COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
March 14, 2018
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

   Fred Plane *Lorena Fernandez* *Sharif Hassan*
   Marian Panos

3. **Approval of Agenda**

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

5. **Program Presentation:**

   a. Migrant Childcare Alternative Payment Program – Susana Magana, Program Manager

6. **New Business**

   a. February 2018 Program and Division Reports – Sheila Shegos, Outreach & Grant Administrator – ***Action Item (p. 3-16)***
      - 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 – Sheila Shegos, Outreach & Grant Administrator – ***Action Item (p. 17-20)***
      - US Department of Justice Office on Violence Against Women for East Kern Family Resource Center (EKFRC) Partnership with Women's Center High Desert (WCHD)

   c. February 2018 Head Start / State Child Development Enrollment Update and Meals Report – Erika Arias, ERSEA Manager – ***Action Item (p. 21)***

d. February 2018 Outreach & Advocacy Report – Sheila Shegos, Outreach & Grant Administrator – ***Action Item (p. 22)***

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, April 11, 2018
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 5:00 pm on March 6, 2018. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year JANUARY 2018**
Program/Work Unit: VITA	**Total Program Staffing**: 7 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 & Federal*		*473*		*473*
Refunds	*Federal*	*$1,259,764*		*$1,259,764*	
	Federal EITC	*$624,917*	*245*	*$624,917*	
	Federal Total				*$1,259,764*
	State	*$129,727*		*$129,727*	
	California EITC	*$46,229*	*128*	*$46,229*	
	State Total				*$129,727*
Total Credits & Refunds	*State & Federal*		*473*		*$1,389,491*

Other: The 2017 tax season opened on January 29th. CAPK opened on January 23rd and held returns until January 29th when the returns could be sent.

This season we have opened with 92 volunteers and 4 locations. Our main location, CSUB, Wasco, and Sterling Head Start.

Division/Director: Community Development/Ralph Martinez		**Month/Year FEBRUARY 2018**
Program/Work Unit: VITA	**Total Program Staffing**: 7 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 & Federal		**1890**		**2363**
Refunds	Federal	$3,526,668		$4,786,432	
	Federal EITC	$1,592,729	728	$2,217,646	973
	Federal Total				**$4,786,432**
	State	$436,254		$459,727	
	California EITC	$130,299	441	$46,229	569
	State Total				**$565,981**
Total Credits & Refunds	**State & Federal**		**1890**		**$5,355,413**

Other: The 2017 tax season officially opened on January 29th. CAPK VITA was ready to go January 23rd and filed completed returns when IRS began accepting them on January 29th.

VITA is partnering with CSUB, available by-appointment on Saturdays. For the month of February, 40 returns were completed.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** February 2018
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 14 (4 Vacancy)	**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 applications.		

Activities	Description			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	3,724	3,247	477 (13%)	5,856
Kings County	141	126	15 (10%)	*
Tulare County	606	547	59 (10%)	*
Mountain Valley (Mariposa and Merced Counties)	133	115	18 (13%)	*
Stanislaus County	721	661	60 (8%)	*
Total	5,325	4,696	629 (12%)	

*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 Needs	Shelter

Other Services		Month	YTD
LIHEAP	Calls Answered	2,634	6,761
Weatherization	Calls Routed through 2-1-1	401	860
Mental Health	Calls Answered	126	289
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	2,795	5,283
VITA	Calls Routed through 2-1-1	2,821	4,302

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	**Submitted**	**Approved**	**Pending**
		7	**1**	**6**

Outreach Activities	Outcomes
- First 5 CA HUB Presentation	Shared Developmental Screening progress for Kern Co.

Highlights:

- 2-1-1 Kern participated on the Telemundo and Univision television stations, informing the Spanish speaking community of all that 2-1-1 and CAPK offers.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** February, 2018
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, 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	30 0	51 1
Children enrolled in center-base program		0	3
Adults in Court Mandated Parenting Classes		N/A	N/A
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	41	113
Emergency Supplies Closet and Other Services	Food (individuals)	26	41
	Clothing (individuals)	15	39
	Photocopies (individuals) HEAP Application Supporting Docs	140 80	447 80

Other: The EKFRC is in the hiring process for the East Kern Health Link Coordinator and the first planning meeting is scheduled for March 15th.

