



**Community Action Partnership of Madera County, Inc.  
Board of Directors Meeting**

**Agenda**

**Thursday, May 8, 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](http://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**

None

**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 – April 10, 2025.

D-2 Review and consider approving the Minutes for the Madera Regional & Early Head Start Policy Council Committee Meeting – March 6, 2025

D-3 Review and consider accepting the Bank of America Credit Card Statements:

- February 2025
- March 2025

D-4 Review and consider accepting the America Express and All Other Credit Card Statements:

- January 2025
- February 2025
- March 2025
- April 2025

D-5 Review and consider approving the following **Madera Regional Head Start** Reports:

- Monthly Enrollment Report – March 2025
- In-Kind Report – February 2025
- CACFP Program Report – February and March 2025

D-6 Review and consider approving the following **Madera Regional Early Head Start** Reports:

- Monthly Enrollment Report – March 2025
- In-Kind Report – February 2025

D-7 Review the Child Care Alternative Payment and Resource & Referral Program Report for May 2025. (Informational Only).

D-8 Review the Community Services Program Report for April 2025. (Informational Only).

D-9 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for January 2025. (Informational Only).

D-10 Review the Victim Services April Awareness Events 2025. (Informational Only)



**E. DISCUSSION ITEMS**

- E-1 Review and consider approving the Community Action Partnership of Madera County 2024-2025 CSPP Budget Revisions to Stanislaus County Office of Education. Comparison Budgets included.
- E-2 Review and consider approving the proposal to provide a Retention Stipend to Head Start, Early Head Start, and Migrant Seasonal Head Start Staff.
- E-3 Review and consider approving the submission of the CAPMC Welfare Benefit 2024 Form 5500 tax return by the Chief Financial Officer.
- E-4 Review and consider approving the Workers' Compensation coverage under Service American Indemnity Company and broker's consulting fee.
- E-5 Review and consider approving the CAPMC 2024 Impact Report.

**F. ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS**

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – April 2025
- F-4 Financial Statements – March and April 2025
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – April 2025
- F-7 CAPMC Board of Directors Attendance Report – April 10, 2025.
- F-8 Staffing Changes Report for April 1, 2025 – April 30, 2025

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Flyer for CAPMC and Madera Food Bank Warehouse Parking Lot Miscellaneous Sale on Friday May 9, 2025, at 528 Noble Ave.

**I. ADJOURN**

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I, Kelly Ryan, Executive Director Support / Grant Management and Compliance Administrator, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for May 8, 2025, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on May 2, 2025.

Kelly Ryan

Executive Director Support / Grant Management and Compliance Administrator

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**April 10, 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 Vice-Chairperson David Hernandez

**Members Present**

Vice-Chairperson David Hernandez  
Secretary/Treasurer Sheriff Tyson Pogue  
Vivian Garcia  
Chairwomen Supervisor Leticia Gonzalez  
Councilmember Steve Montes  
Councilmember Jeff Troost  
Debi Bray  
Otilia Vasquez  
Donald Holley  
Martha Garcia  
Richard Gutierrez  
Diana Palmer  
Molly Hernandez  
Aurora Flores

**Members Absent**

Chairperson Judge Eric LiCalsi  
Otilia Vasquez

**Personnel Present**

Mattie Mendez  
Kelly Ryan  
Irene Yang  
Ana Gudino  
Maritza Gomez

**Public – Others Present**

None

**A. PUBLIC COMMENT**

Mattie Mendez, Executive Director, shared the GoFundMe for remembering Erick Velazquez and support his family. Irene Yang, Human Resources Director, shared a card for Erick Velazquez's family.

**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 Secretary/Treasurer Sheriff Tyson Pogue, Seconded by Chairwomen 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 – February 13, 2025.
- D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – December 10, 2024
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – November 13, 2024
- D-4 Review and consider approving the Minutes for the Madera Regional & Early Head Start Policy Council Committee Meeting – February 6, 2025
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
  - February 2025
  - March 2025
- D-6 Review and consider accepting the America Express and All Other Credit Card Statements:
  - November 2024
  - December 2024
  - January 2025
  - February 2025
  - March 2025
- D-7 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
  - Monthly Enrollment Report – February 2025
  - In-Kind Report – February 2025
  - CACFP Program Report – February 2025
  - Program Information Report – February 2025
- D-8 Review and consider approving the following **Madera Regional Head Start** Reports:
  - Monthly Enrollment Report – February 2025
  - In-Kind Report – January 2025
  - CACFP Program Report – January 2025
- D-9 Review and consider approving the following **Madera Regional Early Head Start** Reports:
  - Monthly Enrollment Report – February 2025
  - In-Kind Report – January 2025
- D-10 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:
  - Monthly Enrollment Report – February 2025
  - In-Kind Report – February 2025
  - CACFP Program Report – December 2024 and February 2025

- D-11 Review and consider approving Community Action Partnership of Madera County 2024-2025 Basic, Blended and Training & Technical Assistance (T&TA) Comparison Budget Revisions to Stanislaus County Office of Education. Comparison Budgets included.
- D-12 Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2025-2026 program year.
- D-13 Review and consider approving the submission of CAPMC Fresno Migrant Seasonal Head Starts Basic Grant application. (September 1, 2025 - August 31, 2026).
- D-14 Review and consider approving the Fresno Migrant Seasonal Head Start 5-Year Grant Cycle's Goals and Objectives.
- D-15 Review and consider approving Fresno Migrant/Seasonal Head Start's updates on Policy #12 "Determining, Verifying, and Documenting Eligibility" and Selection Procedures for the 2025 – 2026 program year.
- D-16 Review and consider approving Community Action Partnership of Madera County 2023-2025 One-Time Carryover Funds Comparison Budget Revision to Stanislaus County Office of Education. Comparison Budget included.
- D-17 Review and consider approving the 2025 Community Needs Assessment Final Report for Community Action Partnership of Madera County-Fresno Migrant/Seasonal Head Start
- D-18 Review the Child Care Alternative Payment and Resource & Referral Program Report for March and April 2025. (Informational Only).
- D-19 Review the Community Services Program Report for March 2025. (Informational Only).
- D-20 Review the Victim Services Report for April 2025. (Informational Only)
- D-21 Review the Madera County Child Advocacy Center Report for January-March 2025. (Informational Only).
- D-22 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – February 18, 2025.
- D-23 Review and consider approving the Fresno Migrant and Seasonal Head Start's 2023-2024 Annual Report.
- D-24 Review and consider approving the 2025-2030 Goals and Objectives for the Madera Head Start and Early Head Start Programs.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Donald Holley

Vote: Carried Unanimously

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

- E-1 Review and consider approving the Agency's award of its annual entity-wide financial and single audit for June 30, 2025 and the CAPMC 403(b) Retirement Plan for the Year Ended 12/31/2024 to Hudson & Company, Inc. Certified Public Accountants.**

Mattie Mendez, Executive Director, presented regarding Awarding Audit Services for Agency-wide Audit 6/30/2025 and CAPMC 403(b) Retirement Plan for Year 12/31/2024 to Hudson & Company, Inc. Certified Public Accountants. This will be the second year that the Agency has used this firm. CAPMC is required by its contracts with the federal government to have an annual single-wide audit by its funding sources. Additionally, the Agency has additional tax and reporting requirements. The Agency is required to have an audit of its 403(b) Retirement Plan by the Department of Labor.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Aurora Flores

Vote: Carried Unanimously

**E-2 Review and consider approving the filings of the tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Hudson & Company, Inc. CPAs.**

Mattie Mendez, Executive Director, presented regarding the filings of the Tax and Information Returns of Community Action Partnership of Madera County, Inc. (CAPMC) prepared by Hudson & Company, Inc. CPAs for the Year Ended June 30, 2024. The agency is required to file certain tax and information returns each year. Hudson & Company, Inc. CPAs prepared the returns from the financial statement information for the year ended June 30, 2024.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Debi Bray

Vote: Carried Unanimously

**E-3 Review and consider approving the Risk Assessment completed during the second quarter of 2025 in accordance with the new Community Services Block Grant, Organizational Performance Standard 4.6.**

Mattie Mendez, Executive Director, presented regarding the Community Action Partnership – Organizational Performance Standards, Standard 4 – Organizational Leadership, and Standard 4.6 – Risk Assessment. The Office of Community Services, Administration for Children and Families, U.S. Department of Health and Human Services has called for greater program accountability and measurable results from government-funded programs. Based on the Organizational Performance Standards, a risk assessment must be completed within the past two years and reported to the governing board.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Richard Gutierrez

Vote: Carried Unanimously

**E-4 Review and consider approving the request for the Board of Directors to authorize Community Action Partnership of Madera County (CAPMC) to open a 30-day comment period for the draft 2026-2027 Community Action Plan and Community Needs Assessment.**

Ana Gudino, Community Services Program Manager, presented regarding the Community Services Block Grant (CSBG) 2026-2027 Community Action Plan / Community Needs Assessment (CAP/CAN). The Community Action Plan outlines CAPMC's 2-year strategic plan for how the agency plans to address the needs of Madera County based on the finalized Community Needs Assessment. The 30 -day comment period is part of the Community Services Block Grant (CSBG) requirements to ensure public engagement in identifying and prioritizing community needs affecting low-income residents.

Motion: APPROVE AS PRESENTED

Moved by Chairwomen Supervisor Leticia Gonzalez, Seconded by Aurora Flores

Vote: Carried Unanimously

**Board Member Councilmember Steve Montes entered the room.**

**E-5 Review and consider approving the updated Child Forensic Interview Team (CFIT) Guidelines and MOU effective April 1, 2025.**

Mattie Mendez, Executive Director, presented regarding the Updated Child Forensic Interview Team (CFIT) Guidelines and Memorandum of Understanding (MOU). The purpose of the Child Forensic Interview Team Guidelines is to define a systematic approach for investigating, within a multidisciplinary framework, allegations of child sexual abuse within Madera County and to ensure a cooperative and coordinated effort between the Multidisciplinary Team (MDT). The need to update the CFIT Guidelines arose from leadership changes with Law Enforcement and County agencies. The CFIT Steering Committee is composed of the Madera County District Attorney, Madera County Sheriff, Madera County Department of Social Services Director, Madera County

Motion: APPROVE AS PRESENTED

Moved by Richard Gutierrez, Seconded by Debi Bray

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 – March 2025
- F-4 Financial Statements – February, March 2025
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – February and March 2026
- F-7 CAPMC Board of Directors Attendance Report – February 13, 2025
- F-8 Staffing Changes Report for February 5, 2025 – March 31, 2025

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence from Victim Services regarding the National Crime Victims' Rights Week Victims Memorial Display on April 11, 2025 at CAPMC.

- H-2 Correspondence from Victim Services regarding the National Crime Victims' Rights Week Victims Memorial Display on April 25, 2025 at Courthouse Park.
- H-3 Correspondence from Victim Services regarding Denim Day to wear jeans with a purpose on April 30, 2025.
- H-4 Correspondence from Victim Services regarding to wear teal for Sexual Assault Awareness Day and to wear Teal on April 1, 2025.
- H-5 Correspondence from Victim Services regarding to wear blue for Child Abuse Prevention Month on April 4, 2025.
- H-6 Correspondence from U.S. Department of Health and Human Services and ACF Administration for Children and Families regarding Promoting Healthy Eating and Nutrition for Head Start Children and Families

**I. ADJOURN**

Chairperson Vice-Chairperson David Hernandez, adjourned the Board of Directors Meeting at 5:53 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Councilmember Jeff Troost

Vote: Carried Unanimously



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
Madera Regional & Early Head Start Policy Council Committee Meeting  
Thursday, March 6, 2024

**MINUTES**

The Madera Regional & Early Head Start Policy Council Committee meeting was called to order by Otilia Vasquez at 5:33 p.m.

**Committee Members Present**

Ana Rodriguez  
Jasmin Lucas  
Otilia Vasquez  
Arianna Ruiz  
Griselda Solorio  
Connie Hernandez-Gomez  
Alexandra Parkill  
Michelle Castro  
Monica Juarez  
Martha Garcia

**Committee Members Absent**

Michelle Manning  
Joanna Reducindo  
Irene Gomez

**Personnel Present**

Maritza Gomez-Zaragoza, Program Director  
Jissel Rodriguez, Executive Administrative Assistant  
Maribel Aguirre, Parent and Governance Specialist

**ROLL CALL**

**A. PUBLIC COMMENT**

Ms. Aguirre mentioned that the staffing changes report was distributed during the meeting since it had not been included in the Policy Council packet that was mailed. No further comments.

**B. TRAINING – None**

**C. ADOPTION OF THE AGENDA**

**C-2** Otilia Vasquez asked for the motion to approve the agenda as presented. Motion made by Jasmin Lucas, seconded by Alexandra Parkill to approve the agenda as presented. Motion carried unanimously.

**D. ADJOURN TO CLOSED SESSION – None**

**E. APPROVAL OF MINUTES**

**E-1** Minutes Madera Regular Regional and Early Head Start Policy Council Meeting – February 6, 2025. Motion made by Griselda Solorio, seconded motion by Arianna Ruiz. Motion carried unanimously.

**F. DISCUSSION / ACTION ITEMS**

**F-1** Review and consider approving the 2025-2030 Goals and Objectives for the Madera Head Start and Early Head Start Programs - Ms. Gomez-Zaragoza reviewed the 2025-2030 Goals and Objectives for the Madera Head Start and Early Head Start Programs. She explained the process of determining the program goals and how the data is analyzed. She provided a summary of the

goals and objectives for Education, Health, Nutrition, Mental Health, ERSEA and Family Community Engagement. She also mentioned that part of staff wellness will be to provide more resources and the possibility of providing more resources from our mental health consultant. Focusing on empowering and collaborating to provide workshops for families. The last goal is in the area of ERSEA, recruiting and strengthening partnerships within the community. Parents did not have any questions.

Motion made by Arianna Ruiz, seconded motion by Alexandra Parkill. Motion carried unanimously.

**F-2** Review and consider approving updated hiring policies to ensure recruitment activities are considered to increase efficiency and update background verification processes to meet funding terms and conditions - Ms. Gomez-Zaragoza reviewed and asked policy council parents to 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. Ms. Gomez-Zaragoza explained that the new process will go from having two interviews to only having 1 interview therefore the new process would have a possible turn around time of about 2 weeks. Motion made by Arianna Ruiz, seconded motion by Alexandra Parkill. Motion carried unanimously.

**F-3** Review and consider approving the auditor reports for the year ended June 30, 2024 - Ms. Gomez- Zaragoza reviewed and asked policy council to consider accepting the auditor reports and the audited financial statements for the year ending June 30, 2024. Ms. Gomez Zaragoza explained the process of the audit as well as the cost. All purchases that the agency made had proper documentation and followed policy and procedures.

Motion made by Griselda Solorio, seconded motion by Ana Rodriguez. Motion carried unanimously.

## **G. ADMINISTRATIVE REPORTS**

**G-1** Staffing Changes (February 2025) – Ms. Aguirre reviewed staffing changes.

**G-2** Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (February 2025) – Ms. Aguirre reviewed the banking statement. No questions were asked.

**G-3** Budget Status Reports (January 2025) – Ms. Aguirre reviewed the budget.

**G-4** In-Kind Report (January 2025) – Ms. Aguirre reviewed the in-kind percentages for the Regional and Early programs.

**G-5** Program Enrollment & Attendance Report (January 2025) – Ms. Aguirre went over the enrollment and attendance report for the Early program.

**G-6** CACFP Monthly Report (January 2025) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for January.

## **H. POLICY COMMITTEE MEMBER REPORTS**

**H-1**- Center Report – Ms. Gomez-Zaragoza: mentioned the photography study will be held in the conference center. Photos the children took will be displayed.

**H-2-** BOD report – All items presented at the last meeting were approved. All items presented today will be presented at the next board meeting.

**H-3** Active Supervision – Ms. Gomez-Zaragoza asked parents to make sure that gates are locked, to remind parents to supervise their own children. If there is anything concerning at the center contact the director and if it continues contact Maribel.

**I. CORRESPONDENCE**

None.

**J. FUTURE AGENDA ITEMS**

**J-1** Budget Revisions (If Any)

**K. ADJOURNMENT**

Otilia Vasquez asked for a motion to adjourn the meeting at 6:08 p.m. Motion made by Griselda Solorio, seconded by Jasmin Lucas. Motion carried unanimously.

**Bank of America Business Card  
Credit Card Charges**

# March 2025 Statement 2

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
03/31/25	CURB LV TAXT A CAB	No	Lodging Mattie Mendez for Region 9 Board Meeting, Las Vegas, March 31	\$549.17	200.0-6714-2.0-000-90	Yes
03/31/25	CURB LV TAXT A CAB	No	Taxi for Mattie Mendez for Region 9 Board Meeting, Las Vegas, March 31	\$77.64	200.0-6714-2.0-000-90	Yes
03/27/25	ROUND TABLE PIZZA_OAKH	No	HELP Center and Admin Oakhurst Lunch	\$47.66	200.0-6121-2.0-000-90	Yes
03/27/25	ROUND TABLE PIZZA_OAKH	No	HELP Center and Admin Oakhurst Lunch	\$94.04	200.0-6121-2.0-000-90	Yes
03/26/25	DOCUSIGN INC	No	User License for Administration	\$480.00	200.0-6130-2.0-000-90	Yes
03/25/25	DICICCOS I	No	CAC Steering Committee Meeting	\$312.03	200.0-6121-2.0-000-90	Yes
03/21/25	SQ COMMUNITY ACTION P	No	User License for Administration - Mattie Mendez and Kelly	\$495.00	200.0-6130-2.0-000-90	Yes
03/20/25	UNITED	No	Baggage Fee for Mattie Mendez for NMSHA & NCAF Conference, March 7-13	\$100.00	200.0-6714-2.0-000-90	Yes
03/17/25	UNITED	No	Baggage Fee for Mattie Mendez for NMSHA & NCAF Conference, March 7-13	\$40.00	200.0-6714-2.0-000-90	Yes
03/17/25	UNITED	No	Baggage Fee for Mattie Mendez for NMSHA & NCAF Conference, March 7-13	\$40.00	200.0-6714-2.0-000-90	No
03/14/25	SQ UVC INC	No	Taxi for Mattie Mendez for NMSHA & NCAF Conference, March 7-13	\$31.88	200.0-6714-2.0-000-90	Yes
03/14/25	HYATT REGENCY WASHINGT	No	Lodging for Mattie Mendez for NCAF Conference, March 7-13	\$1,300.97	200.0-6714-2.0-000-90	Yes
03/14/25	CURB DC TAXI	No	Taxi for Mattie Mendez for NMSHA & NCAF Conference, March 7-13	\$15.64	200.0-6714-2.0-000-90	Yes
03/12/25	SQ UVC INC	No	Taxi for Mattie Mendez for NMSHA & NCAF Conference, March 7-13	\$27.41	200.0-6714-2.0-000-90	Yes
03/11/25	HILTON HOTELS	No	Lodging for Mattie Mendez for NMSHA Conference, March 7-13	\$449.28	200.0-6714-2.0-000-90	Yes
03/11/25	MAILCHIMP MISC	No	Mass Communication Software (IT)	\$60.00	200.0-6130-2.0-000-90	Yes
03/10/25	RED ROCK ADV ROOM	No	Lodging advance for Region 9 Board Meeting, Las Vegas, March 31	\$270.07	200.0-6714-2.0-000-90	Yes
03/10/25	SQ TAXI	No	Taxi for Mattie Mendez for NMSHA & NCAF Conference, March 7-13	\$87.25	200.0-6714-2.0-000-90	Yes
03/10/25	CAMERENA PHARMACY	No	HELP Center Medication for Client	\$18.39	248.0-6132-2.0-000-00	Yes
			<b>Total</b>	<b>\$4,496.43</b>		

I certify that the items and charges above are true and correct and that the charges inquired have been for business purposes only.  
Receipts are attached (if available)

Date: April 1, 2025

\_\_\_\_\_  
Mattie Mendez, Executive Director

Bank of America Business Card  
Credit Card Charges

April 2025 Statement  
Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
3/10/2025	Biometrics4all Inc.	No	Livescan relay fee	3.00	321.0-6852-3.2-000-00	Yes
TOTAL:				3.00		

**Bank of America Business Card ending 8462**  
**Credit Card Charges**

**April 2025 Statement**  
Ana Gudino / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
3/31/2025	Braga Organic Farms		Gift for Advocacy Days	\$40.50	218.0-6130-2.0-000-18	Yes
4/3/2025	Hyatt Centric Downtown		Valet Parking	\$47.00	218.0-6714-2.0-000-00	No
4/3/2025	Chevron		Refuel the Pickup for Advocacy Days	\$100.22	218.0-6610-2.0-000-00	Yes
			Total	\$187.72		

I certify that the items and charges above are true and correct, and that the charges inquired have been for business purposes only. Receipts are attached (if available)

April 7, 2025

Ana Gudino, Program Manager  
Community Services

## American Express Credit Card Charges

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	17535.89	Yes
Comcast	Net service	1245.29	Yes
Community Playthings	Supplies for centers	0.00	
Discount School Supply	Supplies for centers	1212.09	Yes
Fedex	Postage	142.57	Yes
Lakeshore	Supplies for centers	2026.17	Yes
Matson Alarm	Alarm service	751.24	Yes
Verizon	Wireless devices	5617.78	Yes
Office Depot	Supplies for office/centers	0.00	
	<b>TOTAL</b>	28531.03	01/28/25 LA



**COSTCO Credit Card Charges**

**JANUARY 2025 Statement**

Card Holder	Description	Card Amount
Irene Yang	WELLNESS SNACK CART	294.44
		294.44

J

U/CARD MEMBER BOD

# Credit Card Charges

## JANUARY 2025

Fiscal

Name of Vendor	Description	Amount	
Capital One/Walmart	Supplies for centers	2586.40	
Home Depot	Supplies for centers	3873.93	
Wex Bank (Chevron)	Fuel	0.00	
Wex Bank (Valero)	Fuel	1724.07	
JAN STMT DATES			
LA			

## American Express Credit Card Charges

J

## **COSTCO Credit Card Charges**

### **FEBRUARY 2025 Statement**

<b>Card Holder</b>	<b>Description</b>	<b>Card Amount</b>
Irene Yang	WELLNESS SNACK CART	400.47
Maritza Gomez-Zaragoza	SNACKS FOR CLIENTS	103.63
Jennifer Coronado	SPACE HEATERS	162.33
Mattie Mendez	KITCHEN ITEMS/ CLEANING SUPPLIES FOOD ITEMS- FOOD INSECURITY GRANT	1136.96
Ana Gudino	FOOD ITEMS- FOOD INSECURITY GRANT	344.34
		2147.73

J

U/CARD MEMBER BOD

# Credit Card Charges

FEBRUARY 2025

Fiscal

Name of Vendor	Description	Amount	
Capital One/Walmart	Supplies for centers	5344.17	
Home Depot	Supplies for centers	7070.12	
Wex Bank (Chevron)	Fuel	0.00	
Wex Bank (Valero)	Fuel	4334.46	
FEB STMT DATES			
LA			

MBNA America Business Card  
Credit Card Charges  
**March / marzo 2025 Statement**  
**Maritza Gomez / Regional Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
02/11/2025	NA	Pita House	Lunch for Program Goals Meeting	\$235.44	311.0-6121-3.1-000-00	Yes
02/18/2025	NA	Linde Gas & Equipment	Propane refill for forklift	\$16.31	311.0-6420-3.1-000-00 <b>31%</b>	Yes
02/19/2025	NA	Zoom	Video Conferencing system	\$7.99	311.0-6130-3.1-000-00 <b>50%</b>	Yes
03/03/2025	NA	Venngage.com	Monthly subscription for flyer software	\$8.57	311.0-6130-3.1-000-00 <b>30%</b> (\$7.35) 312.0-6130-3.1-000-00 <b>5%</b> (\$1.22)	No
<b>TOTAL</b>				<b>\$268.31</b>		

Comments: I certify that the items and charges above are true and correct and that the charges incurred have been for business purposes only. Receipts are attached (if available).

\_\_\_\_\_  
Maritza Gomez, Head Start Director

\_\_\_\_\_  
Date

MBNA America Business Card  
Credit Card Charges  
**April / abril 2025 Statement**  
**Maritza Gomez / Regional Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
03/07/2025	NA	Panda Express	RHS PC Meal	\$162.92	311.0-7116-3.1-000-00	Yes
03/12/2025	NA	Panda Express	Rebates for RHS PC Meal	-\$6.52	311.0-7116-3.1-000-00	No
03/15/2025	NA	Eventbrite	2025 April Child Abuse Prevention Month Training	\$91.00	310.0-6742-3.1-000-00	Yes
03/19/2025	NA	Zoom	Video Conferencing system	\$7.99	311.0-6130-3.1-000-00 50%	Yes
03/18/2025	NA	Hyatt Regency	Hotel reservation for Advocacy Day	\$517.91	310.0-6714-3.1-000-00	Yes
03/18/2025	NA	Hyatt Regency	Parking fees for Advocacy Day	\$12.50	310.0-6714-3.1-000-00	Yes
03/18/2025	NA	Hyatt Regency	Hotel reservation for Advocacy Day	\$258.95	310.0-6714-3.1-000-00	Yes
04/03/2025	NA	Lyft	Transportation from airport to hotel – Stem Institute	\$40.34	310.0-6714-3.1-000-00	Yes
04/03/2025	NA	Venngage.com	Monthly subscription for flyer software	\$8.57	311.0-6130-3.1-000-00 30% 312.0-6130-3.1-000-00 5%	No
<b>TOTAL</b>				<b>\$1,093.66</b>		

Comments: I certify that the items and charges above are true and correct and that the charges inquired have been for business purposes only. Receipts are attached (if available).

