



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

Agenda

**Thursday, February 13, 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 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

- C-1 CAPMC Contingency Plan
Letter to the Board from Russ Ryan, Attorney
Presentation – Donna Tooley, CPA & Mattie Mendez

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 – January 9, 2025.

D-2 Review and consider approving the Minutes for the Madera Regional & Early Head Start Executive Policy Council Committee Meeting – December 5, 2024

D-3 Review and consider approving the Minutes for the Madera Regional & Early Head Start Executive Policy Council Committee Meeting – January 21, 2025

D-4 Review and consider accepting the Bank of America Credit Card Statements:

- January 2025
- February 2025

D-5 Review and consider accepting the America Express and All Other Credit Card Statements:

- November 2024

D-6 Review and consider approving the following **Madera Regional Head Start** Reports:

- Monthly Enrollment Report – December 2024
- In-Kind Report – December 2024
- CACFP Program Report – December 2024
- Staffing Changes – November and December 2024

D-7 Review and consider approving the following **Madera Regional Early Head Start** Reports:

- Monthly Enrollment Report – December 2024
- In-Kind Report – December 2024

D-8 Review and consider approving the Agency's CSBG Annual Report. (Informational Only)

D-9 Review and consider approving the 2024-2025 Madera Head Start and Early Head Start Self-Assessment Results, Findings and Plan of Action for Recommendations

D-10 Review and consider approving the 2025-2030 Madera Head Start and Early Head Start Community Needs Assessment for the 5-year Grant Cycle.

- D-11 Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2025-2026 program year.
- D-12 Review and consider approving the 2024-2025 Bylaws for the Madera Regional and Early Head Start Policy Council
- D-13 Review and complete the Annual Conflict of Interest Certification Form and Form 700 Statement of Economic Interest.
- D-14 Review the Child Care Alternative Payment and Resource & Referral Program Report for February 2025. (Informational Only).
- D-15 Review the Community Services Program Report for January 2025. (Informational Only).
- D-16 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for January 2025. (Informational Only).
- D-17 Review the Victim Services Data Report for January-December 2024. (Informational Only).

E. DISCUSSION ITEMS

- E-1 Review and consider approving updated hiring policies to ensure recruitment activities are consolidated to increase efficiency and update background verification processes to meet funding terms and conditions.
- E-2 Review and consider ratifying the Executive Director to sign and submit the Madera County Homeless Housing, Assistance, and Prevention (HHAP) Round 5 Application.
- E-3 Review and consider ratifying the submitted grant application to Cal OES, to operate the Child Advocacy Center (KC) Program due on January 17, 2025, and authorize the Executive Director to sign and submit any extensions or amendments during the funding period.
- E-4 Review and consider approving the West America Bank Business Signature Card and Agreement
- E-5 Review and consider approving staff's request for the slot reduction and conversion of Head Start slots to Early Head Start slots effective program year 2025-2026.
- E-6 Review and consider approving the submission of the Community Action Partnership of Madera County's 2025-2026 (June 1, 2025 – May 31, 2026) Madera Head Start & Early Head Start Refunding Application

F. ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS

- F-1 Finance Committee Advisory Report – None
- F-2 Personnel Committee Advisory Report – None
- F-3 Executive Director Monthly Report – January 2025
- F-4 Financial Statements – December 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – January 2024
- F-7 CAPMC Board of Directors Attendance Report – January 9, 2025

F-8 Staffing Changes Report for January 3, 2025 – February 4, 2025

G. CLOSED SESSION

None

H. CORRESPONDENCE

H-1 Correspondence from the CAPMC regarding a flyer for Volunteer Income Tax Assistance (VITA) program on Saturdays February 8th – April 12th.

I. ADJOURN

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 February 13, 2025, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on February 7, 2025.

Kelly Ryan

Grant Management and Compliance Administrator / Executive Director Support.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
January 9, 2025
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 Judge Eric LiCalsi

Members Present

Chairperson Judge Eric LiCalsi
Secretary/Treasurer Sheriff Tyson Pogue
Deborah Martinez
Chairwomen Supervisor Leticia Gonzalez
Councilmember Steve Montes
Councilmember Jeff Troost
Debi Bray
Donald Holley
Richard Gutierrez
Diana Palmer
Molly Hernandez
Aurora Flores

Members Absent

Vice-Chairperson David Hernandez
Otilia Vasquez
Martha Garcia

Personnel Present

Mattie Mendez
Kelly Ryan
Maritza Gomez
Donna Tooley

Public – Others Present

Kip Hudson, Hudson & Company, Inc. CPAs

A. PUBLIC COMMENT

Maritza Gomez-Zaragoza, Head Start Director, shared a flyer for Community Action Partnership of Madera County 2025 Job Fair, on February 19, 2025, at 675 S. Pine Street Suite 101 Madera, CA 93637 from 2 PM – 6 PM.

Board Member Donald Holley shared information on an upcoming event to honor Martin Luther King Jr., on January 19, 2025, at MLK Middle School at 2:00 PM.

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 Donald Holley, Seconded by Aurora Flores

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

None

Board Member Councilmember Steve Montes entered the room.

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 – 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).

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

Board Member Chairwomen Supervisor Leticia Gonzalez entered the room.

E. DISCUSSION / ACTION 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.

Donna Tooley, Interim Chief Financial Officer, presented regarding the agency-wide budget required by the CSBG Organizational Standards adopted by the State of California Community Services Division. The agency-wide budget is a forecast for the upcoming fiscal year, based on the best information at the time of development. It provides the board with an overview of expected revenues and expenditures. This agency-wide budget summary is intended to complement, not replace program budgets and is prepared for the fiscal year from July 1, 2024, to June 30, 2025. This budget was reviewed and considered at the Finance Advisory Committee on Thursday, January 9, 2025 meeting at 12:00 Noon.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Deborah Martinez

Vote: Carried Unanimously

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.

Donna Tooley, Interim Chief Financial Officer, presented regarding a line of credit with West America Bank in the amount of \$200,000 that will mature on January 31, 2025. The agency has maintained a line of credit for many years with West America Bank. The line of credit of \$200,000 will mature January 31, 2025. CAPMC established the line of credit for emergencies. There are no plans to utilize the line of credit. It will only be in place in the event of a cash flow shortage.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Debi Bray, Seconded by Secretary/Treasurer Sheriff Tyson Pogue

Vote: Carried Unanimously

Board Member Richard Gutierrez entered the room.

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

Kip Hudson, Hudson & Company, Inc. CPAs, presented regarding the auditor reports and the audited financial statements for the year ended June 30, 2024. There were not any questioned costs or findings for the year. The agency audit report was unmodified. The audited financial statements and the management letter was presented at the Finance Advisory Committee on Thursday, January 9, 2025, meeting at 12:00 Noon

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Aurora Flores

Vote: Carried Unanimously

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.

Mattie Mendez, Executive Director, presented regarding submission of the 2025 Community Services Block Grant (CSBG) Application and Resolution with the Department of Community Services & Development (CSD). CSBG is funded under the U.S. Department of Health and Human Services, Administration for Children and Families, passed through the State of California Community Services and Development. CSBG is designed to provide a range of services to assist low-income families and individuals. The contract period is from January 1, 2025 through April 30, 2026.

Motion: APPROVE AS PRESENTED

Moved by Secretary/Treasurer Sheriff Tyson Pogue, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

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.

Mattie Mendez, Executive Director, presented regarding the Local FEMA Application on behalf of the Community Action Partnership of Madera County, Inc. (CAPMC) Board of Directors. CAPMC has received FEMA funding since 1983. The National Board for FEMA has announced the awards for Phase 42, Madera County's allocation is \$95,524. All funding received for the Local Recipients must be spent in Madera County. Funding was used for Served Meals, Other Food, Mass Shelter and Administrative.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Deborah Martinez

Vote: Carried Unanimously

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.

Mattie Mendez, Executive Director, presented regarding 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. Madera County Department of Behavioral Health Services has contracted with CAPMC-Victim Services to conduct domestic violence educational classes to their clients for over ten years. We provide education on victims' rights, resources, and the impact of domestic violence on survivors and their children.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

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.

Donna Tooley, Interim Chief Financial Officer, presented regarding the job description for Finance Director – Operations position and reclassification of the existing staff member to the presented position. This position is created to handle functions in the areas of general accounting, payrolls, fringe benefits, account payables, expenditure controls, general ledger maintenance and overall fiscal and administration operations and management. This item was reviewed and considered in the Personnel Committee Advisory Meeting on January 6, 2025.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Chairwomen Supervisor Leticia Gonzalez

Vote: Carried Unanimously

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.

Donna Tooley, Interim Chief Financial Officer, presented regarding the job description for Finance Director – Grants Management position and reclassification of the existing staff member to the presented position. This position is created to handle functions in the areas of managing grant applications, budget development, expenditure control, monitoring grant awards, ensuring compliance with grant regulation, performing accounting, auditing and fiscal analysis duties for the agency's fiscal records and monthly financial statement, cash flow analysis, monthly reconciliation, reports for funders and annual audits. This item was reviewed and considered in the Personnel Committee Advisory Meeting on January 6, 2025.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Chairwomen Supervisor Leticia Gonzalez

Vote: Carried Unanimously

E-9 Review and consider approving the job description for Staff Accountant.

Donna Tooley, Interim Chief Financial Officer, presented regarding the job description for Staff Accountant. This position is created to perform the full range of professional level accounting tasks and duties that include maintaining, developing, and analyzing fiscal statements and records. The position was created on 7/15/2011 and has been inactive since 6/9/2017. It has been recognized to reactivate this classification to meet the current work functions in the Fiscal Department. This item was reviewed and considered in the Personnel Committee Advisory Meeting on January 6, 2025.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Deborah Martinez

Vote: Carried Unanimously

E-10 Review and consider accepting the nominations made by the Nominating Committee for the Board of Directors 2024 – 2026 term.

Mattie Mendez, Executive Director, presented regarding the nominations made by the Nominating Committee for the Board of Directors 2024 – 2026 term. The Nominating Committee met on January 6, 2025, and prepared a slate of nominations. The Chairperson, Vice Chairperson and Secretary/Treasurer will serve until 2026. Each officer serves a two-year term.

Motion: APPROVE AS PRESENTED

Moved by Chairwomen Supervisor Leticia Gonzalez, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – January 9, 2025 – 12 PM
- F-2 Personnel Committee 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, 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 Victim Services regarding a flyer to wear blue on January 11th for Human Trafficking Awareness Day.
- H-3 Correspondence from Victim Services regarding a flyer to wear orange on February 4th for Teen Dating Violence Awareness Day.

I. ADJOURN

Chairperson Judge Eric LiCalsi, adjourned the Board of Directors Meeting at 6:13 pm

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Aurora Flores

Vote: Carried Unanimously

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera Regional & Early Head Start Policy Council Committee Meeting
Thursday, December 5, 2024
MINUTES

The Madera Regional & Early Head Start Policy Council Committee meeting was called to order by Otilia Vasquez at 5:37 p.m.

Committee Members Present

Alexandra Parkhill
Ana Rodriguez
Jasmin Lucas
Connie Hernandez
Griselda Solorio
Otilia Vasquez
Michelle Manning
Irene Gomez

Committee Members Absent

Arianna Ruiz
Monica Juarez
Michelle Castro
Martha Garcia

Personnel Present

Maritza Gomez-Zaragoza, Program Director
Jissel Rodriguez, Executive Administrative Assistant
Maribel Aguirre, Parent and Governance Specialist
Yareny Pumarejo, Area Manager

ROLL CALL

A. PUBLIC COMMENT

Ms. Aguirre announced that the enrollment & attendance report will be shared during today's meeting since it was not included in the packet.

- B. TRAINING** – 2023-2024 Child Outcomes: Area Manager, Yareny Pumarejo presented on how teachers assess children's development and how other staff can also observe children as they explore their environments. She explained the different reasons why we are required to assess children. Reviewed data from 2023-2024 for the Regional and EHS program. Parents had no questions

C. ADOPTION OF THE AGENDA

C-2 Otilia Vasquez asked for the motion to approve the agenda as presented. Motion made by Irene Gomez, seconded by Michelle Manning to approve the agenda as presented. Motion carried unanimously.

D. ADJOURN TO CLOSED SESSION – None

E. APPROVAL OF MINUTES

E-1 Minutes Madera Regular Regional and Early Head Start Policy Council Meeting – November 7, 2024. Motion made by Alexandra Parkhill, seconded motion by Griselda Solorio. Motion carried unanimously.

F. DISCUSSION / ACTION ITEMS

F-1 The Policy Council was Review and consider approving the 2024-2025 Bylaws for the Madera Regional and Early Head Start Policy Council – Ms. Aguirre mentioned the Bylaws were given out at the November Policy Council meeting and parents had 30 days to review. Parents did not have any questions, suggestions or concerns.

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes (October 2024) – Ms. Aguirre reviewed the staffing changes for the month of October. Parents had no questions about the report.

G-2 Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (November 2024) – Ms. Aguirre reviewed the credit card expenses. No questions were asked.

G-3 Budget Status Reports (October 2024) – Ms. Aguirre reviewed the current budget.

G-4 In-Kind Report (October 2024) – Ms. Aguirre reviewed the in-kind percentages for the Regional and Early programs.

G-5 Program Enrollment & Attendance Report (November 2024) – Ms. Aguirre went over the enrollment and attendance report for the RHS & EHS program.

G-6 CACFP Monthly Report (October 2024) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for October.

H. POLICY COMMITTEE MEMBER REPORTS

H-1- Center Report – Otilia (Mis Tesoros) shared that at the center they are learning about insects. She shared that the teachers were dressed as insects for the opening ceremony of the study.

H-2- BOD report – Ms. Gomez-Zaragoza shared that all items presented today will be presented at the next board meeting. Otilia announced that the BOD approved the Victim.

H-3 Active Supervision – Ms. Gomez-Zaragoza asked parents to make sure that gates are latched correctly. If there is anything concerning at the center contact the director and if it continues contact Maribel.

I. CORRESPONDENCE

I-1 Program Instruction from the Office of Head Start regarding Final Rule to Delay Effective Date for Increasing the CLASS® Instructional Support Domain Competitive Threshold; Issuance Date: 11/06/2024

I-2 Information Memorandum from the Office of Head Start regarding Reporting Child Health and Safety Incidents, Issuance Date:11/07/24

I-3 Information Memorandum from the Office of Head Start regarding Fiscal Year 2025 Monitoring Process for Head Start Recipients; Issuance Date: 11/08/24

J. FUTURE AGENDA ITEMS

J-1 Self-Assessment Results and Corrective Plan of Action

J-2 2023-2024 Annual Report

K. ADJOURNMENT

Otilia Vasquez asked for a motion to adjourn the meeting at 6:35 p.m. Motion made by Alexandra Parkill, seconded by Michelle Manning. Motion carried unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera Regional & Early Head Start Executive Policy Council Committee Meeting
Tuesday, January 21, 2025
MINUTES

The Madera Regional & Early Head Start Executive Policy Council Committee meeting was called to order by Otilia Vasquez at 5:37 p.m.

Committee Members Present

Jasmin Lucas
Ana Rodriguez
Otilia Vasquez
Arianna Ruiz

Committee Members Absent

Personnel Present

Maritza Gomez-Zaragoza, Program Director
Jissel Rodriguez, Executive Administrative Assistant
Maribel Aguirre, Parent and Governance Specialist

ROLL CALL

A. PUBLIC COMMENT

Ms. Lucas asked if classes/or information will be presented regarding immigration. Ms. Gomez-Zaragoza mentioned that there will be a meeting to be held tomorrow at 5 pm with information.

B. TRAINING – None.

C. ADOPTION OF THE AGENDA

C-2 Otilia Vasquez asked for the motion to approve the agenda as presented. Motion made by Ana Rodriguez, seconded by Jasmin Lucas to approve the agenda as presented. Motion carried unanimously.

D. ADJOURN TO CLOSED SESSION – None

E. APPROVAL OF MINUTES

E-1 Minutes Madera Regular Regional and Early Head Start Policy Council Meeting – December 5, 2024. Motion made by Jamin Lucas, seconded motion by Ana Rodriguez. Motion carried unanimously.

F. DISCUSSION / ACTION ITEMS

F-1 Review and consider approving the 2025-2030 Madera Head Start and Early Head Start Community Assessment for the 5-year Grant Cycle – Ms. Gomez-Zaragoza mentioned in the packet has the executive summary. The information is used to show the Office of Head Start there is still a need for the program. The finding is the number of children between 0-3 is declining.

Otilia Vasquez requested the motion to approve the 2025-2030 Madera Head Start and Early Head Start Community Assessment for the 5-year Grant Cycle. Jasmin Lucas made the first motion, seconded by Ana Rodriguez.

F-2 Review the 2023-2024 CAPMC Madera Head Start Annual Report – Ms. Gomez-Zaragoza went over the annual report and the information the report contains.

F-3 Review and consider approving the 2024-2025 Madera Head Start and Early Head Start Self-Assessment Results, Findings and Plan of Action for Recommendations – Ms. Gomez-Zaragoza mentioned that in December we took a week to do file review. The education team found strengths/highlights. She went over the recommendations.

Otilia Vasquez requested the motion to approve the 2024-2025 Madera Head Start and Early Head Start Self-Assessment Results, Findings and Plan of Action for Recommendations. Jasmin Lucas made the first motion, seconded by Arianna Ruiz.

G. ADMINISTRATIVE REPORTS

None.

H. POLICY COMMITTEE MEMBER REPORTS

H-1- Center Report – Maritza – She shared state program centers will be doing photography study.

Otilia Vasquez (MT) – The center will be having a friendship dance.

H-2- BOD report – All items presented at the last meeting were approved. All items presented today will be presented at the next board meeting.

H-3 Active Supervision – Ms. Gomez-Zaragoza asked parents to make sure that gates are locked, to remind parents to supervise their own children. If there is anything concerning at the center contact the director and if it continues contact Maribel.

I. CORRESPONDENCE

None.

J. FUTURE AGENDA ITEMS

J-1 2025-2026 Refunding Grant Application

J-2 Presenting the new RHS/EHS Program Goals for 2025-2030

J-3 Enrollment Selection Criteria and the Recruitment Procedure for the 2025-2026

J-4 Training – Family Engagement Data

K. ADJOURNMENT

Otilia Vasquez asked for a motion to adjourn the meeting at 6:06 p.m. Motion made by Jasmin Lucas, seconded by Ana Rodriguez. Motion carried unanimously.

Bank of America Business Card
Credit Card Charges

January 2025 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
12/06/24	FAST TRACK CAR WASH	No	Car wash for Administration's company car	\$17.00	200.0-6640-2.0-000-90	Yes
12/07/24	TEXAS ROADHOUSE	No	Lunch for Administration, Community services, Information Technology	\$978.66	200.0-6121-2.0-000-90	Yes
12/09/24	MAILCHIMP	No	Mass Communication Software (IT)	\$60.00	200.0-6130-2.0-000-90	Yes
12/11/24	DD *DOORDASH WESTCOAST	No	Lunch for Migrant/Seasonal Head Stary Policy Meeting	\$147.44	321.0-6121-3.2-000-00	Yes
12/12/24	PANDA EXPRESS	No	Dinner for Board of Directors Meeting	\$301.72	200.0-6121-2.0-000-90	Yes
12/18/24	HILTON HOTEL SAN DIEGO	No	Lodging for Mattie Mendez for NHSA Parent & Family Engagement Conference, San Diego CA (12/16-12/19)	\$677.76	200.0-6714-2.0-000-90	Yes
12/19/24	RBT PANDA EXPRESS #183 EasySavings NY	No	Credit from Panda Express	-\$12.07	200.0-6121-2.0-000-90	No
			Total	\$2,170.51		

I certify that the items and charges above are true and correct and that the charges incurred have been for business purposes only. Receipts are attached (if available)

Mattie Mendez, Executive Director

Date: January 10, 2025

**Bank of America Business Card
Credit Card Charges**

January 2025 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
12/29/2024	Amazon Digital	No	Fraud charge Filed claim with BofA on 1/6/204 Claim#250106A188A8 Resolution Letter and credit to the charge will be issued within a week.	1.99		No
12/30/2024	California Chamber of Commerce	27104	2025 Employment Posters	143.90 23.93 263.23 287.16 287.16 23.93 95.72	200.0-6110-2.0-000-90 224.0-6110-2.0-000-00 311.0-6110-3.1-000-00 321.0-6110-3.2-000-00 331.0-6110-3.3-000-00 371.0-6110-3.1-000-00 508.0-6110-5.0-000-00	Yes
TOTAL:				1127.02		

Bank of America Business Card
Credit Card Charges

February 2025 Statement

Xai Vang / Information Technology

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
1/7/2025	Amazon	N/A	HP printer paper tray	\$ 207.01	200.0-6112-2.0-000-90	Yes
1/7/2025	Amazon	N/A	HDMI over Cat6 extender	\$ 46.27	200.0-6112-2.0-000-90	Yes
1/9/2025	Wonder Idea Technology	N/A	Agency PPP electronic flip book	\$ 35.00	200.0-6112-2.0-000-90	Yes
1/14/2025	Amazon	N/A	Power strip	\$ 23.64	311.0-6112-3.1-004-00	Yes
1/14/2025	iStock	N/A	Stock photos for Agency website	\$ 70.00	200.0-6112-2.0-000-90	Yes
1/15/2025	Amazon	N/A	Digital Camera SD Card & Flash	\$ 231.13	200.0-6112-2.0-000-90	Yes
1/15/2025	Amazon	N/A	Camera tripod & USB adapter	\$ 66.84	200.0-6112-2.0-000-90	Yes
1/15/2025	Amazon	N/A	Power strip	\$ 23.64	311.0-6112-3.1-004-00	Yes
1/16/202	Amazon	N/A	USB hub	\$ 23.13	200.0-6112-2.0-000-90	Yes
1/27/2025	Amazon	N/A	Laptop Battery	\$ 51.68	200.0-6112-2.0-000-90	Yes
				\$ 778.34		

**Bank of America Business Card ending 8462
Credit Card Charges**

E-4

January 2025 Statement
Ana Gudino / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
			Total			

I certify that the items and charges above are true and correct, and that the charges inquired have been for business purposes only. Receipts are attached (if available)

January 13, 2025

Ana Gudino, Program Manager
Community Services

MBNA America Business Card
 Credit Card Charges
January / enero 2025 Statement
Maritza Gomez / Regional Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
12/04/2024	NA	Target	Items for Christmas Parade float	\$37.90	311.0-6130-3.1-000-00	Yes
12/09/2024	26869	Walmart	Kitchen supplies	\$151.10	390.1-6122-3.9-000-00	Yes
12/18/2024	NA	Teachstone	CLASS recertification	\$135.00	310.0-6742-3.1-000-00	Yes
12/18/2024	NA	Teachstone	CLASS recertification	\$135.00	310.0-6742-3.1-000-00	Yes
11/19/2024	NA	Zoom	Video Conferencing system	\$7.99	311.0-6130-3.1-000-00 50%	Yes
12/19/2024	NA	Teachstone	CLASS recertification	\$35.00	311.0-6742-3.1-000-00 35% (\$35.00)	Yes
12/21/2024	NA	Zoom	Video Conferencing system	\$15.99	331.0-6130-3.3-000-00	Yes
12/20/2024	NA	Tahoe Joe's	Staff Wellness Lunch	\$134.70	311.0-6121-3.1-000-00 35% (\$134.70)	
TOTAL				\$652.68		

Comments: I certify that the items and charges above are true and correct and that the charges inquired have been for business purposes only. Receipts are attached (if available).

 Maritza Gomez, Head Start Director

 Date

American Express
Credit Card Charges
NOVEMBER 2024 Statement
 Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	7244.31	Yes
Comcast	Net service	1162.55	Yes
Community Playthings	Supplies for centers	0.00	No
Discount School Supply	Supplies for centers	999.08	Yes
Ecolab	Dishwasher rental/repairs	0.00	No
Fedex	Postage	320.96	Yes
Lakeshore	Supplies for centers	25522.66	Yes
Matson Alarm	Alarm service	711.00	Yes
Verizon	Wireless devices	5607.58	Yes
Office Depot	Supplies for office/centers	7611.54	Yes
	TOTAL	49179.68	11/29/24
			LA

October 2024 Statement

Name of Vendor	Description	Amount / Cantidad	Amount Charged to RHS	Amount Charged to EHS	Receipt
ATT	Telephone	17,130.76	7,533.90	226.73	Yes
Comcast	Net service	1,162.10	0.00	0.00	Yes
Community Playthings	Supplies for centers	15,908.54	14,877.36	0.00	Yes
Discount School Supply	Supplies for centers	0.00	0.00	0.00	Yes
Ecolab	Dishwasher rental/repairs	0.00	0.00	0.00	Yes
Fedex	Postage	285.42	0.00	0.00	Yes
Lakeshore	Supplies for centers	17,279.67	7,308.39	0.00	Yes
Matson Alarm	Alarm Service	695.36	99.69	6.50	Yes
Verizon	Wireless devices	5607.58	915.80	239.46	Yes
Office Depot	Supplies for office/centers	7,993.29	959.44	37.41	Yes
USAC	Return erate monies	19,083.02	0.00	0.00	
	TOTAL				10/28/24 LA
		\$85,145.74	\$31,694.58	\$510.10	

September 2024 Statement

Name of Vendor	Description	Amount	Amount Charged to EHS	Amount Charged to RHS	Receipt
ATT	Telephone	\$17,517.34	\$226.73	\$7,253.14	Yes
Comcast	Net service	\$1,040.06	0.00	0.00	Yes
Community Playthings	Supplies for centers	\$15,653.32	0.00	0.00	Yes
Discount School Supply	Supplies for centers	\$0.00	0.00	0.00	Yes
Ecolab	Dishwasher rental/repairs	\$148.31	0.00	0.00	Yes
Fedex	Postage	\$291.06	0.00	\$23.98	Yes
Lakeshore	Supplies for centers	\$1,633.97	0.00	\$65.73	Yes
Matson alarm	Alarm service	\$905.25	\$13.97	\$135.77	Yes
Verizon	Wireless devices	\$6,328.47	\$239.41	\$864.29	Yes
Office Depot	Supplies for offices/centers	\$12,336.70	\$386.01	\$4,008.71	Yes
					Yes
	TOTAL				09/28/24
		\$55,854.48	\$886.12	\$12,351.62	LA

September 2024 Statement

Card Holder	Description	Amount	Amount Charged to EHS	Amount Charged to RHS	Receipt
Irene Yang	Items for wellness cart and vending machine	1112.89	0.00	0.00	Yes
Maritza Gomez- Zaragoza	Items for program	100.82	19.69	216.67	Yes
Jennifer Coronado	Items for program	299.10			Yes
	TOTAL	\$1512.81	\$19.69	\$216.67	

J

Credit Card Charges

October 2024

Fiscal

Name of Vendor	Description	Amount	Amount charged to RHS	Amount charged to EHS	Receipt
Walmart/ Capital One	Supplies for centers	\$1,646.17	\$199.51	\$0.00	Yes
Home Depot	Supplies for centers	\$9,091.308	\$2,692.07	\$0.00	Yes
Wex Bank (Chevron)	Fuel	\$0.00	\$0.00	\$0.00	Yes
Wex Bank (Valero)	Fuel	\$2,009.72	\$974.23	\$203.69	Yes
	Totals	\$12,746.97	\$3,865.81	\$203.69	

01/25
J D C

Card Member Service Costco Credit Card

October 2024

Fiscal

Card Holder	Description	Amount	Amount charged to RHS	Amount charged to EHS
Irene Yang	Items for wellness cart and annual event	742.56	0.00	0.00
Jennifer Coronado	Card Error Used	10.49	0.00	0.00
Maritza Gomez-Zaragoza	Items for Program	\$1,256.67	\$405.58	\$8.33
	Totals	\$1,256.67	\$405.58	\$8.33

10/24
J D C

Agency Credit Card Charges September 2024

Fiscal

Name of Vendor	Description	Amount	Amount charged to RHS	Amount charged to EHS
Home Depot	Supplies for centers	\$7,059.99	\$2,523.93	\$3.93
Wex Bank (Chevron)	Fuel	\$0.00	0.00	\$0.00
Walmart	Supplies for centers	\$2,160.52	\$269.20	\$0.00
Wex Bank (Valero)	Fuel	\$4,873.25	\$1,110.91	\$98.71
	Totals	\$14,093.76	\$3,904.04	\$102.64

Credit Card Charges

NOVEMBER 2024

Fiscal

Name of Vendor	Description	Amount	
Capital One/Walmart	Supplies for centers	1547.96	
Home Depot	Supplies for centers	7624.16	
Wex Bank (Chevron)	Fuel	0.00	
Wex Bank (Valero)	Fuel	4759.31	
NOV STMT DATES			
LA			

Card Member Service

COSTCO Credit Card Charges

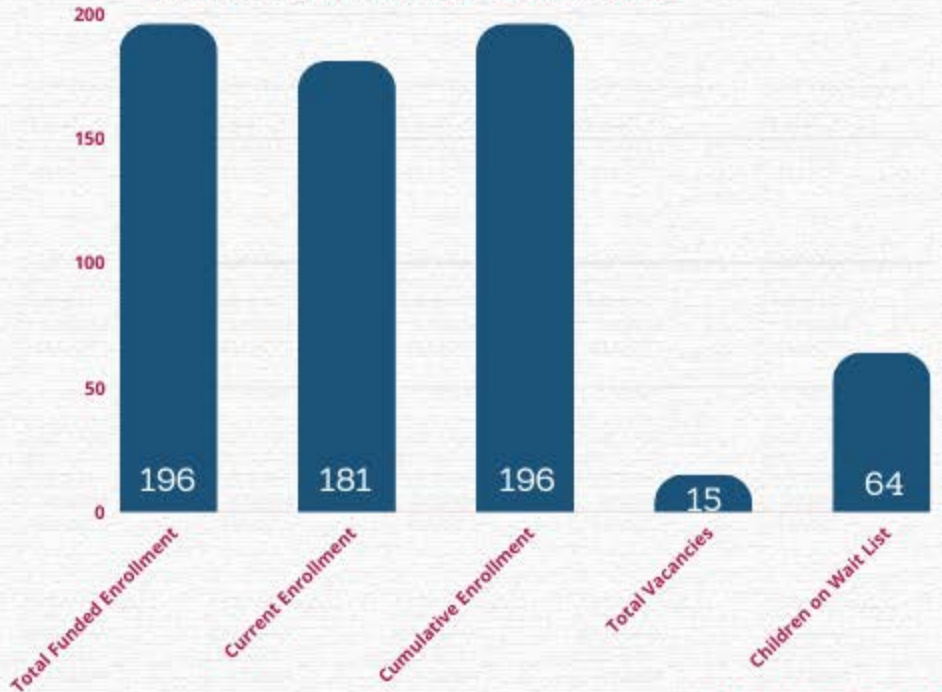
NOVEMBER 2024 Statement

Card Holder	Description	Card Amount
Maritza Gomez-Zaragoza	Items for program	374.05
Jennifer Coronado	Items for program	322.64
		696.69

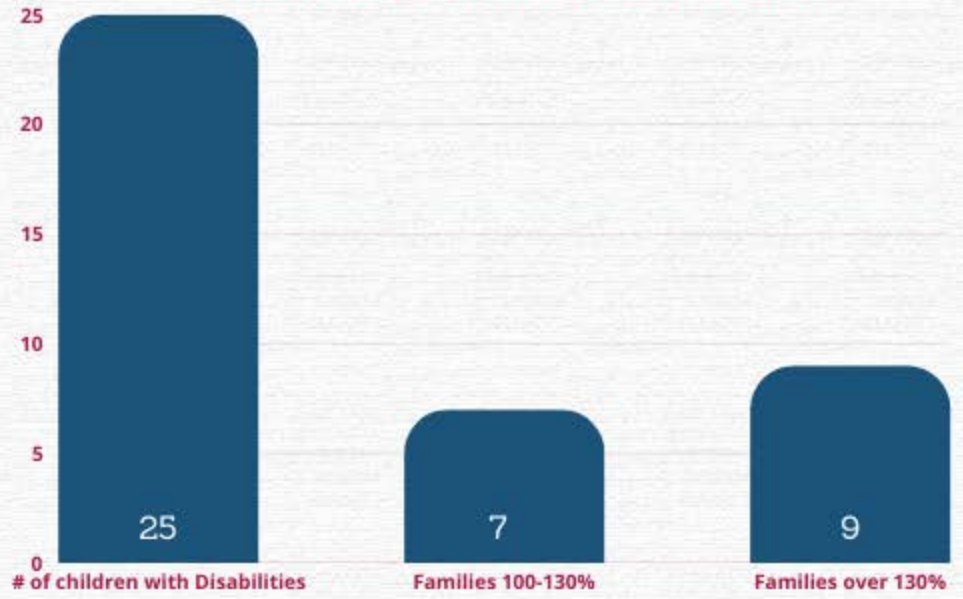


Madera Regional Head Start Monthly Enrollment Report December 2024

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



ATTENDANCE REPORT



IN-KIND MONTHLY SUMMARY REPORT

Month

December

Year

2024-25

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	136,819.00	242,085.23	30,481.68	272,566.91	(135,747.91)
A. Professional Services/Servicios Profesionales	-	1,482.25		1,482.25	(1,482.25)
B. Center Volunteers/Voluntarios en el Centro	134,118.00	240,574.66	30,481.68	271,056.34	(136,938.34)
C. Other/Policy Council/Otro/Comité de Póliza	2,701.00	28.32		28.32	2,672.68
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	4,697.00	195.00		195.00	4,502.00
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	318,251.00	118,059.30	19,676.55	137,735.85	180,515.15
Transportation/ Transportación	-	0.00		-	-
TOTAL IN-KIND	459,767.00	360,339.53	50,158.23	410,497.76	49,269.24
State Fund 319	\$1,182,560	439,035.00	100,089.92	539,124.92	643,435.08
Grand Total	1,642,327.00	799,374.53	150,248.15	949,622.68	692,704.32

B. YTD In-Kind \$ 949,622.68

C. Percent Y-T-D In-Kind 57.82%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
December-2024**

FREE MEALS	196		138
REDUCED	0		0
BASE	0		0
TOTAL	196		138

PERCENTAGES:

FREE	100.0000%		100.0000%
REDUCED	0.0000%		0.0000%
BASE	0.0000%		0.0000%
TOTAL	100.0000%		100.0000%

MEAL	#		%		RATE	=	
BREAKFAST:	1,910	X	100.0000%	X	\$2.3700		\$4,526.70
LUNCH:	2,105	X	100.0000%	X	\$4.4300		\$9,325.15
SUPPLEMENTS:	162	X	100.0000%	X	\$1.2100		\$196.02

4,177 **TOTAL FEDERAL REIMBURSEMENT** \$14,047.87

CASH IN LIEU: LUNCHES X \$0.3000 \$631.50

TOTAL REIMBURSEMENT **\$14,679.37**

STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE		% ALLOC	=	TOTAL STATE EARNINGS
TOTAL BREAKFAST	1,910	X	\$0.2137	X	100%		\$408.17
TOTAL LUNCHES	2,105	X	\$0.2137	X	100%		\$449.84
TOTAL:							\$858.01

TOTAL OF FEDERAL & STATE REIMBURESMENTS: **\$15,537.38**

	Breakfast	Lunch	Snack	Total
RHS	404	2,105	162	2,671
CSPP	1,506	-	-	1,506
	1,910	2,105	162	4,177

	RHS	CSPP	Total
TOTAL FEDERAL REIMBURSEMENT:	\$10,478.65	\$3,569.22	\$14,047.87
CASH IN LIEU:	\$631.50	\$0.00	\$631.50
TOTAL STATE REIMBURSEMENTS:	\$408.17	\$449.84	\$858.01
	\$11,518.32	\$4,019.06	\$15,537.38

CAPMC

Madera Regional/ Early Head Start Policy Committee Staffing Changes - November/December 2024

NEW HIRES

<u>EE ID #</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Hours</u>	<u>Justification</u>
61488	Teacher III	Chowchilla	11/25/2024	80	Open Postion

PROVISIONAL

<u>EE ID #</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Hours</u>	<u>Justification</u>
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SUBSTITUTES

<u>EE ID #</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Hours</u>	<u>Justification</u>
61458	Instructional Aide I / Janitor	Chowchilla	11/1/2024	80	Vacant - LOA
60688	Site Supervisor/Teacher I	Fairmead	12/2/2024	80	Vacant - LOA

CONTRACT EMPLOYEE

<u>EE ID #</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Hours</u>	<u>Justification</u>
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VOLUNTARY RESIGNATIONS

<u>EE ID #</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Hours</u>	<u>Justification</u>
61399	Advocate III	Verdell	11/8/2024	80	Resignation
60571	Advocate III	Valley West	11/8/2024	80	Resignation

TERMINATION

<u>EE ID #</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Hours</u>	<u>Justification</u>
61474	Instructional Aide I/Janitor	Fairmead	1/13/2024	80	Termination

CAPMC
Comite de Politicas de Head Start Regional
Cambios del Personal - noviembre/ diciembre 2024

NUEVOS EMPLEADOS

# DE ID EE	Posición	Ubicación	Fecha de Efectividad	Horas	Justificación
61488	Teacher III	Chowchilla	11/25/2024	80	posición abierta

PROVISIONAL

# DE ID EE	Posición	Ubicación	Fecha de Efectividad	Horas	Justificación
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SUBSTITUTO

# DE ID EE	Posición	Ubicación	Fecha de Efectividad	Horas	Justificación
61458	Asistente de maestra I	Chowchilla	11/1/2024	80	Vacante - LOA
60688	supervisora de centro/maestra I	Fairmead	12/2/2024	80	Vacante - LOA

EMPLEADO POR CONTRATO

# DE ID EE	Posición	Ubicación	Fecha de Efectividad	Horas	Justificación
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RENUNCIA VOLUNTARIA

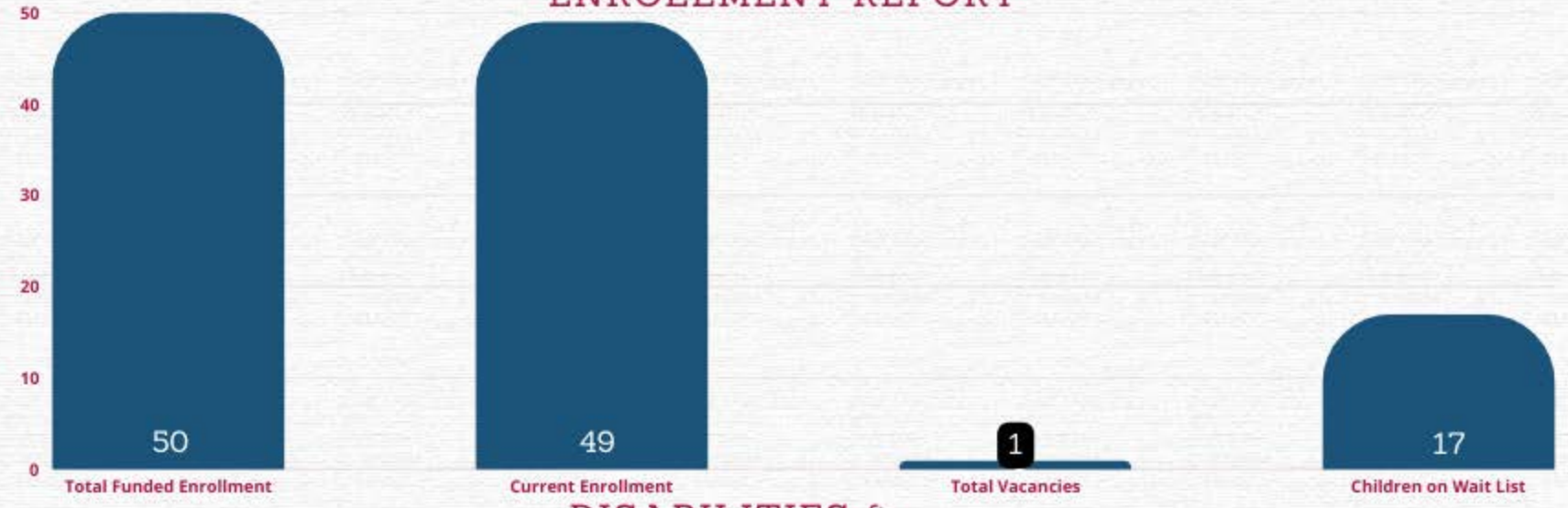
# DE ID EE	Posición	Ubicación	Fecha de Efectividad	Horas	Justificación
61399	trabajadora de familias III	Verdell	11/8/2024	80	renuncia
60571	trabajadora de familias III	Valley West	11/8/2024	80	renuncia

TERMINO DE EMPLEO

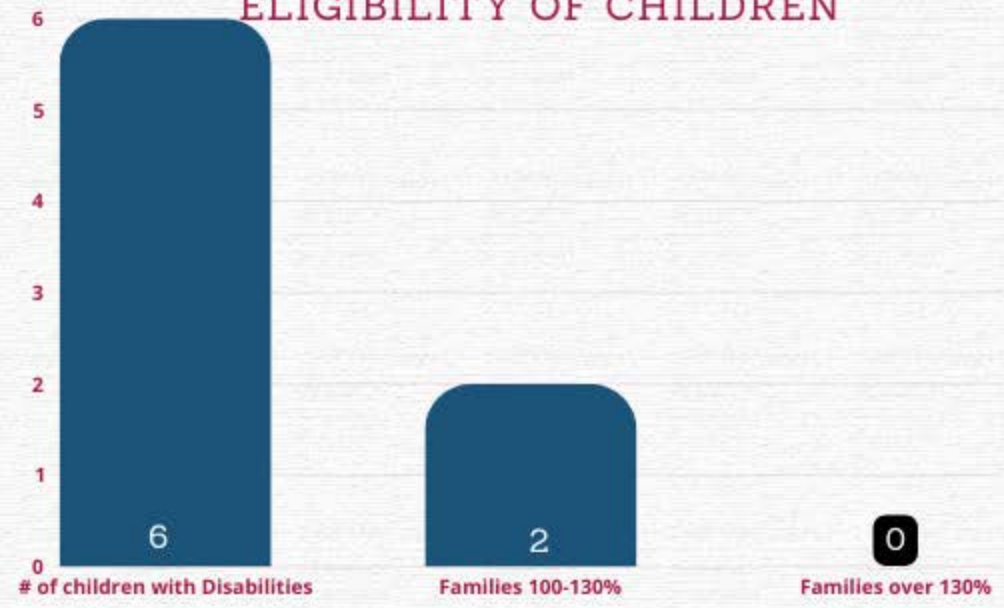
# DE ID EE	Posición	Ubicación	Fecha de Efectividad	Horas	Justificación
61474	Asistente de maestra I	Fairmead	1/13/2024	80	terminación

Madera Early Head Start Monthly Enrollment Report December 2024

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



IN-KIND MONTHLY SUMMARY REPORT

Month

December

Year

2024

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	208,787.00	172,103.30	23,921.27	196,024.57	12,762.43
A. Professional Services/Servicios Profesionales	-	0.00		-	-
B. Center Volunteers/Voluntarios en el Centro	206,086.00	172,103.30	23,921.27	196,024.57	10,061.43
C. Other/Policy Council/Otro/Comité de Póliza	2,701.00	0.00		-	2,701.00
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	451.00	0.00		-	451.00
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	-	0.00		-	-
Transportation/ Transportación	-	0.00		-	-
TOTAL IN-KIND	209,238.00	172,103.30	23,921.27	196,024.57	13,213.43

	0.00	0.00			
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Grand Total	209,238.00	172,103.30	23,921.27	196,024.57	13,213.43
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B. YTD In-Kind \$ 196,024.57

C. Percent Y-T-D In-Kind 93.68%



Report to the Board of Directors

Agenda Item Number: D-8

Board of Directors' Meeting for: February 6, 2025

Author: Jeannie Stapleton

DATE: February 3, 2025

TO: Board of Directors

FROM: Ana Gudino

SUBJECT: Review of CAPMC's Community Services Block Grant (CSBG) Annual Report for January 1, 2024 through December 31, 2024.

I. RECOMMENDATION:

Review the Agency's CSBG Annual Report. (Informational Only)

II. SUMMARY:

The CSBG contract requires Community Action Partnership of Madera County, Inc., to report annually on the National Performance Indicators (NPI). Client Characteristics and CSBG Program Accomplishments and Coordination of Funds to the Department of Community Services and Development. The report is composed of the following sections:

A. Agency Examples

B.5 - Description of the Agency's notable management accomplishments achieved during the reporting period.

B.6 - Description of ways in which the agency addressed a cause or condition of poverty in the community using an innovative or creative approach.

I.5 - Description of changes made by the agency to improve service delivery and enhance impact for individuals, families and communities with low incomes based on their in-depth analysis of performance data.

B. Module 2

Section A – CSBG Expenditures

Section B – Capacity Building

Section C – Allocated Resources

C. Module 3 - NA

Section A. – Initiatives

Section B. – NPI's

D. Module 4

Section A. – National Performance Indicator's

Section B. – Services

Section C. – Characteristics

D. DISCUSSION:

This report is organized into three areas of focus:

- Family
Low-income people become more self-sufficient.
Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.
- Agency
Partnerships among supporters and providers of services to low-income people are achieved.
Agencies increase their capacity to achieve results.
- Community
The conditions in which low-income people live are improved.
Low-income people have stake in their community.

These goals are based on the philosophies of the Results Oriented Management Accountability Next Generation (ROMA) system of managements. ROMA NG is a system for continuous quality improvement to enable the network to measure, analyze and communicate performance, which builds accountability into the daily activities of employees and the daily operations of an organization. ROMA NG will help the CSBG Network generate robust results for individuals with low-income and the communities served.

The Board of Directors shall review this report to see if the programs are meeting their goals. Attached are the indicators and sections that the agency has selected to report on. See the following pages for information.

E. FINANCING:

Total CSBG Expenditures \$525,678

CSBG Eligible Entity Management Accomplishments

In 2024, CAPMC was successful with the expansion of the HELP Center through the HUD grant, which provided enhanced services and greater reach to individuals and families facing housing instability. This expansion directly aligned with CAPMC's mission to support vulnerable populations and further demonstrated the effectiveness of informed leadership and well-executed processes.

Under the guidance of CAPMC leadership, the HELP Center's HUD expansion included the development of additional housing resources, increased case management support, and more accessible housing stability programs. The expansion also allowed CAPMC to hire additional staff, funded through CSBG resources, ensuring that the team had the necessary capacity and expertise to serve a growing number of individuals in need.

The new expanded services were designed to address not only immediate housing needs but also to provide long-term support through wraparound services that assist with employment, financial literacy, and overall family stabilization. Leadership worked closely with the community, local landlords, and housing authorities to ensure that the expanded services were accessible to as many people as possible and that they were provided in a way that was responsive to the specific needs of the area.

The expansion's success was driven by a strong focus on efficient processes that streamlined the intake and referral systems, reducing wait times and ensuring that clients could quickly access the help they needed. Staff were regularly trained to ensure they were equipped with the latest knowledge on housing resources, legal protections, and funding opportunities available to clients. Furthermore, feedback loops were established with clients, ensuring that services were continuously adapted to meet their evolving needs.

The HUD expansion also helped CAPMC build stronger community partnerships, ensuring a collaborative approach to addressing homelessness and housing instability. This broad and effective service delivery model not only enhanced the HELP Center's capacity to provide high-quality and accessible services, but it also resulted in more sustainable outcomes for families, helping them achieve long-term housing stability.

The expansion of the HELP Center through HUD funding was a hallmark of CAPMC's leadership in 2024, demonstrating how responsible, informed management, supported by CSBG staffing, can transform service delivery and significantly improve community outcomes.

Innovative Solutions Highlights

In 2024, CAPMC addressed homelessness and poverty by spearheading a new digital approach to accessing services for individuals experiencing homelessness. This initiative was designed to streamline the referral process and improve accessibility for a historically underserved population, leveraging technology to create a more efficient and user-friendly system.

CAPMC collaborated with local service providers to develop an online referral system for individuals experiencing homelessness, which allowed them to submit referral forms directly through the county's website. This approach was a direct response to the barriers many individuals faced when trying to access services, such as limited transportation or lack of access to phones or other technology. The referral system was designed to be simple, and easy to navigate increasing its accessibility to a broader demographic.

The new digital referral system not only simplified the process of connecting individuals to critical services (such as shelter, food assistance, and case management) but also reduced administrative burden for both clients and service providers. It eliminated the need for clients to physically visit multiple agencies to get referrals, streamlining communication between CAPMC, shelters, and other service providers.

With a system such as this, it helps increase access to services, reduces wait times, improves coordination more effectively and assists with enhancing data tracking and reporting, ensuring that resources are being allocated to those most in need.

CSBG funds were pivotal in supporting the development, implementation, and staffing of the digital referral system. These funds helped CAPMC hire a project manager and technical staff to develop the platform, ensure its integration with existing service systems, and provide training for service providers on how to use the new tool. Additionally, CSBG funds supported outreach efforts to educate the homeless population about the new referral process and how to access the website.

State and CSBG Eligible Entity Continuous Improvement

Community Action Partnership of Madera County, Inc (CAPMC) has been instrumental in enhancing service delivery and creating lasting impacts for individuals, families, and communities with low income. Through strategic planning, collaboration, and innovative programs, CAPMC has improved access to essential services and strengthened support systems for vulnerable populations. Three key examples of this commitment: the Madera County Strategic Plan, the Housing Our Homeless Committee, and the Tiny Homes Triage Center in partnership with the Madera Rescue Mission.

CAPMC played a crucial role in shaping the Madera County Strategic Plan, which focuses on identifying community needs, setting clear goals, and developing targeted solutions to address poverty and improve residents' well-being. The plan emphasizes housing stability, workforce development, healthcare access, and social services integration. By aligning its programs with the strategic plan, CAPMC has enhanced its ability to deliver coordinated, effective services that empower families to achieve economic self-sufficiency.

In response to the growing homelessness crisis, CAPMC has been an active partner in the Housing Our Homeless Committee, a multi-agency effort aimed at providing long-term housing solutions for individuals experiencing homelessness. This initiative fosters collaboration between local government, nonprofit organizations, and community stakeholders to create a streamlined approach to housing assistance, case management, and supportive services. By advocating for policies and funding that prioritize housing-first solutions, CAPMC has helped to expand resources and improve outcomes for unhoused residents.

A groundbreaking initiative in addressing homelessness, the Tiny Homes Triage Center, developed in partnership with the Madera Rescue Mission, provides transitional housing and critical support services for individuals in need. These small, cost-effective housing units offer a safe and stable environment where residents can access job training, mental health resources, and substance abuse treatment. The triage center serves as a bridge between homelessness and permanent housing, giving individuals the tools they need to rebuild their lives. CAPMC's involvement ensures that wraparound services are available to support residents in their journey towards self-sufficiency.

A.1.	CSBG Eligible Entity Reporting Period	Date Range
	Reporting Period	1/1/2024 - 12/31/2024

A.2.	CSBG Expenditures Domains	CSBG Funds
A.2a.	Employment	\$0.00
A.2b.	Education and Cognitive Development	\$587.00
A.2c.	Income, Infrastructure, and Asset Building	\$0.00
A.2d.	Housing	\$87,155.00
A.2e.	Health and Social/ Behavioral Development(includes nutrition)	\$208,057.00
A.2f.	Civic Engagement and Community Involvement	\$0.00
A.2g.	Services Supporting Multiple Domains	\$206,103.00
A.2h.	Linkages(e.g.partnerships that support multiple domains)	\$0.00
A.2i.	Agency Capacity Building(detailed below in Table C)	\$23,776.00
A.2j.	Other(e.g.emergency management / disaster relief)	\$0.00
A.2k.	Total CSBG Expenditures (auto-calculated)	\$525,678.00
A.3.	Of the CSBG funds reported above, report the total amount used for Administration. For more information on what qualifies as Administration, refer to IM37.	\$35,678.00

A.4.	Details on Agency Capacity Building Activities Funded by CSBG:	Selected
1.	Please identify which activities were funded by CSBG as reported under A.2i Agency Capacity in Table A.2.	
	Community Needs Assessment	
	Data Management & Reporting	X
	Strategic Planning	X
	Training & Technical Assistance	X
	Other *	
	<i>*Below please specify Other Activities funded by CSBG under Agency Capacity:</i>	

B.1. CSBG Eligible Entity Reporting Period		Date Range
	Reporting Period	1/1/2024 - 12/31/2024

B.2. Hours of Agency Capacity Building		Hours
B.2a.	Hours of Board Members in capacity building activities	283
B.2b.	Hours of Agency Staff in capacity building activities	12080

B.3. Volunteer Hours		Hours
B.3a.	Total number of volunteer hours donated to the agency	107278
B.3a.1.	Of the above, the total number of volunteer hours donated by individuals with low incomes	100777

B.4. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:		Number
B.4a.	Number of Nationally Certified ROMA Trainers	0
B.4b.	Number of Nationally Certified ROMA Implementers	3
B.4c.	Number of Certified Community Action Professionals(CCAP)	1
B.4d.	Number of Staff with a child development certification	156
B.4e.	Number of Staff with a family development certification	21
B.4f.	Number of Pathways Reviewers	0
B.4g.	Number of Staff with Home Energy Professional Certifications	0
B.4g.1.	Number of Energy Auditors	0
B.4g.2.	Number of Retrofit Installer Technicians	0
B.4g.3.	Number of Crew Leaders	0
B.4g.4.	Number of Quality Control Inspectors(QCI)	0
B.4h.	Number of LEED Risk Certified assessors	0
B.4i.	Number of Building Performance Institute(BPI) certified professionals	0
B.4j.	Number of Classroom Assessment Scoring System(CLASS) certified professionals	12
B.4k.	Number of Certified Housing Quality Standards(HQS) Inspectors	0
B.4l.	Number of American Institute of Certified Planners(AICP)	0
B.4m.	Other (Please specify others below):	

B.5. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:		Number
B.5a.	Non-Profit	16
B.5b.	Faith Based	0
B.5c.	Local Government	11
B.5d.	State Government	3
B.5e.	Federal Government	1
B.5f.	For-Profit Business or Corporation	0
B.5g.	Consortiums / Collaborations	26

B.5h.	School Districts	12
B.5i.	Institutions of Post-Secondary Education/ Training	4
B.5j.	Financial / Banking Institutions	0
B.5k.	Health Service Organizations	10
B.5l.	Statewide Associations or Collaborations	6

C.1.	CSBG Eligible Entity Reporting Period	Date Range
	Reporting Period	1/1/2024 - 12/31/2024

C.2.	Amount of FY 2024 CSBG allocated to reporting entity	Amount
C.2.	Amount	\$346,118.00

C.3.	Federal Resources Allocated (Other than CSBG)	Amount
C.3a.	Weatherization (DOE) (include oil overcharge \$\$)	\$0.00
C.3b.	Health and Human Services (HHS)	
C.3b.1.	LIHEAP - Fuel Assistance (include oil overcharge \$\$)	\$1,523,453.00
C.3b.2.	LIHEAP - Weatherization (include oil overcharge \$\$)	\$341,065.00
C.3b.3.	Head Start	\$17,163,712.00
C.3b.4.	Early Head Start	\$697,395.00
C.3b.5.	Older Americans Act	\$0.00
C.3b.6.	Social Services Block Grant (SSBG)	\$0.00
C.3b.7.	Medicare/Medicaid	\$0.00
C.3b.8.	Assets for Independence (AFI)	\$0.00
C.3b.9.	Temporary Assistance for Needy Families (TANF)	\$0.00
C.3b.10.	Child Care Development Block Grant (CCDBG)	\$4,895,601.00
C.3b.11.	Community Economic Development (CED)	\$0.00
C.3b.12.	Other HHS Resources (Please specify others below):	
	Domestic Violence Assistance	\$85,133.00
	Rape & Sexual Assault	\$23,131.00
C.3b.13.	Total Other HHS Resources	\$108,264.00
C.3c.	Department of Agriculture (USDA)	
C.3c.1.	Special Supplemental Nutrition for Women, Infants, and Children (WIC)	\$0.00
C.3c.2.	All USDA Non-Food programs (e.g. rural development)	\$0.00
C.3c.3.	All other USDA Food programs	\$528,135.00
C.3d.	Department of Housing and Urban Development (HUD)	
C.3d.1.	Community Development Block Grant (CDBG) - Federal, State, and Local	\$31,866.00
C.3d.2.	Section 8	\$0.00
C.3d.3.	Section 202	\$0.00
C.3d.4.	Home Tenant-Based Rental Assistance (HOME TBRA)	\$0.00
C.3d.5.	HOPE for Homeowners Program (H4H)	\$0.00
C.3d.6.	Emergency Solutions Grant (ESG)	\$0.00
C.3d.7.	Continuum of Care (CoC)	\$706,265.00
C.3d.8.	All other HUD programs, including homeless programs	\$0.00
C.3e.	Department of Labor (DOL)	
C.3e.1.	Workforce Innovation and Opportunity Act (WIOA) *previously WIA	\$0.00
C.3e.2.	Other DOL Employment and Training programs	\$0.00
C.3e.3.	All other DOL programs	\$0.00
C.3f.	Corporation for National and Community Service (CNCS) programs	\$0.00

C.3g.	Federal Emergency Management Agency (FEMA)	\$1,749.00
C.3h.	Department of Transportation	\$0.00
C.3i.	Department of Education	\$0.00
C.3j.	Department of Justice	\$1,466,174.00
C.3k.	Department of Treasury	\$38,956.00
C.3l.	<i>Other Federal Resources (Please specify others below):</i>	
C.3m.	Total Other Federal Resources (auto-calculated)	\$0.00
C.3n.	Total: Non-CSBG Federal Resources Allocated (auto-calculated)	\$27,502,635.00

C.4.	State Resources Allocated	Amount
C.4a.	State appropriated funds used for the same purpose as Federal CSBG funds	\$0.00
C.4b.	State Housing and Homeless programs (include housing tax credits)	\$681,346.00
C.4c.	State Nutrition programs	\$0.00
C.4d.	State Early Childhood Programs (e.g. Head Start, Day Care)	\$7,938,850.00
C.4e.	State Energy programs	\$0.00
C.4f.	State Health programs	\$100,566.00
C.4g.	State Youth Development programs	\$0.00
C.4h.	State Employment and Training programs	\$0.00
C.4i.	State Senior programs	\$0.00
C.4j.	State Transportation programs	\$0.00
C.4k.	State Education programs	\$0.00
C.4l.	State Community, Rural and Economic Development programs	\$0.00
C.4m.	State Family Development programs	\$0.00
C.4n.	<i>Other State Resources (Please specify others below):</i>	
	Victims of Crime Services - Rape & Sexual Assault, Victim Witness, & Domestic Violence	\$250,433.00
	Community Economic Resilience Fund Pass-through from United Way	\$25,683.00
C.4o.	Total Other State Resources (auto-calculated)	\$276,116.00
C.4p.	Total: State Resources Allocated (auto-calculated)	\$8,996,878.00
C.4q.	If any of these resources were also reported under Item 15 (Federal Resources), please estimate the amount.	\$0.00

C.5.	Local Resources Allocated	Amount
C.5a.	Amount of unrestricted funds appropriated by local government	\$0.00
C.5b.	Amount of restricted funds appropriated by local government	\$343,709.00
C.5c.	Value of Contract Services	\$0.00
C.5d.	Value of in-kind goods/services received from local government	\$0.00
C.5e.	Total: Local Resources Allocated (auto-calculated)	\$343,709.00
C.5f.	If any of these resources were also reported under Item 15 (Federal Resources), please estimate the amount.	\$0.00

C.6.	Private Sector Resources Allocated	Amount
C.6a.	Funds from foundations, corporations, United Way, other nonprofits	\$163,261.00
C.6b.	Other donated funds	\$6,319.00

C.6c.	Value of other donated items, food, clothing, furniture, etc.	\$556,483.00
C.6d.	Value of in-kind services received from businesses	\$0.00
C.6e.	Payments by clients for services	\$73,105.00
C.6f.	Payments by private entities for goods or services for low income clients or communities	\$0.00
C.6g.	Total: Private Sector Resources Allocated (auto-calculated)	\$799,168.00
C.6h.	If any of these resources were also reported under Item 15, 17, or 20 (Federal, State or Local Resources), please estimate the amount.	\$0.00

C7/C8	Total Resources Allocated	Amount
C.7.	Total Non-CSBG Resources Allocated: (Federal, State, Local & Private)	\$37,642,390.00
C.8.	Total Resources in CSBG Eligible Entity (including CSBG)	\$37,988,508.00

Indicators	I.) Number of Individuals Served	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
FNPI 1b. The number of unemployed adults who obtained employment (up to a living wage)		0	0	0	0
FNPI 1c. The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).		0	0	0	0
FNPI 1d. The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).		0	0	0	0
FNPI 1e. The number of unemployed adults who obtained employment (with a living wage or higher).		0	0	0	0
FNPI 1f. The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).		0	0	0	0
FNPI 1g. The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).		0	0	0	0
FNPI 1h. The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.		0	0	0	0
FNPI 1h.1. the number of employed participants who Increased income from employment through wage or salary amount increase.		0	0	0	0
FNPI 1h.2. the number of employed participants who increased income from employment through hours worked increase.		0	0	0	0
FNPI 1h.3. the number of employed participants who increased benefits related to employment.		0	0	0	0
FNPI 1z. The number of individuals: (please specify)		0	0	0	0
FNPI 1z. Number of employed individuals at risk of losing employment who maintained employment as a result of CAA interventions.		0	0	0	0
FNPI 1z. Number of youth who maintained employment for 90 days.		0	0	0	0

GeneralComment

Indicators	I.) Number of Individuals Served	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
FNPI 2a. The number of children (0 to 5) who demonstrated improved emergent literacy skills.	1279	1207	1279	100	105.965203
FNPI 2b. The number of children (0 to 5) who demonstrated skills for school readiness.	1279	1207	1279	100	105.965203
FNPI 2c. The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).	1279	1207	1279	100	105.965203
FNPI 2c.1. Early Childhood Education (ages 0-5)	1279	1207	1279	100	105.965203
FNPI 2c.2. 1st grade-8th grade	0	0	0	0	0
FNPI 2c.3. 9th grade-12th grade	0	0	0	0	0
FNPI 2d. The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total).	0	0	0	0	0
FNPI 2d.1. Ages 0-5 in Early Childhood Education	0	0	0	0	0
FNPI 2d.2. 1st grade-8th grade	0	0	0	0	0
FNPI 2d.3. 9th grade-12th grade	0	0	0	0	0
FNPI 2e. The number of parents/caregivers who improved their home environments.	0	0	0	0	0
FNPI 2f. The number of adults who demonstrated improved basic education.	0	0	0	0	0
FNPI 2g. The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.	0	0	0	0	0
FNPI 2h. The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	13	62	13	100	20.96774194
FNPI 2i. The number of individuals who obtained an Associate's degree.	0	0	0	0	0
FNPI 2j. The number of individuals who obtained a Bachelor's degree	0	0	0	0	0
FNPI 2z. Number of individuals who obtained and moved from a high school diploma and/or equivalent to post-secondary education (of any kind).	0	0	0	0	0
FNPI 2z. The number of individuals: (please specify)	0	0	0	0	0
GeneralComment					

FNPI 2a. All participants served have achieve the outcome.

FNPI 2b. All participants served have achieve the outcome.

FNPI 2c. 1 All participants served have achieve the outcome.

FNPI 2h. All participants served have achieve the outcome. The performance target is less than 80% because the majority of staff employed have already received their credential, certificate or degree and the 13 reported are new staff.

Indicators	I.) Number of Individuals Served	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
FNPI 3a. The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.	0	0	0	0	0
FNPI 3b. The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.	0	0	0	0	0
FNPI 3c. The number of individuals who opened a savings account or IDA.	0	0	0	0	0
FNPI 3d. The number of individuals who increased their savings.	0	0	0	0	0
FNPI 3e. The number of individuals who used their savings to purchase an asset.	0	0	0	0	0
FNPI 3e.1. the number of individuals who purchased a home.	0	0	0	0	0
FNPI 3f. The number of individuals who improved their credit scores.	0	0	0	0	0
FNPI 3g. The number of individuals who increased their net worth.	0	0	0	0	0
FNPI 3h. The number of individuals engaged with the Community Action Agency who report improved financial well-being.	0	0	0	0	0
FNPI 3z. The number of individuals: (please specify)	0	0	0	0	0
FNPI 3z. Number of individuals who reduced debt.	0	0	0	0	0
FNPI 3z. Number of individuals who increased their income from a non-employment source.	0	0	0	0	0
FNPI 3z. Number of individuals who started their own business.	0	0	0	0	0
FNPI 3z. Number of individuals who maintained their own business for 180 days.	0	0	0	0	0
FNPI 3z. Number of individuals who reduced their reliance on public subsidies.	0	0	0	0	0
GeneralComment					

Indicators	I.) Number of Individuals Served	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
FNPI 4a. The number of individuals experiencing homelessness who obtained safe temporary shelter.	146	22	146	100	663.6363636
FNPI 4b. The number of individuals who obtained safe and affordable housing.	148	67	148	100	220.8955224
FNPI 4c. The number of individuals who maintained safe and affordable housing for 90 days.	147	0	147	100	0
FNPI 4d. The number of individuals who maintained safe and affordable housing for 180 days.	98	0	98	100	0
FNPI 4e. The number of individuals who avoided eviction.	32	90	32	100	35.55555556
FNPI 4f. The number of individuals who avoided foreclosure.	0	0	0	0	0
FNPI 4g. The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues, etc).	0	0	0	0	0
FNPI 4h. The number of individuals with improved energy efficiency and/or energy burden reduction in their homes.	53	61	53	100	86.8852459
FNPI 4z. The number of individuals: (please specify)	0	0	0	0	0
FNPI 4z. Number of individuals who avoided a utility shut-off.	0	0	0	0	0
FNPI 4z. Number of individuals who improved physical access in their living space (wheel chair ramps, grab bars etc.).	0	0	0	0	0
FNPI 4z. Number of individuals who obtained utilities.	0	0	0	0	0
FNPI 4z. Number of individuals whose energy service was restored after disconnection	0	0	0	0	0
FNPI 4z. Number of individuals whose inoperable home energy equipment was repaired or replaced	0	0	0	0	0
GeneralComment					

FNPI 4a. All participants achieved outcome. The performance target accuracy is greater than 120% due to additional funding.

FNPI 4b. All participants achieved outcome. The performance target accuracy is greater than 120% due to additional funding.

FNPI 4c. All participants achieved outcome. The performance target accuracy is less than 80% because the agency had not reported in this area before.

FNPI 4d. All participants achieved outcome. The performance target accuracy is less than 80% because the agency had not reported in this area before.

FNPI 4 e. All participants achieved outcome. The performance target accuracy is less than 80% because we had less households qualify for the program than we did last year.

FNPI 4h. All participants achieved outcome.

Indicators	I.) Number of Individuals Served	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
FNPI 5a. The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).	0	0	0	0	0
FNPI 5b. The number of individuals who demonstrated improved physical health and well-being.	0	0	0	0	0
FNPI 5c. The number of individuals who demonstrated improved mental and behavioral health and well-being.	0	0	0	0	0
FNPI 5d. The number of individuals who improved skills related to the adult role of parents/ caregivers.	169	168	169	100	100.5952381
FNPI 5e. The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	169	168	169	100	100.5952381
FNPI 5f. The number of seniors (65+) who maintained an independent living situation.	0	0	0	0	0
FNPI 5g. The number of individuals with disabilities who maintained an independent living situation.	60	56	60	100	107.1428571
FNPI 5h. The number of individuals with chronic illness who maintained an independent living situation.	0	0	0	0	0
FNPI 5i. The number of individuals with no recidivating event for six months.	0	0	0	0	0
FNPI 5i.1. Youth (ages 14-17)	0	0	0	0	0
FNPI 5i.2. Adults (ages 18+)	0	0	0	0	0
FNPI 5z. Number of individuals who reported a better sense of food security.	0	0	0	0	0
FNPI 5z. Number of individuals who increased social inclusion.	0	0	0	0	0
FNPI 5z. Number of individuals whose lives were saved by opioid overdose reversals.	0	0	0	0	0
FNPI 5z. Number of individuals who obtained health insurance.	0	0	0	0	0
FNPI 5z. The number of individuals: (please specify)	0	0	0	0	0
FNPI 5z. Number of individuals who secured emergency protection from physical and/or emotional abuse.	0	0	0	0	0
FNPI 5z. Number of individuals who discontinued drug/alcohol use.	0	0	0	0	0
FNPI 5z. Number of individuals who remained drug/alcohol free for 180 days.	0	0	0	0	0
FNPI 5z. Number of individuals with increased safety from domestic abuse in their homes.	0	0	0	0	0
FNPI 5z. Number of individuals who remained drug/alcohol free for 90 days.	0	0	0	0	0

GeneralComment

FNPI 5d. All participants achieved outcome.

FNPI 5e. All participants achieved outcome.

FNPI 5g. All participants achieved outcome.

Indicators	I.) Number of Individuals Served	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
FNPI 6a. The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.	88	98	88	100	89.79591837
FNPI 6a.1. the number of Community Action program participants who improved their leadership skills.	88	98	88	100	89.79591837
FNPI 6a.2. the number of Community Action program participants who improved their social networks.	88	98	88	100	89.79591837
FNPI 6a.3. the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.	0	0	0	0	0
FNPI 6z. The number of individuals: (please specify)	0	0	0	0	0
GeneralComment					
FNPI 6a. All participants achieved outcome.					
FNPI 6a.1. All participants achieved outcome.					
FNPI 6a.2. All participants achieved outcome.					

Indicators	I.) Number of Individuals Served	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
FNPI 7a. The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.	1708	1871	1708	100	91.28808124
FNPI 7z. Number of households for whom both adult and child outcomes were observed and documented.	0	0	0	0	0
FNPI 7z. Number of individuals who received bundled services and achieved one or more outcomes.	0	0	0	0	0
FNPI 7z. Number of individuals who transitioned out of poverty.	0	0	0	0	0
FNPI 7z. The number of individuals: (please specify)	0	0	0	0	0
GeneralComment					
FNPI 7a. All participants served achieved the outcome.					

