COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
October 16, 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. Head Start Partnerships – Presented by Esperanza Contreras, Partnership Administrator

6. **New Business**

   a. September 2019 Program and Division Reports – Pritika Ram, Director of Administration – ***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 – Pritika Ram, Director of Administration – ***Action Item (p. 18-25)***
      - Bank of the West for the CAPK Small Business Initiative
      - National Head Start Association for the Jewett Garden Project

   c. September 2019 Head Start / State Child Development Enrollment Update and Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – ***Action Item (p. 26-27)***

d. Head Start & Early Head Start Kern Program Option – Jerry Meade, PDM Administrator – ***Action Item (p. 28-29)***

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, November 6, 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 October 11, 2019. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram	**Month/Year:** September 2019	
Program/Work Unit: 2-1-1 Kern County	**Staffing: 22 (1 Vacancy)**	**Program Manager:** **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, provides status updates on pending application, and mails applications to clients for the CAPK Energy Program utility assistance services. 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	4,986	4,426	560(11%)	8,350
Kings County	183	162	21(11%)	*
Tulare County	818	734	84(10%)	*
Mountain Valley (Mariposa and Merced Counties)	139	121	18(13%)	*
Stanislaus County	982	847	135(14%)	*
Total	7,108	6,290	818(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	Homeless Shelter	Utility Assistance
Top 3 Unmet Needs	Rental Assistance	Transportation	Developmental Screenings

Other Services		**Month**	**YTD**
LIHEAP	Calls Answered	5,824	35,054
Weatherization	Calls Routed through 2-1-1	318	4,455
Mental Health	Calls Answered	262	2,255
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	4,572	39,963
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**
		25	**5**	**20**

Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	**211 Homeless Calls**	**QRT's Received**	**Assessments Completed**
		718	**50**	**201**

Outreach Activities	**Outcomes**
- Tehachapi Community Health Fair and Senior Resource Day - Arbor Village Homeless Resource Fair - Discovery Church Resource Fair - Lake Isabella Homeless Resource Fair	– 211 Kern - informational cards: 250 – 211 Kern - informational cards: 100 – 211 Kern- informational cards: 100 – 211 Kern- informational cards: 50

Highlights: 211 Program Manager and 211 CES Program Specialist concluded the Kern County Trauma Informed Care training series. This invaluable training began in March and concluded in October.
Effective September 2019, United Way Merced has terminated their contract with 211 Kern. Their program services are being absorbed by United Way California. We are in the process of reaching out to other agencies to offer 211 services.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Div./Director: Head Start/State Child Development/ Yolanda Gonzales		**Month/Year**: September 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	**71,300**	**25,284**	**22,272**	**23,744**
Home Base Meals	**181**	**36**	**117**	**28**
Total	**71,481**	**25,320**	**22,389**	**23,772**

Other:

1. The Central Kitchen is now under the direction of Yolanda Gonzales, Director of Head Start, she has taken over for Carmen Segovia, Director of Health & Nutrition Services. Lorenzo Maldonado, Food Service Manager, will report to Donna Holland, Fiscal Administrator. Donna Holland will direct the Central Kitchen as of September 11, 2019. The Central Kitchen staff are looking forward to working with the new directors and the Head Start team.
2. The Central Kitchen had the opportunity to provide 117 meals for the Home Base centers at the Kern County Fair for their field trip. Michael Olcott, Chief Executive Officer, provided CAPK with a section of the fair grounds so that the home base educators can have their event. Tables were set up in a shaded area that has a canopy. For the event Michael Olcott reserved the area for the home base socialization. This is the second year that Kern County Fair staff have provided CAPK with access to the grounds. The staff at the Kern County Fair are very helpful and have made it easy for the Central Kitchen to deliver the food to the event.
3. In the month of September the Central Kitchen has seen mechanical problems with the older vans. There were four vans sent in for repairs for censors, passenger door, windshield wiper motors and rear access doors. Kern County Superintendent of Schools maintenance department keeps our vehicles operating properly. They are quick to respond to any problem the Central Kitchen may have with the delivery vans.
4. The Central Kitchen experience an increase in vandalism in the month. The parking lot flood lights were vandalized. The covers that provides access to the wiring were removed and the copper wiring completely pulled out of one light post. The second light post had the wiring that hanging out and left exposed. The wires that were pulled out were live wires and were a hazard. PLC Service repaired the light posts and secured the cover by welding them on. This was done under the direction of Dan Ripoli, Facility Manager of Operations. Dan Ripoli had the electrician come in and do the repairs without any disruption to the Central Kitchen's operations.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Pritika Ram		**Month/Year:** September 2019
Program/Work Unit: Community Development Division	**Total Staffing**: 6	**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

Thousands of people made a difference in Kern County on Sept. 24 by donating food during the Feed the Need event at the Kern County Fair. CAPK Food Bank staff collected a total of 46,100 pounds of food during the event. The Outreach Team supported the event with marketing materials, online and email promotion and through extensive media coverage.

Outreach Teams also hosted the final Molina Foundation book distribution event and delivered more than 11,000 books to community partners including the United Way, Kern Literacy Council and Assistance League Bakersfield.

The Grants Team has fully implemented GrantHub for the team and will be developing a roll-out plan and training for agency managers and directors. The system will allow for greater efficiency in planning, tracking and reporting of funding applications and related tasks. The team also prepared for the 2nd annual Grants Day to be held on October 3rd. Grants Day gives the team an opportunity to connect with CAPK programs and let them know how we can assist them with research and grant development. The team will be hosting a two day Your Money Your Goals Train the Trainer event October 17th and 18th, facilitated by the Consumer Financial Protection Bureau, for CAPK and outside partners.

Advocacy	• Hosted asthma event for California Senator Melissa Hurtado at CAPK main offices.
Outreach	• Supported CAPK WIC team on Telemundo spot regarding new federal public charge rule. • Attended First 5 California event at the East Kern Family Resource Center. • Worked on Outreach e-request portal for tracking and management of outreach requests. • Created versions of 2020 Census flyers in multiple languages including Spanish, Punjabi and Tagalog.
Special Events	• Began planning process for 2020 Humanitarian Awards Banquet. • Launched ticket website and promotional efforts for Friendship House Gala on Oct. 24. • Hosted CAPK Outreach Day to provide resources and collaboration with program staff. • Attended grand opening of Launchpad with Kern Initiative for Talent & Entrepreneurship group • CDD working alongside CSUB MPA Student group in Strategic Planning efforts.
Grants	• National Head Start and Scotts Miracle-Gro: Head Start Jewett Community Garden Project. • Bank of the West: 3rd year Small Business Initiative. • CDBG City and County Applications: Food Bank Expansion Project. • Whale Tail: Youth Centers Beach trips. • Contacted by IRS about receiving additional funding for the 2nd year of the grant. Will be processing contract in October.
Research	• Complete Count Census. • 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	• Homeless Low Barrier Shelters: City and County. • CAP Report Dissemination to staff, partners, and community. • 2020 Census, Kern County Census Committee. • Completing certification for ROMA.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** September/ 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	21 5 3	195 33 47
Children enrolled in center-base program		2	18
Adults in Court Mandated Parenting Classes		12	23
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	89	606
Emergency Supplies Closet and Other Services	Food (individuals)	8	100
	Clothing (individuals)	20	189
	Photocopies (individuals) HEAP Application Supporting Docs	844 59	4952 579

Other: The EKFRC is waiting for approval of a federal grant that would fund a collaborative community center for East Kern. The Economic Empowerment program is hosting a meeting for the parents of the children at the Friendship House to inform the parents what was taught during the Economic Empowerment sessions and to offer the same type of financial education to them.

Staffing: We are fully staffed

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year: September 2019**
Program/Work Unit: Energy	**Total Program Staffing**: 32	**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	**1,067**	**5250**
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	**19** **18**	**192** **260**
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	**6** **1**	**48** **16**
5. Total Value of Services (utility payments only)		**$697,862**	**$3,132,543**
		Results	
6. Energy calls received (from 2-1-1)		**6886**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**1115**	**84**
8. Number of LIHEAP applications Completed		**1067**	**19**
9. Number of LIHEAP applications in Progress		**1149**	**65**
10. Outreach Events attended	9/11 – Presentation at Bakersfield College 9/11 – Farmers Market in Delano	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:** September 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 (August)	35,745	315,410
	Poundage Received all Programs	1,824,120	15,358,625
	Total Poundage Distributed, All Sites	1,531,848	14,983,087
	Total Distributed pounds 2018	1,084,143	9,802,782
Food Sourcing	**Produce Received: 291,00** pounds of produce (donated or purchased) & different produce items: • Target: Mixed produce • Walmart: Mixed produce • CAFB: Zucchini, • Cal-Organics: • Go Free: sweet potatoes • Wonderful Citrus: oranges • Bolthouse: Carrots • Grimmway: Romaine, cabbage, potatoes, carrots, & cauliflower • Kingsburg Orchards: Plums, peaches, apricots, & nectarines • Varsity Produce: Onions		
Food Drives: Feed the Need, 46,100 lbs.	**Farmers Markets:** New Life, Wasco: 400 families & 30, 525 lbs distributed, Delano: 520 families & 37,415 lbs. distributed, & Catholic Charities		

Other:

- This month we exceeded the number of pounds shipped for all of 2018 by 1,411,935. From Jan-Dec 2018 we shipped 13,571,152
- This month we resumed our Backpack Buddies program; which provides breakfast and lunch items for children on the weekend. We are delivering a total of 300 bags between Buttonwillow, Greenfield, and now Standard School.
- On Sept 4th, we participated in Bakersfield College's Student Involvement festival. We gave out water, snacks, pizza and carrots.
- On Sept 7th, we participated in the CSF Medical Event; a Health and Resource Fair. We provided: fruit, vegetables, canned and dry goods, baby food, and water.
- On Sept 8th, we participated in the Dia de Familia event in Delano; Providing fresh fruit and vegetables.
- On Sept 10th, we donated assorted fruit for 200 people for an event held by the Boys & Girls Club.
- Sept 19th CAFB held their 2019 Annual members meeting in Oakland, CAPK Food Bank Program Manager attended.
- On Sept 20th 20 staff members from Wells Fargo came to our Food Bank and helped us bag produce; at total of 8,896 lbs.
- On Sept 21st, we participated in the Pop-Up Homeless event in Bakersfield. Providing canned and dry goods, as well as produce and water for the homeless.
- On Sept 24th, we had our annual Feed the Need food drive at the Kern County Fair. We received 46,100 lbs. of canned and dry goods.
- On Sept 26th, employees of the company Aera Energy came to help sort through and box the cans that we had received from the Feed the Need food drive.

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DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** September 2019
Program/Work Unit: Friendship House	**Total Program Staffing: 2**	**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.	10	60
Summer Program Recreational activities, educational games, and activities.		130
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.	200	3439
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:

- Adventist Health Bakersfield hosted a free mobile immunization clinic at the Friendship House on September 20th.
- Congressman T.J. Cox will be visiting the CAPK Friendship House on Thursday, October 3 at 3pm.
- The Friendship House will be hosting a free Fall Carnival on Thursday, October 31 from 5pm-8pm.
- The Friendship House Advisory Board is presenting One Night on Bourbon Street Gala at the Bakersfield Museum of Art on Thursday, October 24 at 5:45pm. Proceeds will benefit program youth at the CAPK Friendship House. Tickets are $50 in advance and $60 at the door. Tickets and sponsorships can be obtained by visiting www.capk.org or by contacting Jewelle Scales at (661) 407-3929 or friendshiphouse1957@gmail.com.
- The Mexican Consulate will be providing Consulate services at the Friendship House from September 30-October 3. Those interested should call (877) 639-4835 for an appointment.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Raymond Quan		**Month/Year:** September 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	845	
	Subs/Temps	19	
	Total Staff	**864**	
New Hires	**All divisions and programs**		
	Regular	12	**95**
	Subs/Temps	2	**44**
	Total New Hires	14	**139**
Leaves of Absence	Full-time Leave	29	
Terminations	**All divisions and programs**		
	Voluntary	9	110
	Involuntary	0	57
	Total Terminations	**9**	**160**
Staffing	**Vacancy**	31	192
	Total Applications Received	**191**	**1,455**
Payroll	**3 Pay Periods** **Total Hours Paid**	132,567	
	Total Gross Payroll	**$2,509,329**	

