

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
AUDIT & PENSION COMMITTEE MEETING
5005 Business Park North
August 8, 2019
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

Craig Henderson

Mike Maggard

Fred Plane

Ana Vigil

3. **Approval of Agenda**

4. **Public Forum:** *(The public may address the Committee on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.)*

5. **New Business**

- a. 2nd Quarter 2019 Pension Plan Update: – Raymond Quan, Director of Human Resources and Hector Palacios, The Standard – ***Info Item (p. 2-29)***
- b. First 5 Kern Annual Administrative Review of East Kern Family Resource Center – Carmen Segovia, Director of Health & Nutrition – ***Info Item (p. 30-31)***
- c. City of Bakersfield Facility Monitoring for the CDBG Program Agreement Number ED 16-202 - Carmen Segovia, Director of Health & Nutrition – ***Info Item (p. 32-33)***
- d. California Department of Community Services & Development Desk Review Report C-19-019 for CSBG Contract Number 19F-4015 – Sheila Shegos, Outreach & Grant Administrator - ***Info Item (p. 34-36)***

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

Audit Committee Meeting
Thursday, November 7, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

8. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 12:00 pm on August 5, 2019. Paula Daoutis, Administrative Coordinator



Community Action Partnership of Kern County 403(b) and 401(a) Plans

Executive Summary

Plan information — August 11, 2019 (Data as of 6/30/2019)

403(b) Plan Data

1. Market Value: \$5,264,511
2. Participation: 53%
3. Average Account Balance: \$7,881
 - a. Median Account Balance: \$1,996
4. 701 participants hold a Target Date fund
5. 73 total terminated participants with a balance less than \$5,000
 - a. 32 total terminated participants with a balance greater than \$5,000

401(a) Plan Data

1. Market Value: \$18,395,132
2. Average Account Balance: \$18,088
 - a. Median Account Balance: \$6,600
3. 843 participants hold a Target Date fund
4. 169 total terminated participants with a balance less than \$5,000
 - a. 106 total terminated participants with a balance greater than \$5,000
5. Forfeiture account balance: \$36,130.29



Community Action Partnership of Kern County 403(b) Plan

Plan Review



As of Jun. 30, 2019

Table of Contents

Plan Flow	3
Contributions and Distributions	4
Participation	5
Average Account Balance	6
Participant Contributions	7
Guided Portfolios	8
Participation by Fund	9
Terminated Participants	10
Web Usage	11
Leveraging Plan Services	12
Executive Summary 1	13
Executive Summary 2	14

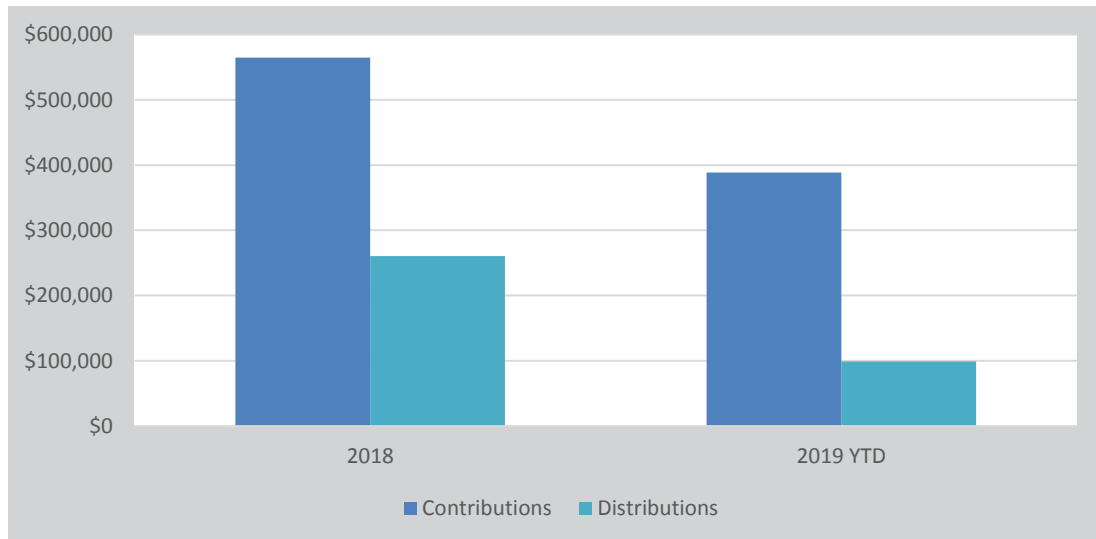


Plan Flow

Plan flow information shows the key factors that can influence your plan's assets, such as contributions, distributions and the market performance.

What has the greatest effect on your plan's assets?

	Contributions	Distributions	Market Impact	Ending Balance
2018	\$564,909	\$260,266	-\$228,222	\$4,434,453
2019 YTD	\$388,588	\$99,249	\$558,143	\$5,264,511



