

COMMUNITY ACTION PARTNERSHIP OF KERN DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: September 2016
Program/Work Unit: 2-1-1 Kern County	Staffing: 14 (2 I&R Specialist Vacancies)	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, and Mariposa Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides application status updates.		

Activities	Description			
	Incoming	Answered	Unanswered	Referrals
Information & Referral Services				
Kern County	4,953	3,366	1,587 (32%)	6,553
Kings County	166	120	46 (27%)	*
Tulare County	795	616	179 (22%)	*
Mountain Valley (Mariposa and Merced Counties)**	31	19	12 (38%)	*
Total	5,945	4,121	1,824 (30%)	

*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.

**Started 10/15

Most Requested Services	Free Cell Phone	Utility Assistance	Food Pantries
Top 3 Unmet Needs	Food/ Meals	Clothing/ Personal/Household	Housing

Other Services		Month	YTD
LIHEAP	Calls Answered	6,209	48,087
Weatherization	Routed through 2-1-1 Calls Answered	648	4,082
Mental Health	Calls Answered	179	777
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	2,079	11,861

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		11	4	7

Outreach Activities	Outcomes
<ul style="list-style-type: none"> - Latino Health Awareness Fair, 9/9 - Back to School Event, 9/15 - Parent University, 9/24 <p>Upcoming Outreach Events</p> <ul style="list-style-type: none"> - Vision y Compromiso, 10/2, 10/9, 10/23 - Good Neighbor Festival, 10/8 - Veterans Stand Down, 10/13 - 3rd Thursday, 10/20 - Arvin Fall Festival, 10/28 	Distributed 150 2-1-1 Kern County informational cards. Distributed 100 2-1-1 Kern County informational cards. Distributed 150 2-1-1 Kern County informational cards.

Highlights:

- 2-1-1 Kern has been contracted to provide service to Stanislaus County 2-1-1. Services will commence mid-October.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: September 2016
Program/Work Unit: Central Kitchen	Staffing: 26, including 1 temp and 3 subs	Program Manager: Diana Morrison
<p>Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base parent meetings. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. . In summer, the program prepares and delivers meals for children at the Friendship House, Shafter Youth Center, and other locations throughout Kern County.</p> <ul style="list-style-type: none"> • Total meals prepared are supported by the daily meal production sheets and food transport sheets. • VIP Parent meeting meal totals are supported by meal request forms submitted by center and Home Base staff. 		

Activities	Status			
	Total # Prepared	Breakfast	Lunch	Snack
Meals & Snacks				
Prepared for the HS/EHS centers	82,729	29,325	31,746	21,658
Home Base Meals	164	16	118	30
VIP Parent Café Meeting Meals	1,582			
Summer Food Program Service	0	0	0	0
Total	84,475	29,341	31,864	21,688

Other:

- On September 13, we attended the Nutrition Advisory meeting, in the meeting we give updates of menu changes. We also reviewed the six week Fall/Winter cycle menu, the parents attending the meeting was pleased with the meals and menus we provide for the children. They did not have any suggestions on improvements, this is a compliment to the Central Kitchen staff.
- The Fall/Winter cycle menu starts October 1st, 2016. For the cooler weather, we have added stews, soups and other menu items that will be good on cold days. We make many of the main entrees from scratch. This allows us to make a healthier, more flavorful meal that the children like.

Program Staffing: We are busy working with H.R. to fill one vacancy, Food Services Technician. We have one employee on maturity leave, we have three subs assisting us with the coverage. As always, the Central Kitchen staff worked hard to ensure the meals are prepared and delivered on time as well as keeping the kitchen clean.

**COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: September 2016
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 6	Program Manager/Supervisor: Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in east Kern County communities of Boron, California City, Edwards Air Force Base, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response	16	388
Case Managed Families	First 5 Kern School Readiness	7	102
Children participating in center-base program		21	47
Adults in Court Mandated Parenting Classes		N/A	24
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as 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	80	1,025
Emergency Supplies Closet and Other Services	Food (individuals)	10	219
	Clothing (individuals)	18	279
	Photocopies (individuals)	380	2,235
	HEAP Application Supporting Docs	155	879

Other: Hosted community collaborative meeting with representatives from Salvation Army, Mojave Unified School District, and the Department of Human Services, Child Protective Services, GBLA, Head Start, District Attorney Victim Witness Services, Kayla’s Place (Shelter) and Tehachapi Wellness Center.

Staffing: The Case Manager position was vacant during the month of August; recruitment and interviews have been completed. A candidate was chosen and her first day with us was September 6, 2016.

**COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

Division/Director: Community Services/Romala Ramkissoon		Month/Year: September 2016
Program/Work Unit: Energy	Total Program Staffing: 45, including 2 temps and 2 vacancies	Program Manager/Supervisor: Vacant
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also installation of interim water tanks for low-income households affected by the drought.		

Activities	Description	Status	
		Households Served	
		Month	YTD
1. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2015/2016)	Assistance with utility bill payments	1070	5186
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2015/2016)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	95	557
	• Energy-efficient appliance installation	6	94
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	66	388
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	4	29
5. Total Value of Services		\$586,775	3,094,237
		Results	
6. Energy calls received (from 2-1-1)		6,857	
		HEAP	Wx
7. Number of LIHEAP applications Received		1600	130
8. Number of LIHEAP applications Completed		1070	94
9. Number of LIHEAP applications in Progress		300	26
10. Outreach	<ul style="list-style-type: none"> • Parkside Apartments • Bakersfield Family Apts. • Village lane Apts. • Homer Harrison Apts. 	Distributed HEAP/Wx applications	
11. Collaborative meetings	<ul style="list-style-type: none"> • Housing Authority Collaborative Meeting • Arvin Collaborative Mtg. 	Attended 2 meetings	

Other: The value of services for LIHEAP & LIWP Weatherization Assistance Program is for the previous month due to the fact that it is not determined until the report is completed on the 15th of each month. The \$586,775 is the value of utility assistance only.

**COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

Division/Director: Community Development/Ralph Martinez		Month/Year: September 2016
Program/Work Unit: Friendship House	Total Program Staffing: 7	Program Manager/Supervisor: Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		

Activities		Participants	
Description	Purpose	Month	YTD
Total Enrollment	All programs		
After-School Program (YTD: Jan-Aug; excluding June & July)	Tutoring, homework assistance, recreation	10	201
GATES Gang Prevention Program	The Gang Prevention Program Aggression Replacement Training (ART) & Forward Thinking classes are provided at five local school sites to prevent at-risk youths from joining gangs.	10	247
Justice Assistance Grant (JAG) Program	The JAG program provides Aggression Replacement Training (ART) at two local school sites. The program will be provided at two additional school sites starting in August of 2016.	14	63
Grow Fit Families Program (new grant)	Increase participants' knowledge of nutrition, healthy eating choices, gardening, exposure to seasonal fresh produce, and participation in physical activities.	57	57
STEM (Science, Technology, Engineering, Math) Program	Engineering for Kids facilitated STEM camps during the FHCC summer program. The camps were sponsored by the Kern County Black Chamber of Commerce (KCBCC), Bright House Networks, and Californians for Energy Independence.	0	61
Mobile Mexican Consulate	Consulate services are provided at FHCC every Tuesday & every other Wednesday providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.	510	9,288
Local Control Accountability Plan (LCAP)	The LCAP program ended in August of 2016.	Activities Summary	

Other:

- FHCC Program Manager Lois Hannible was selected to participate in the 2017 Class of Leadership Bakersfield. The premier leadership development program will provide valuable information, resources, and contacts.
- The monthly commodity distribution held at FHCC on Wednesday 9/28 provided food to 163 households, and 591 individuals.
- The Ringling Brothers came to town, and thanks to Tickets for Kids, FHCC youth were in attendance for every whimsical and thrilling twist and turn.
- The Molina Foundation generously donated 200 books to FHCC youth. The books were well appreciated by the youth, who excitedly chose books to take home and enjoy.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: SEPTEMBER 2016
Program/Work Unit: Food Bank	Total Staffing: 15; No vacant positions.	Program Manager/Supervisor: Glen Ephrom
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals. Also operates the Back Pack Buddies program at several school sites during the school year to provide low-income, food-insecure children with ready-to-eat food on weekends and school breaks.		

		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (SEP 2016)	39,886	182,289
	Poundage Received all Programs	978,663	8,194,334
	Total Poundage Distributed all Sites	1,164,397	8,097,111
Drought Emergency Food Assistance (DEFAP)	Clients Served	Families	Individuals
	SEP 2016	3,244	22,472
	Total Poundage Distributed	247,200	1,954,740
Food Sourcing	Donations Received: 164,202 pounds of produce & 16 different produce items. <ul style="list-style-type: none"> • Ag Against Hunger: Mixed greens, berries, broccoli, & cauliflower • Bhogal Farms, Pandol Farms, Kevin Andrew Ag Management, & The Grapery: Table Grapes • Bolthouse: Carrots • Country Sweet Produce: Sweet Potatoes • Fresno Community Food Bank: Watermelon • Grimmway/Cal Organic: Green leafy, carrots, cabbage • Polo's Produce: Potatoes • Target: Produce • RPE/Truck: Potatoes/Colorado • Wonderful Co: Citrus • Yellow Pine Farms: Persimmons 		
Food Drives :54,103 lbs & \$225	<ul style="list-style-type: none"> • Performance Food Group collected 118 lbs + \$210 		

