DATE	April 14, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 502 370 244#

Program Review & Evaluation Committee Agenda

Per Governor's Executive Order N-25-20, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

1. **Call to Order**

2. **Roll Call**

Joe Garcia	Nila Hogan	Michelle Jara-Rangel
Maritza Jimenez	Marian Panos	

3. **Public Comments**

The public may address the Board of Directors 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.

4. **Program Presentation**

   a. Oasis Family Resource Center, Ridgecrest – Fred Hernandez, Director of Youth & Community Services

5. **Regular Business**

   a. March 2021 Program Reports – ***Action Item (p. 3-34)*** Pritika Ram, Director of Administration

      1. Administration
         - Grant Development
         - CAPK Foundation
         - Outreach & Marketing
      2. Community Development
         - 211 Kern
         - Coordinated Entry Services (CES)
         - M Street Homeless Navigation Center
      3. Health & Nutrition Services
         - CalFresh Healthy Living
         - Food Bank
         - Migrant Childcare Alternative Payment (MCAP)
         - Women Infant and Children (WIC)
      4. Operations
         - Business Services
         - Maintenance
         - Information Technology
         - Risk Management

5. Youth & Community Services
   - East Kern Family Resource Center (EKFRC)
   - Energy
   - Friendship House Community Center (FHCC)
   - Shafter Youth Center (SYC)
   - Volunteer Income Tax Assistance (VITA)

b. Application Status Reports & Funding Requests – ***Action Item*** — Pritika Ram, Director of Administration
   1. Application Status Reports for March 2021 ***(p. 35-36)***
   2. Funding Profile – Refrigerated Truck for the Food Bank ***(p. 37)***

c. March 2021 Head Start / State Child Development Enrollment Update & Meals Report – ***Action Item (p. 38-39)*** — Ginger Mendez, HS State Enrollment / Attendance Manager

d. CAPK Food Bank Policies – ***Info Item (p. 40-46)*** — Tammy Fisher, CalFresh Healthy Living Program Administrator

e. Office of Head Start Focus Area 1 Monitoring Review Update – ***Info Item (p. 47-48)*** — Sylvia Ortega, Quality Assurance Administrator

f. Strategic Plan Progress Report: Goal 3 – ***Info Item (p. 49-52)*** — James Burger, Outreach & Advocacy Coordinator

g. 2020 Community Services Block Grant (CSBG) Annual Report – ***Info Item*** — Pritika Ram, Director of Administration

6. <u>Committee Member Comments</u>

7. <u>Next Scheduled Meeting</u>

Program Review & Evaluation Committee
12:00 pm
Wednesday, May 12, 2021
5005 Business Park North
Bakersfield, CA 93309

8. <u>Adjournment</u>

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, April 9, 2021. Paula Daoutis, Administrative Coordinator.

Program Monthly Reports
March 2021
PRE Meeting
April 14,2021

Administration

Grant Development

CAPK Foundation

Outreach & Marketing

Community Action Partnership of Kern
Monthly Report 2021

Month	March	**Program/ Work Unit**	Grant Development, CAPK Foundation, and Outreach
Division/Director	Executive/Pritika Ram	**Program Manager**	N/A
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

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.

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	21,451	68,572	180,000	143%	38%
Facebook Impressions - number of times users see content	42,078	193,078	900,000	56%	21%
Other Social Media Impressions	18,763	38,894	220,000	102%	18%

Outreach Advocacy	Outreach Special Projects
Townhall event with US Senator Alex Padilla	Completed CAPK Agency Communications Plan
Worked with Valadao and McCarthy offices to access House Appropriation Funds	Conducted Outreach Training
	Staged Vaccination Townhall with Vacc Taskforce
Worked with Sen. Hurtado on Food Insecurity	Coordinated Media Stories for ABC23 Food Drive
Supported MCAP on Funding Bill by Hurtado	Prepared 2020 Annual Report for April release
	Worked alongside Kern County Library to develop new Bookmobile program
	Initiated 1 on 1 social media evaluation/training sessions with CAPK programs
	Assisting with Clinica Sierra Vista vaccination day

Grants In Progress	Projects
USDA Planning Grant	Community Needs Assessment
Union Bank	Community Action Plan
Bakersfield Rotary Waterman	Affordable Housing - Assessment / Strategic Plan
Albertsons Nourshing Neighbors	CDC/CDFI Engagement. Selected vendor, pending
One-stop shop grant through ETR	2021-23 Strategic Plan Development
Valado's office LOI sent	2020 One Page Update (pending)

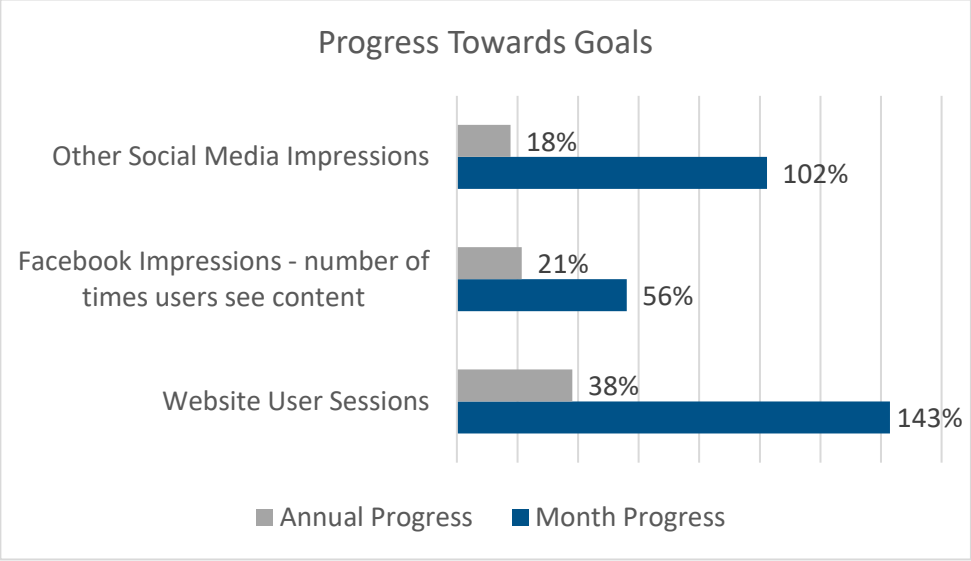
CSBG	ROMA
Wipfli - CRM client intake (across programs)	Part of Strategic Plan 2021-23

Foundation

Identification of Potential Food Bank Expansion Donors	Research for applicable grants
Build out of Foundation Webpage: www.capk.org/foundation	Revision of donation process and management
Completed Give Big Kern Enrollment	

Community Action Partnership of Kern
Monthly Report 2021

Month	March	**Program/ Work Unit**	Grant Development, CAPK Foundation, and Outreach
Program Strategic Goals		**Progress Towards Goal**	
Customer Relationship Managemet Projects, including Volunteer Management and Referral Management		Volunteer management- in preliminary buildout of the portal. Referral management-research/discovery phase	
Conduct In depth program specific needs assessment		Conductly Quarterly ties into Logic Model and ROMA	



Community Development

211 Kern

Coordinated Entry Services

M Street Homeless Navigation Center

Community Action Partnership of Kern
Monthly Report 2021

Month	March	Program/Work Unit	211 Kern
Division/Director	Community Development Sheila Shegos	Program Manager	Irene Fonseca
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org.

Most Requested Services	Food Assistance	Rental Assistance	Shelter
Top 3 Unmet Needs	Shelter	Meal Delivery	Financial Assistance

Information and Referral Services Calls Handled (Referred)	Month	YTD	Annual Goal	Month Progress	Annual Progress (8%)
Kern County (SRV 7c)	4,782	15,129	72,000	80%	21%
Kings County (SRV 7c)	308	1,226	2,400	154%	51%
Tulare County (SRV 7c)	1,600	9,319	18,000	107%	52%
Stanislaus County (SRV 7c)	1,599	5,000	14,400	133%	35%
Total	**8,289**	**30,674**	**106,800**	**118%**	29%

Staffing vs. Call Volume	Current Staff	Staff Needed Per Call	Staff Over/ Short
Staff dedicated of Kern calls handled. Expectation is 42 calls per staff for an 8 hour shift.	16	1.3	**(4.83)**

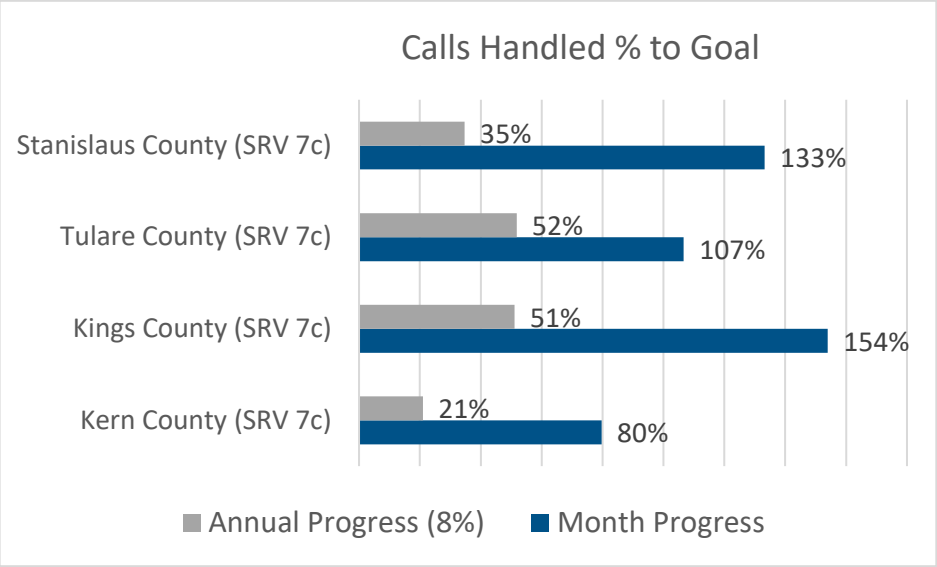
Grant Funded Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)	40	76	300	160%	25%
Medi-Cal Application (SRV 7b & SRV 7c)	13	36	100	156%	36%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)	11	63	300	44%	21%

Website Visitors	Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated	20,399	60,836	200,000	122%	30%

Other Calls	Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)	3,698	10,970	42,000	106%	26%
Mental Health (SRV 7c)	269	830	2,400	135%	35%
Health and Human Service Referrals	9,465	29,420	100,000	114%	29%

Community Action Partnership of Kern
Monthly Report 2021

Month	March	Program/Work Unit	211 Kern
Program Strategic Goals		**Progress Towards Goal**	
1. Fill Staff Vacancies		Positive outcome on recruitment. Able to fill vacant positions.	
2. Retain Staff		High call volume previously experienced, has slightly decreased allowing staff to refresh and refocus	
3. Contingency Staffing Plan		Ensure that all I&R staff are equipped with telecommuting devices in the event an afterhours call surge occurs	



