



DATE	August 18, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID 354 998 628#

Audit & Pension Committee Agenda

Per Governor's Executive Order N-29-20, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

1. Call to Order

2. Roll Call

Mike Maggard (Chair)
Jimmie Childress

Curtis Floyd
Yolanda Ochoa

Marian Panos

3. Approval of Agenda

4. Public Forum

The public may address the Board of Directors 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 Update: 2022 Q2 Review – Info Item (p. 2-13) | Tracy Webster, Chief Financial Officer
Tom Ming, Pensionmark |
| b. CSD Audit Transmittal Report (TR) 21-002 (FYE 2/28/21) - Info Item (p. 14-16) | Tracy Webster, Chief Financial Officer |
| c. First 5 Kern 2-1-1 Kern Annual Administrative Review - Info Item (p. 17-18) | Martha Gonzalez, Program Supervisor |
| d. First 5 Kern Help Me Grow Kern County Annual Administrative Review - Info Item (p. 19-20) | Jennifer Jordan, 2-1-1 Program Administrator |
| e. First 5 Kern East Kern Family Resource Center Annual Administrative Review - Info Item (p. 21-22) | Freddy Hernandez, Director of Youth & Community Services |
| f. First 5 Kern Oasis Family Resource Center Annual Administrative Review – Info Item (p. 23-24) | Eric Le Barbé, Youth & Community Services Supervisor |

6. Committee Member Comments

7. Next Scheduled Meeting

Audit & Pension Committee
12:00 pm
Thursday, November 17, 2022
5005 Business Park North
Bakersfield, CA 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, CA and online at www.capk.org by 12:00 pm, August 15, 2022. Paula Daoutis, Administrative Coordinator.



Audit & Pension Committee Meeting

August 18, 2022



Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Financial Advisors at Pensionmark may also be registered representatives of CapFinancial Securities, LLC (member SIPC), which is affiliated with Pensionmark through common ownership.

EXECUTIVE SUMMARY



Investment Scoring Summary

Passing	Watch	Review	Not Scored	Total
21	2	1	1	25

Investment Additions

Investment Name	Status	Morningstar Rating
Small Growth		
+ Vanguard Explorer Adm	Passing	****

Investments on Watch

Investment Name	# of Participants	Plan Assets	% of total plan	Status	Quarters Failing Criteria	Morningstar Rating
Allocation--30% to 50% Equity						
▲ Putnam Dynamic Asset Allocation Cnsv Y	12	\$60,827.73	0.90%	Watch	2	***
Allocation--50% to 70% Equity						
▲ Putnam Dynamic Asset Allocation Bal Y	27	\$87,542.59	1.29%	Watch	3	***

Investments Targeted for Review

Investment Name	# of Participants	Plan Assets	% of total plan	Status	Morningstar Rating
Small Growth					
✖ Janus Henderson Triton T	27	\$58,683.60	0.86%	Review	****
+ Vanguard Explorer Adm	0			Passing	****

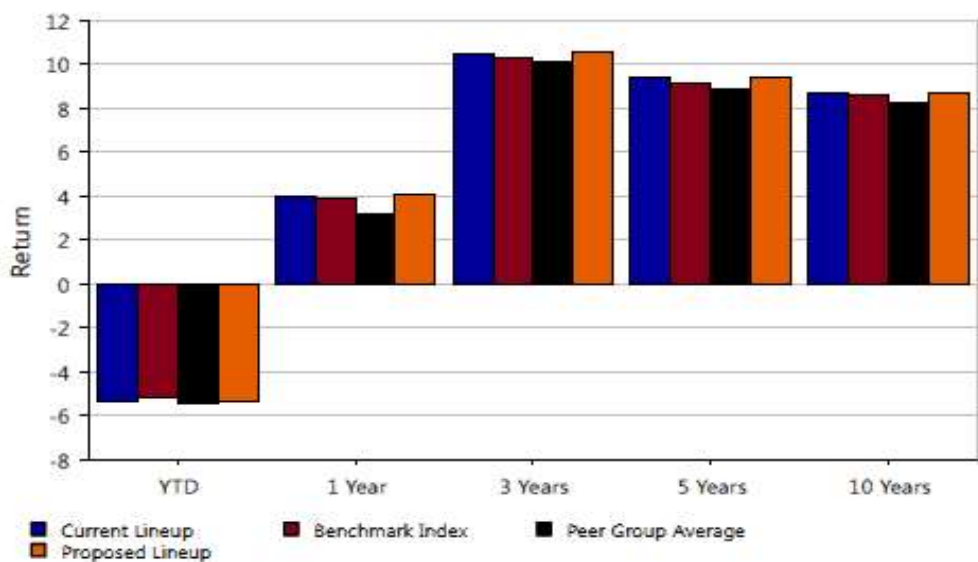
Review : ✖ Watch : ▲ Addition : +

For source information, please see the "Important Disclosures" section of this report.

