



DATE	November 3, 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: 659 514 307#

Program Review & Evaluation Committee Agenda

Per Governor's Executive Order N-29-20, 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

Nila Hogan (Chair)
Joe Garcia

Maritza Jimenez
Marian Panos

Michelle Jara-Rangel

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

No presentation.

5. New Business

a. October 2021 Program Reports – **Action Item (p. 3-37)**

Pritika Ram, Director of Administration

1. Community Development
 - 211 Kern
 - Coordinated Entry Services (CES)
 - M Street Homeless Navigation Center
2. Health & Nutrition Services
 - CalFresh Healthy Living
 - Food Bank
 - Migrant Childcare Alternative Payment (MCAP)
 - Women Infant and Children (WIC)
3. Youth & Community Services
 - East Kern Family Resource Center (EKFRC)
 - Oasis Family Resource Center
 - Energy, Weatherization & Utility Assistance
 - Friendship House Community Center (FHCC)
 - Shafter Youth Center (SYC)
 - Volunteer Income Tax Assistance (VITA)

4. Operations
 - Business Services
 - Maintenance
 - Information Technology
 - Risk Management
5. Administration
 - Grant Development
 - CAPK Foundation
 - Outreach & Marketing

- b. Application Status Report & Funding Profiles – **Action Item (p. 38-40)**
 - 1. Application Status Report for October 2021
 - 2. Funding Profile: Feeding America

Pritika Ram, Director of Administration
- c. October 2021 Head Start / State Child Development Enrollment Update & Meals Report – **Action Item (p. 41-42)**

Robert Espinosa, PDM Administrator
- d. Housing for the Harvest Update (**Verbal Report**)

Ian Sharples, Housing Program Services Manager

6. Old Business

- a. Follow-up Items from the October 13, 2021 Meeting – **Info Item (p. 43)**

Pritika Ram, Director of Administration

7. Committee Member Comments

8. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
To be determined
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, October 29, 2021. Paula Daoutis, Administrative Coordinator.



October 2021 Program Monthly Reports

PRE Committee

November 2021



Community Development

2-1-1 Kern Call Center

Coordinated Entry Services

M Street Homeless Navigator Center

**Community Action Partnership of Kern
Monthly Report 2021**

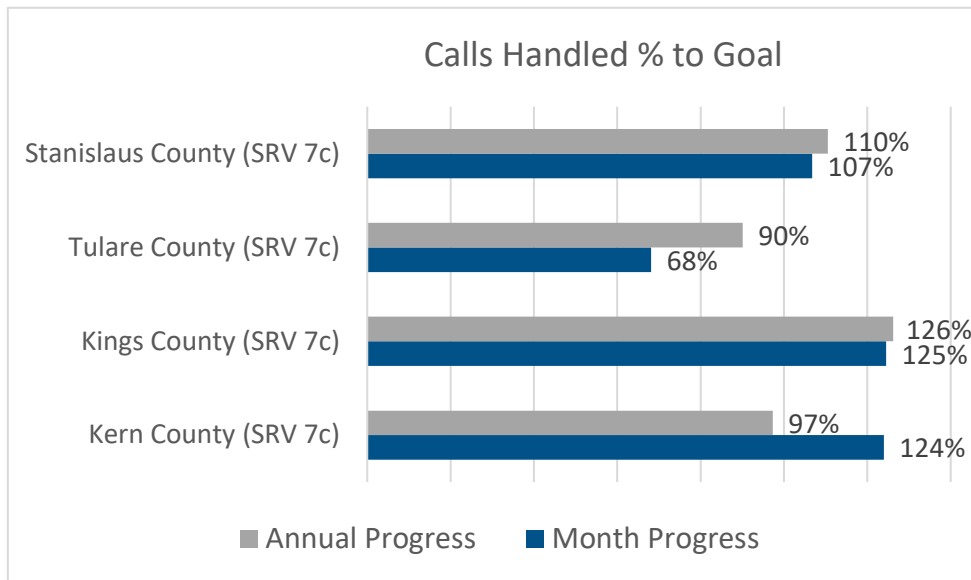
Month	October	Program/Work Unit	211 Kern			
Division/Director	Traco Matthews, CDO Interim	Program Manager	Jennifer Jordan, Program Administrator			
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
2-1-1 Kern is a 24/7 information and referral service that provides local 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	Housing Assistance	Utility Assistance	Healthcare Insurance			
Top 3 Unmet Needs	Shelter	Transportation	Financial Assistance			
Information and Referral Services Calls Handled (Referred)	Month	YTD	Annual Goal	Month Progress	Annual Progress	
Kern County (SRV 7c)	7,436	70,078	72,000	124%	97%	
Kings County (SRV 7c)	249	3,029	2,400	125%	126%	
Tulare County (SRV 7c)	1,022	16,219	18,000	68%	90%	
Stanislaus County (SRV 7c)	1,281	15,911	14,400	107%	110%	
Total	9,988	105,237	106,800	106%	99%	
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.			18	1.8	(13.62)	
Grant Funded Services	Month	YTD	Annual Goal	Month Progress	Annual Progress	
CalFresh Application (SRV 7b & SRV 7c)	25	259	300	100%	86%	
Medi-Cal Application (SRV 7b & SRV 7c)	17	97	100	204%	97%	
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)	22	193	300	88%	64%	
Website Visitors	Month	YTD	Annual Goal	Month Progress	Annual Progress	
Duplicated	16,400	188,274	200,000	98%	94%	
Other Calls	Month	YTD	Annual Goal	Month Progress	Annual Progress	
LIHEAP (SRV 7b & SRV 7c)	4,155	37,344	42,000	119%	89%	
Mental Health (SRV 7c)	214	2,800	2,400	107%	117%	
Health and Human Service Referrals	8,150	91,556	100,000	98%	92%	

**Community Action Partnership of Kern
Monthly Report 2021**

Explanation (Over/Under Goal Progress)

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

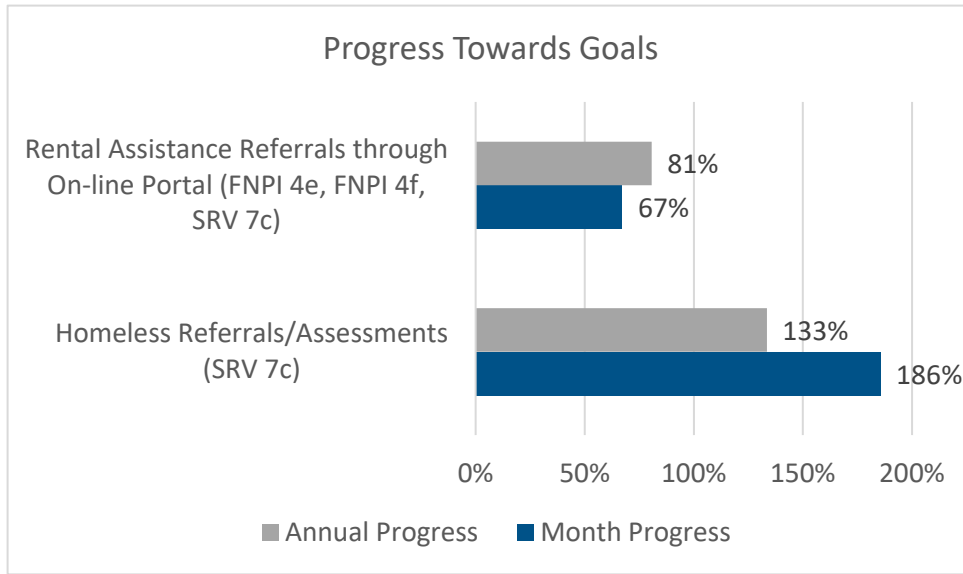
Month	October	Program/Work Unit	211 Kern
Program Strategic Goals		Progress Towards Goal	
1. Fill Staff Vacancies		Continue to interview candidates for the Care Coordinator position.	
2. Retain Staff		Program Supervisor and Program Administrator continue to encourage and engage with 211 staff members.	
3. Contingency Staffing Plan		211 leadership will work on a plan for unexpected call handling circumstances which may present an impact on the call center.	



