



DATE	January 24, 2023
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park N/ Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 818 623 060#

Board of Directors Meeting Agenda

Per Governor's Executive Order N-29-20 and Assembly Bill 361, 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)	Nila Hogan	Fred Plane
Michael Bowers	Ariana Joven	Michele Shain
Don Bynum	Chase Nunneley	Chei Whitmore

II. Resolution Approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361

- a. Resolution #2023-01 – **Action Item (p. 3-4)** Jeremy Tobias, Chief Executive Officer

III. Public Comment

The public may address the Board of Directors on items not on the agenda but under the jurisdiction of the Board. 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.

IV. 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.

- a. Minutes of the November 29, 2022 Board of Directors Meeting – **Action Item (p. 5-8)**

V. Old Business

- a. Foundation Reception Update on March 30, 2023 – **Info Item (p. 9)** Catherine Anspach, Director of Development

VI. New Business

- a. CAPK Foundation FY 2023 Budget – **Action Item (p. 10-11)** Pritika Ram, Chief Business Development Officer
- b. Funding Update – **Info Item (p. 12)** Catherine Anspach, Director of Development
1. Maya Cinemas Huggy Heart Campaign - \$4,060 for the Food Bank
 2. Possibility Labs - \$62,500 Unrestricted Funds

VII. Board Member Comments

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, March 28, 2023
5005 Business Park North
Bakersfield, CA 93309

IX. 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, January 19, 2023. Paula Daoutis, Administrative Coordinator.



RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION AUTHORIZING USE OF TELECONFERENCING FOR PUBLIC MEETINGS UNDER AB 361

The Board of Directors of Community Action Partnership of Kern Foundation located at 5005 Business Park North, Bakersfield, CA 93309, met in-person and virtually on January 29, 2023, in Bakersfield, California and resolved as follows:

WHEREAS, the Governor of the State of California (Governor) proclaimed a State of Emergency to exist as a result of the threat of COVID-19. (Governor's Proclamation of a State of Emergency (Mar. 4, 2020); and

WHEREAS, the Governor's Executive Order No. N-25-20 (Mar. 12, 2020); Governor's Executive Order No. N-29-20 (Mar. 17, 2020); and Governor's Executive Order No. N-08-21 (Jun. 11, 2021) provided that local legislative bodies may hold public meetings via teleconferencing and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body and waived the Brown Act provisions found in Government Code section 54953(b)(3) which require the physical presence of the members, the clerk, or other personnel of the body, or the public, as a condition of participation in, or quorum for, a public meeting, including the requirement that:

1. State and local bodies notice each teleconference location from which a member will be participating in a public meeting.
2. Each teleconference location be accessible to the public.
3. Members of the public may address the body at each teleconference location.
4. State and local bodies post agendas at all teleconference locations.
5. During teleconference meetings at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.

WHEREAS, the provisions of Governor's Executive Order No. N-25-20 (Mar. 12, 2020); Governor's Executive Order No. N-29-20 (Mar. 17, 2020); and Governor's Executive Order No. N-08-21 (Jun. 11, 2021) expired on September 30, 2021 and will no longer remain in effect thereafter; and

WHEREAS, the Center for Disease Control is currently contending with the Delta Variant of the COVID-19 virus and anticipates the development of potential other strains which may further impede public agency operations and prolong the need for social distancing requirements; and

WHEREAS, recent legislation (AB 361) authorizes a local legislative body to use teleconferencing for a public meeting without complying with the Brown Act's teleconferencing quorum, meeting notice, and agenda requirements set forth in Government Code section 54953(b)(3), in any of the following circumstances:

1. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body holds a meeting during a proclaimed state of emergency for purposes of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.
3. The legislative body holds a meeting during a proclaimed state of emergency and has determined by majority vote pursuant to 2 above that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Community Action Partnership of Kern Foundation as follows:

1. **Determination of Imminent Health or Safety Risks.** The Board of Directors hereby determines by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
2. **Continued Implementation of AB 361.** If the state of emergency remains in effect and meeting in person would present imminent risks to the health or safety of attendees, the Board of Directors shall, to continue meeting subject to the provisions set forth in AB 361 and the Brown Act, no later than 30 days after it adopts this Resolution and every 30 days thereafter, make the following findings by majority vote:
 1. The Board of Directors has reconsidered the circumstances of the state of emergency; *and*
 2. Either (1) the state of emergency continues to directly impact the ability of the members to meet safely in person; or (2) state or local officials impose or recommend measures to promote social distancing.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern Foundation, this 29th day of January 2023.

