



DATE September 16, 2026
TIME 12:00 pm
LOCATION CAPK Administrative Office
Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

Program Review & Evaluation Committee Agenda

1. Call to Order

2. Roll Call

Gina Martinez (Chair)
Manuel Vieyra

James Osborne
Rebecca Banke

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. Migrant Childcare Alternative Payment Program, presented by Laura Porta, Program Administrator **(p.3-14)**

5. New Business

- a. August 2026 Program Reports – **Action Item (p.15-60)**

Theresa Martinez, Grant Administrator

1. Housing & Supportive Services
 - Coordinated Entry Services (CES)
 - M Street Homeless Navigation Center
 - CalAIM – Homeless Services
 - CalAIM – Enhanced Care Management
 - Adult Re-entry Program
2. Veterans & Supportive Services
3. Health & Nutrition Services
 - Food Bank
 - Migrant Childcare Alternative Payment (MCAP)
 - Women Infant and Children (WIC)
4. Youth & Community Services
 - East Kern Family Resource Center (EKFRC)
 - Oasis Family Resource Center
 - Energy, Weatherization & Utility Assistance
 - Friendship House Community Center (FHCC)
 - Volunteer Income Tax Assistance (VITA)
 - 211 Kern Call Center
5. Operations
 - Maintenance
 - Information Technology
 - Data Services

- Risk Management
- 6. Community Development
 - Grant Development
 - CAPK Foundation
 - Outreach & Marketing

b. August 2026 Application Status Report & Funding Profiles –
Action Item (p.61-71)

Karen Vazquez, Senior Grant Analyst

- a. Application Status Report
- b. Funding Profiles
 - i. 2026-27 State Budget Special Request– Food Bank Special Request
 - ii. Administration for Children and Families – Affordable Housing and Supportive Services Demonstration
 - iii. CA Governor's Office of Business and Economic Development — California Community Reinvestment Grant (CalCRG)
 - iv. The Wonderful Company – Central Valley Community Grants
 - v. Prosperity Now — Asset Building for Children (ABC) Initiative
- c. Small Funding Profiles (\$50,000 and under)

c. August 2026 Head Start/State Child Development Division/Program Monthly Activity Report – **Action Item (p.72-73)**

Carol Hendricks, Enrollment and Attendance Manager

d. Approval of the 2026 Amended Policy Council Bylaws – **Action Item (p.74-86)**

Lisa Gonzales, Program Governance Coordinator

e. Strategic Priority D – Data-Driven Decisions – **Info Item (p.87-91)**

Emilio Wagner, Chief Facilities and Technology Officer

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

Program Review & Evaluation Committee
12:00 pm
October 14, 2026
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, September 11, 2026. Annelisa Corona, Community Development Supervisor.



Migrant Childcare

Childcare that migrates with you.

Program Review Evaluation Presentation

September 2026



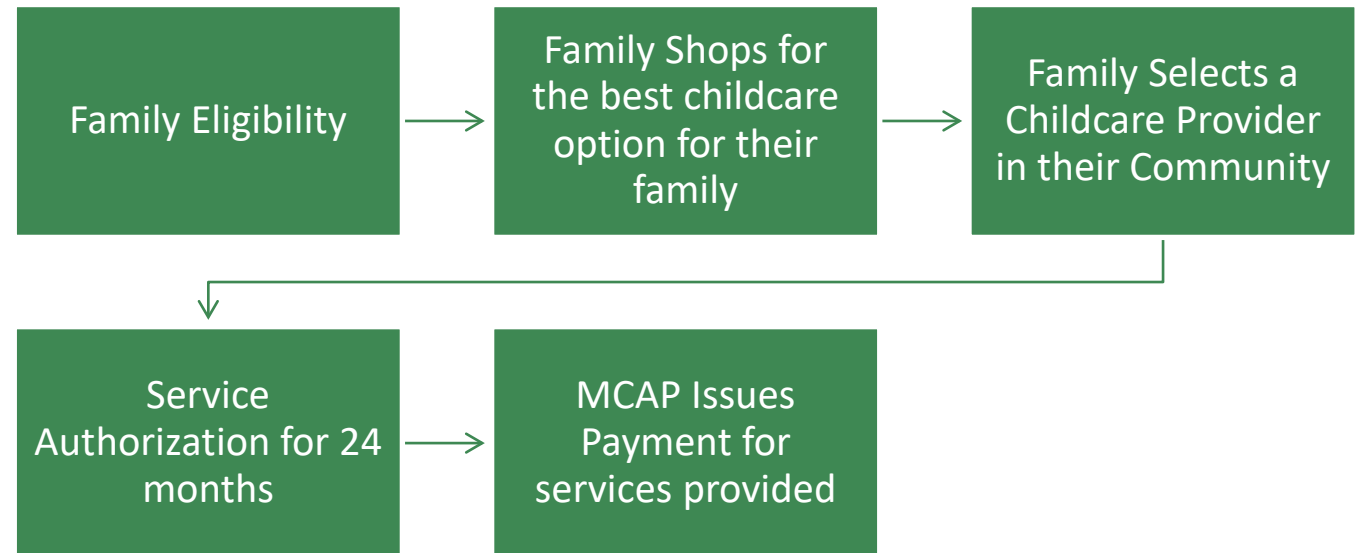
The mission of the Migrant Childcare Program (MCAP) is to help provide the children of migrant agriculturally working families a safe, nurturing, and educationally growing environment.

CAPK holds the only contract of its type!





We are funded by the Department of Social Services (CDSS) and operate as an Alternative Payment Program by offering a subsidy for eligible families



We Serve The Migrant Agricultural Working Community and Provide Access to Reliable Childcare Services.

PROGRAM REQUIREMENTS

- ☐ MIGRANT FAMILY ELIGIBILITY
- ☐ INCOME ELIGIBILITY
- ☐ NEED VERIFICATION
- ☐ CHILDREN – BIRTH TO 12 YEARS OLD
 - ☐ 21 YEARS FOR SPECIAL NEEDS CHILDREN

CHILDCARE OPTIONS

- ☐ Licensed Childcare Provider
- ☐ Licensed Childcare Center
- ☐ License Exempt Trust Line Provider
- ☐ License Exempt Relative Provider
- ☐ In-home Provider



California Counties

Family Enrollment & Migration



Families enrolled in one of our six entry counties: Merced, Madera, Fresno, Kings, Tulare and Kern can continue to receive services in anywhere in California.

This helps us ensure continuity of care and provide support to the families in their new area of residence.

We Strive for Process Improvement and Childcare Access!

OUR CONTRIBUTION TO WRITTEN STATE POLICY & FAMILY ELIGIBILITY REQUIREMENTS

Redefined the migrant agricultural worker family income requirement for eligibility of services.

Finalized in February 2026 and implemented in April 2026

Child Care Bulletin (CCB) NO. 26-03

Income Requirements for
Eligibility of Services

Program snapshot FY 2025-2026

MCAP

3384

Children enrolled

1717

Families served

7

Offices in the Central
Valley

667

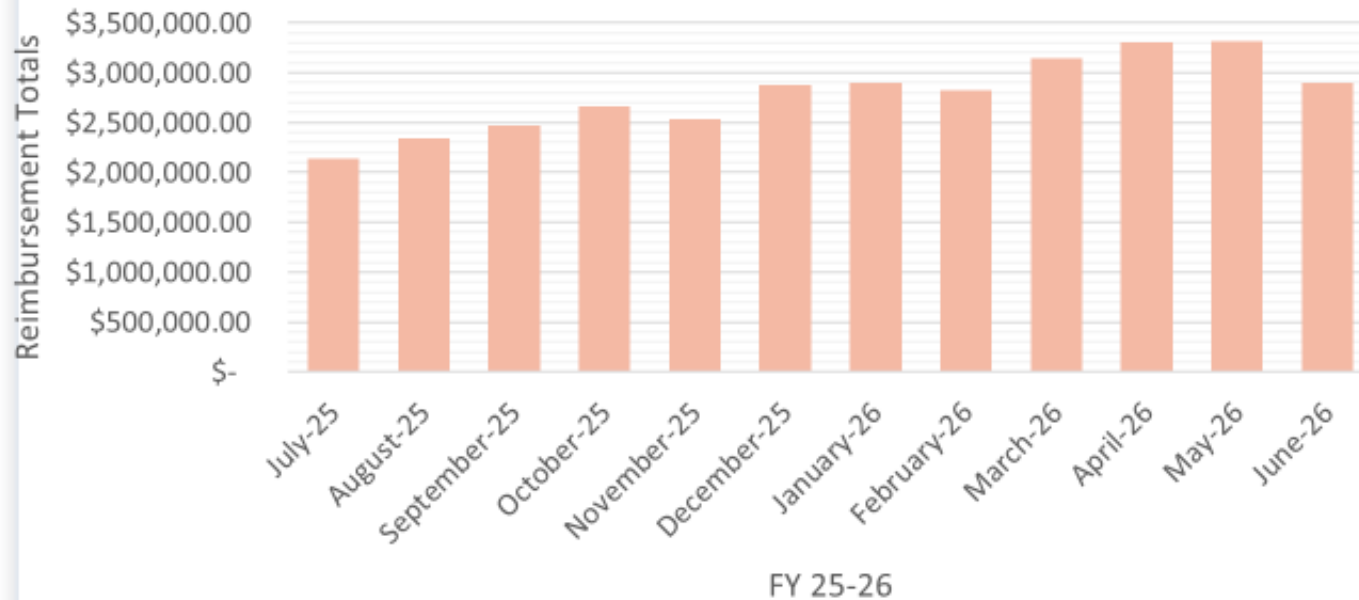
Partner providers

\$44.2M

Contract Amount \$ 37.2M
Cost Care + Amount \$ 5.49M
Stipend Funds \$ 1.6M

FY 2025-2026 performance

Average daily attendance vs. funded enrollment (%)



8%

On Average Spent from
our contract every
month

\$2.7

Average
Reimbursement
Monthly

3119

Average active child
enrollment per month

Audit & Compliance Review Results

PAYMENT INTEGRITY AND INFORMATION ACT (PIIA) OF 2029 FEBRUARY 2026

This is a federal review of California.

The focus is to evaluate how CDSS is disseminating information to contractors and ensuring that funds are being utilized properly with eligible children served and reimbursements processed accurately

Results

- ☐ Family Eligibility
- ☐ Provider Reimbursements

100% Compliant

Audit & Compliance Review Results

CONTRACT MONITORING REVIEW (CMR)

APRIL 2026

Full Contract Management Review

Family Selection – waiting list and enrollment priorities

Family Eligibility, Certification, Case management and Support.

Provider Types, Reimbursement compliance and accuracy of amount. 21-day issuance and payment option availability. State required policy implementation and best practices., and full scope of fiscal and fiduciary responsibilities and Compliance with contract requirements.

Results

☐ Family Eligibility, Provider Reimbursements, Policy & Procedure Implementation, and Fiscal Records

100% Compliant

☐ 1 – Administrative error assessed due to program failing to issue 1 NOA within the required 30 days. This error had no fiscal impact.

Four goals for the year ahead

1

Meet our Enrollment & Reimbursement Totals - Monthly.

Fully earn our contract and establish a robust waiting list with our target population, ready for enrollment!

Target: \$2.5m monthly & 3600 active children monthly.

2

Maintain and Improve our Current Compliance Level

Our target is 100% compliance in every file and every reimbursement with no negative fiscal impact.

3

Continue to Build Expertise, Skill, and Experience within our Team.

Target: Emphasis in job specific skill building, identifying leadership qualities and providing cross training and support.

4

Increase Funding & Support Opportunities

Target: Continue our work with CDSS in communicating our readiness for growth!



Migrant Childcare

Childcare that migrates with you.

Thank you!

September 2026





September 2026 PRE Committee

August 2026 Program Monthly Reports



Housing & Supportive Services

Adult Re-entry Program
CalAIM - Enhanced Care Management
CalAIM - Homeless Services
Coordinated Entry Services (CES)
M Street Homeless Navigation Center

Adult Re-entry Program — Monthly Progress Report

Month	August-26	Program/Work Unit	Adult Re-entry Program			
Division/Director	Rebecca Moreno	Program Manager	Joseph Aguilar			
Reporting Period	January 1, 2026 to January 31, 2026					
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 among justice-involved individuals in Kern County. CAPK provides case management, rental assistance, job readiness training, and behavioral health referrals, prioritizing high-barrier populations including those under Penal Code 290. Services are delivered using a Strengths-Based, Housing First approach that addresses immediate needs upon release and facilitates individual change to ensure self-sufficiency upon program exit.						
CLIENT SERVICES						
	Month	YTD	YTD Goal	Month %	Annual %	
New Enrollments — Unduplicated (SRV 7a)	26	111	300	8.7%	37.0%	
Number of Client Contacts — Duplicated (CalAIM / SRV 7a)	430	1597	5,720	7.5%	27.9%	
GOAL 1: INCREASE STABLE HOUSING Target: ≥80 participants receive rental/housing assistance; ≥70% housing stability						
	Month	YTD	YTD Goal	Month %	Annual %	
Number of emergency temporary hotel placements provided	3	15	40	7.5%	37.5%	
Number of short-term rental assistance recipients (up to 12 months)	5	20	70	7.1%	28.6%	
Number of clients housed within 30 days of release from state prison	0	2				
Number of clients housed within 60 days of release from state prison	0	1				
Number of clients housed — 60+ days post-release	3	15				
Number of rental assistance payments / security deposits paid (SRV 4o)	3	15				
Recidivism rate — clients receiving housing assistance at 1 year (%)	0.0%	0				
Recidivism rate — clients receiving housing assistance at 2 years (%)	0.0%	0				
Recidivism rate — clients receiving housing assistance at 3 years (%)	0.0%	0				
GOAL 2: INCREASE EMPLOYMENT & ECONOMIC STABILITY Target: ≥60% of unduplicated participants receive workforce services; ≥80 complete workshops						
	Month	YTD	YTD Goal	Month %	Annual %	
Number of clients who completed targeted skill-building workshops	0	5	80	0.0%	6.3%	
Number of clients referred to employment / workforce training	4	146				
Number of clients completed job readiness training (SRV 1f)	1	7				
Number of clients who gained employment (up to living wage) (FNPI 1b)	0	6				
Number of clients who gained income — SSI/SSDI or other than employment	0	4				
Financial Management / Coaching programs provided (SRV 3c)	0	0				
Recidivism rate — clients receiving employment assistance at 1 year (%)	0.0%	0				

Recidivism rate — clients receiving employment assistance at 2 years (%)	0.0%	0			
Recidivism rate — clients receiving employment assistance at 3 years (%)	0.0%	0			
GOAL 3: INCREASE MENTAL HEALTH & SUBSTANCE USE SERVICES Target: ≥50% of participants referred to behavioral health services					
	Month	YTD	Month %	Annual %	
Number of clients referred to mental health or substance use services (SRV 5v)	0	20			
Number of clients completed 6-month treatment / counseling	0	0			
% of clients who remain engaged in behavioral health care at 12 months	0.0%	0			
EXPLANATION — Progress Notes (Over/Under Goal)					
PROGRAM STRATEGIC GOALS					
Strategic Goal			Progress Towards Goal		
1.) Create a comprehensive program policy and procedure manual, including documents such as referral forms and intake/assessment forms.			Program has completed forms.		
2.) Maintain strong relationships with Parole and Probation Departments while expanding efforts to provide comprehensive wraparound services.			The Adult Re-entry Program maintains strong partnerships with Parole and Probation through regular communication, coordinated referrals, and shared service planning. These collaborations ensure participants receive timely, comprehensive wraparound services that support successful reentry and compliance with supervision requirements.		
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.			The Adult Re-entry Program leverages partnerships by referring participants to key providers for employment, housing stability, and supportive services, ensuring coordinated wraparound care. All services and referrals are documented in HMIS to track engagement and outcomes, while staff actively connect eligible participants to CalAIM services, including Day Habilitation, to address health, behavioral, and reentry-related needs and support successful reintegration.		
PROGRAM HIGHLIGHTS					