\_\_\_\_\_  
Maritza Gomez, Head Start Director

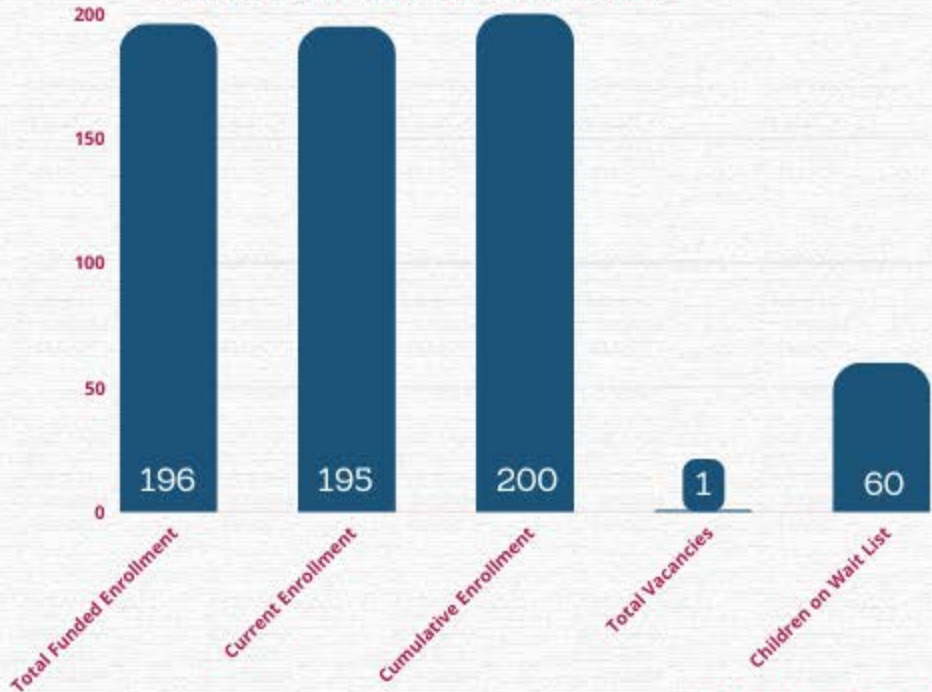
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Date



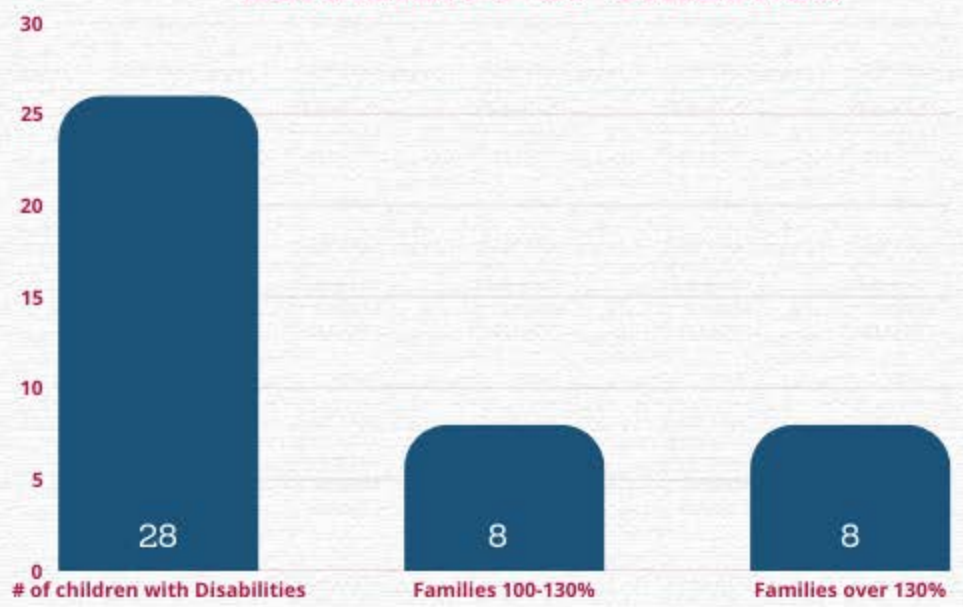


# Madera Regional Head Start Monthly Enrollment Report March 2025

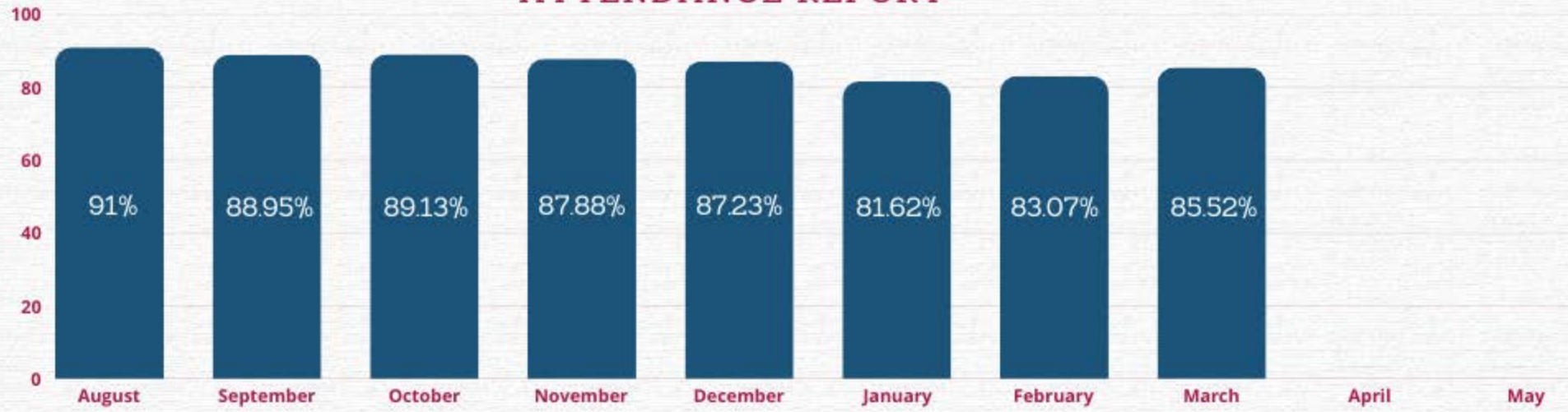
## ENROLLMENT REPORT



## DISABILITIES & ELIGIBILITY OF CHILDREN



## ATTENDANCE REPORT



## IN-KIND MONTHLY SUMMARY REPORT

Month

**FEBRUARY**

Year

**2024-25**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	136,819.00	385,656.40	146,581.00	532,237.40	(395,418.40)
A. Professional Services/Servicios Profesionales	-	1,189.13	270.00	1,459.13	(1,459.13)
B. Center Volunteers/Voluntarios en el Centro	134,118.00	384,438.95	146,311.00	530,749.95	(396,631.95)
C. Other/Policy Council/Otro/Comité de Póliza	2,701.00	28.32		28.32	2,672.68
Donated Food/Comida Donada	-	0.00		-	0.00
Donated Supplies/Materiales Donado	4,697.00	1,150.00		1,150.00	3,547.00
Donated Equipment	-	0.00		-	0.00
Donated Bus Storage	-	0.00		-	0.00
Donated Space/Sitio Donado	318,251.00	157,412.40	19,676.55	177,088.95	141,162.05
Transportation/ Transportación	-	0.00		-	0.00
<b>REGIONAL TOTAL IN-KIND</b>	<b>459,767.00</b>	<b>544,218.80</b>	<b>166,257.55</b>	<b>710,476.35</b>	<b>(250,709.35)</b>
<b>CSPP STATE FUND 319</b>	<b>\$676,616</b>	<b>677,369.00</b>	<b>112,895.00</b>	<b>790,264.00</b>	<b>(113,648.00)</b>
<b>Grand Total</b>	<b>1,136,383.00</b>	<b>1,221,587.80</b>	<b>279,152.55</b>	<b>1,500,740.35</b>	<b>(364,357.35)</b>

B. YTD In-Kind \$ 1,500,740.35

C. Percent Y-T-D In-Kind 132.06%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY**  
**REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM**  
**INCOME CALCULATIONS**  
**February-2025**

FREE MEALS	197	137
REDUCED	0	0
BASE	0	0
TOTAL	<u>197</u>	<u>137</u>

**PERCENTAGES:**

FREE	100.0000%	100.0000%
REDUCED	0.0000%	0.0000%
BASE	0.0000%	0.0000%
TOTAL	<u>100.0000%</u>	<u>100.0000%</u>

<b>MEAL</b>	<b>#</b>		<b>%</b>		<b>RATE</b>		
<b>BREAKFAST:</b>	2,472	X	100.0000%	X	\$2.3700	=	\$5,858.64
<b>LUNCH:</b>	2,700	X	100.0000%	X	\$4.4300	=	\$11,961.00
<b>SUPPLEMENTS:</b>	180	X	100.0000%	X	\$1.2100	=	\$217.80

5,352	TOTAL FEDERAL REIMBURSEMENT	<u>\$18,037.44</u>
-------	-----------------------------	--------------------

CASH IN LIEU:	LUNCHES X \$0.3000	<u>\$810.00</u>
---------------	--------------------	-----------------

<b>TOTAL REIMBURSEMENT</b>		<b><u>\$18,847.44</u></b>
----------------------------	--	---------------------------

STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE	% ALLOC	TOTAL STATE EARNINGS
TOTAL BREAKFAST	2,472	X	\$0.2137	X 100%	\$528.27
TOTAL LUNCHES	2,700	X	\$0.2137	X 100%	\$576.99
TOTAL:					<u><u>\$1,105.26</u></u>

<b>TOTAL OF FEDERAL &amp; STATE REIMBURESMENTS:</b>	<b><u><u>\$19,952.70</u></u></b>
---	----------------------------------

	Breakfast	Lunch	Snack	Total
RHS	532	2,700	180	3,412
CSPP	1,940	-	-	1,940
	<u>2,472</u>	<u>2,700</u>	<u>180</u>	<u>5,352</u>

	RHS	CSPP	Total
TOTAL FEDERAL REIMBURSEMENT:	\$13,439.64	\$4,597.80	\$18,037.44
CASH IN LIEU:	\$810.00	\$0.00	\$810.00
TOTAL STATE REIMBURSEMENTS:	<u>\$528.27</u>	<u>\$576.99</u>	<u>\$1,105.26</u>
	<u><u>\$14,777.91</u></u>	<u><u>\$5,174.79</u></u>	<u><u>\$19,952.70</u></u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY**  
**REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM**  
**INCOME CALCULATIONS**  
**March-2025**

FREE MEALS	200	139
REDUCED	0	0
BASE	0	0
TOTAL	<u>200</u>	<u>139</u>

**PERCENTAGES:**

FREE	100.0000%	100.0000%
REDUCED	0.0000%	0.0000%
BASE	0.0000%	0.0000%
TOTAL	<u>100.0000%</u>	<u>100.0000%</u>

<b>MEAL</b>	<b>#</b>		<b>%</b>		<b>RATE</b>		
<b>BREAKFAST:</b>	2,660	X	100.0000%	X	\$2.3700	=	\$6,304.20
<b>LUNCH:</b>	3,061	X	100.0000%	X	\$4.4300	=	\$13,560.23
<b>SUPPLEMENTS:</b>	174	X	100.0000%	X	\$1.2100	=	\$210.54

5,895	TOTAL FEDERAL REIMBURSEMENT	<u>\$20,074.97</u>
-------	-----------------------------	--------------------

CASH IN LIEU:	LUNCHES X \$0.3000	<u>\$918.30</u>
---------------	--------------------	-----------------

<b>TOTAL REIMBURSEMENT</b>	<b>\$20,993.27</b>
----------------------------	--------------------

STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE	% ALLOC	TOTAL STATE EARNINGS
TOTAL BREAKFAST	2,660	X	\$0.2137	X 100%	\$568.44
TOTAL LUNCHES	3,061	X	\$0.2137	X 100%	\$654.14
TOTAL:					<u><u>\$1,222.58</u></u>

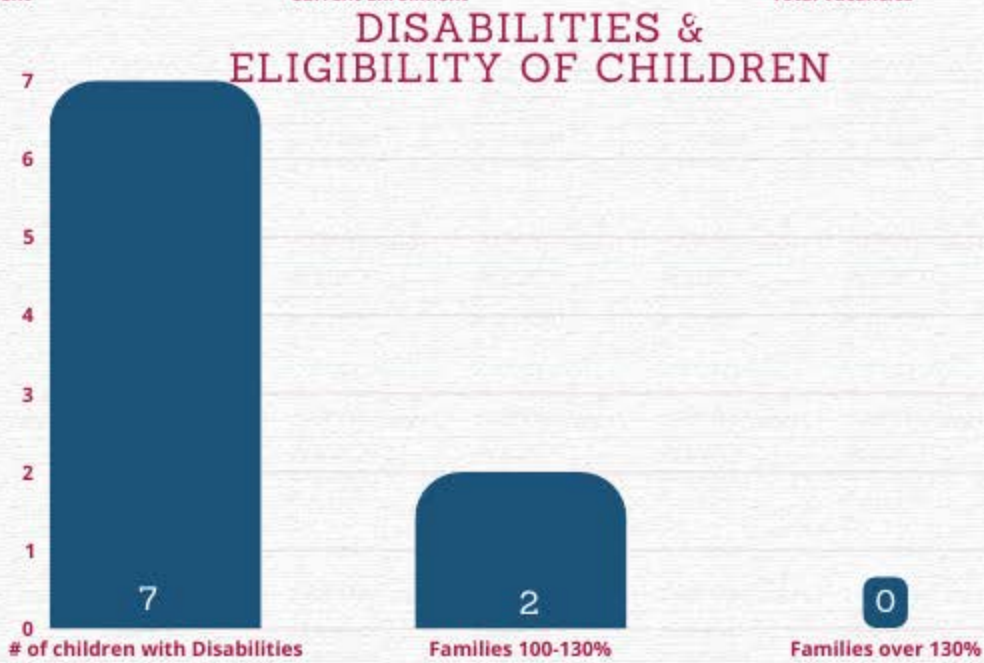
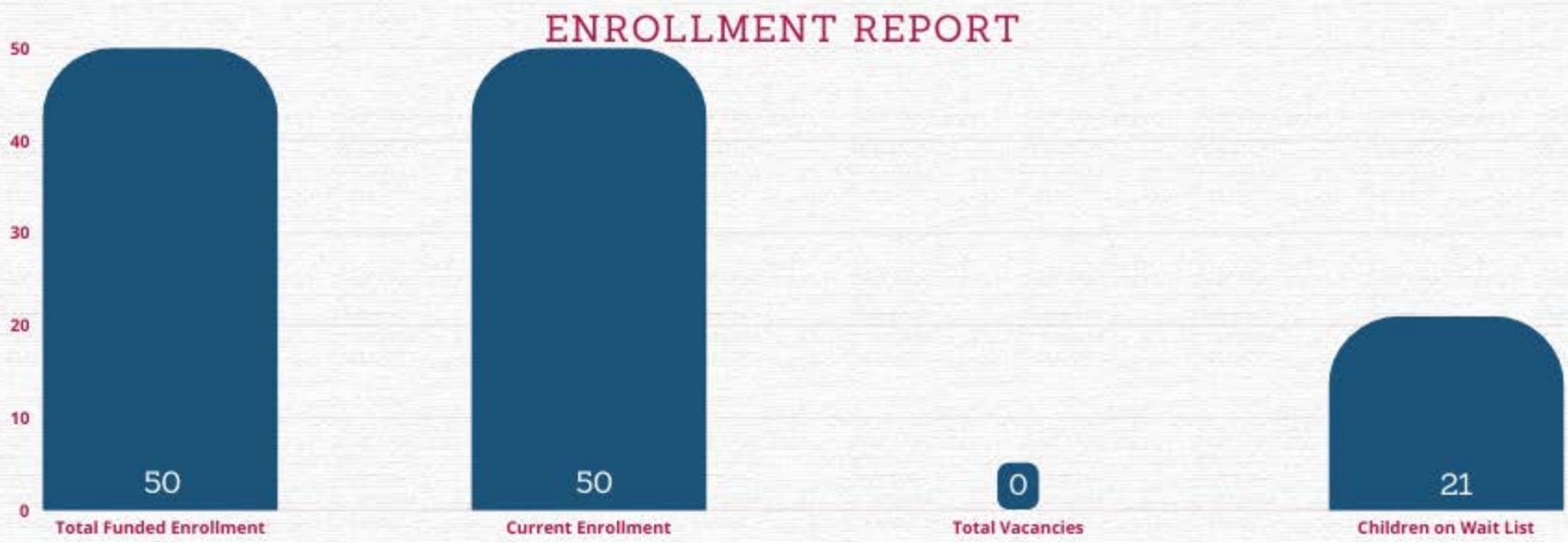
<b>TOTAL OF FEDERAL &amp; STATE REIMBURESMENTS:</b>	<u><u>\$22,215.85</u></u>
---	---------------------------

	Breakfast	Lunch	Snack	Total
RHS	391	3,061	174	3,626
CSPP	2,269	-	-	2,269
	<u>2,660</u>	<u>3,061</u>	<u>174</u>	<u>5,895</u>

	RHS	CSPP	Total
TOTAL FEDERAL REIMBURSEMENT:	\$14,697.44	\$5,377.53	\$20,074.97
CASH IN LIEU:	\$918.30	\$0.00	\$918.30
TOTAL STATE REIMBURSEMENTS:	<u>\$568.44</u>	<u>\$654.14</u>	<u>\$1,222.58</u>
	<u>\$16,184.18</u>	<u>\$6,031.67</u>	<u>\$22,215.85</u>



# Madera Early Head Start Monthly Enrollment Report March 2025





## IN-KIND MONTHLY SUMMARY REPORT

Month

**FEBRUARY**

Year

**2025**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	208,787.00	219,197.87	23,040.78	242,238.65	(33,451.65)
A. Professional Services/Servicios Profesionales	-	0.00		-	0.00
B. Center Volunteers/Voluntarios en el Centro	206,086.00	219,197.87	23,040.78	242,238.65	(36,152.65)
C. Other/Policy Council/Otro/Comité de Póliza	2,701.00	0.00		-	2,701.00
Donated Food/Comida Donada	-	0.00		-	0.00
Donated Supplies/Materiales Donado	451.00	0.00	300.00	300.00	151.00
Donated Equipment	-	0.00		-	0.00
Donated Bus Storage	-	0.00		-	0.00
Donated Space/Sitio Donado	-	0.00		-	0.00
Transportation/ Transportación	-	0.00		-	0.00
<b>TOTAL IN-KIND</b>	<b>209,238.00</b>	<b>219,197.87</b>	<b>23,340.78</b>	<b>242,538.65</b>	<b>(33,300.65)</b>
		0.00		-	0.00
<b>Grand Total</b>	<b>209,238.00</b>	<b>219,197.87</b>	<b>23,340.78</b>	<b>242,538.65</b>	<b>(33,300.65)</b>

B. YTD In-Kind \$ 242,538.65

C. Percent Y-T-D In-Kind 115.92%



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM  
MONTHLY REPORTING – [MAY 2025](#)**

**NUMBER OF CHILDREN ENROLLED IN EACH PROGRAM FOR THE ALTERNATIVE PAYMENT PROGRAM**

General Contract - CAPP	588
CalWORKs Stage 2 – C2AP	140
CalWORKs Stage 3 – C3AP	128
Bridge Program - BP	23
<b>Total Children Enrolled</b>	<b>879</b>

**NUMBER OF IN-HOME LICENSE CHILD CARE PROVIDERS AND LICENSE-EXEMPT CHILD CARE PROVIDERS  
FOR ALTERNATIVE PAYMENT PROGRAM**

IN - HOME LICENSE CHILD CARE PROVIDERS – SMALL	47
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	47
LICENSE-EXEMPT CHILD CARE PROVIDERS	87
<b>Total Providers Enrolled</b>	<b>181</b>

**RESOURCE & REFERRAL LICENSED PROVIDERS**

ACTIVE - LICENSED CHILD CARE PROVIDERS	148
CLOSED - LICENSED CHILD CARE PROVIDERS	N/A

**CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS**

**CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:**

- LEAD Poisoning (English): 0 attendees
- LEAD Poisoning (Spanish): 13 attendees

**KIDS PLAY DAY:**

- 17 ATTENDEES (English/Spanish)

**Bridge Program Coaching Session:**

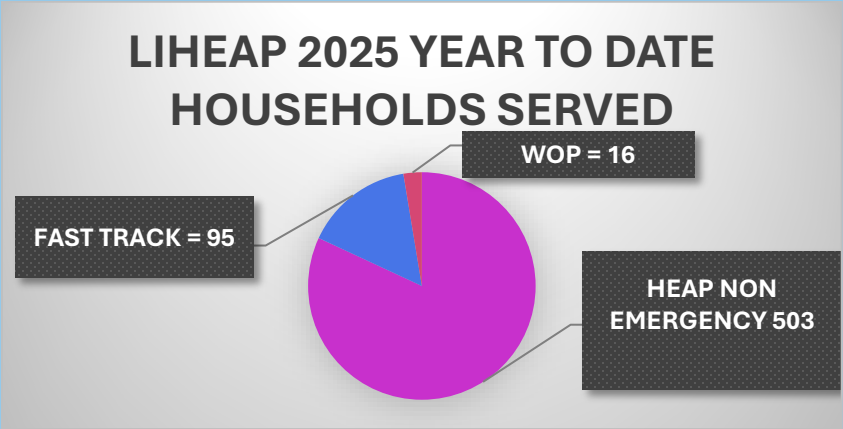
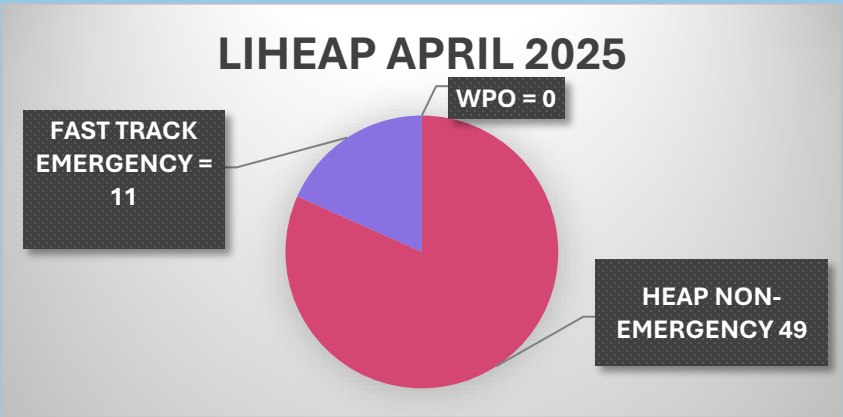
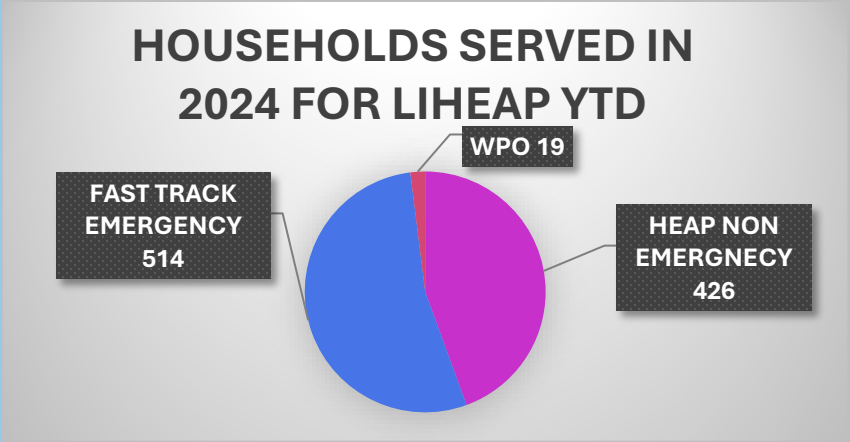
- Trauma – Informed Care Coaching (Spanish): 25 attendees



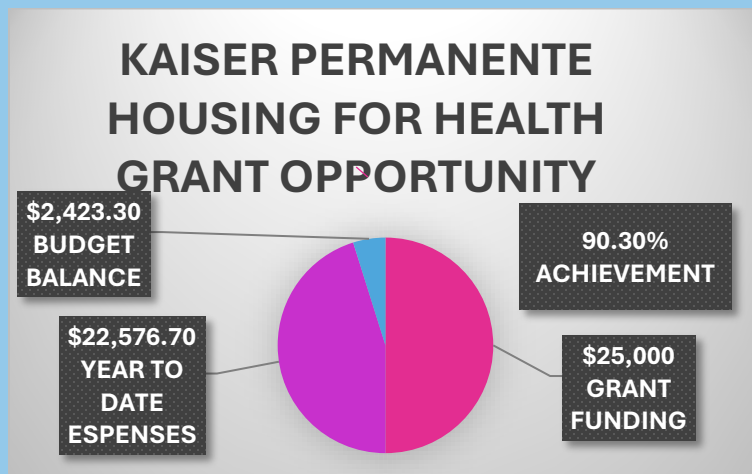
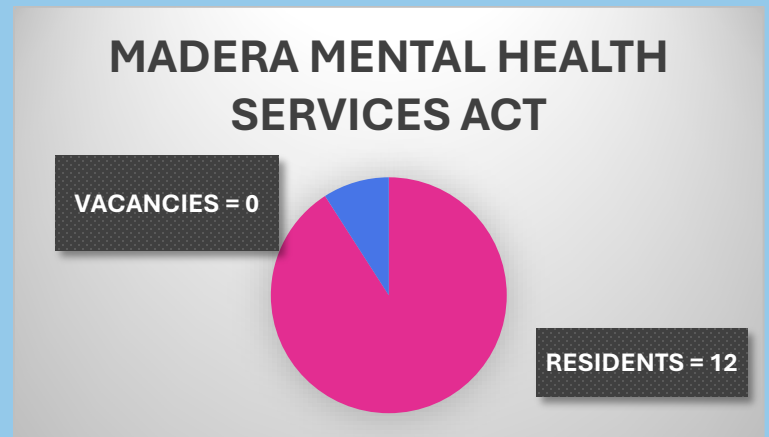
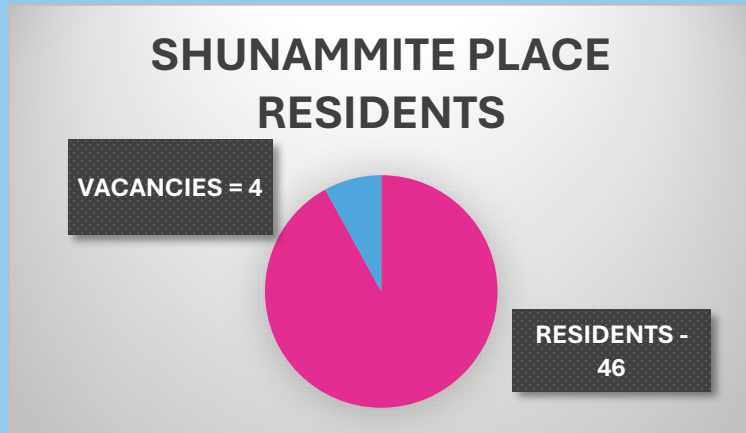


