

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

**Regular Board of Directors Meeting**

**February 10, 2022**

**1225 Gill Ave Madera, CA 93637**

**Meeting Link: https:**

**<https://maderacap.webex.com/maderacap/j.php?MTID=m876f6692b88957dc5300bb4a4d139117>**

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:30 p.m. by Chair Sheriff Tyson Pogue.

**Members Present In-Person**

Sheriff Tyson Pogue, Chair  
Eric LiCalsi, Vice-Chair  
David Hernandez,  
Secretary/Treasurer  
Donald Holley  
Richard Gutierrez  
Martha Garcia  
Diana Palmer

**Members Present Virtually**

Supervisor Leticia Gonzalez  
Councilman Steve Montes  
Molly Hernandez  
Deborah Martinez  
Debi Bray

**Members Absent**

Patricia Trevino, HS PC  
Representative  
Vicki Bandy  
Aurora Flores

**Personnel Present In-Person**

Mattie Mendez  
Daniel Seeto  
Nancy Contreras-Bautista  
Nicole Vulich  
Maritza Gomez-Zaragoza

**Personnel Present Virtually**

Irene Yang  
Ana Ibanez  
Jeannie Stapleton

**Public – Other Present**

Eric Xin, Audit Partner from Brown  
Armstrong CPAs

**A. PUBLIC COMMENT**

None

**B. ADOPTION OF THE AGENDA**

**ADDITIONS TO THE AGENDA:** Items identified after posting of the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-thirds 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).

**ADOPTION OF THE AGENDA:** Adoption of the agenda.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: David Hernandez

Vote: Carried Unanimously

**C. TRAINING/ADVOCACY ISSUES**

None

**D. BOARD OF DIRECTOR'S CONSENT CALENDAR**

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 – January 13, 2022.
- D-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Executive Committee Meeting – January 6, 2022.
- D-3 Review and consider accepting the Bank of America Credit Card Statements:
- December 2021
  - January 2022
- D-4 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- December 2021
  - January 2022
- D-5 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – December 2021
  - In-Kind Report – December 2021
  - CACFP Program Report – December 2021
- D-6 Review and Consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – December 2021
  - In-Kind Report – December 2021
- D-7 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – December 2021
  - In-Kind Report – December 2021
  - CACFP Program Report – December 2021
  - Program Information Report (PIR) – December 2021
- D-8 Review and consider approving the following **Fresno Migrant Head Start** reports:
- In-Kind Report – December 2021

- D-9 Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2022 – 2023 program year for *Madera/Mariposa Regional and Early Head Start*.
- D-10 Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2022 – 2023 program year for *Migrant/Seasonal Head Start*.
- D-11 Review the Madera County Child Advocacy Center (CAC) Program Report for January 2022 (Informational Only).
- D-12 Review the Child Care Alternative Payment and Resource & Referral Program Report for January 2022 (Informational Only).
- D-13 Review the Community Services Report for January 2022 (Informational Only).
- D-14 Review the Homeless for Engagement for Living Program (H.E.L.P) Center Report for January 2022 (Informational Only).

Motion: APPROVE AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E. DISCUSSION / ACTION ITEMS**

**E-1 Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2021.**

Eric Xin, Audit Partner from Brown Armstrong CPAs, presented the audited financial statements for the year ended June 30, 2021 to the Board of Directors. The Agency's audit report was unmodified and there were no questioned costs or findings for the current year. All correspondence to CAPMC from Brown Armstrong CPAs were included in the approval of this item.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

Board Member Martha Garcia entered the room. Board Member Deborah Martinez joined the meeting virtually.

**E-2 Consider authorizing the Executive Director and Chairperson to sign and submit the Local Federal Emergency Management Agency (FEMA) Application on behalf of CAPMC's Board of Directors.**

Mattie Mendez, Executive Director, presented regarding the submission of the Local Federal Emergency Management Agency (FEMA) Application on behalf of CAPMC's Board of Directors. The National FEMA Board has announced the funding allocation for the Phase 39 of \$79,420. The goal of the Local FEMA Board is to review the applications and to make a determination of awardees. CAPMC has been a FEMA awardee for over thirty years and has been designated the fiscal reporting for the Madera County Local FEMA Board. The administrative cost will be 2% of the total award. This is used for photocopies, advertising, postage, maintaining the Local FEMA Board, and staff time to prepare the agenda and minutes.

