DATE	April 12, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

Program Review & Evaluation Committee Agenda

1. **Call to Order**

2. **Roll Call**

Ana Vigil (Chair)	Mia Cifuentes	Marian Panos
Jimmie Childress	Yolanda Ochoa	

3. **Public Comments**

The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. 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. Information Systems – Ryan Dozier, IT Administrator – ***Info Item (p.3-16)***

5. **New Business**

   a. March 2023 Program Reports – ***Action Item (p.17-53)*** Pritika Ram, Chief Business Development Officer

      1. Community Development
         - 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
         - Data Services
         - Risk Management
      5. Administration
         - Grant Development
         - CAPK Foundation

- Outreach & Marketing
- 211 Kern Call Center
- Community Schools Partnership Program (CSPP)

b. March 2023 Application Status Report & Funding Profiles – ***Action Item (p.54-60)*** — Vanessa Mendoza, Grant Administrator
   1. Application Status Report
   2. Funding Profiles
      i. Emergency Services Grant
      ii. Homeless Housing, Assistance and Prevention Program
   3. Small Funding Profiles ($50,000 and under)
      i. Walmart Foundation
      ii. Delta Dental
      iii. First 5 Kern
      iv. CARE
      v. Bank of the Sierra

c. March 2023 Head Start / State Child Development Enrollment Update & Meals Report – ***Action Item (p.61-62)*** — Robert Espinosa, PDM Administrator

d. 2021-2025 Strategic Plan Update – ***Info Item (p.63-67)***
   1. Goal Group 5 — Emilio Wagner, Director of Operations

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

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

Program Review & Evaluation Committee
12:00 pm
May 17, 2023
5005 Business Park North
Bakersfield, CA 93309

8. <u>Adjournment</u>

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, April 7, 2023. Vanessa Nevarez, Assistant to the CPO.

capk

Community Action Partnership of Kern

Helping People... Changing Lives.

Community Action Partnership of Kern

Information Systems

Agenda

Introduction

Primary Goals

Projects

Summary

Questions

Introduction

Information Systems (IS) Team

Ryan Dozier- IT Administrator

Vacant – Information Systems Manager

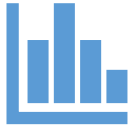
Luisa Rosa Silva- Business Analyst II

Rose Phannavong- Business Analyst I

Anette Lopez- Business Analyst I

What are our primary goals?

Digitizing our Programs



Building Program Applications & Process

Build reporting and adding analytics to our data

Providing insights to our customers' needs

Helping our Programs better serve our clients and community

Client Data Platform (CDP)

211 Kern County

Energy Weatherization | Utility Bill Assistance *a program of CAPK*

FRIENDSHIP HOUSE

CALIFORNIA WIC WOMEN, INFANTS & CHILDREN

Head Start

VITA VOLUNTEER INCOME TAX ASSISTANCE

CalFresh

capk Community Action Partnership of Kern Migrant Childcare *Childcare that migrates with you.*

Shafter Youth Center

KERN COUNTY capk M STREET NAVIGATION CENTER

East Kern Family Resource Center

Client Data Platform

Intermediate Database

- Automatically Capture Raw Program Data*
- Data Quality Controls
- Historic tracking for client behavior data

Customer Insights

- Map, match & merge cross-program data
- Client profile vs. activity
- Client segmentation, churn risk models

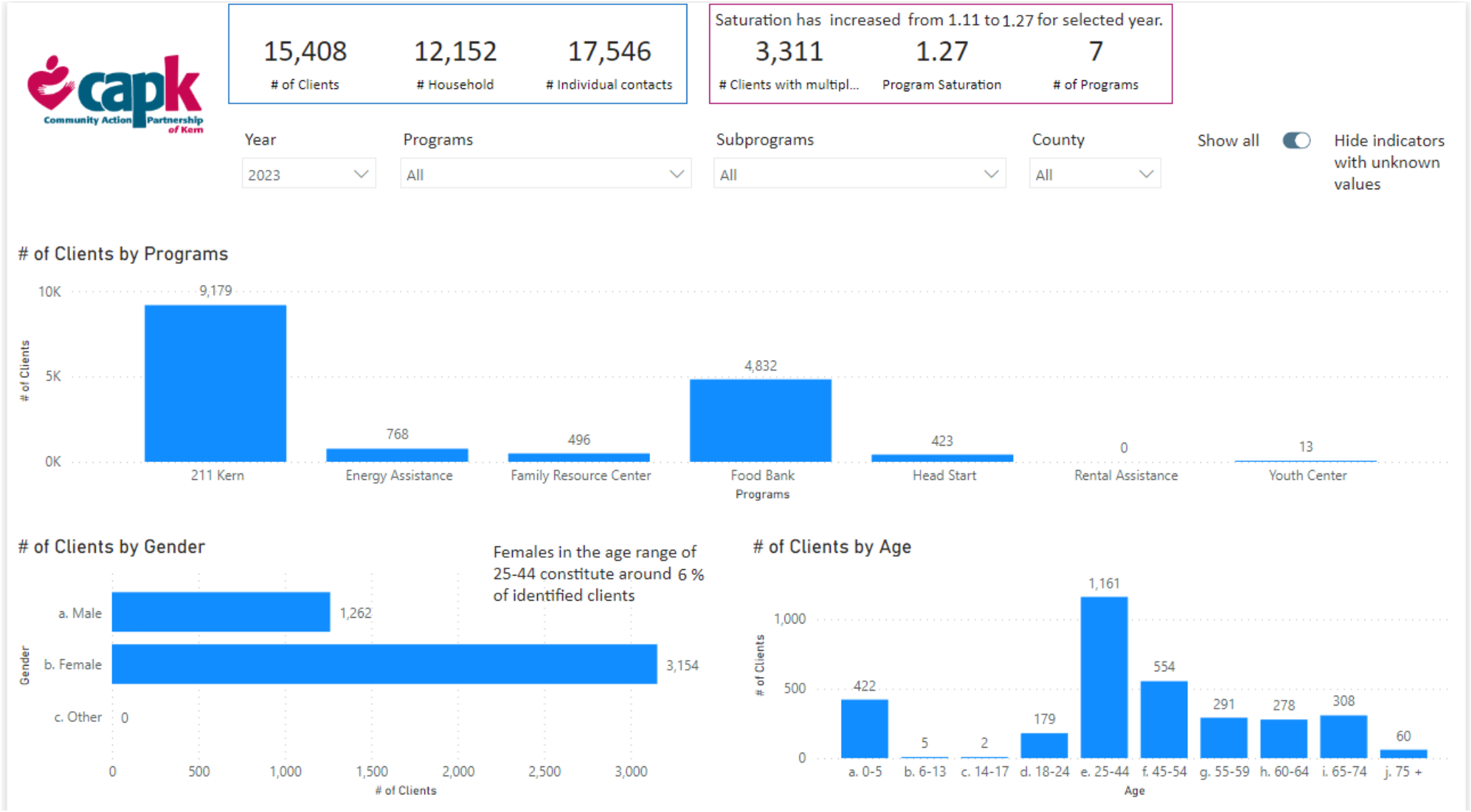
Power BI

- Cross-program reports
- Geo-spatial reports marrying agency and external data
- CSBG reports

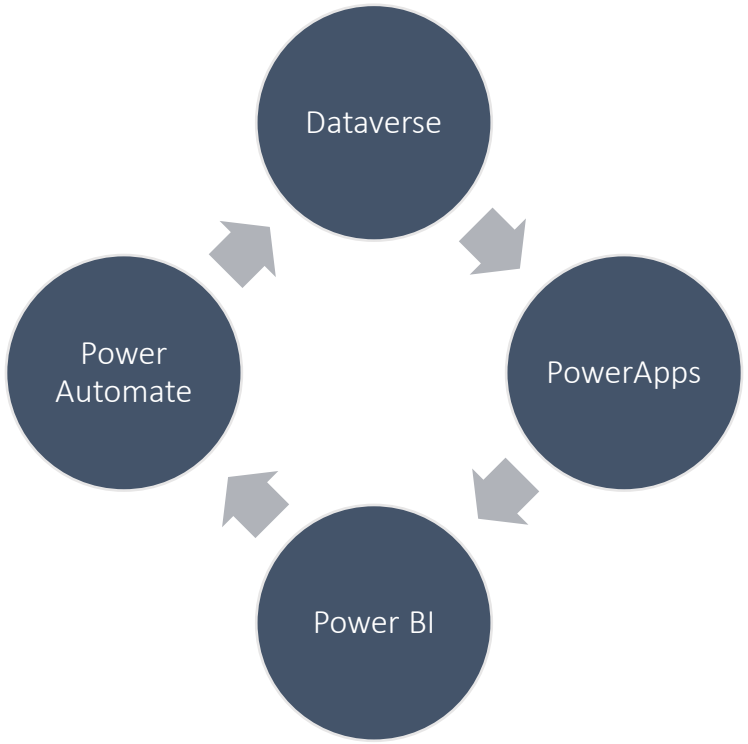
Microsoft Dynamics 365

- Deliver ChildPlus child and parent In Kind data

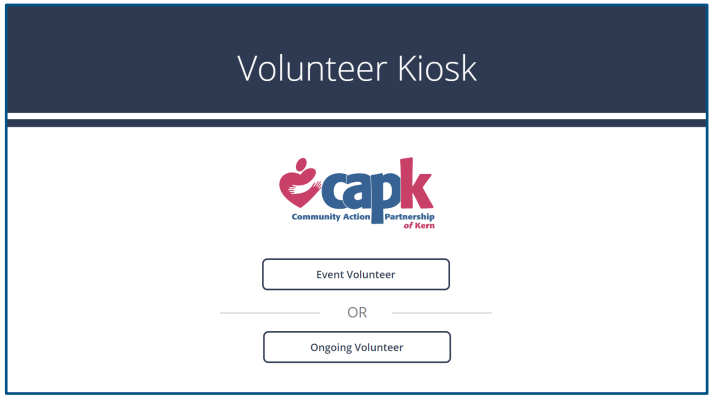
How CAPK is using this Data?



