



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

Agenda

**Thursday, December 14, 2023
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, Inc., 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

Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)

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 – November 9, 2023.

D-2 Review and consider approving the Minutes of the Fresno Migrant and Seasonal Head Start Policy Council Committee Meeting – October 11, 2023.

D-3 Review and consider approving the Minutes for the Madera Mariposa Regional and Early Head Start Policy Council Committee Meeting – November 2, 2023

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

- November 2023

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

- October 2023

D-6 Review and consider approving the following **Fresno Migrant and Early Seasonal Head Start** Reports:

- Monthly Enrollment Report – September & October 2023
- In-Kind Report – October 2023
- CACFP Program Report – September & October 2023
- Program Information Report – September & October 2023

D-7 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:

- Monthly Enrollment Report – October 2023
- In-Kind Report – October 2023
- CACFP Program Report – October 2023

D-8 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:

- Monthly Enrollment Report – October 2023
- In-Kind Report – October 2023

D-9 Review the Fresno Migrant & Seasonal Head Start 2022-2023 Program Information Report. (Informational Only)

D-10 Review the Equal Employment Opportunity Report (EEO-1). (Informational Only)

- D-11 Consider approving the 2024 Holiday Schedule.
- D-12 Review the Madera County Child Advocacy Center Report for November 2023. (Informational Only)
- D-13 Review the Community Services Program Report for November 2023. (Informational Only)
- D-14 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for November 2023. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider authorizing a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2024.
- E-2 CAPMC Fresno Migrant Head Start notice of program deficiency. (Informational Only)
- E-3 Review and consider approving the submission of the 2024 Community Services Block Grant (CSBG) Application and resolution with the Department of Community Services & Development (CSD).
- E-4 Review and consider ratifying the submission of the City of Madera Community Development Block Grant (CDBG) Housing Stabilization Program 2024 – 2025 application.
- E-5 Review and consider ratifying the submission of the Community Development Block Grant (CDBG) for the Fresno Madera Continuum of Care (FMCoC) Membership Application for the year 2024 -2025.
- E-6 Review and consider approving the submission of the Anthem Blue Cross Food Insecurity Capacity Grant.

ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – November 2023
- F-4 Financial Statements – November 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – November 2023
- F-7 CAPMC Board of Directors Attendance Report – November 2023
- F-8 Staffing Changes Report for November 2 – December 5, 2023

F. CLOSED SESSION

None

G. CORRESPONDENCE

- H-1 Correspondence from the Office of Head Start dated November 20, 2023 regarding the Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period.

H. 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 December 14, 2023, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on December 8, 2023.

A handwritten signature in black ink that reads "Cristal Sanchez". The signature is written in a cursive style and is positioned above a horizontal line.

Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director