



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

**Thursday, June 10, 2021**

**1225 Gill Avenue  
Madera, CA 93637**

**Webex Meeting Information**

**Meeting number: 146 208 1692 | Password: CAPMC1225**

**Meeting Link: <https://maderacap.webex.com/maderacap/j.php?MTID=m876f6692b88957dc5300bb4a4d139117>**

**Join by phone: 1-844-992-4726 United States Toll Free**

**Access code: 146 208 1692**

**AGENDA**

*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](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**

C-1 Head Start Nutrition and Child & Adult Care Food Program (CACFP) Requirements  
Tammy McDougal, Nutrition Specialist

**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 – May 13, 2021

D-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – May 6, 2021

D-3 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Committee – May 11, 2021

D-4 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Executive Policy Committee Meeting – May 12, 2021

D-5 Review and consider accepting the Bank of America Credit Card Statements:  
• May 2021

D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:  
• April 2021

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

- Monthly Enrollment Report – April 2021
- In-Kind Report – April 2021
- CACFP Program Report – April 2021

D-8 Review and Consider approving the following **Madera Early Head Start** Reports:

- Monthly Enrollment Report – April 2021
- In-Kind Report – April 2021

- D-9 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – April 2021
  - In-Kind Report – April 2021
  - CACFP Program Report – April 2021
  - Program Information Report (PIR) – April 2021
- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – April 2021
  - In-Kind Report – April 2021
- D-11 Review and consider approving the following **Fresno Migrant *Early* Head Start** reports:
- Monthly Enrollment Report – April 2021
  - In-Kind Report – April 2021
- D-12 Review the Madera County Child Advocacy Center (CAC) Program Report for May 2021 (Informational Only)
- D-13 Review the Child Care Alternative Payment and Resource & Referral Program Report for May 2021. (Informational Only)
- D-14 Review the Victim Services Report for May 2021. (Informational Only)
- D-15 Review the Community Services Report for May 2021. (Informational Only)
- D-16 Review the Homeless Engagement for Living Program (H.E.L.P.) Center Report May 2021. (Informational Only)

**E. DISCUSSION ITEMS**

- E-1 Review and consider ratifying the submission of the Madera Migrant/Seasonal Head Start 2021-2022 Basic Carryover Funding Budget.
- E-2 Review and consider ratifying the submission of the Madera Migrant/Seasonal Head Start 2021-2022 COVID-19 CARES Year 2 Carryover Supplemental Funding.
- E-3 Review and consider ratifying the submission of the California Emergency Rental Assistance Program contract and budget to the County of Madera.
- E-4 Review and consider ratifying the submission of the CDBG Capital Projects/Public Improvement Grant Application to the City of Madera.
- E-5 Review and consider ratifying the submission of the CDBG Public Services Grant Application to the City of Madera.
- E-6 Review and consider approving the submission of the 2022-2023 Community Action Plan (CAP).

- E-7 Close the 30-day review period and consider approving the CSBG 2022-2023 Community Needs Assessment.
- E-8 Review and consider accepting the indirect cost rate for the year ended June 30, 2020 and the proposed rate for the year ending June 30, 2021.
- E-9 Review the adequacy of the Agency's D&O and EPLI insurance coverage to determine if there are significant risks that have not been adequately mitigated.
- E-10 Review the status of the agency audit for the year ended June 30, 2021. (Informational)
- E-11 Consider authorizing the Executive Director to submit the request for application to the California Office of Emergency Services (Cal OES), to operate the Victim Witness Program from October 1, 2021 through September 30, 2022 including any extensions and/or amendments during the funding period.

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

- F-1 Finance Committee Report – June 1, 2021 (canceled due to a lack of quorum)
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – (May 2021)
- F-4 Financial Statements (May 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (May 2021)
- F-7 CAPMC Board of Directors Attendance Report – (May 2021)
- F-8 Staffing Changes Reports for: May 4, 2021 – June 1, 2021

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence dated May 4, 2021 from the Office of Head Start regarding FY 2021 American Rescue Plan Funding Increase for Head Start Programs.
- H-2 Correspondence dated May 20, 2021 from the Office of Head Start regarding the Office of Head Start (OHS) Expectations for Head Start Programs in Program Year (PY) 2021–2022

**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 June 10, 2021, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on June 4, 2021.



Cristal Sanchez

Strategic Plan Coordinator &  
Assistant to the Executive Director