Motion: APPROVE AS PRESENTED

Moved By: David Hernandez, Seconded By: Martha Garcia

Vote: Carried Unanimously

**E-3 Consider authorizing the Executive Director and Chairperson to sign and submit the Local FEMA Application Phase ARPA-R on behalf of CAPMC's Board of Directors.**

Mattie Mendez, Executive Director, presented regarding the submission of the Local FEMA Application Phase ARPA-R on behalf of CAPMC's Board of Directors. The National FEMA Board has announced the funding allocations for Phase ARPA-R for \$245,469. The goal of the Local FEMA Board is to review the applications and to make a determination of awardees. Mattie noted that Madera County has received FEMA funds for over 30 years. The total local allocation for Madera County is \$245,469.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E-4 Review and consider approving Community Action Partnership of Madera County, Inc. (CAPMC) 2021 – 2022 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the approval of Community Action Partnership of Madera County, Inc. (CAPMC) 2021 – 2022 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education. Maritza noted that the budget revision requests that funds be moved from Personnel and Travel and allocated to Fringe, Equipment, Supplies, and Other. The transfer of funds would allow the purchase of two emergency A/C Units, books, curriculum study kits, laptops, flooring replacement, and other needed supplies for centers.

Motion: APPROVE AS PRESENTED

Moved By: Martha Garcia, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E-5 Review and consider approving Community Action Partnership of Madera County, Inc. (CAPMC) 2021 – 2022 Amendment #1 Budget Revisions for CMIG and CMSS to Stanislaus County Office of Education.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the approval of Community Action Partnership of Madera County, Inc. (CAPMC) 2021 – 2022 Amendment #1 Budget Revisions for CMIG and CMSS to Stanislaus County Office of Education. A comparison budget revision based on agency's funding allocations for the 2021 – 2022 funding guidance and amounts received from Stanislaus County Office of Education was presented in the approval of this item. The state Based Migrant Part Year Program Daily Reimbursement Rate increased from \$43.96 to \$45.74 an increase of 118 Child Days of Enrollment retro to July 1, 2021.

Motion: APPROVE AS PRESENTED

Moved By: David Hernandez, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E-6 Review and consider approving the submission of CAPMC's 2022 – 2023 (June 1, 2022 – May 31, 2023) Madera/Mariposa Regional & Early Head Start Refunding Application to the Department of Health and Human Services, Administration for Children and Families, Region IX Head Start Program.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of CAPMC's 2022 – 2023 (June 1, 2022 – May 31, 2023) Madera/Mariposa Regional & Early Head Start Refunding Application to the Department of Health and Human Services, Administration for Children and Families, Region IX Head Start Program. The Basic Budget, Administrative Budget, Training and Technical Assistance Budget, and the Non-Federal Share (In-Kind) Budget were all included in the approval of this item.

Motion: APPROVE AS PRESENTED

Moved By: Martha Garcia, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E-7 Review and consider allowing the Executive Director to enter into an Agreement with Madera County for rent, mortgage, and utility assistance for county residents residing in District 1 and 3.**

Mattie Mendez, Executive Director, presented regarding CAPMC entering into an Agreement with Madera County for rent, mortgage, and utility assistance for county resident residing in District 1 and 3. Funding has been made available through the Federal America Rescue Plan Act, (ARPA), received by Madera County. The program

will assist low-income county residents who are struggling due to impacts of the COVID-19 pandemic with rent, mortgage, and/or utility assistance. The intent is for this assistance to be provided along with financial counseling.

Motion: APPROVE AS PRESENTED

Moved By: Eric LiCalsi, Seconded By: Donald Holley

Vote: Carried Unanimously

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

- F-1 Finance Committee Report – February 7, 2022
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – (January 2022)
- F-4 Financial Statements (January 2022) – *Will be distributed at meeting.*
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (January 2022)
- F-7 CAPMC Board of Directors Attendance Report – (January 2022)
- F-8 Staffing Changes Report for January 6, 2022 – February 1, 2022

**G. CLOSED SESSION**

Public session was adjourned at 5:53 p.m. by Chair Sheriff Tyson Pogue.

Closed Session – Public Employee Performance Evaluation & Compensation Review  
Title: Executive Director  
(Pursuant to Government Code 54957)

The meeting was reconvened to public session at 6:00 p.m. by Chair Sheriff Tyson Pogue.

(Pursuant to California Government Code 54957.1)

**H. CORRESPONDENCE**

- H-1 Correspondence dated January 21, 2022 from the Office of Head Start regarding Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies.

**I. ADJOURN**

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 6:01 p.m.

Motion: APPROVE AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, Seconded By: Steve Montes

Vote: Carried Unanimously