



DATE	February 9, 2022
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: 554 291 684#

Program Review & Evaluation Committee Agenda

Per Governor's Executive Order N-29-20 and Assembly Bill 361, 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 (Chair)
Joe Garcia

Maritza Jimenez
Marian Panos

Michelle Jara-Rangel

3. Public Comments

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.

4. Program Presentation

- a. Volunteer Income Tax Assistance – Jacquelyn Guerra, Program Manager

5. New Business

- a. January 2022 Program Reports – **Action Item (p.3-31)**

Pritika Ram, Director of Administration

1. Community Development
 - 211 Kern
 - Coordinated Entry Services (CES)
 - M Street Homeless Navigation Center
2. Health & Nutrition Services
 - CalFresh Healthy Living
 - Food Bank
 - Migrant Childcare Alternative Payment (MCAP)
 - Women Infant and Children (WIC)
3. Youth & Community Services
 - East Kern Family Resource Center (EKFRCC)
 - Oasis Family Resource Center
 - Energy, Weatherization & Utility Assistance
 - Friendship House Community Center (FHCC)
 - Shafter Youth Center (SYC)
 - Volunteer Income Tax Assistance (VITA)
4. Operations
 - Business Services

- Maintenance
- Information Technology
- Risk Management

5. Administration

- Grant Development
- CAPK Foundation
- Outreach & Marketing

b. Application Status Report– **Action Item (p.32-34)**

Pritika Ram, Director of Administration

1. Application Status Reports for January 2022
2. Funding Profile: NCAP for Place-Based Approach to Vaccination Disparities Effort

c. January 2022 Head Start / State Child Development Enrollment Update & Meals Report – **Action Item (p.35-36)**

Robert Espinosa, PDM Administrator

d. 2022 Head Start Program Planning Calendar – **Action Item (p.37-41)**

Jerry Meade, Assistant Director

e. Strategic Plan 2021-20025 Goal 2 Update – **Info Item (p.42-45)**

Yolanda Gonzales, Head Start Director

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

Program Review & Evaluation Committee
12:00 pm
Wednesday, March 16, 2022
5005 Business Park North
Bakersfield, CA 93309

8. **Adjournment**

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, February 4, 2022. Vanessa Nevarez, Assistant to the CPO.



January 2022 Program Monthly Reports

PRE Committee February 2022



Community Development

2-1-1 Kern Call Center

Coordinated Entry Services

M Street Homeless Navigator Center

Rental Assistance

**Community Action Partnership of Kern
Monthly Report 2022**

Month	January-22	Program/Division		2-1-1 Call Center Program		
Division/Director	Traco Matthews Chief Program Officer		Program Manager	Jennifer Jordan Program Administrator		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 15 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.						
Most Requested Services	Homeless Assistance		Food Stamps/SNAP		Utility Payment Assistance	
Top 3 Unmet Needs	Healthcare		Income Support Assistance		Housing	
Information and Referral Services Calls Handled		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		7,965	7,965	90,000	106%	9%
Kings County (SRV 7c)		228	228	4,000	68%	6%
Tulare County (SRV 7c)		982	982	18,000	65%	5%
Stanislaus County (SRV 7c)		1,000	1,000	19,200	63%	5%
Fresno & Madera (SRV 7c)		2,288	2,288	20,000	137%	11%
Merced & Mariposa (SRV 7c) (effective March 2022)		0	0	500	0%	0%
Total I&R Calls Handled		12,463	12,463	151,700	73%	8%
Staffing vs. Call Volume				Current Staff	Staff Needed Per Call	Staff Over/ Short
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.				17	1.7	(12.59)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		20	20	300	80%	7%
Medi-Cal Application (SRV 7b & SRV 7c)		7	7	100	84%	7%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		15	15	300	60%	5%
2-1-1 Website Visitors		Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated Visitors (i.e., accessing 2-1-1 e-services and database resources)		18,347		225,000	98%	0%
Additional Program Call Handling		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		3,441	3,441	45,000	92%	8%
Mental Health (SRV 7c)		290	290	3,700	94%	8%
Health and Human Service Referrals (SRV 7c)		8,091	8,091	110,000	88%	7%
Total Other Services		11,822	11,822	158,700		

**Community Action Partnership of Kern
Monthly Report 2022**

Explanation (Over/Under Goal Progress)

Fresno/Madera Counties are a new contract for the 2-1-1 program. Overall, the team has challenged themselves to increase our annual goal for all counties. Although Kings, Tulare, and Stanislaus are under, the service still continues to be a necessity for those counties.

Month	January-22	Program/Work Unit	2-1-1 Call Center Program
Program Strategic Goals		Progress Towards Goal	
1. Recruitment and Retention of staff		For the past several months, 2-1-1 has actively recruited for the Care Coordinator position. After several rounds of interviews, a candidate was selected and offered to. We anticipate the Care Coordinator to start on 2/15.	
2. Contract Retention		2-1-1 continues to maintain and seek new contracts. In particular, the recent Fresno & Madera county contract. It's crucial for the team to build and sustain the rapport within this first year to hopefully expand into a 3 year contract.	
3. TBD			
Program Highlights			

**Community Action Partnership of Kern
Monthly Report 2022**

Month	January-22	Program/Work Unit	Coordinated Entry Services (CES)		
Division/Director	Rebecca Moreno Director of Community Services	Program Manager	TBD		
Reporting Period	January 1, 2022 - December 31, 2022				
Program Description					
Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County and Stanislaus County.					
Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	1,038	1,038	10,000	125%	10%
Stanislaus County	0	0	5,000	0%	0%
Total Calls				#DIV/0!	#DIV/0!
Pending Assessments	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern Pending contact/call back	0	0	15	-	-
Stanislaus Pending contact/call back	0	0	15	-	-
Performance: Number of applicants who received a response within 24 Hours	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	847	847	7,800	130%	11%
Stanislaus County	0	0	3,750	0%	0%
Explanation (Over/Under Goal Progress)					
CES is assisting the Rental and Utility Program through Housing Authority, accounts for 53 calls reported above.					
Program Strategic Goals		Progress Towards Goal			
1. Implement effective 24 hour response time for Stanislaus County.					
2. Increase staff recruitment and retention.					
3. Build provider network support with Stanislaus Continuum of Care (CoC)/Homeless Collaborative.					
Program Highlights					