**Community Action Partnership of Kern
Monthly Report 2026**

Month	August-26	Program/Division	CalAIM - Enhanced Care Management		
Division/Director	Rebecca Moreno	Program Administrator	Carla Nieto		
Reporting Period	January 1, 2026 - December 31, 2026				
Program Description					
The Enhanced Care Management (ECM) program provides intensive, whole-person care coordination for Medi-Cal members with complex health and social needs, with a focus on individuals experiencing homelessness, high utilization, behavioral health conditions, or other identified risk factors. The program delivers person-centered services including outreach and engagement, comprehensive assessment, individualized care planning, care coordination, transitional care, and connection to community and social supports. Services are provided in close coordination with Kern Health Systems and community partners to improve continuity of care, address social drivers of health, and support improved health outcomes.					
Program Goals	Month	YTD	Annual Goal	Month Progress	Annual Progress
Number of enrolled members (SRV 7a)	9	73	225	4%	32%
Number of clients receiving services through CalAIM Housing and ECM	42	243	135	31%	180%
Number of clients receiving ECM and Day Services	27	189	169	16%	112%
Patient Engagement in Care Plans (Care Coordination)	38	240	113	34%	213%
Number of clients successfully completing program (self-sufficiency by 1 year)	0	5	15	0%	33%
Referrals (SRV 7c)	Month	YTD			
Food Assistance	123	936			
Transitional Housing Providers	2	5			
SSI/SSDI	1	5			
Outpatient Treatment	3	25			
Other	0	0			
Referrals to Community Services	129	971			
Explanation (Over/Under Goal Progress)					
We are under our goal for program enrollments related to a number of factors in the previous months, including staffing concerns, MCO policies related to staffing, and a new MCO rule stating that members need to be treated for all of their designated Populations of Focus, opposed to just a primary Population of Focus, which has resulted in some members being exited from us due to CAPK's ECM program not being authorized to treat specific Populations. We are making upwards momentum in our number of new referrals, however.					
Program Strategic Goals			Progress Towards Goal		
1.) Increase Access to Care: Ensure that all patients, including underserved populations, have access to necessary healthcare services and support.			We have continued our partnerships with the M-Street and Brundage Lane Navigation Centers and have taken on a more visible approach at the Open Door Network to ensure that underserved populations have access to our ECM services. Additionally, we have newer program members who are located in Ridgecrest, where healthcare services and support are limited.		
2.) Improve Care Coordination: Promote collaboration among the various Cal-AIM services we provide to ensure clients receive comprehensive wraparound support, resulting in a seamless care experience and better communication.			We are continuing to make progress towards this goal, having maintained close contact and collaboration with our ARG and Community Vitality teams, and recently working more closely with our Cal-Aim Ridgecrest team.		

**Community Action Partnership of Kern
Monthly Report 2026**

3.) Patient Engagement: Increase patient involvement in their care plans and decision making processes	We have met and are exceeding this goal, with all of our members actively participating in the initial care planning process and the large majority of them participating in their monthly care plan update.
Program Highlights	
We passed our Quarter 1- 2026 Audit with Kern Health Systems with a score of 96%. This is especially impressive considering the number of new rules and regulations put into place by DHCS and Kern Health Systems on July 1st, and the fact that our last two audits were nearly back-to-back. We have made a name for ourselves for providing compassionate, empathetic, diligent care to ECM Program Members, with many of our current members having switched from other ECM providers related to our program's positive reputation.	

**Community Action Partnership of Kern
Monthly Report 2026**

Month	August-26	Program/Work Unit	California Advancing and Innovating Medi-Cal (CalAIM)		
Division/Director	Rebecca Moreno	Program Manager	Joseph Aguilar		
Reporting Period	January 1, 2026 to December 31, 2026				
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 Medi-Cal 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	314	2,882	450	640%	
Number of Referrals Received (SRV 7c)	39				
Number of Enrollments	30				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	957	8,598	8,100	12%	106%
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)	5	69	100	5%	69%
Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)	14	80	75	19%	107%
Transitional Rent	Month	YTD			
Number of Clients Currently Enrolled	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.		In the process of hiring, more interview to be scheduled.			

**Community Action Partnership of Kern
Monthly Report 2026**

2.) Broaden CalAIM services by collaborating with existing and new managed care plans to diversify the program's funding sources.	Proactively assisting Oasis and East Kern Family Resource Centers to develop and improve CalAIM services; exploring options to add additional ECM and CS services, submitted application to partner and become a CBO with Anthem.
Program Highlights	

**Community Action Partnership of Kern
Monthly Report 2026**

Month	August-26	Program/Work Unit		Coordinated Entry Services (CES)		
Division/Director	Rebecca Moreno		Program Manager	Marlene Ruiz Hernandez		
Reporting Period	January 1, 2026 - December 31, 2026					
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		3,363	25,409	25,000	13%	102%
Number of applicants who received a response within 24 Hours (duplicated client counts)		Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County		3,283	24,313	20,000	16%	122%
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.		12	68	200	6%	34%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.		3				
Encampment Resolution (SRV 7a) (duplicated client counts)		Month	YTD	YTD Goal		Annual Progress
Number of Clients Served		Program is closed as of March 31, 2026	105	450		23%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)		Program is closed as of March 31, 2026	15	70		21%
HOUSED to permanent housing placement (SRV 4o)		Program is closed as of March 31, 2026	11			
Explanation (Over/Under Goal Progress)						
Program Strategic Goals		Progress Towards Goal				
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. CES continues to work on the Roadmap to Housing tool. CES is also in the process of presenting its updated policies to the CES Subcommittee and CoCo Governing Board for approval.□				
2.) Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.		Currently providing additional support and trainings facilitated by CoC partner agencies to improve retention. Program remains actively searching and communicating with stakeholders for funding opportunities.				
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.		Fully new trained staff is projected to provide the additional support needed.				
Program Highlights						

**Community Action Partnership of Kern
Monthly Report 2026**

Month	August-26	Program/Work Unit		M Street Homeless Navigation Center		
Division/Director	Rebecca Moreno		Program Manager	Laurie Hughey		
Reporting Period	January 1, 2026 - December 31, 2026					
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)		140	1,074	1,500	9%	72%
Total Clients Served		190	1,513	2,400	8%	63%
Pets (i.e., kennel, emotional support assistance and service pet)		13	101	75	17%	135%
Residents Under 90 days length of stay		61	497	800	8%	62%
Exits to Permanent Housing (FNPI 4b)		4	51	100	4%	51%
Exits-Self		34	156	150	23%	104%
Exits-Involuntary		7	181	700	1%	26%
Exits - Other		0	13	75	0%	17%
Case Management Services (SRV 7a)		385	2,350	8,000	5%	29%
Critical Incidents		30	313	250	12%	125%
Shelter Residents Meals (SRV 5ii)		1,807	83,222	70,000	3%	119%
Number of Volunteers (duplicated)		127	1,239	100	127%	1239%
Volunteers Hours (duplicated)		157	1,370	3,000	5%	46%
Safe Camping		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)		71	477	500	14%	95%
Current client census		45	346	300	15%	115%
Meals (SRV 5ii)		550	18,466	20,000	3%	92%
Pets		7	73	75	9%	97%
Clients moved to Shelter (SRV 4m)		0	1	15	0%	7%
Exits to Permanent Housing (FNPI 4b)		4	15	20	20%	75%
Exits-Self		11	22	50	22%	44%
Exits-Involuntary		1	29	75	1%	39%
Exits - Other		16	23	75	21%	31%
Critical Incidents		2	33			
Safe Parking		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served		9	76	30	30%	253%
Current client census		9	64	25	36%	256%
Clients moved to Shelter (SRV 4m)		0	2	10	0%	20%
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2026**

Program Strategic Goals	Progress Towards Goal
1.) Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	There are 6 individuals from M Street and 2 from Safe Camp participating in the 18th co-hort of Project Hire-Up, and 7 clients are currently working out in the community performing various jobs such as Construction, Bolthouse, Padre Hotel, Hard Rock Casino, Dollar General and Western Security, fields and IT technology.
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.	Four individuals moved into permanent supportive housing during the month of August.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	16
25 - 34	26
35 - 44	40
45 - 54	42
55 - 61	42
62+	24
Total:	190

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

Gender	Month
Female	78
Male	111
Trans Female and Male (Male to Female, Female to Male)	1
Gender Non-Conforming (i.e. not exclusively male or female)	0
Client doesn't know	0
Client refused	0
No Answer	0
Total:	190

Zip Code	Month	Zip Code	Month
93203	1	92507	1
93301	70	93560	1
93302	2	93263	1
93304	7	93280	2
93305	6	21216	1
93306	12	97001	1
93307	7		
93308	26		
93309	8		
93311	2		
93312	1		
93313	2		
93314	2		
93215	1		
93433	1		
93230	1		
93535	1		
93245	1		
92551	1		
93255	1		
93555	3		
Not specified	27		
Total			190

**Community Action Partnership of Kern
Monthly Report 2026**

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	3
25 - 34	12
35 - 44	15
45 - 54	22
55 - 61	10
62+	9
Total:	71

Race Demographic	Month
American Indian or Alaska Native	0
Asian	0
Black or African American	14
Hispanic/Latina/e/o	10
White	30
Multiple races	16
Client Don't know / Refused	0
No Answer	1
Total:	71

Gender	Month
Female	31
Male	40
Trans Female and Male (Male to Female, Female to Male)	0
Gender Non-Conforming (i.e. not exclusively male or female)	0
Client doesn't know	0
Client refused	0
No Answer	0
Total:	71

Zip Code	Month	Zip Code	Month
93301	25		
93304	10		
93305	6		
93306	3		
93307	5		
93308	5		
93309	2		
93311	1		
93312	3		
93313	1		
93215	1		
95240	1		
93556	1		
93285	1		
Not specified	6		
Total			71

Program Highlights

Two individuals from Safe Camp graduated from project Hire-Up.



Veterans & Supportive Services

**Community Action Partnership of Kern
Monthly Report 2026**

Month	August-26	Program/Work Unit		Veterans & Supportive Services		
Division/Director	Rebecca Moreno		Program Manager	Raul Jimenez		
Reporting Period	January 1, 2026 - December 31, 2026					
Program Description						
CVAF operates a 40 bed BRIDGE and Service Intensive Transitional housing program through the US Department of Veterans Affairs. This consists of two apartment complexes and two homes through the City of Bakersfield. This is a 24-hour per day, 365 day per year program that provides housing, case management, transportation, food, and laundry services. Staff also provides referrals to medical, mental health and community based service programs. CVAF also operates the Supportive Services for Veterans and Families Program through the US Department of Veterans Affairs which is a rapid rehousing/homeless prevention program for veterans households that are homeless or at risk of homelessness. The HHAP CM program provides case management services for HUD Emergency Housing Voucher clients through the Housing Authority. The HHAP YS programs provides scattered-site, low barrier shelter for youth aged 18 - 24.						
Grant and Per Diem		Month	YTD	Annual Goal	Month Progress	Annual Progress
BRIDGE: % Exit to Permanent Housing (> 75%) (SRV 4o)		2	11	10	20%	110%
BRIDGE: % Negative Program Exit (< 20%) (SRV 4m, 4n)		1	4	7	14%	57%
BRIDGE: % Employed at Exit (SRV1m)		0	2	3	0%	67%
SITH: % Exit to Permanent Housing (> 75%) (SRV 4o)		2	21	16	13%	131%
SITH: % Negative Program Exit (< 20%) (SRV 4m, 4n)		3	10	7	43%	143%
SITH: % Employed at Exit (SRV1m)		1	10	5	20%	200%
Total Households Served		8	55	85	9%	65%
Supportive Services for Veteran Families (SSVF)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Total Households Served		13	149	150	9%	99%
Permanent Housing Placements		8	28	35	23%	80%
Rental Assistance Payments		21	240	475	4%	51%
Security Deposit		8	32	40	20%	80%
Bus Pass		7	38	35	20%	109%
Application Fees		6	17	15	40%	113%
General Housing Stability Assistance (GHSA)		5	42	35	14%	120%
Utility Payments		9	21	25	36%	84%
Late Fees		1	7	40	3%	18%
Moving Costs			4	7	0%	57%
Landlord Incentives		0	3	5	0%	60%
Tenant Incentives		3	11	5	60%	220%
Rental Arrears		6	22	10	60%	220%
Permanent Supportive Housing (Park 20th/Residences at East Hills)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Number of Households served		0	36	25	0%	144%
HHAP CM (Emergency Housing Voucher Case Management)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Number of Clients served		5	17	76	7%	22%
Explanation (Over/Under Goal Progress)						
Program Highlights						



Health & Nutrition Services

Food Bank

Migrant Childcare Alternative Payment (MCAP)

Women, Infant, and Children (WIC)

**Community Action Partnership of Kern
Monthly Report 2026**

Month		Program/Work Unit				
	July-26			Food Bank		
Division/Director			Program Manager			
	Susana Magana			Kelly Lowery		
Reporting Period	January 1, 2026 - December 31, 2026 (Note: The data represents information from two months earlier.)					
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 and 2 million pounds of food, which reaches more than 100,000 Kern County food-insecure neighbors.						
The Emergency Food Assistance Program (TEFAP)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements		35,649	257,201	700,000	14%	37%
Pounds Distributed		796,700	5,497,913	10,000,000	14%	55%
Pantry Program		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements		106,775	622,499	1,250,000	17%	50%
Pounds Distributed		625,554	4,078,921	4,500,000	15%	91%
CSFP (Senior Box) Program		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements		5,237	36,238	66,000	8%	55%
Pounds Distributed		220,044	1,386,425	2,300,000	10%	60%
Free Farmers Markets		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements		9,979	72,580	50,000	14%	145%
Pounds Distributed		68,455	449,342	750,000	15%	60%
Brighter Bites		Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements		0	19,939	75,000	0%	27%
Pounds Distributed		0	125,280	275,000	0%	46%
Community Events & Other		Month	YTD	Annual Goal	Month Progress	Annual Progress
Engagements		796	9,844	25,000	8%	39%
Pounds Distributed		60,487	992,101	1,500,000	6%	66%
Totals		Month	YTD	Annual Goal	Month Progress	Annual Progress
Total Engagements		158,436	1,018,301	2,166,000	16%	47%
Total Pounds Distributed (SRV 5jj)		1,771,240	12,529,982	19,325,000	14%	65%

**Community Action Partnership of Kern
Monthly Report 2026**

Volunteers (SRV 6f)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (e.g., paid partnership through service providers, duplicated)	39	256	450	15%	57%
Other Volunteers (i.e., general public, duplicated)	172	1,367	2,250	13%	61%

Explanation (Over/Under Goal Progress)

Brighter Bites (school-based program) does not distribute in July. We are working toward the goal of a complete rollout of the CRM by the end of the year and will have neighbor level data at that time.

Program Strategic Goals	Progress Towards Strategic Goals
In 2026, CAPK Food Bank will be deploying the CRM system OASIS to be used by all agency partners across the county to be able to report unduplicated amounts of neighbors served.	Currently, 97% of agency partners have been successfully onboarded and 81% of agency partners are actively using Oasis. Onboarded five agencies and provided additional individual trainings for agencies experiencing challenges.
By Q3 2026, The CAPK Food Bank will implement a classification system for measuring, tracking, and increasing the nutrition level of the food distributed.	Continued progress on updating inventory to have nutrition values with the target of process and full implementation being end of Sept 26.
In 2026, the CAPK Food Bank will increase the percentage of fruits and vegetables provided to neighbors by 5% from the previous year.	Currently on track to match last year's produce distributed, currently planning seasonal farmers markets to increase produce received through donations and purchased to increase output.

Program Highlights

The CAPK Food Bank hosted the UC Master Gardeners Program Leadership for a tour and discussion about a potential partnership to expand nutrition education efforts. In June, many long-term volunteers from programs such as EPP, MAOF and SER who serve at the Food Bank were placed on furlough. This had an immediate effect on our work. Thankfully, in mid-July, the programs were restored and we received many long term volunteers back along with new participants.