Community Action Partnership of Kern
Monthly Report 2021

Month	March	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Community Development / Sheila Shegos	**Program Manager**	Rebecca Moreno
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

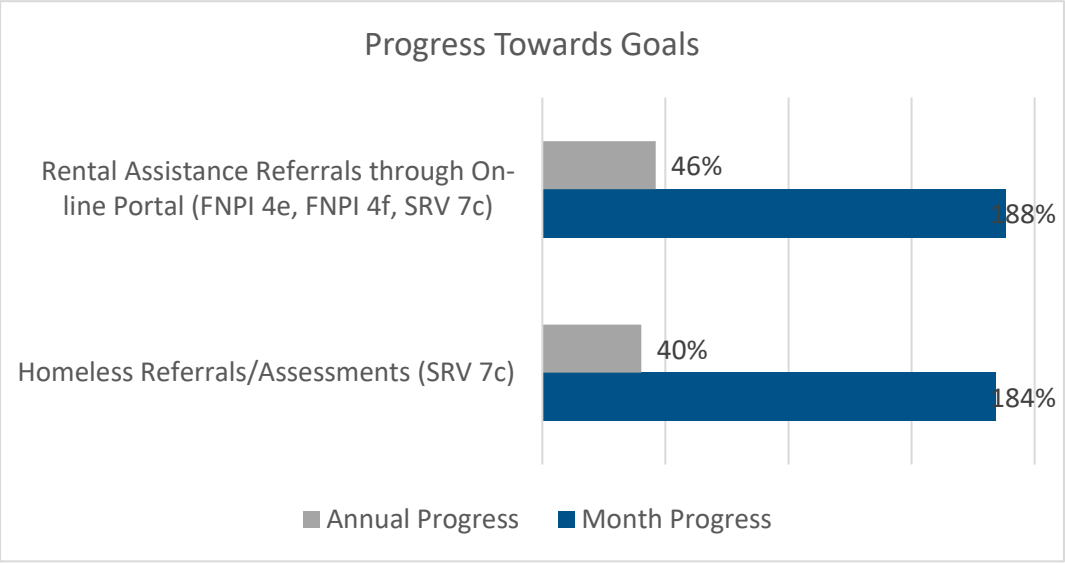
Serves as the Kern County point of entry for assessment and referral to homeless services. Coordinated Entry Services (CES) works with all Bakersfield Kern Regional Homeless Collaborative partners to maximize member resources. CES is also the entry point for COVID related rental assistance.

Referrals/Assessments	Month	YTD	YTD Goal	Month Progress	Annual Progress
Homeless Referrals/Assessments (SRV 7c)	922	2,409	6,000	184%	40%
Rental Assistance Referrals through On-line Portal (FNPI 4e, FNPI 4f, SRV 7c)	314	920	2,000	188%	46%
Total Calls	**1,236**	**3,329**	**8,000**	**185%**	42%

Performance	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of applicants who received a response within 24 Hours	611	969	100%	49%	26%

Pending Assessments	Month	YTD	YTD Goal	Month Progress	Annual Progress
Pending Homeless	0	367	0	0	(367)
Pending Rental Assistance	0	200	0	0	(200)
Total Pending Percentage	**0%**	**17%**	**0**	**0%**	-17%

Program Strategic Goals	Progress Towards Goal
1. Improve 24 hour call back response.	We are half way to our goal
2. Integrate Customer Relation Software.	Online portal should be complete by next week
3. Build provider network support.	Nothing to report



Community Action Partnership of Kern
Monthly Report 2021

Month	March	**Program/Work Unit**	M Street Navigation Center
Division/Director	Community Development / Sheila Shegos	**Program Manager**	Laurie Hughey
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

CAPK operates the 150-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic resources to un- sheltered individuals with pets and partners. 2-1-1 Kern is also the Homeless Coordinated Entry Services provider in partnership with the Bakersfield-Kern Regional Homeless Collaborative.

Shelter	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) ***Month only*** (COVID-19 Related, will review	116	227	75	155%	
Overnight Residents (Assigned Beds) (FNPI	71	182	300	284%	61%
Pets (Number)	7	7	30	280%	23%
Pets Days in Care	22	22	120	220%	18%
Residents Under 90 days length of stay.	54	119	300	216%	40%
Exits to Permanent Housing (FNPI 4b)	5	18	60	100%	30%
Exits-Family Reunification	2	2	25	96%	8%
Exits-Self	27	27	50	648%	54%
Exits-Involuntary	10	76	165	73%	46%
Case Management Services	33	33	500	79%	7%
Critical Incidents	28	79	360	93%	22%
Shelter Residents Meals SRV 5ii	2,707	7,206	325,000	10%	2%
Left Over Meals	2,873	2,873	0	2,873.0	2,873.0
Number of Volunteers	26	92	50	624%	184%
Volunteers Hours	148	331	400	444%	83%

Program Strategic Goals	Progress Towards Goal
1. Offer walk-in client services.	NA due to pandemic
2. Increase community Engagement i.e. volunteers, in-kind donations, non-operational special need items, etc.	Hot meals provided by dignity health, city serve volunteers, kingdom prayer church, donation of art supplies/projects, coffee supplies, games, hygiene items, clothing, professional clothing, 200 pillows, snacks, hand sanitizer, face mask, relapse classes
3. Develop and implement a job program	City serve through Project hire -up

Community Action Partnership of Kern
Monthly Report 2021

Month	March
Age	**Month**
18 - 24	10
25 - 34	20
35 - 44	18
45 - 54	24
55 - 61	20
62+	24

Race Demographic	Month
American Indian or Alaska Native	3
Asian	1
Black or African American	26
Native Hawaiian or Other Pacific Islander	2
White	82
Multiple races	2
Client Don't know / Refused	0
No Answer	0
Total:	**116**

Gender	Month
Female	54
Male	62
Trans Female (MTF or Male to Female)	0
Trans Male (FTM or Female to Male)	0
Gender Non-Conforming (i.e. not exclusively male or female)	0
Client doesn't know	0
Client refused	0
No Answer	0
Total:	**116**

Program/Work Unit	M Street Navigation Center		
Zip code	**Number**	**Zip code**	**Number**
93301	10		
93304	2		
93305	12		
93306	1		
93307	4		
93308	5		
93309	6		
93311	1		
93313	1		
93516	1		
93215	2		
92346	1		
93243	1		
90044	1		
92675	1		
93268	1		
95687	1		
93002	1		
93292	1		
93280	1		
46368	1		
78521	1		
76179	1		
unspecified	59		

Health & Nutrition Services

CalFresh Healthy Living

Food Bank

Migrant Childcare Alternative Payment (MCAP) Women Infant and Children (WIC)

Community Action Partnership of Kern
Monthly Report 2021

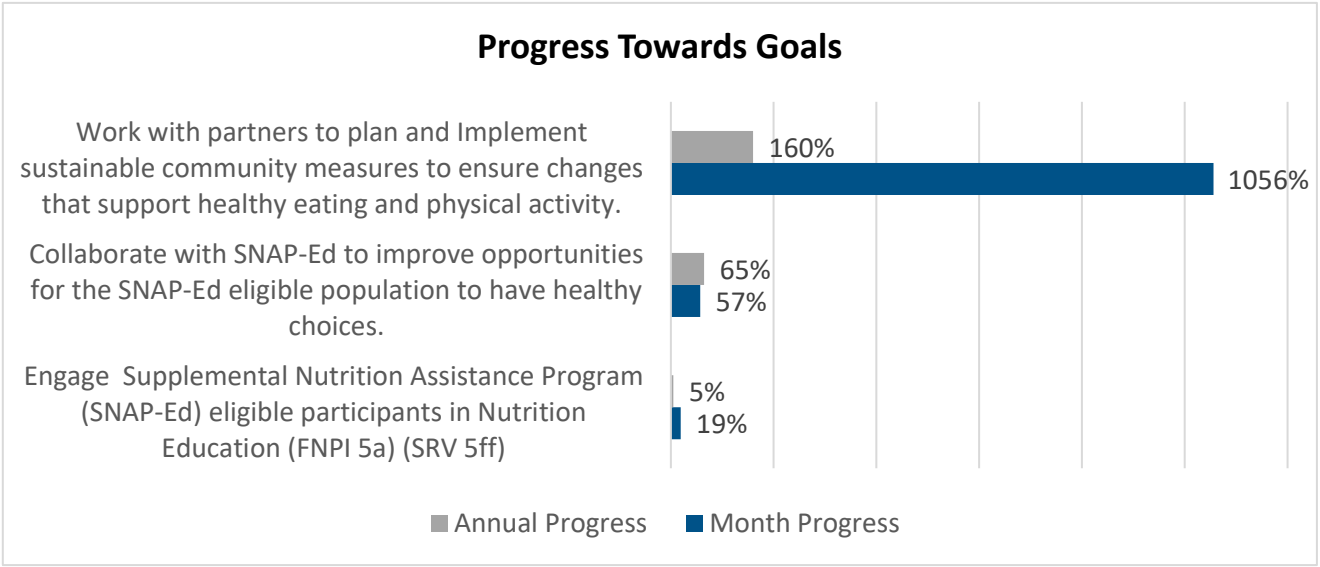
Month	March	**Program/Work Unit**	CalFresh Healthy Living
Division/Director	Health & Nutrition Services / Carmen Segovia	**Program Manager**	Tammy Fisher
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

CAPK CalFresh Healthy Living improves the nutrition health of low-income Kern County residents by providing access to nutrition education, physical activity education, and training that will help build a healthy, knowledgeable community.

Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Engage Supplemental Nutrition Assistance Program (SNAP-Ed) eligible participants in Nutrition Education (FNPI 5a) (SRV 5ff)	715	2,035	45,000	19%	5%
Collaborate with SNAP-Ed to improve opportunities for the SNAP-Ed eligible population to have healthy choices.	5	68	105	57%	65%
Work with partners to plan and Implement sustainable community measures to ensure changes that support healthy eating and physical activity.	22	40	25	1056%	160%

Program Strategic Goals	Progress
1. Retain Staff	Biweekly meeting with staff to discuss improving morale during COVID-19 Pandemic while observing CAPK & State protocols
2. Create Contingency Staffing Plan	Staff attended COVID-19 Vaccination presentation
3. Expand Social Media Presence	Began using #CAPKHEALTHYLIVING for Social Media posts



Community Action Partnership of Kern
Monthly Report 2021

Month	March	**Program/Work Unit**	Food Bank
Division/Director	Health & Nutrition Services / Carmen Segovia	**Program Manager**	Jaime Orona
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

Provides food assistance to low-income families and individuals through a network of more than 150 partnering food distribution sites throughout Kern County. The Food Bank also offers the Senior Food and Backpack Buddies program at CAPK youth centers, schools, and other community sites.