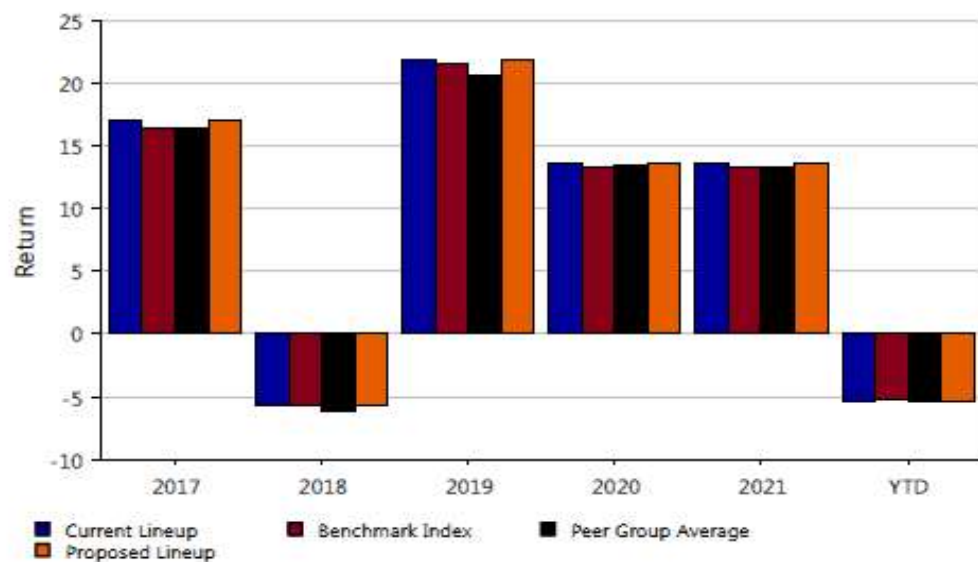
PORTFOLIO | RETURNS



Annualized Returns



Calendar Year Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	-5.37	3.99	10.48	9.39	8.70	0.20
Benchmark Index	-5.21	3.94	10.27	9.19	8.59	NA
Peer Group Average	-5.43	3.20	10.12	8.87	8.26	0.76
Proposed Lineup	-5.34	4.06	10.54	9.42	8.72	0.20

Calendar Year Returns

	2017	2018	2019	2020	2021	YTD	Net Exp.Ratio
Current Lineup	17.00	-5.73	21.94	13.59	13.56	-5.37	0.20
Benchmark Index	16.40	-5.74	21.55	13.26	13.27	-5.21	NA
Peer Group Average	16.38	-6.18	20.63	13.52	13.24	-5.43	0.76
Proposed Lineup	17.03	-5.75	21.94	13.66	13.65	-5.34	0.20

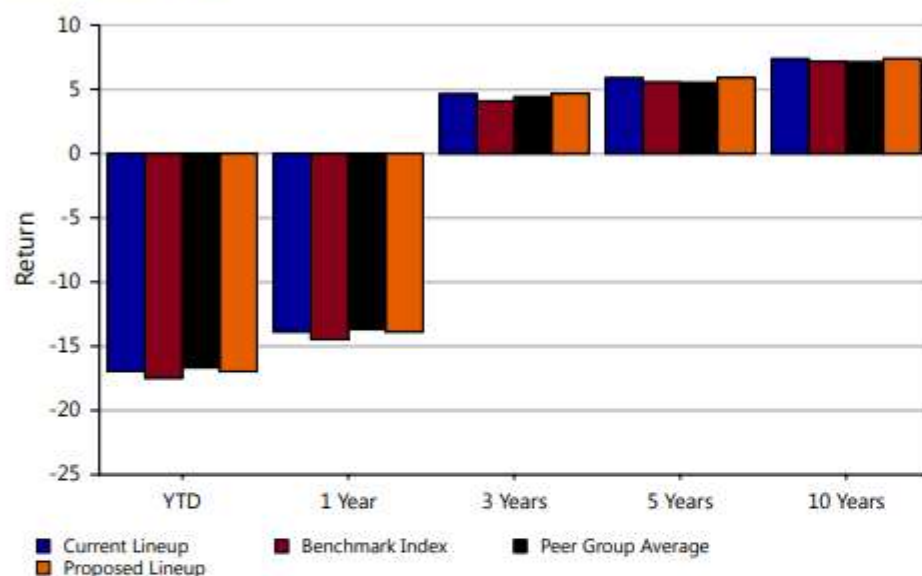
The Benchmark Index is constructed utilizing the underlying indexes of the Plan's investment options weighted in proportion to the asset allocation of the Plan. The underlying indexes are illustrated on the standardized performance pages of the report. For source information, please see the "Important Disclosures" section of this report.

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report.

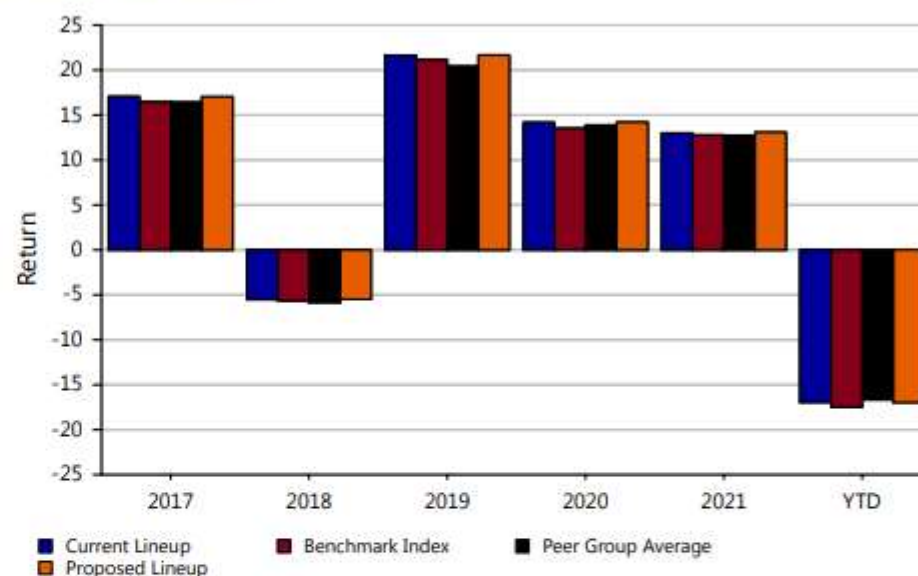
PORTFOLIO | RETURNS



Annualized Returns



Calendar Year Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	-16.95	-13.87	4.63	5.88	7.37	0.16
Benchmark Index	-17.47	-14.47	4.08	5.54	7.17	NA
Peer Group Average	-16.66	-13.69	4.41	5.51	7.11	0.73
Proposed Lineup	-16.96	-13.87	4.67	5.91	7.38	0.15

