



DATE April 8, 2026
 TIME 12:00 PM
 LOCATION CAPK Administrative Office
 Board Room
 1300 18th Street, 3rd Floor
 Bakersfield, CA 93301

Personnel Committee Agenda

1. Call to Order

2. Roll Call

Denise Boshers (Chair) Gema Perez
 Rocio Munoz

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 Organizational Chart Update – Action Item (p.2-8) | Kelly Lowery, Food Bank Administrator |
| b. Housing & Supportive Services Proposed Changes - Action Item (p.9-11) | Rebecca Moreno, Director of Housing & Supportive Services |
| c. Head Start Personnel Update – Info Item (p.12-13) | Robert Espinosa, Program Design and Management Administrator |

5. Committee Member Comments

6. Next Scheduled Meeting

Personnel Committee
 12:00 pm
 May 6, 2026
 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 1:00 pm, April 3, 2026, by Amber Jackson, Administrative Coordinator.



MEMORANDUM

To: Personnel Committee
Kelly

From: Kelly Lowery, Food Bank Administrator

Date: April 8, 2026

Subject: *Agenda 4a:* Food Bank Organizational Chart Update: **Action Item**

Background

Over the past year, our operations have continued to evolve in response to increased demand, expanded programming, and the implementation of new systems to better support our network. Most notably, the deployment of our new Customer Relationship management (CRM) system, OASIS, has introduced additional administrative complexity, while growth in procurement and warehouse operations has required clearer alignment and role definition.

At the same time, we continue to prioritize service delivery that is efficient, responsive, and grounded in the needs of our partner agencies and neighbors. To support this, adjustments to our organizational structure, including the addition of key positions, are necessary to improve workflow alignment and strengthen key functional areas.

Identified Need to Cross Train Support Staff

One of the barriers we have with being short-staffed is that when someone is away, the work is impacted immediately. Not having bench depth that is cross trained to step into multiple areas as needed is something that must be addressed. We added the Agency Relations Specialist position to bolster that department, as it has the most need currently. However, the Specialist in this position will be cross trained to support the Pantry Department as well as the Volunteer Department.

These changes are designed to improve operational clarity, strengthen alignment across departments, and ensure we are structured to meet current and future demands effectively.

Proposed Changes

Position Title	Proposed Changes	Current Grade	New Grade
Administrative Coordinator	Report to Program Manager	9 Min\$25.45 Mid\$31.81 Max\$38.18	No Change
Administrative Specialist	Report to Program Manager	7 Min\$20.61 Mid\$25.77 Max\$30.92	No Change
Administrative Specialist	Add a Second Position	7 Min\$20.61 Mid\$25.77 Max\$30.92	No Change
Warehouse Clerk Reclassed to Warehouse Technician	Reclassification	5 Min\$19.90 Mid\$21.11 Max\$25.34	6 Min\$18.89 Mid\$23.62 Max\$28.34
Procurement Specialist	Report to Operations Manager	8 Min\$22.86 Mid\$28.59 Max\$34.30	No Change
Volunteer Coordinator	Reports to Administrator	9 Min\$25.45 Mid\$31.81 Max\$38.18	No Change

Budgetary Impact

The proposed changes to the organizational structure will not have any budgetary impact. However, the addition of an admin Specialist and the phase out of the Warehouse Clerk position and addition of a Warehouse Technician will have minor budgetary implications. CFO Tracy Webster determined that the proposed changes would be supported by the Food Bank budget.

Recommendation:

