COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
June 12, 2019
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

Jose Gurrola	*Jonathan Mullings*	*Marian Panos*
Nila Hogan	*Yolanda Ochoa*	

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. East Kern Family Resource Center presentation by Whitney Hughes, East Kern Resource Center Programs Supervisor

6. **New Business**

   a. May 2019 Program and Division Reports – Kathline Moessner, Senior Community Development Specialist – ***Action Item (p. 3-17)***
      - 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.18-23)***
      - Texas Instruments for 21st STEM Initiative for Friendship House Community Center & Shafter Youth Center
      - Stater Bros. for Harvesting Hope for CAPK Food Bank

- Wells Fargo for STEM Program for Friendship House Community Center & Shafter Youth Center

c. Organizational Standards Update – Ravindra Peiris, Senior Community Development Specialist – ***Info Item (Verbal)***

d. May 2019 Head Start / State Child Development Enrollment Update and Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – ***Action Item (p. 24-25)***

e. Funding Request to Richard Heath & Associates, Inc. for Energy Savings Assistance Program (ESA) – Emilio Wagner, Director of Operations – ***Action Item (p. 26)***

f. Early Head Start San Joaquin 2018-2019 Self-Assessment – Sylvia Ortega, Compliance Manager – ***Action Item (p. 27-30)***

g. Head Start / State Child Development 2018-2019 Self-Assessment – Sylvia Ortega, Compliance Manager – ***Action Item (p. 31-34)***

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, August 7, 2019
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 June 7, 2019. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram	**Month/Year:** May 1, 2019 through May 28, 2019	
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 18 (1 vacancy)	**Program Manager/Supervisor:** **Irene Fonseca** Choose an item.
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	3,714	3,245	469 (13%)	7,259
Kings County	176	164	12 (7%)	*
Tulare County	690	621	68 (10%)	*
Mountain Valley (Mariposa and Merced Counties)	124	111	13 (10%)	*
Stanislaus County	956	846	110(12%)	*
Total	5,660	4,987	673 (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	VITA	Utility Assistance
Top 3 Unmet Needs	Homeless Shelter	Food/Meals	Developmental Screenings

Other Services		**Month**	**YTD**
LIHEAP	Calls Answered	2,399	13,957
Weatherization	Calls Routed through 2-1-1	329	2,302
Mental Health	Calls Answered	127	881
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	3,991	15,829
VITA	Calls Routed through 2-1-1	N/A	6,944

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	**Submitted**	**Approved**	**Pending**
		13	**2**	**11**

Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	**211 Homeless Calls**	**QRT Submitted**	**Assessments Completed**
		223	**258**	**118**

Outreach Activities	**Outcomes**
- Life House Church Community Outreach and Resource Event	211 Kern informational cards: 50
- Immunization Celebration Resource Fair – Adventist Health	211 Kern informational cards: 100
- City Serve Outreach Event	211 Kern informational cards: 100
- UEI Resource Fair	211 Kern informational cards: 100

Highlights: Acting Program Manager attended the United Way WorldWide 2-1-1 Leadership Conference in Atlanta GA May 30-31, 2019.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year**: May 2019
Program/Work Unit: Central Kitchen	**Staffing:** 22 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	**79,022**	**26,746**	**27,409**	**24,867**
Home Base Meals	**208**	**34**	**117**	**57**
Total	**79,230**	**26,780**	**27,526**	**24,924**

Other:

1. On May 2, 2019, the agency had the staff development day, the Central Kitchen staff really enjoyed the event. They expressed interest in the event and inquired if the agency will be doing another for the 2019-2020 school year. The theme was something that the Central Kitchen staff enjoyed most, and the that got the Central Kitchen staff involved. The project allowed for staff to work together and they had to get involved in the planning.
2. The Central Kitchen Food Production Drivers assisted maintenance in collecting all food service items from the center that are permanently closings and the Part Year center that are closing for the Summer. We had the Food Production Driver pick-up and return all useable commercial equipment, flatware and food service supplies. They also collected all unused non-expired can food items and baby food. The Central Kitchen Food Production Drivers were able to finish all pick up from all the closing centers by Friday, May 31st.
3. The Central Kitchen prepared for the Summer Session, we set up three men routes for deliveries, normally we have seven routes. The kitchen will be operating with 11 staff members which is half of our regular staffing. Our meals served will reduce to 1,086 per day from 4,860. The Central Kitchen management staff have used the Summer Session to work on any current and pending projects. The part year Central Kitchen staff will return by mid-August when the 2019-2020 school year starts.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** May 2019
Program/Work Unit: Community Development Division	**Total Staffing**: 8	**Program Manager/Supervisor:** Sheila Shegos

Services: Grant research on funding resources and opportunities, proposal preparation, and special projects. Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.

Community Development Team Activities

The Outreach Team completed preparations for the 2019 Humanitarian Awards Banquet, held May 9. Attendees were treated to an enjoyable time and Awardees Camila Chavez, the Kern County Homeless Collaborative, and Golden Empire Transit were honored. Outreach also organized participation in Community Action Month festivities and events.

The Grants Team completed the Community Action Plan. It was approved by the BOD on May 29 and submitted to CSD on May 31. The team met with community service providers on May 17 in East Kern to build partnerships and begin planning for the US DHHS Grant Application.

