



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

**Agenda**

**Thursday, July 10, 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 – June 12, 2025.

D-2 Review and consider approving the Minutes for the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – June 10, 2025

D-3 Review and consider approving the Minutes for the Madera Regional & Early Head Start Policy Council Committee Meeting – May 1, 2025

D-4 Review and consider approving the Minutes for the Fresno Migrant and Seasonal Head Start Policy Council Committee Meeting – June 11, 2025

D-5 Review and consider accepting the Bank of America Credit Card Statements:

- June and July 2025

D-6 Review and consider accepting the America Express and All Other Credit Card Statements:

- February, April, and June 2025

D-7 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:

- In-Kind Report – May 2025
- Program Information Report – May 2025
- CACFP Program Report – May 2025

D-8 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:

- Monthly Enrollment Report – June 2025
- In-Kind Report – May 2025
- CACFP Program Report – May 2025

D-9 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera Migrant/Seasonal Head Start Policy Committee.

D-10 Review and consider approving the 2025-2026 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.

- D-11 Review and consider approving the 2025-2026 Reimbursement Policy for the Policy Committee Members representing Madera Migrant/Seasonal Head Start program.
- D-12 Review and approve the 2025-2026 Fresno Migrant/Seasonal Head Start's Planning Process Policy/Procedure and Calendar.
- D-13 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Fresno Migrant/Seasonal Head Start Policy Committee.
- D-14 Review and consider approving the 2025-2026 Reimbursement Policy for the Policy Committee Members representing Fresno Migrant/Seasonal Head Start program.
- D-15 Review and consider approving the 2024-2025 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment.
- D-16 Ratify the submission of the California Department of Social Services (CDSS), Child Care and Development Division Program Self-Evaluation (PSE) Survey.
- D-17 Review the Equal Employment Opportunity Report (EEO-1) to understand the employee compositions of the Agency. (Informational Only)
- D-18 Review the Community Services Program Report for June 2025. (Informational Only).
- D-19 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for June 2025. (Informational Only).
- D-20 Review the Madera County Child Advocacy Center Report for June 2025. (Informational Only).

**E. DISCUSSION ITEMS**

- E-1 Review and consider decreasing the Low Income Home Energy Assistance Program (LIHEAP) eligibility priority point system from 22 points to 20 points for eligible customers.
- E-2 Review and ratify Community Action Partnership of Madera County 2024-2025 Amendment #1 and #2 Budget Revisions for additional funds to Stanislaus County Office of Education for a total increase funding of \$77,302.

**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 – July 2025
- F-4 Financial Statements – May and June 2025
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – June 2025
- F-7 CAPMC Board of Directors Attendance Report – June 12, 2025
- F-8 Staffing Changes Report for June 1, 2025 – June 30, 2025

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

None

**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 July 10, 2025, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on July 4, 2025.

*Kelly Ryan*

Executive Director Support / Grant Management and Compliance Administrator

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**June 12, 2025**  
**1225 Gill Ave, Madera, CA 93637**

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:32 p.m. by Chairperson Judge Eric LiCalsi.

**Members Present**

Chairperson Judge Eric LiCalsi  
Councilmember Steve Montes  
Debi Bray  
Donald Holley  
Martha Garcia  
Richard Gutierrez  
Diana Palmer  
Molly Hernandez  
Aurora Flores

**Members Absent**

Vice-Chairperson David Hernandez  
Secretary/Treasurer Sheriff Tyson Pogue  
Deborah Martinez  
Chairwomen Supervisor Leticia Gonzalez  
Councilmember Jeff Troost  
Otilia Vasquez

**Personnel Present**

Mattie Mendez  
Donna Tooley  
Irene Yang  
Ana Gudino  
Leticia Murillo  
Kelly Ryan

**Public – Others Present**

Russell K. Ryan, Esq., Legal Counsel

**A. PUBLIC COMMENT**

None

**B. ADOPTION OF THE AGENDA**

**ADDITIONS TO THE AGENDA:** Items identified after posting of the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-thirds vote, or unanimous vote if quorum is less than full board, required for consideration. (Government Code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section E).

**ADOPTION OF THE AGENDA:** Adoption of the agenda.

Motion: APPROVED AS PRESENTED

Moved by Donald Holley, Seconded by Councilmember Steve Montes

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 – May 8, 2025.
- D-2 Review and consider approving the Minutes for the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – April 8, 2025
- D-3 Review and consider approving the Minutes for the Fresno Migrant and Seasonal Head Start Policy Council Committee Meeting – April 9, 2025
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
  - May 2025
- D-5 Review and consider accepting the America Express and All Other Credit Card Statements:
  - January 2025
  - March 3035
  - April 3035
  - May 2025
- D-6 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
  - In-Kind Report – March and April 2025
- D-7 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:
  - Monthly Enrollment Report – May 2025
  - In-Kind Report – March and April 2025
- D-8 Ratify the submission of the California Department of Social Services (CDSS), Child Care and Development Division Program Self-Evaluation (PSE) Survey.
- D-9 Review and consider approving the Community Action Partnership of Madera County, Inc. Organizational Charts Revised May 2025 (Informational Only)
- D-10 Review and consider approving the 2025 Community Needs Assessment for Community Action Partnership of Madera County.
- D-11 Review and consider approving the final submission of the 2026/2027 Community Needs Assessment and Community Action Plan.
- D-12 Review and consider approving the job description for Outreach Navigator.
- D-13 Review and approve the proposed one-time stipend to non-Head Start programs
- D-14 Review the Child Care Alternative Payment and Resource & Referral Program Report for June 2025. (Informational Only).
- D-15 Review the Community Services Program Report for May 2025. (Informational Only).
- D-16 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for May 2025. (Informational Only).

- D-17 Review the Victim Services Report for May 2025. (Informational Only)
- D-18 Review the Madera County Child Advocacy Center Report for June 2024. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Donald Holley

Vote: Carried Unanimously

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

### **E-1 Review and consider authorization of an application for the Business Standard Credit Card available from Community West Bank through its business partner, TIB Nationwide Association.**

Donna Tooley, Interim Chief Financial Officer, presented regarding an application for the Business Standard Credit Card available from Community West Bank through its business partner, TIB Nationwide Association, with a monthly credit limit of \$34,500. Community West Bank has met with the Executive Director, volunteers and supports the community, and has many non-profits customers. If approved and once the credit cards are issued from TIB, CAPMC would close the credit card accounts at Bank of America.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley Seconded by Richard Gutierrez

Vote: Carried Unanimously

### **E-2 Authorize opening a Certificate of Deposit account at Community West Bank in the amount of \$400,000 for a 6-month term with 2.0% APY with unrestricted net assets from the Victim Services Department.**

Donna Tooley, Interim Chief Financial Officer, presented regarding opening a Certificate of Deposit account at Community West Bank in the amount of \$400,000 for a 6-month term with 2.0% APY with unrestricted net assets from the Victim Services Department. Community West Bank is also able to provide the collateral for public funds more than the \$250,000 FDIC insurance. \$400,000 of money will be moved from West America Bank to open the Certificate of Deposit at Community West Bank.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Donald Holley

Vote: Carried Unanimously

### **E-3 To review and consider approving Memorandum of Understanding (collective bargaining agreement) negotiated between CAPMC and Service Employees International Union (SEIU), Local 521.**

Mattie Mendez, Executive Director, presented regarding the Memorandum of Understanding (collective bargaining agreement) negotiated between CAPMC and Service Employees

International Union, Local 521. The proposed agreement outlines terms related to wages, benefits, working conditions, and other employment provisions. The agreement will be implemented and effective for the designated contract period of July 1, 2025-June 30, 2030.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

Board Member Aurora Flores entered the room.

**E-4 Review and consider approving the Chief Financial Officer appointment.**

Mattie Mendez, Executive Director, presented regarding Chief Financial Officer appointment. The position became officially open in August 2024, and the recruitment was open to both internal and external applications to fill the vacancy. Ms. Donna Tooley has been employed as the interim Chief Financial Officer under remote work arrangements since August 2024 while the position was under open recruitment processes. Ms. Tooley has extensive work history with the Agency. After months of recruitment activities and reviewing applicants, no applicants exhibit direct skill sets and experience at the level what Ms. Tooley can contribute. Therefore, the Agency is proposing to appoint Ms. Tooley from interim to regular status.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Donald Holley

Vote: Carried Unanimously

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

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – June 9, 2025
- F-3 Executive Director Monthly Report – June 2025
- F-4 Financial Statements – March, April, and May 2025
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – May 2025
- F-7 CAPMC Board of Directors Attendance Report – May 8, 2025
- F-8 Staffing Changes Report for May 1, 2025 – May 31, 2025

Chairperson Judge Eric LiCalsi appointed Board Member Steve Montes to lead the closed session.  
Chairperson Judge Eric LiCalsi recused himself from the meeting.

**G. CLOSED SESSION**

- G-1 Government Code Section 54956.9(d)(2), (d)(1)  
CONFERENCE WITH LEGAL COUNSEL – Counsel with CAPMC legal counsel regarding Grand Jury Report and Response
- G-2 Government Code Section 54956.9(d)(2), (d)(1)  
CONFERENCE WITH LEGAL COUNSEL – UPDATE ON LITIGATION  
Keith W. Trout vs. County of Madera, et al. (Community Action Partnership of Madera County identified in Government Claim Form)

Closed session adjourned and Board returned to open session. Agency Legal Counsel reported that the Board approved the motion to approve the proposed response to the Grand Jury Report prepared by Agency Legal Counsel on behalf of CAPMC.

**H. CORRESPONDENCE**

H-1 Correspondence from Administration for Children and Families regarding the Expanding Educational Freedom and Opportunities for Families in Head Start Programs

**I. ADJOURN**

Board Member Steve Montes, adjourned the Board of Directors Meeting at 6:37 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Richard Gutierrez

Vote: Carried Unanimously

Community Action Partnership of Madera County  
Madera Migrant/Seasonal Head Start Policy Council Meeting  
Tuesday, June 10, 2025

**Minutes**

The Madera Migrant/Seasonal Policy Committee called to order at 5:43 p.m. by Catalina Venegas.

**Committee Members Present**

Yenifer Nunez-Hernandez  
Crecencia Vazquez  
Bernarda Rodriguez  
Juana Perez Lopez  
Kevin Castillo  
Yadira Alvarado  
Fabiola Rendon  
Catalina Venegas  
Guadalupe Galvez  
Macaria Santiago

**Committee Members Absent**

Ramon Garcia  
Yuritsi Ortiz  
Samantha Jacobo

**Personnel Present**

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

**Others**

None

**A. Public Comment**

Ms. Aguirre mentioned a revised bank statement was given out. She also acknowledged the former policy committee members.

**B. Training**

None.

**C. Adoption of the Agenda**

C-2 Catalina Venegas asked for a motion to approve the agenda as presented. Motion made by Guadalupe Galvez, seconded motion by Juana Perez to approve the agenda as presented. The motion approved unanimously.

**D. Adjourn to Closed Session** - None

**E. Approval of Minutes**

E-1 – Catalina Venegas requested a motion to approve the minutes of the meeting on April 8, 2025. Motion made by Juana Perez, seconded motion by Macaria Santiago to approve the minutes of the meeting. The motion approved unanimously.

