



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

**Agenda**

**Thursday, July 13, 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](http://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 – June 8, 2023.

D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – June 20, 2023.

D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Meeting – June 21, 2023.

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

- June 2023

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

- May 2023

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

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

D-7 Review and consider approving the following **Fresno Migrant Head Start** reports:

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

D-8 Review and consider approving the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.

D-9 Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Committee Members representing the Fresno Migrant/Seasonal Head Start program.

D-10 Review and consider approving the 2023-2024 Fresno Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.

D-11 Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Committee Members representing the Madera Migrant/Seasonal Head Start program.

- D-12 Review and consider approving the Madera Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-13 Review and consider approving the 2023-2024 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.
- D-14 Consider authorizing the new representative to CACFP to submit monthly claims and annual application online to Child Nutrition Information & Payment System (CNIPS).
- D-15 Review the Madera County Child Advocacy Center Report for June 2023. (Informational Only)
- D-16 Review the Child Care Alternative Payment and Resource & Referral Program Report for June 2023. (Informational Only)
- D-17 Review the Community Services Program Report for June 2023. (Informational Only)
- D-18 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for June 2023. (Informational Only)

**E. DISCUSSION ITEMS**

- E-1 Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2022.
- E-2 Review and authorize a line of credit with West America Bank.
- E-3 Review and consider ratifying the submission of the Valley Community Economic Resilience Fund (CERF) application.
- E-4 Review and consider approving the submission of the 2024-2025 Community Action Plan and Community Needs Assessment.
- E-5 Review and consider ratifying the submission of the California Department of Social Services (CDSS), Child Care and Development Division (CCDD) Program Self-Evaluation (PSE) Survey for the Child Care Alternative Payment and Resource & Referral Program (APP/R&R).
- E-6 Review and consider authorizing the submission of the application to the California Office of Emergency Services (Cal OES), to support the *Domestic Violence Assistance (DV)* Program due July 28, 2023, including any extensions and/or amendments during the funding period.
- E-7 Review and consider authorizing the submission of the application to the California Office of Emergency Services (Cal OES), to support the *Transitional Housing (XH)* Program due July 28, 2023, including any extensions and/or amendments during the funding period.
- E-8 Review and consider authorizing submission of the application to the California Office of Emergency Services (Cal OES), to support the *Rape Crisis (RC)* Program due July 26, 2023, including any extensions and/or amendments during the funding period.

**F. ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS**

- F-1 Finance Committee Report – July 12, 2023
- F-2 Personnel Committee Report
- F-3 Executive Director Monthly Report – June 2023
- F-4 Financial Statements – June 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – June 2023
- F-7 CAPMC Board of Directors Attendance Report – June 2023
- F-8 Staffing Changes Report for June 1, 2023 – July 6, 2023

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

None

**I. ADJOURN**

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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 July 13, 2023, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on July 10, 2023.



Cristal Sanchez  
Strategic Plan Coordinator &  
Assistant to the Executive Director