Other: 1) The annual **Feed the Need** canned food drive at the Kern County Fair collected 53,985 lbs. This is an 8,173 pound increase over 2015, which was a record year. 2) The Food Bank Program Manager attended the California Association of Food Banks 2016 Annual Members Meeting in San Leandro, CA. The group discussed challenges facing California food banks and new programs and offerings to members. 3) The three Fresh Produce Farmers Market distributions (KC Fairgrounds, New Life Center & Catholic Charities) distributed over 49,000 pounds of product and served over 7,000 individuals in September. We also held a Produce Education Program (PEP) event at New Life Center featuring free samples and recipes for fresh beets. 4) We received a communication from Vincent Schenck, EFAP, that the Drought Emergency Assistance Program (DEFAP) would be extended until June 2017 and reevaluated at that time.

COMMUNITY ACTION PARTNERSHIP OF KERN DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: September 2016*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, including 2 vacancies	Program Manager/Supervisor: Susana Magana
<p>Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2015, to June 30, 2016.</p> <p><i>*This report is for the service month of August 2016, which was processed in the month of September 2016.</i></p>		

Activities	Description	Status	
		Total	% by County
Active Enrollments/Attendance Logs processed	Kern**	392	49%
	Tulare	161	18%
	Kings	79	9%
	Fresno	109	14%
	Madera	76	8%
	Merced	17	2%
	Total		576

**Kern totals include services provided outside of the six entry counties. The case management for those families working and residing outside the six entry counties are handled by the regional office in Bakersfield.

Other:

Current Activities:

MCAP continues enrolling new and returning families in the counties of Kern, Tulare, Kings, Fresno, Madera and Merced for the new FY 2016-2017. Recruitment efforts are ongoing for our program.

On 9/7/16, the Family Services Coordinator and the Merced Family Services Specialist participated in a public announcement interview for Radio Lobo 98.7. This helped get the word out about our program in both Merced and Madera counties, where the announcement aired.

On 9/15/16 Three Family Service Specialists and the Family Services Coordinator traveled up to our Tulare office for a group enrollment. Families are migrating back into Tulare County from Washington and Oregon. The caseload doubled from July to August for this county.

On 9/21/16 staff conducted an outreach activity in Taft and on 9/28/16 staff conducted an outreach activity in Merced County at the Migrant Camp in Atwater, CA.

MCAP had been recruiting to fill a Family Services Specialist position for the Kings County satellite office in Hanford, CA for a few months. Finally, the position was been filled and the staff member will be starting 10/10/16.

Upcoming Activities:

A total of 5 staff will be attending the 2016 California Alternative Payment Program Association (CAPPA) conference in Sacramento October 19th-21st and 3 staff will attend the 2016 CCDAA Fall Technical Assistance conference October 26th – 28th.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: September 2016
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3	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.		

Activities		Enrollment Status	
Description	Purpose	Month	YTD
After-School Program (#'s as of 1/1/2016)	Tutoring, homework assistance, recreation	5	83
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2016)	Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections. <i>Previous grant has expired. New contract will begin sessions with students in late October</i>		
Evening Program	Activities held Monday, Tuesday, and Thursday evenings, 5:00-9:00; used for open basketball, Fitness Boot Camp, ancestry class and local groups use for meeting space. <i>Fitness Boot Camp is taking a break due to instructor's family medical situation. Will resume when things settle down.</i>	Basketball - 15 Fitness Boot Camp - Ancestry Class - 5	
Nutrition Education through Kern County Dept. of Public Health	Education classes teaching students to eat right, and exercise. Gardening sessions will begin later.	5	184
Summer Program	An expanded version of the after school program that includes guest speakers, themed weekly activities and recreation. Full day and part day options available.		111

Other: SYC fundraiser, Creative Palette painting event is scheduled for October 14. SYC kids participating in 2016 Bakersfield Museum of Art's Via Arte Street Painting Festival on October 15 at The Marketplace in Bakersfield. SYC will be hosting a Harvest Festival in the gym, partnering up with the Shafter Lions Club, which will be hosting a "Trunk or Treat" event at the skate park on October 24 from 5 – 9pm.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: September 2016
Program/Work Unit: VITA	Total Program Staffing: 2 full time staff	Program Manager/Supervisor: Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results	
Activities	Description	Month	YTD
Tax Returns Completed	State and Federal	49	4,704
Refunds	Federal	\$32,813	\$6,676,897
	State	\$3,682	\$776,451
	EITC	\$19,813	\$3,066,889
	CA EITC	\$579	\$203,521
Total Refunds		\$36,495	\$7,453,348

Other: Now that the regular tax season is over we have only 1 location open at 300 19th street.