**F. Discussion / Action Items –**

**F-1** Nominate and Elect Interested Policy Committee members to serve as officers; as per By-Laws, Article 10, Sections 1 and 2 –

<b>Position</b>	<b>Representative</b>
Chairperson	Bernarda Rodriguez
Vice Chairperson	Yadira Alvarado
Secretary	Juana Perez Lopez

Bernarda Rodriguez nominated herself for the Chair Person position. Yadira Rodriguez nominated herself for the Vice Chair Person. Juana Perez Lopez nominated her for the position Secretary. Fabiola Rendon made the motion to approve the nominations, Crecencia Vazquez seconded. Motion carried unanimously.

**F-2** Nominate and Elect one member of the Policy Committee to serve on the Executive Committee – Crecencia Vasquez nominated herself for the Executive Committee. Juana Perez Lopez made the first motion, seconded by Guadalupe Galvez. Motion carried unanimously.

**F-3** Nominate and Elect three (3) representatives and three (3) alternate representatives to serve on the 2025-2026 Central California Migrant Head Start Policy Council –

<b>Representative</b>	<b>Alternates</b>
Crecencia Vazquez	Yadira Alvarado
Juana Perez Lopez	Bernarda Rodriguez
Kevin Castillo	

Catalina Venegas requested a motion to approve the three representatives and three alternate representatives to serve on the 2025-2026 Central California Migrant Head Start Policy Council. Crecencia Vazquez made the first motion, seconded by Fabiola Rendon. Motion carried unanimously.

**F-4** Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2024 – Ms. Gomez-Zaragoza mentioned the audit is conducted year to year to ensure the program/agency is following the guidelines. There were no findings. Bernarda Rodriguez made the first motion, seconded by Crecencia Vazquez. Motion carried unanimously.

**G. Administrative Reports**

**G-1** Staff Changes (April & May 2025) – Ms. Aguirre went over the staffing changes for the month.

**G-2** Bank of America Credit Card Account Statement – Agency and other credit cards: (April & May 2025) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

**G-3** Budget Report (April 2025) – Ms. Aguirre reviewed the budget. No questions asked.

**G-4** In-kind Report (April 2025) – Ms. Aguirre reviewed the In-kind percentage.

**G-5** CACFP Monthly Report – None.

**G-6** PIR Program Information Monthly Report – None.

**H. Policy Committee Members Reports**

**H-1** Center Reports – Juana Perez (LN) – The study selected is insects.

**H-2** Board of Directors Report – The meeting will be held next Thursday. All items discussed today will be presented at the next meeting.

**H-3** Active Supervision, Challenges and Best Practices Report – Ms. Gomez mentioned this area is regarding the safety of the children. Remind parents to close gates and ensure the latch is put on. If there are safety concerns, it should be brought up to the center director.

**I. Correspondence**

**I-1 Information Memorandum** from the Office of Head Start regarding *Expanding Educational Freedom and Opportunities for Families in Head Start Programs*;

Issuance Date: 4/29/2025

**J. Future Agenda Items**

**J-1** First Reading of the 2024-2025 Bylaws

**J-2** Internal Dispute Resolution

**J-3** 2024-2025 Reimbursement Policy

**J-4** Planning Process Policy with Planning Calendar

**J-5** Training: CACFP

**K. Adjournment**

Catalina Venegas requested a motion to adjourn the session. Motion made by Fabiola Rendon to adjourn the meeting at 6:45 p.m., in the afternoon, seconded by Crecencia Vazquez. Motion approved unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
Madera Regional & Early Head Start Policy Council Committee Meeting  
Thursday, May 1, 2025

**MINUTES**

The Madera Regional & Early Head Start Policy Council Committee meeting was called to order by Otilia Vasquez at 5:37 p.m.

**Committee Members Present**

Monica Juarez  
Ana Rodriguez  
Luz Martinez  
Griselda Solorio  
Otilia Vasquez  
Michelle Manning  
Arianna Ruiz

**Committee Members Absent**

Alexandra Parkill  
Irene Gomez  
Michelle Castro  
Martha Garcia

**Personnel Present**

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

**ROLL CALL**

**A. PUBLIC COMMENT**

None.

**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 Griselda Solorio, seconded by Irene Gomez 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 – March 6, 2025. Motion made by Griselda Solorio, seconded motion by Luz Maritnez. Motion carried unanimously.

**F. DISCUSSION / ACTION ITEMS**

**F-1** Review and approve Community Action Partnership of Madera County 2024-2025 CSPP Budget Revisions to Stanislaus Office of Education – Ms. Gomez-Zaragoza mentioned the program received additional funding from SCOE. The Oakhurst center is now state funded, which is why the program received the additional funds. The funding will be allocated to payroll, program supplies and to offset rent or utilities.

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

**G. ADMINISTRATIVE REPORTS**

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

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

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

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

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

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

**H. POLICY COMMITTEE MEMBER REPORTS**

**H-1- Center Report – Griselda (Fairmead)** – The center did a photography gala. Where they created posters of all the pictures.

**Irene (Ruth)** – The had a Mommy and Me it was nice.

**Ana (Early)**: They worked on a book on respect.

**Otilia (Mis Tesoros)**: Center hosted a Daddy & me where father figure read to the children.

**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**

**I-1 Information Memorandum** from the Office of Head Start regarding *Promoting Healthy Eating and Nutrition for Head Start Children and Families*; Issuance Date: 3/19/2025

**J. FUTURE AGENDA ITEMS**

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

**K. ADJOURNMENT**

Otilia Vasquez asked for a motion to adjourn the meeting at 6:13 p.m. Motion made by Griselda Solorio, seconded by Irene Gomez. Motion carried unanimously.

Community Action Partnership of Madera County  
Fresno Migrant/Seasonal Head Start Policy Council Meeting  
Wednesday, June 11, 2025

**Minutes**

The Fresno Migrant/Seasonal Policy Committee called to order at 5:34 p.m. by Rosalia Ceja

**Committee Members Present**

Maria Aguilar  
Amayrani Rosales  
Fernando Valadez  
Sonia Lopez  
Josselyn Cisneros  
Joana Guzman  
Rosalia Ceja  
Jhoana Casillas Reynosa

**Committee Members Absent**

Aurora Flores

**Personnel Present**

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

**Others**

None

**A. Public Comment**

Ms. Aguirre presented certificates for the members from the prior season.

**B. Training**

None.

**C. Adoption of the Agenda**

**C-2** Rosalia Ceja asked for a motion to approve the agenda as presented. Motion made by Sonia Loera, seconded motion by Fernando Valadez to approve the agenda as presented. The motion approved unanimously.

**D. Adjourn to Closed Session - None**

**E. Approval of Minutes**

**E-1** – Rosalia Ceja requested a motion to approve the minutes of the meeting on April 9, 2025. Motion made Josselyn Cisneros, seconded motion by Joana Guzman to approve the minutes of the meeting. The motion approved unanimously.

**F. Discussion / Action Items –**

**F-1** Nominate and Elect Interested Policy Committee members to serve as officers; as per By-Laws, Article 10, Sections 1 and 2 –

<b>Position</b>	<b>Representative</b>
Chair Person	Amayrani Rosales
Vice Chair Person	Fernando Valadez
Secretary	Sonia Loera

Marianayelly Angeles nominated themselves for the Chair Person position. Fernando Valadez nominated themselves for the Vice Chair Person. Sonia Loera nominated themselves for the position of Secretary. Sonia Loera made the motion to approve the nominations, Joana Guzman seconded. Motion carried unanimously.

**F-2** Nominate and Elect one member of the Policy Committee to serve on the Executive Committee – Josselyn Cisneros nominated herself for the Executive Committee. Fernando Valadez made the first motion, seconded by Joana Guzman. Motion carried unanimously.

**F-3** Nominate and Elect three (3) representatives and (1) one alternate to serve on the 2025-2026 Community Action Partnership of San Luis Obispo Migrant Head Start Policy Council – Item is postponed to obtain more information on how the meetings will be conducted.

**F-4** Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2024 – Ms. Gomez Zaragoza mentioned the agency has a financial audit every year. The purpose of the audit is to ensure funds are being used properly. The report shows there were no findings. Maritza Gomez-Zaragoza requested a motion to approve the auditor reports and the audited financial statements for the year ended June 30, 2024. Josselyn Cisneros made the first motion, seconded by Joana Guzman. Motion carried unanimously.

#### **G. Administrative Reports**

**G-1** Staff Changes (April - May 2025) – Ms. Aguirre went over the staffing changes.

**G-2** Bank of America Credit Card Account Statement – Agency and other credit cards: (January, April & May 2025) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

**G-3** Budget Report (April 2025) – Ms. Aguirre reviewed the budget.

**G-4** In-kind Report (April 2025) – Ms. Aguirre reviewed the In-kind percentage.

**G-5** Report of enrollment in the program and attendance report (May 2025) – Ms. Aguirre went over the enrollment for the FMHS programs and the attendance.

**G-6** CACFP Monthly Report – None.

#### **H. Policy Committee Members Reports**

**H-1** Center Reports – None.

**H-2** Board of Directors Report – Items presented today will be presented at the board meeting for the month.

**H-3** Active Supervision, Challenges and Best Practices Report – Ms. Gomez-Zaragoza asked policy council members to remind other parents to ensure gates closed. If at any moment there is a concern it should be presented to the Director.

**I. Correspondence**

**I-1 Information Memorandum** from the Office of Head Start regarding *Expanding Educational Freedom and Opportunities for Families in Head Start Programs*;  
Issuance Date: 4/29/25

**J. Future Agenda Items**

**J-1** First Reading of the 2025-2026 Bylaws

**J-2** Planning Process Policy with Planning Calendar

**J-3** 2025-2026 Reimbursement Policy

**J-4** Approve Self-Assessment Procedure

**J-5** Training: CACFP

**K. Adjournment**

Rosalia Ceja requested a motion to adjourn the session. Motion made by Maria Aguilar to adjourn the meeting at 6:30 p.m., in the afternoon, seconded by Joana Guzman. Motion approved unanimously.