Projects	***Completed:***
HR/Payroll-Electronic Job Requisitioning *HR-Pension Plan Correction* *HR-Recruitment Issues* *HR-Licensing Issues* *Online Recruitment*	1. *Capital Report-Kevin McCarthy Chamber Luncheon 09/02/2019* 2. *Site Supervisors Meeting 09/04/2019* 3. *VITA Staffing Meeting 09/05/2019* 4. *PRE-Committee Meeting 09/11/2019* 5. *USI Meeting on health insurance 09/13/2019* 6. *Meeting with SEIU to discuss potential layoff 09/19/2019* 7. *Budget & Finance Committee Meeting 09/20/2019* 8. *Board of Directors Meeting 09/25/2019*

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** September 2019
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 19, *Vacancies-3* *2 Family Specialists & 1 Service Clerk*	**Program Manager/Supervisor:** Susana Magana
Services: The Migrant Childcare Alternative Payment Program is a voucher-based childcare program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue childcare services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2019, to June 30, 2020. **This report is for the service month of August 2019, which was processed in the month of September 2019.*		

Activities	County	Total	% by County
Active Enrollments	Kern*	461	43%
	Madera	94	9%
	Merced	0	0
	Tulare	220	21%
	Kings	74	7%
	Fresno	207	20%
	Total	1056	**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 10/2-10/4 manager attended the CAPPA conference along with 5 other staff in Sacramento CA. The training had many workshops that were extremely informative. They provided clarification on the implementation of 12-month eligibility and a review of the new auditing tool.

The MCAP program received an increase of $1.1 million dollars in the first part of September. The Program has been in existence for 19 years and our current contract is the highest contract amount that the MCAP program has ever had. In 2016 our contract amount was $5.3 million; in 2017 $5.8 million and in 2018 $6.9 million. Our current contract amount for FY 19-20 is $9,584,682.00. Staff will continue to work hard to enroll eligible families to earn our contract and show the State that the MCAP program is a greatly needed asset to the migrant community.

On 9/27 staff participated in an all staff meeting held at the Kern MCAP office. Tom Ming from Pension Mark provided a quick overview of the importance of saving for retirement. Staff had the opportunity to meet with him individually. Also, during the meeting manager presented the enrollment projections for the FY to ensure that we meet our full contract.

Upcoming Activities

10/9 Program manager will be participating in a meeting in Visalia at Assembly Member Devon Mathis office to discuss the MCAP program.

Staff will be attending Every Child CA Fall TA conference on October 16th-18th.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** September 2019
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	**Total Division Staffing:** 23	**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		157	1216
Contracts/Leases Processed		28	146
Request for Proposals (RFP)	Gardening and Maintenance		Completed
	Mental Health Consultant		Completed
	Finance and HR Management Assessment		Completed
	Auto Mechanic		In Progress
Leases	4600 Panama Lane –WIC		In Progress
	741 Palm Ave. -WIC		In Progress
	525 Roberts Lane –WIC		In Progress
	1001 Main Street 401 Willow Dr. -HS		In Progress
	401 Willow Dr. - HS		In Progress
	6505 James Street –WIC		In Progress
	5055 California Ave. -HR		In Progress
	650 James St. -WIC		Completed
Contracts	Primarius –Food Bank		In Progress
	Game Time –San Diego St. -HS		In Progress
	Game Time –E. California Ave. -HS		In Progress
	Game Time –Cleo Foran –HS		In Progress
	Wipfli LLP		In Progress
	Child 360 –HS		In Progress
	Child –Family Psychology Clinic –HS		In Progress
	Pyramid Model Consortium –HS		In Progress
	MailFinance -All		In Progress
	M&S Security		In Progress
	ACI –Jewett –HS		Completed
	Learning Genie -HS		Completed
	Valley Wide Refrigeration -CK		Completed
	Cal Fresh Lease Agreement		Completed
	Robert B. Moss –Amendment I -HS		Completed
	Exact Staff –Energy		Completed
	Vital Signs -HS		Completed
	San Joaquin Interiors -HS		Completed
	Percival Locksmith -HS		Completed
	ACI –WIC		Completed

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Maintenance & Operations		**Work in Progress**	**03/01/2019 to Date Closed**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	81	473
Projects	• We have started demolition at the "Jewett" facility and will start construction next week. We are doing construction in two phases, phase one Head Start and Early Head Start and phase 2 Home Visiting Initiative (HVI) • Cleo Foran Renovation: construction has started to add EHS and includes restroom reconfiguration, addition of walls, kitchen FRP new flooring throughout, new shed, hardi-board siding, concrete ramps, pour downplay surface, paint of exterior building and wrought iron railings. • East Cal: We are waiting on County permits to start EHS renovations. • We have closed out our old work order system Facility Dude as it was no longer supported by the company. We now are using the upgraded work order system from Facility Dude called The WorxHub, this was implemented in August 2019.	In Progress In Progress In Progress Completed	
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	1926	1870
Projects	• AT&T E-rate Installation • Mitel Upgrades • WIC Computer upgrades • WIC Wise	In Progress In Progress In Progress In Progress	
Risk Management		**Reported**	**01/01/2019 to Date**
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Lost Time • Non-Industrial (not work related) • Under Investigation	10 1 0 0 0 0 0	72 22 5 7 2 4 1
General Liability		1	1
Property Incidents		5	19
Vehicle Incidents		1	12
Projects	Charter for Operational Risk Management Advisory Committee Safety & Security Policies for Front Desk Workplace Violence Prevention Program Operational Risk committee Update Vehicle Safety Program Safety Meetings Monthly Maintenance & Energy	In progress In progress In progress In progress In progress In progress	