**Community Action Partnership of Kern
Monthly Report 2021**

Month	January-22	Program/Work Unit		M Street Navigation Center		
Division/Director	Rebecca Moreno Director of Community Development		Program Manager	Laurie Hughey		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic resources to un- sheltered individuals with pets and partners.						
Shelter Services		Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b)		105	210	950	133%	22%
Pets (i.e., kennel, emotional support assistance and service pet)		9	18	170	64%	11%
Residents Under 90 days length of stay		68	137	500	163%	27%
Exits to Permanent Housing (FNPI 4b)		8	16	96	100%	17%
Exits-Self		11	21	180	73%	12%
Exits-Involuntary		70	141	400	210%	35%
Case Management Services (SRV 7a)		903	1,806	3,000	361%	60%
Critical Incidents		16	32	360	53%	9%
Shelter Residents Meals (SRV 5ii)		3,809	7,618	60,000	76%	13%
Number of Volunteers (duplicated)		36	72	175	247%	41%
Volunteers Hours (duplicated)		148	296	1,500	118%	20%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals		Progress Towards Goal				
1. Number of residents participating in job training program (i.e. project hire up, financial literacy, etc.)		Two residents participating in Project Hire Up, 34 completed financial literacy through Chase Bank, 2 completed Serve Safe certification, 1 recertification for class A driver's license, one possible hired at Goodwill				
2. Develop Encampment/Overnight parking program at Navigation location.		Encampment- Paving has been completed for encampment area, estimate for privacy slats for fencing sent to the county Safe Parking - estimate sent to county for cameras to be added to the front parking lot. New contract will need to be developed and finalized with the county.				
3. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect the job they are doing (2) differential pay for PM/Overnight employees, (3) regrading/reclassification of job positions		5% differential pay approved for PM/Overnight shelter worker position, Program Manager reviewing all M street job descriptions to accurately reflect current job duties/responsibilities and possible regrading of job classifications to increase pay for various positions.				

**Community Action Partnership of Kern
Monthly Report 2021**

Month	January-22	Program/Work Unit	M Street Navigation Center
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Race Demographic	Month
18 - 24	13
25 - 34	36
35 - 44	48
45 - 54	38
55 - 61	20
62+	30
Total:	185

Race Demographic	Month
American Indian or Alaska Native	15
Asian	3
Black or African American	37
Native Hawaiian or Other Pacific Islander	
White	124
Multiple races	6
Client Don't know / Refused	
No Answer	
Total:	185

Gender	Month
Female	81
Male	101
Trans Female (MTF or Male to Female)	1
Trans Male (FTM or Female to Male)	1
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	
Client refused	
No Answer	
Total:	185

Zip Code	Month		
93301	30	76711	1
93304	22	NA	33
93305	25		
93306	10		
93307	19		
93308	15		
93309	9		
93311	1		
93312	3		
93313	1		
93212	1		
92210	1		
93240	1		
93241	1		
90003	1		
93561	2		
93291	1		
93280	2		
93283	1		
93291	1		
93280	2		
49503	1		
87401	1		
Total	185		

Program Highlights

**Community Action Partnership of Kern
Monthly Report 2022**

Month	January-22	Program/Work Unit		Rental Assistance	
Division/Director	Rebecca Moreno	Program Manager	Ian Sharples		
Reporting Period	January 1, 2022 - December 31, 2022				
Program Description					
The Rental Assistance has two programs focused on improving housing security for program participants. The first is Emergency Service Grant (ESG) Rental Assistance program which provides payment of rental arrears to prevent evictions. The second is Housing for the Harvest, which provides provides a financial incentive for at-home isolation for farmworkers who have been exposed to COVID-19. The CAPK Rental Assistance team also receives referrals from the Housing Authority of the County of Kern (HA) for their Rental and Utility Assistance Program (RUP). We provide follow-up services to obtain documentation from RUP applicants that the HA has been unable to contact. Once documentation is received, HA issues a rental assistance payment to prevent eviction.					
ESG Rental Assistance	Month	YTD	YTD Goal	Month Progress	Annual Progress
SRV 4c Rent Payments (includes Emergency Rent Payments)	14	14	120	140%	12%
FNPI 4e. The number of individuals who avoided eviction.	14	14	120	140%	12%
Total Calls	28	28	240	140%	12%
Housing for the Harvest	Month	YTD	YTD Goal	Month Progress	Annual Progress
SRV 5hh Incentives (COVID-19 Self-Isolation Incentive)	3	3	300	12%	1%
FNPI 3h. The number of individuals engaged with the Community Action Agency who report improved financial well-being.	3	3	300	12%	1%
Housing Authority RUP Referrals	Month	YTD	YTD Goal	Month Progress	Annual Progress
Referrals Received	99	99	800	1	0
FNPI 4e. The number of individuals who avoided eviction.	0	0	80	-	-
Explanation (Over/Under Goal Progress)					
The RUP referrals just stated on 1/25 so we do not have timely and accurate data yet for obtaining documents. H4H is waiting on a revised contract to be able to take in new applications.					
Program Strategic Goals	Progress Towards Goal				
Obtain new sources of funding to be able to provide rental assistance services beyond the term of the current grants.					
Program Highlights					



Health and Nutrition Services

Cal-Fresh Health Living Program

Food Bank

Migrant Childcare Alternative Payment

Women, Infant, and Children

**Community Action Partnership of Kern
Monthly Report 2022**

Month	January-22	Program/Work Unit		CalFresh Healthy Living		
Division/Director	Susana Magana Director of Health & Nutrition	Program Manager	Alejandra Morales			
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The CalFresh Healthy Living improves the nutrition health of low-income Californians by providing access to nutrition education, physical activity education, and leadership towards healthy community initiatives.						
Engage Supplemental Nutrition Assistance Program (SNAP-Ed) eligible participants in Nutrition Education (FNPI 5a) (SRV 5ff).	Month	YTD	YTD Goal	Month Progress	Annual Progress	
Community Action Partnership of Kern (CAPK)	60	60	7,000	10%	1%	
Kern County Superintendent of Schools (KCSOS)	45	45	1,000	54%	5%	
Kernville Unified School District (KUSD)	80	80	1,000	96%	8%	
Lamont Elementary School District (LESD)	44	44	1,000	53%	4%	
Collaborate with SNAP-Ed approved Collaboratives to improve opportunities for the SNAP-Ed eligible population to have healthy choices (duplicated).	7	7				
Complete Nutrition Environment Food Pantry Assessment Tool (NEFPAT) to provide baseline data that could be valuable for interventions within the nutrition environment of food pantries.	0	0	12	0%	0%	
Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	1277	1,277	10,000	153%	13%	
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2022**