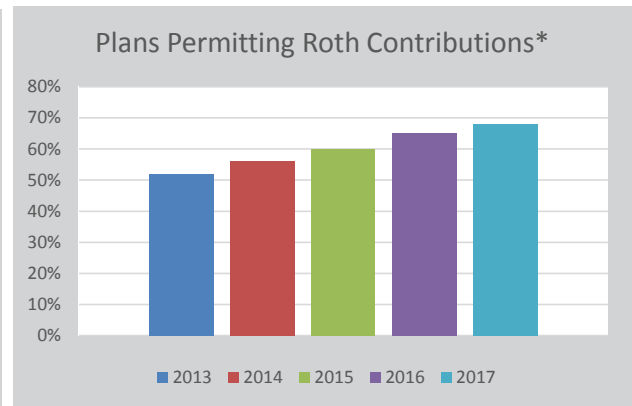
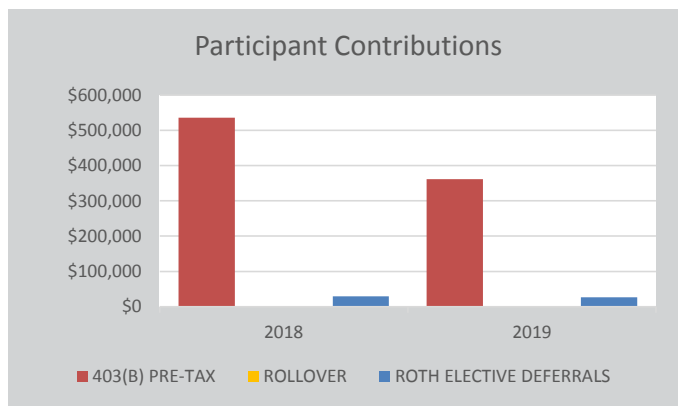
Contributions and Distributions

This section can help you understand the flow of assets within your plan, both incoming and outgoing.

Have there been significant changes year over year? Are there steps that can be taken to improve plan flow?

Plan Contribution Detail

	2018	2019
403(B) PRE-TAX	\$535,743	\$361,625
ROLLOVER	\$145	\$0
ROTH ELECTIVE DEFERRALS	\$29,020	\$26,963



Plan Distribution Detail

	2018		2019	
LUMP SUM	\$101,686	42	\$27,395	29
ROLLOVER	\$42,343	6	\$18,559	3
IN-SERVICE	\$14,005	3	\$9,816	5
FORCE OUT	\$22,216	10	\$25,830	12
OTHER	\$80,016	19	\$17,650	13

* From Vanguard's "How America Saves 2018" survey

Participation

Participation is a key indicator of your plan's overall health. By evaluating your plan against the national average, you can quickly see how your plan compares and if any plan design changes may further increase engagement.

What steps can be taken to increase participation and encourage replacement of 70 to 80 percent of pre-retirement income?

Plan Contribution Detail

	2018	2019
Participation rate	49%	53%
National average*	78%	N/A
National average by number of employees*	83%	N/A

Participation by Age Range**

Range	≤ 30	31 to 40	41 to 50	51 to 60	61+
# Contributing	66	113	98	114	54
# Eligible	193	232	215	177	89
% Contributing	34%	49%	46%	64%	61%

Participation by Salary Range**

Range	< \$30k	\$30 - \$50k	\$50 - \$75k	\$75 - \$100k	\$100 - \$125k	\$125k +
# Contributing	203	186	40	9	5	2
# Eligible	523	304	58	14	5	2
% Contributing	39%	61%	69%	64%	100%	100%

* From Vanguard's "How America Saves 2018" survey

** as of last day of prior plan year

Average Account Balance

How confident are you that your workforce is ready to retire? Participants may need to replace more than 80 percent of their income in retirement. This information allows you to analyze the year-over-year growth in your plan as compared to national averages.

What steps can be taken to increase the health of the plan, such as targeted educational campaigns, online tools or other resources?

	2018	2019
Average account balance	\$7,061	\$7,881
Median account balance	\$2,005	\$1,996
National average*	\$96,288	N/A

Average Account Balance by Age**

Range	≤ 30	31 - 40	41 - 50	51 - 60	61+
Average account balance	\$668	\$3,638	\$5,678	\$11,580	\$14,948
% Contributing	34%	49%	46%	64%	61%

Average Account Balance by Salary**

Range	< \$30k	\$30 - \$50k	\$50 - \$75k	\$75 - \$100k	\$100 - \$125k	\$125k +
Average account balance	\$1,724	\$7,355	\$16,940	\$22,108	\$102,567	\$71,668
% Contributing	39%	61%	69%	64%	100%	100%

* From Vanguard's "How America Saves 2018" survey

** as of last day of prior plan year

Participant Contributions

The amount your participants save has a greater effect on retirement readiness than the investments they select.

This section can help you better understand how your employees are contributing to this important benefit by salary and age.

Does this information show a need for targeted education?

	2018	Benchmark*	2019
Average savings rate (%)	3.01	6.80	71.59
Average amount contributed	\$623	\$2,030	\$420
# of Eligible	906	N/A	925
# Contributing	445	N/A	490

Average Deferral Percentage by Age**	≤ 30	31 - 40	41 - 50	51 - 60	61+
Plan	2.04%	2.59%	2.68%	3.28%	4.91%

Average Deferral Percentage by Salary**	< \$30k	\$30 - \$50k	\$50 - \$75k	\$75 - \$100k	\$100 - \$125k	\$125k+
Plan	2.42%	3.04%	4.55%	5.48%	8.34%	6.84%

* From Vanguard's "How America Saves 2018" survey

** as of last day of prior plan year

Guided Portfolios

Pre-mixed portfolios make it easier for employees to diversify their investments. A portfolio is recommended after an employee takes a quiz considering risk tolerance and time horizon.

The Automatic Rebalancer option can help ensure employees maintain their current investment allocation and risk tolerance.

This information outlines how many have chosen the Guided Portfolios over their own investment mix as well as those leveraging the Automatic Rebalancer.

