

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
January 12, 2023
1225 Gill Ave Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:31 p.m. by Chairperson Eric LiCalsi

Members Present

Eric LiCalsi, Chair
Steve Montes
Diana Palmer
Debi Bray
Trinice Lee, HS Rep
Donald Holley
Molly Hernandez
Aurora Flores
Secretary/Treasurer
Supervisor Leticia Gonzalez
Richard Gutierrez
Martha Garcia
David Hernandez, Vice-Chair
Deborah Martinez

Members Absent

Sheriff Tyson Pogue
Vicki Bandy

Personnel Present

Mattie Mendez
Cristal Sanchez
Irene Yang
Daniel Seeto
Jennifer Coronado
Maritza Gomez-Zaragoza
Nancy Contreras-Bautista
Xai Vang
Russ Ryan, Esq.

Public – Other Present

None

A. PUBLIC COMMENT

Board Member Donald Holley shared an upcoming community event in honor of Martin Luther King.

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 Debi Bray, Seconded by Donald Holley

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

Desired Results Summary Report

Norma Blanco, Head Start Deputy Director Child Development Services

Training was postponed.

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 – November 10, 2022.
- D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – November 8, 2022.
- D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – November 9, 2022.
- D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – November 3, 2022.
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
 - November 2022
 - December 2022
- D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - October 2022
 - November 2022
- D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
 - Monthly Enrollment Report – October 2022
 - In-Kind Report – October 2022
 - CACFP Program Report – October 2022
- D-8 Review and consider approving the following **Madera Early Head Start** Reports:
 - Monthly Enrollment Report – October 2022
 - In-Kind Report – October 2022

- D-9 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – October 2022
 - In-Kind Report – October 2022
 - CACFP Program Report – October 2022
 - Program Information Report (PIR) – October 2022
- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – October 2022
 - In-Kind Report – October 2022
 - CACFP Program Report – October 2022
- D-11 Review and consider approving the 2023 Holiday Schedule.
- D-12 Review and consider ratifying the modification of the Vacation Leave Accrual Payout Policy (603.09.01) for 2022 to reduce total hours required to be eligible for payout, and waive usage requirement detailed in Policy 603.01.00.
- D-13 Review the Madera County Child Advocacy Center Report for November & December 2022. (Informational Only)
- D-14 Review the Child Care Alternative Payment and Resource & Referral Program Report for November & December 2022. (Informational Only)
- D-15 Review the Community Services Program Report for November & December 2022. (Informational Only)
- D-16 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for November & December 2022. (Informational Only)
- D-17 Review the Victim Services Report for November & December 2022. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by David Hernandez

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the revised and updated Agency Personnel Policies and Procedures Manual (PPP) to be effective as of January 1, 2023..

The Agency's Legal Counsel, Russ Ryan, Esq., presented the revisions to the Personnel Policies and Procedures Manual (PPP). Mattie Mendez, Executive Director noted that after approval from the Board of Directors, the revised PPP would be presented to the Head Start Policy Councils for approval.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Aurora Flores

Vote: Carried Unanimously

E-2 Review and consider approving the updated Accounting and Financial Policies and Procedures Manual.

Daniel Seeto, Chief Financial Officer, presented regarding the updated Accounting and Financial Policies and Procedures Manual. The last full adoption of the Financial Procedures Manual took place on August 9, 2018, with revisions on October 10, 2019 and November 12, 2020. There were other smaller modifications related to various COVID-related leaves of absences on February 22, 2022 and October 4, 2022 that were not formally revised due to the temporary nature of the laws to be implemented. No material changes were noted.

Motion: APPROVE AS PRESENTED

Moved by Leticia Gonzalez, Seconded by Donald Holley

Vote: Carried Unanimously

E-3 Review and consider approving the authorized signers and the bank accounts maintained at West America Bank.