**Community Action Partnership of Kern
Monthly Report 2021**

Month	October	Program/Work Unit		Coordinated Entry Services (CES)		
Division/Director	Traco Mathews, CPO 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)		928	8,009	6,000	186%	133%
Rental Assistance Referrals through On-line Portal (FNPI 4e, FNPI 4f, SRV 7c)		112	1,613	2,000	67%	81%
Total Calls		1,040	9,622	8,000	156%	120%
Performance		Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of applicants who received a response within 24 Hours		931	5,754	100%	89%	60%
Number of Households receiving Homeless Prevention (Rental Assistance) Funds		12	20	300	48%	7%
Pending Assessments		Month	YTD	YTD Goal	Month Progress	Annual Progress
Pending Homeless		0	5	15	-	5
Pending Rental Assistance		3	5	15	3	5
Explanation (Over/Under Goal Progress)						
Pending Assessments are supposed to be 0. No Pending last 3 months. Since CES is doing really well now in reaching this goal, YTD was reset to start over in June. Added new performance goal for Rental Assistance						
Program Strategic Goals			Progress Towards Goal			
1. Improve 24 hour call back response.						
2. Integrate Customer Relation Software (CRM).						
3. Build provider network support.						

**Community Action Partnership of Kern
Monthly Report 2021**



**Community Action Partnership of Kern
Monthly Report 2021**

Month	October	Program/Work Unit	M Street Navigation Center		
Division/Director	Traco Matthews, CDO 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) <i>Month only</i> (COVID-19 Related, will review)	186	881	150	124%	
Overnight Residents (Assigned Beds) (FNPI	145	680	600	290%	113%
Pets (Number)	8	40	40	240%	100%
Residents Under 90 days length of stay.	47	435	300	188%	145%
Exits to Permanent Housing (FNPI 4b)	2	40	120	20%	33%
Exits-Self	3	149	150	24%	99%
Exits-Involuntary	38	321	330	138%	97%
Case Management Services	904	1,210	500	2170%	242%
Critical Incidents	25	236	360	83%	66%
Shelter Residents Meals SRV 5ii	11,500	30,694	190,000	73%	16%
Number of Volunteers	37	91	120	370%	76%
Volunteers Hours	177	1,043	7,200	30%	14%
Explanation (Over/Under Goal Progress)					
Exits to Permanent Housing (FNPI 4b)- Will continue to work with clients who are document ready to be transitioned to permanent housing. Self Exits- Continue provide clients with resources to motivate them to take advantage of the program. Volunteer Hours-reduced due to the covid-19 pandemic.					
Program Strategic Goals			Progress Towards Goal		
1. Offer walk-in client services.			N/A		
2. Increase community Engagement i.e. volunteers, in-kind donations, non-operational special need items, etc.			Kingdom Prayer continuing to provide dinner for residents. Citiserve, mask donations from FEMA., clothe donations, working on coat for winter drive for residents.		
3. Develop and implement a job program			2 residents attending BC College, partnership with Bakersfield Adult School "Recycling Lives" Job training, certification and job placement		

**Community Action Partnership of Kern
Monthly Report 2021**

Month	October	Program/Work Unit	M Street Navigation Center			
Age	Month		Zip code	Number	Zip code	Number
18 - 24	13		93301	22		
25 - 34	44		93304	12		
35 - 44	47		93305	13		
45 - 54	38		93306	2		
55 - 61	33		93307	9		
62+	14		93308	11		
Total:	189		93309	6		
			93311	1		
			93312	1		
			93313	1		
			93314	1		
			91722	1		
			93250	2		
			93555	1		
			95409	1		
			93268	2		
			93280	1		
			96817	1		
			45426	1		
			93422	1		
			Unspecified	99		
			Total	189		

Race Demographic	Month
American Indian or Alaska Native	13
Asian	3
Black or African American	42
Native Hawaiian or Other Pacific Islander	0
White	124
Multiple races	3
Client Don't know / Refused	2
No Answer	2
Total:	189

Gender	Month
Female	78
Male	109
Trans Female (MTF or Male to Female)	1
Trans Male (FTM or Female to Male)	1
Gender Non-Conforming (i.e. not exclusively male or female)	0
Client doesn't know	0
Client refused	0
No Answer	0
Total:	189



Health and Nutrition Services

Cal-Fresh Health Living Program

Food Bank

Migrant Childcare Alternative Payment

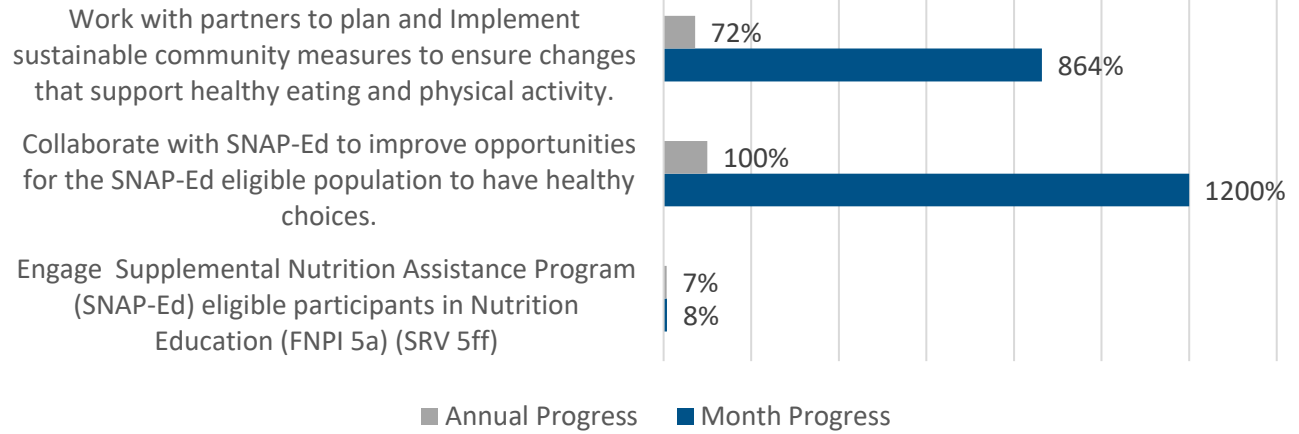
Women, Infant, and Children

**Community Action Partnership of Kern
Monthly Report 2021**

Month	October	Program/Work Unit	CalFresh Healthy Living		
Division/Director	Health & Nutrition Services TBD	Program Manager	Alejandra Morales		
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)	300	3,072	45,000	8%	7%
Collaborate with SNAP-Ed to improve opportunities for the SNAP-Ed eligible population to have healthy choices.	10	10	10	1200%	100%
Work with partners to plan and Implement sustainable community measures to ensure changes that support healthy eating and physical activity.	18	18	25	864%	72%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals			Progress		
1. Retain Staff			The CalFresh Healthy Living program is currently in Federal Fiscal Year 2022. Health Educators are being encouraged and have been given creative freedom to create Policy, System, and Environmental changes within Kern County based on program goals.		
2. Expand Social Media Presence			Health Educators continue to update social media accounts on a weekly/monthly basis. The CalFresh Healthy Living program continues to see an increase in followers across all social media accounts.		