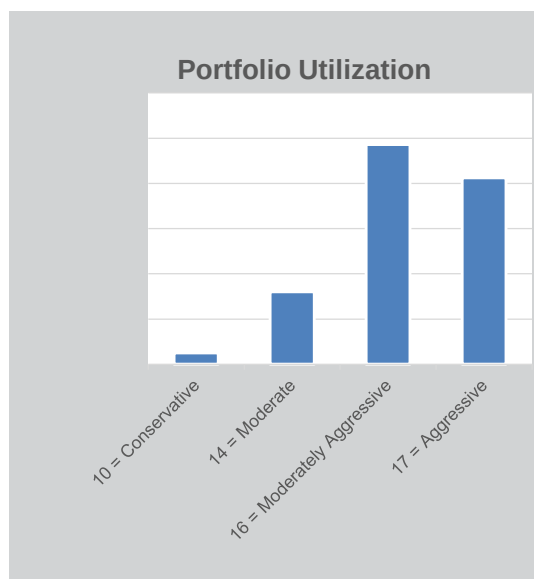
Do your employees find these tools a valuable resource for helping them manage their accounts?

	Beginning Balance	Ending Balance
Portfolio investors	\$573	\$1,354
Independent investors	\$6,798	\$8,065

668 Participants with a Balance						
	Number of Participants	% of Participants	# Using Rebalancer	% Using Rebalancer	# Not Using Rebalancer	% Not Using Rebalancer
Portfolio investors	4	1%	0	0%	4	1%
Independent investors	664	99%	11	2%	653	98%

Portfolio	Market Value	% of Plan Assets	# of Participants
10 = Conservative	\$125	0%	1
14 = Moderate	\$801	0%	1
16 = Moderately Aggressive	\$2,429	0%	1
17 = Aggressive	\$2,061	0%	1

*Beginning balances as of Jan 01, ending Jun 30



Participation by Fund

Below is a breakout of the funds within your plan and the number of participants invested in them.

Are there ways to make your fund lineup more effective? For example, what does the fund use look like compared to the number of funds offered?

	In Portfolio	# of Participants in Fund	Balance	Percentage of Assets
Standard Stable Asset A	X	74	\$733,387	14%
Vanguard Tot Bd Mkt Idx Adm	X	44	\$113,670	2%
Putnam Dynamic AA Growth Y		17	\$150,488	3%
Putnam Dynamic AA Conserv Y		14	\$65,500	1%
BlackRock LifePth Idx Ret K		15	\$112,331	2%
BlackRock LifePth Idx 2020 K		52	\$449,369	9%
BlackRock LifePth Idx 2025 K		90	\$748,068	14%
BlackRock LifePth Idx 2030 K		93	\$448,237	9%
BlackRock LifePth Idx 2035 K		80	\$444,945	8%
BlackRock LifePth Idx 2040 K		83	\$417,545	8%
BlackRock LifePth Idx 2045 K		97	\$413,579	8%
BlackRock LifePth Idx 2050 K		90	\$248,603	5%
BlackRock LifePth Idx 2055 K		54	\$41,424	1%
BlackRock LifePth Idx 2060 K		47	\$24,242	0%
Putnam Dynamic AA Balanced Y		38	\$90,284	2%
MFS Value R6	X	26	\$126,978	2%
iShares S&P 500 Index K	X	28	\$56,349	1%
TIAA-CREF Inst Lg Cp Gr Inst	X	53	\$229,245	4%
Wells Fargo Spec MdCpVal Ins	X	6	\$1,212	0%
Vanguard Mid Cap Index Adm		10	\$15,736	0%
MassMutual Select MidCapGr I	X	50	\$171,610	3%
DFA US Small Cap Value I	X	38	\$28,548	1%
Janus Henderson Triton T		30	\$52,454	1%
Hartford Intl Opportun R6	X	6	\$610	0%
American Funds New World R6		46	\$69,154	1%
Principal Real Estate Sec I		5	\$10,948	0%

Terminated Participants

When employment ends for a retirement plan participant, you continue to be a fiduciary to the participant's retirement plan assets and held to compliance as long as these assets remain in the plan. Ongoing administrative tasks, such as tracking former employees to deliver required notices, can prove difficult and you may be paying ongoing plan expenses.

What can The Standard do to ease the administrative burden?

	< \$1000	\$1000 - \$5000	> \$5000
YTD	15	2	5
2018	8	3	8
2017	1	0	6
2016	3	3	6
< 2016	22	16	7
Total	49	24	32

Our Sweep Process Reduces Your Burden

Our sweep process helps move terminated participants out of the retirement plan when their balance is below a designated amount, either \$1,000 or \$5,000. This process is run three times each year and is designed to help reduce your burden by minimizing the number of potential lost participants and notices to be mailed. In addition, this process may help reduce any asset or per-participant expenses.

Forfeiture Balance

Forfeiture Handling

Your forfeiture balance is:
\$0

0

Web Usage

When participants access their accounts online, not only do they save time, but they also have the chance to engage in their account by making changes or evaluating current investment selections.

Are your participants aware of the suite of online tools and resources available to them?

Participants Receiving Online Statements	Number of Eligible Participants Registered Online	Total Number of Eligible Plan Participants	% of Eligible Participants that have Registered Online
917	262	925	28%

Online Transfer and Rebalance Activity

	2018	2019
Transfers requested online	17	4
Rebalance requests initiated online	7	2

	Number Requested Online	Total Number Requested	% Requested Online
Distribution activity	10	18	56%
Loan activity	0	0	0%

Leveraging Plan Services

A plan's services can affect your fiduciary protection as well as help participants save for their retirement income. Below are your currently selected services along with other options to consider.

