



## **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 the 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 18<sup>th</sup> St., Suite 200, Bakersfield, CA 93301. CAPK employs over 1,000 dedicated professionals with diverse backgrounds and expertise, serving over 137,000 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 supporting 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-income families 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 the two-page summary in English & Spanish by accessing the links below:

<https://www.capk.org/wp-content/uploads/2025/10/One-Sheet.pdf>

<https://www.capk.org/wp-content/uploads/2025/10/One-Sheet-Spanish.pdf>

The programs are also listed below by Division:

### **Housing & Supportive Services**

- Coordinated Entry Services (CES)
- M Street Homeless Navigation Center
- CalAIM – Homeless Services
- Adult Re-entry Program

### **Veterans & Supportive Services**

### **Health & Nutrition Services**

- Food Bank
- Migrant Childcare Alternative Payment (MCAP)
- Women Infant and Children (WIC)

### **Youth & Community Services**

- East Kern Family Resource Center (EKFRFC)
- Oasis Family Resource Center
- Energy, Weatherization & Utility Assistance
- Friendship House Community Center (FHCC)
- Volunteer Income Tax Assistance (VITA)
- 211 Kern Call Center

### **Additional Information:**

- 2026-2029 Strategic Plan CAPK Strategic Plan
  - [CAPK Strategic Plan 2026 - 2029 - CAPK | Community Action Partnership of Kern](#)

- 2024 Annual Report
  - [2024 Annual Report - CAPK | Community Action Partnership of Kern](#)

## **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 one (1) 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<sup>1</sup>. 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, 2026.
- 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 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.

**Attached are the following documents to be completed and returned by 5:00 pm on April 17, 2026.**

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

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<sup>1</sup> 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.



**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. I 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, 2026**, as evidenced by a proof of age document such as a driver's license or birth certificate.
3. I can self-certify that I am either low-income or show the 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 2026 Federal Poverty Guidelines<sup>2</sup> (See *Chart Below*) and be at least 18 years of age on or before July 1, 2026. **By signing this Petition, you certify that you meet all the qualifications stated above.**

### 48 Contiguous States

Household/ Family Size	2026 Federal Poverty Level for the 48 Contiguous States (Annual Income)						
	100%	133%	138%	150%	200%	300%	400%
1	\$15,960	\$21,227	\$22,025	\$23,940	\$31,920	\$47,880	\$63,840
2	\$21,640	\$28,781	\$29,863	\$32,460	\$43,280	\$64,920	\$86,560
3	\$27,320	\$36,336	\$37,702	\$40,980	\$54,640	\$81,960	\$109,280
4	\$33,000	\$43,890	\$45,540	\$49,500	\$66,000	\$99,000	\$132,000
5	\$38,680	\$51,444	\$53,378	\$58,020	\$77,360	\$116,040	\$154,720
6	\$44,360	\$58,999	\$61,217	\$66,540	\$88,720	\$133,080	\$177,440
7	\$50,040	\$66,533	\$69,055	\$75,060	\$100,080	\$150,120	\$200,160
8	\$55,720	\$74,108	\$76,894	\$83,580	\$111,440	\$167,160	\$222,880
Each person over 8, add	\$5,680	\$7,554	\$7,838	\$8,520	\$11,360	\$17,040	\$22,720

<sup>2</sup> 2026 Federal Poverty Guidelines Chart (Effective Jan. 14, 2026)  
<https://www.medicaidplanningassistance.org/federal-poverty-guidelines/>



## East Kern Petition Form

Candidate Name: \_\_\_\_\_

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

No.	Print Name	Date of Birth	Address	Sign Name
1.				
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**Candidates must submit the following documents by 5:00 p.m., Friday, April 17, 2026.**

- CAPK Board of Directors 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 18<sup>th</sup> St., Suite 200  
Bakersfield, CA 93301

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

# COMMUNITY ACTION PARTNERSHIP OF KERN BOARD OF DIRECTORS APPLICATION

1300 18<sup>th</sup> St., Suite 200, Bakersfield, CA 93301

Phone: (661) 336-5236

Email: pdaoutis@capk.org

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

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

East Kern County  North Kern County  South Kern County  Metro Bakersfield

C O N T A C T  I N F O	Name:		Date of Birth:	
	Business / Organization:		Title:	
	Home Address:		City:	Zip:
	Phone:		Email:	
	Number of Years as a Kern County Resident:			

E D U C A T I O N	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?				

E M P L O Y M E N T	<b>Please list relevant employment experience &amp; qualifications below:</b>							
	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:	
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Do you have an economic interest in CAPK? If yes, please state interest:	
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Are you known by any current CAPK Board Members? If yes, please provide name(s)	
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I certify that the above is true and accurate.

Printed Name

Signature

Date

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

Please return completed forms to:

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

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