

DATE	August 1, 2024
TIME	12:00 pm
LOCATION	CAPK Administrative Office Executive Conference Room 1300 18 th Street – 3 rd Floor Bakersfield, CA 93301

Audit & Pension Committee Agenda

1. Call to Order

2. Roll Call

Jeff Flores (Chair)
Jonathan Mullings

Curtis Floyd
Gina Martinez

Guadalupe Perez

3. Public Forum

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. New Business

- | | |
|--|---|
| a. CAPK Audit & Pension Plan Update for Q2 2024 - Info Item (p.3-10) | Tracy Webster, Chief Financial Officer
Tom Ming, Pensionmark |
| b. Resolution to Change Pension 457(b) Plan Provider to Reliance Trust Company – Action Item (p.11-12) | Tracy Webster, Chief Financial Officer |
| c. First 5 211 Kern County & Help Me Grow Administrative Review – Info Item (p.13-17) | Sabrina Jones-Roberts, Program Administrator for 2-1-1 |
| d. 2023-24 Performance Period for CalEITC Education & Outreach Grant Fiscal Desk Review -21T-1015 – Info Item (p.18-19) | Freddy Hernandez, Director of Youth and Community Services |
| e. 2022 LIHEAP Close Out Letter – Info Item (p.20-23) | Wilfredo Cruz, Program Administrator for Energy |
| f. CAPK CalFresh Healthy Living Programs In Person CDPH Observation – Info Item (p.24-27) | Alan Rodriguez, Program Administrator for CalFresh |
| g. East Kern FRC & Oasis Admin Review Letter FY 2023-2024 - Info Item (p.28-31) | Freddy Hernandez, Director of Youth and Community Services |
| h. CAPK Food Bank Compliance Review of Commodity Supplemental Food Program - Info Item (p.32-37) | Kelly Lowery, Program Administrator for Food Bank |

5. Committee Member Comments

6. Next Scheduled Meeting

Audit & Pension Committee

12:00 pm

November 12, 2024

1300 18th Street 3rd Floor

Bakersfield, CA 93301

7. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA, 93301 and online at www.capk.org by 5:00 pm, July 29, 2024, Glyn Campbell, Administrative Coordinator.



Audit & Pension Committee Meeting

Q2 2024 Investment Review

Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Pensionmark is affiliated through common ownership with Pensionmark Securities, LLC (member SIPC).

Presented by: Thomas D Ming, AIF



EQUITY MARKETS REVIEW

Domestic Equity

- US Equity indexes continued to rally in Q2 2024, extending the strong performance they exhibited in Q1 2024. However, returns for both the S&P 500 and the US Broad Market were lower in Q2 than Q1.
- Large Caps overall were up for the quarter. US Large Cap Growth led the charge in Q2, up +8.33% for the quarter and +20.70% YTD; once again, strong performance in the very largest stocks drove much of this gain. US Large Cap Value was down -2.17% for the quarter, giving back some of Q1's gain, but remains up +6.62% YTD.
- US Small Caps fell in Q2 2024. Small Caps tend to be more sensitive to economic conditions, and concerns over elevated interest rates and their impact on corporate profitability dragged many small cap names down; the Russell 2000 ended Q2 down -3.28%.

FIXED INCOME

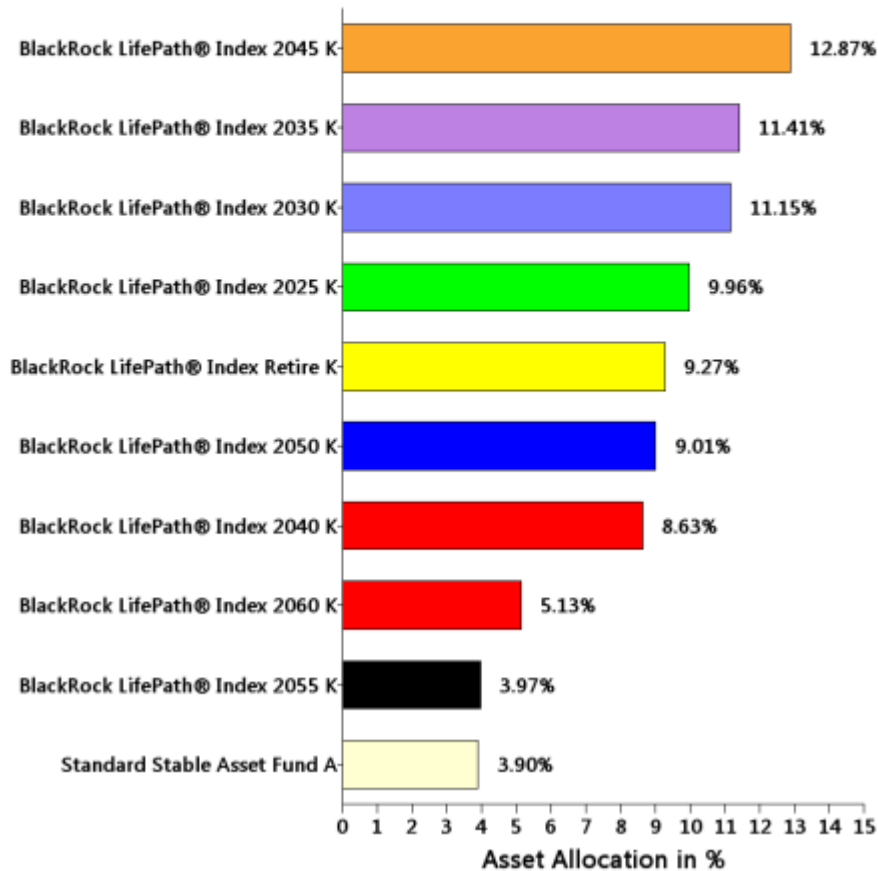
Fixed Income

- Fixed Income indexes were mixed performers again in Q2 2024.
- US Investment Grade was basically flat in Q2 2024, with Corporate Bonds down slightly and Treasury indexes up slightly.
- US High Yield continued to be a solid performer in Q2 after several relatively strong quarters, increasing +1.09% in Q2.
- US TIPS overall were up +0.79% in Q2. Short-maturity (0-5 Years) TIPS were up +1.41%, while longer-maturity TIPS fell due to interest rates increasing in the back end of the yield curve during Q2.
- International Fixed Income fell again in Q2 by -2.11%, extending YTD losses to -5.26%.

