COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
November 7, 2018
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

Fred Plane	*Lorena Fernandez*	*Jonathan Mullings*
Marian Panos	*Ulyses Rodriguez*	

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. VITA California Earned Income Tax Credit (Cal EITC) Program presented by Jonathan Attebery and Yadira Evangelista

6. **New Business**

   a. September 2018 Program and Division Reports – Ralph Martinez, Director of Community Development – ***Action Item (p. 3-16)***
      - 2-1-1 Kern County
      - Central Kitchen
      - Community Development – Grants & Administration
      - East Kern Family Resource Center
      - Energy
      - Food Bank
      - Friendship House
      - Human Resources
      - Migrant Childcare Alternative Payment
      - Operations
      - Shafter Youth Center
      - Volunteer Income Tax Assistance
      - Women, Infants & Children

   b. Application Status Reports and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item (p. 17-19)***

   c. October 2018 Head Start / State Child Development Enrollment Update and Meals Report – Emily Gonzalez Demont, Assistant Director of Grants Management – ***Action Item (p. 20)***

d. Head Start Designation Renewal System Update – Yolanda Gonzales, Director of Head Start / State Child Development Programs – ***Info Item (Verbal Report)***

e. October 2018 Outreach & Advocacy Report – James Burger, Outreach & Advocacy Coordinator – ***Action Item (p. 21)***

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, January 16, 2019 (pending approval)
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 12:00 pm on November 2, 2018. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** October 2018
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 13 (4 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 applications. As of October 2018, the Kern County Coordinated Entry System initiated as a program within 2-1-1 Kern.		

Activities	Description			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	3,603	3,221	382 (11%)	7,446
Kings County	158	147	11 (7%)	*
Tulare County	781	717	64 (8%)	*
Mountain Valley (Mariposa and Merced Counties)	121	114	7(6%)	*
Stanislaus County	910	826	83(9%)	*
Total	5,573	5,025	548 (10%)	

*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	Housing
Top 3 Unmet Needs	Food/ Meals	Developmental Screenings	Job/Job Placement

Other Services		Month	YTD
LIHEAP	Calls Answered	4,617	35,225
Weatherization	Calls Routed through 2-1-1	348	4,604
Mental Health	Calls Answered	115	1,234
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	3,273	28,729
VITA	Calls Routed through 2-1-1	N/A	6,699

		Submitted	Approved	Pending
CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	**5**	**2**	**3**

Outreach Activities	Outcomes
- Veteran's Stand Down	211 Kern informational cards: 200

Highlights:

- The Program Manager and 2-1-1 Supervisor attended the 2-1-1 CA Summit in Sacramento, CA. The summit focus was to empower local 2-1-1's to share their story and strides towards bringing awareness of the benefits of having a 2-1-1 in the community and the capabilities 2-1-1 has to offer. This includes advocacy with community, city, county and state representatives.
- 2-1-1 Kern is the Kern County Coordinated Entry System (CES) provider. The CES Program Specialist, Rebecca Moreno, has been hired and the CES Program Coordinated is expected to join in mid-November. CES implementation is set for December 2018.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year**: October 2018
Program/Work Unit: Central Kitchen	**Staffing:** 20 Staff Members	**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. 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.
- Home base 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	**99,254**	**33,600**	**34,432**	**31,222**
Home Base Meals	**237**	**43**	**80**	**114**
Total	**99,491**	**33,643**	**34,512**	**31,333**

Other:

1. The after-hour foot traffic at the Central Kitchen has minimized. We have had only one incident that occurred during the month. The rear door of the building was vandalized and cannot be accessed.
2. Pacific Head Start and Sterling HS/EHS received new commercial dishwashers and heated holding cabinets. Pacific is adding to their center and Sterling is replacing older equipment that wasn't repairable.
3. Lorenzo Maldonado, Food Service Manager, attended the Child Care Food Program Round Table in Anaheim, CA. He completed the yearly mandatory training for the CACFP by attending the conference.
4. With the assistance of the Safety Department and the approval from Head Start, the Central Kitchen staff will receive Personal Protective Equipment including a pair of non-slip, spill proof and water proof pair of shoes. The Central Kitchen staff would like to thank the personnel involved in getting this approved.
5. The Central kitchen has a new job opening, we are at 20 staff members as of 10/29/2018. Jennifer has been hired within the agency by the accounting department. Jennifer Davis was one of the first hires that was made by the new Food Service Manager Lorenzo Maldonado, one month after he started with the agency. Jennifer is very good employee and will be a good asset to have in any department. I like to thank her for the two years at the Central Kitchen and everyone at the Central Kitchen will miss her but are happy for her.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** October 2018
Program/Work Unit: Grants & Research	**Total Staffing**: 4 1 Vacancies	**Program Manager/Supervisor:** Sheila Shegos
Services: Grant research on funding resources and opportunities, proposal preparation, and special projects.		

		Status	
Activities	**Description**	**In Progress**	**Submitted**
Grant Proposals	Bank of the West		X
	City of Bakersfield-CDBG	X	
	County of Kern-CDBG	X	
	Women's & Girls Fund	X	
	California Coastal Commission - Whale Tail Grants Program	X	
	OCAP Pregnancy Prevention	X	
Potential Funding– Research in Progress	Capacity and program funding for youth centers-STEM, Gang Prevention, Youth employment Adult Reentry, and teen pregnancy		
	Affordable Home Ownership for Low-to-moderate income		
	New Funders to support & build capacity for on-going CAPK programs		
	Funding for CAPK Food Bank Expansion Project		

Projects	**Description**
Community Services Block Grant (CSBG)	• 2018 CSBG Annual Reporting due March 2019. • New 2019 CSBG Contract (Work Plan) completed
CAP Report & Needs Assessment	• Planning stages for CAP Report and Community Needs Surveys – due June 2019. • Preparing Board Update for November meeting.
Small Business Initiative	• Made follow up contact with members of the Small Business Initiative Advisory Board to develop data for needs assessment. • Reviewed opportunities for outreach funding support the initiative.
Grant Reporting & Support	• Wonderful Company Foundation Monthly Report (Free Farmers Markets/Wasco); • Contract form submission for IRS VITA and CSD CAL EITC • CA EITC Scope of Work and Budget discussions/revisions
Department Processes and Procedures	• Grant Review Declined Form • Grant contract review process discussion • Contract Management Software research
Learning Communities & Other Tech Assist Opportunities	• Monthly peer sessions, next scheduled for November 12th & 13th • YMYG Cohort Training through OCAP
Program Grant Budgets	• Met with CD programs to review CSBG budgets and continue monitoring/spend-down/contract/grant renewals. • Next steps: Program managers to conduct internal expense review and report back.
ROMA/Org. Standards	• Participating in ROMA Implementer's final phase training modules • Scheduling Staff, Executive Management & Board Member trainings –by Dec. 31st
Strategic Plan 2016-2021	• Preparing annual report to the Board of Directors, November meeting.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** October, 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	45 3	269 12
Children enrolled in center-base program			38
Adults in Court Mandated Parenting Classes		0	3
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	71	586
Emergency Supplies Closet and Other Services	Food (individuals)	8	141
	Clothing (individuals)	23	212
	Photocopies (individuals) HEAP Application Supporting Docs	295 91	3267 575

Other: The East Kern Heath Link Project held the 3rd of 4 Health Resource Fairs in Cal City this month. The month prior, the fair was held in the city of Boron. Next month's event will be held in Mojave at the Salvation Army.