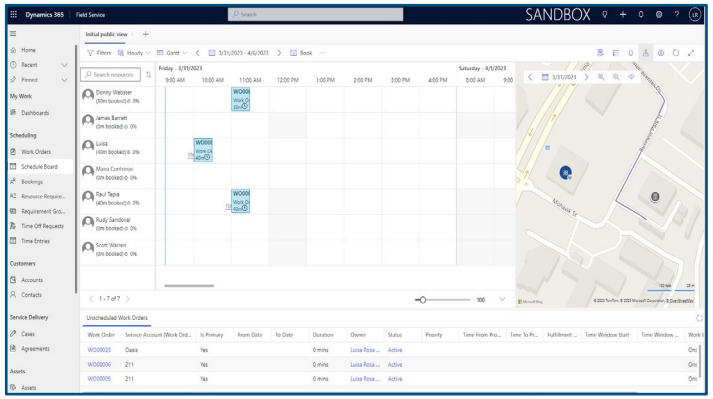
Luisa Rosa Silva



VOLUNTEER APPLICATION



FIELD SERVICE APPLICATION



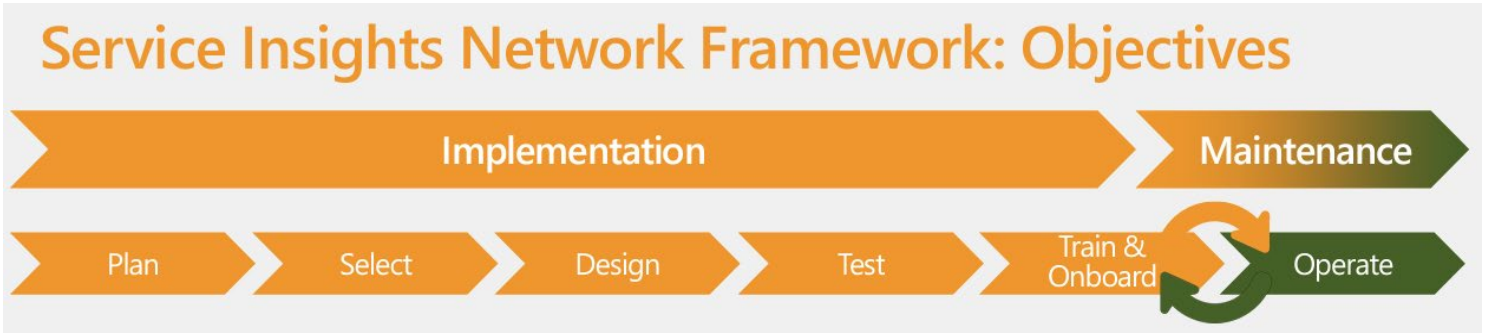
PROJECT OVERVIEW

Completed Applications	Application Enhancements	New Application
Case Management System	FRC Application	Field Service
Cheers for Peers	Referral Management Application	
Volunteer Check-In Application		

Rose Phannavong

- Food Bank Project
  - Assisting the Food Bank on going from a paper process to digital software with the tools provided by Service Insights
  - Identify goals needed to strategically select the most fitting software for the Food Bank and Agency Partners

FEEDING® AMERICA



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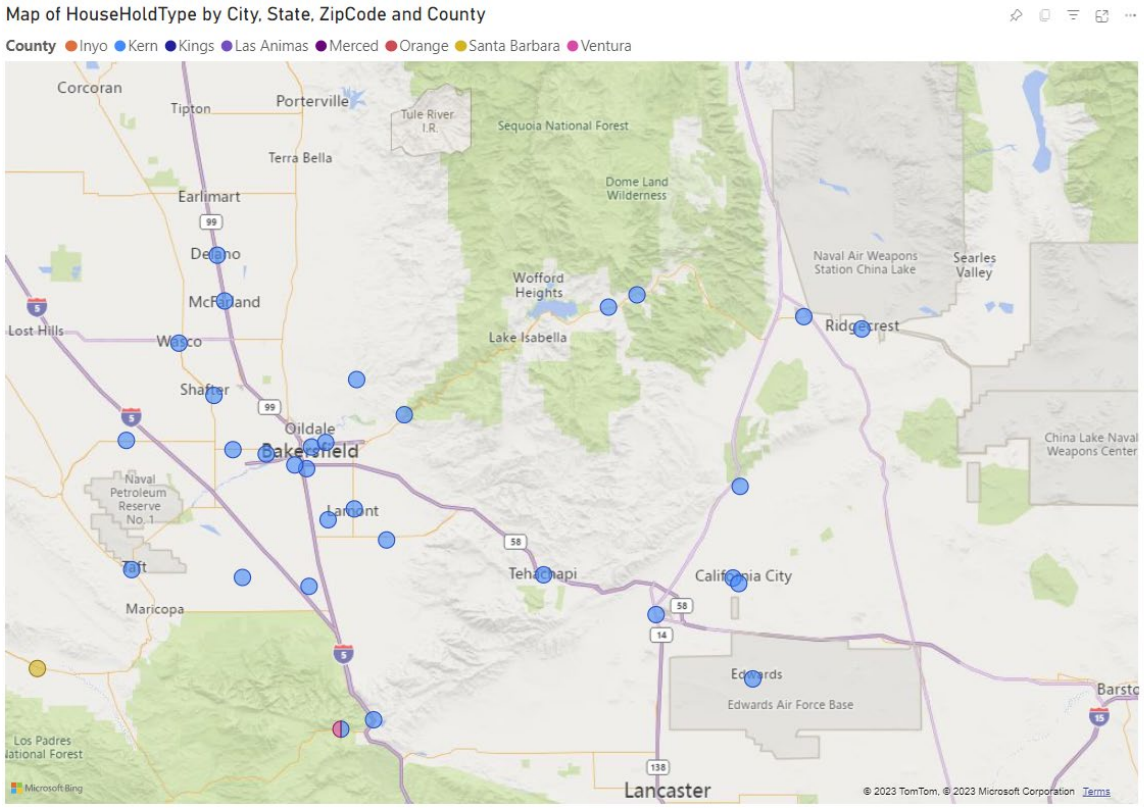
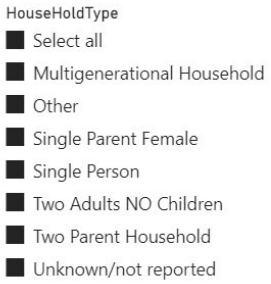
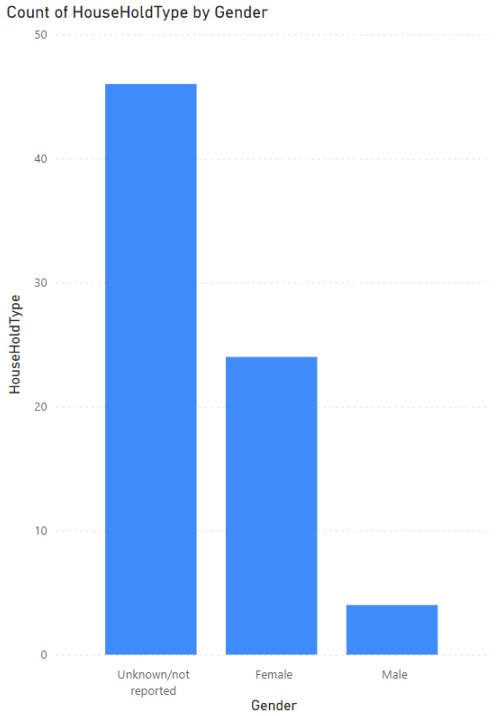
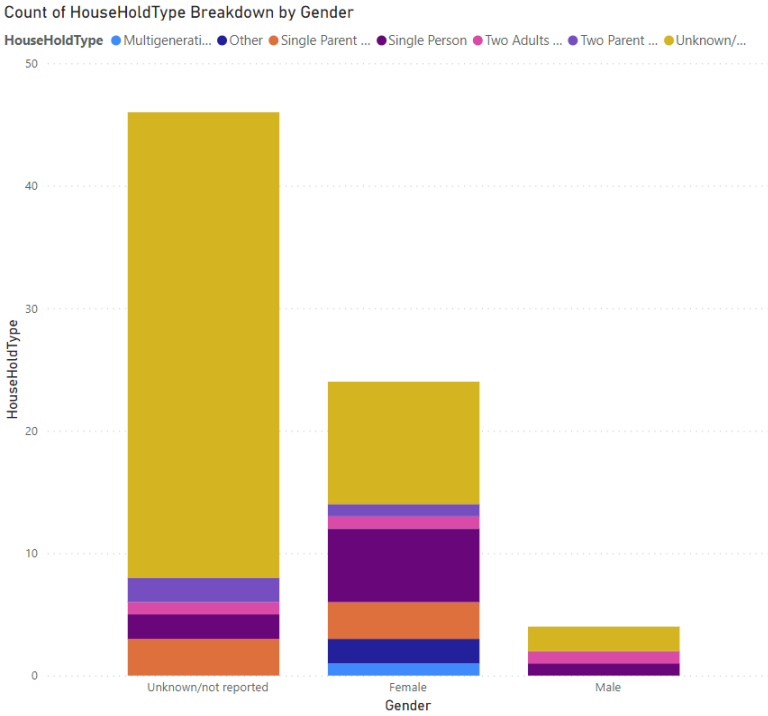
Analytic Examples





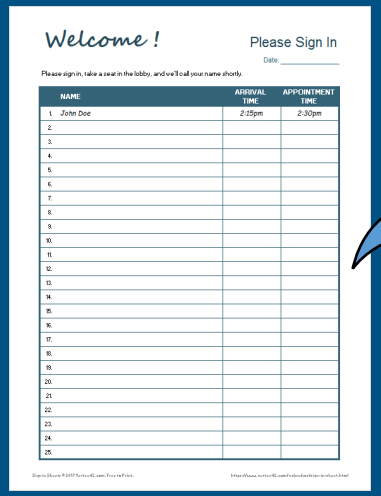


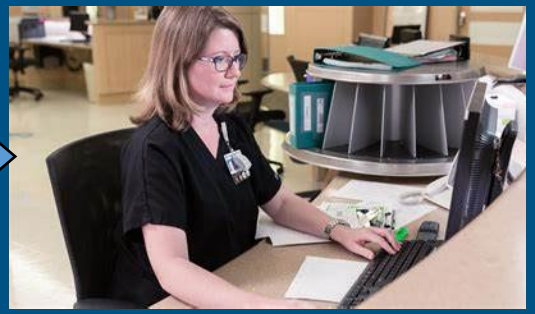


Anette Lopez

M Street Navigation Center

A 24-hour facility providing shelter beds, meals, showers, laundry services, medical assessment and pet care to unsheltered individuals who face significant barriers to supportive housing care.





