

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
May 11, 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
David Hernandez, Vice-Chair
Steve Montes
Jeff Troost
Debi Bray
Trinice Lee, HS Rep
Donald Holley
Richard Gutierrez
Sheriff Tyson Pogue,
Secretary/Treasurer
Supervisor Leticia Gonzalez
Martha Garcia
Aurora Flores

Members Absent

Vicki Bandy
Deborah Martinez
Jeff Troost
Molly Hernandez

Personnel Present

Mattie Mendez
Daniel Seeto
Cristal Sanchez
Irene Yang
Nancy Contreras-Bautista

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 WITH A CORRECTION ON ITEM E-1 (FUNDING PERIOD SHOULD READ 2023 – 2024)

Moved by David Hernandez, 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.

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 – April 13, 2023.
- D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – April 11, 2023.
- D-3 Review and consider accepting the Bank of America Credit Card Statements:
 - April 2023
- D-4 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
 - Monthly Enrollment Report – March 2023
 - In-Kind Report – March 2023
 - CACFP Program Report – March 2023
- D-5 Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2023-2024 program year for Migrant/Seasonal Head Start.
- D-6 Review the Madera County Child Advocacy Center Report for April 2023. (Informational Only)
- D-7 Review the Child Care Alternative Payment and Resource & Referral Program Report for April 2023. (Informational Only)
- D-8 Review the Community Services Program Report for April 2023. (Informational Only)
- D-9 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for April 2023. (Informational Only)
- D-10 Review the Victim Services Report for April 2023. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Martha Garcia

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the submission of the 2022-2023 California Department of Social Services (CDSS) State Budgets.

Mattie Mendez, Executive Director, presented regarding the submission of the 2022-2023 California Department of Social Services (CDSS) State Budgets. Mattie noted that the submission of the aforementioned budgets are part of the renewal application process.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Steve Montes

Vote: Carried Unanimously

E-2 Review and consider approving the Workers' Compensation renewal coverage under Berkshire Hathaway Homestate Company (BHHC) and broker's consulting fee.

Irene Yang, Human Resource Director, presented regarding the Workers' Compensation renewal coverage under Berkshire Hathaway Homestate Company (BHHC) and broker's consulting fee. Irene noted that the selected vendor also provides additional services such as nursing triage and employee training.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Martha Garcia

Vote: Carried Unanimously

E-3 Consider awarding the annual entity-wide single audit for June 30, 2023, to Brown Armstrong CPAs.

Daniel Seeto, Chief Financial Officer, presented regarding the awarding the annual entity-wide single audit for June 30, 2023, to Brown Armstrong CPAs. It is recommended that CAPMC extend the annual entity-wide single audit for June 30, 2023 to Brown Armstrong CPAs to facilitate a smooth audit and allow for enough time to prepare to solicit new bids. Daniel also noted an increase in cost in part related to standard inflation.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Sheriff Tyson Pogue

Vote: Carried Unanimously

Vote: Carried Unanimously

E-4 Consider awarding the annual 403B Plan audit for calendar year 2022 to Brown Armstrong CPAs.

Daniel Seeto, Chief Financial Officer, presented regarding the awarding the annual 403B Plan audit for calendar year 2022 to Brown Armstrong CPAs to facilitate a smooth audit and allow for enough time to prepare to solicit new bids. Daniel also noted an increase in cost in part related to standard inflation.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Steve Montes, Seconded by Martha Garcia

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – Scheduled for May 15, 2023 at Noon
- F-2 Personnel Committee Report – May 2023
- F-3 Executive Director Monthly Report – April 2023
- F-4 Financial Statements – April 2023 *(To be distributed at the Board of Directors Meeting)*
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – April 2023
- F-7 CAPMC Board of Directors Attendance Report – April 2023
- F-8 Staffing Changes Report for April 5 – May 2, 2023

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Victim Services Flyer for 2023 Domestic Violence/Sexual Assault Advocate Training.

I. ADJOURN

Chair Eric LiCalsi adjourned the Board of Directors Meeting at 5:51 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Richard Gutierrez

Vote: Carried Unanimously