



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

Revised Agenda

**Thursday, August 8, 2024
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 – Kelly Ryan

PLEDGE OF ALLEGIANCE – Eric LiCalsi, *Chairperson*

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

None

D. CONSENT ITEMS

All items listed under the 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 – July 11, 2024.

D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – July 9, 2024.

D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – July 10, 2024.

D-4 Review and consider accepting the Bank of America Credit Card Statements:

- July 2024

D-5 Review and consider accepting the America Express and All Other Credit Card Statements:

- June 2024

D-6 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:

- In-Kind Report – June 2024
- CACFP Program Report – June 2024
- Program Information Report – June 2024

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

- Monthly Enrollment Report – June 2024
- In-Kind Report – June 2024
- CACFP Program Report – June 2024

D-8 Review and consider approving the 2024-2025 Madera Migrant/Seasonal Head Start program process for conducting the self-assessment.

D-9 Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Social Services, Migrant Child Care and Development 2024-2025 Program Philosophy, Goals and Objectives and Parent Handbook.

D-10 Review and consider approving the 2023-2024 Fresno/Seasonal Head Start Program procedure and Plan for Conducting the self-assessment.

- D-11 Review and consider approving the 2024-2025 Fresno Migrant/Season Head Start's Planning Process/Procedure and Calendar.
- D-12 Review and consider approving the 2024-2024 Reimbursement Policy for the Policy Committee Members representing Fresno Migrant/Seasonal Head Start Program.
- D-13 Review and consider approving the Child Care Alternative Payment Program – Parent & Provider Handbook of Written Policies for FY 2024-25.
- D-14 Review the Madera County Child Advocacy Center Report for July 2024. (Informational Only).
- D-15 Review the Child Care Alternative Payment and Resource & Referral Program Report for July 2024. (Informational Only).
- D-16 Review the Community Services Program Report for July 2024. (Informational Only).
- D-17 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for July 2024. (Informational Only).
- D-18 Review the Victim Services Report for June 2024. (Informational Only).

E. DISCUSSION ITEMS

- E-1 Review and consider approving Community Action Partnership of Madera County 2023-2024 Basic, Blended, and One-time Carryover Comparison Budget Revisions to Stanislaus County Office of Education (SCOE). Comparison Budgets included.
- E-2 Review and consider approve Community Action Partnership of Madera County 2023-2024 Basic Comparison Budget Revision to Community Action Partnership of San Luis Obispo.
- E-3 Ratify and approve the submission of the Madera County Encampment Resolution Fund (ERF-3-R) Project application.
- E-4 Review and consider approving the selected candidate for the Chief Financial Officer position.
- E-5 Review and consider approving the updated employee compensation schedules and salary schedule for Community Action Partnership of Madera County (CAPMC) to reflect a 2.5% cost of living adjustment for all programs.

F. ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – July 2024
- F-4 Financial Statements – June and July 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – July 2024

F-7 CAPMC Board of Directors Attendance Report – July 11, 2024
F-8 Staffing Changes Report for June 1, 2024 – July 19, 2024

G. CLOSED SESSION

None

H. CORRESPONDENCE

H-1 Correspondence from the Department of Community Services and Development (“CSD”) regarding the results of a desk review of the following CSBG contracts:

- 2023 CSBG Annual 23F-4023
- 2023 Discretionary 23F-4023
- 2024 CSBG Annual 24F-3023
- 2024 Discretionary 24F-3023

H-2 Correspondence from the Office of Head Start regarding Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients.

H-3 Correspondence from the Office of Head Start regarding the approval of hiring the new Chief Financial Officer.

I. ADJOURN

I, Kelly Ryan, Grant Management and Compliance Administrator / Executive Director Support, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for July 11, 2024, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on August 2, 2024.

Kelly Ryan

Grant Management and Compliance Administrator / Executive Director Support.