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

# June 2025 Statement

Mattie Mendez / Administration

<b>Date of Transaction</b>	<b>Name of Vendor</b>	<b>PO #</b>	<b>Description of Purchase</b>	<b>Amount of Purchase</b>	<b>Account Charged</b>	<b>Receipt</b>
5/30/2025	WALMART.COM	27650	Kitchen Supplies for Inez. C. Rodriguez Head Start Center	\$49.02	331.0-6122-3.3-029-00	Yes
5/30/2025	WALMART.COM	27650	Kitchen Supplies for Inez. C. Rodriguez Head Start Center	\$550.17	331.0-6122-3.3-029-00	Yes
			<b>Total</b>	<b>\$599.19</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)

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

Date: June 11, 2025

Bank of America Business Card  
Credit Card Charges

# June 2025 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
5/5/2025	Biometrics4all Inc.	No	Livescan relay fee	0.75 1.50 3.75	200.0-6852-2.0-000-90 311.0-6852-3.1-000-00 321.0-6852-3.2-000-00	Yes
5/10/2025	Community Action Partnership	No	CCAP Renewal Application Fee	250.00	200.0-6850-2.0-000-90	
<b>TOTAL:</b>				<b>256.00</b>		





**MBNA America Business Card**  
**Credit Card Charges**  
**June / junio 2025 Statement**  
**Maritza Gomez / Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
05/03/2025	NA	Vengage.com	Monthly subscription for flyer software	\$24.50	321.0-6130-3.2-000-00 35% (\$8.58)	No
05/07/2025	NA	Barnes Welding Supply	Propane refill for forklift	\$48.62	331.0-6420-3.3-000-00 29% (\$14.10)	Yes
05/19/2025	NA	Zoom	Video Conferencing system	\$15.99	321.0-6130-3.2-000-00 50% (\$8.00)	Yes
05/20/2025	NA	Lyft	Transportation from airport to hotel – NHSA conf.	\$33.14	320.0-6714-3.2-000-00 (\$11.60)	Yes
05/21/2025	NA	Lyft	Transportation from airport to hotel – NHSA conf.	\$33.42	320.0-6714-3.2-000-00 (\$11.69)	No
05/24/2025	NA	Lyft	Transportation from Hotel to airport – NHSA conf.	\$29.80	320.0-6714-3.2-000-00 (\$10.43)	Yes
05/24/2025	NA	Lyft	Transportation from hotel to airport – NHSA conf.	\$29.51	320.0-6714-3.2-000-00 (\$10.33)	Yes
06/03/2025	NA	Vengage.com	Monthly subscription for flyer software	\$24.50	321.0-6130-3.2-000-00 35% (\$8.58)	No
<b>TOTAL</b>				<b>\$239.48</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

\_\_\_\_\_  
 Date

# Credit Card Charges

## February 2025

Fiscal

Name of Vendor	Description	Amount	Amount charged to MHS	Amount charged to FMHS	Receipt
Home Depot	Supplies for centers	7070.12	570.23	5712.02	Yes
Wex Bank (Valero)	Fuel	4424.46	1079.43	999.66	Yes
Walmart	Supplies for centers	5344.17	2307.42	93.35	Yes
					Yes
	<b>Totals</b>	<b>\$16,748.75</b>	<b>\$3,957.08</b>	<b>\$6,805.03</b>	LA

04/25  
J

# Card Member Service

## Credit Card Charges

COSTCO

### February 2025 Statement

Card Holder	Description	Card Amount	Amount charged to MHS	Amount charged to FMHS
Maritza Gomez-Zaragoza	Snacks for clients	103.63	113.40	113.40
		<b>Total \$103.63</b>	<b>Total \$113.40</b>	<b>Total \$113.40</b>

J  
U/CARD MEMEBR BOD

# February 2025 Statement

Name of Vendor	Description	Amount	Amount Charged to MHS	Amount Charged to FMHS	Receipt
ATT	Telephone	27739.30	8097.49	4692.60	Yes
Comcast	Net service	1260.73	0.00	0.00	
Community Playthings	Supplies for centers	8649.18	0.00	6626.43	Yes
Discount School Supply	Supplies for centers	551.06	0.00	0.00	
Fedex	Postage	404.53	0.00	55.16	Yes
Lakeshore	Supplies for centers	0.00	0.00	0.00	
Matson Alarm	Alarm service	752.52	72.41	56.81	Yes
Verizon	Wireless devices	5617.78	616.54	736.72	Yes
Office Depot	Supplies for office/center	17474.39	5998.07	877.96	Yes
	<b>TOTAL</b>				02/28/25 LA
		<b>\$62,449.49</b>	<b>\$14,784.51</b>	<b>\$13,045.68</b>	

MBNA America Business Card  
 Credit Card Charges  
**June / junio 2025 Statement**  
**Maritza Gomez / Fresno Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
05/03/2025	NA	Venngage.com	Monthly subscription for flyer software	\$24.50	331.0-6130-3.3-000-00 30% (\$7.35)	No
05/07/2025	NA	Barnes Welding Supply	Propane refill for forklift	\$48.62	331.0-6420-3.3-000-00 29% (\$14.10)	Yes
05/15/2025	NA	USPS	PO box fees for Orange Cove	\$120.00	331.0-6170-3.3-027-00	Yes
05/19/2025	NA	Zoom	Video Conferencing system	\$15.99	311.0-6130-3.1-000-00 50%(\$7.99) 321.0-6130-3.2-000-00 50%(\$8.00)	Yes
05/20/2025	NA	Lyft	Transportation from airport to hotel – NHSA conf.	\$9.94	330.0-6714-3.3-000-00 (\$9.94)	Yes
05/21/2025	NA	Lyft	Transportation from airport to hotel – NHSA conf.	\$10.03	330.0-6714-3.3-000-00 (\$10.03)	No
05/21/2025	NA	Zoom	Video Conferencing system	\$15.99	331.0-6130-3.3-000-00	No
05/24/2025	NA	Lyft	Transportation from Hotel to airport – NHSA conf.	\$8.94	330.0-6714-3.3-000-00 (\$8.94)	Yes
05/24/2025	NA	Lyft	Transportation from hotel to airport – NHSA conf.	\$8.85	330.0-6714-3.3-000-00 (\$8.85)	Yes
06/03/2025	NA	Venngage.com	Monthly subscription for flyer software	\$7.35	331.0-6130-3.3-000-00 30% (\$7.35)	No
<b>TOTAL</b>				<b>\$270.21</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

**American Express**  
**Credit Card Charges**  
**APRIL 2025 Statement**  
 Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	17560.20	Yes
Comcast	Net service	1197.46	Yes
Community Playthings	Supplies for centers	16056.34	Yes
Discount School Supply	Supplies for centers	0	
Fedex	Postage	353.65	Yes
Lakeshore	Supplies for centers	8920.18	Yes
Matson Alarm	Alarm service	871.22	Yes
Verizon	Wireless devices	6963.16	Yes
Office Depot	Supplies for office/centers	6883.98	Yes
	<b>TOTAL</b>	58806.19	04/28/25
			LA

**COSTCO Credit Card Charges**

**APRIL 2025 Statement**

<b>Card Holder</b>	<b>Description</b>	<b>Card Amount</b>
Irene Yang	WELLNESS SNACK CART	388.39
Maritza Gomez-Zaragoza	SNACKS FOR CLIENTS/PROGRAM	114.21
Jennifer Coronado	COSTCO CARD RENEWAL	65.00
		567.60

J

U/CARD MEMBER BOD

# Credit Card Charges

## APRIL 2025

Fiscal

Name of Vendor	Description	Amount	
Capital One/Walmart	Supplies for centers	1106.41	
Home Depot	Supplies for centers	2049.44	
Wex Bank (Chevron)	Fuel	126.30	
Wex Bank (Valero)	Fuel	3917.02	
APR STMT DATES			
LA			

Community Action Partnership of Madera County, Inc.  
 1225 Gill Avenue  
 Madera, CA 93637  
 (559) 673-9173

**IN-KIND MONTHLY SUMMARY REPORT 2025-2026 / REPORTE SUMARIO MENSUAL DE IN KIND 2025-2026**

**MIGRANT AND SEASONAL HEAD START 2025-2026 MIGRANTE/TEMPORAL HEAD START 2025-2026**  
**Month-Year MAY 2025/ Mes-Año MAYO 2025**

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	455,866.00	0.00	27,520.99	0.00	455,866.00
A. Professional Services/Servicios Profesionales	2,000.00	0.00	0.00	0.00	2,000.00
B. Center Volunteers/Voluntarios en el Centro	453,866.00	0.00	0.00	0.00	453,866.00
Other/Policy Council/Otro/Comité de Póliza	0.00	0.00	0.00	0.00	0.00
State Collaboration/Colaboracion de Estado	1,015,474.00	0.00	0.00	0.00	1,015,474.00
Donated Supplies/Materiales Donanos	1,000.00	0.00		0.00	1,000.00
Donated Food/Comida Donada	0.00	0.00		0.00	0.00
Donated Space/Sitio Donado	111,010.00	18,502.00	9,251.00	27,753.00	83,257.00
Transportation/Transportacion	0.00	0.00		0.00	0.00
<b>TOTAL IN-KIND/TOTAL DE IN KIND</b>	<b>1,583,350.00</b>	<b>18,502.00</b>	<b>36,771.99</b>	<b>27,753.00</b>	<b>1,555,597.00</b>

A. Y-T-D In-Kind / In-Kind asta ahora	55,273.99
B. Contracted In-Kind/ In-kind Contratado	1,583,350.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	3.49%

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

May 2025

**210**  
cumulative children

**163**  
cumulative families

**31**  
teaching staff

PRIMARY TYPE OF ELIGIBILITY

(#)	(%)
8	4%
Homeless Children	4%
Foster Children	0%
87	41%
Receives Public Assistance	41%
92	44%
Income Below Federal Poverty	44%
23	11%
Income Above Federal Poverty	11%

CHILDREN WITH DISABILITIES

(#)	(%)
29	14%
Disabilities (cumulative; minimum 10%)	14%

# of children with a Disability Assessment PENDING: 0

DEVELOPMENTAL SCREENING OF NEW ENROLLEES

(#)	(%)
26	12%
New Enrollees (cumulative)	12%
Received Screening <45 Days (Of new enrollees)	0%

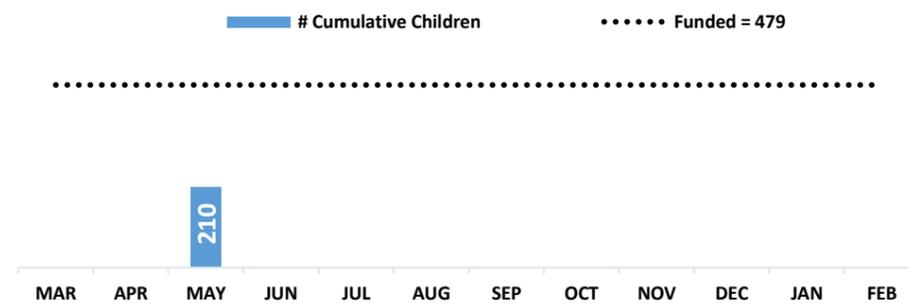
CHILDREN'S HEALTH

(#)	(%)
208	99%
Has Health Insurance	99%
106	50%
EPSDT Up-to-Date	50%
13	6%
Chronic Health Condition	6%
12	92%
Received Medical Treatment (Of children with diagnosed chronic health conditions)	92%
208	99%
Immunizations Up-to-Date (Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)	99%
208	99%
Access to Dental Care	99%
178	85%
Completed Dental Exam	85%
12	52%
Received Dental Treatment (Of children who needed dental treatment other)	52%
101	75%
Healthy BMI (Children under 3 years are excluded)	75%

STAFF EDUCATION

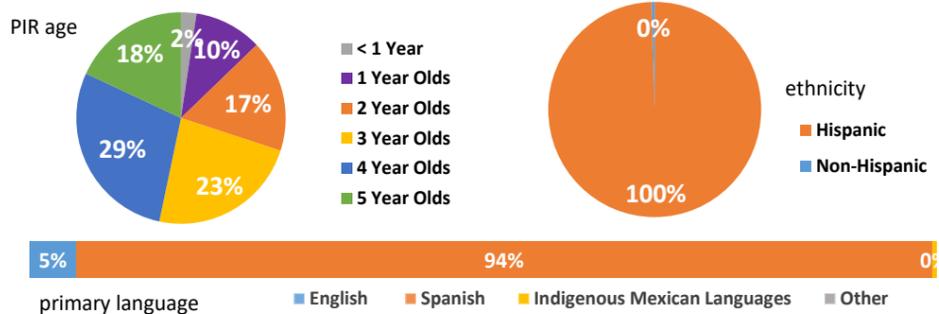
# Staff	% Meet Minimum Education Requirements
7	29%
Preschool Teacher: BA+	29%
Preschool Teacher: AA+	100%
(AA degree is minimum education requirement for a Preschool Teacher. However, at least 50% should have a BA degree or above).	
5	100%
Preschool Assistant: CDA+	100%
19	100%
Infant/Toddler Teacher: CDA+	100%
(Includes those who are currently enrolled in a CDA/equivalent program or)	
All staff should meet minimum education requirements for their position.	

