



DATE	November 8, 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)
Jimmie Childress

Mia Cifuentes
Gina Martinez

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. CalFresh Healthy Living Presentation by Alan Rodriguez, Program Administrator
(p. 3-15)

5. New Business

- a. October 2023 Program Reports – **Action Item (p. 16-53)** Vanessa Mendoza, Grant Administrator
1. Housing & Supportive Services
 - Coordinated Entry Services (CES)
 - M Street Homeless Navigation Center
 - CalAIM – Homeless Services
 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
 - Maintenance
 - Information Technology
 - Data Services
 - Risk Management
 5. Community Development
 - Grant Development

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

- | | |
|--|--|
| b. October 2023 Program Reports Application Status Report & Funding Profiles – Action Item (p. 54-59) | Vanessa Mendoza, Grant Administrator |
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| 1. Application Status Report | |
| i. Workforce Fund Energy Grant | |
| ii. Downtown Economic Opportunity Areas | |
| 2. Small Funding Profiles (\$50,000 and under) | |
|
 | |
| c. 2023 California Coastal Commission, Whale Tail Grant - Action Item (p. 60-61) | Vanessa Mendoza, Grant Administrator |
|
 | |
| d. 2022-2023 Head Start and Early Head Self-Assessment - Action Item (p. 62-65) | Sylvia Ortega, Quality Assurance Administrator |
|
 | |
| e. October 2023 Head Start/State Child Development Program Activity Report - Action Item (p. 66-68) | Robert Espinosa, Program Design and Management Administrator |
|
 | |
| f. 2021-2025 Strategic Plan Update – Info Item (p. 69-73) | Susana Magana, Director of Health & Nutrition |
| 1. Goal Group 1 Update | |

6. Committee Member Comments

7. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
To be Determined
5005 Business Park North
Bakersfield, CA 93309

8. 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, November 3, 2023. Sara Elias, Administrative Coordinator.



CAPK CalFresh Healthy Living

Alan Rodriguez,
CalFresh Healthy Living Administrator



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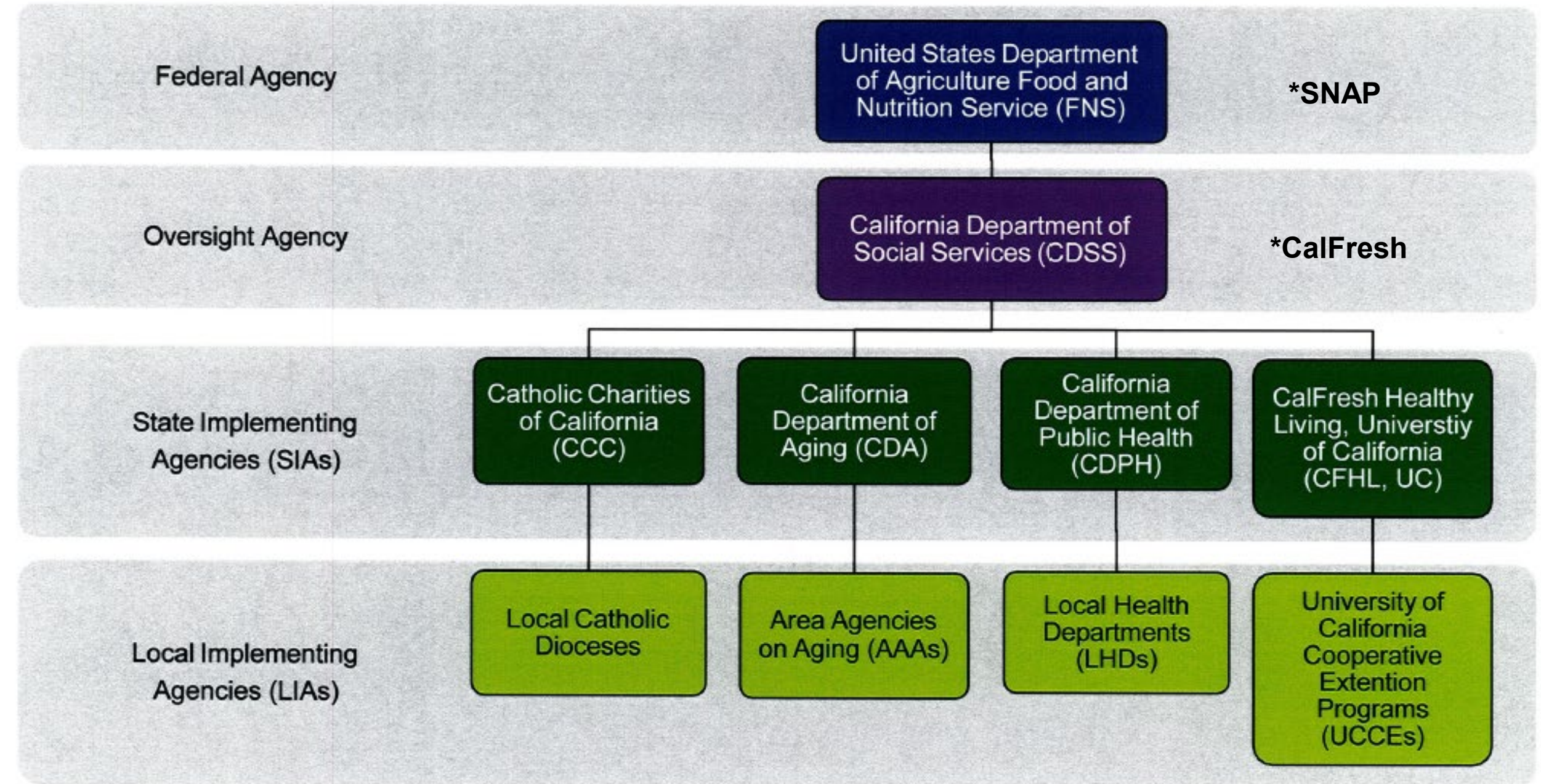
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CalFresh Healthy Living Program Structure

The CalFresh Healthy Living program is California's Supplemental Nutrition Assistance Program Education (SNAP-Ed) program, which is funded by the United States Department of Agriculture Food and Nutrition Service (FNS). The California Department of Social Services (CDSS) oversees and collaborates with State Implementing Agencies (SIAs) that contract with Local Implementing Agencies (LIAs) throughout the state. Together, CDSS, the SIAs, and the LIAs deliver evidence-based programs and services throughout California.



Funded by USDA SNAP, an equal opportunity provider and employer. Visit CalFreshHealthyLiving.org for healthy tips.



CalFresh Healthy Living (SNAP-Ed) supports healthy, active and nourished lifestyles by teaching Californians about good nutrition and how to stretch their food dollars, while also building partnerships in communities to make the healthy choice, the easy choice.

Federal Level:

Supplemental Nutrition Assistance Program Education and Obesity Prevention Program

Goal:

To improve the likelihood that persons eligible for SNAP will make healthy food choices within a limited budget and choose physically active lifestyles consistent with the current Dietary Guidelines for Americans and USDA food guidance.

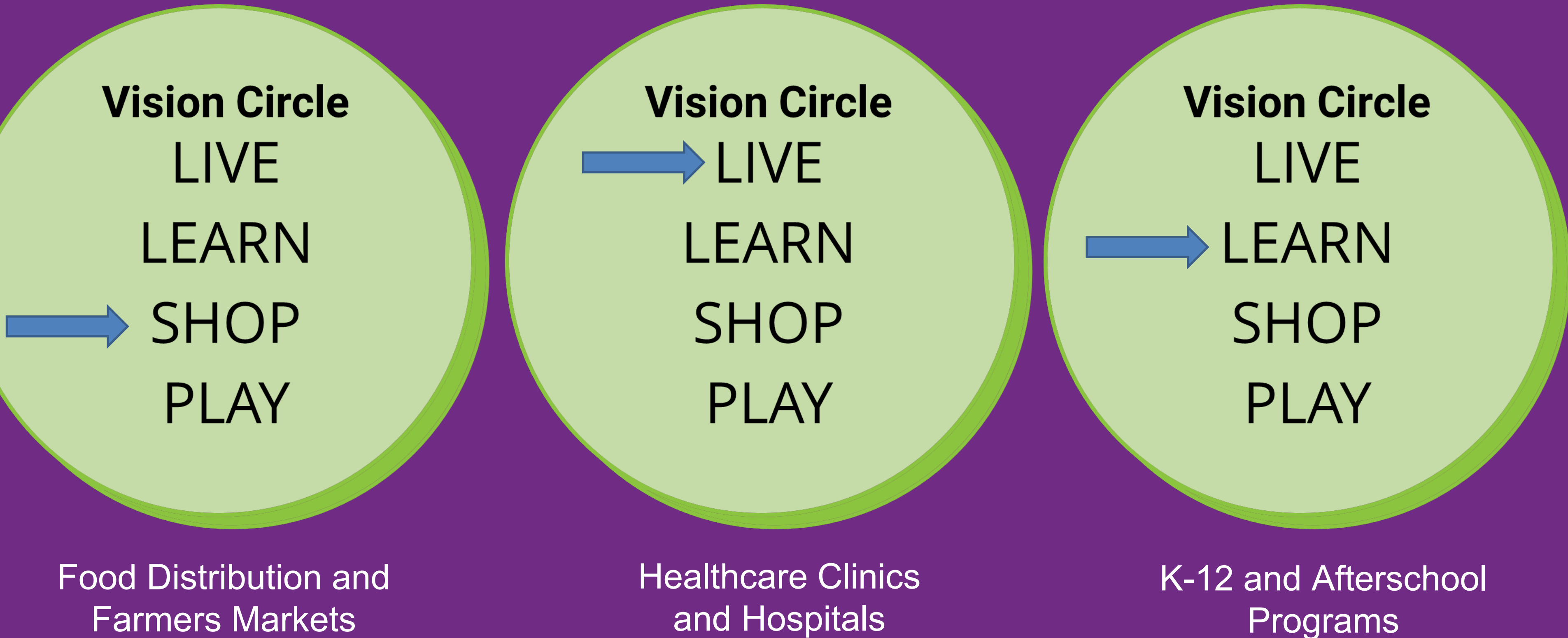
State CFHL Priorities

- Focus on active living
- Focus on nutrition security
- Partner and work across socio-ecological models
- Address racial and health equity

