DATE	May 12, 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: 836 989 026#

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. Food Bank Presentation by Jaime Orona, Food Bank Administrator

5. **Regular Business**

   a. April 2021 Program Reports – ***Action Item (p. 4-35)*** — 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)
   - Oasis Family Resource Center
   - Shafter Youth Center (SYC)
   - Volunteer Income Tax Assistance (VITA)

b. Application Status Reports & Funding Requests – ***Action Item (p. 36-39)*** — Pritika Ram, Director of Administration
   1. Application Status Reports for April 2021
   2. Funding Request Profile: Union Bank for VITA – Expanding Access in Underserved Areas
   3. Funding Request Profile: Consent Items

c. April 2021 Head Start / State Child Development Enrollment Update & Meals Report – ***Action Item (p. 40-41)*** — Ginger Mendez, HS State Enrollment / Attendance Manager

d. Kern & San Joaquin Program Self-Evaluation – ***Info Item (p. 42-57)*** — Carolyn Coffey, Education & Support Services Administrator

e. 2016 Strategic Plan Progress Report: Goal 4 – ***Info Item (p. 58-60)*** — Pritika Ram, Director of Administration

f. CRM Cloud-Based Platform Community Services Block Grant (CSBG) Customer Insight – ***Info Item (Presentation)*** — Ryan Dozier, Information Systems Business Analyst; Anirudh Nadkarni, Solutions Manager/BI & Analytics at Wipfli, LLP

6. <u>Old Business</u>

a. Follow-Up Items from the April 14, 2021 Meeting – ***Info Item*** — Pritika Ram, Director of Administration

Item	Program / Division	Status
Energy Program Report Revision	Energy Program Youth & Community Services Division	Completed – the report has been revised.
HS / State Child Development Enrollment Update & Meals Report Revision to include a line to reflect total meals served. Additional request to include Partnership Data to reflect progress and tracking enrollment.	HS / EHS Enrollment Head Start / State Child Development Division	Completed - Both requests have been incorporated into the report.
Strategic Plan – Goal 3 Request to see the orientation video and request to add completion dates to report	Administration Executive Division	Completed – Email sent to Committee Members with requested information. Completion dates added to future updates.

7. Committee Member Comments

8. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
Wednesday, June 16, 2021
5005 Business Park North
Bakersfield, CA 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, CA and online at www.capk.org by 12:00 pm, May 7, 2021. Paula Daoutis, Administrative Coordinator.

Program Monthly Reports
April 2021
PRE Meeting
May 12,2021

Administration

Grant Development

CAPK Foundation

Outreach & Marketing

Community Action Partnership of Kern
Monthly Report 2021

Month	April	**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	15,954	84,526	180,000	106%	47%
Facebook Impressions - number of times users see content	20,119	213,197	900,000	27%	24%
Other Social Media Impressions	10,814	49,708	220,000	59%	23%

Outreach Advocacy	Outreach Special Projects
Senior Food Program marketing plan	Created content for Community Action Month
Coordinated with Congressman Valadao's	Met with MCAP to established online enrollment
office on project funding opportunity	Marketing for Bookmobile Launch in May
Coordinated CalCAPA Legislative Day	Designed VITA Poster
participation by local elected legislators	Designed Foundation Give Big Kern graphics
	Designed Foundation Give Big Kern graphics
	Began distributing Molina Books
	Designed CAPK board election materials

Grants In Progress/Research	Projects
Union Bank-VITA	2016-2021 Strategic Plan Closeout
Feeding America Insights	2021-2024 Strategic Plan Development
CDFI/CDC Study	Operations Process Mapping
Delta Dental	Community Action Plan and Community Needs Assessment
	Volunteer Management CRM Buildout phase
	Universal Referral Management CRM research phase
	Board of Director's North Kern Elections

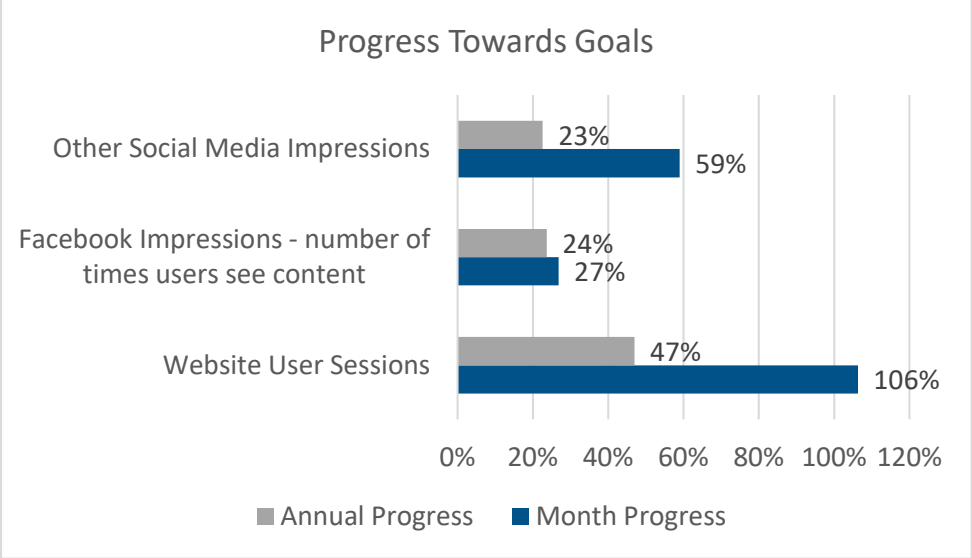
CSBG	ROMA
Wipfli discussion on data collection 2021	
Reporting on 2020 Data	

Foundation	
Legal Review	Donor Perfect Clean Up
Employee Giving Network Development	Master Calendar Development
Food Bank Capital Campaign Expansion	

Community Action Partnership of Kern
Monthly Report 2021

Month	April	Program/ Work Unit	Grant Development, CAPK Foundation, and Outreach
Explanation (Over/Under Goal Progress)			

Program Strategic Goals	Progress Towards Goal
Customer Relationship Management Projects, including Volunteer Management and Referral Management	Wipfli UAT is scheduled for May 2021 for Volunteer Management. Referral Management is on hold until contract is executed.
Conduct In depth program specific needs	Data used for grant / fund development.



Community Development

211 Kern

Coordinated Entry Services

M Street Homeless Navigation Center

Community Action Partnership of Kern
Monthly Report 2021

Month	April	Program/Work Unit	211 Kern
Division/Director	Community Development Traco Matthews, Interim	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	Homeless Shelter	Food Assistance	Rental Assistance
Top 3 Unmet Needs	Shelter	Meal Delivery	Utility Payment

Information and Referral Services Calls Handled (Referred)	Month	YTD	Annual Goal	Month Progress	Annual Progress (8%)
Kern County (SRV 7c)	6,486	21,615	72,000	108%	30%
Kings County (SRV 7c)	197	1,423	2,400	99%	59%
Tulare County (SRV 7c)	963	10,282	18,000	64%	57%
Stanislaus County (SRV 7c)	1,214	6,214	14,400	101%	43%
Total	**8,860**	**39,534**	**106,800**	**93%**	37%

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.	19	1.4	**(8.07)**

Grant Funded Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)	33	109	300	132%	36%
Medi-Cal Application (SRV 7b & SRV 7c)	5	41	100	60%	41%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)	21	84	300	84%	28%

Website Visitors	Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated	18,771	79,607	200,000	113%	40%

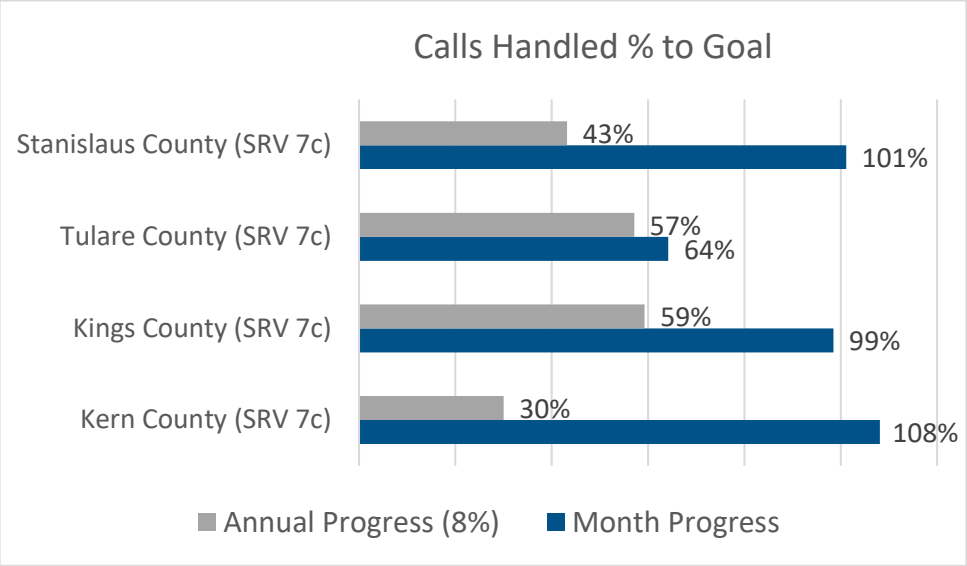
Other Calls	Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)	2,763	13,733	42,000	79%	33%
Mental Health (SRV 7c)	324	1,154	2,400	162%	48%
Health and Human Service Referrals	7,441	36,861	100,000	89%	37%

Explanation (Over/Under Goal Progress)

Call volumes and needs for the communities served by 211 continue to fluctuate. Based on monthly targets, the needs remain high for Health and Human Service Information and Referral services.

Community Action Partnership of Kern
Monthly Report 2021

Month	April	Program/Work Unit	211 Kern
Program Strategic Goals		**Progress Towards Goal**	
1. Fill Staff Vacancies		Have successfully filled all I&R positions. In the process of filling Development Specialist position.	
2. Retain Staff		Call volumes remain at a steady and manageable rate. This allows for an unburdened work environment.	
3. Contingency Staffing Plan		Addition of I&R positions will allow the program to prepare for unanticipated high call volumes and work on special projects.	



Community Action Partnership of Kern
Monthly Report 2021

Month	April	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Community Development / Traco Mathews, Interim	**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)	927	3,336	6,000	185%	56%
Rental Assistance Referrals through On-line Portal (FNPI 4e, FNPI 4f, SRV 7c)	144	1,064	2,000	86%	53%
Total Calls	**1,071**	**4,400**	**8,000**	**161%**	55%

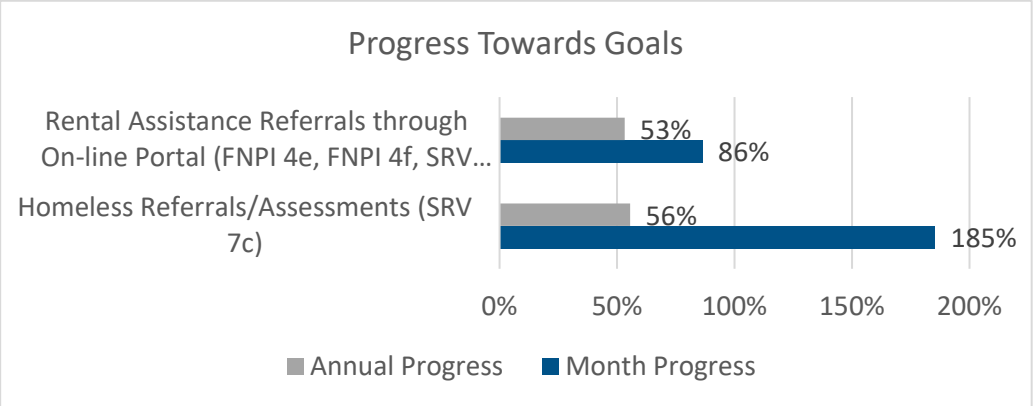
Performance	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of applicants who received a response within 24 Hours	728	1,697	100%	68%	36%

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%**	**13%**	**0**	**0%**	-13%

Explanation (Over/Under Goal Progress)

This month we had 4 applications that took over 5 days, 339 were contacted between 2-5 days.