Program Strategic Goals	Progress
1. CAPK is part of the County Nutrition Action Plan (CNAP) Collaborative in partnership with funded partners, such as the Kern County Department of Aging and Adult Services Department (KCAASD) and the University of California Cooperative Extension (UCCE) work to enhance opportunities for health and well-being by creating positive changes in the environment where we work, live and play.	The first Quarterly Steering Committee Meeting has been scheduled for the County Nutrition Action Plan (CNAP) requirement. The meeting is to be hosted on February 17th at 10 AM via Zoom.
2. Staff Professional Development	Staff attended Bi-weekly Meetings with Program Coordinator. Staff meetings foster interpersonal relationships and contribute to a healthy work environment within the CalFresh Healthy Living program.
3. Work with partners to plan and implement sustainable community measures to ensure changes that support healthy eating and physical activity.	Health Educators attended the F Street Farmers Market to connect with community members shopping at the site. Health Educators distributed hard copy Nutrition Education material and promoted Direct Education workshops.
Program Highlights	

**Community Action Partnership of Kern
Monthly Report 2022**

Month	January-22	Program/Work Unit		Food Bank	
Division/Director	Susana Magana Director of Health & Nutrition		Program Manager	Joseph Chavez, Interim	
Reporting Period	January 1, 2022 - December 31, 2022				
Program Description					
The Food Bank provides food assistance to low-income families and individuals through a network of more than 150 partnering food distribution sites throughout Kern County. The Food Bank also offers the Senior Food boxes to individuals ages 60 & older. The Backpack Buddies program provides youth with food when they are out of school (i.e., afterschool/weekends/holidays) distributed at CAPK youth centers, schools, and other community sites.					
Food Distributions	Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (Duplicated) (SRV 5jj)	36,959	36,959	400,000	111%	9%
Pounds Received	1,308,743	1,308,743	22,000,000	71%	6%
Pounds Carried Over from Previous Month	1,021,140				
Pounds Distributed	1,640,054	1,640,054	22,000,000	89%	7%
Senior Food	Month	YTD	Month Goal	Month Progress	
Individuals Served (SRV 5jj)	3,763	3,763	4,800	78%	
Pounds Distributed	127,942	127,942	144,000	89%	
Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	725	725	13,200	66%	5%
Pounds Distributed	25,747	25,747	185,000	167%	14%
State-based Meal Kits (i.e., 3-4 day Food Supply 30lbs box)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Meal Kits Received (SRV 5jj)	4,200	4,200	25,000	202%	17%
Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	1,797,943	1,797,943	22,354,000	115%	8%
Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (SRV 6f) (paid partnership though service providers, duplicated)	12	12	210	69%	6%
Other Volunteers (i.e., general public, duplicated)	279	279	750	446%	37%
Explanation (Over/Under Goal Progress)					

**Community Action Partnership of Kern
Monthly Report 2022**

Program Strategic Goals	Progress Towards Goal
1. Improve data collection and reporting methods.	Pending research on client database and training.
2. Inventory System Enhancement	Starting Phase 2 of new inventory system (Scan guns)
3. Increase numbers of volunteers.	Utilize CRM Volunteer Management portal

Program Highlights

**Community Action Partnership of Kern
Monthly Report 2022**

Month	January-22	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)		
Division/Director	Susana Magana Director of Health & Nutrition	Program Administrator	TBD			
Reporting Period	January 1 , 2022 - December 31, 2022					
Program Description						
The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidy to migrant, agriculturally working families. Families can apply for child care services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, the family can migrate anywhere in California to follow agricultural work and their childcare services can continue.						
Services	Month	YTD	Goal	Month Progress	Annual Progress	
Number of Child Enrollments	70	1,280	2,000	42%	64%	
Childcare Providers (SRV 7f)	7	259	300	28%	86%	
MCAP Subsidies (SRV 7e) Jul 21-Jun 22	Month of Dec processed in January	YTD	Goal	Month Progress	Annual Progress	
Provider Payments-Subsidies Expended	\$897,205	\$ 4,697,684	\$13,000,000	83%	36%	
Explanation (Over/Under Goal Progress)						
Program Strategic Goals		Progress Towards Goal				
1. Fill Staff Vacancies.		Currently recruiting for Program Administrator, 1 Family Services Specialist and 1 Enrollment Technician. A Subsidized Reimbursement Specialist has been offered position and is pending orientation.				
2. Retain Staff.		Recruiting efforts include reaching out to previous temp employees to apply to current open positions. Program Director is working to update the program organization chart to include additional staff to support the program's recent contract growth.				
3. Contingency Staffing Plan		The two program coordinators have been participating in the ROMA cohort training.				
Program Highlights						

**Community Action Partnership of Kern
Monthly Report 2022**

Month	January-22	Program/Work Unit		Women Infants & Children (WIC) Nutrition	
Division/Director	Susana Magana Director of Health & Nutrition		Program Manager	Lorna Speight	
Reporting Period	January 1, 2022 - December 31, 2022				
Program Description					
The Women Infants & Children (WIC) program provides education, breastfeeding support and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breast feeding. CAPK WIC operates in 18 sites throughout Kern County, 5 locations in San Bernardino County, and through one mobile WIC clinic to reach hard-to-serve populations.					
Services	Month	YTD	Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	12,531		16,160	78%	
Local Vendor Liaison-Contact Stores (contact 68 vendors 1 contact required per quarter totaling 272 contacts per year)	20	20	272	7%	7%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	0		900	0%	
Prenatal Education: 25% of prenatal will receive the "Let's talk" pre-natal class. (Class is given in last trimester of pregnancy)	119	119	1,350	106%	9%
Outreach	Month	YTD	Goal	Month	Annual
Online Enrollment	164	164	1,800	109%	9%
WIC Presentations and Outreach Events	3	3	48	75%	6%
Publication in newspaper, television, and/or social media postings (English and Spanish)	55	55	720	92%	8%
Regional Breast Liaison (RBL)	Month	YTD	Goal	Month Progress	Annual Progress
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.	0	0	48	0%	0%