DOMAINS

EAT DOMAIN <ul style="list-style-type: none"> ▪ Congregate meal /senior nutrition centers ▪ Fast food chains ▪ Mobile vending/food trucks ▪ Restaurants ▪ Soup kitchens ▪ USDA Summer Meals sites ▪ Other places people go to eat: 	LIVE DOMAIN <ul style="list-style-type: none"> ▪ Emergency shelters and temporary housing sites ▪ Faith-based centers/places of worship ▪ Health care clinics and hospitals ▪ Indian reservations ▪ Individual homes or public housing sites ▪ Group living arrangements/residential treatment centers ▪ Other settings where people live or live nearby: 	SHOP DOMAIN <ul style="list-style-type: none"> ▪ Farmers markets ▪ Food assistance sites, food banks, and food pantries ▪ FDPIR distribution sites ▪ Small food stores ▪ Large food stores and retailers ▪ Other places people go to access food
LEARN DOMAIN <ul style="list-style-type: none"> ▪ Before- and after-school programs ▪ Early care and education facilities ▪ Extension offices ▪ Family resource centers ▪ Libraries ▪ Mobile education sites ▪ Schools (K-12) ▪ Schools (colleges and universities) ▪ WIC clinics ▪ Other places people go to learn: 	PLAY DOMAIN <ul style="list-style-type: none"> ▪ Bicycle and walking paths ▪ Community & recreation centers ▪ State/County fairground ▪ Gardens (community) ▪ Parks and open spaces ▪ Other places people go to play: 	WORK DOMAIN <ul style="list-style-type: none"> ▪ Adult education, job training, TANF, and veteran services sites ▪ Military bases ▪ SNAP offices ▪ Worksites with low-wage workers ▪ Other places people go to work:

CAPK CFHL DOMAINS



Work in the Farmer's Markets



Double your food dollars
GET MORE
FRUITS & VEGETABLES



SPEND \$10 AT THE FARMERS' MARKET
GET \$10

1



Swipe your CalFresh EBT card at the farmers' market info booth

Visit FMFinder.org to find a market near you

2



Receive CalFresh EBT and Market Match tokens

3



Spend your tokens on eligible foods at the market



National Farmer's Market Week Celebration



Place

Date

Time

F Street Farmer's Market
2819 F Street,
Bakersfield, CA
93301

August 12th
2023

8:30am-
11:30am

For more information contact CAPK CalFresh Healthy Living office at 661-439-3838 or via email at calfresh@capk.org.



Funded by USDA SNAP-Ed, an equal opportunity provider and employer. Visit CalFreshHealthyLiving.org for healthy tips.

Work in the Food Pantries



- Cultural & Dietary Accommodations
- Nutrition Education
- Environment
- Inventory: Food Sourcing & Waste Reduction
- Community Connections
- Policies & Procedures

Kern County Food Pantry Collaborative



Meeting Topics

- Current NPP Progress
- Recent Pantry Collaborations
- Pantry Training Opportunities



Caitlin Davidson
Program Manager- Basic Needs
at Bakersfield College

GUEST SPEAKER

**Monday,
January 8th**
10:00 am - 11:00 am

VIA ZOOM
Meeting ID: 844 2682 5126
Passcode: 091607

CONTACT INFORMATION
Phone: 661-439-3837
Phone: 661-439-3838
Email: rsilva@capk.org

PLEASE SHARE



SNAP-ED EVALUATION FRAMEWORK

Nutrition, Physical Activity, and Obesity Prevention Indicators



	READINESS & CAPACITY SHORT TERM (ST)	CHANGES MEDIUM TERM (MT)	EFFECTIVENESS & MAINTENANCE LONG TERM (LT)
INDIVIDUAL 	GOALS AND INTENTIONS ST1: Healthy Eating ST2: Food Resource Management ST3: Physical Activity and Reduced Sedentary Behavior ST4: Food Safety	BEHAVIORAL CHANGES MT1: Healthy Eating MT2: Food Resource Management MT3: Physical Activity and Reduced Sedentary Behavior MT4: Food Safety	MAINTENANCE OF BEHAVIORAL CHANGES LT1: Healthy Eating LT2: Food Resource Management LT3: Physical Activity and Reduced Sedentary Behavior LT4: Food Safety
ENVIRONMENTAL SETTINGS EAT, LIVE, WORK, LEARN, SHOP, AND PLAY 	ORGANIZATIONAL MOTIVATORS ST5: Need and Readiness ST6: Champions ST7: Partnerships	ORGANIZATIONAL ADOPTION AND PROMOTION MT5: Nutrition Supports MT6: Physical Activity and Reduced Sedentary Behavior Supports	ORGANIZATIONAL IMPLEMENTATION AND EFFECTIVENESS LT5: Nutrition Supports Implementation LT6: Physical Activity Supports Implementation LT7: Program Recognition LT8: Media Coverage LT9: Leveraged Resources LT10: Planned Sustainability LT11: Unexpected Benefits
SECTORS OF INFLUENCE 	MULTI-SECTOR CAPACITY ST8: Multi-Sector Partnerships and Planning	MULTI-SECTOR CHANGES MT7: Government Policies MT8: Agriculture MT9: Education Policies MT10: Community Design and Safety MT11: Health Care Clinical-Community Linkages MT12: Social Marketing MT13: Media Practices	MULTI-SECTOR IMPACTS LT12: Food Systems LT13: Government Investments LT14: Agriculture Sales and Incentives LT15: Educational Attainment LT16: Shared Use Streets and Crime Reduction LT17: Health Care Cost Savings LT18: Commercial Marketing of Healthy Foods and Beverages LT19: Community-Wide Recognition Programs

POPULATION RESULTS (R)

TRENDS AND REDUCTION IN DISPARITIES

- R1: Overall Diet Quality
- R2: Fruits & Vegetables
- R3: Whole Grains
- R4: Dairy
- R5: Beverages
- R6: Food Security
- R7: Physical Activity and Reduced Sedentary Behavior
- R8: Breastfeeding
- R9: Healthy Weight
- R10: Family Meals
- R11: Quality of Life



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FNS USE ONLY



Thank You!

Program Resources: <https://www.capk.org/programs/calfreshhealthyliving/>





October 2023 Program Monthly Reports

PRE Committee November 2023



Housing and Supportive Services

Coordinated Entry Services

M Street Homeless Navigator Center

CalAIM - Homeless Services



Health and Nutrition Services

Cal-Fresh Health Living Program

Food Bank

Migrant Childcare Alternative Payment

Women, Infant, and Children



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	October-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, Kern County.					
Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	2,708	20,033	14,000	232%	143%
Pending Assessments	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern Pending contact/call back	0	0	15	0%	0%
Performance: Number of applicants who received a response within 24 Hours	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	2,163	15,696	11,000	236%	143%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals		Progress Towards Goal			
1. Make CES more accessible for rural and non-shelter homeless individuals		No new updates with the Drop-In Center.			
2. Increase staff recruitment and retention.		CES is currently in the process of recruiting a Program Specialist and Navigators.			
3. Build provider network support with KHS-CES		Cal Aim expansion, hiring two more FTEs for Cal Aim.			
Program Highlights					

**Community Action Partnership of Kern
Monthly Report 2023**

Month	October-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 unsheltered 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)		104	1,230	1,000	125%	123%
Total Clients Served		198	2,214	2,400	99%	92%
Pets (i.e., kennel, emotional support assistance and service pet)		8	68	100	96%	68%
Residents Under 90 days length of stay		55	748	700	94%	107%
Exits to Permanent Housing (FNPI 4b)		7	96	100	84%	96%
Exits-Self		22	195	150	176%	130%
Exits-Involuntary		72	757	700	123%	108%
Case Management Services (SRV 7a)		696	7,280	8,000	104%	91%
Critical Incidents		41	377	250	197%	151%
Shelter Residents Meals (SRV 5ii)		6,961	64,571	60,000	139%	108%
Number of Volunteers (duplicated)		99	1,195	100	1188%	1195%
Volunteers Hours (duplicated)		240	2,880	1,500	192%	192%
Safe Camping		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)		81	677	500	194%	135%
Current client census		52	442	300	208%	147%
Meals (SRV 5ii)		3,287	25,088	15,000	263%	167%
Pets		13	136	75	208%	181%
Clients moved to Shelter (SRV 4m)		1	10	50	24%	20%
Exits to Permanent Housing (FNPI 4b)		1	18	40	30%	45%
Exits-Self		2	43	50	48%	86%
Exits-Involuntary		16	107	75	256%	143%
Critical Incidents		5	33	100	60%	33%
Safe Parking		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served		4	76	50	96%	152%
Current client census		4	76	50	96%	152%
Clients moved to Shelter (SRV 4m)		0	0	25	0%	0%
Explanation (Over/Under Goal Progress)						
Clients are not wanting to move into M Street, they seem to be content with services provided at safe camp. due to lack of staffing support, clients are not moving into housing.						
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)	1 attending recycling lives, and 1 graduated from Project hire-up.
2. Increase job retention/recruitment at M street by (1) developing jo descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions.	All job descriptions have been completed.
3. Amend M Street policy & procedure manual, intake packet post Covid.	In progress
4. Increase the number of clients who transition to permanent housing by 15% from the prior year (2022 - 99) to 114 clients.	Six (6) more clients transitioned into supported housing a total of 95 for this reporting period.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	15
25 - 34	35
35 - 44	57
45 - 54	42
55 - 61	30
62+	19
Total:	198

Race Demographic	Month
American Indian or Alaska Native	6
Asian	2
Black or African American	34
Native Hawaiian or Other Pacific Islander	0
White	131
Multiple races	3
Client Don't know / Refused	1
No Answer	21
Total:	198

Gender	Month
Female	79
Male	118
Trans Female (MTF or Male to Female)	

Zip Code	Month	Zip Code	Month
93301	43	94964	1
93302	1	93263	1
93304	21	93268	1
93305	18	93561	1
93306	10	92392	1
93307	10	93280	3
93308	24	93258	1
93309	8	74764	1
93311	4	97211	1
93312	3	76013	1
93313	1	93203	1
93314	1	90212	1
93205	1		
93206	1		
92234	1		
93240	1		
93241	1		
93250	1		
93501	1		
93555	2		
95811	1		
Not specified	30		
Total			198

**Community Action Partnership of Kern
Monthly Report 2023**

Trans Male (FTM or Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	
Client refused	
No Answer	
Total:	198

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	3
25 - 34	15
35 - 44	27
45 - 54	19
55 - 61	8
62+	9
Total:	81

Race Demographic	Month
American Indian or Alaska Native	2
Asian	1
Black or African American	10
Native Hawaiian or Other Pacific Islander	2
White	57
Multiple races	5
Client Don't know / Refused	-
No Answer	4
Total:	81

Gender	Month
Female	39
Male	42
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:	81

Zip Code	Month	Zip Code	Month
93301	19		
93304	4		
93305	9		
93306	4		
93307	7		
93308	8		
93309	7		
93312	1		
93313	1		
93238	1		
93240	1		
90013	1		
93555	1		
93556	1		
93263	1		
75014	1		
79701	1		
Not specified	13		
Total			81

Program Highlights

1 client moved from safe camp into M Street, due to lack of structure and no security screening, clients are not willing to move into M Street. 1 client housed, as of 11/1, Program Specialist position added.