- **Other:** The Jewett facility will share space with Head Start, Early Head Start, and Home Visiting Initiative (HVI) the site should be ready to open mid-November 2019.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/ Carmen Segovia		**Month/Year:** September 2019
Program/Work Unit: Shafter Youth Center	**Total Program Staffing:** 2.5	**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.	6 new	31
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#"s as of 7/1/2019) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections. **GRANT ENDED June 30, 2019**		109
Evening Program – Open Basketball, Zumba	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		92

Other:

- Shafter Youth Center has added a Fitness Boot Camp to the evening program. About 40 people came in the first night to work out with weights and resistance bands. Sessions are free to the community and are held Mondays and Wednesdays from 6:30-8:30 pm.

- SYC kids took their much-awaited field trip to Tomo Kanhi State Historic Park on September 28th. After being rained out of their original date back in May, kids enjoyed great weather and so much information on a long trail. The students had the opportunity to learn about the Kawaiisu Indians from that area—what they ate, hunted, gathered, their medicine, the homes, also how they cooked and traveled. Students even had the opportunity to see inside a Kawaiisu cave and view Kawaiisu pictographs. It was a wonderful day full of education for the children. This trip was made possible by the National Park Trust and a generous grant we were awarded. As part of their stewardship project, the kids held a penny drive to donate to the park. Kids collected $204.11 and presented the check to the State Park representatives.
- United Farm Workers Foundation held a workshop on citizenship papers and processes, serving about 30 clients. Another date is set for October, where 120 appointments have already been reserved.
- Dignity Health Community Health Initiative held a community workshop on Suicide Prevention Awareness for Women in the Latin Community. Recognizing the signs of suicide among women was that topic for the day. Clients had an opportunity to learn the signs and were offered ways to help one another in the event they see a friend in need.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Director of Administration, Pritika Ram		**Month/Year** September 2019
Program/Work Unit: VITA	**Total Program Staffing**: 4	**Program Manager/Supervisor:** Jackie Guerra
Services: Train and certify volunteers, provide free tax preparation and electronic filing for low-moderate income individuals and families and assist clients with ITIN (Individual Tax Identification Number) applications.		

		Results			
Activities	**Description**	**Month**		**YTD**	
		Dollars	**# of Tax Returns**	**Dollars**	**# of Tax Returns**
Refunds	Federal Refunds	$13,332	26	$4,679,891	
	Federal EITC	$23,531	12	$3,108,836	1,584
	Federal Total	**$36,863**		**$7,788,727**	
	State Refunds	$2,978	26	$683,341	
	California EITC	$7,981	7	$319,801	1,429
	State Total	**$10,959**		**$1,003,120**	
Total Credits & Refunds	**State & Federal**	**$47,822**	55	**$8,882,378**	**5,113**

Additional Comment/Notes:

- New Program Manager Jackie Guerra hired 9/13/19.
- Currently recruiting for VITA Site Coordinator and Admin Assistant positions.
- Orientations done weekly for new Volunteer recruitment. 22 confirmed returning volunteers and 19 people have attended orientation, moving forward with training and certification.
- Awarded CSD grant (CAL EITC) $174,000, $60,000 of which will go to CSET (Tulare County partner).
- Meeting with CSET held to discuss next tax season.
- Transitioning into new tax software Taxslayer.
- 211 will handle call volume and appointments for all CAPK VITA sites as well as United Way of Kern County's call volume and appointments.
- IRS offered VITA additional funding of $28,204 for year 2 of the grant. The 2nd year contract will be completed in October.
- Creating Policy and Procedures for VITA program.
- Creating call script for 211 and scope of services VITA provides to taxpayers.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year: Sept 2019**
Program/Work Unit: WIC	**Total Program Staffing**: 72 staff 2 vacancies	**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.

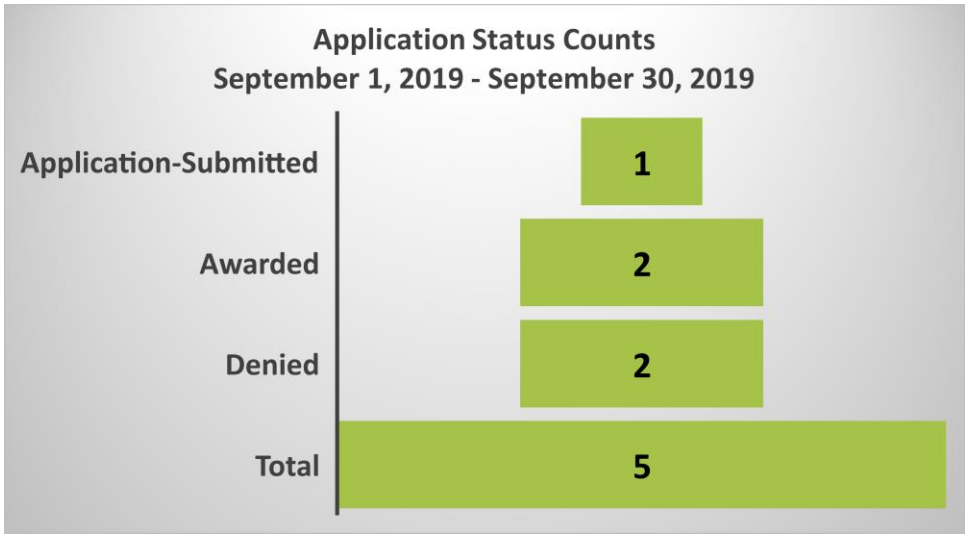
		Participation 10/1/18 – 9/30/19			
Description		**Case Load**	**Month**	**Central Valley Avg.**	**State Avg.**
Total	All services September 2019	**20,370**	**15,082 74%**	**76.55**	**60.5%**

