COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
March 15, 2017
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

   Fred Plane *Marian Panos* *Lorena Fernandez*

3. **Approval of Agenda**

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

5. **Program Presentations**

   a. East Kern Family Resource Center – Whitney Hughes, Program Supervisor

6. **New Business**

   a. February 2017 Program and Division Reports – Ralph Martinez, Director of Community Development – ***Action Item (p. 1-14)***
      - Volunteer Income Tax Assistance
      - 2-1-1 Kern County
      - East Kern Family Resource Center
      - Shafter Youth Center
      - Friendship House Community Center
      - Food Bank
      - Women, Infants and Children
      - Energy
      - Migrant Childcare Alternative Payment
      - Central Kitchen
      - Human Resources
      - Operations
      - Community Development – Grants & Research

   b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item (p. 15-18)***
      - Funding Request to Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for East Kern Family Resource Center

   c. Head Start / State Child Development February Enrollment Update and Meals Report– Jerry Meade, Program, Design and Management Administrator – ***Action Item (p. 19)***

d. February 2017 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager – ***Info Item (p. 20)***

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, April 12, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 12:00pm on March 10, 2017. Swathi Venkatesh, Community Development Specialist

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		**Month/Year:** February 2017
Program/Work Unit: VITA	**Total Program Staffing**: 5 full time; 1 part time	**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	1,795	2,261
Refunds	Federal	$3,439,488	$4,655,278
	State	$374,736	$491,846
	EITC	$1,582,821	$2,186,684
	CA EITC	$93,955	$126,902
Total Refunds		**$3,814,224,**	**$5,147,124**

Other:

- Tax season has officially begun. We now have open locations in Bakersfield, Wasco and McFarland.
- Wasco and McFarland sites are open every other Saturday.
- To date we have completed 2,261 returns in 30 actual working tax days and our reject rate is under 7%. Based on a conversation with IRS we have a 15% increase in returns from this time last year.
- We continue to recruit volunteers and had 4 new volunteers join our team in the month of February.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		**Month/Year:** February 2017
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 16; 3 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, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides application status updates.		

Activities	Description			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	4,368	3,622	746 (17%)	6,995
Kings County	180	156	24 (13%)	*
Tulare County	709	565	144 (20%)	*
Mountain Valley (Mariposa and Merced Counties)	148	125	23(16%)	*
Stanislaus County	882	755	127(14%)	*
Total	6,287	5,223	1,064 (17%)	

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

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

Other Services		Month	YTD
LIHEAP	Calls Answered	3,649	8,213
Weatherization	Calls Routed through 2-1-1	290	565
Mental Health	Calls Answered	175	386
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	2,758	5,454
VITA	Calls Routed through 2-1-1	2,726	3,984

		Submitted	Approved	Pending
CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	**12**	**2**	**10**

Outreach Activities	Outcomes
- Franklin HS Parent Meeting	Distributed 25 2-1-1 Kern County informational cards.
- Taft HS Parent Meeting	Distributed 25 2-1-1 Kern County informational cards.
- CSUB Resource and Food Distribution	Distributed 80 2-1-1 Kern County informational cards.
- Taft HS Parent Meeting	Distributed 25 2-1-1 Kern County informational cards.
- Independent Living Center Program Share	Distributed 20 & left 150 2-1-1 Kern County informational cards.

Highlights:

- Received the Help Me Grow grant from First 5 Kern to provide referrals and follow up for developmental screenings for callers with children ages 0 – 5 years.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** February, 2017
Program/Work Unit: East Kern Family Resource Center	**Total Program Staffing**: 5; 1 vacancy	**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, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response F5K School Readiness	29 2	66 5
Children participating in center-base program		1	23
Adults in Court Mandated Parenting Classes		0	2
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	57	123
Emergency Supplies Closet and Other Services	Food (individuals)	14	35
	Clothing (individuals)	19	43
	Photocopies (individuals) HEAP Application Supporting Docs	135 86	430 175

Other: The Kern Family Health Care grant allowed the EKFRC to provide a car seat and newborn diapers to a pregnant client of the Differential Response program, who is due to deliver very soon.