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Month	October-23	Program/Work Unit	California Advancing and Innovating Medi-Cal (Cal AIM)		
Division/Director	Rebecca Moreno Director of Community Services	Program Manager	Joseph Aguilar		
Reporting Period	January to December 2023				
Program Description					
Cal AIM is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms. A key feature of Cal AIM is the introduction of a new menu of "in lieu of services" (ILOS), or Community Supports, which, at the option of a MediCal managed care health plan (MCP) and a Member, can substitute for covered Medi-Cal services as cost-effective alternatives. MCPs will be responsible for administering Community Supports. For this partnership, CAPK would serve as a Community Support providing rental assistance.					
Housing Transition Navigation Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Housing Navigator to client ratio 1:75	294	586	300	1176%	195%
Housing Deposits	Month	YTD	YTD Goal	Month Progress	Annual Progress
One time use up to \$5000 per client	3	31	25	144%	124%
Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Housing Navigator to client ratio 1:75	16	61	150	128%	41%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals		Progress Towards Goal			
Milestone 1: 2 FTE HN to establish caseload (1:35) by 3/31/23		Completed			
Milestone 2: 2 FTE HN to establish caseload (1:35) by 6/30/2023		Completed			
Milestone 3: 4 FTE HN to increase to full capacity (1:75) by 7/31/2023		Completed			
Program Highlights					

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Month	October-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.	67	957	2,000	40%	48%	
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	1065	4,584	4,000	320%	115%	
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	84	1,221	4,000	25%	31%	
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	58	1,772	3,500	20%	51%	
Complete the Healthy Food Pantry Assessment Toolkit (HFPAT) to identify potential growth opportunities for 6 different food pantries.	0	6	6	0%	100%	
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.	2749	21,769	30,000	110%	73%	
Explanation (Over/Under Goal Progress)						
The annual goals were adjusted to realign with newly executed subcontracted agreements that span from October 2023 to September 2024. In the past Direct Education classes were the focus of CFHL Programs. Recently, the California Department of Public Health communicated that they wanted the programs to focus more on PSE efforts in the community. Over the next few months, numbers will fluctuate due to the shift in focus.						
Program Strategic Goals		Progress				

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Minimize staff turn-over and become fully staffed.	Recruitment for the new Outreach Specialist position was completed and an offer was made and accepted. We estimate this new position start in November 2023. Also, in the month of October, there were 2 resignations. One for the program assistant position and one for a health educator position. The program Assistant position was flown internally and interviews have been scheduled for Early November 2023. The Health Educator Position was also flown and interviews will take place in mid-late November 2023 with the hope of bringing a new team member on Board in Early December 2023.
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 October 2023, CFHL conducted Direct Education classes for BGLAD and Greenfield Family Resource Center. CFHL also started October 2023 by attending the Arvin National Night Out event and continued to attend Taft College, Apple Core Project health Fair, Cal-City Farmers Market, BC Farmers Market, Greenfield resource Fair and Trunk or Treat events in Lamont, Arvin, and Weedpatch. CAPK CFHL was also able to organize a collaboration with Vineland School District and the CAPK Food Bank to Donate 2 Pallets of Candy for the community. Vineland Staff verbalized how much of an impact that collaboration was and how the event would not be a success without CAPK!
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 Is progressing with their Partnership with the Vineland School District Pantry. Assessment are progressing and partnership is being strengthened through participation in other events.
Create 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 CFHL hosted the 3rd Kern County Food Pantry Collaborative (KCFPC) meeting on August 28, 2023, with a total of 24 participants. The next meeting will be held Virtually in January 2024.
Program Highlights	
In October 2023 the quarterly CNAP meeting with conducted and had 18 participants. CFHL also attended the Kern Health Equity Project meetings alongside other CAPK Staff. There was a series of 3 meetings that were used in setting goals for the county, and community organizations, to focus on for the next 3 to 5 years. In addition, our team has been collaborating with student doctors over the recent months and one gave a presentation on client-elected health topics after a Direct Education class.	

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Month	September-23	Program/Work Unit	Food Bank			
Division/Director	Health & Nutrition, 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	Annual Goal	Month Progress	Annual Progress
Individuals Served		54,784	469,622	500,000	131%	94%
Pounds Distributed		797,246	6,862,979	9,500,000	101%	72%
Pantry Program		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served		91,233	567,003	500,000	219%	113%
Pounds Distributed		287,217	2,433,421	3,000,000	115%	81%
Fresh Rescue		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served		17,823	165,846	150,000	143%	111%
Pounds Distributed		171,097	1,592,121	2,000,000	103%	80%
CSFP		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served		5,012	43,591	57,600	104%	76%
Pounds Distributed		160,384	1,394,912	1,843,200	104%	76%
Free Farmers Markets		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served		11,171	91,128	150,000	89%	61%
Pounds Distributed		68,389	772,629	1,000,000	82%	77%
Brighter Bites		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served		4,816	34,914	80,000	72%	44%
Pounds Distributed		24,897	176,285	300,000	100%	59%
Snack Attack		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served		1,902	6,797	2,000	1141%	340%
Pounds Distributed		952	8,719	10,000	114%	87%
Community Events & Other		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served		1,654	15,928	20,000	99%	80%
Pounds Distributed		198,446	1,911,325	1,000,000	238%	191%
Totals		Month	YTD	Annual Goal	Month Progress	Annual Progress
Total Individuals Served		188,394	1,400,102	1,459,600	155%	96%
Total Pounds Distributed (SRV 5jj)		1,708,628	14,297,725	22,000,000	93%	65%
Volunteers (SRV 6f)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (e.g., paid partnership though service providers, duplicated)		54	334	250	259%	134%
Other Volunteers (i.e., general public, duplicated)		192	1,348	1,500	154%	90%

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Explanation (Over/Under Goal Progress)	
In the volunteer category, we have experienced a spike in engagement from both short-term and long-term volunteers. This is due in large part to the hard work and dedication of our Agency Relations team.	
2023 Program Strategic Goals	Progress Towards 2023 Strategic Goals
Cultivate strong relationships with organizations working on food insecurity including the food policy council.	Attended multiple meetings in conjunction with other organizations to discuss the development of the food policy council.
Re-configure the pantry program from on-site shopping to online ordering.	Goal Reached.
Create additional access points in the county by adding new pantries as well as providing night and weekend pantry access.	We added 5 pantries this month. Our total pantry partner count is 148. We started the year with 119 pantry partner agencies.
Develop a classification system for measuring, tracking and increasing the nutrition level of the food distributed.	Classification of food in nutritional categories will begin in Q4 after the completion of the expansion project.
Develop a direct to client home delivery program for emergency food assistance.	Development of this program is set to begin in Q4 after the completion of the expansion project.
Program Highlights	
Feed The Need Food Drive at the fair this month raised 30,000 pounds of food versus 21,000 in 2022. This month, Jeff Marsh joined the Food Bank Team as the Operations Supervisor. He brings a wealth of warehouse knowledge and experience that will continue to help the Food Bank become more efficient and accomplish more.	

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Month	October-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	0	1,809	500	0%	362%	
Childcare Providers (SRV 7f)	7	191	120	70%	159%	
MCAP Subsidies (SRV 7e)	Month of September processed in October	YTD	Goal	Month Progress	Annual Progress	
Provider Payments-Subsidies Expended						
	\$2,713,776	\$ 22,177,578	\$14,000,000	233%	158%	
MCAP FY 2022 / 2023 Progress	Current Month	FYTD	Goal	Month Progress	Annual Progress	
Child Enrollments	0	344	344	0.00%	100.00%	
Provider Payments-Subsidies Expended	\$2,713,776	\$ 27,824,591	\$21,500,000	151%	129%	
Explanation (Over/Under Goal Progress)						
For October 2023, The Migrant Childcare Program is at 100% enrollment level. The MCAP management team is currently shifting focus to concentrate on the review of the program policies, procedures, and practices to ensure compliance with all regulatory mandates. This review will ensure that the program continues to focus on service and policy quality and effectiveness to reach all program goals. Futher, management will be focusing on facilitating professional growth opportunities and teachnical assistance for the continued development of our program staff.						
Program Strategic Goals		Progress Towards Goal				
1. Fill Staff Vacancies.		MCAP is recruiting for a new team member in our Fresno County satellite office. Interviews will be scheduled in early November and we hope to have a new team member at this location by the end of the month.				
2. Staff Retention and Training		MCAP's management team has been providing ongoing training and support sessions to our team on a monthly basis.				

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3. Contingency Staffing Plan & Solidify Program Growth.	MCAP's management team has been facilitating regular opportunities for cross-training in multiple areas in our department. Monthly compliance reviews provide a forum for quality of work verification and to develop our team's skills.
Program Highlights	
For the month of October 2023, MCAP continued to be at full enrollment capacity. Based on our current enrollment and reimbursement totals, MCAP is projected to earn 100% of our increased contract amount. The management team is implementing a full training review for our team to enhance our ongoing staff training process, and facilitating cross-training opportunities for our team to enhance understanding of the regulatory requirements affecting our program. MCAP also welcomed our new team member, Jazmine Mendez to our team at the end of October 2023.	