Are there other available services that can help reduce your fiduciary risk, administrative burden and support participant retirement readiness?

Service	Used in Plan	Description
ERISA 3(21) Investment Advisory Fiduciary	No	Plan level investment fiduciary services.
ERISA 3(38) Investment Management Fiduciary	No	Investment management fiduciary services with discretionary transactional authority over investments.
Auto Enrollment	Yes	Form of enrollment that makes opting out an affirmative election.
Qualified Default Investment Alternative	Yes	Default investment election for any participants that do not actively select investments. Reduces plan sponsor liability.
Mainspring Managed	No	Participant managed service that provides an investment and savings recommendation based on a gap analysis.
MAP	Yes	The Standard can approve loans and distributions on behalf of the plan sponsor.
GOLD	Yes	Online loans and distribution processing.
Portfolio	Yes	Participants can choose from predetermined portfolio options based on a simple quiz.
Online Enrollment	Yes	Provides participants the opportunity to enroll from anywhere they are able to connect online.
Paperless Statements	Yes	When a plan sponsor chooses paperless quarterly account statements for the plan, participants will receive their statements online by default. Participants then receive quarterly emails letting them know their statement is available on Personal Savings Center. If preferred, they can alternately choose paper delivery at any time.

ERISA 3(16) Services

Service	Used in Plan	Description
Compliance Testing	Yes	When providing full service administration the Standard can act as a fiduciary for certain key plan administration responsibilities when performing compliance testing.
Manager of the Approval Process	Yes	The Standard takes on a fiduciary role with the approval of loans, distributions and withdrawals.
Notices	Yes	The Standard takes on a fiduciary role by distributing certain required notices to participants.
Enrollment Alerts	No	The Standard takes on a fiduciary role in determining initial participant plan eligibility and notifying them accordingly.

Executive Summary

This page provides a high-level summary. More information is available inside the full Plan Review.

Plan Flow	2018	2019 YTD
Ending balance	\$4,434,453	\$5,264,511
Contributions	\$564,909	\$388,588
Deferrals	\$564,763	\$388,588
Employer	\$0	\$0
Rollover	\$145	\$0
Market impact	-\$228,222	\$558,143
Distribution \$	\$260,266	\$99,249
Distribution #	80	62

Participant Information	2018	2019 YTD
Eligible participants	906	925
Contributing participants	445	490
Employees w/ balance	628	668

Executive Summary

This page provides a high-level summary. More information is available inside the full Plan Review.

Participant Utilization	2018	2019 YTD
Participation rate	49%	53%
Savings rate	3%	72%
Average account balance	\$7,061.23	\$7,881.00
Average deferral	\$623.36	\$420.09

Web Utilization	2018	2019 YTD
% Registered	23%	28%
Directives updated online	17	4
Rebalance requests initiated online	7	2
Distributions initiated online	19	10
Loans initiated online	0	0



Community Action Partnership of Kern County 401(a) Plan

Plan Review



As of Jun. 30, 2019

Table of Contents

Plan Flow	3
Contributions and Distributions	4
Participation	5
Average Account Balance	6
Participant Contributions	7
Participation by Fund	8
Terminated Participants	9
Web Usage	10
Leveraging Plan Services	11
Executive Summary 1	12
Executive Summary 2	13

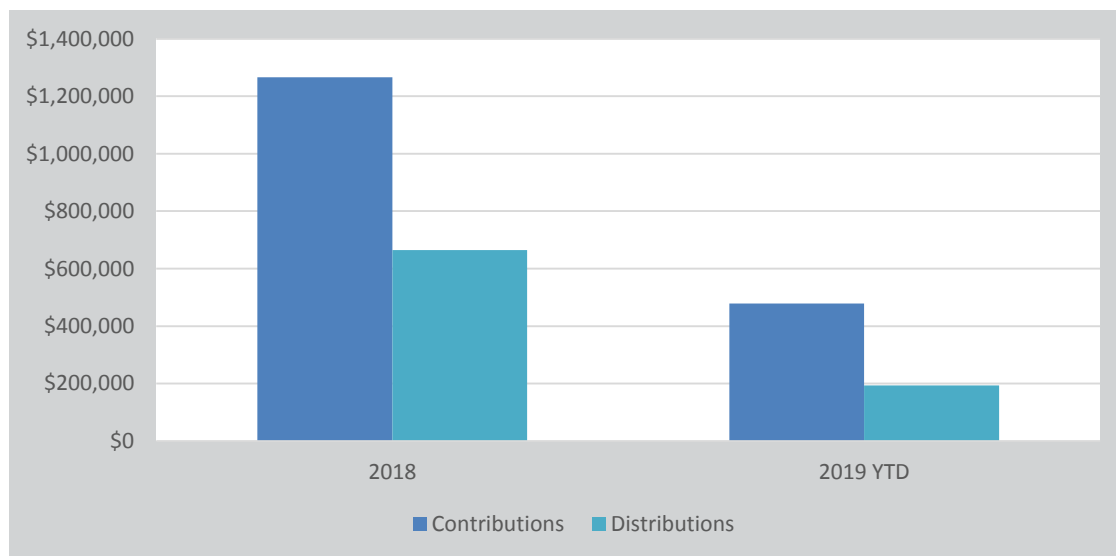


Plan Flow

Plan flow information shows the key factors that can influence your plan's assets, such as contributions, distributions and the market performance.

What has the greatest effect on your plan's assets?