Program Strategic Goals	Progress Towards Goal
1. Improve 24 hour call back response.	Training new staff
2. Integrate Customer Relation Software (CRM).	Additions were approved and pending
3. Build provider network support.	Nothing to Report



Community Action Partnership of Kern
Monthly Report 2021

Month	April	**Program/Work Unit**	M Street Navigation Center
Division/Director	Community Development Traco Mathews, Interim	**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.

Shelter	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) ***Month only*** (COVID-19 Related, will review	130	357	75	173%	
Overnight Residents (Assigned Beds) (FNPI	70	252	300	280%	84%
Pets (Number)	4	11	30	160%	37%
Pets Days in Care	54	76	120	540%	63%
Residents Under 90 days length of stay.	56	175	300	224%	58%
Exits to Permanent Housing (FNPI 4b)	8	26	60	160%	43%
Exits-Family Reunification	0	2	25	0%	8%
Exits-Self	41	68	50	984%	136%
Exits-Involuntary	11	87	165	80%	53%
Case Management Services	48	81	500	115%	16%
Critical Incidents	38	117	360	127%	33%
Shelter Residents Meals SRV 5ii	2,215	9,421	325,000	8%	3%
Left Over Meals	1,129	4,002	0	1,129	4,002
Number of Volunteers	27	119	50	648%	238%
Volunteers Hours	135	466	400	405%	117%

Explanation (Over/Under Goal Progress)

Resident meals/left over meals- we need to adjust the goal; Family reunification there were no residents that were reunified with family this month. Goal may need to be adjusted to reflect there will not always be residents reuniting with family.

Program Strategic Goals	Progress Towards Goal
1. Offer walk-in client services.	Not at this time
2. Increase community Engagement i.e. volunteers, in-kind donations, non-operational special need items, etc.	KBHRS provided dinner a spaghetti dinner on4/24; CityServe provided fiesta meal on 4/25; Dignity Health provided art class on 4/8; volunteers open cafe 4 days/week and provide mentoring, fellowship and transport to various church services in the community.
3. Develop and implement a job program	2 residents completed welding courses through CityServe, 1 resident working through BHC's job program, 1 resident obtained a job.

Community Action Partnership of Kern

Monthly Report 2021

Month	April

Program/Work Unit	M Street Navigation Center

Age	Month
18 - 24	12
25 - 34	24
35 - 44	28
45 - 54	30
55 - 61	20
62+	22

Race Demographic	Month
American Indian or Alaska Native	6
Asian	1
Black or African American	34
Native Hawaiian or Other Pacific Islander	0
White	92
Multiple races	2
Client Don't know / Refused	1
No Answer	
Total:	**136**

Gender	Month
Female	61
Male	75
Trans Female (MTF or Male to Female)	
Trans Male (FTM or Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	**136**

Zip code	Number	Zip code	Number
93301	17		
93304	4		
93305	16		
93306	3		
93307	7		
93308	4		
93309	3		
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			
78521	1		
76179	1		
unspecified	60		
93720	1		
93536	1		
93560	1		
93283	1		
55420	1		
79601	1		
Total	**136**		

Health & Nutrition Services

CalFresh

Food Bank

Migrant Childcare Alternative Payment (MCAP)

Women Infant and Children (WIC)

Community Action Partnership of Kern
Monthly Report 2021

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

Program Description

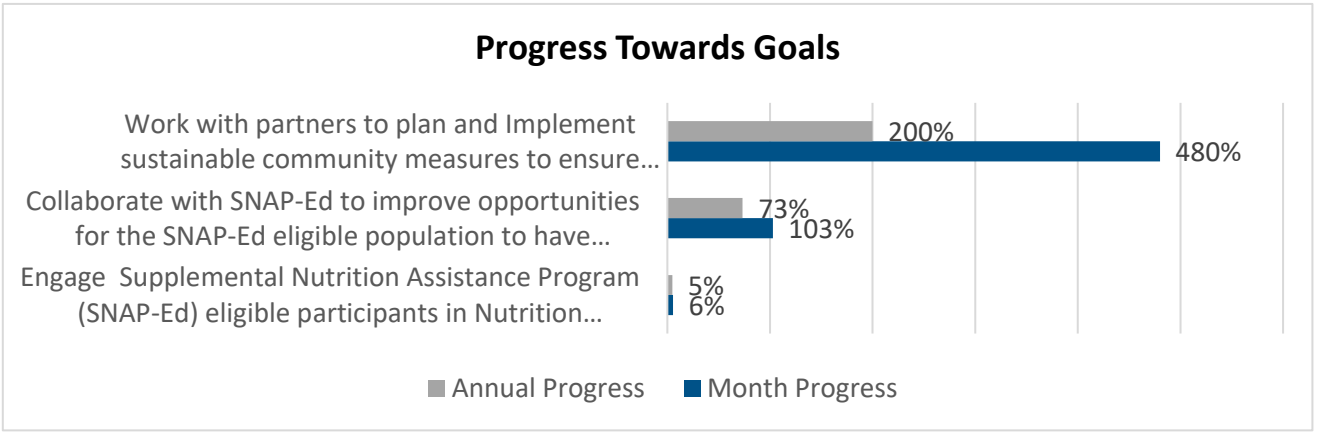
CAPK CalFresh Healthy Living improves the nutrition health of low-income Kern County residents by providing access to nutrition education, physical activity education, and training that will help build a healthy, knowledgeable community.

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)	212	2,247	45,000	6%	5%
Collaborate with SNAP-Ed to improve opportunities for the SNAP-Ed eligible population to have healthy choices.	9	77	105	103%	73%
Work with partners to plan and Implement sustainable community measures to ensure changes that support healthy eating and physical activity.	10	50	25	480%	200%

Explanation (Over/Under Goal Progress)

Nutrition Education is not inclusive of all partners and will be included next month.
Opportunities to collaborate will be reevaluated and updated for next month.
Partners year to date goal will be reevaluated and updated for next month.

Program Strategic Goals	Progress
1. Retain Staff	Weekly meetings with staff to promote teamwork by creating opportunities for open communication, collaboration, and recognition of staffs strengths.
2. Create Contingency Staffing Plan	Update will be provide next month.
3. Expand Social Media Presence	increase engagement and posting content regularly.



Community Action Partnership of Kern
Monthly Report 2021

Month	April	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)	45,584	130,888	650,000	84%	20%
Pounds Received	1,917,553	7,430,807	25,000,000	92%	30%
Pounds Carried Over from Previous Month	713,794				
Pounds Distributed	**2,080,521**	7,368,209	**22,000,000**	**113%**	33%

Senior Food	Month	YTD	Month Goal	Month Progress
Individuals Served (SRV 5jj)	4,556	13,259	4,300	106%
Pounds Distributed	**168,572**	**481,916**	**150,500**	**112%**

Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	1,464	4,142	8,000	220%	52%
Pounds Distributed	**42,967**	**144,417**	**250,000**	**206%**	58%

Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	**2,292,060**	**7,994,542**	**22,400,500**	**144%**	36%

Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training SRV 6f	18	71	60	**360%**	118%
Other Volunteers	61	217	1,500	49%	14%

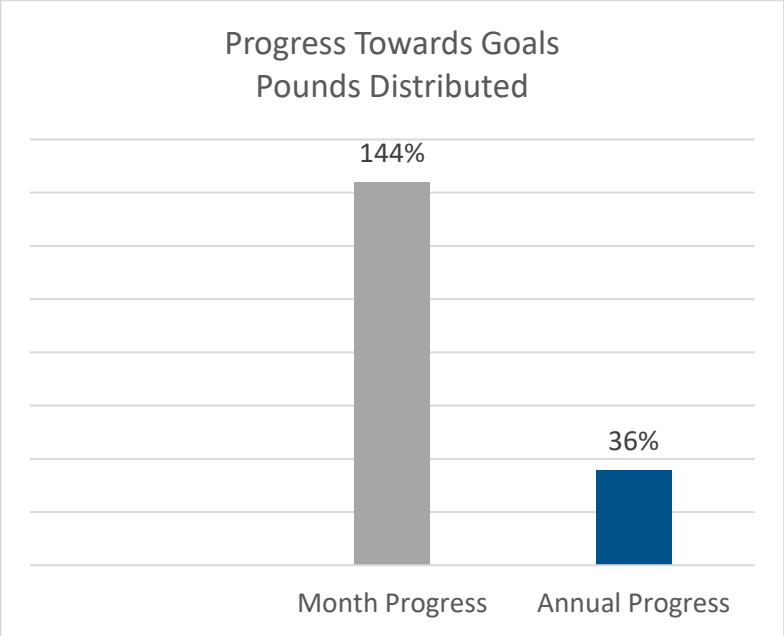
Explanation (Over/Under Goal Progress)

Volunteers receiving job skills: Need to review goal. It was set based on 2020 volunteer engagement. So far this year, we have seen an increase in volunteer activity.

Program Strategic Goals	Progress Towards Goal
1. Improve data collection and reporting methods.	Working with supervisors on getting Primarius running by August 1st.
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	April	Program/Work Unit	Food Bank



Community Action Partnership of Kern
Monthly Report 2021

Month	April	**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	940	1,000	36%	94%
Childcare Providers	12	195	200	72%	98%
MCAP Subsidies July -June	**Month of March processed in April**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provider Payments-Subsidies Expended	$612,185	$ 4,900,214	$7,500,000	98%	65%
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%

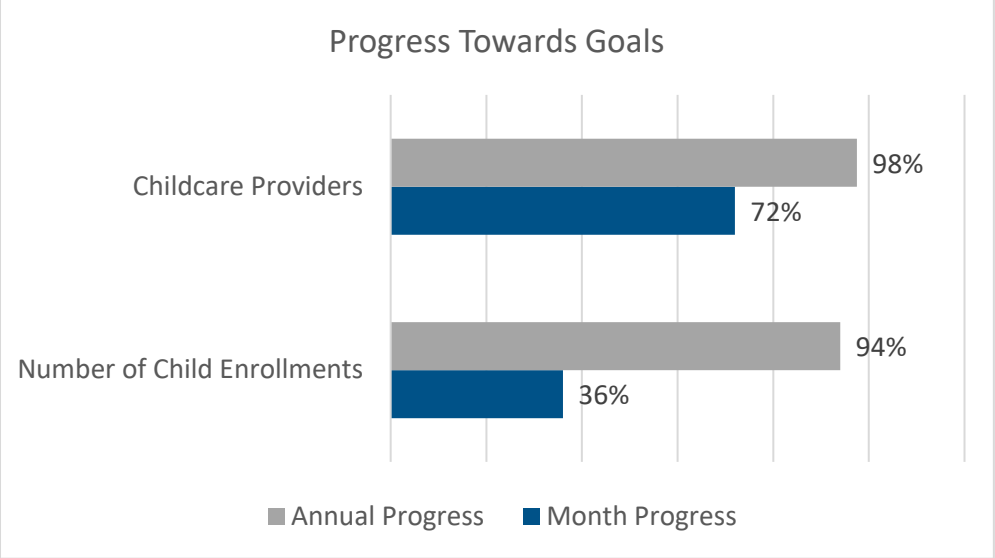
Explanation (Over/Under Goal Progress)

For the Agriculture Child care Program all 21 slots are filled.
MCAP annual progress is below what is expected by this time of year. The issue that is causing the under earning of this contract is two pronged. The first issue is that eligibility requirements

Program Strategic Goals	Progress Towards Goal
1. Fill Staff Vacancies.	Madera Family Service Specialist started 4/19/2021 and is currently going through onboarding training.
2. Retain Staff.	Continuing technical assistance and onboarding trainings for 3 staff that started in February.
3. Contingency Staffing Plan	Administrator and Reimbursement Coordinator attended a one on one Microix training on processing PO's.