Food Distributions	Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (Duplicated) (SRV	43,001	85,304	650,000	79%	13%
Free Farmers Markets Pounds	1,289,088	5,458,176	25,000,000	62%	22%
Pounds Received	2,424,183	5,513,254	25,000,000	116%	22%
Pounds Carried Over from Previous Month	868,624				
Pounds Distributed	**2,198,617**	**5,287,688**	**22,000,000**	**120%**	**24%**

Senior Food	Month	YTD	Month Goal	Month Progress
Individuals Served (SRV 5jj)	4,395	8,703	4,300	102%
Pounds Distributed	**158,220**	**313,344**	**150,500**	**105%**

Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	1,342	2,678	8,000	201%	33%
Pounds Distributed	**53,920**	**101,450**	**250,000**	**259%**	**41%**

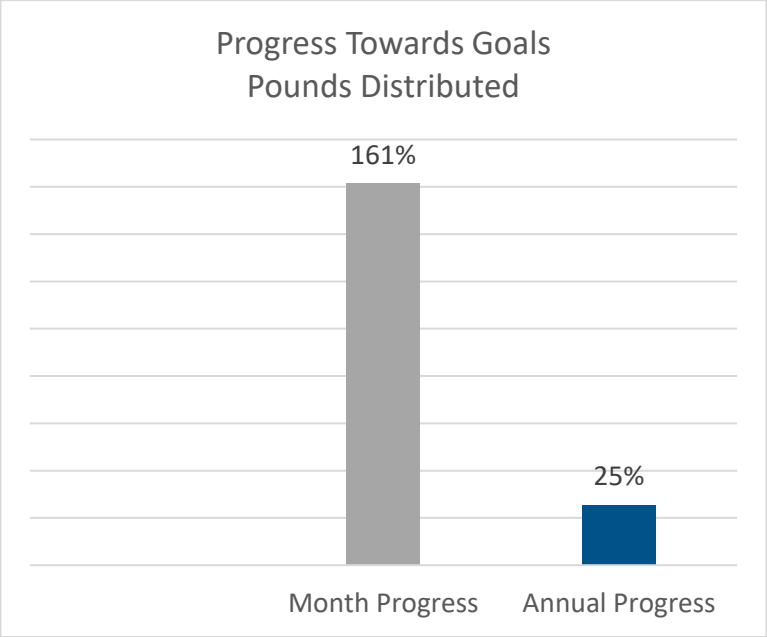
Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	**2,410,757**	**5,702,482**	**22,400,500**	**161%**	25%

Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training SRV 6f	17	53	60	**340%**	88%
Other Volunteers	48	156	1,500	38%	10%

Program Strategic Goals	Progress Towards Goal
1. Improve data collection and reporting methods.	Working with Operations Supervisor to get Primarius back on track for 2021
2. Fill newly created positions & train new employees.	Currently scheduling interviews for vacant positions
3. Increase numbers of volunteers.	Posting volunteer request through social media

Community Action Partnership of Kern
Monthly Report 2021

Month	March	Program/Work Unit	Food Bank



Community Action Partnership of Kern
Monthly Report 2021

Month	March	**Program/Work Unit**	Migrant Childcare Alternative Payment (MCAP)
Division/Director	Health & Nutrition Services / Carmen Segovia	**Program Manager**	Susana Magana
Reporting Period	March 1 , 2021 - March 31, 2021		

Program Description

The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidy to migrant, agriculturally working families. Families can apply for child care services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, the family can migrate anywhere in California to follow agricultural work and their childcare services can continue.

Services	Month	YTD	Goal	Month Progress	Annual Progress
Number of Child Enrollments	30	910	1,000	36%	91%
Childcare Providers	2	183	200	12%	92%
MCAP Subsidies July -June	**Month of February processed in March**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provider Payments-Subsidies Expended	$579,823	$ 4,353,216	$7,500,000	93%	58%
Agriculture Childcare Program Kern Ends in July (Will not change Month to Month)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Number of Children Served		21	21	0%	100%
Number of Childcare Providers	-	9	9	0%	100%

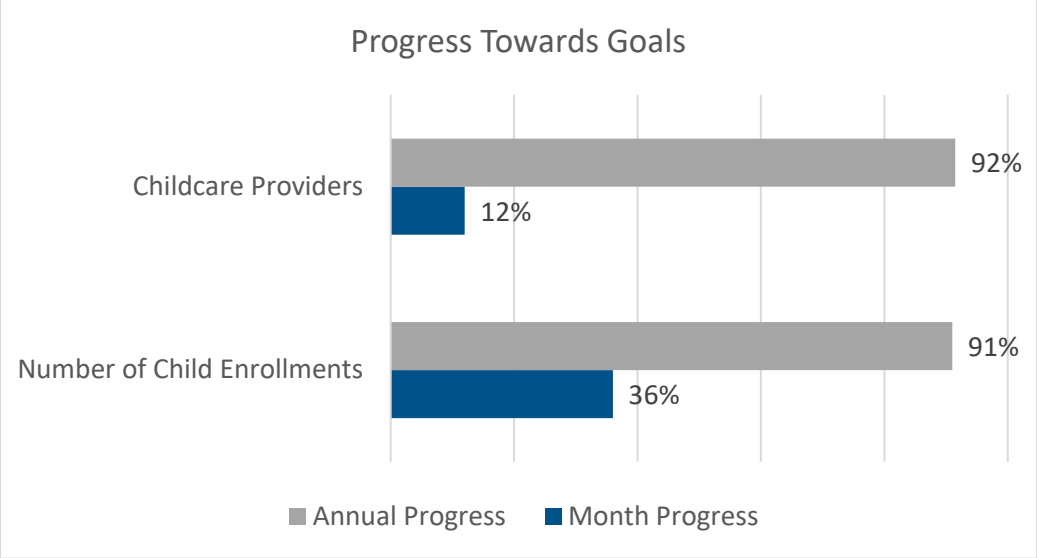
Program Strategic Goals	Progress Towards Goal
1. Fill Staff Vacancies.	Madera County Family Services Specialist position will start on 4/19/21
2. Retain Staff.	Currently providing technical assistance and onboarding trainings for 3 staff that started in February.
3. Contingency Staffing Plan	Reimbursement Coordinator attended a Microix training on 3/22/2021

Comments

Program Manager is working closely with SEN Hurtado's office on SB 393. CAPK is sponsoring Senate Bill 393. This bill is to change the MCAP funding structure to better serve the migrant community. SB 393 passed on consent on both the Education Committee on March 17th and the Human Services Committee on March 23rd. SB393 has been referred to the Senate Appropriations Committee. The hearing for this committee has not been set yet.

Community Action Partnership of Kern
Monthly Report 2021

Month	March	**Program/Work Unit**	Migrant Childcare Alternative Payment (MCAP)



Community Action Partnership of Kern
Monthly Report 2021

Month	March	**Program/Work Unit**	Women Infants & Children (WIC) Nutrition
Division/Director	Health & Nutrition Services / Carmen Segovia	**Program Manager**	Kathlyn Lujan
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

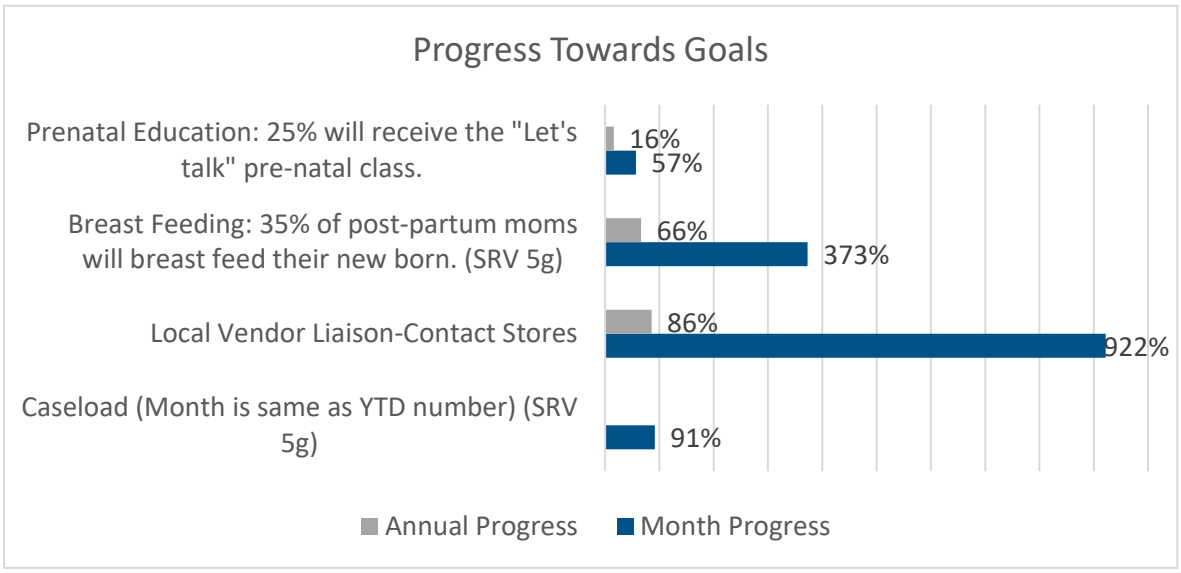
The WIC program provides education, breastfeeding support and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breast feeding. CAPK WIC operates in 21 sites throughout Kern County, 5 locations in San Bernardino County, and through one mobile WIC clinic to reach hard-to-serve populations.

Services	Month	YTD	Goal	Month Progress	Annual Progress
Caseload (Month is same as YTD number) (SRV 5g)	14,758	14,758	16,160	91%	
Local Vendor Liaison-Contact Stores	53	59	69	922%	86%
Breast Feeding: 35% of post-partum moms will breast feed their new born. (SRV 5g)	970	2,066	3,120	373%	66%
Prenatal Education: 25% will receive the "Let's talk" pre-natal class.	64	218	1,350	57%	16%
Outreach	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Enrollment from Website Goal is 100%	262	580	1,400	225%	41%
WIC Presentations	4	7	12	400%	58%
Create one PSA for publication in newspaper, television, or social media.	0	1	2	0%	50%
Regional Breast Feeding	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provide Breastfeeding education to health care provider office	6	11	12	600%	92%

Program Strategic Goals	Progress
1. Develop Nutrition Topics on Facebook/Instagram.	Eat a Rainbow messages/Flyer distribution at the Food Bank/Participated in drive up event
2. Develop nutrition course for new hires.	In process
3. Implement Tele-Health for WIC appointments and counselling.	Progress per CDPH roll out plans

Community Action Partnership of Kern
Monthly Report 2021

Month	March	Program/Work Unit	Women Infants & Children



Operations

Business Services

Maintenance

Information Technology

Risk Management

Community Action Partnership of Kern
Monthly Report 2021

Month	March	**Program/Work Unit**	Operations: Business Services, Maintenance, Information Technology, Risk Management
Division/Director	Operations/Emilio Wagner/Todd Payne Assistanct Director	**Program Managers**	Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule
Reporting Period	January 1, 2021 - December 31, 2021		

Division Description

Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.

