

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**April 13, 2023**  
**1225 Gill Ave Madera, CA 93637**

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:41 p.m. by Vice-Chairperson David Hernandez.

**Members Present**

David Hernandez, Vice-Chair  
Steve Montes  
Jeff Troost  
Debi Bray  
Trinice Lee, HS Rep  
Donald Holley  
Molly Hernandez  
Richard Gutierrez  
Sheriff Tyson Pogue,  
Secretary/Treasurer

**Members Absent**

Eric LiCalsi, Chair  
Vicki Bandy  
Supervisor Leticia Gonzalez  
Martha Garcia  
Deborah Martinez  
Aurora Flores

**Personnel Present**

Mattie Mendez  
Daniel Seeto  
Cristal Sanchez  
Irene Yang  
Maritza Gomez-Zaragoza  
Nancy Contreras-Bautista  
Ana Ibanez

**Public – Other Present**

None

**A. PUBLIC COMMENT**

Board Member Debi Bray shared regarding the upcoming Prayer Breakfast. Mattie Mendez, Executive Director, shared regarding her Madera City Council District Woman of the Year Award.

**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 Sheriff Tyson Pogue

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 9, 2023.
- D-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – February 2, 2023 & March 2, 2023
- D-3 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – February 7, 2023
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
- February 2023
  - March 2023
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- January 2023
  - February 2023
- D-6 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – January & February 2023
  - In-Kind Report – January & February 2023
  - CACFP Program Report – January & February 2023
- D-7 Review and consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – January & February 2023
  - In-Kind Report – January & February 2023
- D-8 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – January & February 2023
  - In-Kind Report – January & February 2023
  - CACFP Program Report – January & February 2023
  - Program Information Report (PIR) – January & February 2023
- D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – January & February 2023

- In-Kind Report – January & February 2023
- CACFP Program Report – January & February 2023

- D-10 Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2023-2024 program year for Madera/Mariposa Regional and Early Head Start.
- D-11 Review and approve the Recruitment and Selection Procedures for the 2023 – 2024 program year for Fresno Migrant and Seasonal Head Start.
- D-12 Review and consider approving the 2021-2025 Community Needs Assessment Final Report Fresno Migrant and Seasonal Head Start.
- D-13 Review and consider approving the Program Goals and Objectives Update for the Migrant and Seasonal Head Start Program.
- D-14 Review the Madera County Child Advocacy Center Report for February & March 2023. (Informational Only)
- D-15 Review the Child Care Alternative Payment and Resource & Referral Program Report for February & March 2023. (Informational Only)
- D-16 Review the Community Services Program Report for February & March 2023. (Informational Only)
- D-17 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for February & March 2023. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

**E. DISCUSSION / ACTION ITEMS**

- E-1 CAPMC Low-Income Home Energy Assistance Program (LIHEAP) Weatherization Program update and request for guidance from the Board of Directors for the 2023 – 2024 program year.**

Mattie Mendez, Executive Director, presented regarding the CAPMC Low-Income Home Energy Assistance Program (LIHEAP) Weatherization Program update and requested guidance from the Board of Directors for the 2023 – 2024 program year. The Board of Directors expressed their support for establishing the Weatherization Program in-house. This would facilitate more comprehensive wrap-around services for residents of Madera County.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley Seconded by Debi Bray

Vote: Carried Unanimously

**E-2 Consider ratifying the submission of the 2023 Emergency Supplemental Low-Income Home Energy Assistance Program (ESLIHEAP) contract.**

Mattie Mendez, Executive Director, presented regarding the submission of the 2023 Emergency Supplemental Low-Income Home Energy Assistance Program (ESLIHEAP) contract. Mattie noted the opportunity to utilize funding for start-up costs for establishing Weatherization Program in-house.

Motion: APPROVE TO KEEP IN-HOUSE

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

**E-3 Consider ratifying the submission of the Kaiser Permanente 2023 Housing for Health Grant application.**

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the Kaiser Permanente 2023 Housing for Health Grant application. Funding is earmarked for referrals for mental and physical health assessment, Emergency Housing Assistance, incidentals such as transportation, laundry, food, supplies, cost of submitting rental applications/background checks, and costs for obtaining client birth certificates or other necessary documentation.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Donald Holley

Vote: Carried Unanimously

**E-4 Review and consider approving the Head Start COVID-19 Mitigation Policy.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the Head Start COVID-19 Mitigation Policy. Head Start programs are required to develop an evidence based COVID-19 policy in consultation with their Health Services Advisory Committee (HSAC) that can be scaled based on the impacts or risks of COVID-19 in the community. Program staff have developed the COVID-19 Mitigation Policy following the guidance offered by the Office of Head Start, reviewing state and local guidance regarding COVID-19 safeguards, consultation, and guidance from the program's HSAC group, and Region IX T&TA Specialist.