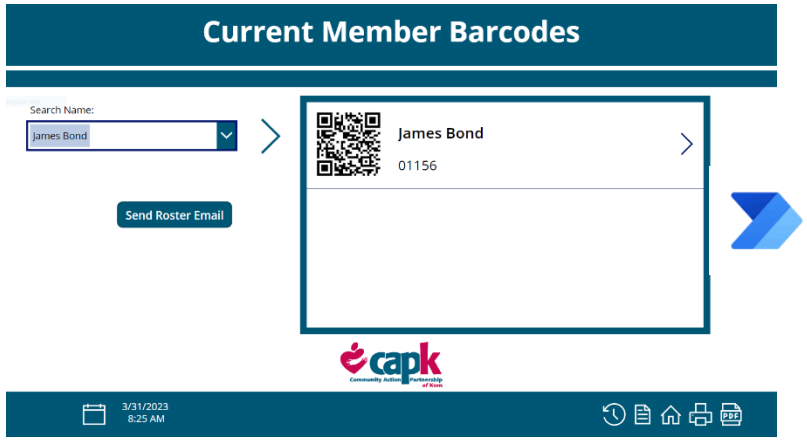
WHAT STAFF HAS BEEN DOING WITHOUT USE OF DIGITIZATION:

- ALL DOCUMENTATION OF SIGN IN & SIGN OUT SHEETS; STAFF HAS TO MANUALLY ENTER DATA
- DURING THE 3 MEALTIMES (BREAKFAST, LUNCH & DINNER) CAFETERIA STAFF WRITE DOWN APPROX. 170 NAMES, AND THEN MANUALLY ENTER THE DATA INTO SYSTEM (OVER 500 MEALS)
- SHOWERS & LAUNDRY SERVICES ARE STILL DOCUMENTED ON PAPER & DATA IS ENTERED MANUALLY DAILY AS WELL

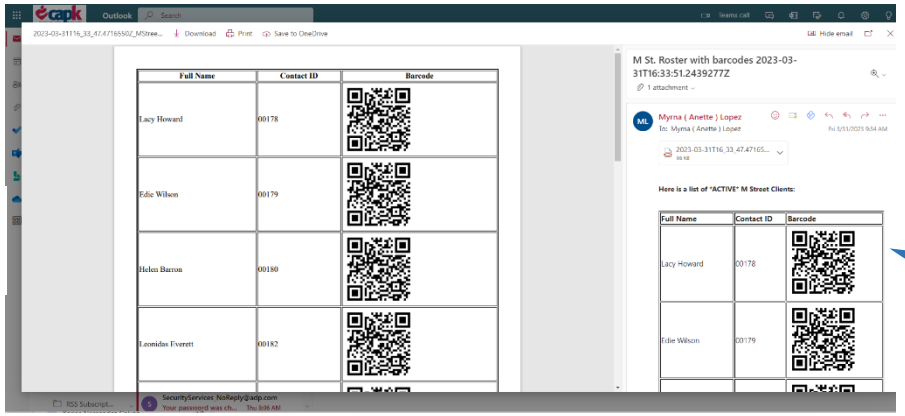
(continued)

M Street Navigation Center

- With clients being serviced every day, this project will revisit the data collection and management.
- With the help of digitalization, the aim of this project is to create a more efficient and user-friendly process of documentation and data collection of the services provided to clients.



Power Automate



Summary

We help and support all Programs and Divisions, in reporting, process navigation, and digitalization.

We are all dedicated to supporting our community and clients through data.

Lets continue to work together!

Questions?

If you have any further questions, please email us at:

ISBusinessAnalysts@capk.org

If you have any Information System Request or Projects, please fill out the form below or scan the QR code:

https://forms.office.com/r/Pe6SkKbqvb

Community Action Partnership of Kern

March 2023 Program Monthly Reports

PRE Committee April 2023

Community Development

Coordinated Entry Services

M Street Homeless Navigator Center

Community Action Partnership of Kern
Monthly Report 2023

Month	March-23	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Rebecca Moreno	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES and Kern County.

Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	1,204	3,190	14,000	103%	23%
Total Calls	**1,204**	**3,190**	**14,000**		

Pending Assessments	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern Pending contact/call back	0	0	15	-	-

Performance: Number of applicants who received a response within 24 Hours	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	1,087	2,804	11,000	1.185818	25%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Make CES more accessible for rural and non-shelter homeless individuals	CES is now going to shafter and lake Isabella. Conversations over having CES at Oasis Center. CES is completing homeless verifications for unsheltered families and singles in vehicles.
2. Increase staff recruitment and retention.	Continued HR Conversations
3. Build provider network support with KHS-CES	KHS and CES have moved to production via KHS portal, and are now moving to only meeting once a month.

Program Highlights

Community Action Partnership of Kern
Monthly Report 2023

Month	March-23	**Program/Work Unit**	M Street Navigation Center
Division/Director	Rebecca Moreno	**Program Manager**	Laurie Hughey
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

CAPK operates the 147-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 Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)	140	393	1,000	168%	39%
Total Clients Served	243	662	2,400	122%	28%
Pets (i.e., kennel, emotional support assistance and service pet)	8	21	100	96%	21%
Residents Under 90 days length of stay	92	241	700	158%	34%
Exits to Permanent Housing (FNPI 4b)	17	45	100	204%	45%
Exits-Self	22	54	150	176%	36%
Exits-Involuntary	70	188	700	120%	27%
Case Management Services (SRV 7a)	754	1,912	8,000	113%	24%
Critical Incidents	43	84	250	206%	34%
Shelter Residents Meals (SRV 5ii)	5,586	18,670	60,000	112%	31%
Number of Volunteers *(duplicated)*	89	238	100	1068%	238%
Volunteers Hours *(duplicated)*	405	965	1,500	324%	64%
Safe Camping	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served (SRV 7b)	85	245	500	204%	49%
Current client census	54	165	300	216%	55%
Meals (SRV 5ii)	2,827	8,536	15,000	226%	57%
Pets	19	51	75	304%	68%
Clients moved to Shelter (SRV 4m)	0	2	50	0%	4%
Exits to Permanent Housing (FNPI 4b)	5	9	40	150%	23%
Exits-Self	6	14	50	144%	28%
Exits-Involuntary	14	38	75	224%	51%
Critical Incidents	4	14	100	48%	14%
Safe Parking	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served	15	22	50	192%	44%
Current client census	8	22	50	0%	44%
Clients moved to Shelter (SRV 4m)	0	0	25	0%	0%

Explanation (Over/Under Goal Progress)

Safe Camping/parking- clients are not interested in moving into the shelter. 5 clients moved into permanent supportive housing from Safe Camp.

Program Strategic Goals	Progress Towards Goal

Community Action Partnership of Kern
Monthly Report 2023

1. Number of clients participating in job training program, (i.e. Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network)	3 clients participated in Project Hire-Up, 2 graduated from Project Hire-Up this cohort #8. 13 clients actively employed in various jobs out in the community, 14 completed the Financial Literacy class with Chase Bank.
2. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions.	There are 4 remaining job descriptions that need to be repointed Custodian, Volunteer Coordinator, Program coordinator and Transport Driver. Director of Housing and Supported Services will be presenting those job descriptions at the next Personal Committee meeting on 4/5/23.
3. Amend M Street policy & procedure manual, intake packet post Covid.	The M Street packets have been submitted for review, still under corrections from leadership. PA is reviewing the P & P's to make adjustments for current program procedures.
4. Increase the number of clients who transition to permanent housing by 15% from the prior year (2022 - 99) to 114 clients.	45 clients from M Street have been exited to permanent supportive housing, and 9 clients from Safe Camping since January 2023.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	22
25 - 34	49
35 - 44	61
45 - 54	58
55 - 61	31
62+	22
Total:	**243**

Race Demographic	Month
American Indian or Alaska Native	4
Asian	3
Black or African American	52
Native Hawaiian or Other Pacific Islander	3
White	175
Multiple races	6
Client Don't know / Refused	-
No Answer	-
Total:	**243**

Gender	Month
Female	100
Male	141
Trans Female (MTF or Male to Female)	-
Trans Male (FTM or Female to Male)	-
Gender Non-Conforming (i.e. not exclusively male or female)	2
Client doesn't know	-

Zip Code	Month	Zip Code	Month
93301	50	90056	1
93304	32	95336	1
93305	26	93250	1
93306	14	93501	1
93307	23	93257	1
93308	31	92410	1
93309	7	92105	1
93311	3	92117	1
93313	2	92675	1
93314	3	93103	1
90212	1	93263	1
93515	1	93268	1
93205	1	93280	1
91502	1	93283	1
93206	1	93285	1
93505	2	89102	1
92234	1	45426	1
95307	1	97224	1
93240	1	19143	1
93241	1		
Not specified	22		
Total			**243**

Client refused	-
No Answer	-
Total:	**243**

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	4
25 - 34	19
35 - 44	24
45 - 54	20
55 - 61	13
62+	5
Total:	**85**

Race Demographic	Month
American Indian or Alaska Native	0
Asian	1
Black or African American	12
Native Hawaiian or Other Pacific Islander	0
White	72
Multiple races	0
Client Don't know / Refused	-
No Answer	
Total:	**85**

Gender	Month
Female	37
Male	48
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:	**85**

Zip Code	Month	Zip Code	Month
93301	5		
93304	2		
93305	19		
93306	6		
93307	6		
93308	18		
93309	4		
93313	2		
93215	1		
93244	1		
93238	1		
93556	1		
58801	1		
Not specified	18		
Total			**85**

Program Highlights

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 2023

Month	March-23	Program/Work Unit	CalFresh Healthy Living
Division/Director	Susana Magana	Program Manager	Alan Rodriguez
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

The CalFresh Healthy Living (CFHL) program, Funded by the USDA and administered by CDSS, improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership within community collaboratives that focus on health and nutrition. The program does this by providing Direct Education classes, Indirect Education materials and resources, and Policy Systems and Environmental Changes (PSE's). CFHL has 3 subcontractors that assist in carrying out the goal of educating the student population.

Supplemental Nutrition Assistance Program-Education(SNAP-Ed) eligible participants, receiving Nutrition Education 10/1/2022-9/30/2023 (FNPI 5a) (SRV 5ff).	Month	YTD	YTD Goal	Month Progress	Annual Progress
Community Action Partnership of Kern (CAPK) Direct Education provided.	42	90	2,000	25%	5%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	410	1,330	2,000	246%	67%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	165	253	1,000	198%	25%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	201	674	1,000	241%	67%
Complete the Healthy Food Pantry Assessment Toolkit (HFPAT) to identify potential growth opportunities for 6 different food pantries.	0	1	6	0%	17%
Cumulative Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	2238	4,404	30,000	90%	15%

Explanation (Over/Under Goal Progress)

In March 2023 there was more progress on Direct Education with CFHL's 3 subcontractors. However, CFHL lost 2 staff which resulted in less Direct Education efforts during the month of March. Interviews were conducted and new staff will be onboarded around mid-April. Even with a 20% decrease in staff, the CFHL was still able to maintain its community event commitments and gave over 1,500 resources (Indirect Education information). Staff have completed 1 HFPAT with Laborers of the Harvest Food Pantry and have identified First Prespertayan as the next/updated HFPAT that will be completed.