**Community Action Partnership of Kern
Monthly Report 2021**

Progress Towards Goals

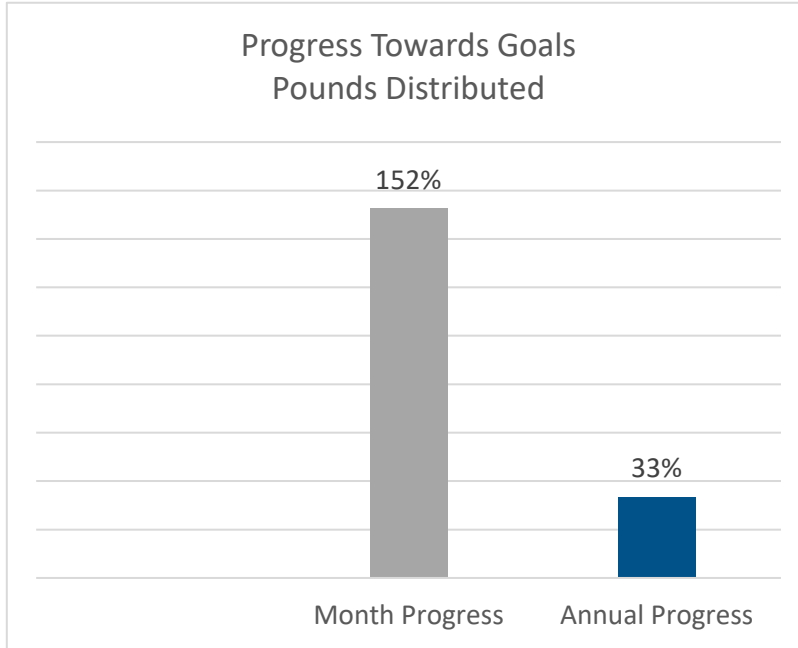


**Community Action Partnership of Kern
Monthly Report 2021**

Month	October	Program/Work Unit	Food Bank		
Division/Director	Health & Nutrition Services / TBD	Program Manager	Carrie Farwell		
Reporting Period	January 1, 2021 - December 31, 2021				
Program Description					
Provides food assistance to low-income families and individuals through a network of more than 150 partnering food distribution sites throughout Kern County. The Food Bank also offers the Senior Food and Backpack Buddies program at CAPK youth centers, schools, and other community sites.					
Food Distributions	Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (Duplicated) (SRV 5jj)	36,118	303,384	650,000	67%	47%
Pounds Received	1,440,982	17,157,976	25,000,000	69%	69%
Pounds Carried Over from Previous Month	0				
Pounds Distributed	1,564,945	6,852,633	22,000,000	85%	31%
Senior Food	Month	YTD	Month Goal	Month Progress	
Individuals Served (SRV 5jj)	4,275	33,789	4,800	89%	
Pounds Distributed	162,450	475,794	150,500	108%	
Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	1,200	10,317	8,000	180%	129%
Pounds Distributed	55,000	156,450	250,000	264%	63%
Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	1,782,395	7,484,877	22,400,500	152%	33%
Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training SRV 6f	18	164	60	360%	273%
Other Volunteers	58	467	1,500	46%	31%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals			Progress Towards Goal		
1. Improve data collection and reporting methods.			Completed RFA for capacity grant that will allow for the purchase of client database and training		
2. Fill newly created positions & train new employees.			FOOD BANK CUSTODIAL POSITION posted and CSFP Program Assistant Position will be posted this month		
3. Increase numbers of volunteers.			Outreach has projected an increase in numbers of		

Community Action Partnership of Kern
Monthly Report 2021

Month	October	Program/Work Unit	Food Bank
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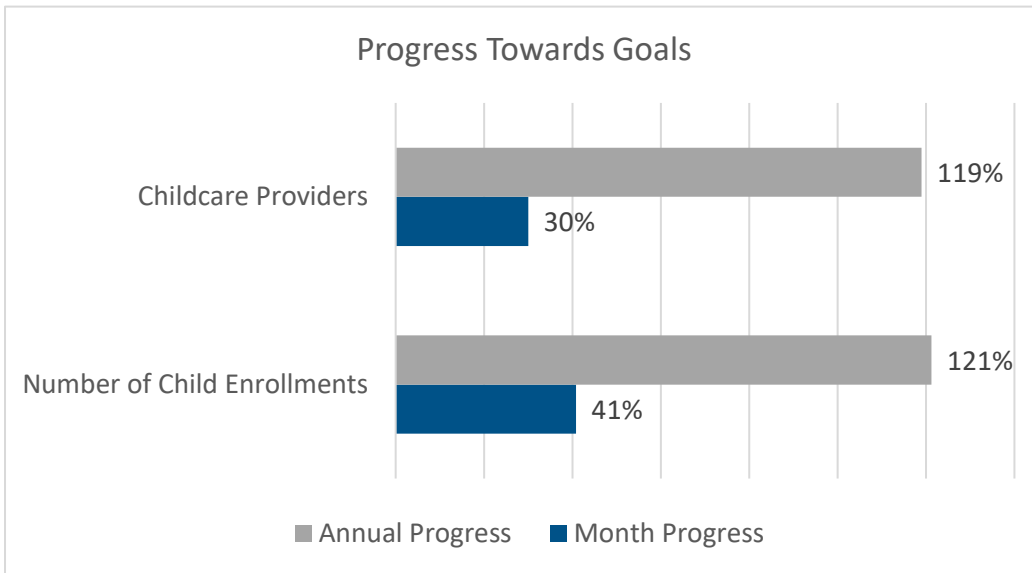
**Community Action Partnership of Kern
Monthly Report 2021**

Month	October	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)		
Division/Director	Health & Nutrition Services TBD	Program Manager		Susana Magana		
Reporting Period	October 1 , 2021 - October 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		34	1,212	1,000	41%	121%
Childcare Providers		5	238	200	30%	119%
MCAP Subsidies July -June		Month of September processed in October	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended		\$750,000	\$ 2,062,267	\$7,500,000	120%	27%
Explanation (Over/Under Goal Progress)						
MCAP staff continues to enroll in all entry counties. At the beginning of the month the program was notified that an additional \$17.5 million would be granted to the program for this fiscal year. The goals for this report will be updated to reflect the increase, once the contract amendment is received and executed. This additional money has allowed the program to be able to extend the Covid-19 Emergency Childcare to essential workers in the community. This allows eligible essential workers to receive childcare subsidy from the MCAP program even though they do not meet the program migrant requirements. This emergency childcare has an expiration date of 6/30/2022. **October reimbursement is a projection, as staff is still working on completing the reimbursement cycle.						
Program Strategic Goals			Progress Towards Goal			
1. Fill Staff Vacancies.			Recruiting for Kings County satellite office was a success. New Kings County staff member will attend orientation on 11/01/2021, not on 10/11/2021 as reported last month. The program administrator is working on a program restructuring of the organization chart, as it will be necessary to increase the number of family services specialists and subsidize reimbursement specialist to sustain the program's growth.			

**Community Action Partnership of Kern
Monthly Report 2021**

2. Retain Staff.	SB 393 passed on 10/5/2021. The passing of this bill provides a change to our program funding structure that will help in the retention of staff and the ability to better serve the migrant community.
3. Contingency Staffing Plan	MCAP coordinators and the administrator will be attending a 2-day ROMA training on 11/3- 11/4 2021

Month	October	Program/Work Unit	Migrant Childcare Alternative Payment (MCAP)
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**Community Action Partnership of Kern
Monthly Report 2021**

Month	October	Program/Work Unit	Women Infants & Children (WIC) Nutrition		
Division/Director	Health & Nutrition Services TBD	Program Manager	Lorna Speight		
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)	13,000		16,160	80%	
Local Vendor Liaison-Contact Stores	18	176	71	304%	248%
Breast Feeding: 35% of post-partum moms will breast feed their new born. (SRV 5g)	810		840	1157%	
Prenatal Education: 25% will receive the "Let's talk" pre-natal class.	100	741	1,350	89%	55%
Outreach	Month	YTD	Goal	Month	Annual
Enrollment from Website Goal is 100% enrolled	95	1,789	1,400	81%	128%
WIC Presentations and Outreach	2	25	24	100%	104%
Create one PSA for publication in newspaper, television, or social media.	0	6	4	0%	150%
Regional Breast Feeding	Month	YTD	Goal	Month Progress	Annual Progress
Outreach to stakeholders to increase Breast Feeding knowledge and WIC referrals.	0	26	50	0%	52%

