

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
July 14, 2022
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-Chair Eric LiCalsi.

Members Present In-Person

Eric LiCalsi, Vice-Chair
Donald Holley
Steve Montes
Debi Bray
Aurora Flores
Richard Gutierrez
Deborah Martinez
Martha Garcia

Members Absent

Sheriff Tyson Pogue, Chair
Supervisor Leticia Gonzalez
Vicki Bandy
David Hernandez,
Secretary/Treasurer
Diana Palmer
Molly Hernandez
Alma Hernandez, HS PC
Representative

Personnel Present

Mattie Mendez
Cristal Sanchez
Nancy Contreras-Bautista
Nicole Vulich
Jennifer Coronado
Irene Yang
Maritza Gomez-Zaragoza

Public – Other Present

None

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 Donald Holley, 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 – June 9, 2022.
- D-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – June 2, 2022.
- D-3 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Meeting – June 7, 2022.
- D-4 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Executive Policy Council Committee Meeting – June 8, 2022.
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
 - May 2022
 - June 2022
- D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - May 2022
- D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
 - Monthly Enrollment Report – May 2022
 - In-Kind Report – May 2022
 - CACFP Program Report – May 2022
- D-8 Review and consider approving the following **Madera Early Head Start** Reports:
 - Monthly Enrollment Report – May 2022
 - In-Kind Report – May 2022

- D-9 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – May 2022
 - In-Kind Report – May 2022
 - CACFP Program Report – May 2022
 - Program Information Report (PIR) – May 2022
- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – May 2022
 - In-Kind Report – May 2022
 - CACFP Program Report – May 2022
- D-11 Review and consider approving the 2022-2023 *Madera Migrant/Seasonal Head Start* Planning Process Policy/Procedure and Calendar.
- D-12 Review and consider approving the *Madera Migrant/Seasonal Head Start* No Fee Policy per Head Start Performance Standards.
- D-13 Review and consider approving the 2022-2023 Reimbursement Policy for the Policy Committee Members representing the *Madera Migrant/Seasonal Head Start* program.
- D-14 Review and consider approving the 2022-2023 *Fresno Migrant/Seasonal Head Start* Planning Process Policy/Procedure and Calendar.
- D-15 Review and consider approving the *Fresno Migrant/Seasonal Head Start* No Fee Policy per Head Start Performance Standards.
- D-16 Review and consider approving the 2022-2023 Reimbursement Policy for the Policy Committee Members representing the Fresno Migrant/Seasonal Head Start program.
- D-17 Review the Equal Employment Opportunity Report (EEO-1).
- D-18 Review the Madera County Child Advocacy Center (CAC) Program Report for June 2022 (Informational Only).
- D-19 Review the Child Care Alternative Payment and Resource & Referral Program Report for June 2022 (Informational Only).
- D-20 Review the Community Services Report for June 2022 (Informational Only).
- D-21 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for June 2022 (Informational Only).

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Donald Holley

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Elect a Nominating Committee to prepare a slate of nominations for Board Officers, the Executive Committee, the Finance Committee, and the Personnel Committee.

Mattie Mendez, Executive Director, presented regarding the election of a Nominating Committee to prepare a slate of nominations for Board Officers, the Executive Committee, the Finance Committee, and the Personnel Committee. The following Board of Directors were elected to form the Nominating Committee: Debi Bray, Donald Holley, Aurora Flores, Richard Gutierrez, Martha Garcia, and Steve Montes. Vice-Chairperson, Eric LiCalsi, appointed Debi Bray as the Nominating Committee Chairperson. The Nominating Committee must meet prior to the October Board of Directors meeting.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Aurora Flores

Vote: Carried Unanimously

E-2 Review and consider ratifying the submission of the 2022-2023 State Budgets to Stanislaus County Office of Education.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the 2022-2023 State Budgets to Stanislaus County Office of Education. The State Based Migrant Part Year Program will serve a total of 69 out of 92 infants, toddlers, and Pre-K at Sierra Vista Migrant Head Start Center with a total of 17,199 child days of enrollment. A Cost of Living Adjustment, Quality Improvement funds, related fringe benefits costs and classroom/outdoor materials, an administrative and indirect cost allocation are reflected in the budget total.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Martha Garcia

Vote: Carried Unanimously

E-3 Review and consider ratifying the submitted grant application to the California Office of Emergency Services (Cal OES), to support the Transitional Housing Program due July 5, 2022 and authorize the Executive Director to sign and submit any amendments or extensions during the funding period

Jennifer Coronado, Victim Services Program Manager, presented regarding the submission of the grant application to the California Office of Emergency Services (Cal OES), to support the Transitional Housing Program due July 5, 2022. The purpose of the Transitional Housing Program is to create and/or enhance transitional housing for victims of crime. The program will support transitional housing, short-term housing

assistance, and supportive services, including follow-up services that move victims of crime into permanent housing. Successful transitional housing programs provide a range of optional supportive services and let victims choose the course that best fits their needs.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Richard Gutierrez

Vote: Carried Unanimously

E-4 Review and consider authorizing the Executive Director to sign and submit the application to the California Office of Emergency Services (Cal OES), to support the Domestic Violence Assistance (DV) Program, including any extensions and/or amendments during the funding period.

Nicole Vulich, Accountant Program Manager, presented regarding the submission of the application to the California Office of Emergency Services (Cal OES), to support the Domestic Violence Assistance (DV) Program. The services provided under the DV Program include, but are not limited to, maintain the 24-hotline, crisis intervention, individual and peer group counseling, emergency shelter for victims and their children, emergency food and clothing, court accompaniment, advocacy, transportation, and household establishment assistance.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-5 Review and consider authorizing the Executive Director to sign and submit the application to the California Office of Emergency Services (Cal OES), to support the Rape Crisis (RC) Program, including any extensions and/or amendments during the funding period.

Jennifer Coronado, Victim Services Program Manager, presented regarding the submission of the application to the California Office of Emergency Services (Cal OES), to support the Rape Crisis (RC) Program. The services provided under the RC Program include, but are not limited to, maintain the 24-hotline, crisis intervention, follow-up services, survivor rights, individual counseling, accompaniment, advocacy, community education, information and referral.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, 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 – (June 2022)
- F-4 Financial Statements (June 2022) – To be distributed at the Board of Directors meeting.
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (May & June 2022)
- F-7 CAPMC Board of Directors Attendance Report – (June 2022)
- F-8 Staffing Changes Report for May 4, 2022 – June 30, 2022

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence dated June 21, 2022 from the Office of Head Start regarding competitive bonuses for the Head Start Workforce.

I. ADJOURN

Vice-Chair Eric LiCalsi adjourned the Board of Directors meeting at 6:13 p.m.

Motion: APPROVE AS PRESENTED

Moved By: Steve Montes, Seconded By: Donald Holley

Vote: Carried Unanimously