Program Strategic Goals	Progress

Community Action Partnership of Kern
Monthly Report 2023

Minimize staff turn-over and become fully staffed.	The CFHL team is currently onboarding 2 Health Educator staff. Those educators are expected to join the CFHL team around April 10th, 2023. CFHL also received 2 resignations in the month of March which currently left the team at 60% capacity. CFHL Administrator will be running the remaining health educator position again in April in search of 1 more Staff member. At the end of April 2023 the CFHL program will be at least 90% staffing capacity.
Partner with community agencies and collaboratives that are SNAP-Ed approved, including other CAPK Programs, to increase the amount of Direct Education, Indirect Education, and PSE's which improve the opportunities for the SNAP-Ed eligible population to have healthy food choices, physical activity, and nutrition information.	In the Month of March 2023, CFHL conducted Direct Education classes for Owen's Valley and the Wasco Library. CFHL also provided indirect education during community events in include CSUB, Cirugia Sin Fronteras, Lamont/Weedpatch Health & Resource Carnival, and the F St. Farmers Market amongst others. CFHL is looking to expand Direct education classes for the community when staffing capacity increases.
Progress with assessing Food Pantries and the progress in partnering in implementing improvement measures based on the data of the Healthy Food Pantry Assessment Toolkit (HFPAT).	CFHL completed the HFPAT for Laborers of the Harvest. CFHL has contacted First Presbyterian Food Pantry to renew their HFPAT and work on new goals as well. This HFPAT will be concluded in the month of April. CFHL attended and presented at the CAPK Food Conference and was able to use First Presbyterian Food Pantry as a model pantry. CFHL team networked and will be following up to make appointments to complete HFPATs with other pantries that are interested in transforming their pantry to a trauma-informed model.
Creative a new Food Pantry Collaborative in Kern County where Pantries can collaborate, plan, and discuss ideas to improve services and strategically plan for encouraging Nutrition based decisions for clients.	The following meeting will be held on April 10th, 2023. CFHL is excited to grow this collaboration and to expand the NPP program and the number of HFPATs conducted. The Kern County Food Pantry Collaborative was promoted at the March Food Bank Conference and other pantries signed up to be a part of this new collaborative.

Program Highlights

CAPK CFHL met with funded partners to host the quarterly CNAP meeting which was held on 3/23/23 from 10-11:30 AM and focused on creating Nutritional goals for Kern County, which are being used in the development of the new Integrated Work Plan (IWP) for Fiscal Years' 2024-2026. CFHL-funded partners began meeting biweekly and transitioned into weekly meetings by the end of March 2023. The IWP will be submitted by April 20th, 2023. CAPK CFHL also purchased and attended a program that assists in improving attendance in Farmers Market name Farmer's Market Food Navigator Program. This program shared best practices on how Food Navigators/CFHL can strategically work alongside Farmer's markets to increase attendance. The training was also given to 2 local farmer's Market staff who focus on the low-income population. CFHL management also conducted interviews to fill vacant positions and help the program meet its goals. 2 new staff will be onboarded around April 10th, 2023. Lastly, CFHL attended and supported the Rosamond Community Resources fair and attended and presented at the CAPK Food Bank Conference which was aimed to promote the program and build more partnerships with Food Pantries.

Community Action Partnership of Kern
Monthly Report 2023

Month	March-23	Program/Work Unit	Food Bank
Division/Director	Susana Magana	Program Manager	Kelly Lowery
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

The Food Bank provides food assistance to low-income families and individuals through a network of more than 150 agency partner distribution sites across Kern County.

TEFAP	Month	YTD	This Month Last Year	Annual Goal	Month Progress	Annual Progress
Individuals Served *(Duplicated)*	*0*	*Not Available*	36,959	500,000	0%	
Pounds Distributed	761,131	2,139,202	877,166	9,500,000	96%	23%
Pantry Program	**Month**	**YTD**	**This Month Last Year**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served *(Duplicated)*	*0*	*Not Available*	*Not Available*	1,000,000	0%	
Pounds Distributed	346,386	824,286	233,225	5,000,000	83%	16%
Fresh Rescue	**Month**	**YTD**	**This Month Last Year**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served *(Duplicated)*	19,572	52,555	25,661	150,000	157%	35%
Pounds Distributed	187,890	504,527	246,342	2,000,000	113%	25%
CSFP	**Month**	**YTD**	**This Month Last Year**	**Month Goal**	**Month Progress**	**Annual Progress**
Individuals Served *(Duplicated)*	4,951	14,101	3,763	4,800	103%	294%
Pounds Distributed	158,432	451,232	127,942	177,600	89%	254%
Free Farmers Markets	**Month**	**YTD**	**This Month Last Year**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served *(Non-Duplicated)*	9,388	28,913	4,092	150,000	75%	19%
Pounds Distributed	75,317	197,119	68,113	1,000,000	90%	20%
Brighter Bites	**Month**	**YTD**		**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served *(Duplicated)*	6,800	14,158		17,500	466%	81%
Pounds Distributed	29,299	77,569		300,000	117%	26%
Snack Attack	**Month**	**YTD**	**This Month Last Year**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served *(Duplicated)*	241	619	222	2,000	145%	31%
Pounds Distributed	965	2,475	888	10,000	116%	25%
Community Events & Other	**Month**	**YTD**	**This Month Last Year**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served *(Duplicated)*	26,575	68,241	34,421	750,000	43%	9%
Pounds Distributed	127,558	327,556	165,222	1,000,000	153%	33%
Totals	**Month**	**YTD**		**Annual Goal**	**Month Progress**	**Annual Progress**
Total Individuals Served	67,527	187,900		2,574,300	31%	7%
Total Pounds Distributed (SRV 5jj)	1,686,978	4,523,966		22,000,000	92%	21%
Volunteers (SRV 6f)	**Month**	**YTD**	**This Month Last Year**	**Annual Goal**	**Month Progress**	**Annual Progress**
Volunteers who received job skill training (e.g., paid partnership though service providers, duplicated)	24	47	11	250	115%	19%
Other Volunteers (i.e., general public, duplicated)	142	387	81	1,500	114%	26%

Explanation (Over/Under Goal Progress)	
Total and YTD individuals served	
2023 Program Strategic Goals	**Progress Towards 2023 Strategic Goals**
Cultivate strong relationships with organizations working on food insecurity including the food policy council.	A secondary meeting was held in conjunction with the Blue Zones project. Food Council-specific meeting scheduled for April.
Re-configure the pantry program from on-site shopping to online ordering.	Additional pantries began online ordering in March as part of the soft roll out. Training was provided for all agency partners in attendance at the partner conference on 3.21.
Create additional access points in the county by adding new pantries as well as providing night and weekend pantry access.	We added 1 pantry this month. Our total pantry partner count is: 128.
Develop a classification system for measuring, tracking and increasing the nutrition level of the food distributed.	Classification of food in nutritional categories to begin in Q3.
Develop a direct to client home delivery program for emergency food assistance.	Development of this program is set to begin in Q4.
Program Highlights	
In March, we had our Agency Partner Conference where we hosted a gathering of 270 individuals representing about 115 of our agency partners. We provided updates and training related to the movement of the pantry program to the online ordering model. Additionally, agencies were able to submit paperwork and handle renewals.	

Community Action Partnership of Kern
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Month	March-23	**Program/Work Unit**	Migrant Childcare Alternative Payment (MCAP)
Division/Director	Susana Magana	**Program Administrator**	Laura Porta
Reporting Period	January 01, 2023 to December 31, 2023		

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	193	500	500	463%	100%
Childcare Providers (SRV 7f)	26	60	120	260%	50%

MCAP Subsidies (SRV 7e)	Month of Feb processed in March	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended	$1,574,471.24	$ 4,914,903	$14,000,000	135%	35%

MCAP FY 2022 / 2023 Progress	Current Month	FYTD	Goal	Month Progress	Annual Progress
Child Enrollments	193	1993	2300	8.39%	86.65%
Provider Payments-Subsidies Expended	$1,574,471.24	$ 8,906,454	$21,500,000	88%	41%

Explanation (Over/Under Goal Progress)

The Migrant Childcare Alternative Payment (MCAP) program continues to make significant efforts in reaching new service areas, enrolling eligible families and meeting the Fiscal Year program enrollment goals. This month, our team faced significant challenges in our enrollment efforts due to the current weather conditions. Our families are facing significant challenges finding employment, due to the rain and this results in slower enrollments and PT care due to seeking employment. Despite this, our team was able to enroll a total of 193 children for a total active enrollment of 1993 children receiving services.

Program Strategic Goals	Progress Towards Goal
1. Fill Staff Vacancies.	We are happy to announce that in the month of February we conducted interviews for our Madera office specialist. The position was offered, accepted and we welcomed our 2nd FSS for the Madera County in March. Our program has no open positions at this time.
2. Staff Retention and Training	Management has continued with the monthly training sessions to ensure program compliance, enhance staff knowledge, professional development and job satisfaction in our team.

3. Contingency Staffing Plan & Solidify Program Growth.	Our program currently has no job openings and all recently hired personnel is now fully trained and contributing with their efforts to fully earn our program's contract for the current FY.

With the support of our Finance and Procurement Departments, MCAP was able to purchase six (6) new vehicles to replace 20 year old/non-operational vehicles. These vehicles will help us satisfy the transportation needs of our program and enhance our ability to offer family enrollments in the family's home when transportation is an issue. This will also enhance our ability to conduct outreach activities and reach more eligible families. Further, our program continues to operate without a waiting list and all eligible families are being enrolled immediately upon submitting the required documents.

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Month	March-23	**Program/Work Unit**	Women Infants & Children (WIC) Nutrition
Division/Director	Susana Magana	**Program Manager**	Lorna Speight
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

The Women Infants & Children (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 (SRV 5g)	14,064		14,610	96%	
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	36	113	268	161%	42%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula).	1,019		900	113%	
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	199	547	1,500	159%	36%
WIC Presentations and Outreach Events	10	25	72	167%	35%
Publication in newspaper, television, and/or social media postings (English and Spanish)	25	74	260	115%	28%
Regional Breast Liaison (RBL)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.	10	32	120	100%	27%

Explanation (Over/Under Goal Progress)

WIC has seen an increase in participation this month (up 2.26% over Feb) due to both and increase in on-line enrollment requests and staff efforts to re-engage with current participants who have not been participating in WIC. This was done by both phone calls and text messaging sent to participants using the WIC WISE "Unissued Report" and the "Participants by Cert End Date" that had no future appointment.
Outreach has been doing more events due to covid restrictions being lifted.

Program Strategic Goals	Progress

Develop strategies to increase WIC retention and re-engagement with current participants	During March staff focused on contacting participants, on the cert end date report, that had no future appointment and also the unissued list in order to re-engage with participants that have missed their WIC appointments and have not been issued benefits for the month.
Program Highlights	

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 2023

Month	March-23	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Anna Saavedra
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC assists individuals and families from the desert and Tehachapi Mountain communities. The primary focus is on referred families with children who are at risk of abuse and neglect, and families unprepared to enter kindergarten successfully. The EKFRC also assists walk-in clients with basic needs, clothing, faxing/copying services, HEAP applications and referrals.

Differential Response	Month	YTD	Annual Goal	Month Progress	Annual Progress
DR Referrals - Received from DHS	24	88	125	230%	70%
Case Management-Families (SRV 7a)	3	9	50	72%	18%
Case Management-Children (SRV 7a)	5	18	125	48%	14%
Differential Response Total	**32**	**115**	**300**	**117%**	38%

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	1	5	40	30%	13%
Children Receiving Case Management Services (SRV 7a)	2	6	55	44%	11%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	0	20	0%	0%
Children Educational Center Base Activities (FNPI 2b)	1	2	30	40%	7%
Children Educational Home Base Activities (FNPI 2b)	1	5	30	40%	17%
Children Summer Bridge Activities (FNPI 2b)	0	0	15	0%	0%
Family Support Services for non-clients with children 5 and under	13	48			
Collaborative Meetings Participated	1	3	12	100%	25%
First 5 Total	**19**	**69**	**202**	**36%**	34%

Walk-In Community Services (Duplicated Clients & Case Managed Clients)	Month	YTD
Food Assistance	116	342
House Hold Items	5	30
Hygiene Kits	10	23
Referrals	37	103
Emergency Clothing	57	146
Administrative Services & Copies	395	905
Transportation Services	4	12
Education Supplies	8	23
Covid - 19 Supplies	2	21
Baby Supplies	11	43

Explanation (Over/Under Goal Progress)

The First 5 numbers for the Center-based program appear low, however we are on track for the year 2022-2023.