**Community Action Partnership of Kern
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Month	August-26	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)	
Division/Director	Susana Magana		Program Administrator	Laura Porta	
Reporting Period	January 01, 2026 to December 31, 2026				
Program Description					
The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidies to migrant, agriculturally working families. Once families are authorized, their services are certified based on their verified need for childcare services. MCAP maximizes parental choice for services and utilizes the approved childcare providers in our communities to satisfy the family's need for services. Families can apply for childcare services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, they can migrate anywhere in California to follow agricultural work, and their childcare services can continue.					
Program Reimbursements (CY Jan - Dec 2025) Note: duplicated below for program fiscal year.		Current Month	YTD	Goal	Annual Progress
Provider Payments-Subsidies Expended (SRV7e)		\$3,262,554	\$24,405,814	\$27,900,000	87%
Program FY Reimbursements Progress		Current Month	YTD	Goal	Annual Progress
Provider Payments-Subsidies Expended (SRV7e)		\$3,262,554	\$24,405,814	\$27,900,000	87%
Services	Current Month				
Active Child Enrollment	3,414				
Active Childcare Providers (SRV 7f)	675				
	Previous Month	Add (+)	Drop (-)	Current Month	
Waiting List Totals (children)				0	
Explanation (Over/Under Goal Progress)					
The Migrant Child Care Alternative Payment Program (MCAP) continues to make strong progress toward achieving the goals established for Fiscal Year 2026-2027. Program staff are currently preparing for the winter season, a period that typically brings reduced employment opportunities for agricultural workers and an increased need for supportive services among participating families. During July 2026, MCAP demonstrated exceptional performance and remains on track to meet or exceed the objectives outlined for the new contract period. Current program performance indicators, enrollment trends, and reimbursement projections reflect a positive outlook for the fiscal year. Based on current enrollment levels and reimbursement activity, MCAP is well positioned to successfully achieve its established performance goals for FY 2026-2027 while continuing to provide critical child care support to eligible migrant families throughout the service area.					
Program Strategic Goals		Progress Towards Strategic Goal			
1.) Staff Recruitment & Retention – Develop and implement a staffing plan that supports recruitment, retention, and workforce development to meet the program's growing needs.		MCAP Leadership has continued to work our Human Resources Department in filling two current vacancies. Interviews have been conducted and vacancies will be filled this month. Program leadership is working on ensuring current vacancies are filled as soon as possible.			
2.) Program Growth & Sustainability – Strengthen program capacity by enhancing training, technology, and reporting systems to ensure efficient operations and sustainable growth.		Program leadership continues to support growth and sustainability by investing in consistent, and ongoing staff development initiatives, cross-training, and support opportunities. Recent achievements, including improved performance outcomes and enhanced operational practices, reflect a commitment to long-term stability and continuous improvement.			
Program Highlights					

**Community Action Partnership of Kern
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The Migrant Child Care Alternative Payment Program (MCAP) entered Fiscal Year 2026-2027 with a strong foundation and a strategic focus on achieving program goals, maintaining service excellence, and ensuring regulatory compliance. Through careful planning, staff training, and process improvements, the program has prioritized enrollment growth, contract earning maximization, and enhanced family support services. These proactive efforts position MCAP to successfully meet its fiscal and programmatic objectives while continuing to provide critical child care services to migrant families throughout the fiscal year.

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Month	August-26	Program/Work Unit	Women Infants and Children (WIC) Nutrition		
Division/Director	Susana Magana	Program Manager	Marissa Ortiz-Cortez		
Reporting Period	January 1, 2026 - December 31, 2026				
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)	14,149		14,910		95%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	980		1,200		82%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	0	66	268	0%	25%
Outreach	Month	YTD	Goal	Month	Annual
Online Enrollment	103	818	1,300	8%	63%
WIC Presentations and Outreach Events	12	57	50	24%	114%
Publication in newspaper, television, and/or social media postings (English and Spanish)	20	155	350	6%	44%
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.	17	131	120	14%	109%
Peer Counseling Program (PCP)	Clients Served		Goal	Annual Progress	
Provide basic breastfeeding education and encouragement to WIC PCP participants.	313		1,000	31%	
Explanation (Over/Under Goal Progress)					
Met RBL annual goal in August and met WIC Presentations and Outreach Events goal in August.					

**Community Action Partnership of Kern
Monthly Report 2026**

Program Strategic Goals	Progress
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.	Our new trainees attended the "ILT" training led by California Department of Public Health team
2.) Increase observations, monitoring activities, and reviews of clinic operations, Quality Assurance helps verify correct eligibility determinations, benefit issuance, nutrition education, breastfeeding support, and vendor transactions. Expanding the number of observations allows the program to identify patterns, reduce errors, strengthen staff performance, and ensure policies are applied uniformly across all service sites. By using observation findings to provide feedback, training, and corrective actions, the WIC Program promotes accountability, protects program integrity, and enhances the overall quality of services provided to women, infants, and children.	New acting Quality Assurance Coordinator completing file audits for WIC program. WIC supervision team committed to group effort for quality assurance, observations, and individual coaching for WIC team to prepare for Dec. audit.
3.) WIC aims to reach more eligible families and reduce barriers to enrollment and retention. Enhanced outreach strategies—including targeted community events, culturally appropriate materials, digital communication, and referral initiatives—support timely enrollment, continued participation, and improved utilization of WIC services.	Purchased new outreach items for events
Program Highlights	
Breastfeeding Month Proclamations	



Youth & Community Services

2-1-1 Kern Call Center
East Kern Family Resource Center (EKFRC)
Energy, Weatherization & Utility Assistance
Friendship House Community Center (FHCC)
Oasis Family Resource Center
Volunteer Income Tax Assistance (VITA)

**Community Action Partnership of Kern
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Month	August-26	Program/Division		2-1-1 Kern Call Center			
Division/Director	Freddy Hernandez		Program Manager	Sabrina Jones			
Reporting Period	January 1, 2026 - December 31, 2026						
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 18 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Fresno and Madera, Kings, Merced, Stanislaus, and Tulare through the United Way partnerships.							
Most Requested Services	Food Pantries		Utility Payment Assistance		Homeless Diversion Programs		
Top 3 Unmet Needs	Specialty Food Providers		Water Service Payment Asst		Weatherization Programs		
Information and Referral Services (I&R) Calls Handled (SRV 7c)		Month	YTD	Annual Goal	Month Progress	Annual Progress	
Kern County		2,225	19,710	40,000	6%	49%	
Kings County		276	1,874	3,500	8%	54%	
Merced & Mariposa County		131	942	2,000	7%	47%	
Stanislaus County		1,278	9,111	13,000	10%	70%	
Tulare County		940	6,524	11,000	9%	59%	
Total County-based I&R Calls Handled		4,850	57,123	109,500	53%	52%	
Average Wait Time	1:10						
Average Handle Time	5:40						
Other Service Call Types Handled (SRV 7c)		Month	YTD				
LIHEAP (SRV 7b)		1,758	12,329				
Mental Health (SRV 7c)		8	325				
Total County-based and Other Calls Handled		6,616	69,777				
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.				8	4.4	3.59	
Grant Funded Services		Activity	Month	YTD	Annual Goal	Month Progress	Annual Progress
Cal-Fresh (SNAP) Application (SRV 3I)		38	18	195	350	5%	56%
KIC Referrals (SRV 7c)		127	123	982	1,200	10%	82%
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)		56,378		257,892	225,000	25%	115%
Referrals		Month		YTD			
Food-related Calls (SRV 7c)		515		4,057			
Health and Human Service Referrals (SRV 7c)		559		5,696			
Housing and Homelessness Calls (SRV 7c)		196		2,006			
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)		175		1,281			
Total Other Services		1,445		13,040			

**Community Action Partnership of Kern
Monthly Report 2026**

Explanation (Over/Under Goal Progress)	
Mental Health categorized calls are routed from 2-1-1 directly to Kern Behavioral Health and Recovery Services to be handled by their specialized team of experts. 2-1-1 Kern's anticipated call volume is based on prior data and the ability to meet demands of calls. The program continues to provide application assistance, assessments, and outreach to bring awareness of services within the community.	
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 acquire 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 twelve (12) Full Time Information and Referral (IR) Specialists to handle Low-Income Home Energy Assistance and standard 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. 2-1-1 does not currently have existing vacancies.
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 remains in collaboration with the Information-Systems (IS) and Technology (IT) Team to deploy an Intelligent Virtual Agent process to test prior to the pilot for afterhours calls. The AI Agent shall provide immediate engagement with callers without complex needs that do not require, problem solving skills, advocacy, or continuous interaction.
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 uphold the program to high expectations to strengthen existing partnerships by effectively communicating and meeting with partners and contract grantors to share performance data and discuss progress relative to objectives, deliverables, and goals. The program makes an effort to meet reporting expectations of funding sources and maintain trusting relationships to increase the opportunity for existing contracts to be retained. □
Program Highlights	

**Community Action Partnership of Kern
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Month	August-26	Program/Work Unit		East Kern Family Resource Center (EKFRC)		
Division/Director	Freddy Hernandez		Program Manager	Anna Saavedra		
Reporting Period	January 1, 2026 - December 31, 2026					
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)		4	22	60	7%	37%
Street Outreach and Education		15	225	75	20%	300%
HHAP Linkages to Services (Referrals)		Month	YTD			
California Driver's License (SRV 7j)		2	17			
Social Security Insurance (SSI) (SRV 7i)		26	41			
Medical Services (SRV 7c)		6	35			
Mental Services (SRV 7c)		2	17			
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)		0	20			
Educational and Career Development (SRV 7c)		5	59			
HHAP Distribution of Supplies		Month	YTD			
Food Assistance (SRV 5jj)		58	708			
House Hold Items		13	149			
Hygiene Kits (SRV 5oo)		23	233			
Emergency Clothing (SRV 7n)		55	764			
Administrative Services & Copies		74	710			
Transportation Services (SRV 7d)		21	149			
Educational Supplies (SRV 2k)		23	50			
Covid - 19 Supplies (SRV 5oo)		5	74			

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First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	2	11	30	7%	37%
Children Receiving Case Management Services (SRV 7a)	1	11	30	3%	37%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	5	10	0%	50%
Children Educational Center Base Activities (FNPI 2b)	0	13	30	0%	43%
Children Educational Home Base Activities (FNPI 2b)	1	9	30	3%	30%
Children Summer Bridge Activities (FNPI 2b)	0	5	15	0%	33%
Collaborative Meetings Participated	8	36	12	67%	300%
Family Support Services for non-clients with children 5 and under	66	274			
First 5 Total		364			
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)	139	378			
CalCapa Diaper Supply Bank	Month	YTD	Annual Goal	Month Progress	Annual Progress
Diaper Supply Management Enrollment Unduplicated (NPI5.2)	6	226	150	4%	151%
Monthly Diaper Kit Supply Delivery Duplicated (SRV5.nn)	143	1,138	1,800	8%	63%
Walk-In Community Services (Duplicated Clients & Case Managed Clients)	Month	YTD			
Administrative Services & Copies	501	2,623			
Baby Supplies (SRV 2w)	107	884			
Covid - 19 Supplies (SRV 5oo)	25	152			
Court Mandated Parenting Correspondence (SRV 2w)	9	126			
Educational Supplies (SRV 2k)	260	335			
Emergency Clothing (SRV 7n)	214	2,136			
Food Assistance (SRV 7c)	300	2,300			
Household Items (SRV 7c)	46	361			
Hygiene Kits (SRV 7c)	54	413			

**Community Action Partnership of Kern
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Referrals (SRV 7c)	58	242	
Transportation Services (SRV 7d)	57	270	
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.			
2.) Partner with private enterprises to boost program visibility and foster meaningful relationships.	In August, I communicated with Terra-Gen, the California Highway Patrol, and the Mojave Chamber of Commerce regarding coordination for our Holiday Food Box distribution. We look forward to continuing this annual community event.		
3.) Improve on-site services to more effectively connect with the East Kern target population.	Additionally, we continue to expand laundry services, and our CalAIMs program remains active in enrolling new clients.		
Program Highlights			
In August, the East Kern Family Resource Center partnered with the Mojave Chamber of Commerce to host a Backpack/Night Owl Day at Central Park. Through this collaborative community event, 260 backpacks filled with school supplies were distributed to East Kern students, ranging from transitional kindergarten through college. Families in attendance also received refreshments, including ice cream, hot dogs, and lemonade, generously provided by the Chamber of Commerce, the Elks Lodge, and a local church. Representatives from the California Highway Patrol, the Kern County Sheriff's Office, Probation, and Hall Ambulance were also present to engage with the community. East Kern Family Resource Center staff supported the event by coordinating student registration, distributing books, and providing additional school supplies to students who visited our station. This effort helped ensure students were better prepared with the essential tools and resources needed for a successful start to the new school year.			

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Month	August-26	Program/Work Unit	Energy, Weatherization & Utility Assistance			
Division/Director	Freddy Hernandez		Program Administrator	Vipsassana Chawla		
Reporting Period	January 1, 2026 - December 31, 2026					
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 includes home repairs or the replacement of appliances to make the home more energy efficient.						
Low-income Home Energy Program (LIHEAP) 2026		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		475	3,004	5,000	10%	60%
Households Served - Weatherization		10	57	100	10%	57%
Department of Energy (DOE) Infrastructure Investment and Jobs Act (IIJA)		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Weatherization		3	35	160	2%	22%
Department of Energy (DOE) 2025 DOE WAP		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Weatherization		2	2	10	20%	20%
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,)		475	3,004	5,000	10%	60%
Total Households Weatherized (FNPI 4h, SRV 4q, & SRV 4t)		15	94	270	6%	35%
City of Bakersfield - Transformative Climate Communities- Low Income Energy Efficiency Program		Month	YTD	Goal	Month Progress	Annual Progress
Households Served		1	2	16	6%	13%
City of Bakersfield - Home Repair and Weatherization Program		Month	YTD	Goal	Month Progress	Annual Progress
Households Served		0	9	11	0%	82%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals			Progress Towards Goal			
1.) Complete 40% of the units in Phase 1.			As of this reporting period, a total of 57 homes have been fully completed and reported to CSD. The program is now focused on advancing the remaining homes toward completion and preparing for subsequent phases of implementation. Production continues through ongoing construction activities, inspections, quality assurance reviews, and reporting requirements. The project team remains committed to maintaining production momentum and ensuring successful achievement of overall grant objectives.			

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2.) Successfully implement the City of Bakersfield Weatherization program and meet the contract goals.	The City of Bakersfield Home Repair and Weatherization Program maintained its progress during the reporting period, with no additional completions reported this month. The program remains at 9 completed homes out of an 11-home contract goal, achieving approximately 82% completion. In addition, the program received \$170,000 in supplemental funding under the grant, which will support continued delivery of home repair and weatherization services to eligible households. As a result of the additional funding, the program's production target is expected to increase, allowing for additional households to be served beyond the original contract goal. Staff continue to prioritize completion of the remaining units while ensuring compliance with contractual requirements, quality assurance standards, and reporting obligations.
3.) Successfully implement the Transformative Climate Communities-Low Income Energy Efficiency Program and meet the program and contract goals.	The Transformative Climate Communities (TCC) Program recorded one additional completed household during the reporting period, increasing year-to-date performance to 2 households served. The program continues outreach, eligibility determinations, energy assessments, project planning, and participant engagement activities designed to increase future production. Current performance represents approximately 13% of the contract goal of 16 households served, with continued efforts underway to advance additional projects toward completion.
Program Highlights	
The report demonstrates strong overall program performance, particularly with LIHEAP utility assistance reaching 60% of the annual goal and weatherization services achieving 57% of the annual target. Weatherization production continues to progress across multiple funding sources, with year-to-date completions increasing to 94 households. The City of Bakersfield Home Repair and Weatherization Program remains on track at 82% of its current goal and has received an additional \$170,000 in funding, which is expected to increase the number of households served. The TCC Program also showed positive movement with an additional household completed during the reporting period. Overall, program operations continue to advance steadily toward annual and contract objectives.	