Staffing: The First 5 Kern Case Manager position became vacant this month.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** February 2017
Program/Work Unit: Shafter Youth Center	**Total Program Staffing:** 2; 1 vacancy	**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 (as of 1/1/2017)	Tutoring, homework assistance, recreation	32	32
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (as of 7/1/2016)	Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections. *MCAH has approved the proposed work plan to continue with educational presentations. We are still in the process of filling the vacant Health Educator position.*		
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. *Ancestry class is slowly making a return to the weekly schedule.*	• Basketball – 20-30 • Youth Basketball for Rec District is practicing a few times per week with about 20-30 kids plus parents	
Nutrition Education through Kern Department of Public Health	Education classes teaching students to eat right, and exercise. Gardening sessions will begin later.	32	32
STEM Program	Sessions by Sylvan Learning Center teaching kids about Science, Technology, Engineering and Math. Instructors have been having lessons in computer lab learning about coding. Kids have recently been exposed to robotics and engineering with the use of Legos and other structure building tools.	32	32

Other:

- SYC kids competed in the Shafter Depot Museum's Annual Cans D'Arte Festival and took Honorable Mention with their "SYC Express" train made of boxed crackers as the train cars and tuna cans as the train wheels, while sitting atop packages of dry spaghetti noodles which was the train tracks, food was then donated to Golden Empire Gleaners after the event.
- STEM participants took a field trip to the CA Science Center to get a close look at Space Shuttle Endeavor and the Pixar Exhibit. Kids related what they have learned in STEM class to the displays at the museum.
- Shafter Youth Center will be partnering with Marley's Mutts on Apr. 1 and May 13. Marley's Mutts will be offering low-cost spay and neuter services at SYC for Shafter's low income residents.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** February 2017
Program/Work Unit: Friendship House Community Center	**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**
After-School Program	Tutoring, homework assistance, recreation	11	15
GATES Gang Prevention Program	The Gang Prevention Program Aggression Replacement Training (ART) & Forward Thinking classes are provided at 5 school sites to prevent at-risk youths from joining gangs.	11	11
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.	0	23
Grow Fit Families Program	Increase participants' knowledge of nutrition, healthy eating choices, gardening, exposure to seasonal fresh produce, and participation in physical activities.	0	21
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.	4	11
Mobile Mexican Consulate	Consulate services are provided at the Friendship House every Tues. & every other Wed. providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.		320
PREP Works Program	Pre-employment program for at-risk youth that provides them with skills and knowledge to conduct job searches, financial literacy, plan for college/career. The program also provides the opportunity for paid work experience.	20	122
Realignment for Success	Transitional services are provided to adults referred to the program by the Probation and Sheriff's Departments. The program is to provide the participants with Aggression Replacement Training, Thinking for a Change, & parenting classes. (Program participants will start in April or June 2017).	0	0

Other:

- Michael McCarthy with the Boston Red Sox baseball team visited the Friendship House March 2nd to provide a baseball clinic for program youth. This was Michael's second visit to the FHCC (his first was last year) and was well received by the community.
- On February 13, 2017, Friendship House STEM participants were treated to a fieldtrip to the California Science Center, thanks to a Chevron STEM grant. While at the Science Center the youth explored the Pixar STEM exhibit, viewed the Endeavour space shuttle, and took part in interactive science activities. Through hands on experience the youth learned about science, technology, engineering, and math (STEM).

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** February 2017
Program/Work Unit: Food Bank	**Total Staffing**: 15; 1 vacancy	**Program Manager/Supervisor:** Maureen Andrew (Interim)
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 (JAN 2017)	39,456	264,216
	Poundage Received all Programs	881,587	13,796,667
	Total Poundage Distributed all Sites	1,110,335	13,769,653
Drought Emergency Food Assistance (DEFAP)	Clients Served	**Families**	**Individuals**
	FEB 2017	3,152	20,446
	Total Poundage Distributed	210,150	3,181,290
Food Sourcing	Donations Received: **78,000** pounds of produce & 6 different produce items. • CA Emergency Food Link: Cabbage, potatoes, sweet potatoes, & onions • DJP Trucking: Jalapeno Peppers • Target: Produce • Wonderful Co: Citrus		
Food Drives : 1	• Liberty Tax – in process until April		

