

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
September 12, 2024
1225 Gill Ave, Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:31 p.m. by Chairperson Eric LiCalsi

Members Present

Eric LiCalsi, Chairperson
David Hernandez, Vice-Chairperson
Sheriff Tyson Pogue, Secretary/Treasurer
Councilmember Steve Montes
Councilmember Jeff Troost
Debi Bray
Otilia Vasquez
Donald Holley
Richard Gutierrez
Aurora Flores

Members Absent

Deborah Martinez
Supervisor Leticia Gonzalez
Martha Garcia
Diana Palmer
Molly Hernandez

Personnel Present

Jennifer Coronado
Irene Yang
Mattie Mendez
Kelly Ryan
Nancy Contreras

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 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 – August 8, 2024
- D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – August 6, 2024
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – August 7, 2024.
- D-4 Review and consider approving the Minutes for the Madera/ Mariposa Regional & Early Head Start Executive Policy Council Committee Meeting – August 1, 2024.
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
 - August 2024
- D-6 Review and consider accepting the America Express and All Other Credit Card Statements:
 - June, July, and August 2024
- D-7 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
 - In-Kind Report – July 2024
 - CACFP Program Report – July 2024
- D-8 Review and consider approving the following **Madera Mariposa Regional Head Start** Reports:
 - In-Kind Report – June 2024
 - CACFP Program Report – June and July 2024
- D-9 Review and consider approving the following **Madera Mariposa Regional Early Head Start** Reports:
 - Monthly Enrollment Report – July 2024
 - In-Kind Report – July 2024
- D-10 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:
 - Monthly Enrollment Report – August 2024
 - In-Kind Report – July 2024
 - CACFP Program Report – 2024
- D-11 Review and consider ratifying the CACFP 2024-25 Renewal Agreement to continue participation in the CACFP program. Budget attached.

- D-12 Review and consider ratifying the submitted application to the California Office of Emergency Services (CalOES), to support the Domestic Violence Assistance (DV) Program due September 6, 2024, including any extensions and/or amendments during the funding period.
- D-13 Review and consider ratifying the submitted grant application to the California Office of Emergency Services (CalOES), to support the Rape Crisis (RC) Program due September 6, 2024, including any extensions and/or amendments during the funding period.
- D-14 Review and consider approving the 2024-2025 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.
- D-15 Review and consider approving the 2024-2025 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.
- D-16 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Fresno Migrant/Seasonal Head Start Policy Committee.
- D-17 Review and consider approving the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-18 Review and consider approving the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start Program.
- D-19 Review and consider approving the Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program.
- D-20 Review and consider approving the Madera Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-21 Review the Madera County Child Advocacy Center Report for July 2024. (Informational Only).
- D-22 Review the Child Care Alternative Payment and Resource & Referral Program Report for August 2024. (Informational Only).
- D-23 Review the Community Services Program Report for August 2024. (Informational Only).
- D-24 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for August 2024. (Informational Only).
- D-25 Review the Victim Services Report for August 2024. (Informational Only).

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Debi Bray

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the 2024 – 2028 CAPQuest Strategic Plan Performance Report.

Mattie Mendez, Executive Director, presented regarding the 2024 – 2028 CAPQuest Strategic Plan Performance Report. The 2024 Strategic Plan Performance report implemented a multi-layer plan to emphasize the uniqueness of each department and the services provided in the community. Staff updated their department's goals and rated its long-term progress through performance lights. The

agency structure and CAPMC agency strategy maps were updated to illustrate how each department is connected to CAPQuest. The emphasis on each department helps staff identify the direct role they play within CAPQuest Strategic Plan. In the future, each department will update its own parts of CAPQuest and present them at future board meetings under training. A future Board retreat will be planned to develop Board measures and initiatives. Measures and initiatives for each department will be updated as needed.

Motion: APPROVE AS PRESENTED

Moved by Sheriff Tyson Pogue, Seconded by Debi Bray

Vote: Carried Unanimously

E-2 Review and consider approving the submission of the CAPMC Welfare Benefit 2023 Form 5500 tax return by the Chief Financial Officer.

Mattie Mendez, Executive Director, presented regarding the submission of the CAPMC Welfare Benefit 2023 Form 5500 tax return by the Chief Financial Officer. CAPMC must file an annual return for its Welfare Benefit plan each calendar year. Heffernan Insurance Brokers have prepared Form 5500 for the CAPMC Welfare Benefit Plan. This information was presented at the July 11, 2024, Board of Directors meeting, but Form 5500 was not available at the time. An extension of time to file the return was approved until October 15, 2024. The return is filed electronically.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Debi Bray

Vote: Carried Unanimously

Board Member Steve Montes entered the room.

E-3 Review and consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES), to operate the Victim Witness Assistance Program from October 1, 2024, through September 30, 2025, including any extensions and/or amendments during the funding period.

Jennifer Coronado, Victim Services Program Manager, presented regarding the application to the California Office of Emergency Services (Cal OES), to operate the Victim Witness Assistance Program from October 1, 2024, through September 30, 2025, including any extensions and/or amendments during the funding period. The purpose of the VW Program is to maintain Victim Witness Assistance Centers (Centers) and provide comprehensive services to victims and witnesses of all types of violent crimes, pursuant to California Penal Code §13835, in each of California's 58 counties.

Motion: APPROVE AS PRESENTED

Moved by Sheriff Tyson Pogue, Seconded by David Hernandez

Vote: Carried Unanimously

E-4 Ratify and consider approving the submission of the Fresno Madera Continuum of Care Domestic Violence Joint Transitional Housing and Rapid Rehousing (DV Jt TH RR) Program to the Department of Housing and Urban Development (HUD). The JD Jt TH RR Program will work with survivors of domestic violence needing housing to escape abusive relationships.

Jennifer Coronado, Victim Services Program Manager, presented regarding submission of the Fresno Madera Continuum of Care Domestic Violence Joint Transitional Housing and Rapid Rehousing (DV Jt TH RR) Program to the Department of Housing and Urban Development (HUD). The DV Jt TH RR Program will provide 6 survivors of domestic violence and their children assistance with housing search, establishing a new lease/rental agreement, and paying for housing for a maximum of 24 months. This initial application is for 12 months from November 1, 2025 – October 31, 2026, using HUD's Domestic Violence Bonus funds.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Sheriff Tyson Pogue

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 – August 2024
- F-4 Financial Statements – June, July, and August 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – August 2024
- F-7 CAPMC Board of Directors Attendance Report – August 8, 2024
- F-8 Staffing Changes Report for – July 30, 2024 – September 3, 2024

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence from the Department of Community Services and Development's (CSD) regarding CAPMC's Close-Out Report for SLIHEAP Contract 23-5568.
- H-2 Correspondence from the U.S. Department of Health and Human Services regarding Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming.
- H-3 Correspondence from Fresno & Madera Counties Police Chiefs' Association regarding the 34th Annual Citizen Award Ceremony. Executive Director, Mattie Mendez, was honored by Madera County Sheriff's Office.
- H-4 Correspondence from Victim Services regarding the Community Resource Fair on October 4, 2024.

I. ADJOURN

Vice-Chairperson, David Hernandez, adjourned the Board of Directors Meeting at 5:00 pm

Motion: APPROVE AS PRESENTED

Moved by Supervisor David Hernandez, seconded by Donald Holley

Vote: Carried Unanimously