Staffing: Fully staffed at this time

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year: October** 2018
Program/Work Unit: Energy	**Total Program Staffing**: 42	**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) **1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)**	Assistance with utility bill payments	1,142 -0-	7,306 7,408
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2016, 2017 & 2018)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) • Energy-efficient appliance installation	42 1	1,576 233
3. Low-Income Weatherization Program (LIWP Phase 2). Program from 10/1/17 - 9/30/18	Assistance with residential repair/ weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	-0-	76
5. Total Value of Services (utility payments only)		**$724,115**	**$7,959,896**
		Results	
6. Energy calls received (from 2-1-1)		**4,965**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**1,299**	**18**
8. Number of LIHEAP applications Completed		**1,142**	**4**
9. Number of LIHEAP applications in Progress		**157**	**14**
10. Outreach Events attended	10/4 – Regional parent Committee Mtg 10/5 – Regional Parent Committee Mtg 10/10 – Regional Parent Committee Mtg 10/11 – Regional Parent Committee Mtg 10/11 – Veteran's Stand Down 10/26 – Sterling Parent Mtg 10/26 – Oasis Parent Meeting, Ridgecrest	Give presentations, distribute brochures, applications, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** October 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 (October)	29,238	359,281
	Poundage Received all Programs	1,238,526	10,868,285
	TOTAL POUNDAGE DIST. ALL SITES	1,126,705	10,929,487
Food Sourcing	**Produce Received:** 165,000 pounds of produce (donated or purchased) & 7 different produce items: • Bolthouse: Carrots • California Association of Food Banks/Farm to Family: Honeydew and Pears • Tasteful Selections: Potatoes • Target: Mixed produce • Walmart: Mixed produce • Fresno Food Bank: Onions and Kiwis • Wonderful Co: Citrus		
Food Drives: Rabobank 1041 lbs.	**Farmers Markets:** N/A		

Other:

- Continued denotations of 65 bags to Buttonwillow and Greenfield schools every two weeks for the Back-Pack Buddies program.
- Began picking-up food from our new donor, Divert, who will be donating dry goods to us every Tuesday and Thursday. We have received 42,286 lbs. of food items for the month of October.
- On October 11th we participated in the Veteran's Stand-Down—handing out bags of canned goods, produce, bread, and water, to 300 veterans.
- On October 17th we went to all 5 Rabobank Branches in Bakersfield and collected 1,041 lbs. of canned and dry goods.
- On October 26th we provided a one-time donation of candy, cakes and sweets for 1,000 people to Delano Parks and Recreation and Delano PD for their annual Trick or Trunk event.
- Also, on October 26th we provided candy and sweets to the Friendship House for their Fall Festival.
- On October 30th, we provided candy, cakes, pastries and water to the Shafter Youth Center for their annual Harvest Festival.
- October 31st CAPK Food Bank received a visit from the kids from Pete Parra to show their costumes and "Trick or Treat".
- Our CSFP (senior distribution program) held 33 distributions during the month of October and distributed 30-pound boxes of healthy and non-perishable food to 3,616 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** October 2018
Program/Work Unit: Friendship House	**Total Program Staffing: 5**	**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.	4	98
Summer Program Recreational activities, educational games, and activities.		93
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.	23	137
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.		22
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**.**		3716
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.		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.		15

Other:

- October 12, attended the groundbreaking ceremony for the new Dr. Martin Luther King Jr. Elementary School that is being built in southeast Bakersfield, off of Cottonwood Rd.
- October 12, attended the Girl Scouts Women Inspiring Girls Luncheon, for which CAPK was a Take Action sponsor.
- October 16, Program Manager attended the California Landlord Summit on Homelessness. The event offered great breakout sessions on housing and supportive services, legal solutions for landlords, and a town hall on homelessness.
- October 18, Program Manager provided a presentation to the Kern Kiwanis on CAPK and Friendship House programs and activities. Following the presentation Kern Kiwanis provided a generous donation to the FHCC Mixer & More Fundraiser.
- October 25, Friendship House Advisory Board hosted the Mixer & More fundraising event at Metro Galleries. Thank you to everyone who attended, assisted and supported the event.
- The Carnival came to town on Friday, Oct. 26, and brought out the community for an evening of games and fun at the FHCC. The event was visited by 200+ carnival-goers who enjoyed games, a scary house, cake walk, and costume contest. A special thank you goes to the CAPK Food Bank for providing the treats, to Sheila Shegos for organizing the costume contest judges, and to CAPK Board member Yolanda Ochoa for facilitating a carnival booth. In addition to a scary good time, this annual event serves as an opportunity to welcome the community to the FHCC to learn about the program & services that are provided.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Raymond Quan		**Month/Year: October 2018**
Program/Work Unit: HR/Payroll/Staffing	**Total Division Staffing**: 13	**Program Manager/Supervisor:** Mike Lackman/Eric Kelley/Dawn Bledsoe/Laurie Sproule
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, human resources management, and Union Contract.		