CUMULATIVE ENROLLMENT OF CHILDREN



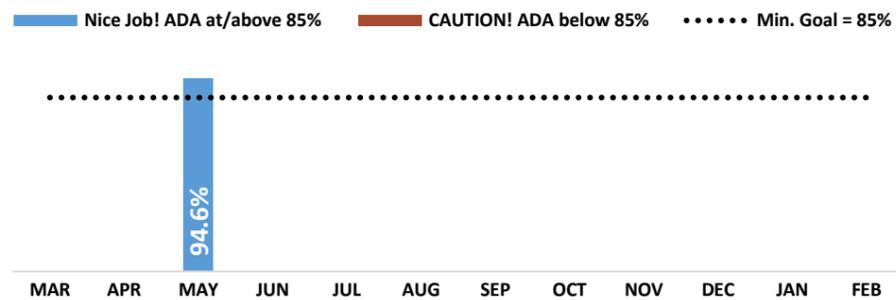
# of children on WAITING LIST as of the last day of the report month: 156

DEMOGRAPHICS OF ENROLLED CHILDREN



primary language: 5% English, 94% Spanish, 0% Indigenous Mexican Languages, 0% Other

AVERAGE DAILY ATTENDANCE (ADA)

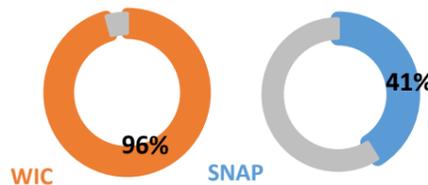


% of children who were CHRONICALLY ABSENT (missed over 10% of class days): 25%

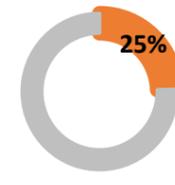
FAMILY INFORMATION



participates in food assistance program(s)



received social service(s) to promote family outcomes



symbol key:

★ = Nice job!  
Meets or exceeds Head Start regulations or expectations

⚠ = Caution!  
Results lower than expected

✖ = Take Action!  
Does not meet Head Start regulations

Sources: (1) Program Information Report, (2) COPA #201 (Attendance), (3) COPA #241S (Chronic Absence), (4) COPA #411 (Suspected Disabilities), (5) COPA #800N (for children, filtered by Currently Eligible)  
All data is cumulative as of report month, unless otherwise indicated.

Resumen Mensual del Informe de Datos Actualizados del Programa (PIR, sigla en ingles) para el Consejo de Políticas y Mesa Directiva

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

mayo 2025

**210**  
Niños Acumulados

**163**  
Familias Acumuladas

**31**  
Maestras

Tipo de Elegibilidad

(#)		(%)
8	Niños Sin Hogar	4%
	Niños en Adopción Temporal	0%
87	Recibe Asistencia Pública	41%
92	Ingresos por Debajo del Nivel de Pobreza Federal	44%
23	Ingresos por Encima del Nivel de Pobreza Federal	11%

Niños con Discapacidades

(#)		(%)
29	Discapacidades (acumulados; mínimo 10%)	14%
# de niños con una evaluación de discapacidad pendiente:		0

Evaluación del Desarrollo para los Nuevos Niños(as) Inscritos

(#)		(%)
26	Nuevos Niños(as) Inscritos (acumulados)	12%
	Recibió Evaluación <45 días de los Nuevos Niños(as) Inscritos	0%

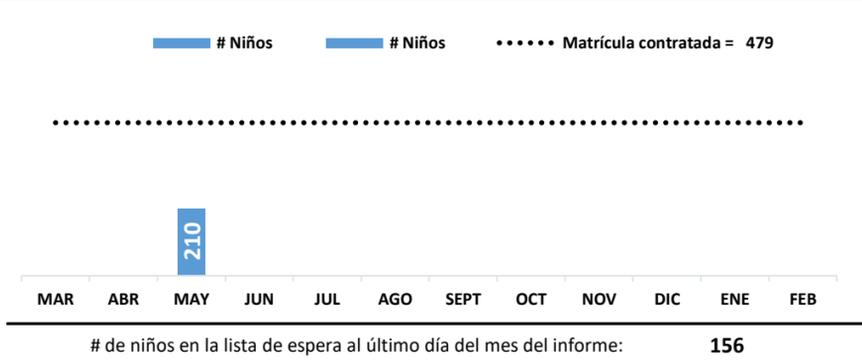
Salud de los Niños

(#)		(%)
208	Tiene Seguro Médico al Día Con el Cuidado de Salud Preventivo	99%
106	Condición de Salud Crónica	6%
12	Recibieron Tratamiento Médico de niños con enfermedades crónicas diagnosticadas	92%
208	al Día con las Vacunas <i>También incluye a aquellos elegibles para la exención y aquellos con todas las vacunas posibles en este momento, pero no para su edad</i>	99%
208	Acceso a Servicios Dentales	99%
178	Completaron Exámenes Dentales Profesional	85%
12	Recibió Tratamiento Dental <i>(de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)</i>	52%
101	BMI Saludable <i>(los niños menores de 3 años están excluidos)</i>	75%

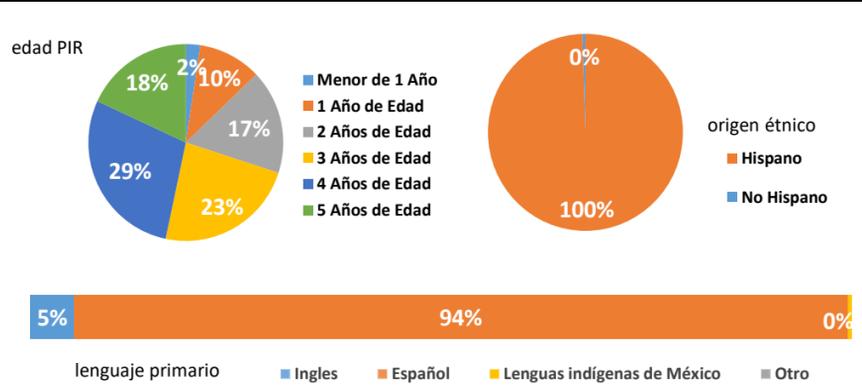
Educación del Personal

# Personal	% llenan los requisitos mínimo de educación
7	Maestras de la Clase Preescolar: BA+ 29%
	Maestras de la Clase Preescolar: AA+ 100%
<i>(Un título AA es el requisito mínimo de educación para los maestros de preescolar, pero al menos el 50% debe tener una licenciatura.)</i>	
5	Asistentes de Maestra de la Clase Preescolar: CDA+ 100%
19	Maestras de la Clase de Infantes / Niños Pequeños: CDA+ 100%
<i>(Incluyen a aquellos que están actualmente inscritos en un programa CDA / equivalente o superior. CDA=Asociado/Diplomado en Desarrollo Infantil (CDA, sigla en ingles)</i>	
<i>(Todo el personal debe cumplir con los requisitos mínimos de educación para su puesto).</i>	

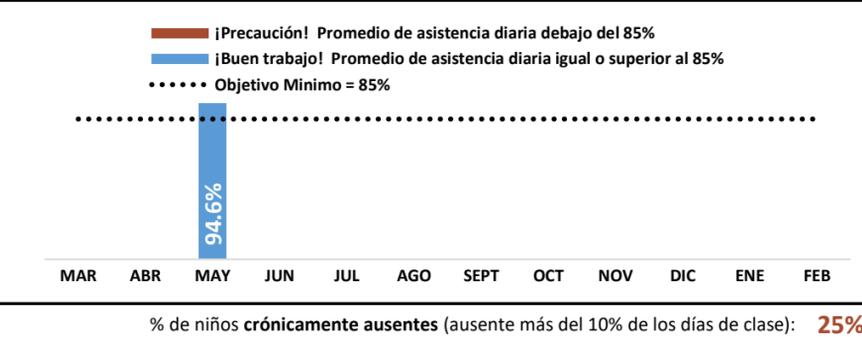
Matrícula Cumulativa de Niños



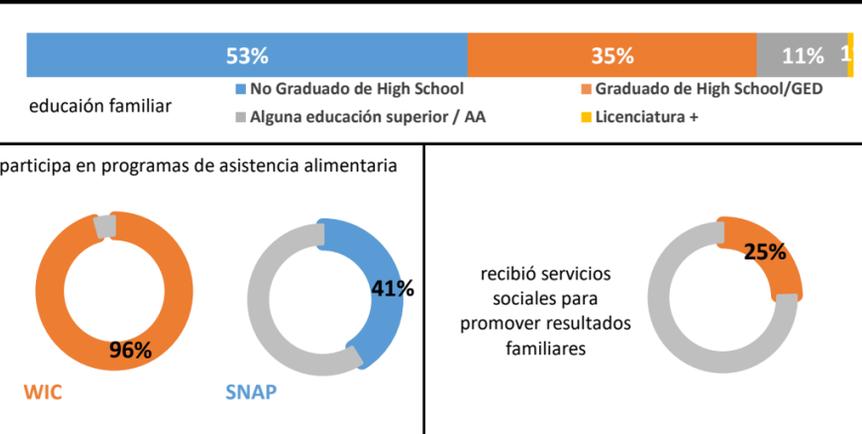
Demografía de los Niños Matriculados



Promedio de Asistencia Diaria



Información Familiar



simbolo clave:

★ = ¡Buen trabajo!

Cumple o excede las regulaciones o expectativas de Head Start

⚠ = ¡Precaución!

Resultados más bajos de lo esperado

✘ = ¡Tomar acción!

No cumple con las regulaciones de Head Start

Fuentes: (1) Informe de datos actualizados del programa (PIR), (2) COPA #201 (asistencia), (3) COPA #2415 (ausentismo crónica), (4) COPA #411 (Incapacidades pendientes), (5) COPA #800N (para niños, filtrado por actualmente elegibles).

