

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Regular Board of Directors Meeting

June 9, 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 5:30 p.m. by Chair Sheriff Tyson Pogue.

Members Present In-Person

Sheriff Tyson Pogue, Chair
Eric LiCalsi, Vice-Chair
Donald Holley
Supervisor Leticia Gonzalez
Steve Montes
Debi Bray
Aurora Flores
Richard Gutierrez
David Hernandez,
Secretary/Treasurer Diana
Palmer

Members Present Virtually

Deborah Martinez
Molly Hernandez
Alma Hernandez, HS
PC Representative
Vicki Bandy

Members Absent

Martha Garcia

Personnel Present In-Person

Daniel Seeto
Cristal Sanchez
Nancy Contreras-Bautista
Nicole Vulich
Jennifer Coronado
Jesse Perez

Personnel Present Virtually

Leticia Murillo

Public – Other Present

Leslie Taylor, Deputy Director of
Community Services Division at
Community Services and Development
(CSD)

A. PUBLIC COMMENT

None

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 AS PRESENTED

Moved by Supervisor Gonzalez, Seconded by Steve Montes

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 – May 12, 2022.
- D-2 Review and consider accepting the Bank of America Credit Card Statements:
- May 2022
- D-3 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- April 2022
- D-4 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – April 2022
 - In-Kind Report – April 2022
 - CACFP Program Report – April 2022
- D-5 Review and consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – April 2022
 - In-Kind Report – April 2022
- D-6 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – April 2022
 - In-Kind Report – April 2022
 - CACFP Program Report – April 2022
 - Program Information Report (PIR) – April 2022
- D-7 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – April 2022
 - In-Kind Report – April 2022

- CACFP Program Report – April 2022

- D-8 Review and consider ratifying the submission of the California Department of Social Services (CDSS), Child Care and Development Division (CCDD) Program Self-Evaluation (PSE) Survey.
- D-9 Review the Madera County Child Advocacy Center (CAC) Program Report for May 2022 (Informational Only).
- D-10 Review the Child Care Alternative Payment and Resource & Referral Program Report for May 2022 (Informational Only).
- D-11 Review the Community Services Report for May 2022 (Informational Only).
- D-12 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for May 2022 (Informational Only).

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Eric LiCalsi

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

- E-1 Accept resuming the Board of Directors meetings to exclusively in-person without a virtual option effective July 7, 2022 except to the extent a majority of the Board of Directors has approved a teleconferencing exemption for a particular meeting in accordance with the provisions of Government Code Section 54953(e)(1)-(e)(3).**

Cristal Sanchez, Strategic Plan Coordinator and Assistant to the Executive Director, presented regarding resuming the Board of Directors meetings to exclusively in-person without a virtual option. The Agency's legal counsel has expressed no objection regarding the resumption of resuming in-person meetings without the option of attending virtually, but does recommend that the Board of Directors allow for a teleconferencing exemption upon a majority of the Board of Directors in accordance with the provisions of Government Code Section 54953(e)(1) et seq.

AYES: Sheriff Tyson Pogue, Eric LiCalsi, David Hernandez, Deborah Martinez, Supervisor Leticia Gonzalez, Steve Montes, Debi Bray, Alma Hernandez, Donald Holley, Richard Gutierrez, Aurora Flores

NOES: Diana Palmer, Vicki Bandy, Molly Hernandez

Vote: Carried by Majority Vote

E-2 Consider authorizing the Executive Director to sign and submit the October 1, 2022 through September 30, 2023 grant application for Victim Witness Assistance (VW) Program, including any extensions and/or amendments during the funding period.

Nicole Vulich, Accountant Program Manager, presented regarding the authorizing the Executive Director to sign and submit the October 1, 2022 through September 30, 2023 grant application for Victim Witness Assistance (VW) Program, including any extensions and/or amendments during the funding period. The services provided under the VW Program include, but are not limited to, information about victims' rights (Marsy's Law), orientation to the criminal justice system, crisis intervention, emergency assistance, court accompaniment, case status/disposition, victim compensation claim assistance, counseling, property return, notification to family/friends/employers, resource and referral assistance, restitution assistance upon request of the victim, community outreach and public presentations.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by David Hernandez

Vote: Carried Unanimously

E-3 Review and consider approving the submission of the Madera Early Head Start Non-Federal Share Waiver for 2021-2022.

