide distance learning support for teachers and students; take attendance, provide homework help, make phone calls home, distribute packets, and grade homework.</i> VINELAND DATA: <u>3</u> ACM's provided <u>294</u> hours SUNSET DATA: <u>4</u> ACM's provided <u>342</u> hours DISTRICTWIDE CUMMULITIVE DATA: <u>56</u> homework help sessions, <u>437</u> phone calls to families, <u>73</u> small groups facilitated, <u>138</u> packets prepared, <u>73</u> small groups facilitated/monitored, <u>26</u> testing groups monitored.			
VINELAND SCHOOL DISTRICT ENRICHMENT PROJECT (U.S. Constitution Module) DATA: <u>16</u> ACM's spent <u>1,886</u> hours meeting, planning, and preparing for online enrichment modules. Provided <u>4</u> modules for <u>53</u> 8 th grade students <u>55</u> minutes a day for <u>2.5</u> weeks. Module Topics: United Stated Constitution, Preamble & Amendments Teaching modules based on learning styles, Kinetic, Visual and Auditory. Over <u>50%</u> of the students memorized the preamble (graduation requirement). They will continue to work on the amendments with their teachers and test in the Spring.			

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

COMMUNITY ACTION PARTNERSHIP OF KERN DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

US Constitution flyer created by YPAR members to promote the Constitution Test and introduce the importance of the constitution to 8th grade students. →

← Always promoting Safety

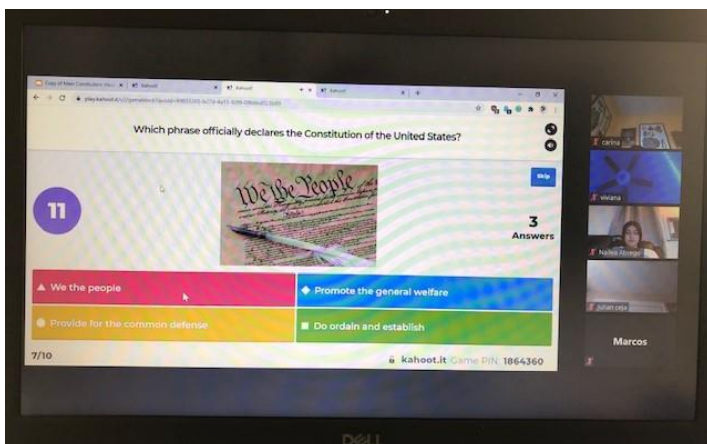


Orientation & Registration
Join us thru Zoom this
December 3rd and 4th at 2pm

We the people want to Graduate!

If you are an 8th grader, you must pass the test for the U.S Constitution so you can graduate.
We are here to help!

LEARN THE AMENDMENTS WITH US
This program runs from December 7 to 18, 2020.
We are going to meet at 2-3 pm in Zoom.
Meeting ID : 884 3457 0163
Passcode: 911913



Virtual Constitution Module with students. Members used resources like Kahoot to help student retain the information and have a little fun!

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: November/December 2020			
Program/Work Unit: CalFresh Healthy Living	Total Program Staffing: 8		Program Manager/Supervisor: Tammy Fisher		
Program/Work Unit Description: CAPK with funded and unfunded community partners that reflect the geographic, cultural, and ethnic diversity of Kern County 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 CalFresh Healthy Living participants work, eat, live, shop, learn and play. Second Year Strategic Goals: (1) The goal of engaging 45,000 unduplicated SNAP-Ed eligible residents by working with 146 community partners in Kern County. (2) Work at 105 SNAP-Ed eligible community sites to improve opportunities for the SNAP-Ed eligible population to have healthy choices within a limited budget and physical activity consistent with Dietary Guidelines for Americans (DGA) and USDA Food Guidance. (3) Assist in program planning and implementation of 25 sustainable measures to ensure changes support healthy eating and physical activity. <i>(USDA SNAP Second Fiscal Year begins 10/1/2020 thru 9/30/2021)</i>					
Fiscal Year 2022 Goals	CAPK CalFresh Healthy Living Domain Activities			Status	
				Month	YTD
(1) Goal to engage 45,000 unduplicated SNAP-Ed eligible residents in CalFresh Healthy Living Direct Education (DE) by working with 146 Community Partners in Kern County.	SHOP Domain	LEARN Domain	LIVE Domain		
	19 Partners 0 (DE) <i>Unable to provide DE due to COVID-19 Pandemic restrictions.</i>	22 Partners 2,425 (DE) <i>Virtual Direct Education</i>	7 Partners 30 (DE) <i>Virtual Direct Education</i>	48 2,455	48 2,455
(2) Work at 105 SNAP-Ed eligible Community Sites to improve opportunities for the SNAP-Ed eligible population.	19 CAPK FOOD BANK & Pantry Sites	21 School Sites at Subcontracted School Districts of KCSOS, LESD, and KUSD	5 HealthCare Clinics & Community Sites	45	45
(3) Assist in planning and implementation of 25 Sustainable Measures to ensure changes support healthy eating and physical activity.	19 Measures in progress to support healthy eating and physical activity in Communities.	3 Measures in progress to support healthy eating and physical activity at School Districts.	3 Measures in progress to support healthy eating and physical activity in Communities.	25	25

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development Sheila Shegos					Month/Year: December 1- December 31 2020		
Program/Work Unit: Coordinated Entry Services (CES)		Total Program Staffing: 5 CES			Program Manager/Supervisor: Rebecca Moreno		
Services: Facilitates Coordinated Entry and Assessments for Kern in compliance with HUD CoC requirements, and enveloping processes and procedures that maximize BKRHC member resources: collaborates with community partners and seeks to serve the full County of Kern.							
Activities		Description					
Coordinated Entry Services	Incoming	YTD	Outbound	YTD	Referrals	YTD	Pending
Homeless	708	8124	233	6762	233	2385	475
Rental Assistance	1536	7751	1178	6843	582	3946	71
Online Rental Assistance	362	877	109	651	30	651	287
Total	2606	14141	1520	14256	848	6982	833
Breakdown of Combined CES Calls						Total	YTD
Alliance Against Family Violence						0	55
Currently Active with a Service Provider-Redirect to Service Provider						10	489
Bakersfield Homeless Center						14	220
Community Action Partnership of Kern (Rental Assistance)						198	1463
Clinica Sierra Vista						2	9
Declined Services/Assessment						53	1523
Does not Meet Program Criteria						57	749
Duplicate Call						300	2228
Flood Bakersfield Ministries						22	692
Kern Housing Authority (Rental Assistance application sent previously)						406	1073
Out of Service Area						1	47
Over Income 80% AMI						4	128
Rental Assistance Program						453	2887
Resubmit Referral to Service Provider						6	292
Self-Resolved						6	110
Status Check						97	1211
Unable to Contact						133	2401
Updated Contact Information/ Location						4	243
Shelter Inquiries						1	8
Program Inquiries (Rental, Non-Housing)						2	64
Pending Calls						833	833
Total:						2606	16752