Community Action Partnership of Kern
Monthly Report 2021

Month	April	Program/Work Unit	Migrant Childcare Alternative



Community Action Partnership of Kern
Monthly Report 2021

Month	April	**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)	14,386	14,386	16,160	89%	
Local Vendor Liaison-Contact Stores	3	62	69	52%	90%
Breast Feeding: 35% of post-partum moms will breast feed their new born. (SRV 5g)	234	2,300	3,120	90%	74%
Prenatal Education: 25% will receive the "Let's talk" pre-natal class.	82	300	1,350	73%	22%
Outreach	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Enrollment from Website Goal is 100%	182	762	1,400	156%	54%
WIC Presentations	4	11	12	400%	92%
Create one PSA for publication in newspaper, television, or social media.	1	2	2	600%	100%
Regional Breast Feeding	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provide Breastfeeding education to health care provider office	5	16	12	500%	133%

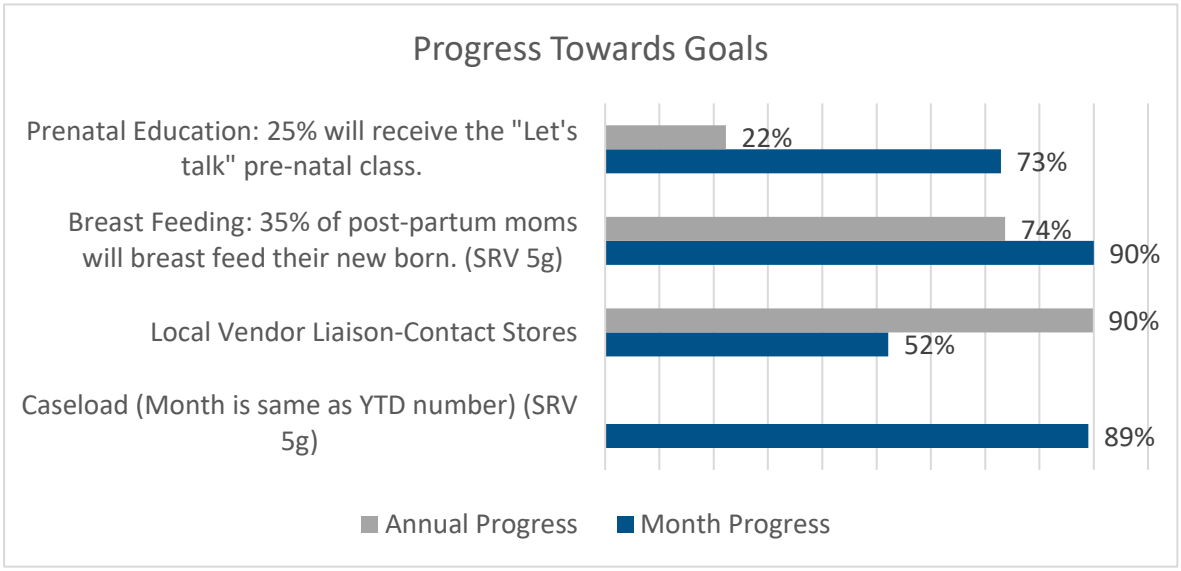
Explanation (Over/Under Goal Progress)

Some of the annual goals monthly progress is extremely high because they may be set too low. We will review for the June report and change if needed.

Program Strategic Goals	Progress
1. Develop Nutrition Topics on Facebook/Instagram.	Continuous
2. Develop nutrition course for new hires.	Complete
3. Implement Tele-Health for WIC appointments and counselling.	In progress with CDPH

Community Action Partnership of Kern
Monthly Report 2021

Month	April	Program/Work Unit	Women Infants & Children



Operations

Business Services

Maintenance

Information Technology

Risk Management

Community Action Partnership of Kern
Monthly Report 2021

Month	April	**Program/Work Unit**	Operations: Business Services, Maintenance, Information Technology, Risk Management
Division/Director	Operations/Emilio Wagner/Todd Payne Assistant 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			254	803	TBD	TBD
Contracts	11	36	17	42	TBD	TBD
Leases	11	28	0	3	TBD	TBD
Requests for Proposals	0	4	1	2	TBD	TBD

Maintenance & Operations

Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Facility Work Orders	204	97	107	935	TBD	TBD

Information & Technology

Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Help Desk Work Orders	269	122	271	1119	TBD	TBD

Risk Management

Workers Comp Claims	Reported	Reported YTD
First Aid (Reported only)	8	15
First Aid	6	11
Medical Treatment	0	1
Modified Duty	1	1
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	1	1
Property Incidents	2	14
Vehicle Incidents	1	6
Litigated	0	1

Community Action Partnership of Kern

Monthly Report 2021

Month	April	Program/Work Unit	Operations

RFPs	Contracts
Re-Issue EHS Food Vendor	WellWorks For You (Finance Dept.)
Re-Issue EHS Mental Health Consultant	Colombo Construction (Head Start)
Pest Control- Agency	Motor City Auto Mechanic Contract
Janitorial -Agency	Big O Tires Auto Mechanic Contract
Risk Projects	Office 1 (Maintenance)
Final Rev Draft Fleet Vehicle Policy	Office 1 (LBNC)
Final Draft ATD Exposure Plan	Tel Tec (Various Programs) Phase #2
Final Draft PPE Manual	RM Industries Amendment VII (Agency Wide)
Final Draft Wildfire Smoke Mgmt	RM Industries Amendment VII (COVID Services)
Final Draft Workplace Violence	Crown Lift Trucks (Food Bank $420.35)
Final Draft Bloodborne Pathogens	Escuelita Hernandez (Partnership) Amend I
Draft of GPS Policy	CSET (CALEITC) Subcontract Renewal
Final Draft Rev 2021 Electrical Safety Program	CACC Subcontract Agreement (Com. Dev. $500,00
Draft COVID-19 Prevention Protocols for Ridesha	Mission Linen (Head Start Addendum)
draft COVID-19 Prevention Protocols for Ridesha	Koantic, Inc. (HS $3,062)
Updated Charter for Operational Risk Manageme	Michael K Brown Amendment I
Draft Rev 2021 Fire Extinguisher Program	Mojave Unified School District Food Service Contra
Draft Opioid Overdose Response and Naloxone A	Kristen Hayes Consulting
IT Projects	Bakersfield Glass Amendment I (Energy $25,000)
AT&T Switch Ethernet installation	ACI (M St. $4,131)
Head Start Networking upgrades	Dave Bang Associates (EHS $26,871.11)
Server Upgrades	PLC System Services (M. St. Nav. $4,995)
SJC Computer Upgrades	WIPFLI Change Order #4
Leases	WIPFLI Contract
277 E. Front St Buttonwillow (WIC)	Transwest Amendment II
7000 Doe Ave. (MCAP)	Office 1 Comm. Dev.
Mojave Veteran's Bldg. Rental Agreement (WIC)	Zero to Three (Head Start)
15682 K St. Mojave	Sarana Educational Consulting (Head Start)
425 E. Fairview (Head Start)	Daniells Phillips Consulting Contract
1001 Main St. Delano (WIC)	Singco (Food Bank $1,127.16)
1815 Van Ness Ave. (MCAP)	Ken Smith Construction Renewal
216 West 7th St. (Hanford)	Creative Child Care Food Service Contract
108 S. Robinson St. Tehachapi (WIC)	ACI Change Order No. 1 (1900 East Cal.)
26904 Nichols St. Boron (WIC)	211 UWSC Addendum II
2400 Planz Rd. (Head Start)	County Library Bookmobile
8201 Palm Ave.Lamont (Head Start)	Performance Outcomes and Associates
4600 Panama Lane (WIC)	United Way Kern County Amedment I
741 Palm Ave. Wasco (WIC)	Lakeshore (EHS SJ)
2550 East. Belle Terrace Ste. 501-502	Ken Smith Construction Change Order No. 1
2800 D. Street (EHS SJ)	Michael K Brown Amendment II
2885 E. Harding (EHS SJ)	Michael K. Brown (Irrigation Install.) Comm. Dev.
4182 Gastin Drive (WIC)	Clark Appraisal (EHS SJ)

Community Action Partnership of Kern

Monthly Report 2021

Month	April	Program/Work Unit	Operations

Leases Cont'd	Contracts Cont'd
525 Roberts Lane (WIC)	PLC System Services (M. St. Nav. $4,995)
741 Palm Ave. (WIC)	FUND Consulting
1940 Inyo Street (WIC)	United Way Tulare County Addendum
16804 Highway 14 (EKFRC)	Michael K. Brown Amendment
15580 O St. (WIC)	WIPFLI Agreement ($33,000)
5000 E. California Ave. (WIC)	Dude Solutions $1,727.50 (Operations)
2854 Felsite Ave. (Head Start)	PeopleReady (Maintenance) $3,067.68
410 Perkins Ave. (Head Start)	AYSO (Frienship House) $1,600
2323 16th St. Suite 305	WIPFLI Agreement (Operations) $2,500
Oasis Summer Bridge Program (EKFRC) No Cost	Elegant Car Wash $8,400 (Energy)
Oasis Summer Bridge Program (EKFRC) No Cost	SignCo (Food Bank) $1,339.20
	Adelante Strategies (H4H $110,000)
	CCS Fundraising (Executive Div.) $200,000
	Tel Tec Agency wide Agreement renewal

Youth and Community Services

East Kern Family Resource Center (EKFRC)

Energy

Friendship House Community Center (FHCC)

OASIS Family Resource Center

Shafter Youth Center (SYC)

Volunteer Income Tax Assistance (VITA)

Community Action Partnership of Kern
Monthly Report 2021

Month	April	**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)	16	47	130	148%	36%
Provide One Time Referral Services to Children. (SRV 7c)	22	60	300	88%	20%
Case Management-Families. (SRV 7a)	7	34	90	93%	38%
Case Management-Children. (SRV 7a)	21	57	210	120%	27%
Differential Response Total	**66**	**198**	**730**	**112%**	27%

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	1	35	30	40%	117%
Children Receiving Case Management Services (SRV 7a)	1	44	30	40%	147%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	11	10	0%	110%
Children Educational Center Base Activities (FNPI 2b)	2	17	25	96%	68%
Children Educational Home Base Activities (FNPI 2b)	1	45	15	80%	300%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Collaborative Meetings	1	6	10	120%	60%
Family Support Services for non-clients with children 5 and under	1	190	50	24%	380%
First 5 Total	**7**	**348**	**180**	**50%**	193%

