



DATE	September 27, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park N/ Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 812 140 91#

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 #2022-04 (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 May 31, 2022, Board of Directors Meeting – **Action Item (p. 5-7)**

V. Old Business

- | | |
|---|---|
| a. Friendship House Community Center (FHCC) Fundraising Campaign Update – Info Item (p. 8-9) | Pritika Ram, Chief Business Development Officer |
| b. Food Bank Expansion– Info Item | Emilio Wagner, Director of Operations |

VI. New Business

- | | |
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| a. Foundation Development (PowerPoint Presentation) – Info Item | Catherine Anspach, Director of Development |
| b. 2023 Event Planning Info Item | Catherine Anspach, Director of Development |
| c. Board Recruitment – Info Item | Kevin Burton, Board Chair |
| d. Review of Board Member Responsibilities – Info Item | Kevin Burton, Board Chair |

VII. Board Member Comments

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
November 29, 2022
5005 Business Park North
Bakersfield, CA 93309

IX. 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, September 22, 2022. Paula Daoutis, Administrative Coordinator.



RESOLUTION 2022-04

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 in person at CAPK Friendship House Community Center (FHCC), located at 2424 Cottonwood Rd., Bakersfield, CA 93307 and virtually on September 27, 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 27th day of September 2022.

Kevin Burton, Board Chair
CAPK Foundation Board of Directors

Date



DATE May 31, 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: 661 350 530#

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevin Burton called the meeting to order at 12:05 pm at the CAPK Friendship House Community Center, located at 2424 Cottonwood Rd., Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton (Chair), Don Bynum, Nila Hogan, Chase Nunneley, Fred Plane, Michele Shain, Chei Whitmore

Absent: Michael Bowers, Ariana Joven

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

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 #2022-03

Motion was made and seconded to approve Resolution #2022-02. Carried by unanimous vote (Nunneley/Payne).

IV. Consent Agenda

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

V. New Business

- a. Friendship House Community Center – Lois Hannible, FHCC Program Manager & Pritika Ram, Director of Administration– ***Info Item***

1. Site Tour

Lois Hannible provided a site tour to the Foundation Board Members and showcased the property and the areas of need, lighting, and improved fencing. Both improvements will provide increased security and an opportunity for the property to be rented for community use. Following the tour, Lois detailed the different programs that the FHCC provides, and highlighted the summer program where a free breakfast and lunch is provided, along educational components and a field trip is planned to the Long Beach Aquarium and San Simeon for a beach clean-up day. Both field trips were made possible through a grant from the California Coastal Commission.

Children who attend the center are safe and enjoy the many activities throughout the year. The mentoring program is possible through a grant and adult volunteers in the community who commit to a year of service and are matched with students. It's a very rewarding program for both students and the mentors.

Lois ended her presentation by providing the history of Friendship House and how it was founded in 1957 by community members who came together to provide a safe place for children. Along the way, financial struggles put the center at risk of closing until CAPK was approached and asked to help resuscitate the center. CAPK invested funding to build the gymnasium and enhance the exterior to where it is today. The FHCC Advisory Board also plays a major role in the ongoing efforts to provide continued services to the community.

2. Site Enhancement Presentation

Pritika Ram provided a video presentation that focused on the Friendship House Community Center and surrounding property and provided a proposed budget of funds required to install the lighting and fencing. It is recommended to split the fundraising into three phases: fencing, lighting, and solar. The board engaged in great discussion and provided several suggestions on businesses and community political leaders to approach to assist with the funding needs. It was also suggested that some of the local solar companies may be willing to donate all or a portion of the solar panels for the center.

Pritika said that CAPK will invest an initial \$25,000 to cover the electrical civil engineering and it is estimated that the contract will be signed in June.

It was recommended that staff arrange a tour with City officials to stress the need for the safety upgrades.

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

Kevin Burton advised the Board that the recruitment efforts are ongoing and there are some good candidates in the mix. Interviews are expected to begin soon.