Staffing: Beginning March 2nd, our First 5 Case Manager will be out on maternity leave.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** February 2018
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. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.	0	74
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#"s as of 7/1/2017) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.	3	62
Evening Program - Open Basket Ball **Zumba**	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		101

Other:

- Shafter Task Force Committee Meeting
- New Girl Scouts Troop in Shafter is meeting at the Shafter Youth Center.
- The National Park Trust is holding its annual Kids to Parks Day in May. National Park Trust held a national contest for kids to write their own grant and tell how they would enjoy a trip to national park, as well as make a difference at the park. The results are in and Shafter Youth Center was awarded a grant to take 32 kids and chaperones to Sequoia National Park. All expenses will be paid for and the kids plan on holding a park cleanup stewardship project.
- CCS Community Meeting – California Children's Services held a community meeting to discuss current issues and offer services to parents from the Shafter and Wasco area.
- United Farmworkers Foundation will be holding a workshop on citizenship applications at Shafter Youth Center on March 10th, from 9 am – 6 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** February 2018
Program/Work Unit: Friendship House	**Total Program Staffing: 6**	**Program Manager/Supervisor:** Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation.	6	13
Summer Program Recreational activities, educational games, and activities.	0	0
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.	33	77
STEM (Science, Technology, Engineering, Math) Program Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.	0	0
Mobile Mexican Consulate Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.	425	872
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.	5	104
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, and parenting classes.	4	5

Other:

- The CAPK Friendship House Community Center will be participating in Read Across America on March 1st, in honor of Dr. Seuss birthday. Guest readers include members of the Bakersfield Police Department and Janea Benton, District Director for Assemblymember Rudy Salas. We are very excited to offer this wonderful event at the Friendship House Community Center and are very grateful for our guest readers!
- The Friendship House Community Center will be hosting a Planting Party on March 1st at 3:30pm to replant the community garden. A huge thank you to UC Cooperative Extension Kern County for donating a variety of seeds to plant and to Mr. Andy with the Kiwanis for donating tomato plants.
- Thanks to funding from Chevron, Engineering for Kids will be presenting a Mechanical Engineering STEM lab at the Friendship House Community Center on March 13th & an Electrical Engineering STEM lab on March 20th.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** February 2018
Program/Work Unit: Food Bank	**Total Staffing**: 17	**Program Manager:** Jaime Orona
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.		

		Status	
Activities	**Description**	**Month**	**YTD**
USDA Commodities	Individuals Served (February)	41,448	81,009
	Poundage Received all Programs	608,013	1,664,389
	TOTAL POUNDAGE DIST. ALL SITES	784,870	1,897,107
Food Sourcing	Donations Received: **130,000** pounds of produce & 11 different produce items. • Bolthouse: Carrots • California Association of Food Banks/Farm to Family: celery & leafy greens • Country Sweet Produce: Sweet Potatoes • Grimmway: Cabbage, potatoes, leafy greens, beets, & carrots • Kirschenman: Potatoes • Target: Mixed produce • T.D. Produce: Cabbage & potatoes • Wonderful Co: Citrus CAPK FB distributed 3,500 pounds of fresh produce at two CSFP sites, New Life Center and Dignity Outreach Center: • Serving 500 seniors		
Food Drives: 282 lbs. for the month of February	• Rush Air Sports 171 lbs. • Kind Girls Make Strong Women 111 lbs.		

Other:

- We continued distributing bags of food to Greenfield and Buttonwillow for the Back Pack Buddies program. Between both school we distribute about 130 bags every 2 week.
- On February 16th we provided a one-time donation of oranges, breads/sweets, water and snacks for 300 people to Hillcrest Adventist for their Free Medical Day event.
- On February 22nd, Representative Valadao's new assistant Perry Finzeo stopped by to visit and tour the Food Bank warehouse. He was impressed by the number of people CAPK is able to serve through our Food Bank.
- On February 28th Daniel Flores from Brown Armstrong conducted the CAPK Food Bank and California Senior Food Program (CSFP) warehouse audits.
- Our CSFP (senior distribution program) held 33 distributions during the month of February and distributed 30-pound boxes of healthy and non-perishable food to 3,552 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** February 2018
Program/Work Unit: WIC	**Total Program Staffing**: 80 staff	**Program Manager:** Kathlyn Lujan

Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County, and through the WIC mobile clinic.

