

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
July 13, 2023
1225 Gill Ave Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:34 p.m. by Vice-Chairperson David Hernandez.

Members Present

Sheriff Tyson Pogue, Secretary/Treasurer
Supervisor Leticia Gonzalez
Steve Montes
Jeff Troost
Donald Holley
Martha Garcia
Richard Gutierrez
Molly Hernandez
David Hernandez, Vice-Chair

Members Absent

Debi Bray
Aurora Flores
Deborah Martinez
Eric LiCalsi, Chair
Vicki Bandy

Personnel Present

Mattie Mendez
Daniel Seeto
Cristal Sanchez
Irene Yang
Nancy Contreras-Bautista
Leticia Murillo
Jennifer Coronado
Ana Ibanez

Public – Other Present

None

A. PUBLIC COMMENT

Mattie Mendez, Executive Director, shared that David Hernandez, Board Member, was awarded the 2023 National Community Action Partnership Volunteer Award and would be acknowledged at the 2023 National Community Action Partnership Convention in August.

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 Tyson Pogue

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.

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 8, 2023.
- D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – June 20, 2023.
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Meeting – June 21, 2023.
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
 - June 2023
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - May 2023
- D-6 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
 - Monthly Enrollment Report – May 2023
 - In-Kind Report – May 2023
 - CACFP Program Report – May 2023
- D-7 Review and consider approving the following **Fresno Migrant Head Start** reports:
 - Monthly Enrollment Report – May 2023
 - In-Kind Report – May 2023
 - CACFP Program Report – May 2023
- D-8 Review and consider approving the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-9 Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Committee Members representing the Fresno Migrant/Seasonal Head Start program.
- D-10 Review and consider approving the 2023-2024 Fresno Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.

- D-11 Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Committee Members representing the Madera Migrant/Seasonal Head Start program.
- 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 2023-2024 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.
- D-14 Consider authorizing the new representative to CACFP to submit monthly claims and annual application online to Child Nutrition Information & Payment System (CNIPS).
- D-15 Review the Madera County Child Advocacy Center Report for June 2023. (Informational Only)
- D-16 Review the Child Care Alternative Payment and Resource & Referral Program Report for June 2023. (Informational Only)
- D-17 Review the Community Services Program Report for June 2023. (Informational Only)
- D-18 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for June 2023. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Supervisor Leticia Gonzalez

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, 2022.

Erix Xin, Brown Armstrong CPAs, and Daniel Seeto, Chief Financial Officer, presented regarding the audited financial statements for the year ended June 30, 2022. Financial statements were reviewed. Eric Xin noted an absence of findings.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-2 Review and authorize a line of credit with West America Bank.

Daniel Seeto, Chief Financial Officer, presented regarding the line of credit with West America Bank. CAPMC established the line of credit for emergencies. The agency has not utilized the line of credit since it was established. The individuals authorized to sign on this credit line are the Executive Director and Chief Financial Officer.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-3 Review and consider ratifying the submission of the Valley Community Economic Resilience Fund (CERF) application.

Mattie Mendez, Executive Director, presented regarding the submission of the Valley Community Economic Resilience Fund (CERF) application. The purpose of the award is to implement a community engagement plan via surveys, interviews, focus groups, and/or outreach on the current social, economic, and environmental realities faced by communities identified as disadvantaged by the California Office of Environmental Health Hazard Assessment. If awarded a contract, CAPMC will focus its community engagement efforts in the fourteen identified census tracts. CAPMC will further aim to reach participants through its programs and services such as Head Start parents and Policy Council/Committee members, but particularly migrant and seasonal farmworker families, homeless and formerly homeless clients, Victim Witness victims of crime. Alternative Payment Stage Two clients, and emergency energy assistance households.

Supervisor Leticia Gonzalez abstained from voting.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-4 Review and consider approving the submission of the 2024-2025 Community Action Plan and Community Needs Assessment.

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the 2024-2025 Community Action Plan and Community Needs Assessment. The Community Action Plan outlines CAPMC's 2-year strategic plan for how the agency plans to address the needs of Madera County based on the finalized Community Needs Assessment. Some of the properties described in the Community Action Plan/Community Needs Assessment were affordable housing, referral to healthcare providers, employment, and assistance to access to nutritious food.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez Seconded by Martha Garcia

Vote: Carried Unanimously

E-5 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 for the Child Care Alternative Payment and Resource & Referral Program (APP/R&R).

Leticia Murillo, Child Care Alternative Payment and Resource & Referral 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 due July 28, 2023, including any extensions and/or amendments during the funding period. Leticia noted a 91% satisfaction rate.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

Vote: Carried Unanimously

E-6 Review and consider authorizing the submission of the application to the California Office of Emergency Services (Cal OES), to support the Domestic Violence Assistance (DV) Program due July 28, 2023, including any extensions and/or amendments during the funding period.

Jennifer Coronado presented regarding the submission of the application to the California Office of Emergency Services (Cal OES), to support the Transitional Housing (XH) Program due July 28, 2023, including any extensions and/or amendments during the funding period. Jennifer noted that this a funding continuation application that will include funding for art therapy and support groups.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Supervisor Leticia Gonzalez

Vote: Carried Unanimously

E-7 Review and consider authorizing the submission of the application to the California Office of Emergency Services (Cal OES), to support the Transitional Housing (XH) Program due July 28, 2023, including any extensions and/or amendments during the funding period.

Jennifer Coronado presented regarding the submission of the application to the

California Office of Emergency Services (Cal OES), to support the Transitional Housing (XH) Program due July 28, 2023, including any extensions and/or amendments during the funding period. Jennifer noted that this a funding continuation application that will include funding to support short and long-term assistance for shelter housing, transitional housing, and sustainable/permanent housing.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Tyson Pogue

Vote: Carried Unanimously

E-8 Review and consider authorizing submission of the application to the California Office of Emergency Services (Cal OES), to support the Rape Crisis (RC) Program due July 26, 2023, including any extensions and/or amendments during the funding period.

Jennifer Coronado presented regarding authorizing submission of the application to the California Office of Emergency Services (Cal OES), to support the Rape Crisis (RC) Program due July 26, 2023, including any extensions and/or amendments during the funding period. Jennifer noted that this a funding continuation application that will include funding to support the 24-hour crisis line, accompaniment, therapeutic services, or housing assistance for victims.

Motion: APPROVE AS PRESENTED

Moved by Richard Gutierrez, Seconded by Steve Montes

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – July 12, 2023
- F-2 Personnel Committee Report
- F-3 Executive Director Monthly Report – June 2023
- F-4 Financial Statements – June 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – June 2023
- F-7 CAPMC Board of Directors Attendance Report – June 2023
- F-8 Staffing Changes Report for June 1, 2023 – July 6, 2023

G. CLOSED SESSION

None

H. CORRESPONDENCE

None

I. ADJOURN

Vice-Chair David Hernandez adjourned the Board of Directors Meeting at 6:34 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Jeff Troost

Vote: Carried Unanimously