**Community Action Partnership of Kern
Monthly Report 2022**

Explanation (Over/Under Goal Progress)	
Participation held steady from December 2021. Participants are still hesitant to come in for certification or recertification appointments due to Covid-19. RBL position was still vacant in January - New RBL starting Feb 1, 2022. Outreach numbers events not attended as outreach coordinators was out for 2 weeks. Breastfeeding infant numbers - the State WIC report for this measure was unavailable at the time of this report. LVL vendor contacts -LVL was needed to assist with clients due to many staff being out due to Covid.	
Program Strategic Goals	Progress
1 Increase participant use of tele-health (doxy.me) platform with goal.	WIC staff are looking into ways to market this platform to participants to encourage tele-health use.
2. To work with outreach to come up with strategies to increase WIC retention and re-engagement with current participants.	Brainstorming ideas to re-engage with clients who haven't been coming to appointments - working on survey to send to participants to determine reason for disengagement.
Program Highlights	



Youth and Community Services

East Kern Family Resource Center

Oasis Family Resource Center

Energy, Weatherization, and Utility Assistance

Friendship House Community Center

Shafter Youth Center

Volunteer Income Tax Assistance

**Community Action Partnership of Kern
Monthly Report 2022**

Month	January-22	Program/Work Unit		East Kern Family Resource Center (EKFRC)		
Division/Director	Fred Hernandez Youth & Community Services		Program Manager	Matthew Buck		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC assists individuals and families from the desert and Tehachapi Mountain communities. The primarily focusing on referred families with children who are at risk of abuse and neglect, and families unprepared to enter kindergarten successfully. The EKFRC also assists walk-in clients with basic needs, clothing, faxing/copying services, HEAP applications and referrals. All goals are determined by the Scope of Work provided by our funders for each contract						
Differential Response		Month	YTD	Annual Goal	Month Progress	Annual Progress
Provide One Time Referral Services to Families (SRV 7c)		25	25	140	214%	18%
Provide One Time Referral Services to Children (SRV 7c)		55	55	300	220%	18%
Case Management-Families (SRV 7a)		26	26	60	520%	43%
Case Management-Children (SRV 7a)		51	51	130	471%	39%
Differential Response Total		157	157	630	356%	25%
First 5		Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		15	15	30	600%	50%
Children Receiving Case Management Services (SRV 7a)		22	22	30	880%	73%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)		13	13	10	1560%	130%
Children Educational Center Base Activities (FNPI 2b)		22	22	25	1056%	88%
Children Educational Home Base Activities (FNPI 2b)		28	28	15	2240%	187%
Children Summer Bridge Activities (FNPI 2b)		0	0	10	0%	0%
Collaborative Meetings Participated		0	0	9	0%	0%
Family Support Services for non-clients with children ages 5 and under		41	41	150	328%	27%
First 5 Total		141	141	279		51%
Walk-In Services (Non-Clients)		Month	YTD			
Food/Household Items (SRV 5jj; SRV 5nn)		87	87			
Referrals/Administrative Services (SRV 7c)		263	263			
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2022**

Month	January-22	Program/Work Unit	East Kern Family Resource Center (EKFRC)
Program Strategic Goals		Progress Towards Goal	
1. Move to a better-suited location.			
2. Offer more on-site services.			
3. Expand our reach across the East Kern Communities.			
Program Highlights			

Month	January-22	Program/Work Unit	Oasis Family Resource Center		
Division/Director	Youth & Community Services Freddy Hernandez	Program Manager	Eric Le Barbe		
Reporting Period	January 1, 2022 - December 31, 2022				
Program Description					
The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resilience					
First 5	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Parents Receiving Case Management Services (SRV 7a)	1	1	30	20%	3%
Children Receiving Case Management Services (SRV 7a)	2	2	30	40%	7%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	6	6	10	360%	60%
Children Educational Home Base Activities (FNPI 2b)	2	2	15	80%	13%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Collaborative Meetings	1	1	8	75%	13%
Family Support Services for non-clients with children 5 and under	3	3			
First 5 Total	15	15	103	87%	15%
Walk-In Community Services (Duplicated & Non First 5 Clients)	Month	YTD			
Food/Household Items (SRV 7c)	41	41			
Referrals/Administrative Services (SRV 7c)	13	13			
Emergency Clothing (SRV 7n)	3	3			
Copies	5	5			
Transportation Assistance (SRV 7d)	0	0			
COVID-19 Supplies (SRV 5oo)	10	10			
Total Community Services	72	72			
Explanation (Over/Under Goal Progress)					
The First 5 Kern numbers appear to be low in January as we only signed up one new family for services this month. However, the reporting for F5K is on a different fiscal year schedule than CAPK from July 2021 to June 2022 and numbers are on target with a total of 20 families being currently case managed. We have identified new families we are working to convert into case management services. We also operated with minimal staff coverage this month due to a COVID outbreak. We have seen an increase of walk-in community services this month.					
Program Strategic Goals		Progress Towards Goal			
1. Offer Court Mandated Nurturing Parenting Class every other quarter.		We are offering the class this quarter and six parents already completed the first month of classes in January.			
2. Strengthen educational Homebase and Summer Program for children ages 0 - 5 utilizing Kern Early Stars Resources.		The contract with Kern Early Stars was signed on January 31st and were are scheduling training including more learning resources in Spanish.			
3. Increase range of services offered to clients in the Ridgecrest community by brining VITA & Energy Assistance programs on site to the Oasis FRC.		VITA is now scheduling appointments at the Oasis FRC once a month in Ridgecrest during tax season. We are working on changing our Office assistant part-time position into a full-time position so she can become a trained energy technician for half her time in the office.			
4. Apply for 3 three funding opportunities that would help extend range of services outside First 5 clients for under served families (Children 6-18, seniors, and homeless individuals).		We received a \$10,000 donation from Dollar General in January to help provide more services to the clients we serve. We are in the process of applying for more funding with First 5.			
Program Highlights					

