

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
AUDIT & PENSION COMMITTEE MEETING
5005 Business Park North
August 17, 2017
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

James Camp Craig Henderson Mike Maggard Yolanda Ochoa

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. Pension Plan Report by Mutual of America – Michele Nowell, Director of Human Resources & Payroll – ***Info Item***
- b. First 5 Kern Annual Administrative Review of the 2-1-1 Program – Esperanza Contreras, Program Manager – ***Info Item (p. 1-2)***
- c. First 5 Kern Annual Administrative Review of East Kern Family Resource Center – Carmen Segovia, Director of Health & Nutrition – ***Info Item (p. 3-4)***

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

Audit Committee Meeting
Thursday, November 2, 2017
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 12:00pm on August 14, 2017. Paula Daoutis, Administrative Assistant.



2724 L Street
Bakersfield, California 93301

Telephone (661) 328-8888

Fax (661) 328-8880

June 28, 2017

Commissioners

Al Sandrini
Chairperson

Rick Robles
Vice Chairperson

Dena Murphy
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Claudia Jonah, M.D.
Secretary

Sam Aunai

Supervisor David Couch

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Alternate Commissioners

Michelle Curioso

Heather Hornibrook

Supervisor Leticia Perez

Antanette Reed

Executive Director

Roland Maier

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

Re: 2015.2.5 – 2-1-1 Kern County

Dear Mr. Tobias:

This letter addresses the results of our Annual Administrative Review conducted on February 14, 2017, of the 2-1-1 Kern County program. The objectives of the review determine program compliance with First 5 Kern program, evaluation and fiscal requirements. The visit was also an opportunity to discuss accomplishments and challenges experienced by the program.

Program Summary

Quarterly reports were reviewed to verify milestone progress, timeliness, participant counts and an executive summary detailing community activities. Milestone progress is based on estimated quarterly target projections set by the program coordinator.

Milestone Review:

- FY 2015-16:
 - Of the three milestones tracked by the program, one did not meet its target: parents/guardians who received social service referrals (34%).
- FY 2016-17:
 - Quarter 1: Milestone projections were not met.
 - Quarter 2: Milestone projections were not met.

Timeliness:

- FY 2015-16:
 - Quarters 3-4: Quarterly progress reports, quarterly feedback, and data entry were submitted timely.
- FY 2016-17:
 - Quarters 1-2: Quarterly progress reports, quarterly feedback, and data entry were submitted timely.

Fiscal Summary

Due to unforeseen circumstances, the fiscal portion of the Annual Administrative Review will be completed this summer via telephone interview and e-files.

We appreciate your understanding during this time. If you have any questions, please call Kathy Ives, Chief Finance Officer, at (661)-328-8882.

Recommendations

2015-16: Recommendations:

- No recommendations made.

2016-17: Recommendations:

- No program recommendations were made.

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: Esperanza Contreras, Program Manager
Christine Anami, Director of Finance



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Roland Maier

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

Re: 2015.2.6 – East Kern Family Resource Center

Dear Mr. Tobias:

This letter addresses the results of our Annual Administrative Review conducted on March 21, 2017 of the East Kern Family Resource Center. The objectives of the review determine program compliance with First 5 Kern program, evaluation and fiscal requirements. The visit was also an opportunity to discuss accomplishments and challenges experienced by the program.

Program Summary

Quarterly Reports were reviewed to verify milestone progress, participant counts and an executive summary detailing community activities. Milestone progress is based on estimated quarterly target projections set by the program coordinator.

Milestone Review:

- FY 2015-16:
 - Of the nine milestone tracked by the program, one target was not met: 3.1.3 summer bridge (93%).
- FY 2016-17:
 - Quarters 1-2: All milestone projections were met.

Timeliness:

- FY 2015-16:
 - Quarters 3-4: Quarterly progress reports, quarterly feedback, and data entry were submitted timely.
- FY 2016-17:
 - Quarters 1-2: Quarterly progress reports, quarterly feedback, and data entry were submitted timely.

Fiscal Summary

Due to unforeseen circumstances, the fiscal portion of the Annual Administrative Review will be completed this summer via telephone interview and e-files.

We appreciate your understanding during this time. If you have any questions, please call Kathy Ives, Chief Finance Officer, at (661) 328-8882.

Recommendations

2015-16: Recommendations:

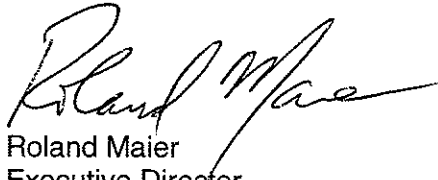
- No recommendations made.

2016-17: Recommendations:

- No program recommendations were made.

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,

A handwritten signature in black ink, appearing to read "Roland Maier". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Roland Maier
Executive Director

cc: Carmen Segovia, Director
Whitney Hughes, Supervisor