Advocacy	• Coordinated recognition of Community Action Month before the Kern County Board of Supervisors and by resolutions from state and federal officials.
Outreach	• Promoted Food Bank Farmers Markets in Delano, Wasco and Bakersfield. • Continued support of Earned Income Tax Credit program.
Special Events	• Supported PREP Works program at graduation events on May 28 and 31. • Hosted annual Humanitarian Awards Banquet. • Participated in Give Big Kern effort.
Grants	• Wells Fargo STEM/PREP for the Youth Centers • Stater Bros. Harvesting Hope, CAPK Food Bank • Bank of America, TBD. • Texas Instruments, Northrop Grumman, and National Science Foundation for STEM capacity building for the youth centers.
Research	• Capacity and program funding for East Kern Family Resource Center, VITA and youth centers. • Affordable housing for low-to-moderate income. • Funding for the Food Bank Expansion Project.
Projects	• Enhancing and developing new processes and procedures for increased efficiencies (grant review, profiles, awards, implementation).

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** May 2019
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 Economic Empowerment	26 2 5	133 8 38
Children enrolled in center-base program		0	0
Adults in Court Mandated Parenting Classes		0	11
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	79	330
Emergency Supplies Closet and Other Services	Food (individuals)	9	76
	Clothing (individuals)	25	114
	Photocopies (individuals) HEAP Application Supporting Docs	483 64	2707 276

Other: The EKFRC is in the process of applying for a federal grant that would fund a collaborative community center for East Kern.

Staffing: We are fully staffed

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year: May 2019**
Program/Work Unit: Energy	**Total Program Staffing**: 37	**Program Manager/Supervisor:** Margaret L. 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**
1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2019)	Assistance with utility bill payments	**505**	**2,911**
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) • Energy-efficient appliance installation	**18** **27**	**108** **150**
3. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) • Energy-efficient appliance installation	**3** **3**	**18** **3**
5. Total Value of Services (utility payments only)		**$286,856**	**$1,732,398**
		Results	
6. Energy calls received (from 2-1-1)		**2,728**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**643**	**90**
8. Number of LIHEAP applications Completed		**505**	**39**
9. Number of LIHEAP applications in Progress		**138**	**51**
10. Outreach Events attended	5/3 – Lamont Health Fare 5/4 – Lifehouse Church Culture Festival 5/18 – Bakersfield Kidsfest 5/23 – Coventry Apartment Complex	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:** May 2019
Program/Work Unit: Food Bank	**Total Staffing**: 17	**Program Manager:** Jaime Orona
Services: Partners with 147 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 (April)	37,461	156,185
	Poundage Received all Programs	1,950,600	8,227,919
	Total Poundage Distributed, All Sites	1,993,680	7,792,367
	Total Distributed pounds May 2018	1,193,315	5,102,663
Food Sourcing	**Produce Received:** 155, 637 pounds of produce (donated or purchased) from 5 companies: • Cal-Organics: leafy greens, cauliflower, broccoli & potatoes • Country Sweet: sweet potatoes • Target: Mixed produce • Walmart: Mixed produce • CAFB: cucumbers & leafy greens		
Food Drives: USPS Stamp out Hunger- 25,621 lbs.	**Farmers Markets: Wasco:** 357 Families Served & distributed 35,012 lbs. of produce **Delano**: 526 families served & distributed 38,601 lbs. of produce.		

Other:

- We continued to donate 65 bags to Buttonwillow and 85 bags to Greenfield schools every two weeks for the Back-Pack Buddies program.
- May 1st was the first distribution of a new monthly commodity distribution site at the Anchor of Hope Church in Bakersfield.
- May 3rd was the first distribution of another new monthly commodity distribution site at the Self-Help Bank in Lamont.
- Attended a 2019 CAFB conference in Sacramento from May 6th – May 8th. On May 8th was Legislation Day at the State Capital, met with Senator Shannon Grove, Melissa Hurtado and Rudy Salas.
- On May 11th, we participated in USPS' annual Stamp Out Hunger Food drive. We received over 25,000 lbs. of canned and dry goods from 3 locations in Bakersfield.
- On May 14th and May 22nd, we received donations of fresh produce and dairy items from the music festival Lightning in a Bottle.
- May 16th marked the last date of the month-long Peanut Butter Round-Up. This food drive is hosted by Save-Mart and Food Maxx stores; they match every jar of peanut butter purchased for donation to our Food Bank.
- On May 18th we provided a one-time donation of bread, baby food, produce and snacks to the Hillcrest SDA for their health fair.
- On May 31st we gave out dry goods and snacks at the UEI Student Resource Fair.
- Our CSFP (Senior Distribution Program) held 34 distributions during the month of May and distributed 30-pound boxes of healthy and non-perishable food to 4,000 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** May 2019
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.	3	22
Summer Program Recreational activities, educational games, and activities.		
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.		26
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.		
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**.**	380	2171
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.		109

Other:

- The FHCC is Still accepting registration for the free Summer Program, which will be provided from June 3rd- August 2nd.
- KCSOS will be providing free breakfast and lunch at the FHCC from June 3rd to August 2nd, for youth ages 18 and younger. Youth do not have to be registered for the FHCC Summer Program to receive a free meal.
- UC Cooperative Extension will be providing a four-day cooking academy for youth attending the FHCC summer program.
- FHCC received a grant from Kern Health Systems to facilitate a Museum on the Move project for community youth. For this project, the FHCC will be partnering with the Bakersfield Museum of Art, who will provide art lessons to youth at the FHCC.
- The United Farm Workers Foundation will be hosting a citizenship workshop at the FHCC on June 1st from 9am-5pm.
- The Mexican Consulate will be providing Consulate services at the Friendship House from June 10th- June 13th. Those interested should call (877) 639-4835 for an appointment.
- The PREP Works graduation for the Bakersfield students was held at the FHCC on May 28th, for which there were 18 graduates.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Raymond Quan		**Month/Year: May 2019**
Program/Work Unit: HR/Staffing	**Total Division Staffing**: 8	**Program Manager/Supervisor:** Mike Lackman/Dawn Bledsoe
Services: All functions and activities related to staffing, employee benefits (including the pension plan) administration, labor law compliance, human resources management, and SEIU Contract.		

