



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

**Thursday, October 14, 2021**

**CAPMC Conference Room 1 / 1a  
1225 Gill Avenue  
Madera, CA 93637  
5:30 pm**

**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**

**REVISED 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**

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 – August 12, 2021

D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Meeting – August 10, 2021

D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Committee Meeting – August 11, 2021 & September 8, 2021

D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – September 2, 2021

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

- July 2021
- August 2021
- September 2021

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

- July 2021

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

- Monthly Enrollment Report – July 2021 & August 2021
- In-Kind Report – July 2021 & August 2021
- CACFP Program Report – August 2021

- D-8 Review and Consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – July 2021 & August 2021
  - In-Kind Report – July 2021 & August 2021
- D-9 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – July 2021 & August 2021
  - In-Kind Report – July 2021 & August 2021
  - CACFP Program Report – July 2021 & August 2021
  - Program Information Report (PIR) – July 2021 & August 2021
- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – July 2021 & August 2021
  - In-Kind Report – July 2021 & August 2021
  - CACFP Program Report – July 2021 & August 2021
- D-11 Review and consider approving the following **Fresno Migrant Early Head Start** reports:
- Monthly Enrollment Report – July 2021 & August 2021
  - In-Kind Report – July 2021 & August 2021
- D-12 Review and consider approving the Madera Migrant/Seasonal Head Start 2021-2022 Community Assessment Executive Summary update.
- D-13 Review and consider approving the 2021-2022 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee.
- D-14 Review and consider approving the 2021-2022 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.
- D-15 Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards.
- D-16 Review and consider approving the 2021-2022 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.
- D-17 Review and Consider approving the 2021-2022 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee.
- D-18 Review and consider approving the Impasse Procedure between the CAPMC Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council.
- D-19 Review and consider approving CAPMC California State Preschool 2021-2022 Program Philosophy, Goals and Parent Handbook.
- D-20 Review and consider approving the Suspension and Expulsion Procedure for the Madera/Mariposa Regional and Early Head Start Program.
- D-21 Review and consider accepting the Fresno Migrant & Seasonal Head Start's 2020-2021 Program Information Report (PIR).

- D-22 Review and consider accepting the Fresno Migrant & Seasonal *Early* Head Start's 2020-2021 Program Information Report (PIR).
- D-23 Review the Madera County Child Advocacy Center (CAC) Program Report for September 2021 (Informational Only)
- D-24 Review the Child Care Alternative Payment and Resource & Referral Program Report for September 2021. (Informational Only)
- D-25 Review the Community Services Report for September 2021. (Informational Only)
- D-26 Review the Homeless for Engagement for Living Program (H.E.L.P) Center Report for September 2021. (Informational Only)

**E. DISCUSSION ITEMS**

- E-1 Review and consider authorizing the Executive Director to sign and submit the 2021-2022 Housing and Urban Development contract for the Shunammite Place.
- E-2 Review and consider authorizing the Executive Director to submit the 2022-2023 Housing and Urban Development grant application for the Shunammite Place.
- E-3 Review and consider ratifying the Executive Director to contract with the County of Madera to provide home delivered meals to seniors in Madera County.
- E-4 Review and consider authorizing the submission of the 2021-2022 Heffernan Foundation Mini Grant Application.
- E-5 Review and consider approving the health insurance plan options and the employer contribution thresholds effective January 1, 2022.
- E-6 Review and consider authorizing the Executive Director to submit the grant application to operate the Unserved/Underserved Victim Advocacy and Outreach (UV) Program from January 1, 2022 through December 31, 2022 including any extensions and/or amendments during the funding period.
- E-7 Review and consider approving the submission of the 2021-2022 Madera Migrant/Seasonal Head Start Budget Revision #1.
- E-8 Review and consider approving the submission of the 2022-2023 Madera Migrant/Seasonal Head Start budgets.
- E-9 Review and consider ratifying the CACFP 2021-22 Renewal Agreement.
- E-10 Review and consider accepting the submission of CAPMC 403(b) Form 5500 tax return by the Chief Financial Officer.
- E-11 Review and consider approving the discretionary employer contribution amount of \$435,027.60 for the plan year ended December 31, 2020.

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

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – (September 2021)
- F-4 Financial Statements (September 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (September 2021)
- F-7 CAPMC Board of Directors Attendance Report – (September 2021)
- F-8 Staffing Changes Report for September 1, 2021 – October 5, 2021

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

Correspondence dated September 27, 2021 from the Office of Head Start regarding Supporting the Wellness of All Staff in the Head Start Workforce.

**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 14, 2021, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on October 8, 2021.



Strategic Plan Coordinator &  
Assistant to the Executive Director