

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Regular Board of Directors Meeting

April 11, 2024

1225 Gill Ave Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:43 p.m. by Vice-Chairperson David Hernandez.

Members Present

David Hernandez, Vice-Chair
Supervisor Leticia Gonzalez
Debi Bray
Donald Holley
Molly Hernandez
Martha Garcia
Richard Gutierrez
Diana Palmer

Members Absent

Eric LiCalsi, Chair
Sherrif Tyson Pogue, Secretary/Treasurer
Deborah Martinez
Council Member Steve Montes
Council Member Jeff Troost
Otilia Vasquez
Aurora Flores

Personnel Present

Mattie Mendez
Cristal Sanchez
Nancy Contreras-Bautista
Maritza Gomez-Zaragoza
Daniel Seeto
Ana Ibanez
Irene Yang
Julie Doll
Julie Gowin

Public – Other Present

None

A. PUBLIC COMMENT

- Board Member, Debi Bray, thanked CAPMC for hosting a Relay for Life event and shared a community event – Madera Prayer Breakfast.
- Board Member, Martha Garcia, shared a Little League baseball community event/fundraiser.
- Board Member, Supervisor Leticia Gonzalez, extended an invitation to the Board of Directors and CAPMC to attend a road improvement project kick-off event.

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 Donald Holley, Seconded by Richard Gutierrez

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

C- 1 *Conscious Discipline*

Julie Doll, Disabilities/Mental Health Content Area Specialist

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 – February 8, 2024.

D-2 Review and consider approving the Minutes for:

- Fresno Migrant and Seasonal Executive Policy Committee – December 13, 2023
- Fresno Migrant and Seasonal Policy Committee – March 19, 2024
- Madera Migrant and Seasonal Head Start Policy Committee – February 6, 2024
- Madera Mariposa Regional Head Start – February 1, 2024

D-3 Review and consider accepting the Bank of America Credit Card Statements:

- February 2024
- March 2024

D-4 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:

- Monthly Enrollment Report – January & February 2024
- In-Kind Report – February 2024
- CACFP Program Report – February 2024
- Program Information Report – February 2024

D-5 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:

- Monthly Enrollment Report – January & February 2024
- In-Kind Report – January & February 2024
- CACFP Program Report – January & February 2024

D-6 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:

- Monthly Enrollment Report – January & February 2024
- In-Kind Report – January & February 2024

D-7 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:

- Monthly Enrollment Report – January 2024
- In-Kind Report – February 2024
- CACFP Program Report – January & February 2024

D-8 Review Fresno Migrant and Seasonal Head Start's 2022-2023 Annual Report.

D-9 Review and consider approving the *Fresno Migrant and Seasonal Head Start* Recruitment and Selection Procedures for the 2024 – 2025 program year.

D-10 Review and consider approving the Fresno Migrant and Seasonal Head Start Quality Improvement Plan with Community Action Partnership of San Luis Obispo (CAPSLO).

- D-11 Review and consider approving the results of the 2023-2024 Head Start Programs Fiscal Self-Assessment.
- D-12 Review and consider approving the 2021-2025 Community Needs Assessment Final Report for Fresno Migrant and Seasonal Head Start.
- D-13 Review the CSBG Closeout Report for Contract 23F-4023. (Informational Only)
- D-14 Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2024-2025 program year for *Madera Migrant and Seasonal Head Start*.
- D-15 Review the Madera County Child Advocacy Center Report for March 2024. (Informational Only)
- D-16 Review the Child Care Alternative Payment and Resource & Referral Program Report for February & March 2024. (Informational Only)
- D-17 Review the Community Services Program Report for February & March 2024. (Informational Only)
- D-18 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for February & March 2024. (Informational Only)
- D-19 Review the Victim Services Report for March 2024. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Donald Holley

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider authorizing the renewal of a line of credit with West America Bank.

Daniel Seeto, Chief Financial Officer, presented regarding the renewal of a line of credit with West America Bank. The agency has maintained a line of credit for many years with West America Bank. The line of credit has been established for emergencies. The agency has not used the line since it was established. The current line of credit in the amount of \$200,000 matured on January 31, 2024.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Martha Garcia

Vote: Carried Unanimously

E-2 Review and consider ratifying the submission of the Kaiser Permanente Housing for Health II Grant 2024 application.