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Month	October-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)	13,959		14,610	96%	
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	22	229	268	99%	85%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,005		900	112%	
Outreach	Month	YTD	Goal	Month	Annual
Online Enrollment	124	1,681	1,500	99%	112%
WIC Presentations and Outreach Events	5	87	72	83%	121%
Publication in newspaper, television, and/or social media postings (English and Spanish)	20	237	260	92%	91%
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.	14	104	120	140%	87%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals		Progress			

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Develop strategies to increase WIC retention and re-engagement with current participants	We are continuing to assign certification end date reports to staff in an effort to reach those participants whose certification has expired so they can be recertified.
Program Highlights	

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Month	October-23	Program/Work Unit	East Kern Family Resource Center (EKFRC)			
Division/Director	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		0	201	125	0%	161%
Case Management-Families (SRV 7a)		0	41	50	0%	82%
Case Management-Children (SRV 7a)		0	115	125	0%	92%
Differential Response Total		0	357	300	0%	119%
First 5		Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		2	38	30	80%	127%
Children Receiving Case Management Services (SRV 7a)		3	61	30	120%	203%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)		2	11	10	240%	110%
Children Educational Center Base Activities (FNPI 2b)		0	13	30	0%	43%
Children Educational Home Base Activities (FNPI 2b)		0	47	30	0%	157%
Children Summer Bridge Activities (FNPI 2b)		0	12	15	0%	80%
Family Support Services for non-clients with children 5 and under		97	488		#DIV/0!	
Collaborative Meetings Participated		1	10	12	100%	83%
First 5 Total		105	680	157	803%	433%
Walk-In Community Services (Duplicated Clients & Case		Month	YTD			
Food Assistance		211	1357			

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House Hold Items	15	99
Hygiene Kits	25	175
Referrals	35	409
Emergency Clothing	102	543
Administrative Services & Copies	188	2624
Transportation Services	0	26
Education Supplies	9	80
Covid - 19 Supplies	22	114
Baby Supplies	25	169

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Find additional funding.	We submitted several grant applications to First 5 - Kern. We are waiting to see if our proposal was approved.
2. Participate in community events.	EKFRC participated in the Career Expo 2023 at the Mojave Space Port on October 27, 2023. We had the opportunity to share all the services we provide at the Center and also share career opportunities within CAPK.
3. Expand our reach across the East Kern Communities.	We continue to promote our program services every month at the East Kern Collaborative.

Program Highlights

The East Kern FRC has moved to a new location in the city of Mojave. The new locations allows for additional services and collaboration with other community partners.

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Month	October-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	37	30	40%	123%	
Children Receiving Case Management Services (SRV 7a)	2	37	30	80%	123%	
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	12	10	0%	120%	
Children Educational Home Base Activities (FNPI 2b)	2	32	15	160%	213%	
Children Summer Bridge Activities (FNPI 2b)	0	19	10	0%	190%	
Family Support Services for non-clients with children 5 and under	25	230				
First 5 Total	30	367	95	95%	386%	
Walk-In Community Services (Duplicated & Non First 5 Kern Clients)	Month	YTD				
Food/Household Items (SRV 7c)	128	959				
Household Items (SRV 7c)	150	1094				
Baby Supplies	113	807				
Referrals/Administrative Services (SRV 7c)	83	603				
Court Mandated Correspondence	2	57				
Emergency Clothing (SRV 7n)	40	173				
Copies	20	185				
Educational Supplies	46	307				
Transportation Assistance (SRV 7d)	27	206				
COVID-19 Supplies (SRV 5oo)	0	65				
Total Community Services	609	4456				
Explanation (Over/Under Goal Progress)						
The Oasis FRC is on track to meet First 5 Kern goals for the fiscal year 2022-2023.						
Program Strategic Goals		Progress Towards Goal				
1. Offer Court Mandated Nurturing Parenting Class every other quarter.		2. Two parents graduated in October. The class will be offered again in January.				

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<p>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).</p>	<p>The Oasis was awarded a \$5,000 grant from Albertson's for hygiene kits and \$10,000 from Wells Fargo for emergency supplies in October.</p>
<p>3. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).</p>	<p>The Oasis FRC participated in several outreach activities in October, the Police Department Open House at Ridgecrest City Hall, The Cerro Coso College Career Fair and hosted a Halloween Trunk or Treat event at Ridgecrest City Hall for several hundred children, candies were provided from the Food Bank, CAPK Foundation, and Grocery Outlet . The OFRC also received 110 boxes of food from the LDS Church on 10/26.</p>
Program Highlights	
<p>The Oasis Family Resource Center provided community services responding to a total of 266 inquiries in the month of October 2023, this was another new record for the busiest month since the OFRC opened in May 2021. The First 5 Kern program officer completed her semi-annual site visit this month and all OFRC files are up-to-date and no issues were found.</p>	

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Month	September-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 December 2023		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance			42			100%
Utility Payments			\$ 63,947.00			100%
Households Served - Weatherization			64	64	0%	100%
American Rescue Plan Act (ARPA) 2021 Ends September 2023		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		2	2,958	2,000	1%	148%
Utility Payments		\$ 3,142	\$ 3,559,518.72	\$ 2,565,058	1%	139%
Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends December 2023		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		384	1,589	2,000	230%	79%
Utility Payments		\$ 266,832.50	\$ 1,126,404.08	\$1,972,332	162%	57%
Low-income Home Energy Program (LIHEAP) 2023 Ends June 2024		Month	YTD	Goal		
Households Served - Utilities Assistance		264	3,935	1,900	167%	207%
Utility Payments		\$ 312,821	\$ 5,657,000.20	\$ 2,587,322	145%	219%
Households Served - Weatherization		13	101	106	147%	95%
Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) 2023 Ends May 2024		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		16	141	145	132%	97%
Utility Payments		\$ 8,114.08	\$ 196,940.32	\$217,540	45%	91%
Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025		Month	YTD	Goal		
Households Served - Utilities Assistance		711	2,195	1,000	853%	220%
Utility Payments		\$ 933,405	\$ 2,652,691.29	\$ 799,736	1401%	332%
Households Served - Weatherization		0	0	0	N/A	N/A
Totals		Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)		1,377	10,882	5,900	280%	184%
Total Utility Payments		\$ 1,524,315	\$ 13,296,966.15	\$ 7,124,712	257%	187%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)		13	170	170	92%	100%
Explanation (Over/Under Goal Progress)						
1) 2021 ARPA - contract funding has been exhausted. Will be closed on future reports. 2) 2022 LIHEAP has been fully expended. 3) 2023 ESLIHEAP - we do not expect to complete any weatherization under this contract in 2023. We have moved an additional 50% of this contract over to UA per community needs.						
Program Strategic Goals			Progress Towards Goal			

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1) Fully implementing online client self-application for Utility Assistance	Currently in process of testing self-application system. Identifying issues and ongoing discussions with Hancock.
2) Become fully staffed and trained in Weatherization and Utility Assistance	Fully staffed in both UA and WX.
3) Fully expend 2022 LIHEAP and 2021 ARPA contracts by end of contract dates	Both contracts have been fully extended - ahead of expected closure dates.

Program Highlights

- 1) Per current trends, we will be starting fresh in January 2024 with the new LIHEAP2024 contract. It has been over six years since we meet the initial contract guidelines to finish the prior year LIHEAP contract by EOY (i.e. LIHEAP 23 by the initial contract end date of 12/31/23).
- 2) Over the last month, we have put on two LIHWAP after-hour events in the surrounding areas in Kern County - this has resulted in the biggest month of LIHWAP expenditures for us to date.
- 3) Utility payments processed by our team are so far this year, is the largest amount to date in the history of CAPK. This goes to show the growing needs of the community, especially for those who are still recovering from COVID-related financial woes.

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Month	October-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	78	15	78	100	180%	78%
Summer Program (Max Capacity due to COVID) (SRV 2m)	N/A	N/A	69	35	N/A	71%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	33	15	33	50	360%	66%
Medi-Cal Outreach		Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions		2154005	13,356,749	20,000,000	129%	67%
Canvassing phone calls and flyers		1138	10,135	15,000	91%	68%
Explanation (Over/Under Goal Progress)						
The Friendship House (FHCC) Summer Program ended on August 4, 2023. The FHCC is currently facilitating an afterschool program and mentor program for community youth. Program staff have been actively promoting both of these programs and as a result, program enrollment is increasing. The Medi-Cal program continues to provide community outreach and is utilizing billboards and GET to advertise Medi-Cal. In-person Medi-Cal application assistance is available at the FHCC on Tuesdays & Thursdays.						
Program Strategic Goals			Progress			
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House .			The FHCC Passport to Success fundraiser was held on Oct. 5th. The event was a huge success.			
Recruit and secure staffing for the Friendship House.			The FHCC is currently recruiting for a part-time Activity Specialist and will soon be recruiting for a full-time CalVIP Outreach Worker. The Outreach worker is a new position.			
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.			The FHCC was recently awarded a CalVIP Outreach Worker grant , which the Program Manager worked with the CAPK grants team to secure. The FHCC was one of only two grantees that received this grant award from the City of Bakersfield			

**Community Action Partnership of Kern
Monthly Report 2023**

Program Highlights

The Friendship House hosted a Passport to Success Fundraiser on Oct 5th, which raised close to \$22,000 to provide for field trips and enrichment activities for our program youth. A huge THANK YOU to everyone for your unweaving support and generous donations! On Oct. 27th, the Friendship House hosted a Fall Carnival for the community, which was visited by over 300 carnival-goers. Participants enjoyed games, a scary house, a cake walk, and a costume contest. In addition to a scary good time, the event serves as an open-house for the Friendship House where the community is provided information on the programs and services. Thanks to all who attended and/or assisted with the event.

**Community Action Partnership of Kern
Monthly Report 2023**

Month	October-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		0	0	43	40	0%	108%
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)		24	3	36	35	103%	103%
Community Programs			Month				
Energy Program (Utility Assistance), Girl Scouts, Service Club, Community Meeting, Fitness Boot Camp, Zumba and Adult Basketball			6 groups				
Outreach Activities			Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)			1	10	6	200%	167%
Community Events (i.e., diaper, food, PPE distributions)			0	3	6	0%	50%
Adult basketball has increased to 5x per week temporarily; Energy Program hosts appointments on site, 1x per month; Fitness Boot Camp meets 1x per week; Zumba class has been happening 2x per week. Zumba and Fitness Boot Camp have been drawing crowds of 25-30 people. Adult basketball is increasing with the weather changing and affecting outdoor play. Some nights hosts 20-25 players. Girl Scouts have resumed their sessions at SYC. They 2x per month. This month, SYC hosted meetings for a service club and a committee organizing a high school reunion.							
Program Strategic Goals			Progress				
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.			Program registration has been increasing steadily.				

