

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Regular Board of Directors Meeting

March 11, 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 5:31 p.m. by Chair Sheriff Tyson Pogue.

Members Present In-Person

Sheriff Tyson Pogue, Chair

Eric LiCalsi, Vice-Chair

David Hernandez,
Secretary/Treasurer

Aurora Flores

Donald Holley

Martha Garcia

Vicki Bandy

Members Present Virtually

Supervisor Leticia Gonzalez

Councilman Steve Montes

Councilman Artemio Villegas,
Alternate

Debi Bray

Deborah Martinez

Molly Hernandez

Members Absent

Councilman John Chavez

Patricia Trevino

Richard Gutierrez

Personnel Present In-Person

Mattie Mendez

Cristal Sanchez

Nancy Contreras-Bautista
Daniel Seeto

Personnel Present Virtually

Irene Yang

Maritza Gomez-Zaragoza

Jennifer Coronado

Public – Other Present Virtually

Donna Tooley, Consultant

Russ Ryan, Esq., Agency Legal Counsel

Robert Macaulay, Madera County BOS

A. PUBLIC COMMENT

Mattie Mendez, Executive Director, shared that Board Member David Hernandez is retiring from his position as Director of Community Services and Parent Resource Centers effective June 30, 2021.

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 F)

ADOPTION OF THE AGENDA: Adoption of the agenda.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Supervisor Leticia Gonzalez

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 11, 2021
- D-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – February 4, 2021
- D-3 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – February 9, 2021
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
- February 2021
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- January 2021
- D-6 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – January 2021
 - In-Kind Report – January 2021
- D-7 Review and Consider approving the following **Madera *Early* Head Start** Reports:
- Monthly Enrollment Report – January 2021
 - In-Kind Report – January 2021
- D-8 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – January 2021
 - In-Kind Report – January 2021
 - CACFP Program Report – January 2021
 - Program Information Report (PIR) – January 2021

- D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – January 2021
 - In-Kind Report – January 2021
- D-10 Review and consider approving the following **Fresno Migrant Early Head Start** reports:
- Monthly Enrollment Report – January 2021
 - In-Kind Report – January 2021
- D-11 Review and consider approving the 2020-2021 Madera/Mariposa Regional and Early Head Start (MMRHS) Self-Assessment Program Plans of Action and recommendations.
- D-12 Review and consider approving the 2019-2020 Regional Head Start/Fresno & Madera Migrant & Seasonal Head Start Fiscal Self-Assessment.
- D-13 Review the Madera County Child Advocacy Center (CAC) Program Report for February 2021 (Informational Only)
- D-14 Review the Child Care Alternative Payment and Resource & Referral Program Report for February 2021. (Informational Only)
- D-15 Review the Community Services Report for February 2021. (Informational Only)
- D-16 Review the Homeless Engagement for Living Program (H.E.L.P.) Center Report February 2021. (Informational Only)

Motion: APPROVED AS PRESENTED

Moved By Donald Holley, Eric LiCalsi

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

Board Members Martha Garcia and Deborah Martinez joined the meeting.

E-1 Review and consider approving Daniel Seeto as the selected candidate to fill the Chief Financial Officer position.

Mattie Mendez, Executive Director, presented regarding the approval of Daniel Seeto as the selected candidate to fill the Chief Financial Officer position. Mattie Mendez shared that recruitment for the Chief Financial Officer (CFO) position began after Donna Tooley, former CFO, announced her retirement. Recruitment was extended to November 20, 2020. After the extended recruitment period closed the behavior-based interviews and the written skill set assessment were conducted. Two individuals were interviewed by a panel consisting of Deborah Martinez from the Department of Social Services, the CFO from Stanislaus Office of Education, and Melisa DaSilva from Madera County. Daniel was selected from the two candidates interviewed. Mr. Seeto has been working for CAPMC for over a year and has been instrumental in revising certain assigned budgets. Mattie also noted that the Head Start grant reequipments call for approval of the CFO from the Office of Head Start. All necessary documents were submitted to the Office of Head Start for the approval of Daniel

Seeto as CFO for CAPMC. Daniel was approved by the Office of Head Start and the Madera/ Fresno Policy Committees and Policy Councils to assume the position of CFO.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Deborah Martinez
Vote: Carried Unanimously

E-2 Review and consider approving the authorized signers and the bank accounts maintained at West America Bank and the closure of the Migrant Head Start Money Market account.

Mattie Mendez, Executive Director, presented regarding the approval of the authorized signers and the bank accounts maintained at West America Bank and the closure of the Migrant Head Start Money Market account. Approval was requested to add Daniel Seeto as an authorized signer and keep Mattie Mendez (Executive Director), Sheriff Tyson Pogue (Chairperson), and David Hernandez (Secretary/Treasurer) as authorized signers for the bank accounts maintained at West America Bank. Staff also recommended the closure of the Migrant Head Start Money Market account, which was authorized by the Board of Directors in 2007, to assist the fiscal staff to demonstrate the cash management with the Agency's delegate Head Start funds as part of a protocol and process, however, the requirement has been eliminated since 2015. There is currently a balance of \$2,500 in the Money Market account. It is recommended to move this amount in to the savings account. The signatures on the agency's checks will remain as Tyson Pogue and Mattie Mendez.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Eric LiCalsi

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 – (February 2021)
- F-4 Financial Statements (February 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (February 2021)
- F-7 CAPMC Board of Directors Attendance Report – (February 2021)
- F-8 Staffing Changes Reports for: February 7, 2021 – March 2, 2021

G. CLOSED SESSION

Public session was adjourned at 5:48 p.m. by Chair Sheriff Tyson Pogue.

- G-1 Government Code Section 54956.9(d)(2), (d)(1)
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Public Records Act Request from The Fresno Bee
- G-2 Government Code Section 54957(a)
THREAT TO PUBLIC SERVICES OR FACILITIES

The meeting was reconvened to public session at 6:18 p.m. by Chair Sheriff Tyson Pogue.

(Pursuant to California Government Code 54957.1)

H. CORRESPONDENCE

- H-1 2021 Community Correspondence dated February 19, 2021 from the Office of Head Start Regarding FY 2021 Head Start Funding Increase.
- H-2 Child Advocacy Center National Child Abuse Prevention Month (April 2021)
#WearBlue4Kids Flyer
- H-3 Victim Services Center Upcoming Events
- H-4 Victim Services Center 65-Hour Domestic Violence/Sexual Assault Training Flyer

I. ADJOURN

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 6:19 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded By Aurora Flores

Vote: Carried Unanimously