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	36	Mojave	133
	Bakersfield		Oildale	368
			Ridgecrest	612
	E. California	1,515	Rosamond	693
	Niles Street	2,127	Shafter	1,277
	Montclair	356	Tehachapi	399
	Friendship House	78	Wasco	1,716
	Panama	1,249		
	Boron	8	San Bernardino County	
	Buttonwillow	81	Adelanto	1,818
	California City	701	Big Bear	198
	Delano	924	Crestline	277
	Edwards Air Force	*	Needles	147
	Lost Hills	93	Phelan	**
***included in Ridgecrest number**				
			Mobile WIC	284
			** included in Adelanto numbers	

Projects

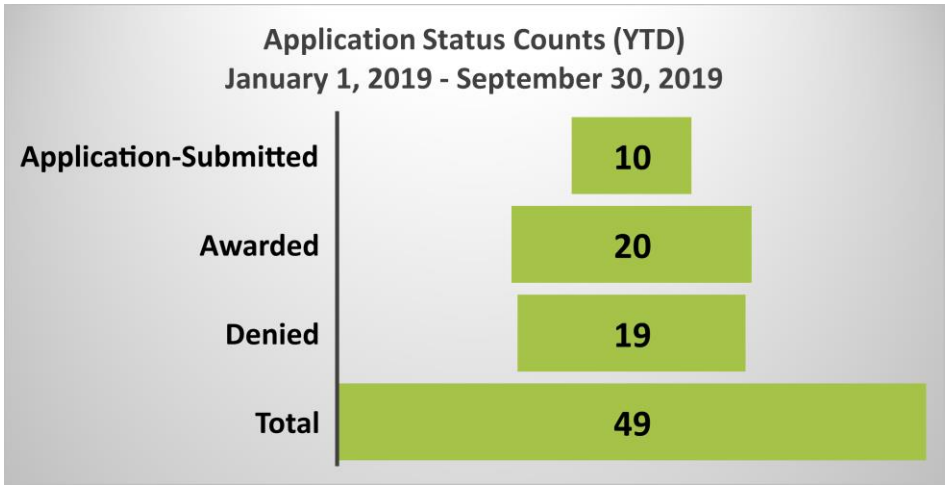
- CAPK WIC continues to exceed the State average in participation.
- CAPK WIC received 52 eligibility requests through the CAPK website. Of those 31 new participants and 20 families were enrolled. We were unable to contact 15 of these requests and 7 had appointments but did not show.
- CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 653 followers and Instagram has 547 followers
- Jasmin Garcia attended the final session of the Leadership Academy in Sacramento on 9/25/19. This is a series of workshops sponsored by California WIC Association. She was accepted into the Academy from several other applicants.
- Jaquelin Byrd attended the State Outreach Committee meeting in Sacrament 9/10/19 – 9/11/19. She continues to have a active role in the committee and brings ideas to the committee and brings others back for our agency. She will be on the committee for the next 3 year contract period.
- Jaqueline collaborated with CAPK Community Development and appeared on Public Access television to explain Public Charge and WIC's role in the process. Enrollment in WIC is not a criterion for Public Charge determination. She also had a radio interview.
- CAPK WIC continues to prepare for the "roll out" of eWIC on 2/18/20 when we change operating systems and begin issuing the WIC Card instead of food vouchers.

Community Development
Application Status Report September 2019



September 1, 2019 – September 30, 2019

Status	Dollars	Count
Application-Submitted	$25,000	1
Awarded	$185,285	2
Denied	$152,000	2
Total	**$362,285**	**5**
	Win Percentage	**50%**



January 1, 2019 – September 30, 2019 (YTD)

Status	Dollars	Count
Application-Submitted	$2,804,913	10
Awarded	$2,408,227	20
Denied	$5,564,964	19
Total	**$10,778,104**	**49**
	Win Percentage	**51%**

Community Development
Application Status Report September 2019

Project Name	Funder	CAPK Program	Amount Requested	Amount Awarded	Decision Date	Deadline	Date Submitted	Status
East Kern Earthquake Relief	**Kern Community Foundation**	**Food Bank**	**$20,000**	**$0**	**9/13/2019**	**8/30/2019**	**8/30/2019**	**Denied**
VITA Financial Empowerment	**Wells Fargo**	**VITA**	**$50,000**	**$11,285**	**9/11/2019**	**6/24/2019**	**6/24/2019**	**Awarded**
2019 Free Tax Preparation Assistance Grant	**CA Department of Community Services and Development (CSD)**	**VITA**	**$132,000**	**$0**	**9/11/2019**	**8/12/2019**	**8/9/2019**	**Denied**
Cal EITC Outreach & Education - 2019	**CA Department of Community Services and Development (CSD)**	**VITA**	**$174,000**	**$174,000**	**9/11/2019**	**8/19/2019**	**8/16/2019**	**Awarded**
Small Business Initiative Year 3 Renewal Proposal	**Bank of the West**	**CDD**	**$25,000**	**$0**		**9/30/2019**	**9/30/2019**	**Application-Submitted**
Ridgecrest Earthquake Relief	CA Department of Community Services and Development (CSD)	Food Bank	$177,018	$177,018	8/27/2019	8/9/2019	8/9/2019	Awarded
PREP Works for Girls-LOI	Women's & Girls Fund	FHCC/SYC	$25,000	$0	7/22/2019	11/9/2018	11/9/2018	Awarded
East Kern Health Link	Dignity Health	EKFRC	$75,000	$0	7/22/2019	6/28/2019	6/28/2019	Denied
Food Bank General Operating Support	Stater Bros. Charities	Food Bank	$15,000	$5,000	7/19/2019	6/30/2019	7/17/2019	Awarded
Emergency Food & Shelter, Phase 36	United Way of Kern County	Food Bank	$175,000	$79,598	7/17/2019	7/9/2019	7/9/2019	Awarded
Ocean STEM	State of California Coastal Conservancy	FHCC/SYC	$13,558	$0	7/10/2019	4/8/2019	4/8/2019	Denied