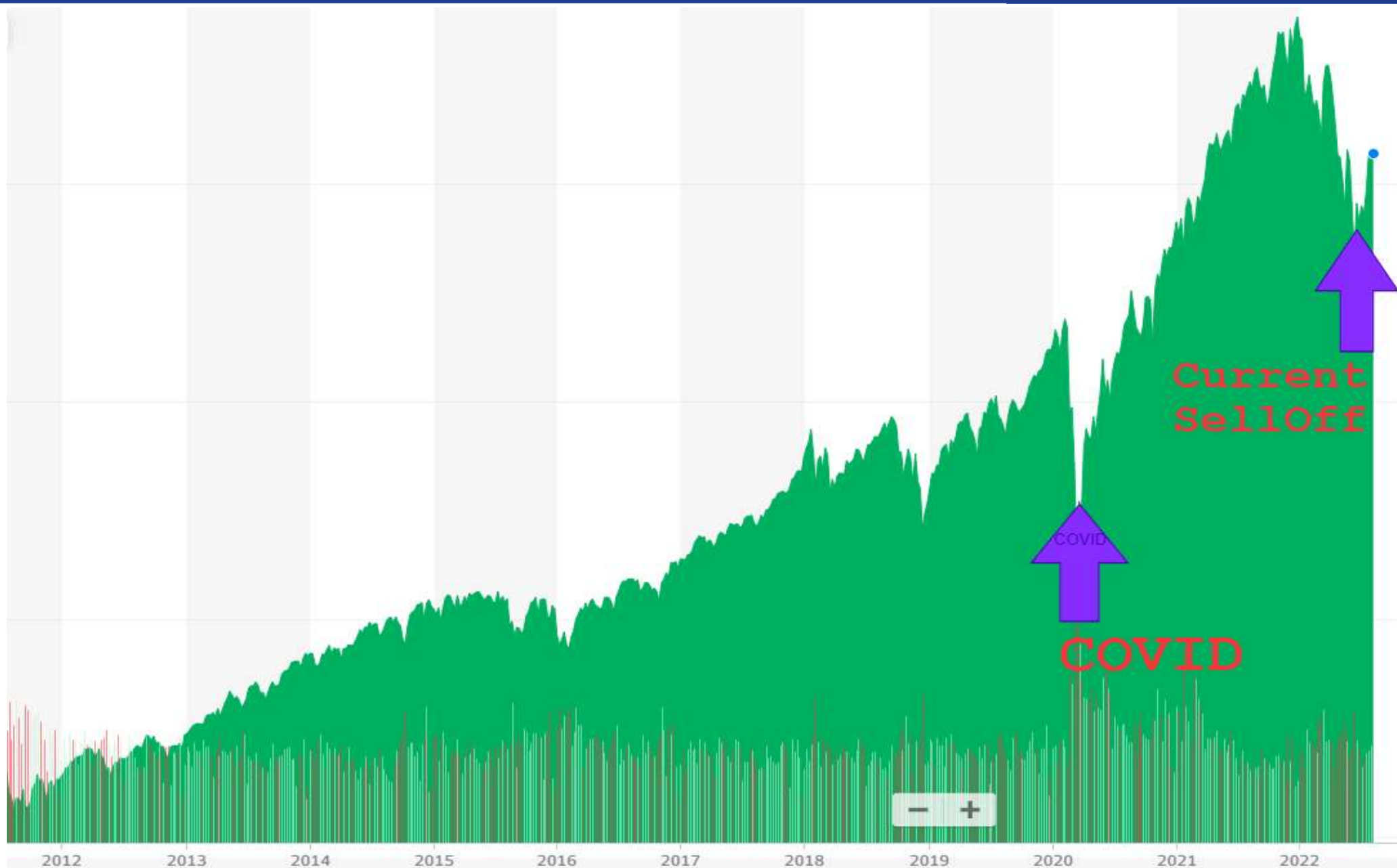
Calendar Year Returns

	2017	2018	2019	2020	2021	YTD	Net Exp.Ratio
Current Lineup	17.06	-5.52	21.65	14.18	12.99	-16.95	0.16
Benchmark Index	16.47	-5.66	21.15	13.53	12.78	-17.47	NA
Peer Group Average	16.43	-5.85	20.43	13.88	12.75	-16.66	0.73
Proposed Lineup	17.03	-5.49	21.67	14.20	13.08	-16.96	0.15

The Benchmark Index is constructed utilizing the underlying indexes of the Plan's investment options weighted in proportion to the asset allocation of the Plan. The underlying indexes are illustrated on the standardized performance pages of the report. For source information, please see the "Important Disclosures" section of this report.

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Market Returns 10 Years & July 1st- July 31st 2022