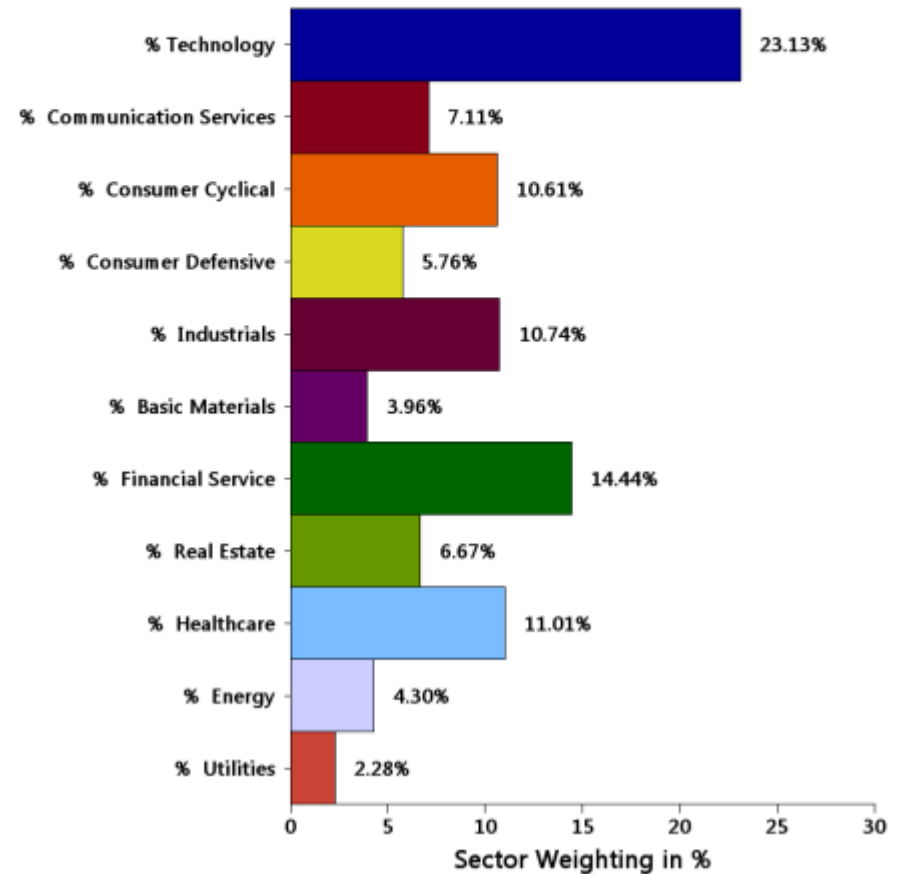
Portfolio Holdings & Sector Allocation

PORTFOLIO | HOLDINGS & SECTOR ALLOCATION

Top 10 Holdings

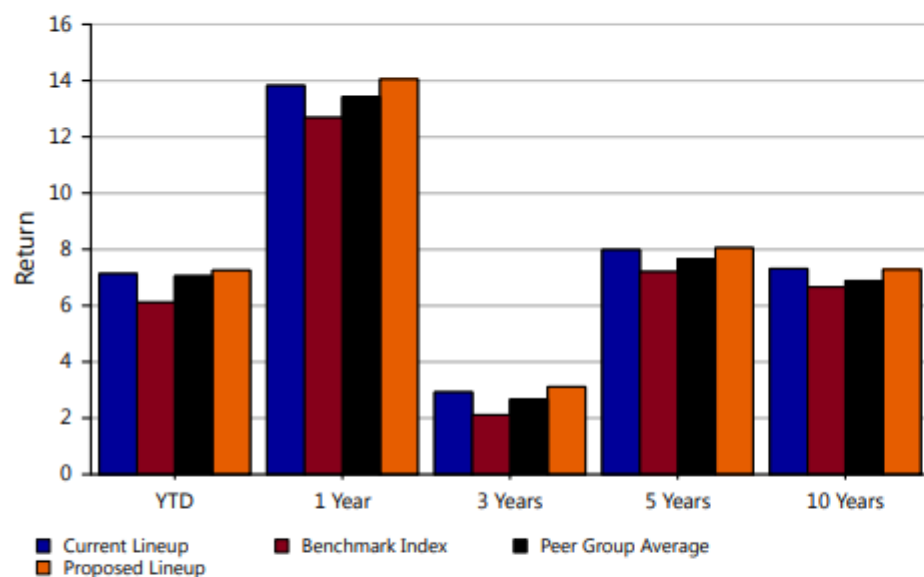


Sector Allocation



PORTFOLIO | RETURNS

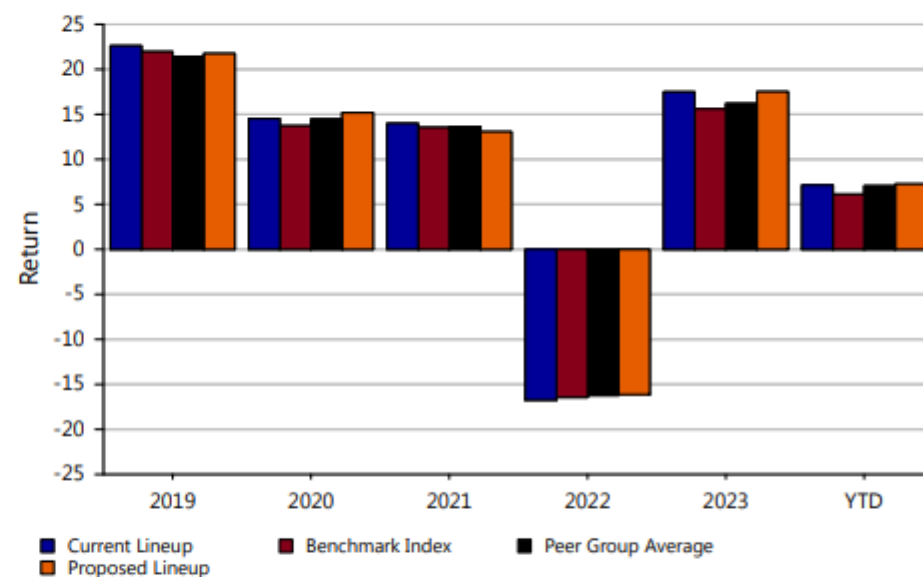
Annualized Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	7.13	13.82	2.92	7.98	7.31	0.14
Benchmark Index	6.11	12.68	2.11	7.20	6.66	NA
Peer Group Average	7.05	13.42	2.66	7.66	6.88	0.72
Proposed Lineup	7.25	14.05	3.11	8.05	7.28	0.13

Calendar Year Returns

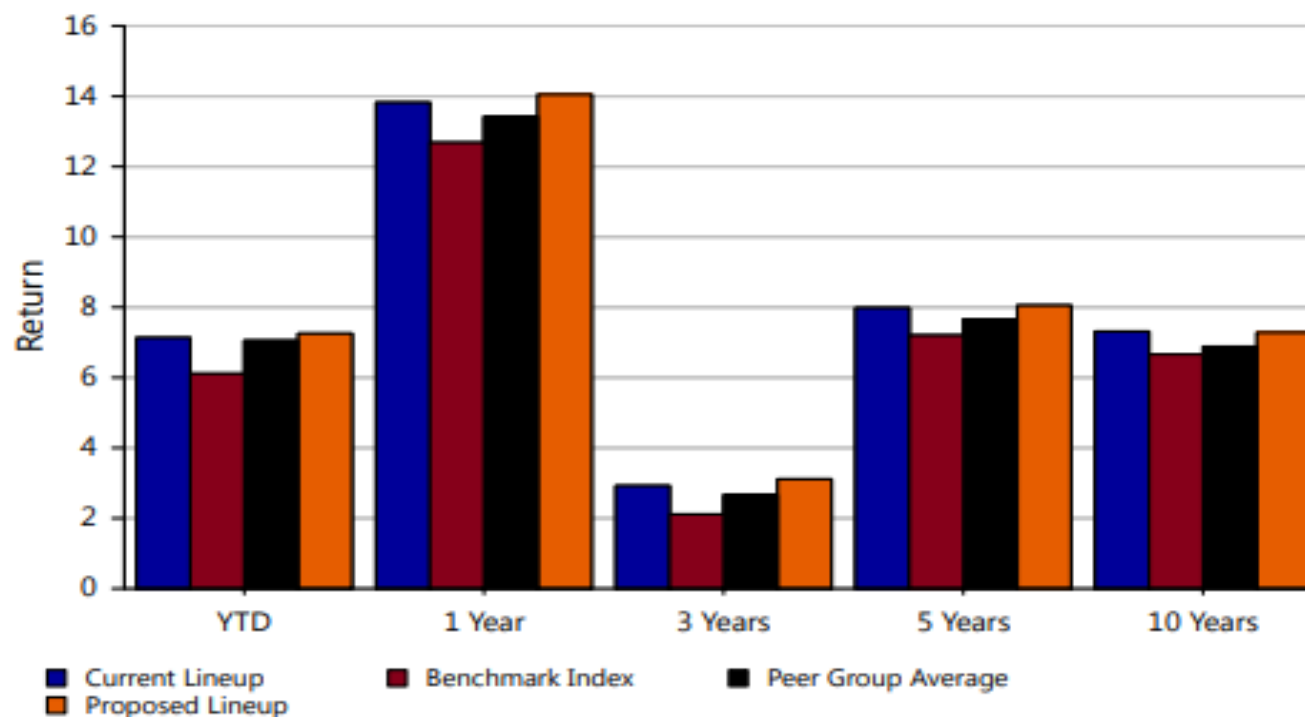


Calendar Year Returns

	2019	2020	2021	2022	2023	YTD	Net Exp.Ratio
Current Lineup	22.62	14.51	13.99	-16.74	17.49	7.13	0.14
Benchmark Index	21.96	13.72	13.54	-16.44	15.59	6.11	NA
Peer Group Average	21.43	14.47	13.59	-16.22	16.20	7.05	0.72
Proposed Lineup	21.75	15.18	13.06	-16.13	17.51	7.25	0.13

