



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

**Agenda**

**Thursday, January 9, 2025  
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** – Judge 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 – December 12, 2024.

D-2 Review and consider accepting the Bank of America Credit Card Statements:

- December and January 2024

D-3 Review and consider accepting the America Express and All Other Credit Card Statements:

- September and October 2024

D-4 Review the Child Care Alternative Payment and Resource & Referral Program Report for December 2024. (Informational Only).

D-5 Review the Community Services Program Report for December 2024. (Informational Only).

D-6 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for December 2024. (Informational Only).

D-7 Review the Victim Services Report for December 2024. (Informational Only).

**E. DISCUSSION ITEMS**

E-1 Review and consider approving the agency-wide budget required by the CSBG Organizational Standards adopted by the State of California Community Services Division.

E-2 Review and consider authorizing a line of credit with West America Bank in the amount of \$200,000 that will mature on January 31, 2025.

E-3 Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2024.

E-4 Review and consider approving the submission of the 2025 Community Services Block Grant (CSBG) Application and Resolution with the Department of Community Services & Development (CSD). The budget will be presented during the meeting.

E-5 Review and consider authorizing the Executive Director and the Chairperson to sign and submit the Local FEMA Application on behalf of the Community Action Partnership of Madera County, Inc. (CAPMC) Board of Directors.

- E-6 Review and consider ratifying an agreement with Madera County Behavioral Health Services (MCBHS) to provide domestic violence education classes for Fiscal Year 2024-2025 and authorize the Executive Director to sign.
- E-7 Review and consider approving the job description for Finance Director – Operations position and reclassification of the existing staff member to the presented position.
- E-8 Review and consider approving the job description for Finance Director – Grants Management position and reclassification of the existing staff member to the presented position.
- E-9 Review and consider approving the job description for Staff Accountant.
- E-10 Review and consider accepting the nominations made by the Nominating Committee for the Board of Directors 2024 – 2026 term.

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

- F-1 Finance Committee Advisory Report – January 9, 2025 – 12 PM
- F-2 Personnel Committee Advisory Report – January 6, 2025 – 12 PM
- F-3 Executive Director Monthly Report – January 2024
- F-4 Financial Statements – November 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – December 2024
- F-7 CAPMC Board of Directors Attendance Report – December 12, 2024
- F-8 Staffing Changes Report for December 4, 2024 – January 3, 2025

**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 Victim Services regarding a flyer to wear blue on January 11<sup>th</sup> for Human Trafficking Awareness Day.
- H-3 Correspondence from Victim Services regarding a flyer to wear orange on February 4<sup>th</sup> for Teen Dating Violence Awareness Day.

**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 January 9, 2024, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on January 3, 2024.

Kelly Ryan

Grant Management and Compliance Administrator / Executive Director Support.