



DATE September 3, 2025
TIME 12:00 PM
LOCATION CAPK Administrative Office
Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

Personnel Committee Minutes

1. Call to Order

2. Roll Call

Denise Boshers (Chair)
Rocio Munoz

Jonathan Mullings
Guadalupe Perez

3. Public Forum

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

4. New Business

a. Food Bank: New Job Description - **Action Item (p. 2-7)**

Kelly Lowery, Program Administrator - Food Bank

b. Head Start Personnel Update – **Info. Item (p. 8-9)**

Robert Espinosa, Program Design and Management
Administrator

5. Committee Member Comments

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
October 8, 2025
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. 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 93301, and online at www.capk.org by 12:00 pm, August 29, 2025, by Amy Tapia, Administrative Coordinator.



MEMORANDUM

To: Personnel Committee

From: Kelly Lowery, Food Bank Administrator

Date: September 3, 2025

Subject: *Agenda Item 4(a): Food Bank – New Job Description – Action Item*

Background:

The Agency Relations Department is one of the most critical areas of the Food Bank. It is the main point of contact between the Food Bank and the network of more than 150 active organizations, churches, schools, and other non-profits. Additionally, the Agency Relations Department is also responsible for the creation, cultivation, and expansion of relationships with grocery stores as part of our fresh rescue program. Over the previous two years, the network of agency partners and the grocery store partners has grown significantly. As we have expanded, we have also taken the initiative internally to elevate our partnerships by exceeding the Feeding America and USDA standards of site visits once every two years, to twice every year. Lastly, in an effort to gain valuable data, we are currently working with IT/IS to deploy a new software platform that every partner in our network across the county will utilize. Under the direction of the Program Manager, the current structure of the Agency Relations department includes only one staff member, the Agency Relations Coordinator. The addition of the Agency Relations Specialist will significantly increase the Food Bank's reach and quality of service.

Position Title	Proposed Changes	Current Grade	New Grade
Agency Relations Specialist – Food Bank	New Job Description	N/A	Grade 07 Min. \$20.61 Mid. \$25.77 Max. \$30.92

Fiscal Impact:

Food Bank Program Administrator met with CAPK CFO to confirm that the current Food Bank budget supports the addition of the Agency Relations Specialist to the Food Bank organizational chart.

Strategic Plan Impact:

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results.* This proposal supports staff development, growth, and

retention by aligning the job description and compensation with the current level of responsibility of the position.

Recommendation:

Staff recommends that the Personnel Committee approve the changes to the Food Bank organizational chart with the addition of the Agency Relations Specialist position.

Attachment:

Food Bank Agency Relations Specialist Job Description



Agency Relations Specialist - Food Bank

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 07

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Food Bank Agency Relations Coordinator, the Agency Relations Specialist supports the work of the Agency Relations department by recruiting, establishing services, monitoring, and training of fresh rescue partners, food distribution sites, their members, and volunteers who assist the Food Bank with the distribution of products throughout Kern County. The Agency Relations Specialist is also responsible for developing and maintaining exceptional customer service, including strong and effective communication lines with agency partners, staff, and volunteers.

SUPERVISION RECEIVED:

Receive direct supervision from the Agency Relations Coordinator and indirect supervision from the Food Bank Program Manager, and the Food Bank Administrator.

SUPERVISION EXERCISED:

Agency Relations Volunteers.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Supports the development and strengthening of relationships with all partner agencies.
- Recruit new partner agencies to expand the network with special emphasis on underserved areas.
- Monitor partner agency sites by conducting scheduled and unscheduled site visits, observing operations, and reviewing documentation to ensure compliance with Feeding America, federal, state, and local regulations.
- Prepare written reports pertaining to the site visits and follow-up as necessary. Communicates site review results with partner agency staff.
- Respond to network member calls, requests for information, and concerns to ensure all questions are satisfactorily answered, all requested materials are sent, and orientation training is scheduled.
- Work cooperatively with Food Bank personnel to ensure effective network members and client education on nutrition, food safety, sanitation, and food insecurity.
- Oversee capacity building and training for partner agency staff and volunteers, ensuring compliance with funding source requirements, and conduct training sessions twice annually.
- Manage complaints from and concerning all partner agencies and volunteers.
- Assists with the preparation and maintenance of all Agency relations records and reports.



- Prepares monthly Agency statistics and update reporting systems for the Food Bank, federal, and state agencies, and any other partners and/or funding sources requiring reports.
- Complete all required external and internal program reporting.
- Works with the Agency Relations team to prepare and conduct surveys as needed.
- Works collaboratively with other departments to develop and maintain the Pantry Program and the EFAP Program policies and procedures.
- Prepare, coordinate, and conduct orientation sessions for new partner agencies and volunteers, and conduct an annual partner conference and on-going workshops, as needed, to educate partner agencies on proper policies and procedures.
- Prepare reports on activities and outcomes as required by CAPK, and its funding sources, including CSBG, volunteer documents, and reports, etc.
- Ensure that documentation with partner agencies is kept current and filed accordingly.
- Engage in resource development by actively seeking out new sites and volunteers in the community.
- Adhere to USDA, CDSS, Feeding America and CAPK regulations and guidelines.
- Assist with other Agency departments and activities as needed.
- Provide excellent customer service to all CAPK customers, including clients, staff, donors, logistics personnel, partner agency personnel, volunteers, board members, and the public.
- Provide information and referrals to individuals seeking assistance, addressing their needs when they call or visit the Food Bank.
- Support the Food Bank's social media activities and website postings.
- Represent the Food Bank on live media (e.g., television or radio) as required.

