

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
November 9, 2023
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 Eric LiCalsi.

Members Present

Eric LiCalsi, Chair
David Hernandez, Vice-Chair
Steve Montes
Debi Bray
Otilia Vasquez
Donald Holley
Martha Garcia
Richard Gutierrez
Molly Hernandez

Members Absent

Sherrif Tyson Pogue
Deborah Martinez
Supervisor Leticia Gonzalez
Council Member Jeff Troost
Aurora Flores

Personnel Present

Mattie Mendez
Cristal Sanchez
Nancy Contreras Bautista
Maribel Aguirre
Irene Yang

Public – Other Present

None

A. PUBLIC COMMENT

Mattie Mendez, Executive Director, thanked all veterans for their service.

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

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

Board of Directors Duties and Responsibilities
Russ Ryan, Esq., Legal Counsel

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 – October 12, 2023.
- D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – October 10, 2023.
- D-3 Review and consider approving the Minutes for the Madera Mariposa Regional and Early Head Start Policy Council Committee Meeting – September 7, 2023 and October 5, 2023.
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
- September 2023
 - October 2023
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- July 2023
 - August 2023
- D-6 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
- Monthly Enrollment Report – September 2023
 - In-Kind Report – September 2023
 - CACFP Program Report – September 2023
 - Program Information Report – September 2023
- D-7 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:
- Monthly Enrollment Report – August & September 2023
 - In-Kind Report – August 2023
 - CACFP Program Report – August & September 2023
- D-8 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:
- Monthly Enrollment Report – August & September 2023

- D-9 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council.
- D-10 Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards.
- D-11 Review and consider approving the California State Preschool 2023-2024 Program Philosophy, Goals and Parent Handbook.
- D-12 Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.
- D-13 Review the Madera/Mariposa Head Start and Early Head Start Program Quarterly Report. (Informational Only)
- D-14 Review and consider approving the 2023-2024 Madera/Mariposa Regional and Early Head Start Annual Self-Assessment Procedure.
- D-15 Review and consider approving the Suspension and Expulsion Procedure for the Madera/Mariposa Regional and Early Head Start Program.
- D-16 Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2022-2023. (Informational Only)
- D-17 Madera Migrant/Seasonal Head Start Program Information Report for 2022-2023.
- D-18 Review the Madera County Child Advocacy Center Report for October 2023. (Informational Only)
- D-19 Review the Child Care Alternative Payment and Resource & Referral Program Report for October 2023. (Informational Only)
- D-20 Review the Community Services Program Report for October 2023. (Informational Only)
- D-21 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for October 2023. (Informational Only)
- D-22 Review the Victim Services Program Report and Data Report for October 2023.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Donald Holley

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the results of the 2023-2024 Madera Migrant/Seasonal Head Start Program Monitoring Review.

Mattie Mendez, Executive Director, presented regarding the results of the 2023-2024 Madera Migrant/Seasonal Head Start Program Monitoring Review. CAPMC's "Program Review" process was completed from September 12 through September 15th. The process included file review, site visits, system reviews, and classroom observations. The review of the program highlighted the efforts and commitment by staff to providing quality services to the children and families in Madera County.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-2 Review and consider approving the resolution to authorize the Executive Director to sign and submit the 2024 Low-Income Home Energy Assistance Program contract with the Department of Community Services & Development (CSD).

Mattie Mendez, Executive Director, presented regarding the submission of the 2024 Low-Income Home Energy Assistance Program contract with the Department of Community Services & Development (CSD). The Board of Directors deliverable regarding Weatherization services. Unanimous consensus was reached regarding the presented plan and budget.

Motion: APPROVE ITEM AND BUDGET AS PROPOSED

Moved by Debi Bray, Seconded by Martha Garcia

Vote: Carried Unanimously

E-3 Review and consider ratifying the submission of the Local FEMA Application.

Mattie Mendez, Executive Director, presented regarding the submission of the Local FEMA Application. CAPMC has been appointed the fiscal reporting for the Madera County Local FEMA Board. The administrative cost will be 2% of the total award. This is used for photocopies, advertising, postage, keeping the Local FEMA Board and staff time to prepare the agenda and minutes.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Richard Gutierrez

Vote: Carried Unanimously

E-4 Consider authorizing the Executive Director to submit the Child Advocacy Center (KC) Program Request for Application (RFA) due November 17, 2023, to Cal OES.

Mattie Mendez, Executive Director, presented regarding the submission of the Child Advocacy Center (KC) Program Request for Application (RFA) due November 17, 2023, to Cal OES. Year one highlights were shared. The Board of Directors partook in a tour of the Madera County Child Advocacy center.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Richard Gutierrez

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 – October 2023
- F-4 Financial Statements – October 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – October 2023
- F-7 CAPMC Board of Directors Attendance Report – October 2023
- F-8 Staffing Changes Report for October 4 – November 1, 2023

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence from the Office of Head Start dated October 11, 2023, regarding notice of FY24 Classroom Assessment Scoring System (CLASS®) review.
- H-2 Correspondence from the California Office of Emergency Services regarding the Grant Sub Award Performance Assessment Report for Victim Services.

I. ADJOURN

Chairperson David Hernandez adjourned the Board of Directors Meeting at 6:32 p.m.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Steve Montes

Vote: Carried Unanimously