# Community Services April 2025 Report

## Low Income Home Energy Assistance Program (LIHEAP)



## Homeless Services Provided



COMMUNITY ACTION PARTNERSHIP OF  
MADERA COUNTY, INC.  
HELP CENTER - APRIL 2025



HOUSED: 12

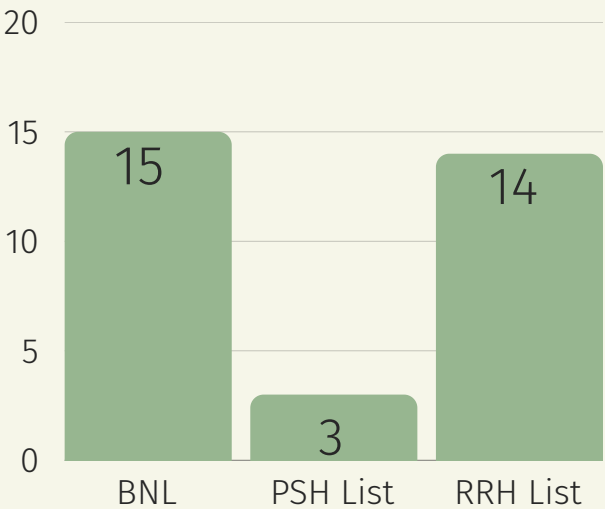


Permanent  
Supportive  
Housing: 1



Permanent  
Housing: 11

CES Data



New Clients  
Engaged Per Area

Chowchilla City

5 (YTD: 31)

Madera City

19- (YTD: 253)

Eastern Madera

1 - (YTD: 63)

Subgroups



Families  
3



DV Victims  
0



Individuals  
22



TAY  
0

Referrals Received

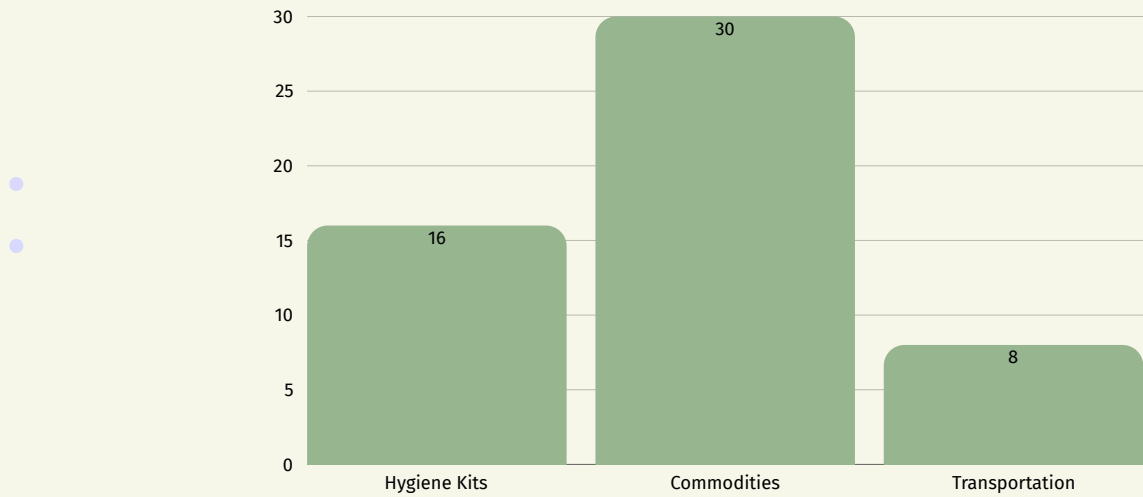


20

Outcomes

3: assigned  
6: no contact  
11: not homeless

Other Services





# Homeless Engagement for Living Program (HELP Center) Services Report - April 2025



Below are the number of services provided and contacts made in Madera County for the period of 04/01/2025 - 4/30/2025.

	Individuals	Families	DV	TAY	Veterans
Madera City	219	34	8	16	2
Chowchilla City	25	6	0	0	0
Eastern Madera	60	3	0	0	0
Total:	304	43	8	16	2

Outcomes-Services Offered		
HOUSING SERVICES	CURRENT MONTH	YEAR TO DATE
SHELTER	1	28
REFERRED TO TRIAGE - MRM	13	13
TRIAGE HOUSING	7	46
REUNIFICATION WITH FAMILY	0	5
HOUSING RESOURCE GUIDE	4	62
SUBMITTED RENTAL APPLICATIONS	2	56
PERMANENT HOUSING	11	52
PERMANENT SUPPORTIVE HOUSING	1	36
PROVIDED MOVE-IN COSTS	3	33
RECEIVED EMERGENCY HOUSING VOUCHER	0	4
DOCUMENT COLLECTION	CURRENT MONTH	YEAR TO DATE
DMV VOUCHER FOR ID	6	40
ASSISTED IN OBTAINING DOCUMENTS THROUGH CONSULATE	0	0
SOCIAL SECURITY CARD	3	16
BIRTH CERTIFICATE	3	16
INCOME VERIFICATION	2	40
DISABILITY CERTIFICATION	0	20
PSH SUPPORT LETTERS	1	46
EMOTIONAL SUPPORT ANIMAL LETTER	0	1
REFERRALS	CURRENT MONTH	YEAR TO DATE
WORKFORCE	6	28
VICTIM SERVICES	1	4
VETERAN AFFAIRS	0	1
BEHAVIORAL HEALTH	14	173
REFERRED TO BH BRIDGE HOUSING	1	5
IMMIGRATION SERVICES	0	14
FOSTER CARE SERVICES	0	1
RH COMMUNITY BUILDERS	2	14
SUBSTANCE ABUSE PROGRAM	0	14
DEPARTMENT OF SOCIAL SERVICES - APS	0	0
DEPARTMENT OF SOCIAL SERVICES - CPS	0	1
DEPARTMENT OF SOCIAL SERVICES - HOUSING	0	11
OTHER NON-CASH BENEFITS	CURRENT MONTH	YEAR TO DATE
ASSISTED IN OBTAINING MEDICAL APPTS	1	10
ASSISTED IN OBTAINING CASH AID / TANF	1	4
ASSISTED IN OBTAINING CALFRESH BENEFITS	0	2
ASSISTED IN OBTAINING HEALTH INSURANCE	0	4
OTHER SERVICES	CURRENT MONTH	YEAR TO DATE
SUICIDE PREVENTION	0	1
PROVIDED HYGIENE KITS	16	90
DELIVERED COMMODITIES	30	203
ASSISTED WITH SSI BENEFITS	0	0
ARRANGED TRANSPORTATION	8	72
ADVOCACY WITH LEGAL MATTER	0	5
ASSISTED IN OBTAINING A GOVT. PHONE	0	2
PROVIDED SHOES OR CLOTHES TO CLIENT	0	8
PROVIDED BICYCLE FOR TRANSPORTATION	0	0
ASSISTED WITH JOB INTERVIEW	0	1
ASSISTED IN OBTAINING INCOME	0	1
OTHER COORDINATED ENTRY	CURRENT MONTH	YEAR TO DATE
PLACED ON PSH PRIORITY LIST	3	24
PLACED ON RRH PRIORITY LIST	14	69
PLACED ON BY-NAME LIST	15	121

# April Awareness Events





# *Walk a Mile in Her Shoes*



*April 25, 2025*





# Support Survivors





*Believe*















*Thank  
You*





# Memorial & Awards Event



**National Crime Victims' Rights Week**















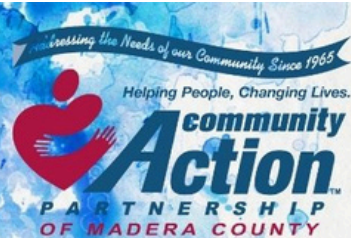




in  
loving  
memory







# April is Child Abuse Prevention Month

# Wear Blue Day

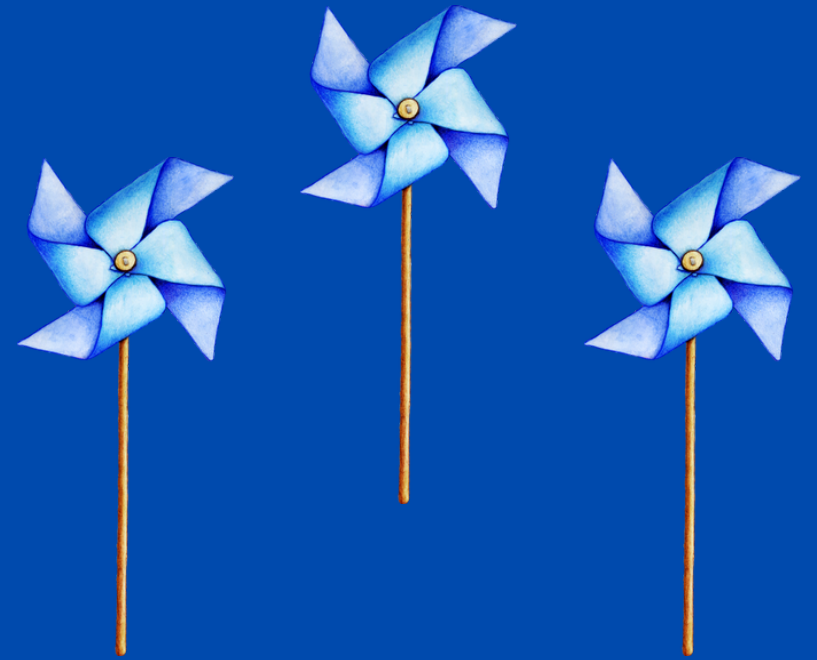
## April 4, 2025



***Wear blue to raise awareness and  
show your commitment to the  
prevention of child abuse***







#wearblue4kids





# Wear Blue Day!



**Madera County Probation**



# Child Abuse Prevention Month

CAPMC



MUSD





NUNCA HAY  
EXCUSA  
NI INVITACION  
PARA UNA  
VIOLACION

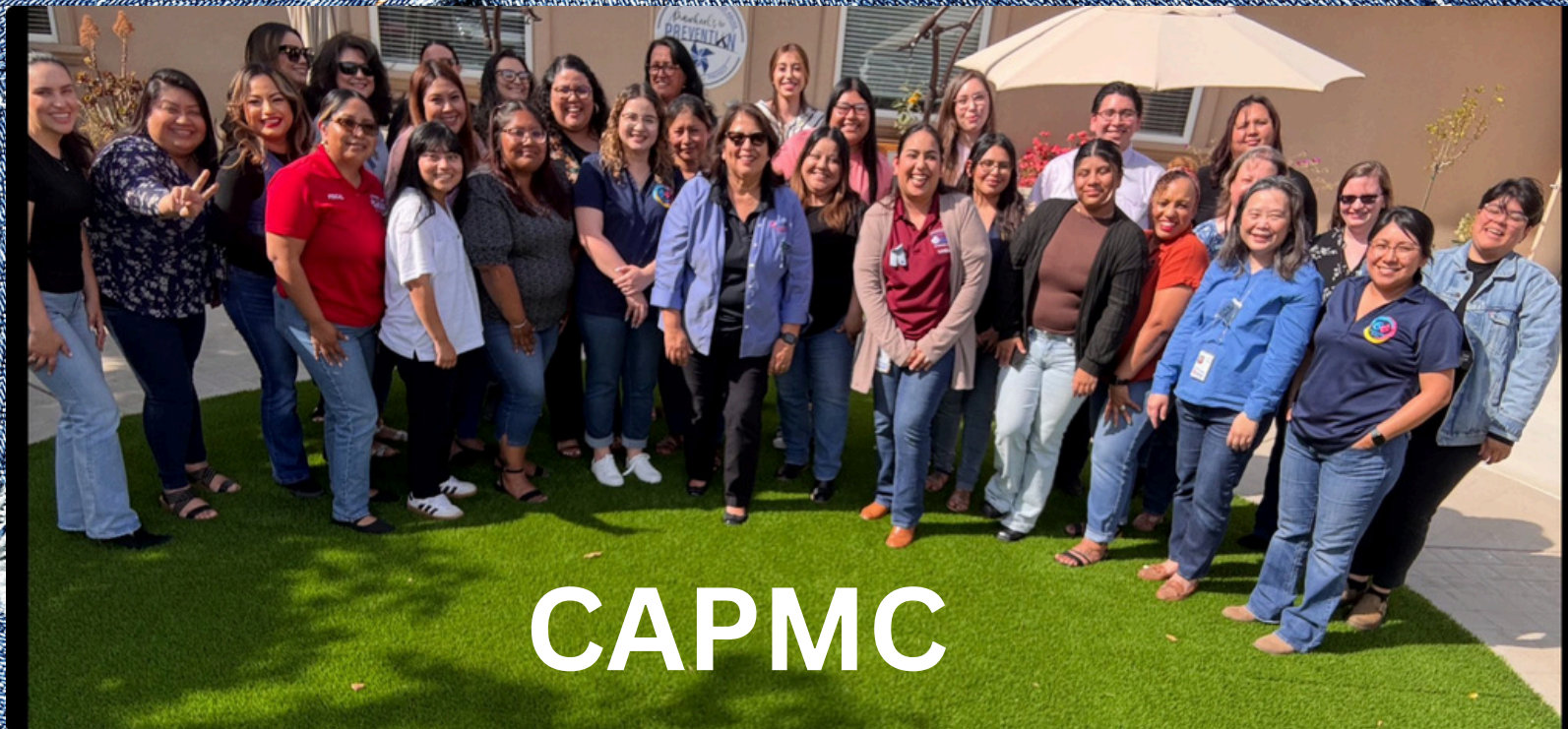
**DENIM  
DAY**  
EST. 1999

THERE IS NO  
EXCUSE  
AND NEVER  
AN INVITATION  
TO RAPE



**APRIL 30, 2025**  
**MAKE A STATEMENT**  
**WITH YOUR CLOTHES**  
**WEAR JEANS**  
**WITH A PURPOSE**





CAPMC



DA's Office







A group of ten people, five men and five women, are standing in a room with rows of white lockers. They are dressed in casual business attire. The room has a grey carpet and a white ceiling with fluorescent lights.

# Madera County



Four women are standing in front of a blue banner that reads "2025 CHILD ABUSE PREVENTION CONFERENCE". The banner also features a logo with the words "Child Abuse Prevention" and "MCCAPC". The women are smiling and looking at the camera.

Big Brothers Big Sisters  
MCCAPC



A group of six women are standing in an office. They are smiling and looking at the camera. The office has a large window with a view of greenery outside. There is a bulletin board with various papers and a large sunflower painting on the wall.

# Victim Services





# National Denim Day 2025





*Thank  
you!*



# Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: May 8, 2025

Author: Maritza Gomez-Zaragoza

---

DATE: April 14, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2024-2025 California State Preschool Program (CSPP) Budget Revision

**I. RECOMMENDATION:**

Review and consider approving the Community Action Partnership of Madera County 2024-2025 CSPP Budget Revisions to Stanislaus County Office of Education. Comparison Budgets included.

**II. SUMMARY:**

Stanislaus County Office of Education awarded CAPMC additional CSPP to include the Oakhurst center. A budget comparison based on agency's funding allocations for the 2024-2025 guidance and amounts received from Stanislaus County Office of Education has been prepared for review and approval.

**III. DISCUSSION:**

- a. Stanislaus County Office of Education approached CAPMC with availability of additional CSPP funding.
- b. Staff considered the proposal in order to extend service hours for the Oakhurst Head Start site. The Oakhurst center typically serves children for 3.5 hours. With the additional funding, the center is able to provide 6 hours of service.
- c. Staff have prepared a budget revision comparison to indicate how the funding will be utilized.

- The 2024-2025 California State Preschool Program (CSPP) Budget Revision will be presented to the Policy Council for review and approval on May 1, 2025.

**A. FINANCING: Total funding \$91,244**

**STANISLAUS COUNTY OFFICE OF EDUCATION**  
**California State Preschool Program (CSPP)**  
**2024-2025**  
**BUDGET COMPARISON**  
**Budget Revision #1**

**Subrecipient Agency Name: Community Action Partnership of Madera County**

	Currently Approved Budget	Net Changes	Revised Budget
6a Personnel	790,615	51,328	841,943
6b Fringe	209,675	19,075	228,750
6c Travel		-	
6d Equipment > \$5,000		-	
6e Supplies		1,163	1,163
6f Contracts		-	
6g Major Renovations/Construction		-	
6h Other		12,067	12,067
Total Direct	1,000,290	83,633	1,083,923
6i Indirect	91,026	7,611	98,637
<b>Total</b>	<b>1,091,316</b>	<b>91,244</b>	<b>1,182,560</b>

Explanation of requested variance/changes:			Changes
6a	Net Increase:	Increase due to personnel changes for Oakhurst (provide more specific on type of change)	51,328
6b	Net Increase:	Increase due to changes in 6a	19,075
6c	No Change		-
6d	No Change		-
6e	No Change		-
6e	Net Increase:	Increased .....	1,163
6f	No Change		-
6g	No Change		-
6h	Net Increase:	Increase ....	12,067
6i	Net Increase:	Increase due to change in overall budget amount.	7,611
<b>Total</b>			<b>91,244</b>

<b>Approval Section</b>	
<b>Agency Head Start Director:</b>	<b>Date:</b>
<b>Agency Executive Director:</b>	<b>Date:</b>
<b>Policy Committee Approval:</b>	<b>Date:</b>
<b>Board Approval:</b>	<b>Date:</b>
<b>Recipient Director:</b>	<b>Date:</b>

**Note: Any changes to category 6d require the Bid Documentation Form.**  
**For any Renovations/Repairs refer to the required Contractors Checklist Form.**



# Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: May 8, 2025

Author: Maritza Gomez-Zaragoza

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DATE: May 1, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2024-2025 Head Start, Early Head Start, and Migrant Seasonal Head Start Staff Retention Stipend

**I. RECOMMENDATION:**

Review and consider approving proposal to provide a one time Retention Stipend to Head Start, Early Head Start, and Migrant Seasonal Head Start staff.

**II. SUMMARY:**

CAPMC-Head Start wants to ensure retention of its workforce. CAPMC Head Start is experiencing a turn-over in positions that are essential for the continuation of services to children and families.

**III. DISCUSSION:**

- A. Office of Head Start released an Informational Memorandum (ACF-IM-HS-22-04) Competitive Bonuses for the Head Start Workforce. CAPMC's plan to provide a retention stipend is within Head Start allowable expenses.
- B. In the last three years, the Head Start programs have experienced a high turnover of teaching staff even though CAPMC has made great efforts to increase wages. Currently, there are over 11 vacant positions between center and office staff.
- C. CAPMC is proposing a Retention Stipend of \$1,200 that will be paid out to staff on May of 2025 following Board approval. If approved the one time stipend will be distributed as a separate payroll check. CAPMC hopes that the stipend will encourage staff to remain with the program and avoid any lapses in services to the children and families due to vacancies.
- D. The stipend will not only support the program to retain staff but will also provide financial support to staff who might be experiencing financial hardship.
- E. The one time Retention Stipend will be given to all Head Start staff across the board and will be allocated to the appropriate budget for those staff members who are allocated to multiple programs.

**IV. FINANCING:**

Funds for the Retention Stipend have been allocated to all 2024-2025 Head Start budgets.



# Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: May 8, 2025

Author: Donna Tooley

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DATE: April 30, 2025

TO: Board of Directors

FROM: Donna Tooley, Interim Chief Financial Officer

SUBJECT: Accept and Approve the Submission of the CAPMC Welfare Benefit 2024 Form 5500 Tax Return

**I. RECOMMENDATION:**

Review and consider approving the submission of the CAPMC Welfare Benefit 2024 Form 5500 tax return by the Chief Financial Officer.

**II. SUMMARY:**

CAPMC must file an annual return for its Health and Welfare Benefit plan each calendar year. Heffernan Insurance Brokers have prepared the Form 5500 for the CAPMC Health and Welfare Benefit Plan.

**III. DISCUSSION:**

- A. A draft Form 5500 is attached for your review and consideration. The CFO has reviewed the tax return prior to the submission to the Board of Directors.
- B. The information for the Welfare Benefit Plan Form 5500 was prepared from records of the health insurance providers and CAPMC's vendor payment records.
- C. CAPMC is subject to the filing requirement because its plan has more than 100 participants.
- D. The due date for the return is July 31, 2025 and is filed electronically.
- E. The Welfare Benefit Plan Form 5500 does not require an outside audit like the CAPMC 403(b) Retirement Plan.

**IV. FINANCING:**

The Welfare Benefit Plan is less complicated than the audit 403(b) Form 5500 and was completed by Heffernan Insurance Brokers for no additional fee.

<div>Form 5500</div> <div>Department of the Treasury Internal Revenue Service</div> <div>Department of Labor Employee Benefits Security Administration</div> <div>Pension Benefit Guaranty Corporation</div>	<div>Annual Return/Report of Employee Benefit Plan</div> <div>This form is required to be filed for employee benefit plans under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and sections 6057(b) and 6058(a) of the Internal Revenue Code (the Code).</div> <div>▶ Complete all entries in accordance with the instructions to the Form 5500.</div>	<div>OMB Nos. 1210-0110 1210-0089</div> <div>2024</div> <div>This Form is Open to Public Inspection</div>
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Part I	Annual Report Identification Information
For calendar plan year 2024 or fiscal plan year beginning 01/01/2024 and ending 12/31/2024	
A	This return/report is for: <div><div><input type="checkbox"/> a multiemployer plan</div><div><input type="checkbox"/> a multiple-employer plan (Filers checking this box must provide participating employer information in accordance with the form instructions.)</div><div><input checked="" type="checkbox"/> a single-employer plan</div><div><input type="checkbox"/> a DFE (specify) _____</div></div>
B	This return/report is: <div><div><input type="checkbox"/> the first return/report</div><div><input type="checkbox"/> the final return/report</div><div><input type="checkbox"/> an amended return/report</div><div><input type="checkbox"/> a short plan year return/report (less than 12 months)</div></div>
C	If the plan is a collectively-bargained plan, check here. .... ▶ <input type="checkbox"/>
D	Check box if filing under: <div><div><input type="checkbox"/> Form 5558</div><div><input type="checkbox"/> automatic extension</div><div><input type="checkbox"/> the DFVC program</div><div><input type="checkbox"/> special extension (enter description)</div></div>
E	If this is a retroactively adopted plan permitted by SECURE Act section 201, check here. .... ▶ <input type="checkbox"/>

Part II	Basic Plan Information—enter all requested information
1a	Name of plan Community Action Partnership of Madera County, Inc. Welfare Benefit Plan
1b	Three-digit plan number (PN) ▶ 501
1c	Effective date of plan 01/01/2017
2a	Plan sponsor's name (employer, if for a single-employer plan) Mailing address (include room, apt., suite no. and street, or P.O. Box) City or town, state or province, country, and ZIP or foreign postal code (if foreign, see instructions)  Community Action Partnership of Madera County, Inc.  1225 Gill Avenue  Madera CA 93637
2b	Employer Identification Number (EIN) 94-1612823
2c	Plan Sponsor's telephone number 415-526-7510
2d	Business code (see instructions) 813000

Caution: A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, as well as the electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct, and complete.