		Status	
Activities	**Description**	**Month**	**YTD**
Employee Count	Regular	893	
	Subs/Temps	40	
	Total Staff	**933**	
New Hires	**All divisions and programs**		
	Regular	3	**65**
	Subs/Temps	1	**39**
	Total New Hires	4	**104**
Leaves of Absence	Full-time Leave	27	
Terminations	**All divisions and programs**		
	Voluntary	16	61
	Involuntary	29	40
	Total Terminations	**45**	**101**
Staffing	**Vacancy**	9	91
	Total Applications Received	**76**	**620**
Payroll	**Total Hours Paid**	140,103.98	
	Total Gross Payroll	**$2,574,226.93**	

Projects	**Completed:**
HR/Payroll-Electronic Job Requisitioning HR-Pension Plan Correction HR-Recruitment Issues HR-Licensing Issues Online Recruitment	1. Staff Development Day Stramler Park 05/02/19 2. Estimated completion of the payroll/pension committee/review June 2019 3. SEIU Negotiation 05/07/19 4. Salary Study Meeting 05/08/19 5. SEIU Arbitration 05/10/19 6. PRE-Committee 05/15/19 7. Budget/Finance Committee Meeting 05/22/19 8. Board of Directors Meeting 05/29/19 9. Bumping of Head Start Employees Meet and Confer with SEIU 05/28-31/19 (400 + employees) 10. Investigation completed on employee complaint of supervisor

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** May 2019
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 19, *Vacancies-2* *SRS Specialist & FSS 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, 2018, to June 30, 2019. **This report is for the service month of April 2019, which was processed in the month of May 2019.*		

Activities	County	Total	% by County
Active Enrollments	Kern*	376	41%
	Madera	99	11%
	Merced	0	0
	Tulare	199	22%
	Kings	83	9%
	Fresno	159	17%
	Total	916	**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:

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 visiting fields, packing facilities, laundromats, markets, etc. posting recruitment flyers to inform the community of the service that program provide. The program manager is meeting with different community agencies to promote and educate them about the program.

On 5/7 we held our annual Kings County Parent and Provider meetings in Avenal, CA.
On 5/8 we held our annual Fresno County Parent and Provider meetings at the Proteus office.
The meetings consisted of information on current participation requirements and clarifications on the 12-month regulation change.

Staff attended camp openings throughout Kern and Merced: Kern-Wasco Migrant Camp 5/13, Merced -El Centro Migrant Camp on 5/20, Planada Migrant Camp on 5/28.

On 5/21 program manager attended a training on Advance Eligibility and Need management in LA hosted by Every Child California.

On 5/29 program manager presented the results of the Program Self-Evaluation audit. This is a self-audit that is required by the CA Department of Education and is due 6/3/19. The program staff is doing an excellent job. The audit resulted in a 100% file compliance and fiscal error rate of 0.001%.

Upcoming Activities

Support services will be provided for Riverside County program participants June 24-26 in La Quinta, CA. MCAP staff will be conducting onsite family appointments, provider home visits, the annual informational family meeting and informational provider meeting.

The end of FY 2018-2019 will be June 30, 2019

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** May 2019
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	**Total Division Staffing:** 19	**Program Manager/Supervisor:** Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

		STATUS	
Activities	**Description**	**Received**	**Completed March 1, 2019 to Date**
Business Services			
Purchase Orders Processed		186	647
Contracts/Leases Processed		23	74
Request for Proposals (RFP)	Gardening and Maintenance Energy -Subcontractor-Appliances	Completed In Progress	
Leases	MCAP – Olive Dr. 1st Amendment to Lease EKFRC Lease -Mojave WIC – Addendum to Lease agreement -Omni Health Friendship House -Mexican Consulate Alicante -Head Start Catalpa -Head Start	Completed Completed In Progress In Progress In Progress In Progress	
Contracts	Valbridge Property Advisors Food Service Contract -Taft City SD Food Service Contract – McFarland USD Tres Hombres Fence Co. Abila, Inc. Krazan & Associates PLC Systems Services (Operations) PLC System Services (Head Start) Serban Sound Systems Tel-Tec Security, Inc. Shred -It Central Kitchen Shred-It -BPN Shred-It -MCAP Shred-It -HR and Homebase Shred-It- Energy Control Fire Protection ACI Change Order -HS Stine M&S Security Dr. Longoria (Head Start) Kern DHS -Amendment II – MOU	Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress	

	CCU Demolition -Head Start	In Progress	
Maintenance & Operations		**Work in Progress**	**03/01/2019 to Date Closed**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	74	826
Projects	• Gearing up for the demolition of the Oildale Modular. • Gearing up for the removal of contents of 8 Head Start sites that will be closing this year. • Preparing for expending Head Start funding that must be expended by June 2019	In Progress In Progress In Progress	
Information Technology		**Received**	**03/01/2019 to Date Closed**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	896	863
Projects	• AT&T E-rate Installation • Food Bank Software Evaluation • MCAP Computer Lease • Shafter Youth Center Computer Installation • Intercom upgrades	In Progress Completed In Progress Completed In Progress	
Risk Management		**Reported**	**03/01/2019 to Date**
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Lost Time • Non-Industrial (not work related) • Under Investigation	9 2 0 1 0 1 0	32 11 2 4 1 3 0
General Liability		0	0
Property Incidents		1	8
Vehicle Incidents		1	7
Projects	Safety & Security Policies for Front Desk Workplace Violence Prevention Program Safety Meetings Monthly Maintenance & Energy	In progress In progress Ongoing	