**Community Action Partnership of Kern
Monthly Report 2023**

2. Increase attainment of program funding to provide larger variety of program offerings.	SYC has been applying for grant funding to expand service to our students
3. Increase community engagement, including volunteers, social media, program participation.	SYC has also been attracting high school students as volunteers to complete community service hours for graduation requirements. Volunteers assist student with homework and other activities.
Program Highlights	
Shafter Youth Center has been asked to host the Children's Art Gallery and Art Workshops for the upcoming 2024 Shafter Colors Festival, to be held the last weekend of February.	

**Community Action Partnership of Kern
Monthly Report 2023**

Month	October-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	157	6,430	6,000	31%	107%	
State	159	4,979	6,000	32%	83%	
Refunds and Credits (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD				
Federal Refunds	\$103,950	\$3,472,591				
State Refunds	\$38,759	\$1,215,298				
Federal EITC (income limit \$57,414/household)	\$27,227	\$2,111,163				
CalEITC (income limit \$30,000/household)	\$10,194	\$492,380				
Total Refunds and Credits	\$180,130	\$7,291,432				
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)	15	193	150	93%	129%	
Explanation (Over/Under Goal Progress)						
Program Strategic Goals			Progress Towards Goal			
Continue to build relationships in rural communities in order to reach more clients			VITA staff and volunteers are attending school and fall events throughout Kern County to raise awareness of the VITA program			
Program Highlights						

**Community Action Partnership of Kern
Monthly Report 2023**

Month	October-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, Maria Contreras	
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	3
Dynamic 365 Enhancements	0	0	0	1
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	427	686	437	3012
Construction Projects				

**Community Action Partnership of Kern
Monthly Report 2023**

Head Start Expansion		Harvey Hall, Pete Parra,	99%	
Food Bank Expansion		Access Road & Site Utilities	83%	
Major Maintenance Projects				
Oasis Renovation			75%	
Angela Martinez			15%	
Stockdale HS			80%	
Friendship House Lighting/Pour-in-place			80%	
Playgrounds		Sterling, Angela Martinez, Pete Parra EHS	80%	
Information & Technology				
Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders				2575
Information & Technology Projects				
Description		% Completed		Comments
SJC WIFI Replacement		80		
SJC Firewall Replacement		100		
Head Start Expansion		60		
Risk Management				
Workers Compensation Claims		Reported		Reported YTD
For Report Only		3		76
First Aid		3		19
Medical		0		8
Modified Duty		0		6
Lost Time		1		7
Under Invest / Non-Ind / Students / Parents / Volunteers / Clients		0		6
Property		1		17
Vehicle Incident / Grand Theft Auto		2		15
Motor Vehicle Accident		2		11
Work Place Violence / ODs / Death		0		3
Total		12		167
Program Strategic Goals				

**Community Action Partnership of Kern
Monthly Report 2023**

Month	October-23	Program/ Work Unit	Community Development
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
Website User Sessions		13,800	212,651
Facebook Impressions (i.e., number of times users see content)		75,000	938,955
Other Social Media Impressions		14,000	201,917
Outreach Advocacy		Outreach Special Projects	
Updating Advocacy Sharepoint		Tabled at SHRM Expo and acted as a sponsor for the event	
Created a 6 month plan to further develop agency advocacy		Provided assistance for FHCC mixer and ran sound and visual packages	
National Office (NCAP) and NCAF updates about the government shutdown		Orchestrated the CAPK Food Bank Event over 200 attendees	
		Attended monthly PACT meeting for clients through KC Probation.	
		Partnered With Head Start to create flyers and media for recruitment initiatives	
		Provided updated Headshots for MCAP Staff	
		Partnering with the city of Delano for LIHWAP Outreach Event	
		Attended South High for Outreach opportunity	
		Attended Tehachapi Vineyard Church to provide insight of CAPK services to other services providers in the mountain communities	
		Attended Taft College to share CAPK services to staff and students	
Grants In Progress/Research		Projects	
In progress- CA Recycle SB 1383 Local Grant Assistance program. The Community Development team has contacted Kern County Public Works to subcontract in this application. The project scope we will propose will focus on administrative support for the food policy council and a food rescue program that connects donors to pantries and commodities.		Final Stages of the Food Bank and 211 impact and financial report.	
Working on two sponsorship donations: AES Corporation is donating to EKFCRC and Anthem is donating to CalFresh. Currently drafting sponsorship letters that express the program needs. Funds will be distributed under the Foundation		The Diaper Distribution Demonstration Research and Pilot Program has been awarded. This project will assist families in East Kern with monthly diapers and wipes.	
Worked on grant through Costco for the Foundation. Funds will go towards supporting cooking classes at Shafter Youth Center.			

**Community Action Partnership of Kern
Monthly Report 2023**

Community Services Block Grant (CSBG)	ROMA
Staff will begin working alongside the IS team as we approach the end of year close out. Wipfli will be contracted to support the CSBG Annual Report 2023.	Staff (cohort of 4 individuals) have started the ROMA courses. Community Schools Partnership Program has implemented additional assessment scales as part of the intake and case management process.
Foundation	
Submitted \$5,000 grant to Target for SYC Security Fencing	Helped to coordinate & execute FHCC Fundraiser
Coordinated Coat Drive with Aera for HeadStart kids including securing funding to underwrite the cost	Attended Buttonwillow Lions luncheon for networking opportunity
Coordinated donation of bikes for kids at Shafter & Friendship House Youth Centers	Developed Sponsorship Packages for Spring event "Gourmet for Good"
Submitted \$5,000 grant to Bakersfield West Rotary for SYC Computer Lab equipment	Developed Annual Appeal Letter to mail to 10,000 homes in Kern County
Program Strategic Goals	Progress Towards Goal
1. Customer Relationship Management Projects, including Volunteer Management, inter-agency Referral Management, and contract management.	Continual Need: There is a low utilization of the inter-agency referral system. Staff plans to work with IS on how to best address this issue. Contract management has not been implemented. As part of the new Diaper Distribution grant, staff will begin using a MyCOPA as the CRM.
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	Monthly Reporting by Goal leads continue. Progress is reported monthly to designated Board-Committee.
3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use.	New grant with CalCAPA on the Diaper Distribution Project, which includes ROMA family assessment scale.
Program Highlights	

**Community Action Partnership of Kern
Monthly Report 2023**

Month	October-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	Homeless Diversion Programs		Utility Service Payment		Food Pantries	
Top 3 Unmet Needs	Rent Payment Assistance		Food Stamps		Homeless Shelter	
Information and Referral Services Calls Handled		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		7,189	60,771	90,000	96%	68%
Kings County (SRV 7c)		228	2,502	4,000	68%	63%
Tulare County (SRV 7c)		792	8,664	18,000	53%	48%
Stanislaus County (SRV 7c)		706	8,327	19,200	44%	43%
Fresno & Madera		2,540	22,169	20,000	152%	111%
Merced & Mariposa (effective March 2022)		89	887	500	214%	177%
Total I&R Calls Handled		11,544	103,320	151,700	91%	68%
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.				14	27.5	(13.50)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		7	73	300	28%	24%
Medi-Cal Application (SRV 7b & SRV 7c)		3	45	100	36%	45%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		24	305	300	96%	102%
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)		22,409	225,468	225,000	120%	100%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		5,272	55,257	45,000	141%	123%
Mental Health (SRV 7c)		364	3,746	3,700	118%	101%
Health and Human Service Referrals		10,323	89,033	110,000	113%	81%
Total Other Services		15,959	148,036	158,700	121%	93%

**Community Action Partnership of Kern
Monthly Report 2023**

Explanation (Over/Under Goal Progress)	
2-1-1 consistently aims to meet or exceed monthly and annual goals for all counties. The call volumes fluctuates throughout the year depending on weather conditions, special programs, or occasions. In previous months, the program experienced high call volumes attributed to callers request for tax preparation services and associated appointment needs. Call volumes have become more predictable in their range. Although, Kern, Kings, Tulare, and Stanislaus are under the monthly goal, call handling continues to be a necessity for all counties served.	
Program Strategic Goals	Progress Towards Goal
1. Recruitment	2-1-1 is recruiting for 4 Information & Referral Specialists. The program conducted interviews on 10/17 and 10/17/23 with an objective to fill vacancies. The program transitioned 2 temporary employees to permanent. The program is recruiting for 1 Program Specialist and has conducted interviews on 10/26/23.
2. Retention of Staff	2-1-1 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. The program also recognizes individuals for exemplary work and communicates appreciation.
3. Contract Retention	2-1-1 aims to achieve strengthened partnerships by effectively communicating, and meeting with partners and contract grantors to share performance data and discuss progress relative to its objectives, deliverables, and goals. The program is consistently working on meeting the reporting expectations of all funding sources and maintaining a trusting relationship to increase the opportunity for existing contracts to be retained.
Program Highlights	
2-1-1 is pleased with exceeding the monthly goal for Fresno/Madera and Merced/Mariposa. The program held its monthly meeting with United Way Partners to discuss progress in call handling and recruitment efforts.	

**Community Action Partnership of Kern
Monthly Report 2023**

Month	October-23	Program/Work Unit		Community School Partnership Program		
Division/Director	Pritika Ram		Program Manager	Que'Mesha Banner		
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	Food		Clothing		Employment	
Referral Type/ Total	M.T.S.S Total (0)		F.A.C.E Total (72)		OTHER Total (17)	
Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
Families referred to Program (SRV 7c)		89	329	920	116%	36%
Total Families referred internally for Employment Resources (2-1-1)		2	35	153	16%	23%
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)		12	85	153	94%	56%
Total Families referred internally for Housing (CES)		1	48	153	8%	31%
Total Families referred internally for Childcare (Head Start)		2	51	153	16%	33%
Total Families referred internally for Utility Assistance (Energy)		11	106	153	86%	69%
Total Families referred internally for Weatherization (Energy)		1	19	153	8%	12%
Families Receiving Case Management Services (SRV 7a)		13	31	460	34%	7%
Families Receiving Emergency Food Boxes		31				
Explanation (Over/Under Goal Progress)						
The Community School Partnership Program entered the third month of the 23-24 academic year. The program was fully staffed and there is one Case Manager assigned to each school site. The program did not receive any referrals from the Multi-Tier System of Support (MTSS) team for the month of October. The program did receive majority of its referrals from the Family and Community Engagement (FACE) Liaisons at all school sites. The Case Managers attended parent-teacher conferences and regular and after-school events to interact with parents to promote the program and services offered.						
Program Strategic Goals		Progress Towards Goal				
1) Program Improvement		Program Supervisor revised its program flow chart into specified steps and timelines to ensure all program phases from recruitment, intake, case management, and internal/external referrals are met in a timely manner and improve the quality of the program.				