Other Job Specific Duties:

- Attend all assigned meetings, trainings, and conferences.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including early mornings, nights, and weekends.
- Proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Perform any other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures and computer equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Display attention to detail.



- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate or bachelor's degree in business administration, social work or related field.
- One (1) year of experience working in social service or customer service fields.
- One (1) year of supervisory experience.
- One (1) year of warehouse operations experience with a general knowledge of warehouse practices to include food storage, handling, and inventory practices.
- One (1) year of experience working with interns or volunteers.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is quiet to moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Agency Relations Specialist			
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	



Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0–10 lbs			X			X
11–25 lbs		X			X	
26–50 lbs		X			X	
51–75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Program

Robert Espinosa, Program Design and Management Administrator

Date: September 3, 2025

Subject: *Agenda Item 4(b):* Head Start Personnel Update – **Info Item**

The Head Start and State Child Development Division remains dedicated to providing regular updates on personnel matters and their impact on the Head Start program.

For the month of August 2025, the following information is provided to the Personnel Committee:

- 635 Staff employed.
- 32 Vacant Positions.
- Onboard 11 new staff members.
- Nine (9) Resignations.
- Eight (8) days of interviews for 4 open requisitions.

Job opportunities are continuously posted on the Head Start California website, accompanied by dedicated recruitment efforts for our direct service positions.

Attached is a document that details the closed classrooms and staff vacancies for the closed and open classrooms as of August 27, 2025.

Attachment:

Enrollment Staffing Data Sheet

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	34	17	50%	6	6	0	100%
Alicante	20	20	100%	3	2	1	67%
Angela Martinez EHS	24	24	100%	9	9	0	100%
Angela Martinez HS	81	57	70%	9	9	0	100%
Bakersfield College	32	23	72%				
Blanton	16	13	81%				
Broadway (PY)	37	12	32%	6	6	0	100%
California City (PY)	17	7	41%	2	1	1	50%
California Street	24	24	100%	9	7	2	78%
Cleo Foran EHS	8	7	88%	3	3	0	100%
Cleo Foran HS	15	13	87%	3	3	0	100%
Delano (PY)	60	40	67%	12	12	0	100%
Escuelita Hernandez	16	14	88%				
Fairfax (PY)	34	13	38%	6	6	0	100%
Family Childcare EHS	22	30	136%				
Family Childcare HS	21	28	133%				
Garden Pathways	11	12	109%				
Gianone	16	16	100%	3	3	0	100%
Harvey L. Hall EHS	68	67	99%	27	27	0	100%
Harvey L. Hall	74	83	112%	12	12	0	100%
Heritage (PY)	17	10	59%	2	2	0	100%
Kennedy	16	15	94%	6	4	2	67%
Lathrop	24	24	100%	9	9	0	100%
Lodi	32	33	103%	12	12	0	100%
M. Massei	24	25	104%	9	8	1	89%
MJM EHS	16	16	100%	6	5	1	100%
MJM HS	34	37	109%	6	5	1	83%
Oasis EHS (PY)	8	5	63%	3	2	1	67%
Oasis (PY)	34	15	44%	6	6	0	100%
Pete Parra EHS	48	41	85%	15	13	2	87%
Pete Parra HS	68	64	94%	12	12	0	100%
Primeros Pasos EHS	16	16	100%	6	6	0	100%
Primeros Pasos HS	51	40	78%	9	8	0	89%
Rosamond (PY)	51	31	61%	9	9	0	100%
San Diego EHS	32	33	103%	12	12	0	100%
Shafter EHS	24	22	92%	9	9	0	100%
Shafter	17	14	82%	3	3	0	100%
Stockdale HS	41	19	46%	9	8	1	89%
Sterling EHS	72	66	92%	9	8	1	89%
Sterling HS	53	70	132%	24	22	2	92%
Sunrise Villa (PY)	17	12	71%	9	9	0	100%
Taft (PY)	51	46	90%	3	2	1	67%
Taft College	22	11	50%				
Tehachapi (PY)	15	7	47%	2	2	0	100%
Tiny Powers	8	0	0%	0	0	0	0%
Vineland (PY)	17	7	41%	2	2	0	100%
Virginia (PY)	17	3	18%	2	2	0	100%
Home Base Kern 160	160	137	86%	16	14	2	88%
SJC EHS HB 80	80	76	95%	8	7	1	88%
Total	1695	1415	83%	327	307	20	94%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Angela Martinez HS ~ 81		
Class D	15	0
Class E	15	0
EHS HB ~ 100		
ECE 9	10	0
ECE 10	10	0
SJB HB ~ 80		
Stockton 2	10	1
Tiny Powers ~ 8		
Class 1	8	3
Classrooms Fully	Total Slots	Staff Vac.
6	38	4
* Angela Martinez slots moved		
	Slots	Staff Vac.
Closed Enrollment	2%	20.00%
Open Enrollment	98%	80.00%

Funded Enrollment 1695 1415
83%

Active Enrollment 1657 1415
85%