This month's focus has been on the EITC awareness. We have been doing outreach in some of the outlying areas, promoting and educating. We have attended several collaborative meetings and a few outreach events throughout the county.

We have completed the orientation for those people interested in volunteering. We have 75 people signed up for classes between October and December.

We attended the IRS Nationwide conference this month in San Diego.

We received notice that we received the IRS Grant.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: September 2016
Program/Work Unit: WIC	Total Program Staffing: 74 staff, 5 vacancies 3 new hires.	Program Manager/Supervisor: Elizabeth Tolley
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, and through the WIC mobile clinic.		

			Participation 10/1/15-9/30/16			
Description			Case Load	Month	Central Valley Avg.	State Avg.
Total	All services		19,770	17084= 86.5%	pending	pending
Participation by WIC site	Location	Participants	Location		Participants	
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	91	Mojave	151		
	Bakersfield		Oildale	557		
	Homeless Shelter	10	Ridgecrest	812		
	E. California Avenue	1790	Rosamond	650		
	Niles Street	2605	Shafter	1354		
	Montclair	454	Tehachapi	515		
	Friendship House	183	Wasco	1736		
	Panama	1151				
	Boron	64	<u>San Bernardino County</u>			
	Buttonwillow	65	Adelanto	1987		
	California City	677	Big Bear	363		
	China Lake Naval	*	Crestline	329		
	Station		Needles	204		
	Delano	995	Phelan	64		
	Edwards Air Force Base	117				
	Lost Hills	110	<u>Mobile WIC</u>	50		

Projects

September is the end of the WIC contract year. Purchases were made in order to support plans for the next year, including nutrition education supplies that demonstrate and support the nutrition theme for the year, 5-2-1-0 (5 servings of fruits and vegetables, no more than 2 hours of screen time, 1 hour of vigorous activity and 0 sugary drinks).

In order to stay within the personnel budget, overtime hours were decreased. Therefore, clinics were only open 2 Saturdays in the month instead of every Saturday and some clinics, which had been open 5 days a week, were only opened 4 days. Unfortunately, the decrease in hours is reflected in a decrease in the participation rate.

September outreach focused on the Eastern Kern and San Bernardino areas. In Rosamond, Mojave, and California City, contacts were made and outreach materials provided to doctor's offices, social service facilities and other areas. Outreach and Local Vendor Liaison Coordinator Mitchall Patel spent time in the Needles area making contact with local providers. He also went to the Arizona stores where our participants shop since there are no grocery stores in Needles. He provided the store managers with information to help them comply with California WIC regulations. He also provided "Shelf Talkers". These are small signs that are attached to the shelves to identify WIC appropriate items. They not only help the WIC participant find the foods they are looking for, but they let others know that California WIC services are available.

**COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

Division/Director: Community Development/Ralph Martinez		Month/Year: September 2016
Program/Work Unit: Grants & Research	Total Staffing: 3	Program Manager/Supervisor: Patricia Mallard
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.		

Activities	Description	Status	
		In Progress	Submitted
Grant Applications	• CA Dept. of Social Services - Commodity Supplemental Food Program – Food Bank		X
	• TJX Foundation – Food Bank		X
	• Walmart Community Grant – Food Bank		X
	• Sempra/SoCalGas Co – Food Bank		X
	• United Way of Kern County Hunger & Homelessness– Food Bank	X	
	• Kern Family Health Care – FHCC &SYC	X	
	• Dignity Health – Grow Fit (FHCC & SYC)	X	
	• Kern County Network for Children – Differential Response – East Kern Family Resource Center	X	
	• Union Bank – Financial Education	X	
Potential Funding Opportunities – Research in Progress	• SG Foundation		
	• Sidney Stern Memorial Trust		
	• California Wellness Foundation		
	• Kresge Foundation		
	• Feeding America		
	• City of Bakersfield – Community Development Block Grant		

