

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

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:37 p.m. by Vice-Chairperson David Hernandez.

Members Present

David Hernandez, Vice-Chairperson
Vivian Garcia
Supervisor Leticia Gonzalez
Councilmember Steve Montes
Debi Bray
Otilia Vasquez
Donald Holley
Martha Garcia
Richard Gutierrez
Diana Palmer
Molly Hernandez

Members Absent

Eric LiCalsi, Chairperson
Sheriff Tyson Pogue, Secretary/Treasurer
Councilmember Jeff Troost
Aurora Flores

Personnel Present

Mattie Mendez
Kelly Ryan
Maritza Gomez
Jennifer Coronado
Irene Yang
Ana Gudino
Leticia Murillo
Donna Tooley

Public – Other Present

None

A. PUBLIC COMMENT

None

B. ADOPTION OF THE AGENDA

ADDITIONS TO THE AGENDA: Items identified after posting of the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-thirds vote, or unanimous vote if quorum is less than full board, required for consideration. (Government Code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section E).

ADOPTION OF THE AGENDA: Adoption of the agenda.

Motion: APPROVED AS PRESENTED

Moved by Donald Holley, Seconded by Debi Bray

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

None

D. BOARD OF DIRECTOR'S CONSENT CALENDAR

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

- D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – October 10, 2024.
- D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – October 8, 2024
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – October 9, 2024.
- D-4 Review and consider approving the Minutes for the Madera Regional & Early Head Start Executive Policy Council Committee Meeting – October 3, 2024.
- D-5 Review and consider approving the Minutes for the Madera Regional & Early Head Start Executive Policy Council Committee Meeting – November 7, 2024.
- D-6 Review and consider accepting the Bank of America Credit Card Statements:
 - October 2024
 - November 2024
- D-7 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
 - Monthly Enrollment Report – October and November 2024
 - In-Kind Report – September and October 2024
 - Program Information Report – September and October 2024
 - CACFP Program Report – September and October 2024
- D-8 Review and consider approving the following **Madera Regional Head Start** Reports:
 - Monthly Enrollment Report – October and November 2024
 - In-Kind Report – September and October 2024
 - CACFP Program Report – September and October 2024
- D-9 Review and consider approving the following **Madera Regional Early Head Start** Reports:
 - Monthly Enrollment Report – October and November 2024
 - In-Kind – September and October 2024
- D-10 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:
 - Monthly Enrollment Report – October 2024
 - In-Kind Report – September 2024
 - CACFP Program Report – September 2024
- D-11 Review and consider ratifying the submission of the application requesting continued funding from the California Department of Social Services – Child Care and Development Division (CCDD) for Fiscal Year 2025-2026

- D-12 Review and consider adopting a Resolution to certify the approval of the Governing Board to enter into transaction and subsequent amendments with the California Department of Social Services (CDSS) for the purpose of providing child care and development services and to authorize designated personnel to sign contract documents for Fiscal Year 2025-2026.
- D-13 Review and consider approving the 2025 holiday schedule.
- D-14 Review and consider approving the results of the 2024-2025 Madera Migrant/Seasonal Head Start Program Monitoring Review.
- D-15 Review and consider approving Madera Migrant/Seasonal Head Start Program Information Report for 2023-2024
- D-16 Review and consider approving Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2023-2024
- D-17 Review and consider approving the 2024-2025 Madera Regional and Early Head Start Annual Self-Assessment Procedure.
- D-18 Review and consider approving the Fresno Migrant & Seasonal Head Start 2023-2024 Program Information Report
- D-19 Review and consider approving the 2024-2025 Madera Migrant/Seasonal Head Start Goals & Objectives – Year 2.
- D-20 Review and consider authorizing a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2025.
- D-21 Review and consider ratifying the submitted grant application to the California Office of Emergency Services (Cal OES), to support the Transitional Housing (XH) Program and authorize the Executive Director to sign and submit any amendments or extensions during the funding period
- D-22 Review and consider ratifying the submitted grant application to the California Office of Emergency Services (Cal OES), to operate the Unserved/Underserved Victim Advocacy and Outreach (UV) Program from January 1, 2025, through December 31, 2025, and authorize the Executive Director to sign and submit any extensions and/or amendments during the funding period.
- D-23 Review and consider ratifying the submission of the City of Madera Community Development Block Grant (CDBG) for the Fresno Madera Continuum of Care (FMCoC) Membership Application for 2025 – 2026.
- D-24 Review and consider ratifying the Executive Director to sign and submit the City of Madera Community Development Block Grant (CDBG) Housing Stabilization Program 2025 – 2026 application.
- D-25 Review the Madera County Child Advocacy Center Report for October 2024. (Informational Only).
- D-26 Review the Child Care Alternative Payment and Resource & Referral Program Report for November 2024. (Informational Only).
- D-27 Review the Community Services Program Report for October 2024. (Informational Only).
- D-28 Review the Community Services Program Report for November 2024. (Informational Only).