Other:

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** May 2019
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.	4	27
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.	14	109
Evening Program –Open Basketball, Zumba	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		

Other:

Shafter Youth Center kids have been preparing for their field trip to Tomo-Kahni State Historic Park. The trip was scheduled for May 25th, but was rained out at the last minute. The trip has been postponed to the Fall, once the weather stabilizes.

Shafter Youth Center has started a new program to recognize kids for their great efforts. Taking into consideration character, good deeds, improvement in behavior and academics, staff votes to select a Student of the Month. The selected student then has their photo posted on the wall and is given a certificate and a gift card for a local business. Since the program started in January, SYC has seen some students change their behavior and make better choices when completing homework.

STUDENT
OF
THE
MONTH
January
February
April
May
June
July
August
March
September
October
November
December

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year May 2019**
Program/Work Unit: VITA	**Total Program Staffing**: 9	**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		**139**		**4,898**
Refunds	Federal	$81,121			
	Federal EITC	$30,608	39	$3,049,306	1,532
	Federal Total				**$7,661,251**
	State	$9,712			
	California EITC	$2,850		$311,380	1,394
	State Total				**985,034**
Total Credits & Refunds	**State & Federal**	**890,888**			**8,834,556**

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** May 2019
Program/Work Unit: WIC	**Total Program Staffing**: 73 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 May 2019		**20,370**	**15,245 74.8%**	**77.7%**	**65.9%**
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	48	Mojave			99
	Bakersfield		Oildale			379
			Ridgecrest			615
	E. California	1495	Rosamond			723
	Niles Street	2147	Shafter			1289
	Montclair	364	Tehachapi			425
	Friendship House	77	Wasco			1799
	Panama	1457				
	Boron		San Bernardino County			
	Buttonwillow	86	Adelanto			1776
	California City	694	Big Bear			256
	Delano	974	Crestline			269
	Edwards Air Force	*	Needles			169
	Lost Hills	89	Phelan			**
***included in Ridgecrest number**			Mobile WIC			15
			** included in Adelanto numbers			

Projects

CAPK WIC continues to exceed the State average in participation. Participation increase by 1% over April, 2019 numbers.

CAPK WIC received 63 eligibility requests through the CAPK website. Of those 40 new participants were enrolled. CAPK WIC continues to have a Facebook and Instagram presence.

CAPK WIC participated along with Food back at the Delano Regional Medical Center Farmers Market. WIC was there to give information and take referrals for enrollment. Outreach has been busy attending many health fairs and resource fairs in the community.

Jaqueline Byrd, WIC Outreach and Public Relations Coordinator, attended the State Outreach Committee meeting in Sacramento. This is an opportunity to meet with other Local Agency Outreach Coordinators to share ideas as well as work on State sponsored activities. Jaqueline will continue to be a part of this committee for the FFYs 2020 – 2022.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - May 2019

Approved Date	Submission Date	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
10/31/2018	11/30/2018	Kern County CDBG	Food Bank Expansion Project	$ 458,293
2/27/2019	2/14/2019	California Complete Count Census 2020 Office	Census Outreach	$ 657,770
TBD	2/22/2019	Bank of America	Food Bank Expansion Project	$ 50,000
2/27/2019	2/27/2019	Union Bank	FHCC/SYC STEM	$ 25,000
	3/29/2019	CA Board of State Community Corrections	SYV/FHCC/211 Youth Reinvestment Project (3 Years)	$ 225,000
4/24/2019	4/2/2019	Kern Coutny Dept. of Human Services	FHCC/SYC Youth Mentoring	$ 75,000
2/27/2019	4/8/2019	California Coastal Conservancy	FHCC/SYC Explore the Coast	$ 13,558
5/29/2019	**5/13/2019**	**US Bank**	**Small Business Initiative**	**$ 20,000**

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED -May 2019

Approved Date	Notification Date	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/15/2019	1/1/2019	Bank of the West	Small Business Initiative - 2nd Year Funding	$25,000	$ 25,000	1/1/2019-12/31/2019
1/30/2019	1/7/2019	InterConnection	10 computers with monitors for VITA	N/A	N/A	One time shipment
11/28/2018	1/29/2019	California Department of Social Services	Food Bank Capacity Building	$110,000	$ 101,490	1/1/2019-9/30/2020
8/15/2018	2/6/2019	HUD 2018 Continuum of Care Program Application	211 Kern Coordinated Entry	$268,371	$ 236,838	7/1/2019-6/31/2020
4/24/2019	**5/14/2019**	**Virginia and Alfred Harrel Foundation**	**Food Bank Truck**	**$ 35,000**	**$ 35,000**	
3/27/2019	**5/22/2019**	**Kern Family Health Care**	**EKFRC Emergency Closeet**	**$ 2,000**	**$ 2,000**	**6/1/2019-5/31/2019**
3/27/2019	**5/22/2019**	**Kern Family Health Care**	**SYC Museum on the Move**	**$ 2,000**	**$ 2,000**	**6/1/2019-5/31/2019**
3/27/2019	**5/22/2019**	**Kern Family Health Care**	**FHCC Museum on the Move**	**$ 2,000**	**$ 2,000**	**6/1/2019-5/31/2019**
3/27/2019	**5/22/2019**	**Kern Family Health Care**	**211/KCHC Hearing Bags for Homeless**	**$ 2,000**	**$ 2,000**	**6/1/2019-5/31/2019**
11/5/2018	**5/23/2019**	**California Coastal Commission-Whale Tail**	**Youth Centers Ocean Education and Trip**	**$ 8,000**	**$ 8,000**	**6/1/2019-5/31/2019**
3/27/2019	**5/26/2019**	**Borax Visitors Center Foundation**	**EKFRC Health Link**	**$ 4,000**	**$ 3,000**	**6/1/2019-5/31/2019**
				Total Awards	**$ 417,328**	

