

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**June 13, 2024**  
**1225 Gill Ave, Madera, CA 93637**

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:30 p.m. by Vice-Chair David Hernandez.

**Members Present**

Eric LiCalsi, Chair  
David Hernandez, Vice-Chair  
Vivian Garcia (Alternate)  
Council Member Steve Montes  
Council Member Jeff Troost  
Supervisor Leticia Gonzalez  
Debi Bray  
Diana Palmer  
Otilia Vasquez  
Molly Hernandez  
Martha Garcia  
Richard Gutierrez

**Members Absent**

Aurora Flores  
Sherrif Tyson Pogue, Secretary/Treasurer  
Donald Holley

**Personnel Present**

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

**Public – Other Present**

None

**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 E).

**ADOPTION OF THE AGENDA:** Adoption of the agenda.

Motion: APPROVED AS PRESENTED.

Moved by Leticia Gonzalez, Seconded by Richard Gutierrez

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 – May 9, 2024
- D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – April 9, 2024.
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – April 10, 2024
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
- February 2024
  - March 2024
  - April 2024
  - May 2024
  - June 2024
- D-5 Review and consider accepting the America Express and All Other Credit Card Statements:
- April 2024
  - May 2024
- D-6 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
- In-Kind Report – April 2024
  - CACFP Program Report – April 2024
- D-7 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:
- Monthly Enrollment Report – April 2024
  - In-Kind Report – April 2024
  - CACFP Program Report – April 2024
- D-8 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:
- Monthly Enrollment Report – April 2024
  - In-Kind Report – April 2024
- D-9 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:
- Monthly Enrollment Report – April 2024
  - In-Kind Report – April 2024
- D-10 Review and consider approving the 2020-2025 Goals and Objectives updates for the Fresno Migrant Seasonal Head Start Program.
- D-11 Review and ratify the submission of the CAPMC 2024-2025 CDE/ELCNSD California State Preschool Program budget to Stanislaus County Office of Education. Total budget amount of \$1,091,316. *Budget included.*

- D-12 Review and ratify the submission of the CAPMC 2024-2025 CDSS State Budgets to Stanislaus County Office of Education. Total budget amount of \$1,107,884 for CMIG, CMSS, and Start-up/Close-Down. *Budgets included.*
- D-13 Review and consider approving the submission of the CAPMC County 2023-2024 State Based Migrant Part Year Program budget revision to Stanislaus County Office of Education for category changes. *Comparison budget report included.*
- D-14 Review the Equal Employment Opportunity Report (EEO-1) to understand the employee compositions of the Agency. *(Informational Only)*
- D-15 Review the Madera County Child Advocacy Center Report for May 2024. *(Informational Only)*
- D-16 Review the Child Care Alternative Payment and Resource & Referral Program Report for May 2024. *(Informational Only)*
- D-17 Review the Community Services Program Report for May 2024. *(Informational Only)*
- D-18 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for May 2024. *(Informational Only)*
- D-19 Review the Victim Services Report for May 2024. *(Informational Only)*

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Richard Gutierrez

Vote: Carried Unanimously

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

### **E-1 Review and consider approving the 2024-2025 Madera Migrant Seasonal Head Start Cost of Living Adjustment (COLA) funding.**

Maritza Gomez-Zaragoza, Head Start Program Director, presented regarding the 2024-2025 Madera Migrant Seasonal Head Start Cost of Living Adjustment (COLA) funding. The COLA funds were earmarked for a 2.35% salary increase for staff; after some consideration of all CAPMC Head Start Program's funding it was proposed to consider a 2.5% increase for all staff. The Madera Migrant Seasonal Head Start budget has been amended to reflect the 2.5% salary increase with the COLA funds beginning March 1, 2024.