The Rental/Mortgage Assistance campaign ended on 12/11/2020, the Housing Authority's deadline for processing applications was 12/21/2020. The CES team focused on processing all applications that were submitted prior to 12/11/20 to ensure that they clients were assessed, qualified for assistance, and submitted documentation in a timely manner in order to submit to the Housing Authority prior to the deadline. In addition to the 2606 applications that we received; the Housing Authority requested CAPK to assist them with processing 100 landlord applications. For our next steps to continue and our plan moving forward is the current CES team will be working OT to complete all pending referrals. We have hired 1 FTE on

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

12/15 and she is in training. CES has also received additional funding and will be onboarding 3-4 FTE's to assist with the additional call volume.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/Fred Hernandez		Month/Year: November & December - 2020
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 6	Program Manager/Supervisor: Stacy Ralston
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response	28	191
	F5K School Readiness	11	42
	Economic Empowerment	21	81
Children enrolled in center-base program		8	29
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	141	582
Emergency Supplies Closet and Other Services	Food (individuals)	18	108
	Clothing (individuals)	43	202
	Photocopies (individuals)	387	2,575
	HEAP Application Supporting Docs	0	231

Other:

1. Services were limited in the month of November and December due to the Holidays and COVID-19.
2. Staff continue to modify home visits, meetings with clients, and emergency assistance services in order to meet the current COVID-19 guidelines.
3. Austin Haberman joined the East Kern Family Resource Center team in the month of December. She will be assisting the families that participate in the First 5 program.
4. In the month of November, the East Kern FRC staff partnered up with Grace Resources and were able to provide 17 Thanksgiving food baskets to the most vulnerable families we currently assist.
5. The East Kern Family Resource Center received a donation that will allow staff to purchase food, hygiene kits, baby supplies and cleaning supplies for low-income families in East Kern.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/Fred Hernandez		Month/Year: Nov & Dec 2020
Program/Work Unit: Energy	Total Program Staffing: 49	Program Manager/Supervisor: Margaret Palmer
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also, installation of interim water tanks for low-income households affected by the drought.		

Activities	Description	Status	
		Households Served	
		Month	YTD
1A. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance (2019	Assistance with utility bill payments	1,377	8,683
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2018)		140	140
1C. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)		-0-	7,408
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2016, 2017 & 2018)	- Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) - Energy-efficient appliance installation	63	1,639
		-0-	233
3. Low-Income Weatherization Program (LIWP Phase 2). Program from 10/1/17 - 9/30/18	Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	-0-	76
5. Total Value of Services (utility payments only)		\$674,249	\$8,634,145
		Results	
6. Energy calls received (from 2-1-1)		6,018	
		HEAP	Wx
7. Number of LIHEAP applications Received		1,785	-0-
8. Number of LIHEAP applications Completed		1,517	14
9. Number of LIHEAP applications in Progress		268	-0-
10. Outreach Events attended	11/5 – Casa Hernandez Sr Center, Delano 11/6 – Head Start parent Meeting, Lamont 11/8 – Casa De Eva Sr. Center, Bakersfield 11/14 – Casa Hernandez Sr. Center, Delano	Give presentations, distribute brochures, applications, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Executive/Pritika Ram		Month/Year: Nov. and Dec. 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 videos for CEO Jeremy Tobias' annual December Holiday Message and the Home Visiting Program, coordinated communications between CAPK executive staff and Congressional, city and county leaders, promoted holiday events at the M Street Navigation Center and handled media inquiries about Kern County's need for food assistance. The <u>Grants Team</u> is working on developing the 2021 Community Action Plan which includes the 2021 Community needs Survey. The team will be working on innovative ways to increase response rates for the surveys and focus groups during COVID restrictions.		
Advocacy	- Hosted virtual meetings between CAPK Executive Team and Representatives T.J. Cox and Kevin McCarthy for National Community Action Foundation Conference. - Made contact with representatives for Congressman-elect David Valadao. - Reached out to Bakersfield City Council members to set up meetings on Food Bank Expansion Project. - Coordinated meetings with Kern County Supervisorial Staff from District 1 and District 3 on East Kern regional needs assessment.	
Outreach	- Supported M Street Navigation Center holiday fundraising and Thanksgiving/Christmas events. - Implemented Online event and activity calendar for capk.org. - Developed marketing and promotions efforts for CAPK VITA and EITC. - Published CAPK in Action Newsletter every two weeks. - Handled media requests and interviews for Housing for the Harvest and holiday food insecurity. - Wrote grant for, and coordinated delivery of, more than 9,000 books from Molina Foundation. - Supported Grants Team in preparation of Literacy/Bookmobile grant. - Participated in the California Economic Summit. - Prepared website for KEDC Energy Summit donations and coordinated promotion with KEDC. - Promoted and photographed Chevron, Aera Energy and Assemblyman Salas coat donation to Head Start students. - Hosted CAPK agency-wide Outreach Meeting. - Prepared CAPK CEO Holiday video. - Created Home Visiting Program informational video.	
Grants-In Progress	- Virginia and Alfred Harrell Foundation grant (Partnership with Kern County Library – Bookmobile Rural Literacy Project) - Food Rescue grant - United Way Kern County, Phase 38 Food Bank - California Department of Child Abuse and Prevention, Economic Empowerment for Families	
Research	English Language Learner Program	
Projects	- CAPK Food Bank Case for Support - PRE-Monthly Report Templates for 2021 - Customer Relationship Management – Technology, various projects, agency-wide referral system - CAPK Client Satisfaction Surveys 2021 Community Needs Survey - Program Needs Assessment - Community Action Plan (CAP) Report - CSBG Data Collection for CSD, report due 02/16/2021	

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

	• CAPK Foundation • 2016-2021 Strategic Plan wrap-up and reporting • 2021-23 Strategic Plan and Board Training Development • Preparing a Request for Proposal for Community for Community Development Corporation (CDC) and Community Development Financial Institute (CDFI) • Build out of 2021 Executive Division Training Calendar
--	---

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: November/December 2020	
Program/Work Unit: Food Bank	Total Staffing: 28	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 (October)	124,784	666,961
	Poundage Received all Programs	4,445,611	34,149,446
	Total Poundage Distributed, All Sites	4,111,670	33,002,097
	Total Distributed pounds 2019	3,452,184	22,387,285
Food Sourcing	Produce Received: 203,557 pounds of produce (donated or purchased) & 11 different produce items: • Bolthouse: Carrots Califa Farms: Plant base milk • Grimmway: Potatoes, romaine, leafy greens & carrots Fresh Kit Produce: Lettuce wrap • Target: Mixed produce • Varsity Produce: Onions • Walmart: Mixed produce • Wonderful: Citrus Farmers Markets: New Life, Delano, Wasco, & Catholic Charities. A total of 162,000 pounds of fresh produce, bread & beverages. Reaching 3,000 Families		
Food Drives:	CSFP Produce Distribution:		