			Participation 10/1/17 – 9/30/18			
Description			**Case Load**	**Month**	**Central Valley Avg.**	**State Avg.**
Total	All services		**20,170**	**15,301 – 75.9%**	**N/A**	**N/A**
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	67	Mojave			103
	Bakersfield		Oildale			417
			Ridgecrest			642
	E. California Avenue	1570	Rosamond			714
	Niles Street	2058	Shafter			1351
	Montclair	389	Tehachapi			459
	Friendship House	118	Wasco			1621
	Panama	1165				
	Boron	116	San Bernardino County			
	Buttonwillow	77	Adelanto			1694
	California City	701	Big Bear			266
	China Lake Naval	*	Crestline			246
	Station		Needles			158
	Delano	989	Phelan			*
	Edwards Air Force	34				
	Base	124	Mobile WIC			
	Lost Hills					222*

Projects

February was a short month with 2 holidays. CAPK WIC continues to exceed the State average.

The National WIC Associated (NWA) hosted a webinar in response to leaked information regarding President Trump's draft plan to punish illegal immigrants for sending US-born kids to Head Start (www.vox.com/2018/2/8/16993172/trump-regulation-immigrants-benefits-public-charge). Currently WIC eligibility is not determined by immigration status. Use of government programs like WIC has never before been considered in a public charge determination. NWA is performing a survey on the impact of this leaked information on WIC participation.

Hub meetings were held in February. We continue to provide staff training on counseling techniques and customer service. Other staff training included Breastfeeding "Glow and Grow", Exit Counseling for postpartum mothers no longer eligible for WIC, Feeding infants, and new state changes to the WIC MIS.

Outreach activities: Mitchall Patel attended the State Outreach Committee meeting in Sacramento. 2 Radio PSA's produced by CAPK will be used as templates for State approved WIC PSA's that meet the APSA requirement. State WIC is engaging with WIC vendors to assist with the promotion of WIC benefits. Mitchall worked with DHS to finalize written WIC materials to be added to the Cal Fresh Welcome packet. We had 9 inquiries on the CAPK.org website. 495 Facebook and 304 Instagram followers.

Regional Breastfeeding Liaison – Katherine Campos helped with a Breastfeeding Accommodation presentation at the Fresno Ag Summit. She continues to represent WIC at Kern Medical, First 5, and OMNI Family Health as well as the Tulare, Kern County, and Antelope Valley Breastfeeding Coalitions. She presented breastfeeding information to Dr. Melendez and staff.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year: February** 2018
Program/Work Unit: Energy	**Total Program Staffing**: 37	**Program Manager/Supervisor:** Margaret Palmer
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also, installation of interim water tanks for low-income households affected by the drought.		

		Status	
Activities	**Description**	**Households Served**	
		Month	**YTD**
1A. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2018)	Assistance with utility bill payments	696	1,430
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)		-0-	6,621
1C. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)		-0-	7,933
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2016 and 2017)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) • Energy-efficient appliance installation	16 2	1,312 195
3. Low-Income Weatherization Program (LIWP Phase 2). Program began 10/1/17	Assistance with residential repair/ weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	12	64
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	-0-	33
5. Total Value of Services (utility payments only)		**$386,951**	**$8,376,368**
		Results	
6. Energy calls received (from 2-1-1)		**3035**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**822**	**46**
8. Number of LIHEAP applications Completed		**696**	**27**
9. Number of LIHEAP applications in Progress		**126**	**27**
10. Outreach Events attended	-Continue to Outreach at the FRC's in Mojave, Frazier Park, Delano, and Lake Isabella -Gave a presentation at the Head Start site at 10300 ½ San Diego St., Lamont	Distributed HEAP/Wx applications	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** February 2018*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 17, *4 vacancies; Admin. Clerk, Services Clerk, Subsidized Reimbursement Specialist, Family Services 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, 2017, to June 30, 2018.
**This report is for the service month of January 2018, which was processed in the month of February 2018.*

		Status	
Activities	**Description**	**Total**	**% by County**
Active Enrollments	Kern**	359	45%
	Madera	68	8%
	Merced	22	3%
	Tulare	158	20%
	Kings	91	11%
	Fresno	105	13%
	Total	**803**	**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.

