



DATE	February 12, 2025
TIME	12:00 pm
LOCATION	CAPK Administrative Office Board Room 1300 18 th Street, 3 rd Floor Bakersfield, CA 93301

Program Review & Evaluation Committee Agenda

1. Call to Order

2. Roll Call

Gina Martinez (Chair)	Yolanda Ochoa
Gema Perez	

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. Head Start/ State Child Development, presented by Letisha Brooks, Center Based Program Administrator
(p.3-13)

5. New Business

- a. January 2025 Program Reports – **Action Item (p. 14-53)**

1. Housing & Supportive Services
 - Coordinated Entry Services (CES)
 - M Street Homeless Navigation Center
 - CalAIM – Homeless Services
 - Adult Re-entry Program
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

Pritika Ram, Chief Business Development
Officer

- 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. January 2025 - Application Status Report & Funding Profiles – Karen Vazquez, Senior Grant Analyst
Action Item (p.54-58)

- a. Application Status Report
- b. Small Funding Profiles (\$50,000 and under)

- c. January 2025 Head Start/State Child Development Division/Program Monthly Activity Report – **Action Item (p. 59-60)** Carol Hendricks, Enrollment and Attendance Manager

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

Program Review & Evaluation Committee
12:00 pm
March 12, 2025
CAPK Administrative Office, Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

8. **Adjournment**

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, 3rd Floor Bakersfield, CA and online at www.capk.org by 12:00 pm, February 7, 2024. Annelisa Perez, Outreach & Communications Supervisor.

CAPK HEAD START

WELLNESS PRESENTATION



Presented By: Head Start Division



WHAT WILL WE COVER?

Monthly Calendars

Monthly Wellness Challenge Activities

New Hire Mentoring Program

Wellness Spaces

Program Overview





1302.45 Supports for mental health and well-being.

(a) Program-wide wellness supports. To support a program-wide culture that promotes mental health, social and emotional well-being, and overall health and safety.

WHY WELLNESS?



MONTHLY WELLNESS CALENDARS

Wellness Activities



- Shared monthly with staff
- Posted in break spaces
- Utilized in team meetings as ice breaks
- Way of connecting with peers





Monthly Wellness Challenges

Welcome to another edition of our Monthly Wellness Challenge, where we're dedicated to inspiring positive change and fostering a healthier, happier you!

Challenge of the Month



Calm Mind Meditation

Dedicate 10 minutes each day to refocus your mind.
Here is a meditation video to follow:
[Click here for a 10-minute Meditation Video](#)



Head Start
A Program of CAPK

MONTHLY WELLNESS CHALLENGE

Shared monthly with staff to promote
wellness and healthy habits.



NEW HIRE MENTORSHIP PROGRAM

The NHM program was developed as part of our divisions program goals and objectives under Goal #1 Workforce, to support retention and growth for new hires in their 6 - month probationary period.

- 01 Connection & Support
- 02 One on one meetings &/ or check-ins
- 03 On-going program development & succession



NHM Mentee Testimonials



"The New Hire Mentorship Program at CAPK has been an invaluable source of guidance, encouragement, and professional growth. Through the support of my mentor, I have gained the confidence and skillset to navigate challenges and make a meaningful impact in the Home Visiting Program. I will always be grateful for my Mentors unwavering support and positive attitude."

~Efrain Rodriguez

- Ramirez, HVP Data Analyst~



"I am grateful to my mentor and the mentorship program at CAPK. My mentor was always very encouraging. He provided guidance and always made me to feel supported. "

~Elizabeth Arzeo Saabedra, Administrative Assistant~



Worksite wellness matters, healthy workplaces promote a positive culture, strong work relationships, and a healthy lifestyle. Intentional environments that encourage movement and spaces that inspire mental rest and focus increase productivity, creativity, and reduce stress.

WELLNESS SPACES



- Broadway
- Fairfax
- Primeros Pasos
- Sterling
- Vine land



Head Start and Early Head Start Program & Child Development centers

Area 1 Mary Ann Mooney	Area 2 Lizette Bravo	Area 3 Luz Adams	Area 4 Janey Felsoci	San Joaquin Nicole Nino
Broadway Rosa Rabago Slots Allocated 37	Alberta Dillard Sharon Briggs Slots Allocated 34	Delano Girhene Soriano Slots Allocated 60	California City Anna Nuñez Slots Allocated 17	California St. Judy Artellan Slots Allocated 24
Pete H. Parra Yesenia Rubira Esther Dodd Slots Allocated 116	Alicante Maria Villanueva Slots Allocated 17	Primeros Pasos Frances Vega Slots Allocated 67	Cleo Foran Maria Alldredge Slots Allocated 23	Gianone Avery Cox Slots Allocated 16
Shafter HS Jimmy Alvidrez Slots Allocated 17	Angela Martinez Alia Dugum Norma Hernandez Slots Allocated 75	San Diego Amber Pumphrey Slots Allocated 32	Harvey L. Hall Letisia Lopez Ysenia P. Duenas Charlette McRae Slots Allocated 146	Kennedy Tina Moua Slots Allocated 16
Shafter EHS Estefany Avitia Slots Allocated 24	Fairfax Giovanni Aragon Slots Allocated 34	Sterling Briseyda Hernandez Silvia Fernandez Slots Allocated 134	Heritage Marivel Torres Slots Allocated 17	Lathrop Roonecia Morado Slots Allocated 24
Sunrise Villa Jacinta Zepeda Slots Allocated 17	Martha J. Morgan Angela Floratos Slots Allocated 50	Willow Shawna Marks Slots Allocated 37	Oasis Carleen Bencoma Slots Allocated 42	Lodi Holly Cuxin Slots Allocated 32
Taft Maria Alicia Huizar Slots Allocated 54	Stockdale Eva Rodriguez Slots Allocated 60		Rosamond Tina Nunez Slots Allocated 34	Marci Massei Janelle Andres Slots Allocated 41
Virginia Elizabeth Martinez- Medina Slots Allocated 17	Vineland Vacant Slots Allocated 17		Tehachapi Kimberly Freiberg Slots Allocated 15	
Total: 282	Total: 287	Total: 330	Total: 306	Total: 153

Program Management Team

There are 5 areas of the Head Start Program and Managers that oversee the Site Supervisors of each Child Development Center in Kern and San Joaquin County



Thank you

A red heart outline is drawn to the right of the text "Thank you". The heart is simple and hand-drawn in style, with a slightly irregular, sketchy appearance. It is positioned below the end of the word "you".



February 2025 PRE Committee

January 2025 Program Monthly Reports



Housing and Supportive Services

Coordinated Entry Services
M Street Homeless Navigator Center
CalAIM - Homeless Services
Adult Re-entry Program

**Community Action Partnership of Kern
Monthly Report 2025**

Month	January-25	Program/Work Unit		M Street Navigation Center		
Division/Director	Rebecca Moreno		Program Manager	Laurie Hughey		
Reporting Period	January 1, 2025 - December 31, 2025					
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, showers, laundry and an array of mental health, medical care, dental and economic resources to un- sheltered individuals with pets and partners.						
Shelter Services		Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)		126	126	1,500	8%	8%
Total Clients Served		209	209	2,400	9%	9%
Pets (i.e., kennel, emotional support assistance and service pet)		14	14	75	19%	19%
Residents Under 90 days length of stay		73	73	800	9%	9%
Exits to Permanent Housing (FNPI 4b)		2	2	114	2%	2%
Exits-Self		82	82	150	55%	55%
Exits-Involuntary		9	9	700	1%	1%
Case Management Services (SRV 7a)		1,144	1,144	8,000	14%	14%
Critical Incidents		31	31	250	12%	12%
Shelter Residents Meals (SRV 5ii)		7,786	7,786	70,000	11%	11%
Number of Volunteers <i>(duplicated)</i>		135	135	100	135%	135%
Volunteers Hours <i>(duplicated)</i>		-	0	3,000	0%	0%
Safe Camping		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)		62	62	500	12%	12%
Current client census		48	48	300	16%	16%
Meals (SRV 5ii)		2,846	2,846	20,000	14%	14%
Pets		8	8	75	11%	11%
Clients moved to Shelter (SRV 4m)		0	0	15	0%	0%
Exits to Permanent Housing (FNPI 4b)		3	3	20	15%	15%
Exits-Self		4	4	50	8%	8%
Exits-Involuntary		0	0	75	0%	0%
Critical Incidents		1	1			
Safe Parking		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served		6	6	30	20%	20%
Current client census		6	6	25	24%	24%
Clients moved to Shelter (SRV 4m)		0	0	10	0%	0%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals		Progress Towards Goal				

Community Action Partnership of Kern Monthly Report 2025

1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	There are 2 clients participating this co-hort for Project Hire Up. The next Recycling Lives will start in March 2025, M Street is actively recruiting clients for this next phase, and there are 8 clients working various jobs in the community (boys & Girls Club, Goodwill, Allied security to name a few.
2. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions.	Completed
3. Increase the number of clients who transition to permanent housing by 5% from the prior year (2024 - 73 clients) to 100 clients.	2 clients were housed during the month of January 2025.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	13
25 - 34	43
35 - 44	42
45 - 54	40
55 - 61	43
62+	28
Total:	209