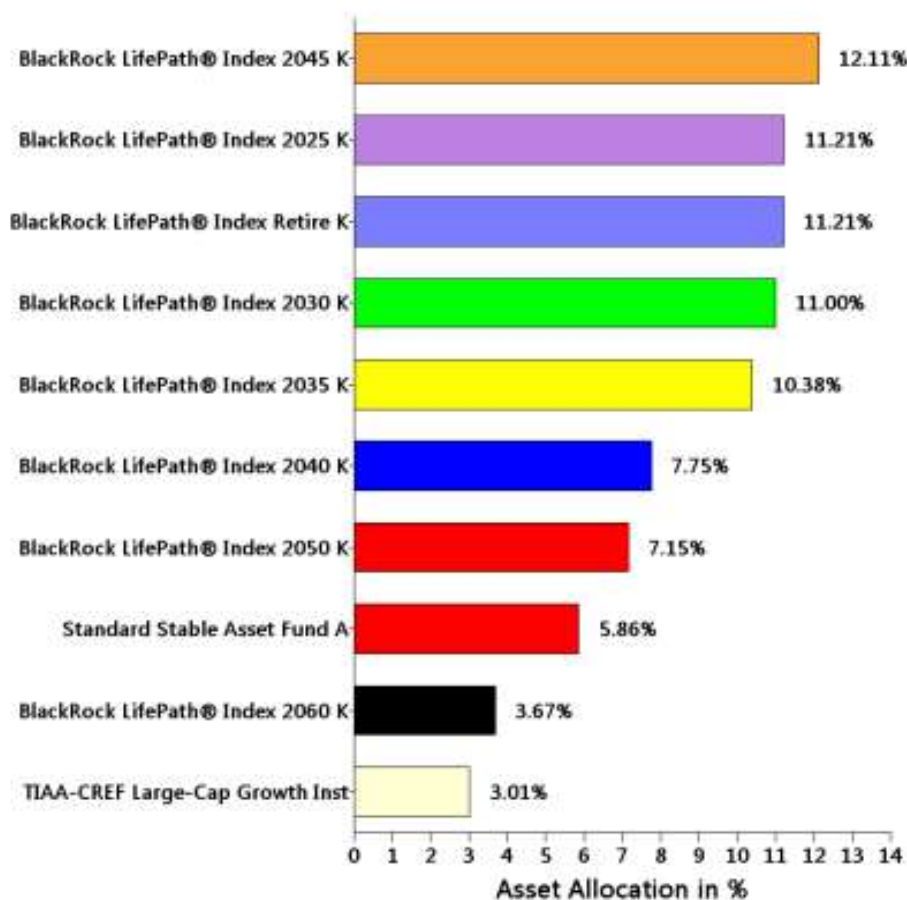


Market Returns 10 Years & July 1st- July 31st 2022

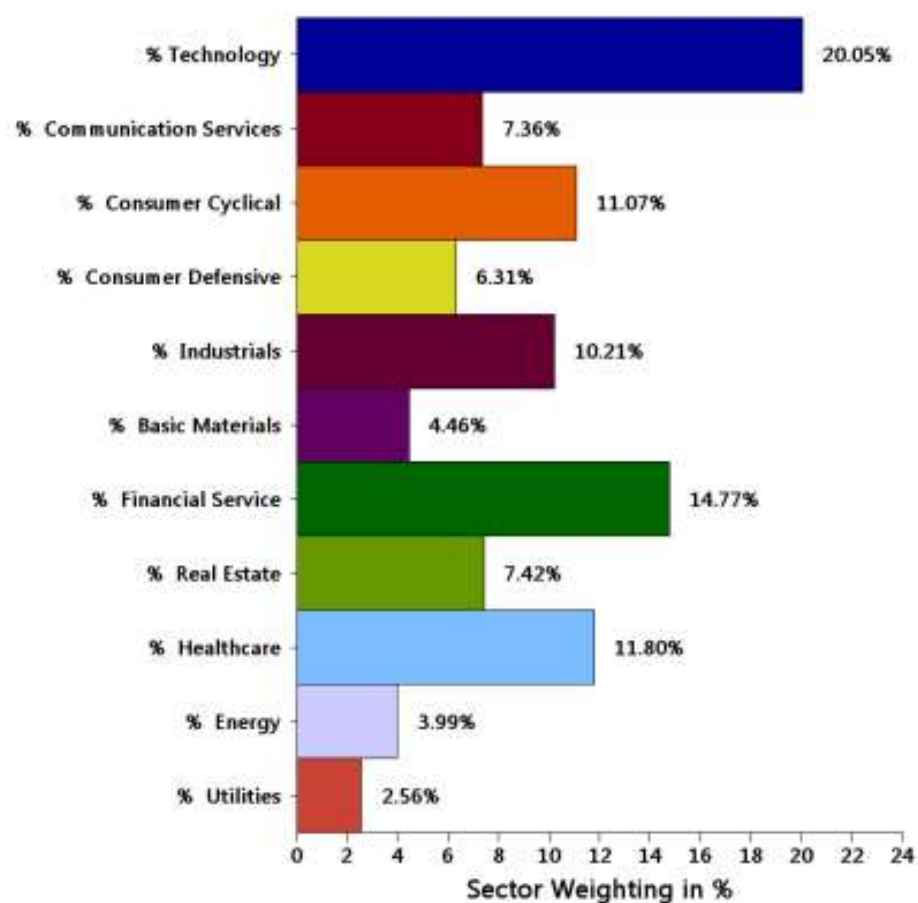


PORTFOLIO | HOLDINGS & SECTOR ALLOCATION

Top 10 Holdings



Sector Allocation



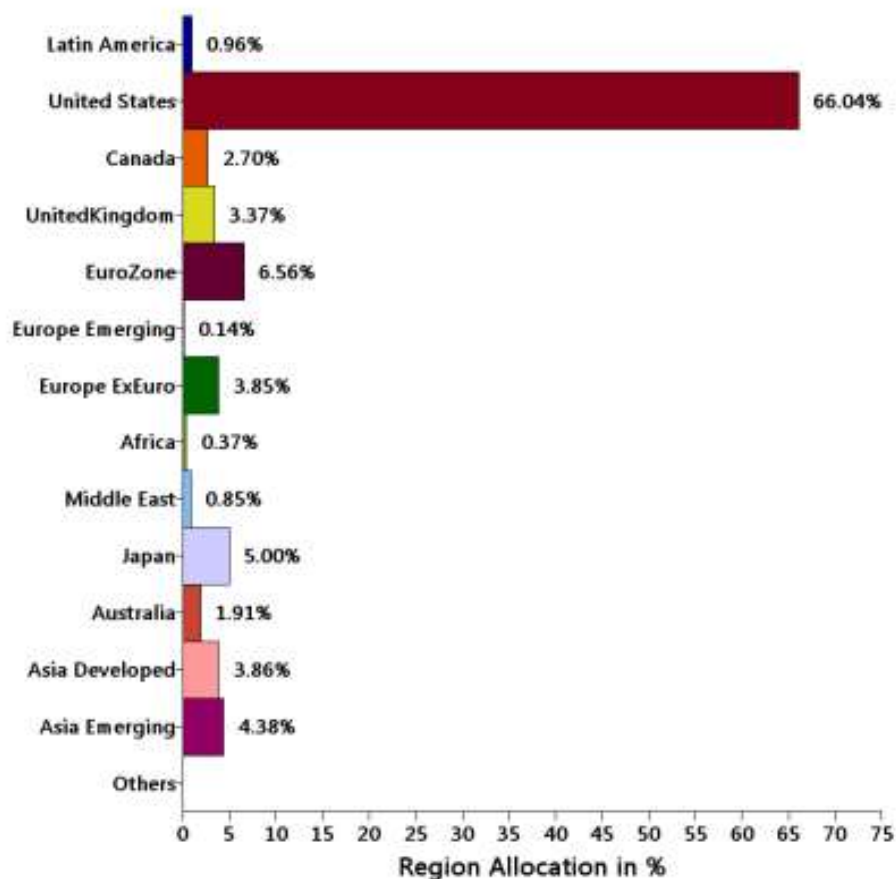
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CAPK

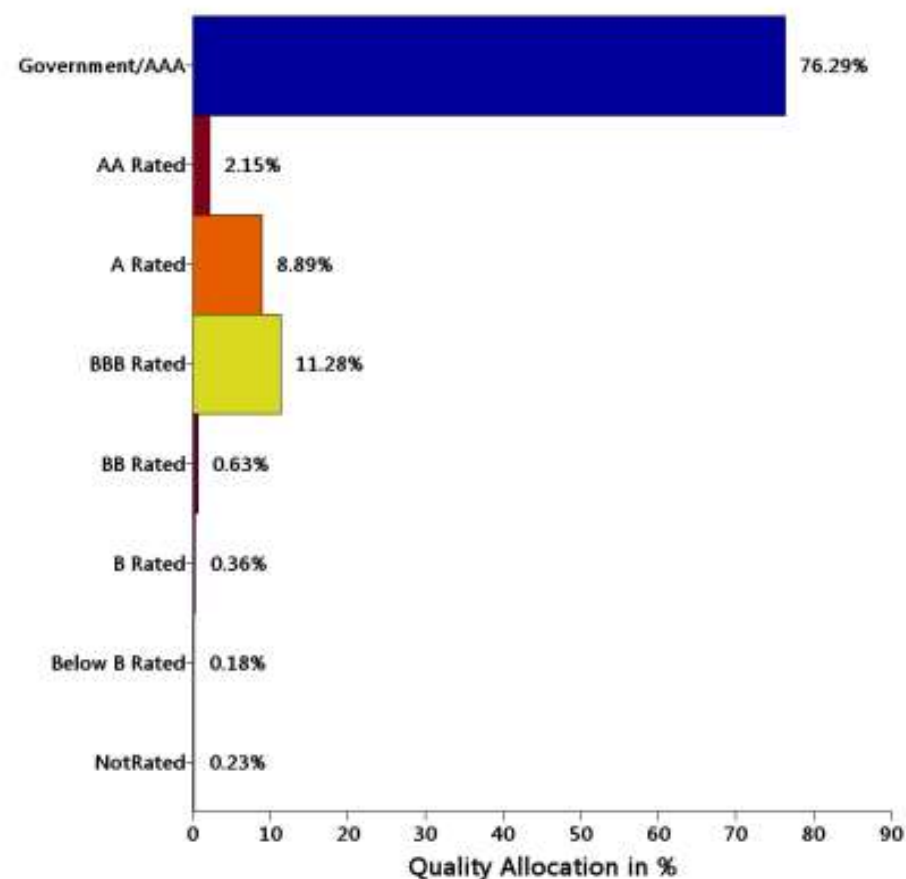
PORTFOLIO | REGION & QUALITY ALLOCATION



Region Allocation



Quality Allocation



For source information, please see the "Important Disclosures" section of this report.

Investment Review- 100 Point Scoring

INVESTMENT SCORECARD | CURRENT & HISTORICAL SCORING



Investment Name	Current Status	# of Participants	Assets	% of Plan	Q1/22	Q4/21	Q3/21	Q2/21	Q1/21	Q4/20	Q3/20
Intermediate Core Bond											
Vanguard Total Bond Market Index Adm - VBTIX	100	39	\$94,125.40	1.39%	100	92	92	92	92	100	100
Allocation--30% to 50% Equity											
▲ Putnam Dynamic Asset Allocation Cnsv Y - PACYX	62	12	\$60,827.73	0.90%	70	68	74	78	70	77	84
Allocation--50% to 70% Equity											