Other:

Current Activities:

The Migrant Childcare program is on track to meet the FY 17-18 contact. Staff continues to recruit and accept pre-applications in all entry counties for the program's waiting list. Merced and Madera staff are aggressively recruiting to increase caseloads in these counties, all other entry counties are enrolling from the waiting list to maintain current slots.

The migrant program is actively recruiting for a Family Services Specialist position for the Tulare County satellite office and the Services Clerk position for the regional office in Bakersfield. Both interview dates have been set.

On 2/23 the Program Manager, the Family Services Coordinator and Program Director traveled to Visalia to meet with Assemblyman Devon Mathis. He was very interested in learning more about the MCAP program and appeared to understand the important role that our program plays in helping working families and how family stability relates to the stability of the workforce for the agriculture industry in the Central Valley. We will be keeping him updated about CAPK's program and the overall needs of AP. We are hopeful that this connection will yield support in upcoming legislation that support the AP program.

On 2/27 the Program Manager attended the Communication Session 1 offered by WorkLogic as part of the CAPK ongoing supervisory training.

On 2/28 program staff worked alternate work schedules to accommodate evening parent and provider meetings in Merced County. This was our last scheduled entry county meeting to inform parents and providers of the regulation changes of Budget Act 2017.

Upcoming Activities:

3/1 Interviews for Tulare Family Services Specialist being held in Visalia
3/9 Interviews for Service Clerk will be held in Bakersfield
3/14 MCAP will be presenting at the PRE meeting in the Board room at 12 noon.
3/23 Program manager will be attending the Session 2 at WorkLogic

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year**: February 2018
Program/Work Unit: Central Kitchen	**Staffing:** 21 Staff members, 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. • 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**
Central Kitchen prepared for the HS/EHS centers	**77,880**	**26,716**	**28,066**	**23,098**
Home Base Meals	**286**	**66**	**89**	**131**
Total	**78,166**	**26,782**	**28,155**	**23,229**

Other:

1. In the Month of February, the Central Kitchen delivered all the start-up supplies and equipment for the new Head Start Center in Wasco (Broadway). We are preparing for the increase in production with the addition of this center.
2. I had the opportunity to attend a meeting at the Buena Vista Edible Schoolyard Garden. I was impressed by the organizations curriculum for elementary students. The tour consisted of the work the staff is doing with the elementary students in planting and growing a garden. The program has a volunteer program, along with a summer school where kids can learn about preparation for planting and maintaining a garden.
3. Human Resources and the Employees' Labor Union approved the restructuring of yearly staff status at the Central Kitchen. We will converting two full-year Food Production Drivers and one Cook II positions in to part-year positions. This will allow the Kitchen to be more efficient when less meals are needed- holidays and summer breaks.
4. In mid-February the kitchen had to shut down a steamer due to safety concerns. Isabel Urena, Food Production Supervisor, came up with a procedure to assure that preparation of hot food would not be effected, resulting in no delays in delivery. The second steamer allows for less personnel to be involve in the process of reheating the hot food that is going to the centers.
5. We currently hired the third Substitute Food Production Driver, Farod Nash and the vacant Food Production Driver position was posted. When this is filled, the Central Kitchen will be fully staffed.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director:		**Month/Year: February 2018**
Program/Work Unit: HR/Payroll/Staffing	**Total Division Staffing**: 10	**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	813	
	Subs/Temps	31	
	Total Staff	**844**	
New Hires	**All divisions and programs**		
	Regular	11	**18**
	Subs/Temps	2	**11**
	Total New Hires	**13**	**29**
Leaves of Absence	Intermittent Leave	122	
	Full-time Leave	25	
	Total on Leave	**147**	
Terminations	**All divisions and programs**		
	Voluntary	8	16
	Involuntary	3	6
	Total Terminations	**11**	**22**
Staffing	**Vacancy**	27	35
	Total Applications Received	**128**	**234**
Payroll	**Total Hours Paid**	134,027	
	Total Gross Payroll	**$2,379,195**	