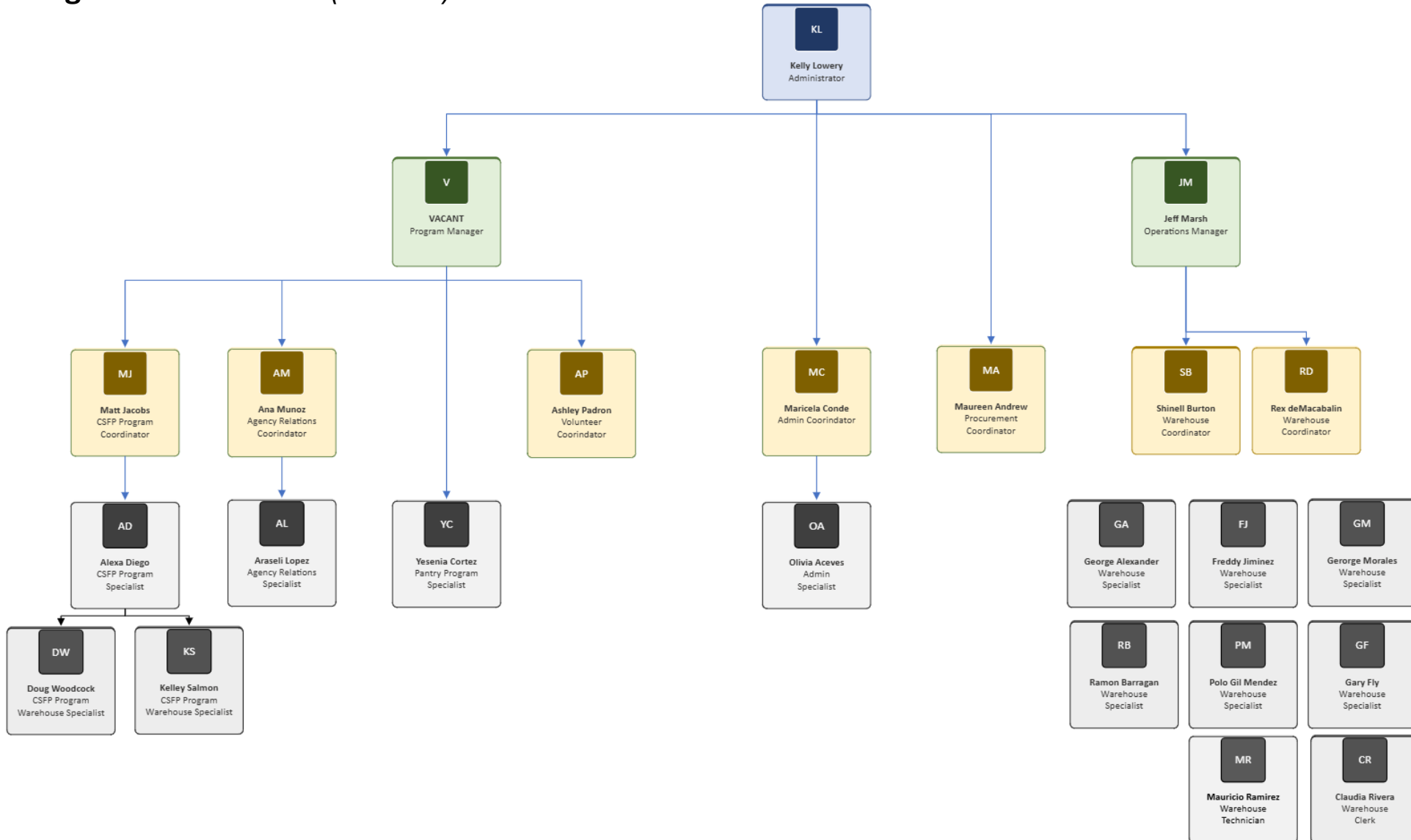
Staff recommends approval of the Food Bank organizational chart change to improve workflow alignment and strengthen key functional areas.

Attachments:

- Job Description- Warehouse Technician
- Food Bank Organizational Chart (*Current*)
- Food Bank Organizational Chart (*Proposed*)