Other:

- The planning and implementation of the new Commodity Supplemental Food Program is underway, with the program expected to begin serving senior residents of Kern County in April. The CSFP will provide a box of food to seniors, 60 years of age and up.
- Staff is preparing for the Stuff the Bus Food Drive in March.
- The Food Bank inventory observation by the auditor was completed on Feb. 28th. The auditor pulled a sample of 20 items to check and all counts were found to be accurate; the Food Bank had another successful inventory.
- The 2017 Pantry members' renewals were completed and most agencies decided to continue their partnership with the Food Bank.
- One new pantry site was added in Old Town Kern as well as 2 new commodity distribution sites, CSUB and Golden Empire Transit.
- We completed the annual CSBG Report, which now shows we serve over 103,000 individuals per month (up from 54,000 last year due to improved reporting).
- We added Greenfield Unified School District as a new Backpack Buddies Partner, serving 55 students per week.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** February 2017
Program/Work Unit: WIC	**Total Program Staffing**: 78 staff, 3 vacancies 2 new hires in process.	**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 10/1/16-9/30/17			
Description			**Case Load**	**Month**	**Central Valley Avg.**	**State Avg.**
Total	All services		**19,970**	**15,958=79.9%**	**84.3%**	**78.2**
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	82	Mojave			147
	Bakersfield		Oildale			463
	Homeless Shelter	07	Ridgecrest			753
	E. California Avenue	1676	Rosamond			628
	Niles Street	2381	Shafter			1257
	Montclair	457	Tehachapi			502
	Friendship House	182	Wasco			1839
	Panama	1052				
	Boron	21	San Bernardino County			
	Buttonwillow	75	Adelanto			1695
	California City	675	Big Bear			306
	China Lake Naval	*	Crestline			304
	Station		Needles			182
	Delano	902	Phelan			49
	Edwards Air Force Base	143				
	Lost Hills	161	Mobile WIC			19

Projects

- CAPK WIC promotes breastfeeding as the best way to feed infants. All CAPK staff are trained to encourage breastfeeding within their scope of work. WIC Nutrition Assistants (WNA) provide information through classes and counseling. Peer Counselors develop a personal relationship with participants and can provide stronger support and encouragement. However, unless the community supports a mothers' decision to breastfeed, many young mothers find it too difficult to follow through. During February, Katherine Campos was hired as Regional Breastfeeding Liaison (RBL); she will work within the community to improve the acceptance and support of breastfeeding. This month she focused on helping businesses provide areas for moms to breastfeed or pump as needed, in compliance with California's lactation accommodation statute. The availability of a lactation room is one indicator that breastfeeding is accepted.
- In an effort to increase participation, WIC Outreach Coordinator Mitchall Patel posted clinic hours (adjusted to be more customer friendly) and locations on social media. Mitchall prepared for an interview on Spanish radio, and took part in a presentation at independent living centers.
- During counseling sessions, WNAs provide resources and referrals to help participants care for themselves and their children. However, parents often benefit from exploring other resources. In order to provide a variety of resources, space at the WIC main office has been made available for community programs to set up an information table where staff can answer questions and inform WIC clients. Due to limited space there can only be one program at a time, and priority is given to CAPK programs.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		**Month/Year:** February 2017
Program/Work Unit: Energy	**Total Program Staffing**: 45; 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. Installation of interim water tanks for low-income households affected by the drought.		