Projects	**Completed:**
Pension Transition FMLA Administration to Hartford Electronic Job Requisitioning	Training/Online-ADP for performance reviews Electronic performance evaluations submitted for December & New Hires Signed contracts at The Standard Training for Hartford/Administration **In Progress** Hartford-FMLA Administration Transition-Weekly calls

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** February 2018
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	**Total Division Staffing:** 20	**Program Manager/Supervisor:** Dan Ripoli, Bryon Vanderhoff, Laurie Sproule, Kerri Davis
Services: Facility repair and maintenance, procurement, information technology, safety, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

		STATUS	
Activities	**Description**	**Received**	**Completed March 1, 2017 to Date**
Business Services			
Purchase Orders Processed		137	1499
Contracts/Leases Processed		8	72
Request for Proposals (RFP)	• Electronic Contract Management System • Purchase of two Head Start Vehicles • Purchase of Maintenance Truck • Purchase of 4 Central Kitchen Vans	In progress Cancelled Cancelled Cancelled	
Leases	• Renew James St – WIC • Renew Niles St. – WIC	In progress In progress	
Contracts	• KCSOS Partnership • Head Start Leased Copiers	Complete Complete	
Maintenance & Operations		**Work in Progress**	**03/01/2017 to Date Closed**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	73	3427
Projects	• Continuing to work with PG&E to install LED exterior lighting at a much-reduced rate in multiple locations. • Pour n Play has been installed on playground surfaces replacing rubber nuggets at Pete Parra and Martha J Morgan and 1600 sq. ft. of rubber surface was installed on the large asphalt surface in Taft.	In Progress Complete	

Operations Division December 2017 Report – Continued

Information Technology		**Received**	**03/01/2017 to Date Closed**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	276	4475
Projects	• Boardroom Video Conference Equipment • Cyber Security RFP • Head Start Inventory • AT&T Erate Installation • 2018 Erate application	Completed In Progress In Progress In progress In progress	
Risk Management		**Reported**	**01/01/2018 to Date**
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Lost Time • Non-Industrial (not work related) • Under Investigation	10 1 0 1 0 0 1	22 3 0 1 0 0 2
General Liability		0	0
Property Incidents		0	2
Vehicle Incidents		0	2
Projects	• Renewal of Liability Insurance (General, D&O, Property, Vehicle & Umbrella)	Completed	

Other:
Maintenance & Operations is taking advantage of the substantial rebates tied to retrofitting indoor and outdoor lighting of facilities with LED fixtures. Currently targeting owned facilities such as, Friendship House, Shafter Youth Center, Food Bank, M&O building, Pete Parra, and BPN. If additional rebates are available other facilities will be added.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** February 2018
Program/Work Unit: Grants & Research	**Total Staffing**: 5 3 Vacancies	**Program Manager/Supervisor:** Sheila Shegos
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.		

		Status	
Activities	**Description**	**In Progress**	**Submitted**
Grant Applications	Department of Justice-Violence Against Women		X
	U.S. Administration for Community Living, Administration for Aging.	X	
	Bank of America Vibrant Communities	X	
	Union Bank- Small Bus Development Funding	X	
	AERA Energy- STEM program funding	X	
	Kern Family Health Care Community Grant-EKFRC	X	
	Kern Family Health Care Community Grant-FHCC	X	
	Kern Family Health Care Community Grant-SYC	X	
	2-1-1 Kern Developmental Delay Screening Program	X	
Potential Funding Opportunities – Research in Progress	• US-HUD Youth Homelessness Demonstration Program • Program support with potential collaborating partners • CAPK Food Bank Warehouse Expansion • Central Kitchen move and expansion • 2-1-1 and VITA Grant Funding		