**Community Action Partnership of Kern
Monthly Report 2026**

Month	August-26	Program/Work Unit	Friendship House Community Center (FHCC)			
Division/Director	Freddy Hernandez	Program Administrator	Lois Hannible			
Reporting Period	January 1, 2026 - December 31, 2026					
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)		4	59	100	4%	59%
Summer Program (SRV 2m)		N/A	N/A	50		
After School Program (FNPI 2c.2., FNPI 2c.3, SRV 2p)		4	45	50	8%	90%
California Violence Intervention Program (CalVIP)		Month	YTD			
Reporting Period	January 1, 2026 - March 31, 2026					
Incident Response (SRV 5w)		0	0			
Outcome/Case Managed Families (SRV 7a)		0	0			
Provided Food Assistance (SRV 7c)		11	11			
Subsidized Employment Program		0	0			
Provided Mentoring Services (SRV 2p, 7c)		0	0			
Assisted with relocation services/Deposit Payments (SRV 4d)		1	1			
Temporary Housing Placements (SRV 4m)		0	2			
Youth Community Access Program		Month	YTD	YTD Goal		
Program Participants		7	107	80		
Youth Leaders		0	12	12		
Field Trips		2	9	30		
Explanation (Over/Under Goal Progress)						
The CalVIP Cohort 5 program is providing participant support services, and as a result will not be providing direct services to the participants. Therefore, the number of those served are lower than reported in past years. However, in addition to what is reported above, the program has assisted with the payment of trucking driving school for a program participant, as well as has provided several participants with transportation assistance through gas cards and Lyft rides. The Summer Program was not facilitated in August, so there is nothing to report.						
Program Strategic Goals			Progress Towards Strategic Goals			

**Community Action Partnership of Kern
Monthly Report 2026**

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 planning a Music Fest Fundraiser, which is scheduled for Saturday, November 14th, at the Friendship House. This event will replace the car show fundraiser, which has been canceled. Additional information on the upcoming Friendship House Music Fest Fundraiser 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 full and is not accepting applications at this time.
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 Friendship House Program Administrator has been working with the CAPK Executive Team to identify grant opportunities for the Friendship House. The Program Administrator is currently working with the Executive Team on a grant proposal to the State.

Program Highlights

On August 5th the CAPK Community Youth Access Program provided 55 youth from Bakersfield and Shafter with an unforgettable educational field trip to the Getty Villa Museum and the Getty Museum in Los Angeles. Our youth had the opportunity to ask questions, engage with new ideas, experience different cultures, and see firsthand how art, history, and nature can connect with our everyday lives. For many of our youth, this was more than just a field trip, it was an opportunity to learn something new and create lasting memories with their peers.

**Community Action Partnership of Kern
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Month	August-26	Program/Work Unit		Oasis Family Resource Center		
Division/Director	Freddy Hernandez		Program Manager	Eric Le Barbé		
Reporting Period	January 1, 2026 - December 31, 2026					
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		Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		0	22	25	0%	88%
Children Receiving Case Management Services (SRV 7a)		0	29	25	0%	116%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)		2	6	8	25%	75%
Children Educational Home Base Activities (FNPI 2b)		0	29	15	0%	193%
Children Summer Bridge Activities (FNPI 2b)		0	11	8	0%	138%
Family Support Services for non-clients with children 5 and under (SRV 2w)		28	188			
First 5 Total		30	285			
First 5 Kern/ Department Health Services <i>(Term ended June 2026)</i>		Month	YTD	Annual Goal	Month Progress	Annual Progress
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)			82			
CalCAPA Diaper Supply Bank		Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Diaper Supply Management Enrollment Unduplicated (NPI5.2)		8	214	150	5%	143%
Monthly Diaper Kit Supply Delivery Duplicated (SRV5.nn)		176	1,591	1,800	10%	88%
Rental Assistance Program		Payment Month	Payment YTD	Clients Month	Clients YTD	
Rental Assistance Program (estimated maximum \$2,000 per household)		\$ 683	\$ 20,222	1	17	
Homeless Housing Assistance and Prevention (HHAP) Rural Drop-in Center		Month	YTD	Annual Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)		7	32	15	47%	213%
Street Outreach and Education		10	55	20	50%	275%
Kern County Public Health Car Seat Distribution		Month	YTD			
Car Seats		2	29			
Walk-In Community Services (Duplicated & Non-First 5 Clients)		Month	YTD			
Administrative Support (SRV 7c)		17	236			
Baby Supplies (SRV 2w)		170	875			
Copies		41	105			

**Community Action Partnership of Kern
Monthly Report 2026**

Court Mandated Parenting Correspondence (SRV 2w)	4	20	
Educational Supplies (SRV 2k)	40	140	
Emergency Clothing (SRV 7n)	3	74	
Food (SRV 7c)	305	1,711	
Household Items (SRV 7c)	198	1,031	
Referrals(SRV 7c)	41	159	
Transportation Assistance (SRV 7d)	36	138	
Total Community Services	855	4,489	
Explanation (Over/Under Goal Progress)			
Program Strategic Goals		Progress Towards Goal	
1.) Apply for three funding opportunities that would help extend range of services outside First 5 clients for underserved families (Parenting, Children 6-18, seniors, and homeless individuals).		The Oasis FRC applied for WACOM fall 2026 funds distribution.	
2.) Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).		The Oasis FRC received 2 large donations of back packs from the China Lake Rotary Club and from Kern County Hispanic Chamber of Commerce. The Oasis FRC participated in Sierra Sands Unified School District Party in the Parking Lot, a back to school event promoting its services to local families with children. The OFRC also participated in Cerro Coso Rocks promoting services to college students.	
Program Highlights			
The Oasis FRC coordinated the Ridgecrest Kiwanis Shopping Spree signing up 70 children to shop for new clothes at Walmart and receive backpacks as well as recruiting all the volunteers needed for the event.			

**Community Action Partnership of Kern
Monthly Report 2026**

Month	August-26	Program/Work Unit	Volunteer Income Tax Assistance (VITA)			
Division/Director	Freddy Hernandez		Program Administrator	Jacqueline Guerra		
Reporting Period	January 1, 2026 - December 31, 2026					
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 2023-25 e-filed Tax Returns (SRV 3o)		Month	YTD	Goal	Month Progress	Annual Progress
Federal		58	6,581	7,550	1%	87%
Social Security Number (SSN)		54				
Individual Taxpayer Identification Number (ITIN)		4				
State (includes CFF State refund information)		65	7,190			
Social Security Number (SSN)		54				
Individual Taxpayer Identification Number (ITIN)		11				
CAPK 2020-25, Paper Filed Returns (total YTD added to Federal YTD) (SRV 3o)		Month	YTD			
Paper-filed, and Prior year returns (federal)		41	438			
Social Security Number (SSN)		33				
Individual Taxpayer Identification Number (ITIN)		8				
Paper-filed, and Prior year returns (state)		41	438			
Social Security Number (SSN)		33				
Individual Taxpayer Identification Number (ITIN)		8				
CAPK Refunds and Credits (SRV 3o)		Month	YTD			
Federal Refunds		\$36,519	\$6,045,304			
State Refunds		\$5,976	\$2,499,699			
Federal Earned Income Tax Credit (EITC) (income limit \$68,675 per household)		\$5,994	\$4,166,644			
California Earned Income Tax Credit (CalEITC) (income limit \$32,900 per household)		\$4,389	\$1,156,477			
Total Refunds and Credits		\$52,878	\$13,868,124			
Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications (Note: duplicate of Federal Tax Returns Completed)		Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Applications (New/Renewal)		7	163	200	4%	82%

**Community Action Partnership of Kern
Monthly Report 2026**

Explanation (Over/Under Goal Progress)					
State refunds and CalEITC amounts is an estimate due to the inability to retrieve a State Paper Report. State tax returns for ITIN holders is higher this month. This happens when ITIN applications are processed. Once an ITIN number is issued by the Federal (IRS), the State side of the tax return (FTB) can be submitted and processed. Also, State returns completed is higher due to the inability to separate tax returns using SIDN in order to calculate tax returns completed by California Farm Workers Foundation (CFF) and be able to include it to their own 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.			During the month of August, we are securing subcontracts for upcoming tax season in both VITA and CalEITC grant		
Sub-contractor: United Way Central Eastern California e-filed returns 2023-25	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal		2,816	3,250	0	87%
State		2,823			
UWCEC 2020-22 Paper Filed, and Prior Year Returns (total YTD added to Federal YTD)	Month	YTD			
Paper-filed, and Prior year returns (federal)		162			
Paper-filed, and Prior year returns (state)		142			
Sub-contractor: United Way Central Eastern California Refunds and Credits	Month	YTD			
Federal Refunds		\$2,498,597			
State Refunds		\$1,000,931			
Federal Earned Income Tax Credit (EITC) (income limit \$66,819 per household)		\$1,717,969			
California Earned Income Tax Credit (CalEITC) (income limit \$31,950 per household)		\$368,925			
Total Refunds and Credits	\$0	\$5,586,422			
Sub-contractor: MAOF 2023-25 e-filed returns	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal		169	400	0	0.4225
State		165			
MAOF 2020-22 Paper Filed, and Prior Year Returns (total YTD added to Federal YTD)	Month	YTD			
Paper-filed, and Prior year returns (federal)		10			
Paper-filed, and Prior year returns (state)		9			
Sub-contractor: MAOF Refunds and Credits	Month	YTD			
Federal Refunds		\$262,642			
State Refunds		\$85,873			
Federal Earned Income Tax Credit (EITC) (income limit \$68,675 per household)		\$154,753			
California Earned Income Tax Credit (CalEITC) (income limit \$32,900 per household)		\$22,512			

**Community Action Partnership of Kern
Monthly Report 2026**

Total Refunds and Credits	\$0	\$525,780			
Sub-contractor: California Farmworkers Foundation (CFF) 2023-25 e-filed returns	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal		483	300	0	1.61
CFF 2020-22 Paper Filed Returns (total YTD added to Federal YTD)	Month	YTD			
Paper-filed, and Prior year returns (federal)		49			
Sub-contractor: CFF Refunds and Credits	Month	YTD			
Federal Refunds		\$623,787			
Federal Earned Income Tax Credit (EITC) (income limit \$68,675 per household)		\$305,301			
Total Refunds and Credits	\$0	\$929,088			

**Community Action Partnership of Kern
Monthly Report 2026**

Month	August-26	Program/Work Unit	Tax Counseling for the Elderly (TCE)			
Division/Director	Freddy Hernandez		Program Administrator	Jacqueline Guerra		
Reporting Period	January 1, 2026 - December 31, 2026					
Program Description						
The CAPK Tax Counseling for the Elderly (TCE) program provides free tax preparation and filing assistance to eligible taxpayers, with a primary focus on individuals age 60 or older. Services are designed to support seniors, persons with disabilities, and taxpayers with limited English proficiency by ensuring access to accurate tax preparation and information. Additionally, CAPK provides ITIN (Individual Taxpayer Identification Number) services through IRS 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 2023-25 e-filed Tax Returns (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress	
Federal	0	1,579	1,500	0%	105%	
Social Security Number (SSN)	0					
Individual Taxpayer Identification Number (ITIN)	0					
State	0					
Social Security Number (SSN)	0					
Individual Taxpayer Identification Number (ITIN)	0					
CAPK 2020-22, Paper Filed Returns (total YTD added to Federal YTD) (SRV 3o)	Month					
Paper-filed, and Prior year returns (federal)	1	18				
Social Security Number (SSN)	1					
Individual Taxpayer Identification Number (ITIN)	0					
Paper-filed, and Prior year returns (state)	0					
Social Security Number (SSN)	0					
Individual Taxpayer Identification Number (ITIN)	0					
CAPK Refunds and Credits (SRV 3o)	Month					
Federal Refunds	\$0	\$1,039,723				
State Refunds	\$0	\$2,093,182				
Federal Earned Income Tax Credit (EITC) (income limit \$68-675 per household)	\$0	\$321,645				
California Earned Income Tax Credit (CalEITC) (income limit \$32,900 per household)	\$0	\$3,395				
Total Refunds and Credits	\$0	\$3,457,945				



Operations

Data Services

Information Systems

Information Technology

Facilities & Maintenance

Risk Management

**Community Action Partnership of Kern
Monthly Report 2026**

Month	August-26	Program/Work Unit	Operations Division	
Division/Chief, Director	Emilio Wagner CFTO, Maria Contreras Director of Facilities	Program Managers	Emilio Wagner, Maria Contreras, Rommel Almanza, Mohamed Ahmed, Laurie Sproule	
Reporting Period	January 1, 2026 - 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).				
Information Systems				
Activity	Requested	In-Progress	Processed	Processed YTD
IS Tickets	42	12	46	277
Paginated Reports/ Power bi reports/ Dashboards	4	3	6	32
Background Processes	9	2	11	54
Power App Enhancements	10	4	14	70
Projects		Description of Status		Current % Status
CDP Migration to Fabric		Adding Manual programs and moving to testing		85%
CALAIM Migration to Fabric		Developing approval process and presubmission validation		60%
2-1-1 Optimizations		Consultadd editing proposal to finalize development		75%
MCAP Workspace build out		Additional functionalities requested for workspace before testing.		70%
Cost Per Client Fabric Rebuild		Ingestion portion completed. Awaiting finance go ahead for two way integration		50%
Rental Assistance Sage Automation		HMIS assessment created. Awaiting Sage import template		15%
Grant Management Application		Initial Discovery being conducted to start building a project plan		5%
IRM Updates		Eligibility question updates for most programs are ready to launch.		80%
Foodbank Grant Tracker		Project plan presented. Further automation requested and is being researched.		30%
HVP Workspace Build Out		Project on hold as program confirms funder childplus requirement.		20%
Community Needs Survey and report		In testing awaiting go ahead for community development to publish		95%
Parent Survey and report		Complete Expected go live 9/4/2026		100%
Energy Process Mapping		Met with all known process owners. Diagram being finalized before program review.		85%
Agency Volunteer Management Application		Gathering initial stakeholders		5%
Contract Management Updates		Complete		100%
Contract Management Additional Contract Types		In Requirement Gathering Phase		10%
Contract Claims Tracker		In development		65%
Updating wordpress site		Ongoing		
Org Wide Website Code First Build		Survey completed now drafting project plan		15%
Facilities				
Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	458	701	394	2,862

**Community Action Partnership of Kern
Monthly Report 2026**

Construction Projects		Description of Status		Current % Status
Central Kitchen				
McFarland & Tehachapi Modulares				
Barnett House				
Major Maintenance Projects		Description of Status		Current % Status
MCAP Stine Second Floor		Additional leasing space/2nd floor for MCAP on Stine		100%
Stockdale HS		Signage		25%
Mojave Afghan Solar/Playard		Install shade structure and Solar to mobile park community		8%
VSS		Decatur & Buena Vista HVAC Replacement		80%
Harvey Hall Phase 2 & 3		New Kitchen & Breakroom		25%
Sterling Block Wall		Property Line Site Survey		15%
Alberta Dillard		Survey Working on Property Line Adjustment		15%
SJC Tiny Powers		Facility Ready and Licensed Pending Children Sink Installation		95%
SJC Filipino Plaza		Fire & Alarm Monitoring Playard Mod		95%
SJC University Park		University Park Door Installation Fire Code Updates TI		65%
Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	533	88	549	4,200
Information & Technology Projects		Description of Status		Current % Status
MS Entra Explore and Discovery		Cloud migration discovery only		95%
Cloud printing Trials		trial version with Printix		95%
MS Purview		AI governance		75%
Risk Management				
		Reported		Reported YTD
Students / Parents / Volunteers / Clients		0		7
Property		2		14
Vehicle Incident / Grand Theft Auto		6		11
Motor Vehicle Accident		1		3
Overdoses / Death		0		1
Workplace Violence		0		4
Health & Safety Code		1		1
Total		10		41
Program Strategic Goals		Progress Towards Goal		
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

CAPK Foundation
Outreach & Marketing

**Community Action Partnership of Kern
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Month	August-26	Program	CAPK Foundation
Division/Director/Chief	Pritika Ram	Director	Catherine Anspach
Reporting Period	January 1, 2026 - December 31, 2026		
Program Description			
The Community Action Partnership of Kern (CAPK) Foundation is the philanthropic arm of Community Action Partnership of Kern, established to strengthen and expand CAPK's impact across Kern County. As a 501(c)(3) supporting organization governed by its own independent Board of Directors, the Foundation focuses on fundraising, community outreach, and building long-term financial sustainability to advance CAPK's mission.			
Program Category Funding			
Homelessness & Housing	\$1,119		
Food Insecurity	\$67,328		
Veterans Supportive Services	\$5,524		
Youth & Families	\$15,270		
Other (VITA)	\$0		
Foundation (General)	\$41,524		
Gourmet For Good	\$22,000		
External Events			
Homelessness & Housing	0		
Food Insecurity	0		
Veterans Supportive Services	0		
Youth & Families	0		
Other	0		
Special Initiatives			
Supported planning efforts for the upcoming Veterans Stand Down event by coordinating vendors and logistics.			
Solicited lapsed donors through a mailing campaign to renew interest and donations.			
Met with Mather Bros. to discuss potential partnership opportunities with CAPK.			
Met with the CAPK Food Bank to help plan the logistics for Taste of Gratitude.			
Toured three sites Veterans Supportive Services locations to gain a better understanding of the program and its needs.			
Met with Bloomerang to move forward with securing a new CRM system for the Foundation.			
Assisted with planning and execution of the Hunger Action Month press conference.			
Meeting with Kaiser Permanente to explore varied partnership and volunteer opportuniites.			
Met with California Classic Events to discuss the two upcoming events: The Monster Mash Dash and Turkey Day Run, both of which support CAPK programs.			