▲ Putnam Dynamic Asset Allocation Bal Y - PABYX	69	27	\$87,542.59	1.29%	71	73	74	72	68	69	71
Allocation--70% to 85% Equity											
Putnam Dynamic Asset Allocation Gr Y - PAGYX	72	9	\$185,828.78	2.74%	82	80	77	79	75	77	82
Target-Date Retirement											
BlackRock LifePath® Index Retire K - LIRKX	86	44	\$761,396.91	11.21%	91	90	90	90	90	90	92
Target-Date 2025											
BlackRock LifePath® Index 2025 K - LIBKX	77	76	\$761,430.50	11.21%	80	79	79	81	82	84	91
Target-Date 2030											
BlackRock LifePath® Index 2030 K - LINKX	82	98	\$747,208.29	11.00%	81	76	77	77	78	79	88
Target-Date 2035											
BlackRock LifePath® Index 2035 K - LUKX	86	85	\$705,104.63	10.38%	85	84	79	79	79	81	88
Target-Date 2040											
BlackRock LifePath® Index 2040 K - LIKKX	90	80	\$526,241.60	7.75%	87	82	82	82	82	80	84
Target-Date 2045											
BlackRock LifePath® Index 2045 K - LIHKX	88	121	\$822,587.10	12.11%	89	85	80	81	81	78	82
Target-Date 2050											
BlackRock LifePath® Index 2050 K - LIPKX	91	109	\$485,858.32	7.15%	90	87	86	86	81	80	82