Kevin Burton, Board Chair
CAPK Foundation Board of Directors

Date



DATE November 29, 2022

TIME 12:00 pm

LOCATION Teams Meeting / In-Person at
5005 Business Park North
Bakersfield, CA 93309

TEAMS LINK [Click here to join the meeting](#)

PHONE NUMBER (213) 204-2374 / ID: 916 91 142#

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 12:05 pm at the CAPK Administrative Offices, located at 5005 Business Park North., Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton (Chair), Ariana Joven (Vice Chair), Nila Hogan, Chase Nunneley, Fred Plane, Chei Whitmore

Absent: Michael Bowers, Don Bynum

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

II. Public Comments

No one addressed the Board.

III. Resolution Approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361 –

a. Resolution #2022-05 – Jeremy Tobias, Chief Executive Officer – **Action Item**

Motion was made and seconded to approve Resolution #2022-05. Carried by unanimous vote (Nunneley/Plane).

b. Governor's Executive Order N-29-20 and Assembly Bill 361 Update – Jeremy Tobias, Chief Executive Officer – **Info Item**

Jeremy Tobias explained the new provisions that indicate AB 361 expires on 2/28/23. Beginning in March, we will need to start meeting in-person. We have a one-year grace period for members to meet remotely if they meet specific justification as outlined in the staff memo, maximum of 2 times per year. Also, a quorum must be present in-person.

IV. Consent Agenda

Motion was made and seconded to approve the Consent Agenda. Carried by unanimous vote (Nunneley/Joven).

V. Old Business

- a. Friendship House Community Center (FHCC) Sports Field Enhancement Fundraising Project Update – Pritika Ram, Chief Business Development Officer – **Info Item**

Pritika Ram provided an update of the FHCC Sports Field Enhancement Campaign and the funding from the State of California Natural Resources Agency Department of Parks & Recreation Office of Grants and Local Services, secured by Assemblymember Rudy Salas. The contract period runs from December 12, 2022, through June 30, 2024. The agency will receive and advance up to 25% of the total amount to assist with cash flow requirements to cover the initial expenses. Staff will recommend approval from the CAPK Board to execute the agreement upon receipt.

Staff anticipates the project will be complete prior to June 30, 2024. Updates will continue to be provided to the Board on an ongoing basis. If the cost of the lighting and fencing does not exceed \$1,000,000, funds may be applied to the solar project.

Kevin Burton asked staff to look into utilizing students at Bakersfield College in regard to the fencing project as it could present an opportunity for job training.

VI. New Business

- a. Grants and Sponsorships – Catherine Anspach, Director of Development – **Action Item**

Catherine Anspach presented the small funding profile that included funding opportunities with Kern Health Systems, Valley Strong Credit Union, and Bakersfield West Rotary.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Whitmore/Joven).

- b. Kern Health Systems (KHS) Contract: Asset Transfer Form – Pritika Ram, Chief Business Development Officer – **Action Item**

Pritika Ram explained the process of purchasing the vehicle for the Oasis Family Resource Center, and the required asset transfer to CAPK for staff to manage the asset (vehicle) and requested approval to proceed as outlined in the staff memo.

Fred Plane asked if CAPK will accept the maintenance responsibility. Pritika confirmed that is correct. Tracy Webster also confirmed that the asset recording, registration, insurance, etc. will be taken care of by CAPK.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Plane/Nunneley).

- c. Board of Directors 2023 Meeting Schedule – Catherine Anspach, Director of Development – **Action Item**

Catherine Anspach presented the proposed Board of Directors meeting schedule for approval.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Whitmore/Hogan).

d. Board Application Packet & Commitment Letter – Kevin Burton, Board Chair – **Action Item**

Kevin Burton presented the above action item for approval and said the intent is to have an active fundraising board that must either contribute or bring in donations. Kevin stressed that bringing in money to the organization is a responsibility of each Board Member.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Joven/Plane).

e. Foundation IRS Form 990 2021 – Tracy Webster, Chief Financial Officer – **Info Item**

Tracy Webster presented the above info item and advised the Board that the IRS Form 990 was filed by November 15th (mandatory deadline), as well as the annual registration renewal as required by the IRS, State of CA and registry of Charitable Trusts. Expenses of \$151,000 were recorded as a payable.

