

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Regular Board of Directors Meeting

February 11, 2021

1225 Gill Ave. Madera, CA 93637

Meeting Link: https:

<https://maderacap.webex.com/maderacap/j.php?MTID=m876f6692b88957dc5300bb4a4d139117>

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:32 p.m. by Vice-Chairperson Eric LiCalsi.

Board Members Present

Eric LiCalsi, Vice-Chairperson
David Hernandez, Secretary/Treasurer
Supervisor Leticia Gonzalez
Steve Montes
Donald Holley
Vicki Bandy
Martha Garcia
Molly Hernandez
Aurora Flores
Artemio Villegas, Alternate

Board Members Absent

Sheriff Tyson Pogue, Chairperson
Deborah Martinez
John Chavez
Debi Bray
Patricia Trevino

Personnel Present

Mattie Mendez
Elizabeth Wisener
Cristal Sanchez
Irene Yang
Maritza Gomez-Zaragoza
Nancy Contreras-Bautista
Daniel Seeto

Public – Others Present

Donna Tooley, Consultant
Robert Macaulay, Madera County BOS

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 F)

ADOPTION OF THE AGENDA: Adoption of the agenda.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Aurora Flores

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

None

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 – January 14, 2021
- D-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – January 7, 2021
- D-3 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – January 12, 2021
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
- January 2021
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- December 2020
 - January 2021
- D-6 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – December 2020
 - In-Kind Report – December 2020
 - CACFP Program Report – December 2020
- D-7 Review and Consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – December 2020
 - In-Kind Report – December 2020
- D-8 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – December 2020
 - In-Kind Report – December 2020
 - CACFP Program Report – December 2020
 - Program Information Report (PIR) – December 2020

- D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – December 2020
 - In-Kind Report – December 2020
- D-10 Review and consider approving the following **Fresno Migrant Early Head Start** reports:
- Monthly Enrollment Report – December 2020
 - In-Kind Report – December 2020
- D-11 Review and consider ratifying the Executive Director to renew the Lease Agreement with Kings Canyon Unified School District to operate at the Reedley and Orange Cove Migrant Seasonal Head Start center.
- D-12 Review and consider authorizing the Executive Director to renew the Lease Agreement with Selma Unified School District to operate at the Selma Migrant Seasonal Head Start center.
- D-13 Review and consider approving the **Madera Migrant/Seasonal Head Start** Enrollment Selection Criteria and the Recruitment Procedure for the 2021-2022 program year.
- D-14 Review and consider approving the **Madera/Mariposa Regional Head Start** Enrollment Selection Criteria and the Recruitment Procedure for the 2021-2022 program year.
- D-15 Review and consider approving the 2020-2021 Madera/Mariposa Regional and Early Head Start Self-Assessment Results and Findings.
- D-16 Review the 2019-2020 CAPMC Madera/Mariposa Regional and Early Head Start Annual Report. (Informational only)
- D-17 Review the Madera County Child Advocacy Center (CAC) Program Report for January 2021 (Informational Only)
- D-18 Review the Child Care Alternative Payment and Resource & Referral Program Report for January 2021. (Informational Only)
- D-19 Review the Community Services Report for January 2021. (Informational Only)
- D-20 Review the Homeless Engagement for Living Program (H.E.L.P.) Report January 2021. (Informational Only)

Motion: APPROVED AS PRESENTED

Moved By Donald Holley, Seconded By Supervisor Leticia Gonzalez

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the submission of the 2021-2022 Madera/Mariposa Regional & Early Head Start Refunding Application.

Mattie Mendez, Executive Director, presented regarding the submission of the 2012 – 2022 Madera/Mariposa Regional & Early Head Start Refunding Application. The Basic Budget, Administrative Budget, Training and Technical Assistance Budget, and the Non-Federal Share (In-Kind) Budget were all included in the approval of this item.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Aurora Flores

Vote: Carried Unanimously

E-2 Review and complete the Annual Conflict of Interest Certification, inclusive of Form700, Report of Economic Interests and Annual Conflict of Interest Disclosure Form by April 1, 2021.

Cristal Sanchez, Strategic Plan Coordinator and Assistant to the Executive Director, and Donna Tooley, Consultant and former CAPMC Chief Financial Officer, presented regarding the Annual Conflict of Interest Certification, inclusive of Form700, Report of Economic Interests and Annual Conflict of Interest Disclosure Form by April 1, 2021. Administration to email the Board the Form 700, Conflict of Interest Disclosure Statement, and all other necessary attachments for completion.

INFORMATIONAL ONLY

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 2021)
- F-4 Financial Statements (January 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (January 2021)
- F-7 CAPMC Board of Directors Attendance Report – (January 2021)
- F-8 Staffing Changes Reports for: January 4, 2021 – February 6, 2021

SUPERVISOR LETICIA GONZALEZ RECUSED HERSELF FROM CLOSED SESSION.

G. CLOSED SESSION

Public Session was adjourned at 5:50 p.m. by Vice-Chairperson Eric LiCalsi.

- G-1 Government Code Section 54956.9(d)(2), (d)(1)
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Keith W. Trout vs. County of Madera, et al. (Community Action Partnership of Madera County identified in Government Claim Form)
- G-2 Government Code Section 54956.9(d)(1)
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Case Name Unspecified: (disclosure would jeopardize settlement negotiations)
- G-3 Government Code Section 54957(a)
THREAT TO PUBLIC SERVICES OR FACILITIES
- G-4 Government Code Section 54957(b)(1)
PERSONNEL

Action was taken on item G-4.

The meeting was reconvened to public session at 7:17 p.m. by Vice-Chairperson Eric LiCalsi.

(Pursuant to California Government Code 54957.1)

H. CORRESPONDENCE

- H-1 2021 Community Action Partnership of Madera County, Inc. Board of Directors Roster

I. ADJOURN

Vice-Chairperson Eric LiCalsi adjourned the Board of Directors meeting at 7:18 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded By David Hernandez

Vote: Carried Unanimously