1 Services	Unduplicated Number of Individuals Served
SRV 1a. Vocational Training	0
SRV 1b. On the Job and other Work Experience	0
SRV 1c. Youth Summer Work Placements	0
SRV 1d. Apprenticeship/Internship	0
SRV 1e. Self Employment Skills Training	0
SRV 1f. Job Readiness Training	0
SRV 1g. Workshops	0
SRV 1h. Coaching	0
SRV 1i. Coaching	0
SRV 1j. Resume Development	1
SRV 1k. Interview Skills Training	0
SRV 1l. Job Referrals	0
SRV 1m. Job Placements	0
SRV 1n. Pre employment physicals, background checks, etc.	0
SRV 1o. Coaching	0
SRV 1p. Interactions with employers	0
SRV 1q. Employment Supplies	0
GeneralComment	

2 Services	Unduplicated Number of Individuals Served
SRV 2a. Early Head Start	88
SRV 2b. Head Start	1191
SRV 2c. Other Early Childhood (0 5 yr. old) Education	0
SRV 2d. K-12 Education	0
SRV 2e. K-12 Support Services	0
SRV 2f. Financial Literacy Education	0
SRV 2g. Literacy/English Language Education	0
SRV 2h. College Readiness Preparation/Support	0
SRV 2i. Other Post Secondary Preparation	0
SRV 2j. Other Post Secondary Support	0
SRV 2k. School Supplies	0
SRV 2l. Before and After School Activities	0
SRV 2m. Summer Youth Recreational Activities	0
SRV 2n. Summer Education Programs	0
SRV 2o. Behavior Improvement Programs (attitude, self-esteem, Dress for Success, etc.)	0
SRV 2p. Mentoring	0
SRV 2q. Leadership Training	0
SRV 2r. Adult Literacy Classes	0
SRV 2s. English Language Classes	0
SRV 2t. Basic Education Classes	0
SRV 2u. High School Equivalency Classes	3
SRV 2v. Leadership Training	0
SRV 2w. Parenting Supports (may be a part of the early childhood programs identified above)	0
SRV 2x. Applied Technology Classes	0
SRV 2y. Post Secondary Education Preparation	0
SRV 2z. Financial Literacy Education	0
SRV 2aa. College applications, text books, computers, etc.	0
SRV 2bb. Scholarships	0
SRV 2cc. Home Visits	0
General Comment	

3 Services	Unduplicated Number of Individuals Served
SRV 3a. Financial Capability Skills Training	0
SRV 3b. Financial Coaching/Counseling	0
SRV 3c. Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	0
SRV 3d. First time Homebuyer Counseling	0
SRV 3e. Foreclosure Prevention Counseling	0
SRV 3f. Small Business Start Up and Development Counseling Sessions/Classes	0
SRV 3g. Child Support Payments	0
SRV 3h. Health Insurance	0
SRV 3i. Social Security/SSI Payments	0
SRV 3j. Veteran's Benefits	0
SRV 3k. TANF Benefits	0
SRV 3l. SNAP Benefits	0
SRV 3m. Saving Accounts/IDAs and other asset building accounts	0
SRV 3n. Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)	0
SRV 3o. VITA, EITC, or Other Tax Preparation programs	0
SRV 3p. Micro loans	0
SRV 3q. Business incubator/business development loans	0
GeneralComment	

4 Services	Unduplicated Number of Individuals Served
SRV 4a. Financial Capability Skill Training	0
SRV 4b. Financial Coaching/Counseling	0
SRV 4c. Rent Payments (includes Emergency Rent Payments)	39
SRV 4d. Deposit Payments	18
SRV 4e. Mortgage Payments (includes Emergency Mortgage Payments)	0
SRV 4f. Eviction Counseling	0
SRV 4g. Landlord/Tenant Mediations	0
SRV 4h. Landlord/Tenant Rights Education	0
SRV 4i. Utility Payments (LIHEAP includes Emergency Utility Payments)	2838
SRV 4j. Utility Deposits	0
SRV 4k. Utility Arrears Payments	300
SRV 4l. Level Billing Assistance	0
SRV 4m. Temporary Housing Placement (includes Emergency Shelters)	92
SRV 4n. Transitional Housing Placements	87
SRV 4o. Permanent Housing Placements	61
SRV 4p. Rental Counseling	0
SRV 4q. Home Repairs (e.g. structural, appliance, heating systems. etc.) (Including Emergency Home Repairs)	0
SRV 4r. Independent living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	0
SRV 4s. Healthy Homes Services(e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.)	0
SRV 4t. Energy Efficiency Improvements (e.g. insullation, air sealing, furnace repair, etc.)	53
GeneralComment	

5 Services	Unduplicated Number of Individuals Served
SRV 5a. Immunizations	1250
SRV 5b. Physicals	1154
SRV 5c. Developmental Delay Screening	848
SRV 5d. Vision Screening	1099
SRV 5e. Prescription Payments	0
SRV 5f. Doctor Visit Payments	0
SRV 5g. Maternal/Child Health	0
SRV 5h. Nursing Care Sessions	0
SRV 5i. In Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)	0
SRV 5j. Health Insurance Options Counseling	0
SRV 5k. Coaching Sessions	0
SRV 5l. Family Planning Classes	0
SRV 5m. Contraceptives	0
SRV 5n. STI/HIV Prevention Counseling Sessions	0
SRV 5o. STI/HIV Screenings	0
SRV 5p. Wellness Classes (stress reduction, medication management, mindfulness, etc.)	0
SRV 5q. Exercise/Fitness	0
SRV 5r. Detoxification Sessions	0
SRV 5s. Substance Abuse Screenings	0
SRV 5t. Substance Abuse Counseling	0
SRV 5u. Mental Health Assessments	0
SRV 5v. Mental Health Counseling	0
SRV 5w. Crisis Response/Call In Responses	1597
SRV 5x. Domestic Violence Programs	613
SRV 5y. Substance Abuse Support Group Meetings	0
SRV 5z. Domestic Violence Support Group Meetings	48
SRV 5aa. Mental Health Support Group Meeting	0
SRV 5bb. Adult Dental Screening/Exams	0
SRV 5cc. Adult Dental Services (including Emergency Dental Procedures)	0
SRV 5dd. Child Dental Screenings/Exams	1081
SRV 5ee. Child Dental Services (including Emergency Dental Procedures)	0
SRV 5ff. Skills Classes (Gardening, Cooking, Nutrition)	1740
SRV 5gg. Community Gardening Activities	0
SRV 5hh. Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	0
SRV 5ii. Prepared Meals	1279
SRV 5jj. Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	191
SRV 5kk. Family Mentoring Sessions	0

SRV 5II. Life Skills Coaching Sessions	1740
SRV 5mm. Parenting Classes	0
SRV 5nn. Kits/boxes	151
SRV 5oo. Hygiene Facility Utilizations (e.g. showers, toilets, sinks	0
GeneralComment	

6 Services	Unduplicated Number of Individuals Served
SRV 6a. Voter Education and Access	0
SRV 6b. Leadership Training	0
SRV 6c. Tripartite Board Membership	15
SRV 6d. Citizenship Classes	0
SRV 6e. Getting Ahead Classes	0
SRV 6f. Volunteer Training	0
GeneralComment	

7 Services	Unduplicated Number of Individuals Served
SRV 7a. Case Management	1594
SRV 7b. Eligibility Determinations	0
SRV 7c. Referrals	4430
SRV 7d. Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair, including emergency services)	111
SRV 7e. Child Care subsidies	0
SRV 7f. Child Care payments	1081
SRV 7g. Day Centers	0
SRV 7h. Birth Certificate	9
SRV 7i. Social Security Card	16
SRV 7j. Driver's License	0
SRV 7k. Criminal Record Expungements	0
SRV 7l. Immigration Support Services (relocation, food, clothing)	6
SRV 7m. Legal Assistance	0
SRV 7n. Emergency Clothing Assistance	0
SRV 7o. Mediation/Customer Advocacy Interventions	0

GeneralComment

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained		Total
Total		6295

B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained		Total
Total		3284

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	2918
b. Female	3206
c. Other	2
d. Unknown/not reported	169
e. Total	6295

2. Age	Number of Individuals
a. 0-5	2253
b. 6-13	1276
c. 14-17	341
d. 18-24	238
e. 25-44	771
f. 45-54	312
g. 55-59	159
h. 60-64	211
i. 65-74	365
j. 75 +	243
k. Unknown / not reported	126
l. Total	6295

3. Education Levels	Number of Individuals ages 14-24	Number of Individuals ages 25+
a. Grades 0-8	202	587
b. Grades 9-12/Non-Graduate	228	552
c. High School Graduate	82	420
d. GED/Equivalency Diploma	0	0
e. 12 grade + Some Post-Secondary	20	154
f. 2 or 4 years College Graduate	9	189
g. Graduate of other post-secondary school	1	11
h. Unknown/not reported	37	148
i. Total	579	2061

4. Disconnected Youth	Number of Individuals
a. Youth ages 14-24 who are neither working or in school <input type="checkbox"/>	16

5. Health	Number of Individuals Yes	Number of Individuals No	Number of Individuals Unknown
a. Disabling Condition	1179	3598	1518
b. Health Insurance *	4932	84	1279

c. Health Insurance Sources	Number of Individuals
c.1. Medicaid	4316
c.2. Medicare	519
c.3. State Children's Health Insurance Program	24
c.4. State Health Insurance for Adults	7
c.5. Military Health Care	9
c.6. DirectPurchase	17
c.7. Employment Based	72
c.8. Unknown/not reported	1331
c.9. Total	6295

6. Ethnicity	Number of Individuals
a.1. Hispanic, Latino or Spanish Origins	4793
a.2. Not Hispanic, Latino or Spanish Origins	1305
a.3. Unknown/not reported	197
a.4. Total	6295

6. Race	Number of Individuals
b.1. American Indian or Alaska Native	202
b.2. Asian	52
b.3. Black or African American	304
b.4. Native Hawaiian and Other Pacific Islander	43
b.5. White	3671
b.6. Other	1362
b.7. Multi-race (two or more of the above)	191
b.8. Unknown/not reported	470
b.9. Total	6295

7. Military Status	Number of Individuals
a. Veteran	31
b. Active Military	5
c. Never Served in the Military	0
d. Unknown/not reported	2263
e. Total	2299

8. Work Status (Individuals 18+)	Number of Individuals
a. Employed Full Time	836
b. Employed Part Time	149
c. Migrant or Seasonal Farm Worker	157
d. Unemployed (Short Term, 6 months or less)	0
e. Unemployed (Long Term, more than 6 months)	0
f. Unemployed (Not in Labor Force)	0
g. Retired	324
h. Unknown/not reported	0
i. Total	1466

D. HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type	Number of Households
a. Single Person	808
b. Two Adults NO Children	347
c. Single Parent Female	672
d. Single Parent Male	33
e. Two Parent Household	894
f. Non-related Adults with Children	12
g. Multigenerational Household	34
h. Other	21
i. Unknown/not reported	463
l. Total	3284

10. Household Size	Number of Households
a. Single Person	808
b. Two	446
c. Three	475
d. Four	555
e. Five	421
f. Six or more	453
g. Unknown/not reported	126
h. Total	3284

11. Housing	Number of Households
a. Own	421
b. Rent	1762
c. Other permanent housing	57
d. Homeless	363
e. Other	4
f. Unknown/not reported	677
g. Total	3284

12. Level of Household Income	Number of Households
a. Up to 50%	1255
b. 51% to 75%	265
c. 76% to 100%	413
d. 101% to 125%	275
e. 126% to 150%	176
f. 151% to 175%	101
g. 176% to 200%	63
h. 201% to 250%	44

i. 251% and over	2
j. Unknown/not reported	690
k. Total	3284

13. Sources of Household Income	Number of Households
a. Income from Employment Only	348
b. Income from Employment and Other Income Source	16
c. Income from Employment, Other Income Source, and Non Cash Benefits	181
d. Income from Employment and Non-Cash Benefits	538
e. Other Income Source Only	60
f. Other Income Source and Non-Cash Benefits	1008
g. No Income	236
h. Non Cash Benefits Only	225
i. Unknown/not reported	672
j. Total	3284

14. Other Income Source	Number of Households
a. TANF	327
b. Supplemental Security Income (SSI)	388
c. Social Security Disability Income (SSDI)	118
d. VA Service-Connected Disability Compensation	2
e. VA Non-Service Connected Disability Pension	2
f. Private Disability Insurance	3
g. Worker's Compensation	3
h. Retirement Income from Social Security	609
i. Pension	49
j. Child Support	23
k. Alimony or other Spousal Support	1
l. Unemployment Insurance	0
m. EITC	4
n. Other	10
o. Unknown/not reported	1265

15. Non Cash Benefits	Number of Households
a. SNAP	983
b. WIC	876
c. LIHEAP	1150
d. Housing Choice Voucher	0
e. Public Housing	0
f. Permanent Supportive Housing	36
g. HUD-VASH	0
h. Childcare Voucher	0
i. Affordable Care Act Subsidy	0

j. Other	0
k. Unknown/not reported	720

E. Number of Individuals May or May Not be Included

a. Unduplicated number of INDIVIDUALS served in Program	Number of Individuals
Shunammite Place	61
Alternative Payment Program and Resource & Referral	1081
Victim Services	29
Strengthening Families	169
Head Start	983
Homeless Engagement for Living Program	452
Community Services	3221
Fresno Migrant Head Start	299

F. Number of Households May or May Not be Included

a. Unduplicated number of HOUSEHOLDS served in Program	Number of Households
Shunammite Place	56
Alternative Payment Program and Resource & Referral	551
Victim Services	13
Strengthening Families	126
Fresno Migrant Head Start	244
Head Start	803
Homeless Engagement for Living Program	341
Community Services	1150



Report to the Board of Directors

Agenda Item Number: D-9

Board of Directors Meeting for: February 13, 2025

Author: Maritza Gomez-Zaragoza

DATE: January 21, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Review and approve the 2024-2025 Madera Head Start and Early Head Start Self-Assessment Results, Findings and Plan of Action for Recommendations

I. RECOMMENDATIONS

Review and consider approving the 2024-2025 Madera Head Start and Early Head Start Self-Assessment Results, Findings and Plan of Action for Recommendations

II. SUMMARY

The 2024-2025 Self-Assessment was conducted during the week of December 9, 2024 through December 13, of 2024. The central office staff was divided into four teams which consisted of two or more person(s). Sites were visited based on an assessment schedule, each team was given three days to visit, observe, interview staff and review documents, files or classrooms in order to identify program findings, recommendation and strengths.

III. DISCUSSION

Staff utilized program monitoring of children's file review, observations, staff interviews using the Focus Area one protocol and desktop monitoring to identify program strengths, findings, or areas of recommendation. The program process and systems were reviewed to collect data that was utilized as part of the self-assessment to identify strengths and areas of need in the implementation of policies, procedures, and processes. The areas reviewed were:

- Quality Education and Child Development services
- CLASS and Curriculum to Fidelity
- Quality Health Program Services/Environmental Health and Safety
- Quality Family and Community Engagement Services
- ERSEA – Eligibility, Recruitment, Selection Enrollment and Attendance
- Program Design and Management

Once all information and data were collected, staff determined that there were findings in the area of Human Resources – Staff Files. Recommendations for program improvement were identified for some service areas and program strengths and/or highlights were identified for all other areas.

Staff developed the corrective plans to address findings and recommendations made to continue to increase the quality of Head Start and Early Head Start services to the children and families.

- The Executive Policy Committee approved the 2024-2025 Madera Head Start and Early Head Start Self-Assessment Results, Findings and Plan of Action for Recommendations on January 21, 2025.

IV. FINANCING: None



PROGRAM SELF-ASSESSMENT Review Year 2024-2025 PROGRAM STRENGTHS, RECOMMENDATIONS AND FINDINGS

Program: CAPMC Madera/Mariposa Preschool Head Start & Early Head Start		December 10 – December 13, 2024
Program Area	Program Strengths/Highlights	
Quality Education and Child Development Services	<ul style="list-style-type: none"> To ensure the Creative Curriculum is implemented with fidelity, every classroom has displayed a curriculum board that includes a lesson plan, intentional teaching cards, the mighty minutes utilized for the week, and the DRDP measures at a glance for teachers' reference. A coaching Corner newsletter is provided for center staff. It includes resources for teachers to implement in the classroom, highlights from the studies being implemented, mental health resources, and information about training available. Currently, two area managers and a deputy director are reliable on CLASS 2ed, the most updated CLASS scoring system. 	
Quality Health Program/Environmental Health and Safety 1302.53(a) Community Partnerships	<ul style="list-style-type: none"> The program has partnered with Madera County Department of Public Health Cribs for Kids program to provide cribs and vital education on safe sleep to 3 Early Head Start Families. The program has partnered with Madera County First 5 to bring a free vision mobile to our families where children are seen by a specialist and are provided with glasses if needed the same day. There were 14 children referred and 7 received free glasses. 	
Quality Family and Community Engagement Services	<p>1302.92(4) Training & 1302.91(e)(7) Staff Qualifications</p> <ul style="list-style-type: none"> 3 Advocates and 2 Management Staff completed the Family and Child Partners Certificate Program, which meets the requirement of the Head Start Program Performance Standards for staff who work directly with families. The program covers essential topics such as family assessment, self-care, communication skills, data utilization, engaging fathers, and comprehensive coverage of the Head Start Program Performance Standards. 7 Advocates, 4 Family Facilitators and 11 Management Staff completed the certification on Mental Health First Aid. Training provided the tools for participants to identify, understand and respond to signs of mental health and substance use challenges among adults. 	

<p>ERSEA 1302.13 Recruitment of children</p>	<p>1302.13 Recruitment of children</p> <ul style="list-style-type: none"> The program created a QR code for families to scan and quickly access the program’s digital interest form from our agency website. The program has included the QR code on the program flyer and marketing material for all families to access the interest form. All completed interest forms are routed to the ERSEA Specialist who then screens the forms and assigns them to the family advocates. Upon receiving the interest forms, the family advocates contact the families and begin the application process. When completing the interest form the parent is asked “How did you hear about the program?”, this option allows our program to capture that piece of information. This allows the program to collect the data, analyze the data, and strategize recruitment plans. 	
<p>Program Management & Quality Improvement 1302.101(b (1)) Coordinated Approaches 1302.92 Training and Professional Development</p> <p>Human Resources 1302.93(b) Mental Health Wellness</p>	<ul style="list-style-type: none"> The program has implemented a system to support new teaching staff in developing and increasing their skills in child development and CLASS 2ed by creating learning groups/cohorts. The Early Head Start Facilitators are participating in a learning group focused on Teaching Pyramid Model, increasing their knowledge and skills to support children and families in the program. The agency and the program have implemented the following activities to support staff’s mental health wellness: <ul style="list-style-type: none"> ❖ Monthly Resources via Coaching Corner ❖ Monthly Mental Wellness calendar, Wellness Webinars & Resources ❖ Monthly “wellness” boxes delivered to all HS sites ❖ October is designated as “Wellness Month” ❖ In 2025 an additional benefit will be available for program staff to access a mental health provider as needed for self and their family. Consistent file organization ensured documents were easy to locate and properly filed/kept. Head Start Human Resource staff has an effective system to verify annual training completion in order to meet Head Start Performance Standards. Mandated trainings are systematically stored in a program drive for easy verification and monitoring. 	
Program Area	RECOMMENDATION	PLAN OF ACTION
<p>Quality Education and Child Development Services</p>	<p>1302.33(b)(1) <u>Assessment for individualization.</u> The Head Start Performance Standard requires that programs conduct standardized and structured assessments. These assessments must result in</p>	<p>The following report on Learning Genie provides detailed and overall information about the progress of child observations: Progress Assessment Report / Observation Status Report.</p>

	<p>usable information for teachers, home visitors, and parents and be conducted with sufficient frequency to allow for individualization within the program year. While reviewing the DRDP assessment observations, it was identified that 32% of the assessments reviewed didn't include sufficient observations.</p> <p>Additional resources should be provided for teachers to ensure enough observations are collected. The program recommends reviewing resources available in Learning Genie to help teachers organize their observations.</p> <p>1302.33(3)(i) 18% of Education Files reviewed disclosed that staff did not review ASQ results of children with concerns with parent/guardian within 2 weeks, per outlined in Agency Policy and Procedure 33 Child Screenings and Assessments.</p>	<p>Area Managers will review the process of obtaining this report with all teaching staff during pre-service and site supervisor meetings.</p> <p>During a site supervisor meeting, Disability/Mental Health Specialist will review required timeline and then review again with all teaching staff during Pre-Service.</p>
<p>Quality Health Program/Environmental Health and Safety</p>	<p>1302.42 (d)(1) Extended follow up care. Upon reviewing 47% of children files, it was discovered that 15% of the files, were missing timely and appropriate follow-ups with failed vision/hearing screening and pending appointments.</p>	<p>Health Specialist will provide training to the staff on how to keep track of any follow-ups needed using the database system.</p>
<p>Quality Family and Community Engagement Services</p>	<p>1302.101(a)(4) Management System</p> <p>Out of 43 files reviewed from 8 centers the following was found,</p> <p>Although family goals/assessments, parent meeting surveys and parent handbook receipts were completed within the timeline, there was inconsistency with using updated forms.</p> <p>1302.53(b)- Data Systems</p> <p>During the review, it was evident that the Health & Social Service referral form was used incorrectly. It is recommended to strengthen the family data entry systems to ensure consistency with the correct use of the referral form.</p>	<ul style="list-style-type: none"> • Provide training during preservice and advocate monthly meetings on revised forms. New forms for the program year will be provided to the Advocates at the start of the program year. • Advocate shared drive will be updated with current forms only. • File monitoring will be completed prior to the 80-days' timeline to ensure current forms are being utilized. • Review and update the referral/resource policy and procedure. • Provide training and follow up during the Advocate meetings to ensure Advocates understand the system. • The implementation of the revised system will be monitored during file/desktop monitoring reviews and as needed.

		In addition, T&TA will be provided for advocates who need additional support as identified during monitoring.
ERSEA	<p><i>1302.101 (a (4), (5)) Management system – Implementation</i></p> <p>Out of the 47 files reviewed and 7 centers, the following trends were identified:</p> <ul style="list-style-type: none"> • 17% of Change of Status forms were not filed in the files. • At the 7 centers, current policies and Licensing forms were not posted on the family board. <p>1302.15 (a) Funded Enrollment Although the program was able to reach 97% of its funded enrollment, it is still recommended that enrollment data be analyzed and develop a plan to ensure full enrollment is reached in less than 30 days from the start of the program.</p>	<ul style="list-style-type: none"> • ERSEA Specialist will provide training during pre-service, T&TA when monitoring and reminders during advocate meetings. • Updated policies, Licensing forms, and ERSEA forms will be provided to the family advocates at pre-service and all policies, and forms will be uploaded on to the advocate shared drive. • ERSEA Specialist will review parent boards during file reviews to check for current policies and forms. • Staff will review enrollment data and develop a plan to address under enrollment or turnover. • Staff will consider a change in scope for the 2025-2026 program year and a conversion to Early Head Start slots.
Performance Standards: Program Area	FINDING	CORRECTIVE PLAN OF ACTION
Human Resources	<p>Upon review of Head Start staff's personnel files the following was identified:</p> <ul style="list-style-type: none"> • 66% of the files were non-compliant with updated job descriptions. • 58% were non-compliant with current Standards of Conduct. Although the form was submitted to HR, the forms were not filed in the personnel files. • Among the five new hire files reviewed, four were missing New Hire Certificates, Mandated Reporter and Bloodborne Pathogens Training Certificates. • Two files for staff promoted during the program year did not have an updated job description, offer letter, or current job application (if applicable). 	In order to address the findings, Head Start staff will set up a meeting with the Human Resources Director to develop a system to ensure all required documents and information is filed and in compliance with Head Start Performance Standards.



Report to the Board of Directors

Agenda Item Number: D-10

Board of Directors Meeting for: February 13, 2025

Author: Maritza Gomez-Zaragoza

DATE: December 19, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2025-2030 Community Assessment for Community Action Partnership of Madera County- Madera Head Start and Early Head Start

I. **RECOMMENDATIONS**

Review and consider approving the 2025-2030 Madera Head Start and Early Head Start Community Needs Assessment for the 5-year Grant Cycle.

II. **SUMMARY**

The Community Assessment describes and reviews the geographic area, the economy and workforce, characteristics of residents, available resources, and the needs of Head Start eligible families.

The 2025-2030 Community Assessment will support the refunding application to demonstrate the need of Head Start services in Madera County.

III. **DISCUSSION**

- Under the Head Start Program Performance Standards, a program must complete a comprehensive community assessment to identify the needs of the community and the need for Head Start services at the beginning of the 5-year grant cycle and updated every year thereafter.
- CAPMC has conducted the community assessment for both Madera and Mariposa Counties. The process for the completion of the assessment includes gathering of demographic data from the census and data on community resources.
- The information gathered was utilized to establish goals for the program and selection to meet the needs of children and families in the community.
- The 2025-2030 community assessment includes current data and program information that will be used for program planning and service delivery.

IV. **FINANCING:** Minimal

2025

COMMUNITY ASSESSMENT

MADERA / MARIPOSA
HEAD START



Data about the population in the service areas
of Madera County

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EXECUTIVE SUMMARY

OVERVIEW OF THE STATE RECIPIENT

Community Action Partnership of Madera County (CAPMC), a 501(c)(3) non-profit organization established in 1965 has dedicated its programs and services to address the needs of the low-income population for over the past four decades. Over the years, CAPMC has continued to evolve in order to meet the changing community needs. Although Madera County is the primary focus, CAPMC has also been awarded funds to expand Head Start services to families in Fresno County.

CAPMC's Head Start and Early Head Start programs are currently funded to serve 196 Head Start children and 50 Early Head Start children including pregnant women, and their families. The service area of these CAPMC Head Start programs includes Madera County and Mariposa County. The two counties span 3,616 square miles that border Merced and Tuolumne counties toward the north, Mono County of the east, and Fresno County to the south and east.

OUR AGENCY

VISION: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability...one life at a time.

MISSION: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

COMMUNITY ASSESSMENT PROCESS AND DATA ANALYSIS

Every five years Head Start grantees are required to conduct a comprehensive community assessment that is used in decision-making for program planning, implementation, and evaluation. The assessment is designed to help the staff and Policy Council of CAPMC Head Start programs to identify current trends in the communities they serve, understand the needs of Head Start eligible children and families, become aware of resources that are available, and define gaps. The community assessment represents a critical piece of the planning process developed to encourage strategic thinking about the agency's capacity to impact families and the community in a meaningful way. This is an ongoing process which engages staff, the Board of Directors, and community partners to stimulate understanding about the strengths, needs and resources of the communities and families we serve.

To complete the Community Assessment, CAPMC followed guidance from the Head Start Performance Standards and Office of Head Start resources. A Community Assessment Team comprised of the Head Start Director, Deputy Directors, Service Area Managers, support staff, and a consultant worked together to collect internal and external data and conduct parent surveys. The Policy Council and Board of Directors approved the Community Assessment Plan and received ongoing updates throughout the process.

Worthwhile data analysis includes reviewing both quantitative and qualitative data. For quantitative data analysis, charts, graphs and tables are formulated out of data points to seek out emerging trends. Analyzing qualitative data requires reviewing input from multiple sources, where open-ended and feedback-eliciting questions are asked of a target population.

CAPMC FINANCES

A majority of CAPMC’s \$33,431,269 annual funding allocation comes from state and federal sources. These funds are focused on services for low-income and disadvantaged populations of our community. Table 1 illustrates funding revenues by source, while table 2 exhibits the expenditures by program:

Table: 1

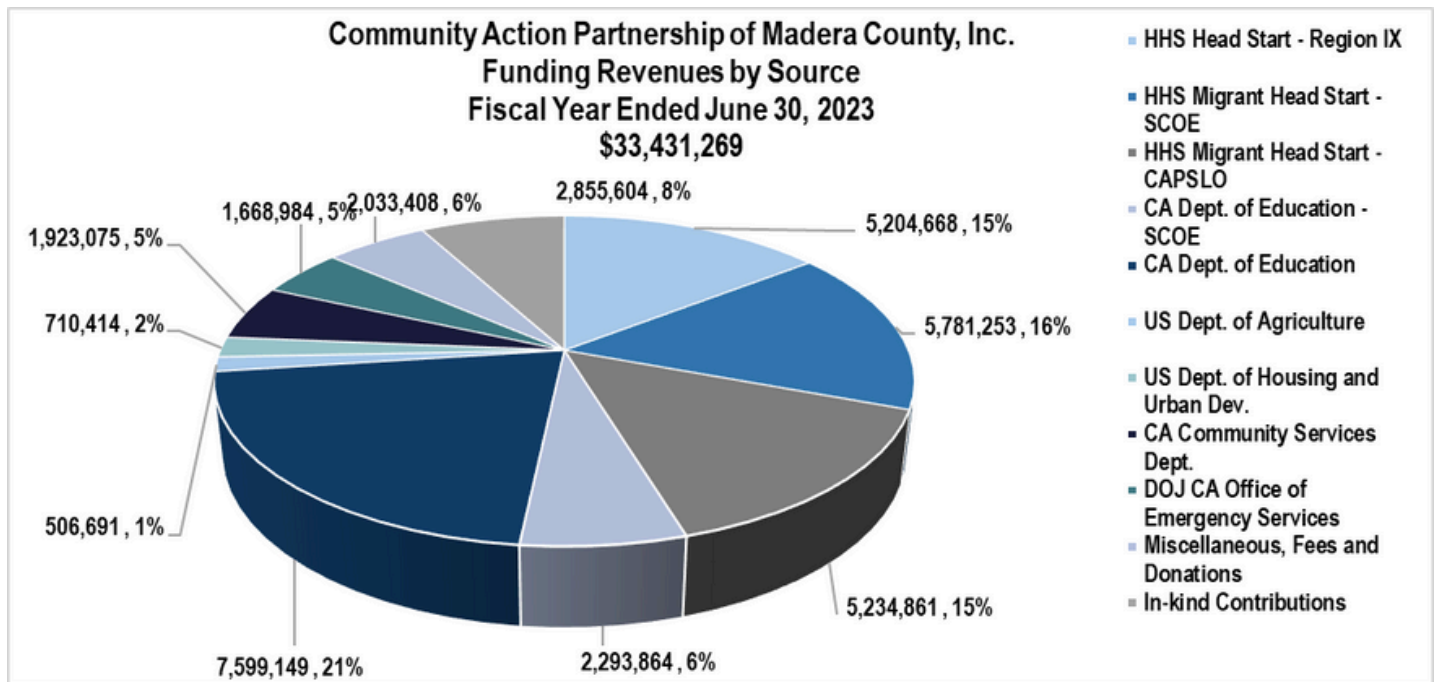
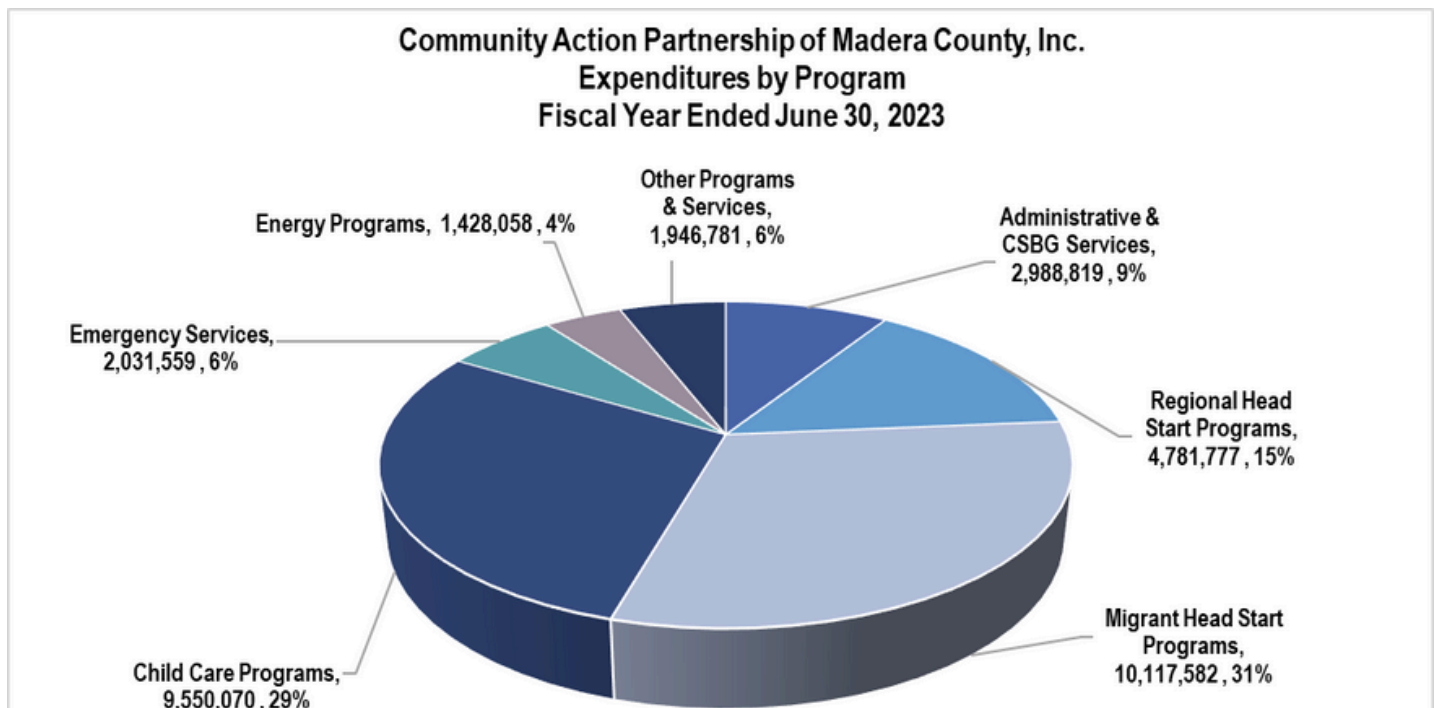


Table: 2



MAJOR FINDINGS

The population in Madera County has slightly increased. In Madera County the population increased by 4% over the past 5 years, from 155,433 in 2019 to 162,858 in 2023. In Mariposa County, population has decreased 2% from 17,420 in 2019 to 17,130 in 2022 (Mariposa 2023 population data not available). According to the American Community Survey, the percentage of children under the age of six who are living in poverty is decreasing. In 2020 in Madera County, about 33% of children under the age of six lived in poverty, and in 2023, it decreased to 21%. While it appears that the financial state of families in the service area is improving, many still find it difficult to make ends meet. According to the American Community Survey's 2023 data, the median household income was \$66,553 producing a \$3,000 deficit yearly for families to meet their basic needs.

Children in poverty and from at-risk populations are decreasing. This includes homeless, foster care, and children with disabilities. In 2019, the incidence rate of a children entering foster care was 5.0 in 1,000, in 2023 that decreased to 3.0, producing a downward trend. The economies of Madera County represent different challenges. In Madera County, many historically manual agricultural jobs are becoming increasingly mechanized, most likely due to improved technology, the minimum wage increase, and employer laws and regulations.

PRIORITIZED RECOMMENDATIONS

1. Parent Education: Both staff and parents listed this item as a main priority, particularly focusing on building parenting skills, health care, and finances.
2. Nutrition: Head Start families want information on budget friendly meals, purchases, etc. Access to food sources and food banks are a need for families.
3. Employment Opportunities: Families/parents find employment as a need in the community. There's lack of employment opportunities for many families.
4. Housing: The lack of affordable housing continues to be a need for many families. There are low-income housing available but waiting lists are years long and limited.
5. Enrollment: The program's enrollment is a concern for Head Start staff. With the implementation of Transitional Kindergarten, many families are opting to enroll in T-K programs and not return to Head Start for a second year affecting the program's enrollment.

OUR HS / EHS HEAD START PROGRAM

Program Director Maritza Gomez-Zaragoza continues to lead the Head Start Management Team. Mrs. Gomez-Zaragoza and has been a part of the program for over thirty years. The team has extensive experience in the field of Child Development and Early Childhood Education. It consists of a Deputy Director of Child Development Services, Deputy Director of Child & Family Services, three Education Area Managers, one Parent & Governance Specialist, one Disability/Mental Health Specialist, one Health Content Specialist, one Nutrition Content Specialist, one Professional Development Coach, Human Resources Specialist, and an Executive Administrative Assistant.

HEAD START CENTER LOCATIONS

Chowchilla Regional Head Start Center
265 Hospital Drive, Chowchilla CA 93610

Cottonwood Regional Head Start Center
2236 Tozer Ave. Madera CA 93638

Eastside Regional Head Start Center
1112 South A Street Madera CA 93638

Fairmead Regional Head Start Center
22850 Road 19 1/2 Chowchilla CA 93610

Mis Tesoros Regional Head Start
131 Mace Street Madera CA 93638

North Fork Regional Head Start Center
33087 Road 228 North Fork CA 93643

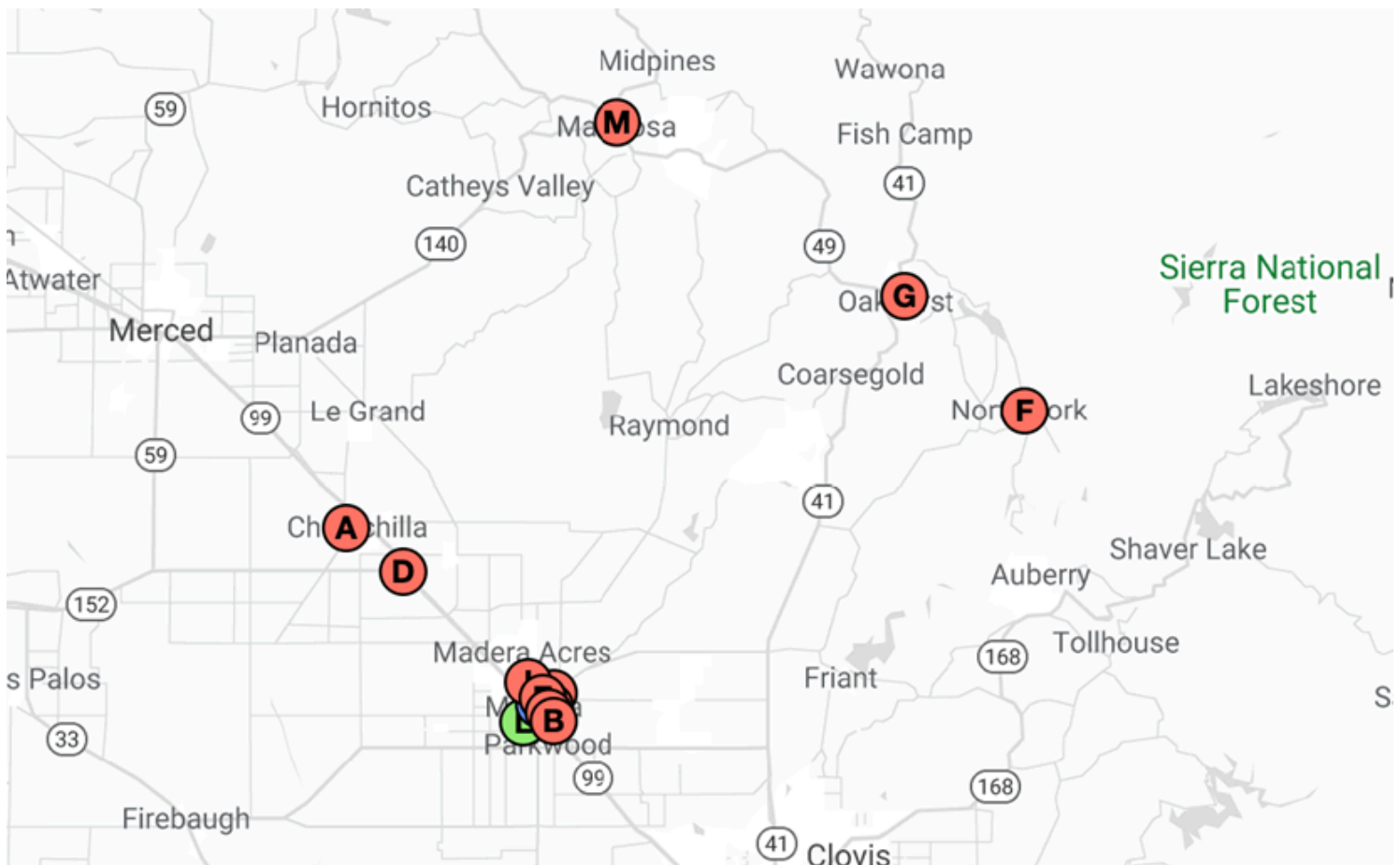
Oakhurst Regional Head Start Center
40094 Indian Springs Road Oakhurst CA 93644

Ruth Gonzales Regional Head Start Center
838 Lily Street Madera CA 93638

Valley West Regional Head Start Center
101 Adell Street Madera CA 93637

Verdell McKelvey Regional Head Start Center
1901 Clinton Ave. Madera CA 93638

The Head Start center locations and main offices are mapped below:




FUNDED ENROLLMENT & PROGRAM OPTIONS

In accordance with the Award Notice for the 2024-2025 program year, CAPMC served 48 eligible children and 2 pregnant women in a home-based setting in the Early Head Start Program, and 196 eligible children and families in a center-based setting in the Head Start Preschool Program. The State of California’s Community Care Licensing Department, under Title 22, regulates and monitors all Head Start sites. Centers are open 3 ½ to 6 hours per day and serve children five days per week.

2024-2025 Proposed Enrollment

CENTER-BASED

Chowchilla	34 preschoolers		Full-day slots
Cottonwood	17 preschoolers		Full day slots
Eastside	17 preschoolers		Full day slots
Fairmead	17 preschoolers		Full day slots
Mis Tesoros	17 preschoolers		Full day slots
North Fork	15 preschoolers		Full day slots
Oakhurst	15 preschoolers		Part-day single session
Ruth Gonzales	17 preschoolers		Full day slots
Valley West	15 preschoolers am/15 preschoolers pm		Part-day double session
Verdell McKelvey	17 preschoolers		Full day slots

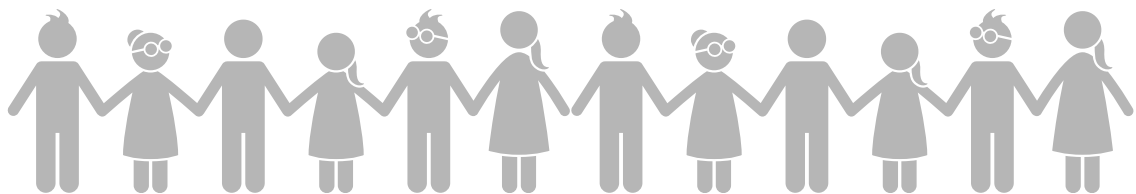
HOME-BASED

Early Head Start 48 infant / toddlers children and two pregnant women

CURRENT ENROLLMENT

The table below displays each site’s capacity and current enrollment as of Decembr 2, 2024.

Madera County	Capacity	Infants	Toddlers	Preschoolers
Chowhilla	34			34
Cottonwood	17			17
Eastside	17			17
Fairmead	17			17
Mis Tesoros	17			17
North Fork	15			12
Oakhurst	15			15
Ruth Gonzales	17			17
Valley West	30			28
Verdell McKelvey	17			17
Early Head Start	50	27	14	3 (6-Prenatal)



CURRENT WAITING LIST

The table below displays each site’s capacity and current enrollment as of Decembr 2, 2024.

Madera County	Capacity	Infants	Toddlers	Preschoolers
Chowhilla	34			24
Cottonwood	17			5
Eastside	17			7
Fairmead	17			6
Mis Tesoros	17			5
North Fork	15			2
Oakhurst	15			5
Ruth Gonzales	17			5
Valley West	30			15
Verdell McKelvey	17			5
Early Head Start	50	27	14	25

METHODOLOGY: THE COMMUNITY ASSESSMENT PROCESS

The Community Assessment is developed over a five-year cycle: year one is a longer and more extensive report, with the other years providing brief updates. The data in these reports provides a panoramic picture of the state of our community: what trends and/or troubling conditions are affecting our community, the quality of life here, and the challenges facing our community.

PROCESS

The Madera/Mariposa and Early Head Start Community Assessment was developed by a consultant, working closely with staff, community partners, and parents with children enrolled in the program via existing committees. The Community Assessment team, as noted later in this document, is a combination of all of these members.

The Community Assessment process spans nearly a year, as the time needed to fulfill the requirements and obtain all desired data is extensive. The table below is a brief timeline of key dates.

DATE	TASKS	PARTICIPANTS
August 2024	Establish a Community Assessment lead. Begin internal and external data collection.	Head Start Director Consultant
October 2024	Review data collected from parent surveys, parent need assessments and FPA’s. Identify gaps in services for Head Start and Early Head Start Update findings for program year.	Head Start Director Consultant Management Staff Policy Council
November 2024	Define strengths and needs of Head Start eligible families Identify gaps in services for Head Start eligible families.	Head Start Staff
December 2024	Inform Policy Council of Community Assessment process. Begin internal and external data collection.	Head Start Director Consultant Management Staff
December 2024	Analyze and synthesize all external and internal data. Use findings to develop goals and objectives, strengths and needs, and areas of improvement.	Head Start Director Consultant Management Staff
January 2025	Present and seek final approval of Community Assessment information to Policy Council and Board of Directors.	Board of Directors and Policy Council

SOURCES OF INFORMATION & METHODS OF COLLECTION

Attaining a high level of success requires that our agency become more innovative and creative in the delivery of human services. This depends on identifying the emerging trends of the past three to five years, analyzing those trends to better understand their impact on our service delivery, and to plan strategically based on those noted changes.

Our community offered a wide variety of information with which to determine current situations and identify issues for action. There are several reasons why our agency needed to secure accurate information about the needs of our community. Like many others, our community experiences a continual flux in demographics: births and deaths of citizens, people moving out and new people moving in, and a natural growth and development of the community overall. As a consequence, what was once an appropriate policy or program can eventually become inappropriate. The character and attitudes of a community can shift as a result of the interplay of services, as well as cultural and economic changes.

The Community Assessment team found a vast array of information, helping to provide an early understanding of the area's problems and providing insight into the community that most citizens may not have. The data the Community Assessment team accumulated came from a broad variety of services, including internal and external sources. A large amount of statistical data was collected through various avenues; the table below identifies various data collection of internal and external sources.

EXTERNAL

American Community Survey
American Lung Association
California Budget Project
California Department of Education
California Economic Development
Department
California Employment Development
Department
California Resource and Referral Network
Center for Social Services Research, UC
Berkeley
City of Madera Consolidated Plan
Early Childhood Learning and Knowledge
Center
KidsData.org
Local news articles
Madera County Ag Commissioner's Office
National Center for Farmworker Health
US Department of Agriculture
US Department of Housing & Urban
Development

INTERNAL

Head Start Waiting List
Local Planning Council Needs
Assessment
Policies and Procedures
Program Information Report
Program Staff

SERVICE AREA DATA: OVERVIEW OF THE SERVICES AND RECRUITMENT AREA

DEMOGRAPHIC FEATURES

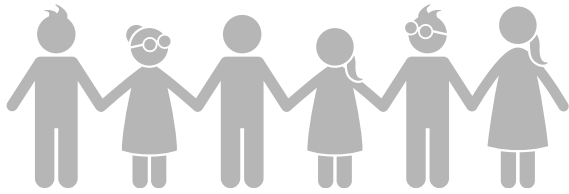
	MADERA COUNTY	STATE OF CALIFORNIA
Median Resident Age	35	38.2
Size of Labor Force	69,072	20,298,562
Median Household Income	\$66,553	\$95,521
Total Households	46,781	13,699,816
Average Household Size	3.34	2.78
Average Family Size	3.94	3.36
Median Value of Owner-Occupied Housing Unit	\$426,400	\$745,300
Persons Below Poverty Level	18.2%	12%

Source: U.S. Census Bureau, American Community Survey, 2023. DP02, DP03, DP05, B19013, S2506

POPULATION

Madera County's population has risen steadily since 2019. The American Community Survey revealed the most recent population in 2023 of 162,858. Similar to the experience of other counties in the Central Valley, the Madera County population has increased 4.7% since 2019. The population rate is rising despite the region being mostly rural and offering fewer employment opportunities. Agriculture continues to attract a substantial flow of immigrants from Mexico and Central America and a small steady flow of Asian and Eastern Asian groups to our area. In addition, the high cost of housing in large populated cities (Los Angeles, San Francisco Bay Area) is driving people to seek more affordable homes in our community. Mariposa County, on the other hand, shows a 1.6% decrease in population from 2019 to 2022 (No 2023 data available for Mariposa County).

POPULATION



According to the American Community Survey, the number of 0-5 year olds in Madera County shows a decrease over the time period. Although the overall county population shows an increase of 4.7%, the children ages 0-5 show a population decrease of 14.7% for the same period. Mariposa County children population continues to decrease significantly at 18%.

Madera County Population of Children Age 0-5

<i>Ages</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
<i>Under 3</i>	6,960	7,011	6,790	6,334	5,940
<i>3 and 4 years</i>	4,651	4,373	4,446	4,501	4,732
<i>5 Years</i>	2,478	2,614	2,268	2,304	1,338
<i>Total</i>	14,089	13,998	13,504	13,139	12,010

Source: U.S. Census Bureau, American Community Survey 2023. B09001.

Mariposa County Population of Children Age 0-5

<i>Ages</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>
<i>Under 3</i>	565	491	467	400	286
<i>3 and 4 years</i>	197	245	284	314	312
<i>5 Years</i>	215	191	230	217	205
<i>Total</i>	977	927	981	931	803

Source: U.S. Census Bureau, American Community Survey 2022, (2023 data not available). B09001

In 2023-2024, 28.32% of third-grade students in Madera County met or exceeded the standard on the English Language Arts/Literacy CAASPP. California’s average was 42.80%.

Only 25.52% of third-grade students from economically disadvantaged families in Madera County met or exceeded the standard on the English Language Arts/Literacy CAASPP in 2023--2024. California’s average was 32.51%.

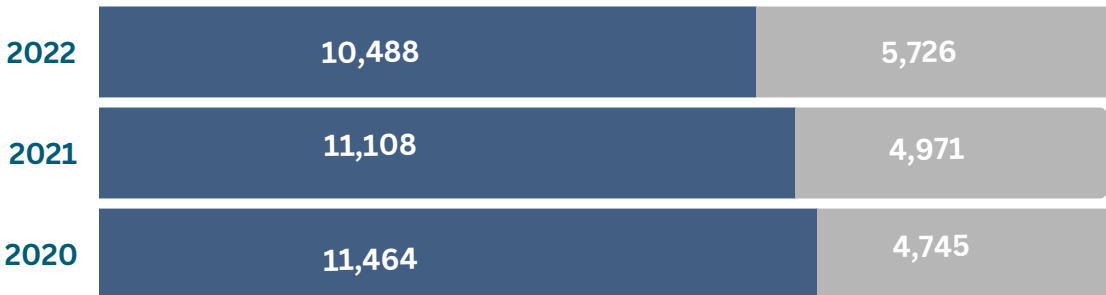
FAMILY SIZE & TYPE



According to the American Community Survey, the average family size in 2023 in Madera County was 3.94 people, it has increased from 2020 that was at 3.76. The table below displays family type of Madera County populations with children under 18 years of age. The data shows a growing trend toward two-parent families from 2020 to 2023.

■ Two-Parent Families ■ Single Parent Families

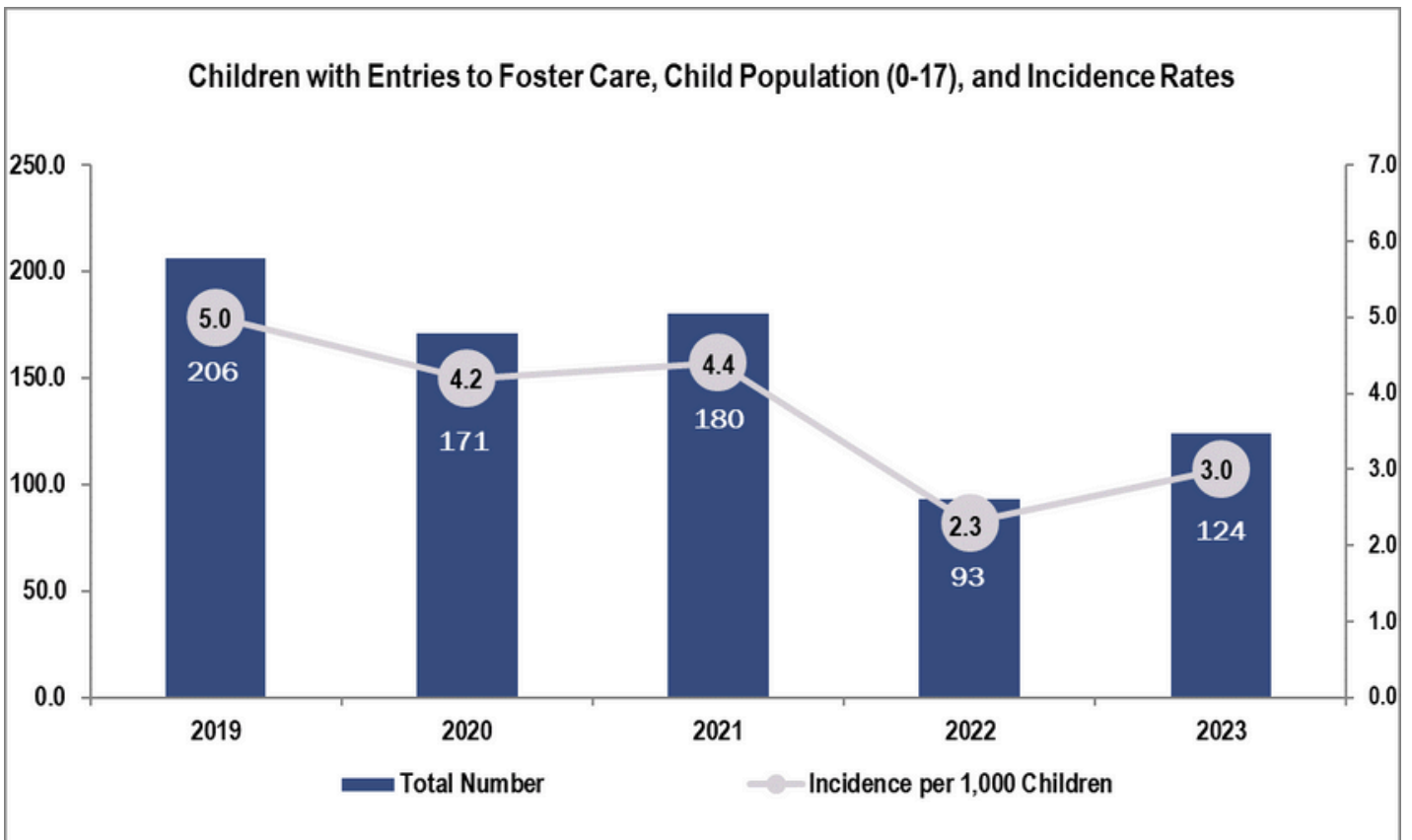
2023



Source: U.S. Census Bureau, American Community Survey 2023, B11003.

FOSTER CHILDREN

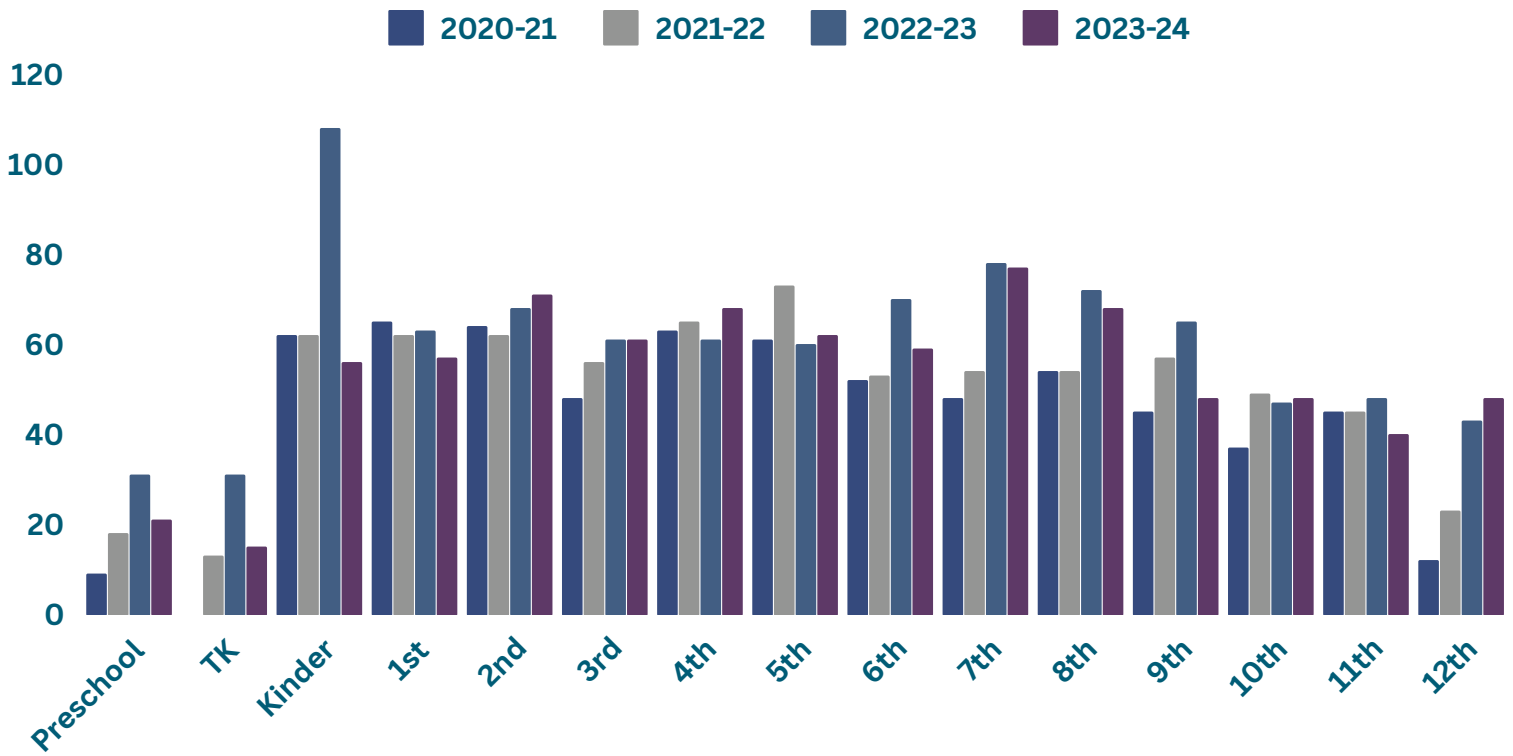
The number of foster children in Madera County has fluctuated over the period 2019 to 2023, with a spike in the year 2019.



Source: Center for Social Services Research, University of California at Berkeley. Children with Entries to Foster Care, Child Population (0-17), and Incidence Rates.

HOMELESS CHILDREN

The total number of public school students from Preschool to 12th grade identified as homeless in the 2023-2024 school year was 799, with a decrease of 1.1% from the 2022-2023 school year. However, if you see the data below, you'll notice a significant decrease in kinder children identified as homeless during 2023-2024.

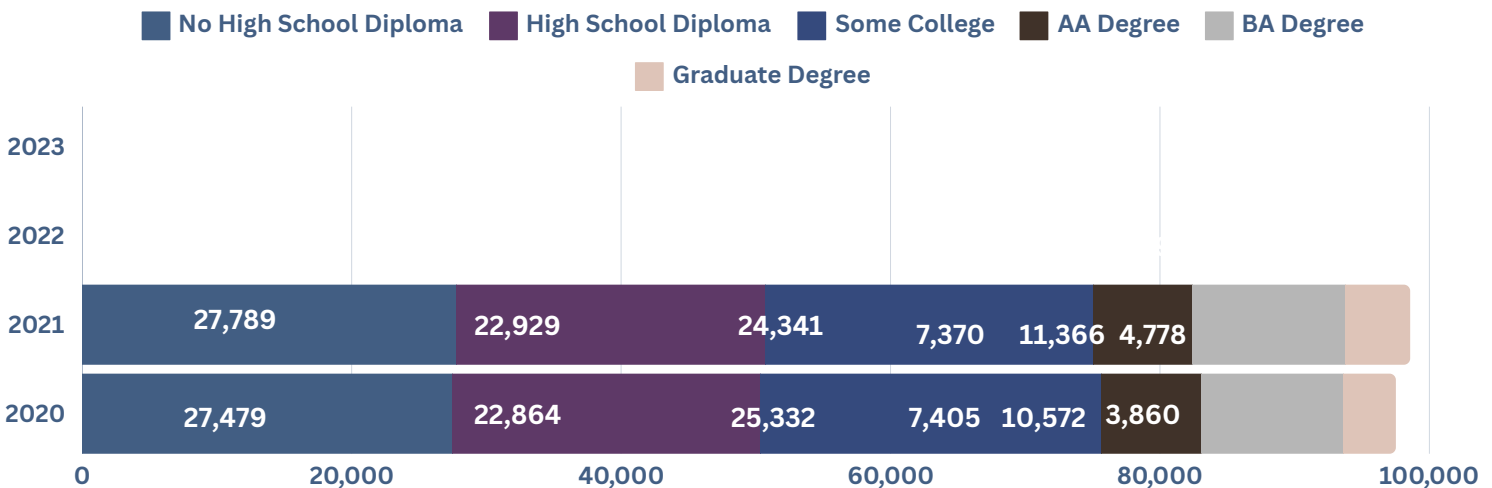


Source: Madera Unified School District Homeless School Children Data

EDUCATION LEVEL

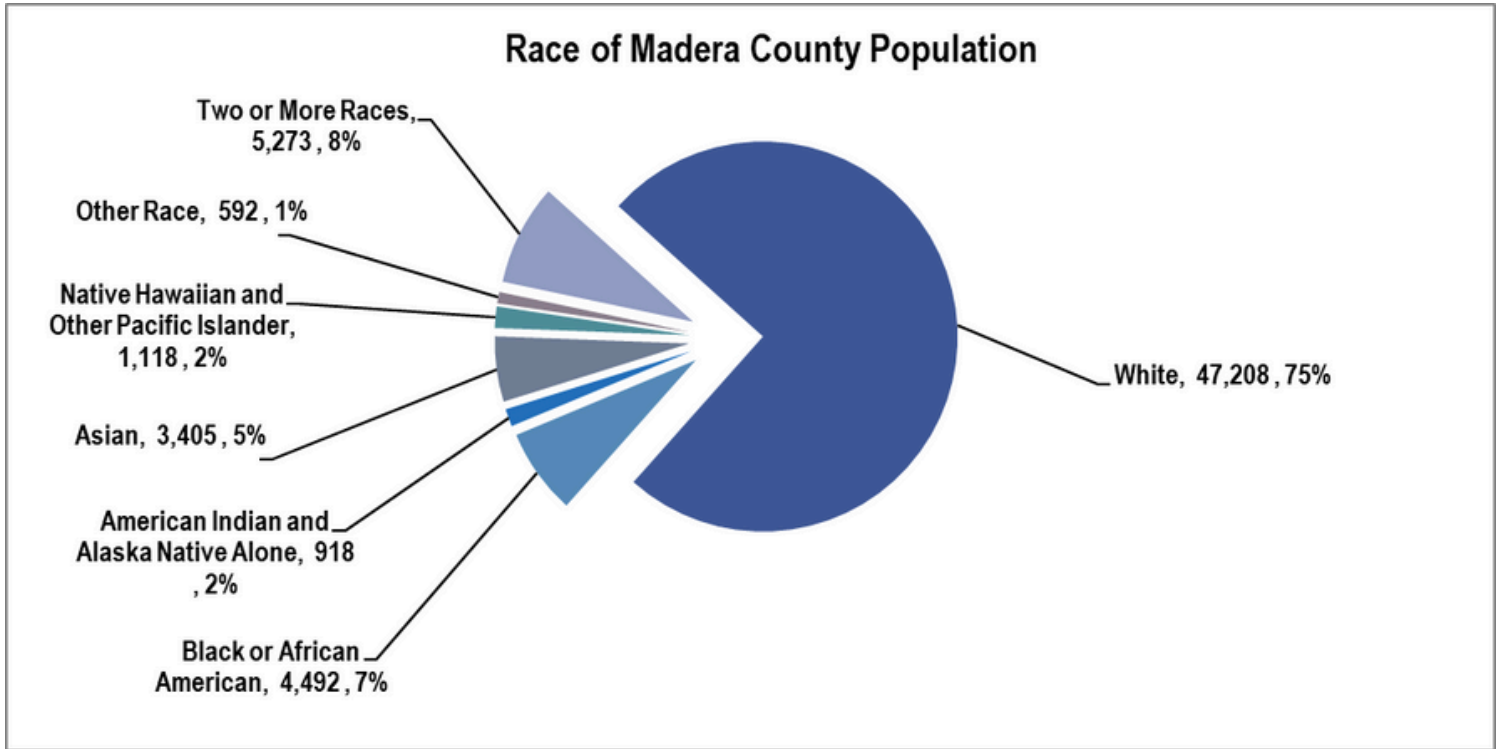


The educational attainment of the Madera County population has continued to fluctuate. In 2023, 27% of the Madera County population 25 years and older did not have a GED or high school diploma. Only 10% of the Madera County population over 25 years of age had a bachelor's degree. Although higher education is available to all students, the cost of college in California has deterred many who might otherwise pursue it. Below is the educational attainment for population 25 years and older in Madera County.

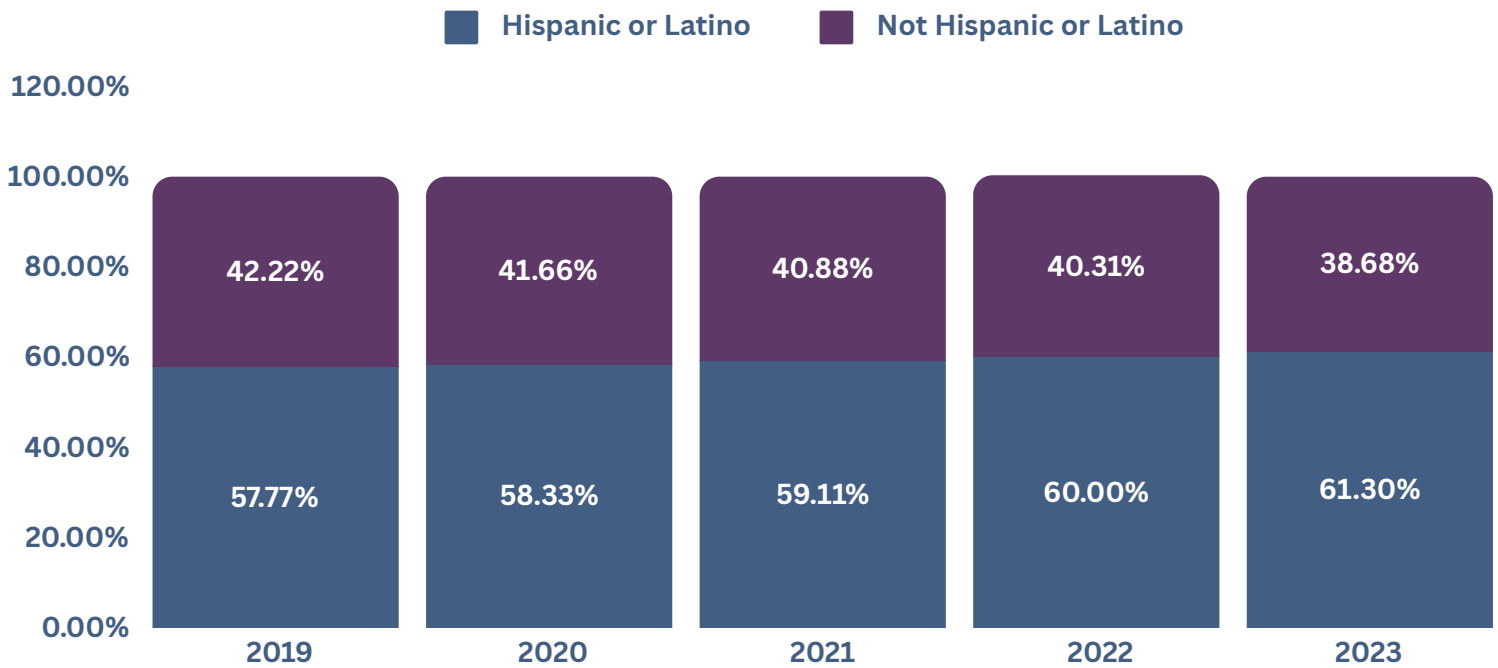


Source: U.S. Census Bureau, American Community Survey 2019 - 2023, S1501.

In Madera County, the white non-Hispanic population has decreased while the Hispanic/Latino population has increased 61.30%. The table below displays the race and ethnicity breakdown for Madera County.

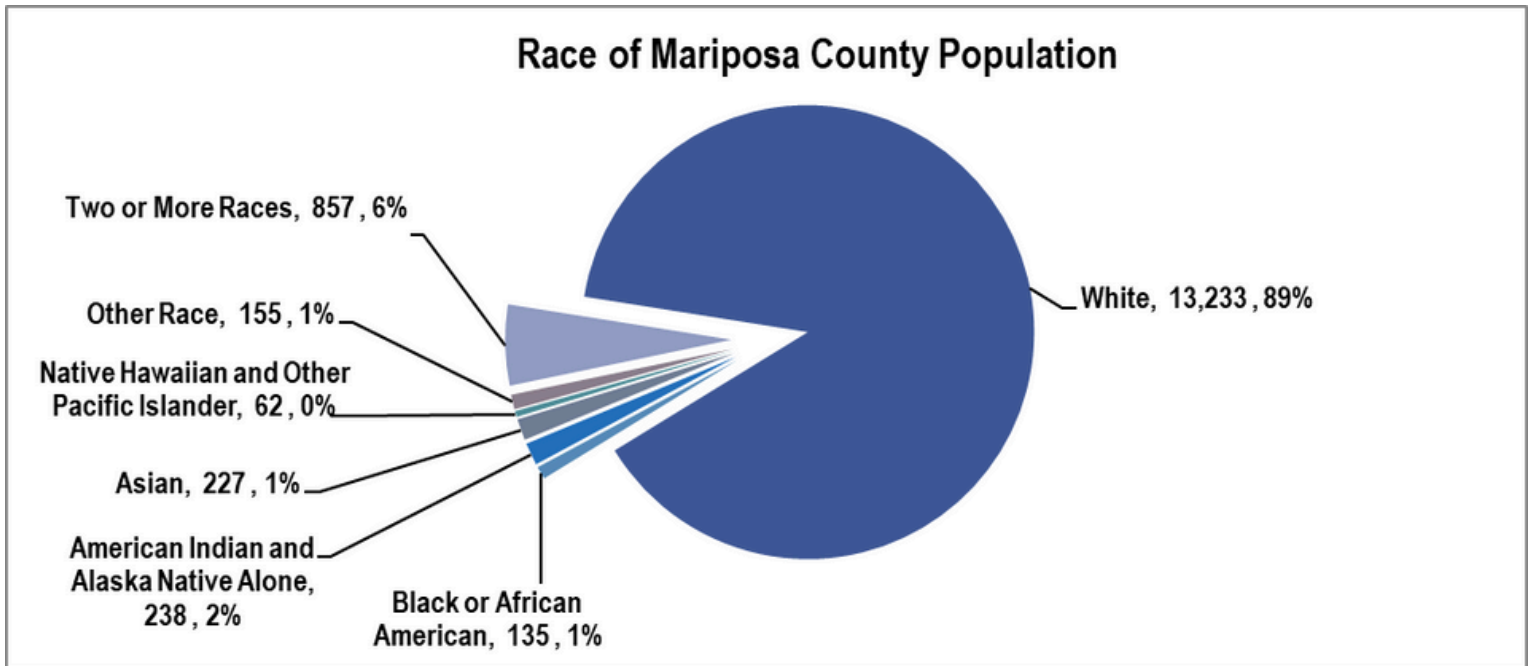


Source: U.S. Census, American Community Survey, 2023, DP05.

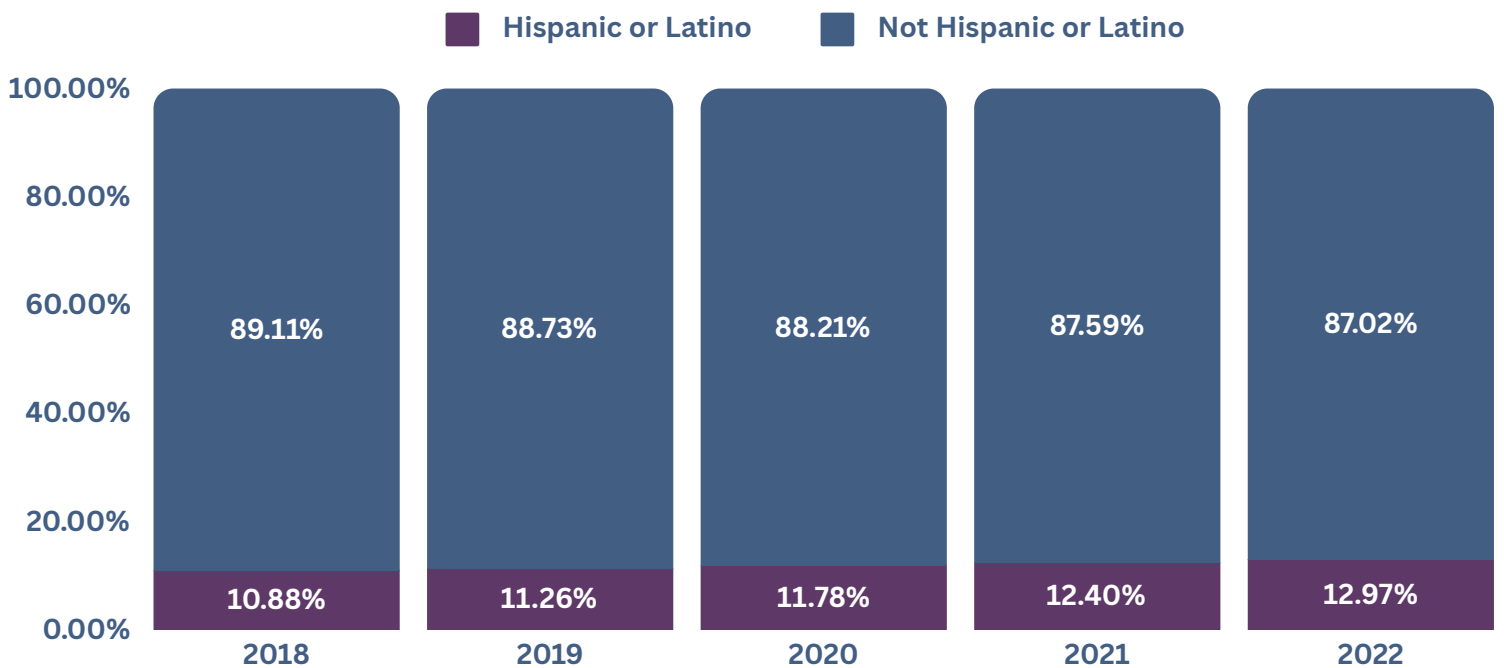


Source: U.S. Census, American Community Survey, 2019-2023, DP05.