Business Services

Activity	Requested	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Purchase Orders			320	549	TBD	TBD
Contracts	13	34	11	25	TBD	TBD
Leases	2	16		3	TBD	TBD
Requests for Proposals				1	TBD	TBD

Maintenance & Operations

Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Facility Work Orders	232	63	169	828	TBD	TBD

Information & Technology

Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Help Desk Work Orders	283	119	304	848	TBD	TBD

Risk Management

Workers Comp Claims	Reported	Reported YTD
First Aid (Reported only)	5	7
First Aid	3	5
Medical Treatment	1	1
Modified Duty	0	0
Lost Time	0	0
Non-Industrial (not work related)	0	0
Under Investigation	0	0
Confirmed Work Related COVID	0	28

Other	Reported	Reported YTD
General Liability		0
Property Incidents	3	12
Vehicle Incidents	1	5
Litigated	1	1

Community Action Partnership of Kern

Monthly Report 2021

Month	March	Program/Work Unit	Operations

RFPs	Contracts
Re-issue EHS Food Vendor	Wellworks For You (Finance)
Re-issue EHS Mental Health Consultant	Colombo Construction (Head Start)
Pest Control -Agency	Motor City
Janitorial -Agency	Big O Tires
Diversity Training	Turks Kern Copy (Maintenance)
	Turks Kern Copy (LBNC)
Risk Projects	Tel Tec (Various Programs) Phase #2
Final Rev Draft Fleet Vehicle Policy	RM Industries Amendment VII (Agency Wide)
Final Draft ATD Exposure Plan	RM Industries Amendment VII (COVID Services)
Final Draft PPE Manual	Crown Lift Trucks (Food Bank $420.35)
Final Draft Wildfire Smoke Mgmt	Escuelita Hernandez (Partnership) Amend I
Final Draft Workplace Violence	CSET (CALEITC) Subcontract Renewal
Final Draft Bloodborne Pathogens	CACC Subcontract Agreement (Com. Dev. $500,000
Draft of GPS Policy	Mission Linen (Head Start Addendum)
Rev Electrical Safety program	Koantic, Inc. (HS $3,062)
IT Projects	Michael K Brown Amendment I
AT&T Switch Ethernet installation	Mojave Unified School District Food Service Contrac
Head Start Networking upgrades	Kristen Hayes Consulting
Server Upgrades	Bakersfield Glass Amendment I (Energy $25,000)
	ACI (M St. $4,131)
	Dave Bang Associates (EHS $26,871.11)
	PLC System Services (M. St. Nav. $4,995)
	WIPFLI Change Order #4
	WIPFLI Contract
Leases	Transwest Amendment II
277 E. Front St Buttonwillow (WIC)	Office 1 Comm. Dev.
7000 Doe Ave. (MCAP)	Zero to Three (Head Start)
Mojave Veteran's Bldg. Rental Agreement (WIC)	Sarana Educational Consulting (Head Start)
15682 K St. Mojave	Daniells Phillips Consulting Contract
425 E. Fairview (Head Start)	Singco (Food Bank $1,127.16)
1001 Main St. Delano (WIC)	Ken Smith Construction Renewal
1815 Van Ness Ave. (MCAP)	Creative Child Care Food Service Contract
216 West 7th St. (Hanford)	ACI Change Order No. 1 (1900 East Cal.)
108 S. Robinson St. Tehachapi (WIC)	211 UWSC Addendum II
26904 Nichols St. Boron (WIC)	County Library Bookmobile
2400 Planz Rd. (Head Start)	Performance Outcomes and Associates
8201 Palm Ave.Lamont (Head Start)	United Way Kern County Amedment I
4600 Panama Lane (WIC)	Lakeshore (EHS SJ)
741 Palm Ave. Wasco (WIC)	Ken Smith Construction Change Order No. 1
2550 East. Belle Terrace Ste. 501-502	Michael K Brown Amendment II
2800 D. Street (EHS SJ)	Michael K. Brown (Irrigation Install.) Comm. Dev.
2885 E. Harding (EHS SJ)	Clark Appraisal (EHS SJ)

PLC System Services (M. St. Nav. $4,995)
FUND Consutling
United Way Tulare County Addendum

Youth and Community Services

East Kern Family Resource Center (EKFRC)

Energy

Friendship House Community Center (FHCC)

Shafter Youth Center (SYC)

Volunteer Income Tax Assistance (VITA)

Community Action Partnership of Kern
Monthly Report 2021

Month	March	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Youth & Community Services Fred Hernandez	**Program Manager**	Stacy Ralston
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

East Kern Family Resource Center is a regional service center based in Mojave that assists individuals and families from the desert and Tehachapi Mountain communities, focusing on families with children who are at risk of abuse and neglect, or possibly unprepared to enter kindergarten successfully.

Differential Response	Month	YTD	Annual Goal	Month Progress	Annual Progress
Provide One Time Referral Services to Families. (SRV 7c)	24	31	130	222%	24%
Provide One Time Referral Services to Children. (SRV 7c)	24	38	300	96%	13%
Case Management-Families. (SRV 7a)	23	27	90	307%	30%
Case Management-Children. (SRV 7a)	23	36	210	131%	17%
Differential Response Total	**94**	**132**	**730**	**189%**	18%

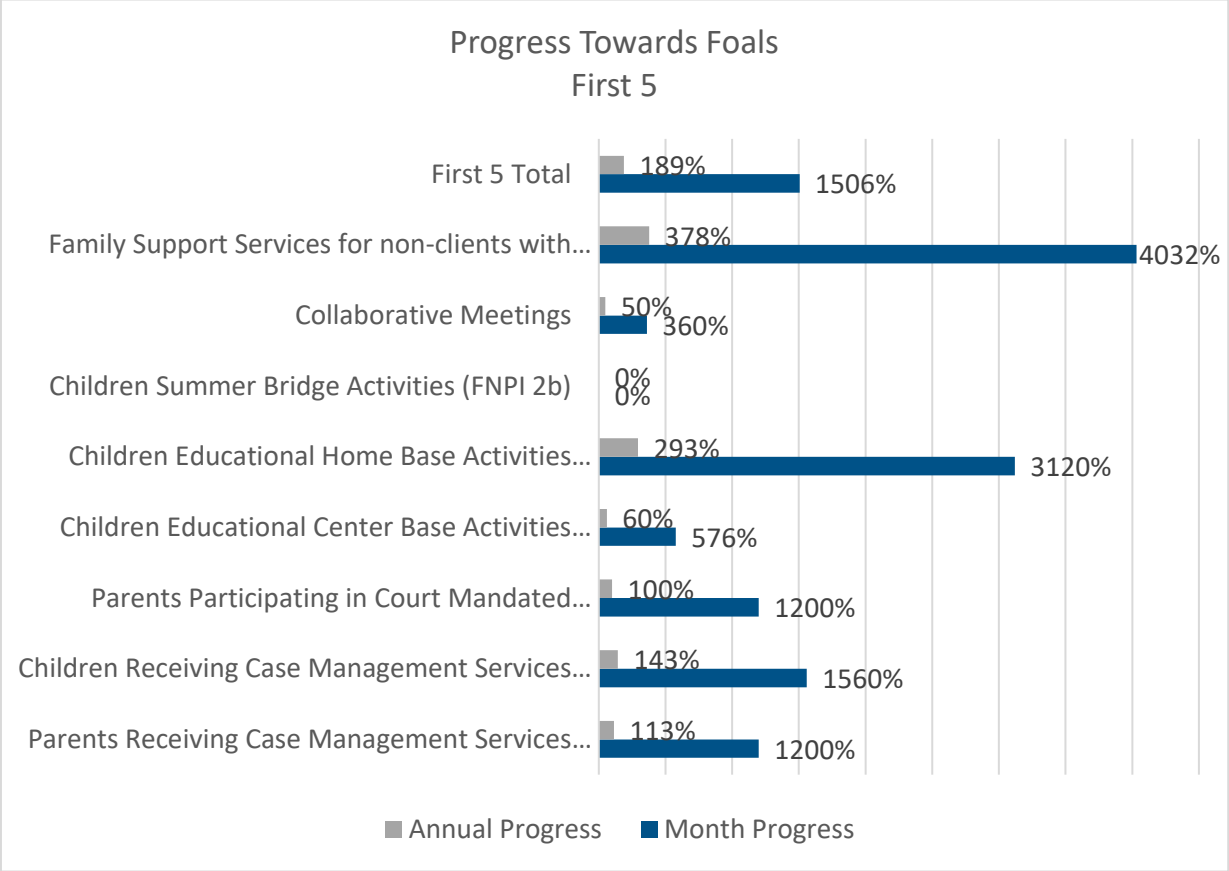
First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	30	34	30	1200%	113%
Children Receiving Case Management Services (SRV 7a)	39	43	30	1560%	143%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	10	10	10	1200%	100%
Children Educational Center Base Activities (FNPI 2b)	12	15	25	576%	60%
Children Educational Home Base Activities (FNPI 2b)	39	44	15	3120%	293%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Collaborative Meetings	3	5	10	360%	50%
Family Support Services for non-clients with children 5 and under	168	189	50	4032%	378%
First 5 Total	**301**	**340**	**180**	**1506%**	189%

Walk-In Services (Non-Clients)	Month	YTD
Food/Household Items	43	164
Referrals/Administrative Services	88	318

Comments

Community Action Partnership of Kern
Monthly Report 2021

Program Strategic Goals	Progress Towards Goal
1. Create client data base.	This project is currently in progress.
2. Improve office internet connectivity.	This project was completed in the month of April 2021.
3. Expand the influence of the East Kern Collaborative.	This project is currently in progress.



