

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**October 10, 2024**  
**1225 Gill Ave, Madera, CA 93637**

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:41 p.m. by Chairperson Eric LiCalsi

**Members Present**

Eric LiCalsi, Chairperson  
David Hernandez, Vice-Chairperson  
Supervisor Leticia Gonzalez  
Councilmember Steve Montes  
Councilmember Jeff Troost  
Otilia Vasquez  
Donald Holley  
Diana Palmer

**Members Absent**

Sheriff Tyson Pogue, Secretary/Treasurer  
Deborah Martinez  
Debi Bray  
Martha Garcia  
Richard Gutierrez  
Molly Hernandez  
Aurora Flores

**Personnel Present**

Mattie Mendez  
Nancy Contreras  
Kelly Ryan  
Maritza Gomez  
Ana Gudino  
Irene Yang  
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 with the ADDITION OF ITEM E-1.

Moved by Donald Holley, Seconded by Supervisor Leticia Gonzalez

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 – September 12, 2024.
- D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – September 10, 2024
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – September 11, 2024.
- D-4 Review and consider approving the Minutes for the Madera/ Mariposa Regional & Early Head Start Executive Policy Council Committee Meeting – September 5, 2024.
- D-5 Review and consider accepting the Bank of America Credit Card Statements
- September 2024
- D-6 Review and consider accepting the America Express and All Other Credit Card Statements:
- August 2024
- D-7 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
- Monthly Enrollment Report – September 2024
  - In-Kind Report – August 2024
  - Program Information Report – August 2024
  - CACFP Program Report – August 2024
- D-8 Review and consider approving the following **Madera Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – September 2024
  - In-Kind Report – August 2024
  - CACFP Program Report – August 2024
- D-9 Review and consider approving the following **Madera Mariposa Regional Early Head Start** Reports:
- Monthly Enrollment Report – September 2024
  - In-Kind – August 2024
- D-10 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:
- Monthly Enrollment Report – September 2024
  - In-Kind Report – August 2024
  - CACFP Program Report – August 2024

- D-11 Review and consider approving the Madera Migrant/Seasonal Head Start 2024-2029 Community Assessment Executive Summary.
- D-12 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council.
- D-13 Review and consider approving the Suspension and Expulsion Procedure for the Madera/Mariposa Regional and Early Head Start Program.
- D-14 Review and consider approving the California State Preschool 2024-2025 Program Philosophy, Goals and Parent Handbook.
- D-15 Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards.
- D-16 Review and consider approving the 2024-2025 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee
- D-17 Review and consider approving the 2024-2025 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee
- D-18 Review the Madera County Child Advocacy Center Report for September 2024. (Informational Only).
- D-19 Review the Child Care Alternative Payment and Resource & Referral Program Report for October 2024. (Informational Only).
- D-20 Review the Community Services Program Report for September 2024. (Informational Only).
- D-21 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for September 2024. (Informational Only).
- D-22 Review the Victim Services Report for October 2024. (Informational Only).

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Vice-Chairperson David Hernandez

Vote: Carried Unanimously

## **E. DISCUSSION / ACTION ITEMS**

- E-1 Review and consider approving the corporate resolution to authorize CAPMC to utilize fund transfers and electronic payment services through the Automated Clearing House (ACH) agreement required by WestAmerica Bank.**

Donna Tooley, Interim Chief Financial Officer, presented regarding the corporate resolution to authorize CAPMC to utilize fund transfers and electronic payment services through the Automated Clearing House (ACH) agreement required by WestAmerica Bank. CAPMC offers electronic deposits to its employees for its bi-weekly payroll and subsidized childcare payments to its Alternative Payment Providers through its accounts payable system. Because of daily limits imposed by WestAmerica Bank, CAPMC has found it necessary to raise these limits. WestAmerica Bank requires a corporate resolution to name the authorized officer and enter into this agreement.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

**E-2 Review and consider approving a Resolution to the State Department of Social Services Community Care Licensing to authorize the Executive Director to act on behalf of Community Action Partnership of Madera County Head Start Programs.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the Resolution to the State Department of Social Services Community Care Licensing to authorize the Executive Director to act on behalf of Community Action Partnership of Madera County Head Start Programs. Community Care Licensing requires that a Board Resolution be set in place authorizing Mattie Mendez, Executive Director, as the acting agent to submit, make decisions, and communicate with Community Care Licensing on any matters related to the Head Start Programs. The resolution will allow for CAPMC Head Start requests and/or changes to be processed in a timely manner and not affect the Head Start program's service delivery

