

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
August 11, 2022
1225 Gill Ave Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:30 p.m. by Chairperson Sheriff Pogue

Members Present

Sheriff Tyson Pogue, Chair
Supervisor Leticia Gonzalez
Donald Holley
Steve Montes
Debi Bray
Aurora Flores
Richard Gutierrez
Deborah Martinez
Martha Garcia
David Hernandez,
Secretary/Treasurer
Diana Palmer
Molly Hernandez
Alma Hernandez, HS PC
Representative

Members Absent

Vicki Bandy
Eric LiCalsi, Vice-Chair

Personnel Present

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

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 agenda.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Aurora Flores

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 – July 14, 2022.
- D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Meeting – July 12, 2022.
- D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – July 13, 2022.
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
- July 2022
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- June 2022
- D-6 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – June 2022
 - In-Kind Report – June 2022
 - CACFP Program Report – June 2022
- D-7 Review and consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – June 2022
 - In-Kind Report – June 2022
- D-8 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – June 2022
 - In-Kind Report – June 2022
 - CACFP Program Report – June 2022
 - Program Information Report (PIR) – June 2022

- D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – June 2022
 - In-Kind Report – June 2022
 - CACFP Program Report – June 2022
- D-10 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the *Madera Migrant/Seasonal Head Start* Policy Committee.
- D-11 Review and consider approving the Suspension and Expulsion Procedure for the *Madera Migrant/Seasonal Head Start* Program.
- D-12 Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Education State Based Migrant Program 2022-2023 Program Philosophy, Goals and Objectives and Parent Handbook.
- D-13 Review and consider approving the 2021-2022 *Fresno Migrant/Seasonal Head Start* program procedure and plan for conducting the self-assessment.
- D-14 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the *Fresno Migrant/Seasonal Head Start* Policy Committee.
- D-15 Review and consider approving the Suspension and Expulsion Procedure for the *Fresno Migrant/Seasonal Head Start* Program.
- D-16 Review the 2022 Community Services Low Income Home Energy Assistance Program (LIHEAP) Customer Satisfaction Survey results. (Informational Only)
- D-17 Review and consider approving the results of the 2022 Department of Community Services and Development Monitoring Report of the Community Services Low Income Home Energy Assistance Program (LIHEAP) contracts.
- D-18 Review the Madera County Child Advocacy Center Report for July 2022. (Informational Only)
- D-19 Review the Child Care Alternative Payment and Resource & Referral Program Report for July 2022. (Informational Only)
- D-20 Review the Community Services Report for July 2022. (Informational Only)
- D-21 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for July 2022. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Deborah Martinez

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the reclassification of a Housing Case Worker position to the vacant Community Services Coordinator position.

Mattie Mendez, Executive Director, presented regarding the reclassification of a Housing Case Worker position to the vacant Community Services Coordinator position. Mattie noted that changes to the job description as recommended by the Personnel Committee have been enacted.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Deborah Martinez

Vote: Carried Unanimously

E-2 Consider approving the Executive Director to enter into contract with the County of Madera to provide home delivered meals to seniors.

Mattie Mendez, Executive Director, presented regarding the contract with the County of Madera to provide home delivered meals to seniors. Mattie highlighted that the intent of this contract is to extend services through December.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Martha Garcia

Vote: Carried Unanimously

E-3 Review the CSBG Work Plan Update for 2022. (Informational Only)

Mattie Mendez, Executive Director, presented the CSBG Workplan update for 2022. Mattie shared planned vs. actual CSBG Work Plan projections and spending trend. CAPMC is on track with meeting work plan projections.

Informational Only

E-4 Receive a copy of the CAPMC Bylaws and open a 30-day review period. (Informational Only)

Mattie Mendez, Executive Director, presented regarding the CAPMC Bylaws and bylaws review. Bylaws were provided via email link and in the board packet. Board Members were encouraged to review current bylaws and provide any feedback or suggestions before sending them to the Agency's Legal Counsel for review.

Informational Only

E-5 A Declaration of Intent will be submitted to the Department of Community Services and Development (CSD) as notification that the CAPMC tripartite Board of Directors composition will remain at 15 primary member representatives. (Informational Only)

Mattie Mendez, Executive Director, presented regarding the CSD Declaration of Intent – Tripartite Board Composition for CAPMC. Mattie shared that the CAPMC board will remain a 15-primary member tripartite Board of Directors. CAPMC has not encountered obstacles in establishing quorum or filling vacancies.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Steve Montes

Vote: Carried Unanimously

E-6 Review the results of the 2021 Employee Climate Survey Report. (Informational Only)

Mattie Mendez, Executive Director, presented the 2021 Employee Climate Survey Report results. Overall, satisfaction scores have increased from previous years.

Informational Only

E-7 Review and consider accepting the progress and outcomes of the CAPMC CAPQuest Strategic Plan 2010-2021 Final Performance Report.

Mattie Mendez, Executive Director, presented regarding the CAPQuest Strategic Plan Final Performance Report. Overall, 93% of initiatives have been completed.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

E-8 Consider allowing the Executive Director to submit the Child Advocacy Center (KC) Program Request for Proposal (RFP) due August 26, 2022 to Cal OES.

Mattie Mendez, Executive Director, the submission of the Child Advocacy Center (KC) Grant to CalOES. Funding is intended to address disparities in culturally competent and inclusive mental health services, access to SART Medical Exams for acute and non-acute abuse, provide a higher quality Child Forensic Interview recording system and equipment, and allow for CAPMC to contract Child Forensic Interviewers and mental health clinicians to provide culturally inclusive trauma-informed services to CFIT participants and their families.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Deborah Martinez

E-9 Accept and consider approving the submission of CAPMC Welfare Benefit Form 5500 tax return by the Chief Financial Officer.

Daniel Seeto, Chief Financial Officer, presented regarding the submission of the CAPMC Welfare Benefit Form 5500 tax return. CAPMC must file an annual return for its Health and Welfare Benefit plan. Heffernan Insurance Brokers has prepared the Form 5500 for the Health and Welfare Benefit Plan from records provide by the health insurance providers and CAPMC's vendor payment records.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

E-10 Consider awarding the 403B Plan audit for the calendar year 2021 to Brown Armstrong CPAs.

Daniel Seeto, Chief Financial Officer, presented regarding awarding the 403B Plan audit for calendar year 2021 to Brown Armstrong CPAs. This will be the fifth year that the Agency has used this firm. The Brown Armstrong CPAs RFP provided for the initial year and an option of four additional one-year extensions.

Motion: APPROVE AS PRESENTED

Moved by Deborah Martinez, Seconded by Donald Holley

E-11 Review and consider approving the Agency-Wide Risk Assessment by the Chief Financial Officer. Item to be distributed at the Board of Directors Meeting.

Daniel Seeto, Chief Financial Officer, presented regarding the Agency-Wide Risk Assessment by the Chief Financial Officer. Item to be distributed at the Board of Directors Meeting. No significant issues or areas of concern were identified. Suggestions from the assessment tool by Nonprofit Management Risk Center will be further assessed at the request of the Board of Directors.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Debi Bray

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 – (July 2022)
- F-4 Financial Statements (July 2022)
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (July 2022)
- F-7 CAPMC Board of Directors Attendance Report – (July 2022)
- F-8 Staffing Changes Report for July 1, 2022 – August 1, 2022

G. CLOSED SESSION

None

H. CORRESPONDENCE

None

I. ADJOURN

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 6:10 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by David Hernandez

Vote: Carried Unanimously