

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Regular Board of Directors Meeting

May 12, 2022

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 5:33 p.m. by Chair Sheriff Tyson Pogue.

Members Present In-Person

Sheriff Tyson Pogue, Chair
Eric LiCalsi, Vice-Chair
Donald Holley
Martha Garcia
Supervisor Leticia Gonzalez
Steve Montes
Debi Bray

Members Present Virtually

Deborah Martinez
David Hernandez,
Secretary/Treasurer
Diana Palmer
Alma Hernandez, HS PC
Representative

Members Absent

Aurora Flores
Molly Hernandez
Richard Gutierrez
Vicki Bandy

Personnel Present In-Person

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

Personnel Present Virtually

None

Public – Other Present

None

A. PUBLIC COMMENT

Board Member Donald Holley, announced the passing of a community member and noted service details.

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 revised agenda.

Motion: APPROVE WITH NECESSARY AMENDMENTS

Moved By: Steve Montes, 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 – April 14, 2022.
- D-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – April 7, 2022.
- D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Executive Policy Council Committee Meeting – April 21, 2022.
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
 - April 2022
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - March 2022
- D-6 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
 - Monthly Enrollment Report – March 2022
 - In-Kind Report – March 2022
 - CACFP Program Report – March 2022
- D-7 Review and consider approving the following **Madera Early Head Start** Reports:
 - Monthly Enrollment Report – March 2022
 - In-Kind Report – March 2022
- D-8 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
 - Monthly Enrollment Report – March 2022
 - In-Kind Report – March 2022
 - CACFP Program Report – March 2022

- D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – March 2022
 - In-Kind Report – March 2022
- D-10 Review the Madera County Child Advocacy Center (CAC) Program Report for April 2022 (Informational Only).
- D-11 Review the Child Care Alternative Payment and Resource & Referral Program Report for April 2022 (Informational Only).
- D-12 Review the Community Services Report for April 2022 (Informational Only).
- D-13 Review the Homeless for Engagement for Living Program (H.E.L.P) Center Report for April 2022 (Informational Only).

Motion: APPROVE AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, Seconded By: Steve Montes

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Discuss resuming the Board of Directors meetings to exclusively in-person.

Mattie Mendez, Executive Director, presented regarding the resuming the Board of Directors meetings to exclusively in-person. The Board of Directors discussed returning to in-person meetings without a virtual option and requested staff to bring back an action item with guidance and direction from the agency's legal counsel to ensure compliance with the Brown Act.

E-2 Review and consider approving the renewal of the Workers' Compensation coverage and the broker's consulting fee.

Irene Yang, Human Resources Director, presented regarding the renewal of the Workers' Compensation coverage and the broker's consulting fee. Irene Yang noted an increase in payroll and experience modification resulted in a 21% premium increase. It was requested that staff change any "pending" quotes to "declined" on the agenda item as the request for quotes period has now closed.

Motion: APPROVE WITH NECESSARY CHANGES TO AGENDA ITEM.

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

Vote: Carried Unanimously

E-3 Review and consider ratifying the submission of the application for the City of Madera CDBG grant.

Mattie Mendez, Executive Director, presented regarding the submission the submission of the application for the City of Madera CDBG grant. Mattie noted that funds are to be utilized towards homelessness efforts, such as representation on the FMCoC, the Homeless Point in Time (PIT) Count, and to seek additional sources of funding to serve the individuals experiencing homelessness.

Motion: APPROVE AS PRESENTED

Moved By: Debi Bray, Seconded By: Steve Montes

Vote: Carried Unanimously

E-4 Consider approving the submission of the 2022 Low Income Household Water Assistance Program (LIHWAP) contract.

Mattie Mendez, Executive Director, presented regarding the submission of the 2022 Low Income Household Water Assistance Program (LIHWAP) contract. The LIHWAP program assists low-income clients with paying their water and/or wastewater system utility bills. The benefit amount maximum is \$2,000 per household and can be applied to either the water or the wastewater bill. The benefit amount is based on the customer's past due amount, current charges, fees and taxes and other charges associated with the water or wastewater services identified on the customer's bill. This funding is not contingent upon COVID related impact.

Motion: APPROVE AS PRESENTED

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

Vote: Carried Unanimously

E-5 Review and consider approving the Agency to award its annual entity-wide single audit for June 30, 2022 for calendar year 2021 to Brown Armstrong CPA's.

Daniel Seeto, Chief Financial Officer, presented regarding the annual entity-wide single audit for June 30, 2022 for calendar year 2021 to be awarded to Brown Armstrong CPA's. This will be the fifth year that the Agency has used Brown Armstrong CPA's. The RFP provided for the initial year and an option of four additional one-year extensions.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, 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 – (April 2022)
- F-4 Financial Statements (April 2022)
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (April 2022)
- F-7 CAPMC Board of Directors Attendance Report – (April 2022)
- F-8 Staffing Changes Report for April 5 – May 3, 2022

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence dated March 14, 2022 from the Office of Head Start regarding FY 2022 Head Start Funding Increase.
- H-2 Correspondence dated March 21, 2022 from the Office of Head Start regarding Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program.

I. ADJOURN

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 6:07 p.m.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: David Hernandez

Vote: Carried Unanimously