Community Action Partnership of Kern
Monthly Report 2021

Month	March	Program/Work Unit	Energy & Utility Assistance
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Wilfredo Cruz, Loretta Andrews, Ruben Minor
	January 1, 2021 - December 31, 2021		

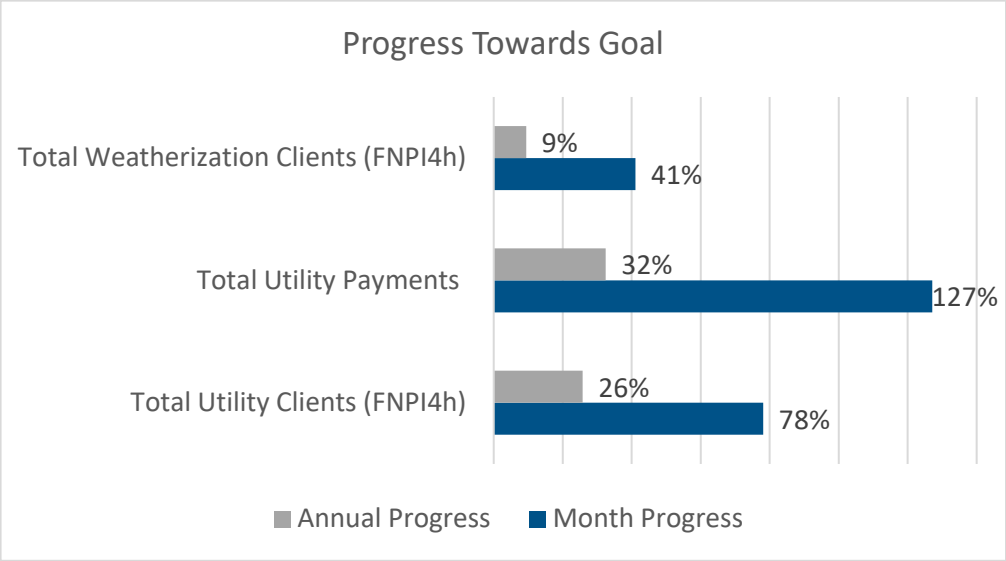
Program Description
The Energy Program assists income-eligible Kern County residents with utility bill payment, free

Low-income Home Energy Program (LIHEAP)	Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance	720	1,689	6,700	129%	25%
Utility Payments	$548,835	$1,245,451	$5,035,559	131%	25%
Clients Served Weatherization	14	28	250	67%	11%
Disgorgement Assistance Program (DAP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Clients Served Utilities Assistance	3	211	210	17%	100%
Utility Payments	1,147	$145,156	$145,000	9%	100%
Clients Served Weatherization	7	18	150	56%	12%
CARES ACT (Ends September)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Clients Served Utilities Assistance	416	1,339	5,655	88%	24%
Utility Payments	$184,075	$587,218	$916,186	241%	64%
Department Of Energy (DOE) Weatherization	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Clients Served Weatherization	0	1	100	0%	1%
Totals	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Utility Clients (FNPI4h)	**1,139**	**3,239**	**12,565**	78%	26%
Total Utility Payments	**$734,057**	**$1,977,825**	**$6,096,745**	127%	32%
Total Weatherization Clients (FNPI4h)	**21**	**47**	**500**	41%	9%

Program Strategic Goals	Progress Towards Goal
1. Expedite assistance to client by increasing efficiency in paperwork (Weatherization).	The new Hancock system update started this month. The employees are currently being trained.
2. Implement a digital inventory system.	Hancock is researching ability to use software for this purpose. This is part of the Hancock update in #1.
3. Improve our outreach methods.	A PSA was posted in the Shafter Press and Wasco Tribune to inform the community about our UA & Wx programs.

Community Action Partnership of Kern
Monthly Report 2021

Month	March	Program/Work Unit	Energy & Utility Assistance



Community Action Partnership of Kern
Monthly Report 2021

Month	March	**Program/Work Unit**	Friendship House Community Center (FHCC)
Division/Director	Youth & Community Services Fred Hernandez	**Program Manager**	Lois Hannible
Reporting Period	January 1, 2021 - December 31, 2021		

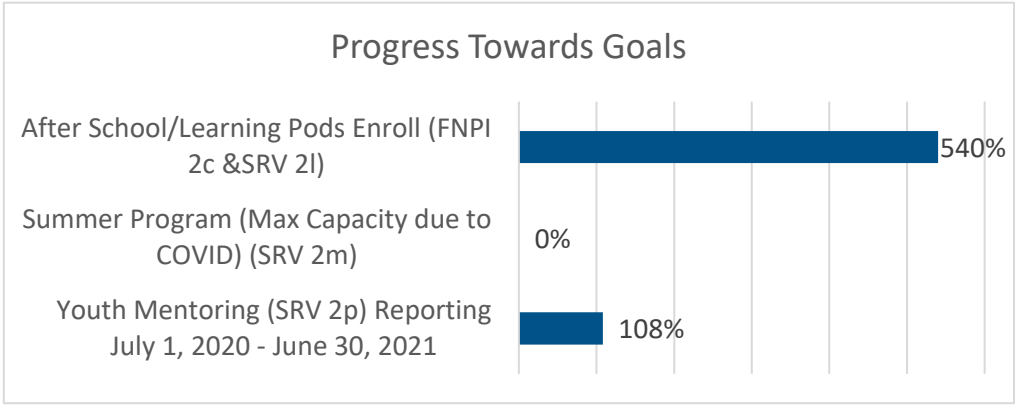
Program Description

Located in Southeast Bakersfield, the program serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Current Enrolled	Month	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (SRV 2p) Reporting July 1, 2020 - June 30, 2021	33	9	60	100	108%	60%
Summer Program (Max Capacity due to COVID) (SRV 2m)	0	0	0	18	0%	0%
After School/Learning Pods Enroll (FNPI 2c &SRV 2l)	17	9	20	20	540%	100%

Medi-Cal Outreach		Month	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions		900	1243	3,000	360%	41%
Canvasing phone calls and flyers		0	6060	15,000	0%	40%

Program Strategic Goals	Progress
1. Develop and implement an education and tutoring program.	A scope of work has been created for the intensive tutoring program, which includes securing educational materials and equipment, and
2. Strengthen technical infrastructure to increase tech based services for youths such as STEM and distance learning.	An ethernet port has been installed in FHCC classroom #111, which allowed for a computer and phone to be installed, thereby building program
3. Create Advisory Board Recruitment Plan.	The FHCC Advisory Board has been contacted regarding the need for a Board recruitment plan.



Community Action Partnership of Kern
Monthly Report 2021

Month	March	Program/Work Unit	Shafter Youth Center (SYC)
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Angelica Nelson
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

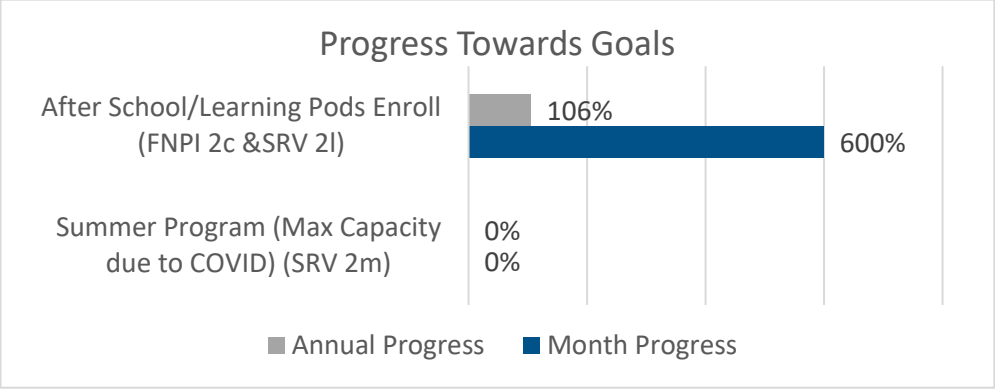
SYC serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Current Enrolled	Month	YTD	Goal	Month Progress	Annual Progress
Summer Program (Max Capacity due to COVID) (SRV 2m)	0	0	0	21	0%	0%
After School/Learning Pods Enroll (FNPI 2c &SRV 2l)	19	9	19	18	600%	106%
Community Programs		**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Zumba - On Hold due to COVID		0	0	30	0%	0%
Fitness Boot Camp - On Hold due to		0	0	30	0%	0%
Open Basketball - On Hold due to		0	0	45	0%	0%
Tai-Chi - On Hold due to COVID		0	0	12	0%	0%
Outreach		**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Outreach Events		0	0	6	0%	0%
Community Events		0	3	6	0%	50%

Comments

VITA provided services at SYC for Shafter residents on two Saturdays in March. Thanks VITA! Energy Program also hosted service appointments for the community on two evenings. Thanks Energy!

Program Strategic Goals	Progress
1. Develop program services to grow enrollment while maintaining safety	Recently made adaptations to classrooms to increase service capacity to 19 students
2. Increase youth programs offered such as STEM, Art & Culture, Healthy life styles, etc.	Researching grant opportunities to expand programs offered
3. Increase staff development opportunities.	None at this time



Community Action Partnership of Kern
Monthly Report 2021

Month	March	**Program/Work Unit**	Volunteer Income Tax Assistance (VITA)
Division/Director	Youth & Community Services Fred Hernandez	**Program Manager**	Jacqueline Guerra
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

VITA offers no-cost tax preparation and e-filing for low and moderate-income individuals and families. VITA also assists eligible clients to take advantage of the Earned Income Tax Credit (EITC), increasing their tax return and boosting the local economy. All VITA services are provided by IRS-certified staff and volunteers.

Completed Returns	Month	YTD	Goal	Month Progress	Annual Progress
Federal	1,401	2,378	6,000	476%	40%
State	1,331	2,276	6,000	455%	38%
Total Returns (State included with Federal) (SRV 3o)	**1,401**	**2,378**	**6,000**	465%	40%

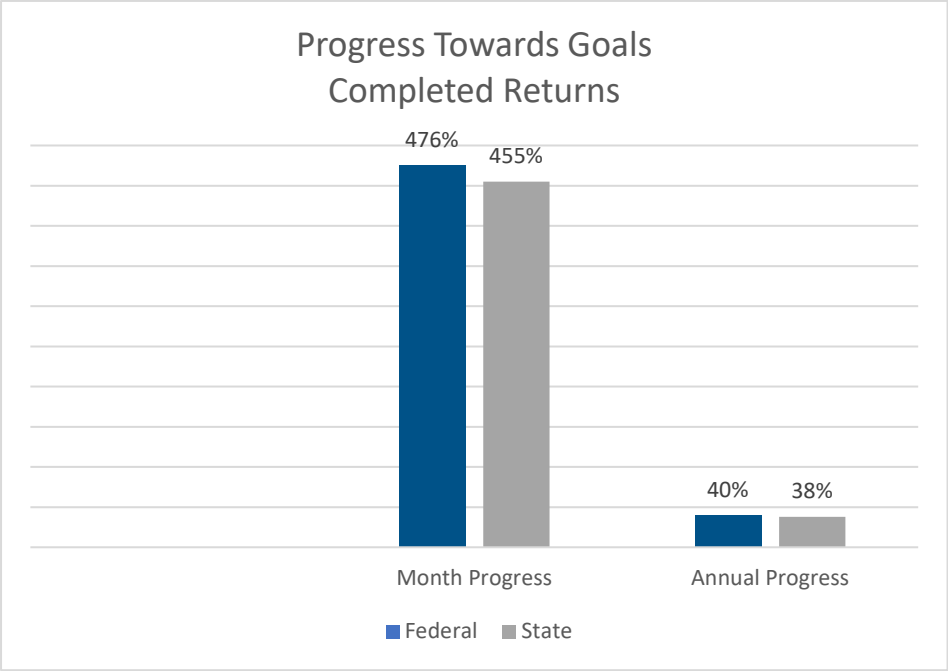
Refunds and Credits	Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds	$1,825,371	$3,402,403	$3,500,500	1166%	97%
State Refunds	$301,342	$546,492	$730,000	898%	75%
Federal EITC (SRV 3o)	$714,473	$1,287,417	$2,300,000	672%	56%
CalEITC (SRV 3o)	$128,646	$180,730	$350,000	620%	52%
Total Refunds and Credits	**$2,969,832**	**$5,417,042**	**$6,880,500**	839%	79%