Race Demographic	Month
American Indian or Alaska Native	4
Asian	2
Black or African American	38
Hispanic/Latina/e/o	38
White	75
Multiple races	50
Client Don't know / Refused	2
No Answer	
Total:	209

Gender	Month
Female	79
Male	128
Trans Female and Male (Male to Female, Female to Male)	1
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	
Client refused	
No Answer	
Total:	209

Zip Code	Month	Zip Code	Month
86326	1	93257	1
93301	37	96080	1
93303	1	93560	1
93304	18	95823	1
93305	22	94964	1
93306	8	93561	1
93307	21	93280	1
93308	18	50014	1
93309	5	27292	1
93311	2	38109	1
93312	2	85207	1
93313	1	93203	2
92225	1		
93720	1		
93726	1		
93241	1		
90013	1		
90014	1		
93501	1		
93591	1		
92371	1		
Not specified	51		
Total			209

Safe Camping - Client Demographic Information

Community Action Partnership of Kern Monthly Report 2025

Race Demographic	Month
18 - 24	4
25 - 34	7
35 - 44	12
45 - 54	22
55 - 61	8
62+	9
Total:	62

Race Demographic	Month
American Indian or Alaska Native	0
Asian	0
Black or African American	12
Hispanic/Latina/e/o	3
White	37
Multiple races	10
Client Don't know / Refused	
No Answer	
Total:	62

Gender	Month
Female	25
Male	37
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	62

Zip Code	Month	Zip Code	Month
93301	9		
93304	11		
93305	2		
93306	3		
93307	4		
93308	7		
93309	7		
93311	1		
93312	3		
93230	1		
93501	1		
93277	1		
97201	1		
Not specified	11		
Total			62

Program Highlights

There were a total of 3 clients housed from Safe Camp during the month of January.

**Community Action Partnership of Kern
Monthly Report 2025**

Month	January-25	Program/Work Unit	Coordinated Entry Services (CES)		
Division/Director	Rebecca Moreno	Program Manager	Joseph Aguilar		
Reporting Period	January 1, 2025 - December 31, 2025				
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. The Coordinated Entry System (CES) process will support the encampment proposal. The strategy will expedite the housing process by creating an Encampment by Name List and an encampment match call with collaborating partners to review status, barriers, and match encampment residents to permanent housing units and/or housing resources identified.					
Homeless Referrals/Assessments (SRV 7a) (duplicated client counts)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	2,679	2,679	20,000	13%	13%
Number of applicants who received a response within 24 Hours (duplicated client counts)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	2,248	2,248	18,000	12%	12%
Pending Assessments (duplicated client counts)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients without initial contact by the end of the month.	0	0	200	0%	0%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	6				
Encampment Resolution (SRV 7a) (duplicated client counts)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of Clients Served	83	83	450	18%	18%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	10	10	70	14%	14%
HOUSED to permanent housing placement (SRV 4o)	2	2			
Explanation (Over/Under Goal Progress)					
Program Strategic Goals			Progress Towards Goal		

Community Action Partnership of Kern Monthly Report 2025

1. Optimize the use of existing access points in rural areas of Kern County.	CES continues to work on improving system through CoC Strategic Plan. CES continues to offer trainings to new staff from partner agencies and community members.□
2. Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.	One FTE was hired and will be starting on 12/13/2025. Interviews in progress to hire additional staff members.
3. Among clients from the prior month, the average time taken to reach pending clients is currently 15 days, attributed to high call volume and limited staff. The objective is to achieve client contact within 5 days of the initial request.	In the process of hiring more staff.
Program Highlights	

**Community Action Partnership of Kern
Monthly Report 2025**

Month	January-25	Program/Work Unit		California Advancing and Innovating Medi-Cal (CalAIM)		
Division/Director	Rebecca Moreno Director of Community Services	Program Manager	Joseph Aguilar			
Reporting Period	January 1, 2025 to December 31, 2025					
Program Description						
CalAIM 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 CalAIM 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	Annual Progress	
Number of Clients Currently Served		442	442	450	98%	
Number of Referrals Received (SRV 7c)		22				
Number of Enrollments		20				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)		864	864	8,100	11%	11%
Housing & Furnishing Deposits (SRV4d)		Month	YTD	YTD Goal	Month Progress	Annual Progress
One-time use up-to \$5000 per client (includes housing deposits, furnishing, appliances)		31	31	100	31%	31%
Housing Tenancy and Sustaining Services		Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)		10	10	75	13%	13%
Day Habilitation Services		Month	YTD Goal	YTD Goal	Month Progress	Annual Progress
Number of Clients Currently Enrolled		52	52	50	104%	104%
Number of services per client per month (i.e., client accepted day services, attended day services class)		0	0	2600	0%	0%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals		Progress Towards Goal				
1.) Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.		Pending new hire interviews, hiring for 1 position.				

**Community Action Partnership of Kern
Monthly Report 2025**

2.) Broaden CalAIM services by collaborating with existing and new managed care plans to diversify the program's funding sources.	Proactively assisting East Kern Resource Center develop and improve Calaim services; exploring options to add additional ECM and CS services, submitted application to partner and become a CBO with Anthem.
3.) Engage with volunteers/providers to operate Day Services classes and proactively offer Day Services classes 2-3 hours per day.	There was 4 main courses offered, 27 classes total in the month of January. Comper Basics, Home DIY & Cleaning Workshop, General Life Skills, and Prepare-U.
Program Highlights	

**Community Action Partnership of Kern
Monthly Report 2025**

Month	January-25	Program/Work Unit	Adult Re-entry Program			
Division/Director	Rebecca Moreno Director of Housing & Supportive Services	Program Manager	Rosario Miranda			
Reporting Period	January 1, 2025 to January 31, 2025					
Program Description						
Community Action Partnership of Kern’s (CAPK) Adult Reentry Grant Warm Handoff and Reentry Services Program (ARG WHO) is designed to reduce rates of homelessness and recidivism in the reentering AB 128 population, CAPK proposes a multi-modal intervention strategy with complementary reentry service line targeting known dynamic risk factors for homelessness and recidivism including housing stability, employment, and mental health. Case Management services will be provided using a Strengths-Based approach model that addresses immediate needs upon release and facilitates individual change to ensure self-sufficiency upon program exit. Case Management activities may include Housing Search Services, Housing Plan Development, Landlord Engagement, Financial Capability Skill Training, Financial Coaching/Counseling, Tenant Rights Education, and Rental Counseling. CAPK will use interagency referral to determine eligibility to any of its 16 unique anti-poverty programs. Community partners such as Kern Behavioral Health and Recovery Services and Employers’ Training Resource will provide intensive specialized services around Mental Health/Substance Use and Employment Training, respectively.						
Client Services (duplicated client counts)		Month	YTD	YTD Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)		33	33	200	17%	17%
Number of Client Contacts		44	44	720	6%	6%
Client Outcomes		Month	YTD			
Number of individuals who obtained safe and affordable housing (FNPI 4b), such as Housing Subsidy or Permanent Supportive Housing (PSH)		3	3			
Number of unemployed clients who obtained employment (up to a living wage) FNPI 1b, such as Workforce Development, Education, or Employment Services		2	2			
Referrals		Month	YTD			
Number of Clients referred to Mental Health Services or Substance Abuse Services (SRV 5v)		25	25			
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling) SRV 3c		24	24			
Transitional Housing Placements (SRV 4n)		4	4			
Permanent Housing Placements (SRV 4o)		0	0			

**Community Action Partnership of Kern
Monthly Report 2025**

Job Readiness Training (SRV 1f)	17	17	
Job Referrals (SRV 1l)	17	17	
Incentives (e.g., food vouchers, transportation, application fees, gift cards) SRV 5hh	0	0	
Food Distribution (food bags/boxes, food share program, bags of groceries) SRV 5jj	0	0	
Kits/boxes (i.e., toiletries, hygiene kits) SRV 5nn	0	0	
Explanation (Over/Under Goal Progress)			
Program Strategic Goals	Progress Towards Goal		
1.) Create a comprehensive program policy and procedure manual, including documents such as referral forms and intake/assessment forms.			
2.) Maintain strong relationships with the Parole and Probation Departments while expanding efforts to provide comprehensive wraparound services.	Attending PACT meetings monthly. Actively meeting with BPD, Probation and Parole agencies.		
3.) Focus on leveraging partnerships to address critical needs such as employment support, housing stability, and additional services through programs like CalAIM, including Day Habilitation, to holistically support successful reentry outcomes.			
Program Highlights			