Community Development
Application Status Report September 2019

CAPK Healthy Living program	Kern County Department of Public Health	Health & Nutrition	$1,491,998	$1,491,998	7/2/2019	2/28/2019	2/28/2019	Awarded
Museum on the Move	Target	SYC	$2,000	$2,000	6/28/2019	6/20/2019	6/19/2019	Awarded
Food Bank Expansion Project	Kern County	Food Bank	$458,293	$0	6/21/2019	11/30/2018	11/30/2018	Denied
Food Bank Expansion Project	Bank of America	Food Bank	$50,000	$0	6/6/2019	2/22/2019	2/22/2019	Denied
Mentoring	Kern County Department of Human Services		$158,400	$70,000	6/6/2019	4/2/2019	4/2/2019	Awarded
STEM/PREP	Union Bank	FHCC/SYC	$25,000	$0	6/1/2019	2/15/2019	2/17/2018	Denied
CAPK Small Business Initiative	US Bank	CDD	$20,000	$0	5/30/2019	5/14/2019	5/13/2019	Denied
East Kern Health Link-Outreach	Borax	EKFRC	$4,000	$3,000	5/26/2019	3/30/2019	3/20/2019	Awarded
Whale Tail Grants Program	California Coastal Commission	FHCC/SYC	$8,000	$8,000	5/23/2019	5/9/2019	5/9/2019	Awarded
Back Packs for Homeless	Kern Family Health Care	211/KCHC	$2,000	$2,000	5/21/2019	3/15/2019	3/15/2019	Awarded
Museum on the Move	Kern Family Health Care	SYC	$2,000	$2,000	5/21/2019	3/15/2019	3/15/2019	Awarded
Museum on the Move	Kern Family Health Care	FHCC	$2,000	$2,000	5/21/2019	3/15/2019	3/15/2019	Awarded
Emergency Closet	Kern Family Health Care	EKFRC	$2,000	$2,000	5/21/2019	3/15/2019	3/15/2019	Awarded
CAPK Food Bank Truck	Virginia and Alfred Harrel Foundation	Food Bank	$35,000	$35,000	5/14/2019	4/15/2019	4/15/2019	Awarded
CAPK Small Business Initiative LOI	US Bank	CDD	$20,000	$0	5/6/2019	4/30/2019	4/29/2019	Awarded

Community Development
Application Status Report September 2019

Kern Youth Reinvestment Project	California Board of State and Community Corrections	FHCC/SYC/211	$225,000	$0	5/1/2019	3/29/2019	3/29/2019	Denied
STEM	Bank of the Sierra	FHCC/SYC	$5,000	$0	4/22/2019	12/31/2018	12/28/2018	Denied
Information and Education	California Department of Public Health	FHCC/SYC	$249,420	$0	4/4/2019	1/11/2019	1/11/2019	Denied
Kinship	Kern County Department of Human Services	FHCC/SYC	$158,400	$0	3/15/2019	2/4/2019	2/4/2019	Denied
Food Bank Expansion Project	City of Bakersfield	Food Bank	$458,293	$0	3/8/2019	11/2/2018	11/2/2018	Denied
Road to Resilience Partnerships FY 2019/2022	CA Department of Social Services, Office of Child Abuse Prevention	FHCC/SYC/EKFRC	$1,800,000	$0	2/26/2019	12/28/2018	12/28/2018	Denied
Case management for pregnant/mothers with SA history	CA Department of Social Services, Office of Child Abuse Prevention	FHCC/SYC/EKFRC	$1,800,000	$0	2/26/2019	12/28/2018	12/28/2018	Denied
PREP Works for Girls	Women's & Girls Fund	FHCC/SYC	$25,000	$0	2/15/2019	1/25/2019	1/25/2019	Denied
PREP Works for Girls	Women's & Girls Fund	FHCC/SYC	$25,000	$0	2/15/2019	1/25/2019	1/25/2019	Denied
East Kern Health Link	Friends of Mercy Foundation	EKFRC	$10,000	$0	2/14/2019	1/28/2019	1/23/2019	Denied
East Kern Health Link-LOI	Friends of Mercy Foundation	EKFRC	$10,000	$0	2/14/2019	1/28/2019	1/23/2019	Denied
211 Kern Coordination of Care Triage Services	US Department of Housing and Urban Development (HUD)	211 Kern	$268,371	$236,838	2/6/2019	9/18/2018	9/13/2018	Awarded

Community Development
Application Status Report September 2019

Eco Columns and Aquarium Trip	California Coastal Commission	FHCC/SYC	$15,000	$0	1/29/2019	11/5/2018	11/5/2018	Denied
Food Bank Trucks	California Department of Social Services	Food Bank	$110,000	$101,490	1/29/2019	12/14/2018	12/14/2018	Awarded
Food Bank Support	So Cal Gas Co	Food Bank	$25,000	$5,000	1/8/2019	8/1/2018	8/1/2018	Awarded
Computers Donations	InterConnection	VITA	$0	$0	1/7/2019	12/31/2018	12/28/2018	Awarded
Your Money Your Goals Cohort-Technical Assistance	Bureau of Consumer Financial Protection	CDD	$0	$0	1/1/2019	10/26/2018	10/25/2018	Awarded
Enterprise Holdings	Enterprise Holdings	Food Bank	$1,500	$0		2/1/2019		Withdrawn
Healthy Stores Refrigeration Grant Program	California Department of Food and Agriculture	Food Bank	$135,000	$0		4/25/2019		Withdrawn
FHCC/SYC reading Program	Dollar General	FHCC	$0	$0		5/16/2019		Withdrawn
Economic Development and Social Mobility	Bank of America		$0	$0		6/28/2019		Withdrawn
2020-2021 CAP	CA Department of Community Services and Development (CSD)	CAPK	$0	$0		6/30/2019	6/30/2019	Application-Submitted
EKFRC School Readiness Initiative & Case Management	First 5 Kern	EKFRC	$808,863	$0		7/30/2019	7/30/2019	Application-Submitted
211 Kern 2019 CoC Coordinated Entry	US Department of Housing and Urban Development (HUD)	211 Kern	$236,838	$0		7/30/2019	7/29/2019	Application-Submitted
211 Kern Help Me Grow	First 5 Kern	211 Kern	$892,242	$0		7/30/2019	7/30/2019	Application-Submitted

