



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

Agenda

**Thursday, October 13, 2022
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, 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 Performance Standards –

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

Presented by: Amelia Ortiz, ERSEA Content 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 – August 11, 2022.

D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – August 9, 2022 & September 6, 2022.

D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – August 10, 2022.

D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – September 1, 2022.

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

- August 2022
- September 2022

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

- July 2022 *To be distributed at the Board of Directors meeting.*

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

- Monthly Enrollment Report – July & August 2022
- In-Kind Report – July & August 2022
- CACFP Program Report – July & August 2022

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

- Monthly Enrollment Report – July & August 2022
- In-Kind Report – July & August 2022

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

- Monthly Enrollment Report – July & August 2022
- In-Kind Report – July & August 2022
- CACFP Program Report – July & August 2022
- Program Information Report (PIR) – August 2022

- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – July & August 2022
 - In-Kind Report – July & August 2022
 - CACFP Program Report – July & August 2022
- D-11 Review and consider approving the 2022-2023 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee.
- D-12 Review and consider approving the Madera Migrant/Seasonal Head Start 2022-2023 the Community Assessment Executive Summary Update.
- D-13 Review and consider approving the 2022-2023 Madera Migrant/Seasonal Head Start program process for conducting the self-assessment.
- D-14 Review and consider approving the results of the 2021-2022 Madera Migrant/Seasonal Head Start Program Monitoring Review.
- D-15 Review and consider approving the 2022-2023 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee.
- D-16 Review and consider approving the 2021-2022 Fresno Migrant Seasonal Head Start Self-Assessment Results.
- D-17 Review and consider approving the Suspension and Expulsion Procedure for the Madera/Mariposa Regional and Early Head Start Program.
- D-18 Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards.
- D-19 Review and consider approving the 2022-2023 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.
- D-20 Review and consider approving the 2022-2023 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.
- D-21 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council.
- D-22 Review and approve the results of the 2022 Department of Community Services and Development Monitoring Report of the Community Services Low Income Home Energy Assistance Program (LIHEAP) contracts 21B-5019, 22B-4019, and 21V-5568.
- D-23 Review and consider approving the Facilities Supervisor job description.
- D-24 Consider the reclassification of the current Maintenance Worker II staff member to the Facilities Supervisor.
- D-25 Review and consider approving the job descriptions and salary ranges for Maintenance Worker I and Maintenance Worker II.

- D-26 Review and consider approving the Data Entry Technician job description and reclassification of three current Madera Head Start Data Entry Technicians to Data Technicians.
- D-27 Review and consider ratifying the submission of the California Office of Emergency Services (Cal OES) grant application, to support the Unserved/Underserved Victim Advocacy and Outreach (UV) Program and authorize the Executive Director to sign and submit any extensions or amendments during the funding period.
- D-28 Review the Madera County Child Advocacy Center Report for August & September 2022. (Informational Only)
- D-29 Review the Child Care Alternative Payment and Resource & Referral Program Report for August & September 2022. (Informational Only)
- D-30 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for July 2022. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Consider authorizing the Executive Director to sign and submit the 2022 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP).
- E-2 Review and consider approving the submission of the 2023-2024 Madera Migrant/Seasonal Head Start Funding Basic, Training & Technical Assistant (T&TA) and Non-Federal Share Budgets.
- E-3 Review and consider approving the request for a locally design service option per Head Start Performance Standards.
- E-4 Review and consider ratifying the CACFP 2022-23 Renewal Agreement to continue participation in the CACFP program.
- E-5 Review and consider ratifying the submission of the Child Advocacy Center (KC) Program Request for Proposal (RFP) grant application.
- E-6 Review and consider ratifying the submission of the Children's Advocacy Centers (NSP) Request for Proposal Application – Award Year 2023.
- E-7 Review and consider approving the health insurance plan options effective January 1, 2023 and the employer contribution thresholds.
- E-8 Review and consider approving the updated employee compensation schedules and salary schedule.
- E-9 Review and consider approving the updated agency Bylaws.
- E-10 Consider appointing Trinice Lee to serve as representative of the Madera/Mariposa Regional and Early Head Start Policy Committee on the CAPMC Board of Directors.

- E-11 Review and consider accepting the nominations made by the Nominating Committee for the Board of Directors for the 2022 – 2024 term.
- E-12 Review and consider accepting the submission of CAPMC 403(b) Form 5500 tax return by the Chief Financial Officer. *Item to be distributed at the Board of Directors Meeting.*
- E-13 Review and consider approving the discretionary employer contribution. *Item to be distributed at the Board of Directors Meeting.*

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – September 23, 2022
- F-3 Executive Director Monthly Report – (August & September 2022)
- F-4 Financial Statements (August & September 2022) *To be distributed at the Board of Directors Meeting.*
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (August & September 2022)
- F-7 CAPMC Board of Directors Attendance Report – (August & September 2022)
- F-8 Staffing Changes Report for August 2, 2022 – September 30, 2022

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence from Victim Services regarding Domestic Violence Awareness Day
- H-2 Correspondence dated August 29, 2022 from the Office of Head Start regarding Office of Head Start Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021 (ARP).
- H-3 Correspondence dated August 27, 2022 from the Office of Head Start regarding the reporting of child health and safety incidents

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 October 13, 2022, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on October 7, 2022.



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director