



DATE	March 29, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 829 439 31#

Board of Directors Meeting Agenda

Per Governor’s Executive Order N-29-20 and Assembly Bill 361, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

I. Call to Order

a. Roll Call

Kevin Burton (Chair)	Nila Hogan	Fred Plane
Michael Bowers	Ariana Joven	Michele Shain
Don Bynum	Chase Nunneley	Chei Whitmore

II. Resolution Approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361 – Jeremy Tobias, Chief Executive Officer - Action Item

a. Resolution #2022-02 (p. 3-4)

III. Public Comment

The public may address the Board of Directors on items not on the agenda. 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.

IV. 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 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

a. Minutes of the January 25, 2022 Board of Directors Meeting – **Action Item (p. 5-7)**

V. New Business

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| a. 2022 CAPK Foundation Board Meeting Calendar – Action Item (p. 8) | Pritika Ram, Director of Administration |
| b. Friendship House Community Center Campaign – Info Item (Verbal) | Pritika Ram, Director of Administration |
| c. Director of Development Recruitment Update – Info Item (Verbal Report) | Kevin Burton, Board Chair |
| d. Food Bank Capital Expansion Update (Construction & Funding) – Info Item (Verbal) | Emilio Wagner, Director of Operations
Pritika Ram, Director of Administration |

VI. Board Member Comments

VII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
To be determined
5005 Business Park North
Bakersfield, CA 93309

VIII. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, March 24, 2022. Paula Daoutis, Administrative Coordinator.



RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION AUTHORIZING USE OF TELECONFERENCING FOR PUBLIC MEETINGS UNDER AB 361

The Board of Directors of Community Action Partnership of Kern Foundation located at 5005 Business Park North, Bakersfield, CA 93309, met virtually on March 29, 2022, in Bakersfield, California and resolved as follows:

WHEREAS, the Governor of the State of California (Governor) proclaimed a State of Emergency to exist as a result of the threat of COVID-19. (Governor's Proclamation of a State of Emergency (Mar. 4, 2020); and

WHEREAS, the Governor's Executive Order No. N-25-20 (Mar. 12, 2020); Governor's Executive Order No. N-29-20 (Mar. 17, 2020); and Governor's Executive Order No. N-08-21 (Jun. 11, 2021) provided that local legislative bodies may hold public meetings via teleconferencing and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body and waived the Brown Act provisions found in Government Code section 54953(b)(3) which require the physical presence of the members, the clerk, or other personnel of the body, or the public, as a condition of participation in, or quorum for, a public meeting, including the requirement that:

1. State and local bodies notice each teleconference location from which a member will be participating in a public meeting.
2. Each teleconference location be accessible to the public.
3. Members of the public may address the body at each teleconference location.
4. State and local bodies post agendas at all teleconference locations.
5. During teleconference meetings at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.

WHEREAS, the provisions of Governor's Executive Order No. N-25-20 (Mar. 12, 2020); Governor's Executive Order No. N-29-20 (Mar. 17, 2020); and Governor's Executive Order No. N-08-21 (Jun. 11, 2021) expired on September 30, 2021 and will no longer remain in effect thereafter; and

WHEREAS, the Center for Disease Control is currently contending with the Delta Variant of the COVID-19 virus and anticipates the development of potential other strains which may further impede public agency operations and prolong the need for social distancing requirements; and

WHEREAS, recent legislation (AB 361) authorizes a local legislative body to use teleconferencing for a public meeting without complying with the Brown Act's teleconferencing quorum, meeting notice, and agenda requirements set forth in Government Code section 54953(b)(3), in any of the following circumstances:

1. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body holds a meeting during a proclaimed state of emergency for purposes of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.
3. The legislative body holds a meeting during a proclaimed state of emergency and has determined by majority vote pursuant to 2 above that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Community Action Partnership of Kern Foundation as follows:

1. **Determination of Imminent Health or Safety Risks.** The Board of Directors hereby determines by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
2. **Continued Implementation of AB 361.** If the state of emergency remains in effect and meeting in person would present imminent risks to the health or safety of attendees, the Board of Directors shall, to continue meeting subject to the provisions set forth in AB 361 and the Brown Act, no later than 30 days after it adopts this Resolution and every 30 days thereafter, make the following findings by majority vote:
 1. The Board of Directors has reconsidered the circumstances of the state of emergency; *and*
 2. Either (1) the state of emergency continues to directly impact the ability of the members to meet safely in person; or (2) state or local officials impose or recommend measures to promote social distancing.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern Foundation, this 29th day of March 2022.

Kevin Burton, Board Chair
CAPK Foundation Board of Directors

Date



DATE January 25, 2022

TIME 12:00 pm

LOCATION Teams Meeting / In-Person at
5005 Business Park North
Bakersfield, CA 93309

TEAMS LINK [Click here to join the meeting](#)

PHONE NUMBER (213) 204-2374 / ID: 355 962 685#

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevinn Burton called the meeting to order at 12:00 pm via Tele-Conference with opportunity for the public to join at the administrative offices of Community Action Partnership of Kern, located at 5005 Business Park North, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton (Chair), Nila Hogan, Ariana Joven, Chase Nunneley, Fred Plane, Michele Shain

Absent: Michael Bowers, Don Bynum, Chei Whitmore

Others Present: Jeremy Tobias, Chief Executive Officer; Freddy Hernandez, Director of Youth & Community Services; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; other CAPK staff

Following the roll call, Kevin Burton asked Freddy Hernandez to introduce the Friendship House Advisory Board Members present at the meeting.

