



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

Agenda

**Thursday, June 8, 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

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 – May 11, 2023.

D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – May 9, 2023.

D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Meeting – April 12, 2023.

D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Executive Policy Council Committee Meeting – April 6, 2023.

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

- April 2023
- May 2023

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

- March 2023
- April 2023

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

- Monthly Enrollment Report – March & April 2023
- In-Kind Report – March & April 2023
- CACFP Program Report – March & April 2023

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

- Monthly Enrollment Report – March & April 2023
- In-Kind Report – March & April 2023

D-9 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:

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

- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – March & April 2023
 - In-Kind Report – March & April 2023
 - CACFP Program Report – March & April 2023
- D-11 Review and approve the Fresno Migrant and Seasonal Head Start's 2021-2022 Annual Report.
- D-12 Review the Madera County Child Advocacy Center Report for May 2023. (Informational Only)
- D-13 Review the Child Care Alternative Payment and Resource & Referral Program Report for May 2023. (Informational Only)
- D-14 Review the Community Services Program Report for May 2023. (Informational Only)
- D-15 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for May 2023. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider approving the updated Employee Compensation Schedules and Salary Schedule.
- E-2 Review and consider authorizing a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2023.
- E-3 Consider ratifying the monthly credit card limit for the Bank of America Business Card to \$25,000 from \$22,500 and restore previously approved credit card limit for CAPMC Head Start Director from \$2,500 to \$5,000.
- E-4 Consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES), to operate the Victim Witness Assistance Program from October 1, 2023 through September 30, 2024 including any extensions and/or amendments during the funding period.
- E-5 Consider authorizing the Executive Director to sign and submit the 2023 SLIHEAP contract to the Department of Community Services & Development (CSD).
- E-6 Review and consider approving the submission of the 2023-2024 Training & Technical Assistance budget revision to Stanislaus County Office of Education.
- E-7 Review and consider approving the 2023-2024 Fresno Madera Migrant Head Start COLA and Quality Improvement Grant Application.

F. ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS

- F-1 Finance Committee Report – TBD (*Anticipated Audit Completion Date – June 2023*)
- F-2 Personnel Committee Report – TBD
- F-3 Executive Director Monthly Report – May 2023

- F-4 Financial Statements – May 2023 *(Expenditures and Revenues be distributed at the Board of Directors Meeting)*
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – May 2023
- F-7 CAPMC Board of Directors Attendance Report – May 2023
- F-8 Staffing Changes Report for May 3 – May 31, 2023

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence from the Office of Head Start dated May 23, 2023 regarding American Indian and Alaska Native (AIAN) Head Start Eligibility Through Tribal TANF.

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 June 8, 2023, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on June 2, 2023.



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director