Health and Nutrition Services

Cal-Fresh Health Living Program

Food Bank

Migrant Childcare Alternative Payment

Women, Infant, and Children

**Community Action Partnership of Kern
Monthly Report 2025**

Month	January-25	Program/Work Unit		CalFresh Healthy Living		
Division/Director	Susana Magana		Program Manager	Alan Rodriguez		
Reporting Period	January 1, 2025 - December 31, 2025					
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, distributing Indirect Education materials and resources, and creating/implementing Public Health programs that focus on improving Policy Systems and Environments (PSE's). The CFHL program also has three (3) subcontractors that assist in carrying out the goal of educating the K-12 school population.						
Supplemental Nutrition Assistance Program-Education(SNAP-Ed) eligible participants, receiving Nutrition Education (SRV 5ff)		Month	YTD	YTD Goal	Month Progress	Annual Progress
Community Action Partnership of Kern (CAPK) Direct Education provided.		46	46	1,100	4%	4%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.		887	887	9,500	9%	9%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.		199	199	4,000	5%	5%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.		446	446	7,500	6%	6%
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.		Month	YTD			
Community Action Partnership of Kern (CAPK) Direct Education provided.		225	225			
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.		25	25			
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.		77	77			
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.		0	0	YTD Goal	Annual Progress	
Total (distributed printed material)		327	327	20,000	2%	
Policy Systems and Environmental Changes (PSE's)		Month	YTD	YTD Goal	Month Progress	Annual Progress

Community Action Partnership of Kern Monthly Report 2025

Partner with six (6) agencies/program to evaluate and implement the Nutrition Pantry Program (NPP) to implement Trauma Informed Care practices with-in the food pantry.	1	1	6	17%	17%
Partner with three (3) health centers (clinics) to implement Food Insecurity screening practices.	0	0	3	0%	0%
Program Strategic Goals	Progress				
1. Achieve and maintain full staffing levels by implementing targeted recruitment strategies and enhancing employee retention through professional development, competitive compensation, and fostering a supportive workplace culture.	Professional development has continued through program meeting in January, where leadership, opportunity and respect were the focus of the CFHL team discussion. The team was engaged through activities. Also onboarded one new Health Educator in the month of January. CFHL program is pending budget approval to move forward with comp ease to continue to foster competitive compensation and foster a supportive workplace culture.				
2. Advance Policy, Systems, and Environmental (PSE) initiatives by strengthening community partnerships, implementing sustainable strategies, and creating impactful changes that improve access to healthy food and physical activity for low-income Kern County residents.	South High School signed MOU to begin implanting the Nutrition Pantry Program at their Spartan Market. CFHL drafted MOU and sent it over to Premier Valley Medical Group (PVMG) - Columbus clinic for review/edits. Currently pending response to move forward with Food Insecurity Screen and referral intervention.				
Program Highlights					
The program has kicked off the year on a fantastic note. CFHL gained a new partner in the SHOP domain to continue to implement the Nutrition Pantry program and pending MOU from another partner in the LIVE domain. The program also facilitated Spanish nutrition classes at Orangewood Elementary. In addition, the LIVE domain scheduled time to meet with Project Food Box, who produces weekly food boxes to participants eligible for Medically Tailored Meals. This may be a great organization to collaborate as the LIVE domain continues to work with Health care clinics.					

**Community Action Partnership of Kern
Monthly Report 2024**

Month	December-24	Program/Work Unit		Food Bank		
Division/Director	Health & Nutrition, Susana Magana		Program Manager	Kelly Lowery		
Reporting Period	January 1, 2024 - December 31, 2024 <i>(Note: The data represents information from two months earlier.)</i>					
Program Description						
The Food Bank provides food assistance to low-income families and individuals through a network of more than 200 agency partner distribution sites across Kern County. The CAPK Food Bank is the primary organization responsible for distributing State and Federal emergency food assistance for Kern County neighbors in need. Additionally, the Food Bank is the Feeding America affiliate food bank for Kern, facilitating grocery rescue [Fresh Rescue Program] to support the network of more than 150 Pantries across the county. Every month, the food bank distributes between more than 1.5 million pounds of food which reaches tens of thousands of Kern County food insecure neighbors.						
The Emergency Food Assistance Program (TEFAP)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements - TEFAP		58,763	702,594	600,000	10%	117%
Pounds Distributed		908,955	10,407,425	10,000,000	9%	104%
Pantry Program		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements - Pantry Program		138,331	1,309,537	1,000,000	14%	131%
Pounds Distributed		329,471	4,384,782	5,000,000	7%	88%
Fresh Rescue		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements <i>(Not included in Pantry Prgm)</i>		4,891	39,098	150,000	3%	26%
Pounds Distributed <i>(total)</i>		313,034	2,071,033	1,250,000	25%	166%
Commodity Supplemental Food Program (CSFP)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements - CSFP		5,390	63,946	60,000	9%	107%
Pounds Distributed		192,209	2,376,909	2,000,000	10%	119%
Free Farmers Markets		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements - Free Farmers Markets <i>(includes some connected to TEFAP)</i>		12,884	183,545	175,000	7%	105%
Pounds Distributed		186,666	1,148,553	1,200,000	16%	96%
Brighter Bites		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements - Brighter Bites		2,848	36,719	30,000	9%	122%
Pounds Distributed		34,256	280,434	450,000	8%	62%
Snack Attack		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements - Snack Attack		459	16,508	15,000	3%	110%
Pounds Distributed		1,200	10,989	12,500	10%	88%
Community Events & Other		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements - Community Events		4,192	19,192	15,000	28%	128%
Pounds Distributed		402,440	1,810,633	1,200,000	34%	151%
Totals		Month	YTD	Annual Goal	Month Progress	Annual Progress
Total Neighbor Engagements		227,758	2,377,191	2,045,000	11%	116%

**Community Action Partnership of Kern
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Total Pounds Distributed (SRV 5jj)	2,368,231	22,490,757	21,112,500	11%	107%
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	528	350	15%	151%
Other Volunteers (i.e., general public, duplicated)	271	2,521	1,750	15%	144%
Explanation (Over/Under Goal Progress)					
December 2024 marks the end of the year for the Food Bank. Looking at full year data as it relates to the goals set, we saw measurable growth in virtually all areas/programs of the Food Bank. In the area of fresh rescue, the number was low because we determined early in the year after setting the initial goal, that we needed to adjust how we measured engagements to ensure we weren't double counting. We left the goal unchanged, but will adjust for 2025. Overall, in 2025 the Food Bank distributed 22.5 million pounds of food and provided food insecure Kern County neighbors with emergency food resources more than 2.3 million times.					
Program Strategic Goals		Progress Towards Strategic Goals			
In light of a potential change in funding, Food Bank staff are reconsidering the program's strategic goals.					
Program Highlights					
In December the Food Bank participated in the CAPK float for the Bakersfield Christmas parade by driving a food bank truck decorated in Christmas lights! Also in December we hosted the Shafter City Manager and other City staff for a tour and discussion about serving our neighbors in Shafter.					

**Community Action Partnership of Kern
Monthly Report 2025**

Month	January-25	Program/Work Unit	Women Infants & Children (WIC) Nutrition		
Division/Director	Susana Magana	Program Manager	Marissa Ortiz-Cortez		
Reporting Period	January 1, 2025 - December 31, 2025				
Program Description					
The Women, Infants, & Children (WIC) program is a supplemental nutrition initiative that offers nutrition education, breastfeeding support, and nutritious foods to enhance diets. It serves pregnant, postpartum, and breastfeeding women, as well as infants and children under the age of 5. Additionally, fathers, grandparents, migrant families, military families, and caretakers can receive food benefits for eligible infants and children. CAPK WIC operates across 16 sites in Kern County and has 3 locations in San Bernardino County.					
Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	14,460		14,710		98%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	421		1,200		35%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	65	65	268	24%	24%
Outreach	Month	YTD	Goal	Month	Annual
Online Enrollment	104	104	2,000	5%	5%
WIC Presentations and Outreach Events	0	0	100	0%	0%
Publication in newspaper, television, and/or social media postings (English and Spanish)	15	15	350	4%	4%
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.	21	21	120	18%	18%
Peer Counseling Program (PCP)	Clients Served		Goal	Annual Progress	
Provide basic breastfeeding education and encouragement to WIC PCP participants.	232		1,000	0%	
Explanation (Over/Under Goal Progress)					
Program Strategic Goals		Progress			

Community Action Partnership of Kern Monthly Report 2025

1. Enhance Nutrition Counseling Services. Strengthen the quality of nutrition counseling by providing staff with advanced training in active listening, addressing barriers to breastfeeding, and tailoring nutrition guidance to client needs. Focus on offering practical solutions and empathetic support to improve the effectiveness of sessions.	We have launched a new training model which includes post assessments to evaluate training retention and we are increasing observations.
2. Improve Client Engagement and Accessibility. Increase customer retention and satisfaction by enhancing communication channels, such as modernizing the phone system and introducing more efficient ways for clients to connect with staff. Implement strategies to ensure responsive, reliable support for clients across all locations.	We are launching zoom sessions as an option for breastfeeding peer counseling sessions in March 2025.
3. Expand Access Through Innovative Program Delivery. Explore and integrate multiple mediums for client interaction, including virtual services, to modernize program delivery and meet contemporary client expectations. Emphasize program enhancements that align with current trends and client preferences rather than relying solely on traditional program designs.	Our WIC leadership have met with Five9 and we are working to find two other bids for procurement purposes to launch a "call center" for WIC.
Program Highlights	
Our program caseload is 14,710, however, we surpassed that amount with 14,748 WIC certified participants in January. The certified total includes new WIC enrollments for CAPK.CDPH WIC evaluates the certified total when determining funding increases.	