	Contributions	Distributions	Market Impact	Ending Balance
2018	\$1,265,749	\$664,087	\$566,406	\$17,431,806
2019 YTD	\$478,120	\$192,961	\$702,794	\$18,395,132



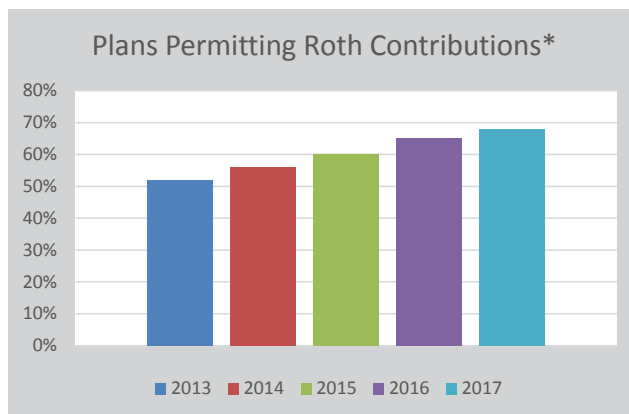
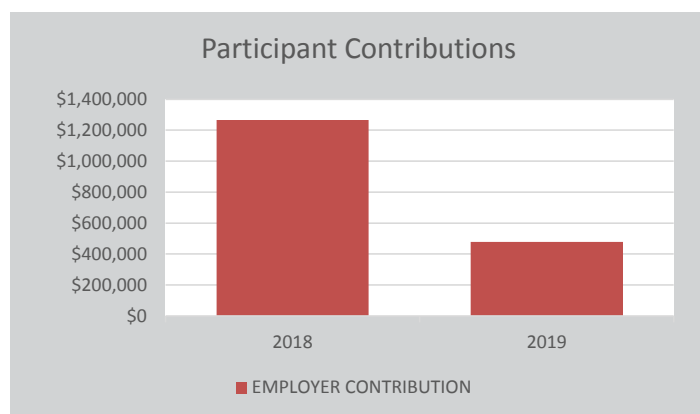
Contributions and Distributions

This section can help you understand the flow of assets within your plan, both incoming and outgoing.

Have there been significant changes year over year? Are there steps that can be taken to improve plan flow?

Plan Contribution Detail

	2018	2019
EMPLOYER CONTRIBUTION	\$1,265,749	\$478,120



Plan Distribution Detail

	2018		2019	
LUMP SUM	\$444,354	38	\$66,088	12
ROLLOVER	\$144,355	7	\$102,597	3
IN-SERVICE	\$0	0	\$0	0
FORCE OUT	\$2,543	1	\$1,637	1
OTHER	\$72,836	7	\$22,639	2

* From Vanguard's "How America Saves 2018" survey

Participation

Participation is a key indicator of your plan's overall health. By evaluating your plan against the national average, you can quickly see how your plan compares and if any plan design changes may further increase engagement.

What steps can be taken to increase participation and encourage replacement of 70 to 80 percent of pre-retirement income?

Plan Contribution Detail

	2018	2019
Participation rate	0%	0%
National average*	78%	N/A
National average by number of employees*	83%	N/A

Participation by Age Range**

Range	≤ 30	31 to 40	41 to 50	51 to 60	61+
# Contributing	0	0	0	0	0
# Eligible	128	186	188	159	62
% Contributing	0%	0%	0%	0%	0%

Participation by Salary Range**

Range	< \$30k	\$30 - \$50k	\$50 - \$75k	\$75 - \$100k	\$100 - \$125k	\$125k +
# Contributing	0	0	0	0	0	0
# Eligible	350	296	58	13	4	2
% Contributing	0%	0%	0%	0%	0%	0%

* From Vanguard's "How America Saves 2018" survey

** as of last day of prior plan year

Average Account Balance

How confident are you that your workforce is ready to retire? Participants may need to replace more than 80 percent of their income in retirement. This information allows you to analyze the year-over-year growth in your plan as compared to national averages.

What steps can be taken to increase the health of the plan, such as targeted educational campaigns, online tools or other resources?

	2018	2019
Average account balance	\$17,653	\$18,088
Median account balance	\$6,373	\$6,600
National average*	\$96,288	N/A

Average Account Balance by Age**

Range	≤ 30	31 - 40	41 - 50	51 - 60	61+
Average account balance	\$2,849	\$9,534	\$17,799	\$30,309	\$37,369
% Contributing	0%	0%	0%	0%	0%

Average Account Balance by Salary**

Range	< \$30k	\$30 - \$50k	\$50 - \$75k	\$75 - \$100k	\$100 - \$125k	\$125k +
Average account balance	\$6,765	\$21,040	\$42,537	\$43,273	\$118,147	\$225,018
% Contributing	0%	0%	0%	0%	0%	0%

* From Vanguard's "How America Saves 2018" survey

** as of last day of prior plan year

Participant Contributions

The amount your participants save has a greater effect on retirement readiness than the investments they select.

This section can help you better understand how your employees are contributing to this important benefit by salary and age.

Does this information show a need for targeted education?

	2018	Benchmark*	2019
Average savings rate (%)	0.00	6.80	0.00
Average amount contributed	\$0	\$2,316	\$0
# of Eligible	723	N/A	741
# Contributing	0	N/A	0

Average Deferral Percentage by Age**	≤ 30	31 - 40	41 - 50	51- 60	61+
Plan	0.00%	0.00%	0.00%	0.00%	0.00%

Average Deferral Percentage by Salary**	< \$30k	\$30 - \$50k	\$50 - \$75k	\$75 - \$100k	\$100 - \$125k	\$125k+
Plan	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

* From Vanguard's "How America Saves 2018" survey

** as of last day of prior plan year

Participation by Fund

Below is a breakout of the funds within your plan and the number of participants invested in them.