**Community Action Partnership of Kern
Monthly Report 2021**

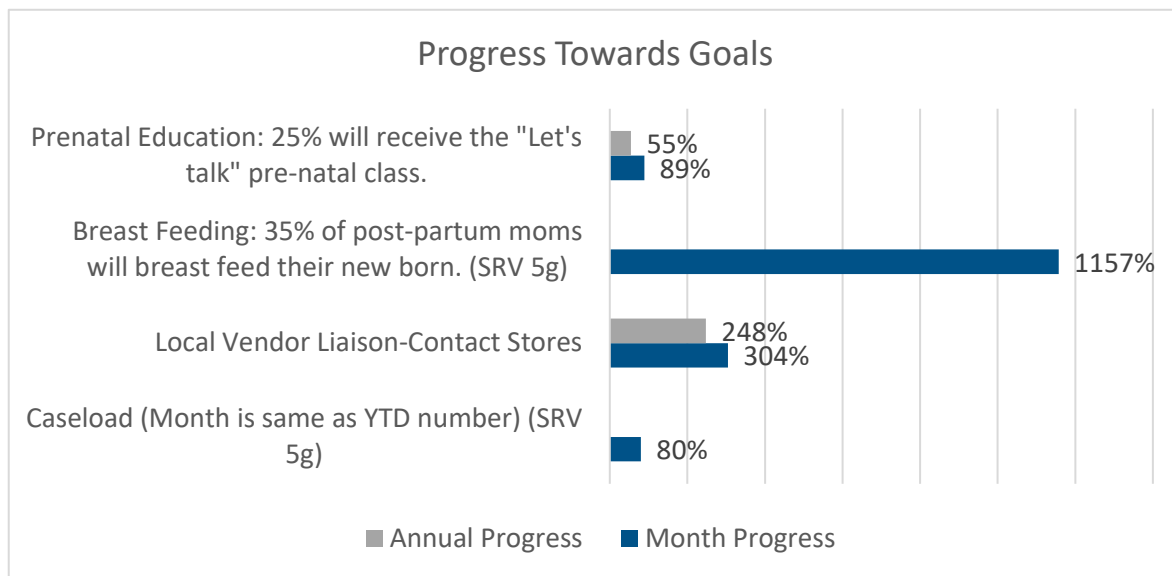
Explanation (Over/Under Goal Progress)

- 1.State WIC recently updated the parameters for the report on Prenatal education, in order to capture the on-line classes. Due to this change, the monthly progress has improved but the annual progress is lower due to on-line classes not previously captured.
2. Caseload and Breastfeeding are estimated numbers, as this report was prepared before the end of the month. Caseload to date, has been somewhat lower that previous months, due to the fact that we have started seeing participants in person. In person appointments are required for those needing certification or recertification. A number of the participants have declined to come to the WIC sites, as they do not feel comfortable with in person visits due to covid-19.
3. Regional Breastfeeding position is still vacant.

Progress

1. Develop Nutrition Topics on Facebook/Instagram.	68 social media posts.
2. Develop nutrition course for new hires.	Completed
3. Implement Tele-Health for WIC appointments and counselling.	WIC telehealth visits were started this Month and are going smoothly.

Month	October	Program/Work Unit	Women Infants & Children
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Youth and Community Services

East Kern Family Resource Center

Oasis Family Resource Center

Energy, Weatherization, and Utility Assistance

Friendship House Community Center

Shafter Youth Center

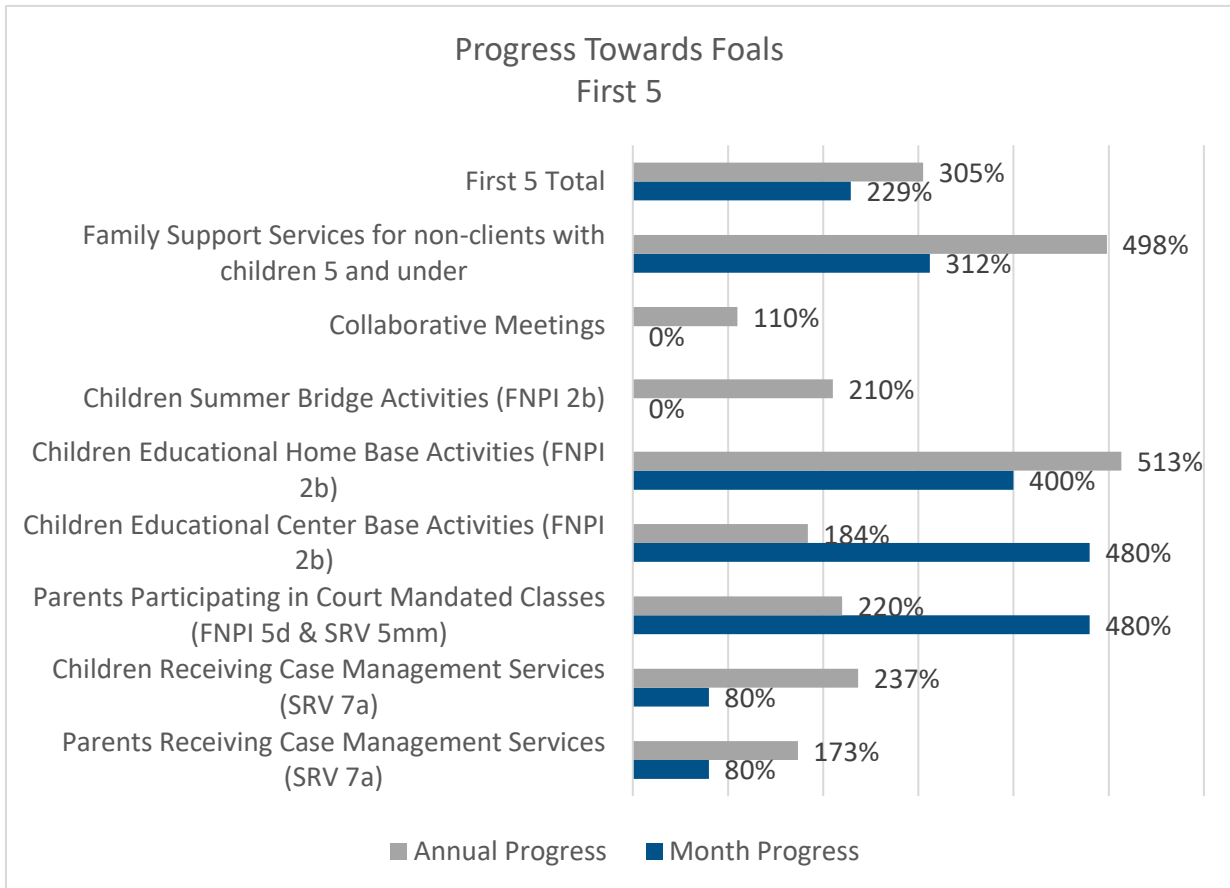
Volunteer Income Tax Assistance

**Community Action Partnership of Kern
Monthly Report 2021**

Month	October	Program/Work Unit	East Kern Family Resource Center (EKFRC)		
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Matthew Buck		
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)	19	172	130	175%	132%
Provide One Time Referral Services to Children. (SRV 7c)	31	348	300	124%	116%
Case Management-Families. (SRV 7a)	12	82	90	160%	91%
Case Management-Children. (SRV 7a)	26	162	210	149%	77%
Differential Response Total	88	764	730	152%	105%
First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	2	52	30	80%	173%
Children Receiving Case Management Services (SRV 7a)	2	71	30	80%	237%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	4	22	10	480%	220%
Children Educational Center Base Activities (FNPI 2b)	10	46	25	480%	184%
Children Educational Home Base Activities (FNPI 2b)	5	77	15	400%	513%
Children Summer Bridge Activities (FNPI 2b)	0	21	10	0%	210%
Collaborative Meetings	0	11	10	0%	110%
Family Support Services for non-clients with children 5 and under	13	249	50	312%	498%
First 5 Total	36	549	180	229%	305%
Walk-In Services (Non-Clients)	Month	YTD			
Food/Household Items	59	491			
Referrals/Administrative Services	200	1875			
Explanation (Over/Under Goal Progress)					