**Community Action Partnership of Kern
Monthly Report 2023**

2) Professional Development	Case Managers have begun to implement SMART goals with families receiving case management services. This should build trust, engagement, and support to the families being served. It also allows the families to initiate behavior and lifestyle changes in their challenging areas.
Program Highlights	
The program is now able to address an immediate need at each school by distributing emergency food boxes through our partnership with CAPK Food Bank to our student-families. The program distributed 31 emergency food boxes for the month of October.	



Operations

Data Services

Facilities & Maintenance

Information Technology

Risk Management



Community Development

Grant Development

CAPK Foundation

Outreach & Marketing

2-1-1 Kern Call Center

Community Schools Partnership Program (CSPP)

**Application Status Report
October 2023**

Name	Description	Funder	Amount Requested	Amount Awarded	Decision Date	Status
Equitable Access in Child Nutrition Programs Project	CAPK does not have the capacity to undergo a second internal assessment/study at this moment.	US Department of Agriculture (USDA)	\$ -	\$ -		Abandoned
Community Food Projects Competitive Grant	Food Bank, CalFresh, and the Information Systems department do not have the capacity to undertake CFP Competitive Grant at this moment.	US Department of Agriculture (USDA)	\$ -	\$ -		Abandoned
Volunteer Income Tax Assistance (VITA) Matching Grant	Free tax preparation assistance for low-income individuals	US Internal Revenue Service (IRS)	\$ 325,000.00	\$ 325,000.00	10/2/2023	Awarded
CAPK's Family Resource Centers	Funding from this opportunity will allow FRCs to purchase bus passes, emergency supplies, and baby supplies that will assist homeless and low income individuals and families.	Wells Fargo	\$ 20,000.00	\$ 20,000.00	10/4/2023	Awarded
Nourishing Neighbors	This project will fund hygiene kits for homeless to low-income Oasis clients.	Albertsons	\$ 5,000.00	\$ 5,000.00	10/30/2023	Awarded
Invitation to Day 1 Families Fund Grant	In collaboration with the County of Kern and the Housing Authority, CAPK will operate a 31-unit permanent housing facility located in Oildale.	Day 1 Families Fund	\$ 5,000,000.00	\$ 5,000,000.00	10/31/2023	Awarded
ALDI Cares Community Grants	Through ALDI Cares Community Grants, we partner with nonprofit organizations that make a positive impact on Children's Health & Wellness and Food Insecurity while supporting Diversity, Equity and Inclusion programs. Whether your mission is to support children through education, arts, athletics or addressing food insecurity in your local community, we encourage you to apply for support from ALDI Cares Community Grants.	ALDI Grocery Stores	\$ 5,000.00	\$ 1,000.00	10/2/2023	Awarded
CWDB HTRP Resilient Workforce Fund Energy Grant	The Communications and Outreach department is collaborating with KCCD to strengthen the reach of the Workforce fund energy grant. Outreach efforts are focused on promoting the availability of training to community members in the space of evolving energy focused careers such as ev car mechanics.	Kern Community College District	\$ 72,500.00	\$ 72,500.00	10/20/2023	Awarded
Local Food Promotion Program	Feasibility study on a food incubator	US Department of Agriculture (USDA)	\$ 250,000.00	\$ -	10/31/2023	Denied
Community Based Organization Initiative	Homeless outreach services and resource distribution (harm reduction items) through comprehensive case management	Kern Family Health Care (KFHC)	\$ 520,428.00	\$ -	10/31/2023	Denied

**Application Status Report
October 2023**

Adams Legacy Foundation	For the 2022-2026 Grant Cycle we look to support organizations which use Nature to Strengthen, Nurture, and Heal the Soul. Additionally, we are interested in better understanding what it is about Nature that makes it so beneficial. Anyone willing to help us think about this please feel free to contact Blair Carty our Executive Director.	Adams Legacy Foundation	\$ 5,000.00	\$ -		LOI-Submitted
Target Community Grant	Funds will add Security Gates for SYC	Target	\$ 5,000.00	\$ -		Pending
Economic Opportunity Area	The City of Bakersfield (City) will fund grants for property and/or business owners within the Downtown EOA for site improvements and business expansion. Our application requested funds for supplies and equipment that are needed for the new administrative building.	City of Bakersfield	\$ 66,976.36	\$ -		Pending
Bakersfield West Rotary Community Grant - Fall Cycle	The Bakersfield West Rotary Foundation was established by the Rotary Club of Bakersfield West in 1994 with the mission of providing assistance to local organizations which serve interests in the areas of education, youth, literacy, and health.	Bakersfield West Rotary-Stroope Family Foundation	\$ 5,000.00	\$ -		Pending

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Private	CAPK Program	Community Development
Funding Agency	Kern Community College District	Project Name	CWDB H RTP Resilient Workforce Fund Energy Grant
CFDA	N/A	Target Population	Low income workers/Job seekers
Reapplication (Y/N)	N	Number to be served	Appx. 21,000
Estimated Request	\$ 72,500	Division Director	Pritika Ram
Award Period	10/01/23-03/30/26	Program Manager	
Project Goal (One sentence goal statement)			
Community Action Partnership of Kern (CAPK) will conduct outreach to their clients and the community to inform them of job skills training available through California Workforce Development Board High Road Training Partnership Resilient Workforce Fund grant # M89448			
Project Description (Brief one paragraph description)			
The Communication Department within the Community Development Department will conduct outreach CAPK clients and partners and wide variety of events. Alongside this staff will use various marketing channels to communicate with the public. This will include at tabling events in the community, on social media, and in the biweekly newsletter that gets sent out to over 9,000 individuals. CAPK will prepare a quarterly narrative report which details outreach activities and estimates the number of individuals reached through outreach activities. CAPK will present the quarterly narrative report along with and invoice no later than the 15th of the month following the end of the quarter.			
Estimated Budget Summary			
<p>\$72,500/29 months= \$2,500 a month</p> <p>Items include: Printing materials, staff time for postings, including in the newsletter</p>			
Recommendation			
Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.			

Approvals:

1. Division Director	Date	
	11/01/2023	
2. Chief Business Development Officer	Date	
	11/01/2023	
3. Chief Program Officer	Date	

	Date	11/01/2023
4. Chief Financial Officer	Date	
	11/01/2023	
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	City	CAPK Program	Operations
Funding Agency	City of Bakersfield	Project Name	Downtown Economic Opportunity Areas
CFDA	N/A	Target Population	CAPK
Reapplication (Y/N)	N	Number to be served	30
Estimated Request	\$66,976.36	Division Director	Emilio Wagner
Award Period	11/23-11/24	Program Manager	N/A
Project Goal (One sentence goal statement)			
Community Action Partnership of Kern (CAPK) is requesting \$66,976.36 for the acquisition of cubicles, chairs, tables, filing cabinets, all essential components of our business relocation plan.			
Project Description (Brief one paragraph description)			
The relocation to our new business address necessitates the expansion of our workspace to accommodate employees. These supplies will not only create a conducive work environment but also enhance the overall productivity of our workforce. In an effort to ensure responsible resource allocation, we have secured a quote through a cooperative purchasing contract. This contract allows us to benefit from cost savings and expedited procurement processes while maintaining high-quality standards. These items are integral to our expansion strategy, as it will enable us to seamlessly integrate employees into our new workforce. They will provide dedicated workspaces, fostering a more organized and productive atmosphere.			
Estimated Budget Summary			
CAPK is requesting \$66,976.36 for the acquisition of cubicles, chairs, tables, filing cabinets, all essential components of our business relocation plan.			
Recommendation			
Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.			

Approvals:

1. Division Director	Date
<i>Pratika Ram</i>	10/31/2023
2. Chief Business Development Officer	Date
<i>[Signature]</i>	10/31/2023
3. Chief Program Officer	Date

Nancy Webster

10/31/2023

4. Chief Financial Officer	Date
<i>[Signature]</i>	10/31/2023
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)
October 2023

Funding Type	Private	CAPK Program	FHCC and SYC
Funding Agency	California Coastal Commission	Project Name	Empowering Kern Futures
CFDA	N/A	Target Population	Youth
Request	\$33,164.25	Division Director	Freddy Hernandez
Award Period	March 2024- April 15, 2026	Program Manager	Lois Hannible and Angie Nelson
Description	This project will fund marine fieldtrips for two years. These marine fieldtrips will expand SYC and FHCC students to new career paths, instill a sense of stewardship, and gain a deeper connection to California's coast through hands-on experiences and activities. FHCC and SYC plan to take youth to California Coastal Ocean Adventures and Channel Islands Maritime Museum in summer of 2024 and Central Coast Aquarium in summer of 2025.		

Funding Type	Private	CAPK Program	EKFRC
Funding Agency	AES	Project Name	AES Sponsorship
CFDA	N/A	Target Population	East Kern
Request	\$10,000	Division Director	Freddy Hernandez
Award Period	1 year	Program Manager	Anna Saavedra
Description	AES is pursuing a large solar and battery farm development in Mojave. They want to gift EKFRC \$10,000 in unrestricted funds to help serve the community. This grant is being applied under the CAPK Foundation		

Funding Type	Private	CAPK Program	Cal Fresh Healthy Living
Funding Agency	Anthem Blue Cross	Project Name	Anthem Sponsorship
CFDA	N/A	Target Population	Kern County
Request	\$10,000	Division Director	Susana Magana
Award Period	1 year	Program Manager	Alan Rodriguez
Description	Anthem Blue Cross is going to be a new provider for MediCal in Kern County. They want to gift Cal Fresh Healthy Living \$10,000 in unrestricted funds to help support initiatives that combat food insecurity in Kern County. This grant is being applied under the CAPK Foundation		

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

Funding Type	Private	CAPK Program	Friendship House Community Center
Funding Agency	Kern Community Foundation	Project Name	Women's and Girls' Fund
CFDA	N/A	Target Population	Youth girls
Request	\$25,000	Division Director	Freddy Hernandez
Award Period	1 year	Program Manager	Lois Hannible
Description	LOI has been submitted and waiting on approval to apply. If accepted to apply, and if awarded, funds would be used for a STEM robotics after school program at FHCC. This program would be aimed at bringing young girls into the world of STEM.		