Daniel Seeto, Chief Financial Officer, presented regarding the authorized signers and the bank accounts maintained at West America Bank. This item is necessitated by the election of new officers at the October 13, 2022 Board of Directors' meeting. Historically, the Board Chairperson and the Secretary/Treasurer are authorized signers from the Board of Directors on the agency's West America bank accounts. In addition to these board members, the Executive Director and the Chief Financial Officer are authorized signers.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Donald Holley

Vote: Carried Unanimously

E-4 Review and consider approving the 2023 – 2027 CAPQuest Strategic Plan.

Mattie Mendez, Executive Director, presented regarding the approval of the 2023 – 2027 CAPQuest Strategic Plan. In late 2021, strategic planning for CAPQuest 2023 – 2027 kicked-off with the Assessment Phase. During the Assessment Phase each department reviewed input from various customer satisfaction surveys and the Vision, Mission, The Community Action Promise, Core Values, and conducted a Strengths Weaknesses Opportunities Threats (SWOT) analysis. The second phase of the strategic planning process was the Strategy Development Phase where strategic goals were developed. It is important to highlight the emphasis on the uniqueness each department, their day-to-

day activities, and individual goals, objectives, initiatives, measures and its correlation at an agency wide level. Unlike CAPMC's first CAPQuest strategic plan, the 2023 – 2027 CAPQuest is a multi-layer plan that on its face showcases an agency wide strategic plan but in a deeper dive will illustrate how each specific department and their daily activities directly correlate to the agency wide strategic plan in language relevant to each department. Once the Strategy Development Phase was complete, departments entered the Implementation Development Phase where strategic initiatives and strategic performance measures were developed. Staff will present the completed plan in its entirety to the Board of Directors.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

Vote: Carried Unanimously

E-5 Review and consider approving the revision of the Vacation Leave Accrual Payout Policy (603.09.01).

Daniel Seeto, Chief Financial Officer, presented regarding the approval of the revision of the Vacation Leave Accrual Payout Policy (603.09.01). In order for an employee's vacation accrual balance to not be classified as constructively received, the employee's control over receipt of income must be subject to substantial limitations or restrictions. CAPMC intends to fulfill this through two key limitations on options to cash out:

1. The employee must make an irrevocable election to cash out vacation leave accrual balance substantially in advance (for 2023, January 31st, 2023, for all subsequent years, December 31st of the preceding year) and 2. Only vacation leave accrued during the year in which leave is cashed out may be cashed out. Employees will be able to cash out up to 80 hours of leave per year. The first cash out period will be April 30 and the second will be November 30 of each year. Employees will not be able to opt out of their initial election.

Motion: APPROVE AS PRESENTED

Moved by Leticia Gonzalez, Seconded by Aurora Flores

Vote: Carried Unanimously

E-6 Review and consider approving the resolution to authorize the Executive Director to sign California Department of Social Services (CDSS) contracts, subcontracts, and subsequent amendments, as applicable.

Leticia Murillo, Child Care Alternative Payment and Resource & Referral Program Manager, presented regarding the approval of the resolution to authorize the Executive Director to sign California Department of Social Services (CDSS) contracts, subcontracts, and subsequent amendments, as applicable. The resolution would allow CAPMC to enter into transaction and subsequent amendments with the California Department of Social Services (CDSS) for the purpose of providing child care and development services and to authorize designated personnel to sign contract documents for Fiscal Year 2023-2024.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Martha Garcia

Vote: Carried Unanimously

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 – November & December 2022
- F-4 Financial Statements – November & December 2022
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – November & December 2022
- F-7 CAPMC Board of Directors Attendance Report – November & December 2022
- F-8 Staffing Changes Report for November 1, 2022 – January 3, 2023

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence from the Office of Head Start dated November 7, 2022 regarding enrollment reductions and conversion of Head Start slots to Early Head Start slots.
- H-2 2023 Fresno Madera Homeless Point in Time (PIT) Count Flyer
- H-3 Human Trafficking Awareness Day Flyer
- H-4 Teen Dating Violence Awareness Flyer
- H-5 Correspondence from the National Children’s Alliance Department of Grants dated January 1, 2023 regarding NCA 2023 Grant Award Notification.

I. ADJOURN

Chairperson Eric LiCalsi adjourned the Board of Directors meeting at 6:54 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by David Hernandez

Vote: Carried Unanimously