SIGN HERE			
	Signature of plan administrator	Date	Enter name of individual signing as plan administrator
SIGN HERE			
	Signature of employer/plan sponsor	Date	Enter name of individual signing as employer or plan sponsor
SIGN HERE			
	Signature of DFE	Date	Enter name of individual signing as DFE

<b>3a</b> Plan administrator's name and address <input checked="" type="checkbox"/> Same as Plan Sponsor	<b>3b</b> Administrator's EIN  <b>3c</b> Administrator's telephone number  <div style="background-color: #cccccc; height: 40px; width: 100%;"></div>
<b>4</b> If the name and/or EIN of the plan sponsor or the plan name has changed since the last return/report filed for this plan, enter the plan sponsor's name, EIN, the plan name and the plan number from the last return/report: <b>a</b> Sponsor's name <b>c</b> Plan Name	<b>4b</b> EIN  <b>4d</b> PN
<b>5</b> Total number of participants at the beginning of the plan year	<b>5</b> 248
<b>6</b> Number of participants as of the end of the plan year unless otherwise stated (welfare plans complete only lines <b>6a(1)</b> , <b>6a(2)</b> , <b>6b</b> , <b>6c</b> , and <b>6d</b> ). <b>a(1)</b> Total number of active participants at the beginning of the plan year ..... <b>a(2)</b> Total number of active participants at the end of the plan year ..... <b>b</b> Retired or separated participants receiving benefits ..... <b>c</b> Other retired or separated participants entitled to future benefits ..... <b>d</b> Subtotal. Add lines <b>6a(2)</b> , <b>6b</b> , and <b>6c</b> . ..... <b>e</b> Deceased participants whose beneficiaries are receiving or are entitled to receive benefits. .... <b>f</b> Total. Add lines <b>6d</b> and <b>6e</b> . ..... <b>g(1)</b> Number of participants with account balances as of the beginning of the plan year (only defined contribution plans complete this item) ..... <b>g(2)</b> Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item) ..... <b>h</b> Number of participants who terminated employment during the plan year with accrued benefits that were less than 100% vested.....	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div> <b>6a(1)</b> 247 <b>6a(2)</b> 266 <b>6b</b> 1 <b>6c</b> 0 <b>6d</b> 267 <b>6e</b> <b>6f</b> <b>6g(1)</b> <b>6g(2)</b> <b>6h</b>
<b>7</b> Enter the total number of employers obligated to contribute to the plan (only multiemployer plans complete this item).....	<b>7</b>
<b>8a</b> If the plan provides pension benefits, enter the applicable pension feature codes from the List of Plan Characteristics Codes in the instructions:  <b>b</b> If the plan provides welfare benefits, enter the applicable welfare feature codes from the List of Plan Characteristics Codes in the instructions: 4A 4B 4D 4E	

<b>9a</b> Plan funding arrangement (check all that apply) (1) <input checked="" type="checkbox"/> Insurance (2) <input type="checkbox"/> Code section 412(e)(3) insurance contracts (3) <input type="checkbox"/> Trust (4) <input checked="" type="checkbox"/> General assets of the sponsor	<b>9b</b> Plan benefit arrangement (check all that apply) (1) <input checked="" type="checkbox"/> Insurance (2) <input type="checkbox"/> Code section 412(e)(3) insurance contracts (3) <input type="checkbox"/> Trust (4) <input checked="" type="checkbox"/> General assets of the sponsor
<b>10</b> Check all applicable boxes in 10a and 10b to indicate which schedules are attached, and, where indicated, enter the number attached. (See instructions)	
<b>a Pension Schedules</b> (1) <input type="checkbox"/> <b>R</b> (Retirement Plan Information) (2) <input type="checkbox"/> <b>MB</b> (Multiemployer Defined Benefit Plan and Certain Money Purchase Plan Actuarial Information) - signed by the plan actuary (3) <input type="checkbox"/> <b>SB</b> (Single-Employer Defined Benefit Plan Actuarial Information) - signed by the plan actuary (4) <input type="checkbox"/> <b>DCG</b> (Individual Plan Information) – Number Attached _____ (5) <input type="checkbox"/> <b>MEP</b> (Multiple-Employer Retirement Plan Information)	<b>b General Schedules</b> (1) <input type="checkbox"/> <b>H</b> (Financial Information) (2) <input type="checkbox"/> <b>I</b> (Financial Information – Small Plan) (3) <input checked="" type="checkbox"/> <b>A</b> (Insurance Information) – Number Attached <u>2</u> (4) <input type="checkbox"/> <b>C</b> (Service Provider Information) (5) <input type="checkbox"/> <b>D</b> (DFE/Participating Plan Information) (6) <input type="checkbox"/> <b>G</b> (Financial Transaction Schedules)



**Part III Form M-1 Compliance Information (to be completed by welfare benefit plans)**

**11a** If the plan provides welfare benefits, was the plan subject to the Form M-1 filing requirements during the plan year? (See instructions and 29 CFR 2520.101-2.) ..... ☐ Yes ☒ No

If "Yes" is checked, complete lines 11b and 11c.

**11b** Is the plan currently in compliance with the Form M-1 filing requirements? (See instructions and 29 CFR 2520.101-2.) ..... ☐ Yes ☐ No

**11c** Enter the Receipt Confirmation Code for the 2024 Form M-1 annual report. If the plan was not required to file the 2024 Form M-1 annual report, enter the Receipt Confirmation Code for the most recent Form M-1 that was required to be filed under the Form M-1 filing requirements. (Failure to enter a valid Receipt Confirmation Code will subject the Form 5500 filing to rejection as incomplete.)

Receipt Confirmation Code \_\_\_\_\_

<div>SCHEDULE A</div> <div>(Form 5500)</div> <div>Department of the Treasury</div> <div>Internal Revenue Service</div> <div>Department of Labor</div> <div>Employee Benefits Security Administration</div> <div>Pension Benefit Guaranty Corporation</div>	<div>Insurance Information</div> <div>This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA).</div> <div>► File as an attachment to Form 5500.</div> <div>► Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).</div>	<div>OMB No. 1210-0110</div> <div>2024</div> <div>This Form is Open to Public Inspection</div>
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For calendar plan year 2024 or fiscal plan year beginning 01/01/2024 and ending 12/31/2024		
<div>A</div> <div>Name of plan</div> <div>Community Action Partnership of Madera County, Inc.</div> <div>Welfare Benefit Plan</div>	<div>B</div> <div>Three-digit plan number (PN)</div> <div>►</div> <div>501</div>	
<div>C</div> <div>Plan sponsor's name as shown on line 2a of Form 5500</div> <div>Community Action Partnership of Madera County, Inc.</div>	<div>D</div> <div>Employer Identification Number (EIN)</div> <div>94-1612823</div>	

<div>Part I</div>	<div>Information Concerning Insurance Contract Coverage, Fees, and Commissions</div> <div>Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.</div>
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1 Coverage Information:

<div>(a)</div> <div>Name of insurance carrier</div> <div>The Guardian Life Insurance Company of America</div>
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(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
13-5123390	64246	00057677	266	01/01/2024	12/31/2024

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid
6,011	0

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid
Heffernan Insurance Brokers
1350 Carlback Ave., Suite 200
Walnut Creek CA 94596

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
5,266			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid
Enrollease
660 York Street, Suite 102
San Francisco CA 94110

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
745			3

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**(a)** Name and address of the agent, broker, or other person to whom commissions or fees were paid

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<b>(b)</b> Amount of sales and base commissions paid	Fees and other commissions paid		<b>(e)</b> Organization code
	<b>(c)</b> Amount	<b>(d)</b> Purpose	

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**(a)** Name and address of the agent, broker, or other person to whom commissions or fees were paid

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<b>(b)</b> Amount of sales and base commissions paid	Fees and other commissions paid		<b>(e)</b> Organization code
	<b>(c)</b> Amount	<b>(d)</b> Purpose	

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**(a)** Name and address of the agent, broker, or other person to whom commissions or fees were paid

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<b>(b)</b> Amount of sales and base commissions paid	Fees and other commissions paid		<b>(e)</b> Organization code
	<b>(c)</b> Amount	<b>(d)</b> Purpose	

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**(a)** Name and address of the agent, broker, or other person to whom commissions or fees were paid

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<b>(b)</b> Amount of sales and base commissions paid	Fees and other commissions paid		<b>(e)</b> Organization code
	<b>(c)</b> Amount	<b>(d)</b> Purpose	

---

**(a)** Name and address of the agent, broker, or other person to whom commissions or fees were paid

---

<b>(b)</b> Amount of sales and base commissions paid	Fees and other commissions paid		<b>(e)</b> Organization code
	<b>(c)</b> Amount	<b>(d)</b> Purpose	

**Part II Investment and Annuity Contract Information**

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

<b>4</b> Current value of plan's interest under this contract in the general account at year end .....	<b>4</b>	
<b>5</b> Current value of plan's interest under this contract in separate accounts at year end.....	<b>5</b>	

**6** Contracts With Allocated Funds:

**a** State the basis of premium rates ▶

<b>b</b> Premiums paid to carrier .....	<b>6b</b>	
<b>c</b> Premiums due but unpaid at the end of the year.....	<b>6c</b>	
<b>d</b> If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount. .... Specify nature of costs ▶	<b>6d</b>	

**e** Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity  
(3) ☐ other (specify) ▶

**f** If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐

**7** Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

**a** Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee  
(3) ☐ guaranteed investment (4) ☐ other ▶

<b>b</b> Balance at the end of the previous year .....	<b>7b</b>	0
<b>c</b> Additions: (1) Contributions deposited during the year .....	<b>7c(1)</b>	
(2) Dividends and credits .....	<b>7c(2)</b>	
(3) Interest credited during the year .....	<b>7c(3)</b>	
(4) Transferred from separate account.....	<b>7c(4)</b>	
(5) Other (specify below) .....	<b>7c(5)</b>	
(6) Total additions .....	<b>7c(6)</b>	0
<b>d</b> Total of balance and additions (add lines <b>7b</b> and <b>7c(6)</b> ) .....	<b>7d</b>	0
<b>e</b> Deductions:		
(1) Disbursed from fund to pay benefits or purchase annuities during year .....	<b>7e(1)</b>	
(2) Administration charge made by carrier .....	<b>7e(2)</b>	
(3) Transferred to separate account.....	<b>7e(3)</b>	
(4) Other (specify below) .....	<b>7e(4)</b>	
(5) Total deductions .....	<b>7e(5)</b>	0
<b>f</b> Balance at the end of the current year (subtract line <b>7e(5)</b> from line <b>7d</b> ) .....	<b>7f</b>	0

**Part III Welfare Benefit Contract Information**

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

**8** Benefit and contract type (check all applicable boxes)

- a** ☐ Health (other than dental or vision)     
**b** ☐ Dental     
**c** ☒ Vision     
**d** ☒ Life insurance  
**e** ☐ Temporary disability (accident and sickness)     
**f** ☐ Long-term disability     
**g** ☐ Supplemental unemployment     
**h** ☐ Prescription drug  
**i** ☐ Stop loss (large deductible)     
**j** ☐ HMO contract     
**k** ☐ PPO contract     
**l** ☐ Indemnity contract  
**m** ☒ Other (specify) ▶ Accidental Death & Dismemberment

**9** Experience-rated contracts:

<b>a</b> Premiums: (1) Amount received .....	<b>9a(1)</b>		
(2) Increase (decrease) in amount due but unpaid.....	<b>9a(2)</b>		
(3) Increase (decrease) in unearned premium reserve .....	<b>9a(3)</b>		
(4) Earned ((1) + (2) - (3)).....		<b>9a(4)</b>	0
<b>b</b> Benefit charges (1) Claims paid.....	<b>9b(1)</b>		
(2) Increase (decrease) in claim reserves .....	<b>9b(2)</b>		
(3) Incurred claims (add (1) and (2)).....		<b>9b(3)</b>	0
(4) Claims charged .....		<b>9b(4)</b>	
<b>c</b> Remainder of premium: (1) Retention charges (on an accrual basis) --			
(A) Commissions .....	<b>9c(1)(A)</b>		
(B) Administrative service or other fees .....	<b>9c(1)(B)</b>		
(C) Other specific acquisition costs .....	<b>9c(1)(C)</b>		
(D) Other expenses .....	<b>9c(1)(D)</b>		
(E) Taxes .....	<b>9c(1)(E)</b>		
(F) Charges for risks or other contingencies.....	<b>9c(1)(F)</b>		
(G) Other retention charges .....	<b>9c(1)(G)</b>		
(H) Total retention .....		<b>9c(1)(H)</b>	0
(2) Dividends or retroactive rate refunds. (These amounts were <input type="checkbox"/> paid in cash, or <input type="checkbox"/> credited.).....		<b>9c(2)</b>	
<b>d</b> Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement .....		<b>9d(1)</b>	
(2) Claim reserves .....		<b>9d(2)</b>	
(3) Other reserves.....		<b>9d(3)</b>	
<b>e</b> Dividends or retroactive rate refunds due. (Do not include amount entered in line 9c(2).) .....		<b>9e</b>	

**10** Nonexperience-rated contracts:

<b>a</b> Total premiums or subscription charges paid to carrier.....	<b>10a</b>	52,311
<b>b</b> If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount .....	<b>10b</b>	

Specify nature of costs.

**Part IV Provision of Information**

**11** Did the insurance company fail to provide any information necessary to complete Schedule A?..... ☐ Yes ☒ No

**12** If the answer to line 11 is "Yes," specify the information not provided. ▶



<div>SCHEDULE A</div> <div>(Form 5500)</div> <div>Department of the Treasury</div> <div>Internal Revenue Service</div> <div>Department of Labor</div> <div>Employee Benefits Security Administration</div> <div>Pension Benefit Guaranty Corporation</div>	<div>Insurance Information</div> <div>This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA).</div> <div>► File as an attachment to Form 5500.</div> <div>► Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).</div>	<div>OMB No. 1210-0110</div> <div>2024</div> <div>This Form is Open to Public Inspection</div>
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For calendar plan year 2024 or fiscal plan year beginning 01/01/2024 and ending 12/31/2024	
A Name of plan Community Action Partnership of Madera County, Inc. Welfare Benefit Plan	B Three-digit plan number (PN) ► 501
C Plan sponsor's name as shown on line 2a of Form 5500 Community Action Partnership of Madera County, Inc.	D Employer Identification Number (EIN) 94-1612823

Part I	Information Concerning Insurance Contract Coverage, Fees, and Commissions	Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.
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1 Coverage Information:

(a) Name of insurance carrier Kaiser Foundation Health Plan Inc					
(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
94-1340523	00000	34950	177	01/01/2024	12/31/2024

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid
71,247	0

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid		
Heffernan Insurance Brokers 1350 Carlback Ave., Suite 200 Walnut Creek CA 94596		

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
71,247			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

---

**(a)** Name and address of the agent, broker, or other person to whom commissions or fees were paid

---

<b>(b)</b> Amount of sales and base commissions paid	Fees and other commissions paid		<b>(e)</b> Organization code
	<b>(c)</b> Amount	<b>(d)</b> Purpose	

---

**(a)** Name and address of the agent, broker, or other person to whom commissions or fees were paid

---

<b>(b)</b> Amount of sales and base commissions paid	Fees and other commissions paid		<b>(e)</b> Organization code
	<b>(c)</b> Amount	<b>(d)</b> Purpose	

---

**(a)** Name and address of the agent, broker, or other person to whom commissions or fees were paid

---

<b>(b)</b> Amount of sales and base commissions paid	Fees and other commissions paid		<b>(e)</b> Organization code
	<b>(c)</b> Amount	<b>(d)</b> Purpose	

---

**(a)** Name and address of the agent, broker, or other person to whom commissions or fees were paid

---

<b>(b)</b> Amount of sales and base commissions paid	Fees and other commissions paid		<b>(e)</b> Organization code
	<b>(c)</b> Amount	<b>(d)</b> Purpose	

---

**(a)** Name and address of the agent, broker, or other person to whom commissions or fees were paid

---

<b>(b)</b> Amount of sales and base commissions paid	Fees and other commissions paid		<b>(e)</b> Organization code
	<b>(c)</b> Amount	<b>(d)</b> Purpose	

**Part II Investment and Annuity Contract Information**

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

<b>4</b> Current value of plan's interest under this contract in the general account at year end .....	<b>4</b>	
<b>5</b> Current value of plan's interest under this contract in separate accounts at year end.....	<b>5</b>	

**6** Contracts With Allocated Funds:**a** State the basis of premium rates ▶

<b>b</b> Premiums paid to carrier .....	<b>6b</b>	
<b>c</b> Premiums due but unpaid at the end of the year.....	<b>6c</b>	
<b>d</b> If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount. .... Specify nature of costs ▶	<b>6d</b>	

**e** Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity  
(3) ☐ other (specify) ▶

**f** If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐**7** Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

**a** Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee  
(3) ☐ guaranteed investment (4) ☐ other ▶

<b>b</b> Balance at the end of the previous year .....	<b>7b</b>	0
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<b>c</b> Additions: (1) Contributions deposited during the year .....	<b>7c(1)</b>		
	<b>7c(2)</b>		
	<b>7c(3)</b>		
	<b>7c(4)</b>		
	<b>7c(5)</b>		

▶

(6) Total additions .....	<b>7c(6)</b>	0
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<b>d</b> Total of balance and additions (add lines <b>7b</b> and <b>7c(6)</b> ) .....	<b>7d</b>	0
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<b>e</b> Deductions: (1) Disbursed from fund to pay benefits or purchase annuities during year (2) Administration charge made by carrier .....	<b>7e(1)</b>		
	<b>7e(2)</b>		
	<b>7e(3)</b>		
	<b>7e(4)</b>		
	<b>7e(5)</b>		

▶

(5) Total deductions .....	<b>7e(5)</b>	0
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<b>f</b> Balance at the end of the current year (subtract line <b>7e(5)</b> from line <b>7d</b> ) .....	<b>7f</b>	0
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**Part III Welfare Benefit Contract Information**

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

**8** Benefit and contract type (check all applicable boxes)

- a** ☒ Health (other than dental or vision)     
**b** ☐ Dental     
**c** ☐ Vision     
**d** ☐ Life insurance  
**e** ☐ Temporary disability (accident and sickness)     
**f** ☐ Long-term disability     
**g** ☐ Supplemental unemployment     
**h** ☒ Prescription drug  
**i** ☐ Stop loss (large deductible)     
**j** ☒ HMO contract     
**k** ☐ PPO contract     
**l** ☐ Indemnity contract  
**m** ☐ Other (specify) ▶

**9** Experience-rated contracts:

<b>a</b> Premiums: (1) Amount received .....	<b>9a(1)</b>		
(2) Increase (decrease) in amount due but unpaid.....	<b>9a(2)</b>		
(3) Increase (decrease) in unearned premium reserve .....	<b>9a(3)</b>		
(4) Earned ((1) + (2) - (3)).....		<b>9a(4)</b>	0
<b>b</b> Benefit charges (1) Claims paid.....	<b>9b(1)</b>		
(2) Increase (decrease) in claim reserves .....	<b>9b(2)</b>		
(3) Incurred claims (add (1) and (2)).....		<b>9b(3)</b>	0
(4) Claims charged .....		<b>9b(4)</b>	
<b>c</b> Remainder of premium: (1) Retention charges (on an accrual basis) --			
(A) Commissions .....	<b>9c(1)(A)</b>		
(B) Administrative service or other fees .....	<b>9c(1)(B)</b>		
(C) Other specific acquisition costs .....	<b>9c(1)(C)</b>		
(D) Other expenses .....	<b>9c(1)(D)</b>		
(E) Taxes .....	<b>9c(1)(E)</b>		
(F) Charges for risks or other contingencies.....	<b>9c(1)(F)</b>		
(G) Other retention charges .....	<b>9c(1)(G)</b>		
(H) Total retention .....		<b>9c(1)(H)</b>	0
(2) Dividends or retroactive rate refunds. (These amounts were <input type="checkbox"/> paid in cash, or <input type="checkbox"/> credited.).....		<b>9c(2)</b>	
<b>d</b> Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement .....		<b>9d(1)</b>	
(2) Claim reserves .....		<b>9d(2)</b>	
(3) Other reserves.....		<b>9d(3)</b>	
<b>e</b> Dividends or retroactive rate refunds due. (Do not include amount entered in line 9c(2).) .....		<b>9e</b>	

**10** Nonexperience-rated contracts:

<b>a</b> Total premiums or subscription charges paid to carrier.....	<b>10a</b>	1,656,921
<b>b</b> If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount .....	<b>10b</b>	

Specify nature of costs.

**Part IV Provision of Information**

**11** Did the insurance company fail to provide any information necessary to complete Schedule A?..... ☐ Yes ☒ No

**12** If the answer to line 11 is "Yes," specify the information not provided. ▶



# Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors' Meeting for: May 8, 2025

Author: Irene Yang

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**DATE:** April 30, 2025

**TO:** Board of Directors

**FROM:** Irene Yang, Human Resources Director

**SUBJECT:** 2025-2026 Workers' Compensation Renewal

**I. RECOMMENDATION:**

Review and consider approving the Workers' Compensation coverage under Service American Indemnity Company and broker's consulting fee.

**II. SUMMARY.**

CAPMC's Workers' Compensation Insurance Broker, Heffernan Insurance Brokers (HIB) recommended to consider accepting Service American Indemnity (Tangram Insurance Services) for the coverage effective June 1, 2025, to June 1, 2026.

**III. DISCUSSION.**

A. Marketing results are:

Service American Indemnity Company(Tangram) \$410,175

Berkshire Hathway Homestate Companies \$500,000

ICW Group Declined

Comp West \$500,000

State Fund \$575,000

Care West Declined

Employers Insurance Declined

Church Mutual Declined

B. Heffernan Insurance Brokers (HIB) proposed to accept Service American Indemnity Company under the group of Tangram Insurance Services because:

i. It wants to continue providing service with us, and it provides a lower premium compared to other carriers.

ii. Tangram is based in Petaluma, California that is specialized in niche industry, notably in social services industries. It has been in business since 1999 and has written more than \$100M total premium across our national programs.



- iii. Insured employers will have full access to a dedicated team, complimentary nurse triage, online access to claims, claims reviews and stewardship reports. The nurse triage service will change from Medcore and Service Insurance Companies.
  - iv. Tangram will tailor loss control services to meet specific needs; services will include onsite survey, consultation, training, safety review and development, return to work program assistance.
  - v. Tangram has an "A++" rating under A.M. Best standard.
- C. The experience modification rate decreases from 1.72 to 1.49 this renewal; it is a change of 23 points due to the decrease in claims.
- D. The renewal rate increase is due to an 11% increase in payroll from 2024 to 2025.
- E. Heffernan Insurance Broker's consulting fee is \$5,000. This fee provides webinar training, legislation updates, issuing certificates of insurance, accessing risk management centers for safety training materials, reviewing and managing claims and providing loss control supports.
- IV. **FINANCIAL IMPACT:** Funds are allocated in the appropriate budgets for the year 2025-2026.

# PROPOSAL OF INSURANCE

## PREPARED FOR COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY



*Because You're Different*

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### PRESENTED BY

Brian O'Callaghan  
Senior Vice President  
(925) 942-4606  
BrianOC@heffins.com

### ADDRESS

(WC) Heffernan Insurance  
Brokers  
1350 Carlback Avenue  
Walnut Creek, CA 94596

### INFORMATION

WWW.HEFFINS.COM  
LICENSE # 0564249  
(925) 934-8500  
(925) 934-8278

### DATE PREPARED

4/30/2025

Jessica Musso  
Account Manager  
(925) 386-3179  
JessicaMu@heffins.com

# YOUR HEFFERNAN SERVICE TEAM

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<b>SERVICING OFFICE</b>	<b>1350 CARLBACK AVENUE WALNUT CREEK, CA 94596</b>		
<b>PRODUCER</b>	Brian O'Callaghan	BrianOC@heffins.com	(925) 942-4606
	Facilitate marketing and carrier negotiations, assess client exposures, and analyze coverages. Work closely with Account Manager to assure proper servicing of account.		
<b>ACCOUNT MANAGER</b>	Jessica Musso	JessicaMu@heffins.com	(925) 386-3179
	Marketing of renewals, including negotiate terms, conditions, coverages and pricing, premium/coverage comparisons, policy changes, invoicing, facilitate premium financing, coverage questions, claim reporting and claim questions, day to day handling of all aspects of your account.		
<b>ASSOCIATE ACCOUNT MANAGER</b>	Karla Esch	<a href="mailto:KarlaE@heffins.com">KarlaE@heffins.com</a>	(925) 280-2202
	Assist Account Manager with processing of audits, endorsements, certificates, auto ID cards, and all other aspects of account servicing.		

# AUTHORIZATION TO BIND COVERAGE

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This is a coverage summary, not a legal contract. This summary is provided to assist in your understanding of your insurance program. Please refer to the actual policies for specific terms, conditions, limitations, and exclusions that will govern in the event of a loss.

This proposal for insurance coverage is based on the information submitted by Community Action Partnership of Madera County. Please indicate your acceptance of it by marking the appropriate line below.

\_\_\_\_\_ Proposal accepted as outlined.

\_\_\_\_\_ Proposal accepted with changes listed below:


## PLEASE NOTE:

- Your coverage will not be bound unless and until the indicated binding requirements are met.
- Higher limits of insurance and different types of coverage may be available, please contact us.
- I consent to electronic delivery of insurance policies and disclosures.

Acknowledged and Agreed:

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**DATE SIGNED**

**EMAIL ADDRESS** \_\_\_\_\_

# NAMED INSURED AND LOCATIONS

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## NAMED INSURED

ENTITY	WORKERS COMPENSATION
Community Action Partnership of Madera County	X

## LOCATIONS

LOC #	BLDG #	ADDRESS
1	1	1225 GILL AVENUE, MADERA, CA 93637
2	1	1777 THOMAS CONBOY, FIREBAUGH, CA 93622
3	1	18849 W. EXCELSIOR ROAD, FIVE POINT, CA 93624
4	1	435 SORENSON, MENDOTA, CA 93640
5	1	315 ADAMS STREET, ORANGE COVE, CA 93646
6	1	12898 S. FOWLER AVE, SELMA, CA 93662
7	1	265 HOSPITAL DRIVE, CHOWCILLA, CA 93610
8	1	2236 TOZER AVE, MADERA, CA 93638
9	1	29551 AVENUE 8, MADERA, CA 93638
10	1	1112 S A STREET, MADERA, CA 93638
11	1	22850 ROAD 19 ½, CHOWCILLA, CA 93610
12	1	29171 DESHA STREET, MADERA, CA 93638
13	1	131 MACE STREET, MADERA, CA 93638
14	1	33087 ROAD 228, NORTH FOLK, CA 93643
15	1	40094 INDIAN SPRINGS ROAD, OAKHURST, CA 93644
16	1	11777 WOOD WARD WAY, MADERA, CA 93637
17	1	838 LILY STREET, MADERA, CA 93638
18	1	917 E. OLIVE AVE, MADERA, CA 93638
19	1	101 ADELL STREET, MADERA, CA 93638
20	1	1901 CLINTON AVE, MADERA, CA 93638
21	1	510 SOUTH G STREET #102, MADERA, CA, 93637
22	1	VICTIM SERVICE SHELTER, MADERA, CA
23	1	1501 N. DEL ALTAIR, REEDLEY, CA 93654
24	1	75 E. ADELL STREET, MADERA, CA 93637
25	1	14143 ROAD 28, MADERA, CA 93637

# NAMED INSURED AND LOCATIONS

LOC #	BLDG #	ADDRESS
26	1	201 SOUTH B STREET, MADERA, CA 93638
27	1	49269 GOLDEN OAK DRIVE SUITE 200, OAKHURST, CA 93644
28	1	228 TRINITY AVENUE, CHOWCHILLA, CA 93610
29	1	28219 AVENUE 14, MADERA, CA 93638
30	1	209 EAST 7 <sup>TH</sup> STREET, MADERA, CA 93638
31	1	325 S. PINE STREET SUITE 103, MADERA, CA 93637
32	1	812 W. YOSEMITE AVE #101 AND #102, MADERA, CA 93637
33	1	675 S. PINE STREET SUITE 101, MADERA, CA 93637
34	1	675 S. PINE STREET SUITE 106, MADERA, CA 93637
35	1	528 NOBLE STREET, MADERA, CA 90837
36	1	690 NOBLE STREET, MADERA, CA 90837
37	1	504 S. G STREET #104, MADERA, CA 93637
38	1	506 S. G STREET #102, MADERA, CA 93637
39	1	675 S. PINE STREET SUITE 103, MADERA, CA 93637
40	1	675 S. PINE STREET SUITE 104, MADERA, CA 93637
41	1	506 S. STREET #204, MADERA, CA 93637

## MAILING ADDRESS

1225 Gill Avenue, Madera, CA 93637
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## PRIMARY CONTACT

Irene Yang
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# PREMIUM SUMMARY

COVERAGE	CARRIER	POLICY TERM	EXPIRING PREMIUM	RENEWAL PREMIUM
Workers' Compensation	Service American Indemnity Company (Tangram)	6/1/2025-6/1/2026	\$349,732 Premium \$21,158 Assessments	\$390,503 Premium \$19,672 Assessments
Heffernan Service Fee	-	6/1/2025-6/1/2026	\$5,000	\$5,000
Total Premium			\$375,890	\$415,175

Coverages	Limits of Insurance		Limits of Insurance	
	2024-2025 Expiring Policy Term		2025-2026 Renewal Policy Term	%
Workers Compensation	Tangram		Tangram	
Employers Liability Limit	\$	1,000,000	\$	1,000,000
Workers Compensation	Statutory limits		Statutory limits	
PAYROLL				
8742 CA	\$	1,662,888	\$	1,928,286 16%
8810 CA	\$	3,879,071	\$	4,192,232 8%
9059 CA	\$	8,325,779	\$	9,017,048 8%
8804 CA	\$	750,434	\$	808,023 8%
Payroll Totals	\$	14,618,172	\$	15,945,589 9%
BASE RATES				
8742 CA	\$	0.46	\$	0.47 2%
8810 CA	\$	0.33	\$	0.33 0%
9059 CA	\$	3.02	\$	2.97 -2%
8804 CA	\$	3.88	\$	4.22 9%
EXPERIENCE MODIFICATION				
California ExMod		172%		149% -13%
PREMIUM	\$	349,732	\$	390,503 12%
TAXES & FEES	\$	21,158	\$	19,672 -7%
WORKERS COMPENSATION TOTAL PREM	\$	370,890		410,175 11%

## PAYMENT OPTIONS

\*Monthly Reporting (0% Deposit)

\*23,062 Down Payment

## QUOTE CONDITIONS

Required copy of this proposal with coverage options, changes and deletions shown on the proposal along with the Signed Authorization to Bind Coverage is required prior to binding coverage.