		Status	
Activities	**Description**	**Households Served**	
		Month	**YTD**
1. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)	Assistance with utility bill payments	185	7,794
Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)	Assistance with utility bill payments	292	483
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2016)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) • Energy-efficient appliance installation	54 6	770 131
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/ weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	39	539
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	1	34
5. Total Value of Services*		**$236,181**	**4,113,110**
		Results	
6. Energy calls received (from 2-1-1)		**3,939**	
		HEAP	**Wx**
7. No. of LIHEAP applications Received	854	**854**	**70**
8. No. of LIHEAP applications Completed		**477**	**50**
9. No. of LIHEAP applications In Progress		**209**	**20**
10. Outreach	• Lowell Place Senior Housing • Parkside Apartments • Independent Living Center	Distributed HEAP/Wx applications	
11. Collaborative meetings		Attended 2 meetings	

***** The total value for services is the value of utility assistance only**.**

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** February 2017*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 17; 2 vacancies (Office Clerk; Subsidized Reimbursement Specialist)	**Program Manager/Supervisor:** Susana Magana
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. **This report is for the service month of January 2017, which was processed in the month of February 2017.*		

		Status	
Activities	**Description**	**Total**	**% by County**
Active Enrollments	Kern**	389	46%
	Tulare	178	21%
	Kings	64	7%
	Fresno	120	14%
	Madera	71	8%
	Merced	32	4%
	Total	**854**	**100%**

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

Current Activities:

Fresno County Parent and Provider meetings were held Feb. 28 and Kings County Parent and Provider meetings meeting were held Mar. 3 in the City of Avenal. These meetings provide updated program information pertaining to the clients' participation, and a forum for parents and providers to receive technical assistance on current program requirements. Staff will be working an alternate work schedule; as these meetings are held in the evening.

MCAP staff continues to conduct outreach by distributing flyers, posting outreach materials and attending collaborative meetings. Staff continues to enroll qualifying families in all counties. Due to our countries' current political climate, staff has noticed that the migrant community is demonstrating increased hesitation when applying for services.

On February 22th, 2017, the MCAP program had a visit from the Department of Education to conduct a Federal Improper Payments Elimination and Recovery Act (IPERA) review. The selected file was reviewed but individual errors were not identified by agency, since this is a State-level review. The error rate will be determined at the end of the review for the entire State of California.

Upcoming Activities:

MCAP's management staff will be attending a technical assistance training provided by the California Alternative Payment Association (CAPPA) in Fresno on March 9th. They will also be attending the California Child Development Administrators Association (CCDAA) Spring Technical Assistance Conference March 21-22nd in Santa Rosa, CA.

MCAP Kern County staff will be attending an "Active Shooter" training provided by Bakersfield Police on 3/24/17. The Tulare County Parent and Provider meetings are scheduled for Apr. 3 in our Visalia satellite office.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year**: February 2017
Program/Work Unit: Central Kitchen	**Staffing:** 25, including 3 subs; 1 vacancy	**Program Manager:** Lorenzo Maldonado
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. • 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**			
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
HS/EHS Center Meals	81,022	26,014	28,954	26,054
Home Base Meals	204	30	140	34
VIP Parent Café Meeting Meals	1,240			
Summer Food Program Service	-	-	-	-
Total	**82,466**	**26,044**	**29,094**	**26,088**

Other:

1. During the month of February, food service bids were awarded to vendors for 2017-2020 years. The Central Kitchen would like to thank Margaret Palmer, Business Manager, and her team for their assistance, which made the process easier for the Central Kitchen.

2. The painting of all the vans was completed. We had a total of seven vans painted, with five full-body paint jobs and two with bumpers only.

3. During the month of February, the Central Kitchen accommodated special diets, which included lactose intolerance, gluten free, fructose free, and peanut allergies. The Central Kitchen has also prepared and baked bread for the special diets. We also experienced a rise in the need for specialty baby formula, which has been a challenge. We are providing baby formula that is non-GMO, Soy (non-dairy), organic and hypoallergenic.

4. I have been busy learning all aspects of the Central Kitchen management. I am receiving continued support from the supervisors and staff at the Central Kitchen, as well as instruction and coaching from Carmen Segovia, Director of Health and Nutrition Services.

As always the central kitchen staff work hard to ensure the meals are prepared and delivered on time as well as keeping the kitchen clean, always inspection ready.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		**Month/Year:** February 2017
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.		

