NOTIFICATION:
CAPK Board of Directors Recruitment
Low-Income Representative – East 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 roughly 100 offices through its system with the administrative headquarters located at 1300 18th St., Suite 200, Bakersfield, CA 93301. CAPK employs over 1,000 dedicated professionals with diverse backgrounds and expertise, serving over 135,000 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 programs, please refer to two-page summary in English & Spanish by accessing the links below:
https://www.capk.org/wp-content/uploads/2024/08/2024-CAPK-One-Sheet-English.pdf
https://www.capk.org/wp-content/uploads/2024/08/2024-CAPK-One-Sheet-Spanish.pdf

The programs are also listed below by Division:

Community Development:
- 2-1-1 Kern
- Community Schools Partnership Program (CSPP)

Head Start / State Child Development
- Head Start / Early Head Start
- Home Visiting Program
- Central Kitchen

Health & Nutrition
- CalFresh Healthy Living
- CAPK Food Bank
- Migrant Childcare Assistance Program (MCAP)
- Women Infants & Children (WIC)

Housing & Supportive Services
- Adult Re-Entry Grant
- Cal-Aim
- Coordinated Entry System
- M Street Navigation Center

Youth & Community Services
- Energy
- East Kern & Oasis Family Resource Centers
- Friendship House
- Shafter Youth Center
- Volunteer Income Tax Assistance (VITA)

Additional Information:

- 2021-2025 Strategic Plan CAPK Strategic Plan 2021-2025
  - 2021-2025-CAPK-Strategic-Plan-Final.pdf
- 2023 Annual Report
  - CAPK Annual Report 2023 - CAPK | Community Action Partnership of Kern

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CAPK Board of Directors

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

The minimum qualifications of an East Kern Low-Income Board Member are:

- Must be a resident of East Kern District[1]. Bear Valley, Springs, Bodfish, Boron, California City, Caliente, China Lake NWC, Edwards AFP, Fremont Valley, Garlock, Golden Hills, Inyokern, Johannesburg, Keene, Kernville, Lake Isabella, North Edwards, Mojave, Randsburg, Ridgecrest, Rosamond, Stallion Springs, Tehachapi, Twin Oaks, Weldon, Willow Springs and outlying rural communities.
- Must be 18 years of age by July 1, 2025.
- Must be either a low-income resident as identified by the federal poverty level index 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 East Kern seat is eligible to receive local travel and childcare reimbursement for all CAPK related business.

[1] Candidates' home residency will be verified using the GIS County Mapping tool. If a candidate has a question about an address, they can contact us prior to submittal to verify the address.

Attached are the following documents to be completed and returned by 5:00 pm on April 25, 2025.

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

BOARD OF DIRECTORS LOW-INCOME ELIGIBILITY FORM

EAST KERN 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 District.
2. Can provide proof that I will be at least eighteen (18) years of age on or before **July 1, 2025**, as evidenced by a proof of age document such as a driver's license or birth certificate.
3. Can self-certify that I am either low-income or show ability to represent low-income residents of the East Kern District.
4. 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: _____

YOU MUST ATTACH DOCUMENTATION OF AGE AND RESIDENCY
(Driver's License or California ID Card)

Board of Directors Nomination Petition
For Low-Income Board Representation

We, the undersigned eligible voters of the **East 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 a date to be determined if there is more than one qualified applicant.

Note: Signers must be residents of the East Kern District and provide their home address (PO Boxes will be disqualified). Your income must fall within the 2025 Federal Poverty Guidelines[2] (*See Chart Below*) and be at least 18 years of age on or before July 1, 2025. ***By signing this Petition, you certify that you meet all the qualifications stated above.***