In Mariposa County, the white non-Hispanic population continues to be over 87% while the Hispanic population is at 12.97% in 2022. The table below displays the race and ethnicity breakdown for Mariposa County.



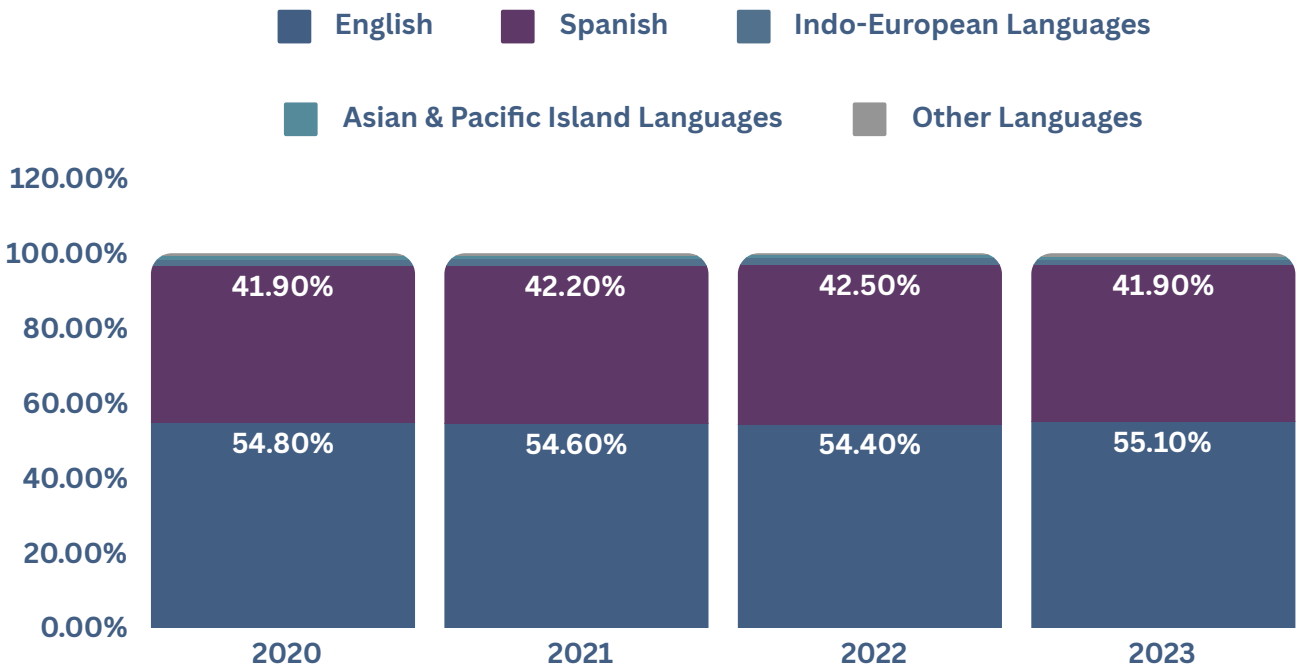
Source: U.S. Census, American Community Survey, 2022, DP05. (Mariposa County 2023 data not available.)



Source: U.S. Census, American Community Survey, 2018-2022, DP05. (Mariposa County 2023 data not available.)

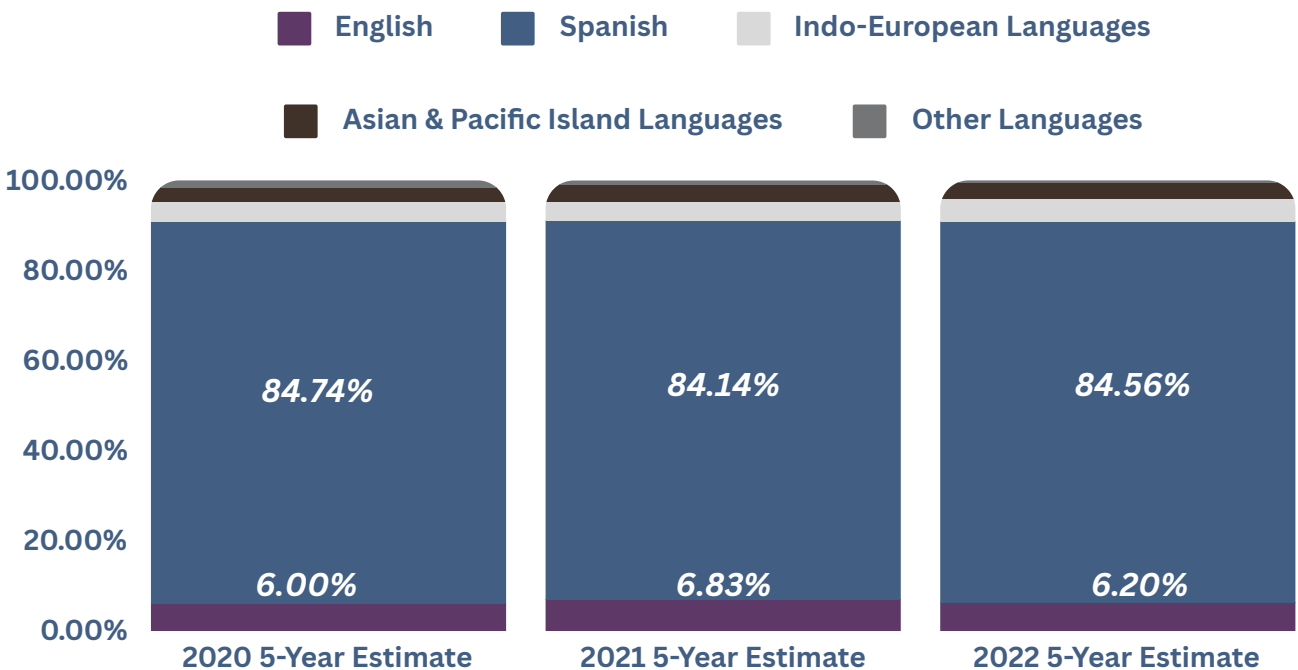
LANGUAGE

The language spoken at home does not show a significant change from 2020 to 2023. The English language is still the primary language spoken at home for over 50% of the population in Madera County. The data below displays the language spoken at home by residents of Madera County.



Source: U.S. Census, American Community Survey, 2023. S1601.

The language spoken at home by those foreign residents paints a much different picture. Of the 31,885 foreign born residents of Madera County, 84.56% of those speak Spanish at home. Of those who speak Spanish, only 40% indicate they speak English well or very well. The data below displays the language spoken at home by foreign-born residents of Madera County.

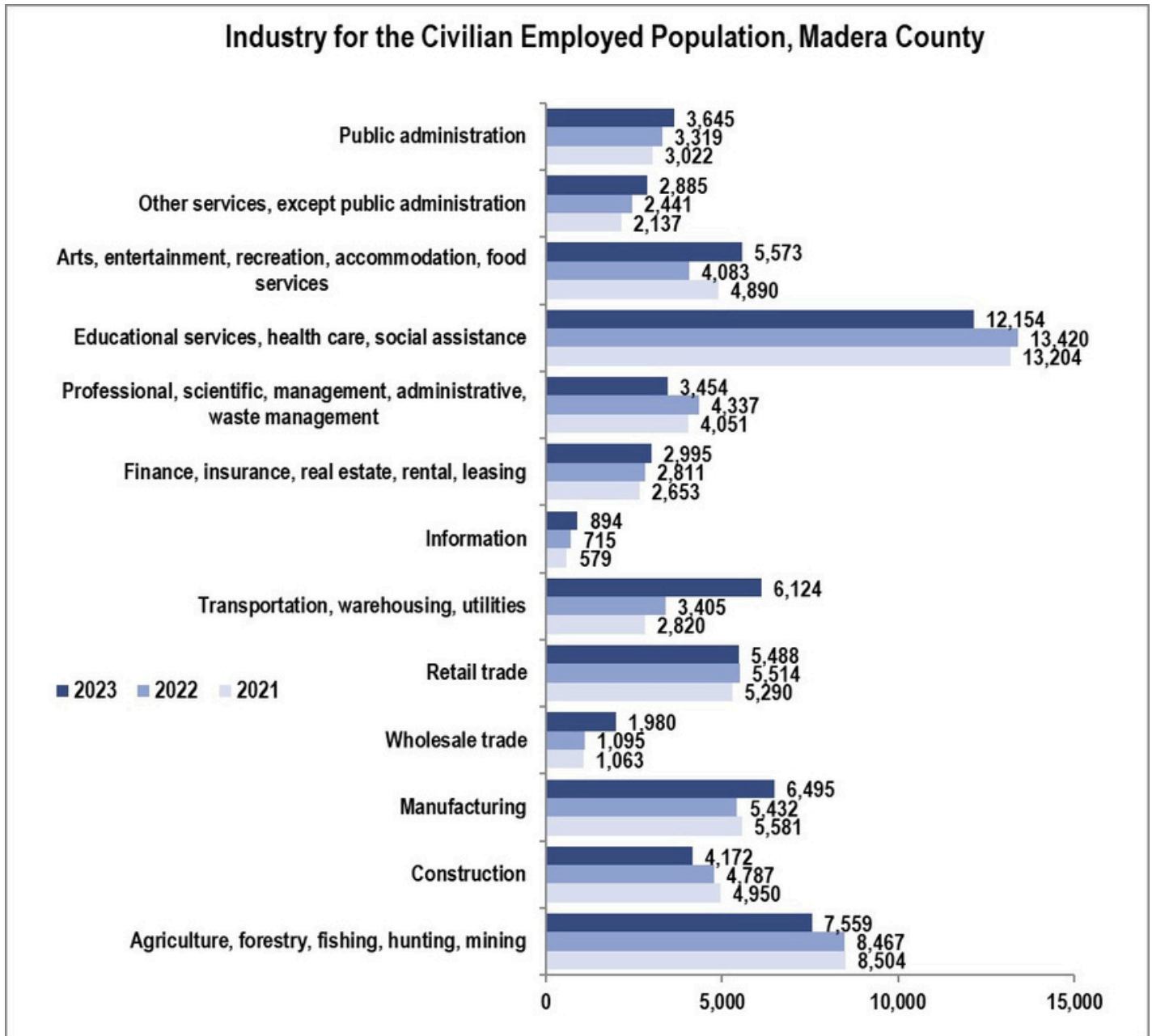


Source: U.S. Census, American Community Survey, 2020- 2022. B16005. (2023 data not available)

ECONOMIC FEATURES

The Employment Development Department of California identified Valley Children’s Hospital and Valley State Prison for Women (1,000 to 4,999 employees) as the major employers in Madera County for the year 2023.

According to the American Community Survey, the top three industries in Madera County for 2023 were education, agriculture and manufacturing. Displayed below is the 2021-2023 civilian population’s industry of employment for Madera County. In 2023 4.6% of Madera County’s population worked in the agriculture industry, a decrease from 2022’s value of 5.3%.

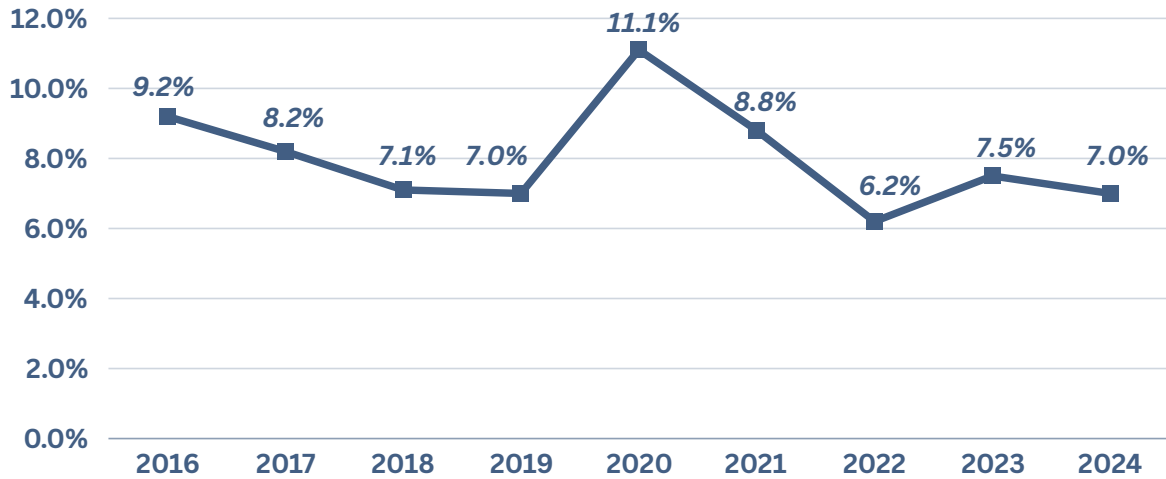


Source: U.S. Census Bureau, American Community Survey 2021,2022,2023. C24030.

UNEMPLOYMENT RATE



The unemployment rate in the Madera County was 7.0 percent in October 2024, up from a revised 6.7 percent in September 2024, and above the year-ago estimate of 6.9 percent. This compares with an unadjusted unemployment rate of 5.4 percent for California and 3.9 percent for the nation during the same period.

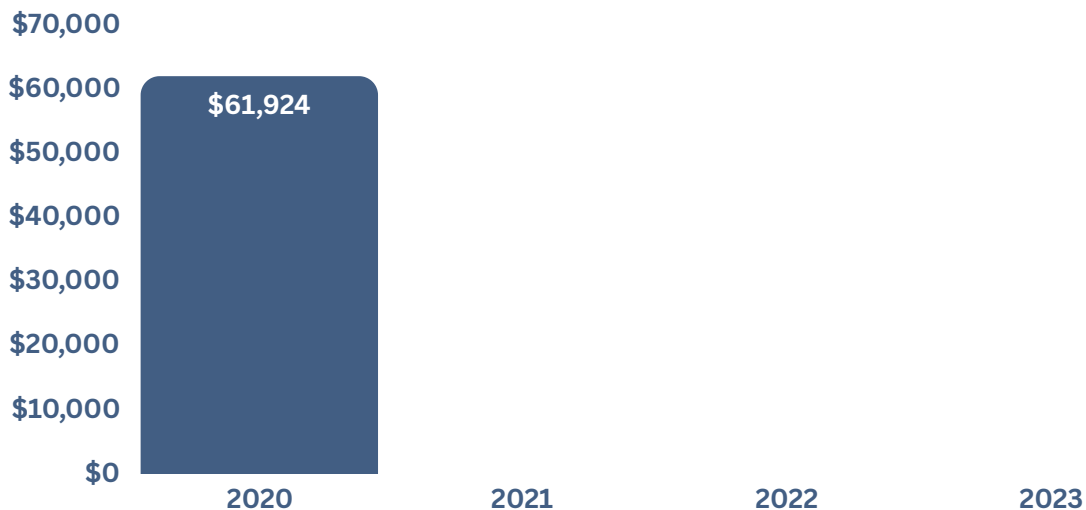


Source: California Economic Development Department, Labor Market Division, Annual Labor Data 2016-2024. Report 400C.

HOUSEHOLD INCOME LEVELS



The income levels for the service areas have increased over the period 2020 to 2023. With agricultural changes, industry adjustments, and the 2021 inflation-adjusted dollars, families have been affected. Unemployment also plays a large role in the median income level. The graph below displays the median household income in Madera County. In 2023 the median household income in Madera County decreased by 12% while in California it increased by 4%.

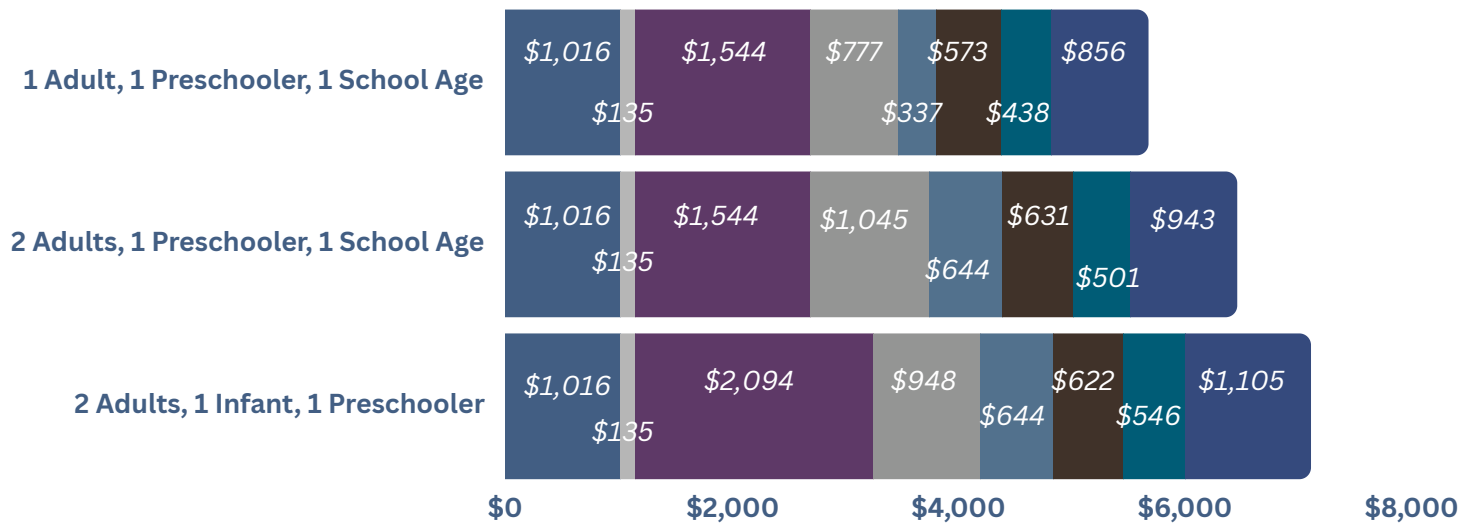


Source: U.S. Census Bureau, American Community Survey 2020-2023, 5 Year Estimates. B19013.

COST OF LIVING



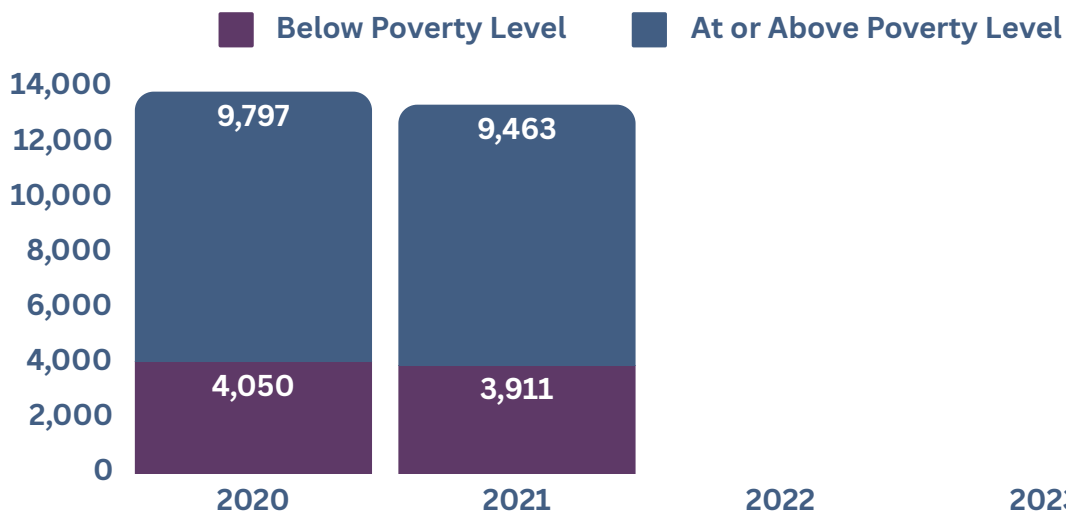
The Family Needs Calculator measures how much income is needed for a family of a certain composition living in a particular county to adequately meet its basic needs. It is based on the costs families face regularly: housing, food, out-of-pocket medical expenses, transportation, and other necessary spending. Below is a chart of the estimated monthly basic need expenses in Madera County.



Source: Family Needs Calculator for Madera County, CA 2021 (2023-2024 data not available).

POVERTY

Over the past decades there has been a growing concern with the overall poverty rate in Madera County but of highest concern are children living in poverty. Based on information gathered from the U.S. Census, children under the age of five have a poverty rate of over 7% which means that more than 1 in 3 children in Madera County live in poverty. The graph below displays data of children under 5 in poverty.



Source: U.S. Census Bureau, American Community Survey 2020-2022, 5 Year Estimates. B17001.

The economy in California has been turbulent over the past several years and has left many individuals without jobs, and families with reduced or no income. The cost of food, health care, child care and other basic needs have increased, causing many Madera County residents to struggle to survive. Below are the 2024 Poverty Guidelines released by the U.S. Department of Health & Human Services.

2024 POVERTY GUIDELINES		
PERSONS IN FAMILY	POVERTY GUIDELINE	<138% FEDERAL POVERTY LEVEL (Eligible for many social services)
1	\$15,060	\$20,783
2	\$20,440	\$28,208
3	\$25,820	\$35,632
4	\$31,200	\$43,056
5	\$36,580	\$50,481
6	\$41,960	\$57,905
7	\$47,340	\$65,330
8	\$52,720	\$72,754

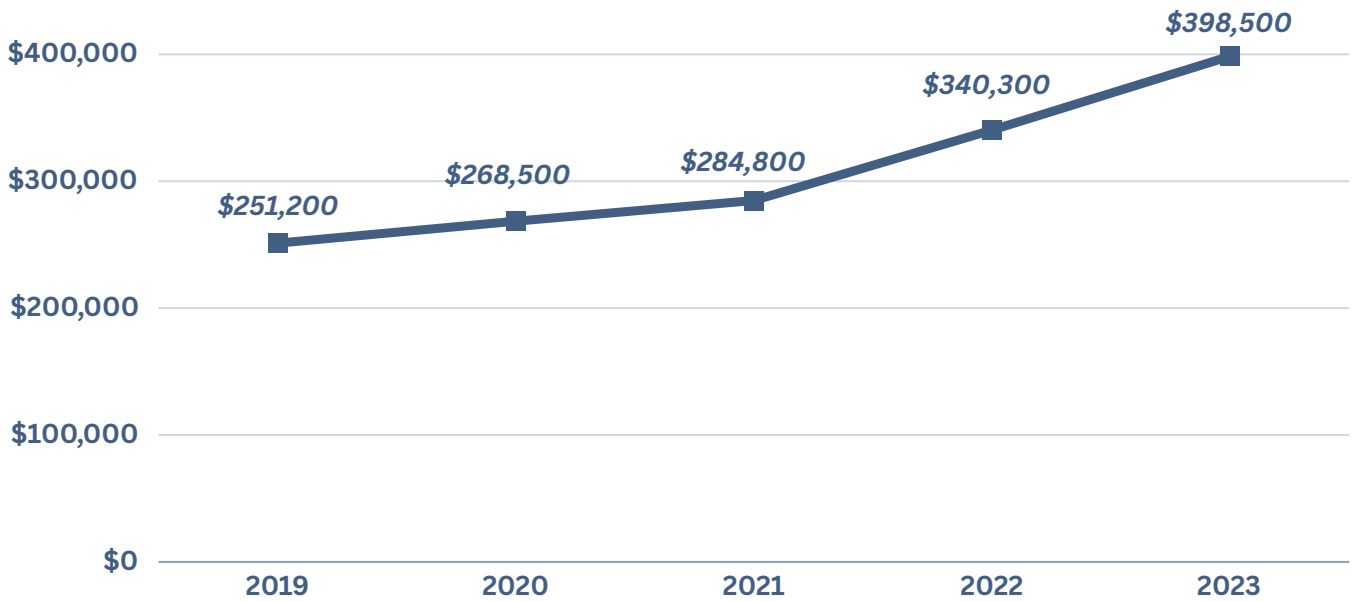
For families / households with more than 8 persons, add \$5,380 for each additional person.

Source: https://www.cdph.ca.gov/Programs/CID/DOA/Pages/OA_ADAP_Federal_Poverty_Guideline_Chart.aspx

In 2023, Madera County had an annual unemployment rate of 7.2%, higher than both California and the United States (5.1% and 3.6% respectively). The median household income in Madera County is only 79% of the median income of California. The percentage of poverty in Madera County is higher than California, with the majority of those in poverty under the age of 18. Children in poverty are more likely to experience health, academic, social, and behavioral difficulties. Madera County also has a food insecurity percentage higher than the Healthy People 2030 target.

HOUSING ENVIROMENT & CONDITIONS

The median purchase price of a home in Madera County has increased 36% over the period 2019 to 2023. Qualifying for a home loan is becoming more and more difficult as the Federal Reserve tightens the availability of lending dollars; but first-time homebuyers have access to assistance in the form of grants and programs. The data below displays the median home values in Madera County.

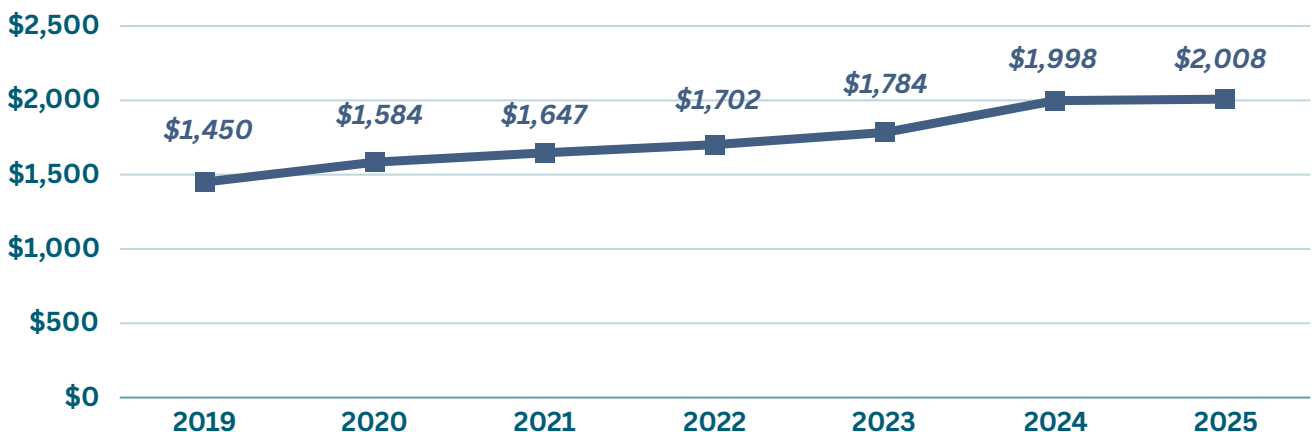


Source: U.S. Census Bureau, American Community Survey 2019-2023, DP04.

According to the FRED economic data, the current housing inventory median listing price in Madera County as of June 2024 is \$524,900 which is 64% higher than in 2020.

FAIR MARKET RENT

The downturn in the economy has caused many individuals and families to lose their homes and forced them to find alternatives. The table below reflects the continuous market instability of houses for rent from 2019 to 2025. In 2019, the cost to rent a three-bedroom home in Madera County was \$1,450. The cost to rent the same three-bedroom home in 2025 will be increased 38% to \$2,008. The data below displays the fair market rent for 3-bedrooms in Madera County.



Source: U.S. Department of Housing and Urban Development. Fair Market Rents, 3-bedroom, 2019-2025.

ECONOMIC INDUSTRIES OF NOTE

AGRICULTURE

According to the 2023 Crop & Livestock Report of the Madera County Department of Agriculture, crop values can vary yearly due to production, market, and weather conditions. Almonds (nut meats & hulls) retained the number 1 rank of the ten leading crops. Milk kept the number 2 rank, while pistachios moved up to the number 3 rank, dropping grapes to the number 4. Tomatoes, Processed and Figs were not in the 2022 top ten. Overall field crops declined 21.62%.



Commodity	2023 Rank	2023 Dollar Value	2022 Rank
Almonds, Nuts & Hulls	1	\$451,814,000	1
Milk	2	\$346,435,000	2
Pistachios	3	\$264,252,000	3
Grapes	4	\$252,817,000	4
Cattle & Calves	5	\$79,986,000	5
Pollination	6	\$60,600,000	6
Mandarins & Tangerines	7	\$48,286,000	7
Replacement Heifers	8	\$42,840,000	9
Tomatoes, Processed *	9	\$41,606,000	**
Figs, All *	10	\$40,523,000	**

Source: Madera County Crop & Livestock Report, Ten leading Crops, Madera County, 2023.

* Not in 2022 Top Ten

HEALTH & NUTRITION

Health and nutrition remain key areas of focus for families in the Head Start and Early Head Start programs. Family Advocates assist these families in obtaining benefits, securing coverage, and establishing a medical and dental home. The most common health and nutrition trends observed include asthma, obesity, levels of physical activity, and the accessibility of promoted healthy choices.

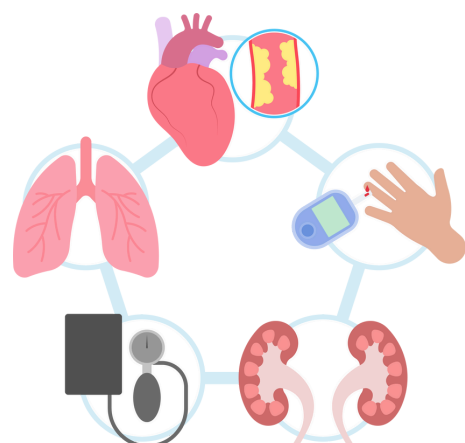
Asthma

According to the 2022 State of the Air Report, published by the American Lung Association every year, Madera took the lead as the most polluted city in the country for fine particle pollution, also known as PM2.5, which can evade our natural defenses and infiltrate deep into our lungs. Most children are medicated for Asthma, which can lead to further, more serious respiratory issues. CAPMC has created an Asthma/Respiratory Plan form to ensure all symptoms, medication, and training are documented.



Obesity

Obesity leads to childhood and adult diabetes, heart disease, high blood pressure and other obesity-related illnesses. Obesity rates among low-income families is still much higher than the Healthy People 2022 target nationwide. According to the PIR Report for 2023-2024 year, the number of obese children in CAPMC's Regional Head Start Program was 49, or 18%. This data shows that obesity continues to be major medical concern for Head Start families. CAPMC staff worked with community partners and health providers to attempt to get a more accurate portrayal of the data for obesity. CAPMC endorses Rethink Your Drink and works with children at the center.



Physical Activity Levels

A growing concern nation-wide and locally is the level of activity that children are getting on a daily basis. Head Start works with the CAL Fresh and IMIL (I am Moving I am Learning) to promote physical activity among children and parents.



Healthy Choices

A trend in the Central Valley is emerging regarding accessibility. Although many programs are promoting healthy choices, some of those options are not available at small, neighborhood markets where families shop. WIC (Women, Infants & Children) has been taking the lead in advocating for this issue.



EXISTING CHILD CARE PROGRAMS SERVING ELIGIBLE CHILDREN

During the 2023-2024 year, \$31,525,570 was invested in childcare and development services for children from low-income or at-risk families in Madera County.

The table below displays the childcare and development programs in Madera County with the children ages 0-5, and children ages 0-12 each served in 2023-2024. This information was collected from Madera County Superintendent of Schools, Early Learning Programs and Madera Unified School District.

<i>Child Care Program</i>	<i>Number of Children Ages 0-5 Served</i>	<i>Number of Children Ages 0-12 Served</i>
CalWORKs Stage 1	3774	2612
CalWORKs Stage 2 Programs	90	232
CalWORKs Stage 3 Programs	42	160
General AP Programs	196	532
Cal-Safe Programs	9	9
Head Start/Early Head Start Programs	264 preschoolers 509 infant/toddlers	773
State Preschool Programs	597	597
Transitional Kindergarten	673	673
TOTAL CHILDREN SERVED	6154	5588

The implementation of Transitional Kindergarten in Madera County has had a direct impact on the Head Start program and its ability to maintain enrollment in the centers. Transitional Kindergarten accepts children that just a few years ago would have otherwise been served by a preschool program such as state preschool, Head Start, or a private program. A pattern has emerged, in which older four-year olds are enrolling in state preschool, leaving mainly three-year olds in the Head Start centers.

The Madera Unified School District (MUSD) universal preschool slots has also impacted the CAPMC Regional Head Start program enrollment. There's a total of 13 classrooms with 40 slots (24 AM & 16 PM) and one classroom in (La Vina) with 15 slots. The total number of slots is 535 while CAPMC serves 246 eligible children and families in a center-based setting. That would be a difference of 289 preschool slots from MUSD.

STRENGTHS AND NEEDS OF ELIGIBLE CHILDREN & FAMILIES

The Madera Head Start Head Start Parent / Family Assessment Outcomes identified parent / family strengths based on parent responses to questions related to the PFCE Framework. The table below reflects top 11 areas of strengths.

STRENGTHS	
Expectant Parenting / Prenatal Health	45%
Expectant Parenting/Prenatal Health	40%
Values Primary Language	36%
Transportation / Mobility	35%
Housing	34%
Child health and Safety	33%
Partners with Teachers	33%
Positive Family Relations	32%
Food / Nutrition	31%
Social / Emotional Health	24%

Source: 2023-2024 Family Assessment Report – Top Areas of Strength Period 2



STRENGTHS AND NEEDS OF ELIGIBLE CHILDREN & FAMILIES

NEEDS DEFINED BY FAMILY

NEEDS FROM THE COMMUNITY	NEEDS FROM THE PROGRAM
Food Insecurity / Access	Nutrition Education
Affordable Housing	Program Enrollment
Affordable Childcare	Mental Health / Wellness
Employment Opportunities	Parent Education
Transportation	Challenging Behaviors

Source: CAPMC Parent Focus Groups

STRENGTHS AND NEEDS DEFINED BY HEAD START PROGRAM

Although 2024-2025 continues to bring a variety of challenges due to the program's struggle in fully meeting enrollment (at this time, the program has maintained its enrollment above 97%). However, staff are coming up with different strategies to recruit and reach eligible families for the program. The use of technology and different platforms have helped in staff's recruitment efforts. The program has developed strong community partnerships to support families in the various communities served by Head Start. Madera County is unique in that all programs and agencies have a mission to support children and families and thus the community comes together to support one another.

STRENGTHS AND NEEDS DEFINED BY HEAD START PROGRAM

NEEDS DEFINED BY HEAD START PROGRAM

According to program staff, family needs surveys, and family records, the most referred issues are listed below:

Mental Health & Wellness

Challenging Behaviors. Program staff and parents/families have expressed concern regarding children’s challenging behaviors. The impact of the pandemic in children’s social skills is evident as they are having a hard time following routines and interactions with staff and peers. Access to emergency medical care and/or health services has been a concern due to the closure of the Madera Community Hospital. Although there are other medical services available, families need to travel to nearby cities for emergency care or specialized services.

Food Insecurity

Cost of food and availability of food sources. Food insecurity is a critical issue that affects Head Start families and the community. The lack of consistent access to sufficient, safe, and nutritious food to maintain a healthy life. Parents/family are concerned about being able to provide nutritious food for their children/families. There’s also concern with the rising food prices and organization/food banks having enough food to meet the demand of families in many communities.

Housing

Housing. Many families are struggling to find affordable housing. In recent years, the cost of housing has increased by 36% and rentals have also increased by 38% as noted on the data collected. This has resulted in families living in shared housing, unsafe housing conditions, or being taken advantage of by landlords

Homelessness. There’s concern with the increase of homelessness in Madera County. Families feel unsecure because many homeless individuals gather in parks and/or public areas. Parents/families feel that they are unable to take their children to certain areas because of the large number of homeless individuals.

RECOMMENDATIONS AND PRIORITIES

The Community Assessment team has collected the most current information available for more than 40 indicators in four impacted areas: demographic conditions, social conditions, economic conditions, and child care conditions. Each impacted area has a set of indicators that provide information about the magnitude of certain needs, social problems or contributing factors; and the overall performance in the community in addressing issues, needs or problems.

ANALYSIS OF AND PRIORITIZATION OF IDENTIFIED ISSUES

After reviewing data from all sources, the CAPMC Head Start management team met to discuss the issues facing children and families participating in the program. This multidisciplinary team shared qualitative input regarding community resources in those areas, and how the community in general is addressing the issues.

The Community Assessment team met to review and discuss data and then identify and prioritize the needs of families. Factors taken into consideration are budget, staffing, and scope of work.

IDENTIFIED PRIORITIES

1. ***Nutrition Education*** – providing parents information on affordable and healthy meals, budgeting, food resources to support families' food insecurity.
2. ***Mental Health & Wellness*** – addressing parent/family and staff need for additional support and resources to address children's challenging behaviors. Expanding access to mental health information, resources, and providers.
3. ***Enrollment*** – enrollment has been a challenge due to the availability of other preschool programs in the community. Program staff will continue to innovate recruitment activities and practices to ensure the program meets its funded enrollment.
4. ***Parent Education & Resources*** – staff will ensure to provide information regarding available community resources to address family's needs via parent meetings, parent workshops, direct referrals, and program newsletter.
5. ***Program Quality*** – The program will focus on increasing the program's educational services by providing meaningful interactions between teachers and children resulting in positive outcomes for children and academic success.

Prioritizing needs requires that staff look at resources, scope of work, funding, and the highest needs of the families we serve, in addition to hearing first-hand from families. The issues are being brought forward to the Parent Policy Council and CAMC Board of Directors to review and recommend for Goals & Objectives.

Financial implications of these goals may involve re-rerouting necessary funds, and strategically partnering with community agencies



Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: February 13, 2025

Author: Marissa Estrada

DATE: 01/30/2025

TO: Board of Directors

FROM: Marissa Estrada, ERSEA Specialist

SUBJECT: Recruitment & Enrollment Selection Criteria 2025-2026

I. RECOMMENDATIONS

Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2025-2026 program year.

II. SUMMARY

Staff is requesting approval of the Recruitment Procedure and the 2025-2026 Enrollment Selection Criteria.

III. DISCUSSION

- ✓ The program complies with meeting the needs of low-income families or families potentially eligible for public assistance, homeless children, and children in foster care before serving pregnant women or children who do not meet the income equal to or below the poverty line.
- ✓ The Selection Criteria was adjusted to consider the excessive housing costs when determining eligibility. Relevant documentation such as rent receipts, mortgage statement, utility bills (PG&E, water/sewage) must be provided by the family to calculate total annual housing costs. Staff shall determine if a family spends more than 30 percent of their total gross income on housing costs and reduce the total gross income by the amount spent on housing costs that exceed more than 30 percent.
- ✓ Families wishing to participate in the Madera and Early Head Start Program will be selected based on the Selection Criteria.
- ✓ Points will be assigned to applicants based on the specific eligibility criteria which were developed utilizing the Head Start eligibility standards and community assessment data to assure children with the greatest need receive services.
- ✓ Recruitment process will continue to focus on enrolling children with disabilities in order to comply with the 10% mandate.
- ✓ The recruitment procedure/plan will include the participation of all CAPMC

employees. Head Start staff will actively recruit throughout the program year developing a plan to participate in community events/functions.

- ✓ If any policy/procedure updates are made by the Office of Head Start, changes will be made accordingly and brought to the Policy Council for approval.
- The Enrollment Selection Criteria and the Recruitment Procedure for the 2025-2026 program year will be presented for approval to the Policy Council on February 6, 2025.

IV. FINANCING: None



Head Start / Early Head Start

Regional Head Start

Madera Early Head Start

Madera Migrant/Seasonal Head Start

Fresno Migrant/Seasonal Head Start

Federal Poverty Guidelines 2025

Size of Family Unit	Income Eligible 0% - 100%	Over Income 101%-130%	Over Income 131%
1	Less Than \$15,650.00	\$15,650.01-\$20,345.00	\$20,345.01+
2	Less Than \$21,150.00	\$21,150.01- \$27,495.00	\$27,495.01 +
3	Less Than \$26,650.00	\$26,650.01- \$34,645.00	\$34,645.01 +
4	Less Than \$32,150.00	\$32,150.01- \$41,795.00	\$41,795.01 +
5	Less Than \$37,650.00	\$37,650.01- \$48,945.00	\$48,945.01 +
6	Less Than \$43,150.00	\$43,150.01- \$56,095.00	\$56,095.01 +
7	Less Than \$48,650.00	\$48,650.01- \$63,245.00	\$63,245.01 +
8	Less Than \$54,150.00	\$54,150.01- \$70,395.00	\$70,395.01 +
For families/household with more than 8 persons, add \$5,550 for each additional person.			
Effective January 22, 2025			

When determining the FPL of a family start by establishing the number of family members as defined by Head Start, "A family is a group of two or more persons related by birth, marriage, or adoption who live together; all such related persons are considered as members of one family."



Child Development Services
 1225 Gill Avenue, Madera, CA 93637

(559) 673-0012
 FAX (559) 661-8459

**EXPENSE FORM
 2025-2026**

Child's Name _____

Center _____

Rent/Mortgage Amount		
Utilities		
Electricity		
Water/Sewage		
Total		\$ -
Total Household Expenses		\$ -
Total House Hold Income		
Percentage Expenses vs Total Income	\$ -	#DIV/0!
Total Adjusted Household Income		\$ -

Documents Provided (Check all that apply)

- Rental Agreement _____
- Rent Receipt _____
- Mortgage Statement _____
- Bank Statement _____
- Monthly PG&E Bill _____
- Monthly Water/Sewage Bill _____

I certify that I have examined and verified the above eligibility documentation provided by parent/family applying for Head Start Services.

 HS Staff Initials

I certify that this information is true and correct. If any part is false, my participation in the agency's program may be terminated and I may be subject to legal action. I also understand that the information collected will be held in strict confidence.

 Parent Signature

 Date



**MADERA EARLY HEAD START
 2025 - 2026 SELECTION CRITERIA**

Applicant's Name: _____

Age/Prenatal Status		Points
Prenatal	35	
0-6 months of age	35	
7 months – 1 year of age	25	
1 year, 1 month – 1 year, 6 months	20	
1 year, 7 months – 2 years	15	
2 years, 1 month – 3 years	10	_____
Income		
Meets Federal Poverty Guidelines/No Aid	50	
TANF/SSI/SNAP	40	
Income Eligible with Adjusted Income	30	
100% - 130%	15	
Over Income	0	_____
Parent Status		
Teen Parent (under 17 years old)	35	
Child Not living with Parent	30	
One Parent Household	20	
Two Parent Household	10	_____
Disability		
Diagnosed Disability	50	
Suspected Disability	10	_____
Other		
Foster Child	35	
Homeless	20	
Dependent of a Foster Child	5	
First Time Pregnant Woman	5	
Sibling of a Head Start Enrolled Child	5	
Serious Health Issues	5	
Family Crisis (Death/Terminal Illness)	5	
Other* _____	5	_____

(*Referral from Social Service Agency, Family violence, Substance abuse, Job Loss)

TOTAL POINTS _____

 Signature of Staff Completing Initial Information

 Date
 Revised 1/2025



Child Development Services

1225 Gill Avenue, Madera, California 93637

(559) 673-0012

Fax (559) 661-8459

MADERA REGIONAL HEAD START SELECTION CRITERIA 2025-2026

Child's Name: _____

Age		Points
4-year-old	25	
3-year-old	10	_____
 Income		
Meets Federal Poverty Guidelines/No Aid	50	
TANF/SSI/SNAP	40	
Income Eligible with Adjusted Income	30	
100% - 130% income	15	
Over Income	0	_____
 Parent Status		
Single Parent	20	
Child Not living with Parent	20	
Two Parent	10	_____
 Disability		
Diagnosed Disability	50	
Suspected Disability	10	_____
 Other		
Foster Child	35	
Homeless	20	
Early Head Start Previous Participant	15	
Sibling Enrolled in HS or EHS	10	
Serious Health Issues	5	
Family Crisis (Death/Terminal Illness)	5	
Other* _____	5	_____

(*Referral from Social Service Agency, Family violence, Substance abuse, Job Loss, Waiting List Previously)

TOTAL POINTS _____

Signature of Staff Completing Initial Information

Date

Revised: 1/2025



**ELIGIBILITY, RECRUITMENT, SELECTION,
ENROLLMENT, AND ATTENDANCE
POLICIES AND PROCEDURES**

Policy Number: 14	HSPPS: 1302.14	Page: 1 of 3
Effective Date:		
Approved by Policy Council/Committee:	Approved by Board of Directors:	

SUBJECT: Selection Process

PERFORMANCE OBJECTIVE: Each Head Start Program and Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) must have a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start and Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) service.

OPERATIONAL PROCEDURE:

1. The program has a formal selection criterion for selecting children and families that considers all eligible applicants for Head Start and Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) services. The criterion is developed utilizing family data from the Community Assessment and input from the Advocates/Family Facilitators, and ERSEA Specialist annually.
2. The ERSEA Specialist will submit the Selection Criteria for Policy Council/Committee and Board of Directors approval in February-March of each year.
3. The selection criteria will take into consideration the following:
 - ✓ Child’s age
 - ✓ Family income
 - ✓ Housing Expenses – rent/mortgage, utilities
 - ✓ Parent Status – single/two parent
 - ✓ Disability
 - ✓ Child Status – foster
 - ✓ Homelessness
 - ✓ Other family issues – health
4. CSPP, RHS and EHS will follow the approved selection criteria, priority status, and priority points options (See Attached)

5. CMIG and MHS will follow the approved eligibility criteria when selecting families to participate in the Seasonal/Migrant Program and CMIG (See Attached).
6. As part of the Selection Process the following activities will take place:

APPLICATIONS

- a. Submission of applications for the new program year will begin in March and will continue throughout the year for CSPP and RHS only; April for CMIG and MHS Program; and throughout the program year for EHS.
 1. Advocates/Family Facilitators will complete applications and will submit complete packet to the ERSEA Specialist.
 2. The Application packet will include, ChildPlus/COPA application, CCD26, CDSS, and ELCD-9600, copies of income documents and any supporting documentation, birth certificate, immunization card, Health Insurance – Medi-Cal, etc., and health history. Migrant Head Start applications will need to provide proof of mobility and emergency card will also accompany the application packet.
 3. ERSEA Specialist will review the application along with the documentation provided and will complete the Eligibility Verification Form to determine if the child is eligible for services (CSPP, RHS & EHS).
 4. Advocate/Family Facilitators will complete an Adjusted Expense Form for families that are determined as over-income based on the federal poverty guidelines (see attachment). Excessive housing costs and utilities will be considered to adjust a family's gross income for the purpose of determining eligibility. The following documents will be requested: rent receipts, mortgage statement, and utility bills.
 5. MHS and CMIG applications will be reviewed to assure families are eligible; and that at least one family member earned 50% or 51% agriculture income, and whether they are migrant or seasonal. ERSEA Specialist signature on COPA application, CCD-26, and CDSS and will indicate the family qualifies for services.
 6. When a parent/guardian expresses during the application process that his/her child has challenging behaviors and other special needs the ERSEA Specialist will forward the applications to the Disability/Mental Health Specialist:
 - The Disability/Mental Health Specialist will verify the disability status of a child by obtaining a current Individual Family Service Plan (IFSP) for infants/toddlers 0-36 months or Individual Education Program (IEP) for children over age three years.
 - If there is a current IFSP/IEP, the Disability/Mental Health Specialist will indicate on the Child Application that the child has a "Certified IFSP" or "Certified IEP".
 - If a child has not been certified with a disability but is in the process of evaluation, a parent expresses concerns about their child's development, or the parent has yet to bring a copy of the IEP/IFSP staff will indicate on the Child Application that the child has a "Suspected Disability".
 7. Once applications have been reviewed by ERSEA Specialist; the applications are forwarded to Health Specialist to review immunizations.
 8. Once approved, Health Specialist will forward applications to Data Entry Technician to enter in ChildPlus, or COPA system.

- b. Only applications that have been approved by the ERSEA Specialist and Health Specialist will be entered into the ChildPlus, and COPA systems. This will allow the program to have children on the waiting list that are eligible for services and can be enrolled when there is a vacancy.

SELECTION

Once applications have been entered into ChildPlus/COPA system, the ERSEA Specialist will generate a list of eligible children for each center. The lists will be prioritized according to the established priority point system. The ERSEA Specialist will begin the selection process from the generated lists beginning August (RHS/CSPP) - April-May (MHS/CMIG) - year-round (EHS).

At least 10 percent (10%) of the total funded enrollment will be children with documented disabilities. An over-income child with an IEP/IFSP may be selected prior to a child with higher priority points if the agency is not serving more than 10% over income of their total funded enrollment. When placing children with documented disabilities, the composition of the classroom and individual child needs will be considered to ensure appropriate placement and a least restrictive environment. The child's eligibility points and income level will also be considered in order to ensure that children with the highest needs are given priority.

Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG), must select a child who is Child Protective Services/At Risk child prior to selecting any other child. (Child Protective Services/At Risk child is defined as a child that has been identified at risk of abuse, neglect, or exploitation or who are receiving child protective services in accordance with the California Code of Regulations, Title 5, Section 18092. (MHS only)

Families whose income is between 100 and 130% of the poverty line, may be enrolled when no other eligible child is on the waitlist.

ACCEPTANCE

Families of children who are not placed in a center will be placed on the Head Start waiting list – CSPP/RHS or CMIG/MHS depending on the program they have selected to participate.

EVALUATION

In January, the selection process will be evaluated. Evaluation will include:

- ✓ Analysis of enrollment/attendance numbers as well as numbers of eligible children on the waiting lists;
- ✓ Review Community Assessment and identify new family situation/issues and/or community trends in order to develop a selection criterion.

Eligibility and Need Criteria

Eligibility Criteria for Part-Day CSPP Services (EC Sections 8236, 8236.3, 8261 and 8263, CSPP FRPM Implementation Guidance 18130.3)

Unless otherwise specified in this section, to be eligible for part-day CSPP, a family shall meet the

eligibility criteria as follows:

1. Family is a current aid recipient;
2. Family income is eligible;
3. Family is experiencing homelessness; or
4. Family has children who are recipients of child protective services, or are identified as at risk of being abused, neglected, or exploited.

After all otherwise eligible families have been enrolled, a part-day CSPP may enroll:

1. Children from families whose income is no more than 15% above the eligibility income threshold. Children from families enrolled under this exception may not exceed ten percent of the participating CSPP's total contract enrollment.
2. Children with exceptional needs as defined in EC Section 8208. Children enrolled pursuant to this subsection, shall not count towards the 10% limitation.
3. After all children have been enrolled pursuant to the above subdivisions, part-day CSPP sites operating within the attendance boundaries of a qualified FRPM school may enroll CSPP four-year-old children whose families reside within the attendance boundary of a qualified FRPM school without establishing eligibility.

For full documentation requirements see section on the *Family Data File*.

Contractors enrolling families for part-day services shall establish a family's eligibility once at the time of enrollment.

Eligibility and Need Requirements for Full-Day CMIG (*EC 8236, 8236.3, 8261, and 8263[a][1][A] and [B], CSPP FRPM Implementation Guidance 18130.4*)

1. Unless otherwise specified in this section, to be eligible for full-day CMIG, a family shall meet both eligibility and need criteria as follows:
 - a. Eligibility Criteria
 - i. Family is a current aid recipient
 - ii. Family is income eligible;
 - iii. Family is experiencing homelessness; or
 - iv. Family has children who are recipients of child protective services, or are identified as at risk of being abused, neglected, or exploited.
 - b. Need Criteria [must meet either (i) or (ii)]:

- i. The child is identified by a legal, medical, social services agency, transitional shelter, emergency shelter, Head Start program or Local Education Agency liaison for children and youths experiencing homelessness pursuant to 42 US 11432(g)(1)(j)(ii) as :
 - a) Receiving child protective services,
 - b) Being neglected, abused, or exploited, or at risk of neglect, abuse or exploitation;
 - c) Experiencing homelessness
- ii. The parent(s) are: (EC 8263[a][1][B])
 - a) Employed;
 - b) Seeking employment;
 - c) Engaged in vocational training leading directly to a recognized trade, paraprofessional or profession;
 - d) Engaged in an educational program for English language learners or to attain a high school diploma or general educational development certificate;
 - e) Seeking permanent housing for family stability; or
 - f) Incapacitated.
- c. After all children have been enrolled pursuant to the eligibility and need criteria above, a full-day CSPP contractor may enroll CMIG three-year-old and four-year old children from families that meet the eligibility criteria but do not have a need for services.
- d. After all children have been enrolled pursuant to 1.a., b. and c. above, a full-day CMIG site operating within the attendance boundaries of a qualified FRPM school may enroll CSPP four-year-old children whose family resides within the attendance boundary of the qualified FRPM school without establishing eligibility or need as described in 1.a and b above.

Eligibility Criteria (WIC 10271)

A migrant agricultural worker family, as defined in FTC, Section II *Definitions*, is eligible for CMIG childcare and development services because the parent(s) is:

- 1. A current aid recipient,
- 2. income eligible
- 3. Experiencing Homeless,

4. One whose child(ren) are recipients of protective services, or whose child(ren) have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected, or exploited.



ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE POLICIES AND PROCEDURES

Policy Number: 13	HS/PPS: 1302.13	Page: 1 of 3
Effective Date:		
Approved by Policy Council Council/Committee:	Approved by Board of Directors:	

Subject: Recruitment of Children

Performance Objective: The program reaches out to those most in need of Head Start – Regional Head Start (RHS)/Migrant Head Start (MSHS), Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) services.

Operational Procedure:

1. In order to reach those most in need of Head Start (RHS/MSHS), CSPP, and CMIG services, the program develops and implements a recruitment process utilizing information gathered through the Community Assessment, Advocates/Family Facilitators, and the ERSEA Specialist. Recruitment areas and population needs are reviewed annually. The ERSEA Specialist submits the Recruitment plan to the Policy Council for approval annually.
2. The recruitment process may include canvassing the local community, notices to community partners, local providers, and agencies that serve low-income families/children, posting information on agency website, Facebook, and use of family referrals and referrals from other public and private agencies. The recruitment plan will be as follows:

START-UP

The start-up of the recruitment process will begin in:

- a. February through May – RHS & CSPP only
- b. March, April and May – MHS & CMIG only
- c. Recruitment will be conducted throughout the program year – EHS only

The start-up process will include the following activities:

- a. Forms will be reviewed annually by the ERSEA Specialist and updated as needed (RHS & CSPP only). Applications for enrollment will be accepted year-round (EHS only).
- b. Forms will be reviewed and updated per Grantee as needed. Forms will be printed in February of every year to have them available prior to the enrollment period (MHS & CMIG only).
- c. The ERSEA Specialist will update/revise the current recruitment plan and take to Policy Committee (MHS & CMIG) Policy Council (RHS, CSPP & EHS) for approval.

TRAINING

The Advocates/Family Facilitators and other program staff involved in recruitment will receive training from the ERSEA Specialist. Training topics will include:

- a. Eligibility – reviewing prior trends or any new Head Start eligibility changes, as applicable.
- b. Recruitment, Selection, Enrollment/Certification and Re-enrollment/Recertification
- c. Application Process

RECRUITMENT/OUTREACH

- a. The Head Start, CSPP, and CMIG programs will involve all CAPMC agency personnel in order to increase recruitment at all sites and provide interested parents a prompt response from Head Start Collaborative and Head Start staff. Site Supervisors/Center Directors will remind center staff of their responsibility to assist in the recruitment of children in the community.
- b. The ERSEA Specialist along with the Advocates/Family Facilitators will develop a plan to assure the following activities take place:
 - Flyers distributed to the public schools
 - Flyers distributed and displayed throughout Madera County
 - Flyers distributed to California State Preschool Program, and Migrant Childcare and Development Program, and to Head Start parents to inform them of the recruitment efforts
 - Contact with community agencies and collaborative partners
 - Engage in activities with the local SELPA Agency (Madera County Superintendent of Schools) and Madera Unified School District to assure children with disabilities are recruited and enrolled.
 - Contact agencies providing services to children with disabilities for referrals.
 - Lists of children who applied, but were not accepted for the current year and are still eligible will be generated and the family will be contacted to fill out a new application for the new program year.
3. Documentation of recruitment efforts will be maintained at the center level and the central office. Such documents will include invitations to participate in community events, recruitment logs, requests for Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG), and Head Start information/flyers, recruitment letters, etc.

4. In order to assure full enrollment, recruitment activities will take place throughout the program year targeting centers with a low number of children on the waiting list. The ERSEA Specialist will monitor recruitment and waiting lists on a monthly basis or as needed.
5. The program flyer will include information that provides information regarding transportation services and routes.
6. The program flyer includes a statement regarding non-discrimination to ensure the enrollment of all families in the community.

EVALUATION

The recruitment process will be evaluated. Evaluation will include:

- ✓ Analysis of enrollment numbers as well as numbers of eligible children on the waiting lists.
- ✓ Review of specific and general on-going monitoring of recruitment.
- ✓ Identification of new and innovative recruitment approaches.



ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE POLICIES AND PROCEDURES

Policy Number: 12	HSPPS: 1302.12	Page: 1 of 3
Approved by Policy Council/Committee:	Approved by Board of Directors:	

SUBJECT: Determining, Verifying, and Documenting Eligibility

PERFORMANCE OBJECTIVE: Children must meet Head Start, Regional Head Start (RHS)/Migrant and Seasonal Head Start (MSHS), and Head Start Collaborative Programs – California State Preschool Program (CSPP) and Migrant Childcare and Development Program (CMIG) eligibility requirements to be enrolled in the program.

OPERATIONAL PROCEDURE:

1. Advocates/Family Facilitator will complete an in-person interview with each family. If an in-person interview is not possible due to family circumstances, staff may conduct the interview over the phone. All documents used to verify eligibility become part of the child’s eligibility determination record.
2. In order to participate in one of the Head Start programs (RHS/MSHS), California State Preschool Program (CSPP), or Migrant Childcare and Development Program (CMIG) the child must meet the age requirement.
 - a. To be eligible for the Regional Head Start and CSPP services, a child must be at least three (3) years old by September 1st as determined by the community’s public school in which the Head Start and CSPP program is located. Children who do not meet the cut-off of September 1st could be enrolled depending on the needs of a particular center/community. However, the child **must** be three (3) years old at the time of enrollment.
 - b. Early Head Start services will be provided to prenatal women and families with a child up to 3 years old.
 - c. To be eligible for the Migrant Seasonal Head Start and Migrant Childcare and Development Program (CMIG) program, the child must be at least six (6) weeks old at the time of enrollment.
3. Advocate/Family Facilitator will review one of the following to verify that the child meets the age requirement to receive Head Start, CSPP and CMIG services: Birth Certificate, Hospital Certificate of Birth, Baptismal Certificate or Immunization record with child’s DOB.
4. Advocates/Family Facilitators will verify income by the use of an income calculation worksheet.

Advocates/Family Facilitators will require income proof of the last 12 months or preceding calendar year. If the payments are weekly - 52 pay periods are required, every two weeks - 26 pay periods are required, twice a month - 24 pay periods are required, monthly - 12 pay periods are required. The following documents will be requested to determine eligibility: individual income tax forms 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers, or documentation showing current status as recipients of public assistance (TANF/SNAP (CalFresh), SSI), or self-declarations. Self-declaration will be used when a family is unable to provide income due to lost documents, teen parent being supported by parents, cash payments, and when only one parent is reporting income for the household – each case will be reviewed by the ERSEA Specialist to determine if family is meeting income requirements. Income verification from military families will be reviewed and any income/pay for hostile fire/imminent danger and basic housing allowance will not be considered as part of their wages/total income.

When a family's income fluctuates because of migrant, agricultural, or seasonal work; inconsistent and/or unstable employment or self-employment; or intermittent income, as defined in FTC, Section II *Definitions*, the adjusted monthly income shall be determined by averaging the total countable income from the preceding 12 months.

In the instance when the last 12 months or preceding calendar year does not reflect the family's current situation, Advocates/Family Facilitators will obtain information on the family's current income and provide an explanation on what information was used to determine eligibility. The ERSEA Specialist will review the information provided and determine if the child/family is eligible to participate in the program.

5. Copies of all documents provided to verify income will be kept with the child's file. Information will be documented in ChildPlus and COPA. Parent and Advocate/Family Facilitator will sign the application to verify that the information is true and correct.
6. The ERSEA Specialist will review applications and complete the Eligibility Verification Form to assure income and age has been verified (CSPP & RHS - only). The ERSEA Specialist signature will certify that the family's documentation is present and valid.
7. The Head Start programs (RHS/MSHS), California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) programs will ensure that no families exceed the 85% State Median income (SMI) and no more than 10% of the children who are enrolled do not exceed the Head Start income guidelines; and no more than 35% of children who are enrolled exceed the 100 – 130% poverty guidelines. The ERSEA Specialist will utilize established criteria to ensure families who are at or below the income guidelines are selected first.
8. Over income families and families whose income is between 100 and 130% of the poverty line and who meet the selection criteria may be considered for enrollment, if no other eligible families are on the waiting list. The ERSEA Specialist will monitor the number of over-income families enrolled on a regular basis to assure the number does not exceed 35% and 10% of funded enrollment.
9. The family income is verified by the Advocate/Family Facilitator and the ERSEA Specialist before determining that a child is eligible to participate in the program.

- a. Children enrolled in the MSHS, RHS, CSPP, and CMIG will be eligible to remain in the program for a second year without re-establishing income eligibility if the child is not age-eligible for kindergarten. MSHS and CMIG families will need to verify income yearly to assure they meet the 50% (State) or 51% agriculture requirement.
 - b. Over-income families will be offered a one-year placement only. Families will be informed that they will need to update their family size and income or reapply to update priority points, if they would like a second-year placement. Second-year placement is not guaranteed.
 - c. Children participating in Early Head Start will remain enrolled until a slot becomes available in the Head Start Program or another Preschool program, providing the child is eligible.
10. If a program determines from the Community Assessment there are families experiencing homelessness or children in foster care that would benefit from services, they may reserve up to 3% of their funded slots for 30 days for this population. If these slots are not filled in the 30 days, they are considered vacant slots and must be filled in 30 days.
 11. Programs may allow children enrolled with the criteria of homeless or foster to attend without immunizations or other records for up to 90 days. Advocates/Family facilitators must work with families to obtain required documents.
 12. All governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures will be trained:
 - ✓ Management and staff members who make eligibility determinations will receive training within 90 days of hiring new staff.
 - ✓ All governing body and policy council members with 180 days of the beginning of the term of a new governing body or policy council.
 13. Staff that intentionally enroll ineligible families into any of the RHS, MSHS, CSPP, and CMIG programs under CAPMC will be held accountable and disciplinary actions will apply. CAPMC does not tolerate:
 - ✓ The willful violation or disregard of any federal, state, and local law by an employee during the course of that person's employment;
 - ✓ The disregard or circumvention of program and/or CAPMC's policy or engagement in unscrupulous dealings;
 - ✓ The manipulation or disregard of policies or provisions to secure a benefit for friends and/or family members.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries that which is directly forbidden, and can result in disciplinary action up to and including termination of employment. Employees are required to comply with The Code of Ethics, applicable laws, regulations and Agency policies.



Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: February 13, 2025

Author: Maribel Aguirre

DATE: January 21, 2025

TO: Board of Directors

FROM: Maribel Aguirre, Parent and Governance Specialist

SUBJECT: Approval of the 2024-2025 Bylaws for the Madera Regional and Early Head Start Policy Council

RECOMMENDATIONS

Review and consider approving the 2024-2025 Bylaws for the Madera Regional and Early Head Start Policy Council

SUMMARY

The bylaws are one set of rules that govern the Policy Council. Bylaws are reviewed yearly. Any proposed changes will be made at the time of first reading. The Council was allowed 30 days for review and had no recommendations.

DISCUSSION

- o The format has been updated to correspond to the agency's Board of Directors Bylaws and comply with new Head Start Performance Standards.
- o During the Policy Council meeting, there was time to address any questions or suggestions that the members had. The changes were approved on December 5, 2024.

FINANCING: None



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AMENDED BYLAWS FOR THE REGULATION OF: MADERA REGIONAL AND EARLY HEAD START POLICY COUNCIL 2024-2025

**Guidance provided by Agency Attorney – July 2024
Approved by the Madera Regional and Early Head Start
Policy Council – December 5, 2024
Approved by CAPMC Board of Directors –**

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY MADERA COUNTY REGIONAL AND EARLY HEAD START

Article 1: Introduction

Community Action Partnership of Madera County (CAPMC) believes that the gains made by children in Regional and Early Head Start Program must be understood and built upon by the family and the community. To achieve this goal, Regional and Early Head Start provides for the involvement of the child's parents and other members of the family in the experiences the child receives in the child development center by giving them many opportunities for a richer appreciation of the young child's needs and how to satisfy them.

Many of the benefits of Regional and Early Head Start are rooted in "change". These changes must take place in the family itself, the community, and in the attitudes of people and institutions that have an impact on both.

It is clear that the success of Madera Regional and Early Head Start is bringing about substantial changes and demands full and complete involvement of the parents, parental-substitutes, and families of children enrolled in its programs. This involvement begins when the Regional and Early Head Start Program begins and should gain vigor and vitality as planning and activities go forward.

Article 2: Purpose

Section 1 – General The purpose of the Regional and Early Head Start Policy Council is to support the Regional and Early Head Start Program in planning, organizing, and developing programs to serve the needs of children, parents, and the community at large consistent with the 2007 Head Start Act 42 U.S.C. 9801 et seq., and the Head Start Performance Standards – Program Governance, 45 C.F.R. § 1301.50 et seq ("Head Start Performance Standards").

The Regional and Early Head Start Policy Council works in a shared governance model (as provided by the Head Start Act and the Head Start Performance Standards), in partnership with the CAPMC Board of Directors, which is the governing board of the organization. The Regional and Early Head Start Policy Council and the Board of Directors share responsibility (known as "Shared Governance") in implementing the overall goals of Regional and Early Head Start Program. Within the guidelines established by the Head Start Act and Head Start Performance Standards, the Policy Council is responsible for the direction of the program as detailed in 42 U.S.C. 642(c)(2)(D) of the Head Start Act.

These Bylaws set forth the membership, offices, term of office and method of operation of the Policy Council. These Bylaws also incorporate by reference the Binding Arbitration Agreement for Resolution of Impasse between CAPMC's Board of Directors and the Regional and Early Head Start Policy Council.

Article 3: Mission, Vision and Philosophy Statement

Section 1 – CAPMC’s Mission, Vision, and Philosophy Statements are as follows:

MISSION: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

OUR VISION: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability...one life at a time.

OUR VALUES – BASIC BELIEF: As a community action organization, CAPMC is respectful of cultural diversity and dedicated to eliminating barriers to social economic independence in the midst of plenty in this nation by opening to everyone the opportunity for education and training; the opportunity to work; and the opportunity to live in decency; and dignity, and commit ourselves to six core values.

The values that create CAPMC’s environment are based on fundamental respect for the rights, aspirations and dignity of every individual, client, fellow co-worker and others with whom CAPMC has contact. CAPMC’s Six Core Values are: Trustworthiness, Responsibility, Caring, Respect, Fairness and Citizenship.

STANDARDS TO LIVE BY

One of CAPMC’s four Strategic Goals: Premier Programs and Customer Services: On March of 2011 CAPMC adopted its *Standards to Live By* that were developed to ensure the satisfaction and quality services to customers; the adopted behaviors are expected from all Agency employees, volunteers, and participating parents: **Courtesy, Attitude, Professionalism, Make Time and Closure.**

PROGRAM PHILOSOPHY

Two very unique attributes distinguish Head Start from any other preschool program in our community and county. Those distinguishing elements are the comprehensiveness of the program design and the degree to which parents are involved in all aspects of the program. These factors have helped to develop the philosophy of Head Start and promote our beliefs that we must prepare, educate, and develop our children and their families so that they are positive contributors to our community and country.

Key principles of Head Start since its inception in 1965, which were reaffirmed through a thorough review by the Advisory Committee on Head Start Quality and Expansion, include:

- Comprehensive Services
- Parent Engagement and Family Focus
- Community Partnerships and Community Based Services
- Accountability/Steward of Tax Dollars

Section 2 – Authorized Activities The overall fiscal and legal responsibility for the administration of the Regional and Early Head Start Program lies with the CAPMC Board of Directors.

Section 3 – General Activities The CAPMC Regional and Early Head Start Policy Council is responsible for the direction of the Head Start program, including program design and operation as well as long and short-term planning goals and objectives, taking into account the Regional and Early Head Start Program’s annual self-assessment and outcomes data and needs assessment.

Section 4 – Additional Responsibilities The Policy Council shall approve and submit to the CAPMC governing body decisions as to each of the following activities:

- a) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
- b) Program Recruitment, selection, and enrollment priorities.
- c) Applications for funding and amendments to applications for funding the programs as described in 42 U.S.C. 642(c)(2)(D) of the Head Start Act., under this subchapter, prior to submission of applications described in this clause.
- d) Recommendations for budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities.
- e) Provide input and compliance with these Bylaws for the operation of the Policy Council.
- f) Reviewing and approving program all personnel policies of the Agency regarding the hiring, evaluation, termination and compensation of Agency employees (See Head Start Act Section 642(c)(1)(E)(iv)(V)).
- g) Approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in equivalent position within the agency. The Policy Council is not required to approve the hiring, evaluation, compensation or termination of Agency employees other than those listed in this section. (See Head Start Act, 45 C.F.R. §642(c)(1)(E)(iv)(IX)).
- f) Standards of conduct for program staff, consultants, contractors, and volunteers.
- h) Developing and/or providing input into procedures for how members of the Policy Council of the Head Start agency will be elected.
- i) Recommendations on the selection of delegate agencies and the service areas for such agencies, if applicable.
- j) Cooperate in good faith with the CAPMC Board of Directors with regard to any impasse including, without limitation, following impasse procedures developed to resolve internal disputes between the CAPMC Board of Directors and Council in a timely manner.
- k) Arrive on time and regularly attend all Policy Council meetings.
- l) Actively prepare for meetings by receiving and reading the agenda and minutes prior to the meetings.

Section 5 - Sharing of accurate and regular information about program planning policies and operation, which include:

- A. Monthly financial statements, including credit card expenditures;
- B. Monthly program information summaries;
- C. Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- D. Monthly reports of meals and snacks provided through programs from the Department of Agriculture;
- E. Annual financial audit;
- F. Annual self-assessment, including any findings related to such assessment;
- G. Community-wide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- H. Communication and guidance from the Department of Health and Human Services; and
- I. Program information reports.

Section 6 – Reimbursement A meeting reimbursement will be provided to Policy Council Representatives in accordance with current CAPMC regulations. The reimbursement will be for attendance at Policy Council meetings, Special Council Meetings and other Policy Council assignments. Reimbursement rates will be based on what is approved annually by the Policy Council and in accordance with CAPMC regulations. Attendance by alternates will only be reimbursed if the Policy Council Representative is unable to attend.

Note: Checks for meeting reimbursements will be valid for a period of nine (9) months from the date of the check. If the Policy Council Representative (or alternative) does not cash the reimbursement within nine months of the date of issuance of the reimbursement check, the check will be considered null and void and the expenses no longer subject to reimbursement.

Article 4: Membership – Representative of Children Enrolled/Community Members

Section 1 – Total Membership The authorized number of Policy Council members shall be thirteen (13) parent representatives, one representative from the Board of Directors, and at least one Community Representative, if elected. If the numbers fall below thirteen, the Policy Council may lawfully continue to manage Head Start activities but must act with reasonable diligence under the circumstances to select/replace/elect new Policy Council members.