**Community Action Partnership of Kern
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Met with Reverb Coffee to establish a partnership and external fundraising event. One hundred percent of proceeds from their "Smashing Pumpkin Latte" sales throughout September will benefit the CAPK Food Bank in support of Hunger Action Month.	
Met with the Boone Graphics team for marketing initiatives tailored to Annual Appeal mailing & Spring & Fall Newsletters.	
Participated in an introductory partnership call with Grand Canyon University, the Veterans Services Department, and program staff to explore collaboration opportunities.	
Coordinated with program staff to develop and update Amazon wish lists for year-round donation and fundraising efforts. Completing Wishlist for EKFRFC & VSS.	
LINKS Sorority Group has partnered with the M Street Navigation Center to support a hygiene drive. Donation drive flyer has been developed and Amazon wish list has been completed as well.	
Initiated discussions with American Cancer Society Leadership in Oncology Navigation staff regarding volunteer engagement and donation opportunities for the M Street Navigation Center. Also scheduled a tour of the center.	
Continued planning efforts with the Arvin Kiwanis Club for an upcoming M Street Navigation Center support project.	
Connected with Lamont Seventh-day Adventist Church and will be meeting with them to begin exploring opportunities to support CAPK programs and services.	
Supported the Food Bank HAM press conference.	
Created and managed social media graphics and promo posts for the VSS KGET Fundraiser.	
Met with Foundation Board member Janea Roberts to discuss partnership with Kern Energy.□	
Community Outreach	
Attended and supported the FHCC Back-to-School Event	
Attended the Greater Together event related to fundraising events	
Attended Anthem Community Event and distributed food boxes.	
Conducted outreach and canvassing efforts to promote the Veterans Supportive Services KGET Fundraiser.	
Attended the VA National Cemetery Fundraiser.	
Attended weekly Bakersfield West Rotary meetings & monthly board meeting.	
Check Presentation with Bank of Sierra to benefit the Food Bank.	
Program Strategic Goals	Progress Towards Goal
1.) Expand Fundraising Capacity. Leverage the Board to establish a formal development committee and increase individual donor base by 40% through targeted campaigns and board-led cultivation events.	Engaging our board by tasking them with fundraising initiatives and goals. Adding program presentations at our board meetings to empower them to represent the Foundation in the community.

**Community Action Partnership of Kern
Monthly Report 2026**

2.) Launch Veterans Program Funding Campaign Secure \$40,000 in dedicated funding for our new Veterans (homeless or at-risk of homelessness) program through targeted outreach to veteran-focused foundations, corporate sponsors with military initiatives, and individual major donors with military connections. Establish 3-5 strategic partnerships with veteran service organizations by Q3 2026.	Continued networking with local contacts to expand our reach with donors. Secured KUZZ as a media support for Veterans event.
3.) Supporting CAPK's Strategic Plan (2026–2029).	Leading monthly meetings with our team to stay on track for goal setting.

**Community Action Partnership of Kern
Monthly Report 2026**

Month	August-26	Program	Outreach & Marketing		
Division/Director/Chief	Pritika Ram		Program Managers	Pritika Ram	
Reporting Period	January 1, 2026 - December 31, 2026				
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 2025-2029 Strategic Plan and CAA-related plans, and special projects.					
Outreach Social Media		Month	YTD	Annual Goal	Annual Progress
Website User Sessions		36,720	180,250	260,000	69%
Facebook Impressions (i.e., number of times users see content)		376,101	1,590,978	4,000,000	40%
Other Social Media Impressions		224,964	1,172,862	1,750,000	67%
Highest Performing Post					
		https://www.facebook.com/CAPKOasis/posts/pfbid02c1wQwSstSox4J1bQUuu1hGsP7UG6vy29vsq6J8V3rqFatwFTwo6LKgr3s2bdNTyhl			
Outreach Special Projects					
Breast feeding month proclamation: Bakersfield City declared August as breast feeding month (AUG 26)					
Breast feeding month proclamation: Kern County Board of Supervisors declared August as breast feeding month (AUG 25)					
Citizens Bank check presentation: The Citizens Bank presented a check to the friendship house and VITA					
Chase back to school resource fair: Chase bank hosted a back to school event at their Oswell location.					
Bakersfield High School back to school resource fair: BHS hosted a back to school resource fair for the first day back to school. CD team attended and handed out back to school essentials along with information on the resources CAPK offers.					
Hunger Action Month Press Conference Kick off: Hunger Action Month kicked off with a press conference in the food bank where local community leaders, and elected officials attended to learn more about the different ways the can become involved during the month.					
Press Conference Multimedia capture: Video and Photography support at event					
Cuadrilla Events- MCAP and Headstart attended the cuadrilla outreach events to inform the local agricultural workers of the resources each respective program provides and how they can apply					
Hunger Action Month planning-Continued Planning: Talking points, social content calendar and ordered collateral for the month					
VSS site tour and department overview to assess potential grant opportunities					
Attended the groundbreaking ceremony at Bakersfield Senior Center Affordable Housing & Facility.					

**Community Action Partnership of Kern
Monthly Report 2026**

Tast of Gratitude- Planning initiated	
Wasco Back to School: tables and filmed this outreach event.	
Hillcrest Seventh-Day Adventist Church - Agency Partner Spotlight Video	
Friendship House Backpack Giveaway: Press Release, Media Interview with KBAK, Video coverage at event, social media content planning, day of support.	
MCAP Video Project - Planning initiated for the MCAP video project.	
Friendship House: Fucia Ward, Founder interview. Captured agency +fhcc history.	
Veterans Stand Down - Continued Planning	
Video footage for HeadStart at two locations: Primeros Pasos and HS Sterling.	
Lake Isabella / Kern River Valley Agency: Partnership Spotlight. Content Capture.	
Ham Social Content: Count Down to Event (4) videos for Social.	
WIC Program Paid Promotions Ended: Movie Theatre Ads, and Social Ads.	
VITA Planning Paid Media - anticipated late Oct.	
Foodbank Hunger Action Month - Empty Plate Challenge: Supported in content capture and social posts.	
CNA Implementation: Marketing support: Updating Collateral, website, etc.	
FHCC Sweet Rides and Bites - Cancellation / New Event Proposal.	
FHCC Zuma Class social Promotion: Created Flyer and listed on our website and social pages.	
August 2026 Agency Newsletter	
Logistical planning and ordering for the HAM Press conference	
Press release for Hunger Action Month Press conference kickoff.	
CAPK Foundation Fundraiser: Press Release, PSA script, and Media Negotiations.	
Ordered program collateral: Updated Flyers	
Shafter Community Resiliency Center: Shafter Infographic Social Content.	
Outreach Advocacy	
Advocacy Watch-list	
Community Services Block Grant (CSBG)	Results Oriented Management & Accountability (ROMA)
Farm to School Grant - Head Start: Premieros Pasos, HS Sterling. Community Needs Assessment Grant.	

Instrumentl Opportunities Report - September 9, 2026

Projects: Community Development, Health & Nutrition Services, Youth & Community Services, Veterans & Supportive Services, and Housing and Supportive Services

Statuses: Abandoned Declined Awarded - Active LOI In Progress LOI Submitted Application In Progress Application Submitted

Date Range: Aug 01, 2026 - Aug 31, 2026

Status

\$0 Awarded 0 opportunities	\$1,418,502 Submitted 7 opportunities	\$3,500,000 Declined 1 opportunity
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Displaying 9 opportunities

FY 2026 March 1 - February 28

NAME	DEADLINE	STATUS	AMOUNT	NEXT TASK	NOTES
August 2026					
California Community Reinvestment Grants Program California Governor's Office of Busin... Youth & Community Services	Aug 24, 2026 Pre proposal (due Aug 24, 2027) Invite Only Full proposal	Application Submitted	Requesting \$982,773		The FHCC is requesting \$982,773 to provide comprehensive System Navigation Services to help 300 participants improve financial...

FY 2027 March 1 - February 28

NAME	DEADLINE	STATUS	AMOUNT	NEXT TASK	NOTES
August 2026					
ABC Initiative (Asset Building for Children) Prosperity Now Youth & Community Services	Aug 6, 2026	Application Submitted	Requesting \$105,000		VITA is requesting \$105k to provide clients information on child savings accounts during tax services.
Central Valley Community Grants The Wonderful Company Health & Nutrition Services	Aug 10, 2026	Application Submitted	Requesting \$150,000		The CAPK Food Bank is requesting 150k to continue Free Farmers Markets in Shafter, Lost Hills, and Wasco.
The Save Mart Companies CARES Foundation Grant Save Mart Cares Health & Nutrition Services	Aug 10, 2026	Application Submitted	Requesting \$20,000		The CAPK Foodbank is requesting \$20,000 to purchase 66 tablets and barcode scanners, along with training and technical assistance to...
2026-27 State Budget Special Request 2026-27 State Budget Special Request ... Health & Nutrition Services	Aug 13, 2026	Declined	Requesting \$3,500,000		Assembly member Jasmeet Bains made an urgent request to provide a brief proposal for funds from the State Budget, specifically to...
WACOM Distribution of Funds WACOM Thrift Shop Youth & Community Services	Aug 18, 2026	Application Submitted			If awarded, the OFRC will provide early educational support and case management services to active military families in...
Affordable Housing and Supportive Services Demonstration (362839) US Dept. of Health & Human Services: ... Veterans & Supportive Services	Aug 24, 2026 (due Aug 24, 2026)	Application Submitted	Requesting \$154,692		VSS is requesting \$154,692 to hire a case manager for Covey Cottages.

Kaiser Permanente Community Health Grant Kaiser Permanente Youth & Community Services	Aug 26, 2026	Application Submitted	Requesting \$6,037	Kaiser funds would support the EKFR clients through the purchase of necessities including clothing, food, and hygiene items.
Workforce Accelerator Fund California workforce development board Community Development	Aug 27, 2026	Abandoned		Not in CAPK scope, more suitable for academic institutions.

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	Food Bank
Funding Agency	2026-27 State Budget	Project Name	2026-27 State Budget Special Request
CFDA		Target Population	Food Bank and CalFresh beneficiaries
Reapplication (Y/N)	No	Number to be served	110,000 households
Estimated Request	\$3,500,000.00	Division Director	Susana Magana
Award Period	TBD	Program Manager	Kelly Lowery
Project Goal (One sentence goal statement)			
Secure \$3.5 million in discretionary state funding to protect Kern County families from food insecurity caused by CalFresh and Medi-Cal disruptions under the federal H.R. 1 reconciliation law.			
Project Description (Brief one paragraph description)			
CAPK, Kern County's largest food bank (22 million lbs distributed annually, 50,000 households/month, 150 partner sites), projects that 30,000 of the county's ~110,000 CalFresh households will lose or see disrupted benefits as H.R. 1 provisions take effect. Drawing on lessons from the November 2025 federal shutdown, when demand outpaced inventory, CAPK proposes building a coordinated response: a CalFresh/Medi-Cal retention strike team working with county Human Services, expanded cold storage and "choice pantry" capacity across partner sites, and pre-positioned emergency food inventory, shifting from reactive emergency response to sustained readiness.			
Estimated Budget Summary			
The total request is \$3,500,000 with \$3.163 million allocated towards Personnel, Equipment, Refrigeration (for the pantry sites), Raw Food, and \$336,429 towards indirect.			
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	Susana Magana	Date: 2026-08-19	4.Chief Financial Officer	Tracy Webster	Date: 2026-08-19
2.Chief Business Development Officer	Pritika Ram	Date: 2026-08-19	5.Chief Facilities and Technology Officer	Emilio Wagner	Date: 2026-08-25
3.Chief Program Officer:		Date:	6.Chief Executive Officer	Jeremy Tobias	Date: 2026-08-25

Date Presented / Approved:

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

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Federal	CAPK Program	Veteran Services
Funding Agency	Administration for Children and Families	Project Name	ACF Affordable Housing and Supportive Services Demonstration
CFDA	93.647	Target Population	Formerly homeless veterans
Reapplication (Y/N)	No	Number to be served	12
Estimated Request	\$154,692.00	Division Director	Rebecca Moreno
Award Period	September 30, 2026 - September 30, 2028	Program Manager	Raul Jimenez
Project Goal (One sentence goal statement)			
The Covey Cottages Case Management Expansion Project's goal is to improve housing stability, economic mobility, and well-being among residents of Covey Cottages through expanded case management and supportive services.			
Project Description (Brief one paragraph description)			
CAPK will expand its case management services for the residents of Covey Cottages by hiring a fulltime case manager for the 2-year project period.			
Estimated Budget Summary			
The total budget for the project is \$171,880. The federal funding request is \$154,692. CAPK will match 10% of the total project budget which is \$17,188. \$152,125 will be used for staffing costs, \$1,500 will go towards participant incentives, and \$18,255 are indirect costs at 12%.			
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	Rebecca Moreno	Date: 2026-08-26	4.Chief Financial Officer	Tracy Webster	Date: 2026-08-26
2.Chief Business Development Officer	Pritika Ram	Date: 2026-08-26	5.Chief Facilities and Technology Officer	Emilio Wagner	Date: 2026-08-28
3.Chief Program Officer:		Date:	6.Chief Executive Officer	Jeremy Tobias	Date: 2026-08-28

Date Presented / Approved:

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

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	Friendship House Community Center
Funding Agency	The Governor's Office of Business and Economic Development (Go-Biz)	Project Name	California Community Reinvestment Grants (CalCRG) program
CFDA		Target Population	Individuals and communities disproportionately affected by the War on Drugs
Reapplication (Y/N)	No	Number to be served	300
Estimated Request	\$982,773.00	Division Director	Freddy Hernandez
Award Period	June 2027 - May 2030 (3 years)	Program Manager	Lois Hannible
Project Goal (One sentence goal statement)			
The proposed \$982,773 three-year CalCRG budget will support the Friendship House Community Center (FHCC) Reentry and Economic Stability Navigation Program, serving approximately 300 participants who have experienced barriers related to poverty, justice system involvement, housing instability, unemployment, and limited access to supportive services.			
Project Description (Brief one paragraph description)			
The project will provide comprehensive System Navigation Services through Friendship House Community Center to help 300 participants improve financial stability, employment readiness, and long-term self-sufficiency. Services include financial literacy education, workforce development, resource navigation, life-skills training, family engagement, and individualized support. Technology, transportation assistance, educational materials, and outreach activities will enhance access to services and help participants connect to employment, education, and critical community resources.			
Estimated Budget Summary			
The project budget primarily supports 3.25 FTE staff positions responsible for financial literacy education, workforce readiness, resource navigation, life-skills instruction, participant engagement, and overall program management. Additional funding supports participant services, training, outreach, transportation assistance, educational materials, and technology such as laptops, tablets, printers, software, and hotspots needed to deliver services and improve digital access. The budget allocates 12% in indirect costs at \$105,297.			
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	Freddy Hernandez	Date: 2026-08-31	4.Chief Financial Officer	Tracy Webster	Date: 2026-09-01
2.Chief Business Development Officer	Pritika Ram	Date: 2026-09-01	5.Chief Facilities and Technology Officer	Emilio Wagner	Date: 2026-09-01
3.Chief Program Officer:		Date:	6.Chief Executive Officer	Jeremy Tobias	Date: 2026-09-01