Signed Acord Application

Signed Additional Service Fee Agreement

# PREMIUM SUMMARY

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IMPORTANT INFORMATION
If the insurance carrier issues a Notice of Cancellation, all open items such as sales/payroll reports, premiums due etc., MUST be sent to the insurance carrier <b>PRIOR to the Cancellation date</b> for the policy to be reinstated. MOST insurance carriers now only send out one notice of cancellation and if all items are not met, no further notice is sent to you AND your policy will have cancelled.
Should you (the insured) elect to cancel your policy mid-term, you may be charged a short-rate cancellation penalty as determined by the insurance carrier regardless of the reasons to cancel. Please read your policy and endorsements for cancellation provisions.
Please refer to the policy for a complete list of exclusions, warranties, endorsements, and limitations.
We recommend that you keep a copy of your policy (ies) and endorsements. Heffernan Insurance Brokers' retention policy is five (5) years from the expiration date of the policy as required by The Department of Insurance.
Insurance carriers are rated by AM Best for financial Solvency. AM Best ratings are included in the above as of April 30, 2025. For the most current insurance company rating information, please go to <a href="http://www.ambest.com">www.ambest.com</a>
It is the policy of the Heffernan Insurance Brokers to discourage the use of carriers whose Best Rating is less than B+. If you are offered a quote with a carrier rated lower than B+, it is typically the only viable option we could obtain.  If you are offered a quote for less than B+ rated, then you will be required to sign an authorization to bind with a carrier less than B+ rated except for California State Compensation Insurance Fund for Workers Compensation as they withdrew from AM Best Rating.

## MINIMUM EARNED PREMIUM

**\*\$1,000 Fee**

Please be advised that this quote will expire on the expiration date of your current coverage.  
For new coverage the quote will expire on the date determined by the Insurance Company.

# MARKETING ANALYSIS

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INSURANCE CARRIER	QUOTE	NOTES
BHHC	Quoted	\$500,000 Annual Premium
ICW Group	Declined	Operations do not fit guidelines
Comp West	Quoted	\$500,000 Annual Premium
State Fund	Quoted	\$575,000 Annual Premium
Care West	Declined	Could not compete
Employers Insurance	Declined	Operations do not fit guidelines
Church Mutual	Declined	Operations do not fit guidelines

# WORKERS COMPENSATION COVERAGE

**ISSUING COMPANY:** Service American Indemnity Company  
**POLICY TERM:** 6/1/2025 to 6/1/2026

### 3. A. COVERED STATES

CA

### 3. B. LIABILITY LIMITS

COVERAGE DESCRIPTION	LIMITS
Employers Liability – Bodily Injury by Accident - Each Accident	\$1,000,000
Employers Liability – Bodily Injury by Disease - Policy Limit	\$1,000,000
Employers Liability – Bodily Injury by Disease - Each Employee	\$1,000,000

**Experience Modification Factor**  
The Experience Modification used in preparing this quote is: 1.49

### CLASSIFICATION SCHEDULE

LOC.	CLASS DESCRIPTION	CLASS CODE	CURRENT PAYROLL	BASE RATE	PREMIUM	NET RATE
1	Salespersons	8742	\$1,928,286	0.47	\$9,063	0.56
1	Social Rehab Facilities	8804	\$808,023	4.22	\$34,099	5.03
1	Clerical	8810	\$4,192,232	0.33	\$13,834	0.39
1	Day Care Centers	9059	\$9,017,048	2.97	\$267,806	3.54

Employers Liability (in 000's) Limit: 1,000/1,000/1,000	9812	0.011	3,573	
Total Unmodified Premium			328,375	
Experience Mod      Final	9898	1.490	160,904	
Total Modified Premium			489,279	
Territory Modification	9138	0.90	-48,928	
Standard Premium			440,351	
Premium Discount	0063		-53,238	
Expense Constant	0900			200

# WORKERS COMPENSATION COVERAGE

Terrorism	9740	0.0100	1,595
Catastrophe (other than Certified Acts of Terrorism)	9741	0.0100	1,595
Total Estimated Premium		390,503	

Five Year Loss Summary										
Policy Year	Carrier	ExMod	Total # of Claims	Open Claims	Closed Claims	Total Paid	Total Reserved	Total Incurred	Premium	Loss Ratio
2024	Tangram	172%	30	6	24	\$107,496.00	\$104,252.00	\$211,749.00	\$349,732.00	49%
2023	BHHC	179%	52	2	50	\$167,041.98	\$107,234.75	\$274,276.73	\$342,668.00	39%
2022	BHHC	154%	43	0	43	\$37,508.13	\$0.00	\$37,508.13	\$329,108.00	0%
2021	BHHC	104%	50	3	47	\$187,342.25	\$132,642.48	\$319,984.73	\$277,686.00	41%
2020	BHHC	124%	33	1	32	\$215,499.20	\$22,632.85	\$238,132.05	\$323,689.00	10%
Totals		N/A	208	12	196	\$714,887.56	\$366,762.08	\$1,081,650.64	\$1,622,883.00	34%

## WAIVER OF SUBROGATION

Charge 5% for specific waiver or 2% blanket waiver

## IMPORTANT INFORMATION

This policy is subject to audit at expiration to verify your actual payroll(s). An additional or return premium may result from this audit.

If an individual, partner, owner or officer is not eligible to be covered or wants to be excluded from Workers' Compensation and Employer's Liability coverage, we suggest that they purchase life, health, and disability insurance. Your personal health insurance MAY not pay for any WORK RELATED injury or disease. Please consider this before choosing to be excluded from coverage on your Workers' Compensation policy.

Independent Contractors and Subcontractors – at the final audit, the insured must provide certificates of workers' compensation insurance for all Subcontractors and Independent Contractors utilized during the policy term. In the event, any form of this documentation is not available for review or deemed otherwise insufficient, amounts paid to these subcontractors or independent contractors will be included as payroll and utilized in the calculation of the final audit premium.

# HEFFERNAN INSURANCE BROKERS DATA COLLECTION & DISCLOSURE INFORMATION

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This notice describes our policy on collection and disclosure of your information.

## Categories of Information Collected and May Be Disclosed:

We obtain most of the information directly from you. We may collect and disclose the following non-public personal information about you for the purpose of obtaining insurance products and services on your behalf:

- Your business dealings with us and other companies.
- Information about your transactions with us, our affiliates, or others such as your policy coverage, premiums, and payment history.
- Information you provide us on applications or other forms such as your name, address, Federal ID Number or Social Security number, assets, drivers' license numbers and drivers' Motor Vehicle Records.

## To Whom Information is Disclosed:

We disclose your information to other parties to help us fulfill our obligations to you; this includes disclosure to:

- Insurance carriers, wholesalers, MGAs for the purpose of obtaining insurance for you.
- A third-party partner to assist in administrative tasks and projects on behalf of you and Heffernan.
- A risk and insurance benchmarking organization that aggregates information in their database to give us access to resources so we can better serve you and to fulfill our contractual obligation.
- Opt Out: If you do not want us to disclose any of your information to the benchmarking company, this can be stated on the Authorization to Bind document.

**Commissions.** The insurer that underwrites your policy generally pays our firm a sales commission. For our efforts, we are compensated primarily by standard commissions. Standard Commissions are based on the commission schedules developed by each insurance company and calculated as a percentage of the premium. This commission percentage is set by the insurance company, not by us, and is included as part of the insurance premium you pay.

**Commissions and Incentive Compensation from Insurance Companies.** We may also receive compensation through incentive or profit-sharing arrangements with insurance companies with which we place business. Eligibility for and the amount of contingency compensation is based on pre-established thresholds that consider the overall profitability of the business we place with insurers and other factors. This incentive compensation is never tied to any individual policyholder, and there is no meaningful method to determine in advance the impact that any policy has on these payments. If in a given year our firm does not meet the profitability thresholds outlined above, we are not eligible for any incentive compensation.

**Additional Services Fees.** Heffernan Insurance Brokers may charge fees for additional services in addition to the compensation & commissions described above, for our additional services. Additional Services Fees charged to YOU, if any, have been disclosed to YOU in this proposal, and you will acknowledge by signing our Additional Services Agreement included in this proposal.



# CLAIMS REPORTING INFORMATION

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Failure to provide notice of a Claim or an Incident to your insurance carrier can result in denial of coverage for both expiring and renewal policies.

## IMPORTANT FACTS TO KNOW

Every insurance policy is written differently. To ensure you receive the full benefits of the insurance policy you have purchased it is vitally important that you read and understand your policy including incident/claim reporting, definition of claim/incident, conditions of reporting etc. The below definitions of incidents or claims are only examples and are not intended to be inclusive of every matter that could rise to an incident/claim. If in doubt as to whether a situation should be reported, contact us or your insurance carrier.

The policy contract is between you and your insurance company, so while we can assist you in reporting your claims you should always seek the advice of your attorney.

The definition of an incident or claim may include (refer to your policy):

- Any knowledge by anyone in your company of a claim **or** any incident that may result in a claim;
- Demand for monetary or non-monetary relief;
- Notice that a non-employee, such as a customer or client, intends to hold you responsible for Third Party Discrimination;
- Civil, criminal, administrative, regulatory or mediation/arbitration proceedings, etc.
- Workers Compensation:
  - Lawsuits filed by an injured worker, or their family, against our client alleging negligence or discrimination
  - Penalty Petitions, under a State's Workers' Compensation Statute or Federal Statute, alleging the employer's unsafe actions knowingly caused an injury to occur or that they discriminated against an employee for filing a workers' compensation claim (For example a 132A or Serious & Willful under California's workers' compensation Statute
  - Any lawsuits related to a Workers Compensation claim or claimant, and/or when a Workers Compensation claim includes allegations of wrongful termination, discrimination, sexual harassment, a written demand for modified or alternative work, or any such employment related allegations.

There are some other types of governmental or regulatory matters that may qualify as a Claim or Notice of Incident depending upon the terms of the policy, especially:

- Formal investigations
- Any communication received from the EEOC, DFEH or ANY State Regulatory Agency or similar Federal, State or local administrative proceeding.
- Often these communications may simply state that they are investigating a matter, and no action is required on your part. This is notice of an incident and **MUST** be reported to your carrier.

# CLAIMS REPORTING INFORMATION

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Be sure you read and understand all of your policies' definitions of claim or incident and their reporting requirements:

- Any situation meeting your policy's definition of a claim or incident during the policy period should be reported to the carrier immediately.
- You should make certain that those individuals in your company who are responsible for receiving notification of Claims are aware of the procedures in the event of a Claim, those procedures are set forth in detail in the notice provisions of your policy.
- If a claim or incident is presented to you after the policy has expired there may be specific provisions that permit noticing the claim after expiration.

Be sure that you communicate with Heffernan Insurance Brokers and state on all applications all incidents, claims or potential claims.

Be aware of policy quote conditions that require all incidents be reported prior to binding coverage. If you report it after the policy is bound, the insurance carrier may void the binder or change their terms and conditions of the policy. In addition, the claim may not be covered under expiring policy or the renewal policy.

During Renewal Process, be sure that you report all claims, all incidents and all potential claims within the policy period to your carrier as there will be no coverage if the claim is submitted in the subsequent (renewal) policy period if you knew about it during the expiring policy term.

## **VERY IMPORTANT TO REMEMBER**

- Do not appoint defense counsel or incur any legal costs without consent from your insurance carrier. Pursuant to the terms of the policy, carrier may have the right to either appoint counsel or in some instances, approve your choice of counsel. Most carriers will not pay for attorneys' fees incurred prior to giving the carrier notice of the claim.
- Do not enter into settlement negotiations without consent from your insurance carrier.

# HEFFERNAN INSURANCE BROKERS ADDITIONAL SERVICES AGREEMENT

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## ADDITIONAL SERVICE FEE

Client acknowledges the additional services fee disclosure and consent for the fee is given as evidenced by the signature below.

This agreement shall become operative on \_\_6/1/2025\_\_\_\_ (date) and shall continue for one year.

Heffernan Insurance Brokers agrees to provide the following to Client:

- Consultative Services
- Invitations to HIB's, and its vendors', webinars, and seminars
- Informative mailings
- Access to HIB247, HIB's client portal with visibility to policy information, documents, and certificates of insurance
- Access to Risk Management Center provided by KPA
- Access to various on-line software products
- Workers Compensation Claims Management
- Loss Control
- HR Consulting
- Return to Work Program
- Access to vendor partner providing both telephonic and on-site medical triage service

If client cancels their insurance policies midterm for any reason, services as outlined in this document shall cease immediately.

Client agrees to pay Heffernan Insurance Brokers a fee for these additional services in the amount of \$5,000\_\_\_\_. This fee is fully earned and nonrefundable upon execution of this agreement. Heffernan Insurance Brokers may also receive compensation from the insurers of insurance policies.

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Client's Signature

---

Date





# Report to the Board of Directors

Agenda Item Number: E-5

Board of Directors Meeting for: May 8, 2025

Author: Kelly Ryan

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DATE: May 1, 2025

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: 2024 Impact Report for Community Action Partnership of Madera County, Inc. (CAPMC)

**I. RECOMMENDATION:**

Review and consider approving the CAPMC 2024 Impact Report.

**II. SUMMARY:**

The 2024 Annual Impact Report serves as a comprehensive overview of the achievements, challenges, program participant success stories, and the overall impact of CAPMC.

**III. DISCUSSION:**

- The 2024 Impact Report represents a comprehensive assessment of activities, achievements, program participant success stories, and the impact CAPMC has had over the past year.
- It provides a detailed overview of progress towards CAPMC's mission – highlighting key accomplishments.
- Through quantitative data and qualitative insights, the report showcases CAPMC's commitment to making a positive difference in the communities we serve.
- The report serves as a valuable tool for staff, community partners, and stakeholders to understand the breadth and depth of CAPMC's impact.
- *The 2024 Impact Report will be distributed at the Board of Directors meeting.*

**IV. FINANCING:**

Not Applicable



# IMPACT REPORT 2024



+1 (559) 673-9173



[contactus@maderacap.org](mailto:contactus@maderacap.org)



<https://maderacap.org>



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# About Us



As a public non-profit 501(c)(3) organization, Community Action Partnership of Madera County, Inc. (CAPMC) has been dedicated to igniting positive community and individual level change since its inception in 1965. For over five decades, CAPMC has emerged as a force of empowerment, amplifying the voices of the "at-risk" and "invisible" populations.

CAPMC's approach is not merely reactive but strategic, channeling resources into goal-oriented interventions that pave the way for lasting impact. While we extend a helping hand in times of crisis, our true mission is to cultivate a thriving community by providing families with a safe and healthy environment, challenging individuals to achieve prosperity, and fostering personal growth and independence.

As Madera County's anti-poverty agency, CAPMC serves the low to moderate income residents annually through a broad spectrum of programs and resources. At the cusp of its 60th anniversary, CAPMC - as *part of the National Community Action network* - stands as a pillar in the vitality of Madera County, proving an unwavering spirit of hope through an array quality services and a multitude of anti-poverty programs.

## Helping People, Changing Lives



# Board of Directors

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**Chairwoman Supervisor Leticia Gonzalez**

Madera County Board of Supervisors and Finance Expertise

**Council Member Steve Montes**

Madera City Council

**Council Member Jeff Troost**

Chowchilla City Council

**David Hernandez, Vice-Chairperson**

Madera Unified School District

**Deborah Martinez**

Madera County Department of Social Services

**Debi Bray**

Madera Chamber of Commerce and Finance Expertise

**Otilia Vasquez**

Madera/Mariposa Head Start Representative

**Donald Holley**

Community Affairs and Public Affairs Expertise

**Judge Eric LiCalsi - Chairperson**

Madera County Judge and Attorney at Law

**Molly Hernandez**

Early Childhood Education and Development Expertise

**Martha Garcia**

Central Madera

**Sheriff Tyson Pogue, Secretary/Treasurer**

Eastern Madera County

**Richard Gutierrez**

Eastside/Parksdale

**Diana Palmer**

Fairmead/Chowchilla and Finance Expertise

**Aurora Flores**

Monroe/Washington



# Message From The Executive Director

## Celebrating 60 Years of Service: A Legacy of Compassion and Impact

Dear Staff, Friends and Supporters,

As we celebrate 60 years of service to the Madera County community, we reflect on the extraordinary journey of the Community Action Partnership of Madera County, Inc. (CAPMC). Since our founding, we have been committed to empowering individuals and families to achieve self-reliance and build a brighter future. This milestone is not just a celebration of time, it is a testament to the lives we've touched, the challenges we've overcome, and the enduring strength of our community.

Over the past year, despite the many obstacles we've faced, your unwavering support has been the cornerstone of our success. Thanks to you, we've been able to provide essential programs that have made a lasting difference for thousands of individuals. Whether it's helping someone secure safe shelter, offering life-changing counseling services to survivors of domestic violence, or providing educational opportunities to children in need, your commitment has helped make it possible.

This year alone, we've seen countless stories of transformation. Families are finding hope where there was once despair, individuals are discovering new pathways to self-sufficiency, and our community is growing stronger together.

But our work is far from over. As we look toward the future, we remain dedicated to expanding our programs, reaching more families in need, and ensuring that no one in Madera County is left behind. The road ahead is one of opportunity, and with your continued support, we know we can achieve even greater things.

We are deeply grateful to every volunteer, donor, partner, and advocate who has joined us in this mission. You are an integral part of the success we've experienced over these 60 years, and together, we will continue to build a future where everyone in our community can thrive.

Thank you for your dedication, your generosity, and your belief in the power of community. Together, we are helping people, changing lives, and shaping a brighter future for all.

**Here's to the next 60 years and beyond!**

In Service,

**Mattie Mendez**

Executive Director  
Community Action Partnership of Madera County, Inc. (CAPMC)







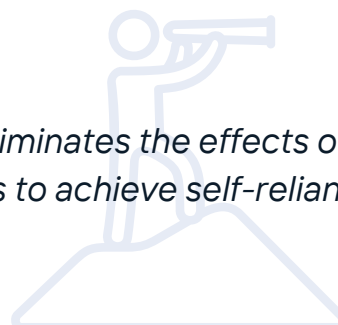
# MISSION

*Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.*



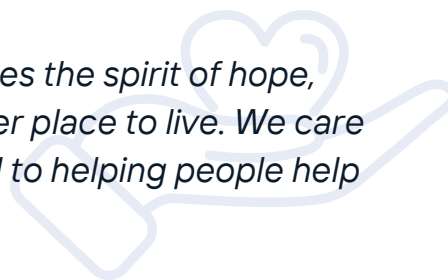
# VISION

*CAPMC will be a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability...one life at a time.*



# COMMUNITY ACTION PROMISE

*Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other."*



# Core Values

**Be open, honest and trustworthy in dealing with program participants, vendors, community partners and co-workers.**

- Be reliable - do what you say you'll do
- Have courage to do the right thing
- Build a good reputation

## TRUSTWORTHINESS



**Treat others the way you want to be treated.**

- Value and honor all people
- Respect other people's time
- Judge others on character, ability and conduct; not on race, religion, gender, or what they have or don't have
- Listen to and acknowledge others
- Respect differing opinions
- Refrain from idle complaints

## RESPECT



**Think before you act.**

- Be self-disciplined
- Always do your best
- Be solution-oriented
- Set a good example
- Don't shift responsibility
- Apologize sincerely
- Accept and give praise
- Take pride in what you do - set goals - climb high

## RESPONSIBILITY



**Be fair and just.**

- Treat people equally
- Make decisions without favoritism or prejudice
- Be open minded, hear people out, listen to them and consider what they have to say before making a decision
- Give people a reasonable benefit of doubt

## FAIRNESS



**Be kind.**

- Be compassionate
- Show you care
- Express gratitude
- Forgive others
- Help people in need
- Be charitable and thoughtful
- Don't speak ill of others
- Think the best

## CARING



**Make your community better.**

- Volunteer
- Protect our environment, clean up, conserve, avoid pollution
- Follow Agency policies and procedures Promote continuous improvement
- Honor and respect democracy

## CITIZENSHIP



# Community Action Ethical Standards



# Strategic Goals

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In our ongoing pursuit of excellence and meaningful impact, we have outlined strategic goals that will guide our efforts in the coming years. These goals are crafted to enhance our effectiveness, broaden our reach, and deepen our impact on the communities we serve. From expanding our programs to reaching new demographics, our strategic goals are designed to ensure that we continue to make a tangible difference in the lives of those who need it most. Through focused action and collaboration, we are committed to achieving these goals and furthering our mission of positive change.

01

## Premier Programs & Customer Service

Our programs achieve exceptional results and our customers are highly satisfied with the quality of customer service they receive.

02

## Operational Excellence

We have formal, integrated systems that enable the organization to achieve efficiency, effectiveness and exceed customer expectations.

03

## Community Partnering

We have an extensive, effective network of community partners that achieves tangible results for our program participants.

04

## Capacity Building

The capabilities of our organization and employees are strengthened to better meet the needs of our community.





Donna Tooley, Chief Financial Officer Interim, Oversees

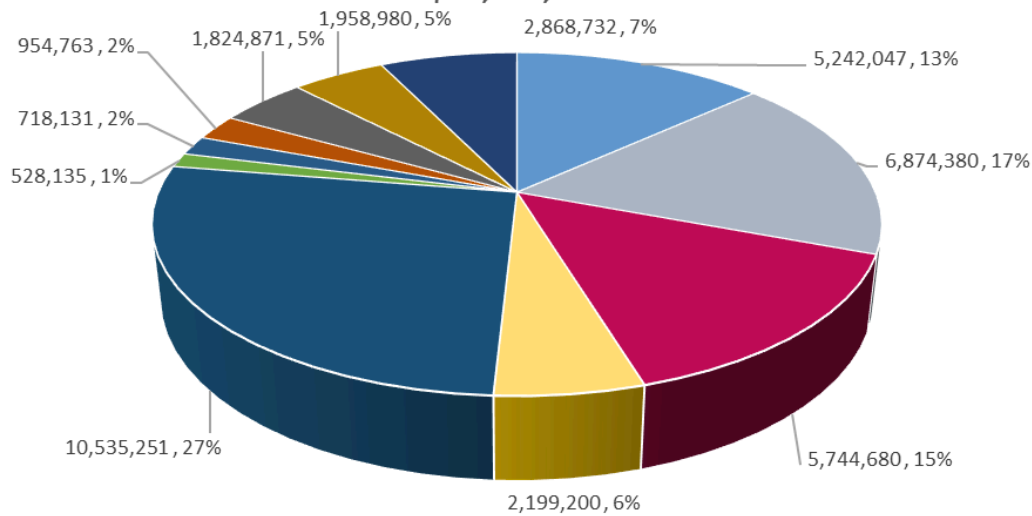
# Financials

## Community Action Partnership of Madera County, Inc.

### Funding Revenues by Source

Fiscal Year Ended June 30, 2024

**\$39,449,170**



- HHS Head Start - Region IX
- HHS Migrant Head Start - SCOE
- HHS Migrant Head Start - CAPSLO
- CA Dept. of Education - SCOE
- CA Dept. of Social Services
- US Dept. of Agriculture
- US Dept. of Housing and Urban Dev.
- CA Community Services Dept.
- DOI CA Office of Emergency Services
- Miscellaneous, Fees and Donations
- In-kind Contributions



# Human Resources



318

Total Employees



59

New Employees



Years of Service

## Employee Health & Wellness

- Health Insurance
- Dental & Vision
- 403b
- Employee Assistance Program
- Life Insurance
- Wellness Incentives
- Telemedicine

Department	Number of EE	< 5 Years	5-9 Years	10-14 Years	15-19 Years	20+ Years
Administration	2	1	0	0	0	1
Alternative Payment & Resource and Referral	13	9	2	1	1	0
Community Services	21	15	2	1	1	2
Fiscal	9	2	3	0	1	3
Fresno Head Start	86	18	17	11	13	27
Human Resources	4	2	0	1	1	0
Information Technology	3	2	0	0	1	0
Madera Head Start	164	66	26	21	16	35
Victim Services	16	9	4	1	0	2
Total:	318	124	54	36	34	70
Percentage by Years		39%	17%	11%	11%	22%

For year 2024, there were 45 known openings, and the Human Resources Department has processed 480 applications, 59 conditional offer background checks, and 60 new hired and promotional on-boardings. Also, the Department has supported employees in processing 36 reported work-related injuries, 45 leave of absences to support employees' needs. The Department presented 6 scheduled new employee / volunteer orientation sessions, and 54 attended those sessions. The Department presented employment laws, fringe benefits, Injury and Illness Prevention Program information during 3 Head Start pre-service sessions, and the Department also prepared and train Workplace Violence Prevention Plan information to employees.