		Status	
Activities	**Description**	**Month**	**YTD**
Employee Count	Regular	832	
	Subs/Temps	30	
	Total Staff	**862**	
New Hires	**All divisions and programs**		
	Regular	13	31
	Subs/Temps	0	5
	Total New Hires	**13**	**36**
Leaves of Absence	Intermittent Leave	73	
	Full-time Leave	28	
	Total on Leave	**101**	
Terminations	**All divisions and programs**		
	Voluntary	5	18
	Involuntary	3	8
	Total Terminations	**8**	**26**
Staffing	**Vacancy**	12	**-**
	Total Applications Received	**87**	**237**
Payroll	**Total Hours Paid**	135,206	
	Total Payroll	**$ 2,367,541**	

Projects	**Completed (last 6 months):** Benefits online training for all managers and center directors completed. Completed 2017 Open Enrollment online. Trained Head Start Managers on Electronic Attendance tracking. Regular Part-Year staff (10 month employees) went to electronic attendance on 9/26/16. New Sick Leave Cash Out policy for full year employees, effective 1/1/17. Full-year attendance procedure approved and implemented 1/27/17. W-2 and ACA 1095C completed and mailed. Employee Policy Manual Approved 2/22/17. **Ongoing:** Online Recruitment via ADP Time and Attendance in ADP.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** February 2017
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	**Total Division Staffing:** 23	**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 03/01/2016 to Date**
Business Services			
Purchase Orders Processed		93	1800
Contracts/Leases Processed		12	183
Request for Proposals (RFP)	• Food Vendors – Central Kitchen • Mechanical Ventilation – Weatherization • Insulation Contractor – Weatherization • **E-Rate RFP (internet service providers MPLS Network)**	Complete In progress Bids Reviewed Out to Bid	
Leases	• Shafter Head Start • Renew James St - WIC • St John's Wasco Head Start	Renewal Complete State Review Draft Lease	
Contracts	• Amendment to PLC - HVAC • Renewal of pest control & landscaping contracts • Valley Fleet Cleaning	Complete In progress Out for Signature	
Maintenance & Operations		**Received**	**Closed 03/01/2016 to Date**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	33	3086
Projects	• Primeros Pasos & Stine Toddler sinks • Roof repairs to 4 locations • Install Pull Stations – Virginia Center	In Progress Complete Complete	

Operations Division 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	210	2819
Projects	• CAPK infrastructure analysis and planning • Implement Office 365 password sync with CAPK active directory. • Train staff on use of Skype For Business	In progress In progress In progress	
Risk Management		**Reported**	**07/01/2016 to Date**
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Non-Industrial (not work related) • Under Investigation	0 0 0 0 0 0	95 21 8 8 8 1
Property Incidents		0	14
Vehicle Incidents		0	11
Projects	• Risk Assessment • 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 In progress In Progress In Progress	

Other:

E-rate RFP – IT has completed a full scope RFP to include all CAPK facilities requiring an internet connection. Although only Head Start Facilities may qualify for E-Rate funding, Operations is leveraging the number of locations to get an overall lower price for our internet services. The direction is to implement a private network, which sets one location – Business Park North – as the main point of connection. All sites will point to Business Park North. For redundancy, in case the Business Park office connection were to fail, the 300 19th Street location would be the backup location.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** February 2017
Program/Work Unit: Grants & Research	**Total Staffing**: 3; 1 vacancy	**Program Manager/Supervisor:** Vacant
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.		

		Status	
Activities	**Description**	**In Progress**	**Submitted**
Grant Applications	• Kaiser Permanente 2017 Community Grants Program	X	
	• Friends of Mercy Foundation – Sister Phyllis Hughes Endowment – Emergency Supplies Closet – EKFRC	X	
	• Friends of Mercy Foundation – Sister Phyllis Hughes Endowment LOI – Emergency Supplies Closet – EKFRC		X
	• Bank of America – PREP Works – FHCC & SYC		X
	• Pacific Western Bank — 2016-17 Tax Season – VITA		X
Potential Funding Opportunities – Research in Progress	• Feeding America/Walmart Retail Agency Capacity Grant • Morgan Stanley Foundation Produce Capacity Round 2 • ConAgra Hunger-Free Summer Classic • Exploring U.S. Department of Agriculture & Office of Community Services grants with nutrition focus area		