**Community Action Partnership of Kern
Monthly Report 2022**

Month	January-22	Program/Work Unit		Energy & Utility Assistance		
Division/Director	Fred Hernandez Youth & Community Services		Program Administrator	Wilfredo Cruz Jr		
	January 1, 2022 - December 31, 2022					
Program Description						
The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators, and more.						
Low-income Home Energy Program (LIHEAP) 2021 Ends June 30, 2022		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		326	326	2,275	172%	14%
Utility Payments		\$215,625	215,625	\$1,942,401	133%	11%
Households Served - Weatherization		13	13	60	260%	22%
Low-income Home Energy Program (LIHEAP) 2022 Ends June 30, 2023		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		7	7	1,500	6%	0%
Utility Payments		\$10,411	10,411	\$2,000,000	6%	1%
Households Served - Weatherization		0	0	90	0%	0%
American Rescue Plan Act (ARPA) Ends March 2023		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		215	215	1,750	147%	12%
Utility Payments		\$317,765.00	317,765	\$3,500,000	109%	9%
2020 DOE - Weatherization Ends June 30, 2022		Month	YTD	Goal	Month Progress	Annual Progress
Households Served Weatherization		0	0	10	0%	0%
2021 Low-Income Household Water Assistance Program (LIHWAP)*		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		N/A	N/A	TBD		
Utility Payments		N/A	N/A	TBD		
Totals		Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)		548	548	5,525	119%	10%
Total Utility Payments		\$ 543,801	543,801	\$ 7,442,401	88%	7%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)		13	13	160	98%	8%
Explanation (Over/Under Goal Progress)						
* LIHWAP contract still in negotiations - expect to receive May/June 2022, ends 2023.						
Program Strategic Goals			Progress Towards Goal			
1.Become fully staffed and fully trained - Reach 90% staffed and 90% fully trained levels (both in WX and UA).			Currently in the process of reviewing/interviewing/hiring potential applicants			

**Community Action Partnership of Kern
Monthly Report 2022**

2. Continue to develop the use of Hancock to become fully paperless across the entire program (100% = fully paperless).	We have been attending weekly trainings with Hancock (entire program) to learn additional functionalities. Currently at 5%.
3. Fully expend funds for contracts that end in the current fiscal year (2021 LIHEAP and 2020 DOE).	We are focusing our efforts on spending the remainder of these two contracts
Program Highlights	

**Community Action Partnership of Kern
Monthly Report 2022**

Month	January-22	Program/Work Unit		Friendship House Community Center (FHCC)		
Division/Director	Fred Hernandez Youth & Community Services		Program Manager	Lois Hannible		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
Located in Southeast Bakersfield, the program serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.						
Youth Programs	Current Enrolled	Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2022	30	2	2	30	80%	7%
Summer Program (Max Capacity due to COVID) (SRV 2m)	0	0	0	25	0%	0%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	9	0	0	35	0%	0%
Medi-Cal Outreach (ends June 30, 2022)		Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions		276,578	276,578	3,000	110631%	9219%
Canvassing phone calls and flyers		3,690	3,690	15,000	295%	25%
Explanation (Over/Under Goal Progress)						
The FHCC Mentor and Afterschool Programs have been actively recruiting program participants. However, due to the uptick in COVID, program enrollment has slowed a bit. The FHCC Medi-Cal Program is responsible for program outreach for Medi-Cal. Program outreach has drastically increased, through the use of billboards, online ads, and a GET bus ad.						
Program Strategic Goals			Progress			
1. Develop an Ad Hoc Committee and implement a fencing/lighting campaign for the CAPK Friendship House.			A CAPK Foundation Board meeting was held on Jan. 25th, which included the participation of the FHCC Advisory Board. During that meeting plans were made to develop a fencing/lighting campaign for the FHCC and to develop an Ad Hoc Committee to oversee the implementation. An Ad Hoc Committee of 5 is being formed. More to come.			
2. Develop a meeting schedule for the Friendship House Advisory Board and implement scheduled meetings/trainings.			A meeting schedule for the FHCC Advisory Board will be devised in February of 2022. Trainings, events, and fencing/lighting campaign tasks will be implemented throughout the meeting schedule.			
3. Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.			FHCC Program Manager is working with the CAPK Executive team on three grant opportunities: Whale Tail, CalVIP, and KFHC community grant.			
Program Highlights						

**Community Action Partnership of Kern
Monthly Report 2022**

Month	January-22	Program/Work Unit			Shafter Youth Center (SYC)	
Division/Director	Fred Hernandez Youth & Community Services			Program Manager	Angelica Nelson	
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The Shafter Youth Center (SYC) serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.						
Youth Programs	Current Enrolled	Month	YTD	Goal	Month Progress	Annual Progress
Summer Program starting in June (Max Capacity due to COVID) (SRV 2m)			0	30	0%	0%
After School/Learning Pods Enroll (FNPI 2c & SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	13	13	13	25	624%	52%
Community Programs		Month				
Girl Scouts, Dignity Health Mental Health Project, Service Club meetings, Seniors walking groups in the mornings, Computer Lab access, Zumba, Fitness Boot Camp, Open Basketball, etc.		3 groups; 4 individual walkers				
Outreach Activities		Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)		2	2	6	400%	33%
Community Events (i.e., diaper, food, PPE distributions)		1	1	6	200%	17%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals			Progress			

**Community Action Partnership of Kern
Monthly Report 2022**

1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.	
2. Increase attainment of program funding to provide larger variety of program offerings.	
3. Increase community engagement, including volunteers, social media, program participation.	Facebook posting is being used to recruit youth
Program Highlights	
Although not selected for the award, Program Manager Angie Nelson was nominated for 2021 Shafter Chamber of Commerce's Humanitarian of the Year. Activities from CAPK, Lions Club, Woman's Club and AB 617 Steering Committee contributed to the nomination.	