Investment Review- 100 Point Scoring

INVESTMENT SCORECARD | CURRENT & HISTORICAL SCORING



Investment Name	Current Status	# of Participants	Assets	% of Plan	Q1/22	Q4/21	Q3/21	Q2/21	Q1/21	Q4/20	Q3/20
Target-Date 2055											
BlackRock LifePath® Index 2055 K - LIVKX	89	84	\$192,663.42	2.84%	90	87	85	84	81	80	82
Target-Date 2060											
BlackRock LifePath® Index 2060 K - LIZKX	87	120	\$249,557.49	3.67%	88	83	80	82	79	81	81
Large Value											
MFS Value R6 - MEIKX	75	23	\$98,159.20	1.45%	76	88	90	82	85	90	96
Large Blend											
iShares S&P 500 Index K - WFSPX	100	27	\$77,751.65	1.14%	100	100	100	100	100	100	100
Large Growth											
TIAA-CREF Large-Cap Growth Inst - TILGX	71	45	\$204,629.40	3.01%	75	82	87	93	98	88	86
Mid-Cap Value											
Allspring Special Mid Cap Value Inst - WFMIX	93	9	\$3,774.70	0.06%	92	90	82	82	81	89	89
Mid-Cap Blend											
Vanguard Mid Cap Index Admiral - VIMAX	100	7	\$50,627.71	0.75%	100	100	100	100	100	100	100
Mid-Cap Growth											
MassMutual Mid Cap Growth I - MEFZX	73	41	\$112,961.68	1.66%	72	72	70	67	68	68	70
Small Value											
DFA US Targeted Value I - DFFVX	96	38	\$26,769.12	0.39%	96	92	87	85	85	80	80
Small Growth											
✖ Janus Henderson Triton T - JATTX	60	27	\$58,683.60	0.86%	70	71	69	66	66	72	75
➕ Vanguard Explorer Adm - VEXRX	93	0			90	86	84	83	86	85	85

Investment Review- 100 Point Scoring

INVESTMENT SCORECARD | CURRENT & HISTORICAL SCORING



Investment Name	Current Status	# of Participants	Assets	% of Plan	Q1/22	Q4/21	Q3/21	Q2/21	Q1/21	Q4/20	Q3/20
Foreign Large Blend											
Hartford International Opportunities R6 - HIOVX	84	6	\$10,259.86	0.15%	90	90	88	87	88	96	96
Diversified Emerging Mkts											
American Funds New World R6 - RNWGX	94	34	\$60,368.53	0.89%	97	97	95	95	95	96	95
Real Estate											
Principal Real Estate Securities Inst - PIREX	85	3	\$9,472.72	0.14%	86	88	90	90	86	93	94

Review : Watch : Addition :

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.

For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.



DAVID SCRIBNER
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

July 7, 2022

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

Dear Mr. Tobias:

Audit Transmittal Report (TR) 21-002 (FYE 2/28/21)

The Department of Community Services and Development (CSD) has performed a desk review of an audit report submitted to this office by the Community Action Partnership of Kern, or the auditor identified below. This review is conducted in accordance with the provisions of Office of Management and Budget (OMB) Title 2, Code of Federal Regulations (CFR), Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," Subpart F, Section §200.500 et seq.

Auditor: Daniells Phillips Vaughan & Bock

Audit Period: 3/1/20 – 2/28/21

Contract Numbers: 17C-4010, 18T-8012, 19B-5012, 19F-4417, 19F-4463, 19T-9011, 20B-2012, 20C-6008, 20F-3015, 20F-3654, 20U-2561, 21B-5012, and 21F-4015

Report Date: Nov. 10, 2021 **Date Received:** Dec. 6, 2021 **FAC Date:** Dec. 3, 2021

This desk review of the single audit report ensures that applicable standards have been met and determines if outstanding matters must be resolved before the audit is closed. This review is solely based on the Single Audit desk review for the fiscal year ended February 28, 2021, and is not part of any other audit or investigation. Based on our review, we have the following comments or actions required.

CONTRACT NUMBERS: 17C-4010, 18T-8012, 19B-5012, 19F-4417, and 19F-4463

The terms of these contracts were covered in the audited period. Since there were no audit findings requiring corrective action, Audit Services Unit considers these contracts closed.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (SEFA) (REPEAT)

The SEFA does not breakdown the Low-Income Home Energy Assistance Program (LIHEAP) contracts by program component. The LIHEAP contract has two components; Weatherization and ECIP/HEAP/Assurance 16. The expenditures related to these two separate programs need to be identified individually on the SEFA in the next single audit.

INTEREST INCOME

It appears that the Agency does not report its interest income expenditures on the Supplemental Statements of Revenue and Expenditures (SSREs) for contract numbers 17C-4010 and 19B-5012.