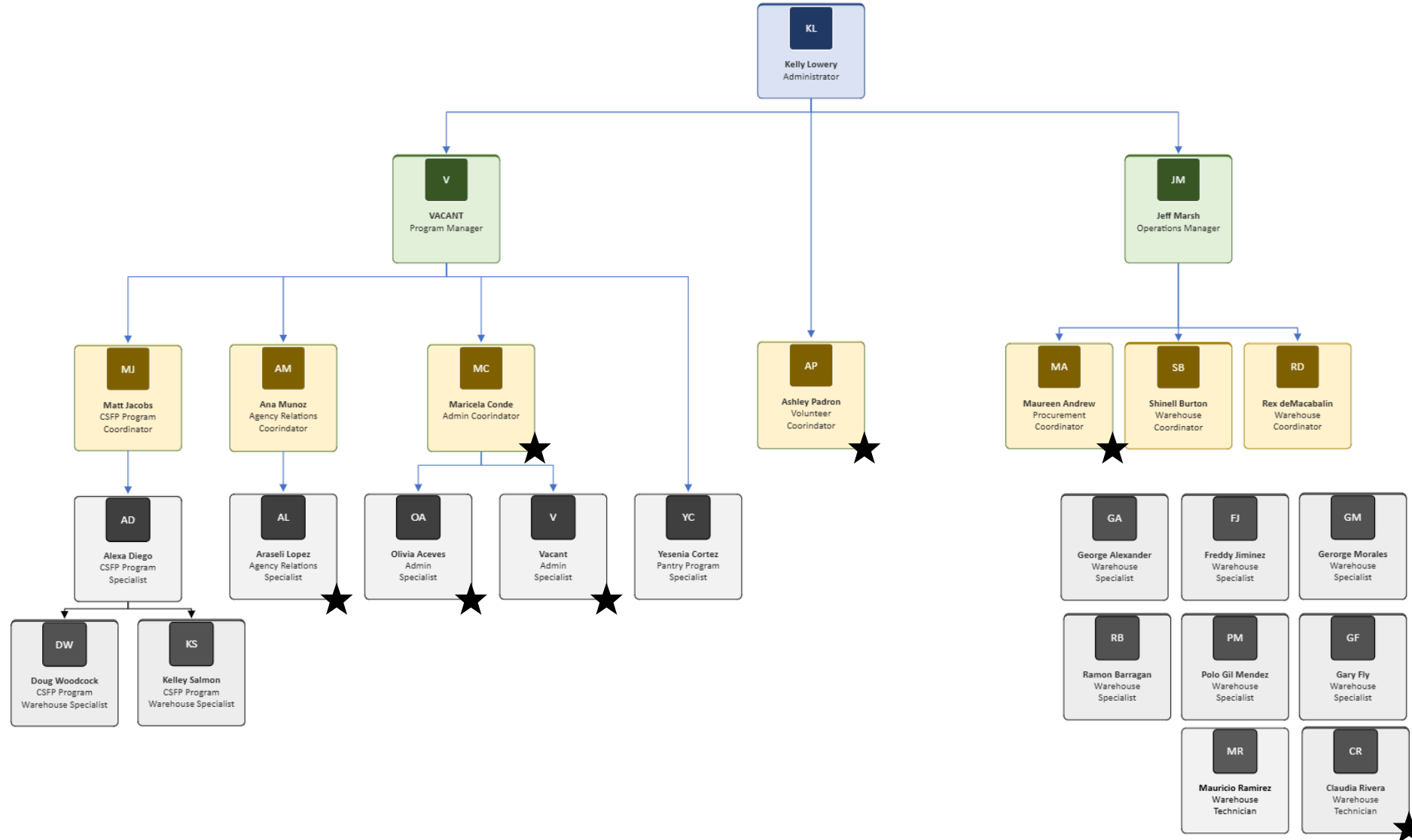


April 2026 Organizational Chart (Current)





April 2026 Organizational Chart (Proposed)





Warehouse Technician

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 06

FLSA Status: Non-Exempt

Date Approved: 11/25/2024

SUMMARY:

Under the direction of the Warehouse Coordinator and the Operations Manager, the Warehouse Technician is responsible for conducting and maintaining inventory control for the Food Bank. The Warehouse Technician ensures that food is properly stored and monitors the quality and freshness of goods. Works collaboratively with the Warehouse Coordinator to monitor the maintenance and operation of the refrigerator/freezer, forklift, vehicles, and other equipment.

SUPERVISION RECEIVED:

Receives supervision from the Warehouse Coordinator and Operations Manager.