**Community Action Partnership of Kern
Monthly Report 2022**

Month	January-22	Program/Work Unit	Volunteer Income Tax Assistance (VITA)		
Division/Director	Fred Hernandez Youth & Community Services		Program Manager	Jacqueline Guerra	
Reporting Period	January 1, 2022 - December 31, 2022				
Program Description					
VITA offers no-cost tax preparation and e-filing for low and moderate-income individuals and families. VITA also assists eligible clients to take advantage of the Earned Income Tax Credit (EITC), increasing their tax return and boosting the local economy. All VITA services are provided by IRS-certified staff and volunteers.					
Completed Tax Returns (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Federal	194	194	4,300	1200%	5%
State	194	194	4,100	1200%	5%
Refunds and Credits (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds	\$449,313	\$449,313	\$5,100,000	1200%	9%
State Refunds	\$46,129	\$46,129	\$1,500,000	1200%	3%
Federal EITC (income limit \$57,414/household)	\$186,059	\$186,059	\$2,200,000	1200%	8%
CalEITC (income limit \$30,000/household)	\$17,796	\$17,796	\$370,000	1200%	5%
Total Refunds and Credits	\$699,297	\$699,297	\$9,170,000	1200%	8%
Individual Taxpayer Identification Number (ITIN) (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Applications (New/Renewal)	2	2	75	1200%	3%
Explanation (Over/Under Goal Progress)					
Totals are for all tax years done ranging from 2018-2021. The season opened for CAPK on 1/25. It will be picking up in the month of February, there were many clients who had not received all of their documents. Appointments are fully booked through Feb 24th, as of 2/2/22.					
Program Strategic Goals		Progress Towards Goal			
1. Develop and implement site expansion plan, including isolated areas and new partners.		Discussion of new site in Lake Isabella. New seasonal sites include McFarland, Mojave, and Ridgecrest.			
2. Build community awareness of VITA services through partnership opportunities.		Outreach team is attending all food bank distributions and swap meet events. Collaboration of flyer distribution has been established with other low income service providers including low income cell phone carriers, DHS, events at the mercado Latino and schools in areas of tax sites.			
3. Program capacity building by pursuing funding opportunities to support operational expenses.		Donation received from Blue Anthem in the amount of \$25,000. Discussion with the county to discuss operational support funding.			
Program Highlights					



Administration

Grant Development

CAPK Foundation

Outreach & Marketing

**Community Action Partnership of Kern
Monthly Report 2022**

Month	January-22	Program/ Work Unit	Executive Division			
Division/Director	Pritika Ram Director of Administration	Program Manager				
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The services under the Executive Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.						
Outreach Social Media		Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Training		19,004	19,004	220,000	104%	9%
Facebook Impressions (i.e., number of times users see content)		13,514	13,514	500,000	32%	3%
Other Social Media Impressions		3,119	3,119	145,000	26%	2%
Outreach Advocacy		Outreach Special Projects				
Expressed support for increase in Renters Tax Credit		Supported Energy program work on advertising campaign for Weatherization				
Began work on 2021 Annual Report		Reviewed Marketing partnership proposals				
Hosted virtual meeting with Nicole Parra		Hosted Virtual EITC Day				
Held meetings with elected official staff		Shot and shared videos for EITC Week				
Advanced Advocacy plan efforts		Developed FHCC campaign materials				
		Supported VITA launch of new tax season				
		Developed Outreach Calendar and Process Map				
		Handled media inquires on tax services and Wonderful grant award				
Grants In Progress/Research		Projects				
see Application Status Report		KCCD partnership grants				
Community Services Block Grant (CSBG)		Process Improvement (i.,e, ROMA, PCDD)				
2021 Annual Report Preparations Due 2/15/2022		CRM Volunteer Management (B.3a.) and Outreach and Advocacy program publised Process Mapping guide for services.				
Update on 2022 PRE Workbooks						
Foundation						
Director of Development Recruitment Continues						
Friendship House Community Center (FHCC) Campaign for Fencing and Lighting						
Joint partnership with the Foundation Board and FHCC Advisory Council						
Explanation (Over/Under Goal Progress)						
Program Strategic Goals		Progress Towards Goal				
1. Customer Relationship Management Projects, including Volunteer Management, inter-agency Referral Management, and contract management.		VM training has been completed and some programs have began using the software. The executive division is assisting with data entry. The online portal is active and ready to be utilized byt the public.				

**Community Action Partnership of Kern
Monthly Report 2022**

2. Increase grant development and marketign activities, which are aligned with the 2021-25 Strategic Plan.	Contract for services with two (2) grant writing firms with specific focus areas. Pending contact with marketing firm to support CAPK outreach efforts.
3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use.	January - completed PCCD cohort. Feburary - beginning National Community Action Partnership (NCAP) Pathways to Excellence Training (12 month program) (B.4f.) October 2021 to August 2022 Certified Community Action Professional (CCAP) Training (B.4c.)
Program Highlights	

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: January 2022
Program/Work Unit: Head Start/Early Head Start	Program Administrator: Robert Espinosa
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	Over Income 131%+ up to 10% 101—130% Up to 35%
Head Start Kern	1317	920	70%		4%	5% 4%
Early Head Start Kern - EHS Center Based - EHS Home Based - EHS Home Based-Interim	446 243 123 80	279	63%	201 /243 74/123 4/80	9%	5% 4%
Early Head Start San Joaquin	313	188	60%		11%	6% 9%
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	90	60% 75% 66% 81% 55% 69% 19% 0	18/24 21 /32 13/16 6/11 29/42 3/16 0/11	6%	9% 8%

HIGHLIGHTS:

Early Head Start Partnership Enrollment Updates: The Escuelita Hernandez Little Preschool project is complete pending licensing. The Grand Opening is February 24, 2022, at 10:00 AM.

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	226	240

Division Staffing = 701*			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
596	105	22	100

HIGHLIGHTS: *Adjusted number total Staffing for the Division based on 3/1/2022 consolidated budget.

4 staff onboarded

3 staff promoted

Interviews conducted for 6 open requisitions

Compliance
Office of Head Start Focus Area 2 (FA2) Monitoring Review Update: The FA2 hybrid review is scheduled for the week of February 14, 2022. Head Start program staff have been preparing for the FA2 review since the new Head Start monitoring protocols were released in late November. The following sites will be reviewed in-person across the three Head Start grants: Kern Grant: California City, Harvey L. Hall, Pete H. Parra, Primeros Pasos, Sterling, Taft, Willow EHS San Joaquin Grant: Chrisman, Kennedy, Lodi UCC EHS Child Care Partnership: Bakersfield College, Blanton Academy, Garden Pathways

Central Kitchen January 2022				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Center Totals	52,969	20,273	16,318	16,378

- HIGHLIGHTS:** The Central Kitchen staff have made all required adjustments needed for all the closures and meal count changes. Central Kitchen staff have stepped up to make sure that the kitchen doesn't have any disruption in service, while shifting roles and responsibilities for their own staff absences due to COVID.