Tracy also reported that Catherine Anspach has registered the Foundation in GuideStar with a Silver Status. Now that the 990 form has been filed, it could move the Foundation to the Gold Status. Having filed the first 990 form, it will allow the Foundation to move forward.

f. Fundraising Activities – Catherine Anspach, Director of Development – **Info Item**

Catherine Anspach provided a verbal report and discussed upcoming events. A kickoff event is planned for March 30th with the goal to introduce the Foundation and connect with key people in the community and reach out to new prospects. The location of the event is Lino's across from the Fox Theatre. A sub-committee will be assembled to help plan the event. Kevin Burton said this is the first step to get the Foundation name out in the community and he wants to see the Foundation members out in the community and more engaged and all need to engage with big hitters in the community.

Ariana Joven said it would be good for Board Members to start thinking of future partners, board members, and donors. Catherine said we do not have a good donor database and help is needed to gather names and she will be reaching out to the Board members to solicit their contacts.

Maya Cinema has reached out and wants to help the Foundation raise funds. They will be using the Huggy Hearts campaign that was just developed. Each Huggy Heart will be sold for \$10 and donors will receive a free movie ticket. Not only will this campaign help to bring awareness to the community, but it will also help to raise funds. Huggy Hearts will also be used with VITA during tax season.

A second fundraising event will be planned for 2023, similar to the banquet formerly hosted by CAPK. Catherine said we need to think about establishing a signature annual event. Catherine is currently looking at other fundraising models and will plan to attend a fundraising conference next year. Banquets need to be unique, and the Foundation events must be different than others in town. The events will also serve as an opportunity to share the story of CAPK. Other opportunities to share information will be through social media, and there will be a push to share information on a regular basis.

Catherine will work with Kevin to assemble an events committee to be comprised of Board Members and staff.

Kevin Burton added that he would like to host a Board Retreat in 2023 and suggested it could be held at the KDG offices and include catering service. It will be a working retreat on a Saturday and Kevin suggested that a consultant be invited to help the Board create a Strategic Plan.

Catherine also encouraged the Board to get involved in CAPK activities and said they will be kept informed of upcoming events through emails. The Ribbon Cutting for the Food Bank will be held on May 1, 2023. The program will begin at 10:00 am. There may also be an event prior to that date for the Wonderful Company co-branding. Staff is currently in discussions with the Wonderful Company, and we will keep you informed.

There will be sponsor recognition opportunities for large and small donors and those options are being worked out now.

VII. Board Member Comments

- Ariana said she is excited for 2023.
- Jeremy announced that Traco Matthews has accepted another position outside of CAPK. The Chief Program Officer job is posted and there has been a lot of interest.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, January 24, 2023
5005 Business Park North
Bakersfield, CA 93309