- CAPK Food Bank held 16 Emergency box distribution throughout Kern County. Distributed 6,675 boxes in the month of November.
- CAPK Food Bank held 15 Emergency box distribution throughout Kern County. Distributed 6,450 boxes in the month of December.
- 11/6 - CAPK Food Bank held a Farmers Market in Delano, with their commodity distribution serving 523 individuals with 18,889 lbs. of produce.
- 11/19 - CAPK Food Bank held a Farmers Market in Wasco, with their commodity distribution serving 399 individuals with 13,685 lbs. of produce.
- 11/19 - CAPK Food Bank held a Farmers Market in Shafter for the first time this year, with their commodity distribution serving 405 individuals with 14,285 lbs. of produce.
- 12/6 - CAPK Food Bank held a Farmers Market in Delano, with their commodity distribution serving 421 individuals with 20,285 lbs. of produce.
- 12/17 - CAPK Food Bank held a Farmers Market in Wasco, with their commodity distribution serving 435 individuals with 15,185 lbs. of produce.
- 12/17 - CAPK Food Bank held a Farmers Market in Shafter, with their commodity distribution serving 412 individuals with 14,985 lbs. of produce.
- Food 2 Door distributed 4,701 70 lbs. boxes for food to home bound seniors in the month of November.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

- Food 2 Door distributed 4,718 70 lbs. boxes for food to home bound seniors in the month of December.
- Our CSFP program held 28 distributions for the month of November and distributed 35-pound boxes of healthy and non-perishable food to 4,308 seniors throughout Kern County.
- Our CSFP program held 28 distributions for the month of December and distributed 35-pound boxes of healthy and non-perishable food to 4,318 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/Fred Hernandez		Month/Year: November & December 2020
Program/Work Unit: Friendship House	Total Program Staffing: 6	Program Manager/Supervisor: Lois Hannible
Services: After-school, summer, and Learning Pods programs, pre-employment program for youths, sports, mentoring services, Medi-Cal information, enrollment & retention services, and access to social services.		
Activities		Participants
Description		YTD
After-School/Learning Pod Program Tutoring, homework assistance, recreation.		50
Summer Program Recreational activities, educational games, and activities.		19
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.		43
Positive Youth Development Services- Mentor program for at-risk youth. One on one/group mentoring services, outreach, and afterschool activities are provided to community youth. Aggression Replacement Training (ART) classes are also provided.		49
Positive Youth Development Services- Medi-Cal Health Enrollment Navigator Project Medi-Cal information is provided to families informing them of free or low-cost health insurance that is available to those that qualify.		13,786 flyers distributed & phone calls & reached 4,244 people through social media

United Way of Kern County & The Bakersfield Condors joined forces once again to bring smiles to many community youth through their annual Teddy Bear Toss. Although things looked a little different this year, the happiness that the teddy bears brought to community youth was just as wonderful as ever. The CAPK Friendship House received 100 teddy bears which were used as holiday gifts for program youth, and will also be used as prizes throughout the year for good grades and behavior. Thank you, Bakersfield Condors and United way for all of your ongoing support!

Ten children from the CAPK Friendship House Community Center received remarkable gifts from their friends at the Westchester, Bakersfield Kiwanis Foundation. The Westchester Kiwanis 43rd Annual Children's Christmas Shopping Spree provided the children with \$150 worth of items, which they were allowed to pre-select. The Kiwanis are heroes in action, who not only provide assistance when needed, but actively seek out ways in which they can help. The joy that this event brought to our program youth in need was overwhelming and well appreciated! Thank you, Westchester Kiwanis for providing our youth with gifts for the holidays!



A huge Thank You to Chevron, Aera Energy and the Office of Assemblymember Rudy Salas for providing warm jackets to community youth this winter. CAPK children, including youth at the Friendship House Community Center were very excited to wrap up in their new jackets. Thank you for your generosity and for making a difference in the community!



COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Lisa McGranahan		Month/Year: December 2020
Program/Work Unit: HR/Staffing	Total Division Staffing: 09	Program Manager/Supervisor: 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	Regular	931	
	Subs/Temps	15	
	Total Staff	946	
New Hires	All divisions and programs		
	Regular	22	252
	Subs/Temp	1	68
	New Hire Totals	23	320
Leaves of Absence	Full-time Leave	19	
Terminations	All divisions and programs		
	Voluntary	7	260
	Involuntary	1	86
	Total Terminations	8	346
Staffing	Vacancy	38	637
	Total Online/ADP Applications Received	2,403	16,874
Payroll	Total Hours Paid	137,202.00	
	Total Gross Payroll	2,894,540.74	

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

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Program: M Street Navigation Center		Month/Year: December 2020
Program Manager: Laurie Hughey	Program Staffing: 16	Division/Director: Community Development/ Sheila Shegos

A total of 93 homeless individuals were served from the following zip codes:

Zip Code	Number of Residents	Zip Code	Number of Residents
93301	15	93241	1
93302	1	90044	1
93304	3	93263	1
93305	10	95728	1
93306	2	93268	1
93307	6	95687	1
93308	7	46368	1
93309	1	78521	1
93311	2	76179	1
93313	2	Unspecified	44
93205	1		
93516	1		
95618	1		
93215	2		

M Street Partner Highlights:

Kern Behavioral Health & Recovery Services – Starting Substance Use Disorder/SUD services soon.

City Serve and Bakersfield College – City Serve completed life skills training courses for 14 residents of the Navigation Center. The class was extended to 5 weeks in preparation for the Project Hire-Up cohort #3 starting in Jan 2021.

Kern County Animal Services – Start date 12/18/2020 (targeted opening).

Other Highlights:

- M Street has 538 social media followers.
- The Christmas Holiday meal was sponsored by Gazelle Transportation, and December activities sponsored by LeBeau Thelen. Volunteers from City Serve, Flood, county and Navigation staff helped to make this holiday very special for the M Street residents. Jim, Riley and Robin Mangarin Scott, took time away from their busy schedules to serve the holiday meal.
- Staff training with Kern Behavioral Health and Recovery Services for December; Self Care Pt 1 & 2

Successes - 7 residents received keys to their forever homes! ESG Cares contract awarded to expand homeless prevention and rapid re-housing programs; M Street facilities, on-call shelter worker, program educator, vehicle and driver for resident transportation.

Challenges – One resident tested positive for COVID and in the hospital, 2nd resident in hospital pending results; organizations are not fully operational, low-income housing availability has diminished, businesses are not fully operational which slows down the process of securing vital documents.

Needs – Additional shelter worker for shift-vacancies, computers/WIFI, public telephone for residents.

Goals – Maintain census of 60 residents during COVID restrictions (not met); 3 resident exits per month to permanent housing (met); decrease in resident exits in the first 30-days by 10% of capacity or 6 residents -- for reasons other than permanent housing (not met).

