

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**November 10, 2022**  
**1225 Gill Ave Madera, CA 93637**

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:50 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

**Members Absent**

Sheriff Tyson Pogue,  
Secretary/Treasurer  
Supervisor Leticia Gonzalez  
Richard Gutierrez  
Martha Garcia  
David Hernandez, Vice-Chair  
Deborah Martinez  
Vicki Bandy

**Personnel Present**

Mattie Mendez  
Cristal Sanchez  
Daniel Seeto  
Irene Yang  
Ana Ibanez  
Maritza Gomez-Zaragoza  
Xai Vang

**Public – Other Present**

None

**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 WITH NECESSARY CORRECTIONS  
(E-7 Should read – Consider *approving*)

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

**C. TRAINING/ADVOCACY ISSUES**

*Head Start Performance Standards –*

*Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)*

Presented by: Maritza Gomez-Zaragoza, Head Start Director

**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 – October 13, 2022.
- D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – October 11, 2022.
- D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – October 12, 2022.
- D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – October 6, 2022.
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
- October 2022
- D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- August 2022
  - September 2022
- D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – September 2022
  - In-Kind Report – September 2022
  - CACFP Program Report – September 2022
- D-8 Review and consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – September 2022
  - In-Kind Report – September 2022
- D-9 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – September 2022
  - In-Kind Report – September 2022

- CACFP Program Report – September 2022
  - Program Information Report (PIR) – September 2022
- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – September 2022
  - In-Kind Report – September 2022
  - CACFP Program Report – September 2022
- D-11 Review and consider accepting Fresno Migrant & Seasonal Head Start's 2021-2022 Program Information Report (PIR)
- D-12 Review and consider accepting the Madera Migrant/Seasonal Migrant & Seasonal Head Start's 2021-2022 Program Information Report (PIR)
- D-13 Review and consider accepting the Regional Head Start's 2021-2022 Program Information Report (PIR)
- D-14 Review and consider approving the California State Preschool 2022-2023 Program Philosophy, Goals and Parent Handbook.
- D-15 Review and consider approving the 2022-2023 Madera/Mariposa Regional and Early Head Start Annual Self-Assessment Procedure.
- D-16 Review the C-22-026 Community Services Block Grant Monitoring Review outcomes.
- D-17 Review the Madera County Child Advocacy Center Report for October 2022. (Informational Only)
- D-18 Review the Child Care Alternative Payment and Resource & Referral Program Report for October 2022. (Informational Only)
- D-19 Review the Community Services Program Report for October 2022. (Informational Only)
- D-20 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for October 2022. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

**E. DISCUSSION / ACTION ITEMS**

**E-1 Review and consider approving the carry-over funds from the 2020 – 2021 Regional Head Start Basic Grant to the 2022 – 2023 Grant year beginning June 1, 2022.**

Martiza Gomez-Zaragoza, Head Start Director, presented regarding the carry-over funds from the 2020 – 2021 Regional Head Start Basic Grant to the 2022 – 2023 Grant year beginning June 1, 2022. The carry-over funds will be utilized to purchase equipment such as vision and hearing screening machines and a vehicle for the maintenance team. The remaining funds will be used to make facilities repairs.

Motion: APPROVE AS PRESENTED

Moved by Trinice Lee, Seconded by Debi Bray

Vote: Carried Unanimously

**E-2 Review and approve submission of the 2021 – 2023 CRRSA and ARP Covid-19 budget revisions to Stanislaus County Office of Education.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the 2021 – 2023 CRRSA and ARP Covid-19 budget revisions to Stanislaus County Office of Education. CRRSA and ARP to transfer funds from Supplies, Other and Indirect categories to Personnel and Fringe for increase in staff overtime to clean and disinfect classrooms from difficulties in replacing prior custodial service. ARP to transfer funds from Supplies to Other and Equipment categories for building maintenance and repairs costs due to purchase emergency air conditioner at Pomona Head Start Center, to install burglar alarm for Head Start office and resurface playground at Los Niño Head Start Center, to replace a mature commercial freezer and to replace five hearing screening machines.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Aurora Flores

Vote: Carried Unanimously

**E-3 Review and consider ratifying the submission of the 2023 – 2024 Housing and Urban Development renewal contract for the Shunammite Place.**

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the 2023 – 2024 Housing and Urban Development renewal contract for the Shunammite Place. The target population to be served is chronic homeless individuals and/or families with disabilities who have either come from an emergency shelter, or a place not meant for human habitation such as the streets or riverbeds. This type of housing is secured by a master lease for apartment units and houses that are located in the City of Chowchilla, City of Madera and County of Madera. The program will also provide supportive services.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