CAPK Q2 2024 - Summary of Plan Returns

Annualized Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	7.13	13.82	2.92	7.98	7.31	0.14
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Peer Group Average	7.05	13.42	2.66	7.66	6.88	0.72
Proposed Lineup	7.25	14.05	3.11	8.05	7.28	0.13

Key Dates for Plans transitioning to Nationwide

Key Dates

August 8th- Blackout starts

August 10th- In Person Meetings with Loren Farfan of Nationwide at Bakersfield office

August 12th- Nationwide receives from the Standard

August 15th- Blackout Ends

August 17th- In Person Meetings with Loren Farfan of Nationwide at Stockton office

FUND MAPPING to Nationwide

Current Funds	Ticker	MAPPING TO
Standard Stable Asset Fund A	XSAFA	Keep
Vanguard Total Bond Market Index Adm	VBTLX	Keep
Putnam Dynamic Asset Allocation Cnsrv Y	PACYX	Keep
Putnam Dynamic Asset Allocation Bal Y	PABYX	Keep
Putnam Dynamic Asset Allocation Gr Y	PAGYX	Keep
BlackRock LifePath® Index Retire K	LIRKX	American Funds 2020 Trgt Date Retire R6
BlackRock LifePath® Index 2025 K	LIBKX	American Funds 2025 Trgt Date Retire R6
BlackRock LifePath® Index 2030 K	LINKX	American Funds 2030 Trgt Date Retire R6
BlackRock LifePath® Index 2035 K	LIJKX	American Funds 2035 Trgt Date Retire R6
BlackRock LifePath® Index 2040 K	LIKKX	American Funds 2040 Trgt Date Retire R6
BlackRock LifePath® Index 2045 K	LIHKX	American Funds 2045 Trgt Date Retire R6
BlackRock LifePath® Index 2050 K	LIPKX	American Funds 2050 Trgt Date Retire R6
BlackRock LifePath® Index 2055 K	LIVKX	American Funds 2055 Trgt Date Retire R6
BlackRock LifePath® Index 2060 K	LIZKX	American Funds 2060 Trgt Date Retire R6
MFS Value R6	MEIKX	Putnam Large Cap Value R6
iShares S&P 500 Index K	WFSPX	Keep
TIAA-CREF Large-Cap Growth Inst	TILGX	JPMorgan Large Cap Growth R6
Allspring Special Mid Cap Value Inst	WFMIX	MFS Mid Cap Value R6
Vanguard Mid Cap Index Admiral	VIMAX	Keep
MassMutual Mid Cap Growth I	MEFZX	Virtus KAR Mid-Cap Core R6
DFA US Small Cap Value I	DFSVX	Keep
Vanguard Explorer Adm	VEXRX	Keep
Hartford International Opportunities R6	IHOVX	Avantis® International Equity Instl
American Funds New World R6	RNWXG	Keep
Principal Real Estate Securities Inst	PIREX	Cohen & Steers Instl Realty Shares



MEMORANDUM

To: Audit & Pension Committee Meeting

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: August 1, 2024

Re: *Agenda Item 4b*: Resolution to Change Pension Trustee for 457(b) Plan from The Standard to Reliance Trust Company – **Action Item**

In August 2023, the Board of Directors approved a change in pension plans from The Standard to Nationwide. CAPK leadership has been meeting with Nationwide to coordinate and facilitate the transition. The pension plan transition will be completed at the end of August 2024.

Accordingly, leadership would like to appoint Reliance Trust Company to act as Trustee with respect to CAPK 457(b) Plan effective September 1, 2024.

The following represents the schedule for implementation:

January – July 2024	Weekly meetings with Nationwide
May 31, 2024	All governing documents completed
June 19, 2024	Transition letters and ERISA notices sent to all participants
August 6, 2024	Final payroll submitted to The Standard
August 8 th , 2024	Blackout period starts at 4:00 pm
August 15, 2024	Plan liquidation
August 16, 2024	Files sent to Reliance Trust Company
	Funds wired from The Standard to Reliance Trust Company
August 22, 2024	Final files received after liquidation and new plan goes live

Recommendation:

Staff recommends the Board of Directors approve Reliance Trust Company as Trustee with respect to CAPK 457(b) Plan and terminating The Standard.

Attachments:

Resolution No. 2024-11
457(b) Plan documents



RESOLUTION # 2024-11

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Appointment of Reliance Trust Company as the Trustee for the 457(b) Plan with Nationwide

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met on August 21, 2024, and resolved as follows:

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

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

WHEREAS, the CAPK Board of Directors approved the change of pension plan providers for Plan 457(b) in August 2023.; and

WHEREAS, CAPK has maintained the Community Action Partnership of Kern 457(b) Plan since January 2021 for the benefit of its eligible employees; and

WHEREAS, CAPK has decided to terminate The Standard as Trustee with respect to the CAPK 457(b) Plan effective September 1, 2024; and

WHEREAS, the Board of Directors has decided to appoint Reliance Trust Company, 201 17th Street NW, Suite 1000, Atlanta, GA 30363, to act as Trustee with respect to the CAPK 457(b) Plan effective September 1, 2024; and

NOW, THEREFORE, it be resolved that the undersigned members of the Board of Directors authorize the termination of The Standard as Trustee of the 457(b) Plan and appoint Reliance Trust Company as the trustee of the 457(b) Plan effective September 1, 2024.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 21st day of August 2024.

The undersigned hereby certifies that he/she is an Authorized Representative of CAPK and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors, and that said meeting was held in accordance with state law and the Bylaws of the organization

WITNESS WHEREOF, I have executed my name below as an Authorized Representative of CAPK.

Fred Plane, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Audit and Pension Committee

From: Sabrina Jones-Roberts, 2-1-1 Kern Call Center Program Administrator

Date: August 1, 2024

Subject: *Agenda Item: 4d* First 5 Kern – 2-1-1 Kern County and Help Me Grow Kern County Program FY 2022-23 and FY 2023-24 (Q1-Q2) Administrative Review–
Info Item

On an annual basis, First 5 Kern conducts a fall site visit and administrative review to determine if the funded program is meeting grant expectations for programmatic and fiscal components of the agreement.

In April 2024, 2-1-1 Kern underwent an administrative review (FY 2022-23) to evaluate its fiscal obligations and the outcome of the Fall Site Visit (FY 2023-24) conducted in December 2023. The review determined that performance expectations and fiscal requirements have been met without areas of concern.

