



DATE	August 27, 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: 381 498 040#

Board of Directors Meeting 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

I. Call to Order

a. Roll Call

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

II. Public Comment

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.

III. Consent Agenda

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Board or Public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed – **Action Item**

- a. Minutes from the CAPK Foundation Board of Directors meeting on June 25, 2021 **(p. 3-4)**
- b. Minutes from the CAPK Foundation Board Executive Committee meeting on July 16, 2021 **(p. 5-6)**

IV. New Business

- a. Personnel Update – Director of Development Recruitment – **Info Item (Verbal Report)** Pritika Ram, Director of Administration
- b. Board Engagement 6-Month Interview Check-In – **Info Item (Verbal Report)** Pritika Ram, Director of Administration
- c. Community Action Partnership of Kern Presentation – **Info Item (Verbal Report)** Pritika Ram, Director of Administration
- d. Food Bank Capital Campaign Update – **Info Item (Verbal Reports)** Pritika Ram, Director of Administration
 - 1. Construction Update Emilio Wagner, Director of Operations
 - 2. Funding Update Lisa McKay, Senior Community Development Specialist
 - 3. Community Engagement Plan Pritika Ram, Director of Administration

V. Board Member Comments

VI. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Friday, September 24, 2021
5005 Business Park North
Bakersfield, CA 93309

VII. 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 24, 2021. Paula Daoutis, Administrative Coordinator.



DATE	June 25, 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: 201 806 384#

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 12:01 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: Kevin Burton, Nila Hogan, Ariana Joven, Chase Nunneley, Fred Plane, Chei Whitmore

Absent: Michael Bowers, Don Bynum, Gina Pettit, Megan Silva, Michele Shain

Others Present: Jeremy Tobias, Chief Executive Officer; Traco Matthews, Chief Program Manager; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; Kayla Wofford-Nelson, Associate Director of Development; other CAPK staff and Aashika Patel and Victor Vasquez from CCS Fundraising.

II. Public Comments

No one addressed the Board.

III. Consent Agenda

Motion was made and seconded to approve all items on the Consent Agenda. Carried by unanimous vote (Whitmore/Hogan).

IV. Regular Business

- a. Maximizing Your Impact as a Nonprofit Board Member – Pritika Ram, Director of Administration and Aashika Patel, Sr. Vice President of CCS Fundraising – **Info Item**

Aashika Patel provided detailed summary of the 10 key responsibilities of nonprofit board members, the essentials of developing annual individual work plans, and determining an accountability partner with staff to help meet your board member plans.

- b. Virtual Food Bank Tour – Emilio Wagner, Director of Operations – **Info Item**

Emilio Wagner presented a virtual tour of the Food Bank Expansion Project.

c. Staff Update – Pritika Ram, Director of Administration – *Info Item*

Pritika Ram provided the following updates:

- CCS Fundraising team has made a significant impact to build out the Foundation and has completed two months of the three-month commitment.
- Staff is building the case for support for the Foundation and will be completing the board solicitation and continue to research donor prospects.
- Staff is working alongside the Wonderful Company to customize a donor packet for their service area. The Wonderful Company liaison is interested in supporting at a mid-size donation.
- Staff visited the Fresno Food Bank to view their operations and logistics and inventory control systems.
- The American Rescue Plan Act (ARPA) has funds allocated to local government, and staff is staying in close communication with staff from both the City and County.
- Staff has been in communication with Congressman Valadao’s office regarding a significant funding opportunity. Pritika Ram also stated that an award in the amount of \$130,000 was received for a refrigerated food truck for the Food Bank.
- Outreach events – The Kern County Fair will be returning and CAPK will be the recipient of the Annual Food Drive where Fair attendees can donate 5 cans of food in exchange for one day of entry to the Fair on September 29th. Members of the governing CAPK Board and the Foundation Board will be asked to participate.
- Pritika Ram stated that she is requesting a change for the date of the July Executive Committee meeting and stated that there is a need to push the timing up by one week due to time sensitivity.
- Pritika Ram reported that many Board Members have requested to begin in-person meetings soon. Hybrid meetings will be offered in August if COVID case numbers continue to decrease and if approved by CAPK leadership staff.

VII. Board Member Comments

No Comments.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Friday, August 27, 2021
5005 Business Park North
Bakersfield, CA 93309

IX. Adjournment

The meeting was adjourned at 12:59 pm



DATE	July 16, 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: 359 203 360#

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION Executive Committee Minutes

I. Call to Order

Board Chair Kevin Burton called the meeting to order at 12:01 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: Kevin Burton, Ariana Joven, Megan Silva, Fred Plane

Absent: Michael Bowers

Others Present: Jeremy Tobias, Chief Executive Officer; Traco Matthews, Chief Program Manager; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff

II. Public Comments

No one addressed the Board.

III. Regular Business

a. Organizational Review – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram provided the staffing update and stated that the original plan to bring on an Associate Director of Development did not meet expectations. After further review by the executive staff and discussions with the Foundation's Board Chair and Vice Chair, it was determined it is in the best interest of the Foundation to upgrade the position to Director of Development that will bring a higher level of experience and knowledge to the position. The proposed job description is attached and outlines increased responsibilities.

Pritika explained that if approved by the Foundation's Executive Committee, this agenda item will be placed on CAPK's Board Executive Committee Agenda for final approval on July 21, 2021.

Jeremy Tobias added that this change will fit within the existing current year budget.

Motion was made and seconded to approve the Director of Development Job Description. Carried by unanimous vote (Joven/Silva).

Jeremy Tobias also added that a Community Project Funding request previously submitted to Congressman Valadao through the Subcommittee on Transportation, and Housing and Urban Development under the Economic Development Initiative to support the Food Bank Capital Expansion was passed by the House Committee for \$3 million. Final approval is expected later this year, maybe towards December 2021, and the amount is much higher than the \$1.2 million originally requested. Staff will keep the Board informed as more information is available.

VII. Board Member Comments

No Comments.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Friday, December 17, 2021
5005 Business Park North
Bakersfield, CA 93309

IX. Adjournment

The meeting was adjourned at 12:13 pm