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

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Month	January-25	Program/Work Unit	East Kern Family Resource Center (EKFRC)			
Division/Director	Fred Hernandez Youth & Community Services	Program Manager	Anna Saavedra			
Reporting Period	January 1, 2025 - December 31, 2025					
Program Description						
East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC provides assistance to low-income individuals and families from the desert and Tehachapi Mountain communities. The primary focus is to assist individuals and families who are facing housing insecurities and to prepare children 0-5 years of age to enter kindergarten successfully. The EKFRC also provides individuals and families with basic need services, clothing, diapers, food, household items, hygiene kits, blankets, business services, VITA, and assistance with HEAP applications.						
Homeless Housing Assistance and Prevention (HHAP) Rural Drop-in Center		Month	YTD	Annual Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)		11	11	60	18%	18%
Street Outreach and Education		55	55	75	73%	73%
HHAP Linkages to Services (Referrals)		Month	YTD			
California Driver's License (SRV 7j)		4	4			
Social Security Insurance (SSI) (SRV 7i)		0	0			
Medical Services (SRV 7c)		2	2			
Mental Services (SRV 7c)		3	3			
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)		1	1			
Educational and Career Development (SRV 7c)		1	1			
HHAP Distribution of Supplies		Month	YTD			
Food Assistance (SRV 5jj)		45	45			
House Hold Items		15	15			
Hygiene Kits (SRV 5oo)		16	16			
Emergency Clothing (SRV 7n)		49	49			
Administrative Services & Copies		19	19			
Transportation Services (SRV 7d)		4	4			
Educational Supplies (SRV 2k)		0	0			
Covid - 19 Supplies (SRV 5oo)		2	2			

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First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	22	22	30	73%	73%
Children Receiving Case Management Services (SRV 7a)	29	29	30	97%	97%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	0	10	0%	0%
Children Educational Center Base Activities (FNPI 2b)	16	16	30	53%	53%
Children Educational Home Base Activities (FNPI 2b)	34	34	30	113%	113%
Children Summer Bridge Activities (FNPI 2b)	0	0	15	0%	0%
Collaborative Meetings Participated	1	1	12	8%	8%
Family Support Services for non-clients with children 5 and under	28	28			
First 5 Total	130	130			
First 5 Kern/ Department Health Services	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)	53	53			
CalCapa Diaper Supply Bank	Month	YTD	Annual Goal	Month Progress	Annual Progress
Diaper Supply Management Enrollment Unduplicated (NPI5.2)	146	146	150	97%	97%
Monthly Diaper Kit Supply Delivery Duplicated (SRV5.nn)	164	164	1800	9%	9%
Walk-In Community Services (Duplicated Clients & Case Managed Clients)	Month	YTD			
Administrative Services & Copies	289	289			
Baby Supplies (SRV 2w)	126	126			
Covid - 19 Supplies (SRV 5oo)	14	14			
Court Mandated Parenting Correspondence (SRV 2w)	18	18			
Educational Supplies (SRV 2k)	5	5			
Emergency Clothing (SRV 7n)	364	364			
Food Assistance (SRV 7c)	300	300			
Household Items (SRV 7c)	15	15			
Hygiene Kits (SRV 7c)	82	82			

**Community Action Partnership of Kern
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Referrals (SRV 7c)	85	85	
Transportation Services (SRV 7d)	10	10	
Explanation (Over/Under Goal Progress)			
Program Strategic Goals		Progress Towards Goal	
1. Secure additional funding to cover operational costs and improve the delivery of services.	The Cal-Aim program has been a great source of additional funds that will allow us to support operational expenses and client supplies.		
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	We continue to meet new enterprises in East Kern, reaching out to them and informing them of all the services we provide to the East Kern Community. We recently met with Cal Portland who is now hosting a Golf Tournament on our behalf on March 8 at the Rio Bravo Golf Course.		
3. Improve on-site services to more effectively connect with the East Kern target population.	We have been meeting with several community partners to discuss the needs of the East Kern communities.		
Program Highlights			
EKFRFC CAL-AIMS program continues to grow in East Kern. Each case manager is currently working with 45 clients each, which brings us to a total of 90 clients. Each client is billed 3 times a month for different types of services provided to the client. KHS reimburses us \$85 per service. CAL-AIMS clients will benefit from this program since they have so many different types of services to offer that are billable. We attended			

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Month	January-25	Program/Work Unit		Energy & Utility Assistance		
Division/Director	Fred Hernandez		Program Administrator	Vipassana Chawla		
Reporting Period	January 1, 2025 - December 31, 2025					
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) 2025		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		430	430	3,300	13%	13%
Households Served - Weatherization		6	6	150	4%	4%
Department of Energy (DOE) Bi-partisan Infrastructure Law (BIL) - Weatherization Assistance Program (WAP)		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Weatherization		3	3	50	6%	6%
Total Homes - Weatherized & Utility Assistance (Note: The data represents work submitted to CSD for reimbursement - delayed by 2 months)		Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i,)		430	430	3,300	13%	13%
Total Households Weatherized (FNPI 4h, SRV 4q, & SRV 4t)		9	9	200	5%	5%
PG&E Case Management Program		Month	YTD	Goal	Month Progress	Annual Progress
Number of clients enrolled in the case management program (SRV7a).		477	477	2,400	20%	20%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals			Progress Towards Goal			
1) Meet the PG&E goal of enrolling 2,400 clients into the PG&E Case Management Program.			At the moment we have met 20% of the goal. We hired two additional case managers in order to assist with the current work load.			
2) Successfully implement the City of Bakersfield Weatherization Program and meet the contract goals.			The contract has been executed, but we are still waiting for the City of Bakersfield to provide us with the list of homes to repair.			
3) Meet at least 22% of production goal for DOE BIL WAP contract			This contract has been a difficult contract to spend down due to it's current restrictions.			
Program Highlights						
In the month of January we successfully implemented the PG&E Case Management Program. The goal of the program is to case manage PG&E customers and assist with the removal of any barriers that keep them from paying their monthly bill. We also provide financial education, internal and external referrals for clothing, food, or any other community support service the client needs.						

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Month	January-25		Friendship House Community Center (FHCC)			
Division/Director	Fred Hernandez	Program Administrator	Lois Hannible			
Reporting Period	January 1, 2025 - December 31, 2025					
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		Month	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p)		77	77	100	77%	77%
Summer Program (SRV 2m)		N/A	N/A	35	#VALUE!	#VALUE!
After School Program (FNPI 2c.2., FNPI 2c.3, SRV 2p)		30	30	50	60%	60%
California Violence Intervention Program (CalVIP)		Month	YTD			
Incident Response (SRV 5w)		0	-			
Outcome/Case Managed Families (SRV 7a)		14	14			
Provided Food Assistance (SRV 7c)		3	3			
Assisted with Energy/HEAP Services (SRV 7c)		0	-			
Crisis Intervention		0	-			
Provided Mentoring Services (SRV 2p, 7c)		14	14			
Assisted with relocation services/Deposit Payments (SRV 4d)		0	-			
Temporary Housing Placements (SRV 4m)		0	-			
Explanation (Over/Under Goal Progress)						
CAPK Cal AIM assisted a Friendship House CalVIP participant with relocation services/deposit payment. Therefore, CalVIP is not reporting the relocation/deposit assistance. The assistance with those payments by Cal AIM were greatly appreciated and will allow the CalVIP team to focus on additional support services for the participant and his family. The number of participants for the Mentor program may appear high. However, recruitment for those participants have been active since July of 2024 and those youth will continue with the program until June of 2025. The FHCC Summer Program will not start until June of 2025.						
Program Strategic Goals			Progress Towards Strategic Goals			
1. Organize and execute successful fundraising events in collaboration with the Friendship House (FHCC) Advisory Board to generate financial support and sustain programs at the youth center.			The Friendship House Advisory Board is currently planning the 2025 Mixer & More Fundraiser. More information will be provided soon.			
2. Recruit and retain dedicated Advisory Board members with the skills, networks, and passion to raise funds and support initiatives for the Friendship House sustainability and growth.			The Friendship House Advisory Board is recruiting additional members. Interviews to join the Advisory Board were held in January of 2025, which resulted in the selection of two new Advisory Board members which includes Kelly Fargo with Strata Credit Union and Jim George a retired professor from CSUB. An additional member is still being recruited.			
3. Collaborate with the CAPK Executive Team to expand grant research and submission efforts for the CAPK Friendship House, ensuring resources align with and address the evolving needs of the community.			The FHCC Program Administrator worked with the Executive Team to apply for the Flexible Assistance for Survivors grant, which was submitted for consideration in January of 2025.			
Program Highlights						
Thanks to a grant from the Women & Girls Fund, 24 program participants in the Friendship House Girls Leading the Way Through STEM program were treated to a field trip to the California Science Center in Los						

**Community Action Partnership of Kern
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Angeles, on January 2nd. The girls explored space exploration exhibits, life science, animal habitats, watch a 3D movie on Cities of the Future, and engaged in discussions on various STEM topics, all while having fun. In January of 2025 two CalVIP participants were assisted with basic needs of winter clothes. Each participant was taken to JCPenny where they each were allowed to pick out \$250 worth of clothes. One youth reported that was his first time ever being taken to shop for clothes.