**Community Action Partnership of Kern
Monthly Report 2021**

Program Strategic Goals	Progress Towards Goal
1. Create client data base.	In Progress
2. Improve office internet connectivity.	Done.
3. Expand the influence of the East Kern Collaborative.	In Progress



**Community Action Partnership of Kern
Monthly Report 2021**

Month	October	Program/Work Unit	Oasis Family Resource Center		
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Eric Le 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	Goal (6 Mo)	Month Progress	Progress (6 Mo)
Parents Receiving Case Management Services (SRV 7a)	1	11	30	20%	37%
Children Receiving Case Management Services (SRV 7a)	2	18	30	40%	60%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	6	10	0%	60%
Children Educational Home Base Activities (FNPI 2b)	2	11	15	80%	73%
Children Summer Bridge Activities (FNPI 2b)	0	12	10	0%	120%
Collaborative Meetings		2	8	0%	25%
Family Support Services for non-clients with children 5 and under		9	50	0%	18%
First 5 Total	5	69	153	20%	45%
Walk-In Services (Non-Clients)	Month	YTD			
Food/Household Items	0	41			
Referrals/Administrative Services	0	26			
Explanation (Over/Under Goal Progress)					
Program Strategic Goals			Progress Towards Goal		
1. Create client data base.			Continous		
2. Begin providing case management services.			Pending		
3. Implement and educational Homebase and Summer Program for children ages 0 - 5.			In collaboration with Head Start.		

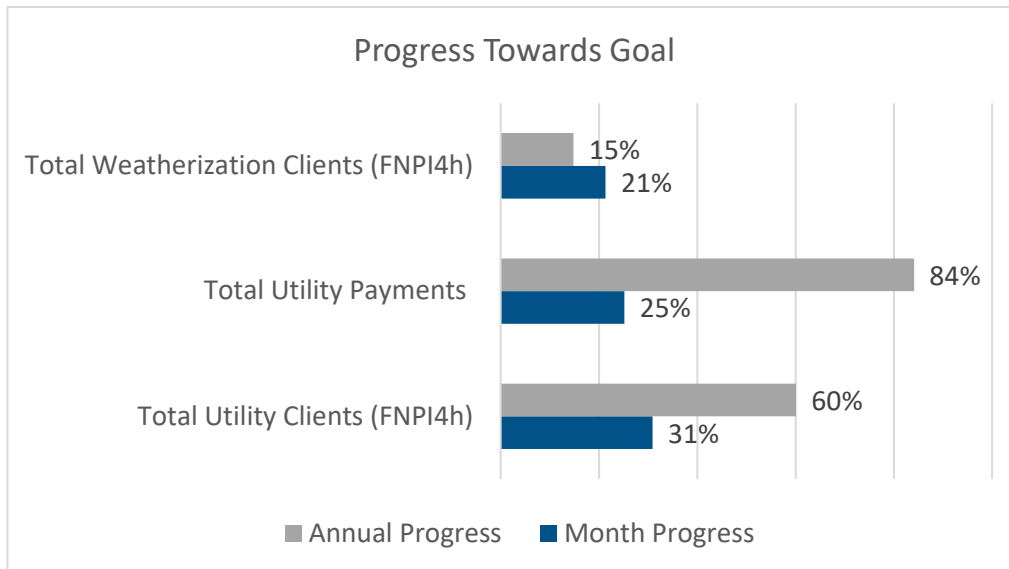
**Community Action Partnership of Kern
Monthly Report 2021**

Month	October	Program/Work Unit		Energy & Utility Assistance		
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Wilfredo Cruz, Loretta Andrews			
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		297	2,614	3,845	93%	68%
Utility Payments		\$188,613	\$1,903,059	\$2,999,043	75%	63%
Clients Served Weatherization		8	67	150	64%	45%
Low-income Home Energy Program (LIHEAP) 2020 Ends December 31,		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		0	2,088	2,476	0%	84%
Utility Payments		\$0	\$1,545,107	\$1,545,423	0%	100%
Clients Served Weatherization		0	1	74	0%	1%
Discorgement Assistance Program (DAP) Ends December 31, 2021		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		0	251	260	0%	97%
Utility Payments		\$0.00	\$182,134	\$182,000	0%	100%
Clients Served Weatherization		0	27	29	0%	93%
CARES ACT Ends September 30, 2021		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		0	2,090	2,077	0%	101%
Utility Payments		\$0	\$916,192	\$916,186	0%	100%
Department Of Energy (DOE) Weatherization		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Weatherization		0	0	10	0%	0%
American Rescue Plan Act (ARPA) Ends March 2023*		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		249	249	878	340%	28%
Utility Payments		\$444,980	\$444,980	\$1,054,434	506%	42%
Totals		Month	YTD	Goal	Month Progress	Annual Progress
Total Utility Clients (FNPI4h)		546	5,204	8,658	31%	60%
Total Utility Payments		\$633,593	\$ 3,446,365	\$ 4,097,229	25%	84%
Total Weatherization Clients (FNPI4h)		23	39	263	21%	15%
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2021**

1) Remaining LIHEAP 20 jobs were moved over to LIHEAP 21 - contract to close soon
2) ARPA first full month of utilization was October 2021 - contracts ends March 31, 2023. *The ARPA funding reflects activities and projections through 12/31/2021.

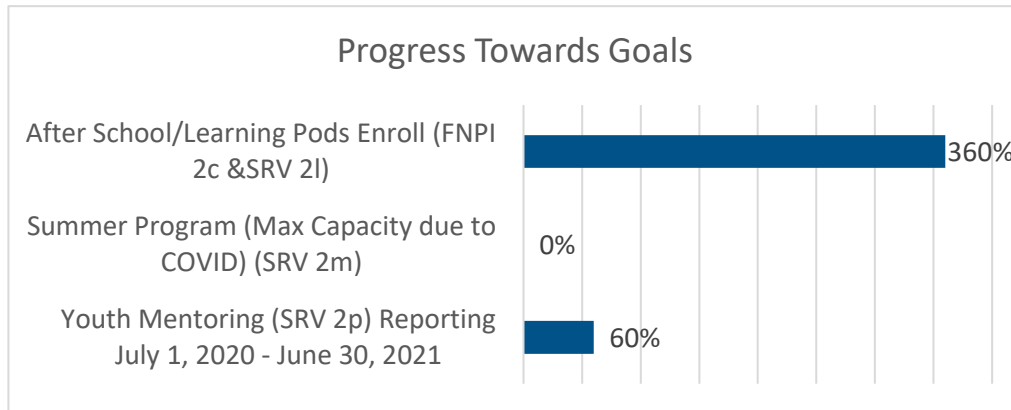
Month	October	Program/Work Unit	Energy & Utility Assistance
Program Strategic Goals		Progress Towards Goal	
1. Expedite assistance to client by increasing efficiency in paperwork (Weatherization).		Currently communicating with Hancock to develop systems to better track work status and product/run specialized reports	
2. Implement a digital inventory system.		N/A	
3. Improve our outreach methods.		Interviewing multiple marketing agencies to determine which one we will use for future marketing services (Outreach)	



