

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
May 13, 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
David Hernandez,
Secretary/Treasurer
Donald Holley
Martha Garcia
Supervisor Leticia Gonzalez
Councilman John Chavez
Deborah Martinez
Aurora Flores

Members Present Virtually

Councilman Steve Montes
Molly Hernandez
Patricia Trevino, HS PC
Representative

Members Absent

Richard Gutierrez
Vicki Bandy
Eric LiCalsi, Vice-Chair
Debi Bray

Personnel Present In-Person

Mattie Mendez
Cristal Sanchez
Nancy Contreras-Bautista
Daniel Seeto
Elizabeth Wisener
Maritza Gomez

Personnel Present Virtually

Irene Yang
Maritza Gomez-Zaragoza
Jennifer Coronado

Public – Other Present Virtually

Donna Tooley, Consultant

A. PUBLIC COMMENT

Board Member, Donald Holley, provided a recap of the Community Action 2021 Equity Summit and encouraged the Board to attend trainings and take part of any conferences made available to them through Community Action Partnership.

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 David Hernandez

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 8, 2021
- D-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – April 1, 2021
- D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Executive Policy Committee Meeting – April 7, 2021
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
 - April 2021
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - March 2021
- D-6 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
 - Monthly Enrollment Report – March 2021
 - In-Kind Report – March 2021
 - CACFP Program Report – March 2021
- D-7 Review and Consider approving the following **Madera *Early* Head Start** Reports:
 - Monthly Enrollment Report – March 2021
 - In-Kind Report – March 2021
- D-8 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
 - Monthly Enrollment Report – March 2021
 - In-Kind Report – March 2021
 - CACFP Program Report – March 2021
 - Program Information Report (PIR) – March 2021

- D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – March 2021
 - In-Kind Report – March 2021
- D-10 Review and consider approving the following **Fresno Migrant Early Head Start** reports:
- Monthly Enrollment Report – March 2021
 - In-Kind Report – March 2021
- D-11 Review and consider approving the 2020-2025 Goals and Objectives updates for the Fresno Migrant Seasonal Head Start Program.
- D-12 Review and consider approving the 2020-2025 Goals and Objectives updates for the Fresno Migrant Seasonal Early Head Start – Family Child Care (EHS-FCC) Program.
- D-13 Review the submission of the 2021-2023 Madera Mariposa Regional & Early Head Start COVID-19 One-Time Supplemental Funding. (Informational Only)
- D-14 Review the 2020 Community Services Low Income Home Energy Assistance Program (LIHEAP) Customer Satisfaction Survey results. (Informational Only)
- D-15 Review the Low Income Home Energy Assistance Program Customer Satisfaction (LIHEAP) 2020 Weatherization Customer Satisfaction Survey results. (Informational Only)
- D-16 Review and approve the California Department of Education (CDE), Early Learning and Care Division (ELCD) Program Self-Evaluation (PSE) Survey for the Child Care Alternative Payment and Resource & Referral Program.
- D-17 Review the Agency's CSBG Annual Report. (Informational Only)
- D-18 Review and provide feedback on the 2021 Community Needs Assessment.
- D-19 Review the Madera County Child Advocacy Center (CAC) Program Report for April 2021 (Informational Only)
- D-20 Review the Child Care Alternative Payment and Resource & Referral Program Report for April 2021. (Informational Only)
- D-21 Review the Victim Services Report for April 2021. (Informational Only)
- D-22 Review the Community Services Report for April 2021. (Informational Only)
- D-23 Review the Homeless Engagement for Living Program (H.E.L.P.) Center Report April 2021. (Informational Only)

Motion: APPROVED AS PRESENTED

Moved By Leticia Gonzalez, Seconded By Deborah Martinez

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the renewal of the Workers' Compensation coverage and the broker's consulting fee.

Mattie Mendez, Executive Director, presented regarding the renewal of the Workers' Compensation coverage and broker's consulting fee. Mattie highlighted that CAPMC's experience modification for the renewal year is at 1.04. This is a decrease from the last renewal year at 1.24 due to the 2017-2018 claims incurred costs. The overall renewal premium is also down by 14% compared to the previous renewal year.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Aurora Flores

Vote: Carried Unanimously

E-2 Review and consider approving the Madera Early Head Start submission of Non-Federal Share waiver for 2020-2021 Program Year.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the Madera Early Head Start submission of Non-Federal Share waiver for the 2020-2021 Program Year. Maritza noted that due to the COVID-19 Pandemic, center staff have had a significant decrease in in-person contact with families, which has hindered staff's ability to conduct weekly home visits with families. The lack of home visits prevents staff from providing materials and activities for parents to conduct at home as most instruction and services are being provided virtually. Maritza emphasized that receiving a Non-Federal Share Waiver would not affect total funding.

Motion: APPROVE AS PRESENTED

Moved By Martha Garcia, Seconded By Aurora Flores

Vote: Carried Unanimously

E-3 Review and consider approving 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 Gomez-Zaragoza, Head Start Director, presented regarding the approval of 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 Martha Garcia, Seconded By Supervisor Leticia Gonzalez

Vote: Carried Unanimously

E-4 Review and consider approving the 2021-2022 Madera Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2021-2022 Madera Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications. The Consolidated Appropriations Act of 2021 contain an increase to Head Start Programs for the fiscal year of 2021. Part of the funding was earmarked for a Cost of Living Adjustment (COLA) for the Head Start Programs. The funding is intended to increase the on-going funding level of Head Start Programs through a COLA increase in the amount of 1.22%. The Act also provided Quality Improvement funds for Migrant Head Start and Native American Head Start Programs. The Madera Migrant Seasonal Head Start budgets have been amended to reflect 1.22% COLA increase to personnel costs beginning March 1, 2021. After applying cost to salaries and benefits, CAPMC staff will apply left over funds to the Telephone Expense category. CAPMC has experienced an increase in telephone/internet expenses and therefore, additional funding will be applied to cover costs. The Quality Improvement funds will be utilized to increase service days for children and families. With the extension in days, most of the funding will be applied to salaries and fringe benefits. The remaining funds will also be applied to the telephone expense category.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Aurora Flores

Vote: Carried Unanimously

E-5 Review and consider approving the 2021-2022 Fresno Migrant Seasonal Head Start COLA and Quality Improvement Grant Application

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2021-2022 Fresno Migrant Seasonal Head Start COLA and Quality Improvement Grant Application. The Consolidated Appropriations Act of 2021 contain an increase to Head Start Programs for the fiscal year of 2021. Part of the funding was earmarked for a Cost of Living Adjustment (COLA) 1.22% for the Head Start Programs. Additionally, Quality Improvement funds were set aside for Migrant Seasonal and Native American Head Start Programs. The funding is intended to increase the on-going funding level of Head Start Programs through a COLA and Quality Improvement increases. The Fresno Migrant Seasonal Head Start budgets have been amended to reflect 1.22% COLA increase to personnel costs beginning September 1, 2021. After applying cost to salaries and benefits, CAPMC staff will apply left over funds to the Telephone Expense category. CAPMC has experienced an increase in telephone/internet expenses and therefore, additional funding will be applied to cover costs. The Quality Improvement funds will be utilized to increase 10 service days for children and families. With the extension in days, most of the funding will be applied to salaries and fringe benefits. The remaining funds will also be applied to the telephone expense category.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By David Hernandez

Vote: Carried Unanimously

E-6 Review and consider approving the 2021-2022 Fresno Migrant Seasonal Early Head Start COLA and Quality Improvement Grant Application.

Maritza Gomez-Zaragoza, presented regarding the 2021-2022 Fresno Migrant Seasonal Early Head Start COLA and Quality Improvement Grant Application. The Consolidated Appropriations Act of 2021 contain an increase to Head Start Programs for the fiscal year of 2021. Part of the funding was earmarked for a Cost of Living Adjustment (COLA) 1.22% for the Head Start Programs. Additionally, Quality Improvement funds were set aside for Migrant Seasonal and Native American Head Start Programs. The funding is intended to increase the on-going funding level of Head Start Programs through a COLA and Quality Improvement increases. The Fresno Migrant Seasonal Early Head Start budgets have been amended to reflect 1.22% COLA increase to personnel costs beginning September 1, 2021. After applying cost to salaries and benefits, CAPMC staff will apply left over funds to the Telephone Expense, Supplies, and Gas/Oil categories. The Quality Improvement funds will be utilized to increase 39 service days for children and families. With the extension in days, most of the funding will be applied to contracts since the services are provided through Family Child Care providers. The remaining funds will also be applied to the supplies and gas/oil categories.

Motion: APPROVE AS PRESENTED

Moved By Supervisor Leticia Gonzalez, Seconded By Donald Holley

Vote: Carried Unanimously

E-7 Review and consider approving the proposed enrollment reduction and program changes for the Fresno Migrant Seasonal Head Start program beginning September 1, 2021.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the proposed enrollment reduction and program changes for the Fresno Migrant Seasonal Head Start program beginning September 1, 2021. Maritza noted the proposition for a 50 slot reduction for the Fresno Migrant Seasonal Head Start Program. The slot reduction will constitute a reduction in funding. Also proposed, is the center closure of Biola due to its consistent low enrollment. Staff currently assigned to the Biola Center will be reassigned and staff will work with families of the currently enrolled to connect with local child care or educational facilities. The closure of this site will offset the will be returned to the grantee due to the reduction of slots.

Motion: APPROVE AS PRESENTED

Moved By Councilman Steve Montes, Seconded By Donald Holley

Vote: Carried Unanimously

E-8 Review and consider approving the submission of the Fresno Migrant Seasonal Head Starts Early Head Start Basic Grant application and budgets.

Maritza Gomez-Zaragoza, presented regarding the submission of the Fresno Migrant Seasonal Head Starts Early Head Start Basic Grant application and budgets. The following budgets were presented for 2021-2022: Basic Budget, Administrative Budget, Training and Technical Assistance Budget, and In-Kind Budget. Total days of operation are 199 days and CAPMC anticipates to serve 30 migrant children using the Family Child Care Home partnership option. The areas of service include Coalinga, Five Points, Fresno, Huron, and Mendota.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Aurora Flores

Vote: Carried Unanimously

E-9 Consider authorizing the Executive Director to sign and submit the PG&E Community Based Organization (CBO) Outreach on the Phase Out Emergency COVID-19 Protections contract.

Elizabeth Wisener, Community Services Program Manager, presented regarding the submission of the PG&E Community Based Organization (CBO) Outreach on the Phase Out Emergency COVID-19 Protections contract. Elizabeth highlighted that PG&E is seeking Community Based Organizations to conduct outreach to inform customers that the moratorium that was set in place will end on June 30, 2021. The PG&E Community Based Organization (CBO) Outreach on the Phase Out Emergency COVID-19 Protections agreement would allow for outreach to be conducted by community outreach, mail and through web-based information such as social media. This agreement also includes an educational plan.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By David Hernandez

Vote: Carried Unanimously

E-10 Consider authorizing the Executive Director to sign and submit the WestCare subcontract agreement to provide allowable financial assistance to families in the process of obtaining permanent housing.

Elizabeth Wisener, Community Services Program Manager, presented regarding the WestCare subcontract agreement to provide allowable financial assistance to families in the process of obtaining permanent housing. Elizabeth noted that through this agreement with WestCare, CAPMC will provide financial assistance for rent, security deposits, utility deposits and payments, moving and storage costs, and emergency housing motel vouchers for families while they work to obtain permanent housing. The term of the contract is March 1, 2021 through February 28, 2022

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Aurora Flores

Vote: Carried Unanimously

E-11 Consider authorizing the Executive Director to resubmit the application for the Community Development Block Grant (CDBG) CARES Act Round II funding to the City of Madera to provide rapid rehousing, homeless prevention and utility water/garbage billing assistance.

Elizabeth Wisener, Community Services Program Manager, presented regarding the application for CDBG CARES Act Round II funding to the City of Madera to provide rapid rehousing, homeless prevention and utility water/garbage billing assistance. The proposed program will provide rental assistance, rapid rehousing, and/or utility water/garbage bill assistance. The funding will aid low-income individuals/families, seniors and people living with disabilities effected by COVID-19 who live within the City of Madera. CAPMC was awarded \$90,000 from Round I. If the application is awarded, it will allow CAPMC to extend the program into 2022.

Motion: APPROVE AS PRESENTED

Moved By Eric LiCalsi, Seconded By Donald Holley

Vote: Carried Unanimously

E-12 Consider authorizing the Executive Director to sign and submit the California Emergency Rental Assistance Program application to Local Initiatives Support Corporation (LISC).

Elizabeth Wisener, Community Services Program Manager, presented regarding the submission of the California Emergency Rental Assistance Program application to Local Initiatives Support Corporation (LISC). If funded, CAPMC will provide outreach services via social media campaigns, mass mailings and door to door outreach to promote the program and then assist applicants with the application process. The program is short-term and tentatively scheduled to end on November 15, 2021.

Motion: APPROVE AS PRESENTED

Moved By Supervisor Leticia Gonzalez, Seconded By Deborah Martinez

Vote: Carried Unanimously

E-13 Review and consider approving the updated Child Forensic Interview Team (CFIT) Guidelines and MOU effective May 1, 2021.

Mattie Mendez, Executive Director, presented regarding the approval of the updated Child Forensic Interview Team (CFIT) Guidelines and MOU effective May 1, 2021. The need to update the CFIT Guidelines arose from the change in management of the CFIT Program and to comply with the funding terms and conditions of the Victim Services Program. Administration reviewed and updated the CFIT guidelines to reflect

current practices. The CFIT Guidelines were also sent to the CFIT Steering Committee in an effort to obtain feedback and or necessary updates from the various disciplines. There were no changes made to MDT Protocols, goals and objectives. The CFIT Steering Committee met on April 28, 2021 where the updated CFIT Guidelines and MOU were approved and executed.

Motion: APPROVE AS PRESENTED

Moved By Martha Garcia, Seconded By Donald Holley

Vote: Carried

AYES: David Hernandez, Donald Holley, Martha Garcia, Supervisor Leticia Gonzalez, Councilman John Chavez, Aurora Flores, Councilman Steve Montes, Molly Hernandez, Patricia Trevino

NOES: None

ABSTAIN: Sheriff Tyson Pogue and Deborah Martinez (due to their participation on the CFIT Steering Committee)

ABSENT: Eric LiCalsi, Richard Gutierrez, Vicki Bandy, Debi Bray

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – Rescheduled for June 1, 2021
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – (April 2021)
- F-4 Financial Statements (April 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (April 2021)
- F-7 CAPMC Board of Directors Attendance Report – (April 2021)
- F-8 Staffing Changes Reports for: March 30, 2021 – May 4, 2021

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence dated April 14, 2021 from the Office of Head Start regarding the updated Coronavirus Disease 2019 (COVID-19) fiscal and administrative flexibilities.

I. ADJOURN

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 6:49 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded By David Hernandez

Vote: Carried Unanimously