



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

**Revised Agenda**

**Thursday, October 10, 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](http://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 – September 12, 2024.

D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – September 10, 2024

D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – September 11, 2024.

D-4 Review and consider approving the Minutes for the Madera/ Mariposa Regional & Early Head Start Executive Policy Council Committee Meeting – September 5, 2024.

D-5 Review and consider accepting the Bank of America Credit Card Statements:

- September 2024

D-6 Review and consider accepting the America Express and All Other Credit Card Statements:

- August 2024

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

- Monthly Enrollment Report – September 2024
- In-Kind Report – August 2024
- Program Information Report – August 2024
- CACFP Program Report – August 2024

D-8 Review and consider approving the following **Madera Mariposa Regional Head Start** Reports:

- Monthly Enrollment Report – September 2024
- In-Kind Report – August 2024
- CACFP Program Report – August 2024

D-9 Review and consider approving the following **Madera Mariposa Regional Early Head Start** Reports:

- Monthly Enrollment Report – September 2024
- In-Kind Report – August 2024

- D-10 Review and consider approving the following **Fresno Migrant and Seasonal Head Start Reports**:
- Monthly Enrollment Report – September 2024
  - In-Kind Report – August 2024
  - CACFP Program Report – August 2024
- D-11 Review and consider approving the Madera Migrant/Seasonal Head Start 2024-2029 Community Assessment Executive Summary.
- D-12 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council.
- D-13 Review and consider approving the Suspension and Expulsion Procedure for the Madera/Mariposa Regional and Early Head Start Program.
- D-14 Review and consider approving the California State Preschool 2024-2025 Program Philosophy, Goals and Parent Handbook.
- D-15 Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards.
- D-16 Review and consider approving the 2024-2025 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee
- D-17 Review and consider approving the 2024-2025 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee
- D-18 Review the Madera County Child Advocacy Center Report for September 2024. (Informational Only).
- D-19 Review the Child Care Alternative Payment and Resource & Referral Program Report for October 2024. (Informational Only).
- D-20 Review the Community Services Program Report for September 2024. (Informational Only).
- D-21 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for September 2024. (Informational Only).
- D-22 Review the Victim Services Report for October 2024. (Informational Only).
- E. DISCUSSION ITEMS**
- E-1 Review and consider approving the corporate resolution to authorize CAPMC to utilize fund transfers and electronic payment services through the Automated Clearing House (ACH) agreement required by WestAmerica Bank.**
- E-2 Review and consider approving a Resolution to the State Department of Social Services Community Care Licensing to authorize the Executive Director to act on behalf of Community Action Partnership of Madera County Head Start Programs.

- E-3 Review and consider approving the 2023-2024 Fresno Migrant Seasonal Head Start Self-Assessment Results.
- E-4 Review and consider approving the health insurance plan options that are effective January 1, 2025, and the employer contribution thresholds are at \$737.88 for medical and \$51.78 for dental/vision/life insurances per employee per month.
- E-5 Review and consider approving Executive Director to submit the 2025 Low Income Home and Energy Assistance Program (LIHEAP) Local Plan on behalf of the Board of Directors to the Department of Community Services and Development (CSD).
- E-6 Review and consider approving the 403(b) audit report for the year ended December 31, 2023.
- E-7 Review and consider approving the submission of CAPMC 403(b) Form 5500 Tax Return
- E-8 Review and consider approving the discretionary employer contribution amount of \$600,886.05 for the plan year ended December 31, 2023.

**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 – September 2024
- F-4 Financial Statements – August and September 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – September 2024
- F-7 CAPMC Board of Directors Attendance Report – September 12, 2024
- F-8 Staffing Changes Report for September 4, 2024 – September 24, 2024

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence from the Department of Community Services and Development's (CSD) regarding CAPMC's Final Close-Out Letter and Worksheet for LIHEAP Contract 23B-5019.
- H-2 Correspondence from Victim Services regarding the 22<sup>nd</sup> Annual Soup Bowl Event for Domestic Violence on October 25, 2024.
- H-3 Correspondence from Victim services regarding Purple Day in honor of Domestic Violence Awareness Month on October 17, 2024

**I. ADJOURN**

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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 October 10, 2024, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on October 4, 2024.

Kelly Ryan

Grant Management and Compliance Administrator / Executive Director Support.