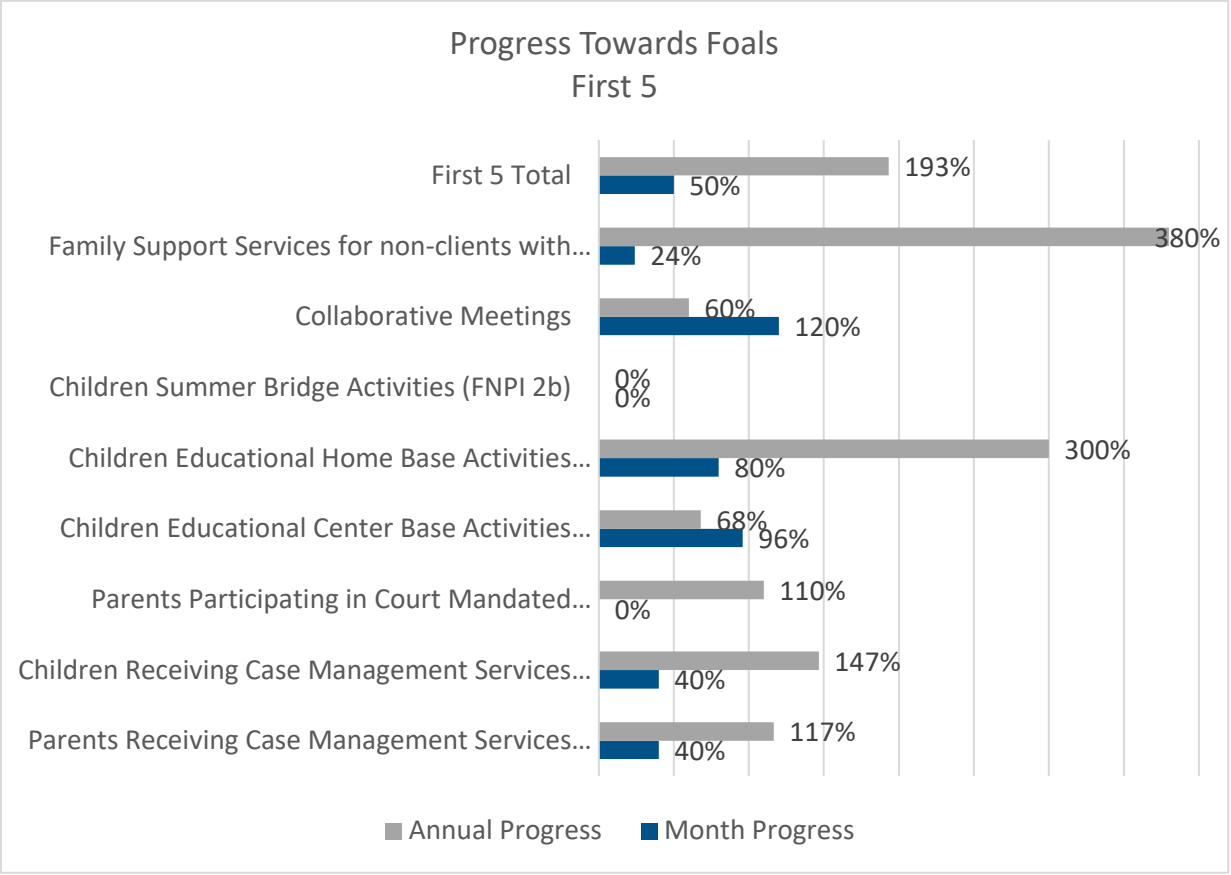
Walk-In Services (Non-Clients)	Month	YTD
Food/Household Items	37	201
Referrals/Administrative Services	192	510

Explanation (Over/Under Goal Progress)

We are in the process of reviewing our goals since the initial goals where set based on our current program agreement.

Community Action Partnership of Kern
Monthly Report 2021

Program Strategic Goals	Progress Towards Goal
1. Create client data base.	In progress, the system will be implemented in the month of May.
2. Improve office internet connectivity.	All internet services have been updated, we are now in the process in updating our computer equipment.
3. Expand the influence of the East Kern Collaborative.	In progress, all collaborative meetings are currently being done through zoom and soon to be done in person.



Community Action Partnership of Kern
Monthly Report 2021

Month	April	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 weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators, and more.

Low-income Home Energy Program (LIHEAP) 2021 Ends June 30, 2022	Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance	243	767	3,845	76%	20%
Utility Payments	$189,091	596,815	$2,999,043	76%	20%
Clients Served Weatherization	1	1	150	8%	1%
Low-income Home Energy Program (LIHEAP) 2020 Ends December 31,	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Clients Served Utilities Assistance	351	1,516	2,476	170%	61%
Utility Payments	$267,289	1,105,076	$1,545,423	208%	72%
Clients Served Weatherization	8	23	74	130%	31%
Discorgement Assistance Program (DAP) Ends December 31, 2021	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Clients Served Utilities Assistance	0	211	210	0%	100%
Utility Payments	0	145,156	$145,000	0%	100%
Clients Served Weatherization	2	20	29	83%	69%
CARES ACT Ends September 30, 2021	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Clients Served Utilities Assistance	516	1,855	2,084	297%	89%
Utility Payments	$228,202	815,420	$916,186	299%	89%
Department Of Energy (DOE) Weatherization	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Clients Served Weatherization	0	0	10	0%	0%
Totals	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Utility Clients (FNPI4h)	**759**	**2,833**	**6,139**	124%	46%
Total Utility Payments	**$417,293**	**$1,557,391**	**$4,060,229**	125%	38%
Total Weatherization Clients (FNPI4h)	**10**	**57**	**189**	30%	30%

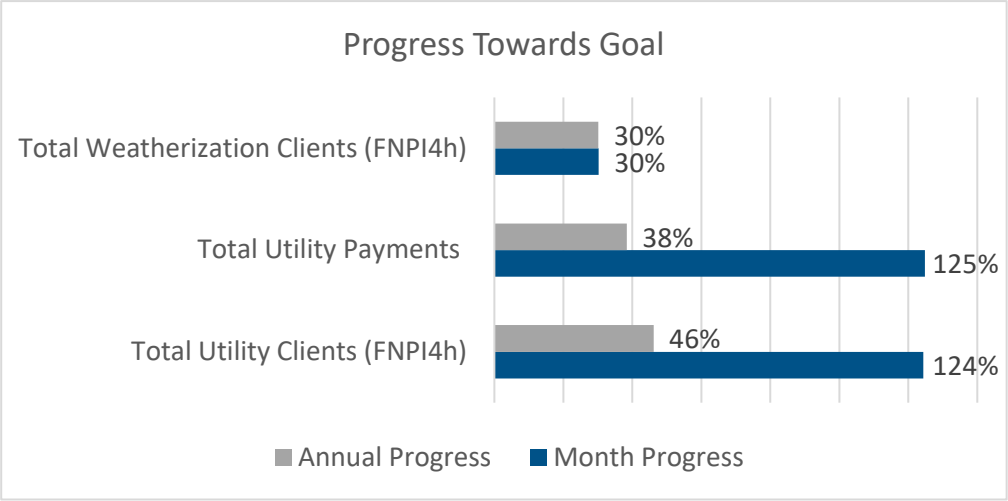
Community Action Partnership of Kern
Monthly Report 2021

Month	April	Program/Work Unit	Energy & Utility Assistance

Explanation (Over/Under Goal Progress)

LIHEAP 2020 - Added a new section so that 2020 and 2021 can be reported separately. The new goal reflects that we are no longer accepting new clients and we have 74 in progress to be completed by the end of the contract.
LIHEAP 2021: Changed goals due to splitting 2020 and 2021 into separate sections
DAP- Client Served Weatherization -No new clients will be served under this contract. The remaining funds are already accounted for to complete the in-progress clients.
DOE 2020- Client Served Weatherization: This contract is very stringent and YTD we have not been able to qualify any homes under this contact – on the current report it says we have 1 YTD, but this is incorrect and could've been a job that dragged from DOE 2017 which was closed out a couple months ago.
1. Mandatory Energy Audit – has to be completed prior to any measurements qualifying under this contact, to date, no homes have. SIR (savings to investment ratio) has not been favorable.
2. This is a state-wide issue with contract as over 90% of LSP's are also struggling
3. We are working on attempting to determine best way to move forward with meeting strict contracts guidelines – although this does come down to ultimately qualifying the home during the energy audit
4. Insulation is a major part of this contract – we are addressing our broken installation machine, also have plans of eventually have designated insulation team
5. Attempting to find new ways to educate the public and market this contract

Program Strategic Goals	Progress Towards Goal
1. Expedite assistance to client by increasing efficiency in paperwork (Weatherization).	Weatherizing still in process of learning new Hancock system functions
2. Implement a digital inventory system.	Hancock (inventory system used by CAPK) has advised they are undergoing changes - no updates at this time
3. Improve our outreach methods.	Our commercials are airing on KGET, Telemundo, the CW this month.



Community Action Partnership of Kern
Monthly Report 2021

Month	April	**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

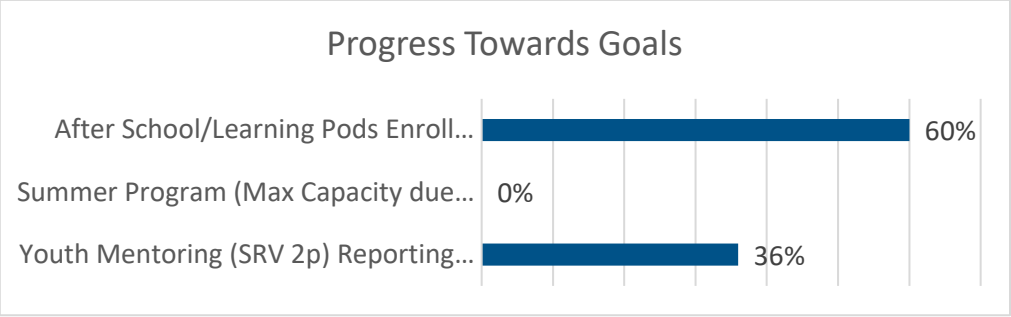
Located in Southeast Bakersfield, the program serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Current Enrolled	Month	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (SRV 2p) Reporting July 1, 2020 - June 30, 2021	34	3	63	100	36%	63%
Summer Program (Max Capacity due to COVID) (SRV 2m)	0		0	18	0%	0%
After School/Learning Pods Enroll (FNPI 2c &SRV 2l)	11	1	21	20	60%	105%
Medi-Cal Outreach		**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Social media emails and impressions		900	2143	3,000	360%	71%
Canvasing phone calls and flyers		698	6758	15,000	56%	45%

Explanation (Over/Under Goal Progress)

The Medi-Cal Outreach program monthly progress is at 360%. The reason for this is because due to the pandemic, the program has had to use social media emails and impressions heavily, in order to get the word out to vast numbers of people about the Medi-Cal Health Navigator Project.

Program Strategic Goals	Progress
1. Develop and implement an education and tutoring program.	Materials and equipment are in the process of being ordered for the FHCC intensive tutoring program.
2. Strengthen technical infrastructure to increase tech based services for youths such as STEM and distance learning.	The Wi-Fi upgrade has been completed at the FHCC.
3. Create Advisory Board Recruitment Plan.	A recruitment plan is being discussed with the FHCC Advisory Board.



Community Action Partnership of Kern
Monthly Report 2021

Month	April	**Program/Work Unit**	Oasis Family Resource Center
Division/Director	Youth & Community Services Fred Hernandez	**Program Manager**	Eric La Barbe
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resiliency.