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Month	January-25	Program	Shafter Youth Center (SYC)		
Division/Director	Fred Hernandez	Program Manager	Angelica Nelson		
Reporting Period	January 1, 2025 - December 31, 2025				
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	Month	YTD (unduplicated)	Goal	Month Progress	Annual Progress
After School Program Enroll (FNPI 2c & SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	17	17	40	43%	43%
Summer Program (SRV 2m) June/July			60	0%	0%
Community Programs	Month (New)	YTD (unduplicated)			
Fitness Boot Camp, Zumba and Adult Basketball	56	56			
Girls Scouts, Community Meeting Space, Dignity Mental Health Support, etc. (group count)	1				
On Site Collaboration: Energy, VITA, Food Bank	2				
Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates, distributions (e.g., food, diapers))	0	0	6	0%	0%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals	Progress				
1. Monitor and assess students' academic advancement through regular school progress and grade reports. Utilize the gathered data to refine and modify individual student learning plans.	Student progress reports and report cards have been collected from the beginning of the school year. 80% of the students have maintained their grades, while 15% have shown improvements. Individual support strategies have been put into place to assist students.				
2. Improve the attainment of program funding to broaden the scope of program offerings. This involves working in partnership with the CAPK Foundation to integrate funding that facilitates the introduction of new services.	The search for additional funding continues with the help of CAPK Foundation and CAPK Grants team				
3. Support the Exploration of Interests and the Development of Skills and Creativity for Youth.	Staff and students held an informal discussion on the current interests and sought what they would like to experience withing the After School Program.				
Program Highlights					

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Month	1-Jan	Program/Work Unit	Volunteer Income Tax Assistance (VITA)			
Division/Director	Fred Hernandez		Program Manager	Jacqueline Guerra		
Reporting Period	January 1, 2025 - December 31, 2025					
Program Description						
The CAPK VITA program offers free tax preparation services. This service is available to low-to-moderate income individuals, the elderly, persons with disabilities, and limited English-speaking taxpayers. Additionally, the CAPK VITA program provides ITIN (Individual Taxpayer Identification Number) services through Certified Acceptance Agents (CAAs). CAAs are authorized by the IRS to assist individuals who do not qualify for a Social Security number but need an ITIN for tax filing purposes.						
CAPK current year 2024 e-filed Tax Returns (SRV 3o)		Month	YTD	Goal	Month Progress	Annual Progress
Federal		278	278	8,250	100%	3%
Social Security Number (SSN)		265				
Individual Taxpayer Identification Number (ITIN)		13				
State		278	278			
Social Security Number (SSN)		265				
Individual Taxpayer Identification Number (ITIN)		13				
CAPK 2019-2023, Paper Filed, and Prior Year Returns (total YTD added to Federal YTD) (SRV 3o)		Month	YTD			
Paper-filed, and Prior year returns (federal)		9	9			
Social Security Number (SSN)		7				
Individual Taxpayer Identification Number (ITIN)		2				
Paper-filed, and Prior year returns (state)		9	9			
Social Security Number (SSN)		9				
Individual Taxpayer Identification Number (ITIN)		2				
CAPK Refunds and Credits (SRV 3o)		Month	YTD			
Federal Refunds		\$384,719.00	\$384,719			
State Refunds		\$112,574	\$112,574			
Federal Earned Income Tax Credit (EITC) (income limit \$66,819 per household)		\$791,986	\$791,986			
California Earned Income Tax Credit (CalEITC) (income limit \$131,950 per household)		\$53,781.00	\$53,781			
Total Refunds and Credits			\$1,343,060			
Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications (Note: duplicate of Federal Tax Returns Completed)		Month	YTD	Goal Adjusted	Month Progress	Annual Progress

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Applications (New/Renewal)	4	4	200	2%	2%			
Explanation (Over/Under Goal Progress)								
State refunds and CalEITC amounts may be inaccurate due to the inability to retrieve a State Paper report.								
Program Strategic Goals		Progress Towards Goal						
Persist in fostering connections within rural communities to extend outreach and engage with a larger number of clients.								
Sub-contactor: United Way Central Eastern California Current year 2024 e-filed returns	Month	YTD	Goal Adjusted	Month Progress	Annual Progress			
Federal		0	3,250	0	0			
State		0						
UWCEC 2019-2023 Paper Filed, and Prior Year Returns (total YTD added to Federal YTD)	Month	YTD						
Paper-filed, and Prior year returns (federal)		0						
Paper-filed, and Prior year returns (state)		0						
Sub-contactor: United Way Central Eastern California Refunds and Credits	Month	YTD						
Federal Refunds		\$0						
State Refunds		\$0						
Federal Earned Income Tax Credit (EITC) (income limit \$66,819 per household)		\$0						
California Earned Income Tax Credit (CalEITC) (income limit \$31,950 per household)		\$0						
Total Refunds and Credits		\$0						
Program Highlights								



Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

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Month	January-25	Program/Work Unit	Operations Division	
Division/Chief, Director	Emilio Wagner CFTO, Maria Contreras Director of Facilities	Program Managers	Ryan Dozier, Laurie Sproule, Luisa Rosa Silva, Kenneth Lawrence, Eric Martinez, Rommel Almanza	
Reporting Period	January 1, 2025 - December 31, 2026			
Division Description				
The Operations Division is a dynamic and multifaceted division that plays a pivotal role in ensuring the seamless functioning of our organization. This division is responsible for spearheading new construction projects, overseeing fleet management, maintaining our physical facilities, mitigating risks, and managing all aspects of Information Technology (IT) and Information Systems (IS).				
Data Services				
Activity	Requested	In-Progress	Processed	Processed YTD
IS Tickets	91	70	66	66
Power App Enhancements	5	7	1	1
Paginated Reports/ Power bi reports/ Dashboards	3	2	4	4
Projects		Description of Status		Current % Status
211 Optimizations		Discovery Phase		25%
Adult Reentry Program		Scheduled to deploy to UAT in February		40%
CalFresh Healthy Living CRM		Deployed to UAT January 2025		80%
CSBG 2024 Report		All available program files processed		100%
M Street		Scheduled to deploy to UAT in February		45%
SMS- CRM Integration		Project plan being created		20%
HMIS Email Campaign		Development Finalized		40%
Feeding America Service Insights Project		Testing Application and Configuring System		30%
Facilities				
Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	411	637	386	386
Construction Projects		Description of Status		Current % Status
Central Kitchen				
McFarland & Tehachapi Modulars				
Barnett House				
Major Maintenance Projects		Description of Status		Current % Status
Angela Martinez		Staff Development TI nearing completion.		90%
Stockdale HS		South Side of building under TI Playard permit obtained. Added a new CO for Door and IT Rm light Parking Lot Signage		75%
EKFRC		East Kern new office space TI began laundry room		90%
Sterling Remodel Phase 1 & 2		Temp Kitchen Kitchen Remodel Plans finalized		90%
Sterling Remodel Phase 3		Awarding Contract		10%
Sterling Block Wall		Property Line Site Survey		5%
Alberta Dillard		Survey Complete Working of Property Line Discrepancy's		5%
Harvey Hall		Awarding Contract & Scheduling Walks with Architect and Contractor Selected		15%

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Food Bank		Food Pantry & Lobby Remodel		10%
Primeros Pasos		Kitchen Remodel		100%
Information & Technology				
Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	533	188	721	721
Information & Technology Projects		Description of Status		Current % Status
Ring Central Migration		leaving Mitel to Ring Central for VOIP	30%	
MS Intune/Defender		ability to capture devices in Microsoft	60%	
DC04		Group Policy fix	75%	
Risk Management				
Workers Compensation Claims		Reported	Reported YTD	
For Report Only		11	11	
First Aid		2	2	
Medical		1	1	
Modified Duty		0	0	
Lost Time		2	2	
Under Investigation / Non-Industrial / Students / Parents / Volunteers / Clients		2	2	
Property		2	2	
Vehicle Incident / Grand Theft Auto		0	0	
Motor Vehicle Accident		0	0	
Work Place Violence / Over Doses / Death		0	0	
Total		20	20	
Program Strategic Goals				
Description		Description of Status		Current % Status
Develop a facility deferred maintenance program.				
Develop and implement a Data Governance strategy.				
Improve the customer experience by assessing it through factors such as response time and customer sentiment.				
Program Highlights				