Projects	**Description**
Learning Communities	CAPK was selected to participate in two CAP Learning Communities. This project will allow CAPK to engage with other agencies for capacity building/develop strategies to strengthen our agency's efforts in the areas of Economic Empowerment and Integrated Services.
Financial Capabilities	CD staff had a kick-off meeting with Bank of the West and is in the process of implementing the CAPK Small Business Assistance program, to help low-to-moderate income small business owners be successful and grow. CD Outreach and Grants Administrator met with the Regional Director of Starbucks to discuss the PREP Works program and future collaboration/funding opportunities.
Program Budgets	Completed 2018 Budgets for CD division and programs. Developed a template for programs to track Budget to Actual spending closer contract monitoring.
Strategic Plan 2016-2021	Goal groups continue to meet. CD Staff to support groups and monitor progress, as needed.
Organizational Standards	CAPK is currently 100% compliant. Staff is monitoring ongoing updates and will process as needed over the next few months.
ROMA Training	CD anticipates continued use of State CSD ROMA support until a staff member can complete ROMA Certified Implementer training.
Community Services Block Grant (CSBG)	CD completed/submitted required 2017 (calendar year) annual report. CD staff is working on streamlining data collection/reporting for to improve efficiency and prepare for upcoming changes in CSBG reporting requirements. Review of new modules 1 -4 scheduled for March.

Other:

- CD is in the hiring process for the new Senior Community Development Specialist and Outreach Coordinator positions.
- CD Division has an extern through Kern High School District. She has a B.A. degree in marketing and is providing department support.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

PENDING - February 2018

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	$ 19,000
10/18/17 (B&F)	10/19/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFRC/ Financial Empowerment (2-year grant, $75,000 per year)	$ 150,000
10/25/17 (Board)	10/25/2017	City of Bakersfield/ Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	$ 749,285
10/25/2017 (Board)	11/23/2017	CDBG-County	Food Bank/ Expansion & Disaster Preparedness Project	$ 749,285
11/29/2017 (Board)	12/4/2017	Us Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	$ 350,000
1/17/2018 (PRE)	1/19/2018	CA Board of State and Community Corrections	The Partnership for Advancement of Youth-2 years funding	$ 492,850
3/14/2018	**2/15/2018**	**U.S. Dept. of Justice, Office Against Violence of Women**	**East Kern Partnership**	**$ 500,000**

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED - February 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
12/14/2016 (Exec)	3/2/2017	Tri Counties Bank	VITA/ 2016 Tax Season	$ 2,500	$ 2,500	9/1/2016 - 6/30/2017
12/14/2016 (Exec)	4/4/2017	Rabobank Community Development Grant	VITA/ 2016 Tax Season	$ 4,500	$ 2,000	9/1/2016 - 6/30/2017
7/13/2016 (Exec)*	8/10/2017	Wells Fargo	FHCC & SYC/PREP Works	$ 30,000	$ 20,000	1/1/2017 - 12/31/2017
5/17/2017 (PRE)	5/22/2017	Target Distribution Center	SYC/ Museum on the Move	$ 2,500	$ 2,500	10/1/2017 - 9/30/2018
5/17/2017 (PRE)	5/30/2017	Target Distribution Center	Food Bank/ BackPack Buddies	$ 2,000	$ 2,000	8/1/2017 - 6/30/2018
4/12/2017 (PRE)	5/8/2017	Kern Family Health Care	Food Bank/ Senior Food Program	$ 2,000	$ 2,000	7/1/2017 - 6/30/2018
5/17/2017 (PRE)	6/7/2017	United Way of Kern County	Food Bank/ Food Procurement & Distribution	$ 100,000	$ 94,750	4/1/2017 - 3/31/2018
9/21/2016 (B&F)	6/29/2017	Kern County Network for Children	EKFRC/ Differential Response Services	$ 209,094	$ 209,094	7/1/2017 - 6/30/2018
3/15/2017 (PRE)	7/5/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFRC/ Emergency Supplies Closet	$ 5,000	$ 3,000	8/1/2017 - 7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	$ 49,600	$ 30,000	1/1/2018 - 6/30/2018
6/21/2017 (B&F)	9/7/2017	Bank of the West	VITA/ 2017 Tax Season	$ 3,500	$ 3,500	9/1/2017 - 6/30/2018
5/25/2016 (Board)	10/3/2017	U.S. Dept. of Treasury/IRS	VITA/ Kern VITA Partnership - Year 2	$ 223,315	$ 84,815	7/1/2017 - 6/30/2018
9/13/2017 (PRE)	10/30/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	$ 50,000	$ 25,000	1/1/2018 - 6/30/2018
10/18/17 (B&F)	11/9/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFRC/ Financial Empowerment (2-year grant, $75,000 per year)	$ 150,000	$ 150,000	3/01/2018 - 2/29/2020
8/09/2017 (PRE)	11/14/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	$ 14,000	$ 14,000	1/01/2018 - 12/31/2018
10/11/17 (PRE)	11/15/2017	Stater Bros. Charities/ Harvesting Hope	Food Bank/ General Operating Support	$ 5,000	$ 3,000	1/01/2018 - 12/31/2018
11/08/2017 (PRE)	11/20/2017	Bank of the West	CAPK Small Business Assistance Program (3 years @ $25,000 per)	$ 75,000	$ 75,000	1/01/2018-12/31/2020
	12/11/2017	Dignity Health	EKFRC East Kern Health Link	$ 69,926	$ 24,701	1/01/2018-12/31/2020
09/13/2017 (PRE)	12/15/2017	Wonderful Community Grants	CAPK Food Bank Free Farmers Markets, Wasco	$ 50,000	$ 30,000	01/01/2018-12/31/2018
				TOTAL	**$ 777,860**	

