



DATE	February 26, 2021
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: 189 254 192 #

Board of Directors Meeting Agenda

Per Governor's Executive Order N-25-20, 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

I. Call to Order

a. Roll Call

Michael Bowers	Ariana Joven	Michele Shain
Kevin Burton	Chase Nunneley	Megan Silva
Don Bynum	Gina Pettit	Chei Whitmore
Nila Hogan	Fred Plane	

II. Approval of Agenda

III. Approval of Meeting Minutes

a. Minutes of January 29, 2021 Board of Directors Meeting – **Action Item (p. 2-4)**

IV. Introduction of Guests / 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.

V. New Business

a. Committee Chairperson Assignments – **Info Item (p. 5)**

Kevin Burton, Board Chair

b. Staff update on Food Bank Capital Campaign – **Info Item**

Kayla Nelson, Associate Director of Development
Emilio Wagner, Director of Operations

VI. Board Member Comments

VII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Friday, March 26, 2021
5005 Business Park North
Bakersfield, CA 93309

VIII. 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, February 23, 2021. Kayla Wofford-Nelson, Associate Director of Development.



DATE	January 29, 2021
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: 573 576 878#

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION

Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevin Burton called the meeting to order at 12:02 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Michael Bowers, Kevin Burton, Don Bynum, Nila Hogan, Ariana Joven, Chase Nunneley, Gina Pettit, Fred Plane, Michele Shain, Megan Silva, Chei Whitmore

Absent: None

Others Present: Jeremy Tobias, Chief Executive Officer; Lorraine Casillas, Director of Finance; Lisa McGranahan, Director of Human Resources; Traco Matthews, Chief Program Manager; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Tracy Webster, Chief Financial Officer; other CAPK staff; and Alex Dominguez and Chris Hamilton of Klein DeNatale Goldner Law Firm.

II. Approval of Agenda

Motion was made and seconded to approve the Agenda for January 29, 2021. Carried by unanimous vote (Whitmore/Joven).

III. Approval of Meeting Minutes

a. Minutes of December 8, 2020 Board of Directors Meeting – **Action Item**

Motion was made and seconded to approve the minutes from December 8, 2020. Carried by unanimous vote (Bowers/Bynum).

IV. Introduction of Guests / Public Forum

No one addressed the Board.

V. New Business

a. Recruitment of Associate Director of Development – Pritika Ram, Director of Administration – **Info Item**

Pritika Ram explained the recruitment process for the Associate Director of Development that included an ad-hoc committee who participated in the interview process.

- b. Committee Assignments – Kevin Burton, Board Chair – **Action Item**
 - 1. Bylaws Committee
 - 2. Budget & Finance Committee
 - 3. Fundraising & Events Committee
 - 4. Executive Committee

Board Chair Kevin Burton presented the CAPK Foundation Committee assignments for approval.

Motion was made and seconded to accept the CAPK Foundation Committee assignments. Carried by unanimous vote (Bowers/Silva).

- c. Foundation Official Documents – Pritika Ram, Director of Administration – **Info Item**
 - 1. EIN Confirmation Letter
 - 2. California Secretary of State – Corporation – Statement of Information C4625342

Pritika Ram reported that the above documents were received and filed.

- d. 2021 CAPK Foundation SharePoint Link – Pritika Ram, Director of Administration – **Info Item**

Pritika Ram advised the Board that staff has created a SharePoint folder that contains the Foundation Board documents for their viewing at any time. Paula Daoutis previously shared the link via email.

- e. Staff Update on Food Bank Capital Campaign – Pritika Ram, Director of Administration – **Info Item**

Pritika Ram provided an update to the Board regarding staff's efforts to solicit support for the Food Bank Expansion project and city CDBG funding application with local councilmembers to discuss the case for support. Jeremy Tobias added that the tone of the meetings have been very positive and is hopeful that the City will approve the CDBG grant request, which will have a significant impact on achieving the overall fundraising goal for the Food Bank Expansion project.

- f. Presentation of the Ralph M. Brown Act – Jeremy Tobias, Chief Executive Officer – **Info Item**

Jeremy Tobias introduced Alex Dominguez, attorney from Klein DeNatale Goldman law firm, who provided a slide show presentation and narrative of the Brown Act rules and regulations that both the CAPK and CAPK Foundation Boards must follow.

Michael Bowers asked if members of the Foundation Board need to complete the 700 form. Alex Dominguez said it applies to government officials but he will double check and get back to staff.

VII. **Board Member Comments**

No comments

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Friday, February 26, 2021
5005 Business Park North
Bakersfield, CA 93309

IX. Adjournment

The meeting was adjourned at 12:55 pm



BOARD OF DIRECTORS 2021 STANDING COMMITTEE ROSTER

Revised 2/23/21

EXECUTIVE COMMITTEE

Meets July & December, and as Needed

Kevin Burton, Chair
Ariana Joven, Vice Chair
Megan Silva, Chair of Budget & Finance Committee
Fred Plane, Chair of Bylaws Committee
Michael Bowers, Chair of Fundraising / Events Committee

Primary Support Staff Contact

Jeremy Tobias
 Chief Executive Officer

BUDGET & FINANCE COMMITTEE

Meets Tuesdays (2nd week of the month)

Megan Silva, Chair
Chase Nunneley
Michele Shain
Chei Whitmore
Fred Plane

Primary Support Staff Contact

Tracy Webster
 Chief Financial Officer

FUNDRAISING / EVENTS COMMITTEE

Meets Tuesdays (3rd week of the month)

Michael Bowers, Chair
Don Bynum
Nila Hogan
Gina Petit

Primary Support Staff Contact

Kayla Wofford-Nelson, Associate Director of
 Development
 Traco Matthews, Chief Program Officer

BYLAWS COMMITTEE

Meets Quarterly (First Tuesday of the Month)

Fred Plane, Chair
Nila Hogan
Chase Nunneley
Michele Shain

Primary Support Staff Contact

Pritika Ram, Director of Administration
 Chief Financial Officer

BOARD CHAIR, KEVIN BURTON (EX-OFFICIO MEMBER) ON ALL COMMITTEES