Todos los datos son acumulativos al mes del informe, a menos que se indique lo contrario.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM  
INCOME CALCULATIONS  
May-2025**

FREE MEALS	210	78	
REDUCED	0	0	
BASE	0	0	
TOTAL	210	78	

**PERCENTAGES:**

FREE	100.0000%	100.0000%	
REDUCED	0.0000%	0.0000%	
BASE	0.0000%	0.0000%	
TOTAL	100.0000%	100.0000%	

MEAL	#		%		RATE	=	
<b>BREAKFAST:</b>	2,756	X	100.0000%	X	\$2.3700	=	\$6,531.72
<b>LUNCH:</b>	1,682	X	100.0000%	X	\$4.4300	=	\$7,451.26
	1,042	X	100.0000%	X	\$4.4300	=	\$4,616.06
<b>SUPPLEMENTS:</b>	1,691	X	100.0000%	X	\$1.2100	=	\$2,046.11
	986	X	100.0000%	X	\$1.2100	=	\$1,193.06

	<b>8,157</b>	TOTAL FEDERAL REIMBURSEMENT		\$21,838.21
<b>CASH IN LIEU:</b>		LUNCHES X \$0.3000		\$817.20
<b>TOTAL REIMBURSEMENT</b>				<b>\$22,655.41</b>

STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE		% ALLOC	TOTAL STATE EARNINGS
TOTAL BREAKFAST	2,756	X	\$0.2160	X	100%	\$595.30
TOTAL LUNCHES	2,724	X	\$0.2160	X	100%	\$588.38
TOTAL:						<b>\$1,183.68</b>

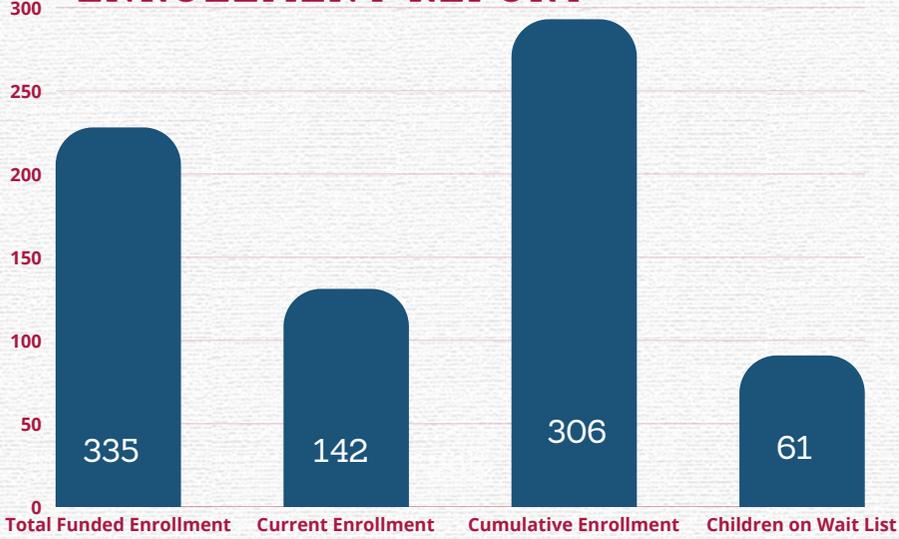
**TOTAL OF FEDERAL & STATE REIMBURESMENTS:**

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	1,042	986	2,028
MMHS-MADERA MIGRANT HEAD START	2,756	1,682	1,691	6,129
	2,756	2,724	2,677	8,157
	<b>MMHS</b>	<b>CMIG</b>	<b>Total</b>	
TOTAL FEDERAL REIMBURSEMENT:	\$16,029.09	\$5,809.12	\$21,838.21	
CASH IN LIEU:	\$504.60	\$312.60	\$817.20	
TOTAL STATE REIMBURSEMENTS:	\$958.61	\$225.07	\$1,183.68	
	<b>\$17,492.30</b>	<b>\$6,346.79</b>	<b>\$23,839.09</b>	

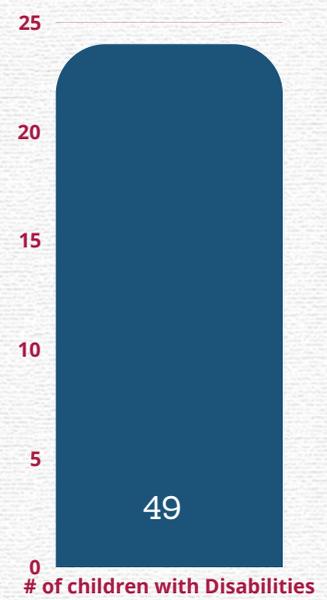


# Fresno Migrant Seasonal Head Start Monthly Enrollment Report June 2025

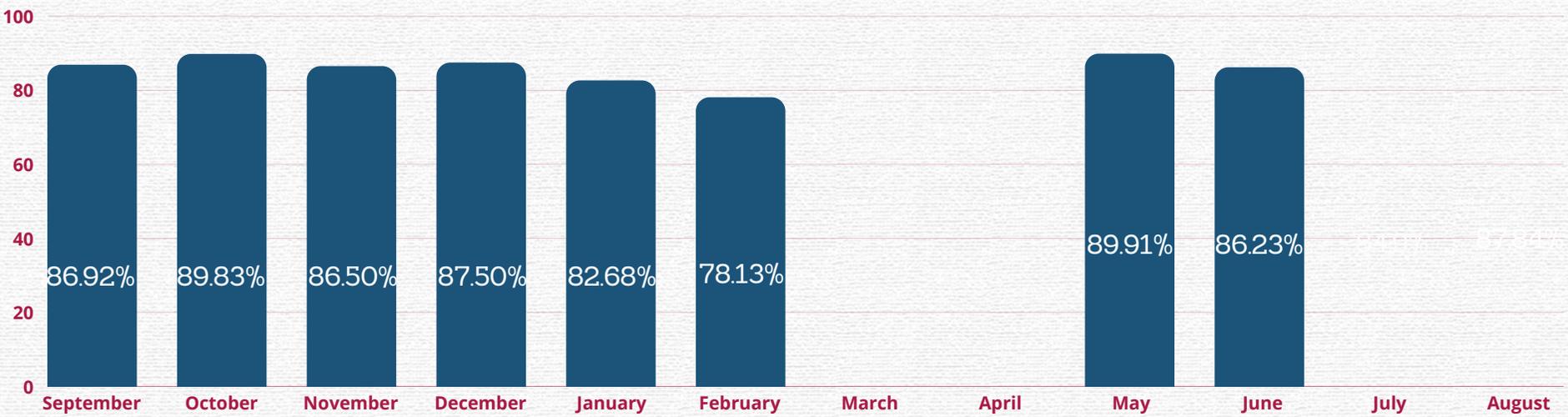
## ENROLLMENT REPORT



## TOTAL NUMBER OF CHILDREN WITH DISABILITIES



## ATTENDANCE REPORT



## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**May**

**Year**

**2025**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	<b>1,436,988.48</b>	424,592.87	0.00	424,592.87	(1,012,395.61)
A. Professional Services	<b>0.00</b>	3,449.75		3,449.75	3,449.75
B. Center Volunteers	<b>1,434,094.08</b>	328,066.97		328,066.97	(1,106,027.11)
C. Policy Concl/Committee	<b>2,894.40</b>	93,076.15		93,076.15	90,181.75
OTHER - FOOD DONATION	<b>0.00</b>	0.00		0.00	0.00
DONATED SUPPLIES	<b>7,883.00</b>	1,135.00		1,135.00	(6,748.00)
DONATED EQUIPMENT	<b>0.00</b>	0.00		0.00	0.00
DONATED - SPACE	<b>0.00</b>	0.00		0.00	0.00
DONATED - RENT	<b>217,266.00</b>	97,410.06		97,410.06	(119,855.94)
TRANSPORTATION	<b>0.00</b>	0.00		0.00	0.00
<b>TOTAL IN-KIND</b>	<b>1,662,137.48</b>	523,137.93	<b>0.00</b>	523,137.93	<b>(1,138,999.55)</b>
C. State Match	<b>0.00</b>	0.00		0.00	0.00
<b>Grand Total</b>	<b>1,662,137.48</b>	523,137.93	0.00	523,137.93	<b>(1,138,999.55)</b>

A. Y-T-D In-Kind	523,137.93
B. Contracted In-Kind	1,662,137.48
C. Percent Y-T-D In-Kind	31.47%
D. Remaining	1,138,999.55

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
 FRESNO MIGRANT HEAD START FOOD PROGRAM  
 INCOME CALCULATIONS  
 May-2025**

FREE MEALS	137
REDUCED	-
BASE	-
TOTAL	137

**PERCENTAGES:**

FREE	100.0000%
REDUCED	0.0000%
BASE	0.0000%
TOTAL	100.0000%

MEAL	#		%		RATE		
<b>BREAKFAST:</b>	1,600	X	100.0000%	X	\$2.3700	=	\$3,792.00
<b>LUNCH:</b>	1,567	X	100.0000%	X	\$4.4300	=	\$6,941.81
<b>SUPPLEMENTS:</b>	1,308	X	100.0000%	X	\$1.2100	=	\$1,582.68

	<b>4,475</b>						
		TOTAL FEDERAL REIMBURSEMENT					\$12,316.49

<b>CASH IN LIEU:</b>		LUNCHES X \$0.3000					\$470.10
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<b>TOTAL REIMBURSEMENT</b>	<b>\$12,786.59</b>
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STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE				
TOTAL BREAKFAST	1,600	X	\$0.2160	X	100%		\$345.60
TOTAL LUNCHES	1,567	X	\$0.2160	X	100%		\$338.47

<b>TOTAL STATE REIMBURSEMENT</b>	<b>\$684.07</b>
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<b>TOTAL OF FEDERAL &amp; STATE REIMBURESMENTS:</b>	<b>\$13,470.66</b>
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# Report to the Board of Directors

Agenda Item Number: D-9

Board of Directors Meeting for: July 10, 2025

Author: Maritza Gomez-Zaragoza

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DATE: June 12, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Internal Dispute Resolution

## I. RECOMMENDATIONS

Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera Migrant/Seasonal Head Start Policy Committee.

## II. SUMMARY

Head Start Performance Standard 1301.6 requires that each grantee and delegate agency and Policy Council or Committee jointly establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

## III. DISCUSSION

The Impasse Procedure must be in place for the program to be in compliance with the Head Start Performance Standards.

- The Internal Dispute Resolution will be reviewed with the Policy Committee for their consideration to approve the procedure on July 8, 2025.

IV FINANCING: None

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
POLICIES AND PROCEDURES  
Program Design & Management**

<b>Policy Number: PG 06</b>	<b>Relate to CFR #: 1301.6</b>	<b>Page #1 of 2</b>
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**COMPONENT:** Program Design and Management

**SUBJECT:** Internal Dispute Resolution

**PERFORMANCE OBJECTIVE:** Policy Council/Policy Committee must establish and agree upon written procedures for resolving internal disputes including impasse procedures between the governing body and Policy Council/Policy Committee.

**OPERATIONAL PROCEDURE:**

Section 642 (d) Program Governance Administration-

(1) IMPASSE POLICIES- The Secretary shall develop policies, procedures, and guidance for Head Start agencies concerning--

(A) the resolution of internal disputes, including any impasse in the governance of Head Start programs; and

(B) the facilitation of meaningful consultation and collaboration about decisions of the governing body and policy council.