Section 2 – Membership of the CAPMC Regional Policy Council The membership of the Policy Council shall be comprised of at least the following:

- A. Representation from each CAPMC Regional and Early Head Start Program shall be based on the following representative/children served ratio:

1 to 40 children served – 1 Parent Representatives and 1 Alternates
41 to 80 children served – 2 Parent Representatives and 2 Alternates

Center	Representatives	Alternates
Chowchilla	1	1
Cottonwood	1	1

Early Head Start	2	2
East Side	1	1
Fairmead	1	1
Mis Tesoros	1	1
North Fork	1	1
Oakhurst	1	1
Ruth Gonzales	1	1
Valley West	1	1
Verdell McKelvey	1	1

B. Representation from the Community:

Representation from the Community shall be no more than two (2) at-large community representatives. Representation will be sought from relevant community entities or organizations that are supportive of the purposes and goals of Regional and Early Head Start. Community members shall be approved by the members of the Policy Council.

The Head Start Performance Standards also provide that at-large community representatives may include “parents of children who were formerly enrolled in the Head Start program of the agency.”

C. Representation from the Board of Directors:

The CAPMC Board of Directors Chairperson will appoint one Representative and one Alternate to serve on the Policy Council.

Article 5: Selection of Policy Council Members

Section 1 – Head Start Center Representation

- A. The Policy Council members (representatives and alternate) must be elected by general vote of each center’s Parent Center Committee within 30 days of the center opening. Action of the election shall be recorded in the respective center committee minutes and forwarded to the Support Services Manager prior to the next regularly scheduled Policy Council meeting. Subject to the approval of the CAPMC Board of Directors, this Council will prescribe the manner for voting in a manner designed to allow direct participation by the parents in the voting process. This could include, without limitation: (a) voting in person at the center; (b) ballots mailed and/or provided to each parent with a deadline for the parent to return the ballot; (c) on-line voting through a survey or balloting application, website or other process that has reasonable expectations and assurances of accuracy for the vote.
- B. Once elected, the Parent Center Council Officials **may serve** as the respective Policy Council representative of the respective center. If a center has two representatives, both may serve as the representatives.
- C. Any current parent who is also a family member of a Regional and Early Head Start staff employee may **not** serve as an elected representative of the Policy Council.

- D. Only one member of an immediate family may serve on the policy Council as a voting member. The term ‘immediate family’ means wife, husband, son daughter, mother, father, brother, sister or relative by marriage or similar degree.

Section 2 – Board of Directors Representation The CAPMC Board Chair will appoint a CAPMC Board member to represent the CAPMC Board of the Policy Council.

Section 3 – Community At-Large Representation The community representative/ organization must submit a letter of interest for consideration of a position to the Regional and Early Head Start Policy Council. The Regional and Early Head Start Policy Council must approve/disapprove the request by a majority vote.

- A. In selecting a community representative at large, the Council shall consider the existing program goals of CAPMC and the ability of the individual to be a resource in achieving those goals. Representation will be balanced to the greatest extent possible. When a vacancy in community representation occurs, notification shall be mailed to the appropriate organization soliciting a written application for representation. In the event there are more individuals willing to serve than there are seats available, the Regional and Early Head Start Policy Council shall annually rotate seats in this sector among the eligible organizations using the following criteria:
 - 1. Length of tenure of each organization on the Policy Council;
 - 2. The value of the current member organizations as resources to the current and immediate future program goals; and
 - 3. The desire of the current organization to remain as members
- B. Each representative may have one alternate to substitute for him/her. The representing body shall select its own alternate.

Article 6: Term of Office for Members

Section 1 – Term of Office for Parent Representatives Parent representatives serve at the pleasure of each center’s Parent Center Committee. An individual may not serve more than five (5) one-year terms as a parent representative and must be elected or confirmed annually by the Parent Center Committee. Only one member of an immediate family may serve as defined above in Article 5, Section 1(d). Notwithstanding the above (and the requirement under the Head Start Act and Performance Standards that the terms of parent representatives be limited to one year), under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Council, the parent representative’s term may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the

dissolution of an existing Council before a successor Council can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

Section 2 – Term of Board of Directors CAPMC Board Representatives shall serve at the pleasure of the CAPMC Board of Directors.

Section 3 – Term of Office for Community At-Large Representative Community representatives serve at the pleasure of the designated organization. An individual may not serve more than five (5) one-year terms as community representative and must be elected or appointed annually by a majority vote of the Head Start Policy Council. Notwithstanding the above, under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Council, the community representatives may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the dissolution of an existing Council before a successor Council can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

Section 4 – Alternates Service as an alternate Policy Council member will not be considered as time served as a principal representative Policy Council member unless the alternate attended a Policy Council meeting and had a vote.

Article 7: Removal

Section 1 – Reasons for Removal Members shall be removed from the Council for the following reasons:

- A. Change of residence to an area outside geographic area of Regional and Early Head Start Services Program.
- B. A Policy Council member transfers their child to another center.
- C. The Parent Center Committee selects another representative.
- D. Unexcused absence of a member from the Policy Council for two meetings. Unexcused absence of a member is defined as failure to timely contact the member's alternate. In addition, a member who will not be in attendance and is being replaced by the alternate must call the Central Office to inform them that the alternate will be attending the meeting.
- E. Any officer or representative not acting in the best interest of the Policy Council may be asked to resign. If the Policy Council officer or representative refuses to resign, the Policy Council officer or representative may be removed upon a two-thirds (2/3) vote of the members then in office.

Section 2 – Resignation by Non-Attendance Any member who misses two (2) regularly scheduled meetings of the Council may be deemed to have resigned their position as a member of the Council (subject to Council approval). After a member has missed two (2)

regularly scheduled monthly meetings, the Support Services Manager will contact the Policy Council member and notify the member, in writing, that failure to attend the next regularly scheduled monthly meeting will result in the Policy Council member's automatic resignation due to non-attendance.

Article 8: Vacancies

Section 1 – Events Causing Vacancy A vacancy shall occur when:

- A. A Council member is notified of his/her removal by actions of the Policy Council for cause;
- B. A Policy Council member notifies the Policy Council of his/her resignation;
- C. The Designee body removes its representative by 2/3 vote of the total non-vacant seats.

Section 2 – Vacancy of Parent Representative If a seat of a representative of the parents is vacant, and if an alternate has not been selected, the Policy Council will call for election from the respective center's Parent Center Committee. If the alternate has been selected, then the alternate shall fill the seat for the remainder of the unexpired term and a new alternate shall be elected by the Parent Center Committee.

Section 3 – Board of Directors If a seat of the representative of the Board of Directors is vacant and if a new representative has not been appointed, then the Policy Council shall prepare a written request to the Chair of the Board of Directors for a new appointee.

Section 4 – Vacancy of Community Representative If a seat of the representative of the Community is vacant, and if the designated alternate has not been selected, the Policy Council will call for election from the Community Body of Representation. The Policy Council shall ask the organization to name another representative to fill the term if no alternate has been selected.

Article 9: Meetings

Section 1 – General Meetings Regular meetings of the Policy Council will normally be held on the first Thursday of each month unless the Policy Council fixes another date and time. The Policy Council will use reasonable best efforts to maintain those dates as Policy Council meeting dates. If a scheduled meeting date falls on a legal holiday, the meeting shall be held as soon as reasonably possible thereafter, typically the following week. The Policy Council recognizes its obligations to comply with the Ralph M. Brown Act (the "**Brown Act**") open meeting laws and will comply with all applicable provisions of the Brown Act including, without limitation, the publishing of notices and agendas for all meetings as well as the dissemination of information related to agenda items. This generally means publishing notice of all meetings at least 72 hours prior to general meetings including those that may be held by teleconference and/or videoconference (such as by use of WebEx, Zoom or similar apps or programs). In addition, the Robert's Rules of Order shall be the governing rules for all Policy Council meetings.

Section 2 – Quorum Fifty-one percent of the current, non-vacant seats shall constitute a quorum at any meeting of the Policy Council. A quorum must be present at the time of any official action taken.

Section 3 – Special Meetings Special meetings of the Policy Council may be called when the business to be addressed cannot be deferred until the next regularly scheduled meeting with notice published as required by the Brown Act. A special meeting of the Policy Council may be called by the Chairperson of the Policy Council or by any two Members. A call for a special meeting will state the business to be addressed by the Policy Council at the special meeting in the form of agenda items. Every member of the Policy Council must be notified of the special meeting at least five days prior to the established meeting time, unless the meeting is emergency in nature and fulfills the emergency meeting requirements of the Brown Act. The requirements of the Brown Act apply at all special meetings (as may be modified by Executive Order or otherwise due to constraints resulting from pandemics, natural disasters, etc. to allow for the all those who wish to attend to do so in person in whatever ways in which participation is being offered, including (including by teleconference or videoconference (by use of WebEx, Zoom or similar apps or programs), and only those items for which the special meeting was called may be deliberated and action taken.

Section 4 – Special Meetings Executive Committee When a need for a special meeting arises, the Support Services Manager will determine with the Policy Council Chairperson if an Executive Committee meeting rather than a full Policy Council meeting would be appropriate as set forth in these Bylaws. If it is determined that a special meeting of the Executive Committee is appropriate, all Members will receive notice of the meeting and are permitted to attend and participate in the meeting. If at the meeting a quorum of the Policy Council is established, the meeting would then become a special meeting of the Policy Council.

Section 5 – Place of Meetings Meetings of the Policy Council shall generally be held at CAPMC’s administrative offices, which is currently located as 1225 Gill Avenue, Madera, California. Meetings may be held, however, at any place within the County of Madera designated by the Policy Council so long as notice of such meetings is published as required by the Brown Act and is held in a location that does not discriminate on the basis of any protected category under California law. Nothing in these Bylaws is intended to prohibit the Policy Council from meeting in closed sessions to discuss matters concerning specific employees, any potential or existing litigation, or other matters which may be discussed in closed session pursuant to the Brown Act.

Section 6 – General Notice Requirements All notices and agendas of meetings shall comply with the Brown Act and specify the place, date, and hour of the meeting ,how those wishing to attend by teleconference or videoconference may participate, as well as all matters of business to be considered by the Policy Council. Remote attendance is only permitted as specifically detailed in the traditional Brown Act’s teleconferencing rules and the addition of Government Code Section 54953(k) (effective through January 1, 2026)

which requires certain findings to establish “emergency circumstances” with the Committee taking certain actions to approve the request. Written notification of regular Policy Council meetings shall be made by mail or other electronic forms that gives actual notice of the meeting to the Members at least five days in advance of the meeting. The Policy Council secretary is authorized to execute any and all affidavits of notice indicating that notice of the meeting was duly made.

Section 7 – Action at a Meeting Presence (including presence by teleconference or videoconference (by use of WebEx, Zoom or similar apps or programs) as permitted by the Brown Act (as may be modified by Executive Order, regulation or otherwise due to constraints resulting from pandemics, natural disasters, etc.) of a majority of the members then in office at a meeting of the Policy Council constitutes a quorum for the transaction of day-to-day business of the Policy Council, except as otherwise provided in these Bylaws. Every act done or decision made by a majority of the members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Policy Council, unless a greater number, or the same number after disqualifying one or more members from voting, is required by the Articles of Incorporation, these Bylaws, or the provisions of the California Corporations Code applicable to CAPMC. Members may not vote by proxy but their alternates may vote in their place instead. Voting by alternates is not deemed a vote by proxy.

Section 8 – Proxy Voting The practice of proxy voting at any meeting, either the Policy Council as a whole, or at a Special Committee meeting, is prohibited. Any such attempted voting shall be deemed null and void.

Note: Alternate Board members serve in the place instead of absent principal Board members, so any votes of an alternate Board member count in place of the vote of the respective absent Policy Council Board member.

Section 9 – Adjournment A majority of the members present, whether or not a quorum is present, may adjourn any meeting to another time and place, but any notice of adjournment to another time or place shall be given in accordance with the provisions of the Brown Act.

Section 10 – Meeting Minutes Records of all actions of the Policy Council (including actions in closed session) will be set forth in written minutes of the meeting. Minutes will be kept on file as the official record of the Policy Council. Closed session minutes will be kept separately from the regular minutes and kept confidential. CAPMC’s Assistant to the Head Start Director will be the custodian of the minutes. However, it is vital that all members of the Policy Council and the Head Start Director be able to fully participate in the discussions and deliberations, so minutes will be recorded on tape during each meeting by a member of CAPMC’s clerical staff or by a volunteer, not by a member of the Policy Council or by the Head Start Director. Minutes will then be transcribed by an Agency clerical employee after the meeting. The tape recordings are not the official meeting minutes and are used only for the transcription of the official minutes and/or used by the Policy Council to ensure the accuracy of the official minutes of a particular meeting prior to their approval. As a result, the tape recordings are not available to the public for review. Once the official minutes of a

particular meeting have been approved by the Policy Council, the tape recording will be destroyed. Minutes of previous meetings will be distributed to all members no fewer than five days in advance of the next meeting, except for closed session minutes. The written official minutes of Policy Council Meetings (other than minutes of closed sessions) shall be available to the public for inspection in accordance with the provisions of the California Public Records Act.

Section 11.-- The Policy Council reserves the right to enact other safety measures to protect its members, CAPMC employees and the public from unnecessary health risks by taking appropriate actions to minimize exposure to illnesses such as COVID-19 and/or requiring face coverings and social distancing for both those who are fully vaccinated as well as those who are not. Notwithstanding the above, the Policy Council will at all times comply with applicable provisions of the Brown Act.

Article 10: Officers

Section 1 – Officers The Policy Council shall have the following officers; Chairperson, Vice-Chairperson and Secretary. The alternate to the member serving in these officer positions shall likewise assume the officer position when the alternate is attending in the place and stead of the respective officer including, without limitation, during the Executive Committee meetings and as serving as the representative to the CAPMC Board of Directors.

Section 2 – Duties of Officers The duties of these officers shall be as follows:

- A. **Chairperson** The Chairperson shall be the Chairperson of the Policy Council and Executive Committee. The Chairperson shall:
 - 1. Be a member of the Policy Council and the Executive Committee.
 - 2. Call to order all meetings of the Policy Council and Executive Committee and work with parents and staff (as may be necessary and appropriate) in the development of agendas and submission of agendas with notice of call and keep order over all meetings.
 - 3. Preside at all meetings of the Policy Council and Executive Committee.
 - 4. Exercise such other powers and performs such other duties as may be prescribed by the Policy Council.
- B. **Vice-Chairperson** The Vice-Chairperson shall be a member of the Policy Council and Executive Committee. In the absence or incapacity of the Chairperson, the Vice-Chairperson shall preside at meetings and shall also perform such other duties as may be prescribed by the Policy Council from time to time.
- C. **Secretary** The Secretary shall be a member of the Policy Council and Executive

Committee and shall keep, or work with staff to cause to be kept, minutes of all Committee and Executive Committee meetings, and other such duties as may be prescribed by the Policy Council.

Article 11: Election of Officers

Section 1 – Election of Officers The officers shall be elected (annually) to a one-year term by the Policy Council. Election shall take place at the Policy Council meeting following the seating of the new Policy Council members.

Section 2 – Term of Office The term of office for officers begins at the same time of their election until the new representatives are seated the following year.

Section 3 – Vacancies in Officer Positions Vacancies in officer positions shall be filled at the next regular noticed meeting of the Policy Council to complete the unexpired term of the position being filled.

Section 4 – Alternates may not serve as officers on the Policy Council except to the extent the alternate is assuming the position temporarily as set forth below in Article 12, Section 1.

Section 5 – Designated Representatives Designated Representatives of the Community Representative or other designee officials may not serve as officers.

Article 12: Committees

Section 1 – Executive Committee The Executive Committee shall be composed of the officers and one member elected by the Policy Council. As noted above, the alternate to the member serving on the Executive Committee shall likewise assume the officer position when the alternate is attending in the place and stead of the respective officer Executive Committee member. There will be no limit on the number of terms served by non-officers on the Executive Committee.

Section 2 – Executive Committee – Interim Matters The Executive Committee shall act on interim or emergency matters which cannot wait until the next regular Policy Council meeting.

Section 3 – Executive Committee – Resolving Administrative Management Issues The Executive Committee shall be responsible for determining major administrative and management issues to be addressed by Administration and Policy Council.

Section 4 – Executive Committee Schedule The Executive Committee shall determine its own meeting schedule. Meetings may be called by the President or shall be called upon request of majority members of the Executive Committee.

Section 5 – Executive Committee Quorum A quorum for any of the Executive Committee shall be 50 percent of the authorized total membership of the Executive Committee.

Section 6 – Executive Committee Minutes The Policy Council shall review the minutes of each Executive Committee and accept or reject such minutes in whole or in part.

Article 13: Conflict of Interest

Section 1 – No Conflict of Interest All Policy Council Members will be required to sign a Policy Council Code of Conduct form on a yearly basis. The form indicates that each member acknowledges the following:

- Participation on the Policy Council will result in no financial gain to the Policy Council member or any member of his/her family.
- Conflict of Interest – The Policy Council member confirms that he/she is not related to any Head Start employee by blood or marriage.

Oath of Confidentiality – The Policy Council member acknowledges and agrees that all information obtained during his/her participation on the Policy Council meetings is confidential and that no information gained as a result of participation on the Policy Council will be used for any purpose except to make appropriate decisions and recommendations for the program.

Section 2 – Employment with CAPMC Any Policy Council Member wishing to apply for a position within CAPMC must resign or have vacated his/her Policy Council Representative position prior to submitting any application for employment.

Section 3 – Loans CAPMC may not lend any money or property to, or guarantee the obligation of, a Policy Council Representative or officer; provided however that CAPMC may advance money to a Director or officer of CAPMC for expenses reasonably anticipated to be incurred in the performance of his or her duties if that Policy Council Representative or officer would otherwise be entitled to reimbursement for such expenses by CAPMC. In the case of an advance, itemized receipts shall be submitted to the Assistant to the Head Start Director within ten days of the actual expenditure. As noted above, checks for meeting reimbursements will be valid for a period of nine (9) months from the date of the check. If the Policy Council Representative (or alternative) does not cash the reimbursement within nine months of the date of issuance of the reimbursement check, the check will be considered null and void and the expenses no longer subject to reimbursement.

Article 14: Confidentiality

Section 1 – Confidentiality All officers, employees and volunteers (Policy Council and CAPMC Board Members) collecting, maintaining and utilizing any client data information or Executive Session or Closed Session information in the course of their work in CAPMC shall sign a Policy Council Code of Conduct form. Any person breaching confidentiality of Executive or Closed Sessions or client data information will be immediately suspended from the Policy Committee, and where appropriate be asked to resign or be removed from the Board upon a two-thirds (2/3) vote of the members then in office. Anyone who discloses confidential or other

information disclosed during closed sessions may also be potentially liable for violations of the Brown Act which carries substantial civil and criminal penalties.

Article 15: Binding Arbitration

Section 1 – Binding Arbitration The Binding Arbitration Agreement for Resolution of Impasse between the CAPMC Board of Directors and the Policy Council must be followed and is hereby incorporated herein by reference into these Bylaws.

Article 16: Amendments and Revisions

The Policy Council may adopt, amend, or repeal Bylaws by affirmative vote of two-thirds (2/3) of the members then in office. A public notice of any proposed bylaw change must be made at least two weeks prior to the meeting at which such a proposal will be voted upon. Proposed amendments to these Bylaws must be in writing and sent to the members at least seven days in advance of the Policy Council meeting in which the Policy Council will act to provide public notice of a proposed bylaw change.

If any provision of these Bylaws requires the vote of a larger proportion of the Policy Council than is otherwise required by law, that provision may not be altered, amended, or repealed except by that greater vote.

CODE OF CONDUCT

The Madera Regional and Early Head Start Policy Council recognizes that persons involved in governance activities (Policy Council) at Community Action Partnership of Madera County – Madera Regional and Early Head Start are leaders, models, and representatives of the organization. All members will be expected to conduct themselves such that their personal and professional conduct does not have a negative effect on services or reflect badly on Community Action Partnership of Madera County Head Start and Early Head Start public's image, reputation, or credibility.

CODE OF CONDUCT

Community Action Partnership of Madera County-Madera Regional and Early Head Start Policy Council members:

1. Will respect and promote the unique identity of each child, family, employee, Council and Board member and refrain from stereotyping on the basis of gender, race (including traits historically associated with race, hair texture and protected hairstyles), national origin (includes language use and possession of a driver's license issued to persons unable to provide their presence in the United States is authorized under federal law), religion or creed (including religious dress and grooming practices), color, ancestry, physical or disability (perceived disability, requesting accommodation for disability or religious beliefs, medical condition (including HIV and AIDS), genetic characteristics or information (including information from the employee's or family member's genetic tests and

- manifestation of a disease or disorder in the employee's family member), marital status, registered domestic partner status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breast feeding), gender (a person's sex at birth), gender identity (a person's identification as male, female, a gender different from the person's sex at birth), gender expression (a person's gender-related appearance or behavior, whether or not associated with the person's sex at birth), transgender (a general term for a person whose gender identity differs from the person's sex at birth), transitioning, having transitioned, perceived to be transitioning; sex stereotyping (relying on assumptions about a person's appearance or behavior, or making assumptions about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's gender), reproductive decision-making, age, sexual orientation, citizenship, military/service member status and veteran status, use of cannabis off the job and away from the workplace consistent with the provisions of California Government Code Section 12954, as well as any other category protected by federal, state or local law or ordinance or regulation.
2. Conflict of Interest – I am confirming that I am not related to any Community Action Partnership of Madera County-Head Start program employee by blood or marriage.
 3. Must uphold the agency's confidentiality guidelines stated as follows:
 - i. No information regarding children and families of children enrolled with Madera Regional and Early Head Start is to be discussed outside of the work setting or Board/Council meetings;
 - ii. Information is to be discussed within the work setting and at Board/Council meetings only as is necessary and related to program operations/business or decision-making;
 - iii. No information learned at Board/Council meetings or while conducting Board/Council business may be discussed or used in any way outside of Board/Council activities.
 4. Will support and participate in a TEAMWORK approach to decision making.
 5. Will behave and interact respectfully while participating on Board/Council or representing the organization within the community.
 6. Must have an interest and concern for children and their families.
 7. May not accept gifts and/or gratuities as stated in the Community Action Partnership of Madera California Personnel Policy Manual.
 8. Are prohibited from using their position on Board/Council for purposes which are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with family, business or other ties.
 9. Must not make public statements under the auspices of any agency title without the Board of Directors' approval.
 10. Will follow all Community Action Partnership of Madera California – Madera Regional and Early Head Start general operating procedures.

11. Will respect and uphold the legal authority of the Board of Directors to establish, review, or revise the standards of conduct for individuals participating on the Board/Council.

CERTIFICATION OF CHAIRSPERSON

I certify that I am the duly acting Chairperson of the Madera Regional and Early Head Start Policy Council that the above Bylaws are the Bylaws of this Head Start Policy Council as adopted by the Head Start Policy Council on December 5, 2024, and that they have not been amended or modified since that date.

Otilia Vasquez, Chairperson

Dated: _____



Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: February 13, 2025

Author: Mattie Mendez

DATE: February 5, 2025
TO: Board of Directors
FROM: Mattie Mendez, Executive Director
SUBJECT: Annual Conflict of Interest Certification

I. **RECOMMENDATION:**

Review and complete the Annual Conflict of Interest Certification Form and Form 700 Statement of Economic Interest.

II. **SUMMARY:**

On an annual basis, members of the Board of Directors, the Executive Director, the Chief Financial Officer, Head Start Director, Program Managers, and those staff that influence vendor selections must complete a Form 700, Report of Economic Interests and complete the Annual Conflict of Interest Disclosure Form. This disclosure form must be completed as part of the agency's ongoing policies annually.

III. **DISCUSSION:**

- A. The CAPMC Conflict of Interest Policy was revised on February 7, 2025. A copy of the policy is attached. It defines interested parties and financial interests.
- B. Every Board Member, the Executive Director and the Chief Financial Officer need to complete the Annual Conflict of Interest Disclosure Form. This Disclosure Form should be completed and returned no later than April 1, 2025, along with the completed and signed Form 700.
- C. Staff will make Form 700 and Form 700 instructions available to each Board Member. The Form 700 must be filed by April 1, 2025. This is item #1C on the Disclosure Statement.
- D. The listing of the agency's vendors/contractors for the calendar year 2024 is attached. Please review the listing and respond to question #5 on the Disclosure Statement.
- E. The purpose of this disclosure is to avoid and refrain from any potential or actual conflicts of interests or to receive any benefit by entering into any transaction or arrangement. This disclosure also provides a mechanism for reporting any real or apparent conflicts of interest to the Executive Director.

IV. **FINANCING:** None

Community Action Partnership of Madera County
Conflict of Interest Policy
For Directors, Officers, Employees, Volunteers

Article I – Purpose

1. The purpose of this conflict of interest policy is to protect the interests of both Community Action Partnership of Madera County (“CAPMC” or the “Agency”) and its directors, officers, employees and volunteers (including, without limitation, Head Start Policy Council/Committee members in avoiding conflicts of interest (and the appearance of conflicts of interests) whenever the Agency is contemplating entering into a transaction or arrangement that might benefit (or appear to benefit) the private interests of an Agency employee, volunteer, officer or director of CAPMC, their immediate family members, or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations such as CAPMC as well as political officials who may be serving as CAPMC board members.
3. All CAPMC directors, officers, employees, and volunteers (including Head Start policy council/committee members) have an obligation to:
 - a. Avoid potential or actual conflicts of interest, or the appearance of conflicts, between their personal interests and those of the Agency in dealing with outside entities or individuals,
 - b. Disclose potential, actual and apparent conflicts of interest to the Agency’s Executive Director, and
 - c. Refrain from participation in any decisions on matters that involve a potential, actual or apparent conflicts of interest or the appearance of a conflict until such time as the conflict is reviewed and resolved and action taken as detailed below to minimize or eliminate the conflict of interest.

Article II – Definitions

1. **Interested Persons** – The persons covered under this policy shall hereinafter be referred to as “Interested Persons.” Interested Persons include all members of the CAPMC Board of Directors as well as all CAPMC officers, employees, volunteers (including, without limitation, Head Start Policy Council/Committee members),

and those persons with the following relationships to the Interested Persons listed above:

- a. Spouses or domestic partners
 - b. Siblings (blood, Step and in-laws)
 - c. Parents, children, grandchildren, and great-grandchildren (including all blood, step and in-laws of each)
 - d. Spouses of persons listed above in this subsection 1(b) and (c);
 - e. Corporations, partnerships, limited liability companies (LLCs), and other forms of business in which the Interested Persons as defined above are an employee, officer or director or have a direct or indirect ownership interest (“**Commercial Entity**”).
2. **Financial Interest** – An Interested Person has a financial interest if the Interested Person has, directly or indirectly, through business, investment, or family:
- a. An ownership or investment interest in any entity with which CAPMC has a transaction or arrangement,
 - b. A compensation arrangement with CAPMC or with any entity or individual with which CAPMC has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which CAPMC is negotiating a transaction or arrangement.

Conflicts of interest arise when the interest of any Interested Person or their immediate family as defined about in Subsection 1(a)-(d) (“**Immediate Family**”) may be seen as competing with those of the Agency. Conflicts of interest may be financial (where an Interested Person benefits financially directly or indirectly) or non-financial (e.g. seeking preferential treatment, using confidential information, etc.).

A conflict of interest arises when an Interested Person and/or their Immediate Family is involved in a proposed Agency decision is in the position to benefit, directly or indirectly from the Interested Person’s dealings with the Agency.

A potential conflict of interest exists when the Interested Person and/or their Immediate Family is in the position to obtain any potential or actual benefit from the proposed transaction.

Examples of potential, actual or apparent conflicts of interest include, but are not limited to, situations in which the Interested Person or their Immediate Family:

- i. Negotiates or approves a contract, purchase, or lease on behalf of the Agency and has a direct or indirect interest in, or receives personal benefit from, the entity or individual providing the goods or services. Personal and institutional services are covered, including banking and other financial services, medical, legal, and other professional services, management and consultant services, as well as other types of skilled or unskilled labor;
- ii. Negotiates or approves a contract, sale, or lease on behalf of the Agency and has a direct or indirect interest in, or receives personal benefit from, the entity or individual receiving the good or services;
- iii. Employs or approves the employment of, or supervises a person who is a member of their Immediate Family of the board/policy council/committee member or employee.
- iv. Sells products or services in competition with the Agency;
- v. Uses the Agency's facilities, other assets, employees, or other resources for personal gain;
- vi. Receives a gift from a vendor, if the Interested Person is responsible for initiating or approving purchases from that vendor.

3. Board Member, Policy Council/Committee Member Employment

Any person who is or has served as a member of the Board of Directors in the six months previous to the person's application for employment at CAPMC is not eligible for employment consideration, except for target area representatives and members of the Head Start Policy Council/Committee members or their representative on the CAPMC Board of Directors.

Additionally, no Immediate Family member of the Board of Directors or the Policy Council/Committee member may be an employee of the Agency. This does not prohibit an Immediate Family member from submitting an application for employment with the Agency. However, should the Immediate Family member be offered and accepts employment, the related Director or Policy Council/Committee member must resign his/her position before the Immediate Family member commences work. Nothing contained in the provision would permit any preferential treatment or consideration of an employment application of an Immediate Family member as defined herein.

Article III – Disclosure Requirements

An Interested Person who believes that the Interested Person may be perceived as having a potential, actual or apparent conflict of interest in a discussion or decision must disclose that conflict to the group as soon as possible after the potential or actual conflict becomes aware of known to the Interested Person. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure and consultation as may be reasonable and appropriate with the Executive Director and/or the Agency's legal counsel.

CAPMC requires the following:

1. On an annual basis, all political officials serving as a Director must confirm it has timely completed Form 700 in their official capacity as a public official.
2. All members of the Board of Directors as well as Agency directors and officers (Executive Director, Chief Financial Officer, Human Resources Director) and Program Managers shall complete the Agency's Conflict of Interest Forms and Report of Economic Interests.
3. All Interested Persons are required to notify the Executive Director or any potential, actual or apparent conflict of interest that may arise in the course of carrying out assigned duties for the Agency. All members of the Board of Directors are referred to CAPMC's Bylaws and its provisions regarding the identification and resolution of conflicts of interest that may arise during their involvement with the Agency. Where there is a conflict between this policy and the CAPMC bylaws, the terms and conditions of the bylaws govern and supersede this policy.
4. The Agency's fiscal department shall distribute on an annual basis a list of all vendors with whom the Agency has transacted business at any time during the preceding year, along with a copy of the disclosure statement to all members of the Board of Directors as well as Agency directors and officers (Executive Director, Chief Financial Officer, Human Resources Director), Program Managers and employees with purchasing and/or hiring responsibilities or authority. Using the prescribed form these individuals shall inform, in writing and with a signature, the Executive Director and Finance Committee of all potential reportable conflicts. This list will also be provided at the inception of employment or appointment of any of the positions listed herein.
5. During the year, these individuals shall submit a signed, updated disclosure form if any new potential conflict arises.
6. Prior to any management, board or committee action on a contract or transaction involving a conflict of interest, material facts to a conflict of interest shall be

disclosed by the Interested Person to the Executive Director or designee. Such disclosure shall be reflected in the minutes of the meeting.

7. A person who has a potential, actual or apparent conflict of interest shall not participate in or be present during discussion of the matter until the conflict issue has been resolved and the person is allowed to continue to be involved. Such person shall not attempt to exert his or her personal influence with respect to the matter.
8. A person who has a unresolved conflict of interest with respect to a contract or transaction that will be voted on at a meeting shall not be present and not counted in determining a quorum for purposes of the vote. The person having an unresolved conflict of interest may not vote on the contract or transaction and shall not be present in the meeting room during deliberations or when the vote is taken. Such a person's ineligibility to vote and abstention from voting shall be reflected in the minutes of the meeting.

Article IV – Resolution of Conflicts of Interest

All potential, actual or apparent conflicts of interest shall be disclosed to the Board Chairperson or the Executive Director of the Agency. Conflicts shall be resolved as follows:

- The Chairperson of the Board of Directors shall be responsible for making all decisions concerning the resolution of any conflict of interest involving the Executive Director, members of the Finance Committee, or other members of the Board of Directors. If the actual, potential or apparent conflict involves the board chair, then the board shall appoint of committee of three board members not involved in the actual, potential or apparent conflict to make all decisions concerning resolution of the conflict. The Agency's legal counsel may be consulted as reasonably necessary and appropriate to assist in the identification and resolution of any real, actual or apparent conflict of interest.
- The Executive Director shall be responsible for making all decisions concerning resolutions of conflicts involving Agency employees and volunteers (including, without limitation Head Start Policy Council/Committee members. The Agency's legal counsel may be consulted as reasonably necessary and appropriate to assist in the identification and resolution of any real, actual or apparent conflict of interest.

Any Interested Person for whom a conflict has been declared may appeal the decision follows:

- An appeal must be directed to the Chairperson of the Board of Directors. If the actual, potential or apparent conflict involves the board chair, then the board shall appoint of committee of three board members not involved in the actual, potential or apparent conflict to make all decisions concerning resolution of the conflict.
- Appeals must be made within 30 days of the initial determination.
- Resolution of the appeal shall be made by vote of the full Board of Directors.
- Board members who are the subject of the appeal, or who have conflict of interest with respect to the subject of the appeal, shall abstain from participating in, discussing, or voting on the resolution, unless their discussion is requested by the remaining members of the board.
- The Agency's legal counsel may be consulted as reasonably necessary and appropriate to assist in the identification and resolution of the appeal.

Article V – Disciplinary Action for Violations of this Policy

Failure to comply with the standards contained in this policy will result in disciplinary action that may include termination, removal from the board or policy council/committee, referral for criminal prosecution or the pursuit of a civil action, and reimbursement to the Agency or to the government, for any loss or damage resulting from the violation. As with all matters involving disciplinary action as set forth the Agency's Personnel Policies and Procedures. Any Interested Person charged with a violation of this policy will be afforded an opportunity to explain his/her actions before disciplinary action is taken.

Disciplinary action will be taken:

1. Against any employee who authorizes or participates directly in actions that in a violation of this policy.
2. Against any employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy.
3. Against any Program Manager or supervisor who attempts to retaliate, directly or indirectly, or encourages others to do so, against any employee who reports a violation of this policy.

A member of the Board of Directors or policy council/committee who violates this policy will be removed from his/her respective governing board and reported, as appropriate, to

the public agency or entity it represents. The services of a volunteer who violates this policy will be subject to immediate termination of the relationship.



Annual Conflict of Interest Disclosure Statement Board of Directors, CAPMC Officer or Director

This information applies to current activities or any activities anticipated during the next 12 months. Attach additional sheets if necessary. (Note: All underlined words are detailed in CAPMC Conflict of Interest Policy provided to you as well as the CAPMC Financial Procedures Manual.)

Name: _____ Date: _____

1. Position

- a. Are you a voting Board Member? Yes No
- b. Are you an Officer or Director? Yes No

If so, which position do you hold? _____

- c. Have you completed the Report of Economic Interest, as required by the CAPMC Bylaws? Yes No

2. I affirm the following: Initial below

- a. I have received a copy of the CAPMC Conflict of Interest Policy. _____
- b. I have read and understand the policy. _____
- c. I agree to comply with the policy. _____
- d. I understand that CAPMC is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes. _____

3. Disclosure

- a. Do you or does any member of your immediate family have or anticipate having a financial interest in, or receive or anticipate receiving a financial interest or benefit from any commercial entity whose activities relate to CAPMC activities or other responsibilities as a member of the Agency?

Yes No

If Yes, please describe:

- b. Have you influenced or played a role in any relationship between the Agency and an individual or commercial entity for whom you provide consulting or other professional services, or do you anticipate doing so within the next 12 months? Yes No

If Yes, please describe:

- c. Do you or does any member of your immediate family hold a managerial position in or serve on an advisory board of a commercial entity whose activities relate to your Board of Directors' activities or other responsibilities as a member of the Board of Directors, or anticipate doing so within the next 12 months? Yes No

If Yes, please describe:

- d. Have you participated in or otherwise influenced the selection by the Agency of a contractor, vendor, or supplier of goods or services in or from which you or any member of your immediate family has had or received a financial interest? Yes No

If Yes, please describe:

- e. Have you participated in or otherwise influenced any Agency transaction to buy, sell, lease, or license real or intellectual property to or from any business in or from which you or any member of your immediate family has had or received a financial interest? Yes No

If Yes, please describe:



- f. Have you taken any administrative action within the Agency which is likely to benefit a business in which you or any member of your immediate family has a financial interest? Yes No

If Yes, please describe:

- g. Do you serve on the Board of Directors or an advisory Board of any other commercial entity? Yes No

If Yes, please describe:

4. Previous Disclosures

- a. In the last 12 months, have you disclosed any potential, actual or apparent conflict of interest that may or may not still exist? Yes No

If yes, please describe subject matter and date of disclosure:

5. Review of Agency vendor list (published every January)

- a. Do you or any member of your immediate family have or anticipate receiving a financial interest from any of the vendors listed? Yes No

If yes, please disclose name of vendor(s) and financial interest(s):

I declare under penalty of perjury under the laws of the State of California that the aforementioned information and disclosure is true, correct, and complete to the best of my knowledge.

Signature

Date

2024-2025 Statement of Economic Interests



Form 700

A Public Document

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Helpful Resources

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

California Fair Political Practices Commission

1102 Q Street, Suite 3050 • Sacramento, CA 95811

Email Advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916) 322-5660 • Website: www.fppc.ca.gov

December 2024

Quick Start Guide
Detailed instructions begin on page 3.

WHEN IS THE ANNUAL STATEMENT DUE?

- March 3 – Elected State Officers, Judges and Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 1 – Most other filers

WHERE DO I FILE?

Most people file the Form 700 with their agency. Certain filers are required to file electronically with the FPPC. (See next page). If you're not sure where to file your Form 700, contact your filing officer or the person who asked you to complete it.

ITEMS TO NOTE!

- The Form 700 is a public document.
- Only filers serving in active military duty may receive an extension on the filing deadline.
- You must also report interests held by your spouse or registered domestic partner.
- Your agency's conflict of interest code will help you to complete the Form 700. You are encouraged to get your conflict of interest code from the person who asked you to complete the Form 700.

NOTHING TO REPORT?

Mark the "No reportable interests" box on Part 4 of the Cover Page, and submit only the signed Cover Page. Please review each schedule carefully!

Schedule	Common Reportable Interests	Common Non-Reportable Interests
A-1: Investments	Stocks, including those held in an IRA or 401K. Each stock must be listed.	Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds.
A-2: Business Entities/Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts. (e.g., Form 1099 filers).	Savings and checking accounts, cryptocurrency, and annuities.
B: Real Property	Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
C: Income	Non-governmental salaries. Note that filers are required to report only half of their spouse's or partner's salary.	Governmental salary (from school district, for example).
D: Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
E: Travel Payments	Travel payments from third parties (not your employer).	Travel paid by your government agency.

Note: Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.

QUESTIONS?

- advice@fppc.ca.gov
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

E-FILING ISSUES?

- If using your agency's system, please contact technical support at your agency.
- If using FPPC's e-filing system, write to form700@fppc.ca.gov.

What to Know

What's New

Gift Limit Increase

The gift limit increased to **\$630** for calendar years **2025** and **2026**. The gift limit in calendar year 2024 was \$590.

Required Electronic Filing for 87500 Filers

Certain candidates and officials specified in Section 87500 are now required to file their Form 700 electronically using the FPPC's e-filing system. Filers for the offices listed under Section 87500 should contact the FPPC at form700@fppc.ca.gov to obtain their login and password information.

Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers"). **Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

Exception:

- Candidates for a county central committee are not required to file the Form 700
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at www.fppc.ca.gov.

Where to file:

Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest Code:

File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

Members of Newly Created Boards and Commissions: File with your agency or with your agency's code reviewing body pursuant to Regulation 18754.

Employees in Newly Created Positions of Existing Agencies: File with your agency or with your agency's code reviewing body. (See Reference Pamphlet, page 3.)

Multi-County Agencies, Boards, Commissions: File with your agency, board, or commission unless otherwise specified in your agency's code. Please review your agency's conflict of interest code as some multi-county offices are required to file electronically with the FPPC. In most cases, the agency, board, or commission will retain the statements.

87200 State Filers, for offices not specified in Section 87500, file as follows: File with your agency, board, or commission unless otherwise specified in your agency's code. Please review your agency's conflict of interest code as some 87200 state offices are required to file electronically with the FPPC. In most cases, the agency, board, or commission will retain the statements.

Officials and Candidates Specified in Section 87500: The Act requires that the following officeholders and candidates for the positions listed below file electronically using the FPPC's e-filing system.

- Statewide elected officers and candidates for statewide elective office. (For a complete list of statewide elected officers please see Reference Pamphlet, Page 6.)
- Members and candidates for the Legislature and State Board of Equalization
- Designated employees of the Legislature directed to file with the FPPC by the house of the Legislature by which they are employed
- Members of the Public Utilities Commission, State Energy Resources Conservation and Development Commission, or California Coastal Commission
- Members of a state licensing or regulatory board, bureau, or commission
- Members of the Fair Political Practices Commission
- Appointed members to a state board, commission, or similar multimember body of the state if the FPPC has been designated as the filing officer in the conflict of interest code of the respective board, commission, or body. (Please contact your agency for a copy of your agency's conflict of interest code.)
- Designated employees of more than one joint powers insurance agency who elect to file a multiagency statement pursuant to Section 87350
- Judges, court commissioners, or candidates for judge
- Officeholder or candidate for the office of district attorney, county counsel, county treasurer, or county board of supervisors
- Officeholder or candidate for the office of city council member, city treasurer, city attorney, or mayor
- County chief administrative officer, city manager, or if there is no city manager, the chief administrative officer
- County or city planning commissioner
- Head of a local government agency or member of a local government board or commission, if the FPPC has been designated as the filing officer in the conflict of interest code of the respective agency, board, or commission. (Please contact your agency for a copy of your agency's conflict of interest code.)

Candidates, for offices not listed in Section 87500 above, file as follows:

- County offices (e.g., candidates running for local elective office that are designated in a conflict of interest code): File with your county elections official.
- City offices (e.g., candidates running for local elective office that are designated in a conflict of interest code): File with your City Clerk.
- Multi-county offices: File with your county elections official with whom you file your declaration of candidacy.

What to Know Continued

How to file:

The Form 700 is available at www.fppc.ca.gov. Additional PDF schedules of Form 700 are available on the FPPC's website. Form 700 schedules are also available in Excel format. Filers should always check with their filing officer to see if their agency requires a particular filing method. All statements are signed under penalty of perjury and must be verified by the filer. See Regulation 18723.1(c) for filing instructions for copies of expanded statements. Depending on your agency's requirements, statements can be required to be filed in the following formats:

Wet Signature ➡ Each Statement must have a handwritten "wet" signature. Wet signature statements can be filed either by hand delivery or mail.

Digital Signature ➡ Each statement must be signed with a verified digital signature via the filer's agency email address *if permitted by the filing officer*. The statement must be sent by email as a PDF with the digital signature affixed to the document. (See Regulations 18104 and 18757, as well as FPPC's Filing with a Digital Signature Fact Sheet for additional guidance).

Electronic Signature ➡ Each statement must be signed with a secure electronic signature submitted using an approved electronic filing system. Filers must be duly authorized by their filing officer to file electronically under Government Code Section 87500.2.

When to file:

Annual Statements

➡ March 3, 2025

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

➡ April 1, 2025

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their filing official or filing officer.

Statements postmarked by the filing deadline are considered filed on time.

Statements of 30 pages or less may be emailed or faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

Exception:

If you assumed office between October 1, 2024, and December 31, 2024, and filed an assuming office statement, you are not required to file an annual statement until March 2, 2026, or April 1, 2026, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2025. (See Reference Pamphlet, page 7, for additional exceptions.)

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents. A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

Certain candidates listed in Government Code Section 87500 are required to file their candidate statement electronically via the FPPC's e-filing system. Please refer to Page 3, Where to File section, for the list of offices required to file electronically with FPPC. Filers for the offices listed under Section 87500 should contact the FPPC at form700@fppc.ca.gov to obtain their login and password information.

Late Statements

There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 20 for information on penalties and fines.)

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. The amended schedule(s) is attached to your original filed statement. Obtain amendment schedules at www.fppc.ca.gov. Filers authorized to file electronically amend their statements using their agency's electronic filing system. *Note:* If you are a candidate or officeholder listed under Government Code Section 87500, then you must amend your statements electronically using the FPPC's e-filing system.

Types of Statements

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, your assuming office date is the date you were appointed or nominated to the position.

- Example: Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions Maria holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Report: Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

Annual Statement:

Generally, the period covered is January 1, 2024, through December 31, 2024. If the period covered by the statement is different than January 1, 2024, through December 31, 2024, (for example, you assumed office between October 1, 2023, and December 31, 2023 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2024.
- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2024, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2024, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2023, and December 31, 2023, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2024.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at www.fppc.ca.gov.

Note: Once you file your statement, you may not withdraw it. All changes must be noted on amendment schedules.

Expanded Statement:

If you hold multiple positions subject to reporting requirements, you may be able to file an expanded statement for each position, rather than a separate and distinct statement for each position. The expanded statement must cover all reportable interests for all jurisdictions and list all positions on the Form 700 or on an attachment for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1.

**STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
A PUBLIC DOCUMENT**

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

State Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)

Multi-County County of

City of Other

3. Type of Statement (Check at least one box)

Annual: The period covered is January 1, 2024, through December 31, 2024.

-or-

The period covered is / / , through December 31, 2024.

Assuming Office: Date assumed / /

Candidate: Date of Election and office sought, if different than Part 1:

Leaving Office: Date Left / / (Check one circle below.)

The period covered is January 1, 2024, through the date of leaving office.

-or-

The period covered is / / , through the date of leaving office.

4. Schedule Summary (required)

► Total number of pages including this cover page: _____

Schedules attached

Schedule A-1 - Investments – schedule attached

Schedule A-2 - Investments – schedule attached

Schedule B - Real Property – schedule attached

Schedule C - Income, Loans, & Business Positions – schedule attached

Schedule D - Income – Gifts – schedule attached

Schedule E - Income – Gifts – Travel Payments – schedule attached

-or- **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed (month, day, year)

Signature (File the originally signed paper statement with your filing official.)

Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court).
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst).
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission) you may be required to file separate and distinct statements with each agency. To simplify your filing obligations, in some cases you may instead complete a single expanded statement and file it with each agency.
 - The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1. To file an expanded statement for multiple positions, enter the name of each agency with which you are required to file and your position title with each agency in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement disclosing all reportable interests for all jurisdictions. Then file the expanded statement with each agency as directed by Regulation 18723.1(c).

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand their annual filing to include both positions.

Example:

Brian Bourne is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers the Counties of Placer and Yuba. The City is located within Placer County. Brian may complete one expanded statement to disclose all reportable interests for both offices and list both positions on the Cover Page. Brian will file the expanded statement with each the City and the District as directed by Regulation 18723.1(c).

Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 14, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the “other” box and enter the county or city in which the agency has jurisdiction.

Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

1. Office, Agency, or Court	
Agency Name (Do not use acronyms)	
Feather River Irrigation District	
Division, Board, Department, District, if applicable	Your Position
N/A	Board Member
▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms)	
Agency: N/A	Position:
2. Jurisdiction of Office (Check at least one box)	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of _____
<input type="checkbox"/> City of _____	<input type="checkbox"/> Other _____

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2024 annual statement, **do not** change the pre-printed dates to reflect 2025. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2025, through December 31, 2025, will be disclosed on your statement filed in 2026. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements for the same position may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the “No reportable interests” box. Please **do not** attach any blank schedules.

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. Each statement must have an original “wet” signature unless filed with a secure electronic signature. (See page 4 above.) All statements must be signed under penalty of perjury and be verified by the filer pursuant to Government Code Section 81004. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

When you sign your statement, you are stating, under penalty of perjury, that it is true and correct. Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

SCHEDULE A-1

Investments

Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

Investments must be itemized.

Do not attach brokerage or financial statements.

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION
Name _____

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/24 ____/_____/24
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/24 ____/_____/24
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/24 ____/_____/24
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/24 ____/_____/24
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/24 ____/_____/24
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/24 ____/_____/24
ACQUIRED DISPOSED

Comments: _____

Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. (See Reference Pamphlet, page 14.)

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 14.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 9, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 16.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. (See Reference Pamphlet, page 17, for more information on disclosing trusts.)
- Business trusts

You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. (See Reference Pamphlet, page 14.) (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Cryptocurrency
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)

Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 16.)
- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 17.)

Use Schedule A-1 to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. (See second example below.)

Use Schedule A-2 to report ownership of 10% or greater (e.g., a sole proprietorship).

To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity. Do not use acronyms for the name of the business entity, unless it is one that is commonly understood by the public.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively. (See page 21 for more information.)
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

Frank Byrd holds a state agency position. Frank’s conflict of interest code requires full disclosure of investments. Frank must disclose stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by Frank’s spouse or registered domestic partner and dependent children.

Alice Lance is a city council member. Alice has a 4% interest, worth \$5,000, in a limited partnership located in the city. Alice must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

SCHEDULE A-2

Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
\$0 - \$1,999	____/____/24 ____/____/24
\$2,000 - \$10,000	ACQUIRED DISPOSED
\$10,001 - \$100,000	
\$100,001 - \$1,000,000	
Over \$1,000,000	

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
\$0 - \$1,999	____/____/24 ____/____/24
\$2,000 - \$10,000	ACQUIRED DISPOSED
\$10,001 - \$100,000	
\$100,001 - \$1,000,000	
Over \$1,000,000	

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499	\$10,001 - \$100,000
\$500 - \$1,000	OVER \$100,000
\$1,001 - \$10,000	

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499	\$10,001 - \$100,000
\$500 - \$1,000	OVER \$100,000
\$1,001 - \$10,000	

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None or Names listed below _____

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None or Names listed below _____

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
\$2,000 - \$10,000	____/____/24 ____/____/24
\$10,001 - \$100,000	ACQUIRED DISPOSED
\$100,001 - \$1,000,000	
Over \$1,000,000	

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Other _____
Yrs. remaining

Check box if additional schedules reporting investments or real property are attached

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
\$2,000 - \$10,000	____/____/24 ____/____/24
\$10,001 - \$100,000	ACQUIRED DISPOSED
\$100,001 - \$1,000,000	
Over \$1,000,000	

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Other _____
Yrs. remaining

Check box if additional schedules reporting investments or real property are attached

Comments: _____

Instructions – Schedule A-2

Investments, Income, and Assets of Business Entities/Trusts

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 14.) A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

To Complete Schedule A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

Part 2. Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

Part 3. Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting period. (See Reference Pamphlet, page 12, for examples.) Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.
- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. (See Reference Pamphlet, page 9.)

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" are not adequate disclosure. (See Reference Pamphlet, page 15, for information on procedures to request an exemption from disclosing privileged information.)

Part 4. Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

SCHEDULE B
Interests in Real Property
 (Including Rental Income)

Name _____

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS _____

CITY _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000		
\$10,001 - \$100,000	____/____/24	____/____/24
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED
Over \$1,000,000		

NATURE OF INTEREST

Ownership/Deed of Trust	Easement
Leasehold _____	_____
Yrs. remaining	Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499	\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000	

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS _____

CITY _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000		
\$10,001 - \$100,000	____/____/24	____/____/24
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED
Over \$1,000,000		

NATURE OF INTEREST

Ownership/Deed of Trust	Easement
Leasehold _____	_____
Yrs. remaining	Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499	\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000	

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

* You are not required to report loans from a commercial lending institution made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

INTEREST RATE TERM (Months/Years)

_____%	None	_____
--------	------	-------

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000

Guarantor, if applicable _____

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

INTEREST RATE TERM (Months/Years)

_____%	None	_____
--------	------	-------

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000

Guarantor, if applicable _____

Comments: _____

Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. (See Reference Pamphlet, page 14.)

Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 15.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 16.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)
- Some interests in real property held through a blind trust (See Reference Pamphlet, page 17.)
 - **Please note:** A non-reportable property can still be grounds for a conflict of interest and may be disqualifying.

To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold, disclose the number of years remaining on the lease.

Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the first and last name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

Example:

Allison Gande is a city planning commissioner. During the reporting period, Allison received rental income of \$12,000, from a single tenant who rented property owned in the city's jurisdiction. If Allison received \$6,000 each from two tenants, the tenants' names would not be required because no single tenant paid her \$10,000 or more. A married couple is considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS 4600 24th Street	
CITY Sacramento	
FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input checked="" type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE: ACQUIRED: ___/___/XX DISPOSED: ___/___/XX
NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Easement <input type="checkbox"/> Leasehold Yrs. remaining: _____ Other: _____	
IF RENTAL PROPERTY, GROSS INCOME PERIOD <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more. <input type="checkbox"/> None <input checked="" type="checkbox"/> Henry Wells	
NAME OF LENDER* Sophia Petroillo	
ADDRESS (Business Address Acceptable) 2121 Blue Sky Parkway, Sacramento	
BUSINESS ACTIVITY, IF ANY, OF LENDER Restaurant Owner	
INTEREST RATE 8 % <input type="checkbox"/> None	TERM (Months/Years) 15 Years
HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
<input type="checkbox"/> Guarantor, if applicable	
Comments: _____	

SCHEDULE C

Income, Loans, & Business Positions

(Other than Gifts and Travel Payments)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. INCOME RECEIVED	▶ 1. INCOME RECEIVED												
<p>NAME OF SOURCE OF INCOME _____</p> <p>ADDRESS <i>(Business Address Acceptable)</i> _____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE _____</p> <p>YOUR BUSINESS POSITION _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">GROSS INCOME RECEIVED</td> <td style="width: 50%; border: none;">No Income - Business Position Only</td> </tr> <tr> <td style="border: none;">\$500 - \$1,000</td> <td style="border: none;">\$1,001 - \$10,000</td> </tr> <tr> <td style="border: none;">\$10,001 - \$100,000</td> <td style="border: none;">OVER \$100,000</td> </tr> </table> <p>CONSIDERATION FOR WHICH INCOME WAS RECEIVED</p> <p>Salary Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)</p> <p>Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)</p> <p>Sale of _____ <i>(Real property, car, boat, etc.)</i></p> <p>Loan repayment</p> <p>Commission or Rental Income, list each source of \$10,000 or more</p> <p>_____ <i>(Describe)</i></p> <p>Other _____ <i>(Describe)</i></p>	GROSS INCOME RECEIVED	No Income - Business Position Only	\$500 - \$1,000	\$1,001 - \$10,000	\$10,001 - \$100,000	OVER \$100,000	<p>NAME OF SOURCE OF INCOME _____</p> <p>ADDRESS <i>(Business Address Acceptable)</i> _____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE _____</p> <p>YOUR BUSINESS POSITION _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">GROSS INCOME RECEIVED</td> <td style="width: 50%; border: none;">No Income - Business Position Only</td> </tr> <tr> <td style="border: none;">\$500 - \$1,000</td> <td style="border: none;">\$1,001 - \$10,000</td> </tr> <tr> <td style="border: none;">\$10,001 - \$100,000</td> <td style="border: none;">OVER \$100,000</td> </tr> </table> <p>CONSIDERATION FOR WHICH INCOME WAS RECEIVED</p> <p>Salary Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)</p> <p>Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)</p> <p>Sale of _____ <i>(Real property, car, boat, etc.)</i></p> <p>Loan repayment</p> <p>Commission or Rental Income, list each source of \$10,000 or more</p> <p>_____ <i>(Describe)</i></p> <p>Other _____ <i>(Describe)</i></p>	GROSS INCOME RECEIVED	No Income - Business Position Only	\$500 - \$1,000	\$1,001 - \$10,000	\$10,001 - \$100,000	OVER \$100,000
GROSS INCOME RECEIVED	No Income - Business Position Only												
\$500 - \$1,000	\$1,001 - \$10,000												
\$10,001 - \$100,000	OVER \$100,000												
GROSS INCOME RECEIVED	No Income - Business Position Only												
\$500 - \$1,000	\$1,001 - \$10,000												
\$10,001 - \$100,000	OVER \$100,000												

▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD

* You are not required to report loans from a commercial lending institution, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

<p>NAME OF LENDER* _____</p> <p>ADDRESS <i>(Business Address Acceptable)</i> _____</p> <p>BUSINESS ACTIVITY, IF ANY, OF LENDER _____</p> <p>HIGHEST BALANCE DURING REPORTING PERIOD</p> <p>\$500 - \$1,000</p> <p>\$1,001 - \$10,000</p> <p>\$10,001 - \$100,000</p> <p>OVER \$100,000</p>	<p>INTEREST RATE TERM (Months/Years)</p> <p>_____ % None _____</p> <p>SECURITY FOR LOAN</p> <p>None Personal residence</p> <p>Real Property _____ <i>Street address</i></p> <p>_____ <i>City</i></p> <p>Guarantor _____</p> <p>Other _____ <i>(Describe)</i></p>
--	--

Comments: _____

Instructions – Schedule C

Income, Loans, & Business Positions

(Income Other Than Gifts and Travel Payments)

Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. (See Reference Pamphlet, page 12.) You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 14.) Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 9.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 11.)
- Incentive compensation (See Reference Pamphlet, page 13.)

Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

(See Reference Pamphlet, page 13.)

To Complete Schedule C:

Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. (See Reference Pamphlet, page 9.) **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
 - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
 - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

SCHEDULE D
Income – Gifts

Name _____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

Comments: _____

Instructions – Schedule D Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 17)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 11.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

Reminders

- Gifts from a single source are subject to a \$630 limit for calendar years 2025 and 2026. The gift limit in calendar year 2024 was \$590. (See Reference Pamphlet, page 11.)
- Code filers – you only need to report gifts from reportable sources.

You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without being claimed by you as a charitable contribution for tax purposes
- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

SCHEDULE E
Income – Gifts
Travel Payments, Advances,
and Reimbursements

Name _____

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. Per Government Code Section 89506, these payments may not be subject to the gift limit. However, they may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

 Made a Speech/Participated in a Panel _____

 Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

 Made a Speech/Participated in a Panel _____

 Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

 Made a Speech/Participated in a Panel _____

 Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

 Made a Speech/Participated in a Panel _____

 Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

Comments: _____

Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. (See the FPPC fact sheet entitled “Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans” to read about travel payments under section 89506(a).)

You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a nonprofit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

Note: Certain travel payments may not be reportable if reported via email on Form 801 by your agency.

To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
 - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$500 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the

payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member MaryClaire Chandler is the chair of a 501(c)(6) trade association, and the association pays for MaryClaire's travel to attend its meetings. Because MaryClaire is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for MaryClaire to attend other events for which they are not providing services are likely considered gifts.

<small>▶ NAME OF SOURCE (Not an Acronym)</small>	
Health Services Trade Association	
<small>ADDRESS (Business Address Acceptable)</small>	
1230 K Street, Suite 610	
<small>CITY AND STATE</small>	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
<small>DATE(S):</small> ___/___/___ <small>(if gift)</small> <small>AMT: \$</small> 550.00	
<small>▶ MUST CHECK ONE:</small> <input type="checkbox"/> Gift <small>-or-</small> <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for board meeting.</u>	
<small>▶ If Gift, Provide Travel Destination</small> _____	

Note that the same payment from a 501(c)(3) would NOT be reportable.

Example:

Mayor Kim travels to China on a trip organized by China Silicon Valley Business Development, a California nonprofit, 501(c)(6) organization. The Chengdu Municipal People's Government pays for Mayor Kim's airfare and travel costs, as well as meals and lodging during the trip. The trip's agenda shows that the trip's purpose is to promote job creation and economic activity in China and in Silicon Valley, so the trip is reasonably related to a governmental purpose.

<small>▶ NAME OF SOURCE (Not an Acronym)</small>	
Chengdu Municipal People's Government	
<small>ADDRESS (Business Address Acceptable)</small>	
2 Caoshi St. CaoShiJie, Qingyang Qu, Chengdu Shi,	
<small>CITY AND STATE</small>	
Sichuan Sheng, China, 610000	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
<small>DATE(S):</small> 09 / 04 / XX - 09 / 08 / XX <small>(if gift)</small> <small>AMT: \$</small> 3,874.38	
<small>▶ MUST CHECK ONE:</small> <input checked="" type="checkbox"/> Gift <small>-or-</small> <input type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for trip to China.</u>	
<small>▶ If Gift, Provide Travel Destination</small> <u>Sichuan Sheng, China</u>	

Thus, Mayor Kim must report the gift of travel, but the gift is exempt from the gift limit. In this case, the travel payments are not subject to the gift limit because the source is a foreign government and because the travel is reasonably related to a governmental purpose. (Section 89506(a)(2).) Note that Mayor Kim could be disqualified from participating in or making decisions about The Chengdu Municipal People's Government for 12 months. Also note that if China Silicon Valley Business Development (a 501(c)(6) organization) paid for the travel costs rather than the governmental organization, the payments would be subject to the gift limits. (See the FPPC fact sheet, Limitations and Restrictions on Gifts, Honoraria, Travel and Loans, at www.fppc.ca.gov.)

Restrictions and Prohibitions

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their economic interests including personal assets and income. The Act's conflict of interest provisions also disqualify a public official from taking part in a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on these economic interests as well as the official's personal finances and those of immediate family. (Gov. Code Sections 87100 and 87103.) The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the Act's provisions.

Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. In 2025-2026, the gift limit increased to \$630 from a single source during a calendar year. The gift limit in calendar year 2024 was \$590.

Additionally, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 11.

State and local officials and employees should check with their agency to determine if other restrictions apply.

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose. For example, a personal residence is often not reportable, but may be grounds for disqualification. Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest page at www.fppc.ca.gov.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. (See Reference Pamphlet, page 11.)

Loan Restrictions

Certain state and local officials are subject to restrictions on loans. (See Reference Pamphlet, page 15.)

Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to advice@fppc.ca.gov.
- Call the FPPC toll-free at (866) 275-3772.

Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

Questions and Answers

General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may instead complete an expanded statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Disclose all reportable economic interests in all three jurisdictions on the expanded statement. File the expanded statement for your primary position providing an original “wet” signature unless filed with a secure electronic signature. (See page 4 above.) File copies of the expanded statement with the other two agencies as required by Regulation 18723.1(c). Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as “acting,” “interim,” or “alternate” must file as if they hold the position because they are or may be performing the duties of the position.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse’s income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse’s economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse’s income may not have to be reported. Contact the FPPC for more information.
- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office or physical location in your jurisdiction. (See Reference Pamphlet, page 14.)
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

Questions and Answers Continued

- Q. The value of my stock changed during the reporting period. How do I report the value of the stock?
- A. You are required to report the highest value that the stock reached during the reporting period. You may use your monthly statements to determine the highest value. You may also use the entity's website to determine the highest value. You are encouraged to keep a record of where you found the reported value. Note that for an assuming office statement, you must report the value of the stock on the date you assumed office.
- Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?
- A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.
- Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?
- A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.
- Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?
- A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.
- Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?
- A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

Income Disclosure

- Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?
- A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.
- Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?
- A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at www.fppc.ca.gov. (See Reference Pamphlet, page 15.)

Questions and Answers Continued

Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the “comments” section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. (See Reference Pamphlet, page 9.)

Q. My spouse is a partner in a four-person firm where all of their business is based on their own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your spouse's investment in the firm is 10% or greater, disclose 100% of your spouse's share of the business on Schedule A-2, Part 1 and 50% of your spouse's income on Schedule A-2, Parts 2 and 3. For example, a client of your spouse's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. (See Reference Pamphlet, page 15.)

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an “acquired” date?

A. No, you are not required to show an “acquired” date because you previously owned the property. However, you may want to note in the “comments” section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in that real property.