Community Development

Grant Development
CAPK Foundation
Outreach & Marketing
2-1-1 Call Center
Community Schools Partnership Program (CSPP)

Community Action Partnership of Kern Monthly Report 2025

Month	January-25	Program	Community Development		
Division/Director	Pritika Ram		Catherine Anspach, Vanessa Mendoza, Savannah Maldonado-Oates		
Reporting Period	January 1, 2025 - December 31, 2025				
Program Description					
The services under the Community Development Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.					
Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	18,121	18,121	250,000	87%	7%
Facebook Impressions (i.e., number of times users see content)	412,598	412,598	1,750,000	283%	24%
Other Social Media Impressions	43,164	43,164	275,000	188%	16%
Highest Performing Post					
 https://www.facebook.com/capkern/posts/pfbid033xXVpdHdz8wycDC2S1wkegPDgUBoJPBjrpnU6VtMNhTXPEesbQDm55c4oqqJg4a7l 4,352 impressions (How many times the post came across screens) 2,480 reach (how many individuals saw the post) 37 interactions (how many liked, commented, or shared)					
Outreach Special Projects					
Met with Christian Clegg to discuss upcoming year and partnership opportunities					
M Street Christmas Luncheon video produced and shared on communication channels					
Met with outside firm to discuss purchasing their volunteer management software.					
Team assisted with the planning, marketing, and logistics of the 2nd annual fatherhood conference					
Fatherhood Conference highlight video produced and shared on communication channels					
Met with FHCC advisory board and FHCC leadership about the annual mixer					
Completed communications plan and messaging for announcement of CVAF integration					
Organized and hosted 250 volunteers for volunteers big kern day at the food bank and provided media support					
Met with VITA team to plan marketing campaign for VITA tax season					
Developed new VITA website for program with updated features, navigation tools, and easier access to services for clients					
VITA Marketing Campaign developed: Media Buys, Content Development, Scripts for Radio, and Media Packages created (ongoing)					
Met with HS SJ team to discuss marketing needs					
Presented agency services to Child Support Case Managers					
Continued planning for Food Bank's Agency Partner Conference: Video Request, Run of Show, Talking Points, Graphics, and Awards.					

Community Action Partnership of Kern Monthly Report 2025

Developed 2025 CAPK event calendar	
Began planning 2024 annual report	
Joined a podcast on moneywise to discuss services	
Planned and executed 2025 CalEITC Awareness Day Presser	
MCAP marketing request for custom Letterhead and Envelopes	
KHEP committee representation and continued planning for community engagement events	
Discovery Meeting with City of McFarland: Assisting in organizing resource fair for city festival	
Promotion for Friendship House Advisory Board positions: social media and email marketing	
Head Start marketing request for custom banners	
Assisting CalFresh Healthy Living with internship inquires	
Captured, sorted, and edited media for Tri-Counties donation to WIC and MCAP	
Sponsorship recognition for Oasis Family Resource Center	
Creation of internal outreach cohort program for CAPK staff	
Client Success Story: VITA program released	
Meeting with Foundation to overview asks and deliverables: Collateral, video, social media content, and email marketing	
Ongoing marketing support for Grant teams Community Needs Assessment survey and community focus groups	
Outreach Advocacy	
Prepared documents for NHSA Winter Institute DC visit as well as scheduled visits with Harder and Valadao's staff	
attended weekly 211 network advocacy meeting to discuss budget ask	
Advocacy Watch-list	
OMB Budget freeze	
Executive orders regarding funding, DEI, and immigration	
CALFOODS	
Projects	
The Kern Coalition has made significant progress in finalizing key elements for the Catalyst Phase of the CA Jobs First initiative. This includes completing the convener scopes of work and budgets for the Catalyst Phase, finalizing the RFP for project submissions, and reviewing the scoring matrix created by the Governance Council to evaluate proposals. Additionally, the Coalition finalized and submitted three activation plans focused on advanced manufacturing, advanced agriculture, and the clean economy to the state on January 31, 2025. To support ongoing workforce development efforts and secure funding for projects outside the original scope of the CA Jobs First initiative, the Coalition has decided to expand its grant-writing capacity. This will involve researching and applying for additional grants aligned with current efforts. The Coalition is also preparing to launch the first series of subregional collaborative meetings in February 2025. These meetings will allow local stakeholders and industry representatives to come together and discuss Catalyst Phase projects that meet the criteria/scoring matrix and align with the initiatives overall expectations. Another important component to keep in mind is for subregions to develop competitive proposals to secure additional dollars from implementation funding, ensuring these projects are fully executed.	
Community Services Block Grant (CSBG)	Results Oriented Management & Accountability (ROMA)
Preparing for the submission of the CY 2024 CSBG report.	Staff are undergoing re-certification.

Community Action Partnership of Kern Monthly Report 2025

Foundation	
Strategic meeting with Anthem team and Food Bank team to further partnership opportunities	
Attended Bakersfield West Rotary as guest. Will be joining next month. Meetings are every Wednesday. BWR has roughly 68 members from a cross section of business industries.	
Served as guest, along with Savannah Oates on Moneywise radio show and podcast to speak about CAPK and ways to support.	
Developed communication and collateral for Employee Giving Campaign with first email sent to all employees on 1/7/2025.	
Meeting with Bland Solar Management Team and Freddy Hernandez to discuss 40 year anniversary and partner opportunity with CAPK Energy	
Solicited all past sponsors of 2024 Gourmet For Good. Prospected a list of additional companies to solicit. Secured \$51,500 in sponsorship	
Met with marketing and outreach team to establish and review a checklist of items with assigned deadlines.	
Participated in the citywide event, Volunteer Big Kern which benefited the Food Bank.	
Participated in the grants collaboration meeting with Food Bank Pantry Partner in McFarland.	
Held debrief meeting with the Friendship Advisory Board regarding 2025 fundraising.	
Coordinated and executed quarterly "Lunch & Learn" Series at Food Bank to engage community partners.	
Attended Leadership meeting for 5 year Strategic Planning.	
Developed the webpage for Gourmet For Good with fundraising metrics. Developed invitation for mailing.	
Attended the 5th Annual Circle of Friends celebration for United Way.	
Attended the Annual State of the County Dinner.	
Attended and presented at The Gentleman's Club luncheon representing the Food Bank as the Charity of Choice,	
Held two discovery meetings with CRM companies to explore options for upgrade in 2026.	
Program Strategic Goals	Progress Towards Goal
Proactively identify and pursue new funding opportunities to support and enhance our organization's mission and projects.	Onboarding and refining the Donor Relations Administrator position to concentrate on stewarding our larger donors, expanding on workplace giving and increasing overall sponsorship.
Develop a long term plan to raise awareness and funds to support the Food Bank.	Participating twice monthly meetings with key Food Bank staff to identify prospective supporters and discuss fundraising strategies. Advancing Anti-Hunger Month to increase donations.
Further develop and grow Foundation Board to aid in the overall fiscal growth of the Foundation.	Meeting with Chair & Vice Chair to develop new term goals and reevaluate existing board. Establish an annual board retreat in September. Vetting companies that can lead retreat.

**Community Action Partnership of Kern
Monthly Report 2025**

Month	January-25	Program/Division		2-1-1 Call Center Program			
Division/Director	Pritika Ram		Program Manager	Sabrina Jones-Roberts			
Reporting Period	January 1, 2025 - December 31, 2025						
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 1,300 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 17 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	Food Pantries		Utility Payment Assistance		VITA Programs		
Top 3 Unmet Needs	Specialty Food Providers		Food Stamps		Homeless Diversion Programs		
Information and Referral Services (I&R) Calls Handled (SRV 7c)		Month	YTD	Annual Goal	Month Progress	Annual Progress	
Fresno & Madera County		4207	4,207	20,000	21%	21%	
Kern County		3914	3,914	90,000	4%	4%	
Kings County		282	282	4,000	7%	7%	
Merced & Mariposa County		138	138	900	15%	15%	
Stanislaus County		1064	1,064	10,000	11%	11%	
Tulare County		867	867	10,000	9%	9%	
Total County-based I&R Calls Handled		10,472	10,472	134,900	93%	8%	
Average Wait Time	0:24						
Average Handle Time	5:28						
Other Service Call Types Handled (SRV 7c)		Month	YTD				
LIHEAP (SRV 7b)		4631	4,631				
Mental Health (SRV 7c)		365	365				
Total County-based and Other Calls Handled		15,468	15,468				
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.				17	9.5	7.48	
Grant Funded Services		Activity	Month	YTD	Annual Goal	Month Progress	Annual Progress
Cal-Fresh (SNAP) Application (SRV 3l)		50	20	20	350	6%	6%
Community Health Care Program / Medi-Cal Applications (SRV 3h)		30	12	12	70	17%	17%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c)		41	28	28	125	22%	22%
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)		30,304		30,304	225,000	13%	13%
Referrals		Month		YTD			
Food-related Calls (SRV 7c)		1241		1,241			
Health and Human Service Referrals (SRV 7c)		1562		1,562			
Housing and Homelessness Calls (SRV 7c)		411		411			
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)		513		513			