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

DECLINED - February 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
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
3/22/2017 (B&F)	6/14/2017	Kaiser Permanente Southern Cal. Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	$ 12,600
2/8/2017 (PRE)	*No response*	Pacific Western Bank	VITA / 2016 Tax Season	$ 10,000
6/14/2017 (PRE)	*No response*	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	$ 25,000
8/09/17 (PRE)	9/1/2017	American Honda Foundation	FHCC & SYC/ Building Youth Capacity in STEM	$ 75,000
1/11/2017 (PRE)	*No response*	Walmart Community Grants	VITA/ Wasco	$ 2,500
1/11/2017 (PRE)	*No response*	Junior League of Bakersfield	EKFRC/ Computer Skills Training & Access	$ 26,000
9/13/2017 (PRE)	10/31/2017	Disney / Feeding America	Food Bank/ Capacity Building	$ 15,000
2/15/2017 (B&F)	*No response*	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	$ 60,000
	1/31/2018	Strategic Growth Council Transformative Climate Communities	Kern County Disadvantage Communities Study	$ 250,000
10/25/2017 (Board)	**11/6/2017**	**California Coastal Commission - Whale Tail**	**FHCC and SYC After School Marine Studies Program**	**$ 10,000**

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Federal

Project Name: East Kern Partnership

CFDA # 16.589

Funder Name: U.S. Department of Justice Office on Violence Against Women

Division Director: Carmen Segovia

Grant Program Name: Rural Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program

Program Manager: Whitney Hughes

☒ ***New Funding***

☐ ***Re-Application***

Funding Period: 10/01/2018-9/30/2021

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

CAPK is applying for $500,000 over 3 years from the US. Department of Justice Office on Violence Against Women to serve victims of domestic violence, sexual assault, dating violence stalking, and human trafficking in rural east Kern County communities. CAPK will partner with Women's Center High Desert (WCHD)—*the East Kern Partnership*—to serve victims by increasing the coordination of services, expanding existing services, and reducing barriers/increase access to services.

The Primary goals for the East Kern Partnership are to provide a safe haven with 24-hour admittance for victims and children suffering the effects of domestic violence; build self-sufficiency through case management, referrals and resources; provide domestic violence prevention education and training (as an outreach) to individuals, community groups, schools, churches, and businesses—to prevent recurrence and new cases, and break the cycle of domestic violence by educating communities served on the signs of domestic violence, the appropriate response and resources available for those in an unhealthy relationship; and address physical/emotional needs of children through crisis intervention services and/or other supports (to help them learn elements of healthy relationships).