Questions and Answers Continued

Gift Disclosure

- Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?
- A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.
- Q. Julia and Jared Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2025 the gift limit was \$630, so the Bensons may have given the supervisor artwork valued at no more than \$1,260. The supervisor must identify Jared and Julia Benson as the sources of the gift.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**Accounts Payable Status by Vendor****January 1, 2024 through December 31, 2024**

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[08732]	2 SHASTA CT LP	\$ 5,471.00
[00111]	4 IMPRINT, INC acct#6135654	\$ 19,222.28
[00091]	47TH PLACE CARPET, INC	\$ 41,439.03
[03436]	96 / 69 SHASTA COURT LP	\$ 1,995.00
[06349]	AAA BUSINESS SUPPLIES & INTERIORS	\$ 63,016.78
[05316]	AALIYAH'S CLUB HOUSE LLC	\$ 111,121.93
[08981]	AAUW MADERA BRANCH	\$ 150.00
[61114]	ABURTO VILLAGOMEZ, LILA E	\$ 233.16
[01409]	ACCUFUND, INC	\$ 10,853.75
[00871]	ADT SECURITY SERVICES PITTS	\$ 3,690.86
[04213]	ADVANCED AUTOMOTIVE*PINE ST	\$ 6,147.74
[08791]	ADVANCED SPECIALTY CLEANING, INC	\$ 3,295.00
[03343]	AGUILA JR., MIGUEL A	\$ 2,038.35
[00595]	AGUILAR, VIVIANNE	\$ 152.00
[08948]	AGUILERA, ANA L.	\$ 8,260.58
[60575]	AGUIRRE, MARIBEL	\$ 655.92
[04160]	AHEARN GREENE ASSOCIATES, LP	\$ 1,973.50
[06409]	ALEJANDRE, ERIKA	\$ 150.00
[03336]	ALEJANDREZ, NANCY	\$ 129,458.05
[03251]	ALFORD, KRISTA A	\$ 8,089.55
[06350]	ALLIANCE PROPERTY SERVICES, INC	\$ 22,689.64
[08965]	ALONZO-CRUZ, PATRICIA	\$ 35.63
[05369]	ALVAREZ, MONICA	\$ 7,209.72
[60011]	ALVAREZ, NORMA ALICIA	\$ 331.10
[08919]	AMAZON CAPITAL first 10 days	\$ 95,102.62
[01149]	AMERICAN CANCER SOCIETY	\$ 4,564.36
[02280]	AMERICAN EXPRESS	\$ 874,342.12
[00032]	AMERICAN RED CROSS CH ADDRESS	\$ 1,976.00
[08795]	AMERICAS BEST VALUE INN & SUITES	\$ 7,080.00
[03033]	AMERITAS LIFE INSURANCE claims	\$ 10,856.43
[06440]	AMICUS PUBLISHING	\$ 558.41
[08876]	AMTRUST NORTH AMERICA	\$ 16,469.00
[05199]	ANAYA, MARIA JUANA	\$ 16,019.41
[03992]	ANDRADE, LORENA	\$ 404.01
[60229]	ANDRADE-ROSAS, MARIANA	\$ 1,213.38
[04084]	ANDY'S SPORTS & DESIGN	\$ 720.60
[06470]	ANGEL, PEDRO	\$ 99.24
[06193]	ANGELES, MARIANAYELLY	\$ 314.01
[06317]	APOLLO HEALTH, INC	\$ 11,325.00
[60014]	APONTE, MARQUELIA	\$ 196.31
[60015]	ARANDA, LETICIA M	\$ 340.03

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[61325]	ARIAS, ARISSA A	\$ 252.00
[60932]	ARIAS, EXCIQUIO JOSEPH	\$ 150.00
[04036]	ARIAS, MARIA	\$ 12,351.30
[60018]	ARIZ, MARY LOUISE	\$ 142.00
[08937]	ARMENDAREZ, ANTONIA L.	\$ 2,527.33
[60303]	ARMIENTO-RUZ, VERONICA C.	\$ 257.00
[60289]	ARREDONDO, MARIA E.	\$ 350.00
[60304]	ARREOLA, MARIA DEL	\$ 257.00
[06513]	ASILOMAR CONFERENCE GROUNDS	\$ 991.52
[04908]	ASSOCIATION OF CALIFORNIA COMM	\$ 2,250.00
[61271]	ASSOCIATON OF NATIONALLY CERTIFIED	\$ 545.00
[08970]	ATCOM SERVICES, INC.	\$ 7,168.37
[04251]	ATT (CALNET 3)	\$ 158,250.68
[02407]	ATT2407 BOX 5075	\$ 1,275.70
[61369]	AVALOS GARCIA, LAURA	\$ 245.22
[06551]	AVILA, LUCERO G.	\$ 1,744.48
[60024]	AVILA, NANCY C.	\$ 150.00
[61237]	AYALA, ROSA M.	\$ 336.34
[06488]	AYON, ANNA LISA	\$ 145.48
[01650]	BARNES & NOBLE	\$ 1,203.26
[04966]	BARRAGAN, ANGELICA	\$ 118,486.41
[06408]	BARRAZA JR., FLAVIO	\$ 90.00
[06490]	BARRIGA, OSCAR	\$ 3,000.00
[06526]	BASE CAMP PRESCHOOL AND DAYCARE	\$ 3,099.70
[06215]	BASS LAKE AT YOSEMITE	\$ 3,395.75
[00942]	BASS LAKE SCHOOL DISTRICT	\$ 11,322.00
[04834]	BAUDVILLE	\$ 1,530.49
[04592]	BCI BURKE COMPANY LLC	\$ 164,988.80
[61437]	BELL, KATHERINE L	\$ 177.55
[05210]	BELTRAN, CARMEN	\$ 119,847.86
[60630]	BENITEZ, MARTHA	\$ 425.00
[01279]	BENNETT, GLENDA G.	\$ 456.00
[05391]	BERNAL, DAYNA	\$ 6,416.19
[02769]	BERRY & BERRY INC	\$ 515,654.67
[04837]	BERRY DEVELOPMENT, LP	\$ 659,686.33
[04453]	BERRY, DAVID L	\$ 42,263.48
[60313]	BLANCO, NORMA	\$ 962.00
[01351]	BLISS, PAMELA JO.	\$ 4,262.88
[60032]	BOJORQUEZ, LINA B.	\$ 675.00
[61418]	BOLANOS MARCIAL, ANDREA	\$ 83.00
[04079]	BOLANOS, MERCEDES	\$ 10,966.52
[03722]	BRASSFIELD, CHARLOTTE	\$ 5,633.49
[05560]	BRAVO DE MENDOZA, LIDIA A.	\$ 63,664.39
[60034]	BRAVO, MARTHA G.	\$ 537.87
[00178]	BRIDGEVIEW APARTMENTS	\$ 7,807.00
[04572]	BROWN ARMSTRONG ACCOUNTANCY 6510 CORPORATION	\$ 22,987.50

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[06066]	BUENA VISTA EVENT CENTER	\$ 2,250.00
[08748]	BURTON, AMANDA	\$ 63.89
[01287]	BUSINESS 1CARD	\$ 120,878.82
[61172]	BUSTILLO, MARISSA	\$ 17.42
[60644]	BUSTOS, ISIDRA CALDERON	\$ 890.43
[60767]	BUTTERFIELD, CORINA	\$ 2,201.69
[00197]	CACFP ROUNDTABLE	\$ 125.00
[04637]	CALCAPA	\$ 4,797.00
[00206]	CALIFORNIA BUSINESS MACHINES	\$ 251.14
[00438]	CALIFORNIA CHAMBER OF **ALL COMMERCE	\$ 719.00
[00201]	CALIFORNIA CHILD CARE R & R NETWORK SF	\$ 5,860.38
[03538]	CALIFORNIA COMMUNITY ACTION PARTNERSHIP ASSOC sacramento	\$ 2,414.49
[01497]	CALIFORNIA CRIME VICTIMS ASSISTANCE ASSOCIATION	\$ 155.00
[01397]	CALIFORNIA DEPT OF ATTORNEY GENERAL'S REGISTRY OF CHARIT/	\$ 800.00
[00212]	CALIFORNIA DEPT OF COMMUNITY CARE LICENSING **	\$ 10,043.00
[03014]	CALIFORNIA DEPT OF COMMUNITY SERVICES AND DEVEL	\$ 0.13
[00211]	CALIFORNIA DEPT OF JUSTICE/BUREAU OF CRIMINAL ID	\$ 3,803.00
[00488]	CALIFORNIA DEPT OF MOTOR VEHICLE-PULL	\$ 172.00
[06407]	CALIFORNIA DEPT OF SOCIAL SERVICES all, ch address **	\$ 677,844.13
[04327]	CALIFORNIA DEPT OF TAX AND FEE ADMINISTRATION	\$ 3,944.00
[04894]	CALIFORNIA PARK & RECREATION SOCIETY	\$ 170.00
[05572]	CALIFORNIA PARTNERSHIP TO END	\$ 550.00
[08874]	CALTRONICS BUSINESS SYSTEMS	\$ 1,991.87
[06420]	CAMACHO SANTOS, VERONICA	\$ 21,649.49
[61419]	CAMACHO, YANCHET TORRES	\$ 44.65
[06461]	CAMPA, JORGE M.	\$ 85.00
[02344]	CAMPORA PROPANE	\$ 2,838.75
[00620]	CAMPOS DE PEREZ, JUANA	\$ 608.00
[04148]	CANENCIA, NORMA LETICIA	\$ 5,215.38
[06313]	CAPITAL ONE-WALMART	\$ 27,809.13
[04361]	CAPLAW	\$ 705.00
[03890]	CAPPA	\$ 17,460.00
[04373]	CARDONA, YADIRA	\$ 93,999.53
[60524]	CARRANCO, DENISE M	\$ 61.13
[60044]	CARRANZA, PATRICIA	\$ 150.75
[00609]	CARRIEDO DE GARCIA, IRMA	\$ 32,442.79
[03244]	CARRILLO DE GUTIERREZ, MARIA	\$ 35,700.89
[06083]	CASA GRANDE MOTEL	\$ 1,205.00
[06517]	CASILLAS, GUILLERMO GARCIA	\$ 112.39
[61472]	CASILLAS, JENNIFER KATE	\$ 46.23
[06362]	CASILLAS, JHOANA	\$ 300.35
[60573]	CASILLAS, LUZ MARIA	\$ 960.11
[06469]	CASTILLO, KEVIN	\$ 70.32
[60047]	CASTILLO, MARIA E.	\$ 1,311.66
[05728]	CASTILLO, SARAI J	\$ 75.00
[61148]	CASTRO JR, DAVID E	\$ 125.42

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[06537]	CASTRO, MICHELLE pc	\$ 62.41
[05836]	CCR ANALYTICS (CHILD CARE RESULTS)	\$ 12,085.00
[05842]	CDW-GOVERNMENT INC.	\$ 112,475.37
[61320]	CEDENO GOMEZ, CARMEN FAVIOLA	\$ 225.00
[06361]	CEJA, ROSALIA	\$ 456.35
[04348]	CENTENO, ODAVIA	\$ 14,233.69
[03687]	CENTER FOR PREVENTION & EARLY INTVENTION POL	\$ 475.00
[08780]	CENTRAL CAL INVESTMENT GROUP, LLC	\$ 27,821.88
[04266]	CENTRAL COAST ENERGY SERVICES, INC.	\$ 12,925.00
[06447]	CENTRAL VALLEY FORENSIC NURSING	\$ 3,331.25
[60497]	CERVANTES, ADOLFINA	\$ 388.60
[06436]	CERVANTES, DELMA	\$ 150.00
[61194]	CERVANTEZ, ROBERT J	\$ 219.41
[60779]	CHAVEZ, CAROL	\$ 83.00
[03906]	CHAVIRA-MORENO, NATALIE N.	\$ 30,846.93
[00237]	CHAWANAKEE UNIFIED SCHOOL DISTRICT	\$ 37,909.25
[06404]	CHILD AND FAMILY PARTNER, LLC	\$ 11,500.00
[06491]	CHILD DEVELOPMENT ASSC, INC	\$ 24,810.00
[02165]	CHILDREN'S ADVOCACY CENTERS OF CALIFORNIA	\$ 375.00
[06434]	CHOSEN VALLEY WIDE ASSET MANAGEMENT CO, INC	\$ 137,480.00
[00323]	CHOWCHILLA MEMORIAL HOSPITAL	\$ 6,600.00
[01198]	CHOWCHILLA SCHOOL DISTRICT	\$ 1.00
[00243]	CHOWCHILLA, CITY OF	\$ 1.00
[01451]	CIMA COMPANIES	\$ 1,689.17
[06422]	CISNEROS DE DELGADO, PATRICIA	\$ 90.00
[61076]	CISNEROS, SILVIA	\$ 125.96
[02970]	CITIZEN HOTEL, THE	\$ 2,014.83
[06448]	COALINGA FAMILY ASSOCIATES, A CALIFORNIA	\$ 1,495.00
[06519]	COARSEGOLD PEDDLERS MARKET	\$ 50.00
[01523]	COLLEGE CARE CENTER, INC	\$ 208,073.79
[06183]	COLORADO GRILL	\$ 5,469.55
[04447]	COMMUNITY ACTION PARTNERSHIP washington 1020 19TH ST	\$ 10,114.00
[06364]	CONTRERAS, MARLIM	\$ 124.44
[61205]	CONTRERAS-BAUTISTA, NANCY	\$ 569.00
[05595]	CORONA, GUADALUPE	\$ 117,973.51
[60766]	CORONADO, JENNIFER LUPE	\$ 390.00
[06322]	CORRAL DE BELTRAN, INES	\$ 13,313.40
[06376]	CORTES CERVANTES, MARICRUZ	\$ 75.00
[06451]	CORTES, BRIANNA	\$ 60.00
[06450]	CORTES, EVENCIO A.	\$ 60.00
[04383]	CORTES, MIRIAM OTILIA	\$ 22,628.10
[60523]	CORTEZ, MICAELA	\$ 53.60
[04008]	COSIO, MARIA	\$ 38,362.52
[04454]	COSTCO 1-ELAN	\$ 14,584.43
[02368]	COSTCO Membership only	\$ 310.00
[02819]	COTTONWOOD CREEK FAMILY	\$ 12,000.00

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[06129]	COTTONWOOD CREEK mdra	\$ 3,592.93
[03673]	COVARRUBIA, ANA	\$ 64.02
[05367]	COVARRUBIAS RAMOS, RITA	\$ 547.64
[03006]	COVERALL NORTH AMERICA,INC	\$ 13,715.00
[00263]	CREATIVE COPY INC	\$ 17,155.59
[01991]	CRESCO	\$ 98.10
[61052]	CRUZ PALACIOS, MARIBEL	\$ 130.52
[61132]	CRUZ, BETTY M.	\$ 13.40
[06329]	CRUZ, DELILAH S.	\$ 8,504.37
[61131]	CRUZ, DOMINGA N.	\$ 17.42
[06443]	CRUZ, GUADALUPE	\$ 10,655.31
[06464]	CUEVAS PEREZ, JOSE	\$ 3,477.32
[61260]	CUEVAS, ADRIANA	\$ 55.03
[04640]	CXTEC, INC	\$ 25,525.69
[02844]	CYPRESS INSURANCE COMPANY	\$ 111,469.72
[04384]	DAMIAN, DALIA	\$ 9,825.39
[04458]	DATAPATH FRESNO LLC	\$ 148,796.28
[08739]	DAVE BANG ASSOC, INC	\$ 125,151.81
[03281]	DAVIS, LORI ANN	\$ 10,524.59
[61384]	DAZA VARGAS, JOHNATHAN G	\$ 3,917.36
[61375]	DEBOCK, CIARA J	\$ 410.84
[06520]	DEL RIO PLACE HOLDINGS, LLC	\$ 1,200.00
[06431]	DELEIJA-SAKAGUCHI, ALE	\$ 3,042.16
[06527]	DELGADO, JOSEFINA NINO ZUNIGA	\$ 2,600.00
[08979]	DELGADO, MARIA PC	\$ 34.56
[06458]	DELGADO, MARIA E.	\$ 4,490.70
[05319]	DEPARTMENT OF HUMAN RESOURCES	\$ 59,330.80
[05776]	DERMER'S CREATIVE CARE	\$ 152.00
[00328]	DIAMOND COMMUNICATIONS 2/VS	\$ 4,799.88
[03011]	DIAMOND LOCKSMITHS	\$ 2,357.55
[61346]	DIAZ FRIAS, LAURA C	\$ 116.58
[05317]	DIAZ REYNA, ELENA	\$ 13,676.79
[61473]	DIAZ, BREDA E	\$ 45.56
[06445]	DIAZ, LORRAINE	\$ 19,993.82
[06382]	DIAZ, RICHARD	\$ 23,705.05
[06053]	DISCOVERY SOURCE THE	\$ 6,256.06
[60414]	DOLL, JULIE P.	\$ 1,065.61
[00112]	DORN'S GAS	\$ 700.75
[08762]	DOWNTOWN MADERA HOUSING ASSOCIATES, LP	\$ 4,865.50
[04342]	DSP MEDIA	\$ 493.32
[06515]	DUOPRINTS SCREEN PRINTING & DESIGN, LLC	\$ 489.83
[04156]	DURAN, ROSA I.	\$ 92,427.64
[02937]	E RATE SOLUTIONS GROUP, INC	\$ 156,389.22
[04934]	E3 DIAGNOSTICS	\$ 6,499.15
[61349]	ELIZALDE, MARIA	\$ 7,250.00
[04912]	END VIOLENCE AGAINST WOMEN, INT	\$ 1,390.00

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[61263]	ENRIQUEZ, JOCELYN	\$ 47.27
[61388]	ENRIQUEZ, KARINA	\$ 1,436.79
[08967]	ESCALANTE, SAN JUANA	\$ 54.79
[08953]	ESCOBAR, LEEANNA	\$ 13,893.79
[08926]	ESCOBAR, MARIA ELENA	\$ 21,199.20
[06539]	ESHEL SPALLIERO, YOTVAT REUMA	\$ 1,949.98
[06474]	ESPINDOLA, MAYRA	\$ 34.82
[06323]	ESPINOSA, MARIA A.	\$ 13,271.44
[01372]	ESPINOZA, PERLA	\$ 80,432.42
[61489]	ESTACIO, BREANN	\$ 73.70
[05657]	ESTEVES, PETRA	\$ 35,860.91
[06521]	ESTRADA, KHIANA	\$ 2,256.82
[61288]	ESTRADA, MARISSA FERNANDEZ	\$ 256.87
[08949]	ESTRADA, SAVANAH R.	\$ 4,217.77
[06482]	ESTRADA, YESENIA fres pc	\$ 88.56
[04918]	EVERYCHILD CALIFORNIA	\$ 2,221.00
[03831]	EXPONENTIAL GROWTH, INC	\$ 1,534.00
[06402]	FCTC SENIOR, LP	\$ 1,570.73
[02615]	FELIX, ROSEMARY R.	\$ 33,009.85
[01245]	FERNANDEZ, VERONICA	\$ 40,338.09
[04802]	FERRELLGAS	\$ 1,560.71
[05088]	FIERRO, JOSEFINA	\$ 13,483.43
[04750]	FIERROS HIDALGO, MELANEA	\$ 57,200.97
[04571]	FIRE SYSTEM SOLUTIONS, INC	\$ 17,037.44
[08776]	FLEXGROUND, LLC	\$ 45,666.48
[02547]	FLORES, LETICIA	\$ 83,082.74
[06240]	FLORIDA STATE UNIVER PREVENTION...	\$ 7,266.00
[00512]	FOOD 4 LESS MADERA YRMO-XX	\$ 18,984.76
[02925]	FOOD 4 LESS STOCKTON	\$ 50.00
[08723]	FOOD 4 LESS Selma	\$ 1,174.47
[05779]	FOSTER ACE HARDWARE	\$ 179.89
[06492]	FOUNDATIONS SUCCESS ACADEMY	\$ 1,450.80
[06133]	FOX PROPERTY MANAGEMENT	\$ 2,995.00
[03039]	FRAZIER, LAKEYSHA	\$ 32.55
[01981]	FRESNO COUNCIL ON CHILD ABUSE PREVENTION	\$ 60.00
[03981]	FRESNO COUNTY SUPERINTENDENT OF SCHOOLS	\$ 13,800.00
[00530]	FRESNO COUNTY TAX COLLECTOR	\$ 7,579.63
[02750]	FRESNO COUNTY TREASURER	\$ 2,138.65
[00532]	FRESNO HOUSING AUTHORITY	\$ 6,000.00
[04670]	FRESNO HOUSING HMIS	\$ 4,545.75
[04898]	FRESNO MADERA CONTINUUM OF CARE	\$ 650.00
[08881]	FUELED BY LEO, INC	\$ 400.00
[06279]	FUENTES CONCRETE, INC	\$ 174,627.00
[08818]	FUENTES, DELLDI	\$ 64.82
[03527]	FURNITURE TOWN	\$ 18,241.43
[08941]	GALVAN, DELIA	\$ 14,328.54

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[05587]	GARCIA RAMIREZ, YECENIA	\$ 14,637.83
[08951]	GARCIA, ALISHA A.	\$ 99.00
[06540]	GARCIA, CHEYENNE M.	\$ 3,149.70
[60409]	GARCIA, GLORIA L	\$ 13,548.63
[06532]	GARCIA, GUILLERMO	\$ 112.26
[06214]	GARCIA, JAMES H	\$ 34,450.00
[06484]	GARCIA, KARINA fres pc	\$ 286.11
[06510]	GARCIA, LARISSA B.	\$ 3,339.44
[05439]	GARCIA, MANUELA	\$ 64,616.73
[60088]	GARCIA, MARIA R	\$ 3,362.29
[06483]	GARCIA, PATRICIA	\$ 331.69
[08820]	GARCIA, RAMON	\$ 296.55
[60090]	GARCIA, ROSALINDA	\$ 36.85
[04301]	GARNER, SHANNON	\$ 33,909.91
[00612]	GARZA PLUMBING AND BUILDING CONTRACTOR, INC	\$ 865.00
[06377]	GARZA, AMANDA	\$ 12,942.59
[02492]	GARZA, SENaida	\$ 83,576.05
[60238]	GASCA SANCHEZ, MARU	\$ 1,853.35
[00760]	GATEWAY TRAVEL	\$ 38,363.26
[00615]	GENERAL BUILDERS SUPPLY	\$ 25,274.79
[03828]	GEORGE'S AUTO SUPPLY	\$ 1,225.15
[06511]	GIL MACIEL, NORBERTA	\$ 8,519.30
[06094]	GIRON MORALES, MIGUEL	\$ 90.00
[06437]	GIRON, LORENZO	\$ 90.00
[04367]	GIRON, TEODORA	\$ 36,857.33
[61370]	GIRON-CORTEZ, ASHLEY A	\$ 123.28
[06403]	GLINES, HARLEY	\$ 9,200.00
[60096]	GOMEZ - ZARAGOZA, MARITZA	\$ 1,062.18
[08942]	GOMEZ DE ZAMORA, ANITA	\$ 7,189.61
[08956]	GOMEZ, BRIANNA M.	\$ 20,387.83
[08968]	GOMEZ, IRENE	\$ 230.19
[61323]	GOMEZ, MACARIA	\$ 909.19
[06456]	GOMEZ-CRUZ, VICTORIA	\$ 150.00
[06439]	GONZALES, ELIAS M	\$ 1,350.00
[00628]	GONZALES, LISA M.	\$ 33,828.30
[60380]	GONZALEZ, ALEJANDRA	\$ 688.22
[06536]	GONZALEZ, DENISE	\$ 4,454.60
[00533]	GONZALEZ, IRMA	\$ 8,368.16
[06442]	GONZALEZ, LISANDRO D.	\$ 75.00
[08978]	GONZALEZ, LORENA	\$ 66.43
[61292]	GONZALEZ, MAYRA MELISSA	\$ 638.06
[01080]	GONZALEZ, MICHELLE	\$ 10,106.80
[00204]	GOOD DIRT POTTERY STUDIO	\$ 720.00
[05211]	GRAINGER	\$ 1,307.61
[61340]	GRAY, NATALIE J	\$ 30.15
[00635]	GREAT BEGINNINGS LEARNING CENTER	\$ 171,686.99

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[06538]	GREATER REEDLEY CHAMBER	\$ 60.00
[05239]	GREATHOUSE, ROSE A.	\$ 40,827.36
[05539]	GRISSOM, DEANN	\$ 284,364.48
[02443]	GT AUTO WHOLESALE, LLC	\$ 40,665.15
[08975]	GUARDIAN CLAIMS	\$ 106,834.11
[08964]	GUARDIAN PREMIUM	\$ 65,426.15
[60993]	GUDINO, ANA LUISA	\$ 788.00
[06525]	GUERRERO, PATRICIA	\$ 2,155.34
[06479]	GUILLEN, ANGELITA	\$ 4,934.62
[06475]	GUSTAVO, GUADALUPE	\$ 205.74
[06417]	GUTIERREZ BRITO, MARIA DEL CARMEN	\$ 11,734.87
[03228]	GUTIERREZ DE GARCIA, EDILIA	\$ 108,027.11
[06428]	GUTIERREZ VILLEGAS, ROSARIO Y.	\$ 17,829.63
[60504]	GUTIERREZ, GABRIELA GONZALEZ	\$ 325.00
[04502]	GUTIERREZ, LAURA	\$ 84,966.76
[00193]	GUTIERREZ, RICARDO	\$ 30.00
[08971]	GUTIERREZ, RICHARD	\$ 240.00
[06441]	GUZMAN CRISTOBAL, MIREYA	\$ 4,167.76
[05104]	HALO/CHANNING BETE	\$ 7,978.36
[08939]	HAMILTON, SAMELLA	\$ 5,712.40
[61079]	HAMMOND, JESSICA EVELYN	\$ 122.00
[06432]	HANSON, ERIN INMAN	\$ 1,175.00
[08977]	HARD ROCK HOTEL SAN DIEGO	\$ 1,047.56
[60870]	HARTFORD, THE	\$ 9,009.58
[04081]	HARVEST CHRISTIAN PRESCHOOL	\$ 20,634.00
[06394]	HD SUPPLY	\$ 153,976.56
[04940]	HEAD START CALIFORNIA	\$ 10,525.00
[04365]	HEALTHIEST YOU	\$ 3,528.00
[01499]	HEFFERNAN INSURANCE BROKERS	\$ 5,000.00
[06455]	HENDERSON, ANNETTE	\$ 579.26
[61373]	HERNANDEZ VASQUEZ, IDALI	\$ 17.42
[61347]	HERNANDEZ VASQUEZ, NORMA	\$ 32.83
[04199]	HERNANDEZ, DAVID	\$ 1,389.44
[04692]	HERNANDEZ, DOLORES	\$ 2.00
[06472]	HERNANDEZ, LUCIA S	\$ 35.63
[06476]	HERNANDEZ, LUZ	\$ 39.25
[06468]	HERNANDEZ, MACARIA S	\$ 32.68
[04105]	HERNANDEZ, MARIA R.	\$ 6,435.40
[61436]	HERNANDEZ, STEPHANIE	\$ 84.42
[08851]	HERNANDEZ-GOMEZ, CONNIE	\$ 34.15
[06046]	HEWLETT-PACKARD FINANCIAL SERVICES CO.	\$ 103,279.61
[01892]	HILTON (main vendor)	\$ 27,389.26
[05477]	HOBART, FREDA	\$ 38,107.74
[04309]	HOFFMAN ELECTRIC SYSTEMS	\$ 636.51
[02471]	HOLIDAY INN ALL	\$ 3,741.98
[03372]	HOME DEPOT PMT	\$ 93,035.30

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[04282]	HOVANNISIAN, DAVID & LINDA	\$ 12,506.30
[06499]	HUDSON & COMPANY, INC HHC, INC	\$ 62,240.00
[06429]	HUERTA, GLORIA	\$ 5,482.75
[06378]	HUNT, DONNA	\$ 11,631.44
[05409]	HURDLOW, DAWN M.	\$ 7,259.34
[06485]	HURTADO, JOSSELYN	\$ 186.89
[01114]	HYATT REGENCY ALL	\$ 6,710.41
[08922]	ICE TAYLOR, ROSHUNDA	\$ 10,931.57
[06507]	ILIKAI HOTEL AND LUXURY SUITES	\$ 3,216.84
[04325]	INOCENSIO, MARY E	\$ 3,337.50
[03179]	INSECT LORE	\$ 493.45
[05361]	INSIGHT	\$ 32,912.30
[08864]	INTELLIGENT VIDEO SOLUTIONS	\$ 1,531.53
[04992]	INTERSTATE ASSOC OF THE CHURCH OF GOD	\$ 14,200.00
[04305]	J & E RESTAURANT SUPPLY INC	\$ 2,510.41
[06021]	J & M CLEANING HANDYMAN, MARCOS EDUARDO PACHECO BAEZ	\$ 949.93
[01226]	J&D MANUFACTURING	\$ 1,685.45
[06477]	JACK AND JILLS EARLY...INC	\$ 2,656.69
[02240]	JACK'S BUTANE	\$ 2,093.00
[04268]	JACKSON, GRACIELA	\$ 1,706.75
[08761]	JANICE L HARRIS, LP	\$ 12,720.00
[05138]	JAYME, MARIA G.	\$ 20,644.57
[05067]	JERICO FIRE PROTECTION COMPANY, INC.	\$ 2,825.00
[61467]	JIMENEZ MADRIGAL, NORMA	\$ 193.76
[05054]	JIMENEZ, MARIA L.	\$ 3,454.70
[60401]	JOAQUIN, LUIS R	\$ 448.53
[61492]	JOHNSON, STEFANIE M.	\$ 482.02
[04302]	J'S COMMUNICATION, INC	\$ 2,725.53
[01779]	JS WEST	\$ 1,250.84
[61462]	JUAREZ RICO, BLANCA ROSARITA	\$ 72.36
[60129]	JUAREZ, ELIDA	\$ 896.59
[03015]	JUAREZ, IRENE	\$ 96.03
[04924]	JUAREZ, MONICA	\$ 96.44
[01164]	JW MYERS	\$ 1,525.00
[00350]	KAISER FOUNDATION HEALTH PLAN, INC.	\$ 1,655,989.47
[08868]	KALINDI PRESS	\$ 4,666.20
[61227]	KAPKO, CONNIE L	\$ 978.19
[01000]	KAPLAN SCHOOL	\$ 43,320.15
[04920]	KC CONSTRUCTION COMPANY	\$ 93,160.00
[06496]	KENNEDY ESTATES HOUSING ASSOCIATION	\$ 1,826.40
[05661]	KENT, CATHARINE	\$ 72,540.71
[03907]	KER'S GAS & LUBE, INC -- BUGGY CAR	\$ 3,735.00
[01005]	KIDS KARE SCHOOLS, INC	\$ 1,280,204.05
[08897]	KIKO ENTERPRISES INC.	\$ 875.00
[08972]	KINDERSYSTEMS, INC	\$ 25,666.44
[01672]	KINGS CANYON UNIFIED SCHOOL DIST.	\$ 3,352.42

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[06500]	KLUDJIAN, JAMES	\$ 2,400.00
[06079]	KNIGHTS INN	\$ 91,333.00
[01669]	KUEHG CORP	\$ 8,646.74
[08844]	L & J CLEANING CREW	\$ 86,700.00
[05320]	LAM, KUNTHEAR U.	\$ 5,032.00
[05784]	LANDS END BUSINESS	\$ 1,016.32
[06334]	LEAF	\$ 27,603.66
[04573]	LEARNING GENIE INC	\$ 14,630.00
[61051]	LEDESMA, ARIANA	\$ 241.20
[08789]	LEE, TRINICE	\$ 28,084.08
[06059]	LEE'S AIR CORP	\$ 46,573.81
[01109]	LEE'S CONCRETE MATERIALS CO, INC	\$ 462.77
[61381]	LEMUS, COLLEEN A	\$ 142.00
[06071]	LIBERTY PROPERTY MANAGEMENT, INC LPM SERV	\$ 79,703.55
[00491]	LIEBERT CASSIDY WHITMORE CORP	\$ 1,700.00
[03053]	LIMON, ANGELICA	\$ 3,387.35
[08747]	LINDE GAS & EQUIPMENT INC	\$ 616.26
[06495]	LINDEN TREE APARTMENTS, LLC	\$ 4,800.00
[06062]	LIONHEART SAFETY LLC	\$ 2,578.15
[08974]	LIZAOLA, YADIRAH IVETTE	\$ 79.80
[05817]	LOGAN'S LANDSCAPING	\$ 14,615.00
[06480]	LOMELI, MARITZA	\$ 4,146.49
[60138]	LOPEZ, ESTHER L.	\$ 262.04
[05847]	LOPEZ, GENOVEVA	\$ 33,141.69
[01661]	LOPEZ, GUADALUPE	\$ 14,042.04
[06473]	LOPEZ, JUANA P mhs pc	\$ 165.40
[08706]	LOPEZ, JUANA PEREZ	\$ 99.24
[06397]	LOPEZ, LISBETH	\$ 117.33
[05315]	LOPEZ-GRANADOS, JUAN R.	\$ 20,897.73
[04539]	LOVING GUIDANCE, INC.	\$ 2,308.05
[61435]	LOZANO, ODULIA	\$ 116.00
[61317]	LUA, EVELYN	\$ 271.00
[06501]	LUCAS, JAZMIN	\$ 76.47
[60357]	LUGO, ELVA C	\$ 150.00
[60141]	LUGO, MARIA D LOURDES	\$ 423.08
[60377]	LUGO, SOCORRO	\$ 125.00
[60143]	LUJAN-ROJAS, LETICIA	\$ 897.36
[01857]	LUNA, HORTENSIA	\$ 21,391.96
[05482]	MACDONALD, LYNDA	\$ 44,511.53
[05537]	MACIEL DE MEZA, JOSEFINA	\$ 5,681.28
[00371]	MADERA CHAMBER OF COMMERCE	\$ 295.00
[01563]	MADERA CITY 205 W 4TH	\$ 6,000.00
[01204]	MADERA CITY *utilities	\$ 46,519.97
[00673]	MADERA CITY HOUSING AUTHORITY	\$ 21,648.75
[03498]	MADERA COUNTY (SAC utilities)	\$ 4,290.84
[01281]	MADERA COUNTY 1ALL	\$ 287,357.01

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[01251]	MADERA COUNTY BEHAVIORAL HEALTH ALL	\$ 287.00
[05557]	MADERA COUNTY CHILD ABUSE PREVEN	\$ 60.00
[03499]	MADERA COUNTY LANDFILL	\$ 1,752.99
[04491]	MADERA COUNTY SUPERINTENDENT OF SCHOOLS	\$ 6,000.00
[02840]	MADERA COUNTY TAX COLLECTOR	\$ 1,876.80
[06530]	MADERA DOWNTOWN CHRISTMAS PARADE	\$ 45.00
[04410]	MADERA FAMILY APARTMENTS	\$ 916.00
[05107]	MADERA LAKEWOOD TERRACE APTS	\$ 1,397.00
[06095]	MADERA MANAGEMENT COMPANY, INC	\$ 6,030.00
[01220]	MADERA PRODUCE INC	\$ 36,272.80
[01280]	MADERA RESCUE MISSION	\$ 550.00
[01225]	MADERA TRIBUNE	\$ 180.00
[01778]	MADERA UNIFIED SCHOOL DISTRICT	\$ 6,736.63
[01960]	MADERA UNITED METHODIST CHURCH	\$ 600.00
[01916]	MADERA WEST APARTMENTS	\$ 900.00
[05727]	MADRIGAL SOSA, MARTHA A.	\$ 76,550.93
[04431]	MADRIGAL, ALICIA	\$ 3,421.97
[00242]	MANAGEMENT INFO INC	\$ 30,208.00
[06529]	MANNING, MICHELLE	\$ 252.38
[05113]	MANRIQUEZ, BIVIANA	\$ 95,568.19
[05636]	MANUEL'S LAWN SERVICE	\$ 3,395.00
[06425]	MANZO, ELVIA	\$ 19,751.95
[00827]	MARIPOSA COUNTY UNIFIED SCHOOL DISTRICT	\$ 1,685.52
[60761]	MARQUEZ, LUISA RAFAELA	\$ 8,242.00
[05453]	MARRIOTT HOTEL ALL	\$ 2,345.88
[06463]	MARTEL, JESUS A.	\$ 60.00
[08950]	MARTEL, LOURDES B.	\$ 37,289.53
[61406]	MARTIN DEL CAMPO, VICTORIA A	\$ 3.38
[00624]	MARTINEZ DE GARCIA, MARIA	\$ 12,768.42
[05324]	MARTINEZ DE RUBIO, MARIA PROV	\$ 1,585.55
[61106]	MARTINEZ JR, VICTOR	\$ 189.43
[61207]	MARTINEZ LOPEZ, DANI	\$ 30.15
[60565]	MARTINEZ, ANGELA D	\$ 217.00
[08966]	MARTINEZ, JOHN	\$ 87.97
[06503]	MARTINEZ, LUZ	\$ 1.74
[04672]	MARTINEZ, MARIBEL	\$ 7,260.60
[04669]	MARTINEZ, MARTHA	\$ 6,650.16
[02474]	MARTY THE CONCRETE GUY, MARTY dba Marty The Concre	\$ 66,900.00
[08947]	MATA, MARIA I.	\$ 6,416.19
[01239]	MATA, ROSALINDA	\$ 36,666.24
[06534]	MATIAS DE RUIZ, ELVIRA	\$ 1,775.36
[00502]	MATIAS, ANDREA KRISTINE	\$ 30,860.77
[01240]	MATSON ALARM CO INC	\$ 18,799.30
[06460]	MAYA, VERONICA	\$ 90.00
[05237]	MCDONALD, MAYRA	\$ 9,678.70
[60150]	MCDOUGALD, TAMARA L.	\$ 1,171.27

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[05163]	MCI ALBANY	\$ 1,000.86
[06453]	MCMILLON, DESTENIE	\$ 8,011.16
[08914]	MD PROFESSIONAL PAINTING, INC	\$ 32,040.00
[06050]	MEDIA GROUP, THE/VALLEY YELLOW PAGES	\$ 2,691.00
[03573]	MEDINA DE SANTOS, MARIA D	\$ 73,937.55
[04343]	MEDINA, MARIBEL	\$ 46,840.91
[06452]	MEJIA, SAMANTHA	\$ 5,764.68
[05526]	MENDEZ HERNANDEZ, GERARDO A.	\$ 90.00
[05487]	MENDEZ, ANA MARIA	\$ 34,067.90
[00567]	MENDEZ, BLANCA E	\$ 54.71
[60156]	MENDEZ, MATTIE	\$ 4,398.91
[01617]	MENDOTA UNIFIED SCHOOL DISTRICT	\$ 4,800.00
[01272]	MENDOTA, CITY OF	\$ 3,042.71
[05408]	MENDOZA CHAVEZ, WILFREDO	\$ 90.00
[02520]	MENDOZA DE RODRIGUEZ, BERTHA	\$ 6,402.61
[06438]	MENDOZA SANTOS, KIMBERLY S.	\$ 90.00
[61015]	MENDOZA, GEIDY I.	\$ 251.00
[60513]	MENDOZA, MARIA V	\$ 32.16
[60851]	MENDOZA, MARTHA	\$ 30.15
[00442]	MENDOZA, NORMA PROV	\$ 27,908.64
[02470]	MERCED COUNTY COMMUNITY	\$ 335,072.28
[06300]	MERCED DAIRY DISTRIBUTION, INC	\$ 46,759.85
[01469]	MEUSE, JENI	\$ 24,244.61
[08976]	MGM CONSTRUCTION mario gutierrez	\$ 112,545.00
[00054]	MID VALLEY DISPOSAL, INC	\$ 4,280.18
[02309]	MINUTEMAN PRESS	\$ 39,949.94
[06549]	MOLINA CHAVEZ, ALICIA	\$ 853.26
[06207]	MONASARIA, LLC	\$ 46,579.20
[00435]	MOORE PRV, MANDY	\$ 456.00
[04511]	MOORE TWINING ASSOCIATES, INC/TWINING LABORATORIES	\$ 180.00
[60166]	MORA, ELIZABETH	\$ 763.80
[61431]	MORA, YESSICA M	\$ 46.10
[06553]	MORALES, FELIPE	\$ 470.36
[06505]	MORALES, ROSEMARIE	\$ 61.34
[08944]	MORAN PARAMO, GABRIELA	\$ 34,202.66
[06457]	MORENO, ANDREA	\$ 150.00
[06462]	MORENO, ANGEL M.	\$ 85.00
[00855]	MORENO, BERTHA	\$ 44,891.32
[04738]	MORENO, DELIA P.	\$ 29,263.60
[04078]	MORENO, MARIA EUGENIA-MELCHOR	\$ 123,509.42
[61486]	MORENO, MARIELA	\$ 906.51
[60168]	MORENO, OLGA	\$ 953.58
[06478]	MORGAN, EVELYN	\$ 1,827.03
[05739]	MOSQUEDA MONTANO, JUANA	\$ 18,931.93
[01961]	MOTSCHIEDLER, MICHAELIDES, WISHON, BREWER & RYAN, LLP	\$ 84,666.05
[00912]	MOUNTAIN CHRISTIAN CENTER	\$ 7,487.13

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[01266]	MOUNTAIN MILK & CREAM	\$ 390.54
[06522]	MUNIZ, CECILIA	\$ 4,483.92
[04745]	MUNOZ, CLAUDIA A.	\$ 139,096.31
[03979]	MUNOZ, YOLANDA	\$ 141,693.67
[60173]	MURGUIA, ALICIA	\$ 352.46
[60174]	MURILLO, LETICIA	\$ 277.71
[00386]	NANCY FULLER CHILDREN'S UNIVERSITY, INC.	\$ 79,812.97
[61117]	NARANJO SERNA, PATRICIA	\$ 381.90
[50450]	NATIONAL CHILDREN'S ALLIANCE	\$ 600.00
[01420]	NATIONAL COMMUNITY ACTION FOUNDATION	\$ 2,575.00
[05844]	NATIONAL EDUCATION SYSTEM, INC	\$ 1,002.40
[04560]	NATIONAL FATHERHOOD INITIATIVE	\$ 2,207.45
[01303]	NATIONAL HEAD START ASSOCIATION	\$ 11,454.00
[03164]	NATIONAL MIGRANT SEASONAL HEAD START	\$ 8,748.00
[04545]	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS LLC.	\$ 373.86
[03923]	NAVEX GLOBAL, INC	\$ 3,283.03
[06331]	NAVIA BENEFIT SOLUTIONS, INC	\$ 2,040.00
[03982]	NEWTON PROP MGMT INC 420 Yosemite	\$ 10,200.00
[06185]	NEXUS ADMINISTRATORS, INC	\$ 19,006.00
[02421]	NICE/INCONTACT 500/501/533	\$ 298.19
[03968]	NOVA TRAINING	\$ 2,600.00
[06399]	NSITE CONSULTING AND TRAINING. LLC	\$ 1,800.00
[01422]	OCHOA, RACHEL	\$ 29,598.47
[60182]	OLAZABA, MARIA T.	\$ 107.20
[08973]	OLEA, CHRISTINA	\$ 1,950.00
[06512]	OLMOS HERNANDEZ, JOSEFA	\$ 4,718.69
[06306]	ONE MAIN JANITORIAL, LLC	\$ 32,872.00
[04202]	ONLINE WEB SERVICES US, INC	\$ 1,327.00
[01407]	ORANGE COVE, CITY OF	\$ 5,115.97
[05850]	ORIENTAL TRADING CO	\$ 394.44
[02532]	ORKIN	\$ 29,583.19
[00601]	ORTEGA, ESPERANZA	\$ 456.00
[61165]	ORTEGA, VELMA	\$ 310.88
[61307]	ORTIZ DE LA TORRE, ESMERALDA	\$ 398.65
[01004]	ORTIZ, ROSA	\$ 20,409.95
[06523]	ORTIZ, VERONICA	\$ 4,079.64
[06354]	ORTIZ, YURITSI	\$ 261.44
[08837]	PADILLA, CHARLES M	\$ 5,640.32
[01232]	PALACIOS DE GUZMAN, DOLORES	\$ 912.00
[06446]	PALACIOS, JASMIN	\$ 1,308.10
[08934]	PALACIOS, MARIA	\$ 2,328.93
[03631]	PANERA, LLC	\$ 14,020.56
[06546]	PANKHILL, ALEXANDRA	\$ 30.00
[02660]	PARADISE POINT RESORT & SPA	\$ 1,371.75
[06126]	PARKSDALE VILLAGE II	\$ 599.00
[61316]	PAZ, LUCERO GONZALEZ	\$ 146.00

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[01511]	PECK'S PRINTERY	\$ 476.31
[04119]	PEDRAZA, SOCORRO	\$ 2,367.48
[06424]	PEDROZA DE CARRILLO, FELICITAS	\$ 15,209.20
[06487]	PEDROZA, LUCERO GARCIA	\$ 67.92
[60192]	PEREZ, ARACELI	\$ 225.00
[08821]	PEREZ, BARBARA	\$ 32.68
[06535]	PEREZ, ELVIA	\$ 2,308.67
[61355]	PEREZ, JESSICA	\$ 17.42
[06493]	PEREZ, LINDA	\$ 2,819.61
[60399]	PEREZ, LORENA	\$ 109,767.74
[04434]	PEREZ, MARIA (PROV)	\$ 13,540.46
[60193]	PEREZ, MARIA ALICIA	\$ 17.42
[61356]	PEREZ, MIRIAM	\$ 59.63
[06444]	PEREZ, VERONICA PROV	\$ 10,752.15
[61112]	PEREZ, WALTER	\$ 501.00
[01502]	PG&E MADERA mailed to SAC	\$ 410,662.90
[04161]	PHILADELPHIA INSURANCE COMPANIES	\$ 307,349.65
[04248]	PICKETT, AMBER	\$ 221.27
[06359]	PINACHO, LUIS	\$ 34.02
[60636]	PINEDA, YOLANDA	\$ 86.43
[06518]	PINNACLE TRAINING SYSTEMS	\$ 750.00
[03897]	PIONEER MARKET	\$ 3,934.18
[08869]	PITNEY BOWES BANK INC PURCHASE POWER	\$ 5,674.62
[01185]	PITNEY BOWES GLOBAL FINANCIAL SER	\$ 6,719.49
[01522]	PITNEY BOWES INC	\$ 1,261.06
[61256]	PLACIDO MEJIA, YANELA	\$ 36,537.16
[61125]	PLACIDO, BLANCA	\$ 75.04
[01628]	PLAY WITH A PURPOSE dont except amex	\$ 1,069.77
[06388]	PLAYCORE WISCONSIN, INC	\$ 278,098.37
[01526]	PONDEROSA TELEPHONE CO	\$ 2,673.86
[04839]	POSADAS DE GIRON, RAQUEL	\$ 16,878.10
[04195]	POSITIVE PROMOTIONS use acct 830783	\$ 9,429.58
[06184]	POWER BUSINESS TECHNOLOGY	\$ 71,039.65
[06077]	PPG PAINTS	\$ 476.62
[61204]	PRECIADO, KARELI	\$ 83.00
[06170]	PRESTIGE CUSTOM GLASS	\$ 4,844.99
[60374]	PRICE, MARCIA A	\$ 409.37
[06419]	PRICE, NATARIA	\$ 7,268.94
[06514]	PS PRODUTIONS	\$ 1,500.00
[04209]	PSA WORLDWIDE, LLC	\$ 7,433.70
[61011]	PUMAREJO, YARENY E	\$ 836.21
[06498]	PURE & SIMPLE ACADEMY, INC	\$ 3,781.60
[00063]	PURL'S SHEET METAL AIR CONDITIONING INC	\$ 103,248.26
[04998]	PYRAMID MODEL CONSORTIUM	\$ 419.00
[00079]	QUILL CORPORATION	\$ 694.29
[01703]	RALEY'S SUPERSTORE	\$ 86.75

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[61053]	RAMIREZ BAROJAS, NOEMI	\$ 185.46
[00139]	RAMIREZ DE GARCIA, VICTORIA	\$ 12,574.97
[08952]	RAMIREZ NERI, VICTORINA	\$ 17,117.67
[61475]	RAMIREZ SANTOYO, FERNANDA	\$ 17.42
[01471]	RAMIREZ, LUCINA	\$ 46,557.25
[60507]	RAMIREZ, MARIA DOLORES	\$ 220.76
[60206]	RAMIREZ, SANDRA O.	\$ 49.71
[03742]	RAMOS, IRMA APRIL	\$ 152.00
[06541]	RANGEL, APRIL M.	\$ 1,702.79
[04311]	RECOLOGY	\$ 963.27
[03049]	REDROCK ENVIRONMENTAL GROUP	\$ 20,028.40
[03842]	REDWOOD TOXICOLOGY LABORATORY, INC.	\$ 353.01
[01717]	REEDLEY, CITY OF	\$ 29.00
[02658]	REGENCY PROPERTY MANAGEMENT	\$ 3,990.00
[00867]	REGION 9 HEADSTART ASSOCIATION	\$ 3,970.00
[01655]	RELYCO	\$ 1,164.68
[04472]	RENDON, FABIOLA	\$ 168.49
[01203]	RESENDEZ, ALEJANDRA	\$ 6,756.51
[03868]	RESERVE ACCOUNT	\$ 15,000.00
[06547]	REYES NAVA, YOLANDA	\$ 829.24
[60876]	REYES, AMALIA	\$ 172.00
[02074]	RIOS, HORTENCIA H.	\$ 52,590.05
[06471]	RIOS, MARIA	\$ 102.06
[01018]	RIVERA INVESTMENT PROP	\$ 1,125.00
[61383]	RIVERA, ANGELICA G	\$ 152.09
[05495]	RIVERA, CELESTE	\$ 72,881.11
[06433]	ROCHA, ALFREDO	\$ 762.00
[60835]	ROCHA, ROSELIA	\$ 17.42
[61192]	RODARTE, EUGENIA	\$ 30.82
[03619]	RODERICK, JOSIE	\$ 4,865.67
[61444]	RODRIGUEZ ESPINOZA, ROBERTO JAVIER	\$ 150.00
[08872]	RODRIGUEZ, ANA pc BERTHA	\$ 102.06
[06466]	RODRIGUEZ, BARNARDA	\$ 34.02
[60381]	RODRIGUEZ, CATALINA	\$ 125.00
[60382]	RODRIGUEZ, CHRISTINA	\$ 257.00
[03580]	RODRIGUEZ, GABRIELA	\$ 81,816.05
[61409]	RODRIGUEZ, JEANETTE G	\$ 303.21
[61101]	RODRIGUEZ, JISSEL	\$ 1,262.92
[08980]	RODRIGUEZ, MARIA A	\$ 30.00
[60811]	RODRIGUEZ, NINFA EDILIA	\$ 32,390.36
[05675]	RODRIGUEZ, PATSY	\$ 12,824.44
[60225]	RODRIGUEZ, ROCIO C.	\$ 257.00
[60843]	RODRIGUEZ, VERONICA M	\$ 1,305.16
[61479]	ROJAS PEREZ, CAROLINA	\$ 2.68
[06379]	ROMERO RAMIREZ, ANGELICA	\$ 13,898.04
[06506]	ROMERO, ELIZABETH	\$ 36.16

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[60227]	ROMERO, ROSALVA	\$ 602.84
[04423]	ROMO, ARACELY	\$ 15,089.45
[06524]	ROSALES, PATRICIA	\$ 2,430.60
[01485]	ROSENBALM ROCKERY, INC	\$ 16,290.61
[04455]	ROTO ROOTER INC	\$ 7,145.00
[02284]	ROYAL PALMS MOBILE ESTATES	\$ 2,137.50
[06531]	RUBIO, BONIFACIO	\$ 900.00
[60991]	RUELAS, FABIOLA	\$ 111.22
[06435]	RUIZ ESCALONA, JUVENCIO	\$ 90.00
[06504]	RUIZ, ARIANNA	\$ 148.27
[04437]	RUIZ, TERESA LUZ	\$ 152.00
[05738]	RUIZ, VANESSA	\$ 90.00
[61460]	RYAN, KELLY M	\$ 154.00
[01605]	RYAN, SUSAN	\$ 126.00
[04330]	S & J LUMBER	\$ 1,148.61
[08931]	SALAS ROJAS, INOCENCIA	\$ 42,485.17
[61405]	SALAS-VALDEZ, ASHLEY A	\$ 150.84
[03740]	SALAZAR, ASHLEY D.	\$ 33,776.40
[61113]	SALAZAR, BEATRIZ	\$ 116.00
[06410]	SALAZAR, MARIA	\$ 7,671.14
[60234]	SANCHEZ, CECILIA C.	\$ 22.78
[08955]	SANCHEZ, TALIIYAH	\$ 7,749.22
[05370]	SANCHEZ, YESENIA	\$ 30,180.05
[00360]	SANDOVAL, BLANCA E	\$ 29,794.74
[60241]	SANDOVAL, SILVIA C.	\$ 200.00
[06430]	SANTIAGO PEREZ, REINA	\$ 24,203.85
[06486]	SANTIAGO, MACARIA	\$ 130.20
[08932]	SANTOS MENDOZA, ANDREA F.	\$ 1,645.15
[06454]	SANTOS PACHECO, BAUDELINA	\$ 6,100.20
[00425]	SANTOS PACHECO, CARMEN	\$ 42,851.11
[61120]	SANTOS, ARACELI	\$ 222.54
[04394]	SANTOS, CELFIDA	\$ 7,691.91
[61327]	SANTOS, JOLIVETTE	\$ 123.28
[61427]	SANTOS-CORTES, CYNTHIA	\$ 146.00
[00441]	SANTOS-PACHECO, ANA H.	\$ 84,928.51
[03610]	SARACINO, MARTA NATALIA	\$ 43,169.53
[02127]	SAVE MART SUPERMARKETS FRESNO 45751	\$ 87,199.53
[01802]	SAVE MART SUPERMARKETS MADERA 56475	\$ 20,996.64
[00082]	SCHOETTLER TIRE, INC./MADERA	\$ 5,674.25
[04945]	SCHOOL FIX	\$ 804.82
[01392]	SCHOOL HEALTH CORPORATION	\$ 29,711.51
[02465]	SCHOOL NURSE SUPPLY, INC.	\$ 18,516.25
[06380]	SCHWARTZ, TANYA S.	\$ 19,240.17
[01800]	SEABURY, COPLAND & ANDERSON	\$ 37,022.31
[04164]	SEALE, TERESA	\$ 379.00
[00037]	SEIU LOCAL 521	\$ 77,653.84

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[00331]	SELMA UNIFIED SCHOOL DISTRICT	\$ 9,394.66
[02334]	SERGIO'S WELDING	\$ 247.99
[06415]	SERNA, ROSANN	\$ 7,200.57
[05902]	SERV SAFE	\$ 182.92
[60247]	SHEPARD, YOLANDA M.	\$ 105.00
[01606]	SHERATON ALL	\$ 8,665.92
[04684]	SHERWIN WILLIAMS	\$ 286.44
[08691]	SHI INC	\$ 71,982.80
[03161]	SHIRT SHAK	\$ 4,821.64
[60248]	SIBRIAN, DORIS I.	\$ 451.85
[01812]	SIERRA TELEPHONE	\$ 9,488.37
[61357]	SILVA HERNANDEZ, DEISY Y	\$ 205.69
[03730]	SILVA RODRIGUEZ, MARIA NATIVIDAD	\$ 10,962.38
[61447]	SILVA, BRENDA D	\$ 18.76
[61110]	SILVA, SAYRA N.	\$ 298.82
[02239]	SILVA'S AUTO BODY	\$ 3,603.28
[02567]	SJVP	\$ 370.00
[08895]	SMART CARE	\$ 3,917.57
[06396]	SNO CAFE	\$ 790.00
[06528]	SOLORIO, GRISELDA	\$ 123.76
[02773]	SOTELO SANTIAGO, ANTONIA	\$ 38,645.79
[05889]	SOURCE TECHNOLOGIES	\$ 275.00
[08894]	SPARKLETTS	\$ 35,194.98
[08856]	SPLASHTOP, INC	\$ 2,385.00
[03338]	SRAN, SURINDER K.	\$ 19,462.30
[60665]	STAPLETON, JEANNIE M	\$ 1,036.36
[08735]	STERICYCLE, INC	\$ 2,662.50
[04017]	STEVE'S CHEVROLET OF CHOWCHILLA	\$ 134,702.18
[06494]	STUDIO 6 SUITES	\$ 26,230.00
[00433]	SUBIDO, NANCY	\$ 25,968.56
[02994]	SUBURBAN PROPANE-BOX 12027	\$ 5,154.30
[08751]	SUGAR PINE LP	\$ 3,192.10
[06533]	SUMMIT REAL ESTATE, GP	\$ 3,800.00
[08969]	SUNCOAST HOTEL AND CASINO	\$ 250.95
[08828]	SUNSET GARDENS	\$ 1,984.66
[06260]	SUPERB LNF CAPITAL. LLC	\$ 880.00
[05697]	SURVEILLANCE SYSTEMS INTEGRATION	\$ 25,170.62
[05101]	SYNLAWN OF CENTRAL CALIFORNIA, INC	\$ 235,967.57
[01230]	SYSCO OF CENTRAL CALIFORNIA	\$ 273,101.15
[00621]	TACOS CAMPOS, LLC	\$ 780.00
[04982]	TACOS Y MARISCOS EL AMIGO	\$ 3,848.48
[02356]	TANGRAM INSURANCE SERVICES, INC	\$ 305,200.11
[03885]	TEACHING STRATEGIES, LLC	\$ 59,225.88
[00251]	TEACHSTONE TRAINING LLC	\$ 14,643.04
[00956]	TESEI PETROLEUM, INC.	\$ 1,321.00
[04526]	THERAPY SHOPPE INC.	\$ 618.28

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[06502]	THOMAS, KIMBERLY	\$ 35.63
[61135]	THORSTEINS, CELIA EUNICE	\$ 399.79
[05899]	TIM R TRULL ELECTRIC, INC	\$ 19,307.00
[06418]	TIMOTEO, BEATRICE	\$ 10,543.71
[03882]	TINAJERO, LIDIA A	\$ 78.50
[61238]	TINOCO LUQUIN, JUDITH R.	\$ 72.22
[06320]	TINT SHOP BY JOE'S, THE	\$ 2,488.00
[03833]	TOLL ROADS VIOLATION DEPT, THE	\$ 6.73
[60264]	TOOLEY, DONNA S.	\$ 29,391.27
[03746]	TORREALVA, EVANGELINA GRANELO	\$ 66,027.13
[60127]	TORRES DE JIMENEZ, MA MERCEDES	\$ 998.31
[04414]	TORRES FENCE CO.	\$ 13,014.42
[00510]	TORRES MEDINA, JOVANNA L.	\$ 152.00
[06423]	TORRES, CHELSEA C.	\$ 20,679.55
[03904]	TORRES, GUILLERMO ALCALA	\$ 4,090.00
[61385]	TORRES, LAURA L	\$ 83.00
[08935]	TORRES, LIZA J.	\$ 1,622.37
[08814]	TORRES, MIRIAM	\$ 73.95
[02728]	TOSHIBA FINANCIAL SERVICES	\$ 121,154.79
[08896]	TREE ENTERPRISE	\$ 132.37
[05563]	TRIPLE P	\$ 9,728.47
[04398]	TRUJILLO, OLIVIA	\$ 37,711.01
[01162]	TUFF SHED, INC	\$ 22,292.63
[00085]	UNITED RENTALS	\$ 415.34
[04090]	UNITED STATES TREASURY	\$ 48,161.77
[01578]	UNWIRED BROADBAND INC.	\$ 4,967.76
[06550]	URIAS, RANDY	\$ 564.94
[04882]	URIBE, EVA G.	\$ 66,793.34
[08736]	US INSPECTION GROUP, INC	\$ 1,394.00
[06421]	VALENCIA, MARIA L.	\$ 2,855.16
[61380]	VALENCIA, MELISSA G	\$ 87.84
[05171]	VALLEY PROPANE	\$ 678.00
[03841]	VALLEY WEST CHRISTIAN CENTER (CORP)	\$ 25,800.09
[08803]	VALOR US	\$ 1,400.00
[60661]	VANG, XAI	\$ 141.00
[05091]	VARGAS, MARIA ANGELICA	\$ 124,225.77
[06548]	VASQUEZ ALVARADO, CRESENCIA R.	\$ 1,737.41
[06449]	VASQUEZ, EDUARDO Z	\$ 90.00
[06543]	VASQUEZ, JOHANNA	\$ 812.62
[04440]	VASQUEZ, OTILIA MAYRA EFTprov & PC	\$ 14,460.78
[05318]	VASQUEZ, PATRICIA PROV	\$ 46,870.65
[61459]	VASQUEZ, STEPHANIE	\$ 36.18
[06033]	VEGA, MARISA pc hill dr.	\$ 135.16
[06381]	VELASQUEZ, MARIA J.	\$ 20,351.35
[61297]	VELAZQUEZ, MARIA GUADALUPE	\$ 105.00
[03953]	VENEGAS, CATALINA A	\$ 247.65

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Dollar Amount</u>
[04580]	VEZINA INDUSTRIES	\$ 22,404.00
[03489]	VILLA GARDENING SERVICE, INC	\$ 60,715.00
[04397]	VILLAFAN DE MARAVILLA, MATILDE	\$ 50,810.18
[06412]	VILLAFAN, OSBALDO	\$ 15,617.61
[01633]	VILLAGE AT CHOWCHILLA, THE	\$ 3,188.00
[01034]	VILLAGE MADERA	\$ 5,241.00
[61185]	VILLAGOMEZ ALMANZA, PATRICIA	\$ 85.00
[05716]	VILLAGOMEZ, LUZ MARIA	\$ 123,299.50
[08933]	VILLANUEVA, CRYSTAL	\$ 85.00
[06465]	VILLANUEVA, JORGE M.	\$ 85.00
[03177]	VOYA INSTITUTIONAL TRUST COMPANY	\$ 1,033,956.75
[06411]	WALTERS RANGEL, GINA M.	\$ 9,362.35
[02070]	WASHINGTON SQUARE LP	\$ 3,844.00
[01095]	WATER CONNECTION, THE	\$ 3,974.69
[04645]	WEST COAST USA PROPERTIES, LLC	\$ 2,460.00
[03335]	WESTED 1099exempt CK ADDRESS ALL	\$ 2,487.00
[01733]	WESTLANDS WATER DISTRICT	\$ 18.84
[04941]	WEX BANK Chevron Box 4337	\$ 476.83
[06067]	WEX BANK Valero Box 6293	\$ 52,043.87
[04427]	WIDEMON, FELICIA	\$ 41,103.47
[05918]	WOLTER, DAVID J.	\$ 9,468.95
[08877]	XTREME COUNTRY CLUB AUTO BODY, INC	\$ 791.49
[60445]	YANG, IRENE E	\$ 309.00
[04170]	YBARRA, ANITA MUNOZ	\$ 8,314.64
[04351]	YOSEMITE LAKES CHRISTIAN PRESCHOOL	\$ 5,296.10
[06459]	ZAMUNDIO SAAVEDRA, LESLIE	\$ 90.00
[03605]	ZARAGOZA, SUSAN	\$ 6,588.69
[05122]	ZONES, INC	\$ 61,568.38
Report Total		21,876,880.00



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – [FEBRUARY 2025](#)**

NUMBER OF CHILDREN ENROLLED IN EACH PROGRAM FOR THE ALTERNATIVE PAYMENT PROGRAM

General Contract - CAPP	535
CalWORKs Stage 2 – C2AP	139
CalWORKs Stage 3 – C3AP	120
Bridge Program - BP	29
Total Children Enrolled	823

**NUMBER OF IN-HOME LICENSE CHILD CARE PROVIDERS AND LICENSE-EXEMPT CHILD CARE PROVIDERS
FOR ALTERNATIVE PAYMENT PROGRAM**

IN - HOME LICENSE CHILD CARE PROVIDERS – SMALL	41
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	49
LICENSE-EXEMPT CHILD CARE PROVIDERS	84
Total Providers Enrolled	174

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	147
CLOSED - LICENSED CHILD CARE PROVIDERS	0

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- Preparing for Taxes 2025 (English) – 5 attendees
- Preparing for Taxes 2025 (Spanish) – 23 attendees

Family, Friend and Neighbor Activity:

-

Bridge Coaching Session:

- TIC Coaching (Spanish) – 13 attendees



Community Services Monthly Report to the Board of Directors

January 2025

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	11-1-2021 to June 30, 2024 Fiscal YTD Total
SLIHEAP 2023 – Non-Emergency	0	193
SLIHEAP 2023 – FAST TRACK	0	287
SLIHEAP 2023 WOOD/PROPANE/OIL	0	15

Program	Monthly Households Served	11-1-2021 to December 31, 2024 Fiscal YTD Total
HEAP 2024 – Non-Emergency	0	426
FAST TRACK 2024 – Emergency	0	514
WPO 2024 – WOOD/PROPANE/OIL	0	19

Program	Monthly Households Served	11-1-2021 to December 31, 2024 Fiscal YTD Total
HEAP 2025 – Non-Emergency	163	239
FAST TRACK 2025 – Emergency	30	36
WPO 2025 – WOOD/PROPANE/OIL	7	14

LOW INCOME HOME WATER ASSISTANCE PROGRAM

PROGRAM	Monthly Households Served	Fiscal YTD Totals
LIHWAP Past Due Water Bills	0	624

HOMELESS PROGRAMS

PROGRAM	Residents	Vacancies
Shunammite Place	47	0
Madera Mental Health Services Act	10	2

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2023 through June 30, 2024

	Application Submitted	YTD Expenses	Budget Balance	Achievement
Funding	\$50,000	\$50,000	\$0	100%
Objective	Goal	YTD Achieved	Balance	% Achieved

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2024 through June 30, 2025

	Application Submitted	YTD Expenses	Budget Balance	Achievement
Funding	\$25,000	\$19,676.51	\$5,323.49	78.70%
Objective	Goal	YTD Achieved	Balance	% Achieved

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC. HELP CENTER - JANUARY 2025



HOUSED: 4

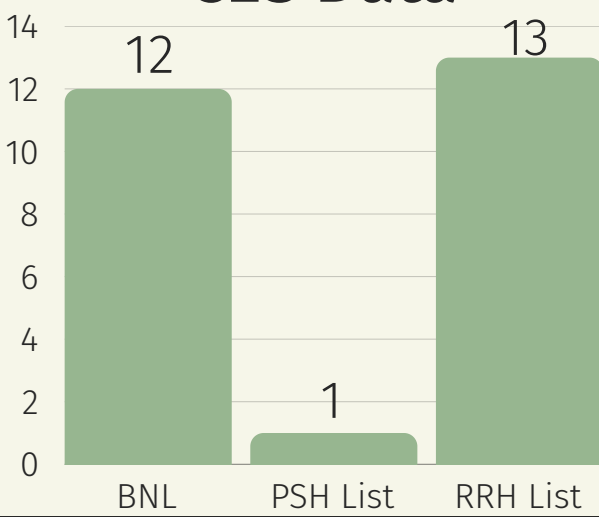


Permanent Supportive Housing: 3



Permanent Housing: 1

CES Data



New Clients Engaged Per Area

Chowchilla City

0 (YTD: 18)

Madera City

17 - (YTD: 151)

Eastern Madera

6 - (YTD: 52)

Subgroups



Families
4



DV Victims
0



Individuals
19



TAY
3

Referrals Received



26

Outcomes

13: assigned to outreach

2: out of the county

7: no contact

4: not homeless

River Grove I - CES

- Matched: 22
 - 16- 1 bd
 - 3- 2 bd
 - 3-3bd
- Households are in the application process with management company.

Emergency Housing Vouchers



- 11- Applications Submitted
- 1 - Briefing Remaining



Homeless Engagement for Living Program (HELP Center) Services Report - January 2025



Below are the number of services provided and contacts made in Madera County for the period of 1/01/2025 - 1/31/2025.

	Individuals	Families	DV	TAY	Veterans
Madera City	151	27	7	15	2
Chowchilla City	18	5	0	0	0
Eastern Madera	52	2	0	0	0
Total:	221	34	7	15	2

Outcomes-Services Offered		
HOUSING SERVICES	CURRENT MONTH	YEAR TO DATE
SHELTER	5	23
REFERRED TO TRIAGE	8	26
WENT INTO TRIAGE HOUSING	3	12
REUNIFICATION WITH FAMILY	0	5
HOUSING RESOURCE GUIDE	7	34
SUBMITTED RENTAL APPLICATIONS	2	35
PERMANENT HOUSING	1	27
PERMANENT SUPPORTIVE HOUSING	3	15
PROVIDED MOVE-IN COSTS	2	12
RECEIVED EMERGENCY HOUSING VOUCHER	2	3
DOCUMENT COLLECTION	CURRENT MONTH	YEAR TO DATE
DMV VOUCHER FOR ID	5	22
SOCIAL SECURITY CARD	0	8
BIRTH CERTIFICATE	1	4
INCOME VERIFICATION	11	26
DISABILITY CERTIFICATION	1	11
PSH SUPPORT LETTERS	9	31
EMOTIONAL SUPPORT ANIMAL LETTER	0	1
REFERRALS	CURRENT MONTH	YEAR TO DATE
WORKFORCE	4	9
VICTIM SERVICES	1	1
VETERAN AFFAIRS	0	1
BEHAVIORAL HEALTH - ASSESSMENT	19	110
BEHAVIORAL HEALTH - BRIDGE HOUSING	0	0
IMMIGRATION SERVICES	1	14
FOSTER CARE SERVICES	0	1
RH COMMUNITY BUILDERS	1	2
SUBSTANCE ABUSE PROGRAM	2	12
DEPARTMENT OF SOCIAL SERVICES - APS	0	0
DEPARTMENT OF SOCIAL SERVICES - CPS	0	1
DEPARTMENT OF SOCIAL SERVICES - HOUSING	3	4
OTHER NON-CASH BENEFITS	CURRENT MONTH	YEAR TO DATE
ASSISTED IN OBTAINING MEDICAL APPTS	2	8
ASSISTED IN OBTAINING CASH AID / TANF	0	2
ASSISTED IN OBTAINING CALFRESH BENEFITS	0	1
ASSISTED IN OBTAINING HEALTH INSURANCE	1	3
OTHER SERVICES	CURRENT MONTH	YEAR TO DATE
SUICIDE PREVENTION	0	1
PROVIDED HYGIENE KITS	5	37
DELIVERED COMMODITIES	18	123
ASSISTED WITH SSI BENEFITS	0	0
ARRANGED TRANSPORTATION	6	42
ADVOCACY WITH LEGAL MATTER	1	2
ASSISTED IN OBTAINING A GOVT. PHONE	0	2
PROVIDED SHOES OR CLOTHES TO CLIENT	0	6
PROVIDED BICYCLE FOR TRANSPORTATION	0	0
ASSISTED WITH JOB INTERVIEW	0	1
ASSISTED IN OBTAINING INCOME	0	1
OTHER COORDINATED ENTRY	CURRENT MONTH	YEAR TO DATE
PLACED ON PSH PRIORITY LIST	1	13
PLACED ON RRH PRIORITY LIST	15	35
PLACED ON BY-NAME LIST	12	74



Victim Services

October 2023 - September 2024

Domestic Violence Program

Services	1 st quarter (Oct.-Dec.)	2 nd quarter (Jan-March)	3 rd quarter (April-June)	4 th quarter (July-Sept.)	Total
Crisis Intervention	224	167	133	188	712
Individual or group counseling/support	336	477	418	437	1668
Criminal/Civil Legal Advocacy	121	181	241	211	754
Assistance with protective/custody orders	56	72	84	112	324

Shelter

Bed Nights/Individuals	344/24	50/4	175/15	182/20	751/63
Emergency food & clothing	12	3	7	12	34

Victim Witness

Crisis Intervention	189	67	60	69	385
Individual Counseling	174	174	210	201	759
Criminal Advocacy/accompaniment	210	218	216	171	815
Assistance in obtaining protection or restraining order	19	1	37	51	188
Number of Victims of Crime Compensation claims submitted	11	11	4	6	32

Sexual Assault

Crisis Intervention	287	128	98	101	614
Individual Counseling	198	246	251	211	906
Individual Advocacy	50	94	89	41	274
Criminal Justice Advocacy/Accompaniment	78	83	54	37	252
On-scene Response	4	1	3	5	13

Fiscal Year January-December 2024**Unserviced/Underserved**

Services	1 st Quarter (Jan.- March)	2 nd Quarter (April-June)	3 rd Quarter (July- Sept.)	4 th Quarter (Oct.-Dec.)	Total
Crisis Intervention	43	13	17	29	102
Presentations to underserved population	4	1	1	7	13
Outreach Events	5	3	5	0	13
Immigration Assistance (visas, continued presence application, and other immigration relief)	19	15	15	5	54
Provide information about the criminal justice process	54	21	25	32	132
Criminal Justice Advocacy or Accompaniment	64	39	37	53	193
Individual Advocacy (assist. With public assistance benefits, return of personal property)	12	5	3	0	20

Transitional Housing

Services	1 st Quarter (Jan.- March)	2 nd Quarter (April- June)	3 rd Quarter (July- Sept.)	4 th Quarter (Oct.- Dec.)	Total
Individual Counseling	19	29	9	28	85
Individual Advocacy (assist. with public assistance benefits, return of personal property)	24	26	13	27	90
Individuals Rec. Rental Assistancess	3	9	4	4	20



Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors' Meeting for: February 13, 2025

Author: Irene Yang

DATE: February 4, 2025

TO: Personnel Committee

FROM: Irene Yang, Human Resources Director

SUBJECT: Update hiring policies

I. RECOMMENDATION:

Review and consider approving updated hiring policies to ensure recruitment activities are consolidated to increase efficiency and update background verification processes to meet funding terms and conditions.

II. SUMMARY:

This position is created to handle functions in the areas of managing grant applications, budget development, expenditure control, monitoring grant awards, ensuring compliance with grant regulation, performing accounting, auditing and fiscal analysis duties for the agency's fiscal records and monthly financial statement, cash flow analysis, monthly reconciliation, reports for funders and annual audits.

III. DISCUSSION:

A. Key Changes are:

Policy 303 – Applicant Assessment

- Applicant assessments will involve departmental managers/directors' review along with the final approval by the Executive Director.
- The interview will consolidate to one session, and it is done based on the Agency's Standards to Live-By as well as the general qualifications, knowledge, skills, abilities, education, training, and experience.
- Background verification is being updated to include funding sources requirements set by Head Start programs and Victim Services programs.
- Update ADA and FEHA languages.

Policy 304 – Eligibility List

- Clarify fraudulent or false statements are reasons for disqualification

Policy 305 – Selection/Appointment/Hiring

- Provisional appointments may be eligible for benefits when directed by the Executive Director.
- Clarify criminal record check to be cleared to meet the hiring requirement.
- Clarify DMV driving record verification to be done reasonably necessary.

Policy 306 – Background Verification

- Includes needed languages from CalOES under background verification and recognizes that sex offender registry will include Dure Sjodin National Sex Offender public website.
- Add needed language from CalOES under authorization to obtain information during the process.
- Add California law requirement on Applicant-Declaration of Arrest, Pending criminal charge or conviction.
- Periodical declaration is defined based on funding sources, such as Head Start and Victim Services.
- Withdrawing offer will apply to contract or volunteer opportunities when background verification process exceeds 15 business days.
- Clarify that interactions with participating minors are prohibited until the entire background check process is completed and cleared.

Policy 307 – Criminal Record Clearance

- Add California law languages to include potential hire, contractor, volunteer or consultant to conduct background checks.
- Add California law languages to include periodic background verification and clearance for employees, volunteers, consultants and contractors.

B. Changes will be effective when governing bodies approve.

IV. **FINANCIAL IMPACT:** minimal.

Applies to: Applicants, Employees

Effective: 03/01/17

Supersedes: 04/12/12

POLICY

The purposes of the applicant assessment process are:

- To provide qualified individuals for agency employment and promotions ensuring equal employment opportunity as a necessary element of the basic merit system principle; and
- To conduct all applicant assessments in a valid and impartial manner consistent with the law and free from personal, political, and non-merit considerations.

An applicant assessment is a reasonable and impartial method of systematically and fairly evaluating an applicant's ability and/or fitness for performing position requirements. An applicant assessment may be assembled or disassembled and may consist of one or any combination of performance tests at the Agency's discretion which is reasonable, appropriate and lawful under the circumstances: essential skills assessments; rated applicant interviews; audio-visual tests; screening of the application, supplemental applications, or resume; or work performance or promotional potential evaluations to evaluate the employee's ability to perform the essential functions of the position in question. Applicant assessments may include tests of ability, physical fitness, medical and mental fitness, interests, knowledge, and skills so long as they are reasonably related and designed to demonstrate that the applicant can perform the essential functions of the position in question.

POLICY GUIDELINES

303.01.00 GENERAL GUIDELINES.

- A. Program Managers have the responsibility to notify the Human Resources Office as soon as a vacancy occurs by submitting the necessary "Personnel Requisition" form to the Human Resources Office.
- B. The Human Resources Office will disseminate the notification of the openings.
- C. All regular agency allocated positions shall be filled by individuals who have qualified through competitive applicant assessments.
- D. Applicant assessments will be used to determine the eligibility of applicants for employment and their relative positions on eligibility lists. Applicant assessments will be prepared in compliance with federal and state laws or guidelines and will be based on job requirements.

303.02.00 APPLICANT ASSESSMENT CONTENTS.

- A. The Human Resources Office has the responsibility for applicant assessments. Appointing authorities have the responsibility for selection interviews delegated to departments. Applicant assessment and selection interviews shall consider the following:
1. Analysis of job description;
 2. Availability of applicants;
 3. EEO/Affirmative Action (i.e., special issues and considerations of protected classes related to effective competition);
 4. Occupational standards;
 5. Professional testing principles;
 6. Supportable past experiences; and
 7. Special certification or licensing.
- B. All applicant assessments will be analyzed for job relatedness. Applicant assessment material will relate to the ability and fitness of the applicant for the work, duties, and requirements of the classification to be filled and shall be confined to the measurement of knowledge, skills, and abilities necessary to perform specific tasks. Any pertinent lawful factor or trait which affects job performance or public relations may be considered.
- C. Investigations and applicant assessments should include an inquiry into an applicant's work background and behavior for purposes of determining specific skills or abilities to perform specific tasks and to ensure a commitment to the mission of the Agency.
- D. Reference checks will be conducted consistent with rules and regulations adopted by state or federal law as well as applicable regulatory agencies. All potential employees will be required to sign a release of all records and information concerning their personal, educational, or employment history. If the potential employee unreasonably fails or refuses to sign such a release, he or she will not be further considered for employment in the position being applied for.

303.03.00 ADMISSION TO APPLICANT ASSESSMENT. Each applicant whose application has been approved shall be given reasonable written notice in advance of the time, date, and place of the applicant assessment and such notice shall be the applicant's authorization to take the applicant assessment. No candidate will participate in any applicant assessment without such authorization or other satisfactory evidence of having filed an acceptable application.

Commented [RKR1]: See below comment.

Commented [RKR2]: There may be circumstances under which an employee may be uncomfortable signing a release as to a certain employer (such as a current employer or other in which there was ongoing litigation) that would cause the employee potential harm at that time if such a release is provided.

I encourage us not to have a blanket disqualification is a releases is not provided for a particular past employer or situation so that we maintain some flexibility.

303.04.00 TYPES OF APPLICANT ASSESSMENTS. The types of applicant assessments shall be consistent with the provisions of these policies, recommended determined by the Human Resources Director, in consultation conjunction with the department or program manager, in accordance with the provisions of these policies with the final approval by the Executive Director. The following are types of applicant assessments which may be established separately or in any combination:

303.04.01 SKILLS ASSESSMENT. Essential skills assessments may be used to determine knowledge, abilities, judgments, aptitudes, or alertness, insofar as such traits are related to the ability to perform the essential functions of the position. The result for the assessment is at pass or fail category.

303.04.02 INTERVIEWS. The interviews should generally cover the Agency's "Standards to Live By" along with, questions and discussion regarding the applicant's general qualifications, knowledge, skills, ability, education, training or experience to determine whether the potential candidate is in alignment with the CAPMC Standards to Live By.

~~303.04.01 There are two parts of interviews: Behavior Based Interview will weight 40% and Skill Set/ Competency Panel Interview will weight 60% of the overall assessment.~~

~~A. TYPES OF INTERVIEWS.~~

~~5. BEHAVIOR-BASED INTERVIEW. Based on Customer Service Standards known as the "CAPMC Standards to Live By" developed in 2011, Behavior Based Interviews are now a crucial part of the Interview process. This process aligns the personnel selection process with the CAPMC Standards to Live By. A behavior based interview will be held by the panel members. They will ask candidates about their experiences, behaviors, knowledge, skills and abilities to determine the potential candidate is in alignment with the CAPMC Standards to Live By. Interview panels shall consist of three individuals, and they shall function, respectively, as an interviewer, a note taker, and a timekeeper.~~

~~Qualification of Panel Members: Employees who completed "Behavior Based Interview" training shall participate in the interview process.~~

~~Duties of Panel Members:~~

- ~~• Interviewer: This member will greet, instruct and ask questions.~~
- ~~• Note taker: This member will write down candidates' responses on the interview guides. When appropriate, this member may ask additional questions.~~
- ~~• Timekeeper: This member will track time allotment for each interview.~~

~~Evaluations of Candidate: Panel members will discuss, evaluate and complete one interview rating guide for each candidate.~~

~~16. SKILL SET/COMPETENCY PANEL INTERVIEWS. The skill set/competency panel interviews shall be one of the selection methods for the Agency. The interview panel members will provide recommendations and rank the applicants based on selection~~

Commented [Y3]: CAPMC wants to combine both BBI and SSI measurements in 1 session

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Commented [Y4]: Consider "combined" instead of "selection?"

criteria. ~~Interview panels shall consist of two to five individuals.~~

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a. Selection of Panel Members: Only panel members who can make a specific contribution to the interview shall be selected. ~~The agency should good reasonable good faith efforts to factor to consider e~~ Ethnic/gender composition within our community ~~shall be considered~~ in establishing the appropriate interview panel.

a.

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b. Panel Member Representation:

- Interviews for Management Positions: Interview Panels should all consist of one member from the Board of Directors and, where feasible and reasonable, at least one ~~two~~ professionals from (outside of the Agency) who have relevant education and technical experience. Interview panels for the Head Start Program Director, Executive Director, Chief Financial Officer and Human Resources Director must have Policy Council/Policy Committee members as part of the interview panel. If a Policy Council/Committee member is unable to participate, or fails to appear for the interview, the interview may proceed but the absence ~~it~~ shall be documented on the applicant assessment form. This information shall be forwarded to the appropriate Policy Council/Committee. The interview shall proceed as normal.
 - Interviews for Mid-Management Positions: Panel shall consist of one Agency Program Manager (without hiring authority) and where feasible and reasonable at least one ~~and two~~ professionals (outside of the Agency) who have relevant education and technical experience.
 - Interviews for Child Development and Facilities Supervisor Positions: Panel shall consist of one Agency Program Manager (without hiring authority) and two professionals (can be internal or external of the Agency) who have relevant education and technical experience.
 - Interviews for Clerical and Technical Positions: Panel shall consist of the Program director/manager with hiring authority and two Agency supervisors/mid-managers or any mid- management employee. If a mid-management employee is selected to be a panel member, that employee must be connected or have relevant experience to the position that is trying to be filled. The panel members should not have any relationship/connection with any of the applicants for the position.
- c. Preparation of Interview Panel: Prior to the interview, panel members shall be given the job description, selection criteria, and the interview questions rating scale. The panel shall select a chairperson to provide leadership (but not dominate) and act as a mediator. Wherever possible, ~~the~~ same individual should be the chairperson for all interviews to ensure consistency. Nevertheless, this is not a requirement and another chairperson may be selected in situations where there is more than one interview needed. .
- The Human Resources Office shall prepare panel members for their role in advance by:
 - Informing each member of his/her responsibility to conduct a lawful interview and the importance of maintaining a structured interview;
 - Defining their roles in the interview and the selection decision (i.e., advisory, decision making, etc.); and

- o The chairperson is responsible for greeting applicants and making introductions, etc.

- o Providing the interview schedule, copies of application materials, the job description and qualifications, the selection criteria, and the topics to be addressed in the interview several days in advance.

- The program director or manager should shall provide Human Resources personnel and/or the panel with his/her view of the ideal candidate consistent with the duties set forth in the job description and any other lawful and appropriate factors.

Commented [Y5]: Not sure how realistic is this when the program director/manager is not in the space with the interview panel; may consider instead of "panel", change to "Human Resources personnel"

17-2. VIRTUAL INTERVIEW. To the extent there may exist a substantial cost related to travel expenses for applicants to the employer's location, some interviews may, and the discretion of the Agency, be conducted via telephone, videoconference or other similar services.

303.04.02303.04.03 PERFORMANCE. Performance tests may be used to evaluate the facility, speed, or accuracy with which typical tasks of the class are performed, so long as they are calculated to demonstrate the applicant can perform the essential functions of the position in question.

303.04.03303.04.04 TRAINING AND EXPERIENCE. Evaluation may be made on the relevance level, recentness, progression, and quality of education and experience offered by candidates, which may be done in an applicant interview or by a review of written statements by candidates.

303.04.05 MEDICAL. A health screening or physical examination by a licensed physician may be required before or after appointment. The agency may establish physical or medical standards for any class based on the essential functions of the job. These standards will be stated on the applicant assessment announcement. Failure of candidates to achieve the minimum standard will disqualify them.

303.04.06 BACKGROUND VERIFICATION. The Agency LIVESCAN/CHILD ABUSE INDEX. Any Head Start hires after September 30, 2017 or any hired under grant subaward that are likely to interact with participating minors must verify references and, as detailed below in Policies 306.00.00 and 307.00.00, conduct a background verification and/or which includes a sex offender registry check, criminal history record, including name fingerprint check (Livescan), and child abuse and neglect state registry check prior to hire as well as for continuing employment thereafter every five years. As noted below, there are varying requirements based on the Agency position (i.e. Head Start and certain positions such as those in Victim Services where grant funding requires background verification for employees who work with minors). However, so long as the California Department of Social Services Guardian system's reporting program (known as "rap back") is in place and determined to be in compliance with 45 C.F.R. Section 1302.90(b)(5), then employees will not be subject to new background checks every five years.—The Agency has been advised by its grantors and the Head Start

regional offices that so long as the California Department of Social Services Guardian system's reporting program (known as "rap back") is in place and determined to be in compliance with 45 C.F.R. Section 1302.90(b)(5), then CAPMC may elect to forego the requirement to subject currently employees to new background checks every five years. CAPMC reserves the right to continue to periodically conduct such background verification and clearance when CAPMC believes, in its sole and absolute discretion, that such verification/clearance is warranted for a current Head Start employee.

- 303.05.00 CONDUCTING AN APPLICANT ASSESSMENT.
- 303.05.01 SCHEDULE OF APPLICANT ASSESSMENT. The Human Resources Director shall schedule applicant assessments as necessary to fill existing or anticipated vacancies. In those classes where frequent vacancies occur, the Human Resources Director may conduct continuous applicant assessment programs with intermingling of eligibility lists.
- 303.05.02 TIME AND PLACE OF APPLICANT ASSESSMENT. Whenever applicants are required to appear for an applicant assessment, time and place shall be designated at the front reception desk and at the Human Resources Office; the applicant shall be notified in person, by e-mail, or by telephone. The Human Resources Director may, at his or her discretion, have an applicant assessment given in more than one session or at more than one place.
- 303.05.03 POSTPONEMENT OR CANCELLATION OF APPLICANT ASSESSMENTS. The administration of an applicant assessment, or any part thereof, may be postponed or cancelled at any time. Notice of such postponement or cancellation shall be posted on at the front reception desk and at the Human Resources Office, and mailed or telephoned to the applicants. In an emergency where time does not permit such notice, an applicant assessment may be postponed or cancelled or the place of applicant assessment changed by posting a notice on the official bulletin board as soon as possible and in a conspicuous location at the place and time set for the applicant assessment.
- 303.05.04 LATE APPLICANTS. Whenever applicants are required to assemble for a test, no applicant will be admitted after the designated time except at the discretion of the Human Resources Director or designee.
- 303.05.05 INABILITY TO APPEAR. If an applicant is unable to appear at the time or place designated, the Human Resources Director may at his/her discretion arrange to give the applicant the applicant assessment at another time or place if the Human Resources Director finds:
- A. That substantial and sufficient reasons exist for the inability to appear;
 - B. That no fraud will be perpetrated; and
 - C. That no individual taking the applicant assessment will be materially prejudiced or assisted in passing the applicant assessment by reason of such privilege.
- 303.06.00 TIME OFF TO TAKE APPLICANT ASSESSMENTS. When Agency employees are candidates for applicant assessments administered by the Agency, the employees shall be granted

necessary time off from their normal duties to take such applicant assessments. Time off during normal work hour granted for applicant assessment purposes shall be with pay.

- 303.07.00 WEIGHTS OF APPLICANT ASSESSMENTS. The applicant assessment may be composed of one or several tests which are graded independently or jointly with weights assigned to each test representing relative value, importance, or other technical considerations. Weights shall be expressed in percentages in terms of their contribution to the total applicant assessment grade. Scores from other comparable tests may be used and the Human Resources Director shall establish a conversion formula. The Human Resources Director may specify the maximum number of eligible applicants to be qualified and certified in the applicant assessment or any part thereof.
- 303.08.00 SCORING OF APPLICANT ASSESSMENT. The Human Resources Director shall objectively determine the passing score for each applicant assessment. He/she may weight sections of the applicant assessment according to their relative importance. He/she may require a passing score in each section of the applicant assessment in addition to an overall passing score.
- 303.09.00 CERTIFICATION. The Human Resources Office shall attempt to certify no less than three candidates. If no candidates are certified for the eligibility list, the recruitment/selection process will be repeated.
- 303.10.00 MODIFICATION OR SUSPENSION OF APPLICANT ASSESSMENT. The Human Resources Director may modify the applicant assessment process as listed on the applicant assessment announcement, by notifying eligible applicants of the modification. If there are ten or fewer competitors in any part of the applicant assessment process, subsequent parts of the ~~ten current~~ applicant assessments may be modified or ~~may be~~ suspended at any time and certification of the remaining competitors made, provided that the appointing authority interviews all those certified.
- 303.11.00 SPECIAL CONSIDERATION/PREFERENCES.
- 303.11.01 INDIVIDUALS WITH DISABILITIES. Individuals with disabilities and special disabled veterans which, in the judgment of the Human Resources Director and consistent with the provisions of the ADA and the California Fair Employment and Housing Act (FEHA), would prevent their handling the mechanical aspects of any part of the selection process on a relatively equal basis with non-disabled individuals, may compete, at the discretion of the Director but likewise consistent with the ADA and FEHA, in a modified selection process so as to allow the disabled individual to compete on as equal a basis as possible.
- 303.12.00 RETESTING. Except for equivalent forms of the same tests, applicants may re-take the same test after two weeks. When an applicant takes a second applicant assessment within the said six-month period, scores of any identical test parts shall be transferred from the first applicant assessment to the second. Scores for identical written tests or parts thereof made by an applicant within a one-year period may be transferred from one applicant assessment to another. The Human Resources Director may waive these restrictions when warranted.

- 303.13.00 CORRECTION AND REVIEW OF APPLICANT ASSESSMENTS. Prior to computing grades, test questions on written applicant assessments may be corrected by the Human Resources Office, in conjunction with the appointing authority, on the basis of item analysis, administrative or clerical errors, incorrect keying, and valid objections of applicants if registered within five working days following the written applicant assessment. Any such corrections shall be entered on the official keyed copy of the written applicant assessment together with the reasons for such deletion. After grades are assigned, candidates may review their answer sheet and only clerical errors may be corrected.
- 303.14.00 NOTIFICATION. As soon as the rating of an applicant assessment has been completed and the eligibility list established, all competitors shall be notified by mail of the results of the applicant assessment and a copy of the list shall be filed in the Human Resources Office and shall be accessible to employees and the public upon request.

Applies to: Applicants, Employees

Effective: 03/01/17
Supersedes: 04/12/12

POLICY

Eligibility lists provide a ranking of candidates eligible for hire after participating in an appraisal assessment. An eligibility list remains effective for a predetermined amount of time for which a candidate can be selected for another job opportunity for the same classification or lower for which the candidates meet the minimum qualifications for such position.

POLICY GUIDELINES

- 304.01.00 PREPARATION. As soon as possible after the conclusion of an appraisal assessment, the Human Resources Director shall prepare an eligibility list consisting of the names of individuals successfully passing the appraisal assessment. The names shall be arranged in order of final ratings received, from the highest score to the lowest qualifying score. The final rating shall be determined by the total of the scores received by each candidate for each part of the appraisal assessment. Whenever identical final ratings are received, names shall be arranged in the orders of the scores on the part, or parts, of the appraisal assessment which were assigned the heaviest relative values.
- 304.02.00 LIFE OF ELIGIBILITY LISTS. Unless an appeal is received in connection with an appraisal assessment, eligibility lists shall become effective upon certification by the Human Resources Director that the list was legally prepared and represents the relative ratings of the names appearing thereon.
- A. Eligibility lists shall remain in effect for twelve months with the following exceptions:
1. The appraisal assessment announcement states that the list shall be in effect for more or less than three months; or
 2. If there are fewer than three ~~eligible applicants candidates~~ for appointment to current vacancies or for temporary assignments, the Agency may terminate the list before it has expired.
- B. Eligible applicants will be placed in order of their scores if the tests have been given under conditions and techniques sufficiently similar to preserve their competitive character.

Commented [RKR6]: It is good to use the same language wherever possible, so I made reference to "eligible applicants" in the remaining provisions of this policy.

304.03.00 REASONS FOR DISQUALIFICATION FROM ELIGIBILITY LISTS.

- A. Inability to contact the eligible applicant within a reasonable time;
- B. The eligible applicant did not pass the background verification required by Policy 306.00.00 or obtain the necessary clearance required by Policy 307.00.00 as required for the position for which the eligibility list was established~~Criminal, Sex Offender Registry Check, and Child Abuse and Neglect Index is failed;~~
- C. The eligible applicant did not pass the required Hhealth screening or physical examination ~~is failed;~~
- D. There was a determination by the Agency that the eligible applicant made Proof of fraudulent or false statements in the application or other application documents, and/or a determination that the eligible applicant, or proof of engaged in fraudulent conduct in connection with an appraisal assessment; or
- E. Regular appointment to a position in the class for which the eligibility list was established.

304.04.00 REASONS FOR REMOVAL FROM ELIGIBILITY LISTS.

- A. Certification by the same appointing authority two times without appointment;
- B. Upon request of the eligible applicant~~a candidate;~~
- C. The eligible applicant's Ffailure to appear, or to arrange for an interview with an appointing authority within a reasonable time after notification or certification, or failure to appear for work after appointment; or
- D. After declination of an appointment, the eligible requests in writing to waive the appointment and remain on the list. After three waivers, the eligible applicant~~candidate~~ shall be removed from the eligibility list.

Applies to: Applicants, Employees

Effective: 03/01/17

Supersedes: 04/12/12

POLICY

All CAPMC vacancies shall be filled by transfers, layoff/reduction in force, eligibility list, in-house recruitment, open competition recruitment, and/or provisional appointment. The only exception to this policy is the hiring of independent contractors or Contract Employees as defined elsewhere in these rules and regulations. After the interview and background verification, the Program Manager may make recommendations for hire and shall immediately notify the Human Resources Director of the person or persons recommended. After the completion of the hiring process, if the applicant accepts the appointment, he/she shall be deemed to be appointed.

POLICY GUIDELINES

305.01.00 SELECTION OF APPOINTMENT.

- A. Eligible candidates ranking in the top three positions on the list who are ready and willing to accept the position shall be certified by the Human Resources Office for each vacancy. The appointing authority may appoint any one of these candidates subject to certain limitations as set forth in this Policy. The eligible candidates not selected shall remain on the eligibility list and will be certified for the next vacancy.
- B. The appointing authority is authorized to select an individual or individuals from the eligibility list or conduct another one-on-one interview to determine which candidate to hire. The Human Resources Office shall make a job offer to the candidate initially by verbal contact and then send written notification following verbal contact. The initial job offer shall be made within five work days of notification from the appointing authority. If the candidate fails to respond or declines the job offer, the Human Resources Director will notify the appointing authority and/or Program Manager.
- C. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for a similar class if the duties and qualifications of the class for which the examination was given included substantially all of the duties of the position to be filled. (Example, Clerk/Typist II list to fill Clerk/Typist I position)
- D. When fewer than three eligible candidates are available for certification, the Human Resources Director may, but is not required to, request that a new examination be given and add those names to the existing list.

- 305.01.01 PROVISIONAL APPOINTMENTS. A provisional appointment is generally ineligible for benefits, except those that may be required by state or federal laws or regulations or as otherwise directed by the Executive Director. Appointment to a position as "Provisional with Benefits" may occur when an internal applicant submits an application and meets the hiring requirement for the open position. Please refer to Policy 504.00.00 – "Types of Employees" for more information concerning Provisional Employment.
- A. In the absence of an appropriate employment list, a provisional appointment may be made by the Executive Director or Program Manager of an individual meeting the minimum qualifications for the position. A provisional appointment shall not exceed ninety work days unless approved (preferably in writing) by the Executive Director. An employment list shall be established within three months for any regular position filled by provisional appointment, and recruitment for any such position must begin immediately. A provisional employee will be considered to be on probationary status and can be removed at any time without the right of appeal under these Personnel Rules and Regulations.
 - B. Provisional employees are eligible for paid sick leave benefits under the Healthy Workplaces/ Healthy Families Act of 2014 and, where eligible, group health insurance benefits under the Affordable Care Act when eligibility requirements are met.
 - C. No preference or special credit shall be allowed in meeting any qualification, in the giving of any test or the establishment of any eligibility lists for service rendered under a provisional appointment.
 - D. A provisional employee subsequently appointed to the regular classification shall not receive credit towards his/her probationary period that will commence upon appointment to a position.
 - E. A current Agency employee who is in a provisional appointment for the benefit of the Agency will receive credit toward his/her merit increase and will continue to receive benefits. If any action occurs that would affect an employee's regular status, he/she will have the right to due process as a regular employee.
- 305.02.00 OFFERING EMPLOYMENT. For all positions, an offer letter indicating the title of the position, salary, start date, and terms of the appointment will be given to the candidate offered employment. After the offer has been accepted, written notification should be sent to all applicants not selected for the position.
- 305.03.00 BOARD AND POLICY COUNCIL APPROVAL FOR MANAGEMENT POSITIONS. As required by the Head Start Act and Head Start Performance Standards, the Board of Directors and the Policy Council/Policy Committee must approve the hiring (and termination) of the following Agency positions: Executive Director, Head Start Director, Human Resources Director, Chief Financial Officer as well as any other person in an equivalent position.

- 305.04.00 **CONDITIONS OF EMPLOYMENT.** The selected candidate for certain positions, as identified by the Human Resources Office, must complete all Agency hiring procedures as a condition of being employed. Selected candidates may not perform any work until the department is notified that the candidate has passed all hiring requirements and completed all hiring procedures (see Policy 305.07.00). If a finalist has requested that the hiring official not contact his or her current or last supervisor as a reference, the hiring official may choose to honor that request; however, if the hiring official extends an offer of employment to the finalist, that offer must be a conditional offer of employment conditioned upon the hiring official receiving a satisfactory reference from the current or last supervisor. Otherwise, the offer may be withdrawn.
- 305.05.00 **ASSIGNED TO SALARY SCHEDULE.** Each position in the Agency's classified service shall be assigned a range number in accordance with the normal initial compensation and salary steps of such classification of employment as shown in the salary schedule.
- 305.05.01 **EMPLOYEE STARTING SALARY.** Generally, the first step of the salary schedule of the particular job classification shall apply to new employees upon original appointment. However, the program director/manager, with approval from the Executive Director, may appoint to the next step(s) if it is determined the candidate's education, experience, and/or current salary justifies entry at a higher level of pay. The program director/manager, with approval from the Executive Director, may negotiate to an accelerated salary schedule movement for the classification up to a maximum increase of 7.5% of the applicant's regular position salary. Any request over 7.5% must be approved by the Board of Directors. Note: Departures from the salary schedule for the positions of Executive Director, Head Start Director, Human Resources Director, Chief Financial Officer and equivalent positions must be approved by the Board of Directors and the Policy Council/Policy Committee.
- 305.06.00 **PROMOTIONS.** If an employee is promoted to another position, he/she will receive at least 5% increase or 7.5% increase, with the approval from the Executive Director in his/her regular position pay. The employee's merit date becomes the date in the new position.
- 305.06.01 **LATERAL TRANSFER.** If an employee is transferred laterally to another department, salary compensation shall be equal to the employee's current position. The employee's merit date becomes the date in the new position.
- 305.06.02 **DEMOTION.** If an employee is demoted, the employee will receive salary compensation at the rate in the lower classification that is closest to the employee's current position. The employee's merit date becomes the date in the new position.
- 305.07.00 **HIRING REQUIREMENTS.** Prior to an employee being hired by the Agency, the following are required:
- A. An appraisal interview be conducted;
 - B. A completed background verification: see Policy 306.00.00;

- C. A completed criminal record check and clearance: see Policy 307.00.00;
- D. Child Abuse Index clearance;
- E. A completed Health screening/TB test/Immunization Requirement; and/or Physical Examination: see Policy 308.00.00;
- F. Complete AB 1207 – Mandated Child Abuse Reporting training
- G. Pre-Employment Drug Screening;
- H. Verification of Department of Motor Vehicles driving record and determination potential hire is insurable when reasonably necessary and appropriate; and
- I. Documentation of I-9.
- J. (Head Start Director) Approval by Administration for Children and Families (ACF) Region IX Office (**must be obtained prior to offer of employment**).

305.08.00 REHIRE OF FORMER EMPLOYEE. Employees who have rights of re-hire and are rehired within 12 months of their previous resignation will retain their seniority rights (not applicable to sick leave benefits except paid sick leave accrued under the Healthy Workplace, (Healthy Families Act of 2014)). Examples of seniority rights include longevity pay increments and rate of vacation accrual.

Applies to: Employees, Volunteers, Consultants, Independent Contractors

Effective: 03/01/17
Supersedes: 04/12/12

POLICY

The Agency requires all employees, volunteers, consultants, and independent contractors being hired and/or considered to fill designated positions receive a background verification and/or clearance.

POLICY GUIDELINES

306.01.00 BACKGROUND VERIFICATION: A background verification will be performed after a job offer is made but before the employee commences employment. The conditional offer made to an employee who does not successfully complete the background verification and/or clearance will be withdrawn. There are varying requirements based on the position offered. Human Resources Office will complete background verifications in the following areas:

- Criminal conviction records in any jurisdiction for all potential hires (applicants), licensees, consultants, contractors, employees, and non-parent volunteers of the Head Start Program (subject to possible limitations for certain Head Start parent volunteers) and state child care programs (including, without limitation, at child care facilities) the -and-victim Sservices Program (including Victim Services locations and wherever the Victim Services Program may provide services where there is a potential for -centers who have interaction with contact with participating minors children and/or victims of crime; and any other Agency program that receives state and/or federal funding which has as a requirement for background verification and/or advance determination of suitability for program participation due to conditions such as interactions with minors.
- Criminal conviction records for all other employees for felonies and misdemeanors involving moral turpitude or directly related to employee's job duties or as otherwise required by rules and regulations pertaining to Agency employment—excluding marijuana-related convictions more than two years old;
- Child Abuse and neglect state registry (Head Start employees/candidates);
- Sex offender registry (including Dru Sjodin National Sex Offender Public Website);
- Social Security verification;
- Driving record in California or other states;
- Educational and Professional Certification records in any jurisdiction;
- Work performance, attendance, and job related information (excluding prior or pending worker's compensation claims);
- Declaration of an arrest, pending criminal charge or conviction, which

circumstances will be reviewed and considered for potentially disqualifying factors as described in 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1).

306.02.00 AUTHORIZATION TO OBTAIN INFORMATION. All potential hires, consultants, contractors, and volunteers and employees subject to periodic follow background verification will be required to sign the Agency's Permission to Obtain Information. Internal access to personnel files is limited to supervisory personnel who are considering a current employee for promotion, transfer, accommodations, or other personnel action, and to other officials and personnel (e.g. Human Resources personnel) who have a legitimate need to know. The background verification will include a name-based search (including current and all previous names/aliases) of public sex offender and child abuse registries as well as a fingerprint-based search of the required criminal history registries (or similar repositories) for time periods required by federal or state law, regulation or grant funding conditions covering jurisdictions in which covered individuals lived, worked, or went to school.

The failure or refusal of the employee or potential hire to consent to a required background verification process (including criminal history search) will be deemed ineligible for hire or continued employment. As a result, the job offer to the potential hire will be withdrawn and any existing employee will not be qualified for their position and thus disqualified from employment.

Commented [RKR7]: This language is required by the CalOES checklist and the DOJ Award conditions

306.03.00 EMPLOYMENT ELIGIBILITY VERIFICATION. Individuals selected for hire must produce documentation establishing both identity and authorization to work in the United States and sign the I-9 verification form within 72 hours of the date employment begins, as required by the *Immigration Reform and Control Act of 1986*. In the event an employee is unable to provide evidence of employment eligibility within the time limits required by law, the employee either will not be hired or will be terminated. The Human Resources Office will maintain the official documentation files to comply with the rules and regulations.

Employees who are unable to provide satisfactory documentation to establish eligibility for continued employment due to an expired work authorization after reasonable time and opportunity to do so will not be qualified for their position and thus disqualified from employment.

306.04.00 APPLICANTS – DECLARATION OF AN ARREST, PENDING CRIMINAL CHARGE OR CONVICTION. All potential hires (applicants) applicants will be required to sign the Declaration of an Arrest, Pending Criminal Charge or Conviction. The Agency is required to review the declaration and each application for employment individually in order to assess the relevance of an arrest, a pending criminal charge or conviction. The Agency recognizes that under California law employers are generally prohibited from using arrest or detention records as a factor in any condition of employment except where applicable federal or state law, regulation, requirement or grant funding condition require the Agency to do so, such as those set forth below.

306.04.00 — HEAD START EMPLOYEES: Head Start Performance Standards (1302.90)

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require the Agency to use Child Care and Development Fund disqualification factors as described in 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1) in connection with the hiring of employees who work in the Head Start Program and obtain the clearance detailed below in Policy 307.00.00.

OTHER AGENCY EMPLOYEES SUBJECT TO PERIODIC BACKGROUND VERIFICATION.
Programs such as the Victim Services Program contain grant funding requirements and award conditions that require employees, volunteers, consultants and contractors pass a background verification (including fingerprint-based search) establishing that the potential hire is not or has not:

- Withheld consent to a required criminal history search;
- Knowingly make a false statement that affects, or is intended to affect, any required search;
- Listed as a registered sex offender on any public sex offender or child abuse registries including, without limitation, the Dru Sjodin National Sex Offender Public Website;
- Been convicted under any federal, state, local or triable law or statute— whether as a felony or misdemeanor—of any of the following crimes (or, any substantially equivalent criminal offense, regardless of the specific words by which it may be identified in the applicable statute): (a) sexual or physical abuse, neglect, or endangerment of an individual under the age of 18 at the time of the offense; (b) rape/sexual assault, including conspiracy to commit rape/sexual assault; (c) sexual exploitation including, without limitation, laws or states in any way related to child pornography or sex trafficking; (d) kidnapping; or (e) voyeurism

~~The Agency recognizes that under California law employers are generally prohibited from using arrest or detention records as a factor in any condition of employment, and will not do so unless required by applicable federal or state law or regulation including without limitation, Head Start Performance Standard 1302.90 and the statutes and regulations cited therein.~~

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306.04.01 HEAD START EMPLOYEES-DECLARATION. All employees, volunteers, consultants and contractors Head Start subject to periodic background verification such as those in the Head Start Program, the Victim Services Program or other Agency programs where the individual that receives state and/or federal funding which has as a requirement for background verification due to conditions such as interactions with participating minors, employees and any hired under grant subaward that are likely to interact with participating minors will be required to periodically ~~annually~~ sign the Declaration of an Arrest, Pending Criminal Charge or Conviction.

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HEAD START EMPLOYEES: For Head Start employees, this process will typically occur during the recall process or other designated annual update period. The Agency will assess the relevance of an arrest, a pending criminal charge or conviction. The Human Resources Office will work with Community Care Licensing as needed to obtain background clearances. Per Head Start Performance Standards (1302.90(b)(5), Head Start agencies are generally required to conduct the background verification and clearance set forth herein and in Section 307.00.00 every five years for all Head Start employees, consultants, or contractors.

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HEAD START EXCEPTION : The Agency has been advised by its grantors and the Head Start regional offices that so long as the California Department of Social Services Guardian system's reporting program (known as "rap back") is in place and determined to be in compliance with 45 C.F.R. Section 1302.90(b)(5), then CAPMC may elect to forego the requirement to subject currently employees to new background checks every five years. CAPMC reserves the right to continue to periodically conduct such background verification and clearance when CAPMC believes, in its sole and absolute discretion, that such verification/clearance is warranted for a current Head Start employee.

OTHER AGENCY EMPLOYEES SUBJECT TO PERIODIC BACKGROUND VERIFICATION. All other employees, volunteers, consultants and contractors will be subject to periodic background verification and clearance as required by other federal and state regulatory or grant requirements. This will occur on the terms and conditions set forth in the regulatory or grant requirements, which generally requires it to occur at least every five years as well as whenever the Agency becomes aware of information that reasonably may suggest unsuitability for program participation due to conditions such as interactions with participating minors. In addition, CAPMC reserves the right to continue to periodically conduct such background verification and clearance whenever CAPMC believes, in its sole and absolute discretion, that such verification/clearance is warranted for a current employee.

DUTY TO DISCLOSE. Notwithstanding the fact that the Agency participates in the "rap back" program and has the authority and requirement for periodic background verification and clearance for Agency employees, volunteers, consultants and contractors, all those involved with Agency programs have the duty to inform CAPMC of any circumstances, arrests or other actions that occur that could make the individuals ineligible or unsuitable for participation in Agency programs. This includes, without limitation, any arrests, citations, lawsuits, investigations or official government proceedings that might cause the individual to be:

- Listed as a registered sex offender on any public sex offender or child abuse registries including, without limitation, the Dru Sjodin National Sex Offender Public Website;
- Charged with or convicted under any federal, state, local or triable law or statute—whether as a felony or misdemeanor—of any of the following crimes (or, any substantially equivalent criminal offense, regardless of the specific words by which it may be identified in the applicable statute): (a) sexual or physical abuse, neglect, or endangerment of an individual under the age of 18 at the time of the offense; (b) rape/sexual assault, including conspiracy to commit rape/sexual assault; (c) sexual exploitation including, without limitation, laws or states in any way related to child pornography or sex trafficking; (d) kidnapping; or (e) voyeurism.

Per US Department of Justice Office of Justice Programs, the agency will conduct fingerprint-based search every five years for employees hired under grant subaward

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that are likely to interact with participating minors.

~~306.04.01~~306.04.02 DEBARMENT. Verification on debarment and all licensing and investigative authorities will be applied to managerial or directorial positions.

306.05.00 WITHDRAW OFFER OF EMPLOYMENT. If the applicant does not pass any part of the background verification process or the processing time exceeds 15 business days, the Agency retains the right to withdraw any offer of employment, contract or volunteer opportunity.

306.06.00 NO UNSUPERVISED ACCESS TO CHILDREN. Newly hired or contracted Agency Newly-hired Head Start employees, volunteers, consultants, or contractors in the Head Start Program, the Victim Services Program or other Agency programs where the individual that receives state and/or federal funding which has as a requirement for background verification due to conditions such as interactions with participating minors, will not have unsupervised access to children until the entire background check process described above is completed and clearance obtained.



Criminal Record Clearance
Policy 307.00.00

Applies to: Employees; Volunteers

Effective: 03/01/17

Supersedes: 04/12/12

POLICY

The California Health and Safety Code requires a criminal record check on all applicants, licensees, employees, and non-parent volunteers of child care facilities as well as and victim services programs- centers where there is -who have the potential for contact with children and/or victims of crime. If the California Department of Social Services finds that an individual has been convicted of a crime other than a minor traffic violation, they cannot work or be present in any community care facility unless they receive a criminal record exemption from the Community Care Licensing Division. An exemption is a Department authorized written document that "exempts" the individual from the requirement of having a criminal record clearance.

POLICY GUIDELINES

307.01.00 EFFORTS TO PROMOTE HEALTH AND SAFETY. The Agency acknowledges that the results of a criminal record screen are not predicative of future behavior, and they cannot guarantee the good character of an employee or whether he or she might pose a future safety risk. Nevertheless, the Agency endorses and complies with the criminal record clearance requirements for the identified positions policy as part of its efforts to promote the safety and quality of the children and minors enrolled or participating in Agency programs. -childcare environment.

The Agency is authorized under California law to still permitted to require a criminal background check on any potential hire, contractor, volunteer or consultant -individual, even though a federal or state statute, regulation or agency may exempt the individual, so long as the background check complies with state and federal law which allows for background checks of any potential hires for certain periods of time with regard to felonies and misdemeanors involving moral turpitude or directly related to employee's job duties or as otherwise required by rules and regulations pertaining to Agency employment.

307.02.00 CRIMINAL RECORD CLEARANCE/EXEMPTIONS.

- A. All employees and volunteers working directly with children or victims of crime are required to have a criminal record clearance prior to working with children or victims of crime.
1. Exemption from Community Care Licensing. Any employee hired prior to 2006 possessing a criminal record exemption will be allowed to remain at the worksite, and the type of exemption will be posted at the worksite and notification of the exemption will be provided to the parents. Effective 2006/2007 program year, new exemptions will be reviewed for existing employees on a case-by-case basis.

B. If the Agency receives notice from Community Care Licensing that an employee's clearance has been revoked, the employee will be immediately removed from the worksite (per section 101170.1 of Community Care Licensing) and placed on unpaid administrative leave up to 60 business days, or Community Care Licensing timeline, to provide the employee the opportunity to obtain a full criminal record clearance from Community Care Licensing. It is the employee's responsibility to obtain a full criminal record clearance. If after the Community Care timeline, the employee has not received a full clearance or acceptable exemption, the employee will lose his/her right to retain the position and will not have re-hire or bumping rights.

C. Current and prospective employees, ~~volunteers/contractors/consultants and~~ ~~volunteers~~ are required to sign a Criminal Record Statement prior to ~~employment~~ employment working onsite or volunteering. Notwithstanding the fact that the Agency participates in the "rap back" program and has the authority and requirement for periodic background verification and clearance for Agency employees, volunteers, consultants and contractors, all those involved with Agency programs have the duty to inform CAPMC of any circumstances, arrests or other actions that occur that could make the individuals ineligible or unsuitable for participation in Agency programs. This includes, without limitation, any arrests, citations, lawsuits, investigations or official government proceedings that might cause the individual to be:

- Listed as a registered sex offender on any public sex offender or child abuse registries including, without limitation, the Dru Sjodin National Sex Offender Public Website;
- Charged with or convicted under any federal, state, local or triable law or statute—whether as a felony or misdemeanor—of any of the following crimes (or, any substantially equivalent criminal offense, regardless of the specific words by which it may be identified in the applicable statute): (a) sexual or physical abuse, neglect, or endangerment of an individual under the age of 18 at the time of the offense; (b) rape/sexual assault, including conspiracy to commit rape/sexual assault; (c) sexual exploitation including, without limitation, laws or states in any way related to child pornography or sex trafficking; (d) kidnapping; or (e) voyeurism.

~~C. — Employees/volunteers are required to disclose any criminal conviction. A conviction is any plea of guilty or nolo contendere (no contest) or a verdict of guilty. Fingerprints will be used to obtain a copy of any criminal history the employee may have.~~

D. The employee's/volunteer's/~~contractor's/consultant's~~ criminal record clearance will be filed in the employee's/volunteer's/~~contractor's/consultant's~~ personnel file and appropriate Head Start center file.

~~D.E.~~ If a criminal record clearance is not obtained, the employee/volunteer will not be allowed to be placed at any licensed facility or volunteer job site until clearance is obtained. Non-Head Start employees requesting an exemption will be handled on a case-by-case basis.

1. It is the responsibility of the employee/volunteer to obtain an exemption form

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Applies to: Applicants, Employees

Effective: 03/01/17

Supersedes: 04/12/12

POLICY

The purposes of the applicant assessment process are:

- To provide qualified individuals for agency employment and promotions ensuring equal employment opportunity as a necessary element of the basic merit system principle; and
- To conduct all applicant assessments in a valid and impartial manner consistent with the law and free from personal, political, and non-merit considerations.

An applicant assessment is a reasonable and impartial method of systematically and fairly evaluating an applicant's ability and/or fitness for performing position requirements. An applicant assessment may be assembled or disassembled and may consist of one or any combination of performance tests at the Agency's discretion which is reasonable, appropriate and lawful under the circumstances: essential skills assessments; rated applicant interviews; audio-visual tests; screening of the application, supplemental applications, or resume; or work performance or promotional potential evaluations to evaluate the employee's ability to perform the essential functions of the position in question. Applicant assessments may include tests of ability, physical fitness, medical and mental fitness, interests, knowledge, and skills so long as they are reasonably related and designed to demonstrate that the applicant can perform the essential functions of the position in question.

POLICY GUIDELINES

303.01.00 GENERAL GUIDELINES.

- A. Program Managers have the responsibility to notify the Human Resources Office as soon as a vacancy occurs by submitting the necessary "Personnel Requisition" form to the Human Resources Office.
- B. The Human Resources Office will disseminate the notification of the openings.
- C. All regular agency allocated positions shall be filled by individuals who have qualified through competitive applicant assessments.
- D. Applicant assessments will be used to determine the eligibility of applicants for employment and their relative positions on eligibility lists. Applicant assessments will be prepared in compliance with federal and state laws or guidelines and will be based on job requirements.

303.02.00 APPLICANT ASSESSMENT CONTENTS.

- A. The Human Resources Office has the responsibility for applicant assessments. Appointing authorities have the responsibility for selection interviews delegated to departments. Applicant assessment and selection interviews shall consider the following:
1. Analysis of job description;
 2. Availability of applicants;
 3. EEO/Affirmative Action (i.e., special issues and considerations of protected classes related to effective competition);
 4. Occupational standards;
 5. Professional testing principles;
 6. Supportable past experiences; and
 7. Special certification or licensing.
- B. All applicant assessments will be analyzed for job relatedness. Applicant assessment material will relate to the ability and fitness of the applicant for the work, duties, and requirements of the classification to be filled and shall be confined to the measurement of knowledge, skills, and abilities necessary to perform specific tasks. Any pertinent lawful factor or trait which affects job performance or public relations may be considered.
- C. Investigations and applicant assessments should include an inquiry into an applicant's work background and behavior for purposes of determining specific skills or abilities to perform specific tasks and to ensure a commitment to the mission of the Agency.
- D. Reference checks will be conducted consistent with rules and regulations adopted by state or federal law as well as applicable regulatory agencies. All potential employees will be required to sign a release of all records and information concerning their personal, educational, or employment history. If the potential employee unreasonably fails or refuses to sign such a release, he or she will not be further considered for employment in the position being applied for.

303.03.00 ADMISSION TO APPLICANT ASSESSMENT. Each applicant whose application has been approved shall be given reasonable written notice in advance of the time, date, and place of the applicant assessment and such notice shall be the applicant's authorization to take the applicant assessment. No candidate will participate in any applicant assessment without such authorization or other satisfactory evidence of having filed an acceptable application.

303.04.00 TYPES OF APPLICANT ASSESSMENTS. The types of applicant assessments shall be consistent with the provisions of these policies, recommended by the Human Resources Director in consultation with the department or program manager, with the final approval by the Executive Director. The following are types of applicant assessments which may be established separately or in any combination:

303.04.01 SKILLS ASSESSMENT. Essential skills assessments may be used to determine knowledge, abilities, judgments, aptitudes, or alertness, insofar as such traits are related to the ability to perform the essential functions of the position. The result for the assessment is at pass or fail category.

303.04.02 INTERVIEW. The interview should generally cover the Agency's "Standards to Live By" along with questions and discussion regarding the applicant's general qualifications, knowledge, skills, ability, education, training or experience to determine whether the potential candidate is in alignment with the CAPMC Standards to Live By.

The interview panel members will provide recommendations and rank the applicants based on selection criteria.

- a. Selection of Panel Members: Only panel members who can make a specific contribution to the interview shall be selected. The agency should good reasonable good faith efforts to factor to consider ethnic/gender composition within our community in establishing the appropriate interview panel.
- b. Panel Member Representation:
 - Interviews for Management Positions: Interview panels should consist of one member from the Board of Directors and, where feasible and reasonable, at least one professional from outside of the Agency who have relevant education and technical experience. Interview panels for the Head Start Program Director, Executive Director, Chief Financial Officer and Human Resources Director must have Policy Council/Policy Committee members as part of the interview panel. If a Policy Council/Committee member is unable to participate, or fails to appear for the interview, the interview may proceed but the absence shall be documented on the applicant assessment form. This information shall be forwarded to the appropriate Policy Council/Committee. The interview shall proceed as normal.
 - Interviews for Mid-Management Positions: Panel shall consist of one Agency Program Manager (without hiring authority) and where feasible and reasonable at least one professionals (outside of the Agency) who have relevant education and technical experience.
 - Interviews for Child Development and Facilities Supervisor Positions: Panel shall consist of one Agency Program Manager (without hiring authority) and two professionals (can be internal or external of the

Agency) who have relevant education and technical experience.

- Interviews for Clerical and Technical Positions: Panel shall consist of the Program director/manager with hiring authority and two Agency supervisors/mid-managers or any mid- management employee. If a mid-management employee is selected to be a panel member, that employee must be connected or have relevant experience to the position that is trying to be filled. The panel members should not have any relationship/connection with any of the applicants for the position.
- c. Preparation of Interview Panel: Prior to the interview, panel members shall be given the job description, selection criteria, and the interview questions rating scale. The panel shall select a chairperson to provide leadership (but not dominate) and act as a mediator. Wherever possible, the same individual should be the chairperson for all interviews to ensure consistency. Nevertheless, this is not a requirement and another chairperson may be selected in situations where there is more than one interview needed.
- The Human Resources Office shall prepare panel members for their role in advance by:
 - Informing each member of his/her responsibility to conduct a lawful interview and the importance of maintaining a structured interview;
 - Defining their roles in the interview and the selection decision (i.e., advisory, decision making, etc.); and
 - The chairperson is responsible for greeting applicants and making introductions, etc.
 - Providing the interview schedule, copies of application materials, the job description and qualifications, the selection criteria, and the topics to be addressed in the interview several days in advance.
 - The program director or manager should provide Human Resources personnel and/or the panel with his/her view of the ideal candidate consistent with the duties set forth in the job description and any other lawful and appropriate factors.

2. VIRTUAL INTERVIEW. To the extent there may exist a substantial cost related to travel expenses for applicants to the employer's location, some interviews may, and the discretion of the Agency, be conducted via telephone, videoconference or other similar services.

303.04.03 PERFORMANCE. Performance tests may be used to evaluate the facility, speed, or accuracy with which typical tasks of the class are performed, so long as they are calculated to demonstrate the applicant can perform the essential functions of the position in question.

- 303.04.04 TRAINING AND EXPERIENCE. Evaluation may be made on the relevance level, recentness, progression, and quality of education and experience offered by candidates, which may be done in an applicant interview or by a review of written statements by candidates.
- 303.04.05 MEDICAL. A health screening or physical examination by a licensed physician may be required before or after appointment. The agency may establish physical or medical standards for any class based on the essential functions of the job. These standards will be stated on the applicant assessment announcement. Failure of candidates to achieve the minimum standard will disqualify them.
- 303.04.06 BACKGROUND VERIFICATION. The Agency must verify references and, as detailed below in Policies 306.00.00 and 307.00.00, conduct a background verification and/or which includes a sex offender registry check, criminal history record, including name fingerprint check (Livescan), and child abuse and neglect state registry check prior to hire as well as for continuing employment thereafter every five years. As noted below, there may be varying requirements based on the Agency position, i.e. like those set forth in 45 C.F.R. Section 1302.90(b)(5) applicable to Head Start employees as well as certain positions in Victim Services where grant funding requires background verification for employees who work with minors. CAPMC also reserves the right to continue to periodically conduct such background verification and clearance for those and other positions whenever CAPMC reasonably believes, in its discretion, that such verification/clearance is warranted and so long as such verifications/clearances are required by and in compliance with applicable state and federal laws, regulations and/or grant requirements.
- 303.05.00 CONDUCTING AN APPLICANT ASSESSMENT.
- 303.05.01 SCHEDULE OF APPLICANT ASSESSMENT. The Human Resources Director shall schedule applicant assessments as necessary to fill existing or anticipated vacancies. In those classes where frequent vacancies occur, the Human Resources Director may conduct continuous applicant assessment programs with intermingling of eligibility lists.
- 303.05.02 TIME AND PLACE OF APPLICANT ASSESSMENT. Whenever applicants are required to appear for an applicant assessment, time and place shall be designated at the front reception desk and at the Human Resources Office; the applicant shall be notified in person, by e-mail, or by telephone. The Human Resources Director may, at his or her discretion, have an applicant assessment given in more than one session or at more than one place.
- 303.05.03 POSTPONEMENT OR CANCELLATION OF APPLICANT ASSESSMENTS. The administration of an applicant assessment, or any part thereof, may be postponed or cancelled at any time. Notice of such postponement or cancellation shall be posted on at the front reception desk and at the Human Resources Office, and mailed or telephoned to the applicants. In an emergency where time does not permit such notice, an applicant assessment may be postponed or cancelled or the place of applicant assessment changed by posting a notice on the official bulletin board as soon as possible and in a conspicuous location at the place and time set for the applicant assessment.

- 303.05.04 LATE APPLICANTS. Whenever applicants are required to assemble for a test, no applicant will be admitted after the designated time except at the discretion of the Human Resources Director or designee.
- 303.05.05 INABILITY TO APPEAR. If an applicant is unable to appear at the time or place designated, the Human Resources Director may at his/her discretion arrange to give the applicant the applicant assessment at another time or place if the Human Resources Director finds:
- A. That substantial and sufficient reasons exist for the inability to appear;
 - B. That no fraud will be perpetrated; and
 - C. That no individual taking the applicant assessment will be materially prejudiced or assisted in passing the applicant assessment by reason of such privilege.
- 303.06.00 TIME OFF TO TAKE APPLICANT ASSESSMENTS. When Agency employees are candidates for applicant assessments administered by the Agency, the employees shall be granted necessary time off from their normal duties to take such applicant assessments. Time off during normal work hour granted for applicant assessment purposes shall be with pay.
- 303.07.00 WEIGHTS OF APPLICANT ASSESSMENTS. The applicant assessment may be composed of one or several tests which are graded independently or jointly with weights assigned to each test representing relative value, importance, or other technical considerations. Weights shall be expressed in percentages in terms of their contribution to the total applicant assessment grade. Scores from other comparable tests may be used and the Human Resources Director shall establish a conversion formula. The Human Resources Director may specify the maximum number of eligible applicants to be qualified and certified in the applicant assessment or any part thereof.
- 303.08.00 SCORING OF APPLICANT ASSESSMENT. The Human Resources Director shall objectively determine the passing score for each applicant assessment. He/she may weight sections of the applicant assessment according to their relative importance. He/she may require a passing score in each section of the applicant assessment in addition to an overall passing score.
- 303.09.00 CERTIFICATION. The Human Resources Office shall attempt to certify no less than three candidates. If no candidates are certified for the eligibility list, the recruitment/selection process will be repeated.
- 303.10.00 MODIFICATION OR SUSPENSION OF APPLICANT ASSESSMENT. The Human Resources Director may modify the applicant assessment process as listed on the applicant assessment announcement, by notifying eligible applicants of the modification. If there are ten or fewer competitors in any part of the applicant assessment process, subsequent parts of the applicant assessments may be modified or suspended at any time and certification of the remaining competitors made, provided that the appointing authority interviews all those certified.

- 303.11.00 SPECIAL CONSIDERATION/PREFERENCES.
- 303.11.01 INDIVIDUALS WITH DISABILITIES. Individuals with disabilities and special disabled veterans which, in the judgment of the Human Resources Director and consistent with the provisions of the ADA and the California Fair Employment and Housing Act (FEHA), would prevent their handling the mechanical aspects of any part of the selection process on a relatively equal basis with non-disabled individuals, may compete, at the discretion of the Director but likewise consistent with the ADA and FEHA, in a modified selection process so as to allow the disabled individual to compete on as equal a basis as possible.
- 303.12.00 RETESTING. Except for equivalent forms of the same tests, applicants may re-take the same test after two weeks. When an applicant takes a second applicant assessment within the said six-month period, scores of any identical test parts shall be transferred from the first applicant assessment to the second. Scores for identical written tests or parts thereof made by an applicant within a one-year period may be transferred from one applicant assessment to another. The Human Resources Director may waive these restrictions when warranted.
- 303.13.00 CORRECTION AND REVIEW OF APPLICANT ASSESSMENTS. Prior to computing grades, test questions on written applicant assessments may be corrected by the Human Resources Office, in conjunction with the appointing authority, on the basis of item analysis, administrative or clerical errors, incorrect keying, and valid objections of applicants if registered within five working days following the written applicant assessment. Any such corrections shall be entered on the official keyed copy of the written applicant assessment together with the reasons for such deletion. After grades are assigned, candidates may review their answer sheet and only clerical errors may be corrected.
- 303.14.00 NOTIFICATION. As soon as the rating of an applicant assessment has been completed and the eligibility list established, all competitors shall be notified by mail of the results of the applicant assessment and a copy of the list shall be filed in the Human Resources Office and shall be accessible to employees and the public upon request.

Applies to: Applicants, Employees

Effective: 03/01/17
Supersedes: 04/12/12

POLICY

Eligibility lists provide a ranking of candidates eligible for hire after participating in an appraisal assessment. An eligibility list remains effective for a predetermined amount of time for which a candidate can be selected for another job opportunity for the same classification or lower for which the candidates meet the minimum qualifications for such position.

POLICY GUIDELINES

304.01.00 PREPARATION. As soon as possible after the conclusion of an appraisal assessment, the Human Resources Director shall prepare an eligibility list consisting of the names of individuals successfully passing the appraisal assessment. The names shall be arranged in order of final ratings received, from the highest score to the lowest qualifying score. The final rating shall be determined by the total of the scores received by each candidate for each part of the appraisal assessment. Whenever identical final ratings are received, names shall be arranged in the orders of the scores on the part, or parts, of the appraisal assessment which were assigned the heaviest relative values.

304.02.00 LIFE OF ELIGIBILITY LISTS. Unless an appeal is received in connection with an appraisal assessment, eligibility lists shall become effective upon certification by the Human Resources Director that the list was legally prepared and represents the relative ratings of the names appearing thereon.

- A. Eligibility lists shall remain in effect for twelve months with the following exceptions:
1. The appraisal assessment announcement states that the list shall be in effect for more or less than three months; or
 2. If there are fewer than three eligible applicants for appointment to current vacancies or for temporary assignments, the Agency may terminate the list before it has expired.
- B. Eligible applicants will be placed in order of their scores if the tests have been given under conditions and techniques sufficiently similar to preserve their competitive character.

304.03.00 REASONS FOR DISQUALIFICATION FROM ELIGIBILITY LISTS.

- A. Inability to contact the eligible applicant within a reasonable time;
- B. The eligible applicant did not pass the background verification required by Policy 306.00.00 or obtain the necessary clearance required by Policy 307.00.00 as required for the position for which the eligibility list was established;
- C. The eligible applicant did not pass the required health screening or physical examination;
- D. There was a determination by the Agency that the eligible applicant made fraudulent or false statements in the application or other application documents, and/or a determination that the eligible applicant engaged in fraudulent conduct in connection with an appraisal assessment; or
- E. Regular appointment to a position in the class for which the eligibility list was established.

304.04.00 REASONS FOR REMOVAL FROM ELIGIBILITY LISTS.

- A. Certification by the same appointing authority two times without appointment;
- B. Upon request of the eligible applicant;
- C. The eligible applicant's failure to appear, or to arrange for an interview with an appointing authority within a reasonable time after notification or certification, or failure to appear for work after appointment; or
- D. After declination of an appointment, the eligible requests in writing to waive the appointment and remain on the list. After three waivers, the eligible applicant shall be removed from the eligibility list.

Applies to: Applicants, Employees

Effective: 03/01/17
Supersedes: 04/12/12

POLICY

All CAPMC vacancies shall be filled by transfers, layoff/reduction in force, eligibility list, in-house recruitment, open competition recruitment, and/or provisional appointment. The only exception to this policy is the hiring of independent contractors or Contract Employees as defined elsewhere in these rules and regulations. After the interview and background verification, the Program Manager may make recommendations for hire and shall immediately notify the Human Resources Director of the person or persons recommended. After the completion of the hiring process, if the applicant accepts the appointment, he/she shall be deemed to be appointed.

POLICY GUIDELINES

305.01.00 SELECTION OF APPOINTMENT.

- A. Eligible candidates ranking in the top three positions on the list who are ready and willing to accept the position shall be certified by the Human Resources Office for each vacancy. The appointing authority may appoint any one of these candidates subject to certain limitations as set forth in this Policy. The eligible candidates not selected shall remain on the eligibility list and will be certified for the next vacancy.
- B. The appointing authority is authorized to select an individual or individuals from the eligibility list or conduct another one-on-one interview to determine which candidate to hire. The Human Resources Office shall make a job offer to the candidate initially by verbal contact and then send written notification following verbal contact. The initial job offer shall be made within five work days of notification from the appointing authority. If the candidate fails to respond or declines the job offer, the Human Resources Director will notify the appointing authority and/or Program Manager.
- C. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for a similar class if the duties and qualifications of the class for which the examination was given included substantially all of the duties of the position to be filled. (Example, Clerk/Typist II list to fill Clerk/Typist I position)
- D. When fewer than three eligible candidates are available for certification, the Human Resources Director may, but is not required to, request that a new examination be given and add those names to the existing list.

305.01.01 PROVISIONAL APPOINTMENTS. A provisional appointment is generally ineligible for benefits, except those that may be required by state or federal laws or regulations or as otherwise directed by the Executive Director. Appointment to a position as "Provisional with Benefits" may occur when an internal applicant submits an application and meets the hiring requirement for the open position. Please refer to Policy 504.00.00 – "Types of Employees" for more information concerning Provisional Employment.

- A. In the absence of an appropriate employment list, a provisional appointment may be made by the Executive Director or Program Manager of an individual meeting the minimum qualifications for the position. A provisional appointment shall not exceed ninety work days unless approved (preferably in writing) by the Executive Director. An employment list shall be established within three months for any regular position filled by provisional appointment, and recruitment for any such position must begin immediately. A provisional employee will be considered to be on probationary status and can be removed at any time without the right of appeal under these Personnel Rules and Regulations.
- B. Provisional employees are eligible for paid sick leave benefits under the Healthy Workplaces/ Healthy Families Act of 2014 and, where eligible, group health insurance benefits under the Affordable Care Act when eligibility requirements are met.
- C. No preference or special credit shall be allowed in meeting any qualification, in the giving of any test or the establishment of any eligibility lists for service rendered under a provisional appointment.
- D. A provisional employee subsequently appointed to the regular classification shall not receive credit towards his/her probationary period that will commence upon appointment to a position.
- E. A current Agency employee who is in a provisional appointment for the benefit of the Agency will receive credit toward his/her merit increase and will continue to receive benefits. If any action occurs that would affect an employee's regular status, he/she will have the right to due process as a regular employee.

305.02.00 OFFERING EMPLOYMENT. For all positions, an offer letter indicating the title of the position, salary, start date, and terms of the appointment will be given to the candidate offered employment. After the offer has been accepted, written notification should be sent to all applicants not selected for the position.

305.03.00 BOARD AND POLICY COUNCIL APPROVAL FOR MANAGEMENT POSITIONS. As required by the Head Start Act and Head Start Performance Standards, the Board of Directors and the Policy Council/Policy Committee must approve the hiring (and termination) of the following Agency positions: Executive Director, Head Start Director, Human Resources Director, Chief Financial Officer as well as any other person in an equivalent position.

- 305.04.00 **CONDITIONS OF EMPLOYMENT.** The selected candidate for certain positions, as identified by the Human Resources Office, must complete all Agency hiring procedures as a condition of being employed. Selected candidates may not perform any work until the department is notified that the candidate has passed all hiring requirements and completed all hiring procedures (see Policy 305.07.00). If a finalist has requested that the hiring official not contact his or her current or last supervisor as a reference, the hiring official may choose to honor that request; however, if the hiring official extends an offer of employment to the finalist, that offer must be a conditional offer of employment conditioned upon the hiring official receiving a satisfactory reference from the current or last supervisor. Otherwise, the offer may be withdrawn.
- 305.05.00 **ASSIGNED TO SALARY SCHEDULE.** Each position in the Agency's classified service shall be assigned a range number in accordance with the normal initial compensation and salary steps of such classification of employment as shown in the salary schedule.
- 305.05.01 **EMPLOYEE STARTING SALARY.** Generally, the first step of the salary schedule of the particular job classification shall apply to new employees upon original appointment. However, the program director/manager, with approval from the Executive Director, may appoint to the next step(s) if it is determined the candidate's education, experience, and/or current salary justifies entry at a higher level of pay. The program director/manager, with approval from the Executive Director, may negotiate to an accelerated salary schedule movement for the classification up to a maximum increase of 7.5% of the applicant's regular position salary. Any request over 7.5% must be approved by the Board of Directors. Note: Departures from the salary schedule for the positions of Executive Director, Head Start Director, Human Resources Director, Chief Financial Officer and equivalent positions must be approved by the Board of Directors and the Policy Council/Policy Committee.
- 305.06.00 **PROMOTIONS.** If an employee is promoted to another position, he/she will receive at least 5% increase or 7.5% increase, with the approval from the Executive Director in his/her regular position pay. The employee's merit date becomes the date in the new position.
- 305.06.01 **LATERAL TRANSFER.** If an employee is transferred laterally to another department, salary compensation shall be equal to the employee's current position. The employee's merit date becomes the date in the new position.
- 305.06.02 **DEMOTION.** If an employee is demoted, the employee will receive salary compensation at the rate in the lower classification that is closest to the employee's current position. The employee's merit date becomes the date in the new position.
- 305.07.00 **HIRING REQUIREMENTS.** Prior to an employee being hired by the Agency, the following are required:
- A. An appraisal interview be conducted;
 - B. A completed background verification: see Policy 306.00.00;

- C. A completed criminal record check and clearance: see Policy 307.00.00;
- D. Child Abuse Index clearance;
- E. A completed Health screening/TB test/Immunization Requirement; and/or Physical Examination: see Policy 308.00.00;
- F. Complete AB 1207 – Mandated Child Abuse Reporting training
- G. Pre-Employment Drug Screening;
- H. Verification of Department of Motor Vehicles driving record and determination potential hire is insurable when reasonably necessary and appropriate; and
- I. Documentation of I-9.
- J. (Head Start Director) Approval by Administration for Children and Families (ACF) Region IX Office (**must be obtained prior to offer of employment**).

305.08.00 REHIRE OF FORMER EMPLOYEE. Employees who have rights of re-hire and are rehired within 12 months of their previous resignation will retain their seniority rights (not applicable to sick leave benefits except paid sick leave accrued under the Healthy Workplace, Healthy Families Act of 2014. Examples of seniority rights include longevity pay increments and rate of vacation accrual.

Applies to: Employees, Volunteers, Consultants, Independent Contractors

Effective: 03/01/17

Supersedes: 04/12/12

POLICY

The Agency requires all employees, volunteers, consultants, and independent contractors being hired and/or considered to fill designated positions receive a background verification and/or clearance.

POLICY GUIDELINES

- 306.01.00 BACKGROUND VERIFICATION: A background verification will be performed after a job offer is made but before the employee commences employment. The conditional offer made to an employee who does not successfully complete the background verification and/or clearance will be withdrawn. There are varying requirements based on the position offered. Human Resources Office will complete background verifications in the following areas:
- Criminal conviction records in any jurisdiction for all potential hires (applicants), licensees, consultants, contractors, employees, and volunteers of the Head Start Program (subject to possible limitations for certain Head Start parent volunteers) and state child care programs (including, without limitation, at child care facilities) the Victim Services Program (including Victim Services locations and wherever the Victim Services Program may provide services where there is a potential for interaction with participating minors and/or victims of crime; and any other Agency program that receives state and/or federal funding which has as a requirement for background verification and/or advance determination of suitability for program participation due to conditions such as interactions with minors.
 - Criminal conviction records for all other employees for felonies and misdemeanors involving moral turpitude or directly related to employee's job duties or as otherwise required by rules and regulations pertaining to Agency employment—excluding marijuana-related convictions more than two years old;
 - Child Abuse and neglect state registry (Head Start employees/candidates);
 - Sex offender registry (including Dru Sjodin National Sex Offender Public Website);
 - Social Security verification;
 - Driving record in California or other states;
 - Educational and Professional Certification records in any jurisdiction;
 - Work performance, attendance, and job related information (excluding prior or pending worker's compensation claims);
 - Declaration of an arrest, pending criminal charge or conviction, which circumstances will be reviewed and considered for potentially disqualifying

factors as described in 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1).

306.02.00 AUTHORIZATION TO OBTAIN INFORMATION. All potential hires, consultants, contractors, and volunteers and employees subject to periodic follow background verification will be required to sign the Agency's Permission to Obtain Information. Internal access to personnel files is limited to supervisory personnel who are considering a current employee for promotion, transfer, accommodations, or other personnel action, and to other officials and personnel (e.g. Human Resources personnel) who have a legitimate need to know. The background verification will include a name-based search (including current and all previous names/aliases) of public sex offender and child abuse registries as well as a fingerprint-based search of the required criminal history registries (or similar repositories) for time periods required by federal or state law, regulation or grant funding conditions covering jurisdictions in which covered individuals lived, worked, or went to school.

The failure or refusal of the employee or potential hire to consent to a required background verification process (including criminal history search) will be deemed ineligible for hire or continued employment. As a result, the job offer to the potential hire will be withdrawn and any existing employee will not be qualified for their position and thus disqualified from employment.

306.03.00 EMPLOYMENT ELIGIBILITY VERIFICATION. Individuals selected for hire must produce documentation establishing both identity and authorization to work in the United States and sign the I-9 verification form within 72 hours of the date employment begins, as required by the *Immigration Reform and Control Act of 1986*. In the event an employee is unable to provide evidence of employment eligibility within the time limits required by law, the employee either will not be hired or will be terminated. The Human Resources Office will maintain the official documentation files to comply with the rules and regulations.

Employees who are unable to provide satisfactory documentation to establish eligibility for continued employment due to an expired work authorization after reasonable time and opportunity to do so will not be qualified for their position and thus disqualified from employment.

306.04.00 APPLICANTS – DECLARATION OF AN ARREST, PENDING CRIMINAL CHARGE OR CONVICTION. All potential hires (applicants) will be required to sign the Declaration of an Arrest, Pending Criminal Charge or Conviction. The Agency is required to review the declaration and each application for employment individually in order to assess the relevance of an arrest, a pending criminal charge or conviction. The Agency recognizes that under California law employers are generally prohibited from using arrest or detention records as a factor in any condition of employment except where applicable federal or state law, regulation, requirement or grant funding condition require the Agency to do so, such as those set forth below.

HEAD START EMPLOYEES: Head Start Performance Standards (1302.90) require the Agency to use Child Care and Development Fund disqualification factors as described

in 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1) in connection with the hiring of employees who work in the Head Start Program and obtain the clearance detailed below in Policy 307.00.00.

OTHER AGENCY EMPLOYEES SUBJECT TO PERIODIC BACKGROUND VERIFICATION.

Programs such as the Victim Services Program contain grant funding requirements and award conditions that require employees, volunteers, consultants and contractors pass a background verification (including fingerprint-based search) establishing that the potential hire is not or has not:

- Withheld consent to a required criminal history search;
- Knowingly make a false statement that affects, or is intended to affect, any required search;
- Listed as a registered sex offender on any public sex offender or child abuse registries including, without limitation, the Dru Sjodin National Sex Offender Public Website;
- Been convicted under any federal, state, local or triable law or statute—whether as a felony or misdemeanor—of any of the following crimes (or, any substantially equivalent criminal offense, regardless of the specific words by which it may be identified in the applicable statute): (a) sexual or physical abuse, neglect, or endangerment of an individual under the age of 18 at the time of the offense; (b) rape/sexual assault, including conspiracy to commit rape/sexual assault; (c) sexual exploitation including, without limitation, laws or states in any way related to child pornography or sex trafficking; (d) kidnapping; or (e) voyeurism

306.04.01 **DECLARATION.** All employees, volunteers, consultants and contractors subject to periodic background verification such as those in the Head Start Program, the Victim Services Program or other Agency programs where the individual that receives state and/or federal funding which has as a requirement for background verification due to conditions such as interactions with participating minors, will be required to periodically sign the Declaration of an Arrest, Pending Criminal Charge or Conviction.

HEAD START EMPLOYEES: For Head Start employees, this process will typically occur during the recall process or other designated annual update period. The Agency will assess the relevance of an arrest, a pending criminal charge or conviction. The Human Resources Office will work with Community Care Licensing as needed to obtain background clearances. Per Head Start Performance Standards (1302.90(b)(5), Head Start agencies are generally required to conduct the background verification and clearance set forth herein and in Section 307.00.00 every five years for all Head Start employees, consultants, or contractors.

OTHER AGENCY EMPLOYEES SUBJECT TO PERIODIC BACKGROUND VERIFICATION. All other employees, volunteers, consultants and contractors will be subject to periodic background verification and clearance as required by other federal and state regulatory or grant requirements. This will occur on the terms and conditions set forth in the regulatory or grant requirements, which generally requires it to occur at least every

five years as well as whenever the Agency becomes aware of information that reasonably may suggest unsuitability for program participation due to conditions such as interactions with participating minors. In addition, CAPMC reserves the right to continue to periodically conduct such background verification and clearance whenever CAPMC reasonably believes, in its discretion, that such verification/clearance is warranted for a current employee.

DUTY TO DISCLOSE. All Agency employees, volunteers, consultants and contractors and any others involved with Agency programs have a duty to inform CAPMC of any circumstances, arrests or other actions that occur that could make the individuals ineligible or unsuitable for participation in Agency programs. This includes, without limitation, any arrests, citations, lawsuits, investigations or official government proceedings that might cause the individual to be:

- Listed as a registered sex offender on any public sex offender or child abuse registries including, without limitation, the Dru Sjodin National Sex Offender Public Website;
- Charged with or convicted under any federal, state, local or triable law or statute—whether as a felony or misdemeanor—of any of the following crimes (or, any substantially equivalent criminal offense, regardless of the specific words by which it may be identified in the applicable statute): (a) sexual or physical abuse, neglect, or endangerment of an individual under the age of 18 at the time of the offense; (b) rape/sexual assault, including conspiracy to commit rape/sexual assault; (c) sexual exploitation including, without limitation, laws or states in any way related to child pornography or sex trafficking; (d) kidnapping; or (e) voyeurism.

306.04.02 **DEBARMENT.** Verification on debarment and all licensing and investigative authorities will be applied to managerial or directorial positions.

306.05.00 **WITHDRAW OFFER OF EMPLOYMENT.** If the applicant does not pass any part of the background verification process or the processing time exceeds 15 business days, the Agency retains the right to withdraw any offer of employment, contract or volunteer opportunity .

306.06.00 **NO UNSUPERVISED ACCESS TO CHILDREN.** Newly hired or contracted Agency employees, volunteers, consultants, or contractors in the Head Start Program, the Victim Services Program or other Agency programs where the individual that receives state and/or federal funding which has as a requirement for background verification due to conditions such as interactions with participating minors, will not have unsupervised access to children until the entire background check process described above is completed and clearance obtained.

Applies to: Employees; Volunteers

Effective: 03/01/17

Supersedes: 04/12/12

POLICY

The California Health and Safety Code requires a criminal record check on all applicants, licensees, employees, and non-parent volunteers of child care facilities as well as victim services programs where there is the potential for contact with children and/or victims of crime. If the California Department of Social Services finds that an individual has been convicted of a crime other than a minor traffic violation, they cannot work or be present in any community care facility unless they receive a criminal record exemption from the Community Care Licensing Division. An exemption is a Department authorized written document that “exempts” the individual from the requirement of having a criminal record clearance.

POLICY GUIDELINES

307.01.00 EFFORTS TO PROMOTE HEALTH AND SAFETY. The Agency acknowledges that the results of a criminal record screen are not predicative of future behavior, and they cannot guarantee the good character of an employee or whether he or she might pose a future safety risk. Nevertheless, the Agency endorses and complies with the criminal record clearance requirements for the identified positions as part of its efforts to promote the safety and quality of the children and minors enrolled or participating in Agency programs.

The Agency is authorized under California law to require a criminal background check on any potential hire, contractor, volunteer or consultant even though a federal or state statute, regulation or agency may exempt the individual, so long as the background check complies with state and federal law which allows for background checks of any potential hires for certain periods of time with regard to felonies and misdemeanors involving moral turpitude or directly related to employee’s job duties or as otherwise required by rules and regulations pertaining to Agency employment.

307.02.00 CRIMINAL RECORD CLEARANCE/EXEMPTIONS.

- A. All employees and volunteers working directly with children or victims of crime are required to have a criminal record clearance prior to working with children or victims of crime.
 - 1. Exemption from Community Care Licensing. Any employee hired prior to 2006 possessing a criminal record exemption will be allowed to remain at the

worksite, and the type of exemption will be posted at the worksite and notification of the exemption will be provided to the parents. Effective 2006/2007 program year, new exemptions will be reviewed for existing employees on a case-by-case basis.

- B. If the Agency receives notice from Community Care Licensing that an employee's clearance has been revoked, the employee will be immediately removed from the worksite (per section 101170.1 of Community Care Licensing) and placed on unpaid administrative leave up to 60 business days, or Community Care Licensing timeline, to provide the employee the opportunity to obtain a full criminal record clearance from Community Care Licensing. It is the employee's responsibility to obtain a full criminal record clearance. If after the Community Care timeline, the employee has not received a full clearance or acceptable exemption, the employee will lose his/her right to retain the position and will not have re-hire or bumping rights.
- C. Current and prospective employees, volunteers/contractors/consultants are required to sign a Criminal Record Statement prior to employment working onsite or volunteering. All Agency employees, volunteers, consultants and contractors and all others involved with Agency programs have a duty to inform CAPMC of any circumstances, arrests or other actions that occur that could make the individuals ineligible or unsuitable for participation in Agency programs. This includes, without limitation, any arrests, citations, lawsuits, investigations or official government proceedings that might cause the individual to be:
- Listed as a registered sex offender on any public sex offender or child abuse registries including, without limitation, the Dru Sjodin National Sex Offender Public Website;
 - Charged with or convicted under any federal, state, local or triable law or statute—whether as a felony or misdemeanor—of any of the following crimes (or, any substantially equivalent criminal offense, regardless of the specific words by which it may be identified in the applicable statute): (a) sexual or physical abuse, neglect, or endangerment of an individual under the age of 18 at the time of the offense; (b) rape/sexual assault, including conspiracy to commit rape/sexual assault; (c) sexual exploitation including, without limitation, laws or states in any way related to child pornography or sex trafficking; (d) kidnapping; or (e) voyeurism.
- D. The employee's/volunteer's/contractor's/consultant's criminal record clearance will be filed in the employee's/volunteer's/contractor's/consultant's personnel file and appropriate Head Start center file.
- E. If a criminal record clearance is not obtained, the employee/volunteer will not be allowed to be placed at any licensed facility or volunteer job site until clearance is obtained. Non-Head Start employees requesting an exemption will be handled on a case-by-case basis.
1. It is the responsibility of the employee/volunteer to obtain an exemption form from Community Care Licensing.

2. The Agency retains the right to withdraw an offer of employment based on the applicant not receiving a criminal record clearance.
 3. If an employee/volunteer receives an exemption, Head Start Center Directors must provide names of employees who have received a criminal record exemption and how they are associated with the Head Start center to parents who have requested such information. Parents may also obtain the names of employees with exemptions from the local licensing office by calling (559) 243-4588.
- F. In the event the Agency is being informed of an arrest of a questionable conduct that may impact an employee, the Agency will notify the Community Care Licensing regional office for verification.
- G. Any personnel working as Program Managers or Directors must obtain clearances from debarment and all licensing and investigative authorizes.

307.03.00 A VOLUNTEER WHO IS A RELATIVE, LEGAL GUARDIAN, OR FOSTER PARENT OF A CHILD WHO HAS PENDING OR PRIOR CRIMINAL ARREST/CHARGES OF CHILD SEXUAL ABUSE/NEGLECT. If the Agency receives information suggesting that a relative, legal guardian, or foster parent has been convicted of a crime that would otherwise prevent the person from receiving appropriate clearances to work with children, the Agency reserves the right to require clearance, prevent the person from working with children at the facility pending a clearance, or limit the person's involvement at the facility similar to the two exceptions referenced below.

307.04.00 EXEMPTION TO THIS POLICY.

307.04.01 CONTRACTORS/VOLUNTEERS WHO MEET ALL OF THE FOLLOWING CONDITIONS:

1. The contractor/volunteer is providing time limited specialized services.
2. The contractor/volunteer is directly supervised by the licensee or facility employee with a criminal record clearance or exemption.
3. The contractor/volunteer spends no more than 16 hours per week at the facility.
4. The contractor/volunteer is never left alone with children in care.

307.04.02 STUDENTS ENROLLED OR PARTICIPATING AT AN ACCREDITED EDUCATIONAL INSTITUTION WHO MEET ALL OF THE FOLLOWING CONDITIONS:

1. The student is directly supervised by the licensee or facility employee with a criminal record clearance or exemption.
2. The facility has, on file, a written agreement with the educational institution concerning the placement of students.
3. The student spends no more than 16 hours per week at the facility.

4. The student is never left alone with children in care.

307.04.03 A CONTRACTED REPAIR-PERSON/NON-AGENCY PERSONNEL RETAINED BY THE FACILITY, IS NEVER LEFT ALONE WITH CHILDREN IN CARE. It is the on-site supervisor's responsibility to ensure that a contracted repair person/non-Agency personnel is never left alone with the children at the facility.

307.04.04 CRIMINAL RECORD CHECKS FOR EMPLOYEES THAT DO NOT HAVE CONTACT WITH CHILDREN AND/OR VICTIMS OF CRIME. To the extent the Agency performs criminal records checks on employees who are not employed by the Agency in child care facilities and victim services centers who have contact with children and/or victims of crime, the criminal record check will screen for criminal convictions for felonies and misdemeanors involving moral turpitude or directly related to employee's job duties, excluding marijuana-related convictions more than two years old.



Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: February 6, 2025

Author: Jeannie Stapleton

DATE: February 3, 2025

TO: Board of Directors

FROM: Ana Gudino

SUBJECT: Madera County Homeless Housing, Assistance, and Prevention (HHAP) Round 5 Projects

I. RECOMMENDATION:

Ratify the Executive Director to sign and submit the Madera County Homeless Housing, Assistance, and Prevention (HHAP) Round 5 Application.

II. SUMMARY:

The HHAP 5 projects include Rapid Rehousing, Prevention and Shelter Division, Operating Subsidies for Interim Housing, and Street Outreach. HHAP makes available grant allocations to cities, counties, and continuums of care with flexible funding to prevent and end homelessness in their regions.

III. DISCUSSION:

1. The HHAP Request for Proposal was released on January 6, 2025.
2. The agreement period will be April 1, 2025 through March 31, 2028.
3. As part of the process awardees will be offered technical assistance from Madera County's consultant, Homebase, to support their project implementation, including a development of : a final project budget with eligible costs, compliant criteria for identifying and documenting eligible clients (if applicable, policies and procedures, practices to ensure Housing First compliance, and practices to ensure effective participation in the Homeless Management Information System (HMIS) and the Coordinated Entry System (CES).
4. Housing First is a philosophy that values flexibility, individualized support, client choice, and autonomy. It provides permanent housing for people experiencing homelessness, thus ending their homelessness, and serving as a platform from which they can pursue personal goals and improve their quality of life.
5. Rapid Re-Housing rapidly connects individuals and families experiencing homelessness to permanent housing by providing short-term rental assistance and services. The goal is to help people obtain housing quickly, increase self-sufficiency, and stay housed.
6. Prevention and Shelter division projects can prevent a household from needing emergency shelter and immediately address the needs of individuals and families who have just lost their housing and become homeless. Prevention assistance can aid households in preserving their current housing situation while diversion helps individuals and families identify immediate alternative housing arrangements and connects them with services.

7. Operating Subsidies for Interim Housing include subsidies that support ongoing operation and availability of existing interim housing – both congregate and non-congregate. Interim housing provides a safe place for individuals and families to stay while they transition to permanent housing.
8. Street Outreach activities are designed to meet the needs of people experiencing homelessness in unsheltered locations by connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care.
9. The proposals were due January 31, 2025 at 5:00 PM.

IV. FINANCING:

	FY 24-25	FY 26-27	FY 27-28	Total
Rapid Rehousing				
Salaries Taxes & Benefits	2,610.59	2,029.36	1,739.70	6,379.64
Operating Costs	718.12	483.29	294.28	1,495.69
Direct Client Assistance	84,500.00	56,000.00	28,500.00	169,000.00
Indirect Costs	7,992.41	5,324.65	2,778.59	16,095.65
Subtotal RRH	95,821.12	63,837.30	33,312.56	192,970.98
Rapid Rehousing - Youth Set Aside				
Salaries Taxes & Benefits	522.12	442.77	401.47	1,366.35
Operating Costs	117.42	92.69	85.52	295.63
Direct Client Assistance	5,300.00	5,300.00	5,300.00	15,900.00
Indirect Costs	540.50	531.03	526.62	1,598.14
Subtotal RRH - YSA	6,480.03	6,366.49	6,313.60	19,160.12
Total Rapid Rehousing	102,301.15	70,203.79	39,626.17	212,131.10
Prevention & Diversion				
Salaries Taxes & Benefits	2,088.47	479.67	-	2,568.14
Operating Costs	574.50	249.14	-	823.64
Direct Client Assistance	55,350.00	20,150.00	-	75,500.00
Indirect Costs	5,279.18	1,899.97	-	7,179.15
Total	63,292.14	22,778.78	-	86,070.92
Prevention & Diversion - Youth Set Aside				
Salaries Taxes & Benefits	-	-	-	-
Operating Costs	-	-	-	-
Direct Client Assistance	-	-	-	-
Indirect Costs	-	-	-	-
Total	-	-	-	-
Total Prevention & Diversion	63,292.14	22,778.78	-	86,070.92
Street Outreach				
Salaries Taxes & Benefits	116,312.96	121,263.45	126,905.02	364,481.43
Operating Costs	9,996.32	10,069.82	10,143.32	30,209.46
Direct Client Assistance	-	-	-	-
Indirect Costs	11,494.14	11,951.33	12,471.40	35,916.87
Total	137,803.43	143,284.60	149,519.74	430,607.76
Street Outreach - Youth Set Aside				
Salaries Taxes & Benefits	2,373.73	2,474.76	2,589.90	7,438.40
Operating Costs	287.68	289.18	290.68	867.54
Direct Client Assistance	-	-	-	-
Indirect Costs	242.19	251.52	262.13	755.84
Total	2,903.60	3,015.46	3,142.71	9,061.78
Total Street Outreach	140,707.03	146,300.07	152,662.45	439,669.54
Operating Subsidies				
Salaries Taxes & Benefits	-	2,300.13	2,222.50	4,522.63
Operating Costs	-	145.73	121.12	266.85
Direct Client Assistance	-	15,260.00	15,260.00	30,520.00
Indirect Costs	-	1,611.23	1,601.93	3,213.16
Total	-	19,317.09	19,205.55	38,522.64
Operating Subsidies - Youth Set Aside				
Salaries Taxes & Benefits	-	378.56	336.16	714.72
Operating Costs	-	55.39	20.86	76.25
Direct Client Assistance	-	9,156.00	6,104.00	15,260.00
Indirect Costs	-	872.69	587.95	1,460.64
Total	-	10,462.64	7,049.17	17,511.81

	FY 24-25	FY 26-27	FY 27-28	Total
Total Operating Subsidies	-	29,779.73	26,254.52	56,034.25
Total HHAP R5 Budget	306,300.32	269,062.36	218,543.14	793,905.82

***Portions of the budget are allocated across multiple projects and may change if not approved for all projects.*



Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: February 13, 2025

Author: Jennifer Coronado

DATE: January 31, 2025

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Review and ratify the California Office of Emergency Services (Cal OES) Child Advocacy Center (KC) Program Grant Application for the Program Period April 1, 2025 – March 31, 2026.

I. RECOMMENDATION:

Review and consider ratifying the submitted grant application to Cal OES, to operate the Child Advocacy Center (KC) Program due on January 17, 2025, and authorize the Executive Director to sign and submit any extensions or amendments during the funding period.

II. SUMMARY:

The Madera County Child Advocacy Center (CAC) is a child-focused, facility-based program in which representatives from core disciplines—law enforcement, child protection, prosecution, mental health, medical, and victim advocacy—collaborate to investigate child abuse reports, conduct forensic interviews, determine, and provide evidence-based interventions, and assess cases for prosecution. The CAC's coordinated and comprehensive response is also guided by a shared philosophy that the combined expertise of professionals across disciplines results in a more complete understanding of case issues and better provides help, support, and protection to children and families as they pursue healing and justice. The primary goal of all CAC's is to ensure that children are not further victimized by the systems designed to protect them. KC Grant services must include victim-centered, trauma-informed forensic interviews, advocacy, direct or referral to therapy/counseling, and referrals for medical exams.

III. DISCUSSION:

- The Madera County CAC submitted the application for the Child Advocacy Center Program (KC) grant through the California Office of Emergency Services January 17, 2025.
- Funding is intended to address disparities in mental health services, access to SART Medical Exams for acute and non-acute abuse, provide a higher quality and allow for CAPMC to contract Child Forensic Interviewers and mental health clinicians to provide trauma-informed services to CFIT participants and their families.

IV. FINANCING:

The total project cost is \$200,000, comprised of the following:

2024 VCGF: \$89,400

2024 VOCA: \$110,600

PERSONNEL COSTS

Line Item Identifier	Description	FTE	Calculation	2024 VCGF		2024 VOCA		Total
				FS	Match	FS	Match	
Victim Services Program Manager	Oversees operation of all victim services programs; supervises program coordinators and coordinates direct services staff.	0.15				\$18,406		\$18,406
Victim Services Coordinator	The Victim Services Coordinator supervises daily operations, including collecting data, enforcing program policies, and supervising staff. Other duties include monitoring grant goals and objectives, providing office support and assisting the PM.	0.05				\$4,824		\$4,824
Program Assistant/Clerk Typist II	The Program Assistant position is responsible for serving as an aide to the PM and as secretarial back up to the administrative staff. The PA provides crisis intervention daily and is the first point of contact for victims entering CAPMC's office or via taking calls during business hours.	0.5		\$15,343		\$10,667		\$26,010
Child Advocacy Center (CAC) Case Worker / Forensic	The Child Advocacy Center (CAC) Case Worker / Forensic Interviewer is responsible for the coordination of the Child Advocacy Center's day to day activities, providing support to the multidisciplinary team, and providing victim-centered trauma-informed evidence based direct services to the child abuse survivor and their families.	1				\$67,478		\$67,478

CONSULTANTS

Line Item Identifier	Description	Competitively Selected Y/N	Calculation	2024 VCGF		2024 VOCA		Total
				FS	Match	FS	Match	
Child Forensic Interviewer	Conducts child forensic interviews with victims and witnesses of violent crimes. Meets with the MDT prior to and after child forensic interviews.	Y		\$4,900				\$4,900
Child Forensic Interviewer Expenses	Per agreement with contractor, CAPMC will pay mileage reimbursement. Based on prior year totals we estimate this cost to come out to \$700 in the upcoming year	Y		\$700				\$700

RENT COSTS - GRANT SUBAWARD EMPLOYEE OFFICE SPACE

Line Item Identifier	Description	FTE	Calculation	2024 VCGF		2024 VOCA		Total
				FS	Match	FS	Match	

GRANT SUBAWARD EMPLOYEE OFFICE SPACE	Rent space for direct staff	1.7		\$4,834				\$4,834
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RENT COSTS - ADDITIONAL RENTAL SPACE

2024 VCGF

Line Item Identifier	Description		Calculation	FS	Match	FS	Match	Total
ADDITIONAL RENTAL SPACE	Victim Support Space - rent for space used in direct service to victims: -SART medical exam room (132sqft) -Forensic interview room (117sqft) -Observation room (130sqft)			\$8,641				\$8,641

INDIRECT COSTS

2024 VCGF

2024 VOCA

Line Item Identifier	Description		Calculation	FS	Match	FS	Match	Total
Indirect Costs	Indirect cost covers personnel services, fringe benefits of Administrative, Accounting, and Human Resources staff. It also covers indirect administrative operating expenses such as telephone, audit, supplies etc. associated with the administrative and indirect staff.		9.1% of direct project costs - based on cognizant agency - Dept. of Health and Human Services, total direct costs excluding equipment and donated services. \$183,318 of direct project costs X 9.1% = \$16,682	\$7,457		\$9,225		\$16,682

TRAVEL COSTS

2024 VCGF

Line Item Identifier	Description	Out of State	Calculation	FS	Match	FS	Match	Total
Gas	Fuel for program vehicle to transport clients for from interviews. Based on \$100/mo for 12mo	N		\$1,200				\$1,200
Training	Crimes Against Children Conference Flight/Luggage \$496 Registration \$895 Hotel \$247/night, 5 nights with tax \$1431 Per Diem \$216 Ground Transportation \$50	N		\$3,088				\$3,088

FINANCIAL ASSISTANCE FOR CLIENTS COSTS

2024 VCGF

Line Item Identifier	Description	Is this Petty Cash	Calculation	FS	Match	FS	Match	Total
Client Food	Food for clients during long interviews	N		\$720				\$720
Counseling	Covered counseling services for families	N		\$7,200				\$7,200

OTHER OPERATING COSTS

2024 VCGF

Line Item Identifier	Description		Calculation	FS	Match	FS	Match	Total
Office & CPU	Office supplies and general computing costs, including licensing and service renewals for interview equipment		\$245/mo X 12mo	\$2,940				\$2,940
Program/Medical Supplies	Provide the victims with coloring pages or other activities to help encourage to relax and be comfortable, to put them at ease while they are waiting. To provide parents and caretakers with information regarding the program, processes, follow up, and outreach supplies. Medical supplies for the SART medical exam room, which includes all supplies needed to complete the SART medical exam on site.		\$722.58/mo X 12mo	\$8,672				\$8,672
Copiers/Printing	Rental fees for copiers and variable charges for printing to provide clients or agencies with documentation.		\$220/mo X 12mo	\$2,640				\$2,640
Phone	Phone service, staff cell phones, FAX, internet, all for main office for employee usage to run program		\$150/mo X 12mo	\$1,800				\$1,800
Utilities	Water, sewer, disposal, natural gas, electricity services for main office to run program		\$1,020/mo X 12mo	\$12,240				\$12,240
Building Maintenance	This includes share of grounds maintenance, pest control, burglar and fire alarm systems, property insurance, custodial services, and any general maintenance required for main office to continue running program		\$360.50/mo X 12mo	\$4,326				\$4,326
Vehicle Costs	General repairs, maintenance, oil changes, and insurance for program vehicle to transport clients		\$202/mo X 12mo	\$2,424				\$2,424
Liability Insurance	Program share of general liability insurance		\$22.91/mo X 12mo	\$275				\$275

Budget Total	\$89,400		\$110,600		\$200,000
Allocation Plan Total	\$89,400	\$0	\$110,600	\$0	\$200,000
Over/Under	\$0	\$0	\$0	\$0	\$0



Report to the Board of Directors

Agenda Item Number E-4

Board Meeting for February 13, 2025

Author Donna Tooley

DATE: February 5, 2025

TO: Board of Directors

FROM: Donna Tooley, Interim Chief Financial Officer

SUBJECT: West America Bank Business Signature Card and Agreement

I. **RECOMMENDATION:**

Approve the authorized signers and the bank accounts maintained at West America Bank. This item is necessitated by the appointment of the Interim Chief Financial Officer (CFO) for CAPMC effective August 9, 2024 and the CFO recruitment is still ongoing and the need to remove Daniel Seeto, former CFO from the signature card. The Board of Directors officers did not change at the December 12, 2024 Board of Directors' meeting with the election of its officers.

II. **SUMMARY:**

The Board Chairperson and the Secretary/Treasurer are authorized signers from the Board of Directors on the agency's West America bank accounts. In addition to these board members, the Executive Director and the Chief Financial Officer are authorized signers.

III. **DISCUSSION:**

- A. The Board of Directors approved the nomination of the officers and various committee members at its meeting on December 12, 2024. Eric LiCalsi and Tyson Pogue were duly elected and approved as Board Chairperson and Board Secretary/Treasurer, respectively. Both are serving their second terms of office in these positions.
- B. Donna Tooley was appointed as the Interim Chief Financial Officer of CAPMC on August 9, 2024. Donna Tooley was previously the Chief Financial Officer from March 2000 to her retirement on November 20, 2020. She reports directly to Mattie Mendez, Executive Director. The bank signature cards have not been changed to reflect her interim appointment
- C. Daniel Seeto, former Chief Financial Officer, requested to step back to the position of Accountant Program Manager on August 16, 2024. He was appointed to the position on February 17, 2021. Board to authorize the removal of Daniel Seeto from the signature card at this time.

D. Approve the following positions and individuals as authorized signers, on behalf of the agency, to deposit checks and other items into the accounts, and to direct withdrawals from the accounts maintained at West America Bank:

Board Chairperson	Eric LiCalsi
Board Secretary/Treasurer	Tyson Pogue
Executive Director	Mattie Mendez
Interim Chief Financial Officer	Donna Tooley

E. The following accounts are currently maintained at West America:

- Savings
- Checking Accounts Payable Operating
- Checking Payroll
- Migrant Head Start Money Market
- Checking Mental Health

The Board authorized the closing of the Migrant Head Start Money Market account at its meeting in December 2024. With the addition of Donna Tooley, Interim CFO, to the signature card, staff will be able to close this account more readily.

F. There has been no change in the withdrawal policy. Withdrawals are permitted from the accounts with any two signatures. The Board of Directors has previously authorized West America to accept facsimile signatures on all checks of the following two individuals:

Board Chairperson	Eric LiCalsi
Executive Director	Mattie Mendez

The signatures are placed on the checks by the Agency's accounting software when the checks are printed.

Transfers are permitted between savings and the other accounts as necessary to ensure that funds are available to pay outstanding checks.

IV. FINANCING:

There is no cost associated with this change.



Report to the Board of Directors

Agenda Item Number: E-5

Board of Directors Meeting for: February 13, 2025

Author: Maritza Gomez-Zaragoza

DATE: January 9, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Slot Reduction and Conversion of Head Start Slots to Early Head Start Slots for the 2025-2026 Program Year

I. **RECOMMENDATION:**

Review and consider staff's request for the slot reduction and conversion of Head Start slots to Early Head Start slots effective program year 2025-2026.

II. **SUMMARY:**

In order to ensure the program stays compliant in meeting its funded enrollment, staff are proposing for the Board and Policy Council to consider and approve a slot reduction and conversion of Head Start slots to Early Head Start slots. On June 8, 2023, CAPMC-Head Start received an "Underenrollment" letter from Office of Head Start. The information was presented to the Board on August 10, 2023. CAPMC-Head Start developed a plan to ensure full enrollment.

The program's enrollment has been monitored since August of 2024 to present. Although the program has been able to reach the minimum of 97% of its funded enrollment, it has taken 4 months to reach the minimum enrollment. After analyzing enrollment data, staff have determined that the best option to ensure the program remains compliant and thus ensure continuation of funding, is to reduce enrollment by 57 slots.

III. **DISCUSSION:**

A. Since 2020, at the start of the pandemic, the program has faced challenges with reaching its funded enrollment. As shared during previous enrollment discussion, the introduction of Transitional Kindergarten and expansion of State preschool has greatly affected Head Start's ability to maintain enrollment. Additionally, enrollment of younger age groups 2.6 to 3.5 poses a challenge as parents, at times, want to keep children at home until they are 4 years old before enrolling in preschool. After reviewing program data and children's needs, staff have identified the following:

B. **Enrollment:** One of the strategies included on the "underenrollment plan" was to monitor enrollment and determine if a slot reduction would be necessary in order to maintain and/or reach full enrollment.

In monitoring enrollment since returning to regular program services (August of 2024), it has been noted that the North Fork center has continuously struggled in meeting the funded enrollment. This center is funded capacity was reduced to 15 in the 2024-2025 program year. However, the center has struggled to reach enrollment and is one of the centers that is continuously under enrolled and with high turn-over and/or attendance concerns.

<i>Program Year</i>	<i>Enrollment</i>
2021-2022 At Start of Program Turn-over Center did not reach enrollment *Class size was reduced to 10 due to COVID	0/10* 6
2022-2023 At Start of Program Turn-over Center did not reach enrollment	10/17 8
2023-2024 At Start of Program Turn-over	7/17 4
2024-2025 At Start of Program Turn-over Center reached full enrollment on January 2025	4/15 0

C. **Preschool Services:** The North Fork community has other preschool services being provided that are serving children or could potentially serve children in their community.

The following preschool/childcare services have been identified:

- a. North Fork Rancheria
Capacity: Unknown Ages Served: 0-12 years
- b. Big Sandy Rancheria Tribal Head Start
Capacity: 20 Ages Served: 3 - 5
- c. North Fork Elementary School – TK/Kindergarten
Capacity: Based on number of age eligible children
- d. Home Visiting Preschool Program
Capacity: Unknown Ages Served: 3-4

- e. North Fork Preschool Co-op
Capacity: 8-10 Ages Served: 3-4

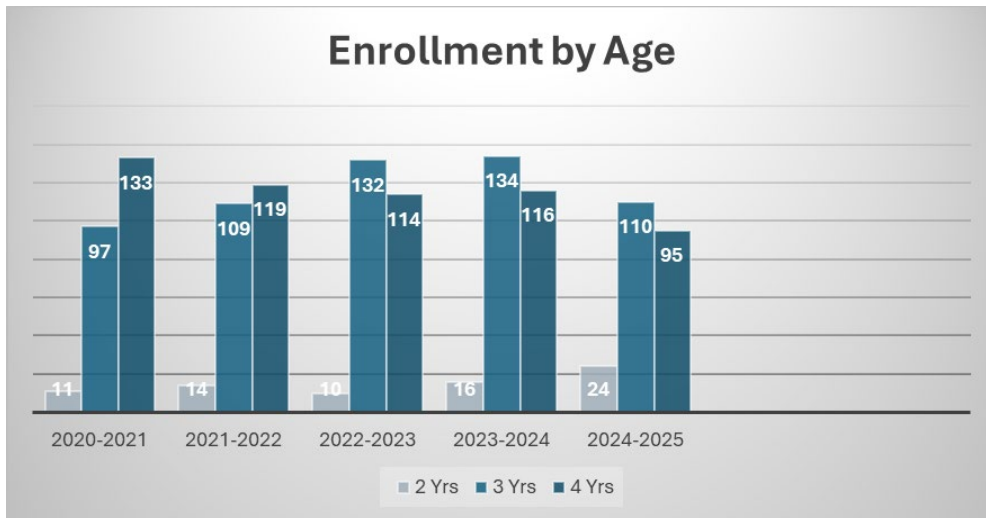
In analyzing the enrollment concern and the availability of preschool and childcare services available for the North Fork community, staff is proposing to close the center. It is difficult to determine enrollment patterns to ensure that full enrollment will be reached and not jeopardize the entire program.

- D. **Community Data:** Upon reviewing and analyzing North Forks' demographics, it was noted that the median age of the population is 58 years old. Of the total population of 3,250, a significant portion, 36.2% of the local population is 65 year and over. (US Census) Data regarding ages of children 0-5 was not available as such data, in many reports found, is combined with Madera County data. However, based on school data enrollment in the last 3 years – 2020-2021, 2021-2022, 2022-2023 it is evident that enrollment numbers have decreased from 17, 15, and 14 respectively.

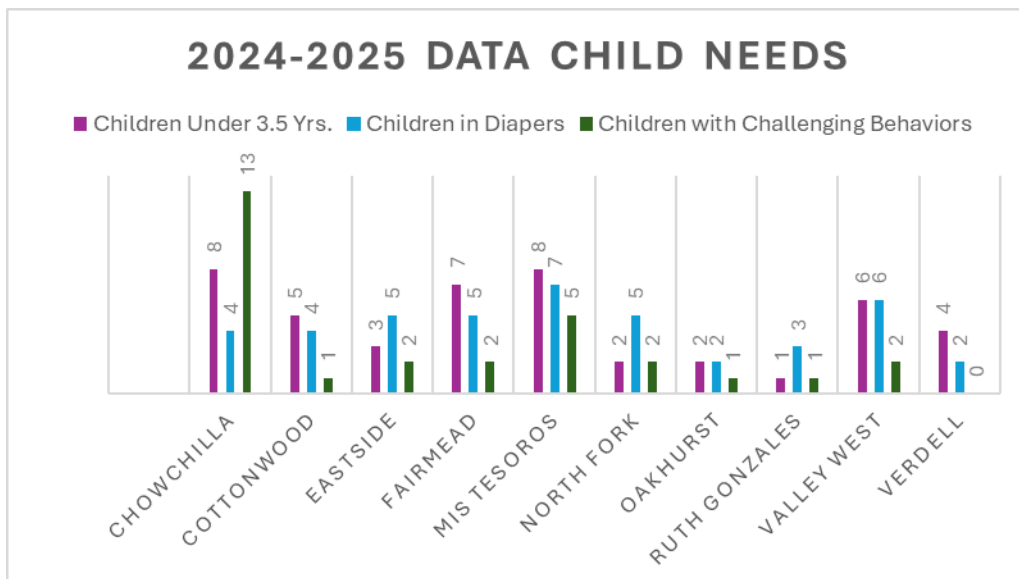
This finding correlates with the enrollment data and inconsistency in the number of children/families seeking Head Start services.

- E. **Reduction & Conversion:** Although the program has already implemented a slot reduction that was approved for the 2024-2025 program year. Staff is once again proposing a slot reduction that will ensure the program is able to meet its required funded enrollment within an acceptable timeframe. Per Head Start Performance Standards, a program must be at full enrollment on the first day of class. The program did not reach the minimum of 97% (191 children) of enrollment until 4 months after the start of the program year (December 2024). This is not an acceptable situation and could result in the program being out of compliance. Currently, CAPMC is waiting for a waiver to extend the underenrollment plan that expired on August of 2024.

The proposal is to reduce 57 Head Start slots. This will include the closure of the North Fork center that currently has 15 slots allocated. The rest of the center's slots will be reduced from 15 to 13. This will be a total enrollment of 139 preschool slots. In analyzing data and children's needs, staff identified that there are more 2-year-olds and younger 3-year-olds that are enrolling in the program. These age groups require more attention from staff and modifications to learning strategies. Below is a graph that shows enrollment by age for the past 3 years.



Since the program is enrolling children that are younger, the need for diapering has increased and children’s behaviors have also challenged staff. Additionally, more and more children are being diagnosed with a disability. Management staff have identified through monitoring that the class size is challenging for children and teaching staff. Children need more attention to meet their needs and challenging teaching’s staff ability to ensure on-going supervision, age appropriate activities, and completing all required screenings and assessments. Unfortunately, staff do not have historical data on this issue since it has been more prevalent this year, the graph below shows the number of enrolled children within the categories discussed:



Staff are also proposing to convert some of those slots into Early Head Start slots, increasing the total enrollment for Early Head Start by 10 for a total of 60 slots. The program provides a home base option, and services are year-round – June to May of each year. The additional slots will require CAPMC to hire an additional EHS Family Facilitator, which will be open as soon as this proposal is

approved by all applicable parties. Since Madera County has limited services for children 0-3, there is high demand for this program. The Early Head Start program has maintained its enrollment throughout the year and has maintained a viable waiting list. As of December 2024, there is a waiting list of 17 children/families waiting to enroll in the program.

CAPMC will be requesting to retain its funding intact in order to do the conversion of slots. Funds from the Head Start grant will be transferred to the Early Head Start grant to adjust for the additional staff member and operational costs to support the program. In addition, a wage increase is being proposed for the Early Head Start Facilitators to have a salary range comparable to Head Start Teachers as they hold the same qualifications but are not paid at the same rate. Staff are proposing a 5% increase for the EHS Facilitators comparable to Teacher II range.

If the proposal is accepted by the Policy Council, Board, and Region IX, this will mean that North Fork will no longer have Head Start services through CAPMC. CAPMC Head Start slots will then be focused on other service areas within Madera County including Early Head Start.

- F. **Staffing**: There are four staff that are currently employed at the North Fork center; Site Supervisor/Teacher, Associate Teacher, and 2 Instructional Aides. Staff members will be offered the opportunity to transfer to other open positions. CAPMC will make every effort to retain staff and avoid any negative impacts on the staff members.
- G. **Budget**: By removing all expenses related to the North Fork Head Start site, there will be \$267,117 of unallocated funds. The following is being proposed for the use of the funds:
- Conversion of Head Start slots to Early Head Start will require \$231,920 (cost per child for Early Head Start will increase to \$17,642). The Early Head Start budget will increase by the mentioned amount to support the hire of another staff member and will also support the 5% salary increase for the EHS Facilitators.
 - The remaining \$35,197 remain in the Head Start budget under the operational category to off-set categories in utilities/rent as needed to support increasing expenses.

As previously stated, it is imperative that a decision or plan be established in order to ensure the program is able to comply with the under-enrollment requirements of being at full enrollment. Failure to meet requirements could put the entire program in jeopardy of losing funding. Staff is strongly recommending the reduction and conversion option as the Early Head Start program has maintained its funded enrollment from its initiation.

- The Slot Reduction and Conversion of Head Start Slots to Early Head Start Slots for the 2025-2026 Program Year will be presented to the Policy Council on February 6, 2025.

IV. FINANCING:

	Current	Post-Slot Reduction/Conversion
Head Start Budget	\$4,522,453	\$4,264,550
Early Head Start Budget	\$678,411	\$1,058,535

More detail budgets will be provided on the agenda item that will include the applicable budgets for each program. The budgets will reflect the changes stated on this agenda item.

Head Start Basic

Budget Comparable

Difference in removing North Fork & Slot reduction

	#1	#2	
	Original Budget	Original Budget	Variance
	wNorth Fork	woNFork&Slot Reduction	
6a. SALARIES	2,119,313.00	1,920,207.00	(199,106.00)
6b. FRINGE BENEFITS	659,638.00	601,958.00	(57,680.00)
	\$ 2,778,951.00	\$ 2,522,165.00	\$ (256,786.00)
6c. TRAVEL	\$ 12,500.00	\$12,500.00	-
6d. EQUIPMENT			-
6e. SUPPLIES			
1 OFFICE SUPPLIES	16,000.00	20,000.00	4,000.00
2 DATA SUPPLIES	75,000.00	75,000.00	-
3 FOOD SUPPLIES	17,500.00	17,500.00	-
4 PROGRAM SUPPLIES	117,456.00	158,555.00	41,099.00
5 INSTRUCTIONAL SUPPLIES	23,650.00	22,950.00	(700.00)
6 CUSTODIAL SUPPLIES	35,300.00	33,600.00	(1,700.00)
7 MEDICAL & DENTAL SUPPLIES	10,000.00	10,000.00	-
8 POSTAGE	750.00	1,000.00	250.00
	\$ 295,656.00	\$ 338,605.00	\$ 42,949.00
6f. CONTRACTUAL	\$ 49,000.00	\$ 49,000.00	-
6h. OTHER			
1 Linen/Laundry Costs	96.00	96.00	-
2 Uniform Purchases:	300.00	300.00	-
3 Rental, Leases & Repair	26,000.00	26,000.00	-
4 Equipment Maintenance & Repair	25,000.00	22,699.00	(2,301.00)
5 Publications / Advertising / Printing	12,200.00	12,200.00	-
6 Telephone/Internet -Mobile Communications	75,900.00	73,500.00	(2,400.00)
7 Annual Rent	250,201.00	238,201.00	(12,000.00)
8 Utilities - Electricity, Water, & Disposal	114,600.00	114,600.00	-
9 Building Maintenance/Repair and Other Occupancy	286,100.00	307,150.00	21,050.00
10 Building and Liability Insurance	22,900.00	21,988.00	(912.00)
11 Consultants	25,000.00	25,000.00	-
12 Consultant Expenses	2,500.00	2,500.00	-
13 Legal	10,000.00	10,000.00	-
14 Human Resource & Personnel Fees	45,500.00	44,500.00	(1,000.00)
15 Transportation	60,000.00	60,000.00	-
16 Local Travel	7,500.00	6,800.00	(700.00)
17 Parent Services	5,750.00	5,275.00	(475.00)
18 Training or Staff Development	18,500.00	18,500.00	-
19 Property Taxes	50.00	50.00	-
	\$ 988,097.00	\$ 989,359.00	\$ 1,262.00
Indirect Cost	\$ 375,303.00	\$ 355,958.00	(19,345.00)
Total	\$ 4,499,507.00	\$ 4,267,587.00	\$ (231,920.00)
Contract	\$ 4,499,507.00	\$ 4,267,587.00	(231,920.00)
Variance	-	-	-
Children	196	139	
Cost per Child	\$ 22,957	\$ 30,702	

**MADERA HEAD START & EARLY HEAD START
ENROLLMENT PRESCHOOL COMPARISON**

SITE	CLASS	ENROLLMENT 2024-2025	PROPOSAL 2025-2026	CHANGES
RUTH GONZALES		17	13	
CHOWCHILLA	Class - A	17	13	
	Class - B	17	13	
EASTSIDE		17	13	
VERDEL MCKELVEY		17	13	
COTTONWOOD	AM	17	13	
FAIRMEAD	AM	17	13	
MIS TESOROS	AM	17	13	
NORTH FORK	AM	15	0	CLOSE CENTER
OAKHURST	PM	15	13	
VALLEY WEST	AM	15	11	Convert to full day program instead of double Session site.
		15	11	
TOTAL		196	139	Reduction of 57 Preschool slots

EARLY HEAD START

Funded Enrollment 50	Proposed Increase 10 Home Base Option	Change: The Early Head Start Program will increase by 10 with a total of 60 EHS slots.
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TOTAL HEAD START AND EARLY HEAD START SLOTS 199

Early Head Start

Budget Comparable

	#2 Original Budget	#3 Original Budget w/Slot Increase	Variance
6a. SALARIES	457,206.00	570,733.00	113,527.00
6b. FRINGE BENEFITS	109,256.00	136,294.00	27,038.00
	\$ 566,462.00	\$ 707,027.00	\$ 140,565.00
6c. TRAVEL		\$21,810.00	21,810.00
6d. EQUIPMENT			-
6e. SUPPLIES			
1 OFFICE SUPPLIES	3,500.00	9,000.00	5,500.00
2 DATA SUPPLIES	2,500.00	6,000.00	3,500.00
3 FOOD SUPPLIES	700.00	2,400.00	1,700.00
4 PROGRAM SUPPLIES	10,087.00	21,750.00	11,663.00
5 INSTRUCTIONAL SUPPLIES	1,000.00	6,500.00	5,500.00
6 CUSTODIAL SUPPLIES	300.00	2,500.00	2,200.00
7 MEDICAL & DENTAL SUPPLIES	-	1,500.00	1,500.00
8 POSTAGE	100.00	536.00	436.00
	\$ 18,187.00	\$ 50,186.00	\$ 31,999.00
6f. CONTRACTUAL	\$ 5,214.00	\$ 6,000.00	786.00
6h. OTHER			
1 Linen/Laundry Costs		-	-
2 Uniform Purchases:		-	-
3 Rental, Leases & Repair	11,000.00	12,000.00	1,000.00
4 Equipment Maintenance & Repair	500.00	500.00	-
5 Publications / Advertising / Printing	-	3,500.00	3,500.00
6 Telephone/Internet -Mobile Communications	8,000.00	9,600.00	1,600.00
7 Annual Rent	113,000.00	114,000.00	1,000.00
8 Utilities - Electricity, Water, & Disposal	15,000.00	15,600.00	600.00
9 Building Maintenance/Repair and Other Occupancy	1,450.00	1,450.00	-
10 Building and Liability Insurance	4,284.00	4,300.00	16.00
11 Custodial Services	-	-	-
12 Consultant Expenses		2,400.00	2,400.00
13 Child Service Consultants		-	-
14 Human Resource & Personnel Fees		350.00	350.00
15 Transportation	9,100.00	12,400.00	3,300.00
16 Local Travel		-	-
17 Parent Services	1,600.00	3,500.00	1,900.00
18 Training or Staff Development	3,850.00	5,600.00	1,750.00
19 Property Taxes	20.00	20.00	-
	\$ 167,804.00	\$ 185,220.00	\$ 17,416.00
Indirect Cost	\$ 68,948.00	\$ 88,292.00	19,344.00
Total	\$ 826,615.00	\$ 1,058,535.00	\$ 231,920.00
Contract	\$ 826,615.00	\$ 1,058,535.00	231,920.00
Variance			-
Children	50	60	
Cost per Child	\$ 16,532	\$ 17,642	



Report to the Board of Directors

Agenda Item Number: E-6

Board of Directors Meeting for: February 13, 2025

Author: Maritza Gomez-Zaragoza

DATE: January 17, 2025
TO: Board of Directors
FROM: Maritza Gomez-Zaragoza, Program Director
SUBJECT: 2025-2026 Madera Head Start and Early Head Start Refunding Application – Year 1 of the 5-year cycle

I. RECOMMENDATIONS:

Review and Approve the submission of the Community Action Partnership of Madera County's 2025-2026 (June 1, 2025 – May 31, 2026) Madera Head Start & Early Head Start Refunding Application to the Department of Health and Human Services, Administration for Children and Families, Region IX Head Start Program.

- ✓ Approve/Disapprove 2025-2026 Basic Budget
- ✓ Approve/Disapprove 2025-2026 Administrative Budget
- ✓ Approve/Disapprove 2025-2026 Training and Technical Assistance Budget
- ✓ Approve/Disapprove 2025-2026 Non-Federal Share (In-Kind) Budget

II. SUMMARY:

CAPMC received notice from the Office of Head Start to submit its refunding application. There are four sections within this overall action that the Policy Council will need to review, discuss, and approve/disapprove the recommendations set forth. Staff will review each section in detail. The items are presented in chronological order to complete our application process.

III. DISCUSSION:

- A. **Step One:** Approve the Basic Budget including indirect cost for the grant year ending May 31, 2026. See Attachments for the respective budgets.

CAPMC received its annual funding guidance letter from ACF Region IX for a total amount of \$5,382,483. The funds were allocated as follows:

1. \$4,496,470 for Head Start Basic Operating Cost
2. \$826,615 for Early Head Start Basic Operating Cost
3. \$46,025 for Head Start Training and Technical Assistance
4. \$13,373 for Early Head Start Training and Technical Assistance
5. CAPMC must also submit a combined Non-Federal Share budget of \$1,315,065 for In-Kind to be generated by the program.

B. Upon receipt of the funding guidance, staff developed a preliminary budget based on the following items:

1. Review 2023-2024 and 2024-2025 Program Expenditures – YTD
2. Review 2023-2024 and 2024-2025 Program Operations – number of centers, days and hours of operation, and enrollment reports.
3. Review of new Workers' Compensation Rates.
4. Review increase of cost of Health Insurance coverage.
5. Review all Health/Safety Monitoring Reports for all centers
6. Review rent cost for each site and central office.
7. Review projected salary increases for staff based on performance (merit increases), an unfunded liability.
8. Review staffing patterns for all sites and central office.

C. **Proposed changes for the 2025-2026 program year:** The budget being presented is based on the proposed changes for a slot reduction and conversion. The applicable changes have been made to the budgets and therefore, the amount for each budget will be different and will be noted under the "Financial" section:

1. CAPMC is proposing to reduce its funded enrollment by 57 slots. The current enrollment is 196 preschool slots. The funded enrollment, if the reduction is approved, will be 139 preschool slots. CAPMC will be requesting to maintain full funding in order to support a slot conversion and salary increase for Early Head Start staff. The reduction is being proposed due to the program's inability to reach full enrollment, specifically at the North Fork Head Start Center. The slots for each center will change from 15 to 13 slots. The reduction for this site will allow for better support to children enrolling and ensure full enrollment for the site.
2. The last phase of this proposal is to convert Head Start slots to Early Head Start. At this time, staff are proposing to convert 10 slots. This will increase enrollment for Early Head Start from 50 to 60 slots. An additional EHS Facilitator will be hired to support the increase in enrollment. In addition and as mentioned above, salaries for the Early Head Start Facilitators will be increased by 5% in order to align the position to the Teacher II position as they hold the same qualifications. The cost/expense has been allocated to the budget.
3. The budget being presented represents all the changes listed above thus the total funding amounts will not match the refunding letter from OHS. The breakdown is noted on each of the program's budgets which are attached for review and consideration. The changes will be effective, if approved by Region IX, on June 1, 2025.

D. **Step Two:** Approve the Administrative Budget and the components of the indirect cost pool for the grant application for the year ending May 31, 2025.

As a part of the grant application, certain costs are identified as administrative costs. The agency cannot exceed a 15% limitation on administrative costs. Staff recommends that the Policy Council and the Board of Directors approve the administrative costs and the components of the indirect cost pool as attached.

Support for Recommendation:

The Head Start Bureau designates certain percentages of items of the budget as administrative.

The Policy Council and Board of Directors must approve the components of the indirect cost pool. The agency has an approved rate of 9.1% indirect cost in place for the year ending June 30, 2026. This indirect cost rate proposal is submitted on an annual basis to the Office of Head Start, Division of Cost Allocation and must be approved by the Office of Head Start Region IX Division.

Indirect costs are those costs that cannot be readily and specifically identified with a particular project or activity but are necessary to the operation of the organization. Indirect costs such as administration, fiscal, and human resources are charged to a central administrative cost center. This covers the salaries and related fringe benefits of the following positions:

Executive Director	Program Assistant/Typist Clerk II
Assistant to the Executive Director	Facilities Manager
Chief Financial Officer	Human Resources Director
Human Resources Assistants	Receptionist
Accounting Technicians	Network Administrator
Accountant Services Program Manager	

Other costs paid out of the indirect cost center include rent, utilities, building repairs and maintenance, property insurance, and custodial services based on the square footage occupied by the administrative staff. Other expenses which originate for the indirect cost pool and are for the benefit of all programs are:

Office Supplies	Data Processing Supplies
Liability Insurance	Program Supplies
Printing and Publication	Telephone
Postage and Shipping	Audit
Consultants	Legal
Staff Travel – Local and Out of Area	Training
Equipment Rental	Fees & Licenses
Vehicle Insurance, Repair & Maintenance	

Financial Impact

No impact; the Administrative Budget is a component of the Basic and T&TA budgets. It does not increase or decrease the total amount of the funding application.

Step Three: Review and approve the Madera/Mariposa Regional & Early Head Start Training & Technical Assistance Budget. Head Start receives funds to provide ongoing technical assistance to staff, Policy Council and Board Members. The training plan was developed using the process below:

- Program Data: Results from the Self-Assessment, Community Assessment, ongoing monitoring report, outcomes and PIR data were reviewed to identify emerging trends and training needs. Most of the T&TA funds will be used to support teaching staff in preparation for the upcoming CLASS monitoring event scheduled by Office of Head Start.

The training plan is based on all the needs identified above.

Total Financial Impact: \$59,398

Step Four: Review and approve the Madera Head Start In-Kind Budget. Performance Standards require a 20% In-Kind match for Head Start funds.

Financial Impact: For every \$1.00 received from the Head Start Bureau, the agency is required to provide a 0.25¢ match. This is becoming increasingly difficult to meet.

- The 2025-2026 Madera Head Start and Early Head Start Refunding Application will be presented to the Policy Council for approval on February 6, 2025.

IV. **FINANCIAL IMPACT:** Significant – Amounts are based on changes stated above:

	Original Award	Proposed Budget
Head Start – Basic Budget:	\$4,522,453	\$4,393,229
Early Head Start – Basic Budget	\$ 678,411	\$ 807,635
Administrative Budget:	N/A	\$ 688,602
Head Start T&TA Award:	N/A	\$ 46,025
Early Head Start T&TA Award	N/A	\$ 13,373
In-Kind Budget (RHS & EHS):	N/A	\$1,315,065
CSPF Funding*		\$1,091,316

*Funding is blended with Head Start funds. The funding will be reduced from previous years due to the Head Start slot reduction.

Community Action Partnership of Madera County
Regional/Mariposa Head Start
Payroll Budget Detail and Justification
June 1, 2022 - May 31, 2023

1/28/2025
11:45 AM

DAYS OF OPERATION

Title	Pre-Start	Child Days	Duration	Staff w/o Child	Holidays	N/P Partial Staff	Winter/Sprg Brks	N/P All Staff	N/P All Staff	Benefit %	Total		
											YTD Wages	Federal Amount	
MADERA REGIONAL 001 - Verdell McKelvey													
Full Day		Full Day											
SITE SUPERVISOR/TEACHER II	2	175	18	11	12	0	42	260	100.0%				
ADVOCATE III	14	175	18	11	12	0	30	260	100.0%				
TEACHER II		175	18	11	12	0	44	260	100.0%				
INSTRUCTIONAL AIDE I/JANITOR		175	18	11	12	0	44	260	100.0%				
FOOD SERVICE/HEAD COOK (40+MEALS)		175	18	11	12	0	44	260	100.0%				
FOOD SERVICE WORKER/INSTRUCTIONAL AIDE I		175	18	11	12	0	44	260	100.0%				
											\$	182,277.01	252,212.02
MADERA REGIONAL 002 - Chowchilla													
Full Day		Full Day											
SITE SUPERVISOR/TEACHER I	2	175	18	11	12	0	42	260	100.0%				
ADVOCATE III	14	175	18	11	12	0	30	260	100.0%				
TEACHER II		175	18	11	12	0	44	260	100.0%				
TEACHER III		175	18	11	12	0	44	260	100.0%				
TEACHER III		175	18	11	12	0	44	260	100.0%				
ASSOCIATE TEACHER		175	18	11	12	0	44	260	100.0%				
INSTRUCTIONAL AIDE II/JANITOR		175	18	11	12	0	44	260	100.0%				
INSTRUCTIONAL AIDE I/JANITOR		175	18	11	12	0	44	260	100.0%				
FOOD SERVICE/HEAD COOK (40+MEALS)		175	18	11	12	0	44	260	100.0%				
FOOD SERVICE WORKER/INSTRUCTIONAL AIDE I		175	18	11	12	0	44	260	50.0%				
											\$	262,191.38	368,620.20
MADERA REGIONAL 004 - Eastside													
Full Day		Full Day											
SITE SUPERVISOR/TEACHER II	2	175	18	11	12	0	42	260	100.0%				
ADVOCATE III	14	175	18	11	12	0	30	260	100.0%				
TEACHER III		175	18	11	12	0	44	260	100.0%				
INSTRUCTIONAL AIDE II/JANITOR		175	18	11	12	0	44	260	100.0%				
FOOD SERVICE WORKER/INSTRUCTIONAL AIDE I		175	18	11	12	0	44	260	100.0%				
											\$	152,173.03	201,810.99
MADERA REGIONAL 005 - Fairmead													
Full Day		Full Day											
SITE SUPERVISOR/TEACHER I	2	175	18	11	12	0	42	260	100.0%				
ADVOCATE III	14	175	18	11	12	0	30	260	100.0%				
TEACHER II		175	18	11	12	0	44	260	100.0%				
INSTRUCTIONAL AIDE I/JANITOR		175	18	11	12	0	44	260	100.0%				
FOOD SERVICE WORKER/INSTRUCTIONAL AIDE I		175	18	11	12	0	44	260	50.0%				
											\$	120,835.77	154,452.92
MADERA REGIONAL 006 - Cottonwood													
Full Day		Full Day											
SITE SUPERVISOR/TEACHER II	2	175	18	11	12	0	42	260	100.0%				
ADVOCATE III	14	175	18	11	12	0	30	260	100.0%				
ASSOCIATE TEACHER		175	18	11	12	0	44	260	100.0%				
INSTRUCTIONAL AIDE III		175	18	11	12	0	44	260	100.0%				
FOOD SERVICE WORKER/INSTRUCTIONAL AIDE I		175	18	11	12	0	44	260	100.0%				
											\$	139,674.86	202,614.30
MADERA REGIONAL 008 - Oakhurst													
PART DAY		PART DAY											
SITE SUPERVISOR/TEACHER II	2	170	23	11	12	0	42	260	100.0%				
ADVOCATE III	14	170	23	11	12	0	30	260	50.0%				
ASSOCIATE TEACHER		170	23	11	12	0	44	260	100.0%				
INSTRUCTIONAL AIDE III		170	23	11	12	0	44	260	100.0%				
											\$	100,032.16	128,054.10
MADERA REGIONAL 009 - Valley West													
PART DAY		PART DAY											
SITE SUPERVISOR/TEACHER II	2	170	23	11	12	0	42	260	100.0%				
ADVOCATE III	14	170	23	11	12	0	30	260	100.0%				
TEACHER II		170	23	11	12	0	44	260	100.0%				
INSTRUCTIONAL AIDE I/JANITOR		170	23	11	12	0	44	260	100.0%				
INSTRUCTIONAL AIDE II/JANITOR		170	23	11	12	0	44	260	100.0%				
FOOD SERVICE WORKER I		170	23	11	12	0	44	260	100.0%				
											\$	281,878.14	336,944.09
MADERA REGIONAL 014 - Ruth Gonzales													
FULL		Full Day											
SITE SUPERVISOR/TEACHER I	2	175	18	11	12	0	42	260	100.0%				
ADVOCATE III	14	175	18	11	12	0	30	260	100.0%				
TEACHER III		175	18	11	12	0	44	260	100.0%				
INSTRUCTIONAL AIDE I/JANITOR		175	18	11	12	0	44	260	100.0%				
FOOD SERVICE WORKER/INSTRUCTIONAL AIDE I		175	18	11	12	0	44	260	100.0%				
											\$	161,091.27	214,535.55
MADERA REGIONAL 016 - Mis Tesoros													
FULL		Full Day											
SITE SUPERVISOR/TEACHER I	2	175	18	11	12	0	42	260	100.0%				
ADVOCATE III	14	175	18	11	12	0	30	260	100.0%				
TEACHER II		175	18	11	12	0	44	260	100.0%				
INSTRUCTIONAL AIDE II/JANITOR		175	18	11	12	0	44	260	100.0%				
FOOD SERVICE WORKER I		175	18	11	12	0	44	260	100.0%				
											\$	150,768.33	193,095.94

Community Action Partnership of Madera County
Regional/Mariposa Head Start
Payroll Budget Detail and Justification
June 1, 2022 - May 31, 2023

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DAYS OF OPERATION

Title	Pre-Start	Child Days	Duration	Staff w/o Child	Holidays	N/P Partial Staff	Winter/Sprg Brks	N/P All Staff	N/P All Staff	Benefit %	Total			
											YTD Wages	Federal Amount		
MADERA OFFICE														
HEAD START DEPUTY DIRECTOR - CHILD DEVELOPMENT SERVICES		247			13				260	27.0%				
HEAD START DEPUTY DIRECTOR - CHILD AND FAMILY SERVICES		247			13				260	21.0%				
AREA MANAGER		247			13				260	34.0%				
AREA MANAGER		247			13				260	32.0%				
AREA MANAGER		247			13				260	3.0%				
HEAD START PROFESSIONAL DEVELOPMENT COACH		247			13				260	70.0%				
ERSEA SERVICES CONTENT SPECIALIST		247			13				260	54.0%				
PARENT AND GOVERNANCE SPECIALIST		247			13				260	31.0%				
NUTRITION SERVICES CONTENT SPECIALIST		247			13				260	24.0%				
HEALTH SERVICES CONTENT SPECIALIST		247			13				260	16.0%				
DISABILITIES/MENTAL HEALTH SERVICES CONTENT SPECIALIST		247			13				260	26.0%				
PROGRAM TECHNICIAN		247			13				260	30.0%				
DATA TECHNICIAN		247			13				260	85.0%				
FACILITIES SUPERVISOR		247			13				260	29.0%				
MAINTENANCE WORKER I		247			13				260	16.0%				
MAINTENANCE WORKER I		247			13				260	42.0%				
MAINTENANCE WORKER I		247			13				260	11.0%				
MAINTENANCE WORKER II		247			13				260	49.0%				
MAINTENANCE WORKER I		247			13				260	20.0%				
INFORMATION TECHNOLOGY HELP DESK TECHNICIAN		247			13				260	37.0%				
											\$	487,724.03	\$	615,029
ADMIN														
HEAD START DIRECTOR		247			13				260	35.0%				
EXECUTIVE ADMINISTRATIVE AIDE		247			13				260	33.0%				
HUMAN RESOURCES ASSISTANT II		247			13				260	28.0%				
											\$	89,895.64	\$	113,099.35
											\$	2,128,541.62	\$	2,780,468.56

9 Sites & Admin	
6A Total Salaries	2,855,689.01
Accrued Vacation	148,643.71
Merit	12,017.19
CSPP	\$(887,808.43)
	<u>2,128,541.48</u>
Taxes	
SUI	25,379.76
FICA	170,485.00
	<u>195,864.76</u>
Workers Comp	<u>58,537.54</u>
6B Fringe Benefits	
Medical Insurance	266,492.46
Dental Insurance	26,811.59
Retirement Insurance Decline	8,862.00
Retirement Insurance 4%	95,358.68
	<u>397,524.73</u>
Total Employee Benefits	651,927.03
Grand Total	<u>\$ 2,780,468.51</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA HEAD START
BASIC BUDGET JUSTIFICATION
JUNE 1, 2025 - MAY 31, 2026

14 Telephone/Internet -Mobile Communications							
a. Head Start Centers and Office:							\$ 96,313
Head Start Sites:	\$ 8,250.00	x	12 Sites		\$ 99,000		
15 Annual Rent							\$ 237,000
Central Head Start Office	\$ 15,399.92	x	12 Mths		\$ 184,799		
Head Start Sites:	\$ 4,351.00	x	11 Mths		\$ 52,201		
16 Utilities - Electricity, Water, & Disposal							\$ 108,000
Central Head Start Office	\$ 1,833.33	x	12 Mths		\$ 22,000		
Head Start Sites:	\$ 7,166.67	x	12 Mths		\$ 86,000		
17 Building Maintenance/Repair and Other Occupancy							\$ 202,400
a. Building Repairs & Maintenance	\$ 12,500.00	x	12 Mths		150,000		
b. Grounds Maintenance	\$ 2,458.33	x	12 Mths		\$ 29,500		
c. Pest Control	\$ 625.00	x	12 Mths		\$ 7,500		
d. Burglar and Fire Alarm	\$ 283.33	x	12 Mths		\$ 3,400		
e. Custodial Services	\$ 1,000.00	x	12 Mths		\$ 12,000		
18 Building and Liability Insurance							\$ 15,412
a. Property Insurance	\$ 1,026.00	x	12 Mths		\$ 12,312		
b. Student Insurance	\$ 300.00	x	9 Mths		\$ 2,700		
c. Liability Insurance	\$ 33.33	x	12 Mths		\$ 400		
19 Consultants							\$ 7,000
Legal fees and Union Negotiation					\$ 7,000		
20 Human Resource & Personnel Fees							\$ 33,400
a. Medical Screening/Drug Testing	\$ 120.00	x	20	Emp	\$ 2,400		
b. Fingerprinting Clearance Fees	\$ 50.00	x	20	Emp	\$ 1,000		
c. Center Licensing Fees	\$ 2,500.00	x	12	Mths	\$ 30,000		
21 Transportation							\$ 44,000
a. Vehicle Operating Expenses: Gas & Oil	\$ 1,000.00	x	12 Mths		\$ 12,000		
b. Vehicle Insurance	\$ 1,833.33	x	12 Mths		\$ 22,000		
c. Vehicle Maintenance	\$ 833.33	x	12 Mths		\$ 10,000		
d. Depreciation Expense	\$ -	x	12 Mths		\$ -		
22 Local Travel							\$ 5,000
			Miles				
a. Local in-county travel for office/center staff	7,464	x	0.670		\$ 5,000		
23 Parent Services							\$ 5,650
a. Parent/PC mileage reimbursement	\$ 45.00	x	10	Mths	\$ 450		
b. Policy Council Meeting Allowance	\$ 35.00	x 12 Mtg x 12 members			\$ 1,500		
c. PC Food Allowance	\$ -	x 12 Mtg x 10 members			\$ 1,000		
24 Training or Staff Development							\$ 18,500
a. Employee Health and Safety	\$ 100.00	x	60	Emp	\$ 6,000		
b. Registration Fees - Local Training	\$ 100.00	x	50	Emp	\$ 5,000		
c. Education Reimbursement	\$ 2,500.00	x	3	Emp	\$ 7,500		
25 Property Taxes							\$ 50
TOTAL OPERATIONAL COST						BASIC	\$ 1,128,375
TOTAL PAYROLL COST							\$ 2,780,470
							\$ 3,908,845
6i. INDIRECT COSTS							
Indirect Costs 9.1% Of Total Direct Charges							\$ 355,705
TOTAL PA 22 HEAD START BUDGET							\$ 4,264,550
						Children	139
						Cost per Child	\$ 30,680
						Inkind	\$ 1,077,644.00

6a. SALARIES				\$0
6b. FRINGE BENEFITS				\$0
TOTAL SALARIES & FRINGE BENEFITS				\$0
OPERATIONAL EXPENSES				
6c. TRAVEL				\$ 13,577
1. National Head Start Association Conference		\$	7,000	
Registration fees (\$500/person x 3 staff)	\$ 1,500			
Lodging (\$250/night x 5 nights x 2 room, including parking)	\$ 2,500			
Per diem (\$50/day x 6 days x 3 staff)	\$ 900			
Airfare	\$ 2,100			
2. CHSA Annual Education Conference			\$3,020	
Registration for 3 staff (\$450/day x 3 staff)	\$1,350			
Lodging (150/night x 4 nights x 2 rooms, including parking)	\$1,040			
Per diem (\$42/day x 5 days x 3 staff)	\$630			
3. CHSA Health Institute			\$2,454	
Registration fees (\$350 x 3 staff)	\$1,050			
Lodging (\$150/night x 3 nights x 2 room, including parking)	\$900			
Per diem (\$42/day x 4 days x 3 staff)	\$504			
4. CACFP Annual Conference			\$1,103	
Registration fees (\$275 x 1 staff)	\$275			
Lodging (\$149/night x 4 nights x 1 room, including parking)	\$660			
Per diem (\$42/day x 4 days x 1 staff)	\$168			
6d. EQUIPMENT				\$0
6e. SUPPLIES				\$3,214
1. Office/Program Supplies			\$3,214	
Resource materials for staff and parents training and meetings				
6f. CONTRACTUAL				\$0
6g. CONSTRUCTION				\$0
6h. OTHER				\$25,394
2. Consultants and Consultant Expenses			\$25,394	
a. Policy Council Training with Agency Attorney	\$1,500			
*Brown Act				
*By-Laws				
*Program Governance				
*Role & Responsibilities				
b. Area Managers, Teaching staff, 15 hour In-service	\$11,650			
*CLASS Interact				
*Dual Language Learners				
*DLL Learning Groups				
*Cultural Responsiveness				
*DRDP				
*My Teachstone				
*Teaching Strategies I Cloud				
*Teaching Pyramid Level 1 & 2				
*Adressing Behaviors				
*Autism				
d. Advocate Child & Family Partners Certificate	\$2,250			
*\$750/per person x 3 staff				
f. Health & Safety Trainings	\$4,750			
*Child Abuse & Mandated Reporter				
*Active Supervision/Standards of Conduct				
*OHS Health & Safety - Reportable Incidents				
*Bloodborne Pathogens				
Illness, Injury Prevention Plan				
*Medication Procedure				
*CACFP/Nutrition				
*Staff Wellness Training/Activities				
*CPR/First Aid Certification				
g. Food Handler and Food Manager Certification	\$245			
*\$15/per person x 13 staff - handler				
h. Teach Stone - CLASS Certification	\$450			
(\$150/Person x 4 Staff)				
i. Virtual CACFP Conference	\$529			
(\$529/Person x 1 Staff)				
j. NHSA - LEDS Conference (Virtual)	\$4,020			
4. Printing and Publications - Training Materials				
TOTAL DIRECT CHARGES				\$42,186
6i. INDIRECT COSTS	\$42,186	X	9.10%	\$3,839
TOTAL PA 20 HEAD START T & TA BUDGET				\$46,025

**Community Action Partnership of Madera County
Madera Head Start
Basic Non-Federal Share (In-Kind Cash)
Budget Detail Justification PA20/PA22
June 1, 2025 - May 31, 2026**

6a. SALARIES 0
6b. FRINGE BENEFITS 0
6c. TRAVEL (OUT OF AREA) 0
6d. EQUIPMENT 0

6e. SUPPLIES

1	Donated Materials	\$ 64.89	x	9	Sites		\$	584.00	
	Doantions provided by local merchants								
2	Supplies Purchased	\$ 83.33	x	12	Months		\$	1,000.00	
	with Program Income								
									\$ 1,584.00

6f. CONTRACTUAL

6g. CONSTRUCTION

6h. OTHER

	Appraised	Annual Rent Paid						Inkind Value	
000 Office (Only)	-	184,799.00						N/A	\$297,239
001 Vedell Mckelvey	59,952.00	6,000.00						53,952.00	
002 Chowchilla	50,832.00	6,600.00						44,232.00	
004 Eastside	48,768.00	14,400.00						34,368.00	
005 Fairmead	42,864.00	1.00						42,863.00	
006 Cottonwood	61,872.00	-						61,872.00	
008 Oakhurst	36,024.00	6,000.00						30,024.00	
009 Valley West	24,612.00	8,400.00						N/A	
014 Ruth Gonzales	34,128.00	4,200.00						29,928.00	
016 Mis Tesoras	38,040.00	6,600.00						N/A	
								N/A	
	397,092.00	237,000.00						\$297,239	

3 Volunteers \$62,058

PC Board	14 Membrs	0.25	Hrs	12	Mtgs	\$62.14	Hr	\$2,610	
000 Office	0 Parents	-	Hrs	10	Mtgs	\$25.96	Hr	\$0	
001 Vedell Mckelvey	30 Parents	1.00	Hrs	10	Mtgs	\$25.96	Hr	\$7,788	
002 Chowchilla	40 Parents	1.00	Hrs	10	Mtgs	\$25.96	Hr	\$10,384	
004 Eastside	20 Parents	1.00	Hrs	10	Mtgs	\$25.96	Hr	\$5,192	
005 Fairmead	17 Parents	1.00	Hrs	10	Mtgs	\$25.96	Hr	\$4,413	
006 Cottonwood	20 Parents	1.00	Hrs	10	Mtgs	\$25.96	Hr	\$5,192	
008 Oakhurst	15 Parents	1.00	Hrs	10	Mtgs	\$25.96	Hr	\$3,894	
009 Valley West	30 Parents	1.00	Hrs	10	Mtgs	\$25.96	Hr	\$7,788	
014 Ruth Gonzales	20 Parents	1.00	Hrs	10	Mtgs	\$25.96	Hr	\$5,192	
016 Mis Tesoras	17 Parents	1.00	Hrs	10	Mtgs	\$25.96	Hr	\$4,413	
351 Mariposa	20 Parents	1.00	Hrs	10	Mtgs	\$25.96	Hr	\$5,192	
	229								

4 State Inkind Collaboration \$716,763

	Contract	Contribution
	\$ 968,599.00	74.000%
		\$716,763

Total Non-Federal Share \$1,077,644.00

TOTAL NON-FEDERAL SHARE BUDGET

**Community Action Partnership of Madera County
Madera Head Start
Basic Administrative Budget
June 1, 2025 - May 31, 2026**

6A PERSONNEL	Hrs./ Day	# Days	% Time	BASIC FEDERAL SHARE
Position				
HEAD START DIRECTOR	2.96	260	37.0%	\$ 67,413.76
EXECUTIVE ADMINISTRATIVE AIDE	2.88	260	36.0%	\$ 27,521.32
HUMAN RESOURCES ASSISTANT II	2.32	260	29.0%	\$ 26,876.27
TOTAL SALARIES				<u>\$ 121,811.35</u>
6B FRINGE BENEFITS				
Payroll Taxes:				
FICA				7,886.00
SUI				434.35
Workers' Compensation				2,550.18
Health/Dental/Vision/Life Insurance				9,150.00
Retirement				4,530.28
TOTAL FRINGE BENEFITS				<u>24,550.81</u>
 TOTAL PERSONNEL COSTS				 <u>146,362.16</u>
6C TRAVEL (OUT OF AREA)				
1. National Head Start Association Conference	\$ 10,500	x	50%	5,250
2. CHSA Annual Education Conference	\$ 3,020	x	50%	1,510
3. CHSA Health Institute	\$ 2,454	x	50%	1,227
4. CACFP Annual Conference	\$ 1,103	x	50%	552
5. Zero to Three Conference	\$ 4,863	x	50%	
TOTAL TRAVEL (OUT OF AREA)	<u>\$ 21,940</u>			<u>8,539</u>
6D EQUIPMENT (EXCESS \$5,000/UNIT)	0	-		
TOTAL EQUIPMENT (EXCESS \$5,000/UNIT)				
6E SUPPLIES				
Office Supplies	\$9,000 per yr.	x	10.0%	900
Data Supplies	\$23,900 per yr.	x	10.0%	2,390
Custodial Supplies	\$6,500 per yr.	x	5.0%	325
Postage	\$700 per yr.	x	100.0%	700
Printing & Publications	\$14,000 per yr.	x	0.0%	-
TOTAL SUPPLIES				<u>4,315</u>
6F CONTRACTS				-
6G RENOVATION				-
6H OTHER				
Telephone	\$ 9,600.00 per yr.	x	2.00%	192
Rent	\$ 298,799.00 per yr.	x	3.00%	8,964
Utilities and Disposal	\$ 37,600.00 per yr.	x	2.00%	752
Burglar & Alarm	\$ 950.00 per yr.	x	2.00%	19
Property Insurance	\$ 9,812.00 per yr.	x	2.00%	196
Liability Insurance	\$ 400.00 per yr.	x	5.00%	20
Fees & Licenses	\$ 33,500.00 per yr.	x	1.00%	335
Legal	\$ 7,000.00 per yr.	x	100.00%	7,000
TOTAL OTHER				<u>10,478</u>
6I TOTAL DIRECT COSTS				<u>169,694</u>
6J INDIRECT COSTS	Approved Indirect Rate (9.1%)			<u>443,997</u>
TOTAL BUDGET				<u>613,691</u>
ADMINISTRATIVE PERCENTAGE				9.12%

Administrative Rate Calculation	
Basic (Regional and EHS)	\$ 5,323,085
T&TA (Regional and EHS)	\$ 59,398
	<u>\$ 5,382,483</u>
Non-Federal (Regional and EHS)	\$ 1,345,621
Grand Total	<u>\$ 6,728,104</u>
MAX ADMIN % ALLOWED = 15%	\$ 1,009,216
ADMIN BUDGET TOTAL	\$ 613,691
DIVIDED BY TOTAL FUNDING	\$ 6,728,104
ADMIN %	9.12%



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

November 20, 2024

Grant No. 09CH011519

Dear Head Start Grant Recipient:

An application for funding for the upcoming budget period must be submitted by March 1, 2025.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Head Start	Early Head Start
Program Operations	\$4,496,470	\$826,615
Training and Technical Assistance	\$46,025	\$13,373
Total Funding		\$5,382,483

Program	Head Start	Early Head Start
Federal Funded Enrollment	196	50

Period of Funding: 06/01/2025 - 05/31/2026

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3.01 (Application Instructions)* for a baseline application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

Application Instructions are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the “Resources” section of the HSES.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start award. Annual funding levels are subject to change because of Congressional action or program performance and may result in additional funding guidance from the Office of Head Start.

Addressing Staffing Challenges through Grant Applications

Programs are strongly encouraged to make necessary changes to stabilize the Head Start workforce and must consider the staffing and training needs for their proposed program design,

including necessary compensation and staff supports to implement a sustainable high-quality program. Further guidance on strategies to support the Head Start workforce can be found in ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce.

Additional guidance on making program adjustments necessary to maintain a high-quality program with qualified staff can be found in ACF-IM-HS-22-09 Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots.

Program Improvement (One-Time) Requests & Request Related to Health and Safety

Grant recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for separately through the *Supplement or Supplement—Facilities 1303* amendment type in HSES. Please select the appropriate amendment based on the description in HSES. Requests generally include but not limited to facility projects (construction, purchase, or major renovations requiring 1303 applications, including costs necessary to determine eligibility to submit a 1303 application, and/or costs necessary to prepare and submit a 1303 application); minor repairs and enhancements; playground installations or upgrades; funding to support transportation needs with making investments in buses or other vehicles necessary to operate the program; or security and surveillance investments to assure maximum safety of children. Requests are prioritized and funded based on funding availability and may require additional time before a final decision.

For questions regarding *Application Instructions* or program improvement needs and requests, please contact Josh Jagerman, Head Start Program Specialist, at 415-437-8460 or joshua.jagerman@acf.hhs.gov or Jessica Burnham, Grants Management Specialist, at 816-426-2279 or jessica.burnham@acf.hhs.gov.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Cynthia Yao/

Cynthia Yao

Regional Program Manager
Office of Head Start

Community Action Partnership of Madera County
 Early Head Start
 Payroll Budget Detail and Justification
 June 1, 2025 - May 31, 2026

1/28/2025
 11:50 AM

DAYS OF OPERATION

Title	Pre-Start	Child Days	Duration	Staff w/o Child	Holidays	N/P Partial Staff	Winter/Sprg Brks	N/P All Staff	N/P All Staff	Benefit %	Total			
											YTD Wages	Federal Amount		
EARLY HEAD START FAMILY FACILITATOR		222		13	13		12	0	0	100.0%				
EARLY HEAD START FAMILY FACILITATOR		222		13	13		12	0	0	100.0%				
EARLY HEAD START FAMILY FACILITATOR		222		13	13		12	0	0	100.0%				
EARLY HEAD START FAMILY FACILITATOR		222		13	13		12	0	0	100.0%				
EARLY HEAD START FAMILY FACILITATOR		222		13	13		12	0	0	100.0%				
EARLY HEAD START FAMILY FACILITATOR		222		13	13		12	0	0	100.0%				
											\$	446,275.48	\$	560,191.56
MADERA OFFICE														
HEAD START DEPUTY DIRECTOR - CHILD DEVELOPMENT SER	247					13				6.0%				
HEAD START DEPUTY DIRECTOR - CHILD AND FAMILY SERVIC	247					13				6.0%				
AREA MANAGER	247					13				32.0%				
HEAD START PROFESSIONAL DEVELOPMENT COACH	247					13				35.0%				
ERSEA SERVICES CONTENT SPECIALIST	247					13				10.0%				
PARENT AND GOVERNANCE SPECIALIST	247					13				2.0%				
NUTRITION SERVICES CONTENT SPECIALIST	247					13				3.0%				
HEALTH SERVICES CONTENT SPECIALIST	247					13				8.0%				
DISABILITIES/MENTAL HEALTH SERVICES CONTENT SPECIALI	247					13				5.0%				
PROGRAM TECHNICIAN	247					13				10.0%				
DATA TECHNICIAN	247					13				15.0%				
											\$	109,205.48	\$	129,213
ADMIN														
HEAD START DIRECTOR	247					13				3.0%				
EXECUTIVE ADMINISTRATIVE AIDE	247					13				3.0%				
HUMAN RESOURCES ASSISTANT II	247					13				4.0%				
											\$	8,712.00	\$	10,059.10
											\$	13,081.60	\$	15,126.29
											\$	570,733.76	\$	707,027.03

6A Total Salaries	537,750.32
Accrued Vacation	30,143.98
Merit	2,839.10
CSPP	\$ -
	<u>570,733.40</u>
Taxes	
SUI	571.62
FICA	43,799.50
	<u>44,371.12</u>
	<u>5,131.02</u>
Workers Comp	
	<u>5,131.02</u>
6B Fringe Benefits	
Medical Insurance	45,823.34
Dental Insurance	5,363.98
Retirement Insurance Decline	2,655.00
Retirement Insurance 4%	32,948.99
	<u>86,791.31</u>
Total Employee Benefits	136,293.45
Grand Total	<u>\$ 707,026.85</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
EARLY HEAD START
EHS BUDDGET DETAIL JUSTIFICATION
JUNE 1, 2025 - MAY 31, 2026

012 Early Headstart	\$ -	x	12	Mths			
7 Annual Rent						##### ##	
000 Central Head Start Office	\$ 9,500.00	x	12	Mths	\$ 114,000		
012 Early Headstart	\$ -	x	12	Mths	\$ -		
8 Utilities - Electricity, Water, & Disposal						\$ 15,600	
000 Central Head Start Office	\$ 1,300.00	x	12	Mths	\$ 15,600		
012 Early Headstart	\$ -	x	12	Mths	\$ -		
9 Building Maintenance/Repair and Other Occupancy						\$ 1,450	
a. Building Repairs & Maintenance	\$ 41.67	x	12	Mths	\$ 500		
b. Grounds Maintenance	\$ -	x	12	Mths	\$ -		
c. Pest control	\$ 58.33	x	12	Mths	\$ 700		
d. Burglar & Fire Alarm Services	\$ 20.83	x	12	Mths	\$ 250		
7 Building and Liability Insurance						\$ 4,300	
a. Property Insurance	\$ 316.67	x	12	Mths	\$ 3,800		
b. Student Insurance	\$ 41.67	x	12	Mths	\$ 500		
c. Liability Insurance	\$ -	x	12	Mths	\$ -		
8 Custodial Services	\$ 200.00	x	12	Mths	\$ 2,400.00	\$ 2,400	
9 Child Service Consultants							
a. Medical Exams	\$ -	x	2	Children	\$ -	\$ -	
b. Medical Follow-ups	\$ -	x	2	Children	\$ -		
c. Dental Exams	\$ -	x	2	Children	\$ -		
d. Dental Follow-up	\$ -	x	2	Children	\$ -		
10 Human Resource & Personnel Fees						\$ 350	
a. Medical Screening/Drug Testing	\$ 65.00	x	1	Emp	\$ 200		
b. Fingerprinting Clearance Fees	\$ 35.00	x	1	Emp	\$ 150		
11 Transportation						\$ 12,400	
a. Vehicle Gas & Oil	\$ 35.00	x	12	Mths	\$ 2,200		
b. Vehicle Insurance	\$ 350.00	x	12	Mths	\$ 4,200		
c. Vehicle Maintenance	\$ 500.00	x	12	Mths	\$ 6,000		
d. Depreciation Expense	\$ -	x	12	Mths	\$ -		
12 Local Travel						\$ -	
a. Local in-county travel for office/center staff	Miles 2100	x	0.580		\$ -		
13 Parent Services						\$ 3,500	
a. Parent Mileage	100	x	0.65		\$ -		
b. Parent Center Committee Activities	\$ 125.00	x	24	Socials	\$ 3,000		
012 Early Head Start	\$ -				\$ -		
c. Policy Council Meeting Allowance	\$20 /Mtg x 12 x2				\$ 500		
d. PC Food Allowance	\$ -				\$ -		
14 Training or Staff Development						\$ 5,600	
a. Employee Health and Safety	\$ 150.00	x	6	Emp	\$ 900		
b. Registration Fees - Local Training	\$ 200.00	x	6	Emp	\$ 1,200		
c. Per Diem - Staff	\$ -	x	4	Emp	\$ -		
d. Education Reimbursement	\$ -	x	2	Emp	\$ -		
e. Fees and Licenses	\$ 875.00	x	4	Mths	\$ 3,500		
15 Classroom field trip	\$ -	x	42	Children	\$ -	\$ -	
012 Early Head Start	\$ -				\$ -		
16 Interest Expense	\$ -	x	12	Mths	\$ -	\$ -	
Property Taxes	\$ 20.00	x	2	Mths	\$ 20	\$ 20	
TOTAL OPERATIONAL COST					Operating	27.13% \$ 263,216	
TOTAL PAYROLL COST					Payroll	72.87% \$ 707,027	
						Sub-Total \$ 970,243	
6i. INDIRECT COSTS						\$ 88,292	
Indirect Costs of Total Direct Charges	9.10%	\$				1,058,535.00	
TOTAL PA 22 HEAD START BUDGET						Grand Total \$ 1,058,535.00	
						Children \$ 60	
						Cost per Child \$ 17,642	
						\$ 267,977	

EHS Training and Technical Assistance - PA20
 Budget Detail Justification
 June 1, 2025 - May 31, 2026

6a.	SALARIES		\$0
6b.	FRINGE BENEFITS		\$0
TOTAL SALARIES & FRINGE BENEFITS			\$0
 OPERATIONAL EXPENSES			
6c.	TRAVEL		\$8,363
	<u>1. Zero to Three Conference</u>	\$	4,863
	Registration (\$500 x 3 staff)	\$1,500	
	Lodging (\$250/night x 4 nights x 1 room, including p	\$1,000	
	Per diem (\$42/day x 5 days x 3 staff)	\$630	
	Airfare	\$1,733	
	<u>1. National Head Start Association Conference</u>		
	Registration fees (\$500/person x 2 staff)	\$ 1,000	\$3,500
	Lodging (\$250/night x 3 nights x 1 room, including p	\$ 750	
	Per diem (\$50/day x 5 days x 2 staff)	\$ 500	
	Airfare	\$ 1,250	
6d.	EQUIPMENT		\$0
6e.	SUPPLIES		\$0
6f.	CONTRACTUAL		\$0
6g.	CONSTRUCTION		\$0
6h.	OTHER SUPPLIES		\$3,895
			\$0
	<u>2. Consultants and Consultant Expenses</u>		\$3,895
	a. Health & Safety Trainings	\$450	
	*CPR/First Aid		
	*Child Abuse & Mandated Reporter		
	*Active Supervision/Standards of Conduct		
	*Bloodborne Pathogens		
	Illness, Injury Prevention Plan		
	*Medication Procedure		
	*CACFP/Nutrition		
	*Outcome Reports/Data Review		
	b. Early Head Start Family Facilitator Training	\$3,385	
	HOVRS - Best Practice		
	Developmental Parenting		
	DRDP - Learning Genie		
	Motivational Interviewing		
	Start Early Conference (Virtual)		
	c. Food Handler Certification	\$60	
	\$15 x 4 Staff		
	<u>4. Printing and Publications - Training Materials</u>	\$0	
	TOTAL DIRECT CHARGES		\$12,258
6i.	INDIRECT COSTS	\$12,258	X 9.10%
TOTAL PA 20 HEAD START T & TA BUDGET			<u>\$13,373</u>

2025-2026 MADERA/MARIPOSA REGIONAL HEAD START

Days of Operation PART DAY SESSION

Jun-25						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Mth	21	Exp	21
Child Days			0
Staff w/o Children			0
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			21
			21

Jul-25						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mth	23	Exp	14
Child Days			0
Staff w/o Children			0
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			23
			23

Aug-25						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth	21	Exp	30
Child Days			15
Staff w/o Children			6
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			21

Mth	65	Exp	65
Child Days			15
Staff w/o Children			6
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			44

Sep-25						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mth	22	Exp	20
Child Days			19
Staff w/o Children			2
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			22

Oct-25						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mth	23	Exp	20
Child Days			20
Staff w/o Children			2
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			23

Nov-25						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Mth	20	Exp	20
Child Days			14
Staff w/o Children			3
Holidays			3
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			20

Mth	65	Exp	60
Child Days			53
Staff w/o Children			7
Holidays			5
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0

Dec-25						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mth	23	Exp	20
Child Days			14
Staff w/o Children			1
Holidays			1
Winter/Spring Break			7
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			23

Jan-26						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mth	22	Exp	30
Child Days			18
Staff w/o Children			1
Holidays			2
Winter/Spring Break			1
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			22

Feb-26						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Mth	20	Exp	20
Child Days			17
Staff w/o Children			2
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			20

Mth	65	Exp	70
Child Days			49
Staff w/o Children			4
Holidays			4
Winter/Spring Break			8
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0

Mar-26						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mth	22	Exp	20
Child Days			18
Staff w/o Children			2
Holidays			0
Winter/Spring Break			2
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			22

Apr-26						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mth	22	Exp	20
Child Days			18
Staff w/o Children			1
Holidays			1
Winter/Spring Break			2
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			22

May-26						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mth	21	Exp	25
Child Days			16
Staff w/o Children			4
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			21

Mth	65	Exp	65
Child Days			52
Staff w/o Children			7
Holidays			2
Winter/Spring Break			4
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0

Starting	
Advocates	
Site Supervisors	
All Staff	
Training/Setup Days	
Childrens first day	
Winter/Spring Break	

Total Child Days	169
Staff Days w/o Children	24
Holidays	11
Winter/Spring Break	12
Non-Paid-Partial Staff	0
Non-Paid All Staff	0
Non-Op Days	44
	260

Mth	260	Exp	260
Child Days			169
Staff w/o Children			24
Holidays			11
Winter/Spring Break			12
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			44
			260

2025-2026 MADERA/MARIPOSA REGIONAL HEAD START

**Days of Operation
FULL DAY SESSION**

Jun-25						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Mth	21	Exp	21
Child Days			0
Staff w/o Children			0
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			21
			21

Jul-25						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mth	23	Exp	14
Child Days			0
Staff w/o Children			0
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			23
			23

Aug-25						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth	21	Exp	30
Child Days			15
Staff w/o Children			6
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			21

Mth	65	Exp	65
Child Days			15
Staff w/o Children			6
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			44

Sep-25						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mth	22	Exp	20
Child Days			20
Staff w/o Children			1
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			22

Oct-25						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mth	23	Exp	20
Child Days			20
Staff w/o Children			2
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			23

Nov-25						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Mth	20	Exp	20
Child Days			14
Staff w/o Children			3
Holidays			3
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			20

Mth	65	Exp	60
Child Days			54
Staff w/o Children			6
Holidays			5
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0

Dec-25						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mth	23	Exp	20
Child Days			15
Staff w/o Children			0
Holidays			1
Winter/Spring Break			7
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			23

Jan-26						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mth	22	Exp	30
Child Days			18
Staff w/o Children			1
Holidays			2
Winter/Spring Break			1
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			22

Feb-26						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Mth	20	Exp	20
Child Days			18
Staff w/o Children			1
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			20

Mth	65	Exp	70
Child Days			51
Staff w/o Children			2
Holidays			4
Winter/Spring Break			8
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0

Mar-26						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mth	22	Exp	20
Child Days			19
Staff w/o Children			1
Holidays			0
Winter/Spring Break			2
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			22

Apr-26						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mth	22	Exp	20
Child Days			18
Staff w/o Children			1
Holidays			1
Winter/Spring Break			2
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			22

May-26						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mth	21	Exp	25
Child Days			18
Staff w/o Children			2
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0
			21

Mth	260	Exp	260
Child Days			175
Staff w/o Children			18
Holidays			11
Winter/Spring Break			12
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			44

Advocates	Starting
Site Supervisors	Start Date
All Staff	Start Date
Training/Setup Days	Start Date
Childrens first day	
Winter/Spring Break	

Total Child Days	175
Staff Days w/o Children	18
Holidays	11
Winter/Spring Break	12
Non-Paid-Partial Staff	0
Non-Paid All Staff	0
Non-Op Days	44
	260

2025-2026 MADERA/MARIPOSA REGIONAL HEAD START

Days of Operation EHS FULL DAY SESSION

Jun-25						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Mth	21	Exp	21
Home Visit Wks			3
Child Days			20
Staff w/o Children			0
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			21

Jul-25						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mth	23	Exp	14
Home Visit Wks			5
Child Days			22
Staff w/o Children			0
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			23

Aug-25						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth	21	Exp	30
Home Visit Wks			4
Child Days			20
Staff w/o Children			1
Holidays			0
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			21

Mth	65	Exp	65
Home Visit Wks			12
Child Days			62
Staff w/o Children			1
Holidays			2
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0

Sep-25						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mth	22	Exp	20
Home Visit Wks			4
Child Days			21
Staff w/o Children			0
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			22

Oct-25						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mth	23	Exp	20
Home Visit Wks			5
Child Days			22
Staff w/o Children			0
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			23

Nov-25						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Mth	20	Exp	20
Home Visit Wks			3
Child Days			14
Staff w/o Children			3
Holidays			3
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			20

Mth	65	Exp	60
Home Visit Wks			12
Child Days			57
Staff w/o Children			3
Holidays			5
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0

Dec-25						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mth	23	Exp	20
Home Visit Wks			3
Child Days			15
Staff w/o Children			0
Holidays			1
Winter/Spring Break			7
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			23

Jan-26						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mth	22	Exp	20
Home Visit Wks			4
Child Days			18
Staff w/o Children			1
Holidays			2
Winter/Spring Break			1
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			22

Feb-26						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mth	20	Exp	29
Home Visit Wks			4
Child Days			17
Staff w/o Children			2
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			20

Mth	65	Exp	69
Home Visit Wks			11
Child Days			50
Staff w/o Children			3
Holidays			4
Winter/Spring Break			8
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0

Mar-26						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mth	22	Exp	21
Home Visit Wks			4
Child Days			18
Staff w/o Children			2
Holidays			0
Winter/Spring Break			2
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			22

Apr-26						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Mth	22	Exp	20
Home Visit Wks			4
Child Days			18
Staff w/o Children			1
Holidays			1
Winter/Spring Break			2
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			22

May-26						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mth	21	Exp	25
Home Visit Wks			4
Child Days			17
Staff w/o Children			3
Holidays			1
Winter/Spring Break			0
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			21

Mth	65	Exp	66
Home Visit Wks			12
Child Days			53
Staff w/o Children			6
Holidays			2
Winter/Spring Break			4
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0

Starting	
Childrens first day	
Winter/Spring Break	
Training/Setup Days	

Total Home Visit Weeks	47
Child Days	222
Staff Days w/o Children	13
Holidays	13
Winter/Spring Break	12
Non-Paid-Partial Staff	0
Non-Paid All Staff	0
Non-Op Days	0
	260

Mth	260	Exp	260
Home Visit Wks			47
Child Days			222
Staff w/o Children			13
Holidays			13
Winter/Spring Break			12
Non-Paid-Partial Staff			0
Non-Paid All Staff			0
Non-Op Days			0

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JANUARY 31, 2025**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG 01/01/2025 - 12/31/2025 218	318,202.00	7,929.64	8.33%	2.49%	Provide social service programs and administrative expenses
CSBG DISCRETIONARY NO CONTRACT YET 217	0.00	0.00	#DIV/0!	#DIV/0!	Provide social service programs and administrative expenses
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL 06/1/24 - 05/31/25 311/380	4,499,507.00	2,885,296.35	66.67%	64.12%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/1/24 - 05/31/25 310	46,025.00	35,780.82	66.67%	77.74%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/1/24 - 05/31/25 312	823,578.00	589,813.80	66.67%	71.62%	Provide early HS services to 50 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/1/24 - 05/31/25 309	13,373.00	13,373.00	66.67%	100.00%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/24 - 06/30/25 319	1,091,317.00	464,673.09	58.33%	42.58%	Provide child care services to HS preschool children and families
CHILD & ADULT CARE FOOD PROGRAM 10/01/24 - 09/30/25 390	602,510.00	158,143.68	33.33%	26.25%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/24 - 02/28/25 321/362	6,303,222.00	5,256,383.41	91.67%	83.39%	Provide HS services to 479 migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/24 - 02/28/25 320	31,845.00	22,822.81	91.67%	71.67%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/24 - 06/30/25 322/324	992,716.00	584,635.63	58.33%	58.89%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE SPECIALIZED SERVICES 07/01/24 - 06/30/25 325	169,936.00	82,946.17	58.33%	48.81%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
REGIONAL MADERA COE QUALITY COUNTS 06/01/2024 - 05/31/2025 356	150,862.00	0.00	66.67%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JANUARY 31, 2025**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START 09/01/24 - 08/31/25 331	5,789,431.00	2,712,410.85	41.67%	46.85%	Provide HS services to to 469 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/24 - 08/31/25 330	82,690.00	38,844.44	41.67%	46.98%	Provide training for staff and parents
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2024 - 08/31/2025 351	425,745.25	0.00	41.67%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2024 - 06/30/2025 371	277,136.00	154,159.52	58.33%	55.63%	Provides training and education to parentx to strengthen family relationships

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 FISCAL EXPENDITURE REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY 07/01/24 - 06/30/25 411	7,997.00	2,144.71	58.33%	26.82%	Training and supplies for child care providers
R & R GENERAL 07/01/24 - 06/30/25 401	294,215.00	162,662.21	58.33%	55.29%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/24 - 06/30/25 407	307,121.00	149,835.45	58.33%	48.79%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/24 - 06/30/25 424	55,064.00	26,966.08	58.33%	48.97%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/23 - 06/30/25 429	8,144,824.00	2,498,786.84	79.17%	30.68%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 07/01/24 - 06/30/25 427	1,785,876.00	709,701.69	58.33%	39.74%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/24 - 06/30/25 428	1,245,481.00	590,709.04	58.33%	47.43%	Provide subsidized child care for eligible families

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JANUARY 31, 2025**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES (10/01/24 - 09/30/25) 500	340,538.00	99,439.27	33.33%	29.20%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/24 - 09/30/25) 501	442,782.00	109,661.64	33.33%	24.77%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/24 - 09/30/25) 533	537,587.00	131,127.87	33.33%	24.39%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/24 - 06/30/25) 502	22,000.00	0.00	58.33%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/24 - 06/30/25) 504	4,000.00	0.00	58.33%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/24 - 06/30/25) DONATIONS ONLY 507/525	2,000.00	0.00	58.33%	0.00%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/24 - 06/30/25) DONATIONS ONLY 510	2,500.00	496.34	58.33%	19.85%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/25 - 12/31/25) 508	196,906.00	17,237.80	8.33%	8.75%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/25 - 12/31/25) 531	135,000.00	8,925.64	8.33%	6.61%	Provide long-term shelter services for domestic violence and human trafficking victims
YOUTH AND SPECIALIZED SERVICES:					
CHILD ADVOCACY CENTER (07/01/24 - 06/30/25) 516	1,000.00	0.00	58.33%	0.00%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES (04/01/2024 -03/31/2025) 535	200,000.00	119,873.90	83.33%	59.94%	Provide funding to operate child advocacy center and provide child sexual assault interviews

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 FISCAL EXPENDITURE REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					
FEMA NO CONTRACT YET 205 OR 235	0.00	0.00	#DIV/0!	#DIV/0!	Administration of the FEMA program
E.C.I.P./LIHEAP (11/01/23 - 06/30/25) 207	885,225.00	820,784.68	75.00%	92.72%	Assistance for low income clients for energy bills and weatherization services
E.C.I.P./LIHEAP (11/01/24 - 06/30/26) 208	729,173.00	91,159.21	15.00%	12.50%	Assistance for low income clients for energy bills and weatherization services
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/24 - 06/30/25) 216	50,000.00	32,818.27	58.33%	65.64%	Provides property management services for the County of Madera Behavioral Health
EMERGENCY SUPPLEMENTAL LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (ESLIHEAP) (04/15/23 - 05/31/25) 282	149,644.00	148,587.46	84.00%	99.29%	Assistance for low income clients for energy bills and weatherization services

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JANUARY 31, 2025**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - HOMELESS PROGRAMS:					
VALLARTA/THE GONZALEZ FAMILY DONATION (07/01/24 - 06/30/25) 221	465.34	0.00	58.33%	0.00%	Provides funding for homeless support and emergency services
SHUNAMMITE PLACE (11/01/24 - 10/31/25) 224	848,597.00	154,599.87	25.00%	18.22%	Provides permanent supportive housing for homeless people with disabilities
ONE-TIME FUNDING HOMELESSNESS (07/01/23 - 06/30/25) 226	24,418.00	7,837.39	79.17%	32.10%	Provides funding for homeless support and emergency services
CITY OF MADERA - CDBG (07/01/24 - 06/30/25) 231	20,000.00	6,213.12	58.33%	31.07%	Provides funding for Fresno-Madera Continuum of Care and homeless support
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.26	411,434.26	91.80%	100.00%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP IV) BEHAVIORAL HEALTH (01/01/24 - 6/30/27) 246	346,709.12	55,178.48	30.95%	15.91%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-III) BEHAVIORAL HEALTH (07/01/23 - 06/30/26) 278	421,308.69	380,921.87	52.78%	90.41%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOUSING & HOMELESSNESS INCENTIVE PROGRAM (HHIP) (04/01/23 - 06/30/25) 281	250,000.00	206,025.24	81.48%	82.41%	Improves health outcomes and access to whole person care services by addressing housing insecurity and instability
HUD COORDINATED ENTRY SUPPORTIVE SERVICES HELP CENTER (11/01/24 - 10/31/25) 284	539,797.00	64,802.98	25.00%	12.01%	Provides coordinated entry supportive housing for homeless people within the FMCoC area

**Community Action Partnership of Madera County, Inc.
Consolidated Statement of Financial Position by Object
December 31, 2024**

F-4A

	<u>This Year</u>
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	(554,831.47)
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,516.76
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	550,053.95
1122- SAVINGS - WESTAMERICA	9,282,870.99
1130- PETTY CASH	710.00
1310- GRANTS RECEIVABLE	2,513,838.58
1320- ACCOUNTS RECEIVABLE	69,738.74
1323- A/R IGNITE MY CITY CHURCH	612.46
1328- EMPLOYEE & TRAVEL ADVANCES	1,043.78
1329- ADVANCE CLEARING	14,038.93
1410- PREPAID EXPENSES	214,546.29
1420- SECURITY DEPOSITS	45,066.04
1421- WORKERS' COMP DEPOSIT	58,943.00
1450- INVENTORY	43,768.34
1512- EQUIPMENT	1,742,135.69
1513- VEHICLES	1,427,955.57
1514- BUILDINGS	4,021,500.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	427,857.12
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(1,079,481.74)
1523- ACC DEPR - VEHICLES	(934,489.01)
1524- ACC DEPR - BUILDINGS	(3,570,319.36)
1525- ACC DEPR - LAND IMPROVE.	(182,114.05)
1526- ACC DEPR - BUILDING IMPROVE.	(219,640.21)
1590- ROU ASSETS - OPERATING LEASES	15,880,941.00
Total Assets	<u><u>30,007,101.98</u></u>
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	1,201,762.31
2111- ACCOUNTS PAYABLE - MANUAL	57,067.29
2112- ACCOUNTS PAY-FUNDING SOURCE	103,822.84
2115- A/P OTHERS	6,871.57
2121- ACCRUED PAYROLL	0.00
2122- ACCRUED VACATION	1,418,738.12
2123- ACCRUED PAYROLL - MANUAL	849.40
2211- FICA PAYABLE	(44.88)
2212- FICA-MED PAYABLE	(10.48)
2213- FIT PAYABLE	0.00
2215- SIT PAYABLE	0.00

2216- SDI PAYABLE	(3.96)
2217- SUI PAYABLE	(815.87)
2218- GARNISHMENTS PAYABLE	(15,143.00)
2220- WORKER'S COMP PAYABLE	15,262.64
2231- RETIREMENT PAYABLE-ER CONTRIB	665,692.68
2232- W/H RETIREMENT	0.00
2233- W/H RETIREMENT-ER403B BENEFIT	0.00
2244- KAISER MID20	(560.17)
2245- KAISER HIGH15	(12,843.13)
2248- KAISER LOW30	4,420.45
2249- KAISER DHMO40	(497.58)
2252- SELF INSURANCE - LIFE & ADD	(541.93)
2253- VISION INSURANCE PAYABLE	(666.59)
2254- SELF INSURANCE - DENTAL	67,112.58
2258- TELEMEDICINE	(16.00)
2260- MADERA RHS PARENT GROUPS	552.34
2262- FRESNO MHS PARENT GROUPS	2,130.16
2264- MCAC EMP FUND-UNIFICATION	64.15
2265- FRESNO - EDS - FUNDS	1,854.17
2266- R & R PROGRAM	3,485.67
2410- DEFERRED GRANT REVENUE	7,333,942.66
2415- RESERVE ACCOUNT	66,545.00
2420- OTHER DEFERRED REVENUE	430,007.38
2600- INVESTMENT IN FIXED ASSETS	0.00
2690- OPERATING LEASE LIABILITY	15,880,941.00
	<hr/>
Total Liabilities	27,229,978.82
3000- NET ASSETS W/O DONOR RESTRICTIONS	658,101.76
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,780,656.82
Change in Net Assets	(221,635.42)
	<hr/>
Total Net Assets	2,777,123.16
	<hr/>
Total Liabilities and Net Assets	30,007,101.98
	<hr/> <hr/>

Community Action Partnership of Madera County, Inc.
Consolidated Revenue and Expense
December 31, 2024

F-4B

	<u>Year-To-Date</u> <u>Actual</u>
<u>Revenues</u>	
4110- GRANT INCOME-FEDERAL	14,228,022.73
4120- GRANT INCOME-STATE	4,339,491.68
4130- GRANT INCOME-AREA	475,916.85
4210- DONATIONS	18,552.92
4220- IN KIND CONTRIBUTIONS	1,890,075.93
4315- CHILD CRE REVENUE-STATE	2,563.60
4320- INTEREST INCOME	110.76
4350- RENTAL INCOME	30,532.03
4370- MERCHANDISE SALES	409.00
4390- MISCELLANEOUS INCOME	1,169.25
4900- INDIRECT COST REIMBURSEMENT	1,557,567.49
	<u>22,544,412.24</u>
 <u>Total Revenues</u>	
 <u>Expenses</u>	
5010- SALARIES & WAGES	8,432,844.96
5012- DIRECTOR'S SALARY	97,997.89
5020- ACCRUED VACATION PAY	498,142.64
5112- HEALTH INSURANCE	813,384.12
5114- WORKER'S COMPENSATION	224,142.17
5116- PENSION	445,781.24
5122- FICA	662,122.96
5124- SUI	14,940.28
5125- DIRECTOR'S FRINGE	47,679.23
5130- ACCRUED VACATION FICA	31,581.56
6110- OFFICE SUPPLIES	42,246.03
6112- DATA PROCESSING SUPPLIES	242,027.77
6121- FOOD	277,569.64
6122- KITCHEN SUPPLIES	35,202.82
6130- PROGRAM SUPPLIES	353,772.05
6132- MEDICAL & DENTAL SUPPLIES	34,531.92
6134- INSTRUCTIONAL SUPPLIES	10,174.17
6140- CUSTODIAL SUPPLIES	48,500.37
6142- LINEN/LAUNDRY	68.50
6143- FURNISHINGS	37,275.91
6150- UNIFORM RENTAL/PURCHASE	279.89
6160- RESALE ITEMS	215.46
6170- POSTAGE & SHIPPING	13,799.43
6180- EQUIPMENT RENTAL	99,381.52

6181- EQUIPMENT MAINTENANCE	31,149.75
6221- EQUIPMENT OVER > \$5000	306,911.93
6310- PRINTING & PUBLICATIONS	10,765.20
6312- ADVERTISING & PROMOTION	9,872.82
6320- TELEPHONE	182,000.59
6410- RENT	825,140.06
6420- UTILITIES/ DISPOSAL	304,135.76
6432- BUILDING REPAIRS/ MAINTENANCE	139,211.51
6433- GROUNDS MAINTENANCE	147,358.08
6436- PEST CONTROL	14,586.40
6437- BURGLAR & FIRE ALARM	15,016.21
6440- PROPERTY INSURANCE	30,030.81
6510- AUDIT	63,227.50
6520- CONSULTANTS	62,547.75
6522- CONSULTANT EXPENSES	6,265.75
6524- CONTRACTS	252,282.32
6530- LEGAL	43,478.70
6540- CUSTODIAL SERVICES	76,499.00
6555- MEDICAL SCREENING/DEAT/STAFF	6,355.00
6610- GAS & OIL	27,874.90
6620- VEHICLE INSURANCE	28,697.55
6640- VEHICLE REPAIR & MAINTENANCE	27,751.21
6712- STAFF TRAVEL-LOCAL	17,244.40
6714- STAFF TRAVEL-OUT OF AREA	53,226.83
6722- PER DIEM - STAFF	2,601.00
6730- VOLUNTEER TRAVEL	2,136.12
6742- TRAINING - STAFF	54,315.24
6744- TRAINING - VOLUNTEER	3,180.00
6745- TRAINING - PARTICIPANT/CLIENTS	2,145.00
6810- BANK CHARGES	461.37
6832- LIABILITY INSURANCE	29,998.79
6834- STUDENT ACTIVITY INSURANCE	1,380.45
6840- PROPERTY TAXES	10,620.85
6850- FEES & LICENSES	69,074.28
6851- CPR FEES	1,290.00
6852- FINGERPRINT	1,579.00
6875- EMPLOYEE HEALTH & WELFARE	30,552.57
7110- PARENT ACTIVITIES	481.38
7111- PARENT MILEAGE	1,563.88
7112- PARENT INVOLVEMENT	2,299.15
7114- PC ALLOWANCE	3,750.00
7116- POLICY COUNCIL FOOD ALLOWANCE	1,509.79
7210- TRANSPORTATION VOUCHERS	1,347.84
7224- CLIENT RENT	61,849.90
7226- CLIENT LODGING/SHELTER	49,459.04
7230- CLIENT FOOD	1,234.23
7240- DIRECT BENEFITS	3,833,083.03

7245- DIRECT BENEFITS - STATE	2,563.60
7250- FURNACE REPAIRS/REPLACEMENT	4,635.17
8110- IN KIND SALARIES	1,622,612.90
8120- IN KIND RENT	257,016.78
8130- IN KIND - OTHER	10,446.25
9010- INDIRECT COST ALLOCATION	<u>1,557,567.49</u>
Total Expenses	<u>22,766,047.66</u>
Excess Revenue Over (Under) Expenditures	<u><u>(221,635.42)</u></u>

**Fiscal Year July 24 - June 25
December 31, 2024**

427 0 ALT. PYMT. PROG. C2AP	Grant Budget	Current Month Actual	YTD Actual December 31, 2024	YTD Budget December 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	289,485.00	0.00	0.00	0.00	0.00	0.00	0.00	289,485.00
4120- GRANT INCOME-STATE	1,495,391.00	107,433.34	693,226.52	0.00	(0.46)	0.00	693,226.52	803,164.48
Total Revenues	1,785,876.00	107,433.34	693,226.52	0.00	(0.39)	0.00	693,226.52	1,092,649.48
Expenses								
5010- SALARIES & WAGES	93,631.77	6,376.32	46,069.07	0.00	0.49	0.00	46,069.07	47,562.70
5020- ACCRUED VACATION PAY	4,500.00	296.68	2,316.08	0.00	0.51	0.00	2,316.08	2,183.92
Total Salaries	98,131.77	6,673.00	48,385.15	0.00	0.49	0.00	48,385.15	49,746.62
5112- HEALTH INSURANCE	8,512.00	464.13	3,451.37	0.00	0.41	0.00	3,451.37	5,060.63
5114- WORKER'S	400.00	25.70	193.07	0.00	0.48	0.00	193.07	206.93
5116- PENSION	4,627.00	304.14	2,366.39	0.00	0.51	0.00	2,366.39	2,260.61
5122- FICA	7,392.00	492.14	3,684.23	0.00	0.50	0.00	3,684.23	3,707.77
5124- SUI	824.00	0.00	194.33	0.00	0.24	0.00	194.33	629.67
5130- ACCRUED VACATION FICA	200.00	18.84	121.01	0.00	0.61	0.00	121.01	78.99
Total Fringe Benefits	21,955.00	1,304.95	10,010.40	0.00	0.46	0.00	10,010.40	11,944.60
6110- OFFICE SUPPLIES	525.00	5.45	719.93	0.00	1.37	488.75	1,208.68	(683.68)
6112- DATA PROCESSING	1,386.00	166.96	926.27	0.00	0.67	287.04	1,213.31	172.69
6130- PROGRAM SUPPLIES	0.00	0.00	72.26	0.00	0.00	0.00	72.26	(72.26)
6143- FURNISHINGS	0.00	0.00	713.57	0.00	0.00	0.00	713.57	(713.57)
6170- POSTAGE & SHIPPING	1,890.00	0.00	1,861.71	0.00	0.99	0.00	1,861.71	28.29
Total Supplies	3,801.00	172.41	4,293.74	0.00	1.13	775.79	5,069.53	(1,268.53)
6180- EQUIPMENT RENTAL	1,680.00	106.35	595.01	0.00	0.35	0.00	595.01	1,084.99
6181- EQUIPMENT	924.00	107.56	496.82	0.00	0.54	0.00	496.82	427.18
6310- PRINTING & PUBLICATIONS	126.00	0.00	0.00	0.00	0.00	0.00	0.00	126.00
6312- ADVERTISING & PROMOTION	735.00	0.00	60.97	0.00	0.08	0.00	60.97	674.03
6320- TELEPHONE	630.00	43.56	275.78	0.00	0.44	0.00	275.78	354.22
6410- RENT	23,371.23	1,858.41	10,314.18	0.00	0.44	0.00	10,314.18	13,057.05
6420- UTILITIES/ DISPOSAL	3,717.00	320.72	2,087.47	0.00	0.56	0.00	2,087.47	1,629.53
6432- BUILDING REPAIRS/	84.00	0.00	95.46	0.00	1.14	0.00	95.46	(11.46)
6437- BURGLAR & FIRE ALARM	0.00	0.00	13.78	0.00	0.00	0.00	13.78	(13.78)
6440- PROPERTY INSURANCE	567.00	0.00	102.45	0.00	0.18	0.00	102.45	464.55
6530- LEGAL	1,260.00	0.00	0.00	0.00	0.00	0.00	0.00	1,260.00
6555- MEDICAL	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
6610- GAS & OIL	21.00	0.00	0.00	0.00	0.00	0.00	0.00	21.00
6620- VEHICLE INSURANCE	116.00	0.00	67.88	0.00	0.59	0.00	67.88	48.12
6640- VEHICLE REPAIR &	29.00	33.17	91.32	0.00	3.15	0.00	91.32	(62.32)
6742- TRAINING - STAFF	690.00	0.00	735.40	0.00	1.17	0.00	735.40	(105.40)
6840- PROPERTY TAXES	0.00	0.00	9.46	0.00	0.00	0.00	9.46	(9.46)
6850- FEES & LICENSES	5,460.00	0.00	1,394.67	0.00	0.26	0.00	1,394.67	4,065.33
6875- EMPLOYEE HEALTH &	289.00	6.25	56.94	0.00	0.20	1.87	58.81	230.19
Total Other & Services	39,681.23	2,476.02	16,397.59	0.00	0.41	1.87	16,399.46	23,281.77
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6714- STAFF TRAVEL-OUT OF AREA	0.00	0.00	202.92	0.00	0.00	0.00	202.92	(202.92)
Travel-Out of Area	0.00	0.00	202.92	0.00	0.00	0.00	202.92	(202.92)
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,473,348.00	87,785.93	556,114.89	0.00	0.38	0.00	556,114.89	917,233.11
Total Direct Benefits	1,473,348.00	87,785.93	556,114.89	0.00	0.38	0.00	556,114.89	917,233.11
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9020- INDIRECT COST	148,959.00	8,960.99	57,821.83	0.00	0.39	0.00	57,821.83	91,137.17
Total Expenses	1,785,876.00	107,171.30	693,226.52	0.00	0.39	777.66	694,004.18	1,091,871.82
Excess Revenue Over (Under)	0.00	60.04	0.00	0.00	0.00	(777.66)	(777.66)	777.66

**Fiscal Year July 24 - June 25
December 31, 2024**

428 0 ALT. PYMT, PROG, C3AP	Grant Budget	Current Month Actual	YTD Actual December 31, 2024	YTD Budget December 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	802,130.00	57,020.00	370,669.90	0.00	(0.46)	0.00	370,669.90	431,460.10
4120- GRANT INCOME-STATE	443,351.00	32,073.75	208,501.80	0.00	(0.47)	0.00	208,501.80	234,849.20
4315- CHILD CRE REVENUE-STATE	0.00	29.05	203.35	0.00	0.00	0.00	203.35	(203.35)
Total Revenues	1,245,481.00	89,122.80	579,375.05	0.00	(0.47)	0.00	579,375.05	666,105.95
Expenses								
5010- SALARIES & WAGES	64,758.32	4,596.18	36,352.97	0.00	0.56	0.00	36,352.97	28,405.35
5020- ACCRUED VACATION PAY	4,000.00	200.77	1,843.40	0.00	0.46	0.00	1,843.40	2,156.60
Total Salaries	68,758.32	4,796.95	38,196.37	0.00	0.56	0.00	38,196.37	30,561.95
5112- HEALTH INSURANCE	5,532.00	380.96	3,052.04	0.00	0.55	0.00	3,052.04	2,479.96
5114- WORKER'S COMPENSATION	371.00	18.39	148.86	0.00	0.40	0.00	148.86	222.14
5116- PENSION	3,460.00	202.90	1,726.42	0.00	0.50	0.00	1,726.42	1,733.58
5122- FICA	5,263.00	352.64	2,837.92	0.00	0.54	0.00	2,837.92	2,425.08
5124- SUI	564.00	0.00	110.50	0.00	0.20	0.00	110.50	453.50
5130- ACCRUED VACATION FICA	150.00	14.21	104.26	0.00	0.70	0.00	104.26	45.74
Total Fringe Benefits	15,340.00	969.10	7,980.00	0.00	0.52	0.00	7,980.00	7,360.00
6110- OFFICE SUPPLIES	375.00	3.89	504.12	0.00	1.34	342.13	846.25	(471.25)
6112- DATA PROCESSING SUPPLIES	990.00	119.38	568.26	0.00	0.57	201.19	769.45	220.55
6130- PROGRAM SUPPLIES	0.00	0.00	50.62	0.00	0.00	0.00	50.62	(50.62)
6143- FURNISHINGS	0.00	0.00	509.04	0.00	0.00	0.00	509.04	(509.04)
6170- POSTAGE & SHIPPING	1,350.00	0.00	593.31	0.00	0.44	0.00	593.31	756.69
Total Supplies	2,715.00	123.27	2,225.35	0.00	0.82	543.32	2,768.67	(53.67)
6180- EQUIPMENT RENTAL	1,200.00	75.97	449.28	0.00	0.37	0.00	449.28	750.72
6181- EQUIPMENT MAINTENANCE	660.00	76.84	354.92	0.00	0.54	0.00	354.92	305.08
6310- PRINTING & PUBLICATIONS	90.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00
6312- ADVERTISING & PROMOTION	525.00	0.00	43.55	0.00	0.08	0.00	43.55	481.45
6320- TELEPHONE	450.00	32.75	212.50	0.00	0.47	0.00	212.50	237.50
6410- RENT	15,610.68	1,300.89	7,526.58	0.00	0.48	0.00	7,526.58	8,084.10
6420- UTILITIES/ DISPOSAL	2,655.00	224.50	1,528.06	0.00	0.58	0.00	1,528.06	1,126.94
6432- BUILDING REPAIRS/	60.00	0.00	66.82	0.00	1.11	0.00	66.82	(6.82)
6437- BURGLAR & FIRE ALARM	0.00	0.00	9.65	0.00	0.00	0.00	9.65	(9.65)
6440- PROPERTY INSURANCE	405.00	0.00	102.45	0.00	0.25	0.00	102.45	302.55
6530- LEGAL	900.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00
6555- MEDICAL	30.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
6610- GAS & OIL	15.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00
6620- VEHICLE INSURANCE	83.00	0.00	0.00	0.00	0.00	0.00	0.00	83.00
6640- VEHICLE REPAIR &	21.00	23.22	63.91	0.00	3.04	0.00	63.91	(42.91)
6742- TRAINING - STAFF	450.00	0.00	521.50	0.00	1.16	0.00	521.50	(71.50)
6840- PROPERTY TAXES	0.00	0.00	6.79	0.00	0.00	0.00	6.79	(6.79)
6850- FEES & LICENSES	3,900.00	0.00	976.26	0.00	0.25	0.00	976.26	2,923.74
6875- EMPLOYEE HEALTH &	206.00	6.47	58.88	0.00	0.29	1.93	60.81	145.19
Total Other & Services	27,260.68	1,740.64	11,921.15	0.00	0.44	1.93	11,923.08	15,337.60
Equipment & Bldg Improvements								
6714- STAFF TRAVEL-OUT OF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel-Out of Area	0.00	0.00	188.05	0.00	0.00	0.00	188.05	(188.05)
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,027,522.00	73,991.64	470,352.23	0.00	0.46	0.00	470,352.23	557,169.77
7245- DIRECT BENEFITS - STATE	0.00	29.05	203.35	0.00	0.00	0.00	203.35	(203.35)
Total Direct Benefits	1,027,522.00	74,020.69	470,555.58	0.00	0.46	0.00	470,555.58	556,966.42
Total In-kind								
9010- INDIRECT COST	103,885.00	7,431.29	48,308.55	0.00	0.47	0.00	48,308.55	55,576.45
Total Expenses	1,245,481.00	89,081.94	579,375.05	0.00	0.47	545.25	579,920.30	665,560.70
Excess Revenue Over (Under)	0.00	40.86	0.00	0.00	0.00	(545.25)	(545.25)	545.25

**Fiscal Year June 24 - July 25
December 31, 2024**

<u>429 0 ALT. PYMT. PROG. -</u>	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD Budget</u>		<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
<u>GENERAL</u>	<u>Budget</u>	<u>Month</u>	<u>December 31, 2024</u>	<u>December 31, 2024</u>	<u>% Spent</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
		<u>Actual</u>						
Revenues								
4110- GRANT INCOME-FEDERAL	4,652,208.00	233,407.55	1,399,756.51	0.00	(0.30)	0.00	1,399,756.51	3,252,451.49
4120- GRANT INCOME-STATE	3,492,616.00	176,079.38	1,055,956.66	0.00	(0.30)	0.00	1,055,956.66	2,436,659.34
4315- CHILD CRE REVENUE-STATE	0.00	392.15	2,360.25	0.00	0.00	0.00	2,360.25	(2,360.25)
Total Revenues	8,144,824.00	409,879.08	2,458,073.42	0.00	(0.30)	0.00	2,458,073.42	5,686,750.58
Expenses								
5010- SALARIES & WAGES	275,383.00	21,596.70	135,990.55	0.00	0.49	0.00	135,990.55	139,392.45
5020- ACCRUED VACATION PAY	285,503.00	996.69	6,724.34	0.00	0.02	0.00	6,724.34	278,778.66
Total Salaries	560,886.00	22,593.39	142,714.89	0.00	0.25	0.00	142,714.89	418,171.11
5112- HEALTH INSURANCE	36,846.00	2,117.44	13,731.43	0.00	0.51	0.00	13,731.43	13,114.57
5114- WORKER'S COMPENSATION	1,265.00	86.84	561.73	0.00	0.44	0.00	561.73	703.27
5116- PENSION	15,112.00	943.81	5,665.95	0.00	0.37	0.00	5,665.95	9,446.05
5122- FICA	23,094.00	1,662.35	10,715.66	0.00	0.46	0.00	10,715.66	12,378.34
5124- SUI	2,558.00	0.00	282.79	0.00	0.11	0.00	282.79	2,275.21
5130- ACCRUED VACATION FRINGE	700.00	59.42	297.73	0.00	0.43	0.00	297.73	402.27
Total Fringe Benefits	69,575.00	4,869.86	31,255.29	0.00	0.45	0.00	31,255.29	38,319.71
6110- OFFICE SUPPLIES	1,600.00	16.61	1,488.58	0.00	0.93	1,001.94	2,490.52	(890.52)
6112- DATA PROCESSING SUPPLIES	4,274.00	461.13	2,152.05	0.00	0.51	588.83	2,740.88	1,483.12
6130- PROGRAM SUPPLIES	0.00	0.00	150.38	0.00	0.00	0.00	150.38	(150.38)
6143- FURNISHINGS	0.00	0.00	2,130.37	0.00	0.00	0.00	2,130.37	(2,130.37)
6170- POSTAGE & SHIPPING	5,760.00	0.00	2,053.80	0.00	0.36	0.00	2,053.80	3,706.20
Total Supplies	11,584.00	477.74	7,975.18	0.00	0.69	1,590.77	9,565.95	2,038.05
6180- EQUIPMENT RENTAL	5,120.00	324.13	1,950.79	0.00	0.38	0.00	1,950.79	3,169.21
6181- EQUIPMENT MAINTENANCE	2,816.00	327.81	1,514.19	0.00	0.54	0.00	1,514.19	1,301.81
6310- PRINTING & PUBLICATIONS	384.00	0.00	0.00	0.00	0.00	0.00	0.00	384.00
6312- ADVERTISING & PROMOTION	2,240.00	0.00	185.82	0.00	0.08	0.00	185.82	2,054.18
6320- TELEPHONE	1,920.00	118.33	723.64	0.00	0.38	0.00	723.64	1,196.36
6410- RENT	54,136.00	3,861.53	24,269.33	0.00	0.45	0.00	24,269.33	29,866.65
6420- UTILITIES/ DISPOSAL	11,338.00	661.78	4,835.74	0.00	0.43	0.00	4,835.74	6,492.26
6432- BUILDING REPAIRS/	256.00	0.00	155.70	0.00	0.76	0.00	155.70	60.30
6436- PEST CONTROL	0.00	0.70	4.20	0.00	0.00	0.00	4.20	(4.20)
6437- BURGLAR & FIRE ALARM	0.00	0.20	29.74	0.00	0.00	0.00	29.74	(29.74)
6440- PROPERTY INSURANCE	1,728.00	0.00	502.38	0.00	0.29	0.00	502.38	1,225.62
6530- LEGAL	3,840.00	0.00	0.00	0.00	0.00	0.00	0.00	3,840.00
6555- MEDICAL	128.00	0.00	145.00	0.00	1.13	0.00	145.00	(17.00)
6610- GAS & OIL	64.00	0.00	0.00	0.00	0.00	0.00	0.00	64.00
6620- VEHICLE INSURANCE	352.00	0.00	67.83	0.00	0.19	0.00	67.83	284.17
6640- VEHICLE REPAIR &	90.00	67.99	187.20	0.00	2.08	0.00	187.20	(97.20)
6742- TRAINING - STAFF	1,920.00	0.00	1,976.85	0.00	1.03	0.00	1,976.85	(56.85)
6840- PROPERTY TAXES	0.00	0.00	29.77	0.00	0.00	0.00	29.77	(29.77)
6850- FEES & LICENSES	16,640.00	0.00	2,859.07	0.00	0.17	0.00	2,859.07	13,780.93
6852- FINGERPRINT	0.00	0.00	17.75	0.00	0.00	0.00	17.75	(17.75)
6875- EMPLOYEE HEALTH &	880.00	18.01	164.16	0.00	0.19	5.39	169.55	710.45
Total Other & Services	101,942.00	5,380.48	39,659.18	0.00	0.38	5.39	39,664.57	64,277.43
Equipment & Bldg	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6714- STAFF TRAVEL-OUT OF AREA	0.00	0.00	854.42	0.00	0.00	0.00	854.42	(854.42)
Travel-Out of Area	0.00	0.00	854.42	0.00	0.00	0.00	854.42	(854.42)
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	6,719,480.00	341,833.99	2,028,423.87	0.00	0.30	0.00	2,028,423.87	4,691,056.13
7245- DIRECT BENEFITS - STATE	0.00	392.15	2,360.25	0.00	0.00	0.00	2,360.25	(2,360.25)
Total Direct Benefits	6,719,480.00	342,226.14	2,030,784.12	0.00	0.30	0.00	2,030,784.12	4,688,695.88
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9010- INDIRECT COST ALLOCATION	679,357.00	34,155.19	204,830.34	0.00	0.30	0.00	204,830.34	474,526.66
Total Expenses	8,144,824.00	409,702.80	2,458,073.42	0.00	0.30	1,596.16	2,459,669.58	5,685,134.42
Excess Revenue Over (Under)	0.00	176.28	0.00	0.00	0.00	(1,596.16)	(1,596.16)	1,596.16

Madera Regional Head Start
Budget to Actual
December 31, 2024

Account	Grant	2.60%	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD		
Description	Budget	Cola	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered
Revenues										
4110- GRANT INCOME-FEDERAL	4,499,507.00		\$ 4,499,507	512,777.47	2,395,988.52	1,883,211.05	(2,103,518.48)	4,499,507.00	62%	379,155.43
4210- DONATIONS				-					0%	
4220- IN KIND CONTRIBUTIONS	1,136,383.00		\$ 1,136,383	50,158.23	410,529.01	360,370.78	(725,853.99)	1,136,383.00	36%	-
4330- SALE OF ASSETS				-					0%	-
4350- RENTAL INCOME				-					0%	-
4390- MISC INCOME				-					0%	-
Total Revenues	5,635,890.00		\$ 5,635,890	562,935.70	2,806,517.53	2,090,312.91	(2,829,372.47)	5,635,890.00	50%	379,155.43
5010 SALARIES & WAGES	1,993,828.00		\$ 1,993,828	288,830.73	1,213,661.02	924,830.29	(780,166.98)	1,993,828.00	61%	-
5019- SALARIES & WAGES C19			\$ -	-					0%	-
5020 ACCRUED VACATION PAY	154,380.00		\$ 154,380	17,022.83	82,555.69	65,532.86	(71,824.31)	154,380.00	53%	-
5112 HEALTH INSURANCE	333,462.00		\$ 333,462	27,583.46	124,979.37	97,395.91	(208,482.63)	333,462.00	37%	-
5114 WORKER'S COMPENSATION	66,592.00		\$ 66,592	8,145.30	33,774.07	25,628.77	(32,817.93)	66,592.00	51%	-
5115- Worker's Compensation C19			\$ -	-					0%	-
5116 PENSION	111,290.00		\$ 111,290	13,486.13	57,068.73	43,582.60	(54,221.27)	111,290.00	51%	-
5117- Pension C19			\$ -	-					0%	-
5121- FICA C19			\$ -	-					0%	-
5122 FICA	159,095.00		\$ 159,095	21,922.69	93,486.94	71,564.25	(65,608.06)	159,095.00	59%	-
5123- SUI C19			\$ -	-					0%	-
5124 SUI	34,782.00		\$ 34,782	413.28	1,877.17	1,463.89	(32,904.83)	34,782.00	5%	-
5130 ACCRUED VACATION FRINGE	12,319.00		\$ 12,319	1,302.05	6,297.38	4,995.33	(6,021.62)	12,319.00	51%	-
6110 OFFICE SUPPLIES	18,900.00		\$ 18,900	814.61	7,548.92	6,734.31	(11,351.08)	18,900.00	44%	735.44
6112 DATA PROCESSING	61,800.00		\$ 61,800	6,956.94	41,319.45	34,362.51	(20,480.55)	61,800.00	81%	8,910.15
6121 FOOD	5,000.00		\$ 5,000	232.97	379.94	146.97	(4,620.06)	5,000.00	8%	-
6122 KITCHEN SUPPLIES	5,000.00		\$ 5,000	-	81.38	81.38	(4,918.62)	5,000.00	2%	-
6130 PROGRAM SUPPLIES	74,000.00		\$ 74,000	7,362.68	74,242.00	66,879.32	242.00	74,000.00	113%	9,382.31
6132 MEDICAL & DENTAL SUPPLIES	500.00		\$ 500	433.12	7,246.83	6,813.71	6,746.83	500.00	1449%	-
6134 INSTRUCTIONAL SUPPLIES	19,500.00		\$ 19,500	1,248.14	5,124.89	3,876.75	(14,375.11)	19,500.00	30%	722.97
6140 CUSTODIAL SUPPLIES	24,000.00		\$ 24,000	-	11,619.49	11,619.49	(12,380.51)	24,000.00	48%	-
6142 LINEN/LAUNDRY	140.00		\$ 140	-	50.00	50.00	(90.00)	140.00	36%	-
6150 UNIFORM RENTAL/PURCHASE	450.00		\$ 450	-	150.00	150.00	(300.00)	450.00	33%	-
6170 POSTAGE & SHIPPING	600.00		\$ 600	200.90	345.51	144.61	(254.49)	600.00	58%	-
6180 EQUIPMENT RENTAL	25,956.00		\$ 25,956	3,752.00	16,272.47	12,520.47	(9,683.53)	25,956.00	63%	-
6181 EQUIPMENT MAINTENANCE	20,580.00		\$ 20,580	111.77	7,319.32	7,207.55	(13,260.68)	20,580.00	36%	-
6221 EQUIPMENT OVER >\$5000	185,000.00		\$ 185,000	-	-	-	(185,000.00)	185,000.00	95%	176,381.79
6231- BUILDING RENOVATION			\$ -	-	-	-	-	-	0%	-
6310 PRINTING & PUBLICATIONS	15,000.00		\$ 15,000	261.95	6,969.29	6,707.34	(8,030.71)	15,000.00	46%	-
6312 ADVERTISING & PROMOTION	200.00		\$ 200	-	400.00	400.00	200.00	200.00	200%	-
6320 TELEPHONE	165,828.00		\$ 165,828	14,262.02	67,504.56	53,242.54	(98,323.44)	165,828.00	41%	-
6410 RENT	204,058.00		\$ 204,058	20,372.21	137,343.67	116,971.46	(66,714.33)	204,058.00	67%	-
6420 UTILITIES/ DISPOSAL	107,436.00		\$ 107,436	8,868.47	68,326.21	59,457.74	(39,109.79)	107,436.00	64%	-
6432 BUILDING REPAIRS/ MAINTEN	38,880.00		\$ 38,880	12,712.05	29,300.32	16,588.27	(9,579.68)	38,880.00	400%	126,144.99
6433 GROUNDS MAINTENANCE	31,212.00		\$ 31,212	2,412.77	18,790.12	16,377.35	(12,421.88)	31,212.00	79%	6,000.00
6435 BUILDING IMPROVEMENTS			\$ -	-					0%	-
6436 PEST CONTROL	7,188.00		\$ 7,188	704.72	5,031.07	4,326.35	(2,156.93)	7,188.00	70%	-
6437 BURGLAR & FIRE ALARM	3,915.00		\$ 3,915	321.91	2,324.66	2,002.75	(1,590.34)	3,915.00	59%	-
6440 PROPERTY INSURANCE	32,915.00		\$ 32,915	-	4,771.36	4,771.36	(28,143.64)	32,915.00	14%	-
6520 CONSULTANTS			\$ -	1,093.56	1,976.78	883.22	1,976.78	-	0%	19,168.00

Madera Regional Head Start
Budget to Actual
December 31, 2024

Account	Grant	2.60%	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD		
Description	Budget	Cola	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered
6522 CONSULTANT EXPENSES			\$ -	-			-		0%	
6524 CONTRACTS	49,000.00		\$ 49,000	-	-	-	(49,000.00)	49,000.00	0%	-
6530 LEGAL	5,000.00		\$ 5,000	-	4,403.40	4,403.40	(596.60)	5,000.00	88%	-
6540 CUSTODIAL SERVICES	10,836.00		\$ 10,836	1,649.51	6,404.51	4,755.00	(4,431.49)	10,836.00	59%	-
6555 MEDICAL SCREENING/DEAT/ST	2,400.00		\$ 2,400	145.00	1,335.00	1,190.00	(1,065.00)	2,400.00	56%	-
6562 MEDICAL EXAM			\$ -	-			-		0%	
6564 MEDICAL FOLLOW-UP			\$ -	-			-		0%	
6566 DENTAL EXAM			\$ -	-			-		0%	
6568 DENTAL FOLLOW-UP			\$ -	-			-		0%	
6610 GAS & OIL	12,000.00		\$ 12,000	1,096.11	6,960.29	5,864.18	(5,039.71)	12,000.00	58%	-
6620 VEHICLE INSURANCE	27,000.00		\$ 27,000	-	7,129.35	7,129.35	(19,870.65)	27,000.00	26%	-
6640 VEHICLE REPAIR & MAINTENA	9,000.00		\$ 9,000	2,086.61	8,168.07	6,081.46	(831.93)	9,000.00	91%	-
6712 STAFF TRAVEL-LOCAL	6,500.00		\$ 6,500	443.07	2,330.54	1,887.47	(4,169.46)	6,500.00	36%	-
6714 STAFF TRAVEL-OUT OF AREA	16,580.00		\$ 16,580	-	265.78	265.78	(16,314.22)	16,580.00	2%	-
6722 PER DIEM - STAFF			\$ -	-			-		0%	
6724 PER DIEM - PARENT			\$ -	-			-		0%	
6730 VOLUNTEER TRAVEL			\$ -	-			-		0%	
6742 TRAINING - STAFF	12,000.00		\$ 12,000	82.25	3,194.25	3,112.00	(8,805.75)	12,000.00	27%	-
6744 TRAINING VOLUNTEERS	5,000.00		\$ 5,000	-	-	-	(5,000.00)	5,000.00	0%	-
6746 TRAINING PARENTS			\$ -	-			-		0%	
6748 EDUCATION REIMBURSEMENT	10,500.00		\$ 10,500	-	-	-	(10,500.00)	10,500.00	0%	-
6750 FIELD TRIPS			\$ -	-			-		0%	
6810 BANK CHARGES			\$ -	-			-		0%	
6820 INTEREST CHARGES			\$ -	-			-		0%	
6832 LIABILITY INSURANCE	336.00		\$ 336	30.54	211.30	180.76	(124.70)	336.00	63%	-
6834 STUDENT ACTIVITY INSURANC	2,084.00		\$ 2,084	-	711.63	711.63	(1,372.37)	2,084.00	34%	-
6840 PROPERTY TAXES	293.00		\$ 293	-	141.85	141.85	(151.15)	293.00	48%	-
6850 FEES & LICENSES	31,000.00		\$ 31,000	2,904.00	19,932.05	17,028.05	(11,067.95)	31,000.00	64%	-
6851 CPR FEES			\$ -	-			-		0%	
6852 FINGER PRINTING	3,200.00		\$ 3,200	0.75	299.25	298.50	(2,900.75)	3,200.00	9%	-
6860 DEPRECIATION EXPENSE			\$ -	-			-		0%	
6870 EMPLOYEE RECOGNITION			\$ -	-			-		0%	
6875- EMPLOYEE HEALTH & WELFARE COSTS	20,000.00		\$ 20,000	282.25	3,860.63	3,578.38	(16,139.37)	20,000.00	20%	84.53
6880 VOLUNTEER RECOGNITION			\$ -	-			-		0%	
6892 CASH SHORT / OVER			\$ -	-			-		0%	
7110 PARENT ACTIVITIES			\$ -	-			-		0%	
7111 PARENT MILEAGE	500.00		\$ 500	-	329.63	329.63	(170.37)	500.00	66%	-
7112 PARENT INVOLVEMENT	1,400.00		\$ 1,400	119.16	439.14	319.98	(960.86)	1,400.00	31%	-
7114 PPC ALLOWANCE	1,200.00		\$ 1,200	165.00	1,260.00	1,095.00	60.00	1,200.00	105%	-
7115 PPC FOOD ALLOWANCE			\$ -	-			-		0%	
7116 POLICY COUN. FOOD ALLOWAN			\$ -	173.33	624.52	451.19	624.52	-	0%	-
8110 IN KIND SALARIES	136,819.00		\$ 136,819	30,481.68	272,598.16	242,116.48	135,779.16	136,819.00	199%	-
8120 IN KIND RENT	318,251.00		\$ 318,251	19,676.55	137,735.85	118,059.30	(180,515.15)	318,251.00	43%	-
8130 IN KIND - STATE	681,313.00		\$ 681,313	-	195.00	195.00	(681,118.00)	681,313.00	0%	-
9010 INDIRECT COST ALLOCATION	359,872.00		\$ 359,872	42,770.63	199,848.72	157,078.09	(160,023.28)	359,872.00	64%	31,625.25
Total Expenses	5,635,890.00	-	\$ 5,635,890	562,935.70	2,806,517.53	2,090,312.91	(2,829,372.47)	5,635,890.00	57%	379,155.43
Excess Revenue Over (Under) Expenditures	-	-	\$ -	-	-	-	-	-	-	-

470,006.84 2,196,139.80 1,572,864.04
42,770.62 199,848.72 143,130.63

9.10%

ADMINISTRATIVE EXPENSES
PERCENT ADMINISTRATIVE
LIMIT IS 15%

YTD Con

Account

Description	Actual + Encumbered	Balance
Revenues		
4110- GRANT INCOME-FEDERAL	2,775,143.95	1,724,363.05
4210- DONATIONS	-	-
4220- IN KIND CONTRIBUTIONS	410,529.01	725,853.99
4330- SALE OF ASSETS	-	-
4350- RENTAL INCOME	-	-
4390- MISC INCOME	-	-
Total Revenues	<u>3,185,672.96</u>	<u>2,450,217.04</u>
5010 SALARIES & WAGES	1,213,661.02	780,166.98
5019- SALARIES & WAGES C19	-	-
5020 ACCRUED VACATION PAY	82,555.69	71,824.31
5112 HEALTH INSURANCE	124,979.37	208,482.63
5114 WORKER'S COMPENSATION	33,774.07	32,817.93
5115- Worker's Compensation C19	-	-
5116 PENSION	57,068.73	54,221.27
5117- Pension C19	-	-
5121- FICA C19	-	-
5122 FICA	93,486.94	65,608.06
5123- SUI C19	-	-
5124 SUI	1,877.17	32,904.83
5130 ACCRUED VACATION FRINGE	6,297.38	6,021.62
6110 OFFICE SUPPLIES	8,284.36	10,615.64
6112 DATA PROCESSING	50,229.60	11,570.40
6121 FOOD	379.94	4,620.06
6122 KITCHEN SUPPLIES	81.38	4,918.62
6130 PROGRAM SUPPLIES	83,624.31	(9,624.31)
6132 MEDICAL & DENTAL SUPPLIES	7,246.83	(6,746.83)
6134 INSTRUCTIONAL SUPPLIES	5,847.86	13,652.14
6140 CUSTODIAL SUPPLIES	11,619.49	12,380.51
6142 LINEN/LAUNDRY	50.00	90.00
6150 UNIFORM RENTAL/PURCHASE	150.00	300.00
6170 POSTAGE & SHIPPING	345.51	254.49
6180 EQUIPMENT RENTAL	16,272.47	9,683.53
6181 EQUIPMENT MAINTENANCE	7,319.32	13,260.68
6221 EQUIPMENT OVER >\$5000	176,381.79	8,618.21
6231- BUILDING RENOVATION	-	-
6310 PRINTING & PUBLICATIONS	6,969.29	8,030.71
6312 ADVERTISING & PROMOTION	400.00	(200.00)
6320 TELEPHONE	67,504.56	98,323.44
6410 RENT	137,343.67	66,714.33
6420 UTILITIES/ DISPOSAL	68,326.21	39,109.79
6432 BUILDING REPAIRS/ MAINTEN	155,445.31	(116,565.31)
6433 GROUNDS MAINTENANCE	24,790.12	6,421.88
6435 BUILDING IMPROVEMENTS	-	-
6436 PEST CONTROL	5,031.07	2,156.93
6437 BURGLAR & FIRE ALARM	2,324.66	1,590.34
6440 PROPERTY INSURANCE	4,771.36	28,143.64
6520 CONSULTANTS	21,144.78	(21,144.78)

Account

Description	Actual + Encumbered	Balance
6522 CONSULTANT EXPENSES	-	-
6524 CONTRACTS	-	49,000.00
6530 LEGAL	4,403.40	596.60
6540 CUSTODIAL SERVICES	6,404.51	4,431.49
6555 MEDICAL SCREENING/DEAT/ST	1,335.00	1,065.00
6562 MEDICAL EXAM	-	-
6564 MEDICAL FOLLOW-UP	-	-
6566 DENTAL EXAM	-	-
6568 DENTAL FOLLOW-UP	-	-
6610 GAS & OIL	6,960.29	5,039.71
6620 VEHICLE INSURANCE	7,129.35	19,870.65
6640 VEHICLE REPAIR & MAINTENA	8,168.07	831.93
6712 STAFF TRAVEL-LOCAL	2,330.54	4,169.46
6714 STAFF TRAVEL-OUT OF AREA	265.78	16,314.22
6722 PER DIEM - STAFF	-	-
6724 PER DIEM - PARENT	-	-
6730 VOLUNTEER TRAVEL	-	-
6742 TRAINING - STAFF	3,194.25	8,805.75
6744 TRAINING VOLUNTEERS	-	5,000.00
6746 TRAINING PARENTS	-	-
6748 EDUCATION REIMBURSEMENT	-	10,500.00
6750 FIELD TRIPS	-	-
6810 BANK CHARGES	-	-
6820 INTEREST CHARGES	-	-
6832 LIABILITY INSURANCE	211.30	124.70
6834 STUDENT ACTIVITY INSURANC	711.63	1,372.37
6840 PROPERTY TAXES	141.85	151.15
6850 FEES & LICENSES	19,932.05	11,067.95
6851 CPR FEES	-	-
6852 FINGER PRINTING	299.25	2,900.75
6860 DEPRECIATION EXPENSE	-	-
6870 EMPLOYEE RECOGNITION	-	-
6875- EMPLOYEE HEALTH & WELFARE COSTS	3,945.16	16,054.84
6880 VOLUNTEER RECONGNITION	-	-
6892 CASH SHORT / OVER	-	-
7110 PARENT ACTIVITIES	-	-
7111 PARENT MILEAGE	329.63	170.37
7112 PARENT INVOLVEMENT	439.14	960.86
7114 PPC ALLOWANCE	1,260.00	(60.00)
7115 PPC FOOD ALLOWANCE	-	-
7116 POLICY COUN. FOOD ALLOWAN	624.52	(624.52)
8110 IN KIND SALARIES	272,598.16	(135,779.16)
8120 IN KIND RENT	137,735.85	180,515.15
8130 IN KIND - STATE	195.00	681,118.00
9010 INDIRECT COST ALLOCATION	231,473.97	128,398.03
Total Expenses	3,185,672.96	2,450,217.04
Excess Revenue Over (Under) Expenditures	-	-
RES		\$292,082.35
≡		10.30%

Contract % 61.68%

CAPMC
Work Related Injuries Report - January 2025
BOARD OF DIRECTORS

Recordable Injuries							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Medcor: Self Treat First Aid							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Teacher III	Chowchilla	Bite	1/10/2025	10:55 AM	EE was trying to redirect a child in the classroom, when the child bit EE on the right arm, near the palm.	0	01/10/25: Called Medcor-selfcare/first aid
Homeless Outreach Worker	Oakhurst	Contusion	1/14/2025	10:30 AM	EE was getting out of a vehicle, when the door closed on EE's right hand causing pain/injury to right index finger.	0	01/14/25: Called Medcor-selfcare/first aid.
Claims							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Housing Case Worker	Chowchilla Slough	Muscle tension / Concussion Syndrome	1/6/2025	11:30 AM	EE was assisting clients when a dog came from under the bridge and began to bark and charge at EE aggressively. EE ran to the agency vehicle and when EE jumped into the truck, EE hit the top of head on the top of the door causing pain to EE's head and neck.	0	1/6/25: Called Medcor - went Concentra to seek treatment, placed on modified duties. The Agency can accommodate. 01/15/25: EE released to full duty.
Up To Date Injuries: January 2023 to December 2023							
(1) Hand Injuries	() Feet Injuries	() Chest Injuries					
() Back Injuries	() Eye Injuries	(1) Neck Injuries	() Bottom				
() Knee Injuries	() Leg Injuries	(1) Head Injuries	() Hip				
(1) Arm Injuries	() Wrist Injuries	() Ankle Injuries					
() Elbow Injuries	() Burn Injuries	() Respiratory Injuries					
() Shoulder Injuries	() Abdomen Injuries	() Face Injuries					
		DOI: DATE OF INJURY					
		TOI: TIME OF INJURY					



BOARD OF DIRECTORS 2025 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
Public Officials													
Deborah Martinez	Department of Social Services	P											
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	X											
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P											
Steve Montes A: Anita Evans	Madera City Council	P											
Jeff Troost	Chowchilla City Council	P											
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	P											
Otilia Vasquez	Head Start Policy Council	X											
Donald Holley	Community Affairs	P											
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P											
Molly Hernandez	Early Childhood Education & Development	P											
Low-Income Target Area Officials													
Martha Garcia	Central Madera/Alpha	X											
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	P											
Richard Gutierrez	Eastside/Parksdale	P											
Diana Plamer <i>(Seated on 1/11/2024)</i>	Fairmead/Chowchilla	P											
Aurora Flores	Monroe/Washington	P											
<i>Total Directors</i>		12/15											

STAFFING CHANGES
January 4, 2025 - February 4, 2025
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS

NEW HIRES

Identification Number	Position	Location	Effective Date	Hours	Justification
61490	Child Advocacy Center Case Worker	Victim Services - Gill	1/6/2025	80	Open Position
61491	Shelter Resident Support Aide	Victim Services - Martha Diaz shelter	1/7/2025	48	Open Position
61491	Advocate II	Victim Services - Yosemite	1/21/2025	80	Open Position
61471	Family Servies Associate I	Resource and Referral & Alternative Payment Program	1/22/2025	80	Open Position
61495	Housing Case Worker	Community Services - Shunmmite Place	2/4/2025	80	Open Position

SUBSTITUTES

Identification Number	Position	Location	Effective Date	Hours	Justification

VOLUNTARY RESIGNATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification
61485	Advocate III	Victim Services - Yosemite	1/14/2025	80	Resignation

TERMINATION

Identification Number	Position	Location	Effective Date	Hours	Justification

HEAD START DEPARTMENTS

NEW HIRES

Identification Number	Position	Location	Effective Date	Hours	Justification
61493	Advocate III	Madera Regional Head Start - Eastside	2/3/2025	80	Open Position
61494	Advocate II	Madera Regional Head Start - Verdell McKelvey	2/3/2025	80	Open Position

SUBSTITUTES

Identification Number	Position	Location	Effective Date	Hours	Justification

VOLUNTARY RESIGNATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification
61430	Instructional Aide II/Janitor	Madera Regional Head Start - Valley West	1/6/2025	80	Resignation

TERMINATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification

Volunteer Income Tax Assistance

(V . I . T . A .)

Free!

First come, first serve until capacity!

Saturdays

February 8th – April 12th

9:00 a.m. to 1:00 p.m.

Actual closing time may vary depending on number attending.

Income must be below \$73,000

**You may be also be eligible for earned income or child tax credits!
Find out more at www.maderacap.org/vita-tax-preparation-assistance/**

Community Action Partnership of Madera County

1225 Gill Avenue, Madera, CA 93637

Come prepared with your documents!

- Picture IDs for you and your spouse
- Social Security cards and birth dates for you, your spouse (if married) and your children
- Dates of Birth for you, spouse and dependents
- W-2 forms for jobs held in 2024
- 1099 forms for 2024
- Bank account and bank routing numbers for direct deposit
- Any letter received from the IRS
- Student loan interest paid
- If married, spouse MUST be present
- 1095A forms from your health insurance provider to verify coverage in 2024
- Prior year's tax returns
- **Any other tax document including PIN or ITIN letters**

Returns we WILL NOT prepare:

- **NO SCHEDULE C, Business Income**
- Complex Schedule D, Capital Gains and Losses
- Returns with casualty/disaster losses
- Forms SS-5 (request for Social Security Number)
- Form 8606 (non-deductible IRA)
- **Married filing separate**
- Parts 4 & 5 of Form 8962 (Allocation of policy amounts, alternative calculation for year of marriage)
- Form W7 (Application for Individual Tax Identification Number)



Asistencia Voluntaria Para Preparar Impuestos

(V . I . T . A .)

¡Se asistirá hasta llegar a capacidad!

Gratis!

Sábados

Febrero 8 – Abril 13

9:00 a.m. a 1:00 p.m.

Hora de cierre varea dependiendo de cantidad de personas esperando.

Ingresos deben ser menos de \$73,000

Podria sere legible para creditos por trabajo o de niños!

Encuentre más informacion en www.maderacap.org/vita-tax-preparation-assistance/

Community Action Partnership of Madera County

1225 Gill Avenue, Madera, CA 93637

¡Venga preparado con sus documentos!

- Identificación con foto para usted y su pareja
- Tarjetas de seguro social y fechas de nacimiento para usted, su pareja y sus hijos
- Fechas de nacimiento de usted, esposo, dependientes
- Formas W-2 para trabajos en el 2024
- Formas 1099 del 2024
- Numero de su cuenta de banco y el "routing number" para depósito directo
- Cualquier carta recibida del IRS
- Interés pagado en préstamos estudiantiles
- Si está casado, pareja debe estar presente
- Formas 1095A de su proveedor de seguro médico verificando cobertura para 2024
- Declaraciones del año anterior
- **Cualquier otro documento de impuestos incluyendo cartas de ITIN o Claves**

NO se prepararán:

- **FORMULARIO C, Ingresos de Negocios**
- Anexo D, Ganancias y pérdidas de capital complejo
- Declaraciones con pérdidas por hechos fortuitos o desastres
- Formulario SS-5 (solicitud de número de Seguro Social)
- Formulario 8606 (IRA no deducibles)
- **Casado, declarando separado**
- Partes 4&5 del Formulario 8962 (Asignación de las cantidades de la póliza, calculo alternativo para el año de matrimonio)
- Formulario W-7 (Solicitud de Numero de Identificación Personal del Contribuyente ITIN)

