

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
October 12, 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

Steve Montes
Donald Holley
Richard Gutierrez
David Hernandez, Vice-Chair
Steve Montes
Jeff Troost
Debi Bray

Members Absent

Aurora Flores
Martha Garcia
Deborah Martinez
Sherrif Tyson Pogue
Molly Hernandez
Eric LiCalsi, Chair

Personnel Present

Mattie Mendez
Cristal Sanchez
Maritza Gomez-Zaragoza
Nancy Contreras Bautista
Xai Vang

Public – Other Present

None

A. PUBLIC COMMENT

Mattie Mendez, Executive Director, shared various community events that will be taking place in Madera and Chowchilla.
Donald Holley, Board of Directors Member, shared a community event that will be taking place at McNally Park.

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 THE REIVSED AGENDA

Moved by Tyson Pogue, 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 – September 14, 2023.
- D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – September 12, 2023.
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Meeting – September 13, 2023.
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
 - September 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/Seasonal Head Start** Reports:
 - Monthly Enrollment Report – August 2023
 - In-Kind Report – August 2023
 - CACFP Program Report – August 2023
 - Program Information Report – August 2023
- D-7 Review and consider approving the following **Fresno Migrant Head Start** reports:
 - Monthly Enrollment Report – August 2023
 - In-Kind Report – August 2023
 - CACFP Program Report – August 2023
- D-8 Review and consider approving the 2022-2023 Fresno Migrant Seasonal Head Start Self-Assessment Results.
- D-9 Review and consider approving the 2022-2023 Fresno Migrant Seasonal Head Start Self-Assessment Results.

- D-10 Review the Madera County Child Advocacy Center Report for September 2023. (Informational Only)
- D-11 Review the Child Care Alternative Payment and Resource & Referral Program Report for September 2023. (Informational Only)
- D-12 Review the Community Services Program Report for September 2023. (Informational Only)
- D-13 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for September 2023. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

- E-1 Review and consider approving the submission of the 2024-2025 Madera Migrant/Seasonal Head Start budgets to Central California Migrant Seasonal Head Start (CCMSHS), Child and Family Division of Stanislaus County Office of Education.**

Maritza Gomez-Zaragoza, Head Start Director presented regarding the submission of the 2024-2025 Madera Migrant/Seasonal Head Start budgets to Central California Migrant Seasonal Head Start (CCMSHS), Child and Family Division of Stanislaus County Office of Education. Maritza noted that this is year one of a five year cycle. The program anticipates to serve children across six sites.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Steve Montes

Vote: Carried Unanimously

- E-2 Review and consider approving the proposed salary retention 5% increase for the Care Alternative Payment (APP) and Resource & Referral (R&R) Program effective October 1, 2023.**

Leticia Murillo, APP RR Program Manager, presented regarding the proposed salary retention 5% increase for the Care Alternative Payment (APP) and Resource & Referral (R&R) Program effective October 1, 2023. Leticia Murillo notes that the retention increase is intended to reduce staff turnover and has also been made possible due to cost savings from vacant positions.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Richard Gutierrez

Vote: Carried Unanimously

E-3 Review and consider approving the discretionary employer contribution amount of \$590,020.29 for the plan year ended December 31, 2022 and ratify the 5% employer contribution.

Mattie Mendez, Executive Director, presented regarding the discretionary employer contribution amount of \$590,020.29 for the plan year ended December 31, 2022 and ratify the 5% employer contribution. The \$590,020.29 reflects the calculation of the 5% discretionary employer contribution for the period of January 1, 2022 through December 31, 2022. The State of California requires that the Board of Directors approve discretionary contributions and that the minutes reflect that action.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Tyson Pogue

Vote: Carried Unanimously

E-4 Review and consider approving the Submission of CAPMC 403(b) Form 5500 Tax Return.

Mattie Mendez, Executive Director, presented regarding the Submission of CAPMC 403(b) Form 5500 Tax Return. The agency is required to file a pension plan information return each year. Nexus Administrators, the third-party pension plan administrator, prepared the return from the financial statement information for the year ended December 31, 2022. The audited financial statements and audit report for the 403(b) plan prepared by Brown Armstrong CPAs must be filed with the Pension Plan Form 5500 tax return.

Motion: APPROVE AS PRESENTED

Moved by Tyson Pogue, Seconded by Martha Garcia

Vote: Carried Unanimously

E-5 Review and consider approving the 2024 health insurance plan options as presented by Heffernan Insurance Brokers.

Mattie Mendez, Executive Director, presented regarding the 2024 health insurance plan options as presented by Heffernan Insurance Brokers. Medical coverage will remain provided by Kaiser at a 17.24% increase. This changes the employer's contribution from \$599.42 to \$702.77. The increase is \$103.35. Dental, vision, and life insurance will now be provided by carrier, Guardian, as they provide a more competitive rate. Guardian will include the same coverage types at the rate of \$52.22 per employee and per month.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Donald Holley

Vote: Carried Unanimously

E-6 Review and consider approving a 2.5% increase for the Human Resources Assistant I and Human Resources Assistant II classification under non-represented non-Head Start Employee Compensation Schedule.

Mattie Mendez, Executive Director, presented regarding the 2.5% increase for the Human Resources Assistant I and Human Resources Assistant II classification under non-represented non-Head Start Employee Compensation Schedule. This change will be in alignment with the same classification under Head Start program, as the position is under the same job title, same job requirement and handling personnel matters and functions.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Tyson Pogue

Vote: Carried Unanimously

E-7 Consider appointing Otilia Vasquez to serve as representative of the Madera/Mariposa Regional and Early Head Start Policy Committee on the CAPMC Board of Directors.

Mattie Mendez, presented regarding appointing Otilia Vasquez to serve as representative of the Madera/Mariposa Regional and Early Head Start Policy Committee on the CAPMC Board of Directors. According to the CAPMC Bylaws, a Head Start Policy Group Member must be represented on the Board. Per Article 6: Board of Directors, Section 2, 4. Head Start Policy Group Member: One of the designated Private Sectors shall be a member from one of the three Head Start Programs under the auspices of Community Action Partnership of Madera County shall hold a seat on the Board of Directors.

Motion: APPROVE AS PRESENTED

Moved by Donad Holley, Seconded by Martha Garcia

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 – September 2023
- F-4 Financial Statements – September 2023
- F-5 Head Start Policy Council/Committee Reports

- F-6 Work Related Injury Report – September 2023
- F-7 CAPMC Board of Directors Attendance Report – September 2023
- F-8 Staffing Changes Report for August 31 – October 3, 2023

G. CLOSED SESSION
None

H. CORRESPONDENCE
H-1 Soup Bowl Flyer

I. ADJOURN
Vice Chairperson David Hernandez adjourned the Board of Directors Meeting at 7:00 p.m.

Motion: APPROVE AS PRESENTED

Moved by Tyson Pogue, Seconded by Richard Gutierrez

Vote: Carried Unanimously