Are there ways to make your fund lineup more effective? For example, what does the fund use look like compared to the number of funds offered?

	In Portfolio	# of Participants in Fund	Balance	Percentage of Assets
Standard Stable Asset A	X	101	\$1,535,888	8%
Vanguard Tot Bd Mkt Idx Adm	X	73	\$464,546	3%
Putnam Dynamic AA Growth Y		16	\$445,459	2%
Putnam Dynamic AA Conserv Y		20	\$396,918	2%
BlackRock LifePth Idx Ret K		16	\$487,834	3%
BlackRock LifePth Idx 2020 K		52	\$1,752,802	10%
BlackRock LifePth Idx 2025 K		83	\$2,036,365	11%
BlackRock LifePth Idx 2030 K		79	\$1,499,562	8%
BlackRock LifePth Idx 2035 K		98	\$1,848,968	10%
BlackRock LifePth Idx 2040 K		101	\$1,360,190	7%
BlackRock LifePth Idx 2045 K		157	\$1,820,137	10%
BlackRock LifePth Idx 2050 K		131	\$551,949	3%
BlackRock LifePth Idx 2055 K		95	\$196,657	1%
BlackRock LifePth Idx 2060 K		31	\$28,774	0%
Putnam Dynamic AA Balanced Y		42	\$863,811	5%
MFS Value R6	X	85	\$1,032,512	6%
iShares S&P 500 Index K	X	52	\$487,105	3%
TIAA-CREF Inst Lg Cp Gr Inst	X	78	\$202,939	1%
Wells Fargo Spec MdCpVal Ins	X	2	\$4,168	0%
Vanguard Mid Cap Index Adm		11	\$82,140	0%
MassMutual Select MidCapGr I	X	79	\$661,027	4%
DFA US Small Cap Value I	X	72	\$175,731	1%
Janus Henderson Triton T		47	\$146,317	1%
Hartford Intl Opportun R6	X	0	\$0	0%
American Funds New World R6		81	\$306,979	2%
Principal Real Estate Sec I		4	\$6,355	0%

Terminated Participants

When employment ends for a retirement plan participant, you continue to be a fiduciary to the participant's retirement plan assets and held to compliance as long as these assets remain in the plan. Ongoing administrative tasks, such as tracking former employees to deliver required notices, can prove difficult and you may be paying ongoing plan expenses.

What can The Standard do to ease the administrative burden?

	< \$1000	\$1000 - \$5000	> \$5000
YTD	13	15	11
2018	21	31	25
2017	8	7	8
2016	19	1	10
< 2016	46	8	52
Total	107	62	106

Our Sweep Process Reduces Your Burden

Our sweep process helps move terminated participants out of the retirement plan when their balance is below a designated amount, either \$1,000 or \$5,000. This process is run three times each year and is designed to help reduce your burden by minimizing the number of potential lost participants and notices to be mailed. In addition, this process may help reduce any asset or per-participant expenses.

Forfeiture Balance

Your forfeiture balance is:
\$36130.29

Forfeiture Handling

Reallocate to participant accounts

Web Usage

When participants access their accounts online, not only do they save time, but they also have the chance to engage in their account by making changes or evaluating current investment selections.

Are your participants aware of the suite of online tools and resources available to them?

Participants Receiving Online Statements	Number of Eligible Participants Registered Online	Total Number of Eligible Plan Participants	% of Eligible Participants that have Registered Online
733	238	741	32%

Online Transfer and Rebalance Activity

	2018	2019
Transfers requested online	10	0
Rebalance requests initiated online	4	1

	Number Requested Online	Total Number Requested	% Requested Online
Distribution activity	1	12	8%
Loan activity	0	0	0%

Leveraging Plan Services

A plan's services can affect your fiduciary protection as well as help participants save for their retirement income. Below are your currently selected services along with other options to consider.

Are there other available services that can help reduce your fiduciary risk, administrative burden and support participant retirement readiness?

Service	Used in Plan	Description
ERISA 3(21) Investment Advisory Fiduciary	No	Plan level investment fiduciary services.
ERISA 3(38) Investment Management Fiduciary	No	Investment management fiduciary services with discretionary transactional authority over investments.
Auto Enrollment	No	Form of enrollment that makes opting out an affirmative election.
Qualified Default Investment Alternative	Yes	Default investment election for any participants that do not actively select investments. Reduces plan sponsor liability.
Mainspring Managed	No	Participant managed service that provides an investment and savings recommendation based on a gap analysis.
MAP	Yes	The Standard can approve loans and distributions on behalf of the plan sponsor.
GOLD	Yes	Online loans and distribution processing.
Portfolio	No	Participants can choose from predetermined portfolio options based on a simple quiz.
Online Enrollment	Yes	Provides participants the opportunity to enroll from anywhere they are able to connect online.
Paperless Statements	Yes	When a plan sponsor chooses paperless quarterly account statements for the plan, participants will receive their statements online by default. Participants then receive quarterly emails letting them know their statement is available on Personal Savings Center. If preferred, they can alternately choose paper delivery at any time.

ERISA 3(16) Services

Service	Used in Plan	Description
Compliance Testing	Yes	When providing full service administration the Standard can act as a fiduciary for certain key plan administration responsibilities when performing compliance testing.
Manager of the Approval Process	Yes	The Standard takes on a fiduciary role with the approval of loans, distributions and withdrawals.
Notices	Yes	The Standard takes on a fiduciary role by distributing certain required notices to participants.
Enrollment Alerts	Yes	The Standard takes on a fiduciary role in determining initial participant plan eligibility and notifying them accordingly.

