

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
August 8, 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 Vice-Chairperson David Hernandez.

Members Present

David Hernandez (Vice-Chairperson)
Sheriff Tyson Pogue (Secretary/Treasurer)
Deborah Martinez
Supervisor Leticia Gonzalez
Councilmember Steve Montes
Otilia Vasquez
Donald Holley
Martha Garcia
Richard Gutierrez
Molly Hernandez

Members Absent

Eric LiCalsi (Chairperson)
Councilmember Jeff Troost
Debi Bray
Diana Palmer
Aurora Flores

Personnel Present

Mattie Mendez
Kelly Ryan
Nancy Contreras
Maritza Gomez-Zaragoza
Leticia Murillo
Xai Vang
Irene Yang

Public – Other Present

Monica Ramirez

A. PUBLIC COMMENT

Mattie Mendez, Executive Director, introduced and welcomed Monica Ramirez, Executive Director of First 5 Madera County.

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 REMOVEAL OF ITEM E-4.

Moved by Donald Holley, 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 – July 11, 2024
- D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – July 11, 2024
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – July 10, 2024
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
 - July 2024
- D-5 Review and consider accepting the America Express and All Other Credit Card Statements:
 - June 2024
- D-6 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
 - In-Kind Report – June 2024
 - CACFP Program Report – June 2024
 - Program Information Report – June 2024
- D-7 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:
 - Monthly Enrollment Report – June 2024
 - In-Kind Report – June 2024
 - CACFP Program Report – June 2024
- D-8 Review and consider approving the 2024-2025 Madera Migrant/Seasonal Head Start program process for conducting the self-assessment.
- D-9 Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Social Services, Migrant Child Care and Development 2024-2025 Program Philosophy, Goals and Objectives and Parent Handbook.
- D-10 Review and consider approving the 2023-2024 Fresno/Seasonal Head Start Program procedure and Plan for Conducting the self-assessment.
- D-11 Review and consider approving the 2024- 2025 Fresno Migrant/Season Head Start's Planning Process/Procedure and Calendar.
- D-12 Review and consider approving the 2024-2025 Reimbursement Policy for the Policy Committee Members representing Fresno Migrant/Seasonal Head Start Program.

- D-13 Review and consider approving the Child Care Alternative Payment Program – Parent & Provider Handbook of Written Policies for FY 2024-25.
- D-14 Review the Madera County Child Advocacy Center Report for July 2024. (Informational Only)
- D-15 Review the Community Services Program Report for July 2024. (Informational Only)
- D-16 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for July 2024. (Informational Only)
- D-17 Review the Victim Services Report for June 2024. (Informational Only).

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Supervisor Leticia Gonzalez and Martha Garcia

Vote: Carried Unanimously

Board Member Steve Montes entered the room.

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving Community Action Partnership of Madera County 2023-2024 Basic, Blended, and One-time Carryover Comparison Budget Revisions to Stanislaus County of Education (SCOE). Comparison Budgets included.

Maritza Gomez-Zaragoza, Head Start Director, presented the prepared comparison budget revisions based on SCOE recommendation to balance variances between Basic, Blended and One-time Carryover budgets before closeout of the 2023-2024 program. Amendment #3 for One-time Only Carryover funds extended closeout of the 2023-2024 contract to February 2025 to complete necessary equipment purchases and maintenance projects at the centers. The 2023-2024 Basic, Blended and One-time Carryover Grant Budget Revisions will be presented for approval to the MHS Policy Committee on August 6, 2024.

Motion: APPROVE AS PRESENTED

Moved by Richard Gutierrez, Seconded by Molly Hernandez

Vote: Carried Unanimously

E-2 Review and consider approve Community Action Partnership of Madera County 2023-2024 Basic Comparison Budget Revision to Community Action Partnership of San Luis Obispo.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the Community Action Partnership of Madera County 2023-2024 Basic Comparison Budget Revision to Community Action Partnership of San Luis Obispo. The Selma Migrant Head Start Center needs the AC unit replaced. Staff have identified funds in other categories to support the expense. The 2023-2024 Basic Grant Budget Revision will be presented for approval to the FMSHS Policy Committee on August 7, 2024.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

E-3 Ratify and approve the submission of the Madera County Encampment Resolution Fund (ERF-3-R) Project application.

Mattie Mendez, Executive Director, presented regarding the submission of the Madera County Encampment Resolution Fund (ERF-3-R) Project application. The ERF-3-R will address the encampment in the Oakhurst area through a collaborative program involving Madera County and Community Action Partnership of Madera County's Homeless Engagement for Living Program (HELP) Center. The ERF-3-R funding will be allocated to target the encampment found in the Oakhurst area. The program aims to lease ten housing units from a local Oakhurst-area motel owner for eligible single adults and families. These units will serve as a triage center and interim housing to address the needs of individuals facing housing instability, homelessness, and behavioral health conditions.

Motion: APPROVE AS PRESENTED

Moved by Councilmember Steve Montes, Seconded by Richard Gutierrez

Vote: Carried Unanimously

E-4 Review and Consider approving the selected candidate for the Chief Financial Officer position.

(ITEM REMOVED FROM AGENDA)

E-5 Review and consider approving the updated employee compensation schedules and salary schedule for Community Action Partnership of Madera County (CAPMC) to reflect a 2.5% cost of living adjustment for all programs.

Mattie Mendez, Executive Director, presented regarding the updated compensation and salary schedules for all programs reflect a 2.5% cost of living adjustment (COLA) increase retroactively effective for the 2024/2025 program years. The compensation schedules are being updated to reflect the permanent COLA increase for Head Start staff (both union and non-union) and all other agency staff.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Donald Holley

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 – July 2024
- F-4 Financial Statements – June and July 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – July 2024
- F-7 CAPMC Board of Directors Attendance Report – July 11, 2024
- F-8 Staffing Changes Report for – June 1,2024 – July 19, 2024

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence from the Department of Community Services and Development ("CSD") regarding the results of a desk review of the following CSBG contracts:

- 2023 CSBG Annual 23F-4023
- 2023 Discretionary 23F-4023
- 2024 CSBG Annual 24F-3023
- 2024 Discretionary 24F-3023

H-2 Correspondence from the Office of Head Start regarding Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients.

H-3 Correspondence from the Office of Head Start regarding the approval of hiring the new Chief Financial Officer

I. ADJOURN

Vice-Chairperson, David Hernandez, adjourned the Board of Directors Meeting at 5:53 pm

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, seconded by Richard Gutierrez

Vote: Carried Unanimously