



**Community Action Partnership of Madera County, Inc.
Board of Directors Meeting**

Agenda

**Thursday, January 12, 2023
CAPMC Conference Room 1 / 1a
1225 Gill Avenue
Madera, CA 93637
5:30 pm**

Supporting documents relating to the items on this agenda that are not listed as “Closed Session” are available for inspection during the normal business hours at Community Action Partnership of Madera County, Inc., 1225 Gill Avenue, Madera, CA 93637.

Supporting documents relating to the items on the agenda that are not listed as “Closed Session” may be submitted after the posting of the agenda and are available at Community Action Partnership of Madera County, Inc. during normal business hours.

Please visit www.maderacap.org for updates.

CALL TO ORDER BOARD OF DIRECTORS

ROLL CALL – Cristal Sanchez

A. PUBLIC COMMENT

The first ten minutes of the meeting are reserved for members of the public to address the Board of Directors on items of interest to the public that are within the subject matter jurisdiction of the agency. Speakers shall be limited to three minutes. Attention is called to the fact that the Board is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusion should be drawn if the Board does not respond to the public comments at this time.

B. ADOPTION OF THE AGENDA

B-1 ADDITIONS TO THE AGENDA: Items identified after posting the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-third 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).

B-2 ADOPTION OF AGENDA: Adoption of agenda as presented or with approved additions.

C. TRAINING/ADVOCACY ISSUES

Desired Results Summary Report

Norma Blanco, Head Start Deputy Director Child Development Services

D. CONSENT ITEMS

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 – November 10, 2022.

D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – November 8, 2022.

D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – November 9, 2022.

D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – November 3, 2022.

D-5 Review and consider accepting the Bank of America Credit Card Statements:

- November 2022
- December 2022

D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:

- October 2022
- November 2022

D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:

- Monthly Enrollment Report – October 2022
- In-Kind Report – October 2022
- CACFP Program Report – October 2022

D-8 Review and consider approving the following **Madera Early Head Start** Reports:

- Monthly Enrollment Report – October 2022
- In-Kind Report – October 2022

D-9 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:

- Monthly Enrollment Report – October 2022
- In-Kind Report – October 2022
- CACFP Program Report – October 2022
- Program Information Report (PIR) – October 2022

- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – October 2022
 - In-Kind Report – October 2022
 - CACFP Program Report – October 2022
- D-11 Review and consider approving the 2023 Holiday Schedule.
- D-12 Review and consider ratifying the modification of the Vacation Leave Accrual Payout Policy (603.09.01) for 2022 to reduce total hours required to be eligible for payout, and waive usage requirement detailed in Policy 603.01.00.
- D-13 Review the Madera County Child Advocacy Center Report for November & December 2022. (Informational Only)
- D-14 Review the Child Care Alternative Payment and Resource & Referral Program Report for November & December 2022. (Informational Only)
- D-15 Review the Community Services Program Report for November & December 2022. (Informational Only)
- D-16 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for November & December 2022. (Informational Only)
- D-17 Review the Victim Services Report for November & December 2022. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider approving the revised and updated Agency Personnel Policies and Procedures manual (PPP) to be effective as of January 1, 2023.
- E-2 Review and consider approving the updated Accounting and Financial Policies and Procedures Manual. *(Item and manual to be distributed at the Board of Directors meeting.)*
- E-3 Review and consider approving the authorized signers and the bank accounts maintained at West America Bank.
- E-4 Review and consider approving the 2023 – 2027 CAPQuest Strategic Plan.
- E-5 Review and consider approving the revision of the Vacation Leave Accrual Payout Policy (603.09.01).
- E-6 Review and consider approving the resolution to authorize the Executive Director to sign California Department of Social Services (CDSS) contracts, subcontracts, and subsequent amendments, as applicable.

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 – November & December 2022
- F-4 Financial Statements – November & December 2022
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – November & December 2022
- F-7 CAPMC Board of Directors Attendance Report – November & December 2022
- F-8 Staffing Changes Report for November 1, 2022 – January 3, 2023

G. CLOSED SESSION


None

H. CORRESPONDENCE

- H-1 Correspondence from the Office of Head Start dated November 7, 2022 regarding enrollment reductions and conversion of Head Start slots to Early Head Start slots.
- H-2 2023 Fresno Madera Homeless Point in Time (PIT) Count Flyer
- H-3 Human Trafficking Awareness Day Flyer
- H-4 Teen Dating Violence Awareness Flyer
- H-5 Correspondence from the National Children’s Alliance Department of Grants dated January 1, 2023 regarding NCA 2023 Grant Award Notification.

I. ADJOURN

I, Cristal Sanchez, Strategic Plan Coordinator & Assistant to the Executive Director, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for January 12, 2023, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on January 6, 2023.



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director