II. Public Comments

No one addressed the Board.

III. Resolution Approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361 – Jeremy Tobias, Chief Executive Officer – Action Item

a. Resolution #2022-01

Motion was made and seconded to approve Resolution #2022-01. Carried by unanimous vote (Burton/Hogan).

IV. Consent Agenda

Motion was made and seconded to approve the Consent Agenda. Carried by unanimous vote (Plane/Shain).

V. Regular Business

- a. Director of Development Recruitment Update –Kevin Burton, Board Chair – ***Info Item***

Kevin Burton reported that a candidate was selected and is going through the background checks now. An update will be provided at the next meeting.

- b. Food Bank Capital Expansion on Fundraising and Construction Update – Emilio Wagner, Director of Operations and Pritika Ram, Director of Administration – ***Info Item***

Emilio Wagner provided a verbal update regarding the status of the construction and pricing. The contractors have started the pre-construction planning and have erected temporary fencing and are preparing to begin the earthwork on the south side of the Food Bank to include a road that leads to Washington St. The new road will minimize the interruption to the Food Bank with deliveries and outbound deliveries. Bid packages have been opened to allow for some of the subcontractors to resubmit bids as there has been a fluctuation of pricing. Since Federal funds were awarded towards the expansion project, the construction process is expected to be slower to allow time for approval by the County. The underground utilities, concrete, and paving has already been approved. A construction schedule is being prepared by Columbo and it is expected that the metal building will arrive in May. The interior improvements are scheduled to be completed in October.

Pritika Ram added that the Food Bank Expansion Capital Campaign was a primary goal of the Foundation Board. Due to the COVID response, the agency, as a social services partner, was able to provide access to food in a timely matter, which garnered a lot of visibility and funding for the CAPK Food Bank Expansion. Staff is in talks with a private donor who has requested not be identified at this time, and the funding schedule will be paid based on milestones achieved. Additionally, staff worked alongside the California Food Bank Association and the funding has come together supplement the needed funds. Under the pending column, there is \$3 million that is outstanding, and based on conversations with our elected officials and leadership at the DC office, we are unsure at this time if it will materialize. However, we are in excellent shape and can pivot back to fundraising efforts if needed

Pritika also announced that the CAPK Food Bank distributed 33 million pounds of food in 2020 and 23 million pounds in 2019. The need is there, and this expansion will serve the community well. The construction is not expected to interrupt the operations of the Food Bank.

Kevin Burton thanked the staff for their work to achieve and surpass the fundraising goal.

- c. Friendship House Community Center (FHCC): Fundraising Campaign – Freddy Hernandez, Director of Youth and Community Services and Pritika Ram, Director of Administration – ***Info Item***

Lois Hannible reported that the Friendship House Community Center was established in 1957 and offered social services, recreational activities and support to individuals and families in southeast Bakersfield and across Kern County. Lois provided a summarization of each of the current programs offered for the youth. Lois said there are a total of 6 staff members serving FHCC and 2 WIC employees are on the premises.

Pritika Ram presented a plan to jump start fundraising for fencing and lighting and said that Emilio Wagner has provided an estimated costs to complete both.

CAPK will pay for an electrical engineer to scope out the project to provide accurate lighting to utilize the green space behind the building. The cost to obtain the scope of work from an electrical engineer is approximately \$15,000 - \$20,000.

Internal processes are to bring the new project up to both the Friendship House Advisory Council and the Foundation Board. Of the two projects, fencing is priority for safety.

Kevin Burton asked if the fencing would prevent individuals from climbing over. Emilio said it will and described what the expanded metal mesh will add and said that the fencing will provide the needed security and aesthetics.

Raul Gallardo asked if the fencing and lighting will offer the opportunity to increase funding through rental of the facility. Freddy Hernandez said a new high school is being built nearby and the Kern High School District has already approached Friendship House to inquire about renting the fields until the high school fields are completed.

Kevin Burton suggested a Friendship House donor wall and said that in philanthropy, funds pledged can be spread over a period of time. The breakdown over time provides the donor with a tax deduction over several years. Kevin also suggested a fundraising committee be formed to address sponsorship levels, etc.

Pritika said staff will solicit members for an Ad-Hoc Committee to include Foundation Board Members and FHCC Advisory Council Members.

d. 2022 Foundation Board Meeting Schedule – ***Action Item***

Motion was made and seconded to approve the 2022 Foundation Board Meeting Schedule. Carried by unanimous vote (Shain/Nunneley).

VII. Board Member Comments

- No Comments

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, February 22, 2022
5005 Business Park North
Bakersfield, CA 93309

IX. Adjournment

The meeting was adjourned at 12:50 pm



BOARD OF DIRECTORS

2022 BOARD & STANDING COMMITTEE MEETING CALENDAR

MONTH	EXECUTIVE COMMITTEE	BOARD MEETINGS
TIME	12:00 pm – 1:00 pm	12:00 pm – 1:00 pm
January		1/25
March		3/29
May		5/31
July	07/26	
September		9/27
November		11/29

- ❖ Board of Director Meetings and Committee Meetings are generally held at the Community Action Partnership or Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA. Notice of change in meeting location will be given in advance.
- ❖ Community Action Partnership of Kern Foundation follows the meeting guidelines of the Ralph M. Brown Act. All meetings are open to the public.

Notes:

- ❖ No Standing Committee or Board meetings are scheduled in July & December. All items will be heard at the Executive Committee meetings.