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.
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Date Presented/Approved

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



MEMORANDUM

To: Board of Directors
Vanessa C. Mendoza
From: Vanessa Mendoza, Grant Administrator
Date: November 8, 2023
Subject: *Agenda Item 5c:* California Coastal Commission, Whale Tail Grant – **Action Item**

The Community Development Division is requesting approval from the Board of Directors to pursue a competitive funding application made available by California Coastal Commission. The intent of the application is to connect children and the general public to the California Coast through education and outdoor experiences. Grant funds must focus on reaching communities that have historically received fewer marine education and stewardship opportunities.

As such, our application initiatives will focus on increasing the marine-based educational opportunities available for children from Friendship House Community Center (FHCC) and Shafter Youth Center (SYC) by implementing the Empowering Kern Futures Project. The project will include a field trip to the Central Coast Aquarium and the Central Coast Ocean Adventures, where students will participate in a floating lab exploration and a hands-on sailing experience. These project activities will engage children in marine life through fun and interactive virtual and onsite programs. The project will serve at least 80 children and youth between the ages of 6 to 18 residing in economically depressed areas with high poverty, high crime, and low educational attainment so that they may gain new knowledge, appreciation, and curiosity about marine life.

These initiatives support CAPK's mission and Goal 2, Objective 2.1.2 that discusses utilizing data sources to identify pockets of underserved communities in rural areas. Our research indicates that marine-education opportunities are limited and are often excluded from formal curriculums in Kern County. This proposal was formulated through multiple discussions with the Program Managers from Friendship House and Shafter Youth Center. If awarded, the activities will be conducted during the Summer of 2024 and 2025 with the \$40,203.90 requested in our application.

Recommendation

Staff recommends the Board of Directors approve, with resolution, the submission of the funding application for the California Coastal Commission's Whale Tail Grant.

Attachment:
Resolution #2023-19



RESOLUTION # 2023-19

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Application for funds from the California Coastal Commission For Empowering Kern Futures

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on November 8, 2023, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

Whereas, the California Coastal Commission awards grants for related coast and ocean projects that involve 1.) youth education programs; 2.) programs for educating the general public or adults; 3.) climate change education and stewardship; and 4). shoreline cleanup and enhancement programs.

Whereas, the California Coastal Commission requires the governing body of the grantee to certify through a resolution that it approves the application for Commission grant funding and authorizes the execution by a representative of the grantee of a grant agreement on terms and conditions required by the Commission.

NOW, THEREFORE, be it resolved that the grantee hereby approves the submission of the funding application totaling \$40,203.90 for the California Coastal Commission’s Whale Tail Grant and authorizes the Chief Executive Officer, as the authorized representative, with authority to execute a contract with the California Coastal Commission and any amendments, if awarded.


APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 29th day of November 2023.

Fred Plane, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Program Review & Evaluation- PRE Committee
From: Sylvia Ortega 
Date: November 8, 2023
Subject: *Agenda Item 5d:* 2022-2023 Head Start and Early Head Self-Assessment– **Action Item**

The Head Start/State Child Development program conducts an annual self-assessment to involve the agency in a review of its program's operations, goals, and objectives. Self-assessment is a process used to measure a program's effectiveness in meeting program goals and objectives. It also gives programs a chance to identify and make necessary course corrections early on before they become findings as part of a federal review. The agency must self-assess the implementation systems and services of program governance and management systems, fiscal integrity, Enrollment Recruitment Selection Eligibility and Attendance (ERSEA), environmental health and safety, Classroom Assessment Scoring System (CLASS), Early Childhood Environment Rating Scale (ECERS), comprehensive services and school readiness.

The Head Start and Early Head Start programs self-assessment resulted in two program findings in the areas of:

- Wage Comparability Study- The Head Start and Early Head Start programs are in the process of conducting an internal wage compensation comparability study.
- Full Enrollment- The program is actively working on its full enrollment initiative.

Plans of Action to address the two areas have been completed. Self-Assessment results are used to update applicable policies and procedures, and to develop improved strategies for the Grant Application for the subsequent year.

Recommendation

Staff recommends the PRE-Committee approve the 2022-2023 Head Start and Early Head Start Self-Assessment Report.

Attachment:

Summary of 2022-2023 Self-Assessment Process
2022-2023 Self-Assessment Report

Community Action Partnership of Kern Head Start and Early Head Start Summary of 2022-2023 Self-Assessment process

The Head Start/State Child Development self-assessment was completed from March 2023-April 2023. The process included an in-depth look of current program practices, operations, and management systems. A review of the self-assessment planning process was completed with key management staff. Staff received training and an overview of the monitoring checklists in preparation of completing the program self-assessment.

Self-assessment teams were comprised of key Head Start and Early Head Start staff. Multiple methods were used to gather information. Staff reviewed monitoring data from state reviews, folder reviews, care and supervision checklists, site visits, and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

The program self-assessment resulted in three program findings in the areas of:

- Wage and Comparability Study- The Head Start and Early Head Start programs are in the process of completing an internal wage compensation comparability study for the program.
- Full Enrollment- The program is actively working on its full enrollment initiative.

Through the self-assessment process and interviews with Head Start and Early Head Start Child Development staff, it has been determined that the program provides quality care and has consistent systems across program options. Head Start and Early Head Start funds have been used to improve and support the program and implement a process of continuous program improvement. These improvements include:

- Additional materials and supplies
- Maintenance Repair and Maintenance
- Training and Professional Development

Areas of Strengths:

- Child outcomes, readiness for kindergarten
- Engaging environments that encourage focused play, critical thinking, autonomy, and peer collaboration.
- Coaching and support is available to all teachers.

Self-Assessment results are used to update applicable policies and procedures, and to develop improved strategies for the grant application. The Director of Head Start/State Child Development will conduct meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Community Action Partnership of Kern

Head Start/ State Child Development

2022-2023 Self-Assessment Report

Compliance Item: Wage Comparability Study

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
<p>Head Start Act Sec. 640(a)(5)(A) Allotment of Funds (i) ensure that compensation is adequate to attract and retain qualified staff for the programs involved to enhance program quality.</p> <p>Head Start Act Sec. 653(a) Comparability of Wages: Head Start agencies to provide compensation according to salary scales that are based on training and experience.</p> <p>Fair Labor Standards Act (FLSA)</p>	<p>The program finalized the SEIU bargaining unit positions Compensation Schedule May 2022.</p> <p>The agency finalized the last program wide Compensation Administrative Guide on April 22, 2015.</p>	<p>Director of Head Start/ State Child Development</p> <p>Human Resources Director</p>	<p>March 1, 2023, and ongoing</p>	<p>Conduct an internal wage compensation comparability study for the program (pending review and approval).</p> <p>Obtain Board approval to finalize the Wage Comparability Study and modify CAPK compensation schedule.</p>	<p>Approved Compensation Schedule</p>	<p>Comparability of wages will ensure that compensation is adequate to attract and retain qualified staff for the programs involved to enhance program quality.</p>

Community Action Partnership of Kern

Head Start/ State Child Development

2022-2023 Self-Assessment Report

Compliance Item: Funded Enrollment Level

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
<p>Head Start Program Performance Standards 1302.15 Enrollment (a) Funded Enrollment: A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.</p> <p>Head Start Act 642(g): Requires Head Start programs to enroll 100 percent of its funded enrollment and maintain an active waiting list at all times with ongoing outreach to the community and activities to identify underserved populations.</p> <p>ACF-PI-HS-18-04: Program Instruction- Full Enrollment Initiative.</p>	<p>The Office of Head Start has the authority to designate an agency as chronically under enrolled and reduce the base grant for programs that are not fully enrolled.</p>	<p>Program Design and Management Administrator</p> <p>Enrollment and Attendance Manager</p>	<p>March 1, 2023 and ongoing</p>	<p>Hire and retain fully qualified staff in order to reopen classrooms.</p>	<p>Full Enrollment Reporting</p>	<p>Full Enrollment and active waiting list.</p>

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: October 2023
Program/Work Unit: Head Start/Early Head Start	Program Manager/Administrator: Carol Hendricks/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	1,242	824	66%	4%	5% 4%
<ul style="list-style-type: none"> 13 Classrooms Fully Closed 	227				
Early Head Start	829	602	73%	16%	8% 6%
<ul style="list-style-type: none"> 14 Classrooms Fully Closed/ 1 Classroom Partially Closed 	124				

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	260	312

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
597	104	26	43

HIGHLIGHTS: 12 staff were onboarded and had 9 resignations. 7 days of interviews were conducted for 12 open requisitions.

Program Update & Compliance
<p>The following events transpired in the month of September 2023:</p> <ul style="list-style-type: none"> Staff participated in Loose Parts training. Early Childhood Educators (Educators), participated in professional development and were provided with two trainings. The Educators received Home Visiting Rating Scales Overview (HOVRS) training, and Home-Based Curriculum Overview training. Van Groningen and Sons Inc., a local farm in San Joaquin County, donated pumpkins for children and families. On October 13, 2023, staff in San Joaquin County participated in a Trunk or Treat event hosted by the San Joaquin Parks that yielded 29 interest slips for services. On October 26, 2023, a dental clinic was held for the families at the California St. center. On October 25, 2023, staff participated in the Halloweentown Trick or Treat Recruitment event at the MLK Community Center.

- On October 26, 2023, staff participated in the Fall Harvest Festival Recruitment event at the David Head Center.
- On October 28, 2023, staff participated in the Open-Door Network Carnival.
- Bakersfield College center had an unannounced licensing visit, and no findings were reported.
- Escuelita Hernandez and Blanton centers held fall harvest festivals for their families.