Program Strategic Goals	Progress Towards Goal
1. Find additional funding.	We applied for a Grant during the month of March

2. Participate in community events.	We participated in the EAST KERN Career EXPO held at the Mojave Air and Space Port. We had the opportunity of meeting other organizations in person. We were part of the Resource Fair in Rosamond California which consisted of many of our CAPK organizations and other
3. Expand our reach across the East Kern Communities.	We have provided flyers promoting our Center-Based program and our Summer Bridge program .

Program Highlights

EKFRC served 179 walk-ins during the month of March. We provided 116 emergency food boxes and provided emergency clothing to 60 walk-ins. We emailed out 35 HEAP applications to the HEAP office and we continue to assist with the VITA virtual appointments.

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Month	March-23	Program/Work Unit	Oasis Family Resource Center
Division/Director	Fred Hernandez	Program Manager	Eric Le Barbe
Reporting Period	January 1, 2023 - December 31, 2023		

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 resilience

First 5 Kern (Unduplicated Services)	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Parents Receiving Case Management Services (SRV 7a)	1	7	30	20%	23%
Children Receiving Case Management Services (SRV 7a)	1	8	30	20%	27%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	7	10	0%	70%
Children Educational Home Base Activities (FNPI 2b)	1	5	15	40%	33%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Family Support Services for non-clients with children 5 and under	8	44			
First 5 Total	**11**	**71**	**95**	69%	75%

Walk-In Community Services (Duplicated & Non First 5 Kern Clients)	Month	YTD
Food/Household Items (SRV 7c)	79	229
Household Items (SRV 7c)	98	305
Baby Supplies	67	190
Referrals/Administrative Services (SRV 7c)	75	176
Court Mandated Correspondence	5	17
Emergency Clothing (SRV 7n)	11	51
Copies	32	47
Educational Supplies	18	29
Transportation Assistance (SRV 7d)	18	48
COVID-19 Supplies (SRV 5oo)	9	57
Total Community Services	**412**	**1149**

Explanation (Over/Under Goal Progress)

The First 5 Kern numbers may appear to be low in March but the Oasis FRC has already met or exceeded all the F5K fiscal year 2022-2023 as reporting is from July 2022 to June 2023. Goals are met with 30 parents and 39 children being case managed in current fiscal year.

Program Strategic Goals	Progress Towards Goal
1. Offer Court Mandated Nurturing Parenting Class every other quarter.	The Oasis started a new 12-week class in February, graduation is scheduled on April 24th.

2. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals).	The OFRC applied for three grants/source of funding in March: Baby 2 Baby for baby supplies, Kern Family Health Care for transportation and emergency supplies, and CARE for Kids for educational supplies.
3. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The Oasis FRC participated in the Mojave Job Fair with EKFRC on March 3rd. The Oasis also presented its services to the students enrolled in the CARE/CalWORKs workshop at Cerro Coso college on March 17th.

Program Highlights

The Oasis Family Resource Center provided community services to a total of 180 families in the month of March 2023. VITA continued to provide services at Alta One Credit Union in Ridgecrest this month. The Oasis FRC & EKFRC have been working with the IT Department to implement additional tracking of services provided, these features were added to the dashboard to better capture service data and referrals.

Community Action Partnership of Kern
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Month	March-23	Program/Work Unit	Energy & Utility Assistance
Division/Director	Fred Hernandez	Program Administrator	Wilfredo Cruz Jr.
	January 1, 2023 - December 31, 2023		

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) 2022 Ends June 30, 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	0	0	0	0%	100%
Utility Payments	$ -	0	$ -	0%	100%
Households Served - Weatherization	20	43	90	267%	48%
American Rescue Plan Act (ARPA) 2021 Ends June 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	541	1,498	2,000	325%	75%
Utility Payments	$ 136,517	1,437,591	$ 2,565,058	64%	56%
Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends September 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	89	243	2,000	53%	12%
Utility Payments	$ 51,515.90	$150,639	$1,972,332	31%	8%
Low-income Home Energy Program (LIHEAP) 2023 Ends June 30, 2024	**Month**	**YTD**	**Goal**		
Households Served - Utilities Assistance	232	481	1,900	147%	25%
Utility Payments	$ 323,873	716,888	$ 2,587,322	150%	28%
Households Served - Weatherization	0	0	80	0%	0%
Totals	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	**862**	**2,222**	**5,900**	175%	38%
Total Utility Payments	**$ 511,906**	**2,305,118**	**$ 7,124,712**	86%	32%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**20**	**43**	**170**	141%	25%

Explanation (Over/Under Goal Progress)

- 2022 LIHEAP utility assistance funds are fully expended, only weatherization funds are available at this time
- 2023 LIHEAP weatherization - will not commence, until 2022 LIHEAP funds are fully expended

	Progress Towards Goal
1) Fully implementing online client self-application for Utility Assistance	Currently in process of testing self-application system
2) Become fully staffed and trained in Weatherization and Utility Assistance	Wx - Fully staffed, 85% trained UA - Fully staffed, 60% trained (influx of temp employees)
3) Fully expend 2022 LIHEAP and 2021 ARPA contracts by end of contract dates	2022 LIHEAP - UA expended, currently working on WX portion of the contract 2021 ARPA - pends LIHEAP UA funds priority to be expended

Program Highlights

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1) New Assistant Weatherization Manager
2) Key changes in Utility Assistance application processes
3) Approved LIHWAP marketing campaign in development by Hey Salty

Community Action Partnership of Kern
Monthly Report 2023

Month	March-23	**Program/Work Unit**	Friendship House Community Center (FHCC)
Division/Director	Fred Hernandez	**Program Manager**	Lois Hannible
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

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

Youth Programs	Current Enrolled	Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2023	42	None	42	100	0%	42%
Summer Program (Max Capacity due to COVID) (SRV 2m)	TBD	TBD	N/A	35	N/A	N/A
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	11	None	22	50	0%	44%
Medi-Cal Outreach		**Month (Added)**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Social media emails and impressions		2220690	2223716	12,000	222069%	18531%
Canvasing phone calls and flyers		2254	4053	10,000	270%	41%

Explanation (Over/Under Goal Progress)

The FHCC Medi-Cal Program started an extensive Medi-cal outreach campaign which includes several billboards throughout Kern county, as well as GET bus ads, which drastically increased the number of impressions reached through these outreach efforts.

Program Strategic Goals	Progress
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House .	The FHCC Advisory Board is currently planning a Mixer fundraising event for October 5, 2023.
Recruit and secure staffing for the Friendship House.	The FHCC hired three Program Educators during March to provide program services for community youth.
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	The FHCC Program Manager worked with the CAPK grant team to submit a grant application to Kern Health Systems.

Program Highlights

The FHCC is planning a Mixer to raise funds to allow for educational fieldtrips for the community youth that attend the afterschool and summer programs. The Collective, the venue where the event will be hosted, has proven to be a caring community partner, as they are donating over $7,500 of in-kind goods and services to help with the event and cause.

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Community Action Partnership of Kern
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Month	March-23	**Program/Work Unit**	Shafter Youth Center (SYC)
Division/Director	Fred Hernandez	**Program Manager**	Angelica Nelson
Reporting Period	January 1, 2022 - December 31, 2023		

Program Description

The Shafter Youth Center (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 (duplicated)	Month (unduplicated)	YTD (unduplicated)	Goal	Month Progress	Annual Progress
Summer Program starting in June (Max Capacity due to COVID) (SRV 2m) June/July	NA		0	40	0%	0%
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	21	1	23	35	34%	66%

Community Programs	Month
Dignity Health Mental Health Project, Adult Basketball, Energy Program (Utility Assistance), VITA Tax Assistance, Fitness Boot Camp and Girl Scouts, New Citizenship Classes	7 groups

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)	2	4	6	400%	67%
Community Events (i.e., diaper, food, PPE distributions)	1	1	6	200%	17%

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Dignity Health Mental Health (Spanish) meets 1x per month in person; Adult basketball 2x per week; Energy Program hosts appointments 1x per month; Fitness Boot Camp meets 2x per week; Girl Scouts meet 2x per month; VITA Tax service by CAPK were 2x in February;; Service Clubs/Chamber of Commerce used for meetings this month. Citizenship classes are new this month. 2 students currently being served.

Program Strategic Goals	Progress
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.	Enrollment is slowly increasing
2. Increase attainment of program funding to provide larger variety of program offerings.	Applying for more grants to meet SYC program needs
3. Increase community engagement, including volunteers, social media, program participation.	Participating in community outreach events has brought more attention to SYC

Program Highlights

Started a new service providing Citizenship Classes.

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Month	March-23	**Program/Work Unit**	Volunteer Income Tax Assistance (VITA)
Division/Director	Fred Hernandez	**Program Manager**	Jacqueline Guerra
Reporting Period	January 1, 2023 - December 31, 2023		

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 Tax Returns (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	2,151	4,443	6,000	581%	74%
State	2,148	4,409	6,000	585%	73%

Refunds and Credits (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD
Federal Refunds	$1,784,864	$1,784,864
State Refunds	$580,169	$580,169
Federal EITC *(income limit $57,414/household)*	$891,134	$891,134
CalEITC *(income limit $30,000/household)*	$252,746	$252,746
Total Refunds and Credits	**$3,508,913**	**$3,508,913**

Individual Taxpayer Identification Number (ITIN) (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Applications (New/Renewal)	64	85	65	904%	131%

Explanation (Over/Under Goal Progress)

The ITIN aspect of our program is THRIVING! During the month of March, we have assisted 64 undocumented individuals in obtaining their ITIN number to file taxes and receive CalEITC when eligible. The outer county areas such as Taft and McFarland have the highest need

Program Strategic Goals	Progress Towards Goal
Continue to outreach in communities of our new sites to bring new clients to VITA and allow opportunity to promote other CAPK services	Outreach being conducted in apartment complexes of our targeted low income zip codes, as well as resource events all through out Kern
With ITIN services on the rise, plans to keep seasonal sites open longer in Taft and McFarland	pending agreements on behalf of the partners where VITA sites are held

Program Highlights

Tax filing deadline has been extended until October 16, 2023 since Kern County is now considered a disaster county.

Operations

Maintenance

Information Technology

Data Services Risk

Management

Community Action Partnership of Kern
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Month	March-23	**Program/Work Unit**	Operations Division
Division/Director, Assistant Director	Emilio Wagner Director of Operations, Maria Contreras Assistant Director	**Program Managers**	Douglas Dill, Ryan Dozier, Laurie Sproule
Reporting Period	January 1, 2023 - December 31, 2023		

Division Description

Facility repair and maintenance, information technology, risk insurance, and facility planning.

