



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

Agenda

**Thursday, August 11, 2022
CAPMC Conference Room 1 / 1a
1225 Gill Avenue
Madera, CA 93637
5:30 pm**

Supporting documents relating to the items on this agenda that are not listed as “Closed Session” are available for inspection during the normal business hours at Community Action Partnership of Madera County, 1225 Gill Avenue, Madera, CA 93637. Supporting documents relating to the items on the 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, Inc. during normal business hours.

Please visit www.maderacap.org for updates.

CALL TO ORDER BOARD OF DIRECTORS

ROLL CALL – Cristal Sanchez

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 the 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 comments at this time.

B. ADOPTION OF THE AGENDA

B-1 ADDITIONS TO THE AGENDA: Items identified after posting the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-third 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 E).

B-2 ADOPTION OF AGENDA: Adoption of agenda as presented or with approved additions.

C. TRAINING/ADVOCACY ISSUES

None

D. CONSENT ITEMS

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – July 14, 2022.

D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Meeting – July 12, 2022.

D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – July 13, 2022.

D-4 Review and consider accepting the Bank of America Credit Card Statements:

- July 2022

D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:

- June 2022

D-6 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:

- Monthly Enrollment Report – June 2022
- In-Kind Report – June 2022
- CACFP Program Report – June 2022

D-7 Review and consider approving the following **Madera Early Head Start** Reports:

- Monthly Enrollment Report – June 2022
- In-Kind Report – June 2022

D-8 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:

- Monthly Enrollment Report – June 2022
- In-Kind Report – June 2022
- CACFP Program Report – June 2022
- Program Information Report (PIR) – June 2022

D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:

- Monthly Enrollment Report – June 2022
- In-Kind Report – June 2022
- CACFP Program Report – June 2022

- D-10 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the *Madera Migrant/Seasonal Head Start* Policy Committee.
- D-11 Review and consider approving the Suspension and Expulsion Procedure for the *Madera Migrant/Seasonal Head Start* Program.
- D-12 Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Education State Based Migrant Program 2022-2023 Program Philosophy, Goals and Objectives and Parent Handbook.
- D-13 Review and consider approving the 2021-2022 *Fresno Migrant/Seasonal Head Start* program procedure and plan for conducting the self-assessment.
- D-14 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the *Fresno Migrant/Seasonal Head Start* Policy Committee.
- D-15 Review and consider approving the Suspension and Expulsion Procedure for the *Fresno Migrant/Seasonal Head Start* Program.
- D-16 Review the 2022 Community Services Low Income Home Energy Assistance Program (LIHEAP) Customer Satisfaction Survey results. (Informational Only)
- D-17 Review and consider approving the results of the 2022 Department of Community Services and Development Monitoring Report of the Community Services Low Income Home Energy Assistance Program (LIHEAP) contracts.
- D-18 Review the Madera County Child Advocacy Center Report for July 2022. (Informational Only)
- D-19 Review the Child Care Alternative Payment and Resource & Referral Program Report for July 2022. (Informational Only)
- D-20 Review the Community Services Report for July 2022. (Informational Only)
- D-21 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for July 2022. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider approving the reclassification of a Housing Case Worker position to the vacant Community Services Coordinator position.
- E-2 Consider approving the Executive Director to enter into contract with the County of Madera to provide home delivered meals to seniors.
- E-3 Review the CSBG Work Plan Update for 2022. (Informational Only)
- E-4 Receive a copy of the CAPMC Bylaws and open a 30-day review period. (Informational Only)

- E-5 A Declaration of Intent will be submitted to the Department of Community Services and Development (CSD) as notification that the CAPMC tripartite Board of Directors composition will remain at 15 primary member representatives. (Informational Only)
- E-6 Review the results of the 2021 Employee Climate Survey Report. (Informational Only)
- E-7 Review and consider accepting the progress and outcomes of the CAPMC CAPQuest Strategic Plan 2010-2021 Final Performance Report.
- E-8 Consider allowing the Executive Director to submit the Child Advocacy Center (KC) Program Request for Proposal (RFP) due August 26, 2022 to Cal OES.
- E-9 Accept and consider approving the submission of CAPMC Welfare Benefit Form 5500 tax return by the Chief Financial Officer.
- E-10 Consider awarding the 403B Plan audit for the calendar year 2021 to Brown Armstrong CPAs.
- E-11 Review and consider approving the Agency-Wide Risk Assessment by the Chief Financial Officer. *Item to be distributed at the Board of Directors Meeting.*

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – (July 2022)
- F-4 Financial Statements (July 2022)
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (July 2022)
- F-7 CAPMC Board of Directors Attendance Report – (July 2022)
- F-8 Staffing Changes Report for July 1, 2022 – August 1, 2022

G. CLOSED SESSION

None

H. CORRESPONDENCE

None

I. ADJOURN

I, Cristal Sanchez, Strategic Plan Coordinator & Assistant to the Executive Director, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for August 11, 2022, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on August 5, 2022.



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director