Projects	Description	In Progress	Completed
Strategic Plan 2016-2021	The most recent draft of the Strategic Plan 2016-2021 will be presented for approval at the 10/7 Special Board meeting.	X	
Organizational Standards	Collecting documentation to meet and support all Organizational Standards. Drafts of Risk Management Assessment, Bylaws, and Succession Plan are ready for staff and/or committee review.	X	
Head Start/Early Head Start 2016 Community Assessment Update	Head Start Policy Council approved the 2016 Community Assessment Update, which will next be presented at the 10/26 Board meeting for approval.		X
Surveys	<ul style="list-style-type: none"> • CAPK Partners Satisfaction Survey – Analysis in Progress. • CAPK Employees Satisfaction Survey – Survey closes 10/7/2016. • CAPK Customers Satisfaction Survey – To be distributed in Oct. 	X X X	
Corporation for Enterprise Development (CFED)	Submitted application to be one of 10 Head Start programs nationally to participate in a 12-month Technical Assistance program to integrate financial capabilities into Head Start.		X

Other:

- CAPK worked with Molina Foundation, providing volunteers and warehouse space, to distribute 30,000 books to Kern County organizations. FHCC, SYC, EKFRFC, Food Bank, and all HS/EHS centers received free books for participants.
- Staff attended the Kern Food Policy Council 9/28 meeting at the United Way of Kern County and continued to provide support and collaboration.
- Brady Bernhart will present a Lead Exposure map to the Kern County Network for Children and the Kern County Department of Public Health Services on 10/6.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		Month/Year: September 2016
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 12	Program Manager/Supervisor: Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

Activities	Description	Status	
		Month	YTD
Employee Count	Regular	804	
	Subs/Temps	29	
	Total Staff	833	
New Hires	All divisions and programs		
	Regular	18	105
	Subs/Temps	7	27
	Total New Hires	25	132
Leaves of Absence	Intermittent Leave	37	
	Full-time Leave	25	
	Total on Leave	62	
Terminations	All divisions and programs		
	Voluntary	12	101
	Involuntary	5	50
	Total Terminations	17	151
Staffing	Vacancy	17	-
	Total Applications Received	217	1760
Payroll	Total Hours Paid	188,205	
	Total Payroll	\$3,242,690	

Projects	<p>Completed (last 6 months): COLA rates applied, Retro paid out, Union Contract Finalized and Approved (8/24/16), 48 Supervisors completed training with Work Logic, Returned 278 part-staff back to active duty, Immunizations Compliance due diligence</p> <p>Ongoing: CAPK Employee Manual revision with Directors, Jury duty policy, Job descriptions update, Online Recruitment via ADP (Target 12/31/16), Time and Attendance in ADP, Part-year new accrual administration, Open enrollment planning</p>
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**COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

Division/Director: Operations/Emilio Wagner		Month/Year: September 2016
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 18	Program Manager/Supervisor: Margaret Palmer/Dan Ripoli/Bryon Vanderhoff/Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, safety, risk insurance, vehicle registration, contracts, and facility planning.		

		STATUS	
Activities	Description	Received	Completed March 1, 2016 to Date
Business Services			
Purchase Orders Processed		212	1215
Contracts/Leases Processed		15	114
Request for Proposals (RFP)	<ul style="list-style-type: none"> • Food Bank Solar • Refrigerated Truck – Food Bank • Two Vehicles – WIC • Electrical Contractor – Weatherization • Insulation Contractor – Energy 	Advertised	
Leases	<ul style="list-style-type: none"> • Renew James St - WIC • Wayside Chaplet – Head Start • Primeros Pasos – Head Start 	Purchase Made Purchase Made Drafting Drafting	
Contracts	<ul style="list-style-type: none"> • Addendums for Supplier Contracts – Central Kitchen • EHS Partnership – Kern Community College District • Proteus Extension 	Drafting Complete Complete	
Maintenance & Operations		Received	03/01/2016 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	58	1767
Projects	<ul style="list-style-type: none"> • Removal of Sandbox Fairview • Wesley Head Start – Completing minor improvements to operate Head Start classroom. • Dispose of Wasco & Voorhies Modular's 	Complete In progress Complete	
Contracts	Sterling Re-roof	Out to Bid	

Operations Division April 2016 Report – Continued

Information Technology		Received	03/01/2016 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	257	1595
Projects	<ul style="list-style-type: none"> E-Rate application CAPK infrastructure analysis and planning Move WIC to Mitel, last program to move over. All sites will be able to dial by extension. Complete inventory of all CAPK IT hardware Inventory Tracking System 	Pending approval Contract awarded In progress Complete Set Complete	
Risk Management		Reported	07/01/2016 to Date
Workers Compensation Incidents	<ul style="list-style-type: none"> For Report Only First Aid Medical Treatment Modified Duty Non-Industrial (not work related) Under Investigation 	10 5 0 2 0 0	67 17 5 6 6 1
Property Incidents		0	14
Vehicle Incidents		3	10
Projects	<ul style="list-style-type: none"> Risk Assessment Attended Risk Summit Conference Disaster preparedness policy Reasonable Suspicion Drug Test Training Other—safety training and meetings, update Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS) 	In Progress Complete In progress In Progress In Progress	

Other: Food Bank Solar - The City and County agreed to allow CAPK to move forward with the RFP process to find a qualified contractor to design and build a solar array, while the agreement moves through the approval process. The Request for Proposal is currently in review with both the City and County.