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	0	0	30	0%	0%
Children Receiving Case Management Services (SRV 7a)	0	0	30	0%	0%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	0	10	0%	0%
Children Educational Center Base Activities (FNPI 2b)	0	0	25	0%	0%
Children Educational Home Base Activities (FNPI 2b)	0	0	15	0%	0%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Collaborative Meetings	0	0	8	0%	0%
Family Support Services for non-clients with children 5 and under	0	0	50	0%	0%
First 5 Total	**0**	**0**	**178**	**0%**	0%

Walk-In Services (Non-Clients)	Month	YTD
Food/Household Items	0	0
Referrals/Administrative Services	0	0

Explanation (Over/Under Goal Progress)

The OASIS FRC will be holding their grand opening on May 27th. They currently do not have any clients.

Program Strategic Goals	Progress Towards Goal
1. Create client data base.	This project is currently in progress.
3. Begin providing case management services.	This project is currently in progress.
3. Implement and educational Homebase and Summer Program for children ages 0 - 5.	This project is currently in progress.

Community Action Partnership of Kern
Monthly Report 2021

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

Program Description

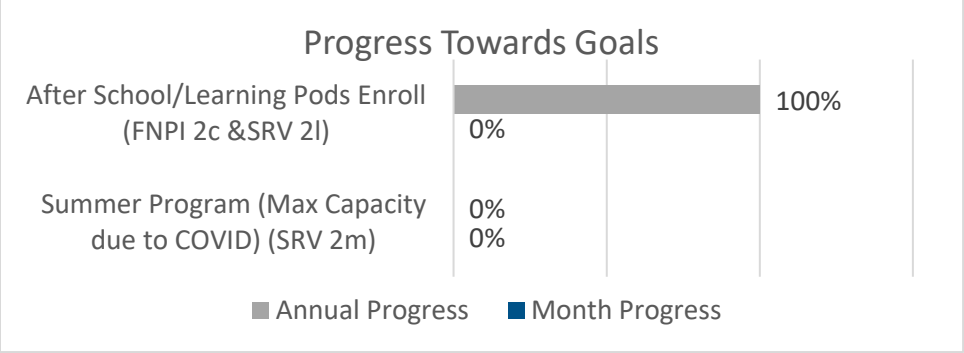
SYC serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Current Enrolled	Month	YTD	Goal	Month Progress	Annual Progress
Summer Program (Max Capacity due to COVID) (SRV 2m)	0	0	0	19	0%	0%
After School/Learning Pods Enroll (FNPI 2c &SRV 2l)	19	0	19	19	0%	100%
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 COVID		0	0	30	0%	0%
Open Basketball - On Hold due to COVID		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		3	3	6	600%	50%
Community Events		1	4	6	200%	67%

Explanation (Over/Under Goal Progress)

Due to the current Covid - 19 restrictions we are only allowed to served 19 students due to space limitation. Once these restrictions are lifted we will be able to enrolled additional students into our learning pod program and provide community service programs.

Program Strategic Goals	Progress
1. Develop program services to grow enrollment while maintaining safety	Starting recruitment for Summer Program Services.
2. Increase youth programs offered such as STEM, Art & Culture, Healthy life styles, etc.	Continue seeking funding opportunities.
3. Increase staff development opportunities.	None at this time, still looking.



Community Action Partnership of Kern
Monthly Report 2021

Month	April	**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	1,411	3,789	6,000	447%	63%
State	1,273	3,549	6,000	430%	59%
Total Returns (State included with Federal) (SRV 3o)	**1,411**	**3,789**	**6,000**	447%	63%

Refunds and Credits	Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds	$1,495,636	$4,898,039	$3,500,500	366%	140%
State Refunds	$205,477	$751,969	$730,000	328%	103%
Federal EITC (SRV 3o)	$612,364	$1,899,781	$2,300,000	387%	83%
CalEITC (SRV 3o)	$118,945	$299,675	$350,000	476%	86%
Total Refunds and Credits	**$2,432,422**	**$7,849,464**	**$6,880,500**	372%	114%

Individual Taxpayer Identification Number (ITIN)	Month	YTD	Goal	Month Progress	Annual Progress
Applications	27	53	25	611%	212%

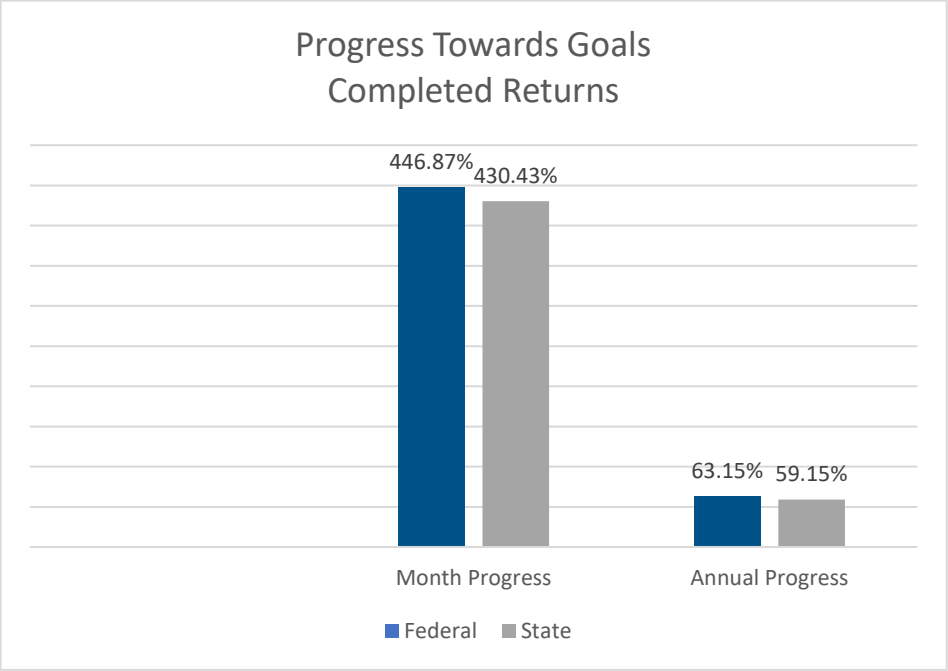
Explanation (Over/Under Goal Progress)

Monthly and annual goal progress is high due to most of the year's progress is made January - April. We will review goals to see if they may need to be adjusted for the June report.

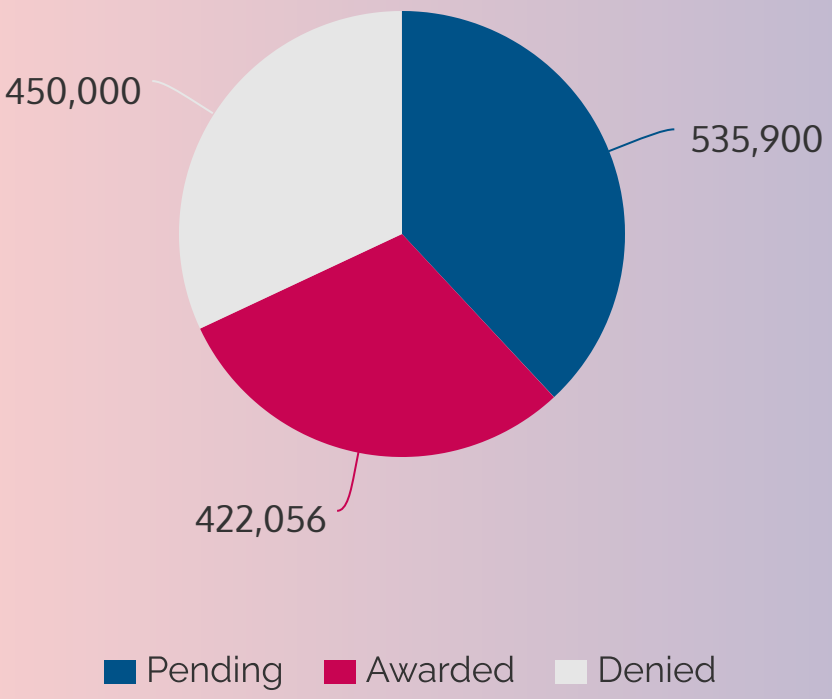
Program Strategic Goals	Progress Towards Goal
1. Develop and implement site expansion plan.	N/A will revisit expansion ideas mid-October.
2. Build community awareness of VITA services.	Using GET bus to advertise credits available to taxpayers and how to get more information by dialing 211.
3. Develop and implement volunteer retainment plan.	Currently working with DHS, MAOF and Career Resource Center to utilize eligible participants to train and volunteer through Welfare to Work programs.

Community Action Partnership of Kern
Monthly Report 2021

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



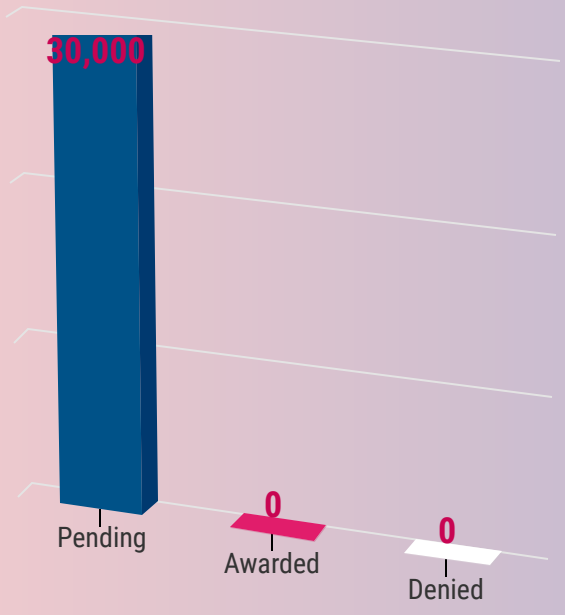
Application Status Report
April 2021



Grant Funding Year-to-Date

January 1, 2021, to
April 30, 2021

App Status April 2021



Donations

178

$25,105

Funder	Name	Program	Amount Requested	Amount Awarded	Date Submitted	Decision Date	Status
Bakesfield Rotary-Waterman Foundation	Bakersfield Capital Grant Program	SYC	$30,000	$-	4/29/2021		Pending

Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	CAPK VITA
Funding Agency	Union Bank	**Project Name**	Expanding Access in Undeserved Communities
CFDA	N/A	**Target Population**	Low-to-Moderate IncomeTax Payers
Reapplication (Y/N)	No	**Number to be served**	100
Estimated Request	$65,000	**Division Director**	Freddy Hernandez
Award Period	July 1, 2021 - June 30, 2022	**Program Manager**	Jacquelyn Guerra

Project Goal (One sentence goal statement)

The CAPK VITA program will increase equity for low-to-moderate income residents of southeast Bakersfield through increasing access to tax preparation services, refunds, and credits. The program will also offer financial coaching, workshops, and referrals to build financial empowerment.

Project Description (Brief one paragraph description)

The program educator will assist with tax preparation at the Friendship House Community Center and offer one-on-one financial coaching to assist participants in setting and reaching financial goals. Financial empowerment workshops will be held using guest presenters for topics such as opening and managing a bank account, debt and credit, saving for emergencies, leveraging resources to help make ends meet, and budgeting.