1. Either the Board of Directors or the Policy Council/Policy Committee may declare an impasse. The declaring party must notify the other party of the impasse. Upon declaration and notification, the two parties shall attempt to negotiate a compromise through a mutually agreed upon third person. If a compromise fails, the Board of Directors will submit the matter to binding arbitration.
2. If a compromise is negotiated, the Board of Directors will detail the content of the compromise in writing. The Chairperson of the Board of Directors and the Chairperson of the Policy Council/Policy Committee must both sign the written compromise.
3. If a compromise fails and the matter goes to binding arbitration, the Board of Directors will notify the Chairperson of the Policy Council/Policy Committee in writing by registered letter that the matter is being submitted to binding arbitration. A consultant will be selected by the Policy Council/Policy Committee to assist it with needed support services to prepare the data for the hearing.
4. The arbitration panel shall consist of three arbitrators: one to be designated by the Board of Directors, one to be designated by the Policy Council/Policy Committee, and one to serve as Chairperson and to be designated by the other two arbitrators.
5. The duty of the arbitration panel is to resolve the issues in dispute as

expeditiously and fairly as possible at the minimum expense to the parties involved.

6. The arbitration panel does not preclude the parties from reaching a compromise, so long as a final decision has not been issued by the panel.
7. The final decision of the arbitration panel is binding on both parties, and there shall be no appeal.
8. See written Internal Dispute Resolution as it pertains to the appropriate policy group.

Related Regulations: Head Start Performance Standards1301.6

**INTERNAL DISPUTE RESOLUTION  
BINDING ARBITRATION AGREEMENT FOR RESOLUTION OF IMPASSE**

Between Community Action Partnership of Madera County Board of Directors

And

Madera Migrant/Seasonal Head Start Policy Committee

**I. Clarification of Responsibilities**

- A. It is understood and in accordance with the Head Start Act of 2007, the Community Action Partnership of Madera County (CAPMC) Board of Directors assumes the legal and fiscal responsibilities for administering and overseeing the Head Start program, including the safeguarding of federal funds. CAPMC Board of Directors' duties and responsibilities are outlined by the Head Start Act of 2007 and per the amended CAPMC By-Laws.
  
- B. The Madera Migrant/Seasonal Head Start Policy Committee (Policy Committee), in accordance with the Head Start Act of 2007, is responsible for the direction of the Head Start program, including program design and operations, and long and short-term planning goals and objectives, taking into the account the annual community-wide strategic planning and needs assessment and self-assessment. The Policy Committee shall approve, and submit to the CAPMC Board of Directors for approval, decisions about each of the following activities:
  - i. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
  
  - ii. Program recruitment, selection, and enrollment priorities.
  
  - iii. Applications for funding and amendments to applications for funding for programs, prior to submission of applications described in this clause.
  
  - iv. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Committee activities.
  
  - v. By-laws for the operation of the Policy Committee.

- vi. Approve program personnel policies and procedures and decisions regarding the employment of program staff, consistent with paragraph 647(1)(E)(iv)(IX) of the Head Start Act of 2007 (the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency), including standards of conduct for program staff, contractors, and volunteers, and criteria for the employment and dismissal of program staff.
  - vii. Approving personnel policies and procedures, including policies and procedures regarding the.
  - viii. Developing procedures for how members of the Policy Committee of the Head Start agency will be elected.
  - ix. Recommendations on the selection delegate agencies and the service areas for such agencies.
- C. It is agreed upon that the specific activities described above per the Head Start Act of 2007 are shared responsibilities with the CAPMC Board of Directors and Policy Committee members.

## **II. Definition of Impasse**

- A. Impasse occurs when the CAPMC Board of Directors and Migrant Head Start Policy Committee cannot agree on an issue for which the Head Start Policy Committee has the right to approve as outlined in this Binding Arbitration Agreement. The Migrant Head Start Policy Committee must first take each step in the program's grievance process before an impasse can be declared. If there is disagreement over the areas of approval responsibility, according to Head Start Act of 2007, clarification will be sought from the Migrant Head Start Grantor Office, and an impasse will not be declared until such clarification is obtained.

## **III. Impasse Procedures**

- A. Either the CAPMC Board of Directors or the Migrant Head Start Policy Committee may declare an impasse. If an impasse is declared, the party declaring the impasse must notify the other party in writing that an impasse has been declared. Upon declaration and notification of impasse, the two parties shall attempt to negotiate a compromise through a mutually agreed upon third person. Said meeting between the two parties shall be accomplished within a reasonable time. If an attempt at

compromise fails, the CAPMC Board of Directors will, within fourteen (14) calendar days of receipt of written notification of continued impasse, submit the matter to binding arbitration.

- B. If a compromise is negotiated, the CAPMC Board of Directors will develop a written document detailing the content of the compromise. The Chairperson of the Head Start Policy Committee and the Chairperson of the CAPMC Board of Directors will be required to sign the document.
- C. If a compromise cannot be reached within the fourteen (14) calendar day period, then the matter will be submitted to binding arbitration. At the time a determination is made to submit the matter to arbitration, a consultant will be selected by the Migrant Head Start Policy Committee to assist them with translation, typing, and other needed support services. This is to assist the Policy Committee in preparing its data for the hearing. The CAPMC Board of Directors will notify the Chairperson of the Migrant Head Start Policy Committee in writing by registered letter that the matter is being submitted to binding arbitration. Such notification shall include, at a minimum, the following:
  - 1. A written statement of the issue or issues which have resulted an impasse.
  - 2. A request that the Migrant Head Start Policy Committee designate a member of the arbitration panel within fourteen (14) calendar days of receipt of the notification. A further request that the business telephone number, mailing address, and the name of the designee is forwarded to the CAPMC Board of Directors within the fourteen (14) calendar day time period.
  - 3. A statement that a translator will be in attendance at all hearings and will translate verbal comments and written documents as needed.
  - 4. The written statement shall be in English and in Spanish, if needed.

#### **IV. Arbitration Panel Composition**

- A. The panel shall consist of three (3) arbitrators: one (1) to be designated by the CAPMC Board of Directors, one (1) to be designated by the Migrant Head Start Policy Committee, and one (1) to serve as chairperson and to be designated by the other two (2) arbitrators.

B. All three (3) arbitrators shall be individuals of good reputation and standing within their community; shall not be associated with any delegate programs; and shall not be affiliated (either through blood or marriage) with any Migrant Head Start Policy Committee member, delegate staff members of CAPMC, or CAPMC staff members. The third arbitrator shall be person of impartial judgement and good reputation and shall have none of the above affiliations. The third arbitrator shall also have knowledge of federal regulations and the law in general.

C. Failure to Name a Third Arbitrator

1. The two (2) arbitrators chosen shall agree on a third arbitrator. If the two (2) arbitrators are unable to agree on a third arbitrator to serve on the panel with ten (10) calendar days after the designation of the second arbitrator, then the CAPMC Board of Directors will appoint the third arbitrator from a list of potential arbitrators provided by the Madera County Bar Association.

D. Scheduling Arbitration

1. The three (3) person arbitration panel shall schedule the arbitration hearing within fourteen (14) calendar days after the designation of the third arbitrator. This time frame may be extended by mutual agreement.

2. The hearing shall be held in a mutually agreed upon setting with consideration for the convenience of the parties, but not at the CAPMC offices.

E. The duty of the arbitration panel is to resolve the issues in dispute as expeditiously and fairly as possible at the minimum expense to the parties involved. The proceedings of the arbitration panel shall consist of :

1. Oral presentation of the Policy Committee's position.

2. Oral presentation of the CAPMC Board of Directors' position.

3. Response by both parties to such questions as the panel wishes to ask.

4. Informal cross-examination of each party by the other within the limits allowed by the panel.

5. Such additional presentation of oral or written materials as the panel deems necessary to fully appraise it of relevant facts for an informed decision. The parties may suggest to the panel additional relevant witnesses or material that would be helpful to the panel.
6. If the panel needs additional materials (such as budget statements, Head Start regulations, CAPMC records, or other materials of the nature), the CAPMC Board of Directors has the duty to provide the panel with such documents within a time limit in which a reasonable person acting in good faith could have provided the information.

#### F. Compromise

1. The arbitration procedure does not preclude the parties from compromising their differences and reaching a settlement so long as no final decision has been issued by the panel.

#### G. Standard of Conduct

1. Both parties are obligated to operate in good faith before and during the proceedings. Neither party may communicate with the arbitrators once the panel has been selected except at formal meetings attended by all parties. Any attempt to intimidate an arbitrator shall result in a default judgement against the party guilty of it.
2. Refusal to comply with directions, or continued use of delaying tactics or other obstructive tactics by any person at the hearings shall constitute grounds for immediate exclusion of such person from the hearing by the Chairperson of the Arbitration Panel.

#### H. Representation of the Parties at the Hearing

1. CAPMC Board of Directors and the Migrant Head Start Policy Committee shall designate only one (1) of its members to represent them at the proceedings and to present their case. To facilitate communication, a translator will be present at all hearings and will be required to translate oral statements and such documents as needed. Either representative may be assisted by translation for clarification purposes.

## I. Post hearing Procedures and Decisions

1. The Arbitration Panel shall issue its decision in writing within fourteen (14) calendar days after the hearings are concluded. The decision shall be in writing in the languages appropriate to the parties involved and shall be forwarded to the Head Start Policy Committee and CAPMC Board of Directors within fourteen (14) calendar days of the conclusion of the hearings.
2. The final decision shall be binding on both parties, and there shall be no appeal.
3. The CAPMC Board of Directors and the Head Start Policy Committee are parties to the arbitration hearings.
4. Costs of travel, per diem for all parties, salary, and payment for the third arbitrator and interpreters shall initially be paid by CAPMC from Migrant Head Start funds.
5. The CAPMC Board of Directors will, within five (5) days of receipt of the ruling, submit the ruling to the Migrant Head Start Grantor Office. If the ruling is found by the Migrant Head Start Grantor Office contrary to federal regulations, then it shall be declared void. In such a case, another arbitration panel shall be consulted, and the process outlined above shall be reenacted.



# Report to the Board of Directors

Agenda Item Number: D-10

Board of Directors Meeting for: July 10, 2025

Author: Maritza Gomez-Zaragoza

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DATE: June 12, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Madera Migrant/Seasonal Head Start Planning Process

**I. RECOMMENDATION:**

Review and consider approving the 2025-2026 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.

**II. SUMMARY:**

The policy/procedure determines and guides staff and Policy Committee in program planning and goal setting.

**III. DISCUSSION:**

The planning process includes a review/analysis of:

- The planning process assists in the completion of the annual funding application.
- Update on the five-year goals developed with short term objectives. The program reviews/revises goals on an annual basis.
- Review the monitoring system of the program.
- The 2025-2026 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar will be reviewed for approval with the Policy Committee on July 8, 2025.

**IV. FINANCING: - Significant**

The entire Head Start budget serves to support the accomplishment of program goals/objectives.



## *PROGRAM GOVERNANCE POLICIES AND PROCEDURES*

Policy Number:	HSPPS: N/A  Head Start Act of 2007: Sec. 642(c)(1)(i)-(iv)(II)	Page: 1 of 1
Approved by Policy Committee Date: 7/8/2025	Approved by Policy Council Date:	Approved by Board of Directors: Date:

**Subject:** Planning Process

**Performance Objective:** Planning calendar is developed to guide the process to focus on the development of program goals, collecting outcome data, analysis of results, and continuous improvement.