COMMUNITY ACTION PARTNERSHIP OF KERN
 FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - September 2016

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
2/17/2016 (B&F)	2/25/2016	AstraZeneca	FHCC & SYC/Grow Fit Program	\$ 175,198
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 2*	\$ 223,315
6/22/2016 (B&F)	6/28/2016	Best Buy Foundation	FHCC/Winners Program	\$ 9,800
6/29/2016 (Board)	7/12/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	\$ 65,539
8/10/2016	7/26/2016	County of Kern (Community Corrections Partnership)	FHCC/Workforce Development Services for Ex-offenders	\$ 354,840
8/17/2016 (B&F)	8/8/2016	Southern California Gas Company	Food Bank/ Solar Energy Improvement Project	\$ 25,000
8/17/2016 (B&F)	8/24/2016	Wonderful Foundation	Food Bank/ BackPack Buddies - Wasco	\$ 24,661
9/21/2016 (B&F)	8/31/2016	Wonderful Foundation	VITA/ Wasco	\$ 18,600
8/17/2016 (B&F)	8/12/2016	U.S Dept of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000
8/17/2016 (B&F)	8/23/2016	U.S Dept. of Labor/ Fresno Regional Workforce Development Board (MOU)	Program TBD/ America's Promise Job Driven Grant Program	\$ 50,000
9/21/2016 (B&F)	9/1/2016	U.S Dept. of Agriculture/ California Department of Social Services	Food Bank/ Commodity Supplemental Food Program	\$ 444,000
9/21/2016 (B&F)	10/14/2016	Kern County Network for Children	EKFRC/ Differential Response Services	\$ 209,094
9/21/2016 (B&F)	10/8/2016	Dignity Health	FHCC & SYC/ Grow Fit Families Program	\$ 75,000

*Received notification of IRS funding for Year 1 of request; Year 2 notification pending.

COMMUNITY ACTION PARTNERSHIP OF KERN
 FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - September 2016

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/13/2016 (PRE)	3/24/2016	California Department of Public Health	FHCC & SYC/Sexual Health Information & Education (I&E) Program	\$ 115,000	\$ 80,000	7/1/2016 - 6/30/2017
1/13/2016 (PRE)	5/23/2016	United Way of Kern County (Emergency Food & Shelter)	Food Bank/Food	\$ 85,000	\$ 84,507	1/16/2015 - 12/31/2016
5/11/2016 (PRE)	6/20/2016	Kern Family Health Care	East Kern Family Resource Center/ Emergency Supplies Closet	\$ 2,000	\$ 2,000	7/1/2016 - 6/30/2017
2/10/2016 (PRE)	6/23/2016	Kaiser Permanente Kern County	FHCC/Grow Fit Program	\$ 13,181	\$ 10,000	7/1/2016 - 6/30/2017
6/22/2016 (B&F)	7/1/2016	PG&E	FHCC/Computer Lab Upgrade	\$ 3,000	\$ 3,000	7/1/2016 - 6/30/2017
5/25/2016 (Board)	7/11/2016	Target	SYC/Art Smart Program	\$ 2,500	\$ 2,500	10/1/2016 - 9/30/2017
6/22/2016 (B&F)	7/13/2016	The Starbucks Foundation	FHCC & SYC/PREP Works	\$ 49,606	\$ 40,000	1/1/2017 - 6/30/2017
3/30/2016 (Board)	8/11/2016	Chevron 2016 Social Investment Program	FHCC & SYC/STEM Program	\$ 21,500	\$ 21,500	7/1/2016 - 6/31/2017
7/13/2016 (Exec)*	8/10/2016	Wells Fargo	Community Development/Financial Literacy & Microloan Program	\$ 30,000	\$ 20,000	7/1/2016 - 12/31/2016
5/25/2016 (Board)	9/15/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 1	\$ 222,723	\$ 84,815	8/1/2016 - 7/31/2017
8/17/2016 (B&F)	9/6/2016	Bank of America	Food Bank/ BackPack Buddies - Lamont	\$ 25,000	\$ 9,000	1/1/2017 - 12/31/2017
8/17/2016 (B&F)	9/6/2016	United Way of Stanislaus County	2-1-1 Kern/ Call Answering Services	\$ 45,000	\$ 40,500	10/1/2016 - 6/30/2017
					\$ 397,822	
				TOTAL		

*On hold pending final Board approval.

