Community Action Partnership of Madera County, Inc.  
Regular Board of Directors Meeting

Thursday,  
September 13, 2012  
5:30 P.M.  

CAPMC Conference Room 1  
1225 Gill Avenue  
Madera, Ca. 93637

AGENDA

Supporting documents relating to the items on this agenda that are not listed as “Closed Session” are available for inspection during normal business hours at Community Action Partnership of Madera County, 1225 Gill Avenue, Madera, CA 93637. Supporting documents relating to the items on this agenda that are not listed as “Closed Session” may be submitted after the posting of the agenda and are available at Community Action Partnership of Madera County during normal business hours. Please visit Community Action Partnership of Madera County for updates at www.maderacap.org.

CALL TO ORDER BOARD OF DIRECTORS

ROLL CALL – Melisa DaSilva

A. PUBLIC COMMENT
The first ten minutes of the meeting are reserved for members of the public to address the Board of Directors on items of interest to the public that are within the subject matter jurisdiction of our agency. Speakers shall be limited to three minutes. Attention is called to the fact that the Board is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusion should be drawn if the Board does not respond to the public comment at this time.

B. ADOPTION OF THE AGENDA

B-1 ADDITIONS TO THE AGENDA: Items identified after posting of the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-thirds vote, or unanimous vote if quorum is less than full board, required for consideration.  
(Government Code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section F).

B-2 ADOPTION OF AGENDA: Adoption of agenda as presented or with approved additions.
C. **TRAINING**
   None

D. **ADVOCACY ISSUES**
   None

E. **CONSENT ITEMS**

   E-1 Approve the Minutes of the Regular Board of Director’s Meeting – August 9, 2012

   E-2 Accept the minutes from the Madera/Mariposa Regional Head Start Policy Council Meeting – August 2, 2012

   E-3 Accept the minutes from the Madera/Merced Migrant/Seasonal Head Start Policy Committee Meeting – August 8, 2012

   E-4 Accept the minutes from the Fresno Migrant/Seasonal Head Start Policy Committee Meeting – June 26, 2012

   E-5 Accept the minutes from the Fresno Migrant/Seasonal Head Start Policy Committee Meeting – July 24, 2012

   E-6 Accept the minutes from the Fresno Migrant/Seasonal Head Start Policy Committee Meeting – August 8, 2012

   E-7 Accept Bank of America Credit Card Statements
      • July 2012
      • August 2012

   E-8 Accept American Express Credit Card Statement and All Other Credit Card Statements
      • June, 2012

   E-9 Approve the following reports:
      • Madera Migrant/Seasonal Head Start In-Kind Monthly Report – July 2012
      • Madera Migrant Head Start including Blended Migrant Preschool State Program Income Calculations – July 2012
      • Regional Head Start Food Program Counts - July 2012

   E-10 Approve the following reports:
      • Fresno Migrant Head Start Monthly Report – August 2012
      • Fresno Migrant Head Start In-Kind Report – July 2012
      • Fresno Migrant Head Start Food Program Counts – July 2012

   E-11 Accept the appointment of the Madera County Department of Social Services Member and Alternate to serve on the Board of Directors
E-12 Ratify the authorization for the Executive Director to sign and submit the Request for Application (RFA) for the California Department of Public Health (CDPH) Rape Prevention & Education grant, including any extension or amendments. This grant term becomes effective beginning November 1, 2012 – to December 31, 2013


E-14 Accept compliance and Internal Control Audit Update for the Year Ended June 30, 2012 (Informational Only)

F. DISCUSSION ITEMS

F-1 Review and approve the Fresno Migrant/Seasonal Head Start Policy Committee By-Laws for 2012-2013

F-2 Review the Fresno Migrant/Seasonal Head Start 2012 Annual Self-Assessment Reports and Corrective Action Plans. INFORMATIONAL ONLY

F-3 Review and approve the ratification to the 2012-2013 lease agreement between Fresno Migrant and Seasonal Head Start/CAPMC and Parlier Unified School District

F-4 Review and approve the submission of the Community Action Partnership of Madera County’s 2013-2014 Madera/Merced Migrant/Seasonal Head Start Funding Basic, T & TA and Non-Federal Share Budgets to Central California Migrant Seasonal Head Start (CCMSHS), Child and Family Division of Stanislaus County Office of Education. BUDGETS TO BE DISTRIBUTED AT BOARD MEETING

F-5 Review and approve the 2012-2013 By-Laws for the Madera/Merced Migrant/Seasonal Head Start Policy Committee

F-6 Review and approve the Madera/Merced Migrant/Seasonal Head Start Community Assessment process

F-7 Review and approve the 2013-2014 Service Area for the Madera/Merced Migrant/Seasonal Head Start program

F-8 Review and approve the 2012-2013 Madera/Merced Migrant/Seasonal Head Start Self-Assessment Report

F-9 Review and approve the authorization for the Executive Director of Community Action Partnership of Madera County to submit a grant application to the California Emergency Management Agency (Cal EMA) for the Unserved/Underserved Victim Advocacy and Outreach Program (UV) from October 1, 2012 through September 30, 2013, including any extensions and/or amendments during the funding period

F-10 Review and approve the authorization for the Executive Director of Community Action Partnership of Madera County to submit the 2012-2013 Heffernan Foundation Mini Grant application on behalf of the Community Action Partnership of Madera County (CAPMC) Board of Directors
F-11  Review and approve the authorization for the Executive Director of Community Action Partnership of Madera County (CAPMC) to sign the CACFP Agreement to continue participation in the program.

G. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

G-1  Finance Committee – Verbal
G-2  Personnel Committee – Verbal
G-3  Executive Director Monthly Report – Verbal
G-4  Financial Statements (July 2012) – Informational
G-5  Head Start Policy Council/Committee Reports – Verbal
G-6  Work Related Injury Report (August 2012) – Informational
G-7  CAPMC Board of Directors Attendance Report for 2012

H. CORRESPONDENCE

H-1  Information Memorandum from the Office of the Administration for Children and Families regarding Head Start and Early Head Start Relationship-Based Competencies for Staff and Supervisors who Work with Families dated June 6, 2012

I. ADJOURN TO CLOSED SESSION

I-1  Closed Session – Personnel
    Approve the CAPMC Staffing Changes Report for August, 2012
    (Pursuant to Government Code 54957)

I-2  Closed Session – Public Employee Performance Evaluation
    Title: Executive Director
    (Pursuant to California Government Code 54957)

RECONVENE TO PUBLIC SESSION

Report of Closed Session Acts
(Pursuant to Government Code 54957.1)

J. ADJOURN