In April 2024, the Help Me Grow Program (HMG), administered through the 2-1-1 Kern Program, underwent an administrative review (FY 2022-23) to evaluate its fiscal obligations and the outcome of the Fall Site Visit (FY 2023-24) conducted in January 2024. The review determined that performance expectations and fiscal requirements have been met without areas of concern.

Recommendation:

There are no recommendations.

Attachments:

FY 2022-23 and FY 2023-24 First 5 of Kern – 2-1-1 Kern County Administrative Review Letter (April 9, 2024)

FY 2022-23 and FY 2023-24 First 5 of Kern – Help Me Grow Kern County Administrative Review Letter (April 9, 2024)



5080 California Ave., Suite 200
Bakersfield, CA 93309
661.328.8888
661.475.8122 fax
www.first5kern.org

April 9, 2024

Jeremy T. Tobias, Chief Executive Director
Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, CA 93301

Re: 2020.2.05 – 2-1-1 Kern County

Dear Mr. Tobias:

This letter presents the findings of the annual administrative review conducted for 2-1-1 Kern County. The primary goal of this review is to evaluate whether the program has met the evaluation, fiscal, and contractual requirements specified in the agreement. The summary below outlines the analysis of fiscal year 2022-23 and provides an update on the progress made during quarters one and two (Q1, Q2) of fiscal year 2023-24.

Program Summary

The progress of performance measures, timeliness, program activities, and potential issues/challenges outlined in the program executive summary was verified through the analysis of quarterly reports. Progress in performance measures is assessed against quarterly target projections set by the program coordinator.

Performance Measure Review:

- Fiscal Year 2022-23:
 - All performance measure annual targets listed in the Scope of Work-Evaluation Plan were met.
- Fiscal Year 2023-24:
 - After reviewing Q1 and Q2 performance measures, there are no areas of concern.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Performance Measures, Program Executive Summary entries, and response to the Program Manager's feedback.

- Fiscal Year 2022-23:
 - All program entries and follow-up items were submitted on time.
- Fiscal Year 2023-24:
 - All program entries and follow-up items were submitted on time for Q1 and Q2.

Fiscal Summary

Annual compliance components were reviewed to ensure current documentation is on file. Quarterly invoices, Fiscal Executive Summary entries, and Sustainability entries were reviewed to document reliability, accuracy, and timeliness. Annual Audit reports were reconciled and summarized.

Commissioners

Brynn Carrigan
Chairperson

Debbie Wood
Vice Chairperson

Jennie Sill
Secretary

Lito Morillo
Treasurer

Supervisor Phillip Peters

Aaron Resendez

Deborah Murr

Russell Sentes

Alternate Commissioners

Supervisor Zack Scrivner

Maria Bermudez

Ana Mena, Psy.D

Amy Rutledge

Executive Director

Amy Travis



Fiscal Compliance Review:

- Fiscal Year 2022-23:
 - All fiscal compliance items were met.
- Fiscal Year 2023-24:
 - All fiscal compliance items were met for Q1 and Q2.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Quarterly invoice submission, Fiscal Executive Summary entries, Sustainability, and the Annual Audit report.

- Fiscal Year 2022-23:
 - All fiscal items were submitted on time.
- Fiscal Year 2023-24:
 - All fiscal items were submitted on time for Q1 and Q2.

Recommendations

Fiscal Year 2022-23:

- No recommendations.

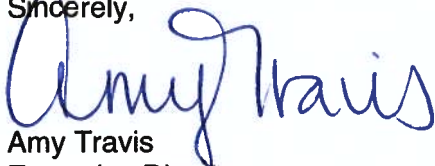
Fiscal Year 2023-24:

- No recommendations.

The reports are maintained on file and are available at your request. If you have any questions or comments regarding this correspondence, please contact your respective program or finance manager.

We are grateful for your dedicated and tireless work on behalf of children and families. We value the partnership between your agency and First 5 Kern, and we appreciate your commitment to our shared mission of strengthening and supporting the children of Kern County, from prenatal to age five, and their families. We are dedicated to your success and encourage you to continue providing program updates and addressing any challenges with the assigned First 5 Kern staff as they arise.

Sincerely,



Amy Travis
Executive Director

cc: Pritika Ram, Chief Business Development Officer
Sabrina Jones-Roberts, Program Administrator



5080 California Ave., Suite 200
Bakersfield, CA 93309
661.328.8888
661.475.8122 fax
www.first5kern.org

April 9, 2024

Jeremy T. Tobias, Chief Executive Officer
Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, CA 93301

Re: 2020.1.06 – Help Me Grow Kern County

Dear Mr. Tobias:

This letter presents the findings of the annual administrative review conducted for Help Me Grow Kern County. The primary goal of this review is to evaluate whether the program has met the evaluation, fiscal, and contractual requirements specified in the agreement. The summary below outlines the analysis of fiscal year 2022-23 and provides an update on the progress made during quarters one and two (Q1, Q2) of fiscal year 2023-24.

Program Summary

The progress of performance measures, timeliness, program activities, and potential issues/challenges outlined in the program executive summary was verified through the analysis of quarterly reports. Progress in performance measures is assessed against quarterly target projections set by the program coordinator.

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Annual compliance components were reviewed to ensure current documentation is on file. Quarterly invoices, Fiscal Executive Summary entries, and Sustainability entries were reviewed to document reliability, accuracy, and timeliness. Annual Audit reports were reconciled and summarized.

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Ana Mena, Psy.D

Amy Rutledge

Executive Director

Amy Travis



Fiscal Compliance Review:

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 - All fiscal compliance items were met.
- Fiscal Year 2023-24:
 - All fiscal compliance items were met for Q1 and Q2.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Quarterly invoice submission, Fiscal Executive Summary entries, Sustainability, and the Annual Audit report.

- Fiscal Year 2022-23:
 - All fiscal items were submitted on time.
- Fiscal Year 2023-24:
 - All fiscal items were submitted on time for Q1 and Q2.

Recommendations

Fiscal Year 2022-23:

- No recommendations.

Fiscal Year 2023-24:

- No recommendations.

The reports are maintained on file and are available at your request. If you have any questions or comments regarding this correspondence, please contact your respective program or finance manager.

We are grateful for your dedicated and tireless work on behalf of children and families. We value the partnership between your agency and First 5 Kern, and we appreciate your commitment to our shared mission of strengthening and supporting the children of Kern County, from prenatal to age five, and their families. We are dedicated to your success and encourage you to continue providing program updates and addressing any challenges with the assigned First 5 Kern staff as they arise.

Sincerely,



Amy Travis
Executive Director

cc: Pritika Ram, Chief Business Development Officer
Sabrina Jones-Roberts, Program Administrator



JASON WIMBLEY
ACTING 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



GAVIN NEWSOM
GOVERNOR

April 11, 2024

Community Action Partnership of Kern County
Jeremy Tobias, President/CEO
Tracy Webster, Chief Financial Officer
Fred Hernandez, Program Representative

SUBJECT: 2023-24 PERFORMANCE PERIOD FOR CalEITC+ EDUCATION & OUTREACH GRANT FISCAL DESK REVIEW – 21T-1015

Dear Mr. Tobias:

The Department of Community Services and Development (CSD) completed a Fiscal Desk Review of Community Action Partnership of Kern County for the CalEITC Education & Outreach contract number 21T-1015 on April 10, 2024. The Fiscal Desk Review included the review of expenditures that were billed to the grant during the 2023-24 performance period. An analysis of selected expenditures determined that your agency was in compliance with fiscal requirements. Enclosed is a report of the findings for your review.

Thank you for your continued dedication and commitment to serve low-income individuals and families in your local area. If you have any questions, please feel free to contact me or your Program Representative for assistance.