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Delano Fall Food Drive

Division Director: Carmen Segovia

Funder Name: Sempra Energy-SoCal Gas Co.

Program Manager: Glen Ephrom

Grant Program Name: CAPK Food Bank

New Funding

Funding Period: 11/1/2016 – 11/30/2016

Re-Application

A. Narrative description of funding request, including goals:

CAPK was invited by Southern California Gas Company to apply for \$2,000 to support the 2016 Delano Fall Food Drive. CAPK Food Bank, in partnership with Congressman David Valadao, will hold the Delano Fall Food Drive in the Delano Walmart parking lot on November 12th, 2016. Food and cash donations will be collected at this annual one-day event. The 2015 Delano Fall Food Drive, also supported by SoCalGas, resulted in 679 pounds of food donations. CAPK Food Bank expects to collect about 750 pounds of food this year that will benefit approximately 1,400 low-income and food-insecure individuals and families in Delano.

B. Use of Funds:

The requested funds of \$2,000, and any proceeds from the Delano Fall Food Drive, will be used to provide food for Delano residents in need.

C. Approvals:

1. Carmen Segovia 10/3/16
Division Director Date

3. Christine Anami 10/3/16
Director of Finance Date

2. Glen Ephrom
Director of Community Development Date

4. J.T.P. 10/5/16
Executive Director Date

D. Board:

Policy Council
Date: _____

PRE Presentation
Date: _____

B&F Approval
Date: _____

Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: General Support

Division Director: Carmen Segovia

Funder Name: TJX Foundation

Program Manager: Glen Ephrom

Grant Program Name: CAPK Food Bank

New Funding

Funding Period: 1/1/2017 – 12/31/2017

Re-Application

A. Narrative description of funding request, including goals:

CAPK is applying for \$5,000 from the TJX Foundation (of the TJ Maxx, HomeGoods, Marshalls retail group). The funds will support the CAPK Food Bank in the procurement of fresh fruits and vegetables to distribute at county-wide food distributions to improve nutrition of low-income and food-insecure households.

B. Use of Funds:

The requested funds will be used for purchasing fresh fruits and vegetables and the related in-bound freight charges.

C. Approvals:

1. <u>Carmen Segovia</u> 10/3/16 Division Director Date	3. <u>Christine Anemic</u> 10/3/16 Director of Finance Date
2. <u>Ralph Matus</u> 10-3-16 Director of Community Development Date	4. <u>JTR</u> 10/5/16 Executive Director Date

D. Board:

Policy Council
Date: _____

PRE Presentation
Date: _____

B&F Approval
Date: _____

Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: General Support

Division Director: Carmen Segovia

Funder Name: Walmart Community Grants Program

Program Manager: Glen Ephrom

Grant Program Name: CAPK Food Bank

New Funding

Funding Period: 1/1/2017 – 12/31/2017

Re-Application

A. Narrative description of funding request, including goals:

The manager of a new Walmart Neighborhood Market opening this November on Allen Road invited the CAPK Food Bank to apply for \$2,500 from the Walmart Community Grants Program. When the CAPK Food Bank receives donations of fresh fruits and vegetables from farms throughout Kern County, it incurs the related transportation and distribution expenses of getting the food to the warehouse. The requested funds will help the CAPK Food Bank collect donations and bring fresh produce to the food-insecure individuals and families we serve in Kern County.

B. Use of Funds:

The requested funds of \$2,500 will be used for transportation and distribution costs, such as inbound freight charges, gasoline, and vehicle maintenance.

C. Approvals:

1. C Segovia 10/3/16
Division Director Date

3. Christine Anami 10/3/16
Director of Finance Date

2. Ruth Mandy 10/3/16
Director of Community Development Date

4. GTEP 10/5/16
Executive Director Date

D. Board:

Policy Council
Date: _____

PRE Presentation
Date: _____

B&F Approval
Date: _____

Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: General Support

Division Director: Carmen Segovia

Funder Name: United Way of Kern County

Program Manager: Glen Ephrom

Grant Program Name: CAPK Food Bank

New Funding

Funding Period: 1/1/2017 – 12/31/2017

Re-Application

A. Narrative description of funding request, including goals:

CAPK is applying for \$50,000 from the United Way of Kern County for the 2017 Hunger and Homelessness funding cycle. The funds will be used to cover the CAPK Food Bank's increasing operational costs resulting from increasing services and special distributions to meet the growing need for food assistance. This opportunity will also help the Food Bank procure and transport fresh fruits and vegetables to provide healthier and more nutritious food boxes to low-income and food-insecure individuals and families in Kern County.