SUPERVISION EXERCISED:

None

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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Accept deliveries, verify the accuracy of deliveries, and verify completed documentation.
- Accurately identify products for storage and distribution.
- Rotate food storage, ensuring a first in first out system.
- Record transfer of food to different programs.
- Ensure accurate warehouse releases in a timely manner for pick-up and delivery and for the documentation of any changes made to the warehouse release.
- Conduct and maintain inventory control, ensuring checks and balances are in place.
- Load and off-load products with the use of a pallet jack and forklift.
- Receive and follow work assignments as given by Warehouse Coordinator, and Operations Manager and as written on the assignment board.
- Responsible for documenting accurate weights for products that are off-loaded.
- Assist with maintaining the warehouse in a clean and safe condition.
- Use Warehouse Management System (WMS) for documentation and inventory management.
- Use personal protective equipment (PPE), as necessary, for health and safety precautions.
- Adhere to CAPK and Program dress code policy.

Other Job-Specific Duties:

- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.



- Attend and participate in staff meetings and training programs.
- Perform any other like 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 policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.

Ability to:

- Maintain equipment.
- Complete reports as needed.
- Demonstrate excellent customer service.
- Display attention to detail.
- Work cooperatively with staff to carry out program goals and objectives.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.
- Must have forklift experience.
- Must possess or be able to obtain a valid Forklift Certification within the first 60 days of employment.
- Must possess or be able to obtain a valid CA Food Handler Certificate within the first 60 days of employment.

OTHER REQUIREMENTS:

- Bilingual language fluency (Spanish/English) 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 primarily performed indoors.
- Noise level is quiet to moderately quiet.
- 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 made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Warehouse Technician				
Activity	Hours Per Day	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		



To: Personnel Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: April 8, 2026

Subject: *Agenda Item 4c*: Housing & Supportive Services Division Proposed Changes - **Action Item**

Background

In December 2025, Deb Johnson, the former Director of Veterans Services, resigned from CAPK. Following her departure, the VSS division was temporarily assigned to the Housing & Supportive Services Division to maintain continuity, alignment, and coordination across programs serving overlapping client populations. Since that transition, I have worked closely with the VSS team to support program operations, strengthen supervision, and ensure consistent leadership during the organizational gap.

On January 7, 2026, Lisa McGranahan presented updated job descriptions associated with the proposed structural changes to the Personnel Committee. These updates were subsequently approved by the Board of Directors on January 26, 2026.

Rationale for Realignment

Formally moving the VSS division under Housing & Supportive Services is recommended for the following reasons:

1. Alignment of Services

Both VSS and HSS focus on stabilizing vulnerable populations through case management, housing navigation, outreach, and supportive services. Bringing these divisions together:

- Creates a unified service delivery structure
- Reduces duplication in client engagement strategies
- Improves internal coordination and cross-departmental communication

2. Operational Continuity

Since December 2025, VSS has already been functioning successfully within the HSS leadership structure. The operational transition has demonstrated:

- Effective supervision and workflow integration
- Improved communication between programs
- Increased alignment in reporting, staffing, and compliance processes

3. Organizational Efficiency

The restructure strengthens CAPK's internal capacity by:

- Eliminating director-level vacancies that previously led to silos
- Creating shared leadership pathways
- Supporting the development of consistent expectations across similar roles and functions

Fiscal Impact

Currently, there is no immediate impact on the budget. New positions associated with the proposed restructuring are currently budgeted under the VSS programs.

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 adding an opportunity for growth within the agency.

Recommendation:

Staff recommends the Board of Directors formally approve the realignment of the Veterans Supportive Services (VSS) division under the Housing & Supportive Services Division, consistent with the updated job descriptions and proposed organizational chart.