Date Presented / Approved:

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

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Private	CAPK Program	Food Bank
Funding Agency	The Wonderful Company	Project Name	Central Valley Community Grants
CFDA		Target Population	Food insecure residents
Reapplication (Y/N)	Yes	Number to be served	31000
Estimated Request	\$150,000.00	Division Director	Susana Magana
Award Period	November 1, 2026 - November 30, 2027	Program Manager	Kelly Lowery
Project Goal (One sentence goal statement)			
The free farmers market program aims to reduce food insecurity and promote healthy eating throughout Kern County by providing nutrient dense, fresh produce to outlying areas of Bakersfield.			
Project Description (Brief one paragraph description)			
CAPK's Food Bank will provide free farmers' markets in Shafter, Wasco, and Lost Hills. These free farmers' markets will offer a range of nutritional food at no cost to approximately 31,000 community members impacted by food insecurities and food deserts.			
Estimated Budget Summary			
The total funding request is \$150,000. \$132,000 will be used for raw food purchase and \$18,000 are indirect costs at 12%.			
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	Susana Magana	Date: 2026-08-10	4.Chief Financial Officer	Tracy Webster	Date: 2026-08-10
2.Chief Business Development Officer	Pritika Ram	Date: 2026-08-10	5.Chief Facilities and Technology Officer	Emilio Wagner	Date: 2026-08-10
3.Chief Program Officer:		Date:	6.Chief Executive Officer	Jeremy Tobias	Date: 2026-08-10

Date Presented / Approved:

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

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Private	CAPK Program	VITA
Funding Agency	Prosperity Now	Project Name	Prosperity Now ABC Initiative
CFDA		Target Population	Low- and moderate-income residents
Reapplication (Y/N)	No	Number to be served	8000
Estimated Request	\$105,000.00	Division Director	Freddy Hernandez
Award Period	September 2026 - April 2027	Program Manager	Jacqueline Guerra
Project Goal (One sentence goal statement)			
CAPK aims to expand its VITA services during the 2027 tax filing season by integrating child savings opportunities into its free tax preparation and financial education services.			
Project Description (Brief one paragraph description)			
CAPK will expand its VITA program during the 2027 tax filing season by combining free tax preparation, e-filing, ITIN assistance, and financial education with outreach about child savings opportunities and Section 530A accounts. The project will serve low- to moderate-income families across Kern County, particularly underserved populations such as households with children, immigrant families, rural residents, and EITC-eligible taxpayers, through bilingual services delivered by IRS-certified staff and trained volunteers.			
Estimated Budget Summary			
The total funding request is \$105,000. \$90,250 will be used for staffing costs, \$3,500 will go towards travel costs for the required conference, and \$11,250 are indirect costs at 12%.			
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	Freddy Hernandez	Date:2026-08-07	4.Chief Financial Officer	Tracy Webster	Date:2026-08-26
2.Chief Business Development Officer	Pritika Ram	Date:2026-08-26	5.Chief Facilities and Technology Officer	Emilio Wagner	Date:2026-08-28
3.Chief Program Officer:		Date:	6.Chief Executive Officer	Jeremy Tobias	Date:2026-08-28

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)
August 2025

Funding Type	Foundation	CAPK Program	Food Bank
Funding Agency	The Save Mart Companies CARES Foundation, in partnership with The Jim Pattison Foundation	Project Name	2025 Feeding Forward Grant
CFDA		Target Population	Low-income children, families, seniors, and individuals experiencing food insecurity in Save Mart se
Request	20,000.00	Division Director	Susana Magana
Award Period	One year	Program Manager	Kelly Lowery
Description	The Partner Agency Food Recovery Technology Project will strengthen food recovery and distribution operations across CAPK Food Bank's network of more than 150 partner agencies serving Kern County.		

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

Date Presented/Approved

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

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

Funding Type	Private	CAPK Program	FRC - East Kern
Funding Agency	Kaiser Permanente	Project Name	Advancing Health Through Basic Needs Support
CFDA		Target Population	Low-income East Kern residents
Request	6,037.00	Division Director	Freddy Hernandez
Award Period	November 1, 2026 - October 31, 2027	Program Manager	Anna Saavedra
Description	CAPK will use the Kaiser Permanente grant funding to provide East Kern Family Resource Center clients with necessities including clothing, hygiene, and food.		

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: _____

**Community Action Partnership of Kern
Small Funding Request (\$50,000 or less per year)
September 2026**

Funding Type	Private	CAPK Program	FRC - Oasis
Funding Agency	WACOM	Project Name	WACOM
CFDA		Target Population	Veteran families
Request	500.00	Division Director	Freddy Hernandez
Award Period	1 year	Program Manager	Eric Le Barbe
Description	WACOM funds will support the ongoing expenses that support case management activities and home-based activities, including educational supplies, baby items, clothing, formula, educational toys, etc.		

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: _____

Month	Aug-26	Program/Work Unit		Head Start Preschool & Early Head Start		
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	Enrollment and Attendance Manager		Carol Hendricks		
Reporting Period		August 1, 2026 - August 31, 2026				
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		696	753	753	92%	
Disabilities		19	10%	10%	19%	
Over Income 101%-130% (up to 35%)		16	n/a	n/a	2%	
Over Income 131% and up (up to 10%)		56	n/a	n/a	8%	
Head Start Preschool (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)		Month	Target	Annual Goal	Annual Progress	
Reportable/Funded Enrollment		718	936	936	77%	
Disabilities		72	10%	10%	10%	
Over Income 101%-130% (up to 35%)		13	n/a	n/a	2%	
Over Income 131% and up (up to 10%)		44	n/a	n/a	6%	
Head Start Preschool San Joaquin County Office of Education - (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)		Month	Target	Annual Goal	Annual Progress	
Reportable/Funded Enrollment		86	153	153	56%	
Disabilities		7	n/a	n/a	8%	
Over Income 101%-130% (up to 35%)		3	n/a	n/a	3%	
Over Income 131% and up (up to 10%)		0	n/a	n/a	0%	
Home Visiting Program (SRV 2cc, 7a)		Monthly (Reportable)	Year-To- Date (Term/Calendar)	Annual Goal (Term / Calendar)	Annual Progress (Calendar)	Annual Progress (Program Term)
Enrollment		170	173 / 222	240 / 480	46%	72%
Central Kitchen		Total Meals Delivered		Breakfast	Lunch	Snack
Meals and Snacks		59,291		20,892	17,507	20,892
Child and Adult Care Food Program (CACFP) (Note: The data represents information from July 2026)		Total Meals Delivered		Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)		52,851		29,030/23,821	32,922	62%
Meals and Snacks - Kern Vendors		40,482		21,137/19,345	24,048	59%
Meals and Snacks - SJC Vendors		12,369		7,893/4,476	8,874	72%
Eligibility Determination (SRV 7b)(January 2025-December 2025)		450	507			
Total Community Services		450	507			
Explanation (Over/Under Goal Progress)						
On August 10, 2026, Part-Year centers resumed services. We continue to face challenges in filling our centers due to increased competition from school districts offering Transitional Kindergarten programs, as well as various staffing challenges. To address these challenges, we are actively participating in recruitment events, application clinics, door-to-door recruitment, and exploring opportunities to streamline and shorten the application process, and increasing public awareness of the unique value and comprehensive services provided through the Head Start Program compared to those offered by local school districts. Additionally, ongoing interviewing are being conducted to onboard direct service staff.						

Goals	Progress Towards Goal
Goal I: 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 A: Develop a structured onboarding process that introduces new employees to the organization's culture, values, and expectation. Provide them with the necessary tools, resources and training to quickly integrate into their roles. Action Steps: Provide job-specific training that covers the tasks, responsibilities, and expectations associated with their position.
Program Description	
1. August 5,12,19,16, 2026 – Application Clinics, 1300 18th Street, CAPK Office, 2nd floor. 2. August 6, 2026 – Ready, Set, Back 2 School Health & Wellness Resource Fair, 9:00am to 12:00pm. 3. August 21, 2026 – Radio Lobo Crew of the Week, 9:00am to 12:00pm.	



MEMORANDUM

To: PRE Committee

Lisa Gonzales

From: Lisa Gonzales, Program Governance Coordinator

Date: September 16, 2026

Subject: *Agenda Item 5d.*: Approval of the 2026 Amended Policy Council Bylaws – **Action Item**

The Policy Council Bylaws Committee conducted its annual review of the CAPK Policy Council Bylaws as required and has recognized areas of the document in need of revision. In accordance with The Head Start Act, Section 642(c)(2)(D)(v) the proposed Bylaws are hereby presented to the PRE Committee.

The Policy Council Bylaws Committee met as scheduled on numerous occasions over the course of the 2025-2026 term to review, discuss and update the document as needed. The draft version of the CAPK Head Start Policy Council Bylaws, with recommended revisions and updates, was presented to the Bylaws Committee on September 9, 2026 for final review and will subsequently be presented to the Policy Council at the next scheduled meeting on September 22, 2026, with a request for approval.

Most notable changes include but are not limited to:

- Article III, Membership, Section 2 – *Types of Membership*. The number of parent members per region was reduced from four to two to support an overall increase in Policy Council participation and to help ensure all Policy Council seats are filled. **(Bylaws p.3)**
- Article III, Membership, Section 2(2) – *Board of Directors Representative*. The second sentence was revised to clarify the allowable length of service for a member serving in this capacity. **(Bylaws p.3)**
- Article III, Membership, Section 8 – *Conduct and Conflict of Interest*. The second sentence in paragraph two was streamlined to more clearly and precisely convey the expectation. **(Bylaws p.4)**
- Article IV, Officers, Section 3(c) – *Secretary*. This responsibility was removed, as it does not fall within the scope associated with this position. **(Bylaws p.6)**
- Article VIII, Standing Committees, Section 1(a). – The number of vacancies on each committee was reduced to align with the decrease in overall Policy Council composition and to promote more uniform and consistent committee sizes. **(Bylaws p.7-8)**

Additionally, minimal grammatical and formatting changes were made as needed throughout the document to ensure consistency.

Recommendation:

Staff recommend the PRE Committee approve the CAPK Head Start Policy Council Bylaws as amended.

Attachment:

Policy Council Bylaws - Draft



**COMMUNITY ACTION PARTNERSHIP OF KERN
Head Start/State Child Development**

**POLICY COUNCIL
BYLAWS**

Bylaws Committee Reviewed: September 9, 2026

**Policy Council Approval:
Board of Directors Approval:**

ARTICLE I

NAME

The name of this organization will be Community Action Partnership of Kern Head Start/State Child Development Policy Council, hereafter known as the "Policy Council."

ARTICLE II

PURPOSE AND FUNCTIONS

SECTION 1. Purpose

1301.1 An agency must establish and maintain a formal structure for program governance that includes a governing body and a Policy Council at the agency level. Policy Councils are responsible for the direction of the agency's Head Start programs.

1. General Procedures

- a. 1301.3 (a) Each agency must establish and maintain a Policy Council responsible for the direction of the Head Start program.
- b. 1301.3 (b) A program must establish a Policy Council in accordance with section 642 (c)(2)(B) of the Head Start Act. Parents of children currently enrolled in each program option must be proportionately represented on the Policy Council.
- c. 1301.6 (a) Each agency's governing body and Policy Council jointly must establish written procedures for resolving internal disputes between the governing board and Policy Council in a timely manner that include impasse procedures.

2. Human Resource Management

- a. 642(2)(D)(vi) The Policy Council shall approve program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

ARTICLE III

MEMBERSHIP

SECTION 1. Membership

1. Composition

- a. The Policy Council will be composed of:
Members of the community served by the Head Start agency which may include former Head Start parents. At least fifty-one percent (51%) of the Policy Council will be parents of children currently enrolled in the Head Start program.
- b. A parent is defined as "a Head Start child's mother or father, other family member who is the primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree."

SECTION 2. Types of Membership

A parent must have a child currently enrolled in the Head Start program to be a member of the Regional Parent Committee (RPC). The RPC was developed to ensure the Policy Council is proportionately represented in each program option. The Policy Council membership shall consist of the following:

Region 1	Region 2	Region 3	Region 4	Home Base	HS/EHS Partnerships	San Joaquin Centers	Community Representative		CAPK Board of Directors
2 Parents	2 Parents	2 Parents	2 Parents	2 Parents	1 Parent	2 Parents	1 Past Parent	2 Community Agency	1 BOD Member

- a. Regional Parent Committee meetings will be held as needed to elect members to the Policy Council.
- b. If a member's child changes to another program option or region during the program year, they will remain on Policy Council until the position is filled. Once the position is filled, the member will be terminated and encouraged to seek election with their new parent committee.
- c. In the event a member's child ages out of the Head Start program, the member will continue to serve on the Policy Council until the end of the term.

1. Community Representatives

Community Representatives may be selected from the local community: businesses, public or private sector, civic, and professional organizations as well as others who are familiar with resources and services for low-income children and families, including parents of formerly enrolled children. 642(2)(B)(ii)(II)

- a. Two (2) Community Agency Representatives. Community representatives must follow the application process and obtain Policy Council approval before they can be seated. Community representatives will have the responsibility of providing a monthly verbal report on current events that support the Head Start program and the families it serves.
- b. One (1) Past Parent Community Representative. The past parent representative must be elected to the Policy Council and may not have a child currently enrolled in the Head Start program. The Past Parent Representative must be a member of an elementary school Parent Teacher Association, Parent Teacher Organization or similar affiliation. The responsibility will include providing a monthly verbal report, sharing information that supports school readiness for Head Start parents.
- c. Community Representatives may serve on the Policy Council for a total of five (5) years (collective total as a parent Policy Council Member and/or Community Representative Policy Council Member.) Representatives must stand for election annually.

If any Community Representative becomes a Head Start parent during a Policy Council term, their membership will be terminated; they may seek election with their new parent committee.

2. Board of Director's Representative:

One (1) member of the Board of Directors of the Community Action Partnership of Kern will be appointed to serve on the Policy Council each year. The appointed Board Member may serve as the Board of Directors' Representative for up to five (5) years, based on the collective total years of service as a Parent Policy Council Member, Community Representative Policy Council Member and/or Board of Director's Community Representative.

SECTION 3. Seating and Training of Members

Parent representatives and community representatives are seated as official voting Policy Council members at the first Policy Council meeting following completion of their Policy Council orientation and training.

- a. An annual orientation and training for **ALL** Policy Council members shall be provided within 30 (thirty) days after elections and thereafter as needed. Training must be completed prior to the following Policy Council Meeting. If the training is not completed the Policy Council member will be removed. Only those Parent Representatives and Community Representatives who complete the training will be seated.

SECTION 4. Vacancy

When a Parent Representative position is vacated, the affected Regional Parent Committee will elect a new representative.

SECTION 5. Resignation

A member must give the Program Governance Coordinator a written or verbal statement of resignation.

SECTION 6. Termination/Absence

Membership may be terminated because of three (3) consecutive absences between Policy Council and/or subcommittee meetings throughout the year for any reason, *except absences for attending a Community Action Partnership of Kern function, or EXTREME weather conditions*. Policy Council Members will assume responsibilities until approval of termination is made by the Council.

Termination Appeal Process

1. Submit a written letter of appeal to the Program Governance Coordinator within ten (10) working days of receiving the notification of termination.
2. The Program Governance Coordinator will place the appeal on the following Policy Council agenda for full Policy Council vote.
3. The Policy Council's recommendation will be in effect for the remainder of the current Policy Council term.
4. If an appeal is approved, the termination/absence record will recommence.