Data Services

Activity	Requested	In-Progress	Processed	Processed YTD
Dynamic 365 Fixes	0	0	0	0
Dynamic 365 Enhancements	0	0	0	0

Projects

Universal Intake	Develop intake for programs that don't have an electronic process.	60%	60%
Contract Management System	Track and manage contracts within the Agency	90%	90%
In-kind Management	Application is used to track the total number of in-kind hours with built in automation. This application will eliminate the current paper process.	70%	70%
CalAIM - KHS	New grant form Kern Health Systems for the CALAIM funding. IS part is to generate flat files used to data upload and verifying SFTP is working correctly.	85%	85%
Referral Management Enhancements	1. Build the 3 referral contact attempt. 2. Build the process to close out Approval Emails 3. FRC process needs to bridge their Inquiry Process to Referral System (*This is a wish item, FRC do double work) 4. Add mentor program and medical program as new delivery frameworks and incorporate them into the workflows	100%	100%
FRC Platform Updates	Many enhancements and process updates to how the FRC capture data from walk in clients and their grant obligations.	100%	100%
Feeding America Service Insights Project	Effort to digitize the intake process for our Food Bank and partner sites.	20%	20%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	309	516	348	953

Construction Projects

Head Start Expansion		Harvey Hall, Pete Parra,	99%	
Food Bank Expansion		Access Road & Site Utilities	83%	
Major Maintenance Projects				
Oasis Renovation			15%	
Angela Martinez			15%	
Stockdale HS			75%	
Navigation Center Shade Structures			5%	
Playgrounds		Sterling, Angela Martinez, Pete Parra EHS	50%	

Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders	281	124	251	709

Information & Technology Projects		
Description	*% Completed*	*Comments*
SJC WIFI Replacement	*80*	
SJC Firewall Replacement	*100*	
Head Start Expansion	60	

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Risk Management		
Workers Compensation Claims	**Reported**	**Reported YTD**
For Report Only	4	16
First Aid	1	5
Medical	1	3
Modified Duty	1	1
Lost Time	0	0
Under Invest / Non-Ind / Students / Parents / Volunteers / Clients	4	6
Property	0	4
Vehicle Incident / Grand Theft Auto	2	3
Motor Vehicle Accident	1	3
Work Place Violence / ODs / Death	0	1
Total	**14**	**42**

Program Strategic Goals	Progress Towards Goal
Develop a facility deferred maintenance program.	Initiated planning discussion for new work order system. The system will be designed to capture all deferred maintenance of facilities, incorporate associated budgets, and schedule remediation.
Develop and implement a Data Governance	TBD
Enhance customer experience —measured	TBD

Program Highlights

Administration

Grant Development

CAPK Foundation

Outreach & Marketing

2-1-1 Kern Call Center

Community Schools Partnership Program (CSPP)

Community Action Partnership of Kern
Monthly Report 2023

Month	March-23	**Program/**	Executive Division
Division/Director	Pritika Ram	**Program Manager**	
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

The services under the Executive Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	31,050	102,057	230,000	162%	44%
Facebook Impressions (i.e., number of times users see content)	134,000	293,955	600,000	268%	49%
Other Social Media Impressions	12,500	48,549	150,000	100%	32%

Outreach Advocacy	Outreach Special Projects
Assisted Senator Groves and Bains' office with constituent help on filling energy applications	Completed digital request for DEI committee (i.e., employee appreciation video)
Met with Senator Grove's office to discuss CAPK initiatives and possible future needs	Assisted Head Start with Read Across America
Scheduling meetings for staff to meet with elected officials for CalCAPA Legislative Day in Sacramento in April.	Visited Stockton Head Start to host DEI Lunch and Learn for Black History Month
Prepared talking points for Jeremy's NCAF visit to DC	Meeting with Yehidy Gomez re: Wonderful Neighbor campaign
	Met with the Bags of Love Foundation for possible partnership opportunities
	Assisted City of Bakersfield with Marketing efforts for TCC Meetings
	Ran sponsored ads through social media for targeted audiences for community CERF Meetings.
	Met with the Lotus radio Group on Possible Collaborations
	Assisted the energy program with procurement of new funding for LIHWAP and ARPA Marketing with our
	Assisted the Food Bank at it's first annual partner conference-also provided a presentation on branded marketing
	Co-Hosted with the Food Bank for 23abc Senior Food Drive
	Assisted with the volunteer registration and hosting of the 2nd Annual Wendy Wayne Day of Service at the Food Bank
	Represented CAPK at the Countywide Emergency Preparedness Event at CSUB
	Assisted with the completion of the CAPK Foundation Mixer

Community Action Partnership of Kern
Monthly Report 2023

	Organized and supported HS with a Resource Fair in Rosamond, CA
	Working Alongside HeySalty with the planning of Community Action Month and Resource fair for 5/13/23
Grants In Progress/Research	**Projects**
Homeless Assistance Prevention Program - Rural Drop-in Center at EKFRC focused on supply distribution and referrals to resources. Program: CES/EKFRC	Strategic Plan Goal 1 - Food Insecurity Assessment - In progress. The surveys went out to pantry sites to collect their feedback on access and affordability.
Strategic Growth Council - Transformative Climate Communities (TCC) Round 5. Research viable projects , including Food Hub/Incubator and home weatherization and solar installations in the Southeast Bakersfield area. Grant is led by the City of Bakersfield.	Implemented Board Training Calendar
Walmart Foundation - Dental Supplies for M Street Navigation	Community Economic Resilience Fund Program (CERF) and the Kern Coalition continues to meet weekly to plan for the upcoming contract.
Bank of the Sierra Grant - Playground Equipment for SYC	
CARE For Kids - Two grants were submitted. 1.) OFRC Request - Educational supplies. 2.) SYC Request - Playground equipment	
Emergency Solutions Grant - Homeless prevention services that includes financial assistance with security deposits, utility assistance, and rental arrears.	
Research and Planning for upcoming RFP from the County of Kern on the Supportive Services Village in North Bakersfield.	
Community Services Block Grant (CSBG)	**Process Improvement (i.e., ROMA, PCDD)**
Preparing for 2022 Annual Report Submission (Due 2/8/2023). Will present agency-level data once report is finalized.	ROMA Team is currently conducting final reviews to recommend staff for ROMA Certification
Created 2023 Program Profiles Workbook.	Joined the Social Return of Investment (SROI) workgroup led by CalCAPA.
Foundation	
Prospect meeting with CVS	Prospect meeting with Gaby with CRC
Organized Aera Energy Easter Visits with Head Start	Meeting with Yehidy Gomez re: Wonderful Neighbor campaign
Meeting with Valley Strong to secure Huggy Heart Sponsorship Campaign	Attended Shafter Chamber of Commerce Dinner
Prospect meeting with CITI	FHCC Mixer Committee meeting
Continued Foundation mixer planning	Executed Foundation Kick-Off Mixer
Explanation (Over/Under Goal Progress)	
Program Strategic Goals	**Progress Towards Goal**

Community Action Partnership of Kern
Monthly Report 2023

1. Customer Relationship Management Projects, including Volunteer Management, inter-agency Referral Management, and contract management.	This project is active. Currently, staff is in the process with the technology consultant on complete client demographic information for 2022. Independent trainings are given if new staff come on board or current staff need a refresher.
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	Staff continue to meet weekly to discuss Goals 1-6. Progress on Goal 1, 4, 5, and 6 continues and others are in the development phase.
3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use.	As mentioned above, one (1) staff is ROMA Implementer certified and a cohort is nearing the end of the ROMA training and will prepare for testing.
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2023

Month	March-23	**Program/Division**	2-1-1 Call Center Program
Division/Director	Pritika Ram	**Program Manager**	Sabrina Jones-Roberts
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

The 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. The 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. The program has over 15 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.

Most Requested Services	Cal Fresh	Homeless Programs	Food Pantries
Top 3 Unmet Needs	Utility Payment Assistance	Rent Payment Assistance	Homeless Shelter

Information and Referral Services Calls Handled	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Kern County (SRV 7c)	2,789	12,824	90,000	37%	14%
Kings County (SRV 7c)	241	863	4,000	72%	22%
Tulare County (SRV 7c)	863	2,672	18,000	58%	15%
Stanislaus County (SRV 7c)	616	2,543	19,200	39%	13%
Fresno & Madera	2,589	6,318	20,000	155%	32%
Merced & Mariposa (*effective March 2022*)	78	302	500	187%	60%
Total I&R Calls Handled	**7,176**	**25,522**	**151,700**	**91%**	17%

Staffing vs. Call Volume	**Current Staff**	**Staff Needed Per Call**	**Staff Over/ Short**
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.	9	16.9	**7.89**

Grant Funded Services	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
CalFresh Application (SRV 7b & SRV 7c)	5	23	300	20%	8%
Medi-Cal Application (SRV 7b & SRV 7c)	3	9	100	36%	9%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)	31	95	300	124%	32%

2-1-1 Website Visitors	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Duplicated Visitors *(i.e., accessing 2-1-1 e-services and database resources)*	23,570	67,499	225,000	126%	30%

Other Calls	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
LIHEAP (SRV 7b & SRV 7c)	3,931	15,735	45,000	105%	35%
Mental Health (SRV 7c)	327	1,039	3,700	106%	28%
Health and Human Service Referrals	5,456	16,095	110,000	60%	15%
Total Other Services	9,714	32,869	158,700		

Explanation (Over/Under Goal Progress)	
Program Strategic Goals	**Progress Towards Goal**
1. Recruitment and Retention of staff	2-1-1 is actively recruiting for 6-9 Information & Referral Specialists with the assistance of a Staffing Agency. The program has completed four rounds of interviews in March 2023. Two Individuals onboarded on 3/20 and one Individual onboarded on 3/27/23 as temporary employees from the Staffing Agency. The program offers database support, schedule accommodations, basic technical assistance and opportunities to recognize special occasions for existing employees to align with its overall objective of staff retention.
2. Contract Retention	2-1-1 has an objective to maintain current contracts by aiming to meet program objectives, deliverables, and goals. The program is consistently working on meeting reporting expectations of all funding sources and maintain a trusting relationship to strengthen the opportunity for existing contracts to be retained.
Program Highlights	
2-1-1 brought together available team members to take a photo in honor of the achievement of its 2022 accreditation with the Alliance of Information and Referral Systems.	

Community Action Partnership of Kern
Monthly Report 2023

Month	March-23	**Program/Work Unit**	Community School Partnership Program
Division/Director	Pritika Ram	**Program Manager**	Sabrina Jones-Roberts
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

The Community School Partnership Program provides direct wrap around case management to school families for students who are enrolled within Bakersfield City School District's Community Schools. The program links student families to community-based services addressing food insecurities, housing stability, or other related basic services. The program is modeled after the Four Pillars of a successful Community School designed to mitigate academic and social impacts of emergencies affecting its local communities and improve school responsiveness to student and family needs.

