











DATE	July 16, 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: 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).