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

DECLINED - May 2019

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
10/31/2018	1/29/2019	California Coastal Commission - Whale Tail Grants Program	SYC and FHCC EcoColumns curriculum/aquarium trip	$15,000
1/23/2019	2/15/2019	Womens and Girls Fund	FHCC PREP Works for Girls	$25,000
10/31/2018	3/8/2019	City of Bakersfield-CDBG	Food Bank Expansion Project	$458,293
1/23/2019	2/26/2019	California Office Child Abuse Prevention	Case management for pregnant/mothers with Substance Abuse History-3 Yr. Funding for EKFRC, SYC, FHCC	$1,800,000
2/27/2019	3/15/2019	Kern County Dept. of Human Services	Kinship-EKFRC, FHCC, &SYC	$158,400
1/23/2019	4/4/2019	CA Department of Public Health	SYC I&E Program (Reapplication 2Yrs)	$249,420
1/30/2019	4/22/2019	Bank of the Sierra	STEM for the Youth Centers	$5,000

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private
Project Name: 21st STEM Initiative
Funder Name: Texas Instruments Foundation
Grant Program Name: SYC & FHCC STEM
Funding Period: 2019 - 2022
CFDA #:
Division Director: Ralph Martinez

Program Manager: Lois Hannibal, Angelica Nelson

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

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

Texas Instrument Foundation funding of both SYC & FHCC will provide for a robust Science, Technology, Engineering and Math Program (STEM) emphasizing robotics, space technology and ecological science. The goal of the grant is to provide a STEM ecosystem of support through educational, internship and workforce professional development to school districts and low income youths and girls.

The grant will concentrate on youths from 5 -15 years for STEM exposure and appreciation and another cohort of 16 -18 years old for internship training and entry level STEM placement with local STEM companies. Additional partnerships with this grant will include AERA Energy and Kern Economic Development Foundation who will facilitate the mentoring and internship networking process for low income youths and young girls as well as provide job placement opportunities.

B. *Use of Funds:*

$25,000 is being requested to fund a full time Program Educator, purchase STEM supplies and provide for two field trips to two Science Centers.

C. *Approvals:*

1. _____
Division Director Date

2. _____ 6-4-19
Director of Community Development Date

3. _____ 6/4/19
Chief Financial Officer Date

4. _____ 6/5/19
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: _____

☐PRE Presentation Date: _____

☐B&F Approval Date: _____

☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private
Project Name: Harvesting Hope-General Support
Funder Name: Stater Bros
Grant Program Name: CAPK Food Bank
Funding Period: Jan 1, 2020- Dec 31, 2020
CFDA N/A

Division Director: Carmen Segovia
Program Manager: Jaime Orona

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

A. *Narrative description of funding request, including goals:*
CAPK is applying for up to $15,000 from Stater Bros Harvesting Hope for general operating support for the CAPK Food Bank. The Harvesting Hope grant supports hunger relief programs in the communities served by Stater Bros. Markets.

B. *Use of Funds:*
General operating support may include procurement and freight charges for food and produce donations; items for the BackPack Buddies program; utilities; and/or other costs.

C. *Approvals:*

1. Carmen Segovia 6/3/19
Division Director Date

2. 6-4-19
Director of Community Development Date

3. 6/4/19
Chief Financial Officer Date

4. 6/5/19
Chief Executive Officer Date

D. *Board:*

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

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private
Project Name: STEM
Funder Name: Wells Fargo
Grant Program Name: Friendship House Community Center & Shafter Youth Center
Funding Period: 7/1/2019-6/30/2020
CFDA: N/A

Division Director: Ralph Martinez
Program Manager: Lois Hannible and Angelica Nelson

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

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

CAPK is applying for up to $50,000 from Wells Fargo to prepare youths ages 5-18 for future jobs through STEM (Science, Technology, Engineering, and Math) and entrepreneur education/training programs.

The STEM program will engage youths at the FHCC and SYC in STEM related fields through fun and interactive activities. Kern County's key industries, such as aerospace, oil, alternative energies, and manufacturing, have a high demand for employees that have STEM related skills. In addition to STEM, participants in the youth center's PREP Works program will have opportunities to learn entrepreneurship skills.

B. *Use of Funds:*

The requested funds will be used to build program capacity through staffing, outreach, STEM kits, field trips, and general program supplies.