B. *Use of Funds:*

Funding of $500,000 over 3 years for CAPK and WCHD will include 3 case managers, therapist time, transportation for participants to shelters and services, emergency motel vouchers, and general supplies.

C. *Approvals:*

1. Carmen Segovia 2/21/18
   Division Director Date

2. for Ralph Martinez 2/20/18
   Director of Community Development Date

3. Christine Anami 2/22/18
   Chief Financial Officer Date

4. JTD 2/33/18
   Chief Executive Officer 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 2018
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Jerry Meade/ Donna Holland
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	Enrollment	Funded	Actual
Head Start Kern	February 2018	2,041	99%*
Early Head Start Kern	February 2018	328	100%
Early Head Start Partnership	February 2018	56	100%
Early Head Start San Joaquin	February 2018	313	100%
TOTAL Funded Enrollment		**2,738**	
Children with Disabilities		**Goal**	**Actual**
Head Start Kern	Identified as having an IEP	10%	9%
Early Head Start Kern	Identified as having an IFSP	10%	11%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	14%
Over Income		**Goal**	**Actual**
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	6%
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%	5%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	4%
Average Daily Attendance (Program Wide >85%)		97%	

Meals Served for the month of February						
Total Meals Requested				Meals Allocated		% of Meals Served
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared		to: CACFP/USDA	to: HS/EHS	February 2017 / February 2018
In Process						

Other: We had 3 Centers with 100% attendance for the month of February: Heritage, Noble and Seibert.

Total Division Staffing: Currently employed in Head Start: 598
Vacant Positions: 14
Currently out on Leave: 91

Program Updates: * The Broadway Center is awaiting Licensing. Once licensed the center will open and we will reach full enrollment. All currently operating program options were fully enrolled in the month of February 2018.

The 2017-18 Program Year Self-Assessment in underway being led by Sylvia Ortega, Compliance Coordinator. Thus far all program procedures have been collected from each department, and a cross testing process is under way. Once complete, a summary of findings will be presented to this committee.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** February 2018
Program/Work Unit: Outreach & Advocacy	**Total Staffing**: **2 Extern: 1**	**Program Manager/Supervisor:** Sheila Shegos
Services: *Media relations, public relations, agency promotional materials development, advocacy, website management, social media, fundraising, English-Spanish translation.*		

February Program Activities	
CAPK Program	**Activity**
Energy	• Marketing Campaign for Utility Savings
Head Start & Friendship House Community Center	• READ ACROSS AMERICA marketing and event support
Agency/ Outreach	• CSBG data collection and IS Survey • Bank of the West Kick Off meeting/Work Plan discussion • Starbucks – PREP Works meeting • Classy monthly reporting • United Way (Food Policy Council, Assessment discussion) • KC Farm – Groundbreaking • Grimmway (Shafter Youth Center) • Brightwood College – Volunteerism and event support • Wonderful Company – Wasco project (Food Bank) • Valley Plaza Mall – GET Bus Stuff the Bus (Food Bank) • National Community Action Foundation Advocacy Webinar • Meeting with CSUB Reporter (is this the school news? If so, list name) • US Census Bureau – Community Analysis Workshop • Donor Perfect – donor software transition • Give Big Kern Webinar and Workshop • Strategic Planning – Goal Group 3 • March CAPK Newsletter/Constant Contact & group emails • HR Newsletter/prep & design • Outreach Calendar/annual • CAPK WEEKLY READER - Social media posts • Community presentations – Dignity Health, Clinica Sierra Vista, Harding Elementary School • National 2-1-1 Day! TV interviews (English & Spanish) – KBAK Eyewitness News, KGET TV-17, 17.3 Telemundo Bakersfield • CAPK Agency TV interview – Univision • 2018 Humanitarian Awards Banquet/Committee meetings

Upcoming Events	
Date	**Activity**
March 17	• St. Patrick's Day!
April 19	• 2018 Humanitarian Awards Banquet & Fundraiser
June (date pending)	• Stuff the Bus – Food Drive