### **Operational Procedure:**

1. Head Start Director along with management staff will identify information and action items that will need to be presented to the Policy Council/Policy Committee as part of the refunding application process. The Program Planning elements include, but are not limited to;
  - a. Community Assessment
  - b. Program Goals & Objectives (long/short term)
  - c. Program Self-Assessment
  - d. On-going monitoring & reporting
  - e. Budget Planning, including service areas.
  - f. School Readiness & Outcome Data
  - g. Program Data – Program Information Report, Enrollment, Recruitment, Attendance, Finances, etc.
2. All of the elements are presented to the Policy Council/Policy Committee for review, input, and approval.
3. Once approved by the Committee/Council, the items are submitted to the Board of Directors to give members the opportunity for input and give final approval for each element presented.
4. The planning calendar is reviewed and updated as necessary on an annual basis and taken to the Policy Council/Policy Committee and Board of Directors for approval annually.



## Planning Calendar for Madera Migrant/Seasonal Head Start Program Activities

### Governing Bodies

### June 2025 – May 2026

	June 10, 2025	July 8, 2025	August 12, 2025	September 9, 2025	October 7, 2025
Policy Committee	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>*Seating of 2025-2026 Committee               <ul style="list-style-type: none"> <li>– Election of Officers</li> <li>– Election of Executive Policy Committee</li> <li>– Election of Reps to serve on CCMHS Policy Council</li> <li>– 23-24 CAPMC Audit</li> </ul> </li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul> <p><b>*Training – June 5, 2025</b></p> <ul style="list-style-type: none"> <li>– Purpose</li> <li>– Brown Act</li> <li>– Structure of Governance, Shared Governance</li> <li>– Roberts Rules</li> <li>– Head Start Overview</li> <li>– Regulations/Ethics</li> <li>– Active Supervision</li> <li>– PC Code of Conduct</li> <li>– ERSEA – Eligibility, Recruitment, Selection, Enrollment and Attendance</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– First Reading of the 2025-2026 Bylaws</li> <li>– Internal Dispute Resolution</li> <li>– 2025-2026 Reimbursement Policy</li> <li>– Planning Process Policy with Planning Calendar</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul> <p><b>*Training – CACFP</b></p>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Approve the 2025-2026 Bylaws</li> <li>– Approve No Fee Policy</li> <li>– Approve Self-Assessment Procedure (Distribute Health &amp; Safety Checklist)</li> <li>– State Parent Handbook/Goals and Objectives – CMIG</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– Classroom Assessment Scoring System (CLASS)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Approve 2025-2026 Community Assessment Update</li> <li>– Suspension and Expulsion Policy</li> <li>– Approve 2026-2027 Application/ Budget for Madera Migrant/Seasonal Head Start</li> <li>– Budgets:               <ul style="list-style-type: none"> <li>▪ Training Plan</li> <li>▪ Basic Budget</li> <li>▪ Administrative Budget</li> <li>▪ Non Federal Share Budget</li> <li>▪ Service Area Plan</li> </ul> </li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– Teaching Pyramid</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> <li>– Monitoring Review Summary of Results and Corrective Plan of Action</li> <li>– Program Annual Report</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>
	June 12, 2025	July 10, 2025	August 14, 2025	September 11, 2025	October 9, 2025
Board of Directors	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– 23-24 CAPMC Audit</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Internal Dispute Resolution</li> <li>– 2025-2026 Reimbursement Policy</li> <li>– Planning Process Policy with Planning Calendar</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Approve Self-Assessment Procedure (Distribute Health &amp; Safety Checklist)</li> <li>– State Parent Handbook/Goals and Objectives</li> <li>– Approve No Fee Policy</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Approve 2025-2026 Community Assessment Update</li> <li>– Approved 2025-2026 Bylaws</li> <li>– Suspension and Expulsion Policy</li> <li>– Approve 2026-2027 Application/ Budget for Madera Migrant/Seasonal Head Start</li> <li>– Budgets:               <ul style="list-style-type: none"> <li>▪ Training Plan</li> <li>▪ Basic Budget</li> <li>▪ Administrative Budget</li> <li>▪ Non Federal Share Budget</li> <li>▪ Service Area Plan</li> </ul> </li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> <li>– Monitoring Review Summary of Results and Corrective Plan of Action</li> <li>– Program Annual Report</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>

	November 11, 2025	December 9, 2025	January 6, 2026	February 10, 2026	March 10, 2026	April 7, 2026	May 6, 2026
<b>Policy Committee</b>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- Program Information Report (PIR) 2024-2025</li> <li>- Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul> <p><b>*Training</b></p> <p>- Child Outcomes</p>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- CCMHS Self-Assessment Quarterly Report and Goals Updates</li> <li>- Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul> <p><b>*Training</b></p> <p>- Family data report</p>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- 2026-2027 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA)</li> <li>- Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- CAPMC Audit Reports</li> <li>- Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>
	<b>Board of Directors</b>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- Program Information Report (PIR) 2024-2025</li> <li>- Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- CCMHS Self-Assessment Quarterly Report and Goals Updates</li> <li>- Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- 2026-2027 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA)</li> <li>- Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- CAPMC Audit Reports</li> <li>- Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>



# Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: July 10, 2025

Author: Maritza Gomez-Zaragoza

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DATE: June 12, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Approval of the Madera Migrant/Seasonal Head Start Policy Committee Members Meeting Reimbursement Policy for 2025-2026

**I. RECOMMENDATIONS:**

Review and consider approving the 2025-2026 Reimbursement Policy for the Policy Committee Members representing Madera Migrant/Seasonal Head Start program.

**II. SUMMARY:**

The Policy Committee Members representing Madera Migrant/Seasonal Head Start receive a reasonable financial reimbursement to attend meetings and to participate fully in their responsibilities.

**III. DISCUSSION:**

The Policy Committee will decide whether or not to approve the policy at their regular Meeting on July 8, 2025, which includes a reimbursement for childcare from 3 to 4 hours for a maximum of \$30.00 for Local members because of the logistics of the center locations and time of travel. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service's approval rate. The mileage reimbursement will be given to those members using their vehicle.

- The Madera Migrant/Seasonal Head Start Policy Committee Members Meeting Reimbursement Policy for 2025-2026 will be presented for review and approval to the Policy Committee on July 8, 2025.

**IV. FINANCING:**

Funds are an allowable cost under the Federal Regulations





**Community Action Partnership del Condado de Madera**  
 1225 Gill Avenue, Madera, CA 93637 559.673.0012

**BONO DE REMBOLSO**  
 (Complete con tinta)

Instrucciones: Complete los espacios de su nombre y dirección de su casa. Indique la fecha de la reunión y el objetivo / actividad. Las lecturas del odómetro inicial y final deben estar incluidas con el millaje. Reste la lectura del odómetro final a la lectura del odómetro principal y registre la diferencia en el millaje. El millaje será reembolsado de acuerdo a la tarifa aprobada por el IRS. Recuerde que si usted viene con otro miembro en un carro, sólo el conductor es elegible para el reembolso de millaje. Circule la tarifa apropiada para el tipo de reunión correspondiente. Agregue el reembolso de millaje y la asignación de reunión juntos. Escriba la suma de los gastos totales. Firme y feche el formulario. Personal de CAPMC completará la codificación de cuentas adecuadas.

Nombre: \_\_\_\_\_ Fecha de la Reunión: \_\_\_\_\_

Domicilio: \_\_\_\_\_ Posición: Miembro/Alternante del Concilio/Comité de Políticas

Ciudad/Código Postal: \_\_\_\_\_ Actividad: Reunión del Concilio/Comité

Teléfono: \_\_\_\_\_ Centro: \_\_\_\_\_

Programa: **Madera/Mariposa HS    Madera/MHS    Fresno MHS**

**GASTOS**

**CANTIDAD**

Millaje @ \_\_\_\_\_ Millas x Tarifa Actual del IRS Por Milla =\$ \_\_\_\_\_

Asignación de Reuniones (miembros del Comité de ingresos bajos)

**\$30.00 (Local)    \$45 (Montañas/Huron)    \$ \_\_\_\_\_**

Otro: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL DE GASTOS:    \$ \_\_\_\_\_**

Los gastos antes mencionados fueron realizados por mí llevando acabo las funciones para Community Action Partnership del Condado de Madera

Firma: \_\_\_\_\_

Fecha: \_\_\_\_\_

Esta parte debe ser completada por el personal CAPMC.

Cuenta del Programa    Millaje:    3\_\_\_\_.0-7111-\_\_\_\_ - \_\_\_\_ \$ \_\_\_\_\_

Asignación:    3\_\_\_\_.0-7114-\_\_\_\_ - \_\_\_\_ \$ \_\_\_\_\_

**Total: \$ \_\_\_\_\_**

Autorizado por: \_\_\_\_\_

Fecha: \_\_\_\_\_



## ***PROGRAM GOVERNANCE POLICIES AND PROCEDURES***

Policy Number:	HSPPS: 1301.3(e)	Page: 1 of 2
Approved by Policy Committee Date:	Approved by Policy Council Date:	Approved by Board of Directors Date:

**Subject:** Parent Policy Council/Parent Policy Committee Reimbursement

**Performance Objective:** Community Action Partnership of Madera County Head Start Policy Council and Policy Committee members will be reimbursed for reasonable expenses incurred while participating in approved activities.

**Operational Procedure:**

1. The Policy Council/Committee Reimbursement Policy will be reviewed and approved by Policy Council /Committee on an annual basis. The Policy Council/Committee approval/recommendation is submitted to Board of Directors for approval.
  
2. The Parent Meeting Payment Activity Voucher will be used when parents participate in the following activities.
  - a. Attend monthly or special Policy Council/Policy Committee meetings.
  - b. Agency/Head Start Grantee sponsored conference/training seminars.
  - c. Parents participate on issues related to the program activities as requested.
  - d. Attend the National Migrant or Head Start Conference.
  - e. Self-assessment process.
  - f. Board of Directors meetings.
  
3. Parents will be reimbursed in the following manner:
  - a. Parent reimbursement for child care cost is \$30.00 for Policy Council/Policy Committee members that live locally and \$45.00 for members that live out of area (Mountains).
  - b. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service's approval rate. The mileage reimbursement will be given to those members using their vehicle.
  - c. Reimbursement is provided to the Policy Council/Policy Committee representative. If the representative does not attend, the alternate is eligible for the reimbursement. Reimbursement is for voting members at the time of the designated meeting only.
  - d. Both Policy Council/Policy Committee member and alternate are eligible for reimbursement at required trainings or upon staff request to attend the event.
  - e. If both the Representative and Alternate decide to car-pool, the reimbursement will be provided to the owner of the vehicle.

The Parent Activity Payment Voucher is to be completed in the following manner:

1. PC member name
2. Complete mailing address
3. Position on the Policy Council/Policy Committee
4. Activity
5. Total miles (round trip)
6. Signature and date
7. Once the information is complete, the Parent Activity Payment Voucher is turned in to the Parent and Program Governance Specialist or Administrative Assistant for submission to the Fiscal Department. The Fiscal Department will send payment directly to the participating member.



# Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: July 10, 2025

Author: Maritza Gomez-Zaragoza

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DATE: June 16, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Fresno Migrant/Seasonal Head Start's Planning Process Policy 2025-2026

**I. RECOMMENDATION:**

Review and approve the 2025-2026 Fresno Migrant/Seasonal Head Start's Planning Process Policy/Procedure and Calendar.