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

PROGRAM DELIVERABLES:	Dec 2020	Nov 2020	Oct 2020	Sept 2020	August 2020	July 2020	June 2020	May 2020
M Street Overnight Residents (Includes exits)	107	114	105	81	88	110	182	36
Total Meals Delivered *Increased meals to be reduced in December/subsequent months	6975	*8610	5285	4895	4795	4600	3191	1455
Total Meals Served	3144	3176	2324	2693	2543	2313	1294	505
Left-Over Sack-Meals Distributed to Community (Flood/Volunteers)	3831	5434	2961	2202	2252	2287	1897	950
Assigned Beds	61	57	59	50	50	49	48	36
Open/Available Beds	0	3	1	2	2	1	16	25
Volunteers	28	44	27	27	24	21	18	5
Volunteer Service Hours	147	150	118.75	85.25	183.75	285	124.25	16
Donations, Monetary	\$50	\$1050	\$50	\$220	0	0	0	--
Donations, In-Kind: essential items, hats, gloves, underwear, eyeglasses, art supplies, coats, fleece throws, bath towels, t-shirts, snack chips and socks.								
Exits, Permanent Housing	7	6	3	3	4	3	3	0
Exits, Voluntary, Involuntary	45	57	47	33	39	24	24	9
Longest Length of Stay (days)	226	195	165	104	139	128	49	--
Total Critical Incidents	16	22	29	40	48	38	42	8
• Health & Safety	11	21	26	34	27	21	29	--
• Harm to Self & Others/Aggressive Behavior	5	1	3	6	14	16	13	--
• Unexcused Absences (Overnight)	0	0	0	0	2	1	0	--
• Mandated Reporter	0	0	0	0	0	0	0	--
Showers	170	450	201	645	594	1232	181	--
Case Management Services *COVID impacts	86	*53	123	139	136	440	100	--
DHS Services Enrollment								
• Cal Fresh / Food Stamps	2	0	0	9	3	2	9	--
• Medi-Cal Insurance	5	NA	NA	NA	NA	NA	NA	--
• Cash Assistance	NA	NA	NA	NA	NA	NA	NA	--

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: *November-December 2021	
Program/Work Unit: Migrant Childcare AP Program (MCAP) & Ag Childcare Program	Total Staffing: 19, <i>Vacancies-</i> <i>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, 2020, to June 30, 2021. <i>*This report is for the service month of November 2020, which was processed in the month of December 2020.</i>			
MCAP	Childcare reimbursements	Total # of Children	# of childcare providers
Quarterly Strategic Goal New enrollments ** <u>Goal</u> <u>Actual</u> July-Sept: 100 children/101 children Oct- Dec: 100 children/70 children Jan- March: 200 children April-June: 100 children	Kern*	360	81
	Madera	89	18
	Merced	5	2
	Tulare	204	44
	Kings	57	10
	Fresno	105	29
	Total	818	179
AG Childcare Program	County	Total # of Children	# of childcare providers
Childcare reimbursements	Kern only	21	9

*Kern totals include services provided outside of the six entry counties; Riverside, Santa Barbara, Monterey, etc.

**The program base child count is about 750 children at the beginning of the FY. These new enrollments are to replace children that are terminating, aging out or on temporary suspension. The overall FY goal for the program is to serve about 1000 children to earn full funding.

Current Activities:

MCAP

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.

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.

In Dec 2020, staff processed the covid-19 stipend for the 172 childcare providers that provided care in July 2020. This stipend approved by Senate Bill 820. The total stipend amount distributed was \$81,900.00.

In Dec 2020 the MCAP program received a contract amendment. The contract was increased by \$28,000.00

The program has about 250-300 childcare slots available. There is no waiting list currently and staff is enrolling.

AG Childcare

All 21 childcare slots are full.

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: November and December 2020
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 25	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		218	1080
Contracts/Leases Processed		73	488
Request for Proposals (RFP)	Independent Audit Services –Finance Occupational Health – HR –Risk Management Diversity Training -HR Community Development Corporation and Community Development Financial Institute Needs Assessment	In Progress In Progress In Progress In Progress	
Leases	Chrisman Road (Head Start) 277 E. Front Street. Buttonwillow (WIC) 7000 Doe Avenue (MCAP) Mojave Veteran's Bldg. Rental Agreement (WIC) 15682 K Street, Mojave 236 West 4 th Street, Stockton EHS 5055 California Ave. 425 E. Fairview (HS) 1314 Oswell St. (HS) 525 E. Yosemite Ave. (MCAP) 10300 ½ San Diego St. (Head Start) 1600 Poplar Ave. (HS)	In Progress In Progress In Progress In Progress In Progress In Progress Completed In Progress In Progress Completed Completed Completed	
Contracts	HSI Amendment I Stine & Oswell (Head Start) HSI Amendment I Broadway (Head Start) Wellworks For You (Finance) Colombo Construction (Head Start) Blue Ribbon Automotive	In Progress In Progress In Progress In Progress In Progress	

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

McWilliams and Walden, Inc.	In Progress
Motor City	In Progress
Big O Tires	In Progress
Turks Kern Copy (Maintenance)	In Progress
Turks Kern Copy (LBNC)	In Progress
Tel Tec (Various Program) Phase #2	In Progress
RM Industries Amendment VI (Agency Wide)	In Progress
Rice Agency (M St.\$6,500)	Completed
Tel-Tec Contract (MCAP)	In Progress
ACI (HS Alicante \$10,752.45)	In Progress
Docebo Learning Platform (\$34,500 HS)	In Progress
RM Industries Amen VII(COVID-19 Services Various Locations)	In Progress
Crown Lift Trucks (Food Bank \$420.35)	In Progress
WIPFLI (\$25,000)	In Progress
Escuelita Hernandez (Partnership) Amendment I	In Progress
Child & Family Psychology Clinic	Completed
CALEITC Subcontract Renewal	In Progress
KCSOS Amendment I (Cal Fresh \$269,709.88)	Completed
Kernville Union School District Amen I (Cal Fresh \$185,868.68)	Completed
Lamont Elementary School District Amen I(Cal Fresh \$152,336.00)	In Progress
C.A.C.C. Subcontract Agreement (Comm. Dev. \$500,000)	In Progress
PLC Change Order (M. St. \$5,473)	In Progress
Mission Linen (Head Start Addendum)	In Progress
Adelante Strategies (Comm. Dev. \$49,500)	Completed
Teachstone (HS Renewal)	Completed
Premiere Services (M. St. \$26,800)	Completed
IBI (Food Bank Expansion \$214,660)	Completed
Teaching Strategies (EHS Stockton \$26,424)	In Progress
Reliable Janitorial (Cal Fresh Renewal \$4,660)	In Progress
Koantic, Inc. (HS \$3,062)	In Progress
M&S Security (\$11,782.82)	Completed
Sign Co. (HS \$108.52)	Completed
Stericycle (M. St. \$1,500)	In Progress
Creative Child Care Food Service Amendment I	In Progress
Michael K. Brown Amendment I	In Progress
Mojave Unified School District Food Service Contract (\$27,594.00 HS)	In Progress
PTS Rentals, Inc. (Food Bank)	Completed
Pac Van (\$2,403.15 M. St.)	Completed
Child Plus (HS \$4,467.00)	In Progress
Bronco Electric (M. St. \$700)	In Progress
WIPFLI Change Order (Operations \$8,000)	Completed
Kristen Hayes Consulting	In Progress
Bakersfield Glass Amendment I (Energy \$25,000)	In Progress