Projects	**Description**
Strategic Plan 2016-2021	Activities & Timeline Review meeting with Strategic Planning Committee on 3/1/2017.
Organizational Standards	• Executive Director Succession Plan draft in progress • Risk Assessment Summary in progress
Surveys	Full analysis and summaries of CAPK Partners Satisfaction Survey and Employee Satisfaction Survey are being reviewed. Customer Satisfaction Survey results are being summarized.
2018-19 Community Action Plan	Staff has begun work on the new CAP report and created timeline to ensure adequate time is allotted for public feedback. Report template and needs assessment training webinar on March 16, 2017.
Board Recruitment	Received applications for two of the three advertised positions, Low-Income Greater Bakersfield and Private Sector. Continuing to recruit for Low-Income South Kern.
Head Start Financial Capabilities Technical Assistance	Completing Tool 1: Analysis of Clients' Financial Capability, using previous survey data and HS/EHS Program Information Reports. Next step: interview center staff and family service workers.

Other:

- Staff provided support at the Kern Food Policy Council Steering Committee on February 22nd

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - February 2017

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
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
7/13/2016 (Exec)**	8/10/2016	Wells Fargo	Community Development/ Financial Literacy & Microloan Program	$ 30,000
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)	10/14/2016	Kern County Network for Children	EKFRC/ Differential Response Services	$ 209,094
9/21/2016 (B&F)	10/13/2016	Dignity Health	FHCC & SYC/ Grow Fit Families Program	$ 73,800
10/26/2016 (Board)	10/4/2016	United Way of Kern County - 2017 Hunger & Homelessness	Food Bank/ General Support	$ 50,000
10/26/2016 (Board)	10/28/2016	City of Bakersfield/ Community Development Block Grant	Food Bank/ Proprerty & Security Improvements	$ 61,500
10/26/2016 (Board)	11/22/2016	County of Kern/ Community Development Block Grant	Food Bank/ Proprerty & Security Improvements	$ 61,500
12/14/2016 (Exec)	11/30/2016	Tri Counties Bank	VITA/ 2016 Tax Season	$ 2,500
12/14/2016 (Exec)	12/13/2016	Rabobank Community Development Grant	VITA/ 2016 Tax Season	$ 4,500
1/11/2017 (PRE)	12/29/2016	Walmart Community Grants	VITA/ Wasco	$ 2,500
1/11/2017 (PRE)	1/13/2017	Junior League of Bakersfield	EKFRC/ Computer Skills Training & Access	$ 26,000
2/8/2017 (PRE)	**2/1/2017**	**Pacific Western Bank**	**VITA/ 2016 Tax Season**	**$ 10,000**
2/15/2017 (B&F)	**2/24/2017**	**Bank of America Charitable Foundation**	**FHCC/ PREP Works for Opportunity Youth**	**$ 60,000**

*Received notification of IRS funding for Year 1 of request; Year 2 notification pending.
**Board did not approve use of funds for Microloan Program. Currently exploring alternatives with Wells Fargo.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED - February 2017

