NOTIFICATION:
CAPK Board of Directors Recruitment
Low-Income Representative – South Kern

Community Action Partnership of Kern (CAPK) is the designated poverty fighting non-profit Community Action Agency serving Kern County, California, established in 1965. CAPK is one of the largest nonprofit agencies in Kern County and one of the oldest and largest Community Action Agencies in the United States. CAPK's mission is *to address underlying causes of poverty, alleviate the effects, and promote dignity and self-sufficiency in the communities we serve.*

The Agency maintains approximately 100 offices through its system with the administrative headquarters located at 5005 Business Park North, Bakersfield, CA 93309. CAPK employs over 900 dedicated professionals with diverse backgrounds and expertise, serving over 100,000 low-income community residents. CAPK provides assistance to low-income individuals and families of all ages, races, and ethnic backgrounds through direct-service programs focused on empowering clients with skills and supports the transition out of poverty to become self-sufficient. The clients of CAPK include infants, children, teens, adults, seniors, grandparents who are raising their grandchildren, blended families, single-parent households, incarcerated and released individuals from prison, and the physically, emotionally, and mentally challenged. CAPK's geographical reach is wide and all encompassing, inclusive of metro and rural communities with each program and service location designed to best meet the needs of the low to moderate incomes families among in Kern, Kings, Tulare, Fresno, Mariposa, Merced, Madera, Stanislaus, San Joaquin, and San Bernardino counties.

For a full description of our program, please refer to one-page summary: Agency-One-Sheet-English-and-Spanish-2021.pdf (capk.org).

Community Development		**Youth & Community Services**	
	211 Kern Call Center		East Kern Family Resource Center (EKFRC)
	Coordinated Entry Services (CES)		Oasis Family Resource Center
	M Street Homeless Navigation Center		Energy, Weatherization & Utility Assistance
	Rental Assistance		Friendship House Community Center (FHCC)
Early Childhood Education			Shafter Youth Center (SYC)
	Head Start / Early Childhood Development		Volunteer Income Tax Assistance (VITA)
	Home Visiting Initiative	**Health & Nutrition Services**	
	Central Kitchen Services (for Head Start sites)		CalFresh Healthy Living
			Food Bank
			Migrant Childcare Alternative Payment (MCAP)
			Women Infant and Children (WIC)

Additional Information:

- 2021-2025 Strategic Plan CAPK Strategic Plan 2021-2025
  - 2021-2025-CAPK-Strategic-Plan-Final.pdf
- 2020 Annual Report
  - https://www.capk.org/wp-content/uploads/2021/06/2020-CAPK-Annual-Report.pdf
- 2021-2023 Community Needs Assessment
  - CAPK-2022_23-Community-Needs-Assessment-and-Community-Action-Plan.pdf

CAPK Board of Directors

CAPK is governed by a 15-member tri-partite Board comprised of representation by five (5) public officials, five (5) democratically elected low-income, and five (5) from the private sector. **CAPK is currently seeking a representative under the Low-Income Sector for South Kern.**

The following are the minimum qualifications of a Low-Income Board Member for the Metropolitan Bakersfield seat.

- Must be a resident of South Kern District[1].
- Must be 18 years of age.
- Must be either a low-income resident as identified by the federal poverty level index (per the chart on page 4) or represent a low-income population.

The Board convenes ten monthly meetings in a one-year period for the purpose of transacting the business of the Corporation; July and December are considered 'dark months' and only the Executive Committee meets during these months. In addition to participation in the monthly Board meetings, each Director must become a member of at least one of the following Standing Committees:

- Executive Committee
- Personnel & Affirmative Action Committee
- Budget and Finance Committee
- Program Review and Evaluation Committee
- Audit and Pension Committee

Duties and responsibilities of the Board of Directors include, but are not limited to:

- Approval of personnel policies and procedures.
- Appointment and evaluation of the Chief Executive Officer.
- Determination of major personnel, organization, fiscal and program policies.
- Determination of overall program plans and priorities for CAPK.
- Approval of all program proposals and budgets.
- Enforcement of compliance with all conditions of grants.
- Oversight of the participation of low-income individuals in CAPK programs.
- Electing the officers of the Board.
- Responsibilities regarding Head Start programs, in accordance with the Head Start Act.