Additional Requested Services	VITA	Clothing	N/A

Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Families referred to Program (SRV 7c)	48	109	920	63%	12%
Total Families referred internally for Employment Resources (2-1-1)	1	9	153	8%	6%
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)	9	26	153	71%	17%
Total Families referred internally for Housing (CES)	8	25	153	63%	16%
Total Families referred internally for Childcare (Head Start)	9	24	153	71%	16%
Total Families referred internally for Utility Assistance (Energy)	25	45	153	196%	29%
Total Families referred internally for Weatherization (Energy)	4	10	153	31%	7%
Families Receiving Case Management Services (SRV 7a)	33	74	460	86%	16%

Explanation (Over/Under Goal Progress)

All Case Managers are co-located at Bakersfield City School Districts School Sites. Bakersfield City School District is the direct referrer of student families. Case Managers are encouraged to actively communicate with Family and Community Engagement Liaisons and School Social Workers and participate in the school sites Multi-Tiered System of Support meetings to identify student families that are in need of community based services.

Program Strategic Goals	Progress Towards Goal
1) Recruitment	The program opened a staff requisition for a Supervisor in February 2023.
2) Fill vacancies for open positions	Interviews were conducted at the beginning of March to fill the Supervisor role. An offer was made and accepted by a candidate and there is an anticipated onboard date of 4/17/2023.

Program Highlights

The program has involved itself in a local collaborative. On March 8, 2023, one of the Case Managers provided a presentation discussing entry points to services, services offered, and benefits of utilizing the Community School Partnership Program.

Application Status Report
March 2023

Name	Description	Funder	Amount Requested	Amount Awarded	Status
Homeless Management Information System (HMIS) Lead Agency	The proposal is to operate the HMIS for the Homeless Management Information System (HMIS) Lead Agency for the Bakersfield/Kern Continuum of Care (CA-604). Program: Division: Housing & Supportive Services	Bakersfield Kern Regional Homeless Collaborative	$ 625,000.00	$ -	Denied
Power Saver Rewards Grant	This project aims to engage with communities and educate them about energy efficiency. Program: Energy	California Public Utilities Commission	$ -	$ -	Abandoned
FY 2024 Community Project Funding - Shafter Youth Center Modernization Project	This project supports impactful site enhancements including energy efficiency installations as well as interior and exterior upgrades to our youth center in Shafter, Ca.	U.S. House Committee on Appropriations	$ 2,145,625.00	$ -	Pending
California Target Grant (LG) Program	Distribution of emergency preparedness resources and education. Program: 2-1-1. Abandoned: Unable to establish a partnership in time with County OES.	California Governor's Office of Emergency Services	$ 300,000.00	$ -	Abandoned
Walmart Local Community Grant	Funds from this project will be utilized to purchase dental products for M St. Navigation Center clients.	Walmart	$ 5,000.00	$ -	Pending
2023 Community Contribution	Support the purchase of the playground or outdoor fitness equipment circuit for the Shafter Youth Center.	Bank of the West	$ 25,000.00	$ -	Pending
Global Products Program	Dental supplies for M Street Navigation	California Dental Association	$ 25,000.00	$ -	Pending
One-Time State Funding for Homeless Housing, Assistance and Prevention Program (HHAP 3)	Rural Drop-in Center at EKFRC focused on supply distribution and referrals to resources. Program: CES/EKFRC	Bakersfield Kern Regional Homeless Collaborative	$ 300,000.00	$ -	Pending
Supportive Services Village	24/7 low-barrier navigation center utilizing the housing first model located at 201 East Roberts Lane, Bakersfield, CA 93308. Fifty (50) dwellings that are insulated, have cooling and heating features that have individual unit control, ventilated, secure to allow for safe storage of personal possessions, and connected to utilities.	County of Kern	$ -	$ -	Research
CARE For Kids	Grant funds requested to purchase educational supplies for OFRC's Case Management services	careforkids.org	$ 5,109.73	$ -	Pending
Emergency Solutions Grant	Homeless prevention services that includes financial assistance with housing including security deposits, utility assistance, and rental arrears. Program: CES	City of Bakersfield	$ 700,000.00	$ -	Pending
Delta Dental Community Community Care	If invited to submit a full proposal, funds for this project will be utilized to purchase dental products for M St. Navigation Center, EKFRC, and OFRC clients.	Delta Dental Community Care Foundation	$ 15,000.00	$ -	LOI-Submitted
The Henry W. Bull Foundation	Program Scope TBA	The Henry W. Bull Foundation	$ -	$ -	Research
CARE For Kids	Submitting to CARE for kids spring funding cycle for additional funding to complete SYC $50,000 playground project. Currently have $22,000 and in need of $28,000.	careforkids.org	$ 10,000.00	$ -	Pending
Bank of Sierra Grant re: SYC playground center	Applying for funding of $5000 to support SYC playground project	Bank of the Sierra	$ 5,000.00	$ -	Pending
CARE For Kids	Youth materials (playground equipment, toys, books, sports equipment, wheelchairs, school supplies, TV/VCR, etc.) or youth program needs. Provide vendor quotes. Program: OFRC	careforkids.org	$ 10,000.00	$ -	Planned
Heart of Heffernan	Abandoned: CAPK no longer works with this insurance broker, and we do not have a contact to request an invitation to apply.	Heffernan Foundation	$ -	$ -	Abandoned

Application Status Report
March 2023

First 5 Kern Community Event Support Grant	This grant opportunity will allow Oasis FRC to host a baby shower event for 16 expecting mothers in Ridgecrest and supply them with baby needs.	First 5 Kern	$ 5,000.00	$ -	Pending
Waterman Foundation Rotary Club of Bakersfield	Housing/Homelessness services. The application must be sponsored by a member of Bakersfield Downtown Rotary Club. Sponsorship TBA. Program: M Street	Bakesfield Rotary-Waterman Foundation	$ -	$ -	Research
FY23 Food Security Equity Impact Fund	Abandoned: Unable to purchase food with grant funds	Feeding America	$ -	$ -	Abandoned
Organics Grant Program 7th Cycle (ORG7) Fiscal Years 2021â€“22 and 2022â€“23	The purpose of this competitive grant program is to further the purposes of the California Global Warming Solutions Act (AB 32) and lower overall greenhouse gas (GHG) emissions by expanding existing capacity or establishing new facilities in California to reduce the amount of California-generated green materials, food materials, or alternative daily cover (ADC) being sent to landfills.	Department of Resources Recycling and Recovery	$ -	$ -	Research
Neighborhood Champion	Program Scope TBA	Bank of America	$ -	$ -	Research

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	City	**CAPK Program**	Coordinated Entry System
Funding Agency	City of Bakersfield	**Project Name**	Emergency Solution
CFDA	N/A	**Target Population**	At risk of homelessness
Reapplication (Y/N)	No	**Number to be served**	330
Estimated Request	$700,000	**Division Director**	Rebecca Moreno
Award Period	5/11/23-5/11/24	**Program Manager**	Joseph Aguilar

Project Goal (One sentence goal statement)

CAPK will support individuals or households at risk of homelessness with financial assistance for security deposits, utility payments, and up to 6 months of rent in arrears.

Project Description (Brief one paragraph description)

Overview of services, their cap, and number of households.
Client Incentives:
Security Deposits, 2 months' rent (up to $1,500) for 65 households
Utility Payments (up to $750) for 115 households)
Rental Arrears (up to $3,000) for 150 households

Estimated Budget Summary

CAPK is requesting $700,000 for our Rental Assistance Program. Our program will provide essential financial resources to the low-income community within the City of Bakersfield jurisdiction that are at risk of homelessness. Approximately ninety percent (90.5% or $633,750) of our proposed budget is for client incentives (security/utility deposits, and rental arrears). CAPK is also requesting 8.3% ($58,066) for fringe and personnel, and 1.2% ($8,185) for administration and office costs.

Approvals:

Rebecca Moreno — Rebecca Moreno (Apr 5, 2023 15:50 PDT) — Apr 5, 2023
1. Division Director — Date

Pritika Ram — Apr 6, 2023
2. Chief Business Development Officer — Date

Apr 6, 2023
3. Chief Program Officer — Date

Tracy Webster (Apr 6, 2023 08:18 PDT) — Apr 6, 2023
4. Chief Financial Officer — Date

Apr 6, 2023
5. Chief Executive Officer — Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Non-Profit	**CAPK Program**	East Kern Family Resource Center
Funding Agency	Bakersfield Kern Regional Homeless Collaborative	**Project Name**	Rural Drop-In Center
CFDA	N/A	**Target Population**	Homeless
Reapplication (Y/N)	No	**Number to be served**	238
Estimated Request	$300,000	**Division Director**	Rebecca Moreno / Freddy Hernandez
Award Period	2023-2026	**Program Manager**	Anita Saavedra

Project Goal (One sentence goal statement)

Our program includes the following 4 key elements to support homeless population or at risk of homelessness population: 1.) distribution of essential items, 2.) enrollment support in social services, 3.) direct linkages to CAPK services and 4.) community outreach.

Project Description (Brief one paragraph description)

The Rural Drop-in Center will complement many of the services in place at East Kern Family Resource Center. Funds will be utilized to purchase clothing, sleeping bags, tents, blankets etc; to provide hands on support with collecting a birth certification/identification card (driving individuals to the Department of Motor Vehicle or Hall of Records); provide linkages to the Volunteer Income Tax Assistance, Energy, and M Street Navigation; to conduct community/street outreach to increase awareness and utilization of our services.

Estimated Budget Summary

The grant requests $300,000 in funding. Approximately 69% was requested for personnel and fringe, 3% for travel, 3% for supplies, 3% for space costs, 11% for client incentives, 8% for indirect, and 3% for other operating costs such as communication services, postage, and hiring costs.

Approvals:

Rebecca Moreno — Rebecca Moreno (Apr 6, 2023 11:47 PDT) — Apr 6, 2023
1. Division Director — Date

Pritika Ram — Apr 6, 2023
2. Chief Business Development Officer — Date

Apr 6, 2023
3. Chief Program Officer — Date

Tracy Webster (Apr 6, 2023 11:54 PDT) — Apr 6, 2023
4. Chief Financial Officer — Date

Apr 6, 2023
5. Chief Executive Officer — Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
March 2023

Funding Type	Private	**CAPK Program**	M St. Navigation Center
Funding Agency	Walmart	**Project Name**	Dental Supplies for M St. Navigation Center
CFDA	N/A	**Target Population**	People experiencing homelessness
Request	$5,000	**Division Director**	Rebecca Moreno
Award Period	TBD	**Program Manager**	Laurie Hughey
Description	This project proposal aims to receive funds to purchase dental supplies for the M St. Navigation Center. The dental products received will help M St. residents maintain their oral health care in and out of shelter grounds.		