**Community Action Partnership of Kern
Monthly Report 2025**

Total Other Services		3,727
Explanation (Over/Under Goal Progress)		
211 has achieved 8% of its annual target goal for call handling metrics. 2-1-1 performs call handling services for several counties throughout the Central Valley in addition to the local county of Kern. Internally, the program answers calls associated with homelessness assistance and completes a Quick Reference Tool to assign follow-up to Coordinated Entry System. 2-1-1 makes an effort to meet standard goals and deliverables for all contracts and projects. Through its various scopes of work, the program supports providing application assistance, assessments, and outreach to bring awareness of services within the community. Calls, applications, and assessments are monitored and reviewed to determine appropriate methods and material needed for outreach events. In recent months, the program committed to a service to provide application assistance for Kaiser's Community Health Care Program along with continued efforts in assisting community members with Medi-Cal and Medi-Cal Re-determination. □		
Program Strategic Goals		Progress Towards Goal
1. Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.	The program seeks to captivate skilled candidates by streamlining the recruitment process of internal Human Resources. The program aims to offer competitive wages, language fluency and competency incentives, and opportunity for growth. 2-1-1 is staffed with 21 Full Time Information and Referral (IR) Specialists to handle standard and Low-Income Home Energy Assistance calls. The program enriches employees through strategic schedule planning, honoring traditions, and celebrating achievements or milestones. Additionally, it supports opportunities for professional development and an incentive for IR's who obtain certification as a Community Resource Specialist.	
2. Enhance the efficiency and effectiveness of our call center operations in the coming year by thoroughly evaluating and optimizing the use of our tools and technologies, including CRM systems. Focus will be placed on improving call handling performance, streamlining workflows, and identifying opportunities to align staffing levels with operational needs.	The program is in collaboration with the Information Systems Team to refine its processes and maximize technology by digitizing Food Pantry and Commodities resources, enhancing the Interactive Voice Response to allow callers to obtain food pantry sites without the requirement to communicate with a Specialist, and implementing a label maker to reduce the time dedicated to application mailers.	
3. Prioritize retaining existing contracts, such as partnerships with United Ways, while actively exploring and proposing new opportunities to better serve our community members. Leverage the full potential of the call center by pursuing additional fee-for-service contracts and expanding services to maximize impact and efficiency.	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		
The programs' average calls handled rate is 91% while its abandoned rate is 9% amongst seven (7) campaigns. Kaiser's Community Health Care Program has closed its enrollment; however, continues efforts in enrollments for special circumstances, Medi-Cal, and Medi-Cal renewals.		

**Community Action Partnership of Kern
Monthly Report 2025**

Month	January-25	Program/Work Unit		Community School Partnership Program					
Division/Director	Pritika Ram		Program Manager	Que'Mesha Banner					
Reporting Period	January 1, 2025 - December 31, 2025								
Program Description									
The Community School Partnership Program (CSPP) provides comprehensive case management services to student-families enrolled in Bakersfield City School District's (BCSD) Community Schools. CSPP receives referrals from the community schools' Multi-Tiered System of Support and Family and Community Engagement (FACE) Liaisons. The program connects student-families with community-based services to address food insecurities, housing stability, and other essential needs. It is modeled after the Four Pillars of a successful Community School, aimed at mitigating the academic and social impacts of emergencies on local communities and enhancing school responsiveness to student and family needs.									
Additional Requested Services	Resume Building		Tax Preparation		Diapers				
BCSD Referral Type	M.T.S.S (8)		F.A.C.E (23)		OTHER (35)				
Direct Services		Month	YTD	Annual Goal	Month Progress	Annual Progress			
Families referred to Program (SRV 7c) One-time services		66	66	700	9%	9%			
Families Receiving Case Management Services (SRV 7a)		93	93	480	19%	19%			
Results-Oriented Management and Accountability (ROMA) Assessment		Month	YTD						
Families that completed Pre-assessment		20	20						
Families that completed Post-assessment		5	5						
Internal Referral Services (SRV 7c)		Month	YTD						
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)		10	10						
Total Families referred internally for Housing (CES)		8	8						
Total families referred for Employment Resources (2-1-1 or external)		7	7						
Total Families referred internally for Childcare (Head Start)		3	3						
Total Families referred internally for Utility Assistance (Energy)		8	8						
Total Families referred to Friendship House afterschool/ mentorship program		1	1						
Families Receiving Emergency Food Boxes through CAPK Food Bank Pantry Partnership (SRV 5jj)		43	43						
Home Visits (SRV 2cc)		0	0						
Explanation (Over/Under Goal Progress)									
The program works closely with the funder for referrals by consistently collaborating with liaisons and the Multi-									

Community Action Partnership of Kern Monthly Report 2025

Filtered System of Support for opportunities to provide wrap around case management to new families. Community School Partnership Program Leadership remained connected with BCSD Leadership to seek strategies in increasing program awareness within school sites. □

Program Strategic Goals	Progress Towards Goal
1. Elevate program standards and effectiveness by providing a minimum of 3-months and up to one year of case management services to families referred to program and ensure the case management flow chart is being followed and conducted promptly.	Food box criteria was reviewed and refined with a heightened focus on emergent needs to allow more focus on family engagement and enrich upon goal setting. The programs' Leadership met with the funding sources' Leadership to discuss programmatic goals. Team meetings were held with case managers in effort to identify barriers to food box procedures, discuss strategies for a standardized distribution approach.
2. Implement Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART) goals with participating families based on their needs outlined in ROMA assessment to reduce barriers and increase successful outcomes.	Collaboration efforts were implemented with the team to ensure case managers are maximizing their opportunity to utilize available tools to capture data for ongoing case management supports and implement assessments to gauge program impacts based on family progress for all cases prior to their closure.
3. Increase access to housing support and financial educational opportunities for families experiencing or at-risk of homelessness.	The program shall aim to continue its partnership with Chase Bank to offer financial literacy education to parents and their families. Additionally, the program continues to explore options for housing resources.
Program Highlights	
The Community School Partnership Program is staffed to case manager capacity. Case managers have various opportunities, driven by the school sites, that allow their participation in events that offer a chance to reconnect with families.	

Application Status Report
January 2025

Name	Description	Funder	Amount Requested	Amount Awarded	Decision Date	Status
Workforce Innovation and Opportunity Act Employment Social Enterprise Program Year 2024-25	The ESE PY 24-25 grants will focus on promoting job training opportunities and transitional employment through social enterprise initiatives, targeting the hardest-to-serve individuals to help them achieve economic self-sufficiency and life stability. Abandoned: Unable to solidify a scope and partnership before the deadline.	Employment Development Department	\$ -	\$ -		Abandoned
CAPK Food Bank	California Water donated \$5,000 unrestricted funds to our food bank.	Cal Water	\$ 5,000.00	\$ 5,000.00	1/10/2025	Awarded
WIC Community Innovation and Outreach Project	Improve WIC enrollment in Kern County through comprehensive and data-driven outreach efforts.	Food Research and Action Center	\$ 750,000.00	\$ -	1/17/2025	Denied
Financial Assistance for Survivors Pilot	A California grant program that provides cash assistance to survivors of violence and their families. This program will operate at FHCC using CalVIP staff. Partners noted in the application include the Family Justice Center and Open Door Network.	California Governor's Office of Emergency Services	\$ 400,000.00	\$ -		Pending
Workforce Innovations Grant	The National Alliance to End Homelessness (NAEH) Workforce Innovations Grant offers up to \$50,000 to support workforce development in the homeless services sector. The funding is designed to address staffing challenges such as high turnover, recruitment difficulties, and job retention by supporting training programs, mentorship initiatives, staff incentives, and wellness activities.	The National Alliance to End Homelessness	\$ 50,000.00			Research
PATH CITED	This grant will provide continued supportive services under the CES and CalAIM program. The services will include case management, housing assistance, with medical care through our Enhanced Care Management (ECM) provider. This program will also allow for CES/CalAIM to contract respiratory therapists & LCSWs.	California Department of Healthcare Services (DHCS)	\$ -	\$ -		Research