Action Required

1. In the future, please ensure the Agency reports its interest income expenditures on the SSREs.

RELATED CONCERNS

The single audit report identified two instances of noncompliance which are required to be reported in accordance with the Uniform Guidance. Although these instances don't appear to be directly related to CSD's pass-through funding; concerns exist that CSD's programs may have similar issues. CSD considers these issues closed since the agency provided planned corrective actions. However, CSD will review next year's single audit report to ensure the agency implemented the corrective actions.

CONTRACT NUMBERS: 19T-9011, 20B-2012, 20C-6008, 20F-3015, 20F-3654, 20U-2561, 21B-5012, and 21F-4015

The terms of these contracts extend beyond the audit reporting period. Please ensure these contracts are included in the next Single Agency-Wide Audit; and revenues and expenditures are identified by contract numbers, components, and Federal Catalog numbers for the Federal Funding.

Jeremy Tobias
July 7, 2022

Our review did not disclose any other findings requiring corrective actions that have not already been addressed. Therefore, the audit has been closed. If the agency has any questions or requires additional information, please reference the subject TR number. I may be contacted at (916) 570-7930 or Jeffry.Takili@csd.ca.gov.

Thank you for your dedication and commitment to serve low-income individuals and families throughout the state. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to, not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,

Jeffry Takili

JEFFRY TAKILI
CSD Management Auditor
Audit Services Unit

c: Fred Plane, Chairman of the Board
Daniells Phillips Vaughan & Bock



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

May 31, 2022

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

Re: 2020.2.05 – 2-1-1 Kern County

Dear Mr. Tobias:

This letter addresses the results of an annual administrative review analysis conducted of the 2-1-1 Kern County program. The objective of the annual administrative review is to determine if the program has fulfilled the evaluation, fiscal, and contractual program requirements outlined in the agreement. The summary below captures an examination of fiscal year 2020-21 and the current progress in the fiscal year 2021-22 quarters one and two (Q1, Q2).

Program Summary

Quarterly reports were analyzed to verify the progress of performance measures, timeliness, program activities, and potential issues/challenges detailed in the program executive summary. Performance measure progress is based on quarterly target projections set by the program coordinator.

Performance Measure Review:

- Fiscal Year 2020-21:
 - All performance measure annual targets listed in the Scope of Work-Evaluation Plan were met.
- Fiscal Year 2021-22:
 - 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 Officer's feedback.

- Fiscal Year 2020-21:
 - Of the 12 entries and follow-up items required, 10 were not submitted on time.
- Fiscal Year 2021-22:
 - All program entries and follow-up items were submitted on time for Q1 and Q2.

Commissioners

John Nilon
Chair

Russell Judd
Vice Chairperson

Jennie Sill
Secretary

Brynn Carrigan
Treasurer

Supervisor David Couch

Lito Morillo

Kelly Richers

Debbie Wood

Lisa Gilbert, Ed.D.

Alternate Commissioners

Supervisor Leticia Perez

Maria Bermudez

Ana Mena, Psy.D

Amy Rutledge

Executive Director

Roland Maier



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.

Fiscal Compliance Review:

- Fiscal Year 2020-21:
 - All fiscal compliance items were met.
- Fiscal Year 2021-22:
 - 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 entries, and the Annual Audit report.

- Fiscal Year 2020-21:
 - Of the 13 fiscal items required, 1 was not submitted on time.
 - Quarter 2: Fiscal Executive Summary (Due 1/31/21, submitted 4/30/21)
- Fiscal Year 2021-22:
 - All fiscal items were submitted on time for Q1 and Q2.

Recommendations

Fiscal Year 2020-21:

- No recommendations.

Fiscal Year 2021-22:

- 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 feel free to contact your respective program or finance officer.

The pandemic has underscored the importance of understanding the needs of the families we serve. First 5 Kern appreciates the incredible dedication and innovative methods program staff have taken to assure families are supported. First 5 Kern strives to champion service delivery and success for all programs during these challenging times. Please continue to provide program updates and address challenges with the assigned First 5 Kern staff.

Sincerely,



Roland Maier
Executive Director

cc: Traco Matthews, Chief Program Officer
Jennifer Jordan, Program Administrator



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

May 31, 2022

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

Re: 2020.1.06 – Help Me Grow Kern County

Dear Mr. Tobias:

This letter addresses the results of an annual administrative review analysis conducted of the Help Me Grow Kern County program. The objective of the annual administrative review is to determine if the program has fulfilled the evaluation, fiscal, and contractual program requirements outlined in the agreement. The summary below captures an examination of fiscal year 2020-21 and the current progress in the fiscal year 2021-22 quarters one and two (Q1, Q2).

Program Summary

Quarterly reports were analyzed to verify the progress of performance measures, timeliness, program activities, and potential issues/challenges detailed in the program executive summary. Performance measure progress is based on quarterly target projections set by the program coordinator.

Performance Measure Review:

- Fiscal Year 2020-21:
 - Of the 6 performance measures listed in the Scope of Work-Evaluation Plan, 1 was not met:
 - 1.3.1. Developmental Screenings (77%)
- Fiscal Year 2021-22:
 - After reviewing Q1 and Q2, the following performance measure is an area of concern:
 - 1.3.1. Developmental Screenings (38%)

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

- Fiscal Year 2020-21:
 - Of the 12 entries and follow-up items required, 10 were not submitted on time.
- Fiscal Year 2021-22:
 - All program entries and follow-up items were submitted on time for Q1 and Q2.

Commissioners

John Nilon
Chair

Russell Judd
Vice Chairperson

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Executive Director

Roland Maier



Fiscal Summary

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

Fiscal Compliance Review:

- Fiscal Year 2020-21:
 - All fiscal compliance items were met.
- Fiscal Year 2021-22:
 - All fiscal compliance items were met for Q1 and Q2.