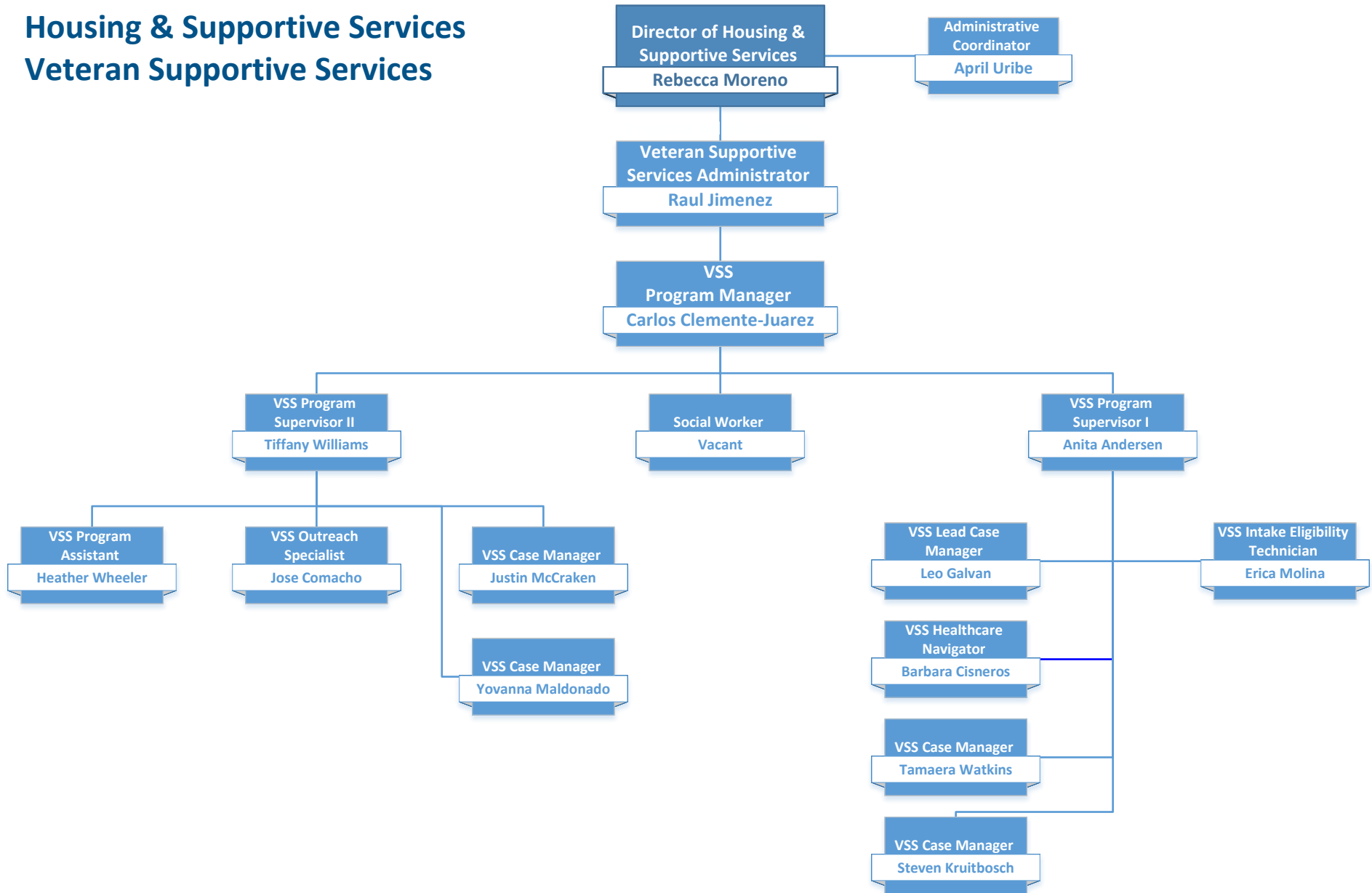
Attachments:

Draft Org. Chart for HSS

1. Program Administrator
2. Program Manager
3. Program Supervisor II
4. Program Supervisor I
5. Administrative Coordinator
6. Social Worker
7. Lead Case Manager
8. Healthcare Navigator
9. Case Manager
10. Intake Eligibility Technician
11. Outreach Specialist
12. Program Assistant



Housing & Supportive Services Veteran Supportive Services





MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Program

Robert Espinosa, Program Design and Management Administrator

Date: April 8, 2026

Subject: *Agenda Item (4b): 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 March 2026, the following information is provided to the Personnel Committee:

- 646 Staff employed.
- 54 Vacant Positions.
- Onboard 4 new staff members.
- Rehired 1 staff member.
- Eight (8) Resignations.
- Six (6) days of interviews for 7 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 outlining the closed classrooms and current staff vacancies for both closed and open classrooms as of March 31, 2026.

