



DATE	March 10, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	<a href="#">Click here to join the meeting</a>
PHONE NUMBER	(213) 204-2374 / ID: 446 174 55#

## Personnel & Affirmative Action Committee 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

### 1. Call to Order

### 2. Roll Call

Jimmie Childress  
Yolanda Ochoa

Craig Henderson  
Fred Plane

Michelle Jara-Rangel

### 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. Head Start / State Child Development Revised Job Descriptions & Org Structure – <b>Action Item (p. 2-19)</b> | Jerry Meade, HS Assistant Director - Program          |
| b. CalFresh Healthy Living Program Revised Job Description – <b>Action Item (p. 20-27)</b>                      | Tammy Fisher, CalFresh Healthy Living Program Manager |
| c. CalFresh Healthy Living Program Manager Title Change – <b>Action Item (p. 28-32)</b>                         | Carmen Segovia, Director of Health & Nutrition        |
| d. Community Development Division New Staffing Positions – <b>Action Item (p. 33-51)</b>                        | Sheila Shegos, Director of Community Development      |
| e. Proposal for New Finance Position – <b>Action Item (p. 52-56)</b>  | Tracy Webster, Chief Financial Officer                |

### 6. Committee Member Comments

### 7. Next Scheduled Meeting

Personnel & Affirmative Action Committee  
12:00 pm  
Wednesday, April 7, 2021  
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](http://www.capk.org) by 12:00 pm, March 5, 2021. Paula Daoutis, Administrative Coordinator.*