Individual Taxpayer Identification Number (ITIN)	Month	YTD	Goal	Month Progress	Annual Progress
Applications	15	26	25	1248%	104%

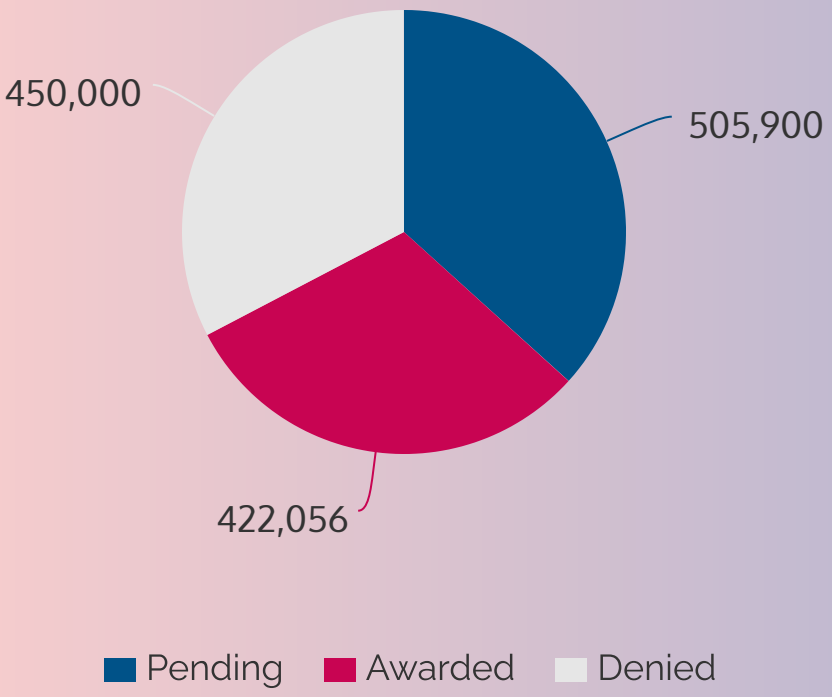
Program Strategic Goals	Progress Towards Goal
1. Develop and implement site expansion plan.	Working on a plan to assist the clients housed at the M St. Navigation Center.
2. Build community awareness of VITA services.	Through CalEITC, we are reaching target audiences such as the ITIN community and non-filers for Economic Impact Payments and
3. Develop and implement volunteer retainment plan.	Staff is working closely with volunteers to train them in all aspects of VITA, making volunteers feel more confident in their knowledge of tax law as well as comfortable communicating with clients in a professional setting.

Community Action Partnership of Kern
Monthly Report 2021

Month	March	**Program/Work Unit**	Volunteer Income Tax Assistance (VITA)



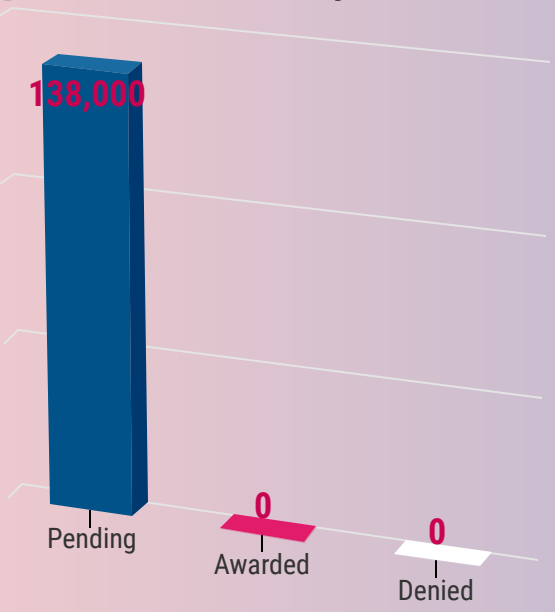
Application Status Report
March, 2021



Grant Funding Year-to-Date

January 1, 2021, to March 31, 2021

App Status February 2021



Donations

157

$24,380

Application Status Report March, 2021
Detail

Funder	Opportunity	Program	Amount Requested	Amount Awarded	Deadline	Date Submitted	Decision Date	Status
Kern Family Health Care (KFHC)	Coordinated Entry Services/CES	CES	$2,000	$0	3/15/2021	3/15/2021		Pending
Kern Family Health Care (KFHC)	Community Grants-FHCC VR STEM	FHCC	$2,000	$0	3/15/2021	3/12/2021		Pending
Kern Family Health Care (KFHC)	Community Grants-EKFRC Emergency Supplies	FHCC	$2,000	$0	3/15/2022	3/12/2021		Pending
Kern Family Health Care (KFHC)	Community Grants-SYC VR STEM	FHCC	$2,000	$0	3/15/2022	3/12/2021		Pending
Health Net	2021 Strategic Giving Grant Application	Food Bank	$130,000	$0	3/22/2021	3/12/2021		Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	Health Net	**Project Name**	Refrigerated Truck
CFDA	N/A	**Target Population**	low-income recipients (Food Bank)
Reapplication (Y/N)	N	**Number to be served**	
Estimated Request	$130,000.00	**Division Director**	Carmen Segovia
Award Period	2021-22	**Program Manager**	Jaime Orona

Project Goal (One sentence goal statement)

The goal of the funding is to purchase a refrigerated truck to provide a variety of food options, that include fresh produce and refrigerated and/or frozen meat/meat alternative foods to our partners and clients.

Project Description (Brief one paragraph description)

The addition of a refrigerated truck at the Food Bank will increase the poundage of cold-storage foods by 300,000 pounds within 12 months; increase the number of sites receiving cold-storage food by four (4) sites within 12 months; and increase the number of local farmers donating produce to the CAPK Food Bank by at least one (1) farmer within 12 months, all throughout Kern County.

Estimated Budget Summary

The funding of $130,000.00 will be used to purchase a refrigerated truck, which is anticipated to be completed by February 2022. Through the procurement process, the Food Bank staff and the business office have identified the vendor.

Approvals:

Carmen Segovia Digitally signed by Carmen Segovia Date: 2021.03.22 10:20:54 -07'00' 3/21/2021

1. Division Director Date

Pritika Ram Digitally signed by Pritika Ram Date: 2021.03.22 09:11:14 -07'00' 03/21/2021

2. Director of Administration Date

3/23/2021

3. Chief Program Officer Date

Stacy Webster

4. Chief Financial Officer Date

Jeremy T. Tobias
Jeremy T. Tobias (Mar 24, 2021 10:50 PDT)

5. Chief Executive Officer Date

Date Presented / Approved:

PRE Approval: 4/14/21 B&F Approval: _____ Executive Approval: _____ Board Approval: _____

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** March 2021
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Ginger Mendez/Robert Espinosa
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	Funded Enrollment	Reportable Enrollment	Percentage	Enrollment Breakdown	Disabilities (Based on Actual Enrollment)	Over Income
Head Start Kern	**1317**	**942**	**72%**		**5.1% (7.3%)**	**10%**
Early Head Start Kern • EHS Center Based • EHS Home Based • EHS Home Based-Interim	**446** 243 123 80	**301**	**67%** 75% 82% 23%	 182/243 101/123 18/80	**11% (17.5%)**	**10%**
Early Head Start San Joaquin	**313**	**212**	**68%**		**21.5% (30.2%)**	**8.9%**
Early Head Start Partnership • Angela Martinez • Bakersfield College • Blanton • Garden Pathways • Taft College • Escuelita Hernandez • Seeking Partner	**152** 24 32 16 11 42 16 11	**63**	**41%** 33% 19% 81% 91% 52% 25% 0%	 8/24 6 /32 13/16 10/11 22/42 4/16 0/11	**6.4% (17.7%)**	**6.6%**

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
• 64 Expansion slots began March	**165**	**204**

HIGHLIGHT: HVP Clients received Easter baskets which were donated by 3 community organizations and were safely delivered last week.

Division Staffing			
Currently Employed	**Vacant Positions**	**Continuous Family Leave**	**Intermittent Family Leave**
642	103	30	96

HIGHLIGHTS:

*****11 candidates are in the onboarding process and 5 employees joined the CAPK family in the month of March.

*****At the beginning of the current fiscal year (March 2021), the Head Start and State Child Development budgets include 114 additional positions from the 2020 Budget period. These additions were added from the State funding received the San Joaquin County Office of Education contract, the Kern County Department of Human Services

Contract, Head Start Quality Improvement Fund, and Division reorganization. Based on the pandemic and the summer break some of the positions will not be onboarded until Fall.

Compliance

The program has received notification of two upcoming reviews:

The California Department of Education (CDE) has scheduled a Remote Contract Monitoring Review and Error Rate Review during the week of May 17, 2021. The CDE has a transparent monitoring process and has provided a Program Instrument that is utilized as a guide when uploading documentation for the review. The CDE contract types scheduled for review are CSPP (California State Preschool Program), CMIG (California State Migrant Child Care), CCTR (General Child Care and Development Program), and CMAP (California Migrant Alternative Payment Program). This is a program specific monitoring review that will focus on children's files, portfolios, and anecdotal notes for children. Staff have been preparing for this review for the past year with various focus meetings and mock review.

The Office of Head Start will conduct a Focus Area 1 (FA 1) monitoring review during the week of May 10, 2021. FA 1 will give the program an opportunity to share the information used to inform our program design, including:

- Strength and needs of the community served
- Fiscal infrastructure and capacity
- Staffing and program design used to meet our needs
- Program governance and accountability; and
- Approach to education and child development services, health services, and family and community engagement.

Central Kitchen
March 2021

Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Head Start / Early Head Start Centers	34,918	12,841	10,925	11,152
Boxed Meals—Virtual	31,350	10,450	10,450	10,450
Home Based	4,680	1,560	1,560	1,560
TOTALS	**70,948**	**24,851**	**22,935**	**23,162**

HIGHLIGHTS

1. New Gas Range installed by Madden Commercial. Madden Commercial also moved some equipment to have better placement, increasing the efficiency for staff to work.
2. Head Start Part Year centers opened on a modified schedule on March 22, 2021. This increased the meal counts for the month. We are now serving lunches to Tehachapi and continue to provide boxed meals along with center food to the majority of the Head Start centers. We welcome the increase in counts and are happy to see that the Agency is moving forward with providing service to an increased number of the children with face-to-face services.

CACFP

February 2021

Total Meals Requested			Meals Allocated		% of Meals Served
Central Kitchen	Vendor Meals	**Total Meals**	CACFP/USDA	HS/EHS	February 2021
52,283	6,314	58,597	45,375	13,222	**84%**

MEMORANDUM

To: Program Review & Evaluation Committee

From: Tammy Fisher, CalFresh Healthy Living Program Administrator

Date: April 14, 2021

Subject: Agenda Item 5d: CAPK Food Bank Policies - **Info Item**

Since joining CAPK in 2019, the CalFresh Healthy Living program (CHL) has partnered with the CAPK Food Bank to establish policies and procedures for acquiring nutritious foods and community resources for healthy eating and physical activity opportunities as well as encouraging food safety practices through the CAPK Food Bank network of 159 distribution sites. The *CAPK Food Bank Procurement Policy* and the *CAPK Food Bank Nutrition Education Policy* are being presented today as information to the Committee and the Board.

The CAPK Food Bank Procurement Policy includes recommendations from Feeding America and the Dietary Guidelines for Americans on healthy foods to purchase. This policy was developed in partnership with the CAPK Food Bank and supports the CHL program's scope of work to advance strategies in support of making the healthy choice the easier choice for Californians.

The *CAPK Food Bank Nutrition Education Policy* provides food distribution sites on-line and in person connections to community partnership resources. Building partnership capacity through both CAPK programs is vital and this policy initiative will expand community partnerships and promote nutrition and physical-activity education as well as enhance opportunities for the health and well-being of Kern County residents where they eat, work, play, live, learn, and shop while bringing small changes in communities that can lead to improved health outcomes for all Californians.

Resources provided by CHL are funded by the California Department of Public Health, Nutrition Education and Obesity Prevention Branch with the origin of funding being USDA Supplemental Nutrition Assistance Program and at no cost to the CAPK Food Bank.

The cost of health care continues to rise across the U.S., specifically in Kern County where the Community Health Assessment and Improvement Plan (2018-2019) reported over half of all deaths are attributed to chronic diseases like heart disease, obesity, asthma, diabetes, and some types of cancer. Further research on adults and children in food insecure households indicates adverse health effects as well.

CAPK CHL program goals align with the CAPK strategic goal to meet the needs of its priority populations by acquiring food and other resources to help alleviate hunger, provide food, and meet the nutritional needs of economically disadvantaged Kern County residents.

As an information item to the Committee and the Board, the *CAPK Food Bank Procurement Policy* and the *CAPK Food Bank Nutrition Education Policy* will be utilized in the operation of the CAPK Food Bank and CHL programs and will be reviewed annually.

Attachments:
CAPK Food Bank Procurement Policy
CAPK Food Bank Nutrition Education Policy

STATEMENT OF PURPOSE

Community Action Partnership of Kern (CAPK) Food Bank was established in 1983 to acquire food and other resources to help alleviate hunger, provide food, and meet the nutritional needs in Kern County. In 2019, the CAPK Food Bank distributed over 25 million pounds through its network to acquire food and other resources to help alleviate hunger, provide food, and meet the nutritional needs of economically disadvantaged Kern County residents. The CAPK Food Bank Procurement Policy will apply to all foods (foods and beverages) aquired through donations, received from government programs and purchased by the CAPK Food Bank.

POLICY RATIONALE AND BENEFITS

CAPK Food Bank will ensure procurement of foods to be distributed to lessen hunger, food insecurity, and reduce diet-related diseases and conditions. This policy will follow in accordance with the 2020 USDA Dietary Guidelines for Americans and Feeding America's 'Foods to Encourage' (F2E). The product categories within F2E are ones that consistently include food items that meet the USDA 2010 Dietary Guidelines for Americans (DGA). CAPK Food Bank procurement of more nutrient-rich foods which help decrease disease are among highest consideration in acquiring food.

Since 1983, the CAPK Food Bank has served throughout Kern County with a strong commitment for providing healthful foods and dedicated to working with donors and government programs. In 2018, The Food Research Action Center (FRAC) ranked Bakersfield, the largest city in Kern County, as the number one food hardship area in America. The CAPK Food Bank has responded and currently serves food insecure residents Emergency Food Assistance, the Snack Attack program provides healthy foods for children in after-school programs, the Backpack Buddy program serves food insecure children through the weekend and the Senior Food Program is USDA funded to provide low-income seniors with a box of healthy food items each month.

Wholesome foods supplied by CAPK Food Bank can be used as a preventative approach to help ensure that food distributed is high quality, nutritious, and safe. The CAPK Food Bank will continue to work diligently to ensure food distributions are available and take precautions necessary in any emergency. CAPK Food Bank will follow recommended safety precautions and mandated procedures to continue to serve community residents. This Procurement Policy will be reviewed annually.

FOOD SAFETY

CAPK Food Bank staff and Site Coordinators are required to complete certification for the California Food Handler Card. The card is required and ensures Staff and Site Coordinators are compliant with food safety regulations and sanitation. CAPK Food Bank Staff and Site Coordinators are required renew the Food Handlers Card every three years and provide CAPK Food Bank with a copy of the certification.

FOOD PROCUREMENT

CAPK Food Bank Procurement Policy will follow the Dietary Guidelines for Americans (DGA) and the CAPK Food Bank will procure fresh fruits and vegetables, particularly more colorful, and nutrient-dense varieties per the Feeding America's 'Foods to Encourage' (F2E) when appropriate and possible. Below are the Healthful Foods to Encourage product categories:

1. Fruits and Vegetables
    a. Fresh produce including colorful varieties that are rich in nutrients and low in calories. Examples include (but are not limited to) fresh carrots, cabbage, broccoli, spinach, Brussels sprouts, bell peppers and berries.
    b. Frozen Fruits and vegetables packed without syrup or sauces.
    c. Fruits canned–in water, 100% juice, or "lite" syrup.
    d. Vegetables canned with no added salt or reduced sodium.

    F2E guidelines for frozen and canned goods: 12grams (g) or less total sugar per serving, 230 milligrams (mg) or less of sodium per serving and no partially hydrogenated oil in ingredient list.

2. Whole Grain and Whole Grain-Rich Foods
    a. 100% whole grains such as rolled oats, barley, wild rice, and brown rice with at least 3g of fiber.
    b. Whole grain-rich bread, pasta, and tortillas.
    c. Whole grain-rich cereals that contain whole grain as first ingredient such as shredded wheat and wheat flake cereals.

    F2E guidelines for whole grains: 2g or less of saturated fat per serving, 0g of trans-fat, 230mg of sodium or less per serving, 10g total sugar or less per serving, below 10% daily value RACCs (reference amounts customarily consumed) of fiber or below 2.5 g fiber per serving.

    F2E guidelines for whole grain cereal: 2g or less saturated fat per serving, 0g of trans-fat, 230mg or less of sodium per serving, 12g or less of total sugar per serving, 3g or less of fiber per serving.

3. Dairy Foods: Low-Fat Dairy or Dairy Substitutes
    a. Plain milk and yogurt: Low-fat (1%) or skim/non-fat milk
    b. Flavored milk or milk substitutes
    c. Milk substitutes: Unsweetened milk substitutes (e.g., soy milk, almond milk)
    d. Flavored or plain unflavored yogurt
    e. Cheese: reduced fat or low-fat

F2E guidelines for dairy: 3g or less saturated fat per serving, 0g of trans-fat, 480mg or less of sodium per serving, 22g or less total sugar per serving.

FOOD PROCUREMENT Con't

4. LEAN PROTEIN FOODS
   a. Low sodium: meat, poultry, seafood,
   b. Low fat legumes (beans, lentils, etc.)
   c. Eggs
   d. Nuts and seeds (no added salt), including spreads such as peanut butter

F2E guidelines meats, seafood, and beans: less than 4.5g of saturated fat per serving, 0g of trans-fat, 480mg or less of sodium per serving.

F2E guidelines for eggs and nuts: 0g of trans-fat, 230mg or less of sodium per serving, less than 4g total sugar per 1 oz serving, no partially hydrogenated oil in ingredient list.

This policy will be effective starting May 1, 2021. To ensure compliance with the policy, CAPK Food Bank management staff will be responsible for the oversight of initial communication and distribution of the policy to staff, donors, and member agencies. It will be reviewed annually by the CAPK Food Bank management staff.

STATEMENT OF PURPOSE

The foundation of a healthy lifestyle includes physical activity and consumption of a balanced variety of nutrient-rich foods and beverages. The Community Action Partnership of Kern (CAPK)Food Bank strives to distribute foods that will improve community health and reduce food insecurity among low-income Kern County residents. In 2018, CAPK Food Bank distributed approximately 14 million pounds of food to low income or disadvantaged to Kern County residents. The 2018 SNAP-Ed County Profile Dashboard reported 76% of Kern County Adults with BMI 25 or higher as Overweight/Obese compared to 63% overall for the State of California, 32% are regularly walking for transportation or fun or exercise comparted to 39% overall for the State of California and 14.3% are considered food insecure. This Nutrition Policy will serve to support CAPK Food Bank Management Staff and Site Coordinators in the procurement of healthy and nutritious food, provide healthy eating and physical activity resources, and promote food safe practices at all CAPK Food Bank sites.

POLICY RATIONALE and BENEFITS

The CAPK Food Bank provides healthy foods to meet the nutrition needs of economically disadvantaged Kern Residents distributing millions of pounds of food annually since 1983 to hungry individuals, families, non-profits, churches, community centers, homeless shelters, and poverty-fighting agencies. In comparison to the annual total for 2018 food distribution, CAPK Food Bank distributed over 27 million pounds of food in 2020 to low income or disadvantaged to Kern County residents. Feeding America reported for 2020 in Kern County over 125,870 or 14.3% of Kern County residents were considered food insecure. The CAPK Food Bank distribution doubled in 2020 and continues to strengthen partnerships with The Mission of Bakersfield, Golden State Gleaners, The Homeless Shelter, Catholic Charities, and other non-profits to decrease food insecurity. This Nutrition Policy promotes community program partnerships which are essential components in leveraging resources, enhancing effectiveness, and cost efficiencies for Kern County Residents.