SECTION 7. Term of Membership

Head Start Policy Council Representatives are limited to a combined total of five (5) one (1) year terms. All representatives must stand for election annually. If a parent has served a total of three (3) terms and their child is no longer enrolled in the program they may seek re-election as a Past Parent Community Representative for an additional two (2) terms. Any member holding membership for four (4) months or more on the Policy Council will be considered to have served one (1) full term.

SECTION 8. Conduct and Conflict of Interest

Any member of the Policy Council who fails to act in the best interest of the Policy Council, or the agency, may be removed by a two-thirds (2/3) vote of the membership in attendance, provided the member has been notified of the proposed action.

No person who serves on Policy Council may be employed by CAPK nor may they have a financial conflict of interest with the agency. **The council and its committees shall carry out their responsibilities independent of staff.** Individuals serving the Policy Council may apply for employment with the agency at any time. Any Policy Council representative who accepts employment with CAPK must resign from the Policy Council immediately.

ARTICLE IV

OFFICERS

SECTION 1. Officers of the Policy Council

- a. The Policy Council will elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.
- b. These officers shall perform the duties prescribed in these bylaws.
- c. Currently enrolled parents may hold any officer position.
- d. Officers will be elected by a majority vote at the first Policy Council meeting of the new term and shall serve from election until the seating of new officers the following term.
- e. No member shall hold more than one office at a time.
- f. If the Vice-Chairperson, Secretary, Treasurer or Parliamentarian resigns or is removed from his/her office, an election will be held at the next Policy Council meeting after the official resignation announcement or removal process is voted upon. The Policy Council Chairperson must appoint a Policy Council member to fill a vacant office on an interim basis. At the next Policy Council meeting with a quorum established, an election for that officer position shall be conducted.
- g. If the Chairperson resigns or is removed from his/her office, the Vice-Chairperson will assume the office of Chairperson for the remainder of the term of office.

SECTION 2. Functions

1. Chairperson

- a. The Chairperson shall preside over and conduct all meetings of the Policy Council in addition to those of the Executive Committee.
- b. May support in the development of the agenda with the Program Governance Coordinator and the Director of Head Start/State Child Development or staff designee no later than ten (10) days prior to the meeting.
- c. The Chairperson will meet with the Program Governance Coordinator to review the agenda, no later than three (3) days prior to the meeting date.
- d. Refrain from entering debates during the Policy Council meeting.
- e. Call the meeting to order on time, follow the agenda and have the ability to clarify the business at hand at all times.
- f. Will explain each motion as needed.
- g. May vote to break ties.
- h. May acknowledge and approve urgent matters acting on behalf of the Policy Council.
- i. Appoint members to standing committees and special committees, as necessary.
- j. Appoint members to temporarily assume duties of absent officers.
- k. In the event of resignation or termination of any Policy Council officer, the Chairperson may appoint a Policy Council representative to fill the vacancy on an interim basis until the next regular Policy Council meeting (see Article IV, Section I).

2. Vice-Chairperson

- a. The Vice-Chairperson will chair the Planning Committee.
- b. Shall act in the absence of the Chairperson or at any time the Chairperson temporarily vacates/steps down from their position.
- c. Perform other duties as may be assigned to him/her by the Chairperson.

3. Secretary

- a. The Secretary will chair the School Readiness Committee.
- b. Call roll and maintain a record of members' attendance at Policy Council meetings.
- c. In collaboration with staff, the secretary may be asked to assist with the final documentation of minutes and motions, if needed.
- d. Ensure that Policy Council members sign in when attending meetings.
- e. Perform other duties as may be assigned to him/her by the Chairperson.

4. Treasurer

- a. The Treasurer will chair the Budget & Finance Committee.
- b. Ensure a monthly Parent Activity Fund report is distributed to the Policy Council.
- c. Perform other duties as may be assigned to him/her by the Chairperson.

5. Parliamentarian

- a. The Parliamentarian will chair the Bylaws Committee.
- b. Shall be able to define the Policy Council Bylaws and advise the Council on such, as necessary.
- c. Shall be aware of the meeting format and assist in keeping within that format.
- d. Assist in preserving order during Policy Council meetings.
- e. Perform other duties as may be assigned to him/her by the Chairperson.

SECTION 3. Officer Training

Training will be provided by the appropriate agency staff or consultants within one (1) month of an officer's election. Training will include the functions, duties, and responsibilities of the officers. Training may also include how to make a motion, the Ralph M. Brown Act, and Robert's Rules of Order as Newly Revised, etc. Follow-up training will be provided by agency staff or consultants as needed.

ARTICLE V

PARENT REPRESENTATIVES TO THE HEAD START CALIFORNIA PARENT CONFERENCE AND NATIONAL HEAD START ASSOCIATION CONFERENCE

- a. Pending the annual budget, elections may take place to attend the Head Start California Parent Conference or the National Head Start Parent Conference for members who have not previously attended a training. Alternates may be selected.
- b. If a 2nd or 3rd term Policy Council Member previously attended a conference and an opening is available, their attendance may be considered.
- c. Each member will be required to provide a verbal report of their experience to the Policy Council.

ARTICLE VI

POLICY COUNCIL MEETINGS

SECTION 1. Meetings

Regular Policy Council meetings will be held monthly as determined by the Policy Council. Standing committee meetings will be held based on the committee's vote. There will be no Policy Council or standing committee meetings scheduled during the month of July; any matters will be heard at Executive Committee meetings, as necessary.

- a. All meetings may be conducted, but are not required, to follow the Ralph M. Brown Act or Robert's Rules of Order, newly revised.

- b. Notices of each regular meeting shall be sent to all Policy Council members at least (5) days in advance, including a copy of the agenda for the meeting and the minutes from the previous Policy Council meeting.
- c. Meetings may be conducted using a web-based and/or teleconference communication system when deemed necessary.
- d. When attending a meeting using a web-based or teleconference communication system, all members shall have their cameras on and be visible during the meeting.
- e. If a Policy Council meeting is to be held via teleconference the conference call number and sign-in code must be provided to all members and made public.
- f. All Policy Council meetings are open to the public.
- g. The Program Governance Coordinator and Director of Head Start/State Child Development or designee will develop the agenda.

SECTION 2. Special Call Meetings

- a. A Special Call Meeting may be called by the Chairperson or the Director of Head Start/State Child Development. A quorum will be established at fifty percent (50%) plus one (1) of the Policy Council Executive Committee.
- b. Policy Council members must be notified by staff at least twenty-four (24) hours prior to a special call meeting with an explanation of the reasons for calling the special call meeting.

SECTION 3. Quorum

- a. A Policy Council quorum for conducting business will consist of fifty percent (50%) plus one (1) of the Council's membership.
- b. The Policy Council may not act on any matter unless a quorum is present.

ARTICLE VII

VOTING RIGHTS

SECTION 1. Vote

- a. The Policy Council will vote by a show of hands or stating "aye."
- b. A Policy Council member may vote only if present at a meeting during which a vote is taken and may not vote by proxy or absentee ballot.
- c. A Policy Council member who is out of the room or leaves the room during the time an action item is being discussed may not return to the room and vote.
- d. A majority vote is required to approve an issue/recommendation.
- e. The Chairperson may vote only to break a tie.
- f. The Executive Committee may act and vote on behalf of the Policy Council between official Policy Council meetings if a quorum of Policy Council members cannot be met.
- g. The Chairperson, acting on behalf of the Policy Council, may acknowledge and approve urgent matters.
- h. Members joining the Policy Council meeting on a web-based or teleconference communication system will vote by a show of hands or by a verbal response to include the members' name.

ARTICLE VIII

STANDING COMMITTEES

SECTION 1. Standing Committees

- a. Each Policy Council member must participate on one (1) standing committee. Policy Council members may participate on a maximum of two (2) standing committees during the Policy Council term.

Standing committees shall develop written recommendations which will be reflected in the committee meeting minutes and placed on the next Policy Council agenda. The minutes shall be available upon request except for meetings involving discussions of agency employees or potential employees, which are deemed confidential.

- Head Start Representative for CAPK Board of Directors – One (1) member
 - Budget and Finance – Five (5) members
 - Planning – Five (5) members
 - Bylaws – Five (5) members
 - School Readiness – Five (5) members
- b. The Executive Committee shall be comprised of five (5) members. The Chairperson, Vice-Chairperson, Secretary, Parliamentarian, and the Treasurer of the Policy Council. The Executive Committee will determine its meeting schedule.
- c. In the event a standing committee is unable to carry out its assigned functions in a timely manner (i.e. inability to maintain membership, inability to obtain meeting quorum, etc.), the Policy Council will be responsible for all functions described in Article II.

SECTION 2. Quorum

- a. A standing committee quorum shall consist of fifty percent (50%) plus one (1) of the membership of the committee.
- b. A standing committee may not conduct business unless a quorum is present.

SECTION 3. Voting

- a. A committee member may only vote when present at a meeting during which a vote is taken and may not vote by proxy or absentee ballot.
- b. A majority vote is required to approve an issue/recommendation.
- c. A committee chairperson may vote only to break a tie.

SECTION 4. Function of the Board of Directors Representative

Policy Council members will be given the opportunity to nominate and vote for a representative of the Policy Council to be seated on the Board of Directors.

- a. The elected Policy Council member must be available to attend all monthly Board of Director's meetings as well as all assigned subcommittee meetings to represent the Head Start program.
- b. The elected member will meet with the Program Governance Coordinator within three (3) days prior to the board meeting to review and prepare for a verbal report provided to the board.
- c. In the event that the current member is unable to fulfill duties as a Board Representative, the position will re-open for the election of a new representative at the following Policy Council meeting.

SECTION 5. Function of the Budget and Finance Committee

The Treasurer will chair the Budget and Finance Committee. The Budget and Finance Committee will perform the following functions:

Work with the agency staff in developing and reviewing the following for recommendation to the Policy Council for approval:

1. 1301.3 (c)(1) in reference to section 642(2)(D)(iii) as specified in the Head Start Act. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
2. 1301.3 (c)(1) in reference to section 642(2)(D)(iv) as specified in the Head Start Act. Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.

3. 1301.3 (e) A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

SECTION 6. Function of the School Readiness Committee

The Secretary will chair the School Readiness Committee. The School Readiness Committee will perform the following functions:

Work with agency staff to review current school readiness goals based on the most recent Desired Results Developmental Profile data collected during annual assessment timeframes

1. 1301.3(c)(2) Use ongoing monitoring results, data on school readiness goals, and other information to conduct its responsibilities.
2. Review current classroom curriculum studies.

SECTION 7. Planning Committee

The Vice-Chairperson will chair the Planning Committee. The Planning Committee will perform the following functions:

Ensure that Policy Council members are aware of established timelines and procedures for program planning and work with agency staff in developing and reviewing the following for recommendation to the Policy Council for approval:

1. 1301.3(c)(1) in reference to §642(2)(D)(i) of the Head Start Act. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
2. 1301.3(c)(1) in reference to §642(2)(D)(ii) of the Head Start Act. Program recruitment, selection and enrollment priorities.
3. 1301.3 in reference to §642(2)(D)(iii) of the Head Start Act. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.

SECTION 8. Bylaws Committee

The Parliamentarian will chair the Bylaws Committee. The Bylaws Committee will perform the following functions: 1301.3(c)(1) as referenced in §642(2)(D)(v) of the Head Start Act. Bylaws for the operation of the policy council.

1. 1301.3(c)(1) as referenced in §642(2)(D)(vii) of the Head Start Act. Developing procedures for how members of the policy council of the Head Start agency will be elected.
2. Review and recommend changes to the bylaws.
3. Interpret the bylaws when questions arise.
4. Ensure amendments are rewritten into the bylaws on an annual basis.

SECTION 9. Ad Hoc Committees

Ad hoc committees will be formed for a specific case, situation or purpose when deemed necessary. Representatives may volunteer or will be appointed by the Chairperson.

ARTICLE IX

REIMBURSEMENT OF EXPENSES

Policy Council members including Community Representatives shall be entitled to reimbursement for childcare and/or transportation expenses, as outlined in the agency's Program Governance Reimbursement Policy.

ARTICLE X

DISCIPLINARY ACTION

SECTION 1. Definition

Disciplinary action is designed to correct and/or abate any inappropriate actions made by Policy Council members. Disciplinary action may result from a concern, problem, complaint, or grievance brought against Policy Council members. Disciplinary action is applicable to all Policy Council members.

SECTION 2. Inappropriate Actions

Inappropriate actions shall include:

- a. Violation(s) of the Policy Council Bylaws.
- b. Violation of center and/or Policy Council chain of command regarding concerns, problems, or complaints.
- c. Personal misconduct when representing the Policy Council or Community Action Partnership of Kern.
- d. Falsification of or making material omissions on forms, records, or reports.
- e. Actual or threatened physical violence toward another employee, client, child, or parent.
- f. Possessing or bringing firearms, weapons, illegal drugs, or chemicals onto agency property, including vehicles.
- g. Using, possessing, or being under the influence of alcohol or controlled substances, as defined by law, while conducting Policy Council business or on agency property.
- h. Theft, unauthorized use, and possession or removal of Head Start or agency funds, property, records, or other materials or items belonging to another employee or client.
- i. Destroying or damaging Head Start, employee, or client property or records.
- j. Violating safety rules or practices or engaging in conduct which creates a safety or health hazard.
- k. Unauthorized disclosure of confidential information about the agency or any of its clients to the news media or the general public. Any disclosure of confidential client information to anyone, including other employees (refer to "*Oath of Confidentiality*").
- l. Smoking or vaping on agency property, in buildings and/or vehicles
- m. Engaging in unlawful activity.
- n. Directly or indirectly engaging in outside business or financial interests or activities which conflict in any way with the interest of the agency.
- o. Sexual harassment or other unlawful harassment of an employee, Policy Council or Governing Board member, parent, or community representative.
- p. Inciting conflict or hostilities.
- q. Bringing false accusations to the Policy Council or any of its committees.
- r. Slandorous or libelous remarks against members of the Policy Council, Board of Directors, parents or agency staff or clients.
- s. Failure to respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, sexual preference, or disability.

SECTION 3. Disciplinary Action Process

Disciplinary actions may be initiated by submitting a **written statement** to the Director of Head Start/State Child Development, Program Governance Coordinator, and/or the Policy Council Chairperson. The written statement shall identify the inappropriate actions (see Article X, Section 2.) Written statements must be submitted within ten (10) working days following the occurrence. An acknowledgment of receipt shall be made within five (5) working days by the Director of Head Start/State Child Development or designee.

SECTION 4. Recommendations

The Policy Council member in question shall receive a copy of the written allegations concerning his/her actions and shall be given an opportunity to discuss the statement with the Chairperson and the Director of Head Start/State Child Development or designee prior to any action being taken. The Chairperson will respond to the Policy Council in one (1) or more of the following ways:

- a. Recommend that the parties involved discuss the issues and work toward a resolution.
 - b. Provide a written recommendation to the parties involved, outlining corrective action to be taken.
 - c. Recommend termination by the Policy Council.
 - d. Dismiss the allegation as unfounded or not within the responsibility of the Policy Council.
- The Policy Council's final vote will remain in effect for subsequent years.

ARTICLE XI

CONCERNS, PROBLEMS, AND COMPLAINTS

SECTION 1. Definition

- a. **Concerns.** Concerns shall be defined as any issue about which there is an interest, uncertainty, or apprehension relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program (see Section 3.)
- b. **Problems.** Problems shall be defined as any issue about which there is a question raised for inquiry, consideration, or solution relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program (see Section 3.)
- c. **Complaints.** Complaints shall be defined as a formal **written** allegation against a person or organization relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program.

SECTION 2. Who May Bring Concerns, Problems, and Complaints to the Policy Council?

Any member of the general community and Policy Council members may bring concerns, problems and/or complaints to the Policy Council through appropriate channels. Complaints shall follow an established protocol for communication. Concerns are to be reviewed, investigated as necessary, and recommendations presented to the Policy Council by the Director of Head Start/State Child Development.