		Status	
Activities	**Description**	**Month**	**YTD**
Employee Count	Regular	847	
	Subs/Temps	30	
	Total Staff	**877**	
New Hires	**All divisions and programs**		
	Regular	27	**107**
	Subs/Temps	2	**70**
	Total New Hires	**29**	**177**
Leaves of Absence	Intermittent Leave	121	
	Full-time Leave	35	
	Total on Leave	**156**	
Terminations	**All divisions and programs**		
	Voluntary	9	94
	Involuntary	5	29
	Total Terminations	**14**	**123**
Staffing	**Vacancy**	21	215
	Total Applications Received	**182**	**1592**
Payroll	**Total Hours Paid**	133,849	
	Total Gross Payroll	**$2,461,539.69**	

Projects	**Completed:**
HR/Payroll-Electronic Job Requisitioning HR-Pension Plan Correction HR-Recruitment Issues HR-Licensing Issues Online Recruitment	1. Efforts continued on the pension plan corrections 2. Estimated completion of the payroll/pension work is December 2018 or January 2019 3. Successfully closed FMLA complaint filed with the U.S. Department of Labor, Wage Hour Division 4. Conducted arbitration with SEIU on 10-22-18 5. Strategic Pay Resources (outside consultant) has completed a salary survey on Head Start positions for the DRS application 6. Started using KDG as our legal Services provider 7. USI and HR Staff completed review of benefits guidebook; USI printed/sent 1500 booklets 8. Planned for open enrollment in November 2018, effective January 1, 2019; -Scheduled train-the-trainer on 11/05/2018 and employee meetings thereafter; deadline for open enrollment is November 19, 2018.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** October 2018*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 19, *Vacancies-4* *1 Admin. Clerk,* *2 FSS (Kings, Kern)* *1 SRS Kern*	**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, 2018, to June 30, 2019.

**This report is for the service months of September 2018, which were processed in the month of October 2018.*

		Status	
Activities	**Description**	**Total**	**% by County**
Active Enrollments	Kern**	343	40%
	Madera	95	11%
	Merced	7	2%
	Tulare	190	22%
	Kings	89	10%
	Fresno	129	15%
	Total	853	**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:

Due to the increase of $1.3 million received in September 2018, our new contract amount is $8.4 million. MCAP management has updated the provider payment projections for the remainder of the year to ensure that enrollments are increasing to earn the entire contract.

Staff continues to actively recruit and is accepting applications in all entry counties for the program. We currently have no waiting list. All eligible families are authorized immediately. Staff is also processing the recertification in all entry counties to ensure that eligible families are authorized for another year of care before families start migrating to non-entry counties throughout California.

On October 17th -19th the program manager and 6 staff members traveled to Sacramento to attend the annual conference hosted by the California Alternative Payment Program Association and the Resource and Referral Network. Program manager presented as part of a panel at the Provider Payments session. The session was well attended and received very positive feedback.

On October 24th -26th, the program manager and the two program coordinators traveled to Sacramento to attend the California Child Development Administrators Association's Fall Technical Assistance conference.