The Department assisted 28 employees with their retirement sign-ups. The Department participated in two community job fair events.



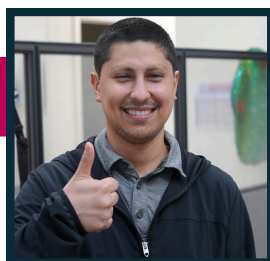
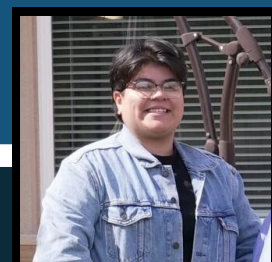


Xai Vang, Information Technology (IT) Program Manager, Oversees

## Information Technology

Community Action Partnership of Madera County, Inc. (CAPMC) has expanded its network infrastructure environment within the past two years creating a WAN amongst all the remote offices and Head Start schools. By establishing this environment, CAPMC continues to improve communication and collaboration amongst all staff.

CAPMC is currently utilizing Microsoft 365 and has implemented the use of Microsoft 365's Viva Engage platform to increase employee communication. After adopting the tool agencywide, staff members have expressed positive feedback on the use of Viva Engage. The Agency's Intranet, known as CAPnet, has played a key role in communication with all CAPMC staff. The CAPMC IT Department will continue to enhance and facilitate ease of access to CAPnet for staff to obtain crucial information and documents. CAPMC IT Department will continue improving communication with the use of the current tools and software and by identifying new opportunities for consistent communication and collaboration among staff.





# Programs & Service Impact





Leticia Murillo, Child Care Alternative Payment and Resources & Referral Program Manager, Oversees

# Child Care Alternative Payment and Resource & Referral Program (APP/R&R)

Resources & Referral provided technical assistance to two parents receiving subsidized child care services as they embarked on the process of obtaining their child care license. Both individuals shared similar backgrounds and expressed concerns about leaving their full-time jobs to start their own businesses. We took the time to walk them through the licensing process, reassuring them that success was achievable while also discussing the potential risks of running a child care business.

Our support included reviewing their applications, assisting with reimbursements for expenses such as CPR/First Aid training, application fees, and other startup expenses. Both parents obtained their licenses in January, and since then, they have enrolled children in their day care. They are actively participating in our workshops and have built connections with other providers. Most importantly, they are now able to care for their own children while caring for others, which was the reason behind their decision to open a daycare.



**\$7,624,904.00**

Paid to Child Care Providers  
for Child Care Services



**1,048**

Children Received  
Child Care Services



**15**

Individuals Obtained  
Child Care Licensure



**43**

Professional Development  
Workshops for Child Care  
Providers

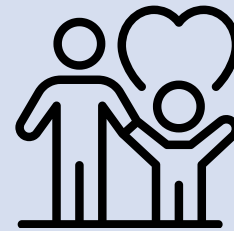


# Child Care Alternative Payment and Resource & Referral Program (APP/R&R)

Child Care Alternative Payment is excited to share the success story of one of our parents, Dulce, who is in the process of completing the Registered Nurse (RN) program while receiving subsidized child care services. Initially supported by Victim Services, she was then referred to us for child care assistance. With this support, she was able to focus on her education, and now, she is on her way to completing the final requirement for the RN Program, passing the National Council Licensure Examination for RN.

## Dulce

CHILD CARE ALTERNATIVE PAYMENT (APP) PARTICIPANT



To whom it may concern,

As a single mother with two children, balancing my responsibilities has been a challenge, but the assistance I've received for daycare throughout my nursing program has been a true lifesaver. The support provided has made it significantly easier for me to attend classes, complete clinical rotations, and dedicate time to studying. Knowing that my children are in a safe and supportive environment while I focus on my education has alleviated a huge burden. I am incredibly grateful for this help, as it has allowed me to pursue my nursing career with confidence and peace of mind, knowing that I can give both my academic work and my family the attention they deserve. This assistance has truly been invaluable in making my journey as a nursing student both manageable and fulfilling. I cannot express how grateful I am for this program that is provided to many of us in need. Thank you!





Ana Gudino, Community Services Program Manager, Oversees

## Community Services

### Low Income Home Energy Assistance Program (LIHEAP)

LIHEAP is aimed at assisting low-income households that pay a high portion of their income to meet their energy needs.



1,176

Utility Payments Made

**The Shunammite Place** is a Permanent Supportive Housing Program offering housing to chronically unhoused single individuals, families, men and women. Embracing the Housing First Model, The Shunammite Place prioritizes minimizing barriers for those transitioning from the streets or emergency shelters. With a client-centered approach, it ensures affordability and proximity to essential services and transportation. Staff deliver supportive services aimed at empowering participants towards self-reliance and economic independence, aiming to break the cycle of homelessness by providing assistance and fostering mental and physical well-being through goal-oriented support.



61

Individuals with Disabilities  
Who Maintained an  
Independent Living  
Situation



20

New Clients Entered the  
Program



16

Clients Who Exited  
the Program



29

Life Skill Workshops and  
Classes Provided to  
Residents



# Community Services



## Accomplishments for Shunammite Place

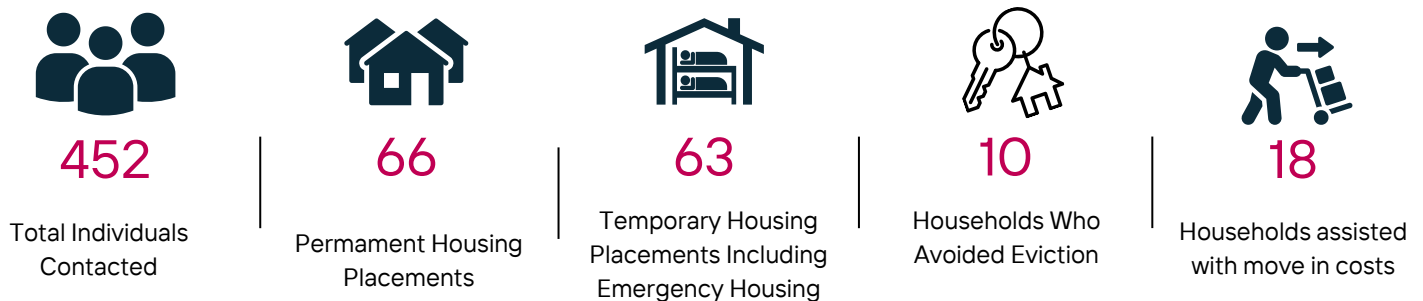
- ★ One youth client completed his GED and is now working on the process of obtaining his driver's license.
- ★ Staff assisted thirteen clients that moved into the Shunammite Place program during the program year to obtain General Assistance benefits. Staff assisted them with the application process and referral, with transportation to appointments, faxing all pertinent documents to their Eligibility Workers at Department of Social Services and their therapists at Behavioral Health, and follow up.
- ★ Four clients obtained IHSS services. This is a tremendous help to the client's health and well-being needs because their physical health is deteriorating. With the assistance of their IHSS workers, the clients are able to accomplish their activities of daily living. Staff assisted these clients with the application process and referral, transportation to appointments, faxing all pertinent documents to the IHSS office, and follow-up.
- ★ Staff assisted four clients with maintaining active with their Social Security case. Staff assisted these clients with the application process, transportation to doctor appointments, and faxing all pertinent documents to the Analyst at Department of Social Services and their disability advocate.
- ★ Five clients volunteer with their church by passing out food to the community once a month. Three clients volunteer with their church at the Madera Rescue Mission and serve the clients of the Madera Rescue Mission.
- ★ One client volunteers at the local soup kitchen seven days a week.
- ★ Most clients are active in maintaining their doctor appointments, dentist appointments, and Behavioral Health appointments.
- ★ Shunammite Place partners with the local Madera County Food Bank and the clients obtain a food box once a month. Most clients request a food box on a monthly basis. Staff contacts the Madera County Food Bank to request the food box, picks up the food box, and delivers the food box to the client's home.





# Community Services

**The Homeless Engagement for Living Program (HELP) Center** in Madera County stands as a beacon of hope for individuals and families experiencing homelessness, offering essential support and services to help them regain stability. Dedicated staff work tirelessly to form meaningful partnerships with participants, guiding them toward stable housing and self-sufficiency. By assisting clients in becoming "document ready," the HELP Center ensures they have the necessary identification and paperwork to access vital resources. Through comprehensive wraparound services, individuals receive the support needed to address immediate challenges while paving the way for long-term success. As an Access Site and the Coordinated Entry System for Madera County, the HELP Center plays a crucial role in connecting clients to housing and supportive programs tailored to their needs. Collaborating closely with local agencies, staff link individuals and families to essential resources that foster economic independence. With compassion and dedication, the HELP Center serves as a catalyst for positive change, empowering those facing homelessness to reclaim control over their lives and build a brighter, more stable future.



*The HELP Center is a proud member of the Fresno Madera Continuum of Care (FMCoC).*





# Community Services



## Hartono

HELP CENTER PARTICIPANT

Hartono became homeless in 2021 after losing his housing when his mother passed away. Without a job, he struggled to secure a place of his own and faced numerous challenges in obtaining the necessary documentation. Despite these obstacles, he remained determined and worked through each barrier. His persistence paid off when he was finally able to secure permanent supportive housing, giving him the stability and security he had long hoped for.



## David

HELP CENTER PARTICIPANT

David became homeless in Oakhurst in 2017 after struggling with insufficient funds and having no family to turn to. Relying solely on his limited SSI income, he faced years of hardship, unsure if he would ever find stability. With determination and the support of the HELP Center, he navigated resources and housing programs. His perseverance paid off when he secured permanent supportive housing, finally gaining a safe and stable place to call home.



Jennifer Coronado, Victim Services Program Manager, Oversees

# Victim Services

Victim Services operates as a vital lifeline for individuals and families affected by crime, rape/sexual assault, and domestic violence - offering a wide array of compassionate and comprehensive support services. Trained advocates provide personalized guidance and assistance, helping survivors navigate the often complex and overwhelming aftermath of traumatic events. Advocates offer emotional support, practical resources, and advocacy to ensure survivors receive the care, protection, and justice they deserve. Victim Services stands as a beacon of hope and empowerment, dedicated to helping survivors heal, rebuild their lives, and regain a sense of safety and control in the face of adversity.

## Domestic Violence Program

The Domestic Violence Program offers a range of services tailored to the needs of each individual, from sheltering to counseling with the ultimate goal of supporting the path of all survivors as they work to become self-sufficient and free from violence.



712

Crisis Intervention



1668

Individual or Group  
Counseling/Support



754

Criminal/Civil Legal  
Advocacy



324

Assistance with  
Protective/Custody Orders





# Victim Services



## Laura

VICTIM SERVICES PARTICIPANT

Laura, a victim of physical assault, came in for services June 2024. She had previously reported to law enforcement and referred to us for advocacy during the criminal case.

The defendant, her 29-year-old son, was under the influence of drugs and had been aggressive towards Laura; He was throwing things in the home. Laura's nephew had stepped in to try to stop the defendant. The defendant challenged him to a fight. He couldn't calm him down, so he had to hold him down. Defendant had been aggressive and threatening towards Laura a couple of days prior, he threatened to kill her with a kitchen knife, calling her a witch, and yelling that he was going to destroy her. Laura was so afraid that she slept in her vehicle instead of in the home. This time, Laura called law enforcement. They took him into custody and provided her an emergency protective order.

An Advocate assisted her in setting up Victim Information & Notification Everyday (VINE) for defendant's release because she was worried about him coming back around to her home since he lived there too. The Advocate explained the criminal justice process to her and the purpose of criminal protective order; she was interested in receiving this protection. The Advocate requested a criminal protective order for Laura to the district attorney's office. At the next court date there was a no-contact criminal protective order issued for Laura.

The Advocate was able to meet later that week, went over the criminal protective order with her in detail, and explained how to or when to report violations. Sentencing was to occur in August 2024, but was postponed because the defendant refused to meet with probation for the recommendation report. The court ended up referring the defendant to a psychiatrist for a mental examination. The criminal proceedings were suspended after the defendant was found incompetent.

After explaining to Laura what it meant to suspend the criminal proceedings, she believed that it was in the best interest for the defendant. The Advocate later provided the transportation information to the hospital he would be admitted to. Laura felt relief knowing how the case ended and is currently focusing on her health and work so she can provide for herself and her family.





# Victim Services

## Martha Diaz Shelter

The Martha Diaz Shelter provides up to 30 days of shelter, food, and clothing to men, women, and children who are in immediate danger of domestic violence.



751

Bed Nights



63

Individuals



34

Emergency Food  
and Clothing

## Transitional Housing

The Transitional Housing Program supports transitional housing, short-term housing assistance, and supportive services, including follow-up services that move victims of crime into permanent housing.



85

Individual Counseling



90

Individual Advocacy



20

Rental Assistance



# Victim Services

## Victim Witness Assistance Program

The Victim Witness Assistance Program ensures that victims and witnesses of crime, who have suffered physical, financial, or emotional trauma, are informed of their rights, and receive the assistance and protection to which they are entitled to under the law.



385

Crisis Intervention



759

Individual Counseling



815

Criminal Advocacy/  
Accompaniment



188

Assistance In Obtaining  
Protection or Restraining  
Order



32

Victims of Crime  
Compensation Claims  
Submitted

## Unserved/Underserved Victim Program

The Unserved/Underserves Victim Program is to increase access to culturally appropriate victim services for unserved/underserved victims/survivors of crime.



102

Crisis Intervention



13

Presentations to  
Underserved Population



13

Outreach Events



132

Provided Information  
About the Criminal  
Justice System



193

Criminal Justice Advocacy  
or Accompaniment





# Victim Services

## Rape/Sexual Assault Program

The Rape/Sexual Assault Program provides support for survivors of rape/sexual assault, regardless of how long ago it happened or whether it was reported to authorities.



614

Crisis Intervention



906

Individual Counseling



274

Criminal Advocacy/  
Accompaniment



252

Assistance in Obtaining  
Protection or Restraining  
Order



13

On-Scene Response





Jennifer Coronado, Victim Services Program Manager, Oversees

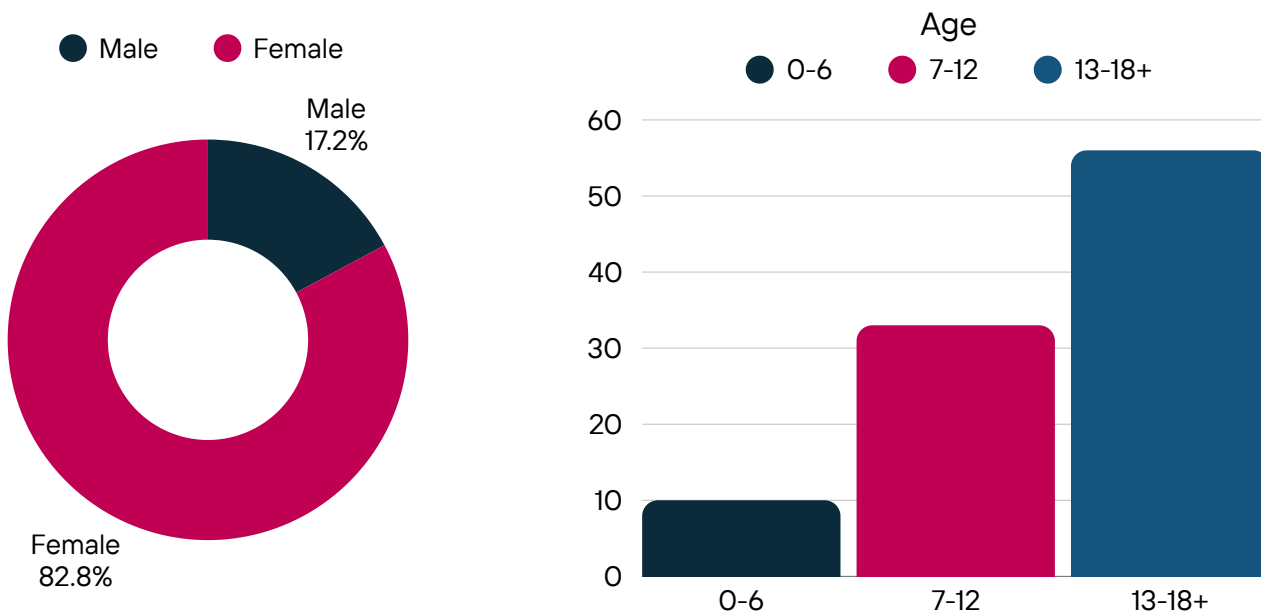
# Madera County Child Advocacy Center (CAC)

The Madera County Child Advocacy Center (CAC) provides a centralized victim-centered hub for the Child Forensic Interview Team (CFIT) to deliver direct services onsite during the child and family's initial visit to the CAC and thereafter. Direct services include providing support, advocacy, medical, mental health services, referrals, investigative guidance, and facilitation of continuation of care. The services provided are free, comprehensive, and designed to meet the unique needs of each child and family.



99

Child Forensic Interviews Conducted



## Madera County Child Forensic Interview Team (CFIT)



"Working together to improve the life of a child."

## Madera County Child Forensic Interview Team (CFIT) Partners



**BERRY**

A special *thank you* to Berry Development for generously waiving the rental cost of the Madera County CAC since 2019. Through this donation, the Madera County CAC is able to provide a child-focused setting designed to provide a safe, comfortable and neutral place where forensic interviews and other CAC services can be appropriately provided for children and families.

# Madera County Child Advocacy Center (CAC)



## Medical Forensic Examination Room

In 2023, the Madera County CAC successfully secured funding to fully establish a state-of-the-art medical forensic exam room, onsite, to conduct acute and non-acute forensic exams - *the first of its kind for Madera County*. In partnership with Central Valley Forensic Nursing Specialists, Inc. (CVFNS), Sexual Assault Nurse Examiners (SANEs) will provide information and access to forensic medical evaluations onsite and at no cost to child abuse victims ages 0 - 18 for the purpose of collecting DNA evidence. Additionally, CVFNS will make referrals as necessary for medical follow-up to ensure the safety and well-being of the child. The CAC, CVFNS SANEs and the MDT are available 24 hours a day 7 days a week to provide direct forensic medical services. Providing onsite medical forensic exams will allow the Madera County CAC to facilitate continuation of care and wrap-around services for child abuse survivors and their families.



Maritza Gomez-Zaragoza, Head Start Director, Oversees

# Head Start

**Head Start** programs provide comprehensive support for children's development from birth to age 5, focusing on early learning, health, and family well-being. Emphasizing the importance of family involvement, staff actively engage parents, recognizing their participation as essential for positive child outcomes. These services are offered at no cost to eligible families, Head Start preschool programs cater to children ages 3 to 5, and Early Head Start supporting families with children from birth to age 3, including expectant families. Through tailored learning experiences, Head Start programs help children build the skills and readiness necessary for success in school and beyond.

## MADERA HEAD START MADERA EARLY HEAD START



803

Households  
Served



983

Children Served



72955

Volunteer  
hours donated  
by individuals  
of low incomes



244

Households  
Served



299

Children Served



27,823

Volunteer  
hours donated  
by individuals  
of low incomes





# Head Start

**The Strengthening Families Program (SFP)** is an evidence-based family skills training program for high-risk and general-population families that is recognized both nationally and internationally. Parents and youth attend weekly SFP skills classes together, learning parenting skills and youth life and refusal skills. They have separate class training for parents and youth the first hour, followed by a joint family practice session the second hour. The purpose of the SFP is to enhance family relationships, communication, and parenting skills while reducing risk factors that contribute to substance abuse, delinquency, and other behavioral problems in children and adolescents. SFP aims to promote positive family functioning, resilience, and protective factors that support healthy child development and prevent the onset of social, emotional, and behavioral challenges.



77

Program Graduates  
(Adults, Children, & Teens)



**Positive Parenting Program (Triple P)** is a evidence-based parenting intervention designed to equip parents and caregivers with the skills and strategies needed to raise confident, resilient, and well-adjusted children. The program offers a comprehensive framework of evidence-based techniques and resources aimed at promoting positive parent-child relationships, preventing behavioral problems, and enhancing child development. Its purpose is to empower parents to effectively manage common parenting challenges, such as disobedience and aggression, while fostering a nurturing and supportive family environment. By providing practical tools and support, Triple P aims to reduce parental stress and promote positive outcomes for both parents and children, ultimately contributing to healthier, happier families.



49

Program Graduates  
(Adults, Children, & Teens)





# The Volunteer Income Tax Assistance (VITA) Program

The VITA Program offers free tax help to people who generally make \$60,000 or less, persons with disabilities, the elderly and limited English speaking taxpayers who need assistance in preparing their own tax returns. IRS-certified volunteers provide free basic income tax return preparation with electronic filing to qualified individuals.



341

Tax Returns  
Filed



\$668,519

In federal refunds back  
to families in the  
community

*Thank you to our 2024 volunteers!*





# Social Responsibility

As public servants, CAPMC's mission of *"helping people, changing lives, and making our community a better place to live by providing resources and services that inspire personal growth and independence"* puts team members in a position to radiate a spirit of hope and service throughout our community.

## Relay for Life Campaign

Throughout the year, CAPMC departments coordinate and take part in fundraising activities to support the Relay for Life Campaign.



Over  
\$4,500

Was Raised for Relay for Life by  
CAPMC



## Community Beautification Efforts

CAPMC engages in community beautification efforts, diligently picking up trash and hauling it away to ensure cleaner, more attractive public spaces for everyone to enjoy.





THANK YOU  
FOR YOUR  
CONTINUED SUPPORT!