Application Status Report

January 2025

Adult Reentry Grant (ARG) Cohort 4	The Adult Reentry Grant (ARG) Cohort 4 offers funding to community-based organizations to support individuals formerly incarcerated in state prison. This year, the grant combines two components—Warm Handoff/Reentry Services and Rental Assistance—into a single application, emphasizing a continuum of care model that helps participants transition to self-sufficiency and permanent housing. CAPK will apply to continue its successful Warm Handoff/Reentry Services program, which focuses on reducing recidivism and homelessness through strengths-based case management, housing navigation, employment support, and community reintegration. For this application, we will expand our program to include Rental Assistance, allowing us to provide direct financial support for housing costs, including rent, deposits, utilities, and landlord incentives. This integration will enhance our ability to address housing stability as a critical factor in successful reentry.	California Board of State and Community Corrections (BSCC)	\$ -	\$ -		Research
HomeKey +	To sustain and expand Permanent Supportive Housing (PSH) for Veterans and individuals with mental health or substance use disorders who are at risk of or experiencing homelessness. Alongside the City of Bakersfield, Kern Behavioral Health and Recovery Services, and CVAF, CAPK is currently considering rehabilitating a 39 room motel on union for a permanent housing project.	CA Department Housing and Community Development	\$ -	\$ -		Research
Homeless Veterans' Reintegration Program (HVRP)	The HVRP grant aims to help veterans experiencing or at risk of homelessness achieve high-quality career outcomes through employment-focused reintegration programs.	U.S. Department of Labor	\$ -	\$ -		Research
Other Opportunities						
Beacon Grant Award	The Oasis FRC received \$4,044 from the Elks Lodge 1913 in Ridgecrest. They will donate items that are most needed by the FRC including shelf-stable milk and diapers.	Elks Lodge	\$ 4,044.00	\$ 4,044.00	1/30/2025	Awarded

Community Action Partnership of Kern
Small Funding Request (\$50,000 or less per year)
January 2025

Funding Type	Private	CAPK Program	M Street Navigation Center
Funding Agency	National Alliance to End Homelessness	Project Name	Workforce Innovations Grant
CFDA	n/a	Target Population	M Street Staff
Request	\$50,000	Division Director	Rebecca Moreno
Award Period	May 2025 – May 2026	Program Manager	Laurie Hughey
Description	The National Alliance to End Homelessness (NAEH) Workforce Innovations Grant offers up to \$50,000 to support workforce development in the homeless services sector. The funding is designed to address staffing challenges such as high turnover, recruitment difficulties, and job retention by supporting training programs, mentorship initiatives, staff incentives, and wellness activities. CAPK will apply for this grant on behalf of the M Street Navigation Center to help reduce staff turnover and enhance workforce stability. We plan to use the funds for National Certified Peer Specialist training for navigators and staff retention bonuses to improve job satisfaction and long-term commitment. To streamline the application process, we intend to submit a video proposal showcasing the impact of these initiatives and the urgent need for workforce support at M Street.		

Funding Type	Private	CAPK Program	Food Bank
Funding Agency	California Water	Project Name	Food Bank Donation
CFDA	N/A	Target Population	Food Bank Clients
Request	\$5,000	Division Director	Susana Magana
Award Period	1 year	Program Manager	Kelly Lowery
Description	California Water donated \$5,000 in unrestricted funds to our food bank.		

**Community Action Partnership of Kern
Small Funding Request (\$50,000 or less per year)
January 2025**

Funding Type	Private	CAPK Program	Oasis Family Resource Center
Funding Agency	Elks Lodge	Project Name	Beacon Grant Award
CFDA	N/A	Target Population	Ridgecrest Community Members
Request	\$4,044	Division Director	Freddy Hernandez
Award Period	1 year	Program Manager	Eric Le Barbe
Description	The Elks Lodge has selected the Oasis Family Resource Center as the recipient of the Beacon Grant Award in recognition of its efforts to make prenatal care, maternity services, infant, and toddler care more accessible in our community. This grant will help replenish critical supplies that were depleted during the 10 months when Ridgecrest Regional Hospital (RRH) closed its OB/GYN services due to financial issues. It will also allow us to provide essential supplies that the center would otherwise be unable to purchase. The nearest maternity care facility alternative is 95 miles away, making local support even more vital. As part of this initiative, the Elk Lodge is collaborating with Oasis Family Resource Center to purchase shelf-stable milk and toddler pull-ups. This grant is not awarded in cash but rather as goods valued at \$4,044.		

Funding Type	Private	CAPK Program	Oasis FRC
Funding Agency	Friends of Mercy Foundation	Project Name	Sister Phyllis Hughes Endowment for Special Needs – Friends of Mercy Foundation Grants Program
CFDA	n/a	Target Population	Low-income families in Ridgecrest
Request	\$10,000	Division Director	Freddy Hernandez
Award Period	TBD	Program Manager	Eric Le Barbe
Description	The Friends of Mercy Foundation Grants Program supports initiatives assisting vulnerable populations, including children, women, and the elderly. CAPK is seeking \$10,000 to expand services at the Oasis Family Resource Center (OFRC) in Ridgecrest, CA, to provide essential baby items, emergency supplies, and adult diapers to low-income families and seniors in this remote community. If awarded, the funding will help 30 families with baby essentials, 150 individuals/families with hygiene kits and emergency supplies, and 50 seniors with adult diapers. This support will improve access to basic necessities, promote community health, and enhance the well-being of those facing financial and geographic barriers.		

Community Action Partnership of Kern
Small Funding Request (\$50,000 or less per year)
January 2025

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

Date Presented/Approved

Policy
Council:

PRE
Presentation
:

B&F
Approval:

Board
Approval:

**Community Action Partnership of Kern
Monthly Report 2024**

Month	January-25	Program/Work Unit		Head Start & Early Head Start		
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales		Enrollment and Attendance Manager	Carol Hendricks		
Reporting Period	January 1, 2025 - January 31, 2025					
Program Description						
Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home-based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.						
Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress		
Reportable/Funded Enrollment	753	753	753	100%		
Disabilities	218 (YTD)	10%	10%	29%		
Over Income 101%-130% (up to 35%)	22	n/a	n/a	3%		
Over Income 131% and up (up to 10%)	58	n/a	n/a	8%		
Head Start (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress		
Reportable/Funded Enrollment	936	936	936	100%		
Disabilities	93 (YTD)	10%	10%	10%		
Over Income 101%-130% (up to 35%)	23	n/a	n/a	2%		
Over Income 131% and up (up to 10%)	83	n/a	n/a	9%		
Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To- Date	Annual Goal (Contract Limit 310)	Annual Progress (Calendar)	Annual Progress (Program Year)	
Enrollment	273	317	298	106%	98%	
Central Kitchen			Breakfast	Lunch	Snack	
Meals and Snacks	60,243		22,449	18,113	19,681	
Child and Adult Care Food Program (CACFP) (Note: The data represents information from December 2024)	Total Meals Delivered		Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served	
Meals and Snacks (SRV 5ii)	66,455		41,027/25,428	46,490	70%	
Household Services	Month	YTD				
Eligibility Determination (SRV 7b) (January 2025-December 2025)	116	116				
Total Community Services	116	116				
Explanation (Over/Under Goal Progress)						
For January 2025, we have met our goals with our full-enrollment initiative. We reached 100% for both Early Head Start and Head Start. Staffing has increased as we only have 21 vacancies and only 11 of those are for direct service positions.						

**Community Action Partnership of Kern
Monthly Report 2024**

	Progress Towards Goal
Workforce: To enhance onboarding, recruitment and retention of staff by implementing, programs that embraces pathways for learning, professional development, succession planning, and a positive culture to obtain and retain staff.	Objective B: Develop, implement, and evaluate a mentorship program for new staff onboarding to ensure comprehension, knowledge, and understanding of their position by gathering feedback from the mentors and mentees, assessing goal attainment, retention and promotion rates, and measuring the level of engagement between the mentees and mentors in the program. Progress: On January 31, 2025, we had our new hire mentorship cohort kick-off meeting. These mentorship meetings have been a success by giving new staff a mentor to assist in their development and foster a culture of inclusivity and support.
1. Every Wednesday in January we held an intake clinic at 1300 18th Street, at the Community Actions Partnership Enrollment and Attendance office. 2. January 9, 2025, presentation for Kern County Network for Children. 3. January 11, 2025, the Second Annual Fatherhood Conference was held. There were approximately 200 attendees. 4. January 16, 2025, Kern County Network for Children application clinic. 5. January 18, 2025, the Celebration of a King, Reach for Greatness, Stay Focused Mentoring Program recruitment event. 6. January 23, 2025, the Mental Health and Health Advisory Committee meeting was held. 7. Head Start and Early Head Start started working on the Physical Development Health domain and School Readiness Goals. Our Head Start classrooms are implementing the Exercise Study and our Ealy Head Start classrooms are implementing the Balls guide. 8. The Education Team provided CLASS 2.0 training for our Assistant Teachers and Classroom Aides (100 total participants) introducing the updated tool. 9. We have opened five wellness spaces at our Early Stars sites (Broadway, Fairfax, Primeros Pasos Starling, and Vineland). Each space looks different based on the center's dynamics we are encouraging staff to take their breaks, engage in quiet activities such as sand racking, crossword puzzles, coloring and/or simply relaxing on a soft massage chair.	