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

	Computer Linx (M. Street. \$706.96 Reissue) Computer Linx (Shafter Youth Center \$761.56) PLC System Services (HS \$14,750) ACI (\$6,845 Facilities) Tres Hombres (HS Jewett \$1,825.00) Tres Hombres (Hs Jewett \$350) Ready Rosie (HS \$19,750) M&S Security Amendment I (Jewett \$8,535.32) Bakersfield Kern Regional Homeless Collaborative ACI (M. St. \$4,131.00) Mesa Grill (H4H \$15,000) ACI (Cal Fresh \$2,659.50) Dave Bang Associates (EHS \$26,871.11)	In Progress In Progress Completed Completed Completed Completed Completed Completed Completed In Progress In Progress Completed In Progress In Progress	
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	111	2217
Projects	- East Cal: EHS interior renovations are complete. The 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. *After removing existing cabinetry in the kitchen we found moisture behind the cabinets, we are now having a mold remediation company removing all the affected areas and will and once they have completed the clean-up we will resume the with the remodel. The estimated clean-up completion is 10/30/2020. - 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. - 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. Estimated completion is 10/15/2020. - We have procured a contractor and started the remodel of BPN for the HR move to BPN. The contractor has started demo in the old ERSEA area of BPN and is working on drawings to submit to the city. Once we have a permit, we will continue with the remodel of removing the downstairs south break area and	Complete In Progress Complete Complete In Progress	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

	opening it up to access the north end of the downstairs area to Finance without having to exit and re-enter the building and expand the area for HR and open up the office area for IT in their existing office. The contractor now has received the building permit from the City of Bakersfield and is setting the schedule to complete the remodel. We are having the contractor do a change order to add floor tile and paint at the reception area, to add some cabinetry to the remodel project and add insulation to help soundproof some interior walls.		
Information Technology		Received	Closed To Date
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	3026	2862
Projects	• AT&T E-rate Category 1 Installation • Head Start computer upgrades - onsite installations 90% complete • Home Base computer upgrades • Head Start Network and Wifi upgrades Category 2 • Friendship House Wifi upgrades • SYC computer lab upgrades • Friendship house computer upgrades	In Progress In Progress In Progress In Progress Completed 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	5 0 0 0 0 0 0 8	48 10 4 0 2 0 0 45
General Liability		0	0
Property Incidents		1	18
Vehicle Incidents		1	11
Projects	Charter for Operational Risk Management Advisory Committee Safety & Security Policies for Front Desk Submitted for approval Final Draft Workplace Violence Prevention Program Submitted for approval Final Draft PPE Program Submitted for approval Vehicle Safety Program Safety Meetings Monthly Maintenance & Energy Homeless Shelter Liability and W/C Insurance	Completed Completed Completed Completed Submitted Completed Completed	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

	New safety Program for Homeless Shelter ATD	Completed
	Developing Respiratory Protection Program for LBNC	Completed
	Update safety programs to include Homeless Shelter & Staff	Completed
	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	Completed
	Facial Covering Policy	Completed
	Suspected or Confirmed Cases of Covid-19 In the Workplace Plan	Completed
	Submitted for approval Wildland Fire Smoke	

Other Highlights:

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/ Fred Hernandez		Month/Year: November/December 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.		10	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:

- After School Program continues to operate. With local schools starting in person instruction for select students, SYC continues to look for ways to serve our families. While in person instruction serves a few times per week, families are welcome to attend on the days they have distance learning.

Kids took the chance to design their ornaments and decorations for the annual Christmas Tree display at the Shafter Depot Museum. The tree will be set up in early December.

- Shafter Youth Center Mask Distribution – SYC has partnered up with Kern County Children's Dental Health Network to distribute disposable masks to the Shafter Community. 2800 boxes of masks were given out in a drive through style formation. City of Shafter has been promoting a #WearToCare campaign. CAPK is doing our part in helping people #WearTo Care. Special thanks to the team from Kern County Children's Dental Health Network.
- Walmart Distribution Center donation – HUGE thank you to the staff at Walmart Distribution Center for their donation of 18 holiday meals. 18 bags filled with all the fixings to complete a thanksgiving meal, minus the turkey, down to the rolls and pumpkin pie are what our families were blessed with. Lots of smiles and actions of gratitude were exchanged.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

- Shafter Youth Center was contacted by Untied Way to receive some teddy bears for kids from the modified Teddy Bear Toss event with Bakersfield Condors.
- Shafter Youth Center received a donation of about 50 new books from the Shafter Book Bank. Shafter Book Bank is a locally run supplier of books for the Little Libraries in town. Shafter has 22 little free libraries for the community to use. Shafter Youth Center is host to one of those.
- SYC kids received brand new coats from Assemblyman Rudy Salas' Office. The coats came in handy as a few of our kids only had sweaters or light jackets.
- SYC kids were in for a surprise as members from Villagers Inc., brought gifts based on their Letters to Santa. Santa stopped in to say thank you to the kids for their awesome behavior during a challenging year. He also spread the message of good cheer.
- SYC has stood for the past 18 years. It was refreshing to see the center receive a fresh coat of paint in the lobby, hallway and gymnasium. The simple things make for a fresh new look.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/Fred Hernandez		Month/Year: November & December 2020		
Program: VITA	Staffing: 7	Program Manager: Jacquelyn Guerra		
Services: Recruit, train and certify volunteers, provide free tax preparation and electronic filing for low-moderate income Kern County residents and assist clients with ITIN renewals and applications. Provide outreach to low income and rural communities for the CalEITC credit.				
Description	October	November	December	YTD
Federal Refund	\$21,109	\$12,921	\$8,738	\$42,768
Federal EITC	\$12,831	\$11,122	\$0	\$23,953
Federal Total	\$22,711	\$24,023	\$8,738	\$55,472
Total Processed Federal Tax Returns	36	34	14	84
State Refund	\$4,034	\$4,218		\$8,252
CalEITC Refund	\$1,696	\$874		\$2,570
State Total	\$5,730	\$5,092		\$10,822
Total Processed State Tax Returns	31	20		51
Total Refunds & Credits Combined	\$28,441	\$29,135	\$8,738	\$66,314

* Some clients only have a filing requirement for one agency (federal or state) and others have both.

- E-Filing option is disabled due to the software maintenance of the upcoming season, leaving no data for December state returns. (all tax returns were mailed in the month of December)
- Citizen's Bank donated to the VITA program in the amount of \$10,000. The funds will be used to replace outdated computers and cover volunteer costs.
- Outreach Specialist have begun a KERNEITC Instagram page. Please follow and share to promote our updates.
- A new text feature has been enabled to us to provide tax alerts to the community. Text Kern Vita to 898-211.
- VITA welcomes back staff from last tax season as seasonal staff.
- An English and Spanish training was held in December. 19 Volunteers received 3 certificates to volunteer for the upcoming season and 8 returning volunteers re-certified to assist for the 2020 tax season.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: November/December, 2020
Program/Work Unit: WIC	Total Program Staffing: 65 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 14,502 14,358	All services November, 2020 December, 2020	16,160	November, 89.74% December, 88.85%	N/A	89.64% 90.02%
Scheduling has been revised so there are no per location statistics.					