Executive Summary

This page provides a high-level summary. More information is available inside the full Plan Review.

Plan Flow	2018	2019 YTD
Ending balance	\$17,431,806	\$18,395,132
Contributions	\$1,265,749	\$478,120
Deferrals	\$0	\$0
Employer	\$1,265,749	\$478,120
Rollover	\$0	\$0
Market impact	\$566,406	\$702,794
Distribution \$	\$664,087	\$192,961
Distribution #	53	18

Participant Information	2018	2019 YTD
Eligible participants	723	741
Contributing participants	0	0
Employees w/ balance	986	1,015

Executive Summary

This page provides a high-level summary. More information is available inside the full Plan Review.

Participant Utilization	2018	2019 YTD
Participation rate	0%	0%
Savings rate	0%	0%
Average account balance	\$17,652.62	\$18,087.69
Average deferral	\$0.00	\$0.00

Web Utilization	2018	2019 YTD
% Registered	30%	32%
Directives updated online	10	0
Rebalance requests initiated online	4	1
Distributions initiated online	4	1
Loans initiated online	0	0



2724 L Street
Bakersfield, CA 93301
661.328.8888
661.328.8880 fax
www.first5kern.org

April 9, 2019

Jeremy T. Tobias, Chief Executive Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Commissioners

Lucinda Wasson
Chairperson

Al Sandrini
Vice Chairperson

Jennie Sill
Secretary

Dena Murphy
Treasurer

Supervisor Mick Gleason

Michelle Curioso

Susan Lerude

Kelly Richers

Alternate Commissioners

Supervisor Zack Scrivner

Russ Hasting

Antanette Reed

Jason Giffard

Executive Director

Roland Maier

Re: 2015.2.6 – East Kern Family Resource Center (Community Action Partnership of Kern)

Dear Mr. Tobias:

This letter addresses the results of our Annual Administrative Review conducted on March 25, 2019, of the East Kern Family Resource Center. The objective of the annual administrative review is to determine if the program has fulfilled the evaluation, fiscal and program contractual requirements outlined in the General Agreement. The visit was also an opportunity to discuss the program's accomplishments and challenges.

Program Summary

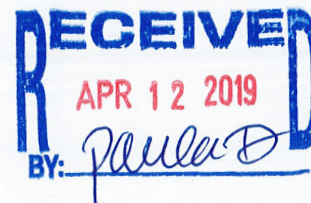
Quarterly reports were reviewed to verify progress of performance measures, timeliness, program activities and potential issues/challenges detailed in the executive summary.

Performance Measure Review:

- Fiscal Year 2017-18:
 - Of the 10 performance measures listed on the Scope of Work-Evaluation Plan, 3 were not met:
 - 2.1.4 Case Management – Parents/Guardians (63% of annual target)
 - 2.2.1 Parent Education – Court Mandated (40% of annual target)
 - 3.1.3 Center-Based Activities – Summer Bridge (70% of annual target)
- Fiscal Year 2018-19: Performance measure progress is based on quarterly target projections set by the program coordinator.
 - After reviewing quarters 1 and 2, the following performance measures are areas of concern:
 - 2.1.4 Case Management – Parents/Guardians (30% of annual target)
 - 2.2.1 Parent Education – Court Mandated (30% of annual target)

Timeliness:

- Fiscal Year 2017-18:
 - All program quarterly reports and follow-up items were submitted on time.
- Fiscal Year 2018-19:
 - All program quarterly reports and follow-up items were submitted on time.



Fiscal Summary

From a fiscal perspective, the contractor has complied with contractual requirements. The financial reports and quarterly claims are reliable and accurate. All supporting documentation has been readily available and provides adequate detail to support transactions. The contractor has confirmed their inventory control practices, and the custody and use of resources are in accordance with requirements. The policy regarding timeliness for quarterly claims was discussed due to the contractor submitting late claims although, all fiscal staff was new to the Contractor during this reporting period.

The program specific audit for the year ending February 28, 2018, was submitted late after the approved extension due date and the payments were confirmed. The audit policy was reviewed with the new Chief Finance Officer. The audit report was unmodified, with no findings or exceptions.

Sustainability records include funding from the County of Kern/ Kern County Network for Children (Non-Prop 10 portion of Differential Response funding) and the California Department of Social Services. In addition, the contractor receives non-monetary donations. The contractor has been seeking additional funding opportunities. Sustainability efforts are reported in the quarterly Fiscal Executive Summary, which were submitted timely.

Accounting policies and procedures appear to be adequately in place and are being followed for contract transactions. Community Action Partnership of Kern has demonstrated the fiscal capacity to administer this program.

Recommendations

Fiscal Year 2017-18:

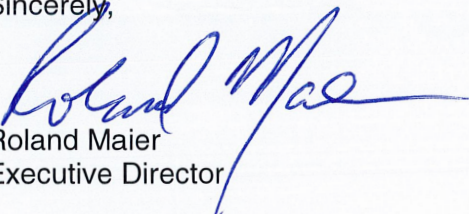
- No recommendations.

Fiscal Year 2018-19:

- No recommendations.

A copy of the full report is maintained on file with First 5 Kern and is available at your request. If you have any questions or comments regarding this correspondence, please feel free to contact your respective program or finance officer.