Estimated Budget Summary

Salaries and benefits @ $48,100 for a 1.0 FTE program educator; staff mileage @ $1,344; participant incentives @ $1,100; outreach @ $2,000; program supplies @ $2,247; cell phone plan @ $900; hiring costs @ $200; a computer with portable printer/scanner @ $2,000; and indirect @$5,909.

Approvals:

Freddy Hernandez — Freddy Hernandez (Apr 29, 2021 15:55 PDT) — 4/29/2021
1. Division Director — Date

Pritika Ram
2. Director of Administration — Date

3. Chief Program Officer — Date

Stacy Webster — 5/4/2021
4. Chief Financial Officer — Date

Jeremy T. Tobias — Jeremy T. Tobias (May 4, 2021 13:41 PDT) — 05/04/2021
5. Chief Executive Officer — Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

If awarded, prior approval of this funding request authorizes the Chief Executive Officer to execute the contract/grant agreement and any amendments during the term of the contract/grant agreement, up to $250,000. No further action or approval is required from the Board of Directors.

Community Action Partnership of Kern
Multiple Funding Requests

April, 2021

Funding Information			
Funding Type	Private	**CAPK Program**	Shafter Youth Center
Funding Agency	Waterman Foundation Rotary Club (	**Project Name**	Shafter Youth Center Transportation
CFDA	N/A	**Target Population**	Shafter Youth
Request	$30,000	**Division Director**	Freddy Hernandez
Award Period	2021-2022	**Program Manager**	Angelica Nelson
Description	CAPK SYC will purchase a van so they can expand the center's capabilities to have a greater impact for our community youths through closing the gap between valuable transportation and gaining access to services.		

Funding Information			
Funding Type	Private	**CAPK Program**	Shafter Youth Center
Funding Agency	Delta dental	**Project Name**	Shafter Youth Center Transportation
CFDA	N/A	**Target Population**	Shafter Youth
Estimated Request	$15,000	**Division Director**	Freddy Hernandez
Award Period	2021-2022	**Program Manager**	Angie Nelson
Description	CAPK SYC will purchase a van so they can expand the center ' s capabilities to have a greater impact for our community youths through closing the gap between valuable transportation and gaining access to services.		

Funding Information			
Funding Type		**CAPK Program**	
Funding Agency		**Project Name**	
CFDA		**Target Population**	
Estimated Request		**Division Director**	
Award Period		**Program Manager**	
Description			

Funding Information			
Funding Type		**CAPK Program**	
Funding Agency		**Project Name**	
CFDA		**Target Population**	
Estimated Request		**Division Director**	
Award Period		**Program Manager**	
Description			

Date Presented/Approved

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

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** April 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**	**946**	**72%**		**5.3% (7.9%)**	**10%**
Early Head Start Kern • EHS Center Based • EHS Home Based • EHS Home Based-Interim	**446** 243 123 80	**296**	**66%** 76% 76% 24%	 184/243 93/123 19/80	**11.5% (18.4%)**	**9.9%**
Early Head Start San Joaquin	**313**	**213**	**68%**		**22.1% (32%)**	**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	**60**	**39%** 37.5% 28% 56% 82% 52% 12/5% 0%	 9/24 9/32 9/16 9/11 22/42 2/16 0/11	**6.4% (16.7%)**	**7.9%**

Early Head Start Partnership Enrollment Updates:
Escuelita Hernandez Little School started facility modifications April 1, 2021. Open house is projected for June 2021.
The Change of Scope was submitted in March 2021 to the Office of Head Start to change the allotted slots of 152 to 149. The 11 unassigned slots were requested to be changed to 8 (eight) center-based option slots. Application is pending approval.

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	156	**204**

Division Staffing			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
635	110	21	103

HIGHLIGHTS:
4 candidates are in the onboarding process and 1 employee has joined the CAPK family in the month of April.

Compliance
California Department of Education (CDE) Contract Monitoring Review (CMR): Due to the pandemic, CDE will conduct the Contract Monitoring Review remotely this program year. The program was tasked with collecting all pertinent agency documentation for the remote review 15 days prior to the start date of the review. Program staff has successfully uploaded all documents for the remote review to CDE. The review is scheduled for the week of May 17, 2021. Staff is confident that we will receive positive outcomes from this review.

Central Kitchen April 2021				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Centers	35,859	13,369	11,436	11,054
Boxed Meals—Virtual	27,465	9,155	9,155	9,155
Home Based	4,500	1,500	1,500	1,500
TOTALS	**67,824**	24,024	22,091	21,709

HIGHLIGHTS: Environmental Health Services conducted an unannounced health inspection on April 30, 2021. There were no deficiencies, and the Central Kitchen received an "A" grade.

CACFP						
MARCH 2021						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
68,511	8,318	76,829	49,046	27,783	51,126	67%

HIGHLIGHTS: During the month of March, an additional 9 Part Year sites were opened, offering a hybrid model services. Children attend two days in the classroom and 3 virtually.

MEMORANDUM

To: Program Review & Evaluation Committee

From: Carolyn Coffey, Education and Support Services Administrator

Date: May 12, 2021

Subject: *Agenda Item 5d*: Kern & SJC Program Self- Evaluation **- Info Item**

The Head Start/State Child Development Division conducts an annual self-evaluation for the State of California State Preschool Program (CSPP), the California Center-Based Child Care (CCTR) for Infants and Toddlers, and the California State Migrant Child Care and Development Program (CMIG). The San Joaquin program self-evaluation is being presented for the first time to the board due to receiving state funds through the San Joaquin County Office of Education.

The state funds received by both programs make possible the opportunity to offer full day year-round care for families in need of childcare in Kern and San Joaquin Counties. This self-evaluation is for the period of July 1st, 2020 to June 30, 2021 for Kern and San Joaquin Counties.

The focus of this presentation is to present a summary of the self-evaluation process and the results of our Environment Self-Evaluation During Pandemic Conditions (ERS certification), Desired Results Developmental Profile (DRDP), and Parent Survey Results for Kern and San Joaquin Counties to the Committee for their review and input.

As an information item to the Committee and the Board, Head Start/State Child Development Division will be submitting the information presented to the state of California for Kern County and to the San Joaquin County Office of Education for San Joaquin.

Attachments:
Environmental Self-Certification During Pandemic Conditions- Kern & San Joaquin
2020-2021 DRDP Child Data Results - Kern & San Joaquin
Parent Survey Family of Findings - Kern & San Joaquin

Kern Early Head Start and State Child Development Programs

Environmental Rating Scale Self-Certification During Pandemic Conditions

Infant

How is the program/provider ensuring that correct handwashing and sanitizing/disinfecting procedures are carried out adequately?

During the 2020-2021 school year, our program has created a health protocol. In this protocol, we have addressed many health and safety concerns and adopted new policies to ensure that handwashing and sanitizing/disinfecting procedures are carried out thoroughly each day.

Infants and staff are encouraged to wash hands multiple times throughout the day. Anyone entering the classroom must wash their hands before entry and follow our handwashing procedures. Infants and staff will wash their hands with soap and water (with assistance as needed) for at least 20 seconds. Disposable wipes can be used when water is not available. However, staff will help infants wash their hands as soon as soap and water are available. They will engage in handwashing at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food or feeding children.
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

To assist infants and staff with our handwashing procedures, our program has provided each classroom with handwashing timers that assist infants with keeping count of the 20 seconds needed for adequate handwashing. These timers have a light that flashes green during the 20 seconds and turns red when the time is up. Teachers assist infants with handwashing to ensure proper handwashing is completed and then wash their own hands afterwards.

The teachers in our infant classrooms have been provided with shoe covers and socks for use in the infant classroom. Teachers do not wear shoes inside the classroom that have been used outdoors to prevent the spread of germs. Infants' shoes are placed in baskets when they are indoors.

Our protocol also addresses cleaning and sanitizing toys as well as cleaning and disinfecting bedding. Toys that cannot be cleaned and sanitized have been temporarily removed from the classroom due to COVID-19. Any toys that infants have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be placed in a basket until they are cleaned and sanitized. All toys will be cleaned with soap and water, rinsed, and sanitized with an EPA-registered disinfectant and left to air dry. Staff may also use a mechanical dishwasher to clean toys that have been mouthed. All machine washable toys are only used by one individual between washes. Once that toy is used by one child, it is then put away to be washed (Note: minimal cloth toys are currently in the preschool classrooms due to sanitation purposes. Those that are in the classroom are used for those children who require the additional comfort that those toys provide). All toys are sanitized between each use. The staff place all used toys in a sanitation bucket when they used by infants and those toys are not placed back into the classroom until they have been sanitized. Teachers help wash infants' hands before they move to another activity. All bedding used at the sites are machine washable and only used by one infant between washes. Bedding is kept separate from others and all cots and mats are labeled with each infant's name and disinfected between each use.

To assist with the additional sanitation measures, our program has purchased electrostatic sprayers that use the Bioesque disinfectant. This disinfectant kills the COVID virus in 3 minutes and is safe for children.

Our infant classrooms have each received a UV Sterilizer & Dryer that is able to sanitize items that are not easily or quickly machine washable.

In addition to the measures taken above, all center staff have received the following trainings:

- Health Protocol (this includes handwashing and sanitation)
- Victory Electrostatic Sprayer

If a staff member, child, or family member is suspected of having COVID, a team comes into the classroom and completely disinfects the room before staff or children return.

Activities

How does the program/provider allow free use of materials that all children touch?

Prior to reopening the classrooms, our Education team produced a training for all teaching staff that provided many tips and ideas on how to have materials available for children to use. The guidance asked that teachers provide children with their own set of individual materials (crayons, markers, etc.) that are stored in each child's cubby and children have available access to these materials throughout the day.

Each classroom modified their schedules to provide small groups of children to allow for less children in the indoor/outdoor environment at one time. As stated above, we also included the sanitation bucket where staff help toddlers place used toys in after each use. Each classroom is equipped with enough toys to replace spoiled items between sanitation procedures.

Space and Furnishings

What modifications have been made to the interest areas to ensure children have access to a variety of age-appropriate materials while maintaining physical (social) distancing guidelines?

As previously stated, each classroom modified their schedules to provide small group opportunities in the indoor/outdoor environment. In addition, each interest area was modified to allow one-to-two children in each area, maintaining social distancing between children. We strategically stored items in each interest area for individual child use. Example, in the block area, blocks are stored in individual containers for the use of one child and two sets are provided for the use of two children in the interest area. Staff take the used blocks to the sanitation area and blocks are sanitized before being placed back in the rotation. We have also ensured that the outdoor environment reflects the indoor environment so that all children have the opportunity to experience a variety of materials throughout the day while maintain social distancing.

Teachers have limited the number of supplies in the classroom for each group. Supplies are then replaced with fresh supplies for the next group of children. Example: cloth books or cloth toys. Once that child is done, all items that have been touched are removed and replaced with fresh materials.

Program Structure

How does the program/provider offer opportunities for children to engage in small group and large group activities while maintaining physical (social) distancing guidelines?

Our classroom schedules have been modified to support small and large group activities. When the weather permits, children are divided into two groups of 3. One group will remain indoors, while the other goes outside. The groups divide their time between the indoor and outdoor environment to ensure all children receive a similar experience. We have limited the number of children in the classroom and staff have arranged the environment so that children can maintain social distancing. With 3 children in the classroom, there are plenty of opportunities for small group experiences and children can maintain social distancing during large groups activities as well. Our ratios in the classrooms provide ample opportunity to individualize schedules for infants as needed.

Interactions

How are the staff/provider(s) continuing to be responsive to and involved with the children while maintaining physical (social) distancing guidelines?