Motion: APPROVE AS PRESENTED

Moved by Leticia Gonzalez, Seconded by Richard Gutierrez

Vote: Carried Unanimously

**Board Members Otilia Vasquez and Martha Garcia entered the room.**

**E-2 Review and consider approving the 2024-2025 Revised Fresno Migrant Seasonal Head Start Budget inclusive of additional requested funding and COLA funding.**

Maritza Gomez-Zaragoza, Head Start Program Director, presented regarding the 2024-2025 revised Fresno Migrant Seasonal Head Start Budget inclusive of additional requested funding and COLA funding. On April 10, 2024, staff presented a proposed budget for the 2024-2025 program year. Community Action Partnership of San Luis Obispo (CAPSLO) returned with a revised budget amount inclusive of COLA. Funds were less than what CAPMC requested, the budget had to be revised and service days reduced. The Fresno Migrant Seasonal Head Start budget has been amended to reflect the funding reduction and the 2.5% salary increase with the COLA funds beginning September 1, 2024.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Molly Hernandez

Vote: Carried Unanimously

**E-3 Review and consider authorizing the Executive Director to sign and submit the 2024 SLIHEAP contract with the Department of Community Services & Development (CSD).**

Ana Ibanez, Community Services Program Manager, presented regarding authorizing the Executive Director to sign and submit the 2024 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) contract with the Department of Community Services & Development (CSD). The SLIHEAP assists clients with paying utility bills and or providing weatherization services. Applicants who qualify will be eligible for benefit amounts ranging from \$572 and up to \$3,000 for emergency assistance with PG&E.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Diana Palmer

Vote: Carried Unanimously

Board Member Eric LiCalsi entered the room. Chair, Eric LiCalsi, led the meeting.

**E-4 Review and ratify the Executive Director to sign and submit the 2024 LIHEAP Contract Amendment 1 with the Department of Community Services & Development (CSD).**

Ana Ibanez, Community Services Program Manager, presented regarding ratifying the Executive Director to sign and submit the 2024 Low Income Home Energy Assistance Program (LIHEAP) Amendment 1 with the Department of Community Services & Development (CSD). The 2024 LIHEAP contract term is from November 1, 2023, to June 30, 2025. LIHEAP assists clients with paying utility bills, purchasing propane, firewood, pellets, or heating oil, and providing weatherization services. Program participants must meet an income guideline and meet the utility assistance priority plan to receive assistance. CAPMC will normally receive a few contract amendments throughout the year.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Martha Garcia

Vote: Carried Unanimously

**E-5 Review and consider approving the Audit Requests for Proposals that were submitted and accept the recommendation from the Finance Committee and staff to award the agency-wide financial and compliance audit for the fiscal year ending June 30, 2024, and the 403(b) Plan audit for the year ended December 31, 2023.**

Daniel Seeto, Chief Financial Officer, presented regarding the Audit Requests for Proposals (RFPs) that were submitted by the deadline of 4:00 p.m. on May 31, 2024. The agency is required to conduct an annual single-wide audit and an audit of its 403(b) Retirement Plan. The RFPs were emailed to five firms to request the above-described services for the fiscal year ending June 30, 2024, only four firms accepted and submitted their proposals. The four proposals were thoroughly reviewed and evaluated by the Executive Director, CFO, and an outside consultant, the former CFO of CAPMC. Based on the review and rank committee scoring tool, it is recommended to award the audit RFP to the firm of Hudson, Henderson & Company, Inc.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Martha Garcia

Vote: Carried Unanimously

Board Member Steve Montes entered the room.

**E-6 Review and consider approving the agency-wide budget required by the CSBG Organizational Standards adopted by the State of California Community Services Division.**

Daniel Seeto, Chief Financial Officer, presented regarding the agency-wide budget required by the CSBG Organizational Standards adopted by the State of California Community Services Division. The agency-wide budget summary is intended to complement, not replace program budgets, and is prepared for the fiscal year from July 1, 2023, to June 30, 2024. The budget reflects a decrease compared to the prior year's budget, after removing in-kind. The difference is due to the removal of the COVID-19 CARES and American Recovery Program funding that is no longer available.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Diana Palmer

Vote: Carried Unanimously

**F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS**

- F-1 Finance Committee Report – June 12, 2024
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – May 2024
- F-4 Financial Statements – May 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – May 2024
- F-7 CAPMC Board of Directors Attendance Report – May 2024
- F-8 Staffing Changes Report for May 1, 2024 – May 31, 2024

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence from the Office of Head Start regarding the Focus Area Two (FA2) monitoring review.
- H-2 Correspondence from the Office of Head Start regarding the Fiscal Year 2024 (FY 2024) Head Start Funding Increase.

**I. ADJOURN**

Chair, Eric LiCalsi, adjourned the Board of Directors Meeting at 5:53 pm

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, seconded by Martha Garcia

Vote: Carried Unanimously