Motion: APPROVE AS PRESENTED

Moved by Vice-Chairperson David Hernandez, Seconded by Donald Holley

Vote: Carried Unanimously

**E-3 Review and consider approving the 2023-2024 Fresno Migrant Seasonal Head Start Self-Assessment Results.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2023-2024 Fresno Migrant Seasonal Head Start Self-Assessment Results. In accordance with Head Start Performance Standards, a yearly self-assessment must be conducted. The assessment assists staff to determine if the systems that are in place help the program comply with the 2007 Head Start Act and Performance Standards. Developed checklists that reflect compliance with OHS Program Performance Standards were utilized to conduct the self-assessment. Program processes and systems were reviewed to collect information 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 self-assessment process assessed the program during August 2024

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

**E-4 Review and consider approving the health insurance plan options that are effective January 1, 2025, and the employer contribution thresholds are at \$737.88 for medical and \$51.78 for dental/vision/life insurances per employee per month.**

Irene Yang, Human Resources Director, presented regarding the health insurance plan options that are effective January 1, 2025, and the employer contribution thresholds are at \$737.88 for medical and \$51.78 for dental/vision/life insurances per employee per month. Kaiser medical plans: HMO15, HMO20A, HMO20B and Kaiser DHMO13858 plan came in at 5.89% increase during the initial renewal and down to 5% during negotiated renewal. Rate pass for dental/vision/life insurance coverage. An enhanced telemedicine option is created for employees to have additional support in the areas of mental health care, dermatology, neck and back care, and nutrition. This new option is set at \$15.50 per month for employees and their dependents.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

**E-5 Review and consider approving Executive Director to submit the 2025 Low Income Home and Energy Assistance Program (LIHEAP) Local Plan on behalf of the Board of Directors to the Department of Community Services and Development (CSD).**

Ana Gudino, Community Services Program Manager, presented regarding the 2025 Low Income Home and Energy Assistance Program (LIHEAP) Local Plan on behalf of the Board of Directors to the Department of Community Services and Development (CSD). Each year, CSD requests LIHEAP providers to submit a Local Plan that outlines the agency's policies and procedures for operating the LIHEAP program as well as CAPMC's priority plan for determining eligibility.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

**E-6 Review and consider approving the 403(b) audit report for the year ended December 31, 2023.**

Donna Tooley, Interim Chief Financial Officer, presented regarding the 403(b) audit report for the year ended December 31, 2023. The agency is required to have an independent audit for its 403(b) retirement plan to comply with the Department of Labor Regulations. Hudson & Company, Inc., Certified Public Accountants, prepared the audit report on the financial statements for the year ended December 31, 2023. Recommended that the Board of Directors accept the audit report and the related financial statements for the period ended December 31, 2023.

Motion: APPROVE AS PRESENTED

Moved by Councilmember Steve Montes, Seconded by Vice-Chairperson David Hernandez

Vote: Carried Unanimously

**E-7 Review and consider approving the submission of CAPMC 403(b) Form 5500 Tax Return**

Donna Tooley, Interim Chief Financial Officer, presented regarding the submission of CAPMC 403(b) Form 5500 Tax Return. The agency is required to file a pension plan information return each year. Nexus Administrators, the third-party pension plan administrator, prepared the return from the financial statement information for the year ended December 31, 2023.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Vice-Chairperson David Hernandez

Vote: Carried Unanimously

**E-8 Review and consider approving the discretionary employer contribution amount of \$600,886.05 for the plan year ended December 31, 2023.**

Donna Tooley, Interim Chief Financial Officer, presented regarding the employer discretionary contribution of \$600,886.05 to CAPMC 403B retirement plan for calendar year 2023. The \$600,886.05

reflects the calculation of the 5% discretionary employer contribution for the period of January 1, 2023 through December 31, 2023. The employer contribution will be deposited with VOYA Life and Annuity Company, the plan custodian, by the due date of the Form 5500 with extension on or before October 15, 2024.

Motion: APPROVE AS PRESENTED

Moved by Vice-Chairperson David Hernandez, Seconded by Councilmember Steve Montes

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 – September 2024
- F-4 Financial Statements – August and September 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – September 2024
- F-7 CAPMC Board of Directors Attendance Report – September 12, 2024
- F-8 Staffing Changes Report for – September 4, 2024 – September 24, 2024

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence from the Department of Community Services and Development's (CSD) regarding CAPMC's Final Close-Out Letter and Worksheet for LIHEAP Contract 23B-5019.
- H-2 Correspondence from Victim Services regarding the 22nd Annual Soup Bowl Event for Domestic Violence on October 25, 2024.
- H-3 Correspondence from Victim services regarding Purple Day in honor of Domestic Violence Awareness Month on October 17, 2024

**I. ADJOURN**

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

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Vice-Chairperson David Hernandez

Vote: Carried Unanimously