Projects

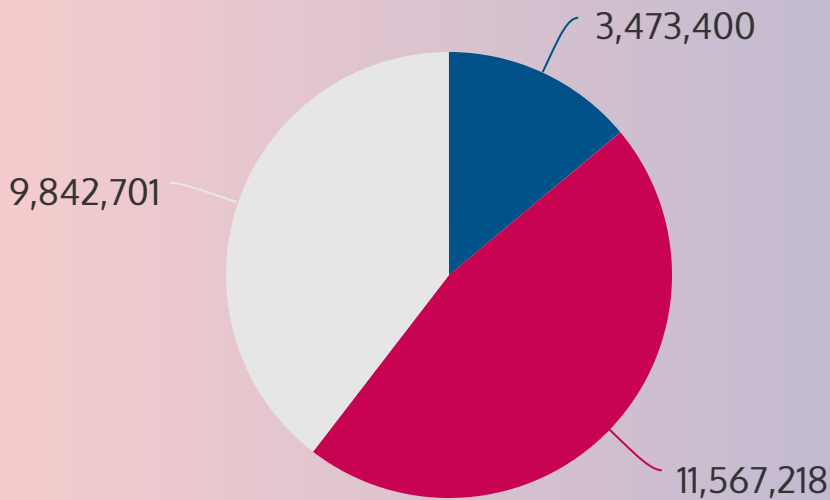
CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 788 followers and Instagram has 1,029 followers.

CAPK WIC has enrolled 48 individuals from the “enrollment/interest form” on CAPK.org.

265 participants are enrolled in the Breastfeeding Peer Counselor Program.

CAPK WIC continued to serve participants by phone through the months of November and December and will continue to do so until the COVID 19 pandemic is officially over. To better serve our “telephone” participants we have changed the way we schedule appointments. Instead of scheduling per site we are now trying to be more centralized and scheduling per “hub”. We no longer are constrained by brick and mortar and can serve more fluidly with the new scheduling.

CAPK WIC had its biannual Program Monitoring Visit. All aspects of the program were reviewed with the State Nutrition Consultant. Copies of documentation of staff meetings and participant classes were sent to Sacramento. Proof of satisfying CDPH WIC procedures were reviewed. The results were favorable.

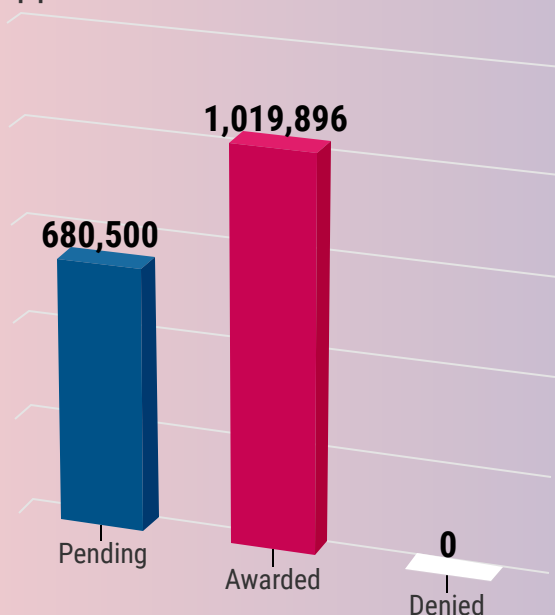


\$ Grant Funding Year-to-Date

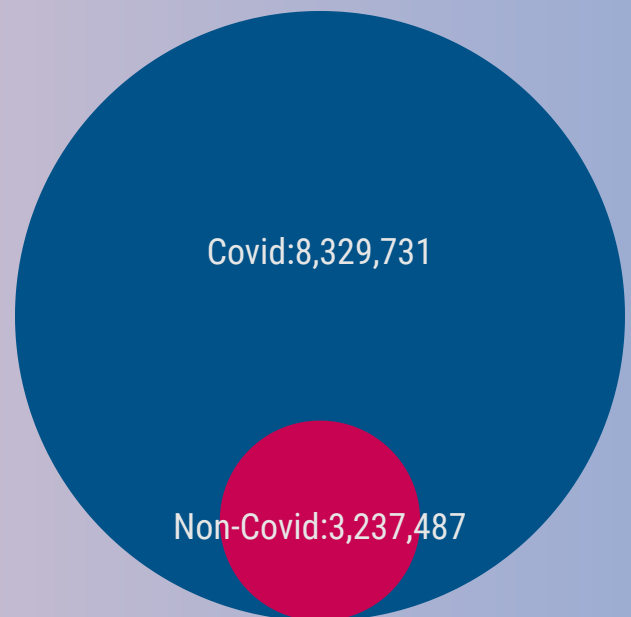
January 1, 2020 - December 31, 2020

■ Pending ■ Awarded ■ Denied

● App Status Nov. & Dec. 2020



Awarded COVID vs. Non-COVID Applications



Funder	Opportunity	Program	Amount Requested	Amount Awarded	Decision Date	Status
Kaiser Permanente	COVID-19 pandemic	Food Bank	\$95,000	\$95,000	12/29/2020	Awarded
First 5 Kern	Oasis Ridgecrest Family Resource Center	Ridgecrest FRC	\$775,000	\$775,000	12/10/2020	Awarded
Virginia and Alfred Harrel Foundation	Bookmobile Support for Rural Literacy	Kern Library	\$87,396	\$87,396	12/22/2020	Awarded
Delta Dental Community Care Foundation	Covid-19 Food Insecurity Support	Food Bank	\$10,000	\$10,000	12/4/2020	Awarded
Bolthouse Farms	Giving Tuesday	Food Bank	\$10,000	\$10,000	12/4/2020	Awarded
Anthem Foundation	CAPK Food Bank Backpack Buddies	Food Bank	\$25,000	\$25,000	11/10/2020	Awarded
Molina Foundation	Families Learning Together, Fall 2020	Head Start	\$0	\$0	11/2/2020	Awarded
Cal Water	Food Bank Operational Support	Food Bank	\$2,500	\$2,500	11/20/2020	Awarded
Citizens Bank	Covid-19 Relief Assistance	VITA, FHCC/SYC, SYC	\$10,000	\$10,000	11/24/2020	Awarded
Citizens Bank	Virtual Food Drive	Food Bank	\$5,000	\$5,000	11/24/2020	Awarded
CA Department of Social Services, Office of Child Abuse Prevention (OCAP)	East Kern Economic Empowerment for Families	EKFRC	\$150,000			Pending
United Way of Kern County (UWKC)	Phase 38	Food Bank	\$175,000			Pending
Macy's	Making Life Shine Brighter	FHCC/SYC	\$2,500			Pending
Department of Resources Recycling and Recovery	Food Waste Prevention and Rescue Grant Program	Food Bank	\$300,000			Pending
Anthem Foundation	Food Bank Cargo Van	Food Bank	\$50,000			Pending
Smart and Final Charitable Foundation	CalFresh Healthy Living Pantries	CalFresh Healthy Living	\$3,000			Pending