B. Use of Funds:

The requested funds will be used to increase fresh fruits and vegetables in food assistance packages and to cover freight, personnel, and other operational costs.

C. Approvals:

1. <u>Carmen Segovia</u> 10/5/16 Division Director Date	3. <u>Christine Anami</u> 10/5/16 Director of Finance Date
2. <u>Ralph Wiley</u> Director of Community Development Date	4. <u>J. T. [Signature]</u> 10/6/16 Executive Director Date

D. Board:

<input type="checkbox"/> Policy Council Date: _____	<input type="checkbox"/> PRE Presentation Date: _____	<input type="checkbox"/> B&F Approval Date: _____	<input type="checkbox"/> Board Approval Date: _____
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**COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: September 2016
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Jerry Meade/ Donna Holland
Services: Early childhood education for low-moderate income children ages 0-5 in center-based part-day or full-day environments and home-based options.	

Program	Enrollment	Funded	Actual
Head Start Kern	September 2016	2,041	2034*
Early Head Start Kern	September 2016	328	333
Early Head Start Partnership	September 2016	56	56
Early Head Start San Joaquin	September 2016	345	218
TOTAL Funded Enrollment		2770	2641
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	8%
Early Head Start Kern	Identified as having an IFSP	10%	9%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	12%
Over Income		Goal	Actual
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	>10%	4%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	>10%	3%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	>10%	2%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	>10%	3%
Average Daily Attendance (Program Wide <85%)		98%	

Meals Served						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	July 2016	July 2015
83,016	13,701	96,717	66,057	30,660	79%	89%

* Late start for Wesley Child Development center.

Other: We had 4 Centers with 100% attendance for September: Buttonwillow, Chrisman, East Cal, & San Diego Head Start.

Total Division Staffing: Currently employed in Head Start: 563
Vacant Positions: 33
Currently out on Leave: 46

Program Updates:

September 2016 Outreach & Advocacy Report

- **September 1-2** – Began the month at the National Community Action Conference in Austin, Texas.
- **September 3** – CAPK Food Bank Farmers Market at the Kern County Fairgrounds.
- **September 7** - Filming of Head Start Policy Council parent testimonials.
- **September 7-9** – The Molina Foundation Giveaway Book Project “Launch Into Learning”: Readings at Sterling and Stine Centers (Sept. 7 & 9) and book distribution out of CAPK Warehouse Complex (Sept. 8).
- **September 9** – Submission of contributed article to Kern Business Journal’s Oct-Nov. Issue.
- **September 10** – Wavehog Kindness for Life Picnic hosted for Shafter Youth Center children by philanthropist Phil Rudnick of Airport Valet Express at Jastro Park, with an anticipated appearance by Chuck Wall, creator of Random Acts of Kindness.
- **September 22** – Summer/Fall 2016 Issue of *The CAPK Times* Newsletter is published
- **September 27** – Feed the Need Food Drive at the Kern County Fair.
- **September 29** – CAPK Energy and Food Bank Programs guest on Spanish-language Radio Manantial 100.3 FM (more guesting opportunities offered to other CAPK programs in the weeks that follow)

Coming up in October:

- **All month long:** October is Weatherization Awareness Month. Media and Social Media campaign to raise awareness.
- **October 4:** Proclamation by Kern County Board of Supervisors: “October is Energy Action & Home Weatherization Month in Kern County.”
- **October 11** – 21: Rabobank Food Drive – a 2-can food donation at any Rabobank Branch in Bakersfield = 1 hot dog coupon for the Condors Pre-Game Festivities at Rabobank Arena on 10/22.
- **October 13:** Kern County Veterans Stand Down at Stramler Park, with CAPK participation.
- **October 13:** CAPK Head Start Policy Council Dinner at Hodel’s.
- **October 14:** GET Bus Food Distribution & Resource Fair Downtown, with CAPK participation.
- **October 14:** Shafter Youth Center’s Creative Palette at CAPK Headquarters.
- **October 20:** Third Thursdays Downtown at Mill Creek Park, with CAPK sponsorship.
- **October 24:** Shafter Youth Center Harvest Festival.
- **October 27:** Friendship House Mixer at Metro Galleries Downtown to fundraise for FHCC.
- **October 30:** Energy Action & Home Weatherization Day.
- **October 31:** Friendship House Community Center Fall Carnival.