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
1225 GILL AVE, MADERA, CA 93637  
[WWW.MADERACAP.ORG](http://WWW.MADERACAP.ORG)

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED APRIL 30, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG 01/01/2025 - 12/31/2025 - ABOUT 50% AUTHORIZED 218	318,202.00	51,450.53	33.33%	16.17%	Provide social service programs and administrative expenses
CSBG DISCRETIONARY NO CONTRACT YET 217	0.00	0.00	#DIV/0!	#DIV/0!	Provide social service programs and administrative expenses
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL 06/1/24 - 05/31/25 311/380	4,499,507.00	4,162,599.64	91.67%	92.51%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/1/24 - 05/31/25 310	46,025.00	46,025.00	91.67%	100.00%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/1/24 - 05/31/25 312	823,578.00	782,855.24	91.67%	95.06%	Provide early HS services to 50 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/1/24 - 05/31/25 309	13,373.00	13,373.00	91.67%	100.00%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/24 - 06/30/25 319	1,091,317.00	939,484.52	83.33%	86.09%	Provide child care services to HS preschool children and families
CHILD & ADULT CARE FOOD PROGRAM 10/01/24 - 09/30/25 390	602,510.00	259,264.11	58.33%	43.03%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/25 - 02/28/26 - 50% CONTRACT 321/362	3,151,611.00	355,209.91	16.67%	11.27%	Provide HS services to 479 migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/24 - 02/28/25 - 50% CONTRACT 320	15,089.00	18,889.04	116.67%	125.18%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/24 - 06/30/25 322/324	992,716.00	732,285.89	83.33%	73.77%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE SPECIALIZED SERVICES 07/01/24 - 06/30/25 325	169,936.00	133,192.45	83.33%	78.38%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
REGIONAL MADERA COE QUALITY COUNTS 06/01/2024 - 05/31/2025 356	150,862.00	0.00	91.67%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**FISCAL EXPENDITURE REPORT**  
**FOR THE PERIOD ENDED APRIL 30, 2025**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START 09/01/24 - 08/31/25 331	5,789,431.00	3,619,086.17	66.67%	62.51%	Provide HS services to to 469 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/24 - 08/31/25 330	82,690.00	55,173.07	66.67%	66.72%	Provide training for staff and parents
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2024 - 08/31/2025 351	425,745.25	0.00	66.67%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2024 - 06/30/2025 371	277,136.00	229,714.91	83.33%	82.89%	Provides training and education to parentx to strengthen family relationships



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED APRIL 30, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
=====					
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY 07/01/24 - 06/30/25 411	7,997.00	5,046.22	83.33%	63.10%	Training and supplies for child care providers
R & R GENERAL 07/01/24 - 06/30/25 401	294,215.00	231,213.35	83.33%	78.59%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/24 - 06/30/25 407	307,121.00	211,122.55	83.33%	68.74%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/24 - 06/30/25 424	55,064.00	39,705.37	83.33%	72.11%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/23 - 06/30/25 429	8,144,824.00	3,781,644.99	91.67%	46.43%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 07/01/24 - 06/30/25 427	1,785,876.00	1,018,419.96	83.33%	57.03%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/24 - 06/30/25 428	1,245,481.00	847,972.58	83.33%	68.08%	Provide subsidized child care for eligible families
=====					

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED APRIL 30, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES (10/01/24 - 09/30/25) 500	340,538.00	189,772.21	58.33%	55.73%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/24 - 09/30/25) 501	442,782.00	206,952.14	58.33%	46.74%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/24 - 09/30/25) 533	537,587.00	272,781.33	58.33%	50.74%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/24 - 06/30/25) 502	22,000.00	292.32	83.33%	1.33%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/24 - 06/30/25) 504	4,000.00	0.00	83.33%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/24 - 06/30/25) DONATIONS ONLY 507/525	2,000.00	0.00	83.33%	0.00%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/24 - 06/30/25) DONATIONS ONLY 510	2,500.00	1,026.51	83.33%	41.06%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/25 - 12/31/25) 508	196,906.00	43,661.87	33.33%	22.17%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/25 - 12/31/25) 531	135,000.00	29,463.44	33.33%	21.82%	Provide long-term shelter services for domestic violence and human trafficking victims
YOUTH AND SPECIALIZED SERVICES:					
CHILD ADVOCACY CENTER (07/01/24 - 06/30/25) 516	1,000.00	0.00	83.33%	0.00%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES (04/01/2025 -03/31/2026) 535	200,000.00	15,083.78	8.33%	7.54%	Provide funding to operate child advocacy center and provide child sexual assault interviews

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED APRIL 30, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
=====					
COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					
-----					
FEMA NO CONTRACT YET 205 OR 235	0.00	0.00	#DIV/0!	#DIV/0!	Administration of the FEMA program
-----					
E.C.I.P./LIHEAP (11/01/23 - 06/30/25) 207	885,225.00	820,784.68	90.00%	92.72%	Assistance for low income clients for energy bills and weatherization services
-----					
E.C.I.P./LIHEAP (11/01/24 - 06/30/26) 208	729,173.00	556,551.73	30.00%	76.33%	Assistance for low income clients for energy bills and weatherization services
-----					
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/24 - 06/30/25) 216	50,000.00	40,998.14	83.33%	82.00%	Provides property management services for the County of Madera Behavioral Health
-----					
EMERGENCY SUPPLEMENTAL LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (ESLIHEAP) (04/15/23 - 05/31/25) 282	149,644.00	148,587.46	96.00%	99.29%	Assistance for low income clients for energy bills and weatherization services
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**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**FISCAL EXPENDITURE REPORT**  
**FOR THE PERIOD ENDED APRIL 30, 2025**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>COMMUNITY SERVICES - HOMELESS PROGRAMS:</b>					
VALLARTA/THE GONZALEZ FAMILY DONATION (07/01/24 - 06/30/25) 221	465.34	0.00	83.33%	0.00%	Provides funding for homeless support and emergency services
SHUNAMMITE PLACE (11/01/24 - 10/31/25) 224	848,597.00	349,332.63	50.00%	41.17%	Provides permanent supportive housing for homeless people with disabilities
ONE-TIME FUNDING HOMELESSNESS (07/01/23 - 06/30/25) 226	24,418.00	8,837.38	91.67%	36.19%	Provides funding for homeless support and emergency services
CITY OF MADERA - CDBG (07/01/24 - 06/30/25) 231	20,000.00	20,065.69	83.33%	100.33%	Provides funding for Fresno-Madera Continuum of Care and homeless support
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.26	411,434.26	96.72%	100.00%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP IV) BEHAVIORAL HEALTH (01/01/24 - 6/30/27) 246	346,709.12	71,354.67	38.10%	20.58%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-III) BEHAVIORAL HEALTH (07/01/23 - 06/30/26) 278	526,635.86	443,048.23	61.11%	84.13%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOUSING & HOMELESSNESS INCENTIVE PROGRAM (HHIP) (04/01/23 - 06/30/25) 281	250,000.00	226,541.38	92.59%	90.62%	Improves health outcomes and access to whole person care services by addressing housing insecurity and instability
HUD COORDINATED ENTRY SUPPORTIVE SERVICES HELP CENTER (11/01/24 - 10/31/25) 284	539,797.00	186,600.08	50.00%	34.57%	Provides coordinated entry supportive housing for homeless people within the FMCoC area

**Community Action Partnership of Madera County, Inc.**  
**Consolidated Statement of Financial Position by Object**  
**March 31, 2025**

	<u><b>This Year</b></u>
<b>Assets</b>	
1113- CASH IN WESTAMERICA PAYROLL CK	(298,621.30)
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,516.76
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	(346,082.56)
1122- SAVINGS - WESTAMERICA	7,636,433.88
1130- PETTY CASH	710.00
1310- GRANTS RECEIVABLE	2,515,165.35
1320- ACCOUNTS RECEIVABLE	2,476.96
1323- A/R IGNITE MY CITY CHURCH	626.77
1326- EMPLOYEE RECEIVABLES	0.00
1328- EMPLOYEE & TRAVEL ADVANCES	1,003.98
1329- ADVANCE CLEARING	6,369.27
1410- PREPAID EXPENSES	113,636.25
1420- SECURITY DEPOSITS	46,661.04
1421- WORKERS' COMP DEPOSIT	58,943.00
1450- INVENTORY	23,188.90
1512- EQUIPMENT	1,742,135.69
1513- VEHICLES	1,427,955.57
1514- BUILDINGS	4,021,500.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	427,857.12
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(1,079,481.74)
1523- ACC DEPR - VEHICLES	(934,489.01)
1524- ACC DEPR - BUILDINGS	(3,570,319.36)
1525- ACC DEPR - LAND IMPROVE.	(182,114.05)
1526- ACC DEPR - BUILDING IMPROVE.	(219,640.21)
1590- ROU ASSETS - OPERATING LEASES	15,880,941.00
Total Assets	<u><u>27,527,213.89</u></u>
<b>Liabilities and Net Assets</b>	
2101- ACCOUNTS PAYABLE	1,012,978.98
2111- ACCOUNTS PAYABLE - MANUAL	139,458.35
2112- ACCOUNTS PAY-FUNDING SOURCE	103,822.84
2115- A/P OTHERS	7,716.14
2121- ACCRUED PAYROLL	474,276.32
2122- ACCRUED VACATION	1,135,801.20
2123- ACCRUED PAYROLL - MANUAL	849.40
2211- FICA PAYABLE	(28,702.30)

2212- FICA-MED PAYABLE	117.02
2213- FIT PAYABLE	(28,863.72)
2215- SIT PAYABLE	(30,202.59)
2216- SDI PAYABLE	(4,636.72)
2217- SUI PAYABLE	(1,561.82)
2220- WORKER'S COMP PAYABLE	19,542.94
2231- RETIREMENT PAYABLE-ER CONTRIB	803,491.04
2232- W/H RETIREMENT	(10.00)
2233- W/H RETIREMENT-ER403B BENEFIT	400.00
2244- KAISER MID20	19,700.28
2245- KAISER HIGH15	51,641.22
2248- KAISER LOW30	27,139.22
2249- KAISER DHMO40	4,781.84
2252- SELF INSURANCE - LIFE & ADD	(43,311.42)
2253- VISION INSURANCE PAYABLE	(24,802.31)
2254- SELF INSURANCE - DENTAL	(34,957.21)
2255- UNION DUES & FEE PAYMENTS	43.72
2258- TELEMEDICINE	(3.75)
2260- MADERA RHS PARENT GROUPS	552.34
2262- FRESNO MHS PARENT GROUPS	2,130.16
2264- MCAC EMP FUND-UNIFICATION	64.15
2265- FRESNO - EDS - FUNDS	1,854.17
2266- R & R PROGRAM	3,485.67
2410- DEFERRED GRANT REVENUE	4,819,276.44
2415- RESERVE ACCOUNT	66,545.00
2420- OTHER DEFERRED REVENUE	430,007.38
2600- INVESTMENT IN FIXED ASSETS	0.00
2610- REDUCT IN INVEST IN FIXED ASST	0.00
2690- OPERATING LEASE LIABILITY	15,880,941.00
Total Liabilities	24,809,564.98
3000- NET ASSETS W/O DONOR RESTRICTIONS	658,101.76
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,780,656.82
Change in Net Assets	(281,109.67)
Total Net Assets	2,717,648.91
Total Liabilities and Net Assets	27,527,213.89



**Community Action Partnership of Madera County, Inc.**  
**Consolidated Revenue and Expense**  
**March 31, 2025**

F-4B

	<u>Year-To-Date</u> <u>Actual</u>
<u>Revenues</u>	
4110- GRANT INCOME-FEDERAL	20,845,576.66
4120- GRANT INCOME-STATE	6,741,690.52
4130- GRANT INCOME-AREA	573,467.94
4210- DONATIONS	20,885.10
4220- IN KIND CONTRIBUTIONS	2,801,739.67
4315- CHILD CRE REVENUE-STATE	4,260.45
4320- INTEREST INCOME	801.20
4350- RENTAL INCOME	47,686.89
4370- MERCHANDISE SALES	424.00
4390- MISCELLANEOUS INCOME	1,854.89
4900- INDIRECT COST REIMBURSEMENT	2,236,250.98
	<hr/>
Total Revenues	33,274,638.30
	<hr/>
<u>Expenses</u>	
5010- SALARIES & WAGES	11,806,923.87
5012- DIRECTOR'S SALARY	148,936.99
5020- ACCRUED VACATION PAY	718,397.94
5112- HEALTH INSURANCE	1,179,215.39
5114- WORKER'S COMPENSATION	314,623.18
5116- PENSION	630,791.26
5122- FICA	953,044.51
5124- SUI	130,782.82
5125- DIRECTOR'S FRINGE	72,041.94
5130- ACCRUED VACATION FICA	45,068.42
6110- OFFICE SUPPLIES	72,074.68
6112- DATA PROCESSING SUPPLIES	543,948.59
6121- FOOD	363,484.86
6122- KITCHEN SUPPLIES	44,103.60
6130- PROGRAM SUPPLIES	522,747.48
6132- MEDICAL & DENTAL SUPPLIES	41,424.94
6134- INSTRUCTIONAL SUPPLIES	30,213.50
6140- CUSTODIAL SUPPLIES & MAINTENANCE TOOLS	109,990.75
6142- LINEN/LAUNDRY	118.50
6143- FURNISHINGS	84,399.95
6150- UNIFORM RENTAL/PURCHASE	579.89
6160- RESALE ITEMS	215.46
6170- POSTAGE & SHIPPING	24,155.38

6180- EQUIPMENT RENTAL	154,914.16
6181- EQUIPMENT MAINTENANCE	42,246.93
6221- EQUIPMENT OVER > \$5000	343,753.03
6310- PRINTING & PUBLICATIONS	20,979.80
6312- ADVERTISING & PROMOTION	17,533.48
6320- TELEPHONE	254,339.87
6410- RENT	1,240,740.77
6420- UTILITIES/ DISPOSAL	428,221.29
6432- BUILDING & GROUNDS REPAIRS/ MAINTENANCE	369,488.31
6433- GROUNDS MAINTENANCE	176,611.12
6436- PEST CONTROL	22,284.61
6437- BURGLAR & FIRE ALARM	28,328.74
6440- PROPERTY INSURANCE	99,036.30
6510- AUDIT	63,227.50
6520- CONSULTANTS	84,562.05
6522- CONSULTANT EXPENSES	6,941.25
6524- CONTRACTS	570,623.25
6530- LEGAL	69,557.00
6540- CUSTODIAL SERVICES	104,699.76
6555- MEDICAL SCREENING/DEAT/STAFF	8,700.00
6610- GAS & OIL	38,883.57
6620- VEHICLE INSURANCE	104,024.76
6640- VEHICLE REPAIR & MAINTENANCE	49,852.21
6712- STAFF TRAVEL-LOCAL	20,569.30
6714- STAFF TRAVEL-OUT OF AREA	89,157.40
6722- PER DIEM - STAFF	3,162.00
6724- PER DIEM - PARENT	225.00
6730- VOLUNTEER TRAVEL	2,519.36
6742- TRAINING - STAFF	80,877.68
6744- TRAINING - VOLUNTEER	3,180.00
6745- TRAINING - PARTICIPANT/CLIENTS	2,145.00
6750- FIELD TRIPS	56.02
6810- BANK CHARGES	461.37
6832- LIABILITY INSURANCE	45,396.69
6834- STUDENT ACTIVITY INSURANCE	5,138.38
6840- PROPERTY TAXES	13,608.01
6850- FEES & LICENSES	83,429.75
6851- CPR FEES	3,888.00
6852- FINGERPRINT	3,629.75
6875- EMPLOYEE HEALTH & WELFARE	39,333.29
6880- VOLUNTEER RECOGNITION	993.37
7110- PARENT ACTIVITIES	4,221.10
7111- PARENT MILEAGE	1,658.94
7112- PARENT INVOLVEMENT	3,825.20
7114- PC ALLOWANCE	4,575.00
7116- POLICY COUNCIL FOOD ALLOWANCE	1,873.63
7210- TRANSPORTATION VOUCHERS	1,796.84

7224- CLIENT RENT	102,996.24
7226- CLIENT LODGING/SHELTER	77,257.04
7230- CLIENT FOOD	5,238.55
7240- DIRECT BENEFITS	5,755,815.13
7245- DIRECT BENEFITS - STATE	4,260.45
7250- FURNACE REPAIRS/REPLACEMENT	19,635.17
8110- IN KIND SALARIES	2,411,751.25
8120- IN KIND RENT	376,422.17
8130- IN KIND - OTHER	13,566.25
9010- INDIRECT COST ALLOCATION	<u>2,236,250.98</u>
Total Expenses	<u>33,555,747.97</u>
Excess Revenue Over (Under) Expenditures	<u><u>(281,109.67)</u></u>



**Fiscal Year July 24 - June 25  
March 31, 2025**

<b>427 0 ALT. PYMT. PROG. C2AP</b>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2025</u>	<u>YTD Budget March 31, 2025</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	289485.00	18989.65	93274.17	0.00	(0.32)	0.00	93274.17	196210.83
4120- GRANT INCOME-STATE	1496391.00	80955.89	917410.65	0.00	(0.61)	0.00	917410.65	578980.35
Total Revenues	1785876.00	99945.54	1010684.82	0.00	(0.57)	0.00	1010684.82	775191.18
Expenses								
5010- SALARIES & WAGES	93631.77	4202.26	62999.96	0.00	0.67	0.00	62999.96	30631.81
5020- ACCRUED VACATION PAY	4500.00	212.83	3236.55	0.00	0.72	0.00	3236.55	1263.45
Total Salaries	98131.77	4415.09	66236.51	0.00	0.67	0.00	66236.51	31895.26
5112- HEALTH INSURANCE	6812.00	333.65	4640.87	0.00	0.68	0.00	4640.87	2171.13
5114- WORKER'S	400.00	17.15	265.08	0.00	0.66	0.00	265.08	134.92
5116- PENSION	4627.00	196.44	3233.03	0.00	0.70	0.00	3233.03	1393.97
5122- FICA	7392.00	327.06	5058.86	0.00	0.68	0.00	5058.86	2333.14
5124- SUI	2524.00	0.00	839.37	0.00	0.33	0.00	839.37	1684.63
5130- ACCRUED VACATION FICA	200.00	14.62	118.07	0.00	0.59	0.00	118.07	81.93
Total Fringe Benefits	21955.00	888.92	14155.28	0.00	0.64	0.00	14155.28	7799.72
6110- OFFICE SUPPLIES	1210.00	0.00	1208.68	0.00	1.00	0.00	1208.68	1.32
6112- DATA PROCESSING	6626.00	445.82	7309.58	0.00	1.10	79.02	7388.60	(762.60)
6130- PROGRAM SUPPLIES	73.00	0.00	72.26	0.00	0.99	0.00	72.26	0.74
6143- FURNISHINGS	698.00	0.00	713.57	0.00	1.02	0.00	713.57	(15.57)
6170- POSTAGE & SHIPPING	1890.00	0.00	3446.26	0.00	1.82	0.00	3446.26	(1556.26)
Total Supplies	10497.00	445.82	12750.35	0.00	1.21	79.02	12829.37	(2332.37)
6180- EQUIPMENT RENTAL	1680.00	0.00	806.71	0.00	0.48	0.00	806.71	873.29
6181- EQUIPMENT	994.00	170.05	823.56	0.00	0.83	0.00	823.56	170.44
6312- ADVERTISING & PROMOTION	263.00	201.13	262.10	0.00	1.00	0.00	262.10	0.90
6320- TELEPHONE	630.00	43.10	485.07	0.00	0.77	0.00	485.07	144.93
6410- RENT	19606.23	1858.41	15889.41	0.00	0.81	0.00	15889.41	3716.82
6420- UTILITIES/ DISPOSAL	4617.00	317.64	3101.95	0.00	0.67	0.00	3101.95	1515.05
6432- BUILDING & GROUNDS	99.00	220.45	314.14	0.00	3.17	0.00	314.14	(215.14)
6437- BURGLAR & FIRE ALARM	15.00	0.00	13.78	0.00	0.92	0.00	13.78	1.22
6440- PROPERTY INSURANCE	567.00	91.13	649.23	0.00	1.15	0.00	649.23	(82.23)
6530- LEGAL	1260.00	0.00	0.00	0.00	0.00	0.00	0.00	1260.00
6555- MEDICAL	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
6610- GAS & OIL	21.00	3.94	3.94	0.00	0.19	0.00	3.94	17.06
6620- VEHICLE INSURANCE	116.00	27.84	234.92	0.00	2.03	0.00	234.92	(118.92)
6640- VEHICLE REPAIR &	379.00	0.00	315.99	0.00	0.83	0.00	315.99	63.01
6742- TRAINING - STAFF	736.00	0.00	735.40	0.00	1.00	0.00	735.40	0.60
6840- PROPERTY TAXES	10.00	0.00	9.46	0.00	0.95	0.00	9.46	0.54
6850- FEES & LICENSES	1460.00	0.00	1446.91	0.00	0.99	0.00	1446.91	13.09
6875- EMPLOYEE HEALTH &	289.00	2.10	129.74	0.00	0.45	0.00	129.74	159.26
Total Other & Services	32784.23	2935.79	25222.31	0.00	0.77	0.00	25222.31	7561.92
Equipment & Biding Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6714- STAFF TRAVEL-OUT OF AREA	201.00	70.89	271.41	0.00	1.35	0.00	271.41	(70.41)
Travel-Out of Area	201.00	70.89	271.41	0.00	1.35	0.00	271.41	(70.41)
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1473348.00	82150.50	807748.03	0.00	0.55	0.00	807748.03	665599.97
Total Direct Benefits	1473348.00	82150.50	807748.03	0.00	0.55	0.00	807748.03	665599.97
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9010- INDIRECT COST	148959.00	8336.43	84300.93	0.00	0.57	0.00	84300.93	64658.07
Total Expenses	1785876.00	99243.44	1010684.82	0.00	0.57	79.02	1010763.84	775112.16

**Fiscal Year July 24 - June 24  
March 31, 2025**

<b>428 0 ALT. PYMT. PROG. C3AP</b>	<b>Grant Budget</b>	<b>Current Month Actual</b>	<b>YTD Actual March 31, 2025</b>	<b>YTD Budget March 31, 2025</b>	<b>% Spent</b>	<b>YTD Encumbrance</b>	<b>Actual Plus Encumbrance</b>	<b>Budget Balance</b>
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	802130.00	52052.24	538979.08	0.00	(0.67)	0.00	538979.08	263150.92
4120- GRANT INCOME-STATE	443351.00	29279.38	303175.71	0.00	(0.68)	0.00	303175.71	140175.29
4315- CHILD CRE REVENUE-STATE	0.00	119.35	445.20	0.00	0.00	0.00	445.20	(445.20)
<b>Total Revenues</b>	<b>1245481.00</b>	<b>81450.97</b>	<b>842599.99</b>	<b>0.00</b>	<b>(0.68)</b>	<b>0.00</b>	<b>842599.99</b>	<b>402881.01</b>
<b>Expenses</b>								
5010- SALARIES & WAGES	64758.32	3125.56	48656.72	0.00	0.75	0.00	48656.72	16101.60
5020- ACCRUED VACATION PAY	4000.00	169.97	2544.60	0.00	0.64	0.00	2544.60	1455.40
<b>Total Salaries</b>	<b>68758.32</b>	<b>3295.53</b>	<b>51201.32</b>	<b>0.00</b>	<b>0.74</b>	<b>0.00</b>	<b>51201.32</b>	<b>17557.00</b>
5112- HEALTH INSURANCE	5532.00	332.47	4049.02	0.00	0.73	0.00	4049.02	1482.98
5114- WORKER'S COMPENSATION	371.00	12.46	200.86	0.00	0.54	0.00	200.86	170.14
5116- PENSION	3460.00	122.20	2281.96	0.00	0.66	0.00	2281.96	1178.04
5122- FICA	5263.00	237.40	3831.08	0.00	0.73	0.00	3831.08	1431.92
5124- SUI	564.00	0.00	571.23	0.00	1.01	0.00	571.23	(7.23)
5130- ACCRUED VACATION FICA	150.00	9.57	102.38	0.00	0.68	0.00	102.38	47.62
<b>Total Fringe Benefits</b>	<b>15340.00</b>	<b>714.10</b>	<b>11036.53</b>	<b>0.00</b>	<b>0.72</b>	<b>0.00</b>	<b>11036.53</b>	<b>4303.47</b>
6110- OFFICE SUPPLIES	865.00	0.00	846.25	0.00	0.98	0.00	846.25	18.75
6112- DATA PROCESSING SUPPLIES	4092.00	335.05	5136.35	0.00	1.26	55.42	5191.77	(1099.77)
6130- PROGRAM SUPPLIES	85.00	0.00	50.62	0.00	0.60	0.00	50.62	34.38
6143- FURNISHINGS	510.00	0.00	509.04	0.00	1.00	0.00	509.04	0.96
6170- POSTAGE & SHIPPING	1350.00	0.00	1083.80	0.00	0.80	0.00	1083.80	266.20
<b>Total Supplies</b>	<b>6902.00</b>	<b>335.05</b>	<b>7626.06</b>	<b>0.00</b>	<b>1.10</b>	<b>55.42</b>	<b>7681.48</b>	<b>(779.48)</b>
6180- EQUIPMENT RENTAL	830.00	75.57	676.09	0.00	0.81	0.00	676.09	153.91
6181- EQUIPMENT MAINTENANCE	660.00	45.89	512.73	0.00	0.78	0.00	512.73	147.27
6112- ADVERTISING & PROMOTION	185.00	140.79	184.34	0.00	1.00	0.00	184.34	0.66
6320- TELEPHONE	450.00	32.29	392.05	0.00	0.87	0.00	392.05	57.95
6410- RENT	14110.68	1300.89	11429.25	0.00	0.81	0.00	11429.25	2681.43
6420- UTILITIES/ DISPOSAL	2995.00	222.35	2238.20	0.00	0.75	0.00	2238.20	756.80
6432- BUILDING & GROUNDS	70.00	154.32	219.90	0.00	3.14	0.00	219.90	(149.90)
6437- BURGLAR & FIRE ALARM	10.00	0.00	9.65	0.00	0.97	0.00	9.65	0.35
6440- PROPERTY INSURANCE	605.00	63.79	485.19	0.00	0.80	0.00	485.19	119.81
6530- LEGAL	900.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00
6555- MEDICAL	30.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
6610- GAS & OIL	15.00	2.76	2.76	0.00	0.18	0.00	2.76	12.24
6620- VEHICLE INSURANCE	83.00	0.00	0.00	0.00	0.00	0.00	0.00	83.00
6640- VEHICLE REPAIR &	211.00	0.00	221.19	0.00	1.05	0.00	221.19	(10.19)
6742- TRAINING - STAFF	542.00	0.00	521.50	0.00	0.96	0.00	521.50	20.50
6840- PROPERTY TAXES	7.00	0.00	6.79	0.00	0.97	0.00	6.79	0.21
6850- FEES & LICENSES	977.00	0.00	1065.05	0.00	1.09	0.00	1065.05	(88.05)
6875- EMPLOYEE HEALTH &	205.00	2.18	113.20	0.00	0.55	0.00	113.20	92.80
<b>Total Other &amp; Services</b>	<b>22886.68</b>	<b>2040.83</b>	<b>18077.89</b>	<b>0.00</b>	<b>0.79</b>	<b>0.00</b>	<b>18077.89</b>	<b>4808.79</b>
<b>Equipment &amp; Bldg Improvements</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
6714- STAFF TRAVEL-OUT OF AREA	187.00	101.27	287.64	0.00	1.54	0.00	287.64	(100.64)
<b>Travel-Out of Area</b>	<b>187.00</b>	<b>101.27</b>	<b>287.64</b>	<b>0.00</b>	<b>1.54</b>	<b>0.00</b>	<b>287.64</b>	<b>(100.64)</b>
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1027522.00	67843.33	683681.46	0.00	0.67	0.00	683681.46	343840.54
7245- DIRECT BENEFITS - STATE	0.00	119.35	445.20	0.00	0.00	0.00	445.20	(445.20)
<b>Total Direct Benefits</b>	<b>1027522.00</b>	<b>67962.68</b>	<b>684126.66</b>	<b>0.00</b>	<b>0.67</b>	<b>0.00</b>	<b>684126.66</b>	<b>343395.34</b>
<b>Total In-kind</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
9010- INDIRECT COST ALLOCATION	103885.00	6783.85	70243.89	0.00	0.68	0.00	70243.89	33641.11
<b>Total Expenses</b>	<b>1245481.00</b>	<b>81233.31</b>	<b>842599.99</b>	<b>0.00</b>	<b>0.68</b>	<b>55.42</b>	<b>842655.41</b>	<b>402825.59</b>