We are currently recruiting for a Family Services Specialist for the Kings County office located in Hanford, CA. The caseload for this county is currently being handled out of the Kern office in Bakersfield. We are also recruiting for three additional staff (a family specialist, a reimbursement specialist and an admin. clerk) for the regional office in Kern County to meet the program's new contract needs.

Upcoming Activities:

On 11/5 the program manager and the 2 program coordinators will be attending the "Open Enrollment Train the Trainer" training hosted by the HR department at AARC technologies.

OPERATIONS PROGRAM REPORT
October 2018

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OPERATIONS PROGRAM REPORT
October 2018

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COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** October 2018
Program/Work Unit: Shafter Youth Center	**Total Program Staffing:** 3.5	**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.		89
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.		23
Evening Program – Open Basketball, Zumba	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		104

Other:

- Shafter Youth Center kids started out the month with a trip to watch the Bakersfield Condors play. Kids had a great time cheering and watching the on-ice entertainment watching themselves on the jumbo screen during the dance segments.
- SYC kids took to the blacktop at the Marketplace to participate in the Bakersfield Museum of Art's Via Arte. They set up their area and worked for 5 hours on creating a colorful sugar skull in honor of "Celebrating Traditions", the theme set by BMOA. SYC kids are one of the youngest groups of students, completing against High School Art Teams.
- Pumpkins were donated by Trader Joes and Walmart. Kids got to decorate their pumpkins using paint. Kids let their creativity flow as they traded ideas with one another.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year OCTOBER 2018**
Program/Work Unit: VITA	**Total Program Staffing**: 5 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		**54**		**5249**
Refunds	Federal	$15,723		$7,622,197	
	Federal EITC	$3,083	8	$3,385,104	1709
	Federal Total				**$7,622,197**
	State	$3,345		$1,129,348	
	California EITC	$257	4	$302,479	1023
	State Total				**$1,129,348**
Total Credits & Refunds	**State & Federal**		**54**		**$8,751,545**

We have completed our first training classes and starting our second training sessions.

We have been awarded the CAL EITC grant from CSD, and will collaborate with Tulare CSET to promote the California Earned Income Credit. We hired two Outreach Specialists for this grant. They will be marketing the CA EITC information through door to door, group events, social media, and collateral messaging.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** October 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.		

			Participation 10/1/17 – 9/30/18			
Description			**Case Load**	**Month**	**Central Valley Avg.**	**State Avg.**
Total	All services October 2018		**20370**			
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 Bakersfield 044 E. California Avenue Niles Street Montclair Friendship House Panama Boron Buttonwillow California City Delano Edwards Air Force Base Lost Hills		Mojave Oildale Ridgecrest Rosamond Shafter Tehachapi Wasco <u>San Bernardino County</u> Adelanto Big Bear Crestline Needles Phelan <u>Mobile WIC</u>			

Projects

CAPK WIC continues to exceed the State average in participation.

Nutrition Education and Staff Development: October - Trained staff on new policies from State WIC. Emphasis is placed on Participant Centered Education and goal setting.

Outreach: CAPK WIC was represented at various community activities: Kern County Homeless Collaborative Youth Fall Mixer, East California Ave Head Start Center and Heritage Park Head Start. New tables and canopies were purchased to help sites represent throughout our service areas. We had 15 referrals from CAPK.org.

Regional Breastfeeding Liaison: Has created a power point presentation to be used for educating medical office staff. The RBL will also be adding information on WIC and its benefits.