Community Development
Application Status Report September 2019

211 Kern _ I&R Services	First 5 Kern	211 Kern	$726,970	$0		7/31/2019	7/30/2019	Application-Submitted
Statewide Park Development and Community Revitalization Program	California Department of Parks and Recreation, Office of Grants and Local Services	FHCC	$0	$0		8/5/2019		Withdrawn
STEM/PREP-Special Ask	AERA Energy	FHCC/SYC	$41,810	$0		8/23/2019	8/23/2019	Application-Submitted
Lincoln Street Perinatal Program - Bakersfield Recovery Services	Dignity Health		$7,000	$0		8/30/2019		Abandoned
Free Farmers Market Wasco-2019/2020	Wonderful	Food Bank	$50,000	$0		8/31/2019	8/30/2019	Application-Submitted
Free Farmers Market Delano-2019/2020	Wonderful	Food Bank	$50,000	$0		8/31/2019	8/30/2019	Application-Submitted
Kern Family Health Care	Kern Family Health Care	211 Kern	$50,000	$0		9/30/2019		Withdrawn
FHCC STEM Lab	Walmart	FHCC	$5,000	$0		12/31/2019	7/26/2019	Application-Submitted
Food Bank C Train	Walmart	Food Bank	$5,000	$0		12/31/2019	7/26/2019	Application-Submitted
Small Business Initiative	Walmart	CDD	$5,000	$0		12/31/2019	7/26/2019	Application-Submitted

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private
Project Name: CAPK Small Business Initiative
Funder Name: Bank of the West
Grant Program Name: Community Development
Funding Period: 1/1/2020-12/31/2019
CFDA#: N/A

Division Director: Pritika Ram

Program Manager: James Burger

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

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

Community Action Partnership of Kern (CAPK) is requesting $25,000 in funds for year 3 of the three-year award for the CAPK Small Business Initiative (SBI) to develop and deliver services to help low-to-moderate income small business owners and entrepreneurs start, strengthen, and grow small businesses in Kern County.

In year 3 of this project, the SBI's Community Development Specialist (CDS), with assistance of volunteer business professionals from a total of 9 partner organizations with content expertise, will deliver a series of business development workshops, and hold one-on-one meetings with the participants in order to determine what level of business knowledge the participant has. CAPK SBI will refer clients to partner organizations to begin or continue their small business venture. In addition, the workshops will offer personal finance assistance and mentoring through the use of Consumer Financial Protection Bureau's Your Money Your Goals curriculum.

B. *Use of Funds:*

The requested funds of $25,000 will be used for a half-time Community Development Specialist to develop and provide training modules, workshops and support to participants.

C. *Approvals:*

1. _____
Division Director Date

2. _____ 10/7/19
Director of Community Development Date

3. _____ 10/7/19
Chief Financial Officer Date

4. _____ 9/8/19
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: Jewett Garden Project
Funder Name: National Head Start Association
Grant Program Name: Head Start
Funding Period: Jan. 1, 2020 – Dec. 31, 2020
CFDA # N/A

Division Director: Yolanda Gonzales
Program Manager: TBD

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

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

CAPK is requesting $5,000 from the National Head Start Association and Scott Miracle-Gro, Gro More Good Garden Grants. In addition to the funds, the Scotts Miracle-Gro Foundation provides supplies to build a school/community garden including raised beds, weed cloth, tub trugs, child-sized hand tools, child-sized shovels, hose and reel, child-sized watering cans, adult and child-sized gloves, tomato towers, pots, seeds, organic soils and fertilizers, plants, garden planting guides, and curriculum.

The purpose of the grant is to teach children, families, and communities how to grow their own fresh produce and increase the consumption of fresh produce in low-income communities. If awarded, the garden will be part of the new Jewett Head Start Center, with a groundbreaking ceremony in January.

B. *Use of Funds:*

The funds of $5,000 will be used for additional garden supplies and materials.

C. *Approvals:*

1. Yolanda Gonzales 10/7/19
Division Director Date

2. 10/7/19
Director of Community Development Date

3. 10/7/19
Chief Financial Officer Date

4. 10/8/19
Chief Executive Officer Date

D. *Board:*

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

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales		**Month/Year:** September 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	September 2019		1317	99.8%
Early Head Start Kern	September 2019		446	85%
Early Head Start Partnership	September 2019		152	39%
Early Head Start San Joaquin	September 2019		313	100%
TOTAL Funded Enrollment			**2132**	
CHILDREN WITH DISABILITIES			**GOAL**	**ACTUAL**
Head Start Kern	Identified as having an IEP		10%	6.9%
Early Head Start Kern	Identified as having an IFSP		10%	10.1%
Early Head Start Partnership	Identified as having an IFSP		10%	4%
Early Head Start San Joaquin	Identified as having an IFSP		10%	16%
OVER INCOME			**GOAL**	**ACTUAL**
Head Start Kern			<10%	9.5%
Early Head Start Kern			<10%	4.5%
Early Head Start Partnership			<10%	5%
Early Head Start San Joaquin			<10%	9.9%
AVERAGE DAILY ATTENDANCE (Program Wide Goal > 85%)			98%	

HIGHLIGHTS:

Enrollment: 2 major recruitment events were staffed this month; March Against Violence and Celebrating Recovery, as well as the sites conducting focused recruitment for their immediate communities.

TOTAL DIVISION STAFFING:

Currently Employed	Vacant Positions	On Family/Medical Leave	
		Continuous	Intermittent
623	15	24	106

COMPLIANCE:

The Head Start/State Child Development program uses ongoing monitoring to measure progress towards meeting program goals, objectives and compliance with program policies and procedures and state and Federal regulations.