Sincerely,

Stacie Kenner

Stacie Kenner, CalEITC Fiscal Desk Review Analyst
Department of Community Services and Development

C: Stephanie Williams, Manager
Program Development and Reporting Unit

AGENCY INFORMATION

Agency Name	Community Action Partnership of Kern County (CAPKC)
Target Area	10 – Kern/Tulare County
Contract Number	21T-1015
Program Representative	Fred Hernandez
Fiscal Desk Review Analyst	Stacie Kenner
Date Report Completed	April 11, 2024

EXPENDITURES REVIEWED

Transaction Number: 1

Expense Name: Lamar Companies (Subaward Outreach)
Line Item: PO 2023-2670
Transaction Date: 11/27/23 (Effective Date)
Transaction Amount: \$2,390.00

Transaction Number: 2

Expense Name: Hey Salty Inc. (Subaward Outreach)
Line Item: Web Hosting and Maintenance
Transaction Date: 12/1/23 (Effective Date)
Transaction Amount: \$200.00

Transaction Number: 3

Expense Name: Golden Empire (Subaward Outreach)
Line Item: Bus Advertisement
Transaction Date: 12/31/23 (Effective Date)
Transaction Amount: \$8,943.00

SUMMARY OF FINDINGS

The Department of Community Services and Development (CSD) conducted a Fiscal Desk Review (FDR) for the CalEITC+ Education & Outreach contract number 21T-1015 beginning on March 5, 2024. CSD reviewed a copy of CAPKC's general ledger and supporting documentation for the abovementioned transactions. After an analysis of the selected transactions, CSD found CAPKC complies with the program requirements.

COMPLIANCE DETERMINATION

CAPKC was found to be in compliance with fiscal requirements.



JASON WIMBLEY
ACTING 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



GAVIN NEWSOM
GOVERNOR

June 14, 2024

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

Dear Mr. Tobias:

The Department of Community Services and Development's (CSD) Energy Field Operations Unit, in conjunction with CSD's Financial Services Unit, has received and processed a Close-Out Report for Community Action Partnership's (CAPK) 2022 Low-Income Home Energy Assistance Program (LIHEAP) Contract 22B-4012. This letter serves as CAPK's 2022 LIHEAP Final Close-Out Letter.

CSD's Energy Services Field Operations Unit has assessed CAPK's contract performance against CAPK's projections. Thus, according to the final Expenditure Activity Reporting System's (EARS) report, CAPK has met its goals; below is a breakdown of CAPK's overall performance with respect to the 2022 LIHEAP Contract:

<u>Contract Component</u>	<u>Amount Budgeted</u>	<u>Actual Expenditures</u>	<u>Projected Dwellings /Clients Served</u>	<u>Actual Dwellings/ Clients Served</u>
Weatherization	\$ 2,454,924.00	\$ 2,454,924.00	150	124
EHA 16	\$ 2,373,719.00	\$ 2,373,719.00		
EHCS		\$ 294,125.55	65	60
ECIP/HEAP WPO		\$ 89,205.10	120	121
HEAP Gas and Electric	\$ 376,928.00	\$ 376,386.22	3,000	805
ECIP Fast Track	\$ 4,232,677.00	\$ 4,232,006.67		2,721
Total Contract Allocation: \$ 9,438,248.00				
Total Contract Expended: \$ 9,437,035.89				

Per Close-Out Requirements, the Energy Services Field Operations Unit has reviewed and evaluated CAPK's response to the aforementioned Expenditure and Production analysis. Based on CAPK's response, your agency stated the following: 1) agency expended 100% of funding, 2) learned lessons related to staffing, subcontractor relationships, outreach, training, and internal communication, and 3) plan on adding

vendors, reviewing budgets, going paperless, and reaching out to fellow LSPs for best practice guidance. The Field Operations Unit will follow up on your Agency's plan of action during future monitoring.

In addition, CSD has reconciled CAPK's 'Major Vehicle and Equipment Purchases' against the Agency's CSD 558 pre-approval requests, final EARS Reports, and the submitted CSD 733G 'Inventory and Equipment Schedule'; hence, for the 2022 LIHEAP Contract, CSD has identified and tracked the following 'Major Vehicle and Equipment Purchases':

- *Office cubicles at the purchase price of \$9,883.42*
- *Toyota Highlander at the purchase price of \$34,013.44*

With respect to interest, revenue, and outstanding Working Capital Advances for the 2022 Program Year, CAPK reported \$355.00 in interest income, but expended it during the contract term.

Based on the analysis of CAPK's expenditure under this contract, your agency did not fully expend all funds under this contract; however, no funds are owed to CSD.

The Energy Field Operations Unit considers this contract closed; however, this contract is subject to a final review by CSD's Audit Services Unit. If you have any questions regarding the programmatic or performance references made throughout this report, please contact me at (916) 407-0525 or via e-mail at Darrell.McCormick@csd.ca.gov.

Thank you for your dedication and commitment to serve low-income individuals and families in your community. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to improve the lives of those living in poverty and ultimately reduce poverty in California.

Sincerely,

Darrell McCormick

DARRELL MCCORMICK
Field Representative

Enclosure: 2022 LIHEAP Closeout Worksheet

State of California
Department of Community Services and Development
2022 LIHEAP Closeout Worksheet (as of 12/6/22)

Agency: Community Action Partnership of Kern

Contract Number: 22B-4012

Line Items	Max/Budgeted	Expenditures	Allowable	Paid	Owed
Weatherization (WX) Program Costs					
Intake	\$196,394.00	\$38,519.20	\$38,519.20		
Outreach	\$122,746.00	\$66,037.35	\$66,037.35		
Training & Technical Assistance		\$46,662.48	\$46,662.48		
T&TA Out of State Travel	\$122,746.00	\$0.00	\$0.00		
WX Program Costs Subtotal	\$441,886.00	\$151,219.03	\$151,219.03		
Major Vehicle & Field Equipment		\$17,009.72	\$17,009.72		
Minor Vehicle & Field Equipment		\$0.00	\$0.00		
Liability Insurance		\$18,488.97	\$18,488.97		
General Operating Costs		\$490,831.01	\$490,831.01		
WX Program Activities		\$1,094,443.37	\$1,094,443.37		
Other Program Costs		\$682,931.90	\$682,931.90		
WX Program Activities & Costs Subtotal	\$2,013,038.00	\$2,303,704.97	\$2,303,704.97		
Total Weatherization Program Costs	\$2,454,924.00	\$2,454,924.00	\$2,454,924.00	\$2,454,924.00	\$0.00
Assurance 16 Costs	\$498,412.00	\$482,312.89	\$482,312.89	\$482,312.89	\$0.00
Administrative Costs					
Administrative Costs		\$494,932.27			
Administrative Equipment		\$0.00			
Out of State Travel		\$0.00			
Administrative Costs Subtotal	\$498,412.00	\$494,932.27	\$494,932.27	\$494,932.27	\$0.00
ECIP/HEAP Program Costs					
Intake	\$478,920.00	\$401,611.81	\$401,611.81		
Outreach	\$299,325.00	\$299,325.00	\$299,325.00		
Training & Technical Assistance		\$15,837.01	\$15,837.01		
T&TA Out of State Travel	\$119,730.00	\$0.00	\$0.00		
ECIP/HEAP Program Costs Subtotal	\$897,975.00	\$716,773.82	\$716,773.82	\$716,773.82	\$0.00
Program Services Costs					
Major Vehicle & Equipment		\$17,009.72	\$17,009.72		
Minor Vehicle & Equipment		\$0.00	\$0.00		
Liability Insurance		\$0.00	\$0.00		
General Operating Costs		\$55,545.59	\$55,545.59		
Automation Costs		\$0.00	\$0.00		
ECIP EHCS		\$294,125.55	\$294,125.55		
ECIP/HEAP WPO		\$89,205.10	\$89,205.10		
Other Program Costs		\$223,814.06	\$223,814.06		
SWEATS		\$0.00	\$0.00		
PSPS Emergency Preparedness		\$0.00	\$0.00		
Program Services Costs Subtotal	\$478,920.00	\$679,700.02	\$679,700.02	\$679,700.02	\$0.00
Total ECIP/HEAP/A16 Costs	\$2,373,719.00	\$2,373,719.00	\$2,373,719.00	\$2,373,719.00	\$0.00
Utility Assistance Program Costs					
ECIP Fast Track	\$4,232,677.00	\$4,232,006.67			
HEAP Gas & Electric	\$376,928.00	\$376,386.22			
Total Utility Assistance Costs	\$4,609,605.00	\$4,608,392.89	\$4,608,392.89	\$4,608,392.89	\$0.00
TOTAL ADMIN COSTS	\$498,412.00	\$494,932.27	\$494,932.27		
TOTAL PROGRAM COSTS	\$8,939,836.00	\$8,942,103.62	\$8,942,103.62		
CONTRACT TOTAL	\$9,438,248.00	\$9,437,035.89	\$9,437,035.89	\$9,437,035.89	\$0.00