**E-4 Review and consider ratifying the submission of the Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness Competition application.**

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness Competition application. If the FMCoC application is successful, the Coordinated Entry Supportive Services Project will be administered by the Community Action Partnership of Madera County Inc.'s Community Services Department with guidance provided by the Community Services Program Manager and the Homeless Coordinator to oversee the day-to-day activities. Areas served will be the City of Chowchilla, City of Madera and County of Madera. Individuals and families who contact the HELP Center will receive assistance connecting them to community resources including housing.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

**E-5 Review and consider ratifying the submission of Housing and Urban Development Homeless Coordinate Entry Supportive Services for Madera County Homeless Engagement for Living Program (HELP) Center.**

Ana Ibanez, Community Service Program Manager, presented regarding the submission of Housing and Urban Development Homeless Coordinate Entry Supportive Services for Madera County Homeless Engagement for Living Program (HELP) Center. Coordinated Entry is a community wide process developed to ensure all people experiencing a housing crisis are engage, assessed and connected to the most appropriate housing and services intervention. The Coordinated Entry System (CES) for individuals and families coordinates supportive services and housing resources across Madera County to form a collaborative, network that connects homeless individuals and households to services and housing. If the project is funded by HUD, the Coordinated Entry Supportive Services HELP Center Project will be administered by Community Action Partnership of Madera County's Community Services Department with guidance provided by the Community Services Program Manager and the Homeless Coordinator will oversee the day-to-day activities.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Donald Holley

Vote: Carried Unanimously

**E-6 Review and consider ratifying submission of the 2023 Low Income Home and Energy Assistance Program (LIHEAP) Local Plan.**

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the 2023 Low Income Home and Energy Assistance Program (LIHEAP) Local Plan. Funding for the 2023 LIHEAP program will assist 75 households with weatherization, 13 households with wood/propane/oil, 178 households with Fast Track emergency assistance for PG&E, and 522 households with a regular PG&E bill. The approved plan helps to ensure we are serving the most vulnerable populations first.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

**E-7 Review and consider approving the submission of the 2023 Community Services Block Grant (CSBG) Application.**

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the 2023 Community Services Block Grant (CSBG) Application. CAPMC is one of 60 private non-profit and local government organizations referred to as eligible entities that receive CSBG funding. This network of eligible entities administer programs that assist low-income individuals and families with attaining the skills, knowledge, and motivation necessary to achieve self-sufficiency.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Donald Holley

Vote: Carried Unanimously

**E-8 Review and consider ratifying the request made to the Community Corrections Partnership Executive Committee for the replacement of the recording and observation system utilized by the Madera County Child Forensic Interview Team (CFIT) at the Child Advocacy Center.**

Mattie Mendez, Executive Director, presented regarding the request made to the Community Corrections Partnership Executive Committee for the replacement of the recording and observation system utilized by the Madera County Child Forensic Interview Team (CFIT) at the Child Advocacy Center. CAPMC submitted a proposal to cover the cost of replacing the CFIT recording/observation system to the Community Corrections Partnership (CCP) Executive Committee. The CCP Executive Committee awarded the full requested amount to CAPMC at the regular CCP Executive Committee meeting held on October 26, 2022. The CAC will contact Intelligent Video Solutions and CDW-G to initiate the contract process and schedule the installment of the new system. Once the installment process is completed, the CAC will schedule formal training for the MDT and establish access credentials for the appropriate team members.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Steve Montes

Vote: Carried Unanimously

**E-9 Review and consider accepting the 403(b) audit report for the year ended December 31, 2021.**

Daniel Seeto, Chief Financial Officer, presented regarding the 403(b) audit report for the year ended December 31, 2021. The agency is required to have an independent audit for its 403(b) pension plan to comply with the Department of Labor Regulations. Brown Armstrong Accountancy Corporation, CPAs prepared the audit report on the financial statements for the year ended December 31, 2021. Recommend that the Board of Directors accept the audit report and the related financial statements for the period ended December 31, 2021.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Aurora Flores

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 – October 2022
- F-4 Financial Statements – October 2022
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – October 2022
- F-7 CAPMC Board of Directors Attendance Report – October 2022
- F-8 Staffing Changes Report for October 1 – October 31, 2022

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Child's Advocacy Center (KC) Intent to Fund Letter dated October 28, 2022 from the California Office of Emergency Services (CalOES).

**I. ADJOURN**

Chairperson Eric LiCalsi adjourned the Board of Directors meeting at 6:17 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Aurora Flores

Vote: Carried Unanimously