D-29 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for November 2024. (Informational Only).

D-30 Review the Victim Services Report for November 2024. (Informational Only).

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Supervisor Leticia Gonzalez

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Elect a Nominating Committee to prepare a slate of nomination for Board Officers, the Executive Committee, the Finance Committee, and the Personnel Committee.

Mattie Mendez, Executive Director, presented regarding the election of a Nominating Committee to prepare a slate of nominations for Board Officers, the Executive Committee, the Finance Committee, and the Personnel Committee. Debi Bray, Richard Gutierrez, Donald Holley, Diana Palmer, Molly Hernandez, and Steve Montes were elected as the Nominating Committee and will prepare a slate of nominations for Board Officers, the Executive Committee, the Finance Committee, and the Personnel Committee. Vice-Chairperson, David Hernandez, appointed Debi Bray as Nominating Committee Chair.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

E-2 Review and consider approving the job description for Housing Support Specialist and reclassification of the existing staff member to the presented position.

Mattie Mendez, Executive Director, presented regarding the job description for Housing Support Specialist and reclassification of the current Housing Coordinator staff member to the presented position. The proposed employee has gained experience, knowledge and ability to step into the role to lead the HELP Center, to establish vital community resources to address the housing needs and homelessness supports.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

E-3 Review and consider approving the job descriptions for Homeless Services Coordinator and reclassification of existing staff members to the presented position.

Mattie Mendez, Executive Director, presented regarding the job descriptions for Homeless Services Coordinator and reclassification of the current Community Services Coordinator to the presented position. The proposed staff member has the experience, knowledge and ability to step into the role to handle the increasing demands for the HELP center. The fund reduction from the Low-Income Home Energy Assistance Program (LIHEAP) that will affect the Community Services Coordinator position; therefore, this reclassification will ease the shrinking budget for the LIHEAP and maximize skill sets of the existing staff member

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

E-4 Review and consider ratifying the submission of the Community Action Partnership of Madera County's 2025-2026 Madera Migrant/Seasonal Head Start Funding Basic, Training & Technical Assistant (T&TA) and Non-Federal Share Budgets to Central California Migrant Seasonal Head Start (CCMSHS), Child and Family Division of Stanislaus County Office of Education. The budgets were distributed during the Policy Committee Meeting.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the Year 2 Head Start grant contract #90-CM-9801. 2025-2026 Madera Migrant/Seasonal Head Start funding Grant Budget to serve Madera County Migrant/Seasonal Children and Families. On September 30, 2024, CAPMC received our annual Funding Guidance Letter from Central California Migrant/Seasonal Head Start to submit the budgets by October 2, 2024 with an extension to submit PC and Board approval:

Motion: APPROVE AS PRESENTED

Moved by Vivian Garcia, Seconded by Donald Holley

Vote: Carried Unanimously

E-5 Staff recommends that the Board of Directors accept recommendation to authorize Mattie Mendez, Executive Director and one other bank signer, to close the money market account for Head Start at West America Bank and move balance of account to CAPMC savings account at the same bank.

Donna Tooley, Interim Chief Financial Officer, presented regarding the Authorization to Close Bank Account – Head Start West America Account #257976399. In 2007, the CAPMC Board of Directors authorized staff to open a money market checking account for Head Start advanced funds for its Madera and Fresno Migrant and Seasonal Head Start programs. This was done to track Head Start dollars that were advanced to the Agency more easily. This requirement is now placed on the grantee agencies and there has been no financial reporting to the Policy Committees of this bank account activity since April 2015. Staff recommends that the Board of Directors accept the recommendation to authorize Mattie Mendez, Executive Director and one other bank signer (Eric LiCalsi, Chairperson or Sheriff Tyson Pogue, Secretary/Treasurer), to close the money market account for Head Start at West America Bank and move balance of account to CAPMC savings account at the same bank.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Richard Gutierrez

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – December 2024
- F-4 Financial Statements – September, October, and November 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – October and November 2024
- F-7 CAPMC Board of Directors Attendance Report – October 12, 2024
- F-8 Staffing Changes Report for September 25, 2024 – December 3, 2024

G. CLOSED SESSION

None

H. CORRESPONDENCE

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

I. ADJOURN

Vice-Chairperson David Hernandez, adjourned the Board of Directors Meeting at 6:05 pm

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Richard Gutierrez

Vote: Carried Unanimously