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	34	100%	6	6	0	100%
Alicante	20	20	100%	3	3	0	100%
Angela Martinez EHS	24	25	104%	9	9	0	100%
Angela Martinez HS	81	60	74%	9	9	0	100%
Bakersfield College	32	29	91%				
Blanton	16	15	94%				
Broadway (PY)	37	32	86%	6	6	0	100%
California City (PY)	17	19	112%	2	2	0	100%
California Street	24	25	104%	9	8	1	89%
Cleo Foran EHS	8	8	100%	3	3	0	100%
Cleo Foran HS	15	15	100%	3	3	0	100%
Delano (PY)	60	60	100%	12	12	0	100%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	34	38	112%	6	6	0	100%
Family Childcare EHS	24	26	108%				
Family Childcare HS	21	21	100%				
Gianone	16	16	100%	3	3	0	100%
Harvey L. Hall EHS	68	72	106%	27	27	0	100%
Harvey L. Hall	74	60	81%	12	12	0	100%
Heritage (PY)	17	17	100%	2	2	0	100%
Kennedy	16	17	106%	6	4	2	67%
Kennedy HS	17	0	0%	3	0	3	0%
La Plaza	24	0	0%	6	0	6	0%
Lathrop	24	23	96%	9	9	0	100%
Lathrop HS	17	16	94%	3	3	0	100%
Lodi	32	24	75%	12	12	1	100%
M. Massei	24	25	104%	9	8	1	89%
M. Massei HS	17	17	100%	3	3	0	100%
MJM EHS	16	19	119%	6	5	1	100%
MJM HS	34	40	118%	6	6	0	100%
Oasis EHS (PY)	8	5	63%	3	3	0	100%
Oasis (PY)	34	35	103%	6	6	0	100%
Pete Parra EHS	48	47	98%	15	13	1	87%
Pete Parra HS	68	77	113%	12	12	0	100%
Primeros Pasos EHS	16	16	100%	6	6	0	100%
Primeros Pasos HS	51	51	100%	9	8	1	89%
Rosamond (PY)	51	50	98%	9	9	0	100%
San Diego EHS	32	31	97%	12	12	0	100%
Shafter EHS	24	25	104%	9	9	0	100%
Shafter	17	20	118%	3	2	1	67%
Stockdale HS	41	40	98%	9	8	1	89%
Sterling EHS	64	65	102%	9	8	1	89%
Sterling HS	53	60	113%	24	22	2	92%
Sunrise Villa (PY)	17	17	100%	9	9	0	100%
Taft (PY)	51	60	118%	3	2	1	67%
Taft College	22	10	45%				
Tehachapi (PY)	15	17	113%	2	2	0	100%
Tiny Powers	8	0	0%	6	0	0	0%
Tiny Powers HS	34	25	74%	6	0	6	0%
Home Base Kern 160	160	158	99%	16	14	2	88%
SJC EHS HB 80	80	68	85%	8	6	2	75%
Total	1753	1666	95%	345	312	33	90%

Closed Classrooms	Funded Enrollment	Staff Vacancies
*Angela Martinez HS ~ 81		
Class D	15	0
Class E	15	1
EHS HB ~ 100		
ECE 2	10	0
ECE 11	10	0
Kennedy HS~ 17		
Class A	17	3
La Plaza~ 24		
Class A	12	2
Class B	12	3
SJC HB ~ 80		
Stockton 2	10	1
Stockton 3	10	0
Tiny Powers EHS ~ 16		
Class 1	8	3
University Park ~ 34		
Class A	11	1
Class B	17	1
Class C	16	3
Classrooms Fully	Total Slots	Staff Vac.
13	133	17

* Angela Martinez slots moved

	Slots	Staff Vac.
Closed Enrollment	8%	51.52%
Open Enrollment	92%	48.48%

Funded Enrollment	1753	1666 95%
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Reportable Enrollment	1620	1666 103%
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