Darrell McCormick
Completed by

2/29/24
Date

2022 LIHEAP Closeout Worksheet (as of 12/6/22)						
Community Action Partnership of Kern						
22B-4012						
WX/ECIP/HEAP Program Dollars				Assurance 16		
	Max/Budgeted	Allowed	% Expended	Max/Budgeted	Expended	Allowed
<i>WX</i>	2,454,924.00	2,454,924.00		498,412.00	482,312.89	482,312.89
<i>Intake</i>	478,920.00	401,611.81				
<i>Outreach</i>	299,325.00	299,325.00				
<i>Training</i>	119,730.00	15,837.01				
<i>ECIP/HEAP</i>	5,088,525.00	5,288,092.91				
	8,441,424.00	8,459,790.73	100.00000000%	498,412.00	482,312.89	482,312.89
WX/ECIP/HEAP/A16 Program Dollars				Administration (WX/ECIP/HEAP/A16)		
	Max/Budgeted	Allowed	% Expended	Max/Budgeted	Expended	Allowed
<i>A16</i>	498,412.00	482,312.89		498,412.00	494,932.27	494,932.27
<i>WX</i>	2,454,924.00	2,454,924.00				
<i>Intake</i>	478,920.00	401,611.81				
<i>Outreach</i>	299,325.00	299,325.00				
<i>Training</i>	119,730.00	15,837.01				
<i>ECIP/HEAP</i>	5,088,525.00	5,288,092.91				
	8,939,836.00	8,942,103.62	100.00000000%	498,412.00	494,932.27	494,932.27
					Total Paid	Total Allowed
					9,437,035.89	9,437,035.89
					Owed:	0.00



California Department of Public Health
CalFresh Healthy Living Program

Policy, System and Environmental (PSE) Technical
Assistance Form

Date (in person): June 20, 2024

Federal Fiscal Year (FFY): 2024

Date of Site Visit (in person): June 20, 2024

Federal Fiscal Year (FFY): 2024

Grant Number: 23-10327

Local Agency Name: Community Action Partnership of Kern County

Local Agency Staff Attendees: Alan Rodriguez, Magaly Witz, Susana Magana

State Staff Attendees: Chris Bilbrey

Other Attendees: N/A

PSE Site Names/Addresses:

- CAPK Food Bank
1807 Feliz Drive. Bakersfield CA 93307
- New Life Church Food Pantry 4201 Stine Road, Bakersfield, CA93313
- Golden Eagle Pantry Lemoore Community College Student Union

PSE Settings:

Food Assistance Sites, Food Banks, and Food Pantries

PSE Strategy and Sub-strategy(ies):

Strategy: Comprehensive setting-based Approach Community Sites and Nutrition Standards

Sub-strategy: Nutrition Standards: Community

PSE Level (Site, Organizational, Community): Site, Organizational

PSE Planning Stage: Planning and implementation

Brief Description of PSE:

Partnership between CAPK CFHL program, CAPK Foodbank, and local food pantries

- Kern Food Pantry Collaborative to support, network and provide resource (meet quarterly)
- CAPK Annual Foodbank Conference
- Nutrition Pantry Program toolkit used by CAPK CFHL to promote areas of improvement and model/consult for choice pantry set-up.
- Goal: increase number of choice pantries in Kern County.

1.Direct Education (DE) (if applicable)

Food Smarts classes offered to Bakersfield college students who visit the campus food pantry. Students that complete class receive a \$250 incentive. Plans to expand to Delano food pantries in the future.

How do DE activities support the PSE? Are there any other supporting DE activities occurring? Builds relationships and trust with food pantry staff. Also improves buy-in for potential Nutrition Pantry Program implementation.

Comments/Areas of opportunity: See above responses.

2. Assessment

Describe community level and setting-based assessments conducted to identify the need, challenge, or issue that the PSE addresses.

CAPK utilizes the Leah's Pantry Nutrition Pantry Program to gain baseline and ongoing assess to identify need.

CAPK utilizes food pantry collaborative input and food insecurity assessments/surveys at local healthcare clinics to assess food access and security needs. Kern County Community Health assessment are also utilized to guide PSE efforts to address food access and security needs.

Comments/Areas of opportunity: N/A

3. Community Engagement (CE)

Describe the CE efforts to support the PSE (i.e., cultivate relationships with participants, stakeholders, local decision makers; engage community in planning and implementation; share information with appropriate stakeholders). See above responses.

Comments/Areas of opportunity: N/A

4. Coordination and Collaboration (C&C): Partnerships & Coalitions

Describe the C&C efforts to support the PSE (i.e., identify and meet with partners; work with committees/workgroups engaged in planning, implementation, and maintenance). See above responses.

Comments/Areas of opportunity: N/A

5. Indirect Education (IE) (Promotion)

Describe how IE strategies and channels are used to support the PSE.

Brochures and other outreach materials share during direct education classes, local health clinics, and community events. Presentations are also offered at collaboratives meetings and annual food bank conference.

Comments/Areas of opportunity: N/A

6. Training and Technical Assistance (TTA)

Describe the TTA efforts to educate groups or individuals to plan, adopt, implement, maintain, and support the PSE.

- Nutrition Pantry Program as described above, Building Nourished Families classes, External funds leveraged to train on grant writing resources. Other trainings as need identified.

Comments/Areas of opportunity: N/A

Based on the PSE planning stage, describe success/impact made in addressing the identified need:

As described in above responses the CAPK CFHL team has made and anticipates continuing to make significant process by utilizing the Nutrition Pantry program, maintaining/sustaining existing partners, and building new partnerships to expand support and services throughout Kern County.

Based on the PSE planning stage, describe supports planned and/or put in place to maintain/sustain* PSE implemented:

Comments: The CAPK CFHL team plans to continue provide training, resources, and consultation to food pantry and foodbank teams to cultivate pantry participation. Once processes are in place, pantries will sustain work independently with occasional check-in from the CFHL team to maintain relationships..

*Examples of sustainability mechanisms include an organization or group that is not dependent on CalFresh Healthy Living funding has assumed responsibility for sustaining the efforts; a dependable, on-going source of funding and/or support (other than CalFresh Healthy Living) has been identified; one or more policies has been adopted, requiring the changes to be maintained; a monitoring and reporting system has been implemented.