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Public-State	CAPK Program	East Kern Family Resource Center
Funding Agency	Ca Department of Child Abuse and Prevention (OCAP)	Project Name	Economic Empowerment for Families
CFDA	N/A	Target Population	Low-Income Families
Reapplication (Y/N)	Yes	Number to be served	128
Estimated Request	\$150,000	Division Director	Fred Hernandez
Award Period	7/01/2021-6/30/2023	Program Manager	Stacy Ralston
Project Goal (One sentence goal statement)			
The EKFRFC will reduce the risk of child abuse by improving the financial stability of families through financial empowerment and case management services.			
Project Description (Brief one paragraph description)			
The Economic Empowerment for Families (EEFF) program aims to eliminate risk for child maltreatment in low-income families by providing education, tools, resources and referrals, and other necessary supports to build financial stability. The EEFF program will accomplish this by providing low-income individuals and families that are receiving EKFRFC's DR services, and other at-risk individuals and families with monthly, one-hour home-based case management services, with access to center-based programs and services, helping people to set goals and calculate how much money they need to save to reach these goals; plan for large purchases and life events; establish an emergency savings fund; obtain tax credits refunds; track spending; create and follow a cash flow budget; obtain credit reports; and monitor/repair credit			
Estimated Budget Summary			
Two year expenses of \$150,000 include salaries and benefits @ \$111,157; program expenses including client incentives, outreach, staff mileage etc. @ \$7,920; general operating expenses including hiring costs, communications, and general supplies @ \$3,862; and indirect at \$13,636.			

Approvals:

Freddy Hernandez Digitally signed by Freddy Hernandez Date: 2021.01.04 17:05:26 -08'00'	1/4/2021	
Pritika Ram Digitally signed by Pritika Ram Date: 2021.01.05 13:52:51 -08'00'	Date	01/05/2021
Traco Matthews Digitally signed by Traco Matthews Date: 2021.01.05 14:35:42 -08'00'	Date	01/05/2021
3. Chief Program Officer	Date	

Tracy Webster Digitally signed by Tracy Webster Date: 2021.01.05 14:58:06 -08'00'	01/05/2021	
4. Chief Financial Officer	Date	
Jeremy T. Tobias Digitally signed by Jeremy T. Tobias Date: 2021.01.06 07:20:23 -08'00'	01/06/2021	
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	Government Pass Through	CAPK Program	CAPK Food Bank
Funding Agency	United Way Kern County	Project Name	Phase 38
CFDA	TBD	Target Population	Food Insecure and Low-Income Kern residents
Reapplication (Y/N)	Yes	Number to be served	40,000
Estimated Request	\$175,000	Division Director	Carmen Segovia
Award Period	01/01/2021-12/31/2021	Program Manager	Jaime Orona
Project Goal (One sentence goal statement)			
Help reduce food insecurity in Kern County			
Project Description (Brief one paragraph description)			
In 2019, the CAPK Food Bank distributed over 1.7MM pounds of food each month through a network of over 150 commodity and pantry sites throughout Kern County. This year, with the extra demands of COVID, the need and distributions has doubled with an expected 30MM pounds of food to be distributed by the end of the year. With the epidemic expected to peak over the next few months and the economic devastation that will be part of the County's landscape for some time to come, the need for food is even more pressing. With a staff of about 18, the Food Bank relies on hundreds of volunteers throughout the year to assure that Kern County low-income people and families are served.			
Estimated Budget Summary			
The requested funding of \$175,000 will be used for food procurement and distribution through the Food Bank's pantry partner sites throughout Kern County.			

Approvals:

1. Division Director	Date
Pritika Ram Digitally signed by Pritika Ram Date: 2021.01.05 13:54:00 -08'00'	01/05/2021
2. Director of Administration	Date
Traco Matthews Digitally signed by Traco Matthews Date: 2021.01.05 14:34:59 -08'00'	01/05/2021
3. Chief Program Officer	Date

Tracy Webster Digitally signed by Tracy Webster Date: 2021.01.05 14:58:57 -08'00'	01/05/2021
4. Chief Financial Officer	Date
Jeremy T. Tobias Digitally signed by Jeremy T. Tobias Date: 2021.01.06 07:21:29 -08'00'	01/06/2021
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: November 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	850	65%		3.6%	
Early Head Start Kern • EHS Center Based • EHS Home Based • EHS Home Based-Interim	446 243 123 80	314	70%	177/243 107/123 30/80	9.9%	
Early Head Start San Joaquin	313	234	75%		12.8%	
Early Head Start Partnership * Angela Martinez • Bakersfield College • Blanton • Garden Pathways • Taft College • Escuelita Hernandez • Seeking Partner	152 24 32 16 11 42 16 11	58	38%	0/24 10/32 13/16 8/11 24/42 3/16 0/11	2.8% 0% 3.1% 6.2% 0% 4.8% 0% 0%	

Division Staffing			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
623	20	16	99

Highlights:

13 candidates going through the onboarding process; ranging from checking reference to background checks.
12 new staff were on-boarded in the month of November.

Compliance

The program utilizes a two-tiered approach to monitoring- a program level Site Supervisor and the administrative staff. Tier 1 center monitoring was implemented in Child Plus beginning in November: a total of 415 Tier 1 complete file reviews were completed by Site Supervisors. Out of 173 items reviewed, only two items had a non-compliance rate over 15%:

- Annual Dental Exam and Hearing/Vision Screenings.

The Office of Head Start is not holding grantees out of compliance on the above items due to challenges related to the COVID-19 pandemic. Validation close out reports are demonstrating that all corrective action steps have been completed timely.

The CACFP review is scheduled the week of January 26, 2021. The reviewer has selected the following 5 sites for review: Cleo Foran, Kennedy, Sterling, Tehachapi and Willow. Staff is preparing for the upcoming review.

Central Kitchen October 2020

Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Head Start / Early Head Start Centers	22,279	7,913	6,523	7,843
Boxed Meals—Virtual	19,911	6,637	6,637	6,637
Home Based	3,702	1,234	1,234	1,234
TOTALS	45,892	15,784	14,394	15,714

Highlights: 3 staff members completed the Serv-safe training and exams.

CACFP

October 2020

Total Meals Requested			Meals Allocated		% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS	October 2020
52,296	9,359	61,655	46,399	15,256	87%

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: December 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	875	66%		3.7%	8.6%	
Early Head Start Kern • EHS Center Based • EHS Home Based • EHS Home Based-Interim	446 243 123 80	316	71%	182 /243 105/123 29/80	9.9%	8.3%	
Early Head Start San Joaquin	313	228	73%		14.4%	8.3%	
Early Head Start Partnership * Angela Martinez • Bakersfield College • Blanton • Garden Pathways • Taft College • Escuelita Hernandez • Seeking Partner	152 24 32 16 11 42 16 11	57	37.5%	0% 31% 75% 73% 62% 6% 0%	0/24 10/32 12/16 8/11 26/42 1/16 0/11	2.8%	4%

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	141	140

HIGHLIGHTS: HVP has been able to continuously engage with families to provide resources and educational activities to families during the pandemic. Families have been open to the virtual connection. It has been a challenge for many families as they are experiencing challenges such as homelessness. Staff has been able to provide support and connection to the program.