C. *Approvals:*

1. _____
Division Director Date

2. _____ 6-4-19
Director of Community Development Date

3. _____ 6/4/19
Chief Financial Officer Date

4. _____ 6/5/19
Chief Executive Officer Date

D. *Board:*

☐ Policy Council Date: _____

☐ PRE Presentation Date: _____

☐ B&F Approval Date: _____

☐ Board Approval Date: _____

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** May 2019
Program/Work Unit: Head Start/Early Head Start	**Program Manager:** Ginger Mendez **Supervisor:** 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	ENROLLED
Head Start Kern	May 2019	2,041	100%
Early Head Start Kern	May 2019	328	96%
Early Head Start Partnership	May 2019	56	100%
Early Head Start San Joaquin	May 2019	313	100%
TOTAL Funded Enrollment		**2,738**	

CHILDREN WITH DISABILITIES		CONCERNS	GOAL	ACTUAL
Head Start Kern	Identified as having an IEP	7 = 0%	10%	8.3%
Early Head Start Kern	Identified as having an IFSP	0 = 0%	10%	20.8%
Early Head Start Partnership	Identified as having an IFSP	0 = 0%	10%	12.5%
Early Head Start San Joaquin	Identified as having an IFSP	4 = 1%	10%	28.4%

OVER INCOME		GOAL	ACTUAL
Head Start Kern		<10%	8%
Early Head Start Kern		<10%	4%
Early Head Start Partnership		<10%	9%
Early Head Start San Joaquin		<10%	9%

AVERAGE DAILY ATTENDANCE (Program Wide Goal > 85%)	**98%**

HIGHLIGHTS:

Enrollment: Staff attended 5 recruitment events across the county; with attendance est. totaling 950 and 18 applications taken.
Attendance: 14 sites reported 99% or higher ADA for the month of May.

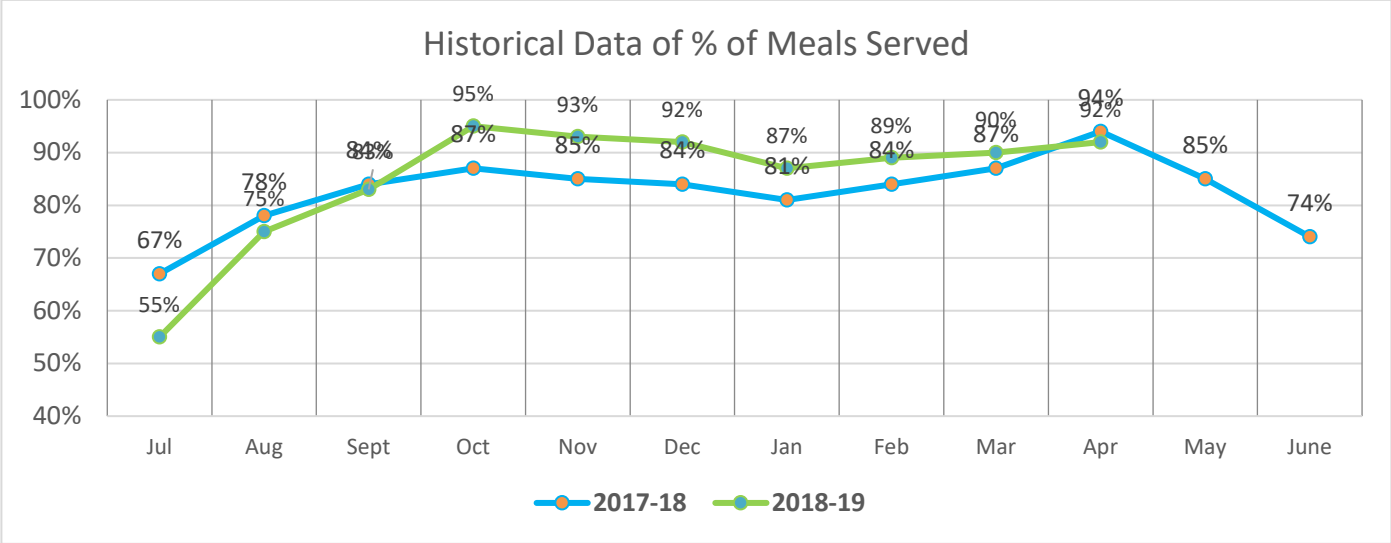
TOTAL DIVISION STAFFING:

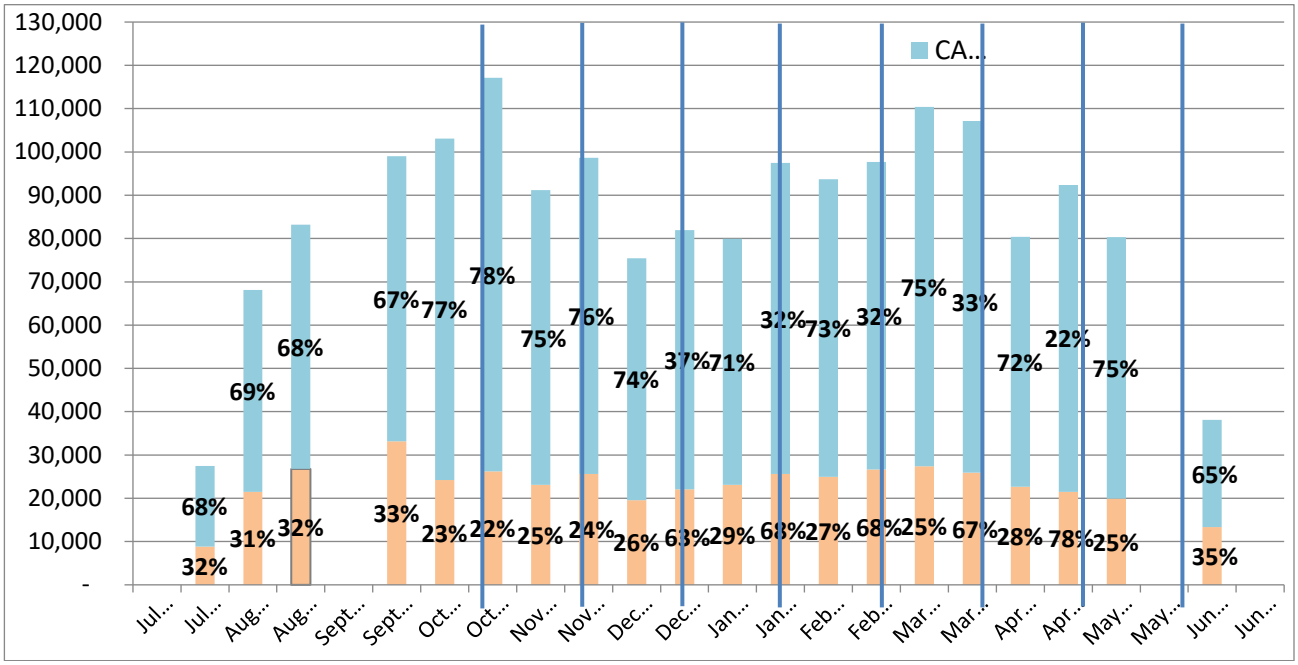
Currently Employed	Vacant Positions	On Family/Medical Leave	
		Continuous	Intermittent
614	24	19	118

COMPLIANCE:

To prepare for the part-year program year-end, additional assistance was provided to center staff to ensure all Corrective Action Plans are closed out in the ChildPlus Internal Monitoring System.

Meals Served – April 2019 (*one month behind)						
Total Meals Requested			Meals Allocated		% of Meals Served	
Central Kitchen	Vendor Kitchen	**Total** Meals	CACFP/USDA	HS/EHS	April 2018	**April 2019**
77,159	15,218	92,377	70,902	21,475	94%	**92%**





Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private
Project Name: Energy Savings Assistance Program (ESA)
Funder Name: Richard Heath & Associates, Inc.
Grant Program Name: Energy
Funding Period: 7/1/19-12/31/19
CFDA N/A

Division Director: Emilio G. Wagner
Program Manager: Margaret L. Palmer

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

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

With an initial Subcontractor Agreement with Richard Heath & Associates (RHA), the Energy Department anticipates that it will complete up to 100 units in Kern County under PG&E's Energy Savings Assistance Program (ESA), which is managed by RHA. This project offers the opportunity to leverage energy efficiency measures with its current Low Income Home Energy Assistance Program (LIHEAP) and Department of Energy (DOE) Weatherization Assistance Program grants. The initial subcontract would generate up to $110,000 (100 units with an average invoice amount of $1,100 each).

B. *Use of Funds:*

The requested funds would be used to cover personnel costs, vehicle usage, training, outreach materials, and general program supplies.

C. *Approvals:*

1. _____ 5/30/19
Division Director Date

2. _____ 6.4.19
Director of Community Development Date

3. _____ 6/4/19
Chief Financial Officer Date

4. _____ 6/5/19
Chief Executive Officer Date

D. *Board:*

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

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Sylvia Ortega, Quality Assurance Manager

Date: June 12, 2019

Subject: *Agenda Item 6f:* 2018-2019 Early Head Start San Joaquin Self- Assessment – **Action Item**

The Early Head Start San Joaquin program conducts an annual self-assessment to involve the agency in a review of its program's operations, goals, and objectives. The agency must self-assess the implementation systems and services of program governance and management systems, fiscal integrity, Enrollment Recruitment Selection Eligibility and Attendance (ERSEA), environmental health and safety, Classroom Assessment Scoring System (CLASS), comprehensive services and school readiness.

The Early Head Start self-assessment resulted in two program findings in the areas of:

- Policies and Procedures- The Early Head Start San Joaquin program is in the process of updating its policies and procedures.
- Program Goals- The Early Head Start San Joaquin program shares strategic long-term goals for ensuring programs are and remain responsive to community needs as identified in their community assessment with the Kern Grant.

Plans of Action to address the two findings have been completed. Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the Grant Application for the subsequent year.

Recommendation
Staff recommends the Program Review & Evaluation Committee approve the 2018-2019 Early Head Start San Joaquin Self-Assessment Report.

Attachment: *Summary of 2018-2019 Self-Assessment Process*
2018-2019 Self-Assessment Report

Community Action Partnership of Kern
Early Head Start San Joaquin
Summary of 2018-2019 Self-Assessment process

The Early Head Start San Joaquin self-assessment was completed the week of May 6-9, 2019. A review of the self-assessment planning process was completed with key management staff. Staff received an orientation training and an overview of the monitoring checklists in preparation of completing the program self-assessment.

Self-assessment teams were comprised of key Head Start and Early Head Start staff. Staff completed folder reviews, care and supervision checklist, conducted site visits, interviews and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

In addition, the self-assessment teams reviewed Desired Results Developmental Profile (DRDP) results and program plans. The program self-assessment resulted in two program findings in the areas of:

- Policies and Procedures- The Head Start/ State Child Development policies and procedures need to be updated.
- Program Goals- The Early Head Start San Joaquin program shares strategic long-term goals for ensuring the programs are and remain responsive to community needs as identified in their community assessment with the Kern Grant.

