

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**February 13, 2025**  
**1225 Gill Ave, Madera, CA 93637**

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:30 p.m. by Vice-Chairperson David Hernandez

**Members Present**

Vice-Chairperson David Hernandez  
Secretary/Treasurer Sheriff Tyson Pogue  
Deborah Martinez  
Councilmember Steve Montes  
Councilmember Jeff Troost  
Debi Bray  
Otilia Vasquez  
Donald Holley  
Richard Gutierrez  
Diana Palmer  
Aurora Flores

**Members Absent**

Chairperson Judge Eric LiCalsi  
Chairwomen Supervisor Leticia Gonzalez  
Martha Garcia  
Molly Hernandez

**Personnel Present**

Mattie Mendez  
Kelly Ryan  
Donna Tooley  
Irene Yang  
Xai Vang  
Ana Gudino  
Leticia Murillo  
Jennifer Coronado  
Russ Ryan, Esq.

**Public – Others Present**

None

**A. PUBLIC COMMENT**

Board Member Donald Holley shared information on an upcoming celebration for Black History Month on February 16, 2025, at Pan Am Center/Park at 3:00 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 Secretary/Treasurer Sheriff Tyson Pogue

Vote: Carried Unanimously

**C. TRAINING/ADVOCACY ISSUES**

**C-1 CAPMC Contingency Plan**

Letter to the Board from Russ Ryan, Attorney

Presentation – Donna Tooley, CPA & Mattie Mendez

Board Member Deborah Martinez entered the room.

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 – 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:
  - September 2024
  - October 2024
  - 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).

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Aurora Flores

Vote: Carried Unanimously

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

Mattie Mendez, Executive Director, and Irene Yang, Human Resources Director, presented regarding the updated hiring policies to ensure recruitment activities are consolidated to increase efficiency and update background verification processes to meet funding terms and conditions. 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.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Donald Holley

Vote: Carried Unanimously

- 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.**

Mattie Mendez, Executive Director, presented regarding the Madera County Homeless Housing, Assistance, and Prevention (HHAP) Round 5 Application. 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.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Richard Gutierrez

AYES: Vice-Chairperson David Hernandez, Secretary/Treasurer Sheriff Tyson Pogue, Council

Member Steve Montes, Councilmember Jeff Troost, Debi Bray, Otilia Vasquez, Donald Holley, Richard Gutierrez, Diana Palmer, Aurora Flores

ABSTAIN: Deborah Martinez

Vote: Carried by Majority Vote

**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.**

Mattie Mendez, Executive Director, presented regarding 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. 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

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Secretary/Treasurer Sheriff Tyson Pogue

Vote: Carried Unanimously

**E-4 Review and consider approving the West America Bank Business Signature Card and Agreement.**

Mattie Mendez, Executive Director, presented regarding the West America Bank Business Signature Card and Agreement. 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. Donna Tooley was appointed as the Interim Chief Financial Officer of CAPMC on August 9, 2024, and the signature card should be changed to reflect her interim appointment. The Board of Directors officers did not change at the December 12, 2024 Board of Directors' meeting with the election of its officers.

Motion: APPROVE AS PRESENTED

Moved by Deborah Martinez, Seconded by Debi Bray

Vote: Carried Unanimously

**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.**

Mattie Mendez, Executive Director, presented regarding the staff's request for the slot reduction and conversion of Head Start slots to Early Head Start slots effective program year 2025-2026. 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.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Aurora Flores

Vote: Carried Unanimously

**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**

Mattie Mendez, Executive Director, presented regarding 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. CAPMC received notice from the Office of Head Start to submit its refunding application. There are four sections (Basic Budget, Administrative Budget, Training and Technical Assistance Budget, and Non-Federal Share Budget) within this overall action that the Policy Council will need to review, discuss, and approve/disapprove the recommendations set forth.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Deborah Martinez

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 – 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 8<sup>th</sup> – April 12<sup>th</sup>.

**I. ADJOURN**

Chairperson Vice-Chairperson David Hernandez, adjourned the Board of Directors Meeting at 6:39 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Aurora Flores

Vote: Carried Unanimously