48 Contiguous States

Household/ Family Size	2025 Federal Poverty Level for the 48 Contiguous States (Annual Income)						
	100%	133%	138%	150%	200%	300%	400%
1	$15,650	$20,815	$21,597	$23,475	$31,300	$46,950	$62,600
2	$21,150	$28,130	$29,187	$31,725	$42,300	$63,450	$84,600
3	$26,650	$35,445	$36,777	$39,975	$53,300	$79,950	$106,600
4	$32,150	$42,760	$44,367	$48,225	$64,300	$96,450	$128,600
5	$37,650	$50,075	$51,957	$56,475	$75,300	$112,950	$150,600
6	$43,150	$57,390	$59,547	$64,725	$86,300	$129,450	$172,600
7	$48,650	$64,705	$67,137	$72,975	$97,300	$145,950	$194,600
8	$54,150	$72,020	$74,727	$81,225	$108,300	$162,450	$216,600
Each person over 8, add	$5,500	$7,315	$7,590	$8,250	$11,000	$16,500	$22,000

[2] 2025 Federal Poverty Guidelines Chart (Effective Jan. 15, 2025) Federal Poverty Guidelines / Levels for 2025 & Their Relevance to Medicaid Eligibility https://www.medicaidplanningassistance.org/federal-poverty-guidelines/

East Kern Petition Form
Candidate Name: _____

A minimum of 25 qualified signatures are required. All signers must list their home address, PO Boxes will be disqualified.

No.	Print Name	Date of Birth	Address	Sign Name
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Candidates must submit the following documents by 5:00 pm Friday, April 25, 2025.

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

Mail, drop off or email documents to:

Paula Daoutis, Executive Assistant
Community Action Partnership of Kern
1300 18th St., Suite 200
Bakersfield, CA 93301

For questions, please call (661) 336-5236 ext. 1170 or email pdaoutis@capk.org

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS
APPLICATION

1300 18th St., Suite 200, Bakersfield, CA 93301 Phone: (661) 336-5236 Email: pdaoutis@capk.org

I would like to represent: [X] Low-Income Sector [ ] Private Sector [ ] Government / Elected Officials

For Low-Income Sector, please specify which region below:

[X] East Kern County [ ] North Kern County [ ] South Kern County [ ] Metro Bakersfield

Contact Information						
Name:		Date of Birth:				
Business / Organization:		Title:				
Home Address:		City:		Zip:		
Phone:		Email:				
Number of Years as a Kern County Resident:						

Education	Name & Location of School(s)		Major	Units Completed	Degree / Diploma Earned
	High School:				
	College:				
	College				
	Other				
	Professional Certificates and/or Licenses Held:				
	Are you presently taking any educational courses?				

Employment							
Please list relevant employment experience & qualifications below:							
Company Name:		Address:					
Position Held:		Phone:		To:		From:	
Briefly describe duties below:							
Company Name:		Address:					
Position Held:		Phone:		To:		From:	
Briefly describe duties below:							
Company Name:		Address:					
Position Held:		Phone:		To:		From:	
Briefly describe duties below:							

Have you served on other nonprofit organization Boards? If so, please list them by name and the position you held:					
Organization Name:		Position:		Years Served:	
Organization Name:		Position:		Years Served:	
Organization Name:		Position:		Years Served:	
Organization Name:		Position:		Years Served:	

Other Memberships, Advisory Boards, Committees & Boards you have served on:

What personal skills or strengths of yours do you think would benefit Community Action Partnership of Kern?

What Special Skills / Knowledge will you bring to the Board?			
Please indicate your experience in the following areas by marking an "X" in the appropriate box:	**Very Experienced**	**Some Experience**	**Little or No Experience**
Strategic Planning			
Fundraising			
Board Development (Recruitment, Training, evaluation)			
Program, Planning & Evaluation			
Recruitment / Hiring & Evaluation of Key Personnel			
Financial Management & Control (Budgeting / Accounting)			

Conflict of Interest Declaration:				
Any close relatives employed by CAPK? If yes, please list name & relationship	Name:		Relationship:	

Do you have an economic interest in CAPK? If yes, please state interest:	
Are you known by any current CAPK Board Members? If yes, please provide name(s)	

I certify that the above is true and accurate.

Printed Name _____ Signature _____ Date _____

Please add any other supplemental documentation you feel is relative to this application.

Please return completed forms to:

Paula Daoutis, Executive Assistant
Community Action Partnership of Kern
1300 18th St., Suite 200
Bakersfield, CA 93301

For questions, please call (661) 336-5236 ext. 1170 or email pdaoutis@capk.org