

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**December 14, 2023**  
**1225 Gill Ave Madera, CA 93637**

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:32 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 Jeff Troost  
Council Member Steve Montes  
Otilia Vasquez  
Donald Holley  
Martha Garcia

**Members Absent**

Deborah Martinez  
Debi Bray  
Richard Gutierrez  
Aurora Flores  
Molly Hernandez

**Personnel Present**

Mattie Mendez  
Nancy Contreras-Bautista  
Daniel Seeto  
Irene Yang  
Ana Ibanez  
Maritza Gomez-Zaragoza

**Public – Other Present**

None

**A. PUBLIC COMMENT**

Board Member Donald Holley shared information on an upcoming event to honor Martin Luther King Jr., on January 14, 2024, at MLK Middle School at 2:00 pm.

**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: APPROVE WITH THE REMOVAL OF TRAINING AND ADVOCACY  
PRESENTATION.

Moved by David Hernandez, Seconded by Donald Holley

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 – November 9, 2023.
- D-2 Review and consider approving the Minutes of the Fresno Migrant and Seasonal Head Start Policy Council Committee Meeting – October 11, 2023.
- D-3 Review and consider approving the Minutes for the Madera Mariposa Regional and Early Head Start Policy Council Committee Meeting – November 2, 2023
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
- November 2023
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- October 2023
- D-6 Review and consider approving the following **Fresno Migrant and Early Seasonal Head Start** Reports:
- Monthly Enrollment Report – September & October 2023
  - In-Kind Report – October 2023
  - CACFP Program Report – September & October 2023
  - Program Information Report – September & October 2023
- D-7 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:
- Monthly Enrollment Report – October 2023
  - In-Kind Report – October 2023
  - CACFP Program Report – October 2023
- D-8 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:
- Monthly Enrollment Report – October 2023
  - In-Kind Report – October 2023
- D-9 Review the Fresno Migrant & Seasonal Head Start 2022-2023 Program Information Report. (Informational Only)
- D-10 Review the Equal Employment Opportunity Report (EEO-1). (Informational Only)

- D-11 Consider approving the 2024 Holiday Schedule.
- D-12 Review the Madera County Child Advocacy Center Report for November 2023. (Informational Only)
- D-13 Review the Community Services Program Report for November 2023. (Informational Only)
- D-14 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for November 2023. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Leticia Gonzales

Vote: Carried Unanimously

**E. DISCUSSION / ACTION ITEMS**

**E-1 Review and consider authorizing a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2024.**

Daniel Seeto, Chief Financial Officer, presented regarding a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for the calendar year 2024. Based on the plan document, the Board of Directors must determine at the beginning of each plan year the discretionary contribution for each eligible participant. Since 2021, the discretionary employer contribution has been 5% of FICA wages for qualified employees.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

Vote: Carried Unanimously

**E-2 CAPMC Fresno Migrant Head Start notice of program deficiency. (Informational Only)**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the Fresno Migrant Head Start notice of program deficiency. After the incident, center staff were provided with training regarding child's rights, mandated reporting, child supervision, and standards of conduct. Additionally, staff are participating in training related to proper behavior management and de-escalation of behavior including strategies to involve parents in the process. CAPMC staff will be working jointly with CAPSLO to develop a plan to address the deficiency which will include revision of policies and procedures, training on appropriate interactions with children with special needs.

INFORMATIONAL ONLY

Board Member Steve Montes entered the room.

**E-3 Review and consider approving the submission of the 2024 Community Services Block Grant (CSBG) Application and resolution with the Department of Community Services & Development (CSD).**

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the 2024 Community Services Block Grant (CSBG) Application and resolution with the Department of Community Services & Development (CSD). CSBG is designed to provide a range of services to assist low-income families and individuals. The 2024 contract remains a two-part agreement. Part 1 consists of the base contract and Part 2 consists of Administrative, Financial and Programmatic Policies and Procedures.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

**E-4 Review and consider ratifying the submission of the City of Madera Community Development Block Grant (CDBG) Housing Stabilization Program 2024 – 2025 application.**

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the City of Madera Community Development Block Grant (CDBG) Housing Stabilization Program 2024 – 2025 application. Through this grant, staff will conduct outreach to identify individuals and families in need of emergency housing and/or prevention and diversion services such as a deposit and rent, as well as utility assistance. Outreach efforts will continue and those identified and qualified to receive the emergency housing services will be placed in emergency housing temporarily providing the case worker time to assist in finding housing for the identified individual or family. The CDBG Housing Stabilization Program will assist the homeless in locating decent sustainable housing for homeless or near homeless individuals.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

**E-5 Review and consider ratifying the submission of the Community Development Block Grant (CDBG) for the Fresno Madera Continuum of Care (FMCoC) Membership Application for the year 2024 -2025.**

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the Community Development Block Grant (CDBG) for the Fresno Madera Continuum of Care (FMCoC) Membership Application for the year 2024 -2025. Funding will allow CAPMC to send two staff members to participate in the monthly FMCoC meetings. Funding will also provide for the preparations for the 2025 Annual Point-In-

Time Count and homeless awareness events.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by David Hernandez

Vote: Carried Unanimously

**E-6 Review and consider approving the submission of the Anthem Blue Cross Food Insecurity Capacity Grant.**

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the Anthem Blue Cross Food Insecurity Capacity Grant. CAPMC will offer a variety of food items, including fresh produce and non-perishables to individuals and families who are engaged with CAPMC's Homeless Engagement for Living Program (HELP Center) or the Shunammite Place tenants. This initiative will include partnerships with local businesses such as large and small food markets.

Motion: APPROVE AS PRESENTED

Moved by Leticia Gonzales, 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 – November 2023
- F-4 Financial Statements – November 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – November 2023
- F-7 CAPMC Board of Directors Attendance Report – November 2023
- F-8 Staffing Changes Report for November 2 – December 5, 2023

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence from the Office of Head Start dated November 20, 2023 regarding the Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period.

**I. ADJOURN**

Chairperson Eric LiCalsi adjourned the Board of Directors Meeting at 6:03 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

Vote: Carried Unanimously