CACFP						
December 2021						
Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
49,682	11,270	60,952	29,179	31,773	33,259	55%

Application Status Report Detail
February 2022

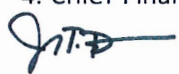
Funder	Opportunity Name	Description	Amount Requested	Amount Awarded	Status
California Department of Social Services (CDSS)	The Emergency Food Assistance Program (TEFAP) Reach and Resilience	Food Bank assessment and service gaps.	\$ 100,000.00	\$-	Pending Outcome
CVS Pharmacy	CVS Giving's Donations	Oasis FRC - Emergency Closet	\$ 1,000.00	\$-	Pending Outcome
Friends of Mercy Foundation	Sister Phyllis Hughes Endowment for Special Needs	Oasis Family Resource Center operational and client needs - Letter of Intent Only	\$ 10,000.00	\$-	Pending Outcome
US Economic Development Administration	FY 2021 Economic Development Administration (EDA) American Rescue Plan Act Good Jobs Challenge. Planning Phase with Kern Community College District (KCCD).	Designed to train workers with the skills to secure a union job or a quality job that provides good pay, benefits, and growth opportunities.	\$-	\$-	Development
California Board of State and Community Corrections (BSCC)	California Violence Intervention and Prevention (CalVIP) Grant Program	Designed to reduce local crime rates. CAPK will submit two applications: (1) CAPK lead under the Friendship House Community Center. Focus: Employment Training Program. (2) Subcontractor for the City of Bakersfield. Focus: Mentorship Program.	\$-	\$-	Development

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Private - TBD	CAPK Program	Executive Division
Funding Agency	NCAP	Project Name	Place-Based Approach to Vaccination Disparities Effort
CFDA	N/A	Target Population	Vaccine Adverse/Low Adoption
Reapplication (Y/N)	N	Number to be served	Pending Kern County Rates
Estimated Request	\$425,000.00 (est)	Division Director	Pritika Ram
Award Period	7 months	Program Manager	-
Project Goal (One sentence goal statement)			
Increase vaccine awareness and adoption in marginalized communities.			
Project Description (Brief one paragraph description)			
The project, Place-Based Approach to Vaccination Disparities Effort, is held in partnership with the Association for State and Territorial Health Organizations (ASTHO), Gramercy Research, and the National Community Action Partnership (NCAP). This project is designed to help communities reduce racial and ethnic disparities with respect to vaccination rates, knowledge, and trust to improve health equity and reduce vaccine-preventable diseases among adults. NCAP will provide intensive support through a Learning Community Group cohort of six (6) place-based teams consisting of Community Action Agencies, community members with lived poverty experience, and local partners.			
Estimated Budget Summary			
The pilot program will operate for a seven-month period and the expected grant amount will be \$425,000.00 (est). Staff is scheduled to meet with the partners on 2/22/2022 to discuss the details, including allowable expenditure and sub-awards.			

Approvals:

1. Division Director	Date	
Pritika Ram	2/2/2022	
Digitally signed by Pritika Ram Date: 2022.02.02 13:58:33 -08'00'		
2. Director of Administration	Date	
	Feb 2, 2022	
3. Chief Program Officer	Date	

	Feb 2, 2022
4. Chief Financial Officer	Date
	Feb 3, 2022
5. Chief Executive Officer	Date

Date Presented / Approved:

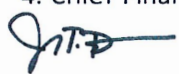
PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern Funding Profile

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Digitally signed by Pritika Ram Date: 2022.02.02 13:58:33 +08'00'		
2. Director of Administration	Date	
	Feb 2, 2022	
3. Chief Program Officer	Date	

	Feb 2, 2022
4. Chief Financial Officer	Date
	Feb 3, 2022
5. Chief Executive Officer	Date

Date Presented / Approved:

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



MEMORANDUM

To: Planning Committee

From: Jerry Meade, Assistant Director ~ Program

Date: February 9, 2022

Subject: *Agenda Item 5d*: Head Start 2022 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. The Program Planning Calendar is based on the funding cycles for the program. The funding cycle begins on March 1, 2022.

The intent of the program is to continue to provide a comprehensive service delivery plan that supports school readiness for children ages 0-5. 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 that will lead to the submission of the Head Start refunding application.

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 the completion of the annual Head Start refunding application due in December 2022.

Recommendation:

Staff recommends the PRE Committee approve the Head Start 2022-23 Program Planning Calendar.

Attachment:

2022-23 Program Planning Calendar



MEMORANDUM

To: Program Review & Evaluation Committee

From:  Yolanda Gonzales – Director of Head Start/State Child Development

Date: February 9, 2022

Subject: *Agenda Item 5e*: Strategic Plan 2021-2025 – Goal 2 Update, **Info Item**

Strategic Goal 2 – Is to ensure that all families in the communities we serve have access to high quality early learning and care choices to meet their diverse needs.

Group 2 met on Friday, January 28, 2022, in attendance were Lois Hannible, Jerry Meade, Matthew Buck, Angelica Nelson, Eric Le Barbe, Vanessa Cortez, Freddy Hernandez, and Yolanda Gonzales.

The purpose of this meeting was to identify the groundwork that our team would have to complete in order to achieve the individual objectives of goal 2. The group had an open discussion to identify some of the programs that CAPK currently provides throughout the communities we serve and the importance of collaborating with other departments, groups, and community partners. We also took this opportunity to trouble shoot the strategic planning software and to make sure that all team members had the appropriate access to the software.

The next step for our group is to review each individual objective in detail and identify the number of activities and projects that we as a team would have to complete to meet each objective. Each member of the team will also be required to visit the software and become familiar the objectives and help identify current and new opportunities that could assist towards the achievement of goal 2. The next meeting for our group will take place on March 4, 2022. Our hope is that we are able to identify current and new opportunities taking place in the communities we serve.

Attachment:
Action Plan by Team Member Yolanda Gonzales.

