

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Regular Board of Directors Meeting

February 8, 2024

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
Sherrif Tyson Pogue, Secretary/Treasurer
Supervisor Leticia Gonzales
Council Member Steve Montes
Otilia Vasquez
Donald Holley
Debi Bray
Richard Gutierrez
Deborah Martinez
Diana Palmer

Members Absent

Council Member Jeff Troost
Molly Hernandez
Martha Garcia
Aurora Flores

Personnel Present

Mattie Mendez
Cristal Sanchez
Nancy Contreras-Bautista
Maritza Gomez-Zaragoza
Leticia Murillo
Norma Blanco
Daniel Seeto
Jennifer Coronado

Public – Other Present

None

A. PUBLIC COMMENT

None

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 Otilia Vasquez

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

C- 1 *Head Start School Readiness Goals*
 Noma Blanco, Deputy Director of Education Services

C-2 *Victims of Crime Act (VOCA) Funding Update*
 Jennifer Coronado, Victim Services Program Manager

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.

- E-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – January 11, 2024.
- E-2 Review and consider approving the Minutes for the Madera Mariposa Regional and Early Head Start Policy Council Committee Meeting – January 4, 2024.
- E-3 Review and consider accepting the Bank of America Credit Card Statements:
 - December 2023
 - January 2024
- E-4 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
 - Monthly Enrollment Report – December 2023
 - In-Kind Report – December 2023
 - CACFP Program Report – December 2023
 - Program Information Report – December 2023
- E-5 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:
 - Monthly Enrollment Report – December 2023
 - In-Kind Report – December 2023
 - CACFP Program Report – December 2023
- E-6 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:
 - Monthly Enrollment Report – December 2023
- E-7 Review and consider approving the Migrant and Seasonal/Migrant Early Head Start Program Goals and Objectives Update.
- E-8 Review and consider approving the Head Start Enrollment Selection Criteria and the Recruitment Procedure for the 2024-2025 program year.
- E-9 Review the 2022-2023 Madera/Mariposa Regional and Early Head Start Annual Report. (Informational Only)
- E-10 Review and consider approving the CSBG National Performance Indicators Annual report for the year 2023.
- E-11 Review and consider increasing the 2024 Low Income Home Energy Assistance Program (LIHEAP) eligibility point system from 20 points to 22 points for eligible customers.
- E-12 Recommend that the CAPMC Board of Directors confirm and acknowledge receipt of the updated and revised Notification of the Federal Interest in its Head Start and Migrant Head Start modular units.
- E-13 Review and consider ratifying the submission of the application requesting continued funding from the California Department of Social Services – Child Care and Development Division (CCDD) for Fiscal Year 2024-2025.

- E-14 Review and complete the Annual Conflict of Interest Certification Form and Form 700 Statement of Economic Interest.
- E-15 Review the Madera County Child Advocacy Center Report for January 2024. (Informational Only)
- E-16 Review the Child Care Alternative Payment and Resource & Referral Program Report for January 2024. (Informational Only)
- E-17 Review the Community Services Program Report for January 2024. (Informational Only)
- E-18 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for January 2024. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Steve Montes

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the filings of the tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPAs.

Daniel Seeto, Chief Financial Officer, presented regarding the filings of the tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPAs. Daniel noted that the returns are prepared from information obtained from the audited financial statements for the year ended June 30, 2023.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Debi Bray

Vote: Carried Unanimously

E-2 Review and consider approving a slot reduction and conversion of Head Start slots to Early Head Start slots beginning this 2024-2025 program year.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding a slot reduction and conversion of Head Start slots to Early Head Start slots beginning this 2024-2025 program year. Maritza discussed the conversion of 32 slots that were designated to Mariposa (30) and North Fork (2) to remedy underenrollment due to difficulties in being able to fill the centers with all the efforts from staff with the recruitment of children and staffing; the proposal is to move forward with the reduction and conversion of slots. 8 of the 32 slots will be converted to Early Head Start slots. This will increase the slots from 42 to 50 Early Head Start slots to serve Madera County. The program provides as a home base option and provides services year-round – June to May of each year. The additional slots will require CAPMC to hire an additional EHS Family Facilitator, which will be open as soon as this proposal is approved by all applicable parties.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Richard Gutierrez

Vote: Carried Unanimously

E-3 Review and consider approving the submission of the 2024-2025 (June 1, 2024 – May 31, 2025) Madera/Mariposa Regional & Early Head Start Refunding Application.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the 2024-2025 (June 1, 2024 – May 31, 2025) Madera/Mariposa Regional & Early Head Start Refunding Application. Maritza highlighted that the budget being presented is based on the proposed changes for a slot reduction and conversion. It was noted that CAPMC is proposing to reduce its funded enrollment by 32 slots. The current enrollment is 228 preschool slots, which will reduce to 196 preschool slots. The reduction is being proposed due to the program's inability to reach full enrollment, specifically at the Mariposa Head Start Center. Maritza also discussed the removal of all expenses for the Mariposa center, which will allow for the program to implement a 5% salary increase for all Head Start staff (Head Start Program Director position has been excluded). The increase will continue to support CAPMC's goal of providing competitive salaries for employees. Lastly, Maritza discussed the proposal of a conversion of Head Start slots to Early Head Start, which will increase enrollment for Early Head Start from 42 to 50 slots. An additional EHS Facilitator will be hired to support the increase in enrollment. The cost/expense has been allocated to the budget.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Supervisor Leticia Gonzalez

Vote: Carried Unanimously

E-4 Review and consider approving the 2023-2024 Madera Migrant Head Start Comparison Budget Amendment #3 One-time Only funds to Stanislaus County Office of Education.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2023-2024 Madera Migrant Head Start Comparison Budget Amendment #3 One-time Only funds to Stanislaus County Office of Education. Maritza noted that the one-time funds will be utilized to replace the preschool-age play structure including resurfacing the ground at the Sierra Vista center.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-5 Review and consider approving the 2023-2024 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2023-2024 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education. Maritza highlighted the changes in multiple categories and the transfer of funds between program budgets to purchase supplies, equipment, and repairs at the centers.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

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

G. CLOSED SESSION

None

H. CORRESPONDENCE

Correspondence from the Office of Head Start dates January 9, 2024, regarding the Federal Reporting Standard Forms 425 and 428.

Volunteer Income Tax Assistance (VITA) 2024 Flyer

I. ADJOURN

Chairperson Eric LiCalsi adjourned the Board of Directors Meeting at 6:20 p.m.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, seconded by David Hernandez

Vote: Carried Unanimously