NUTRITION EDUCATION PARTNERSHIP

The CAPK CalFresh Healthy Living Program (CHLP) will partner with the CAPK Food Bank sites to provide resources for nutrition and physical activity for SNAP eligible communities across Kern County. This program is part of an ongoing effort to improve health of families and communities in California, especially those that are at greater risk of obesity, high blood pressure, and type 2 diabetes. The SNAP-Ed goal is consistent with the Food & Nutrition Act, current Dietary Guidelines for Americans, and the USDA Food Guidance. These guiding principles reflect the definitions of nutrition education and obesity prevention services and evidence-based interventions. The CAPK Food Bank and CAPK CalFresh Healthy Living Program partnership goal will be to provide access to nutrition education, physical activity education, and leadership towards healthy community initiatives via CAPK Food Bank and Pantry sites.

The CalFresh Healthy Living Health Educators role will be to provide program resources throughout Kern to encourage and facilitate the voluntary adoption of healthier food choices for community residents. Health Educators will conduct monthly education workshops using SNAP-Ed approved, evidence-based curriculums to demonstrate the importance of eating an array of foods from the 5 basic food groups (protein, dairy, fruits, vegetables, and grains) and encourage physically activity (Attachment A).

CAPK Food Bank sites will be responsible for showcasing the day of the food distribution CHLP program materials provided that will correspond with monthly food items being distributed via tip sheets virtual or in-person nutrition education. These sites will include pamphlets and flyers to nudge participants to make healthy choices while waiting to pick up food. The CalFresh Healthy Living Health Educators will complete the Nutrition Environment Food Pantry Assessment Tool (NEFPAT), developed by the University of Illinois Extension to increase client choice for nutritious options, planning for alternate eating patterns, and nudge healthy practices to make the healthy choice the easy choice. From the NEFPAT observations and action plan important topics such as nutrition and food safety are in place to ensure policies and practices meet the community and food bank site needs. These changes are expected to occur between December 1, 2020 through September 30, 2022. Ensuring continued collaboration among local stakeholder partnerships, CAPK WIC (Women Infants & Children) and CalFresh Healthy Living programs, and community partners will ensure CAPK Food Bank efforts reach throughout Kern County to build healthier and food secure communities.

This policy will be effective starting May 1, 2021. To ensure compliance with the policy, CAPK Food Bank management staff will be responsible for the oversight of initial communication and distribution of the policy to staff, donors, and member agencies. It will be reviewed annually by the CAPK Food Bank management staff.

ATTACHMENT A
Nutrition Education Workshop Curriculums

CAPK CalFresh Healthy Living Health Educators will provide monthly education via virtual platform and/or in-person direct education to community residents at CAPK Food Distribution sites nutrition education workshops. The USDA Food and Nutrition Service (FNS) developed the following curricula. The curricula are often used in SNAP-Ed programming. FNS also provides free education and outreach materials.

AROUND THE TABLE
A six-week curriculum is designed for caregivers. It can be conducted in community spaces with or without a kitchen. Participants will learn principles of trauma-informed engagement & nourishment, enjoy conversation, reflection, cooking, and learning holistic skills to care for their family's nutritional well-being.

COOKING MATTERS
Part of the SNAP-Ed Strategies & Interventions Toolkit. Community partners that serve low-income families offer six-week Cooking Matters courses to adults, kids, and families. Each course is team-taught by a volunteer chef and nutrition educator and covers meal preparation, grocery shopping, food budgeting and nutrition. Adult and teen participants take home a bag of groceries at the end of each class. The Cooking Matters mobile application is available to download onto electronic devices or mobile phones, is available with categorized recipes, photos, nutrition information and money-saving tips.

FOOD SMARTS
This is a flexible nutrition education and cooking curriculum that is used for K-12 students, adults, and seniors. Food Smarts covers basic nutrition, serving sizes, balanced meals, kitchen safety, cooking skills meal planning, budgeting and grocery shopping, nutrition labels, ingredient lists and chronic disease prevention. Curriculum is available in English, Spanish, Chinese, Vietnamese, and Russian.

HEALTHY EATING ACTIVE LIVING (HEAL)
HEAL begins with two key lessons that focus on the recommended daily number of fruits and vegetables, and recommended amount of physical activity for adults. These lessons are followed by seven nutrient lessons, a community empowerment lesson, six physical activity lessons, reproducible educational handouts, and an evaluation. The physical activity lessons incorporate various low-cost exercises. Physical activity handouts include exercise and dance explanations with pictures. Also, the Seasonality Guide includes information specific to the state of California.

MY PLATE FOR MY FAMILY
MyPlate for My Family: SNAP Nutrition Education is a MyPlate resource that supports SNAP-Ed nutrition education and obesity prevention efforts and is based on recommendations from the Dietary Guidelines for Americans. It is targeted to parents and caregivers who are SNAP participants or eligible for SNAP and play a key role in planning, purchasing, and preparing food for their families.

MEMORANDUM

To: Program Review and Evaluation Committee

From: Sylvia Ortega, Quality Assurance Administrator

Date: April 14, 2021

Subject: *Agenda Item 5e:* Office of Head Start Focus Area 1 Monitoring Review Update– **Info Item**

On March 24, 2021, the Office of Head Start (OHS) provided the program with a notification letter of the OHS's intent to conduct a Focus Area 1 (FA1) monitoring review starting May 10, 2021. This review will evaluate the Early Head Start San Joaquin (09CH011406), Early Head Start Child Care Partnership (09HP000163), and Kern Head Start and Early Head Start (09CH011132) grants.

FA1 is designed to allow programs to describe approaches to staffing structure, program design, health, family, fiscal infrastructure, and program governance. It is an off-site conversation with program leadership to understand the program's approach for designing its program and services. The process begins with a review of data and reports from the Head Start Enterprise System. Following the document review, the reviewers will conduct a series of conference calls to engage in discussions with the Director, Governing Body, Policy Council, and management.

Head Start program staff has been preparing for this FA1 review since the new Head Start monitoring protocol was released in late 2020. The federal reviewers will have conversations with selected board members to ensure the program is sharing data to support board members in fully participating in the oversight, planning, and evaluation of the program. This participation includes financial oversight, approval of major expenditures, approval of operating budgets, and monitoring of the program's corrective action plans. Head Start staff are available to support the Board representatives if additional information is needed.

Attachment:
45 Day Monitoring Review Notification Letter for FA1 Review

ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

March 24, 2021

Mrs. Yolanda Gonzales, Head Start Director
Community Action Partnership of Kern
Re: Grant No. 09CH011132, 09CH011406, 09HP000163

Dear Mrs. Gonzales,

The Office of Head Start (OHS) will conduct a Focus Area 1 (FA1) monitoring review of Community Action Partnership of Kern (09CH011132, 09CH011406, 09HP000163) during the week of 05/10/2021.

Your review will be led by Ms. Pamela Blackburn, who will be in contact with you shortly to schedule a series of calls and other offsite activities for this review. During the initial call, you will have an opportunity to share what service delivery options your program is currently providing in response to the COVID-19 pandemic.

Also, in preparation for the review, please ensure program information such as center and classroom-level data and contact information is up-to-date in the Head Start Enterprise System.

Lastly, OHS has provided monitoring resources for grantees on the Early Childhood Learning and Knowledge Center (ECLKC) at https://eclkc.ohs.acf.hhs.gov/federal-monitoring and the Aligned Monitoring System Virtual Expo at https://onlinexperiences.com/Launch/Event.htm?ShowKey=43448.

Sincerely,

OHS Monitoring Team

CAPK Strategic Plan Progress Report Goal 3

Completed By: James Burger Report Period Month/Year April 2021

Goal 3. There will be a general understanding of CAPK which drives people to access and support the organization's efforts.				
Objectives	**Strategies**	**Last Update Oct 2020**	**Current Month/ Year**	**Comments**
Objective 3.1: Establish a communications plan that directs how CAPK will proactively communicate with its employees, the public, partner agencies and key stakeholders in the community	3.1.1 Identify the best communication methods/templates and review current (past) CAPK internal/external communication plan.	100%	100%	
	3.1.2 Develop a customized communications plan (internal and external) for CAPK (using Virtual CAPK's online resources), and share with all CAPK employees and Board Members.	75%	100%	The 2021 CAPK Communication's Plan has been released. It contains directions for future communications advances.
	3.1.3 Assess the structure of internal resources tasked with implementing the communications plan and make any adjustments needed to ensure appropriate implementation, e.g.: a. Respond in a more focused way to the needs of the various programs; b. Interact with the various program outreach teams to strategize and roll out a more cohesive branding strategy considering the individual programs and their place within the CAPK umbrella; c. Look for or access new opportunities for outreach, including testimonials from clients and staff); d. Implement an employee recognition committee to acknowledge various employees' milestones (anniversary dates, accomplishments, etc.)	90%	100%	The 2021 CAPK Communication Plan contains a detailed road-map for implementing the internal communications needs for various programs that were identified in the process of assessing CAPK Communications efforts.

Goal 3. There will be a general understanding of CAPK which drives people to access and support the organization's efforts.				
Objectives	**Strategies**	**Last Update Oct 2020**	**Current Month/ Year**	**Comments**
Objective 3.2: Implement internal communication activities to support knowledge transfer.	3.2.1 Strengthen internal communications efforts	100%	100%	
	3.2.2 Break down informational silos among programs.	90%	90%	The process of breaking down informational silos within CAPK programs is a work in progress. The Communications plan lays out a series of efforts that are underway to address this need, including regular cross-program training in outreach and advocacy, immediate training for all newly-hired outreach staff, training for all CAPK staff on basic program information and enhancement of internal communication efforts.
	3.2.3 Use monthly joint Managers/Directors meetings to provide a forum for sharing of information	100%	100%	
	3.2.4 Revamp CAPK's Intranet so that: a. It is a user-friendly and interactive information hub for employees; b. It is easy to use for a number of administrators/editors who will be empowered to post and update useful information from their own departments designed to facilitate communications and work efficiencies for all;	100%	100%	

	c. The upkeep thereof is a SHARED responsibility for the sake of continuity and the safeguarding of agency information (contingency planning).			
	3.2.5 Create a new employee orientation video designed to introduce the various programs of CAPK to employees as they are on-boarded.	100%	100%	

Goal 3. There will be a general understanding of CAPK which drives people to access and support the organization's efforts.				
Objectives	**Strategies**	**Last Update Oct 2020**	**Current Month /Year**	**Comments**
Objective 3.3: Implement external communication activities to increase awareness of and support for CAPK among all community stakeholders (clients, partners, funders, etc.).	3.3.1 Develop communications content items (include press releases, letters to the editor, and human interest stories) to share with external audiences.	100%	100%	
	3.3.2 Identify and attend networking events throughout CAPK's service area.	100%	100%	
	3.3.3 Use social media to increase awareness of CAPK's programs, e.g., launch Facebook Page for East Kern Family Resource Center as a viable resource for CAPK information in East Kern County.	100%	100%	
Total Progress		**93%**	**99%**	