All WIC offices are working to increase WIC participation: Recruitment, Retention and Reengagement are the three areas of focus.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

PENDING - October

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
11/29/2017	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	$ 350,000
5/30/2018	5/1/2018	US Dept. of Justice Office of Justice Programs (DOJ OJP)	FHCC-Kern Partners in Reentry (3 years of Funding)	$993,682
5/30/2018	5/10/2018	Target Community Engagement	Shafter Youth Center's Yoga Classes	$2,000
7/11/2018	6/29/2018	US Department of Health and Human Services	CAPK Teen Pregnancy Prevention Program (2 years of funding)	$560,970
8/31/2018	8/1/2018	So Cal Gas Co	Clean Energy Project	$25,000
9/12/2018	8/17/2018	InterConnection Foundation	20 Refurbished Desk Top Computers w/monitors for VITA	N/A
9/12/2018	8/27/2018	Wonderful Foundation	CAPK Food Bank Free Farmers Markets-Delano	$50,000
9/12/2018	8/28/2018	Wonderful Foundation	CAPK Food Bank Free Farmers Markets-Wasco 2nd Year	$50,000
8/15/2018	9/13/2018	HUD 2018 Continuum of Care Program Application	211 Kern Coordinated Entry	$236,838
TBD	**10/31/2018**	**Bank of the West**	**Small Business Initiative Outreach Supplement**	**$3,500**

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED - October

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	EKFRC Emergency Closet	$ 2,000	$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	FHCC Grow Fit	$ 2,000	$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	SYC Yoga and CPR	$ 2,000	$ 2,000	6/1/2018-12/31/2018
4/11/18 (PRE)	5/15/2018	Borax Visitors Center Foundation	East Kern Family Resource Center, East Kern Health Link	$ 2,750	$ 2,750	6/1/2018-12/31/2018
5/30/2018 (BOD)	6/13/2018	US FEMA, United Way of Kern County	Food Bank Emergency Food-Phase 35	$125,000	$ 93,230	1/1/2019-12/31/2019
6/27/2018 (BOD)	6/19/2018	Starbucks Foundation	PREP Works	$50,000	$ 30,000	01/01/2019-6/30/2019
N/A	8/22/2018	Molina Foundation	19,000 Children's books for CAPK/Community			N/A
9/26/2018 (BOD)	9/28/2018	California Department of Community Services and Development (CSD)	Cal EITC Outreach & Education	$175,000	$ 175,000	10/15/2018-5/30/2019
5/30/2018 (BOD)	**10/1/2018**	**US Dept. Of Treasury, Internal Revenue Service**	**Kern VITA Partnership (2 years of Funding)**	**$324,020**	**$ 94,012**	**8/01/2018-7/31/2020**
9/18/18 (PRE)	**10/19/2018**	**C.A.R.E For Kids**		**$10,000**	**$ 10,000**	**1/1/2019-12/31/2019**
				Total Awards	**$ 410,992**	

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

DECLINED -October 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
	1/31/2018	Strategic Growth Council Transformative Climate Communities	Kern County Disadvantage Communities Study	$ 250,000
1/17/2018 (PRE)	4/11//18	CA Board of State and Community Corrections	The Partnership for Advancement of Youth-2 years funding	$ 492,850
10/25/17 (Board)	4/18/2018	City of Bakersfield/ Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	$ 749,285
10/25/2017 (Board)	4/18/2018	CDBG-County	Food Bank/ Expansion & Disaster Preparedness Project	$ 749,285
5/16/18 (PRE)	7/2/2018	U.S. Administration for Community Living, Administration for Aging	SYC Happy, Healthy Seniors Program (3 Years)	$ 150,000
3/14/2018	8/31/2018	US Department of Justice, Office of Violence Against Women	The East Kern Partnership-3yrs	$ 500,000
6/27/2018	9/12/2018	Blue Shield of California	FHCC ART and Reltionship Violence for Youth	$ 250,000
7/31/2018	**10/1/2018**	**Kern County Behavioral Health**	**Homeless Engagement and Linkage (HEAL) & Homeless Drop-in Center Project**	**$1,484,774**
7/31/2018	**10/1/2018**	**Kern County Community Corrections Partnership CCP**	**FHCC Realignment, Reapplication (3 years of funding)**	**$362,305**
10/17/2018	**10/4/2018**	**California Department of Community Services and Development (CSD)**	**CAPK VITA**	**$125,000**

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** October 2018
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Ginger Mendez / Emily Gonzalez Demont