California Department of Public Health
CalFresh Healthy Living Program

Site Visit Summary

Date of Site Visit (in person): June 20, 2024

Federal Fiscal Year (FFY): 2024

Grant Number: 23-10327

Local Health Department (LHD) Name: Community Action Partnership of Kern County

LHD Staff Attendees: Alan Rodriguez, Magaly Witz, Susana Magana

State Staff Attendees: Chris Bilbrey

Other Attendees: N/A

Note: This is the First FFY 2024 In-person site visit.

Prepared by: Chris Bilbrey

Program Guidance Integrated Work Plan (IWP) Activity Observation]	Types of Observations: Policy, System and Environmental (PSE) • CAPK Foodbank • New Life Church Food Pantry • Golden Eagle Food Pantry • Premier Valley Medical Group (supports PSE- work and promotes DE classes)
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See attached pages for additional site visit documentation based on type of site visit conducted and noted above.

BRIEF SUMMARY OF SITE VISIT:

The purpose of this site visit was to connect the dots between what is described in CAPK's IWP and how these activities are executed. This visit focused on CAPK's food access and security work which is exceptional as evidenced by details shared in the attached PSE Technical assistance form. The CAPK CFHL strives to reach socioeconomically disadvantaged communities within their county with grace and professionalism in a way that builds trust, confidence and dignity.

RECOMMENDATIONS (if applicable): None at this time.

FOLLOW UP PLAN & TIMELINE (if applicable):

The project officer and the Community Action Partnership team will continue to formally check-in virtually as scheduled and communicate and address TA needs as they arise via email communication. The project officer will also continue regular visits to observe activities and participate in meetings as opportunities arise throughout the year.



5080 California Ave., Suite 200
Bakersfield, CA 93309
661.328.8888
661.475.8122 fax
www.first5kern.org

April 9, 2024

Jeremy T. Tobias, Chief Executive Officer
Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, CA 93301

Re: 2020.2.06 – East Kern Family Resource Center

Dear Mr. Tobias:

This letter presents the findings of the annual administrative review conducted for the East Kern Family Resource Center. The primary goal of this review is to evaluate whether the program has met the evaluation, fiscal, and contractual requirements specified in the agreement. The summary below outlines the analysis of fiscal year 2022-23 and provides an update on the progress made during quarters one and two (Q1, Q2) of fiscal year 2023-24.

Program Summary

The progress of performance measures, timeliness, program activities, and potential issues/challenges outlined in the program executive summary was verified through the analysis of quarterly reports. Progress in performance measures is assessed against quarterly target projections set by the program coordinator.

Performance Measure Review:

- Fiscal Year 2022-23:
 - All performance measure annual targets listed in the Scope of Work-Evaluation Plan were met.
- Fiscal Year 2023-24:
 - After reviewing Q1 and Q2 performance measures, there are no areas of concern.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Performance Measures, Program Executive Summary entries, and response to the Program Manager's feedback.

- Fiscal Year 2022-23:
 - Of the 12 entries and follow-up items required, 1 was not submitted on time.
- Fiscal Year 2023-24:
 - All program entries and follow-up items were submitted on time for Q1 and Q2.

Fiscal Summary

Annual compliance components were reviewed to ensure current documentation is on file. Quarterly invoices, Fiscal Executive Summary entries, and Sustainability entries were reviewed to document reliability, accuracy, and timeliness. Annual Audit reports were reconciled and summarized.

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Supervisor Zack Scrivner

Maria Bermudez

Ana Mena, Psy.D

Amy Rutledge

Executive Director

Amy Travis



Fiscal Compliance Review:

- Fiscal Year 2022-23:
 - All fiscal compliance items were met.
- Fiscal Year 2023-24:
 - All fiscal compliance items were met for Q1 and Q2.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Quarterly invoice submission, Fiscal Executive Summary entries, Sustainability, and the Annual Audit report.

- Fiscal Year 2022-23:
 - All fiscal items were submitted on time.
- Fiscal Year 2023-24:
 - All fiscal items were submitted on time for Q1 and Q2.

Recommendations

Fiscal Year 2022-23:

- No recommendations.

Fiscal Year 2023-24:

- No recommendations.

The reports are maintained on file and are available at your request. If you have any questions or comments regarding this correspondence, please contact your respective program or finance manager.

We are grateful for your dedicated and tireless work on behalf of children and families. We value the partnership between your agency and First 5 Kern, and we appreciate your commitment to our shared mission of strengthening and supporting the children of Kern County, from prenatal to age five, and their families. We are dedicated to your success and encourage you to continue providing program updates and addressing any challenges with the assigned First 5 Kern staff as they arise.

Sincerely,


Amy Travis
Executive Director

cc: Freddy Hernandez, Director of Youth & Community Services
Anna Saavedra, Program Supervisor



5080 California Ave., Suite 200
Bakersfield, CA 93309
661.328.8888
661.475.8122 fax
www.first5kern.org

April 9, 2024

Jeremy T. Tobias, Chief Executive Officer
Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, CA 93301

Re: 2020.2.18 – Oasis Family Resource Center

Dear Mr. Tobias:

This letter presents the findings of the annual administrative review conducted for the Oasis Family Resource Center. The primary goal of this review is to evaluate whether the program has met the evaluation, fiscal, and contractual requirements specified in the agreement. The summary below outlines the analysis of fiscal year 2022-23 and provides an update on the progress made during quarters one and two (Q1, Q2) of fiscal year 2023-24.

Program Summary

The progress of performance measures, timeliness, program activities, and potential issues/challenges outlined in the program executive summary was verified through the analysis of quarterly reports. Progress in performance measures is assessed against quarterly target projections set by the program coordinator.

Performance Measure Review:

- Fiscal Year 2022-23:
 - All performance measure annual targets listed in the Scope of Work-Evaluation Plan were met.
- Fiscal Year 2023-24:
 - After reviewing Q1 and Q2 performance measures, there are no areas of concern.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Performance Measures, Program Executive Summary entries, and response to the Program Manager's feedback.

- Fiscal Year 2022-23:
 - All program entries and follow-up items were submitted on time.
- Fiscal Year 2023-24:
 - All program entries and follow-up items were submitted on time for Q1 and Q2.

Fiscal Summary

Annual compliance components were reviewed to ensure current documentation is on file. Quarterly invoices, Fiscal Executive Summary entries, and Sustainability entries were reviewed to document reliability, accuracy, and timeliness. Annual Audit reports were reconciled and summarized.

Commissioners

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Russell Sentes

Alternate Commissioners

Supervisor Zack Scrivner

Maria Bermudez

Ana Mena, Psy.D

Amy Rutledge

Executive Director

Amy Travis



Fiscal Compliance Review:

- Fiscal Year 2022-23:
 - All fiscal compliance items were met.
- Fiscal Year 2023-24:
 - All fiscal compliance items were met for Q1 and Q2.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Quarterly invoice submission, Fiscal Executive Summary entries, Sustainability, and the Annual Audit report.

- Fiscal Year 2022-23:
 - All fiscal items were submitted on time.
- Fiscal Year 2023-24:
 - All fiscal items were submitted on time for Q1 and Q2.

Recommendations

Fiscal Year 2022-23:

- No recommendations.

Fiscal Year 2023-24:

- No recommendations.

The reports are maintained on file and are available at your request. If you have any questions or comments regarding this correspondence, please contact your respective program or finance manager.

We are grateful for your dedicated and tireless work on behalf of children and families. We value the partnership between your agency and First 5 Kern, and we appreciate your commitment to our shared mission of strengthening and supporting the children of Kern County, from prenatal to age five, and their families. We are dedicated to your success and encourage you to continue providing program updates and addressing any challenges with the assigned First 5 Kern staff as they arise.