VII. Board Member Comments

- No Comments

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, September 27, 2022
5005 Business Park North
Bakersfield, CA 93309

IX. Adjournment

The meeting was adjourned at 1:03 pm



MEMORANDUM

To: Board of Directors
Pritika Ram

From: Pritika Ram, Chief Business Development Officer

Date: September 27, 2022

Subject: *Agenda Item V(a)*: Friendship House Community Center (FHCC): Fundraising Campaign Update – **Info Item**

The Friendship House Community Center (FHCC) Sports Field Enhancement Campaign has been doing well since the beginning of the year. The project was designed to address the community's need for green space and provide a safe and secure environment for youth to access the sports field in Southeast Bakersfield. Below are highlights from the campaign.

Through the state-based funding secured by Assemblymember Rudy Salas, in partnership with the Friendship House Community Center Advisory Council, in the amount of \$1,000,000.00, 66% of the campaign funds have been secured. With the estimations provided by the Civil Engineer and Operations Divisions, these funds will be used towards the fencing and lighting project. Staff will pursue grant funds through the City of Bakersfield - Community Development Block Grant (CDBG) for the solar installation phase of the campaign and will continue to pursue related grants and fundraising efforts as well. However, if funds state funds remain, it will be used towards the solar project and/or related site enhancements.

In total, 68% of the funds have been received or secured, and there is an outstanding balance of \$480,000.00, see attached budget detail for additional information.

Staff anticipate obtaining updated quotes on the project in the coming months. To stay updated on campaign activities, please access the Fundraise Page: [Friendship House - CAPK Foundation](#)

Attachment
FHCC Budget Detail

Attachment:
Friendship House Community Center – Campaign Budget

**Budget | CAPK Friendship House Community Center
Site Enhancement Project**

Funding Sources		Amount	Status
(1) CAPK Indirect	\$	20,000.00	Received
(2) CA Budget FY 2022-23	\$	1,000,000.00	Pending Contract
(3) City of Bakersfield - Community Development Block Grant (CDBG)	\$	-	Pending Application (Dec 2022)
Other: Fundraising	\$	-	
TOTAL	\$	1,020,000.00	

Phase	Scope	Costs	DETAILS	% of Project	Timeline
CAPK In-kind					
Pre-Development	Electrical engineer contract	\$ 25,000.00	Project Development	2%	
Proposal Request					
Phase I	Fencing	\$ 405,000.00		27%	
	Installation of new fence		Install 683' of 82" high by 94" wide tubular steel panels and expanded #16 metal mesh. Install 683' of mow strip with 12" wide x 4" thickness and demo existing posts. Install 408' of new sump fence 82" high by 118" tubular steel panels and 204' of expanded metal #16 mesh.		130 days
	Installation of mesh on existing fence		Install 983' of expanded metal #16 mesh to all existing fencing.		47 days
Phase II	Lighting	\$ 450,000.00		30%	
	Lighting Design & Permitting		Evaluate power consumption needs, and design a lighting system based on need and area to be lit.		130 days
	Contractor Selection		After completion of construction documents bid the project to select a contractor.		47 days
	Construction		Upgrade main switchgear, install conduit, concrete foundations, and light standards.		106 days
Phase III	Solar Installation	\$ 500,000.00		33%	
	Solar Design & Permitting		Evaluate power consumption needs, and design a solar system based on power consumption.		95 days
	Contractor Selection		After completion of construction documents bid the project to select a contractor.		47 days
	Construction		Install inverter, and panels and tie them into the existing electrical meter.		75 days
<i>Administrative/Construction Management Fee</i>		\$ 120,000.00	Time of Operations staff to coordinate design, manage contractors, and closeout projects.	8%	
Total Project Costs		\$ 1,500,000.00		100%	
Fundraising Goal		\$ 1,500,000.00	Allows for additional site and program needs (i.e., internal gym painting, basketball area updates)		
Total Secured		\$ 1,020,000.00			
Outstanding Balance		\$ 480,000.00			