We understand that to be able to provide responsible care, staff needs to take care of themselves. All staff has attended the Workplace Wellness Academy by Generation Wellness. Staff were provided a monthly stipend to pay for their childcare needs. We offered several mental health presentations from a licensed mental health professional to provide guidance and support to staff and families to cope with stress during COVID-19 pandemic. The agency offered Employee Assistance Program Services as one of our medical benefits to employees in need of services.

Staff are provided with protective personal equipment such as face coverings, shields, gloves, and scrubs, to protect themselves while interacting with children and others. Coaching in social emotional literacy has been offered in a practice based and teacher learning and collaborating formats by internal and external coaches. Families not interested in receiving in-person services are given the opportunity to receive distance learning services. Virtual learners received distance learning services weekly by the same staff to maintain consistency. Parents are given the option to select their preferred mode of communication such as teams, zoom, face time, WhatsApp, phone calls, or other modalities.

Staff has continued to be responsive to the needs of all children throughout the daily routines and learning experiences. While teachers do their best by reminding children to maintain physical distance, their primary focus is to be responsive to the needs of children. The program places a huge emphasis on keeping primary care groups intact. Center staff has remained at the same location and are never sent to assist in other classrooms, or locations.

Early Head Start and State Child Development Programs

Environmental Rating Scale Self-Certification During Pandemic Conditions

Toddler

How is the program/provider ensuring that correct handwashing and sanitizing/disinfecting procedures are carried out adequately?

During the 2020-2021 school year, our program has created a health protocol. In this protocol, we have addressed many health and safety concerns and adopted new policies to ensure that handwashing and sanitizing/disinfecting procedures are carried out thoroughly each day.

Children and staff are encouraged to wash hands multiple times throughout the day. Anyone entering the classroom, must wash their hands prior to entry and follow our handwashing procedures. Children and staff will wash their hands with soap and water (with assistance as needed) for at least 20 seconds. They will engage in handwashing at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food or feeding children.
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

To assist children and staff with our handwashing procedures, our program has provided each classroom with handwashing timers that assist children with keeping count of the 20 seconds needed for adequate handwashing. These timers have a light that flashes green during the 20 seconds and turns red when the time is up. Teachers assist toddlers with handwashing as need to ensure proper handwashing is completed and then wash their own hands after providing assistance.

The teachers in our toddler classrooms have bee provided with shoe covers and socks for use in the toddler classroom. Teachers do not wear shoes inside the classroom that have been used outdoors to prevent the spread of germs. Children’s shoes are placed in baskets when children are indoors.

Our protocol also addresses cleaning and sanitizing toys as well as cleaning and disinfecting bedding. Toys that cannot be cleaned and sanitized have been temporarily removed from the classroom due to COVID-19. Any toys that children have placed in children's mouths or that are otherwise contaminated by body secretions or excretions should be placed in a basket until they are cleaned and sanitized. All toys will be cleaned with soap and water, rinsed, and sanitized with an EPA-registered disinfectant and left to air dry. Staff may also use a mechanical dishwasher to clean toys that have been mouthed. All machine washable toys are only used by one individual between washes. Once that toy is used by one child, it is then put away to be washed (Note: minimal cloth toys are currently in the preschool classrooms due to sanitation purposes. Those that are in the classroom are used for those children who require the additional comfort that those toys provide). All toys are sanitized between each use. The staff and children have established a routine where children place their used toys in a sanitation bucket when they are done with them and those toys are not placed back into the classroom until they have been sanitized. Children then wash their hands before they move to another activity. All bedding used at the sites are machine washable and only used by one child between washes. Bedding is kept separate from others and all cots and mats are labeled with each child's name and disinfected between each use.

To assist with the additional sanitation measures, our program has purchased electrostatic sprayers that use the Bioesque disinfectant. This disinfectant kills the COVID virus in 3 minutes and is safe for children.

In addition to the measures taken above, all center staff have received the following trainings:

- Health Protocol (this includes handwashing and sanitation)
- Victory Electrostatic Sprayer

If a staff member, child, or family member is suspected of having COVID, a team comes into the classroom and completely disinfects the room before staff or children return.

Activities How does the program/provider allow free use of materials that all children touch?

Prior to reopening the classrooms, our Education team produced a training for all teaching staff that provided many tips and ideas on how to have materials available for children to use. The guidance asked that teachers provide children with their own set of individual materials (crayons, markers, etc.) that are stored in each child's cubby and children have available access to these materials throughout the day.

Each classroom modified their schedules to provide small groups of children to allow for less children in the indoor/outdoor environment at one time. As stated above, we also included the sanitation bucket where staff help toddlers place used toys in after each use. Each classroom is equipped with enough toys to replace spoiled items between sanitation procedures.

Space and Furnishings What modifications have been made to the interest areas to ensure children have access to a variety of age-appropriate materials while maintaining physical (social) distancing guidelines?

As previously stated, each classroom modified their schedules to provide small group opportunities in the indoor/outdoor environment. In addition, each interest area was modified to allow one-to-two children in each area, maintaining social distancing between children. We strategically stored items in each interest area for individual child use. Example, in the block area, blocks are stored in individual containers for the use of one child and two sets are provided for the use of two children in the interest area. Children take the used blocks to the sanitation area and blocks are sanitized before being placed back in the rotation. We have also ensured that the outdoor environment reflects the indoor environment so that all children have the opportunity to experience a variety of materials throughout the day while maintain social distancing.

Each child has been supplied with their own set of art materials and playdough. Children can easily access these supplies when they are ready to use them and then they are placed back inside their individual cubby. Teachers have limited the number of supplies in the classroom for each group. Supplies are then replaced with fresh supplies for the next group of children. Example: collage materials are divided for individual use. Once that child is done, all items that have been touched are removed and replaced with fresh materials. Children are free to use as much material as they would like.

Program Structure How does the program/provider offer opportunities for children to engage in small group and large group activities while maintaining physical (social) distancing guidelines?

Our classroom schedules have been modified to support small and large group activities. When the weather permits, children are divided into two groups of 4. One group will remain indoors, while the other goes outside. The groups divide their time between the indoor and outdoor environment to ensure all children receive a similar experience. We have limited the number of children in the classroom and staff have arranged the environment so that children can maintain social distancing. During small group activities, chairs are removed from the table to limit the number of children who sit at each table to encourage distancing. With 4 children in the classroom, there are plenty of opportunities

for small group experiences and children can maintain social distancing during large groups activities as well.

Interactions How are the staff/provider(s) continuing to be responsive to and involved with the children while maintaining physical (social) distancing guidelines.

We understand that to be able to provide responsible care, staff needs to take care of themselves. All staff has attended the Workplace Wellness Academy by Generation Wellness. Staff were provided a monthly stipend to pay for their childcare needs. We offered several mental health presentations from a licensed mental health professional to provide guidance and support to staff and families to cope with stress during COVID-19 pandemic. The agency offered Employee Assistance Program Services as one of our medical benefits to employees in need of services.

Staff are provided with protective personal equipment such as face coverings, shields, gloves, and scrubs, to protect themselves while interacting with children and others. Coaching in social emotional literacy has been offered in a practice based and teacher learning and collaborating formats by internal and external coaches. Families not interested in receiving in-person services are given the opportunity to receive distance learning services. Virtual learners received distance learning services weekly by the same staff to maintain consistency. Parents are given the option to select their preferred mode of communication such as teams, zoom, face time, WhatsApp, phone calls, or other modalities.

Staff has continued to be responsive to the needs of all children throughout the daily routines and learning experiences. While teachers do their best by reminding children to maintain physical distance, their primary focus is to be responsive to the needs of children. The program places a huge emphasis on keeping primary care groups intact. Center staff has remained at the same location and are never sent to assist in other classrooms, or locations.

Head Start and State Child Development Programs

Environmental Rating Scale Self-Certification During Pandemic Conditions

Preschool

How is the program/provider ensuring that correct handwashing and sanitizing/disinfecting procedures are carried out adequately?

During the 2020-2021 school year, our program has created a health protocol. In this protocol, we have addressed many health and safety concerns and adopted new policies to ensure that handwashing and sanitizing/disinfecting procedures are carried out thoroughly each day.

Children and staff are encouraged to wash hands multiple times throughout the day. Anyone entering the classroom, must wash their hands prior to entry and follow our handwashing procedures. Children and staff will wash their hands with soap and water for at least 20 seconds. They will engage in handwashing at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food or feeding children.
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

To assist children and staff with our handwashing procedures, our program has provided each classroom with handwashing timers that assist children with keeping count of the 20 seconds needed for adequate handwashing. These timers have a light that flashes green during the 20 seconds and turns red when the time is up. If soap and water is not readily available and hands are not visibly dirty, our preschool program can use alcohol-based hand sanitizer that is approved by the Food and Drug Administration. Children and staff will wash their hands after using sanitizer as soon as soon as soap and water are available.

Our protocol also addresses cleaning and sanitizing toys as well as cleaning and disinfecting bedding. Toys that cannot be cleaned and sanitized have been temporarily removed from the classroom due to COVID-19. Any toys that children have placed in

children's mouths or that are otherwise contaminated by body secretions or excretions should be placed in a basket until they are cleaned and sanitized. All toys will be cleaned with soap and water, rinsed, and sanitized with an EPA-registered disinfectant and left to air dry. Staff may also use a mechanical dishwasher to clean toys that have been mouthed. All machine washable toys are only used by one individual between washes. Once that toy is used by one child, it is then put away to be washed (Note: minimal cloth toys are currently in the preschool classrooms due to sanitation purposes. Those that are in the classroom are used for those children who require the additional comfort that those toys provide). All toys are sanitized between each use. The staff and children have established a routine where children place their used toys in a sanitation bucket when they are done with them and those toys are not placed back into the classroom until they have been sanitized. Children then wash their hands before they move to another activity. All bedding used at the sites are machine washable and only used by one child between washes. Bedding is kept separate from others and all cots and mats are labeled with each child's name and disinfected between each use.

To assist with the additional sanitation measures, our program has purchased electrostatic sprayers that use the Bioesque disinfectant. This disinfectant kills the COVID virus in 3 minutes and is safe for children.

In addition to the measures taken above, all center staff have received the following trainings:

- Health Protocol (this includes handwashing and sanitation)
- Victory Electrostatic Sprayer

If a staff member, child, or family member is suspected of having COVID, a team comes into the classroom and completely disinfects the room before staff or children return.

Activities

How does the program/provider allow free use of materials that all children touch?

Prior to reopening the classrooms, our Education team produced a training for all teaching staff that provided many tips and ideas on how to have materials available for children to use. The guidance asked that teachers provide children with their own set of individual materials (crayons, markers, scissors, etc.) that are stored in each child's cubby and children have available access to these materials throughout the day.

Each classroom modified their schedules to provide small groups of children to allow for less children in the indoor/outdoor environment at one time. As stated above, we also included the sanitation bucket where children placed used toys in after each use. Each

classroom is equipped with enough toys to replace spoiled items between sanitation procedures.

Space and Furnishings

What modifications have been made to the interest areas to ensure children have access to a variety of age-appropriate materials while maintaining physical (social) distancing guidelines?

As previously stated, each classroom modified their schedules to provide small group opportunities in the indoor/outdoor environment. In addition, each interest area was modified to allow one-to-two children in each area, maintaining social distancing between children. We strategically stored items in each interest area for individual child use. Example, in the block area, blocks are stored in individual containers for the use of one child and two sets are provided for the use of two children in the interest area. Children take the used blocks to the sanitation area and blocks are sanitized before being placed back in the rotation. We have also ensured that the outdoor environment reflects the indoor environment so that all children have the opportunity to experience a variety of materials throughout the day while maintain social distancing.