IX. Adjournment

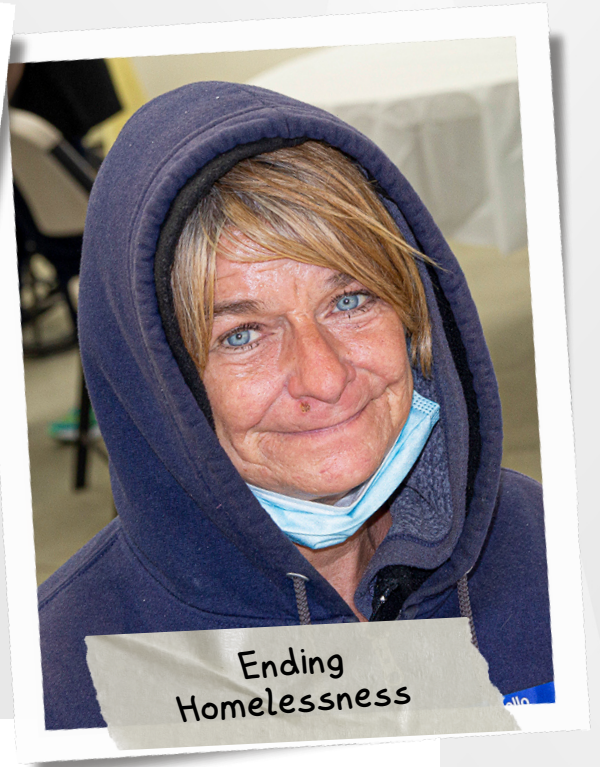
The meeting was adjourned at 1:02 pm



Fighting Food
Insecurity



Empowering
Youth & Families



Ending
Homelessness

***Community Action Partnership of Kern
invites you to a reception
as we introduce our***




**Thursday, March 30, 2023
5:30p.m.-7:30p.m.**

**Lino's Venue
1931 H Street
Bakersfield, CA 93301**

RSVP by March 23, 2023

 capkfoundation@capk.org

 661-336-5236 x 1156

 <https://bit.ly/3jOTgHQ>





MEMORANDUM

To: Board of Directors
Pritika Ram

From: Pritika Ram, Chief Business Development Officer

Date: January 24, 2023

Subject: *Agenda Item VI(a)*: Foundation Budget FY 2023 – **Action Item**

On an annual basis, the Community Action Partnership of Kern Foundation develops an operational budget to identify expenses, consisting of personnel, rent/space, travel, supplies, contractual services, and administrative oversight (indirect), as well anticipated expenses associated with the service line. For the purposes of the Foundation, that includes upcoming campaigns and program-targeted events, fundraisers, and board development costs.

In the enclosed Budget Summary, the Foundation's operational expenses were budgeted at approximately \$276,064.00 for FY 2021-22. Due to a delay in the recruitment of key personnel, the Foundation experienced unspent funds that were used as a carryover for the FY 2023 budget period (01/01/2023 to 12/31/2023) and the remaining balance after projecting expenses through 02/28/2023, there was a minimum transfer of approximately \$7,300 from CAPK (parent company) to the Foundation, totaling the FY 2023 budget at \$408,080.00.

Additionally, staff have prepared a budget presentation to review areas of focus, perceived challenges and opportunities, and goals for the upcoming year. This item was presented to the CAPK Governing Executive Committee on December 14, 2022, with board approval.

Recommendation

Staff recommends the Board of Directors approve the budget for Fiscal Year 2023 (01/01/2023 to 12/31/2023) for the Community Action Partnership of Kern (CAPK) Foundation, contingent upon approval from Community Action Partnership of Kern (CAPK) governing Board of Directors.

Attachment:
FY 2023 Budget Summary

Community Action Partnership of Kern Foundation

Budget Summary

FY 2023 (01/01/2023 to 12/31/2023)

	FY 2021-22	FY 2023 <i>Proposed</i>
<u>REVENUE</u>		
4990 Net Assets Released from Restriction (CAPK) Transfer from CAPK to Foundation	276,064 -	408,080 -
Total Revenue	276,064	408,080
<u>Budget Detail</u>		
Salaries	72,700	157,156
Benefits	19,467	48,718
Travel	18,150	24,750
Space Costs	20,200	3,500
Supplies	19,000	8,800
Consultant/Contract Services	62,500	30,307
Other Operating Costs	38,950	104,350
Administrative Indirect	25,097	37,758
Total Expenditures	276,064	415,339

Transfer: FY 2021-22 Remaining Budget Less FY 2023 Proposed Budget	
As of 09/30/2022 - Remaining Balance	\$ 201,304
Average Expense per Month (\$13,500 * 5 months)	\$ 67,500
Projected expense for CAPK FY 2022-23	\$ 268,804
Remaining balance 2022-23	\$ 7,259
Request for FY 2023	\$ 408,080

Community Action Partnership of Kern Foundation Grants and Sponsorship Detail

December 2022

CAPK Foundation

Outcome: Awarded			
Funding Type	Private	CAPK Program	General Operating Support
Funding Agency	Possibility Labs – DAF Wayfinder Fund	Project Name	Foundation Sponsorship
CFDA	n/a	Target Population	CAPK Clients
Request	\$62,500.00	Division Director	Catherine Anspach
Award Period	2023-24	Program Manager	TBD
Description	Donor Advised Fund (DAF) to support program needs, unrestricted. Staff have created a brief application process of internal programs to submit requests.		
Outcome: Awarded			
Funding Type	External Event	CAPK Program	Food Bank
Funding Agency	Maya Cinemas	Project Name	Foundation Sponsorship
CFDA	n/a	Target Population	CAPK Clients
Awarded	\$4,060	Division Director	Catherine Anspach
Award Period	Received	Program Manager	Kelly Lowery
Description	Maya Cinema held external event using Huggy Hearts to raise money for CAPK		
Outcome:			
Funding Type		CAPK Program	
Funding Agency		Project Name	
CFDA		Target Population	
Request		Division Director	
Award Period		Program Manager	
Description			

Note: Grants and applications are shared with the CAPK Program Review, and Evaluation (PRE) Committee monthly.