

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