Sincerely,



Roland Maier
Executive Director

cc: Carmen Segovia, Director
Whitney Hughes, Supervisor



Development Services Department
Jacquelyn R. Kitchen, Development Services Director

Phil Burns, Building Director
Building Division
Phone: (661) 326-3720

"Facilitating the Future of Bakersfield"

Kevin F. Coyle, Planning Director
Planning Division
Phone: (661) 326-3681

July 10, 2019

Jaime Orona, Program Manager
CAPK Food Bank
5005 Business Park North
Bakersfield, CA 93309

RE: Facility Monitoring, CDBG Program Agreement No. ED 16-202

Dear Mr. Orona:

Thank you for taking the time to meet with me regarding the monitoring of your facility's Community Development Block Grant Agreement. It was a pleasure meeting you and visiting your facility. Your facility and operation was found to be in compliance with Agreement # ED 16-202.

Along with monitoring your actual facility, I have reviewed your financial information, insurance, client records, handicapped accessibility, safety policies, non-discrimination policies, accounting practices, operational procedures, and fair employment policies. I did not observe any violations of the federal prohibitions concerning sectarian or political activities during my visit.

Attached is your copy of the Monitoring Completion Notice. These funds are under the regulation of CDBG HUD funding and will be monitoring for FY 2019-2020 in the next year. The Monitoring staff will contact you to schedule the next monitoring appointment. Should you have any questions, or require further information, please contact me at (661) 326-3616.

Sincerely,

Christopher Hinds
Associate Planner

**City of Bakersfield
Monitoring Completion
Notice**

Date: July 10, 2019 Staff Monitor: Christopher Hinds
Agreement #: ED 16-202 Project Address: 5005 Business Park North
Project Name: Community Action Partnership of Kern – Food Bank

I. File Review: Verify activities are met and necessary documentation is available.

Annual Financial Report	X	Board & Staff lists	X
Insurance Certificates	X	No Discrimination	X
Marketing Plan	X	No Sectarian Usage	X
Low-Mod Usage	X	Rent Restrictions	X
Occupancy Restrictions	X	Fair Housing Posters	X

II. On-Site Review: Do a physical inspection of the site to confirm the following are met.

Handicapped Access	X	Hours Posted	X
Fire Alarms	X	Fire Extinguishers	X
Fire Sprinklers	X	Safety Procedures	X
Interviews	X	Licenses	X

Based on staff review of the documents, we find that all applicable CDBG requirements have been met. Monitoring of fiscal years 2018-2019 is complete. Next monitoring will be approximately June 2020.

Once again thank you for your cooperation throughout this process. Should you have any questions or concerns please contact me at 661.326.3616

Sincerely,



Christopher Hinds
Associate Planner



LINNÉ K. STOUT
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

June 5, 2019

Jeremy Tobias, Executive Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

SUBJECT: 2019 DESK REVIEW REPORT- C-19-019

Dear Mr. Tobias,

The Department of Community Services and Development (CSD) has conducted a Monitoring Desk Review of your agency for contract 19F-4015. The desk review included a review of your administrative, board governance, prior monitoring reports, fiscal and programmatic documents.

For the 2019 program year, the result of the desk review has determined that your agency is in compliance with the contractual requirements and applicable federal and state laws.

Thank you for your continued dedication and commitment to serve low-income individuals and families in your local area. If you have any questions concerning the desk review, please contact me at (916) 576-5313 or sandra.fletcher@csd.ca.gov.

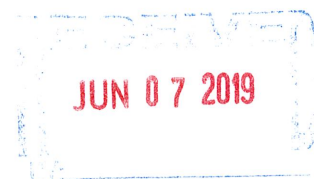
Sincerely,

A handwritten signature in blue ink, appearing to read 'Sandra Fletcher', is written over the word 'Sincerely,'.

Sandra Fletcher
Analyst, Technical Support Unit

C: Melissa Grubb, Manager
Technical Support Unit

C: Curtis Floyd, Board Chair





Department of Community Services and Development
Community Services Division
Desk Review Cover Sheet (rev 4/2019)

Agency Information

Agency Name	Community Action Partnership of Kern
Agency Type	Community Action Agency-Private
Report #	C-19-019
CSD/Field Representative	Sandra Fletcher
Date Completed	May 24, 2019

Cover Sheet for Desk Review Documentation

1. Review of all contracts and document the following:
 - Contract # 19F-4015
 - Term of Contract: January 1, 2019 – December 31, 2019
 - Contract Amount: \$1,489,531
 - Percent Expended to Date: 27.31%
 - Type of Contract: CSBG
2. Review prior year's monitoring report and follow-up.
 - Type of Monitoring Report: Desk Review
 - Date of Report: July 27, 2018
 - Report #: C-18-019
 - No Compliance Issues
3. Review the board roster for identification of any vacancies and the length of vacancy.
 - The board roster dated May 23, 2019 was reviewed. There are currently no board vacancies.
4. Board Minutes were reviewed for timely submittal and content to assess the board's involvement in the development, planning, implementation, and evaluation of the agency's program and to determine if the board meets a quorum.
 - A review of the board minutes from January 30, 2019, February 27, 2019, and March 27, 2019 indicates the Board is involved in the development, planning, implementation, and evaluation of the agency's programs. The minutes indicated a quorum was met.
5. Review of the CSBG Annual Report for timely submission and program performance/progress.
 - The CSBG Annual Report was due to CSD on or before March 8, 2019.

- The agency submitted the CSBG Annual Report to CSD on March 8, 2019.
6. Review of the 2018 Organizational Standards report shows that per the state assessment the agency is at:
 - 100%
 7. Expenditure Progress: The agency is currently at 27.31% expended.