Funding Type	Private	**CAPK Program**	M St. Navigation Center, East Kern Family Resource Center, and Oasis Family Resource Center
Funding Agency	Delta Dental	**Project Name**	CAPK Dental Supplies
CFDA	N/A	**Target Population**	People experiencing homelessness and families
Request	$15,000	**Division Director**	Rebecca Moreno and Freddy Hernandez
Award Period	TBD	**Program Manager**	Laurie Hughey, Anna Saavedra, and Eric Le Barbe
Description	A Letter of Intent was submitted to Delta Dental for full proposal consideration from CAPK. This intended project will provide the M St. Navigation Center and both FRCs with dental supplies for their clients.		

Funding Type	Nonprofit	**CAPK Program**	Oasis Family Resource Center
Funding Agency	First 5 Kern	**Project Name**	Oasis Baby Shower
CFDA	N/A	**Target Population**	Pregnant women and babies
Request	$5,000	**Division Director**	Freddy Hernandez
Award Period	TBD	**Program Manager**	Eric Le Barbe
Description	Project funds will be utilized to purchase baby supplies for 16 low-income pregnant women in Ridgecrest.		

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
March 2023

Funding Type	Private	**CAPK Program**	SYC
Funding Agency	CareForKids.org	**Project Name**	SYC Gets Active Playground
CFDA	N/A	**Target Population**	Shafter youth
Request	$10,000	**Division Director**	Fred Hernandez
Award Period	10/1/23 – 9/30/23	**Program Manager**	Angelica Nelson
Description	Funds will be used to help in the purchase of playground equipment at Shafter Youth Center. Currently, the budget for this project is set at $50k. Wonderful has contributed $22k and supplemental funds are needed to complete the project.		

Funding Type	Private	**CAPK Program**	Oasis Family Resource Center
Funding Agency	CareForKids.org	**Project Name**	Educational Supplies
CFDA	N/A	**Target Population**	Ridgecrest children 0-5
Request	$5,109.73	**Division Director**	Fred Hernandez
Award Period	10/1/23 – 9/30/23	**Program Manager**	Eric Le Barbe
Description	Funds will be used to purchase educational items and supplies such as arts & crafts and sensory toys. These items are used by case managers to perform educational services with client families to help prepare children for kindergarten and to gauge developmental milestones.		

Funding Type	Private	**CAPK Program**	SYC
Funding Agency	Bank of Sierra	**Project Name**	SYC Gets Active Playground
CFDA	N/A	**Target Population**	Shafter youth
Request	$5,000	**Division Director**	Fred Hernandez
Award Period	April 1 – June 30	**Program Manager**	Angelica Nelson
Description	Funds will be used to help in the purchase of playground equipment at Shafter Youth Center. Currently, the budget for this project is set at $50k. Wonderful has contributed $22k and supplemental funds are needed to complete the project.		

Recommendation	Staff recommends approval to submit the small funding application(s) up to $50,000 per year and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Date Presented/Approved

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

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
March 2023

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** March 2023
Program/Work Unit: Head Start/Early Head Start	**Program Administrator:** 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	Disabilities	Over Income 131%+ up to 10% 101—130% Up to 35%
Head Start • 8 Classrooms Fully Closed	**1242** 155	**939**	**76%**	**5%**	**4%** **6%**
Early Head Start • 10 Classrooms Fully Closed/ 6 Classrooms Partially Closured	**831** 107	**627**	**75%**	**20%**	**7%** **5%**

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	209	**240**

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
586	115	26	35

HIGHLIGHTS: 7 staff were onboarded, and there were 11 resignations. There are currently 9 open requisitions.

Program Update & Compliance

Kern:

- Job Fest at Mechanics Bank Arena.
- Junior League of Bakersfield Literacy Recruitment Event
- Bakersfield American Indian Health Project Recruitment Event
- Lamont Health and Resource Carnival
- Rosamond Resource Fair
- Program Planning meeting for Administration in San Joaquin County.

SJC:

- SJC Center-Base program option successfully achieved 100% of their dental screenings.
- "Pita with Hummus" food experience. Children had an opportunity to make hummus and taste it with pita crackers.
- Two recruitment events with the Department of Human Services (14 intakes).

Partnership:

- OMNI healthcare visited Blanton Center on 3/23 to provide oral health services to the enrolled children.
- Garden Pathways met full enrollment.
- Application Intake Clinic at was held at Escuelita Hernandez on 3/9. The results were successful with 5 parents completed application.

Program:

- The program received notification of an upcoming review: The California Department of Social Services will conduct a Contract Monitoring Review (CMR) and Error Rate Review (ERR) of the Early Head Start San Joaquin program during the week of April 17, 2023. The goal of the CMR is to ensure compliance with program regulations and requirements. Onsite activities will include family file reviews, Environment Rating Scale, classroom observations, staff interviews, and various review of program quality components.

Central Kitchen March 2023				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**67,106**	25,648	20,292	21,166

HIGHLIGHTS: The Central Kitchen will be participated in two events, which provided services to Head Start Centers and Home Base.

CACFP						
February 2023						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
53,549	7,443	65,948	32,631	33,317	27,840	57%

MEMORANDUM

To: Program Review & Evaluation Committee

From: Emilio G. Wagner, Director of Operations

Date: April 12, 2023

Subject: *Agenda Item 5d:* Strategic Plan 2021-2025 – Goal 5 Update*,* **Info Item**

CAPK's Strategic Goal 5 group has been focusing on building the Client Data Platform, (CDP). This is in alignment with our Strategic Goal 5.3.1. CDP Project Team is still making progress as we shift to address CSBG.

We are reaching the end of the development phase of our Client Data Platform, with some data quality updates and processes improvements still needed to finalize the first phase of this project. We are planning on hosting an overview of what has been accomplished and ways programs and teams can start utilizing this data for strategic needs.

Data governance is still in the process of being implemented. We are researching consultants that understand how we should protect and secure our data. Future updates will have more guidance with a plan of action in place.

ROMA group 1 has completed all the needed training and exam items and has received their certifications. Next steps group 2 to go through the same process.

Attachment:
Action Plan Summary by Goal Group #5

EMILIO WAGNER: ACTION PLAN - MY VIEW
As of: April 5, 2023

STRATEGIC PLAN 2021-2025

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
OBJECTIVES I LEAD						
	5.1 Enhance agency-wide capacity to implement continuous improvement framework.	Emilio Wagner	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
	5.2 Enhance data governance structures and practices to support implementation of ROMA and to increase consistency, accuracy, and breadth of program reporting and data analytics.	Emilio Wagner	10/01/21 12/31/25	Percent Complete	30%	On Target As of 03/07/23
	5.3 Establish a comprehensive model to address the health and social well-being of our clients through timely interventions.	Emilio Wagner	10/01/21 12/31/25	Percent Complete	40%	On Target As of 03/07/23
MY ITEMS						
	5.1.2 Adopt and incorporate integrated work plan/training schedules into CAPK Board's operations and workflows.	Emilio Wagner	01/01/23 12/31/23	100% Percent Complete		Not Started As of 10/06/21
	5.1.3 Provide training to all staff, leadership, and Board members on ROMA principles and practices.	Emilio Wagner	01/01/23 12/31/24	Percent Complete		Not Started As of 10/06/21
	5.2.2 Conduct agencywide data governance assessment to identify most pressing needs and to inventory existing data processes and workflows.	Emilio Wagner	10/01/21 12/31/23	100% Percent Complete	89%	On Target As of 03/07/23
	5.2.2.1 Identify challenges at program level around data collection and validation.	Emilio Wagner	10/01/21 12/31/23	100% Percent Complete	100%	Achieved As of 04/14/22
	5.2.2.2 Assess availability of analytic/reporting tools, capacity to utilize existing tools. *Comments:* *• Agency is moving forward with utilizing Microsoft Power BI, ARC GIS, and the Power Platform for our standard analytic and reporting tools. Depending on the needs of a Program, we may evaluate other solutions. (Ryan Dozier, 03/11/22)*	Emilio Wagner	10/01/21 12/31/23	100% Percent Complete	100%	Achieved As of 03/11/22
	5.2.2.3 Identify needed investment in data dashboards or tools to provide leadership with real time agency-wide outputs and demographic data. *Comments:* *• In the design phase of what dashboards and reporting tools needed to be created. First report developed from CDP has been CSBG data. (Ryan Dozier, 03/07/23)* *• This item is dependent on the CDP. (Ryan Dozier, 06/10/22)* *• When the Client Data Platform is up and running, agency wide dashboards will be developed. (Ryan Dozier, 03/11/22)*	Emilio Wagner	10/01/21 12/31/23	100% Percent Complete	67%	On Target As of 03/07/23

5.3.1 Advance efforts to establish centralized database for client intake and service log.	Emilio Wagner	10/01/21 12/31/23	100% Percent Complete	80%	On Target As of 03/07/23	

Comments:
• Client Data Platform design and functions are now running. There are data clean up initiatives and data quality pieces that are still needed to make sure this system is accurate. (Ryan Dozier, 03/07/23)
• Developed major IT assets and their corresponding logic to develop the client data platform. (Ryan Dozier, 09/09/22)
• Signed a SOW with WIPFLI on our Client Data Platform, kick off is schedule for the upcoming weeks. (Ryan Dozier, 06/10/22)

EMILIO WAGNER: ACTION PLAN - CASCADE VIEW

PRIORITY ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
5 Data-Driven Decision-Making					
5.1 Enhance agency-wide capacity to implement continuous improvement framework.	Emilio Wagner	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
5.1.2 Adopt and incorporate integrated work plan/training schedules into CAPK Board's operations and workflows.	Emilio Wagner	01/01/23 12/31/23	100% Percent Complete		Not Started As of 10/06/21
5.1.3 Provide training to all staff, leadership, and Board members on ROMA principles and practices.	Emilio Wagner	01/01/23 12/31/24	Percent Complete		Not Started As of 10/06/21
5.2 Enhance data governance structures and practices to support implementation of ROMA and to increase consistency, accuracy, and breadth of program reporting and data analytics.	Emilio Wagner	10/01/21 12/31/25	Percent Complete	30%	On Target As of 03/07/23
5.2.2 Conduct agencywide data governance assessment to identify most pressing needs and to inventory existing data processes and workflows.	Emilio Wagner	10/01/21 12/31/23	100% Percent Complete	89%	On Target As of 03/07/23
5.2.2.1 Identify challenges at program level around data collection and validation.	Emilio Wagner	10/01/21 12/31/23	100% Percent Complete	100%	Achieved As of 04/14/22
5.2.2.2 Assess availability of analytic/reporting tools, capacity to utilize existing tools. *Comments:* *• Agency is moving forward with utilizing Microsoft Power BI, ARC GIS, and the Power Platform for our standard analytic and reporting tools. Depending on the needs of a Program, we may evaluate other solutions. (Ryan Dozier, 03/11/22)*	Emilio Wagner	10/01/21 12/31/23	100% Percent Complete	100%	Achieved As of 03/11/22
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5.3 Establish a comprehensive model to address the health and social well-being of our clients through timely interventions.	Emilio Wagner	10/01/21 12/31/25	Percent Complete	40%	On Target As of 03/07/23

5.3.1 Advance efforts to establish centralized database for client intake and service log.	Emilio Wagner	10/01/21 12/31/23	100% Percent Complete	80%	On Target As of 03/07/23	

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