



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

**Agenda (Revised)**

**Thursday, October 12, 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**

Board of Directors Duties and Responsibilities  
Russ Ryan, Esq., Legal Counsel

**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 – September 14, 2023.

D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – September 12, 2023.

D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Meeting – September 13, 2023.

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

- September 2023

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

- July 2023
- August 2023

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

- Monthly Enrollment Report – August 2023
- In-Kind Report – August 2023
- CACFP Program Report – August 2023
- Program Information Report – August 2023

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

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

D-8 Review and consider approving the 2022-2023 Fresno Migrant Seasonal Head Start Self-Assessment Results.

D-9 Review and consider approving the 2022-2023 Fresno Migrant Seasonal Head Start Self-Assessment Results.

D-10 Review the Madera County Child Advocacy Center Report for September 2023.  
(Informational Only)

- D-11 Review the Child Care Alternative Payment and Resource & Referral Program Report for September 2023. (Informational Only)
- D-12 Review the Community Services Program Report for September 2023. (Informational Only)
- D-13 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for September 2023. (Informational Only)

**E. DISCUSSION ITEMS**

- E-1 Review and consider approving the submission of the 2024-2025 Madera Migrant/Seasonal Head Start budgets to Central California Migrant Seasonal Head Start (CCMSHS), Child and Family Division of Stanislaus County Office of Education.
- E-2 Review and consider approving the proposed salary retention 5% increase for the Child Care Alternative Payment (APP) and Resource & Referral (R&R) Program effective October 1, 2023.
- E-3 Review and consider approving the discretionary employer contribution amount of \$590,020.29 for the plan year ended December 31, 2022 and ratify the 5% employer contribution.
- E-4 Review and consider approving the Submission of CAPMC 403(b) Form 5500 Tax Return.
- E-5 Review and consider approving the 2024 health insurance plan options as presented by Heffernan Insurance Brokers.
- E-6 Review and consider approving a 2.5% increase for the Human Resources Assistant I and Human Resources Assistant II classification under non-represented non-Head Start Employee Compensation Schedule.
- E-7 Consider appointing Otilia Vasquez to serve as representative of the Madera/Mariposa Regional and Early Head Start Policy Committee on the CAPMC Board of Directors.

**F. 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 – September 2023
- F-4 Financial Statements – September 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – September 2023
- F-7 CAPMC Board of Directors Attendance Report – September 2023
- F-8 Staffing Changes Report for August 31 – October 3, 2023

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Soup Bowl 2023 Flyer

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 October 12, 2023, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on October 6, 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