



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

**Agenda**

**Thursday, December 12, 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 – October 10, 2024.

D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – October 8, 2024

D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – October 9, 2024.

D-4 Review and consider approving the Minutes for the Madera Regional & Early Head Start Executive Policy Council Committee Meeting – October 3, 2024.

D-5 Review and consider approving the Minutes for the Madera Regional & Early Head Start Executive Policy Council Committee Meeting – November 7, 2024.

D-6 Review and consider accepting the Bank of America Credit Card Statements:

- October 2024
- November 2024

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

- Monthly Enrollment Report – October and November 2024
- In-Kind Report – September and October 2024
- Program Information Report – September and October 2024
- CACFP Program Report – September and October 2024

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

- Monthly Enrollment Report – October and November 2024
- In-Kind Report – September and October 2024
- CACFP Program Report – September and October 2024

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

- Monthly Enrollment Report – October and November 2024
- In-Kind Report – September and October 2024

- D-10 Review and consider approving the following **Fresno Migrant and Seasonal Head Start Reports**:
- Monthly Enrollment Report – October 2024
  - In-Kind Report – September 2024
  - CACFP Program Report – September 2024
- D-11 Review and consider ratifying the submission of the application requesting continued funding from the California Department of Social Services – Child Care and Development Division (CCDD) for Fiscal Year 2025-2026
- D-12 Review and consider adopting a Resolution to certify the approval of the Governing Board to enter into transaction and subsequent amendments with the California Department of Social Services (CDSS) for the purpose of providing child care and development services and to authorize designated personnel to sign contract documents for Fiscal Year 2025-2026.
- D-13 Review and consider approving the 2025 holiday schedule.
- D-14 Review and consider approving the results of the 2024-2025 Madera Migrant/Seasonal Head Start Program Monitoring Review.
- D-15 Review and consider approving Madera Migrant/Seasonal Head Start Program Information Report for 2023-2024
- D-16 Review and consider approving Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2023-2024
- D-17 Review and consider approving the 2024-2025 Madera Regional and Early Head Start Annual Self-Assessment Procedure.
- D-18 Review and consider approving the Fresno Migrant & Seasonal Head Start 2023-2024 Program Information Report
- D-19 Review and consider approving the 2024-2025 Madera Migrant/Seasonal Head Start Goals & Objectives – Year 2.
- D-20 Review and consider authorizing a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2025.
- D-21 Review and consider ratifying the submitted grant application to the California Office of Emergency Services (Cal OES), to support the Transitional Housing (XH) Program and authorize the Executive Director to sign and submit any amendments or extensions during the funding period
- D-22 Review and consider ratifying the submitted grant application to the California Office of Emergency Services (Cal OES), to operate the Unserved/Underserved Victim Advocacy and Outreach (UV) Program from January 1, 2025, through December 31, 2025, and authorize the Executive Director to sign and submit any extensions and/or amendments during the funding period.

- D-23 Review and consider ratifying the submission of the City of Madera Community Development Block Grant (CDBG) for the Fresno Madera Continuum of Care (FMCoC) Membership Application for 2025 – 2026.
- D-24 Review and consider ratifying the Executive Director to sign and submit the City of Madera Community Development Block Grant (CDBG) Housing Stabilization Program 2025 – 2026 application.
- D-25 Review the Madera County Child Advocacy Center Report for October 2024. (Informational Only).
- D-26 Review the Child Care Alternative Payment and Resource & Referral Program Report for November 2024. (Informational Only).
- D-27 Review the Community Services Program Report for October 2024. (Informational Only).
- D-28 Review the Community Services Program Report for November 2024. (Informational Only).
- D-29 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for November 2024. (Informational Only).
- D-30 Review the Victim Services Report for November 2024. (Informational Only).

**E. DISCUSSION ITEMS**

- E-1 Elect a Nominating Committee to prepare a slate of nomination for Board Officers, the Executive Committee, the Finance Committee, and the Personnel Committee.
- E-2 Review and consider approving the job description for Housing Support Specialist and reclassification of the existing staff member to the presented position.
- E-3 Review and consider approving the job descriptions for Homeless Services Coordinator and reclassification of existing staff members to the presented position.
- E-4 Review and consider ratifying the submission of the Community Action Partnership of Madera County’s 2025-2026 Madera Migrant/Seasonal Head Start Funding Basic, Training & Technical Assistant (T&TA) and Non-Federal Share Budgets to Central California Migrant Seasonal Head Start (CCMSHS), Child and Family Division of Stanislaus County Office of Education. The budgets were distributed during the Policy Committee Meeting.
- E-5 Staff recommends that the Board of Directors accept recommendation to authorize Mattie Mendez, Executive Director and one other bank signer, to close the money market account for Head Start at West America Bank and move balance of account to CAPMC savings account at the same bank.

**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 – December 2024
- F-4 Financial Statements – September, October, November 2024

- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – October and November 2024
- F-7 CAPMC Board of Directors Attendance Report – October 10, 2024
- F-8 Staffing Changes Report for September 25, 2024 – December 3, 2024

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence from the Administration for Children & Families(ACF), Office of Head Start (OHS) from October 21-22, 2024.
- H-2 Correspondence from the Office of Head Start to All Head Start Preschool and Early Head Start Grant Recipients regarding the Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming – Technical Updates
- H-3 Correspondence from the Office of Head Start to Head Start Grant Recipients and Delegate Agencies regarding Facilities Guidance
- H-4 Correspondence from the Office of Head Start to All Head Start Preschool and Early Head Start Grant Recipients regarding the Final Rule to Delay Effective Date for Increasing the CLASS® Instructional Support Domain Competitive Threshold
- H-5 Correspondence from the Office of Head Start to All Head Start Grant Recipients regarding the Reporting Child Health and Safety Incidents.
- H-6 Correspondence from the Office of Head Start to All Head Start Recipients regarding the Fiscal Year 2025 Monitoring Process for Head Start Recipients.

**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 December 12, 2024, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on December 6, 2024.

Kelly Ryan

Grant Management and Compliance Administrator / Executive Director Support.