Through the self-assessment process and interviews with Early Head Start staff, it has been determined that the Early Head Start San Joaquin program provides quality care and has consistent systems across program options. Early Head Start funds have been used to improve and support the program and implement a process of continuous program improvement. These improvements include:

- Hiring of additional staff
- Additional materials and supplies
- Ongoing professional development

Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the Grant Application for the subsequent year. The Early Head Start San Joaquin Administrator will conduct meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Compliance Item: Policies and Procedures

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.102(b)(1) In order to ensure effective ongoing oversight and correction, a program must establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations as described in this part, and must: (iv) Implement procedures that prevent recurrence of previous quality and compliance issues.	The Early Head Start San Joaquin program doesn't have updated policies and procedures.	EHS San Joaquin Program Administrator Quality Assurance Manager Director of Head Start/ State Child Development	February 1, 2019 and ongoing	Revise Head Start/ State Child Development Service Areas Policies and Procedures Train staff on new policies and procedures	• Revised Policies and Procedures • Training Schedule	Revised Policies and Procedures will strengthen Early Head Start San Joaquin program and will ensure consistency among programs.

Compliance Item: Program Goals

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.102(a) A program in collaboration with the governing body and policy council, must establish goals and measurable objectives that include: (1) Strategic long-term goals for ensuring programs are and remain responsive to community assessment.	The Early Head Start San Joaquin program shares strategic long-term goals to ensure the programs are and remain responsive to community needs as identified in their community assessment with the Kern Grant.	Program Design and Management Administrator Assistant Director of Program, Head Start/ State Child Development	February 1, 2019 and ongoing	Separate goals and objectives for Early Head Start San Joaquin	Early Head Start San Joaquin goals and objectives.	Individualized goals and objectives for the Early Head Start San Joaquin

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Sylvia Ortega, Quality Assurance Manager

Date: June 12, 2019

Subject: *Agenda Item 6g:* 2018-2019 Head Start/State Child Development Self-Assessment – **Action Item**

The Head Start/State Child Development program conducts an annual self-assessment to involve the agency in a review of its program's operations, goals, and objectives. The agency must self-assess the implementation systems and services of program governance and management systems, fiscal integrity, Enrollment Recruitment Selection Eligibility and Attendance (ERSEA), environmental health and safety, Classroom Assessment Scoring System (CLASS), comprehensive services and school readiness.

The Head Start/State Child Development self-assessment resulted in two program findings in the areas of:

- Policies and Procedures- The Head Start/State Child Development program is in the process of updating its policies and procedures.
- Handwashing- The Head Start/State Child Development program shows inconsistencies with following handwashing procedures.

Plans of Action to address the two findings have been completed. Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the Grant Application for the subsequent year.

Recommendation
Staff recommends the Program Review & Evaluation Committee approve the 2018-2019 Head Start/State Child Development Self-Assessment Report.

Attachment: Summary of 2018-2019 Self-Assessment Process
2018-2019 Self-Assessment Report

Community Action Partnership of Kern
Head Start/State Child Development
Summary of 2018-2019 Self-Assessment process

The Head Start/State Child Development self-assessment was completed the week of April 8-12, 2019. A review of the self-assessment planning process was completed with key management staff. Staff received an orientation training and an overview of the monitoring checklists in preparation of completing the program self-assessment.

Self-assessment teams were comprised of key Head Start and Early Head Start staff. Staff completed folder reviews, care and supervision checklist, conducted site visits, interviews and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

In addition, the self-assessment teams reviewed Desired Results Developmental Profile (DRDP) results, Infant/Toddler Environmental Rating System (ITERS) scores and program plans. The program self-assessment resulted in two program findings in the areas of:

- Policies and Procedures- The Head Start/ State Child Development policies and procedures need to be updated.
- Handwashing- The Head Start/State Child Development shows inconsistencies with following handwashing procedures.

Through the self-assessment process and interviews with Head Start/State Child Development staff, it has been determined that the program provides quality care and has consistent systems across program options. Head Start/ State Child Development funds have been used to improve and support the program and implement a process of continuous program improvement. These improvements include:

- Hiring of additional staff
- Additional materials and supplies
- Ongoing professional development

Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the grant application for the subsequent year. The Director of Head Start/State Child Development will conduct meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Compliance Item: Policies and Procedures

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.102(b)(1) In order to ensure effective ongoing oversight and correction, a program must establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations as described in this part, and must: (iv) Implement procedures that prevent recurrence of previous quality and compliance issues.	The Head Start/State Child Development program doesn't have updated policies and procedures.	Administrator of Education and Support Services Quality Assurance Manager Director of Head Start/ State Child Development	March 1, 2019 and ongoing	Revise Head Start/ State Child Development Service Areas Policies and Procedures Train staff on new policies and procedures	Revised Policies and Procedures Training Schedule	Revised Policies and Procedures will strengthen the program with consistency.

Compliance Item: Handwashing

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.47b)(6) Hygiene practices- All staff systematically and routinely implement hygiene practices that at a minimum ensure: (i) Appropriate toileting, hand washing and diapering procedures are followed.	During monitoring visits of both Head Start and Early Head Start classrooms, it was observed that staff were not consistently following procedures for hand washing.	Health and Nutrition Supervisor Quality Assurance Manager	March 1, 2019 and ongoing	Onsite handwashing overview was conducted at specific sites. Site Supervisor training on handwashing and sanitation Monitor program to ensure proper handwashing is taking place.	Training Handwashing procedure Monthly Monitoring	Ensure proper handwashing is being incorporated into the daily schedule and to assist children developing healthy habits.