During the month of September 2019:

101 Health Child File Reviews were completed.

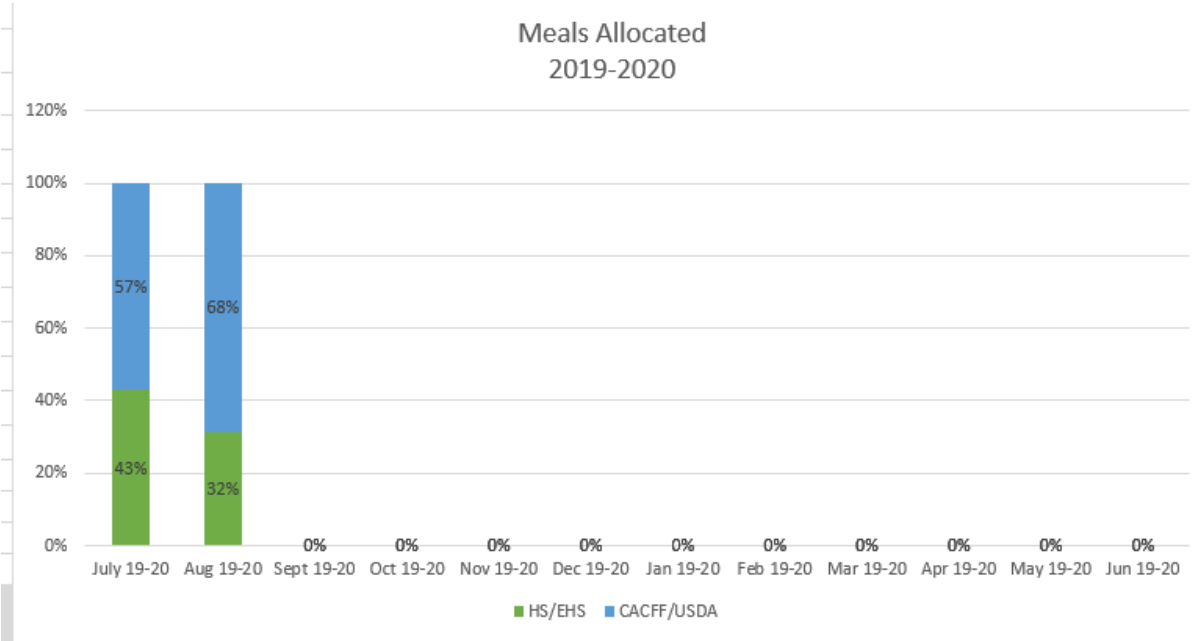
128 Nutrition Child File Reviews were completed.

Risk Assessments were completed for the EHS San Joaquin grant.

Follow-up is ongoing for any identified needs improvement. This task is completed through Corrective Action Plans in Child Plus. Individualized trainings are being provided for staff.

CACFP:

Total Meals Requested			Meals Allocated		
Central Kitchen	Vendor Kitchen	**Total Meals**	CACFP/USDA	HS/EHS	**August 2019**
46,401	13,873	60,274	41,260	19,014	81%



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review and Evaluation Committee

From: Jerry Meade, PDM Administrator

Date: October 16, 2019

Subject: *Agenda Item 6d:* Head Start & Early Head Start Kern Program Option – **Action Item**

The Head Start and State Child Development Division has developed the refunding application for their 2020-2021 funding year for the 09CH011132 HS/EHS Kern grant. The application includes proposed changes to the program options. Below you will find the current and proposed program options followed by the justification for proposed changes.

HEAD START 2019/2020 CURRENT Program Options		**HEAD START 2020/2021 PROPOSED Program Options**		**Difference**
HS Part Day/Yr. DOUBLE Session (AM/PM)	128	**HS** Part Day/Yr. DOUBLE Session (AM/PM)	128	0
HS Part Day/Yr. SINGLE Session (AM/PM)	320	**HS** Part Day/Yr. SINGLE Session (AM/PM)	35	-285
HS Part Day/Yr. (5.75 hours)	77	**HS** Part Day/Yr. (5.75 hours)	252	175
HS / CSPP Part Yr. (8 hours)	597	**HS / CSPP** Part Yr. (8 hours)	587	-10
HS / CSPP Full Year (8+ hours)	175	**HS / CSPP** Full Year (8+ hours)	295	120
HS / CMIG Full Year (8+ hours)	20	**HS / CMIG** Full Year (8+ hours)	20	0
Total HS Enrollment	**1317**	**Total HS Enrollment**	**1317**	**0**

HEAD START 2019/2020 CURRENT Program Options		**HEAD START 2020/2021 PROPOSED Program Options**		**Difference**
EHS / CCTR Full Day/Yr.	180	**EHS / CCTR** Full Day/Yr.	180	0
EHS Kern ONLY Full Day/Yr.	142	**EHS Kern ONLY** Full Day/Yr.	146	4
EHS Home Base	124	**EHS Home Base**	120	-4
Total EHS Enrollment	**446**	**Total EHS Enrollment**	**446**	**0**

Justification:

The proposed Head Start program options are consistent with the program's goal to meet the needs of providing full day services for our families working toward self-sufficiency through employment and/or attending school. The Pre-k slot movement consists of reducing the 3.5-hour program option and increasing program options with a longer day. The additional Pre-K classrooms were realized with the addition of Jewett, Muroc School District, and the completion of Major Renovations at existing HS facilities. There will not be a change to the HS funded enrollment of 1317.

The proposed Early Head Start program options were derived from one additional toddler classroom becoming available to serve 8 slots. Program proposes to reduce the class size from 8 to 6 in two classrooms based on the classroom size (4 slots total), and the additional 4 slots will be reduced from EHS Home Base. There will not be a change to the EHS funded enrollment of 446.

Changes to the program options proposed in this refunding application, once approved, would become effective in the 2020-2021 School Year beginning in July 2020.

Recommendation

Staff recommends the PRE Committee approve the 2020-2021 Program Options for Head Start and Early Head Start Kern.