SECTION 3. Concerns, Problems, and Complaints

- a. Appropriate channels for General Community:
 1. Submit in writing and address to the Program Governance Coordinator or attend a Policy Council meeting. If a person from the community would like to speak to the Policy Council, they will have five (5) minutes to inform the Council. A person from the community must submit in writing, within ten (10) working days, the concern or complaint they are having with Community Action Partnership of Kern's Head Start/State Child Development Program.
 2. The Policy Council Executive Committee will respond within ten (10) working days to the concern or complaint.
 3. If the Policy Council Executive Committee cannot resolve the concern or complaint, it will be sent to Head Start Administration for resolution.
- b. Appropriate channels for Policy Council Members
 1. Submit in writing or speak with the Program Governance Coordinator. If support is needed in submitting the concern or problem in writing, assistance can be obtained from the Program Governance Coordinator.
 2. The Program Governance Coordinator, Director of Head Start/State Child Development, or designee will contact the Policy Council Representative within ten (10) working days.

ARTICLE XII

IMPASSE

SECTION 1. Procedure for Resolution of Impasse between the Governing Body and Policy Council

The Policy Council and Community Action Partnership of Kern Board of Directors shall follow the arbitration process outlined in Head Start Performance Standards 1301.6(b)(c).

1. (b) If the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third-party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.
2. (c) For all programs except American Indian and Alaskan Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

The Policy Council has adopted Robert's Rules of Order as parliamentary authority, however, retains the power to deviate from this formal structure when considered necessary by the Policy Council Chairperson, Parliamentarian or Staff Sponsors.

Responsibility

The Program Governance Coordinator will be responsible for implementing this policy and tutoring all staff who require the knowledge and skills necessary to assist in implementation.

ARTICLE XIV

AMENDEMENT TO THE BYLAWS

These bylaws may be amended by sending a copy of the proposed amendments to each Policy Council member at least five (5) working days before the meeting. The Policy Council will conduct a first reading of the proposed amendment. The Policy Council may debate/discuss and revise any amendment. A vote for adoption of the amendments must be approved by fifty percent (50%), plus one (1) of the members present at the Policy Council meeting.



MEMORANDUM

To: Program Review & Evaluation Committee

From: 
Emilio G. Wagner, Chief Facilities & Technology Officer

Date: Wednesday, September 16, 2026

Subject: *Agenda Item 5e.: Strategic Priority D – Data Driven Decisions - Info Item*

Strategic priority D - prioritizes the increased utilization of data-driven decision-making processes to improve organizational capacity and ensure efficient fiscal stewardship to achieve organizational goals. This initiative aims to increase the consistency, accuracy, and depth of reporting and data analytics across CAPK's programs. This is to be achieved by developing programmatic and financial tools and dashboards, developing universal intake, and enhancing Interagency referrals.

The foundation of all these systems is currently in planning and development stages.

Key Goal 1 – Provide data and tools for all programs to support data driven decision making.

- A list of programs that will pilot the dashboard implementation has been developed.
- Incorporated data trend reviews into monthly meetings.
- Identified usage monitoring within Power BI reports to develop baseline.
- Drafting MOU template to use with funders to allow for identifying service gaps with other programs.

Key Goal 2 - Enhance financial management by leveraging data analytics to improve resource allocation, grant or contract performance.

- Budgets have been uploaded into Sage and are being introduced to programs during monthly budget to actual meetings.
- Formal Sage budget training is being developed.
- Sage dashboards have been developed by department and have been introduced to staff during monthly budget to actual meetings.
- Data from GrantHub has been transferred over to Instrumentl.
- Planning is underway to incorporate grant writers into budget to actual meetings to encourage discussion surrounding grant opportunities.

Key Goal 3 - Optimize decision-making and service coordination by improving digital reporting and interagency data-sharing capabilities

- The interagency referral management system is in the process of review to identify gaps, required updates and establishing a process to update the addition and removal of programs. Members from the goal group will be meeting with each program to receive input.
- Basis of training material has been developed by the IS team and currently in the process of developing a training program.

These initiatives reflect commitment to data-driven decision-making and continuous improvement in program accountability and service delivery.

Attachement:
OnStrategy Report

Mission Statement

Organizational Slogan

Community Action Partnership of Kern is committed to addressing poverty through direct services, advocacy, and locally driven solutions that promote dignity and self-sufficiency in the communities we serve.

Vision Statement

Community Action Partnership of Kern will create resilient communities where every individual has opportunities to succeed and pursue their unique goals through the expansion and implementation of support services, partnerships, and resources.

Vision Description

My Items

Item	YTD Actual
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0 Items

NAN% Critical

NAN% Off Target

NAN% Not Started

NAN% Deferred

Emilio Wagner Contributing to for 2026

Community Action...
As of September 10, 2026

			YTD Actual	09/01/25	03/31/28
Key Goal Expand access to affordable housing and supportive services by investing in sustainable housing initiatives by April 2028. (1.1) (Last updated: 01/15/26) Aligned to: #1 Community Investment	Owner Rebecca Moreno	Measure: Percent Complete	YTD Actual	0%	03/31/26
Objective Strengthen housing partnerships by increasing affordable housing options, new housing developments, and existing infrastructure by April 2026. (1.1.1) (Last updated:)	Owner Tracy Webster	Measure: Percent Complete	YTD Actual	0% 03/01/26	100% 03/31/28
Sub-Objective Create a list of funding sources for development and program services, including local, state, federal, and philanthropic sources. (1.1.1.3) (Last updated:)	Owner Deborah Johnson	Measure: Percent Complete (Funding Resource...	YTD Actual	0% 03/01/26	100% 09/30/26
Objective Expand on-site support services for housing stability by implementing on-site supportive services at CAPK housing locations, including rental assistance, prevention, and case management by April 2028. (1.1.2) (Last updated: 01/15/26)	Owner Deborah Johnson	Measure: Percent Complete	YTD Actual	0% 10/01/26	YTD Target: 24% 10/31/27
Sub-Objective Identify community partners to provide services (i.e., rental assistance, prevention, case management). (1.1.2.1) (Last updated:)	Owner Deborah Johnson	Measure: Percent Complete (List Created)	YTD Actual	0% 03/01/26	100% 09/30/26
Sub-Objective Reach out to the community partners and begin developing the MOUs and contracts with community partners. (1.1.2.2) (Last updated:)	Owner Deborah Johnson	Measure: Percent Complete (Contracts And Mou's)	YTD Actual	0% 10/01/26	YTD Target: 03/31/28
Sub-Objective Identify the level of support needed in a CAPK case manager (Enhance Case Management Services). (1.1.2.3) (Last updated:)	Owner Deborah Johnson	Measure: Percent Complete (Fte Recommendations)	YTD Actual	0% 10/01/25	100% 08/31/29
Sub-Objective Develop on-site program model and service delivery schedule. (1.1.2.4) (Last updated:)	Owner Deborah Johnson	Measure: Percent Complete (Pilot Ready)	YTD Actual	0% 10/01/25	YTD Target: 75% 08/31/29
Sub-Objective Work with IS to develop a program that will help capture service data and assist with enhance case management goals. (1.1.2.5) (Last updated:)	Owner Deborah Johnson	Measure: Percent Complete (System Created)	YTD Actual	0% 10/01/25	YTD Target: 03/31/26
Key Goal Provide relevant data and tools for all programs to support data-driven decision making to improve operations by August 2029. (4.1) (Last updated: 05/04/26) Aligned to: #4 Data-Driven Decisions	Owner Mohamed Ahmed	Measure: Percent Complete	17%	0%	YTD Target: 139.6% 03/31/26
Objective Establish program-specific dashboards that provide real-time access to key performance indicators for 30% of programs by March 2026 (4.1.1) (Last updated: 05/04/26) Last comment: Over 30% over programs now have program specific dashboards that they are able to utilize to make data driven decisions. (05/04/26)	Owner Mohamed Ahmed	Measure: Percent Complete	100%	0%	YTD Target: 100% 03/31/26
Sub-Objective Identify which programs will be selected for pilot group of dashboard implementation. (4.1.1.2) (Last updated: 05/04/26) Last comment: Dashboard created for pilot group on both power BI and Sage Intiaact. (05/04/26)	Owner Mohamed Ahmed	Measure: Percent Complete (Selected Program List)	100%	0%	YTD Target: 100% 08/31/29

Objective Increase dashboard utilization rates through Power BI by 25% across all programs, ensuring staff engagement through training and usage tracking by September 2026. (4.1.2) (Last updated: 05/04/26)	Owner	Measure:				
	Mohamed Ahmed	Percent Complete	29%	0%		06/30/26
			YTD Actual	01/01/26	YTD Target: 18.1%	
Sub-Objective Hold monthly check-ins with IS and program teams to review data trends and address operational challenges. (4.1.2.1) (Last updated: 05/04/26) Last comment: Programs have been split into four groups with each group meeting with a business analyst monthly to review data and provide updates. (05/04/26)	Owner	Measure:				
	Mohamed Ahmed	Percent Complete (Monthly Meetings)	20%	0%		09/30/26
			YTD Actual	10/01/25	YTD Target: 18.1%	08/31/29
Sub-Objective Establish base line usage rates. (4.1.2.2) (Last updated: 05/04/26) Last comment: Identified reports that contain usage monitoring on power BI (05/04/26)	Owner	Measure:				
	Mohamed Ahmed	Percent Complete (Program Report)	66%	0%		100%
					YTD Target: 100%	
Sub-Objective Track ongoing usage by program. (4.1.2.3) (Last updated:)	Owner	Measure:				
	Mohamed Ahmed	Percent Complete (Monthly Reports)		0%		100%
			YTD Actual	10/01/25	YTD Target: 75.2%	08/31/29
Objective Develop and implement a data access process ensuring at least 75% of our programs use internal data to identify service gaps and improve resource distribution, particularly in underserved communities by August 2029. (4.1.3) (Last updated: 05/04/26)	Owner	Measure:				
	Mohamed Ahmed	Percent Complete	9%	0%		07/31/26
			YTD Actual	10/01/25	YTD Target: 23.4%	
Sub-Objective Ensure current and new funders allow for data collection. (4.1.3.1) (Last updated: 05/04/26) Last comment: Karen drafting MOU template to use with funders to ensure CAPK is able use program data to identify service gaps (05/04/26)	Owner	Measure:				
	Mohamed Ahmed	Percent Complete (Consent Form/mous...	15%	0%		08/31/29
			YTD Actual	01/01/26	YTD Target: 23.4%	
Sub-Objective Develop internal live and digitized program performance reports. (4.1.3.2) (Last updated:)	Owner	Measure:				
	Mohamed Ahmed	Percent Complete (Pre And Annual Report)		0%		100%
					YTD Target: 100%	
Sub-Objective Assessing existing resources and re-allocating to high-need areas. (4.1.3.3) (Last updated:)	Owner	Measure:				
	Mohamed Ahmed	Percent Complete (Leadership And...		0%		08/31/29
			YTD Actual	01/01/26	YTD Target: 18.1%	
Sub-Objective Using needs assessment data to identify access points. (4.1.3.4) (Last updated: 05/04/26) Last comment: Survey built out on customer insights and dashboard being set up to compare to Census data (05/04/26)	Owner	Measure:				
	Mohamed Ahmed	Percent Complete (Survey Results)	20%	0%		
			YTD Actual	01/01/26	YTD Target: 18.1%	12/31/26
Key Goal Enhance financial management by leveraging data analytics to improve resource allocation, grant or contract performance, and funding strategies by December 2026. (4.2) (Last updated: 07/31/26) Aligned to: #4 Data-Driven Decisions	Owner	Measure:				
	Gabrielle Alexander	Percent Complete	88%	0%		
			YTD Actual	01/01/26	YTD Target: 18.1%	12/31/26
Objective Ensure that program leaders have the tools necessary to enhance financial stewardship and resource planning by December 2026. (4.2.1) (Last updated: 07/31/26)	Owner	Measure:				
	Gabrielle Alexander	Percent Complete	100%	0%		100%
			YTD Actual	01/01/26	YTD Target: 66.5%	12/31/26
Sub-Objective Train program leader to access program budget-to-actual (BTA) reports in Sage Intact. (4.2.1.1) (Last updated: 07/31/26) Last comment: TW has met with all the programs 1:1 to explain and launch the individualized dashboards. (07/31/26)	Owner	Measure:				
	Gabrielle Alexander	Percent Complete (Training And...	100%	0%		100%
			YTD Actual	01/01/26	YTD Target: 66.5%	08/31/29
Sub-Objective Integrate financial data dashboards into program reporting. (4.2.1.2) (Last updated: 05/04/26) Last comment: Dashboards have been created and deployed in Sage, Departments have been introduced to their dashboards during monthly BTA meetings. (05/04/26)	Owner	Measure:				
	Gabrielle Alexander	Percent Complete (Dashboards)	100%	0%		100%
			YTD Actual	01/01/26	YTD Target: 66.5%	12/31/26
Objective Establish a continuous process to digitize 100% of grant contract details to ensure seamless integration of new and expiring contracts to enhance progress analysis and report generation by December 2026. (4.2.2) (Last updated: 08/04/26)	Owner	Measure:				
	Gabrielle Alexander	Percent Complete	75%	0%		
			YTD Actual	01/01/26	YTD Target: 18.1%	08/31/29

Sub-Objective Transfer data from Grant Hub to new grant management platforms. (4.2.2.1) (Last updated: 05/04/26) Last comment: Migration from Grant Hub to InstrumentI has been completed. (05/04/26)	Owner Gabrielle Alexander	Measure: Percent Complete (Management Platform)	100% YTD Actual	0% 01/01/26	 YTD Target: 66.5%	100% 08/31/29
Sub-Objective Meeting with program when new grant opportunities arise. (4.2.2.2) (Last updated: 08/04/26) Last comment: Grant teams have been invited to monthly finance BTA meetings with program. In progress of developing formal process for new grant opportunities. (05/04/26)	Owner Gabrielle Alexander	Measure: Percent Complete (Vizio Flowchart)	50% YTD Actual	0% 01/01/26	 YTD Target: 18.1%	08/31/29
Key Goal Optimize decision-making and service coordination by improving digital reporting and interagency data-sharing capabilities by August 2029. (4.3) (Last updated: 08/26/26) Aligned to: #4 Data-Driven Decisions	Owner Chase Rangel	Measure: Percent Complete	25% YTD Actual	0% 01/01/26	 YTD Target: 18.1%	12/31/26
Objective Improve service delivery and data-sharing by enhancing the existing Interagency Referral Management System, ensuring all programs can participate while adhering to grantor sharing and disclosure guidelines by December 2026. (4.3.2) (Last updated: 08/26/26)	Owner Chase Rangel	Measure: Percent Complete	49% YTD Actual	0% 01/01/26	 YTD Target: 18.1%	12/31/26
Sub-Objective Identify gaps in IRMS usage and check eligibility for programs. (4.3.2.1) (Last updated: 08/26/26) Last comment: All current and budding programs have been contacted; questions received by IS team. IS is working currently to implement requested changes. (08/26/26)	Owner Chase Rangel	Measure: Percent Complete (Meeting with Programs)	100% YTD Actual	0% 01/01/26	 YTD Target: 66.5%	100% 08/31/29
Sub-Objective Establish a process for updating/adding programs in IRM. (4.3.2.2) (Last updated: 08/26/26)	Owner Chase Rangel	Measure: Percent Complete (Training Implemented)	20% YTD Actual	0% 01/01/26	 YTD Target: 66.5%	100% 08/31/29
Sub-Objective Develop a training program to use the Interagency Referral Management System. (4.3.2.3) (Last updated: 05/04/26) Last comment: Basis of training program in place by IS department. (05/04/26)	Owner Chase Rangel	Measure: Percent Complete (Training Implemented)	75% YTD Actual	0% 01/01/26	 YTD Target: 66.5%	100% 08/31/29
Sub-Objective Provide bi-annual IT and IS professional development training to enhance staff capacity in data management and analytics. (4.3.2.4) (Last updated:)	Owner Chase Rangel	Measure: Percent Complete (Training)	0% YTD Actual	0% 01/01/26	 YTD Target: 18.1%	08/31/29