

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Regular Board of Directors Meeting

December 9, 2021

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 Vice-Chair Eric LiCalsi.

Members Present In-Person

Eric LiCalsi, Vice-Chair
Supervisor Leticia Gonzalez
Councilman John Chavez
Debi Bray
Donald Holley
Martha Garcia
Richard Gutierrez
Aurora Flores

Members Present Virtually

Sheriff Tyson Pogue, Chair
David Hernandez,
Secretary/Treasurer
Councilman Steve Montes
Molly Hernandez

Members Absent

Patricia Trevino, HS PC
Representative
Deborah Martinez
Vicki Bandy

Personnel Present In-Person

Daniel Seeto
Nancy Contreras-Bautista
Xai Vang
Maritza Gomez-Zaragoza

Personnel Present Virtually

Mattie Mendez
Irene Yang

Public – Other Present Virtually

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 AS PRESENTED

Moved By: Donald Holley, Seconded By: Debi Bray

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 – October 14, 2021.
- D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Meeting – October 12, 2021.
- D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Committee Meeting – October 13, 2021 & November 10, 2021.
- D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – October 7, 2021 & November 4, 2021.
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
 - October 2021
 - November 2021
- D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - August 2021
 - September 2021
- D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
 - Monthly Enrollment Report – September 2021 & October 2021
 - In-Kind Report – September 2021 & October 2021
 - CACFP Program Report – September 2021 & October 2021
- D-8 Review and Consider approving the following **Madera Early Head Start** Reports:
 - Monthly Enrollment Report – September 2021 & October 2021
 - In-Kind Report – September 2021 & October 2021

- D-9 Review and Consider approving the following **Madera Migrant/Seasonal Head Start Reports**:
- Monthly Enrollment Report – September 2021 & October 2021
 - In-Kind Report – September 2021 & October 2021
 - CACFP Program Report – September 2021 & October 2021
 - Program Information Report (PIR) – September 2021 & October 2021
- D-10 Review and consider approving the following **Fresno Migrant Head Start reports**:
- Monthly Enrollment Report – September 2021 & October 2021
 - In-Kind Report – September 2021 & October 2021
 - CACFP Program Report – September 2021 & October 2021
- D-11 Review and consider approving the 2021 – 2022 Bylaws for the Madera/Mariposa Regional and Early Head Start Policy Council.
- D-12 Review and consider approving the 2020 – 2021 CAPMC Madera Migrant/Seasonal Head Start Annual Public Report.
- D-13 Review and consider approving the 2020 – 2021 Fresno Migrant Seasonal Head Start and Early Head Start – Family Child Care Partnership Self-Assessment Results.
- D-14 Review and consider approving the 2020 – 2021 Fresno Migrant Seasonal Head Start and Early Head Start – Family Child Care Partnership Self-Assessment Program Plans of Action for any findings and recommendations.
- D-15 Review and consider approving the Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2020 – 2021.
- D-16 Review and consider approving the Madera Migrant/Seasonal Head Start Program Information Report for 2020 – 2021.
- D-17 Review and consider approving the 2020 – 2025 Madera/Mariposa Regional Head Start and Early Head Start Community Needs Assessment Update.
- D-18 Review and consider approving the 2021 – 2022 Madera/ Mariposa Regional and Early Head Start Annual Self-Assessment Procedure.
- D-19 Review and consider approving the results of the Weatherization Program’s monitoring visit.
- D-20 Review and consider approving the results of the 2021 Desk Review Report dated November 3, 2021 conducted by the Department of Community Services and Development.
- D-21 Review the Madera County Child Advocacy Center (CAC) Program Report for November 2021 (Informational Only).
- D-22 Review the Child Care Alternative Payment and Resource & Referral Program Report for November 2021. (Informational Only).
- D-23 Review the Community Services Report for November 2021. (Informational Only).

D-24 Review the Homeless for Engagement for Living Program (H.E.L.P) Center Report for November 2021. (Informational Only).

Motion: APPROVED AS PRESENTED

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

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the 2022 Holiday Schedule.

Daniel Seeto, Chief Financial Officer, presented regarding the 2022 Holiday Schedule. Daniel noted two changes to the schedule; the Winter Float Holiday was substituted with Juneteenth Holiday and the name for the Fall Holiday, formally known as Columbus Day, has been changed.

Motion: APPROVE AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, Seconded By: Aurora Flores

Vote: Carried Unanimously

E-2 Review and consider authorizing the Executive Director to sign and submit the 2022 CSBG contract with the Department of Community Services & Development (CSD). *Budget will be distributed at meeting.*

Daniel Seeto, Chief Financial Officer, presented regarding the approval of the Executive Director to sign and submit the 2022 CSBG contract with the Department of Community Services & Development (CSD). The total allocation for the Fiscal year 2021 is \$286,748. These funds will be used for administration at the Shunammite Place, Strengthening Families and the Child Advocacy Center (CAC)/Child Forensic Interview Team (CFIT).

Motion: APPROVE AS PRESENTED

Moved By: Debi Bray, Seconded By: Donald Holley

Vote: Carried Unanimously

E-3 Review and consider ratifying the carry-over funds for the 2020 – 2021 Regional Head Start Basic Grant to the 2021 – 2022 Grant Year beginning June 1, 2021.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the carry-over funds for the 2020 – 2021 Regional Head Start Basic Grant to the 2021 – 2022 Grant year beginning June 1, 2021. Maritza noted that CAPMC identified budget savings in the 2020 – 2021 Regional Head Start basic grant. It was proposed that such funds be utilized to continuing employment for staff avoiding the need for seasonal layoffs,

addressing health and safety issues, and extending services.

Motion: APPROVE AS PRESENTED

Moved By: Debi Bray, Seconded By: Donald Holley

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 2021)
- F-4 Financial Statements (November 2021) – Will be distributed at meeting
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (November 2021)
- F-7 CAPMC Board of Directors Attendance Report – (November 2021)
- F-8 Staffing Changes Report for October 6, 2021 – November 30, 2021

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence dated November 10, 2021 from the Office of Head Start regarding Application Submission Requirements.
- H-2 Correspondence dated September 29, 2021 from the Office of Head Start regarding a Focus Area 1 (FA1) monitoring review of Madera County Board of Supervisors/CAPMC during the week of November 15, 2021.
- H-3 Correspondence from Victim Services regarding to wear blue for Human Trafficking Awareness Day on January 11, 2021.

I. ADJOURN

Vice-Chair Eric LiCalsi adjourned the Board of Directors meeting at 5:54 p.m.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Aurora Flores

Vote: Carried Unanimously