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
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
10/26/2016 (Board)	10/14/2016	Walmart/ Community Grants Program	Food Bank/ General Support	$ 2,500	$ 1,000	1/1/2017 - 12/31/2017
8/10/2016	11/10/2016	County of Kern (Community Corrections Partnership)	FHCC/Workforce Development Services for Ex-offenders	$ 354,840	$ 138,906	10/1/2016 - 12/31/2018
10/26/2016 (Board)	11/14/2016	Southern California Gas Company	Food Bank/ Delano Fall Food Drive	$ 2,000	$ 2,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/9/2016	Bank of the West	VITA/ 2016 Tax Season	$ 2,500	$ 2,500	9/1/2016 - 6/30/2017
8/17/2016 (B&F)	12/5/2016	Southern California Gas Company	Food Bank/ Solar Energy Improvement Project	$ 25,000	$ 5,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/20/2016	Kern Family Health Care	FHCC & SYC/ First Aid, Emergency Preparedness & Hygiene Kits	$ 1,500	$ 1,500	1/1/2017 - 12/31/2017
11/30/2016 (Board)	12/22/2016	Feeding America/ Disney	Food Bank/ Produce Program	$ 15,000	$ 15,000	1/1/2017 - 6/30/2017
9/21/2016 (B&F)	1/12/2017	U.S. Dept of Ag./ California Department of Social Services	Food Bank/ Commodity Supplemental Food Program	$ 444,000	$ 252,000	1/1/2017 - 12/31/2017
				TOTAL	**$ 795,728**	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - February 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
2/10/2016 (PRE)	3/31/2016	Walmart State Giving Program	Food Bank/Pickup Truck	$ 30,000
1/13/2016 (PRE)	5/23/2016	Junior League of Bakersfield	East Kern Family Resource Center/ Emergency Supplies Closet	$ 5,000
5/25/2016 (Board)	5/26/2016	First 5 Kern	211 Kern/Developmental Screening and Care Coordination	$ 332,859
6/22/2016 (B&F)	7/1/2016	United Way of Fresno and Madera Counties	2-1-1 Kern/After-hours & Weekend Call Answering	$ 39,756
7/16/2016 (Exec)	8/31/2016	Walmart State Giving Program	Food Bank/Equipment	$ 34,350
12/9/2015 (Exec)	9/22/2016	USDA/National Institute of Food and Agriculture (NIFA)	Food Bank/Kern Nutrition on Wheels Program	$ 329,500
6/29/2016 (Board)	12/6/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	$ 65,539
8/17/2016 (B&F)	12/9/2016	Wonderful Foundation	Food Bank/ BackPack Buddies - Wasco	$ 24,661
9/21/2016 (B&F)	12/9/2016	Wonderful Foundation	VITA/ Wasco	$ 18,600
11/30/2016 (Board)	12/22/2016	Feeding America/ Morgan Stanley	Food Bank/ Produce Program	$ 25,000
8/17/2016 (B&F)	1/31/2017	U.S Dept of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	$ 178,000
10/26/2016 (Board)	**2/6/2017**	**TJX Foundation**	**Food Bank/ General Support**	**$ 5,000**
2/17/2016 (B&F)	***No response***	**AstraZeneca**	**FHCC & SYC/Grow Fit Program**	**$ 175,198**

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: Emergency Supplies Closet

Funder Name: Friends of Mercy Foundation & Sister Phyllis Hughes Endowment for Special Needs

Grant Program Name: East Kern Family Resource Center

Funding Period: 5/1/2017 to 4/30/2017

CFDA # N/A

Division Director: Carmen Segovia

Program Manager: Whitney Hughes

☒ ***New Funding***
☐ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK was invited to apply for $5,000 from Friends of Mercy Foundation's Sister Phyllis Hughes Endowment for Special Needs. The funds would support the Emergency Supplies Closet at East Kern Family Resource Center (EKFRC) in Mojave. Low-income East Kern residents often face daunting challenges because of the shortage of services in the region. The Emergency Supplies Closet responds to an increased demand for items for infants and children, such as cribs, bedding, diapers, baby wipes, and infant formula; and items for families, such as household cleaning supplies, hygiene kits, feminine hygiene products, and home child proofing kits. EKFRC will also increase its capacity to provide free photocopying services for legal documents needed to apply for public assistance; and help clients with transportation.

B. *Use of Funds:*

Requested funds of $5,000 will be used to stock the Emergency Supplies Closet to assist East Kern families and individuals in need of basic household items to improve hygiene, health and safety; purchase bus passes and gas vouchers; and increase free photocopying services for the local community.