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

- Fiscal Year 2020-21:
 - Of the 13 fiscal items required, 1 was not submitted on time.
 - Quarter 2: Fiscal Executive Summary (Due 1/31/21, submitted 2/11/21)
- Fiscal Year 2021-22:
 - All fiscal items were submitted on time for Q1 and Q2.

Recommendations

Fiscal Year 2020-21:

- No recommendations.

Fiscal Year 2021-22:

- 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 feel free to contact your respective program or finance officer.

The pandemic has underscored the importance of understanding the needs of the families we serve. First 5 Kern appreciates the incredible dedication and innovative methods program staff have taken to assure families are supported. First 5 Kern strives to champion service delivery and success for all programs during these challenging times. Please continue to provide program updates and address challenges with the assigned First 5 Kern staff.

Sincerely,



Roland Maier
Executive Director

cc: Traco Matthews, Chief Program Officer
Jennifer Jordan, Program Administrator



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May 31, 2022

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

Re: 2020.2.06 – East Kern Family Resource Center

Dear Mr. Tobias:

This letter addresses the results of an annual administrative review analysis conducted of the East Kern Family Resource Center program. 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 agreement. The summary below captures an examination of fiscal year 2020-21 as well as the current progress in fiscal year 2021-22 quarters one and two (Q1, Q2).

Program Summary

Quarterly reports were analyzed to verify the progress of performance measures, timeliness, program activities, and potential issues/challenges detailed in the program executive summary. Performance measure progress is based on quarterly target projections set by the program coordinator.

Performance Measure Review:

- Fiscal Year 2020-21:
 - Of the 10 performance measures listed in the Scope of Work-Evaluation Plan, 2 were not met:
 - 3.1.1. Center-Based Activities (72%)
 - 4.2.1. Collaborative Meetings (89%)
- Fiscal Year 2021-22:
 - 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 Officer's feedback.

- Fiscal Year 2020-21:
 - All program entries and follow-up items were submitted on time.
- Fiscal Year 2021-22:
 - All program entries and follow-up items were submitted on time for Q1 and Q2.

Commissioners

John Nilon
Chair

Russell Judd
Vice Chairperson

Jennie Sill
Secretary

Brynn Carrigan
Treasurer

Supervisor David Couch

Lito Morillo

Kelly Richers

Debbie Wood

Lisa Gilbert, Ed.D.

Alternate Commissioners

Supervisor Leticia Perez

Maria Bermudez

Ana Mena, Psy.D

Amy Rutledge

Executive Director

Roland Maier



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.

Fiscal Compliance Review:

- Fiscal Year 2020-21:
 - All fiscal compliance items were met.
- Fiscal Year 2021-22:
 - 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 entries, and the Annual Audit report.

- Fiscal Year 2020-21:
 - All fiscal items were submitted on time.
- Fiscal Year 2021-22:
 - All fiscal items were submitted on time for Q1 and Q2.

Recommendations

Fiscal Year 2020-21:

- No recommendations.

Fiscal Year 2021-22:

- 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 feel free to contact your respective program or finance officer.

The pandemic has underscored the importance of understanding the needs of the families we serve. First 5 Kern appreciates the incredible dedication and innovative methods program staff have taken to assure families are supported. First 5 Kern strives to champion service delivery and success for all programs during these challenging times. Please continue to provide program updates and address challenges with the assigned First 5 Kern staff.

Sincerely,



Roland Maier
Executive Director

cc: Freddy Hernandez, Director of Youth and Community Services
Matthew Buck, Program Supervisor



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

May 31, 2022

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

Re: 2020.2.18 – Oasis Family Resource Center

Dear Mr. Tobias:

This letter addresses the results of an annual administrative review analysis conducted of the Oasis Family Resource Center program. 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 agreement. The summary below captures an examination of fiscal year 2020-21 as well as the current progress in fiscal year 2021-22 quarters one and two (Q1, Q2).

Program Summary

Quarterly reports were analyzed to verify the progress of performance measures, timeliness, program activities, and potential issues/challenges detailed in the program executive summary. Performance measure progress is based on quarterly target projections set by the program coordinator.

Performance Measure Review:

- Fiscal Year 2020-21:
 - Of the 11 performance measures listed in the Scope of Work-Evaluation Plan, 6 were not met:
 - 2.1.4. Case Management [Parents/Guardians] (0%)
 - 2.1.7. Case Management [Children] (0%)
 - 2.2.1. Parent Education [Court Mandated] (0%)
 - 3.1.2. Home-Based Activities (0%)
 - 3.1.3. Summer Bridge Activities (60%)
 - 4.2.1. Collaborative Meetings (38%)
- Fiscal Year 2021-22:
 - 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 Officer's feedback.

- Fiscal Year 2020-21:
 - All program entries and follow-up items were submitted on time for Q3 and Q4.
- Fiscal Year 2021-22:
 - All program entries and follow-up items were submitted on time for Q1 and Q2.

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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.

Fiscal Compliance Review:

- Fiscal Year 2020-21:
 - All fiscal compliance items were met for Q3 and Q4.
- Fiscal Year 2021-22:
 - 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, and Sustainability entries.

- Fiscal Year 2020-21:
 - All fiscal items were submitted on time for Q3 and Q4.
- Fiscal Year 2021-22:
 - All fiscal items were submitted on time for Q1 and Q2.

Recommendations

Fiscal Year 2020-21:

- No recommendations.

Fiscal Year 2021-22:

- 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 feel free to contact your respective program or finance officer.

The pandemic has underscored the importance of understanding the needs of the families we serve. First 5 Kern appreciates the incredible dedication and innovative methods program staff have taken to assure families are supported. First 5 Kern strives to champion service delivery and success for all programs during these challenging times. Please continue to provide program updates and address challenges with the assigned First 5 Kern staff.

Sincerely,



Roland Maier
Executive Director

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