Central Kitchen October 2023				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Center Totals	61,536	23,480	18,334	19,498

CACFP						
September 2023						
Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
50,879	12,302	63,181	20,805	42,376	37,016	76%

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	40	37	93%	9	8	1	89%
Alicante	20	20	100%	5	5	0	100%
Angela Martinez EHS	24	16	67%	9	7	2	78%
Angela Martinez HS	60	35	58%	19	11	8	58%
Bakersfield College	32	25	78%				
Blanton	16	16	100%				
Broadway (PY)	40	32	80%	9	9	0	100%
California City (PY)	20	20	100%	4	4	0	100%
California Street	24	25	104%	14	14	0	100%
Cleo Foran EHS	8	8	100%	3	3	0	100%
Cleo Foran HS	15	13	87%	6	5	1	83%
Delano (PY)	76	58	76%	19	17	2	89%
E. Cal	40	30	75%	13	13	0	100%
E. Cal EHS	12	12	100%	6	5	1	83%
Escuelita Hernandez	16	15	94%				
Fairfax (PY)	39	26	67%	9	8	1	89%
Garden Pathways	11	11	100%				
Gianone	16	4	25%	8	5	3	63%
Harvey L. Hall EHS	60	37	62%	24	19	5	79%
Harvey L. Hall	80	31	39%	25	19	6	76%
Heritage (PY)	20	20	100%	4	4	0	100%
Kennedy	16	17	106%	9	8	1	89%
Lamont (PY)	20	20	100%	4	4	0	100%
Lathrop	24	20	83%	14	12	2	86%
Lodi	24	20	83%	13	10	3	77%
M. Massei	16	15	94%	9	8	1	89%
MJM EHS	16	15	94%	6	4	2	67%
MJM HS	55	20	36%	14	9	5	64%
McFarland (PY)	20	10	50%	5	4	1	80%
Mojave (PY)	20	13	65%	4	4	0	100%
Oasis EHS (PY)	8	3	38%	3	1	2	33%
Oasis (PY)	37	20	54%	11	9	2	82%
Pete Parra EHS	48	23	48%	18	11	7	61%
Pete Parra HS	80	47	59%	23	17	6	74%
Primeros Pasos EHS	16	15	94%	6	6	0	100%
Primeros Pasos HS	60	30	50%	15	11	4	73%
Rosamond (PY)	60	37	62%	16	13	3	81%
San Diego EHS	32	29	91%	17	16	1	94%
Seibert (PY)	20	21	105%	4	4	0	100%
Shafter EHS	24	19	79%	13	11	2	85%
Shafter	20	17	85%	5	5	0	100%
St. Mary's	24	24	100%	13	13	0	100%
Stockdale HS	60	0	0%	17	1	16	6%
Sterling EHS	64	32	50%	26	20	6	77%
Sterling HS	60	54	90%	18	16	2	89%
Sunrise Villa (PY)	20	18	90%	5	5	0	100%
Taft (PY)	60	46	77%	14	14	0	100%
Taft College	42	16	38%				
Tehachapi (PY)	34	30	88%	4	4	0	100%
Vineland (PY)	20	11	55%	4	4	0	100%
Virginia (PY)	20	20	100%	4	4	0	100%
Wesley (PY)	60	28	47%	11	10	1	91%
Willow (PY)	40	36	90%	9	9	0	100%
Home Base Kern 152	152	116	76%	14	14	0	100%
SJC EHS HB 130	130	88	68%	12	10	2	83%
Total	2071	1421	69%	546	447	99	82%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Angela M. EHS ~ 24		
Class 3	8	2
Angela M. HS ~ 60		
Class C-FD	20	3
Gianone ~ 16		
Class 2	8	3
Harvey Hall EHS ~ 80		
Class 7	8	2
Class 8	8	3
Harvey Hall HS ~ 80		
Class C-FD	20	3
Class D-FD	20	3
MJM HS ~ 55		
Class B- FD	20	2
Class C- FD	15	2
Oasis EHS ~ 8		
Class 1 (HB)	8	2
Oasis HS ~ 37		
Class B-SS	17	1
Pete Parra EHS ~ 48		
Class 5	8	2
Class 6	8	2
Pete Parra HS ~ 80		
Class D-FD	20	3
Prim. Pasos HS ~ 60		3
Class C- FD	20	
Rosamond ~ 60		
Class C	20	2
Shafter EHS ~ 24		
Class 2	8	0
Stockdale HS ~ 60		
Class A-PD	15	2
Class B-PD	15	3
Class C-PD	15	3
Class D-PD	15	3
Sterling EHS ~ 64		
Class 6	8	0
Class 7	8	1
Class 8	8	3
Taft College ~ 60		
Class 5	8	0
SJC EHS HB ~ 130		
Stockton 6	12	1
Stockton 7	12	1
Classrooms Closed	Total Slots	Staff Vac.
27	352	55


	Slots	Staff Vac.
Closed Enrollment	17%	55.56%
Open Enrollment	83%	44.44%

Funded Enrollment	2071	1421 69%
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Active Enrollment	1719	1421 83%
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MEMORANDUM

To: Program Review and Evaluation Committee
From:  Susana Magana, Health & Nutrition Director
Date: November 8, 2023
Subject: *Agenda Item 5f: 2021-2025 Strategic Plan Update Goal Group #1 – Info Item*

Goal Group 1 is dedicated to promoting efforts to “increase access to healthy, affordable food to support the health of the communities we serve” (Strategic Plan, 2021-2025). This goal group is comprised of the following staff: Susana Magana, Laurie Hughey, Vanessa Cortez, Alan Rodriguez, Blaine Hodge, and Kelly Lowery. These members represent various programs and the Executive Division. Board Member, Michelle Jara-Rangel, will also support efforts through her attendance and collaboration during our monthly meetings.

CAPK Strategic Goal 1

“Increased access to healthy affordable food to support the health of the communities we serve.”

Meetings

Goal group 1 meets on the first Friday of every month.

Food Needs Assessment

CAPK contracted with Transforming Local Communities, Inc. (TLC) in spring 2022 to conduct a gap and resource analysis that will both provide a context for understanding how food supply, distribution, access, and affordability impact the nutrition and health of Kern residents; and provide data that can be used to create a three- to five-year strategic plan to reduce food insecurity for Kern residents. The assessment was completed and presented to the CAPK and a gathering of various Kern County emergency food distribution agencies. The report, along with interactive GIS mapping of various data including CAPK network emergency food distribution points, demographic data, locations of grocery stores, transit lines, and more has been published at feedingkern.org.

CalFresh Healthy Living

Program Administrator Alan Rodriguez led a team of goal group 1 members on a tour of the pantry at First Presbyterian Church. Site Coordinator Dave gave the team an overview of how the choice model is used with a point system. Also, the pantry prioritizes culturally relevant foods and foods easily consumable by the homeless population.

Food Bank Expansion

The 15.6-million-dollar Food Bank warehouse expansion project is almost complete. There are only a few elements remaining, but nothing that limits the Food Bank from operating at full capacity. We held a ribbon-cutting ceremony on October 5th with more than 250 guests in attendance including Congressman David Valadao. Following the ribbon-cutting ceremony, staff held an open house for agency partners and other community members.

Grant Funding for Added Partner Agency Capacity

Food Bank, Procurement, Finance, and Executive team staff are working together to expand the capacity for our agency pantry partners, especially in refrigeration. We are pleased to announce that we have been awarded a grant for this purpose that will enable us to provide these resources to dozens of pantry program agency partners. Applications have gone out to the CAPK Food Bank Pantry Program agency partners and will be reviewed beginning December 1 with a projected project completion date sometime in Q1 2024.

Attachment:

Action Plan Summary by Goal Group #1 - Update

Mission Statement

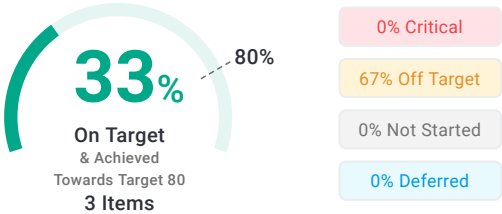
Organizational Slogan

Community Action Partnership of Kern will address underlying causes of poverty, alleviate the effects, and promote dignity and self-sufficiency in the communities we serve.

Vision Statement

We envision communities where all people have equal opportunities to achieve greater self-sufficiency and attain their version of the American Dream.

Vision Description



My Items

Item	YTD Actual
1.1: Enhance accessibility through expansion of food distribution sites and services.	49%
1.2: Leverage new and strengthened partnerships to reach additional families and communities.	30%

Item	YTD Actual
1.2.2: Strengthen and expand partnerships with schools to reach additional children and families	55%

Susana Magana My Items for 2023

YTD Actual

10/01/21




12/31/25

Community Action...
As of November 1, 2023

YTD Actual

10/01/21

12/31/25

<p>Objective</p> <p>Enhance accessibility through expansion of food distribution sites and services. (1.1) (Last updated: 10/06/23)</p> <p>Aligned to: #1 Food Access</p>	<p>Owner</p> <p>Susana Magana</p>	<p>Measure:</p> <p>Percent Complete</p>	<p>49%</p> <p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<p></p> <p>YTD Target: 49%</p> <p>12/31/23</p>
<p>Objective</p> <p>Leverage new and strengthened partnerships to reach additional families and communities. (1.2) (Last updated: 10/06/23)</p> <p>Aligned to: #1 Food Access</p>	<p>Owner</p> <p>Susana Magana</p>	<p>Measure:</p> <p>Percent Complete</p>	<p>30%</p>	<p>0%</p>	<p></p> <p>YTD Target: 49%</p>
<p>Activity</p> <p>Strengthen and expand partnerships with schools to reach additional children and families (1.2.2) (Last updated: 03/03/23)</p>	<p>Owner</p> <p>Susana Magana</p>	<p>Measure:</p> <p>Percent Complete</p>	<p>55%</p>	<p>0%</p>	<p></p> <p>YTD Target: 92.6%</p> <p>100%</p>

Susana Magana Contributing to for 2023

YTD Actual

10/01/21

12/31/25

Community Action...
As of November 1, 2023

YTD Actual

10/01/21

12/31/23

Objective

Leverage new and strengthened partnerships to reach additional families and communities. (1.2) (Last updated: 10/06/23)

Aligned to: #1 Food Access

Owner

Susana Magana

Measure:

Percent Complete

30%

YTD Actual

0%

10/01/21

YTD Target: 49%

12/31/23

Sub-Activity

Partner existing programs to support nutrition education and food distribution. (1.2.2.1) (Last updated: 09/12/22)

Owner

Measure:

Percent Complete

100%

0%

YTD Target: 92.6%

100%

Sub-Activity

Explore the potential to establish distribution sites at school sites. (1.2.2.2) (Last updated: 10/06/21)

Owner

Measure:

Percent Complete

0%

YTD Target: 92.6%

100%