The Low-Income Sector South Kern seat is eligible to receive local travel and childcare reimbursement for all CAPK related business.

Attached are the following documents to be completed and returned by Monday, May 2, 2022:

- CAPK Board of Director Low-Income Application
- Low-Income Eligibility Form
- Nomination Petition Form

[1] Candidates' home residency will be verified using the GIS County Mapping tool.

BOARD OF DIRECTORS LOW-INCOME ELIGIBILITY FORM

SOUTH KERN SUPERIOR COURT OR JUDICIAL DISTRICT

I, (print name) _____ certify that I meet the following qualifications for a low-income representative seat on the Community Action Partnership of Kern Board of Directors, I:

1. Can provide evidence that I reside in the specified Superior Court or Judicial District.
2. Can provide proof that I will be at least eighteen (18) years of age on or before **MONDAY, MAY 2, 2022**, as evidenced by a proof of age document such as a driver's license or birth certificate.
3. I am neither a paid staff member, nor related to a paid staff member of Community Action Partnership of Kern or its Board of Directors.

Signature: _____

Date of Birth: _____

Address: _____

City, State, Zip: _____

Telephone #: _____

Email Address: _____

FOR OFFICE USE ONLY:

Date Application & Documents Returned: _____

Time: _____

Verified by: _____

YOU MUST ATTACH DOCUMENTATION OF AGE AND RESIDENCY.

Board of Directors Nomination Petition
For Low-Income Board Representation

We, the undersigned eligible voters of the **South Kern District** hereby nominate _____ for the position of Member of Community Action Partnership of Kern's Board of Directors. If more than one qualified application is returned, an election will take place on Monday, May 16, 2022

Note: Signers must be residents of the South Kern District, must have an income that falls within the 2022 Federal Poverty Guidelines[2] (*See Chart Below*), and be at least 18 years of age on or before May 16, 2022. ***By signing this Petition, you certify that you meet all the qualifications stated above (see below for email alternative to signing the petition).***

# Of Persons in Household	2022 Federal Poverty Level for the 48 Contiguous States (Annual Income)						
	100%	133%	138%	150%	200%	300%	400%
1	$13,590	$18,075	$18,754	$20,385	$27,180	$40,770	$54,360
2	$18,310	$24,352	$25,268	$27,465	$36,620	$54,930	$73,240
3	$23,030	$30,630	$31,781	$34,545	$46,060	$69,090	$92,120
4	$27,750	$36,908	$38,295	$41,625	$55,500	$83,250	$111,000
5	$32,470	$43,185	$44,809	$48,705	$64,940	$97,410	$129,880
6	$37,190	$49,463	$51,322	$55,785	$74,380	$111,570	$148,760
7	$41,910	$55,740	$57,836	$62,865	$83,820	$125,730	$167,640
8	$46,630	$62,018	$64,349	$69,945	$93,260	$139,890	$186,520

[2] 2022 Federal Poverty Guidelines Chart (Effective Jan. 12, 2022) Federal Poverty Guidelines / Levels for 2022 & Their Relevance to Medicaid Eligibility (medicaidplanningassistance.org)

CAPK Board of Directors
South Kern Petition Form

No.	Print Name	Date of Birth	Address	Sign Name
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Due to COVID-19 restrictions, CAPK is offering you the opportunity to return your information by email to pram@capk.org in place of a signature for the Nomination Petition Form. For your email to be accepted for the Nomination Petition Form, you must include the following information.

1. Subject Line for Email: CAPK Board of Directors South Kern Low-Income Candidate Support
2. Your name
3. Your address
4. Your date of birth
5. Confirm that you meet the 2022 Poverty Guidelines above by stating "Yes or No".
6. The name of the person you are supporting for this nomination.

Candidates must submit the following documents by Monday, May 2, by 5:00 pm.

- CAPK Board of Director Low-Income Application
- Low-Income Eligibility Form
- Nomination Petition Form

Mail or drop off documents to:
Pritika Ram, Director of Administration
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

For questions, please call (661) 336-5236 ext. 1142 or email pram@capk.org