Each child has been supplied with their own set of art materials and playdough. Children can easily access these supplies when they are ready to use them and then they are placed back inside their individual cubby. Teachers have limited the number of supplies in the classroom for each group. Supplies are then replaced with fresh supplies for the next group of children. Example: collage materials are divided for individual use. Once that child is done, all items that have been touched are removed and replaced with fresh materials. Children are free to use as much material as they would like.

Program Structure

How does the program/provider offer opportunities for children to engage in small group and large group activities while maintaining physical (social) distancing guidelines?

Our classroom schedules have been modified to support small and large group activities. When the weather permits, children are divided into two groups of 5. One group will remain indoors, while the other goes outside. The groups divide their time between the indoor and outdoor environment to ensure all children receive a similar experience. We have limited the number of children in the classroom and staff have arranged the environment so that children can maintain social distancing. During small group activities, chairs are removed from the table to limit the number of children who sit at each table to encourage distancing. With 5 children in the classroom, there are plenty of opportunities

for small group experiences and children can maintain social distancing during large groups activities as well.

Interactions

How are the staff/provider(s) continuing to be responsive to and involved with the children while maintaining physical (social) distancing guidelines?

We understand that to be able to provide responsible care, staff needs to take care of themselves. All staff has attended the Workplace Wellness Academy by Generation Wellness. Staff were provided a monthly stipend to pay for their childcare needs. We offered several mental health presentations from a licensed mental health professional to provide guidance and support to staff and families to cope with stress during COVID-19 pandemic. The agency offered Employee Assistance Program Services as one of our medical benefits to employees in need of services.

Staff are provided with protective personal equipment such as face coverings, shields, gloves, and scrubs, to protect themselves while interacting with children and others. Coaching in social emotional literacy has been offered in a practice based and teacher learning and collaborating formats by internal and external coaches. Families not interested in receiving in-person services are given the opportunity to receive distance learning services. Virtual learners received distance learning services weekly by the same staff to maintain consistency. Parents are given the option to select their preferred mode of communication such as teams, zoom, face time, WhatsApp, phone calls, or other modalities.

Staff has continued to be responsive to the needs of all children throughout the daily routines and learning experiences. While teachers do their best by reminding children to maintain physical distance, their primary focus is to be responsive to the needs of children. The program places a huge emphasis on keeping primary care groups intact. Center staff has remained at the same location and are never sent to assist in other classrooms, or locations.

San Joaquin Environmental Self-Certification During Pandemic Conditions

Infant -Toddler

Personal Care Routines

How is the program/provider ensuring that correct handwashing and sanitizing/disinfecting procedures are carried out adequately?

A multidisciplinary team composed of Content Area Specialists Health, Nutrition, Education, Inclusion and Family Engagement collaborated in the development of the CAPK Health Protocol.

The CAPK Health Protocol focused on prioritizing children and staff health and safety. Handwashing, cleaning, and disinfecting is one of the main focuses of the protocol. Virtual training on the health protocol was provided to all staff prior to opening the centers. Trainings were recorded and used to train newly hired employees during the onboarding process. Health protocol training is provided to all staff quarterly.

All children, parents and staff must wash their hands or use hand sanitizer (children two and older) and adults prior to entering the classroom. The program ensures that we have enough cleaning and disinfecting supplies readily available to provide to staff. Sign in/out stations are located outside of the classroom. The stations have individual pouches with their sign in/out sheet and a pen. The sign in/out stations are equipped with hand sanitizer, gloves, and non-touch thermometers. Staff takes children and parents temperature prior to accepting the child for the day.

Timers were given to all classes to assist children in washing their hands the appropriate time along with song singing. All classrooms have developed a cleaning and disinfecting schedule which includes, toys, materials, playgrounds, and frequently touched surfaces. We purchased electrostatic sprayers to disinfect all centers, playgrounds, and offices on a regular basis.

Content Area Specialist and Quality Assurance Specialist monitors classes virtually to ensure that handwashing, cleaning, and sanitizing procedures are being followed as instructed.

Activities

How does the program/provider allow free use of materials that all children touch?

Education team developed a plan for each center taking into consideration the space, materials, and classroom layout. Each center was provided specific training and technical assistance to modify classroom environments to distance primary caregivers and their

group of children. Staff was instructed to remain in small groups and to modify the class schedule to allow for more outdoor time and activities.

Each child is provided an individual tray for activities to limit sharing materials with peers. Sand and water activities are offered to children over 18 months of age individually. Soft items unable to be frequently laundered and used by more than one child were removed from the centers and stored off site for future use. All soiled materials are immediately removed and placed in a container labeled “soiled toys.” The program ensures that every center has plenty of materials to replace toys that were soiled.

Each child has their own individual container with their personal materials such as crayons, paints, end brushes to minimize the spread of germs. An assigned staff is responsible to continuously clean and sanitize classroom furniture, toys, and frequently touched areas throughout the day.

Space and Furnishings What modifications have been made to the interest areas to ensure children have access to a variety of age-appropriate materials while maintaining physical (social) distancing guidelines?

Children’s favorite interest areas were duplicated such as blocks and dramatic play areas to provide small groups of children the opportunity to explore the areas simultaneously. The areas were also clearly delineated to ensure that staff and children can visually identify their own space. A big emphasis was placed on ensuring that the indoor environment was reflected outdoors. Each classroom has been provided easy to clean furniture and materials to provide a cozy area for children to relax.

Play dough and art activities are completed individually or in a small group giving each child their own individual materials. We have three staff per classroom for a group size of 8 infants and toddlers to facilitate activities maintaining a physical socially distance. Keeping the children physically distance has been challenging however our staff has been providing nurturing and responsive practices daily.

The family engagement team has been promoting family engagement projects for families to do at home such as, “Pumpkin Art with Dad”, ‘Family Tree” and “Scavenger Hunt.” Literacy bags have been distributed to families and all pictures are being displayed at each classroom.

Program Structure

How does the program/provider offer opportunities for children to engage in small group and large group activities while maintaining physical (social) distancing guidelines?

The class schedules are flexible and have been modified to support small group experiences for children. Children remain in the same group of children and teachers every day. Siblings are placed in the same classroom and with the same teacher if age appropriate. Teachers remain in their own classrooms and not allowed to mix in with other

classrooms. Children are given constant reminders to maintain physical distancing and activities are planned with the purpose of keeping children in their own groups as much as possible. Materials such as carpets, trays and individual containers are provided to children to reduce materials being used by more than one child.

Content Area Specialist for Inclusion meets virtually with parents of children with disabilities to provide resources and support. Specialist reviews IFSPs with parents and staff to select children's goals and to ensure they are incorporated into the weekly lesson plan. A virtual training on how to understand the IFSP has been provided to families of children with IFSPs.

Interactions

How are the staff/provider(s) continuing to be responsive to and involved with the children while maintaining physical (social) distancing guidelines?

We understand that to be able to provide responsible care, staff needs to take care of themselves. All staff has attended the Workplace Wellness Academy by Generation Wellness. Staff were provided a monthly stipend to pay for their childcare needs. We offered several mental health presentations from a licensed mental health professional to provide guidance and support to staff and families to cope with stress during COVID-19 pandemic. The agency offered Employee Assistance Program Services as one of our medical benefits to employees in need of services.

Staff are provided with protective personal equipment such as face coverings, shields, gloves, and scrubs, to protect themselves while interacting with children and others. Coaching in social emotional literacy has been offered in a practice based and teacher learning and collaborating formats by internal and external coaches. Families not interested in receiving in-person services are given the opportunity to receive distance learning services. Virtual learners received distance learning services weekly by the same staff to maintain consistency. Parents are given the option to select their preferred mode of communication such as teams, zoom, face time, WhatsApp, phone calls, or other modalities.

Staff has continued to be responsive to the needs of all children throughout the daily routines and learning experiences. While teachers do their best by reminding children to maintain physical distance, their primary focus is to be responsive to the needs of children. The program places a huge emphasis on keeping primary care groups intact. Center staff has remained at the same location and are never sent to assist in other classrooms, or locations.

CAPK Strategic Plan Progress Report
Goal 4

Completed By: Pritika Ram, Director of Administration | Report Period Month/Year: May 2021

Goal 4. CAPK will actively educate and advocate on behalf of issues affecting its target populations.				
Objectives	**Strategies**	**Last Update Oct 2020**	**Current Month /Year**	**Comments**
Objective 4.1: Track and respond to changes in local, state, and federal legislation affecting our service populations	4.1.1 Identify mechanisms within National CAP, NASCSP, NCAF, and CAPLAW to track legislation, policies, and initiatives that affect CAP agencies.	70%	80%	We track communications and have participated actively in support of legislative initiatives identified by state and national partners.
	4.1.2 Actively participate within CalCAPA's Legislative Committee to identify national and state legislations, regulations, and initiatives that affect California CAPs.	70%	85%	We continue to receive updates from CalCAPA on CAA specific related bills and legislative changes that impact our work.
	4.1.3 Monitor local legislations or regulations that affect our service population.	90%	100%	We utilize our program staff and their designated association and advocacy groups to communicate and lead support on legislative bills. Completed May 2021.
	4.1.4 Assign staff to respond to legislation and regulations that affect CAPs and our service population.	100%	100%	We continue to work within the CAA network through partners like CSD, CalCAPA, and NCAF. Completed Sept. 2019.
Objective 4.2: Pro-actively develop	4.2.1 Assign staff to spearhead the development of a special Advocacy ***unit.***	60%	85%	An advocacy taskforce has been formed and Executive

and implement an advocacy agenda.				Division staff are tasked with implementing advocacy efforts.
	4.2.2 Develop a business plan for the Advocacy unit, identifying staff, resources, strategies, and advocacy goals for CAPK.	50%	50%	Through the Executive Division, we have created e-forms around advocacy.
	4.2.3 Establish priorities and implement CAPK's Advocacy agenda.	50%	75%	The Communication and Advocacy Plan housed in the Executive Division, provides guidance on how to address agenda items, including training provided by the outreach staff.

CAPK Strategic Plan Progress Report
Goal 4

Goal 4. CAPK will actively educate and advocate on behalf of issues affecting its target populations.				
Objectives	**Strategies**	**Last Update Oct 2020**	**Current Month /Year**	**Comments**
Objective 4.3: Identify, formalize, nurture, and maintain relationships with key policy stakeholders	4.3.1 Identify local, state, and federal policy stakeholders and research how they impact the work of CAPK and our service population.	100%	100%	We have established good, working communications channels with elected officials and regularly engage them in CAPK activities. Completed Oct. 2020.
	4.3.2 Develop individual strategies to recruit, inform, and/or educate stakeholders. Prepare presentation materials for in-person visits to policy stakeholders. Develop a monthly or bi-monthly schedule to correspond individually to elected officials and feature elected officials in CAPK newsletters.	50%	50%	More robust and proactive strategies for stakeholder development are being constructed currently.
	4.3.3 Schedule in-person meetings with stakeholders to discuss the importance of collaboration and how it is an effective strategy in meeting the needs of the people we serve. Maintain annual calendars to meet regularly with each stakeholder.	70%	70%	We have regular communications with elected officials and legislative staff. A more consistent schedule for that communication is being prepared.
Total Progress		**71%**	**79%**	