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	October 2018	2,041	100%
Early Head Start Kern	October 2018	328	100%
Early Head Start Partnership	October 2018	56	100%
Early Head Start San Joaquin	October 2018	313	100%
TOTAL Funded Enrollment		**2,738**	
Children with Disabilities		**Goal**	**Actual**
Head Start Kern	Identified as having an IEP	10%	7%
Early Head Start Kern	Identified as having an IFSP	10%	15%
Early Head Start Partnership	Identified as having an IFSP	10%	10%
Early Head Start San Joaquin	Identified as having an IFSP	10%	19%
Over Income		**Goal**	**Actual**
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	7%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	0%*
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	9%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	6%
Average Daily Attendance (Program Wide >85%)		98%	

Meals Served for the month of September 2018

Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchen	**Total** Meals Prepared	to: CACFP/USDA	to: HS/EHS	Sept. 2017	Sept. 2018
84,513	14,477	98,990	65,868	33,122	91%	83%

Highlights:

- *2 children are currently enrolled in EHS Kern that are Over Income (0 .6%)
- 3 Centers had ADA of 100% (Fairview; Heritage; Primeros) Additionally, 14 centers were at 99% ADA
- Recruitment events: Harvest Festivals (4): Lamont, Taft, United Methodist and St. John Parish and Trunk or Treat Celebration-Delano
- Enrollment reports reviewed weekly with Area Managers

Total Division Staffing:

- Currently employed in Head Start: 627
- Vacant Positions: 19
- Currently on Leave: 120
- Actively recruiting, interviewing an onboarding new staff

Compliance:

During the month of October, a comprehensive review of over 100 children's files was conducted; evaluating for consistency and quality using our standardized monitoring process. This data will help management measure performance throughout the year and identify opportunities to improve.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** October 2018
Program/Work Unit: Outreach & Advocacy	**Total Staffing**: 5	**Program Manager/Supervisor:** Sheila Shegos
Services: *Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.*		

October Outreach Team Activities

The Outreach and Advocacy Team was proud to support the Friendship House Advisory Board as they hosted its annual Mixer & More event "An Evening in Hollywood" on Oct. 25. The event was well-attended. Guests were treated to comments from CAPK CEO Jeremy Tobias, Assemblyman Rudy Salas and Kern Community Foundation CEO Kristen Beall. Friendship House Community Center Advisory Board members and staff went all out to make it a great event.

We also helped promote Weatherization Day on Oct. 30. The CAPK Energy Program hosted local media for a celebration of the national event recognizing the impact of Weatherization programs on low-income residents in need of utility assistance.

Agency/ Outreach	• Veteran Stand Down event (Oct. 11). • CAPK Weekly Reader. • The CAPK Times October Newsletter. • Agency/program website updates. • Delivered Agency Mission, Vision and Strategic Plan posters. • Began work on materials and schedules for Annual Humanitarian Awards Banquet. • Landlord Summit on Homelessness.
Food Bank	• Wrap up of Rabobank Food Drive.
Friendship House	• Mixer & More event. • Fall Festival • Pumpkin donations from Walmart.
Shafter Youth Center	• Fall Festival (Oct. 26). • Pumpkin donations from Trader Joe's and Walmart.
Energy	• Weatherization Month promotions including weekly social media posts, Weatherization Day event (Oct. 30) and preparation of Weatherization video.
Head Start	• Crafting a Power Point for Head Start Orientation events. • Developing story on Head Start grandmothers. • Head Start Policy Council final meeting (Oct. 30).
WIC	• Completed comprehensive collection of marketing materials.
VITA	• Kern VITA Partnership materials and promotion. • Met with Tulare VITA to plan CA EITC grant. • Spoke on Telemundo about VITA program with partner United Way.

Upcoming Events

Nov. 7	Kern Energy Summit
Nov. 11	Veteran's Day!
Nov. 14	KGET Food Drive
Nov. 22	Thanksgiving Day!