

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**July 11, 2024**  
**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  
Vivian Garcia (Alternate)  
Debi Bray  
Donald Holley  
Richard Gutierrez  
Diana Palmer  
Molly Hernandez  
Aurora Flores

**Members Absent**

Supervisor Leticia Gonzalez  
Council Member Steve Montes  
Council Member Jeff Troost  
Otilia Vasquez  
Martha Garcia

**Personnel Present**

Mattie Mendez  
Kelly Ryan  
Daniel Seeto  
Irene Yang  
Maritza Gomez-Zaragoza  
Xai Vang  
Jennifer Coronado

**Public – Other Present**

None

**A. PUBLIC COMMENT**

Jennifer Coronado, Victim Services Program Manager, shared a Victims of Crime Act (VOCA) update. The state approved 103 million to offset the 200 million cut from federal VOCA funding. This will enable the Oakhurst site to remain open.

**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 WITH THE ADDITION TO ITEM E-3 AS AN INFORMATIONAL UPDATE

Moved by Donald Holley and Debi Bray, Seconded by David Hernandez

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 – June, 2024
- D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – June 13, 2024
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – June 11, 2024.
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
- May 2024
  - June 2024
- D-5 Review and consider accepting the America Express and All Other Credit Card Statements:
- April 2024
  - May 2024
  - June 2024
- D-6 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
- Monthly Enrollment Report – May and June 2024
  - In-Kind Report – May 2024
  - CACFP Program Report – May 2024
  - Program Information Report – May 2024
- D-7 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:
- Monthly Enrollment Report – May 2024
  - In-Kind Report – April and May 2024
  - CACFP Program Report – May 2024
- D-8 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:
- Monthly Enrollment Report – May 2024
  - In-Kind Report – May 2024
- D-9 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:
- Monthly Enrollment Report – May and June 2024
  - In-Kind Report – May 2024
  - CACFP Program Report – May 2024

- D-10 Review and consider approving the results of the Weatherization Program's Monitoring visit.
- D-11 Review and consider approving the 2024-2025 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.
- D-12 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Inc. Board of Directors and the Madera Migrant/Seasonal Head Start Policy Committee.
- D-13 Review and consider approving the 2024-2025 Reimbursement Policy for the Policy Committee Members representing Madera Migrant/Seasonal Head Start program.
- D-14 Review the Madera County Child Advocacy Center Report for June 2024. (Informational Only)
- D-15 Review the Community Services Program Report for June 2024. (Informational Only)
- D-16 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for June 2024. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Aurora Flores

Vote: Carried Unanimously

Board Member Richard Gutierrez entered the room.

## **E. DISCUSSION / ACTION ITEMS**

### **E-1 Review and consider authorizing the Executive Director to submit the 2024 Community Services Block Grant Discretionary Grant application**

Mattie Mendez, Executive Director, presented regarding ratifying the Executive Director to sign and submit the 2024 Community Services Block Grant (CSBG) Discretionary Grant application. CSBG is designed to provide a range of services to assist low-income families and individuals attain the skills, knowledge, and motivation necessary to achieve self-sufficiency. CAPMC plans to support domestic violence victims with the additional funding of \$19,000. Due to budget cuts and a reduction in Federal funding from the Office of Victims of Crime, (VOCA), the Office of Emergency Services has reduced funding to Crime Victim Services by over 45%. Funds will be used to pay for wages of the Shelter Aide to continue providing coverage 7 days a week. The contract period is from June 15, 2024, through December 31, 2024.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Richard Gutierrez

Vote: Carried Unanimously

**E-2 Review and consider approving the updated employee compensation schedules and salary schedule for Community Action Partnership of Madera County Inc.**

Daniel Seeto, Chief Financial Officer, presented regarding the updated employee compensation schedules and salary schedule for Community Action Partnership of Madera County (CAPMC). The updated compensation and salary schedules for Head Start programs reflect changes to the starting range for a variety of positions, as approved from various Board of Director's meetings when a corresponding budget or revision for each program was presented. The Compensation Schedules and Salary Schedule reflects the 5% range adjustments effective as follows: June 1, 2024, for all Head Start programs.

Motion: APPROVE AS PRESENTED

Moved by Tyson Pogue, Seconded by Aurora Flores

Vote: Carried Unanimously

**E-3 Informational of the CAPMC Welfare Benefit 2023 Form 5500 tax return by the Chief Financial Officer.**

Daniel Seeto, Chief Financial Officer, shared information on the CAPMC Welfare Benefit 2023 Form 5500 tax return by the Chief Financial Officer. The item will be presented in a future Board of Directors Meeting.

**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 – CFO Departure – CFO Interviews – VOCA cuts restored
- F-4 Financial Statements – June 2024
- F-5 Head Start Policy Council/Committee Reports – None
- F-6 Work Related Injury Report – None
- F-7 CAPMC Board of Directors Attendance Report – June 2024
- F-8 Staffing Changes Report for – None

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence from the Office of Head Start regarding Strategies and Recommendations for Supporting Mental Health
- H-2 Correspondence from the Office of Head Start regarding the New Eligibility Provisions for Migrant and Seasonal Head Start programs
- H-3 Correspondence from the Office of Head Start regarding the New Eligibility Provisions for American Indian and Alaska Native programs

**I. ADJOURN**

Chair, Eric LiCalsi, adjourned the Board of Directors Meeting at 5:56 pm

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Aurora Flores

Vote: Carried Unanimously

