

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**January 11, 2024**  
**1225 Gill Ave Madera, CA 93637**

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:31 p.m. by Chairperson Eric LiCalsi.

**Members Present**

Eric LiCalsi, Chair  
David Hernandez, Vice-Chair  
Sherrif Tyson Pogue, Secretary/Treasurer  
Supervisor Leticia Gonzales  
Council Member Jeff Troost  
Council Member Steve Montes  
Otilia Vasquez  
Donald Holley  
Debi Bray  
Richard Gutierrez  
Molly Hernandez

**Members Absent**

Deborah Martinez  
Martha Garcia  
Aurora Flores

**Personnel Present**

Mattie Mendez  
Cristal Sanchez  
Nancy Contreras-Bautista  
Leticia Murillo  
Irene Yang  
Maritza Gomez-Zaragoza

**Public – Other Present**

Eric Xin, Brown Armstrong, CPAs (Virtual)

**A. PUBLIC COMMENT**

Board Member, Donald Holley, extended an invitation to attend the NNACPA Gala Night, in which he and Supervisor Leticia Gonzalez would be receiving an honoree award.

Head Start Director, Martiza Gomez-Zaragoza, thanked Supervisor Leticia Gonzalez for the donation and distribution of coats of migrant children and families.

**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: APPROVED AS PRESENTED.

Moved by David Hernandez, 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 – December 14, 2023.
- D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – November 7, 2023.
- D-3 Review and consider approving the Minutes for the Madera Mariposa Regional and Early Head Start Policy Council Committee Meeting – December 7, 2023
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
- December 2023
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- November 2023
- D-6 Review and consider approving the following **Madera Migrant and Early Seasonal Head Start** Reports:
- Monthly Enrollment Report – October & November 2023
  - In-Kind Report – October & November 2023
  - CACFP Program Report – October & November 2023
  - Program Information Report – October & November 2023
- D-7 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:
- Monthly Enrollment Report – November 2023
  - In-Kind Report – November 2023
  - CACFP Program Report – November 2023
- MONTHLY ENROLLMENT REPORT PULLED FOR DISCUSSION (E-5)**
- D-8 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:
- Monthly Enrollment Report – November 2023
  - In-Kind Report – November 2023
- D-9 Review the 2022-2023 CAPMC Madera Migrant/Seasonal Annual Report. (Informational Only)

- D-10 Review and consider approving the 2023-2024 Madera/Mariposa Regional and Early Head Start Self-Assessment Results, Findings, and Plan of Action for Recommendations.
- D-11 Review and consider approving the 2020-2025 Goals and Objectives updates for the Madera/Mariposa Head Start and Early Head Start Program.
- D-12 Review and consider approving the 2020-2025 Madera/Mariposa Regional Head Start and Early Head Start Community Needs Assessment 5th Year Update.
- D-13 Review and consider approving the 2023-2024 Bylaws for the Madera/Mariposa Regional and Early Head Start Policy Council.
- D-14 Review the Madera County Child Advocacy Center Report for December 2023. (Informational Only)
- D-15 Review the Child Care Alternative Payment and Resource & Referral Program Report for December 2023. (Informational Only)
- D-16 Review the Community Services Program Report for December 2023. (Informational Only)
- D-17 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for December 2023. (Informational Only)
- D-18 Review the Victim Services Report for December 2023. (Informational Only)

Motion: APPROVE WITH THE CONDITION THAT ITEM D-7 – MONTHLY ENROLLMENT ON THE CONSENT CALENDAR BE PULLED FOR DISCUSSION AS ITEM E-5.

Moved by Donald Holley, Seconded by David Hernandez

Vote: Carried Unanimously

**E. DISCUSSION / ACTION ITEMS**

**E-1 Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2023.**

Eric Xin, Brown Armstong CPAs, presented regarding the audited financial statements for the year ended June 30, 2023. Eric noted that the audited financial statements for the year ended June 30, 2023, resulted in an absence of findings or questioned costs. The agency audit report was unmodified.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Tyson Pogue

Vote: Carried Unanimously

**E-2 Review and consider approving the modifications to the Personnel Policies and Procedures Manual for policies regarding background verification and holidays. Final policies are to be distributed at the Board of Directors meeting.**

Mattie Mendez, Executive Director, presented regarding the modifications to the Personnel Policies and Procedures Manual for policies regarding background verification and holidays. Such a change to policy language was needed due to the implication of the Fair Chance Act that took effect on October 1, 2023.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Leticia Gonzalez

Vote: Carried Unanimously

**E-3 Review and consider approving the resolution to authorize the Executive Director to sign California Department of Social Services (CDSS) contracts, subcontracts, and subsequent amendments, as applicable.**

Leticia Murillo, Child Care Alternative Payment and Resource & Referral Program, presented regarding the approval of the resolution to authorize the Executive Director to sign California Department of Social Services (CDSS) contracts, subcontracts, and subsequent amendments, as applicable. A resolution is required to be adopted in order to certify the approval of the Governing Board to enter into transaction and subsequent amendments with the California Department of Social Services (CDSS) for the purpose of providing child care and development services and to authorize designated personnel to sign contract documents for Fiscal Year 2024-2025.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Steve Montes

Vote: Carried Unanimously

**E-4 Consider approving the reappointment of Chowchilla/Fairmead Board Representative, Molly Hernandez, to fill the vacancy of Early Childhood Education Expertise under the Private Sector on the CAPMC Board of Directors and appoint Diana Palmer as the new Board Representative for Chowchilla/Fairmead.**

Mattie Mendez, Executive Director, presented regarding the reappointment of Chowchilla/Fairmead Board Representative, Molly Hernandez, to fill the vacancy of Early Childhood Education Expertise under the Private Sector on the CAPMC Board of Directors and appoint Diana Palmer as the new Board Representative for Chowchilla/Fairmead. A vacancy in the Private Sector – Early Childhood Education Expertise occurred when CAPMC Board of Directors voted for the removal of Vicki Bandy for non-attendance. Molly Hernandez, current Chowchilla/Fairmead Representative, was considered to fill the vacancy of Private Sector – Early Childhood Education Expertise due to her extensive work experience in education. Diana Palmer was previously appointed to the CAPMC Board of Directors as the representative for the Chowchilla City Council. Jeff Troost was appointed after Diana departed from the

Chowchilla City Council. Diana is a Chowchilla resident and has expressed interest in reengaging with the CAPMC Board of Directors as a representative for Chowchilla/Faimead.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Jeff Troost

Vote: Carried Unanimously

**E-5 Review the Madera Mariposa Regional Head Start Monthly Enrollment Report – November 2023. (PULLED FROM CONSENT CALENDAR)**

Martiza Gomez-Zaragoza, Head Start Director, presented regarding the under-enrollment status of the Madera Mariposa Regional Head Start program. It was noted that there are only nine children obtaining services out of the thirty slots allocated. Such status could jeopardize the entire program for non-compliance. A reduction in slots was discussed and it was noted that a formal agenda item would be presented at the next Board of Directors meeting.

INFORMATIONAL ONLY

**F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS**

- F-1 Finance Committee Report – January 8, 2023
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – December 2023
- F-4 Financial Statements – December 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – December 2023
- F-7 CAPMC Board of Directors Attendance Report – December 2023
- F-8 Staffing Changes Report for December 6, 2023 – January 4, 2024

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

Human Trafficking Awareness Flyer

Correspondence from the California Office of Emergency Services dated November 28, 2023, regarding the performance assessment results.

**I. ADJOURN**

Chairperson Eric LiCalsi adjourned the Board of Directors Meeting at 6:05 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously