



**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.