

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

**Regular Board of Directors Meeting**

**March 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 5:31 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  
Debi Bray  
Deborah Martinez

**Members Present Virtually**

Supervisor Leticia Gonzalez  
Councilman Steve Montes  
Alma Hernandez  
Martha Garcia  
Vicki Bandy

**Members Absent**

Aurora Flores  
Molly Hernandez  
Diana Palmer

**Personnel Present In-Person**

Daniel Seeto  
Nancy Contreras-Bautista

**Personnel Present Virtually**

Irene Yang  
Maritza Gomez-Zaragoza

**Public – Other Present**

**A. PUBLIC COMMENT**

Donald Holley, Board Member, shared that former Board Member Dennis Haworth's daughter got an Eagle Scout last Sunday.

Debi Bray, Board Member, shared that the Esperanza Housing Unit downtown is now complete. A ribbon cutting ceremony will take place on March 22, 2022 at 3:30 p.m.

Board Member Deborah Martinez entered the room. Board Member Steve Montes and Alma Hernandez joined the meeting virtually.

**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: Deborah Martinez

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 – February 10, 2022.
- D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Meeting – February 8, 2022.
- D-3 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – February 3, 2022.
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
  - January 2022
  - February 2022
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
  - January 2022
  - February 2022
- D-6 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
  - Monthly Enrollment Report – January 2022
  - In-Kind Report – January 2022
  - CACFP Program Report – January 2022
- D-7 Review and consider approving the following **Madera Early Head Start** Reports:
  - Monthly Enrollment Report – January 2022

- In-Kind Report – January 2022

- D-8 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – January 2022
  - In-Kind Report – January 2022
  - CACFP Program Report – January 2022
- D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – January 2022
  - In-Kind Report – January 2022
- D-10 Nominate and elect interested Council Members to serve for the Madera/Mariposa Regional & Early Head Start Policy Council Committee; as per By-Laws, Article 10, Section 1 and Article 11, Section 1.
- D-11 Review and consider approving the results of the 2021 – 2022 Madera Migrant/Seasonal Head Start Self-Assessment Report, Program Goals, and Objectives Update.
- D-12 Review and consider approving the Fresno Migrant/Seasonal Head Start Recruitment and Selection Procedures for the 2022 – 2023 program year.
- D-13 Review and consider approving the 2021 – 2025 Community Needs Assessment Final Report for Community Action Partnership of Madera County, Inc. – Fresno Migrant/Seasonal Head Start.
- D-14 Consider approving Community Action Partnership of Madera County, Inc. 2021 – 2022 Amendment #1 Budget Revisions for CSPP to Stanislaus County Office of Education for a total increase funding of \$30,897.
- D-15 Consider approving Community Action Partnership of Madera County, Inc. 2021 – 2022 Training & Technical Assistance Budget Revision to Stanislaus County of Education.
- D-16 Review the Madera County Child Advocacy Center (CAC) Program Report for February 2022 (Informational Only).
- D-17 Review the Child Care Alternative Payment and Resource & Referral Program Report for February 2022 (Informational Only).
- D-18 Review the Community Services Report for February 2022 (Informational Only).
- D-19 Review the Homeless for Engagement for Living Program (H.E.L.P) Center Report for February 2022 (Informational Only).

Motion: APPROVE AS PRESENTED

Moved By: Debi Bray, Seconded By: David Hernandez

Vote: Carried Unanimously

**E. DISCUSSION / ACTION ITEMS**

**E-1 Review and consider authorizing a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2021.**

Daniel Seeto, Chief Financial Officer, presented regarding the authorization of a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2021. The agency has offered a 403(b)-retirement plan since 1993. Staff recommends a discretionary employer contribution of 5% of FICA wages for the 2021 plan year for qualified employees. The discretionary contribution has been budgeted in all of the applicable funds. For the calendar year 2020, the amount of the employer contribution was \$435,027.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E-2 Review and complete the Annual Conflict of Interest Certification, inclusive of Form 700, Report of Economic Interests and Annual Conflict of Interest Disclosure Form by April 1, 2022.**

Daniel Seeto, Chief Financial Officer, presented regarding the completion of the Annual Conflict of Interest Certification, inclusive of Form 700, Report of Economic Interests and Annual Conflict of Interest Disclosure Form by April 1, 2022. On an annual basis, members of the Board of Directors, the Executive Director, the Chief Financial Officer, Head Start Director, Program Managers, and those staff that influence vendor selections must complete a Form 700, Report of Economic Interests and complete the Annual Conflict of Interest Disclosure Form. These disclosure forms must be completed as part of the agency's ongoing policies. Administration will email the Board Members the Form 700, CAPMC's Conflict of Interest Disclosure Statement, and all other necessary attachments for completion.

INFORMATIONAL ONLY

**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 – (February 2022)
- F-4 Financial Statements (February 2022) – *Will be distributed at meeting.*
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (February 2022)

- F-7 CAPMC Board of Directors Attendance Report – (February 2022)
- F-8 Staffing Changes Report for February 2, 2022 – March 1, 2022

**G. CLOSED SESSION**  
None

**H. CORRESPONDENCE**

H-1 Correspondence dated February 1, 2022 from the Office of Head Start regarding Transportation Services and Vehicles During the COVID-19 Pandemic.

H-2 Correspondence dated February 24, 2022 from the Office of Head Start regarding Documenting Services to Enrolled Pregnant Women.

**I. ADJOURN**

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 5:38 p.m.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Supervisor Leticia Gonzalez

Vote: Carried Unanimously