C. *Approvals:*

1. C Segovia 3/8/17
Division Director Date

2. 3-8-17
Director of Community Development Date

3. Christine Amami 3/8/17
Director of Finance Date

4. 3/9/17
Executive Director Date

D. *Board:*

☐Policy Council Date: ____ ☐PRE Presentation Date: ____ ☐B&F Approval Date: ____ ☐Board Approval Date: ____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** February 2017
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	February 2017	2,041	2054
Early Head Start Kern	February 2017	328	330
Early Head Start Partnership	February 2017	56	56
Early Head Start San Joaquin	February 2017	345	231
TOTAL Funded Enrollment		**2770**	**2671**
Children with Disabilities		**Goal**	**Actual**
Head Start Kern	Identified as having an IEP	10%	12%
Early Head Start Kern	Identified as having an IFSP	10%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	13%
Over Income		**Goal**	**Actual**
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	7%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	3%
Average Daily Attendance (Program Wide >85%)		97%	

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	February 2016	February 2017
80,507	13,153	93,660		68,686	24,974	85%	84%

Other: We had 4 Centers with 100% attendance for February: 4th Street, Blanton, Seibert, and Sterling EHS.

Total Division Staffing: Currently employed in Head Start: 582
Vacant Positions: 28
Currently out on Leave: 73

Program Updates: Early Head Start Child Care Partnership reached full enrollment with our new partner at Garden Pathways Downtown and Blanton is now enrolling children of teen parents throughout the Kern High School District.

February 2017 CAPK Outreach & Advocacy Report –
Presented by Outreach & Advocacy Manager Louis Medina

- **All month long:** Radio spot advertising VITA on The Groove and KNZR (Alpha Media)
- **Feb. 2:** Groundhog Day! Community goodwill post with reference to Drought Emergency Food Assistance Program (DEFAP) food distribution still continuing.
- **Feb. 2:** Stuff the Bus Food Drive taskforce planning meeting.
- **Feb. 6, 7, 21, 27, 28:** Meetings/Trainings with Kern Community Foundation to plan for the 2017 GIVE BIG KERN online giving marathon, scheduled for May 2.
- **Feb. 8:** Feb/March issue of the Kern Business Journal features a 1/2-page ad about our upcoming Humanitarian Awards Banquet, plus a CAPK contributed article and a mention from community partner GET Bus.
- **Feb. 10:** Media release/e-blast/social media/web post re: CAPK Head Start Seeking Volunteers for the upcoming Read Across America Day on March 2. Well received.
- **Feb. 10:** Lincoln's Birthday graphic to commemorate Lincoln's Birthday on social media. Also created a fun Lincoln coloring sheet.
- **Feb. 11:** National 2-1-1 Day: Social media post recognizing our 2-1-1 Program.
- **Feb. 11:** Networking: Attended the Kern County Hispanic Chamber of Commerce Annual Board Installation and Awards Dinner at the DoubleTree by Hilton.
- **Feb. 14:** Networking: Attended KIT Community's Think Tank Tuesday meeting.
- **Feb. 14:** Happy Valentine's Day community goodwill post on social media. Shafter Youth Center kids post pictures of their trip to the California Science Center.
- **Feb. 16:** Networking: Attended the Downtown Business Association's State of The Downtown Breakfast and Board Installation at the Bakersfield Marriott Downtown.
- **Feb. 17:** Networking: Getting acquainted meeting with the Kern Economic Development Corporation and its Foundation
- **Feb. 22**: Media release/e-blast/social media/web post re: CAPK's Humanitarian Awards Banquet
- **Feb 22**: Tour of Friendship House and CAPK Food Bank to KIT Community Staff
- **Feb. 24:** Media release/e-blast/social media/web post about CAPK Food Bank's Drought Emergency Food Assistance Program (DEFAP) Food Distribution
- **Feb. 25** – Bakersfield Life Magazine, distributed as an insert in the Saturday Californian, features a 1/3-page ad about our upcoming Humanitarian Awards Banquet.
- **Feb. 28** – Agency info exchange and client outreach at Independent Living Center

Coming in March:

- **All month long:** CAPK WIC promotes Nutrition Awareness Month
- **March 2:** Read Across America Breakfast & Reading Event
- **March 17-19:** BC Renegades Public Health Hackathon in partnership with the KIT Community (CAPK WIC, 2-1-1 and Outreach & Advocacy Programs participating)
- **March 18:** Congressman David Valadao Resource Fair at CAPK's 19th Street Office
- **March 31:** Stuff the Bus Food Drive at the Valley Plaza Mall