Community Action Partnership of Kern
Head Start and State Child Development Division
2022 Program Planning Calendar for Grant Application Due December 1st
Funding Cycles: 3/1/2022 – 2/28/2023

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 – May	Policy Council Board of Directors	May	Approval Approval
Comprehensive Data Analysis - Community Assessment - Child outcomes - Child assessments - CLASS assessments - ITERS & ECERS - Family Services data - CCR - Health data - Evaluate Staffing Data - Budget vs. actual expenditures - Non-Federal share - Parent surveys - ERSEA Data - Disabilities Data	PDM Administrator; ED & SS Administrator; Quality Assurance Administrator; Professional Development Manager, Assistant Directors	March – June			
<i>Comprehensive Data Analysis</i>					

Policy Council Approval Date:
Board of Directors Approval Date:

Community Action Partnership of Kern
Head Start and State Child Development Division
2022 Program Planning Calendar for Grant Application Due December 1st
Funding Cycles: 3/1/2022 – 2/28/2023

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
<i>continued...</i> • 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 Head Start and State Child Development 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	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
2022 Program Planning Calendar for Grant Application Due December 1st
Funding Cycles: 3/1/2022 – 2/28/2023

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
- program goals/ objectives - Involve all divisions that support the requirements of the Head Start program					
Program Objectives & Need for Assistance Draft program narrative	Administrative Analyst; HS AD Program & Administrative Team	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 Manager	Draft June-Aug Final October	Policy Council Board of Directors	October 	Approval Approval
Completed Budget Final management review & approval	HS Director; CPO: 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; CFO, 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	Quality Assurance Administrator; Admin Team	February			

Policy Council Approval Date:
Board of Directors Approval Date:

Community Action Partnership of Kern
Head Start and State Child Development Division
2022 Program Planning Calendar for Grant Application Due December 1st
Funding Cycles: 3/1/2022 – 2/28/2023

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
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Begin planning cycle for 2023 – February 2024 Program Year

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
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Mission

Community Action Partnership of Kern will address underlying causes of poverty, alleviate the effects, and promote dignity and self-sufficiency in the communities we serve.

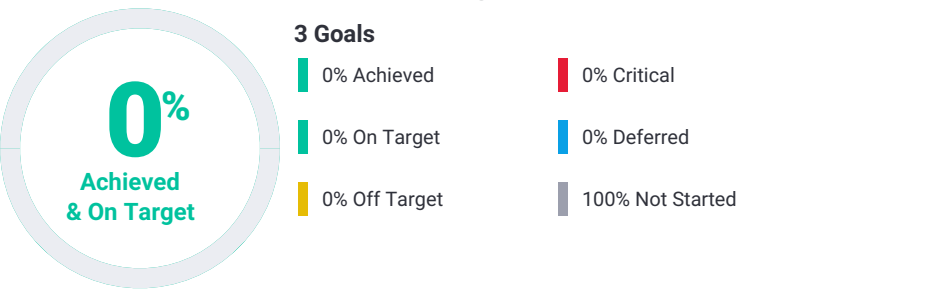
Vision:

We envision communities where all people have equal opportunities to achieve greater self-sufficiency and attain their version of the American Dream.

My Items

Item	YTD Actual
2.1: Expand access to services and resources for health and safety of children and youth by providing a safe environment.	
2.2: Support the quality and availability of non-traditional hours of service.	
2.2.2: Continue to work with partners like the Community Connection for Child Care (CCCC) on referrals and partnerships to increase capacity of...	

Performance Summary



Item	YTD Actual
2.3: Support workforce development and employment opportunities for CAPK clients.	

Objective Expand access to services and resources for health and safety of children and youth by providing a safe environment. (2.1) Aligned to: #2 All families in the communities we serve have access to high-quality early...	Owner Yolanda Gonzalez	EOY Target: <i>Percent Complete</i>	Jan-Mar	April-June	July-Sept	Oct-Dec
			 7.86%			
Objective Support the quality and availability of non-traditional hours of service. (2.2) Aligned to: #2 All families in the communities we serve have access to high-quality early...	Owner Yolanda Gonzalez	EOY Target: <i>Percent Complete</i>	Jan-Mar	April-June	July-Sept	Oct-Dec
			 7.86%			
Activity Continue to work with partners like the Community Connection for Child Care (CCCC) on referrals and partnerships to increase capacity of existing and new provider networks (2.2.2) Aligned to: #2 All families in the communities we serve have access to high-quality early...	Owner Yolanda Gonzalez	EOY Target: <i>Percent Complete</i>	Jan-Mar	April-June	July-Sept	Oct-Dec
			 7.86%			
Objective Support workforce development and employment opportunities for CAPK clients. (2.3) Aligned to: #2 All families in the communities we serve have access to high-quality early...	Owner Yolanda Gonzalez	EOY Target: <i>Percent Complete</i>	Jan-Mar	April-June	July-Sept	Oct-Dec
			 7.86%			

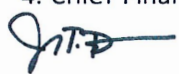
No goals to display.

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Private - TBD	CAPK Program	Executive Division
Funding Agency	NCAP	Project Name	Place-Based Approach to Vaccination Disparities Effort
CFDA	N/A	Target Population	Vaccine Adverse/Low Adoption
Reapplication (Y/N)	N	Number to be served	Pending Kern County Rates
Estimated Request	\$425,000.00 (est)	Division Director	Pritika Ram
Award Period	7 months	Program Manager	-
Project Goal (One sentence goal statement)			
Increase vaccine awareness and adoption in marginalized communities.			
Project Description (Brief one paragraph description)			
The project, Place-Based Approach to Vaccination Disparities Effort, is held in partnership with the Association for State and Territorial Health Organizations (ASTHO), Gramercy Research, and the National Community Action Partnership (NCAP). This project is designed to help communities reduce racial and ethnic disparities with respect to vaccination rates, knowledge, and trust to improve health equity and reduce vaccine-preventable diseases among adults. NCAP will provide intensive support through a Learning Community Group cohort of six (6) place-based teams consisting of Community Action Agencies, community members with lived poverty experience, and local partners.			
Estimated Budget Summary			
The pilot program will operate for a seven-month period and the expected grant amount will be \$425,000.00 (est). Staff is scheduled to meet with the partners on 2/22/2022 to discuss the details, including allowable expenditure and sub-awards.			

Approvals:

1. Division Director	Date	
Pritika Ram	2/2/2022	
Digitally signed by Pritika Ram Date: 2022.02.02 13:58:33 -08'00'		
2. Director of Administration	Date	
	Feb 2, 2022	
3. Chief Program Officer	Date	

	Date	
4. Chief Financial Officer	Feb 3, 2022	
		
5. Chief Executive Officer	Date	

Date Presented / Approved:

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