Motion: APPROVE WITH THE FOLLOWING AMENDMENTS ON THE  
COVID-19 MITIGATION POLICY:  
MEDIUM LEVEL – RECOMMENDED  
HIGH LEVEL – REQUIRED

Moved by Sheriff Tyson Pogue, Seconded by Richard Gutierrez

Vote: Carried Unanimously

**E-5 Review and consider approving the 2023-2024 Madera/Mariposa Regional and Early Head Start COLA and Quality Improvement (QI) Grant Application.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2023-2024 Madera/Mariposa Regional and Early Head Start COLA and Quality Improvement Grant Application. A 7.5% increase for all staff was proposed. The QI funding for Head Start will be used to hire 2 part-time positions, increase funding for the mental health contract, and staff wellness, and purchase equipment for the maintenance department. For Early Head Start, the QI funding will be combined with the remaining COLA funds to hire a part-time Program Technician to support the program's data collecting and entering.

Motion: APPROVE AS PRESENTED

Moved by Sheriff Tyson Pogue, Seconded by Jeff Troost

Vote: Carried Unanimously

**E-6 Review and consider approving the 2022-2023 Amendment #1 Budget Revisions for the California State Preschool Program (CSPP).**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2022-2023 Amendment #1 Budget Revisions for the California State Preschool Program (CSPP). The State Based Migrant Part Year Program Daily Reimbursement Rate increased from \$46.69 to \$49.75 the days of service will remain at 178 Child Days of Enrollment retro to July 1, 2021.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Sheriff Tyson Pogue

Vote: Carried Unanimously

**E-7 Review & consider approving the submission of the Fresno Migrant and Seasonal Head Start Basic Grant Application and budgets.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the Fresno Migrant and Seasonal Head Start Basic Grant Application and budgets. CAPMC will be requesting the funding that was returned to the grantee in 2021. The additional funds will support salary increases and increase the operational cost to operate the Migrant Head Start centers. The proposed grant application will serve migrant and seasonal children and families in Fresno County.

Motion: APPROVE AS PRESENTED

Moved by Sheriff Tyson Pogue, Seconded by Steve Montes

Vote: Carried Unanimously

**E-8 Review and approve Amendment #2 of the 2022-2023 State-Based Migrant Part-Year (CMIG) Grant Budget Revision.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the Amendment #2 of the 2022-2023 State-Based Migrant Part-Year (CMIG) Grant Budget Revision. The State Based Migrant Part Year Program Daily Reimbursement Rate COLA increased from \$45.74 to \$48.74 retro to July 1, 2022.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Steve Montes

Vote: Carried Unanimously

**E-9 Review and consider approving the 2023-2024 COLA and Quality Improvement Grant Application for Madera Migrant and Seasonal Head Start.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2023-2024 COLA and Quality Improvement Grant Application for Madera Migrant and Seasonal Head Start. The funding is intended to increase the on-going funding level of Head Start Programs through a COLA increase in the amount of 5.6%. In addition, additional funding was allocated for Quality Improvement Funds. A 7.5% increase for all staff was proposed. COLA funding will cover 5.6% and the Quality Improvement funds will cover 1.9%.

Motion: APPROVE AS PRESENTED

Moved by Sheriff Tyson Pogue, Seconded by Richard Gutierrez

Vote: Carried Unanimously

**E-10 Review and consider approving the proposed enrollment reduction and program changes for the Madera Migrant and Seasonal Head Start Program beginning March 1, 2023.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the Fresno Migrant and Seasonal Head Start Basic Grant Application and budgets. An increase in salaries for staff retention and a slot and service day reduction were proposed. Any approved changes will be effective March 1, 2023 when the new funding year begins. Salary increases will be effective June 1, 2023 for all CAPMC Head Start programs.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

**E-11 Review and complete the Annual Conflict of Interest Certification Form and Form 700 Report of Economic Interests.**

Mattie Mendez, Executive Director, presented the Annual Conflict of Interest Certification Form and Form 700 Report of Economic Interests. The Board of Directors completed the Annual Conflict of Interest Certification Form and Form 700 Report of Economic Interests.

Motion: APPROVE WITH THE FOLLOWING AMENDMENTS  
UPDATE YEAR TO 2023

Moved by Sheriff Tyson Pogue, Seconded by Steve Montes

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

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Victim Services Event Flyers for: Walk-A-Mile, National Victims' Rights Week, and

Denim Day

- H-2 Correspondence from the Office of Head Start dated March 28, 2023, regarding the role of Head Start Programs in Addressing Lead in Water.
- H-3 Correspondence from the Office of Head Start dated February 21, 2023, regarding the FY 2023 Head Start Funding Increase.
- H-4 Correspondence from the Office of Head Start dated March 15, 2023, regarding Head Start and Early Head Start Programs Impacted by Hurricanes Fiona and Ian.

**I. ADJOURN**

Vice-Chairperson David Hernandez adjourned the Board of Directors Meeting at 6:54 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Richard Gutierrez

Vote: Carried Unanimously