Sincerely,



Amy Travis
Executive Director

cc: Freddy Hernandez, Director of Youth & Community Services
Eric Le Barbe, Youth & Community Services Supervisor



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

March 11, 2024

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

**SUBJECT: CSFP COMPLIANCE REVIEW FFY 2024 COMMUNITY ACTION
PARTNERSHIP OF KERN**

Dear Jeremy Tobias:

Thank you to your team for their time and cooperation during the recent Compliance Review (Review) of the Commodity Supplemental Food Program (CSFP) operated by Community Action Partnership of Kern County (CAPK). In January and February of 2024, Jessica Radtke conducted the review on behalf of the California Department of Social Services (CDSS) and visited the following locations and warehouse:

- Griffith Avenue Church in Wasco
- La Mission De Jesus in McFarland
- CAPK Warehouse in Bakersfield

The purpose of the review was to determine the Local Agency's (LA) compliance with the Code of Federal Regulations (CFR), United States Department of Agriculture (USDA) regulations, the terms of your approved Memorandum of Understanding (MOU) with the CDSS, and the CSFP Policies and Procedures Manual (CPPM). The review covered Federal Fiscal Year (FFY) 2022 through the date of review in FFY 2024. CDSS reviewed documents and procedures related to key functional areas of the program. The following outlines the seven functional areas of review:

- I. General Administration
- II. Caseload Management and Outreach
- III. Nutrition Education
- IV. Civil Rights
- V. Certification Procedures
- VI. Food Storage and Inventory Control
- VII. Financial Management, Audits, and Records

The review resulted in two findings for a couple of functional areas of the program and are listed below.

Finding 1

On January 8, 2024, CAPK emailed CDSS that physical inventory did not match what was reported on the FNS 153 reports for several months. This resulted in high adjustments for December and January in all food categories. Therefore, CAPK had not submitted accurate month-end physical inventories for several monthly FNS 153 inventory reports. Part of the reason for the physical inventory tracking issues may have been caused by the food products not being tracked and grouped together in the warehouse (i.e., peanut butter on different shelves).

Requirement

CPPM, § 6219 The Local Agencies and their Sub-Agencies must maintain accurate and complete records to document the receipt, distribution, disposal, and inventory of USDA Foods received. See Section 2900 – Records

Corrective Action

CAPK must establish written documentation of procedures for a warehouse tracking system to accurately record the movement and inventory levels of CSFP USDA Foods. Submit the proposed plan to CDSS for review and approval.

Finding 2

On the January FNS 153 and during the onsite warehouse on February 13, 2024, CAPK stated the 1600 pasta unit adjustment was placed on a high shelf in the pre-boxing location in the warehouse without being properly tracked or visible in the warehouse causing participants packages to be shorted on the December FNS 153. There was a distribution flexibility for pasta, however it applied only to the lack of available NAMPA inventory.

Requirement

CPPM, § 7111 Partial food packages shall not be distributed.

Corrective Action

CAPK must establish written documentation of procedures for a warehouse tracking system to accurately record the movement and inventory levels of CSFP USDA Foods. Submit the proposed plan to CDSS for review and approval.

Areas of Recognition and Merit

It is also essential to highlight areas of merits during this compliance review. CAPK staff and volunteers at distribution sites receive excellent training and were observed to be friendly and accommodating working with CSFP participants. All CSFP packages reviewed met monthly distribution rates. The process to assemble CSFP food packages is working well with scales and boxing systems. CAPK staff is very responsive to CDSS and seeks guidance when appropriate. Finally, all supporting documentation for the review was organized and staff was receptive to feedback provided during the compliance review.

Corrective Action Plan

Please submit a corrective action plan by **April 11, 2024**, indicating the actions you have taken or plan to take to resolve each noncompliance finding and area of concern listed here. If full compliance cannot be accomplished within the timeframe allowed, please contact your consultant before the due date to request an extension. Please address your response to the following:

Jessica Radtke, Program Consultant
Commodity Supplemental Food Program
Department of Social Services
744 P Street, Sacramento, CA 95814
Jessica.Radtke@dss.ca.gov

We appreciate your cooperation during the review process. The staff was accommodating throughout the entire visit. If you have any questions regarding this letter, please contact Jessica Radtke, Program Consultant, in the Family Engagement and Empowerment Division, Emergency Food Programs Unit A at (916) 862-5613, or via email to Jessica.Radtke@dss.ca.gov.

Sincerely,



Jessica Radtke, Program Consultant
CalFresh and Nutrition Branch
Family Engagement and Empowerment Division

Lori Coopwood

Reviewed and Approved by
LORI COOPWOOD
Program Manager

Mar 8, 2024

Date

Signature: *Lori Coopwood*

Email: lori.coopwood@dss.ca.gov

Title: SSM1

Company: STATE OF CALIFORNIA DEPARTMENT OF SOCIAL

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Guadalupe Perez

Greater Bakersfield
Representative

Chief Executive Officer

Jeremy T. Tobias

April 03, 2024

To:

Jessica Radtke, Program Consultant
CalFresh and Nutrition Branch
Family Engagement and Empowerment Division

SUBJECT: CORRECTIVE ACTION PLAN FFY 2024 CAPK

Corrective actions as to finding 1:

CAPK Food Bank will immediately implement a policy of conducting a full physical inventory every month on or before the last business day of each month. This physical inventory will be a complete unit for unit count of all CSFP commodities in stock including all damaged CSFP items and all items already packed in CSFP kits. This count will take place on or before the last day of each month and will be recorded and saved for a period of no less than 4 years. Any discrepancies between the monthly physical inventory count and the FNS 153 will be reported each month in the positive/negative adjustment columns of the report. Additionally, starting April 1st, 2024, CAPK will implement a policy of counting damaged CSFP items once per day. Any damaged CSFP items will be counted each day, logged in both Primarius and the damaged item chart, then immediately disposed of to ensure damaged items are counted accurately. Records of damaged items will be held for no less than 4 years. CAPK Food Bank is also upgrading our CSFP kit scale. The new scale will make it easier for staff and volunteers to accurately weigh CSFP kits before they are sealed for distribution.

Corrective actions as to finding 2:

CAPK Food Bank is implementing a bar coding system to ensure all items and their movements can be tracked by warehouse location. This bar-coding system will prevent items from being lost or misplaced inside the warehouse. All CSFP pallets will be tagged with a bar code. All rack spaces will have a bar code to denote location. Any movements of a CSFP item will be scanned and tracked using this system. We plan to have all staff trained in the usage of this system by 5/15/2024 and anticipate full implementation of the system no later than May 31st 2024.

Thank you,

Matt Jacobs
CSFP Program Coordinator (CAPK Food Bank)
661-809-4935



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

June 13, 2024

SENT VIA EMAIL

Jeremy Tobias, Chief Executive Officer
Community Action Partnership of Kern (CAPK)
5005 Business Park North
Bakersfield, CA 93309

SUBJECT: LETTER OF ACKNOWLEDGMENT OF CORRECTIVE ACTION

Dear Jeremy Tobias

Thank you for your agency's Corrective Action Plan (CAP) to the March 13, 2024, findings letter for the Commodity Supplemental Food Program (CSFP), which is locally administered by the Community Action Partnership of Kern County (CAPK). As the state administering agency, the California Department of Social Services (CDSS) reviewed CAPK's program activities in January and February 2024.

I reviewed the CAP submitted by your agency on April 3, 2024 and documentation of new systems in place on June 12, 2024. The CAP outlines the specific actions the agency has taken to resolve the issues found in the overall assessment of the program operations. Based on the strategies implemented, I determined the actions taken are sufficient to bring CAPK into compliance with program regulations.

CDSS would like to commend your staff on their improvements. I look forward to visiting your agency in the future.

Sincerely,

JESSICA RADTKE, Program Consultant
CalFresh and Nutrition Branch
Family Engagement and Empowerment Division