Daniel Seeto, Chief Financial Officer, presented regarding the submission of the Madera Early Head Start Non-Federal Share Waiver for 2021-2022. After the review and analysis of the March in-kind report, staff have determined that there is a potential that the non-federal share amount will not be reached by the end of the budget year due to COVID-19 limitations. Based on the average amounts earned, the program foresees a shortage of \$54,765, therefore CAPMC will submit a Non-Federal Share Waiver to Region IX in the amount of \$54,765.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Eric LiCalsi

Vote: Carried Unanimously

E-4 Review and consider approving the 2022-2023 Regional and Early Head Start COLA and Quality Improvement Grant Applications.

Daniel Seeto, Chief Financial Officer, presented regarding the submission of the 2022-2023 Regional and Early Head Start COLA and Quality Improvement Grant Applications. Funding is intended to increase the on-going funding level of Head Start Programs through a COLA increase in the amount of 2.28%. In addition, additional funding was allocated for Quality Improvement Funds.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Eric LiCalsi

Vote: Carried Unanimously

E-5 Review and consider approving the 2022-2023 Madera Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications.

Daniel Seeto, Chief Financial Officer, presented regarding the submission of the 2022-2023 Madera Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications. Funding is intended to increase the on-going funding level of Head Start Programs through a COLA increase in the amount of 2.28%. In addition, additional funding was allocated for Quality Improvement Funds.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Eric LiCalsi

Vote: Carried Unanimously

E-6 Review and consider approving the 2022-2023 Fresno Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications.

Jesse Perez, Accountant Program Manager, presented regarding the submission of the 2022-2023 Fresno Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications. Funding is intended to increase the on-going funding level of Head Start Programs through a COLA increase in the amount of 2.28%. In addition, additional funding was allocated for Quality Improvement Funds.

Motion: APPROVE AS PRESENTED

Moved by Eric LiCalsi, Seconded Steve Montes

Vote: Carried Unanimously

E-7 Review and consider approving the 2021-2022 Amendment #2 Budget for CMIG One-Time COVID Round 2 funding to Stanislaus County Office of Education.

Daniel Seeto, Chief Financial Officer, presented regarding the 2021-2022 Amendment #2 Budget for CMIG One-Time COVID Round 2 funding to Stanislaus County Office of Education. The CMIG One-Time COVID funds to be used for additional supplies for Sierra Vista Head Start Center to purchase program related supplies like children's furniture, class materials, playground supplies, and employee aprons.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Deborah Martinez

Vote: Carried Unanimously

E-8 Review and consider approving the 2021-2022 Amendment #3 One-Time increase in CMIG funds from Stanislaus County Office of Education.

Daniel Seeto, Chief Financial Officer, presented regarding the 2021-2022 Amendment #3 One-Time increase in CMIG funds from Stanislaus County Office of Education. The increase in funding will be utilized for personnel and fringe benefits, supplies, other expenditures like phone, utilities, building repair and maintenance, and indirect cost.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Eric LiCalsi
Vote: Carried Unanimously

E-9 Review and consider approving the agency-wide budget.

Daniel Seeto, Chief Financial Officer, presented regarding the agency-wide budget. The CSBG Organizational Standards require that the CAPMC Board of Directors approve an agency-wide budget. The agency-wide budget is a forecast for the upcoming fiscal year, based on the best information at the time of development. The estimated revenues and expenses are approximately \$32.85 million. The actual revenues and expenses for 2020-2021 were about \$32.87 million.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes
Vote: Carried Unanimously

E-10 Review and ratify the filings of the tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPA's.

Daniel Seeto, Chief Financial Officer, presented regarding the filings of the tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPA's. The returns are prepared from information obtained from the audited financial statements for the year ended June 30, 2021.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, 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 – (May 2022)
- F-4 Financial Statements (May 2022)
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – N/A
- F-7 CAPMC Board of Directors Attendance Report – (May 2022)
- F-8 Staffing Changes Report – N/A

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Error Calculation Report pertaining to the Program Quality Improvement (PQI), Contract Monitoring Review (CMR), and Baseline Review for the Child Care Alternative Payment and Resource & Referral Program.

I. ADJOURN

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 5:53 p.m.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: David Hernandez

Vote: Carried Unanimously