Division Staffing			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
622	21	19	92

HIGHLIGHTS:

- 6 candidates are going through the onboarding process: ranging from checking references to background checks.
- 7 new staff were onboarded in the month of December.

Compliance

Staff is preparing for the Child and Adult Care Meal Program (CACFP) off-site monitoring review. The review is scheduled for the week of January 26, 2021.

Monitoring validations close out reports are demonstrating that corrective action steps are being completed timely.

Central Kitchen December 2020

Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Head Start / Early Head Start Centers	23,987	8,710	7,326	7,951
Boxed Meals—Virtual	19,971	6,657	6,657	6,657
Home Based	5,625	1,875	1,875	1,875
TOTALS	49,583	17,242	15,858	16,483

HIGHLIGHTS: We would like to highlight both Isabel Urena and the food production staff in their communication with the center staff to ensure we are all keeping current and accurate records with the daily changes. The center staff, clerical staff and the production staff have been working together to keep our counts balanced at the end of the day. Great Teamwork!

CACFP

November 2020

Total Meals Requested			Meals Allocated		% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS	November 2020
44,029	7,015	51,044	38,777	12,267	86%



MEMORANDUM

To: PRE Committee
Ginger Mendez

From: Ginger Mendez, Manager Enrollment & Attendance

Date: January 13, 2021

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

Head Start Performance Standards require each program annually review and revise, if necessary, its Recruitment and Selection Plan. CAPK engages a committee of staff, parents, and community partners in this process. The committee members come together to review the current plan, make recommendations, and provide feedback on the revisions once discussed.

This year the Recruitment and Selection Plan committee members included staff representing governance, program, enrollment, our Partnerships, and administration. In addition, our committee included CAPK Board member, Michelle Jara-Rangel and Policy Council member, Andrea Martinez.

The committee came together for a total of two meetings via TEAMS. During these meetings a thorough review of our Community Assessment, including current situations impacting families in our community, an analysis of the current Selection Criteria point system to ensure our Selection Criteria and Recruitment Plan meet the Head Start Program Performance Standard's requirements to ensure the most vulnerable families/children in our community have an opportunity to enroll; which specifically mandates families experiencing homelessness, children in foster care and/or kinship care, as well as children with disabilities and children enrolled in our Early Head Start and wishing to continue into Head Start.

It is the decision of the committee the current Selection Criteria point system meets each of these criteria. Therefore, the committee has made no revisions to the points approved for the 2020—2021 program year.

The committee has made the following revisions to the Selection Criteria Verification Form Guidance:

- Foster Care in Process – letter from GBLA has been expanded to include “or other legal entity”.

The Selection Criteria Verification Form known as the “point sheet” is used to place the applicant child on the waitlist to be selected in accordance with priority points. (See Attached). This document supports state and county efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families.

Recommendation:

Staff recommends the PRE Committee approve the 2021—2022 Recruitment and Selection Plan with the adjustments to the Selection Criteria Verification Form.

Attachments:

2021—2022 Selection Criteria Verification Form
2021—2022 Selection Criteria Verification Guide



2021—2022 Selection Criteria Verification Form

Applicant Name: _____ **DOB:** _____

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

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

Eligibility Type: (select only one)	Documentation	Examined
☐ Homeless*	☐ Public Assistance (TANF)	☐ Pay Stub/W2
☐ Foster Care	☐ Foster Care Reimbursement	☐ 2020 Taxes-Form 1040
☐ Income Eligible	☐ SSI	☐ Employer Statement
☐ Public Assistance (TANF—SSI)	☐ EDD-Unemployment	☐ Other:
☐ Over Income		

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

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

Staff Verifying Eligibility--Printed

Signature

Date

Guidance for Selection Criteria Verification Form

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

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

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

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

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

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

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

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

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

Other Factors:

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

Caregiver in process: Caregiver/Kinship Care (includes Guardian) does not yet have legal documentation; however, is in process and has letter stating as such from Greater Bakersfield Legal Assistance, Inc., or similar legal entity.

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

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

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

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

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

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

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

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

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

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

One Parent: Family size is one parent.

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

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



MEMORANDUM

To: PRE Committee
Vanessa Cortez
From: Vanessa Cortez, Administrative Analyst
Date: January 13, 2021
Subject: *Agenda Item 6e:* 2021-22 Program Planning Calendar – **Action Item**

The Head Start/State Child Development Division is requesting approval of an annualized Program Planning Calendar for the Kern Head Start/Early Head Start grant #09CH011132 and San Joaquin Early Head Start grant #09CH011406. The Program Planning Calendar is based on the funding cycles for each program. Funding cycles begin on February 1st and March 1st, 2021 for San Joaquin County and Kern County, respectively.

The intent of the program is to continue to provide a comprehensive service delivery plan that supports school readiness for children ages 0-5. These programs are funded by the CDE, OHS, and USDA. This calendar will guide CAPK's initiatives in managing the development, implementation, and evaluation of early learning theories. The calendar includes a list of activities and persons responsible, timelines, and governing bodies involved in the decision-making process. Indirect funds represent the primary benefit to CAPK.

This program supports state and county efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families. Upon approval, the Head Start/State Child Development Division will begin priority-based initiatives noted for January and February.

Recommendation:

Staff recommends the PRE Committee approves with resolution the submission of the 2021-22 Program Planning Calendar.

Attachment:

2021-22 Program Planning Calendar

Community Action Partnership of Kern
Head Start and State Child Development Division
2021 Program Planning Calendar for Grant Application Due November and December 1st
Funding Cycles: SJC 2/1/2021 - 1/31/2022 and Kern 3/1/2021 – 2/28/2022

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

Policy Council Approval Date:
Board of Directors Approval Date:

Community Action Partnership of Kern
Head Start and State Child Development Division
2021 Program Planning Calendar for Grant Application Due November and December 1st
Funding Cycles: SJC 2/1/2021 - 1/31/2022 and Kern 3/1/2021 – 2/28/2022

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

Policy Council Approval Date:
Board of Directors Approval Date:

Community Action Partnership of Kern
Head Start and State Child Development Division
2021 Program Planning Calendar for Grant Application Due November and December 1st
Funding Cycles: SJC 2/1/2021 - 1/31/2022 and Kern 3/1/2021 – 2/28/2022

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

Begin planning cycle for 2022 – February 2023 Program Year

Community Action Partnership of Kern
Head Start and State Child Development Division
2021 Program Planning Calendar for Grant Application Due November and December 1st
Funding Cycles: SJC 2/1/2021 - 1/31/2022 and Kern 3/1/2021 – 2/28/2022

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Community Assessment • Collect data • Compile information into written Community Assessment	Administrative Analyst & HS AD Program; Administrative Staff	November – January	Policy Council Board of Directors	March	Informational Informational