**Fiscal Year June 24 - July 25**  
**March 31, 2025**

<b>429 0 ALT. PYMT. PROG. -</b>	<b>Grant</b>	<b>Current</b>	<b>YTD Actual</b>	<b>YTD Budget</b>			<b>YTD</b>	<b>Actual Plus</b>	<b>Budget</b>
<b>GENERAL</b>	<b>Budget</b>	<b>Month</b>	<b>March 31, 2025</b>	<b>March 31, 2025</b>	<b>% Spent</b>	<b>Encumbrance</b>	<b>Encumbrance</b>	<b>Encumbrance</b>	<b>Balance</b>
<b>Revenues</b>		<b>Actual</b>							
4110- GRANT INCOME-FEDERAL	4652208.00	245392.39	2433756.59	0.00	[0.52]	0.00	2433756.59	2218451.41	
4120- GRANT INCOME-STATE	3492616.00	185120.57	1318999.55	0.00	[0.38]	0.00	1318999.55	2173616.45	
4315- CHILD CRE REVENUE-STATE	0.00	578.95	3815.25	0.00	0.00	0.00	3815.25	(3815.25)	
<b>Total Revenues</b>	<b>8144824.00</b>	<b>431091.91</b>	<b>3756571.39</b>	<b>0.00</b>	<b>[0.46]</b>	<b>0.00</b>	<b>3756571.39</b>	<b>4388252.61</b>	
<b>Expenses</b>									
5010- SALARIES & WAGES	275383.00	20277.98	202977.47	0.00	0.74	0.00	202977.47	72405.53	
5020- ACCRUED VACATION PAY	285503.00	1087.67	10375.68	0.00	0.04	0.00	10375.68	275127.32	
<b>Total Salaries</b>	<b>560886.00</b>	<b>21345.65</b>	<b>213353.15</b>	<b>0.00</b>	<b>0.38</b>	<b>0.00</b>	<b>213353.15</b>	<b>347532.85</b>	
5112- HEALTH INSURANCE	26846.00	2164.11	19983.34	0.00	0.74	0.00	19983.34	6862.66	
5114- WORKER'S COMPENSATION	1265.00	81.08	843.73	0.00	0.67	0.00	843.73	421.27	
5116- PENSION	15112.00	779.27	8402.20	0.00	0.56	0.00	8402.20	6709.80	
5122- FICA	23094.00	1546.97	16097.37	0.00	0.70	0.00	16097.37	6996.63	
5124- SUI	2558.00	0.00	2536.73	0.00	0.99	0.00	2536.73	21.27	
5130- ACCRUED VACATION FRINGE	700.00	62.72	260.91	0.00	0.37	0.00	260.91	439.09	
<b>Total Fringe Benefits</b>	<b>69575.00</b>	<b>4634.15</b>	<b>48124.28</b>	<b>0.00</b>	<b>0.69</b>	<b>0.00</b>	<b>48124.28</b>	<b>21450.72</b>	
6110- OFFICE SUPPLIES	2491.00	0.00	2490.52	0.00	1.00	0.00	2490.52	0.48	
6113- DATA PROCESSING SUPPLIES	15674.00	835.41	15454.30	0.00	0.99	162.15	15616.45	57.55	
6130- PROGRAM SUPPLIES	151.00	0.00	150.38	0.00	1.00	0.00	150.38	0.62	
6143- FURNISHINGS	0.00	0.00	2130.37	0.00	0.00	0.00	2130.37	(2130.37)	
6170- POSTAGE & SHIPPING	5760.00	0.00	3751.52	0.00	0.65	0.00	3751.52	2008.48	
<b>Total Supplies</b>	<b>24076.00</b>	<b>835.41</b>	<b>23977.09</b>	<b>0.00</b>	<b>1.00</b>	<b>162.15</b>	<b>24139.24</b>	<b>(63.24)</b>	
6180- EQUIPMENT RENTAL	5120.00	322.44	2918.51	0.00	0.57	0.00	2918.51	2201.49	
6181- EQUIPMENT MAINTENANCE	3104.00	195.81	2187.52	0.00	0.70	0.00	2187.52	916.48	
6310- PRINTING & PUBLICATIONS	384.00	0.00	0.00	0.00	0.00	0.00	0.00	384.00	
6312- ADVERTISING & PROMOTION	640.00	412.32	598.14	0.00	0.93	0.00	598.14	41.86	
6320- TELEPHONE	1920.00	119.18	1308.53	0.00	0.68	0.00	1308.53	611.47	
6410- RENT	54236.00	3861.53	35853.94	0.00	0.66	0.00	35853.94	18382.06	
6420- UTILITIES/ DISPOSAL	11328.00	656.96	6930.86	0.00	0.61	0.00	6930.86	4397.14	
6432- BUILDING & GROUNDS	256.00	486.52	678.59	0.00	2.65	0.00	678.59	(422.59)	
6436- PEST CONTROL	5.00	0.70	6.30	0.00	1.26	0.00	6.30	(1.30)	
6437- BURGLAR & FIRE ALARM	30.00	0.22	30.38	0.00	1.01	0.00	30.38	(0.38)	
6440- PROPERTY INSURANCE	2523.00	186.91	1623.84	0.00	0.64	0.00	1623.84	899.16	
6530- LEGAL	3840.00	0.00	0.00	0.00	0.00	0.00	0.00	3840.00	
6555- MEDICAL	146.00	0.00	145.00	0.00	0.99	0.00	145.00	1.00	
6610- GAS & OIL	64.00	8.07	8.07	0.00	0.13	0.00	8.07	55.93	
6620- VEHICLE INSURANCE	352.00	0.00	67.83	0.00	0.19	0.00	67.83	284.17	
6640- VEHICLE REPAIR &	715.00	0.00	647.79	0.00	0.91	0.00	647.79	67.21	
6742- TRAINING - STAFF	1977.00	0.00	1976.85	0.00	1.00	0.00	1976.85	0.15	
6840- PROPERTY TAXES	30.00	0.00	29.77	0.00	0.99	0.00	29.77	0.23	
6850- FEES & LICENSES	3860.00	0.00	3091.28	0.00	0.80	0.00	3091.28	768.72	
6852- FINGERPRINT	40.00	0.00	17.75	0.00	0.44	0.00	17.75	22.25	
6875- EMPLOYEE HEALTH &	880.00	6.07	193.09	0.00	0.22	0.00	193.09	686.91	
<b>Total Other &amp; Services</b>	<b>91450.00</b>	<b>6256.73</b>	<b>58314.04</b>	<b>0.00</b>	<b>0.64</b>	<b>0.00</b>	<b>58314.04</b>	<b>33135.96</b>	
Equipment & Bldg	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6714- STAFF TRAVEL-OUT OF AREA	0.00	207.61	1062.03	0.00	0.00	0.00	1062.03	(1062.03)	
Travel-Out of Area	0.00	207.61	1062.03	0.00	0.00	0.00	1062.03	(1062.03)	
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7240- DIRECT BENEFITS	6719480.00	360571.36	3094909.23	0.00	0.46	0.00	3094909.23	3624570.77	
7245- DIRECT BENEFITS - STATE	0.00	578.95	3815.25	0.00	0.00	0.00	3815.25	(3815.25)	
<b>Total Direct Benefits</b>	<b>6719480.00</b>	<b>361150.31</b>	<b>3098724.48</b>	<b>0.00</b>	<b>0.46</b>	<b>0.00</b>	<b>3098724.48</b>	<b>3620755.52</b>	
<b>Total In-kind</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
9010- INDIRECT COST ALLOCATION	679357.00	35908.96	313016.32	0.00	0.46	0.00	313016.32	366340.68	
<b>Total Expenses</b>	<b>8144824.00</b>	<b>430338.82</b>	<b>3756571.39</b>	<b>0.00</b>	<b>0.46</b>	<b>162.15</b>	<b>3756733.54</b>	<b>4388090.46</b>	



**Madera Regional Head Start**  
**Budget to Actual**  
**March 31, 2025**

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance
Revenues										
4110- GRANT INCOME-FEDERAL	\$ 4,499,507	231,061.82	3,647,146.32	3,416,084.50	(8,331.92)	3,655,478.24	86%	241,306.96	3,888,453.28	611,053.72
4210- DONATIONS		-					0%		-	-
4220- IN KIND CONTRIBUTIONS	\$ 1,136,383	304,846.95	851,044.16	546,197.21	(72,598.84)	923,643.00	75%	-	851,044.16	285,338.84
4330- SALE OF ASSETS		-					0%	-	-	-
4350- RENTAL INCOME		-					0%	-	-	-
4390- MISC INCOME		-					0%	-	-	-
Total Revenues	\$ 5,635,890	535,908.77	4,498,190.48	3,962,281.71	(80,930.76)	4,579,121.24	80%	241,306.96	4,739,497.44	896,392.56
5010 SALARIES & WAGES	\$ 1,993,828	55,560.71	1,685,462.93	1,629,902.22	69,912.88	1,615,550.05	85%	-	1,685,462.93	308,365.07
5019- SALARIES & WAGES C19	\$ -	-			-		0%		-	-
5020 ACCRUED VACATION PAY	\$ 154,380	3,069.80	114,699.34	111,629.54	(9,617.25)	124,316.59	74%	-	114,699.34	39,680.66
5112 HEALTH INSURANCE	\$ 333,462	5,523.56	172,530.72	167,007.16	(97,000.94)	269,531.66	52%	-	172,530.72	160,931.28
5114 WORKER'S COMPENSATION	\$ 66,592	1,163.09	48,488.07	47,324.98	(5,447.96)	53,936.03	73%	-	48,488.07	18,103.93
5115- Worker's Compensation C19	\$ -	-			-		0%		-	-
5116 PENSION	\$ 111,290	4,196.02	87,209.15	83,013.13	(2,949.10)	90,158.25	78%	-	87,209.15	24,080.85
5117- Pension C19	\$ -	-			-		0%		-	-
5121- FICA C19	\$ -	-			-		0%		-	-
5122 FICA	\$ 159,095	4,019.47	134,294.86	130,275.39	5,384.16	128,910.70	84%	-	134,294.86	24,800.14
5123- SUI C19	\$ -	-			-		0%		-	-
5124 SUI	\$ 34,782	(2,571.64)	24,205.65	26,777.29	(3,976.54)	28,182.19	70%	-	24,205.65	10,576.35
5130 ACCRUED VACATION FRINGE	\$ 12,319	233.82	8,749.67	8,515.85	(1,170.40)	9,920.07	71%	-	8,749.67	3,569.33
6110 OFFICE SUPPLIES	\$ 18,900	2,706.96	12,547.62	9,840.66	(2,712.38)	15,260.00	81%	2,768.46	15,316.08	3,583.92
6112 DATA PROCESSING	\$ 61,800	26,877.23	107,278.44	80,401.21	57,044.44	50,234.00	178%	2,708.25	109,986.69	(48,186.69)
6121 FOOD	\$ 5,000	23.22	2,671.15	2,647.93	(1,078.85)	3,750.00	54%	34.54	2,705.69	2,294.31
6122 KITCHEN SUPPLIES	\$ 5,000	-	81.38	81.38	(3,668.62)	3,750.00	2%	-	81.38	4,918.62
6130 PROGRAM SUPPLIES	\$ 74,000	25,248.82	150,850.20	125,601.38	90,850.20	60,000.00	197%	21,361.06	172,211.26	(98,211.26)
6132 MEDICAL & DENTAL SUPPLIES	\$ 500	853.39	8,250.07	7,396.68	7,750.07	500.00	1667%	86.54	8,336.61	(7,836.61)
6134 INSTRUCTIONAL SUPPLIES	\$ 19,500	539.51	7,842.30	7,302.79	(7,937.70)	15,780.00	68%	5,324.11	13,166.41	6,333.59
6140 CUSTODIAL SUPPLIES	\$ 24,000	11,669.61	34,024.03	22,354.42	14,744.03	19,280.00	142%	-	34,024.03	(10,024.03)
6142 LINEN/LAUNDRY	\$ 140	-	100.00	100.00	(5.00)	105.00	71%	-	100.00	40.00
6150 UNIFORM RENTAL/PURCHASE	\$ 450	150.00	300.00	150.00	(150.00)	450.00	67%	-	300.00	150.00
6170 POSTAGE & SHIPPING	\$ 600	48.40	536.11	487.71	36.11	500.00	89%	-	536.11	63.89
6180 EQUIPMENT RENTAL	\$ 25,956	4,018.11	26,807.33	22,789.22	5,177.33	21,630.00	103%	-	26,807.33	(851.33)
6181 EQUIPMENT MAINTENANCE	\$ 20,580	322.67	12,441.48	12,118.81	(4,708.52)	17,150.00	63%	585.00	13,026.48	7,553.52
6221 EQUIPMENT OVER >\$5000	\$ 185,000	-	-	-	(138,750.00)	138,750.00	95%	176,381.79	176,381.79	8,618.21
6231- BUILDING RENOVATION	\$ -	-			-		0%		-	-
6310 PRINTING & PUBLICATIONS	\$ 15,000	2,056.71	9,026.00	6,969.29	(3,474.00)	12,500.00	97%	5,509.15	14,535.15	464.85
6312 ADVERTISING & PROMOTION	\$ 200	-	400.00	400.00	200.00	200.00	200%	-	400.00	(200.00)
6320 TELEPHONE	\$ 165,828	14,455.57	82,940.24	68,484.67	(55,249.66)	138,189.90	50%	-	82,940.24	82,887.76
6410 RENT	\$ 204,058	20,372.21	198,460.30	178,088.09	28,411.80	170,048.50	97%	-	198,460.30	5,597.70
6420 UTILITIES/ DISPOSAL	\$ 107,436	4,285.35	91,839.76	87,554.41	2,309.76	89,530.00	85%	-	91,839.76	15,596.24
6432 BUILDING REPAIRS/ MAINTEN	\$ 38,880	8,912.25	155,768.25	146,856.00	126,608.25	29,160.00	401%	-	155,768.25	(116,888.25)
6433 GROUNDS MAINTENANCE	\$ 31,212	2,912.61	32,057.56	29,144.95	6,047.56	26,010.00	111%	2,450.00	34,507.56	(3,295.56)
6435 BUILDING IMPROVEMENTS	\$ -	-			-		0%		-	-
6436 PEST CONTROL	\$ 7,188	765.65	7,285.98	6,520.33	1,295.98	5,990.00	101%	-	7,285.98	(97.98)
6437 BURGLAR & FIRE ALARM	\$ 3,915	343.13	3,681.72	3,338.59	180.72	3,501.00	94%	-	3,681.72	233.28
6440 PROPERTY INSURANCE	\$ 32,915	1,458.15	13,520.26	12,062.11	(13,949.74)	27,470.00	41%	-	13,520.26	19,394.74
6520 CONSULTANTS	\$ -	1,770.40	6,363.98	4,593.58	6,363.98	-	0%	14,042.20	20,406.18	(20,406.18)
6522 CONSULTANT EXPENSES	\$ -	175.70	483.00	307.30	483.00	-	0%	-	483.00	(483.00)

**Madera Regional Head Start**  
**Budget to Actual**  
**March 31, 2025**

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
							YTD	Actual +		
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	Encumbered	Encumbered	Balance
6524 CONTRACTS	\$ 49,000	-	-	-	(39,200.00)	39,200.00	0%	-	-	49,000.00
6530 LEGAL	\$ 5,000	-	4,403.40	4,403.40	(596.60)	5,000.00	88%	-	4,403.40	596.60
6540 CUSTODIAL SERVICES	\$ 10,836	(0.02)	8,234.50	8,234.52	(795.50)	9,030.00	115%	4,215.00	12,449.50	(1,613.50)
6555 MEDICAL SCREENING/DEAT/ST	\$ 2,400	390.00	2,280.00	1,890.00	280.00	2,000.00	95%	-	2,280.00	120.00
6562 MEDICAL EXAM	\$ -	-	-	-	-	-	0%	-	-	-
6564 MEDICAL FOLLOW-UP	\$ -	-	-	-	-	-	0%	-	-	-
6566 DENTAL EXAM	\$ -	-	-	-	-	-	0%	-	-	-
6568 DENTAL FOLLOW-UP	\$ -	-	-	-	-	-	0%	-	-	-
6610 GAS & OIL	\$ 12,000	1,405.24	9,078.19	7,672.95	(921.81)	10,000.00	76%	-	9,078.19	2,921.81
6620 VEHICLE INSURANCE	\$ 27,000	2,451.86	21,840.51	19,388.65	(659.49)	22,500.00	81%	-	21,840.51	5,159.49
6640 VEHICLE REPAIR & MAINTENA	\$ 9,000	809.46	14,023.57	13,214.11	6,823.57	7,200.00	156%	-	14,023.57	(5,023.57)
6712 STAFF TRAVEL-LOCAL	\$ 6,500	811.72	4,079.90	3,268.18	(1,160.10)	5,240.00	63%	-	4,079.90	2,420.10
6714 STAFF TRAVEL-OUT OF AREA	\$ 16,580	30.80	296.58	265.78	(16,283.42)	16,580.00	2%	-	296.58	16,283.42
6722 PER DIEM - STAFF	\$ -	-	-	-	-	-	0%	-	-	-
6724 PER DIEM - PARENT	\$ -	52.00	52.00	-	52.00	-	0%	-	52.00	(52.00)
6730 VOLUNTEER TRAVEL	\$ -	-	-	-	-	-	0%	-	-	-
6742 TRAINING - STAFF	\$ 12,000	409.05	3,638.30	3,229.25	(8,361.70)	12,000.00	34%	425.47	4,063.77	7,936.23
6744 TRAINING VOLUNTEERS	\$ 5,000	-	-	-	(4,000.00)	4,000.00	0%	-	-	5,000.00
6746 TRAINING PARENTS	\$ -	-	-	-	-	-	0%	-	-	-
6748 EDUCATION REIMBURSEMENT	\$ 10,500	-	-	-	(5,250.00)	5,250.00	0%	-	-	10,500.00
6750 FIELD TRIPS	\$ -	-	56.02	56.02	56.02	-	0%	-	56.02	(56.02)
6810 BANK CHARGES	\$ -	-	-	-	-	-	0%	-	-	-
6820 INTEREST CHARGES	\$ -	-	-	-	-	-	0%	-	-	-
6832 LIABILITY INSURANCE	\$ 336	30.54	302.92	272.38	22.92	280.00	90%	-	302.92	33.08
6834 STUDENT ACTIVITY INSURANC	\$ 2,084	1,125.53	1,837.16	711.63	189.16	1,648.00	88%	-	1,837.16	246.84
6840 PROPERTY TAXES	\$ 293	-	141.85	141.85	(151.15)	293.00	48%	-	141.85	151.15
6850 FEES & LICENSES	\$ 31,000	2,697.12	23,178.21	20,481.09	(2,821.79)	26,000.00	75%	-	23,178.21	7,821.79
6851 CPR FEES	\$ -	-	-	-	-	-	0%	-	-	-
6852 FINGER PRINTING	\$ 3,200	0.37	698.31	697.94	(2,501.69)	3,200.00	22%	-	698.31	2,501.69
6860 DEPRECIATION EXPENSE	\$ -	-	-	-	-	-	0%	-	-	-
6870 EMPLOYEE RECOGNITION	\$ -	-	-	-	-	-	0%	-	-	-
6875- EMPLOYEE HEALTH & WELFARE COSTS	\$ 20,000	115.30	4,270.12	4,154.82	(15,729.88)	20,000.00	21%	-	4,270.12	15,729.88
6880 VOLUNTEER RECONGNITION	\$ -	-	-	-	-	-	0%	-	-	-
6892 CASH SHORT / OVER	\$ -	-	-	-	-	-	0%	-	-	-
7110 PARENT ACTIVITIES	\$ -	-	-	-	-	-	0%	-	-	-
7111 PARENT MILEAGE	\$ 500	24.92	378.63	353.71	(21.37)	400.00	76%	-	378.63	121.37
7112 PARENT INVOLVEMENT	\$ 1,400	64.66	541.65	476.99	(578.35)	1,120.00	39%	-	541.65	858.35
7114 PPC ALLOWANCE	\$ 1,200	210.00	1,785.00	1,575.00	821.00	964.00	149%	-	1,785.00	(585.00)
7115 PPC FOOD ALLOWANCE	\$ -	-	-	-	-	-	0%	-	-	-
7116 POLICY COUN. FOOD ALLOWAN	\$ -	-	624.52	624.52	624.52	-	0%	-	624.52	(624.52)
8110 IN KIND SALARIES	\$ 136,819	265,483.85	653,143.66	387,659.81	541,937.66	111,206.00	477%	-	653,143.66	(516,324.66)
8120 IN KIND RENT	\$ 318,251	39,353.10	196,765.50	157,412.40	(61,904.50)	258,670.00	62%	-	196,765.50	121,485.50
8130 IN KIND - STATE	\$ 681,313	10.00	1,135.00	1,125.00	(552,632.00)	553,767.00	0%	-	1,135.00	680,178.00
9010 INDIRECT COST ALLOCATION	\$ 359,872	19,272.79	304,207.43	284,934.64	10,878.13	293,329.30	86%	5,415.39	309,622.82	50,249.18
Total Expenses	\$ 5,635,890	535,908.77	4,498,190.48	3,962,281.71	(80,930.76)	4,579,121.24	84%	241,306.96	4,739,497.44	896,392.56
Excess Revenue Over (Under) Expenditures	\$ -	-	-	-	-	-	-	-	-	-
							ADMINISTRATIVE EXPENSES		\$447,335.04	
							PERCENT ADMINISTRATIVE		9.85%	
							LIMIT IS 15%			
							9.10%			

YTD Contract % **86.42%**

**CAPMC**  
**Work Related Injuries Report - April 2025**  
**BOARD OF DIRECTORS**

**Recordable Injuries**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
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**Medcor: Self Treat First Aid**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Accounting Technician	Gill Ave.	Bite	4/21/2025	10:35 AM	EE was moving boxes when EE tripped due to uneven floor, causing EE to fall and contusion to right foot and left knee.	0	04/21/2025: Called Medcor self-care/first aid.
Teacher III	Chowchilla	Bite	4/23/2025	10:00 AM	EE was lowering down the blinds when a child bit EE's left wrist (near bottom of thumb) causing pain and leaving teeth marks with no break in skin.	0	4/23/25: Called Medcor self-care/first aid.

**Claims**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
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**Up To Date Injuries: January 2023 to December 2023**

(2) Hand Injuries	(1) Feet Injuries	( ) Chest Injuries		
( ) Back Injuries	( ) Eye Injuries	(1) Neck Injuries	( ) Bottom	
(4) Knee Injuries	( ) Leg Injuries	(1) Head Injuries	( ) Hip	
(3) Arm Injuries	(1) Wrist Injuries	( ) Ankle Injuries		
( ) Elbow Injuries	( ) Burn Injuries	( ) Respiratory Injuries		
(1) Shoulder Injuries	( ) Abdomen Injuries	( ) Face Injuries		
		DOI: DATE OF INJURY		
		TOI: TIME OF INJURY		





# BOARD OF DIRECTORS 2025 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
<b>Public Officials</b>													
Deborah Martinez A: Vivian Garcia	Department of Social Services	P	P	-	A								
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	X	P	-	P								
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	X	-	P								
Steve Montes A: Mayor Cece Gallegos	Madera City Council	P	P	-	P								
Jeff Troost	Chowchilla City Council	P	P	-	P								
<b>Private Sector Officials</b>													
Debi Bray	Madera Chamber of Commerce	P	P	-	P								
Otilia Vasquez	Head Start Policy Council	X	P	-	X								
Donald Holley	Community Affairs	P	P	-	P								
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	X	-	X								
Molly Hernandez	Early Childhood Education & Development	P	X	-	X								
<b>Low-Income Target Area Officials</b>													
Martha Garcia	Central Madera/Alpha	X	X	-	P								
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	P	P	-	P								
Richard Gutierrez	Eastside/Parksdale	P	P	-	P								
Diana Plamer <i>(Seated on 1/11/2024)</i>	Fairmead/Chowchilla	P	P	-	P								
Aurora Flores	Monroe/Washington	P	P	-	P								
<i>Total Directors</i>		12/15	11/15	-	12/15								

**STAFFING CHANGES**  
**April 1, 2025 - April 30, 2025**  
**BOARD OF DIRECTORS**

**NON-HEAD START DEPARTMENTS**

**NEW HIRES**

Identification Number	Position	Location	Effective Date	Hours	Justification
61316	Family Service Associate II	Gill - Resource & Referral and Alternative Payment Program	4/21/2025	80	Open Position - provisionally
61496	Accounting Technician	Gill - Fiscal	4/28/2025	80	Open Position

**SUBSTITUTES**

Identification Number	Position	Location	Effective Date	Hours	Justification

**VOLUNTARY RESIGNATIONS**

Identification Number	Position	Location	Effective Date	Hours	Justification
61369	Housing Case Worker	Gill - Community Services	4/25/2025	80	Resignation
61463	Family Service Associate I	Gill - Resource & Referral and Alternative Payment Program	4/17/2025	80	Resignation

**TERMINATION**

Identification Number	Position	Location	Effective Date	Hours	Justification

**HEAD START DEPARTMENTS**

**NEW HIRES**

Identification Number	Position	Location	Effective Date	Hours	Justification
60235	Family Skills Instructor	Gill - Madera Head Start	4/25/2025	80	Open Position
61416	Teacher III	Sierra Vista - Madera Migrant Head Start	4/28/2025	80	Open Position
60014	Food Service Cook	Selma - Fresno Migrant Head Start	4/28/2025	80	Open Position

**SUBSTITUTES**

Identification Number	Position	Location	Effective Date	Hours	Justification

**VOLUNTARY RESIGNATIONS**

Identification Number	Position	Location	Effective Date	Hours	Justification
60516	Instructional Aide III	Los Ninos - Madera Migrant Head Start	4/15/2025	80	Resignation
61448	Associate Teacher	Mis Angelitos - Madera Migrant Head Start	4/24/2025	80	Resignation
61489	Center Director	Inez Rodriguez - Fresno Migrant Head Start	4/23/2025	80	Resignation
60097	Instructional Aide III	Sierra Vista - Madera Migrant Head Start	4/15/2025	80	Resignation
61426	Advocate III	Cottonwood - Madera Regional Head Start	4/25/2025	80	Resignation
61462	Head Start Professional Development Coach	Pine - Madera Regional Head Start	4/21/2025	80	Resignation
61324	Food Service Worker / Instructional Aide I	Mis Tesoros - Madera Regional Head Start	4/22/2025	80	Resignation
60276	Teacher I	Sierra Vista - Madera Migrant Head Start	4/28/2025	80	Resignation

**TERMINATIONS**

Identification Number	Position	Location	Effective Date	Hours	Justification



# **WAREHOUSE PARKING LOT MISCELLANEOUS SALE**

**FRIDAY MAY 9, 2025**

**528 NOBLE AVE – WAREHOUSE  
LIMITED PARKING - WEATHER PERMITTING**

**Food Bank & CAPMC Employees: 8:00 AM – 9:30 AM**

**Community: 9:30 AM – 12:00 PM**

**\*Employees must wear name badge\***

**Please Note:**

- Cash Only – No bills larger than \$20.00
- All items must be taken at the time of purchase
- No Public Restrooms

Proceeds will go  
towards Madera  
County Food Bank and  
CAPMC