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the Kaiser Permanente Housing for Health II Grant 2024 application. Kaiser Permanente has invited CAPMC once again to submit a grant proposal of \$25,000 under their Housing for Health Common Area of Focus with an emphasis to Prevent Homelessness by expanding evidence-based prevention, diversion, and housing stabilization strategies to keep people in their homes or quickly rebound from homelessness.

Motion: APPROVE AS PRESENTED

Moved by Richard Gutierrez, Seconded by Debi Bray

Vote: Carried Unanimously

E-3 Review and consider approving the Underenrollment Plan with Community Action Partnership of San Luis Obispo (CAPSLO) for the 2023-2024 and 2024-2025 Program Year.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the Underenrollment Plan with Community Action Partnership of San Luis Obispo (CAPSLO) for the 2023-2024 and 2024-2025 Program Year. On November 2024, CAPMC was notified by CAPSLO that OHS had been identified as underenrolled. Neither the Recipient – CAPSLO nor delegate – CAPMC had reached their funded enrollment for the 2022-2023 program year. Therefore, the Recipient and delegate need to develop a plan to address the program's underenrollment. CAPMC provided information to CAPSLO in order to develop strategies to include on the plan and ensure that CAPMC reaches its funded enrollment.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Richard Gutierrez

Vote: Carried Unanimously

E-4 Review and consider approving the submission of the Fresno Migrant Seasonal Head Start Refunding application for the 2024-2025 Program Year.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the Fresno Migrant Seasonal Head Start Refunding application for the 2024-2025 Program Year. A parent survey was deployed to centers to gather information on the time period that would best benefit families' work season. 98% of families requested that the season start in late May and end in mid-December of each year. This would be the case for most centers except Inez-Reedley and Orange Cove. The extension of days will provide families with an additional 28 days of services, the calendar will go from 109 days to 137 service days. For Inez-Reedley and Orange Cove, the service days will go from 109 to 172 days. Salary disparities are also addressed as part of the proposed budget.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Martha Garcia

Vote: Carried Unanimously

E-5 Review and consider authorizing the Executive Director to renew the lease agreements with Kings Canyon Unified School District for the Orange Cove and Inez C. Rodriguez Migrant Head Start centers.

Mattie Mendez, Executive Director, presented regarding the renewal of the lease agreements with Kings Canyon Unified School District for the Orange Cove and Inez C. Rodriguez Migrant Head Start centers. The lease agreement with Kings Canyon Unified School District will commence February 27, 2024 through February 26, 2027 for the Orange and Cove Inez C. Rodriguez Migrant Head Start center.

Motion: APPROVE AS PRESENTED

Moved by Richard Gutierrez, Seconded by Martha Garcia

Vote: Carried Unanimously

E-6 Review and consider approving the 2023 Impact Report.

Mattie Mendez, Executive Director, presented regarding the 2023 Impact Report. The Annual Impact Report serves as a comprehensive overview of the achievements, challenges, and the overall impact of CAPMC. Through quantitative data and qualitative insights, the report showcases CAPMC's commitment to making a positive difference in the community we serve. The report serves as a valuable tool for staff, community partners, and stakeholders to understand the breadth and depth of CAPMC's impact.

Motion: APPROVE AS PRESENTED

Moved by Donald 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 – February & March 2024
- F-4 Financial Statements – February & March 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – February & March 2024
- F-7 CAPMC Board of Directors Attendance Report – February 2024
- F-8 Staffing Changes Report for February 3 – April 2, 2024

Adjourn to Closed Session at 6:40 pm

G. CLOSED SESSION

Closed Session – Public Employee Performance Evaluation & Compensation Review
Title: Executive Director
(Pursuant to Government Code 54957)

Reconvene to Public Session at 6:45 pm

H. CORRESPONDENCE

H-1 Correspondence from the Office of Head Start regarding the 2024 monitoring review.

H-2 Victim Services – Denim Day Flyer

H-3 Victim Services – National Crime Victim’s Rights Week Flyer

H-4 Victim Services – Advocate Training Flyer

I. ADJOURN

Vice-Chair, David Hernande, adjourned the Board of Directors Meeting at 6:55 pm

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, seconded by David Hernandez

Vote: Carried Unanimously