**Community Action Partnership of Kern
Monthly Report 2021**

Month	October	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 (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (SRV 2p) Reporting July 1, 2020 - June 30, 2021	33	5	76	100	60%	76%
Summer Program (Max Capacity due to COVID) (SRV 2m)			31	18	0%	172%
After School/Learning Pods Enroll (FNPI 2c & SRV 2l)	29	6	38	20	360%	190%
Medi-Cal Outreach		Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions		2533	103	3,000	1013%	3%
Canvassing phone calls and flyers		4078	27936	15,000	326%	186%
Explanation (Over/Under Goal Progress)						
The CAPK Friendship House has been offering free tutoring services to community youth to combat the learning loss experienced during distance learning, due to the pandemic. Program youth receiving tutoring services are also informed of the Mentor Program, which most of the youth also register for, which accounts for the increased enrollment in the Mentor Program. In addition, the Medi-Cal outreach team has increased outreach efforts, by working with local collaboratives to get the Medi-Cal program information out to those in the communities that the various collaboratives serve.						
Program Strategic Goals				Progress		
1. Develop and implement an education and tutoring program.				The FHCC tutoring program is being implemented. Ongoing training is being provided to staff on the different tutoring software components.		
2. Strengthen technical infrastructure to increase tech based services for youths such as STEM and distance learning.				Completed		
3. Create Advisory Board Recruitment Plan.				Recruitment for additional FHCC Advisory Board members is scheduled to start in October of 2021.		

**Community Action Partnership of Kern
Monthly Report 2021**



**Community Action Partnership of Kern
Monthly Report 2021**

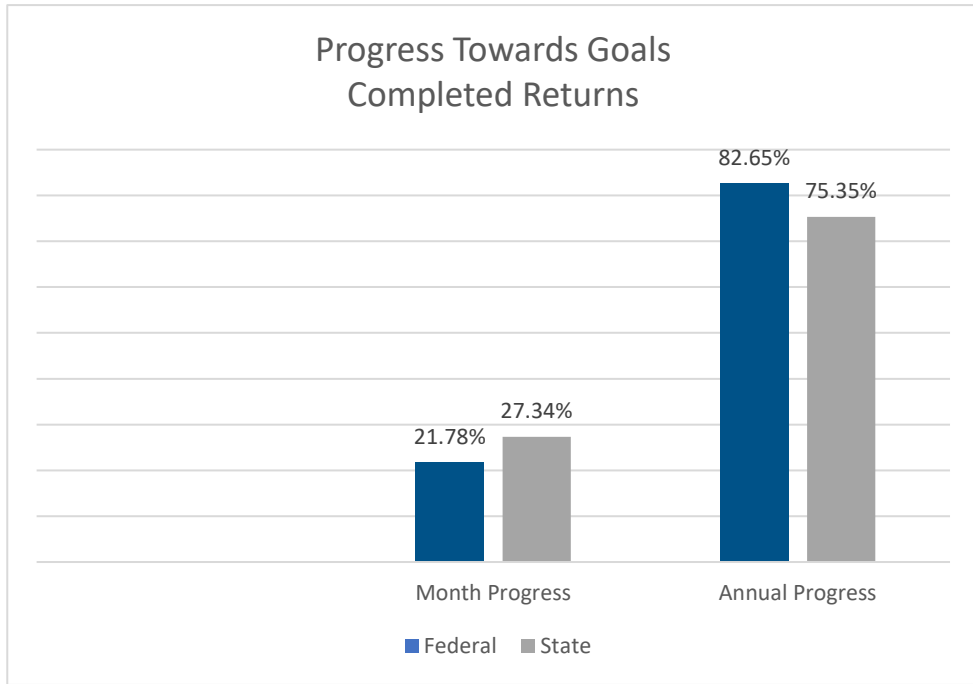
Month	October	Program/Work Unit			Shafter Youth Center (SYC)	
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Angelica Nelson			
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
SYC serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.						
Youth Programs	Current Enrolled	Month	YTD	Goal	Month Progress	Annual Progress
Summer Program (Max Capacity due to COVID) (SRV 2m)			19	19	0%	100%
After School/Learning Pods Enroll (FNPI 2c & SRV 2I)	11	0	33	19	0%	174%
Community Programs (On Hold due to COVID)		Month	YTD	Goal	Month Progress	Annual Progress
Zumba			0	30	0%	0%
Fitness Boot Camp			0	30	0%	0%
Open Basketball			0	45	0%	0%
Tai-Chi			0	12	0%	0%
Outreach		Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events		0	5	6	0%	83%
Community Events		3	13	6	600%	217%
Explanation (Over/Under Goal Progress)						
Dignity Health continues to provide services. Service clubs are using meeting rooms for meetings after regular program hours.						
Program Strategic Goals				Progress		
1. Develop program services to grow enrollment while maintaining safety				In progress		
2. Increase youth programs offered such as STEM, Art & Culture, Healthy life styles, etc.				In progress		
3. Increase staff development opportunities.				In progress. Online professional development opportunities are being utilized		

**Community Action Partnership of Kern
Monthly Report 2021**

Month	October	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	90	4,959	6,000	22%	83%
State	103	4,521	6,000	27%	75%
Total Returns (State included with Federal) (SRV 3o)	90	4,959	6,000	22%	83%
Refunds and Credits	Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds	\$66,060	\$5,993,508	\$3,500,500	13%	171%
State Refunds	\$8,696	\$884,220	\$730,000	12%	121%
Federal EITC (SRV 3o)	\$21,883	\$2,219,886	\$2,300,000	12%	97%
CalEITC (SRV 3o)	\$5,001	\$376,363	\$350,000	16%	108%
Total Refunds and Credits	\$101,640	\$9,473,977	\$6,880,500	13%	138%
Individual Taxpayer Identification Number (ITIN)	Month	YTD	Goal	Month Progress	Annual Progress
Applications	1	67	25	18%	268%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals			Progress Towards Goal		
1. Develop and implement site expansion plan.					
2. Build community awareness of VITA services.					
3. Develop and implement volunteer retainment plan.					

Community Action Partnership of Kern
Monthly Report 2021

Month	October	Program/Work Unit	Volunteer Income Tax Assistance (VITA)
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Operations

Business Services

Maintenance

Information Technology

Risk Management

**Community Action Partnership of Kern
Monthly Report 2021**

Month	October	Program/Work Unit			Operations: Business Services, Maintenance, Information Technology, Risk Management	
Division/Director	Operations/Emilio Wagner/TBD 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			157	1734	TBD	TBD
Contracts	2	10	10	102	TBD	TBD
Leases	1	20	3	16	TBD	TBD
Requests for Proposals	0	0	3	9	TBD	TBD
Maintenance & Operations						
Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Facility Work Orders	240	95	145	2011	TBD	TBD
Information & Technology						
Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Help Desk Work Orders	226	102	227	2906	TBD	TBD
Risk Management						
Workers Comp Claims	Reported	Reported YTD	Other		Reported	Reported YTD
First Aid (Reported only)	3	49	General Liability		0	2
First Aid	2	26	Property Incidents		6	29
Medical Treatment	0	2	Vehicle Incidents		0	10
Modified Duty	0	4	Litigated		0	4
Lost Time	0	0				
Non-Industrial (not work related)	0	3				
Under Investigation	1	1				
Confirmed Work Related COVID	0	28				

**Community Action Partnership of Kern
Monthly Report 2021**

Month	October	Program/Work Unit	Operations
RFPs		Contracts	
		Bakersfield Glass Amendment I (Energy \$25,000)	
		Michael K Brown Amendment II	
		Tranwest Security Services, Inc. (Amendment)	
		Allied Universal Amendment I	
		KCSOS Subcontract Agreement (Cal Fresh)	
		Kernville Schol District Subcontract (Cal Fresh)	
		Lamont School District Subcontract (Cal Fresh)	
Risk Projects			
	Final Rev Draft Fleet Vehicle Policy	Child & Family Psychology	
	Final Draft ATD Exposure Plan	Mojave Food Service Agreement	
	Final Draft PPE Manual		
	Final Draft Wildfire Smoke Mgmt		
	Final Draft Workplace Violence		
	Final Draft Bloodborne Pathogens		
	Draft of GPS Policy		
	See below		
IT Projects			
	AT&T Switch Ethernet installation		
	Head Start Networking upgrades		
	Server Upgrades		
Leases			
	277 E. Front St Buttonwillow (WIC)		
	15682 K St. Mojave		
	1001 Main St. Delano (WIC)		
	1815 Van Ness Ave. (MCAP)		
	216 West 7th St. (Hanford)		
	108 S. Robinson St. Tehachapi (WIC)		
	26904 Nichols St. Boron (WIC)		
	8201 Palm Ave.Lamont (Head Start)		
	4600 Panama Lane (WIC)		
	741 Palm Ave. Wasco (WIC)		
	2550 East. Belle Terrace Ste. 501-502		
	2800 D. Street (EHS SJ)		
	2885 E. Harding (EHS SJ)		
	1940 Inyo Street (WIC)		
	16804 Highway 14 (EKFR)		
	15580 O St. (WIC)		

**Community Action Partnership of Kern
Monthly Report 2021**

500 E. California Ave. (WIC)
410 Perkins Ave. (Head Start)
2323 16th St. Suite 305
5351 Olive Drive (MCAP)
Risk Projects
Final Draft COVID-19 Prevention Protocols for Ridesharing in CAPK Vehicles
Final Draft COVID-19 Prevention Protocols for Ridesharing in CAPK Homeless Transport
Updated Charter for Operational Risk Management Advisory Committee
Final Draft Rev 2021 Fire Extinguisher Program
Final Draft Opioid Overdose Response and Naloxone Administration Procedures
Complete renewal applications for W/C and AD&D coverage
Rev Draft Ladders Safety Program



Administration

Grant Development

CAPK Foundation

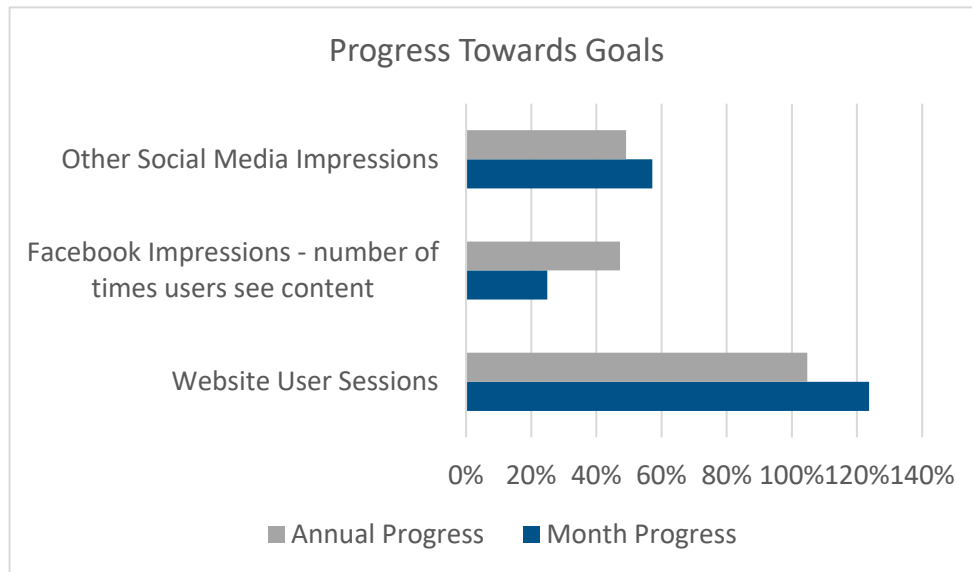
Outreach & Marketing

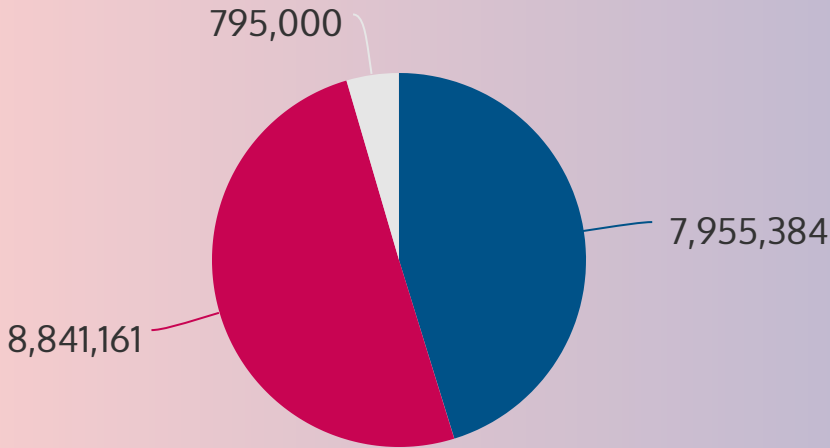
**Community Action Partnership of Kern
Monthly Report 2021**

Month	October	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		18,550	188,483	180,000	124%	105%
Facebook Impressions - number of times users see content		18,701	424,761	900,000	25%	47%
Other Social Media Impressions		10,475	108,118	220,000	57%	49%
Outreach Advocacy			Outreach Special Projects			
Prepared plan for December Food Bank Expansion Groundbreaking			Finalized CAPK Strategic Plan document			
Planned NCAP Fly-in meeting with Congressman Kevin McCarthy.			Prepared and executed Head Start enrollment promotions, video and outreach campaign			
Invited elected officials to participate in CAPK Energy Weatherization Day			Created outreach campaign for MCAP Emergency COVID-19 Child Care Program.			
Participated in NCAF Annual Conference opening Facebook event			Updated Utility Assistance flyer			
Participated in CalCAPA meeting with California Senator Scott Wiener			Promoted UA, Head Start, M Street and MCAP with the media			
Grants In Progress/Research			Projects			
see application report			Strategic Plan - On Strategy Digital Development			
CDFI Study through FUND Consulting			Onboarding of new service contract with United Way of Fresno and Madera			
Discussions with ETR on SBA micro loans			Monthly meetings with CDFI Kern Consortia			
			Elected official engagement			
			Certified Community Action Professional (CCAP) Training - California Cohort			
CSBG			ROMA			
Review NPI and SRVs by Program			CalCAPA ROMA Training preparation			
Preparing for end of year reports with Wipfli			Patient Centered Data Driven (PCDD) Cohort			
Ongoing Monthly Reports						
Foundation						
Director of Development Recruitment						

**Community Action Partnership of Kern
Monthly Report 2021**

Explanation (Over/Under Goal Progress)	
Program Strategic Goals	Progress Towards Goal
Customer Relationship Management Projects, including Volunteer Management and Referral Management	In Progress.
Conduct In depth program specific needs assessment	QTR



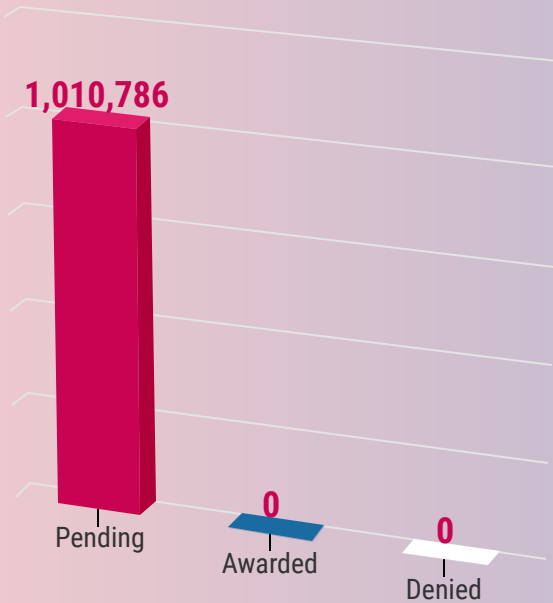


\$ Grant Funding Year-to-Date

January 1, 2021, to
October 31, 2021

■ Pending ■ Awarded ■ Denied

● App Status October 2021



Donations






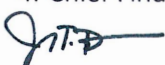
Application Status Report Detail
October 2021

