



DATE: January 27, 2025

TIME: 12:00 pm

LOCATION: CAPK Administration Office
1300 18th St., 3rd Floor Board Rm.
Bakersfield, CA 93301

Board of Directors Meeting Agenda

I. Call to Order

a. Roll Call

Fred Plane (Chair)

Maritza Jimenez (Vice Chair)

Ana Vigil (Secretary)

Michelle Jara-Rangel (Treasurer)

Denise Boshers

Fatima Echeverria

Curtis Floyd

Gina Martinez

Jonathan Mullings

Yolanda Ochoa

Chris Parlier

Gema Perez

Guadalupe Perez

Lily Pimentel-Stratton

b. Board Seat Appointments – **Action Item**

- i. Accepting the appointment of Chris Parlier as the Kern County Board of Supervisors Representative **(p.)**
- ii. Accepting the reappointment of Fatima Echeverria as the Head Start Policy Council Representative **(p.)**

II. Introduction of Guests / Public Forum

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.

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 the 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 November 25, 2024, Board of Directors Meeting (p.)**
- b. **Minutes from December 11, 2024, Executive Committee Meeting (p.)**
- c. Risk Insurance Pre-Renewal Update **(p.)**
- d. Voice Over IP (VOIP) Phone System Contract **(p.)**
- e. Approval of Design Build Contract with Custom L&A for Improvements at the Harvey Hall Child Development Center **(p.)**
- f. 2025 Community Service Block Grant (CSBG) Contract #25F-6015, with Resolution from the Department of Community Services and Development **(p.)**
- g. CAPK Foundation Temporary Operational Funding and Use of Excess Carryover **(p.)**
- h. Banking Institution Line of Credit Authorization with Resolution **(p.)**
- i. Financial Statements for October 2024 **(p.)**
- j. Head Start / Early Head Start Budget to Actual Reports for October 31, 2024 **(p.)**
- k. Update on IRS Penalty Notice 972CG for 2021 **(p.)**
- l. Revised 2025 Agency Holiday Schedule **(p.)**
- m. **Minutes from January 8, 2025 Personnel Committee Meeting (p.)**
- n. Position Analysis and Equity Review for Housing & Supportive Services Division **(p.)**

- o. Position Analysis and Equity Review for Community Development Division **(p.)**
- p. Position Analysis and Equity Review for MCAP Program **(p.)**
- q. Reclassification of Finance Positions **(p.)**
- r. 2025 New California Minimum Wage Increase **(p.)**
- s. Head Start Personnel Update **(p.)**
- t. **Minutes from January 15, 2025, Program Review & Evaluation Committee Meeting (p.)**
- u. 211 Call-Center, presented by Sabrina Jones-Roberts, Program Administrator **(p.)**
- v. November & December 2024 Program Reports **(p.)**
- w. November & December 2024 Application Status Report & Funding Profiles **(p.)**
- x. California Board of State and Community Corrections, Adult Re-entry Grant (ARG) Program **(p.)**
- y. November & December 2024 Head Start / State Child Development Division / Program Monthly Activity Report **(p.)**
- z. 2025-26 Head Start Program Planning Calendar **(p.)**
- aa. **Minutes from January 16, 2025 Audit & Pension Committee Meeting (p.)**
- bb. Pensionmark Year End Market Update **(p.)**
- cc. CAPK CSD Audit Review Findings **(p.)**
- dd. WIC Biennial Program Monitoring by CDPH **(p.)**
- ee. **Minutes from January 22, 2025, Budget & Finance Committee Meeting (p.)**
- ff. Head Start / Early Head Start Budget to Actual Reports for November 2024
- gg. Agency Wide Budget Revision #4
- hh. FY 2025-26 Blanket Purchase Order for Central Kitchen
- ii. FY 2025-26 Blanket Purchase Order for Food Bank
- jj. Annual Budget for Fiscal Year 2025-2026
- kk. 2023 Information Returns & Attorney General Report
- ll. **2024 Board & Committee Attendance Sheets**

IV. New Business

- a. Agreement for the Merger and Integration of California Veterans Assistance Foundation (CVAF) – **Info Item (p.)** Jeremy Tobias, Chief Executive Officer
- b. Risk Insurance Renewal Update – **Info Item (p.)** Emilio Wagner, Chief Facilities & Technology Officer
- c. Approval of Contract with Puiser Construction – **Action Item (p.)** Maria Contreras, Director of Facilities
- d. Cal-Aim Program Update – **Info Item (p.)** Rebecca Moreno, Director of Housing & Supportive Services
- e. Kern Health Systems Cal-AIM Enhanced Care Management (ECM) Program Contract – **Action Item (p.)** Rebecca Moreno, Director of Housing & Supportive Services
- f. New Job Description - Program Administrator Cal-AIM – **Action Item (p.)** Rebecca Moreno, Director of Housing & Supportive Services
- g. November 2024 Financial Statements – **Action Item (p.)** Tracy Webster, Chief Financial Officer
- h. Employee Giving Program – **Info Item (p.)** Martha Leon, Donor Relations Administrator

V. Advisory Board Reports

- a. Head Start Policy Council Report and Minutes from the November 26, 2024 Policy Council Meeting – **Action Item (p.)** Fatima Echeverria, PC Representative

VI. Chief Executive Officer Report

- a. National Community Action Foundation (NCAF) Master Class Series (p.)
- b. 2025 Read Across America (p.)

VII. Election of Board Officers

- a. Call for Nominations:
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
 - d. Treasurer
- b. Voting for the Board Officer Positions
- c. Reading of the Election Results

VIII. Board Member Comments

IX. Closed Session

- a. CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION - (Government Code Section 54956.9(b)(1))
Number of cases: One (1) - in the opinion of the legislative body and on advice of its legal counsel, there is a significant exposure to litigation if matters related to specific facts and circumstances are discussed in open session.
- b. Employee Evaluation – Chief Executive Officer (Government Code Section 54957)
- c. Reconvene into Open Session

X. Closed Session Report

XI. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
February 26, 2025
CAPK Administrative Office
1300 18th St., Suite 200
Bakersfield, CA 93301

XII. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA and online at www.capk.org by 5:00 pm, January 23, 2025. Paula Daoutis, Executive Assistant.