



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

Agenda

**Thursday, May 9, 2024
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

PLEDGE OF ALLEGIANCE – Eric LiCalsi, *Chairperson*

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 *Victims of Crime Act (VOCA) Funding Update*
Jennifer Coronado, Victim Services Program Manager

D. CONSENT ITEMS

All items listed under the 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 – April 11, 2024.

D-2 Review and consider accepting the Bank of America Credit Card Statements:

- March 2024
- April 2024

D-3 Review and consider accepting the America Express and All Other Credit Card Statements:

- December 2024
- January 2024
- February 2024
- March 2024

D-4 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:

- Monthly Enrollment Report – March 2024
- In-Kind Report – March 2024
- CACFP Program Report – March 2024

D-5 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:

- Monthly Enrollment Report – March 2024
- In-Kind Report – March 2024
- CACFP Program Report – March 2024

D-6 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:

- Monthly Enrollment Report – March 2024
- In-Kind Report – March 2024

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

- Monthly Enrollment Report – April 2024
- In-Kind Report – March 2024

- D-8 Review and consider approving the California Department of Social Services (CDSS), Child Care and Development Division Program Self-Evaluation (PSE) Survey.
- D-9 Review and consider approving the reclassification and updated job description of the Family Services Quality Assurance Associate to Quality Assurance Associate I / II / III for the Alternative Payment and Resource & Referral Program (APP/RR).
- D-10 Review and consider approving the salary adjustment for the *Professional Development Coach/Mentor* position for Head Start.
- D-11 Review and consider approving the reclassification of the *Human Resources Assistant II* to *Human Resources Specialist* for Head Start.
- D-12 Review and consider approving the addition of a *Health Services Technician* position for Head Start.
- D-13 Review and consider approving the addition of the *Human Resources Technician* position for Head Start.
- D-14 Review and consider approving the job description update for the *Food Service Worker* position for Head Start.
- D-15 Review the Madera County Child Advocacy Center Report for April 2024. (Informational Only)
- D-16 Review the Child Care Alternative Payment and Resource & Referral Program Report for April 2024. (Informational Only)
- D-17 Review the Community Services Program Report for April 2024. (Informational Only)
- D-18 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for April 2024. (Informational Only)
- D-19 Review the Victim Services Report for April 2024. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider approving the 2024-2025 Madera/Mariposa Regional and Early Head Start Cost of Living Adjustment (COLA).
- E-2 Review and consider approving the Workers' Compensation coverage and consulting fee under Service American Indemnity Company.

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 – April 2024
- F-4 Financial Statements – April 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – April 2024
- F-7 CAPMC Board of Directors Attendance Report – April 2024
- F-8 Staffing Changes Report for April 3 – April 30, 2024

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 “Freedom” – Juneteenth Celebration Flyer

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 May 9, 2024, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on May 3, 2024.



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director