Funder	Description	Program	Amount Requested	Amount Awarded	Date Submitted	Status
County of Kern - 2021 Emergency Solutions Grant (ESG)	The ESG program provides funding to meet the following objectives: rapidly re-house homeless individual and families; improve the number and quality of emergency shelters for homeless individuals and families; help operate emergency shelters; provide essential services to shelter residents; engage homeless individuals living in the streets; and prevent families from becoming homeless.	M Street Navigation Center Coordinated Entry System Rental Assistance/Housing	\$ 257,244.00	\$ -	10/5/2021	Pending
FY22 Feeding America Multi-Donor Service Insights	Customer Relationship Management (CRM) Client-data collection platform	Food Bank	\$ 125,000.00	\$ -	10/11/2021	Pending
CA Department of Community Services and Development (CSD)	2021 California Earned Income Tax Credit Plus (CalEITC+)	Volunteer Income Tax Assistance (VITA)	\$ 628,542.00	\$ -	10/29/2021*	Pending
California Reinvestment Coalition	Community Development Financial Institution (CDFI) Development	California Reinvestment Coalition	\$ -	up to \$250,000	10/1/2021	Phase 1: Letter of Intent. Phase 2: Invitation to apply to full application.
US Economic Development Administration	Build Back Better Regional Challenge Phase 1 - Aerospace Sector Lead Agency: County of Kern Coalition Member: CAPK	NEW - Workforce Development	\$ 250,000.00	\$ -	10/19/2021	Pending
US Economic Development Administration	Build Back Better Regional Challenge Phase 1 - Energy Sector Lead Agency: Kern Community College District (KCCD) Fiscal Agent: CAPK	NEW - Workforce Development	\$ 500,000.00	\$ -	10/19/2021	Pending

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Private	CAPK Program	Food Bank
Funding Agency	Feeding America	Project Name	Multi-donor Service Insights
CFDA	N/A	Target Population	Food Bank clients
Reapplication (Y/N)	N	Number to be served	0 - Research Phase
Estimated Request	\$125,000.00	Division Director	Traco Matthews, CPO
Award Period	12/01/2021 to 11/30/2022	Program Manager	Carrie Farewell
Project Goal (One sentence goal statement)			
Research, identify and implement a client-tracking software for the CAPK Food Bank with guidance from Feeding America mitigate risk, avoid unforeseen costs, and be able to implement a sustainable program in perpetuity.			
Project Description (Brief one paragraph description)			
As part of the initial phase, Plan, staff will work alongside the Feeding America technical assistance team and cohort to identify methods for effective goal setting around a client-level data tracking system, including participating in stakeholder meetings and devising an agency roll-out strategy. This phase also includes a readiness assessment, as well as funding and sustainability strategies.			
Estimated Budget Summary			
Feeding America Allocation: \$125,000.00 CAPK 33% Required Match: \$65,846.00 Total: \$190,846.00 Funding to support 1.0 FTE Information System (IS) Business Analyst and support staff at 87%; Travel at 2%; Supplies at 2%, Other operating at 3%; and Indirect at 6% (Feeding America portion only).			

Approvals:

 _____ 1. Division Director Pritika Ram <small>Digitally signed by Pritika Ram Date: 2021.09.30 15:33:44 -07'00'</small> _____ 2. Director of Administration  _____ 3. Chief Program Officer	Oct 11, 2021 _____ Date 10/11/2021 _____ Date Oct 11, 2021 _____ Date	 _____ 4. Chief Financial Officer  _____ 5. Chief Executive Officer	Oct 11, 2021 _____ Date Oct 12, 2021 _____ Date
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Date Presented / Approved:

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

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: October 2021
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: 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	Over Income 131%+ up to 10% 101–130% Up to 35%
Head Start Kern	1317	778	59%		3%	5% 3%
Early Head Start Kern <ul style="list-style-type: none"> EHS Center Based EHS Home Based EHS Home Based-Interim 	446 243 123 80	276	62%	187 /243 79 /123 10/80	8%	7% 3%
Early Head Start San Joaquin	313	205	65%		2%	8% 5%
Early Head Start Partnership <ul style="list-style-type: none"> Angela Martinez Bakersfield College Blanton Garden Pathways Taft College Escuelita Hernandez Seeking Partner 	152 24 32 16 11 42 16 11	92	61%	67% 66% 88% 64% 74% 19% 0	6%	8% 5%

HIGHLIGHTS:

Early Head Start Partnership Enrollment Updates:

Escuelita Hernandez Update: On 10/26, Inspection scheduled for plumbing, electrical, mechanical & HVAC (heating, ventilation and air conditioning). Next inspections will be drywall, flooring, and painting. Dates TBA.

Escuelita has received their permit and the date of completion is November 20, 2021. The date was pushed back due to COVID. The new classroom opening date is December 13th. Escuelita has 11 potential infants that are interested in enrollment. Recruitment is on-going.

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	163	240

Division Staffing			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
678	67	17	112

HIGHLIGHTS:

- 7 onboarded in the month of October
- 1 internal promotion
- 13 sets of interviews were conducted for 9 open requisitions

Compliance

Central Kitchen October 2021				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Center Totals				

HIGHLIGHTS:

CACFP						
September 2021						
Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
50,332	14,011	64,343	31,666	32,677	36.924	57%



MEMORANDUM

To: Program Review and Evaluation Committee

From: Pritika Ram, Director of Administration

Date: November 3, 2021

Subject: *Agenda Item 6a*: Follow-Up Items from the October 13, 2021, Meeting – **Info Item**

At the October 13, 2021, Program Review & Evaluation Committee meeting, committee members requested information on the following topics:

1. Program Profile – Food Bank: Changes in volume of pounds distributed - 2020 compared to 2021 YTD

Carrie Farewell, Food Bank Program Administrator

In reviewing the year-to-date figures, the Food Bank has experienced a slight decrease in the volume of pounds distributed compared to figures in 2020. However, programs such as the Senior Program and Farmer's Markets experienced an increase since last month. The following are potential contributing factors impacting the pounds distributed and number of individuals served for this year:

- 1.) The Federal and state-supported COVID-19 stimulus relief funds and Child Tax Credits have eased the urgency of emergency food assistance. This includes eligibility and program criteria for programs such as Women, Infant, and Children (WIC), California Food Stamp Program (CFAP)/ Supplemental Nutrition Assistance Program (SNAP) and Cal-Fresh benefits.
- 2.) Commodity site closures. In September 2021, there were 3 closures (emergency) which impacted the number of individuals served and pounds distributed.
- 3.) An influx in COVID-19 funds has allowed a variety of agencies to provide food, like schools, and other non-profits, and lessened the reliance on the Food Bank.
- 4.) The pandemic caused unemployment, and a shortage of food supply in stores, which increased our client base for 2020. If/when the pandemic starts to slow down, and the economy gets back to normal, staff anticipate the Food Bank figures will stabilize.
- 5.) Client counts. The Food Bank recently changed the process of recording client information on the EFA-7 forms. The Emergency Food Assistance Program (TEFAP) policy mandates that we can only count one person, one visit. If a person says they have already visited another distribution in that month we cannot count them again. Their name still appears on the EFA-7 form, but we cannot count them. The previous process included counting every name, every time they visited a site. We have adjusted to this policy and the count will likely reflect a slight change over the next few months and then stabilize.

2. Program Profile Updates

The following programs have adjusted their program profiles to reflect new funding (i.e., American Rescue Plan Act) and/or program information, such as Head Start enrollment figures and client information (i.e., M Street client origin of residence by zip code).

- Head Start
- Weatherization
- Migrant Alternative Program
- M Street Navigation Center