

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