**II. SUMMARY:**

The policy/procedure determines and guides staff and Policy Committee in the 2025-2026 program planning and goal setting for Fresno Migrant/Seasonal Head Start.

**II. DISCUSSION:**

1. The planning process includes a review/analysis of:

- a) Required approvals by the Policy Committee & Board of Directors
- b) Assists in the completion of the annual refunding application
- c) Review the monitoring system of the program
- d) Updates on the 5-year goals and objectives, reviewed annually.

➤ The Fresno Migrant/Seasonal Head Start's Planning Process Policy 2025-2026 will be presented for approval to the Policy Committee on July 9, 2025.

**IV. FINANCING:**

The entire Head Start budget serves to support the accomplishment of program goals/objectives.



## *PROGRAM GOVERNANCE POLICIES AND PROCEDURES*

Policy Number:	HSPPS: N/A  Head Start Act of 2007: Sec. 642(c)(1)(i)-(iv)(II)	Page: 1 of 1
Approved by Policy Committee Date:	Approved by Policy Council Date:	Approved by Board of Directors: Date:

**Subject:** Planning Process

**Performance Objective:** Planning calendar is developed to guide the process to focus on the development of program goals, collecting outcome data, analysis of results, and continuous improvement.

### **Operational Procedure:**

1. Head Start Director along with management staff will identify information and action items that will need to be presented to the Policy Council/Policy Committee as part of the refunding application process. The Program Planning elements include, but are not limited to;
  - a. Community Assessment
  - b. Program Goals & Objectives (long/short term)
  - c. Program Self-Assessment
  - d. On-going monitoring & reporting
  - e. Budget Planning, including service areas.
  - f. School Readiness & Outcome Data
  - g. Program Data – Program Information Report, Enrollment, Recruitment, Attendance, Finances, etc.
2. All of the elements are presented to the Policy Council/Policy Committee for review, input, and approval.
3. Once approved by the Committee/Council, the items are submitted to the Board of Directors to give members the opportunity for input and give final approval for each element presented.
4. The planning calendar is reviewed and updated as necessary on an annual basis and taken to the Policy Council/Policy Committee and Board of Directors for approval annually.



# Fresno Migrant & Seasonal Head Start Planning Process Calendar 2025

	June 11, 2025	July 9, 2025	August 13, 2025	September 10, 2025	October 8, 2025
<b>Policy Committee</b>	<p><b>*Action</b> <b>*Seating of 2025-2026 Committee</b></p> <ul style="list-style-type: none"> <li>- Election of Officers</li> <li>- Election of Executive Committee</li> <li>- Election of Reps to serve on CAPSLO Policy Council</li> <li>- CAPMC Audit 2023-2024</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> </ul> <p><b>*Training June 5, 2025</b></p> <ul style="list-style-type: none"> <li>- Purpose</li> <li>- Brown Act</li> <li>- Structure &amp; Shared Governance</li> <li>- Proposed Governance</li> <li>- Regulations/Ethics</li> <li>- Active Supervision</li> <li>- PC Code of Conduct</li> <li>- ERSEA - Eligibility, Recruitment, Selection, Enrollment and Attendance</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- First Reading of the 2025-2026 Bylaws</li> <li>- Planning Process Policy with Planning Calendar</li> <li>- 2025-2026 Reimbursement Policy</li> <li>- Approve Self-Assessment Procedure (Distribute Health &amp; Safety Checklist)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Correspondence from the Office of Head Start</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>- CACFP</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- Approve the 2025-2026 Bylaws</li> <li>- Internal Dispute Resolution</li> <li>- Suspension and Expulsion Policy</li> <li>- Approve No Fee Policy</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Correspondence from the Office of Head Start</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>- Teaching Pyramid</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- Self-Assessment Review Results/Findings and Corrective Plan of Action</li> </ul> <p><i>(Distribution of final Bylaws 2025-2026)</i></p> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Correspondence from the Office of Head Start</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>- Child Outcomes 2023-2024</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- Review &amp; Approve 2025 Goals and Objectives Year 2 Update</li> <li>- Review &amp; Accept Basic 2024-2025 Program Information Report - PIR numbers.</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Correspondence from the Office of Head Start</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>- Family Engagement Data Report</li> </ul>
	June 12, 2025	July 10, 2025	August 14, 2025	September 11, 2025	October 9, 2025
<b>Board of Directors</b>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>-None</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- Planning Process Policy with Planning Calendar</li> <li>- 2025-2026 Reimbursement Policy</li> <li>- Approve Self-Assessment Procedure (Distribute Health &amp; Safety Checklist)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- Internal Dispute Resolution</li> <li>- Suspension and Expulsion Policy</li> <li>- Approve No Fee Policy</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- Self-Assessment Review Results/Findings and Corrective Plan of Action</li> <li>- Submit the 2025-2026 approved Bylaws</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- Approve 2025 Goals and Objectives Report- Year 2 Update</li> <li>- Review &amp; Accept Basic 2024-2025 PIR numbers.</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Correspondence from the Office of Head Start</li> </ul>

	November 12, 2025	December 10, 2025	January 7, 2026	February 11, 2026	March 11, 2026	April 8, 2026	May 13, 2026
<b>Policy Committee</b>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – 2026-2027 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) – Approves Financial Audit and monitors the agency’s actions to correct any audit findings – Approve Community Assessment</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p> <p><b>*Training</b> – School Readiness Goals</p>	<p><b>*Action</b> – Approve 2026-2027 Application/ Budget for Fresno Migrant/Seasonal Head Start – Training Plan – Basic Budget – Administrative Budget – Non Federal Share Budget – Service Area Plan – Annual Report 2024-2025</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p> <p><b>*Training</b> Classroom Assessment Scoring System (CLASS)</p>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>
	November 13, 2025	December 11, 2025	January 8, 2026	February 12, 2026	March 12, 2026	April 9, 2026	May 14, 2026
<b>Board of Directors</b>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – 2025-2026 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) – Approve Community Assessment</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – Approve 2026-2027 Application/ Budget for Fresno Migrant/Seasonal Head Start – Training Plan – Basic Budget – Administrative Budget – Non Federal Share Budget – Service Area Plan – Annual Report 2024-2025</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>



# Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: July 10, 2025

Author: Maritza Gomez-Zaragoza

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DATE: June 16, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Internal Dispute Resolution

## I. RECOMMENDATIONS

Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Fresno Migrant/Seasonal Head Start Policy Committee.

## II. SUMMARY

Head Start Performance Standard 1301.6 requires that each grantee and delegate agency and Policy Council or Committee jointly establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

## III. DISCUSSION

The Impasse Procedure must be in place for the program to be in compliance with the Head Start Performance Standards.

- The Internal Dispute Resolution will be presented to the Policy Committee for approval on July 9, 2025.

IV FINANCING: None

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
POLICIES AND PROCEDURES  
Program Design & Management**

<b>Policy Number: PG 06</b>	<b>Relate to CFR #: 1301.6</b>	<b>Page #1 of 2</b>
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**COMPONENT:** Program Design and Management

**SUBJECT:** Internal Dispute Resolution

**PERFORMANCE OBJECTIVE:** Policy Council/Policy Committee must establish and agree upon written procedures for resolving internal disputes including impasse procedures between the governing body and Policy Council/Policy Committee.

**OPERATIONAL PROCEDURE:**

Section 642 (d) Program Governance Administration-

(1) IMPASSE POLICIES- The Secretary shall develop policies, procedures, and guidance for Head Start agencies concerning--

(A) the resolution of internal disputes, including any impasse in the governance of Head Start programs; and

(B) the facilitation of meaningful consultation and collaboration about decisions of the governing body and policy council.

1. Either the Board of Directors or the Policy Council/Policy Committee may declare an impasse. The declaring party must notify the other party of the impasse. Upon declaration and notification, the two parties shall attempt to negotiate a compromise through a mutually agreed upon third person. If a compromise fails, the Board of Directors will submit the matter to binding arbitration.
2. If a compromise is negotiated, the Board of Directors will detail the content of the compromise in writing. The Chairperson of the Board of Directors and the Chairperson of the Policy Council/Policy Committee must both sign the written compromise.
3. If a compromise fails and the matter goes to binding arbitration, the Board of Directors will notify the Chairperson of the Policy Council/Policy Committee in writing by registered letter that the matter is being submitted to binding arbitration. A consultant will be selected by the Policy Council/Policy Committee to assist it with needed support services to prepare the data for the hearing.
4. The arbitration panel shall consist of three arbitrators: one to be designated by the Board of Directors, one to be designated by the Policy Council/Policy Committee, and one to serve as Chairperson and to be designated by the other two arbitrators.
5. The duty of the arbitration panel is to resolve the issues in dispute as

expeditiously and fairly as possible at the minimum expense to the parties involved.

6. The arbitration panel does not preclude the parties from reaching a compromise, so long as a final decision has not been issued by the panel.
7. The final decision of the arbitration panel is binding on both parties, and there shall be no appeal.
8. See written Internal Dispute Resolution as it pertains to the appropriate policy group.

Related Regulations: Head Start Performance Standards1301.6

**INTERNAL DISPUTE RESOLUTION  
BINDING ARBITRATION AGREEMENT FOR RESOLUTION OF IMPASSE**

Between Community Action Partnership of Madera County Board of Directors

And

Fresno Migrant/Seasonal Head Start Policy Committee

**I. Clarification of Responsibilities**

- A. It is understood and in accordance with the Head Start Act of 2007, the Community Action Partnership of Madera County (CAPMC) Board of Directors assumes the legal and fiscal responsibilities for administering and overseeing the Head Start program, including the safeguarding of federal funds. CAPMC Board of Directors' duties and responsibilities are outlined by the Head Start Act of 2007 and per the amended CAPMC By-Laws.
  
- B. The Fresno Migrant/Seasonal Head Start Policy Committee (Policy Committee), in accordance with the Head Start Act of 2007, is responsible for the direction of the Head Start program, including program design and operations, and long and short-term planning goals and objectives, taking into the account the annual community-wide strategic planning and needs assessment and self-assessment. The Policy Committee shall approve, and submit to the CAPMC Board of Directors for approval, decisions about each of the following activities:
  - i. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
  - ii. Program recruitment, selection, and enrollment priorities.
  - iii. Applications for funding and amendments to applications for funding for programs, prior to submission of applications described in this clause.
  - iv. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Committee activities.
  - v. By-laws for the operation of the Policy Committee.

- vi. Approve program personnel policies and procedures and decisions regarding the employment of program staff, consistent with paragraph 647(1)(E)(iv)(IX) of the Head Start Act of 2007 (the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency), including standards of conduct for program staff, contractors, and volunteers, and criteria for the employment and dismissal of program staff.
  - vii. Approving personnel policies and procedures, including policies and procedures regarding the.
  - viii. Developing procedures for how members of the Policy Committee of the Head Start agency will be elected.
  - ix. Recommendations on the selection delegate agencies and the service areas for such agencies.
- C. It is agreed upon that the specific activities described above per the Head Start Act of 2007 are shared responsibilities with the CAPMC Board of Directors and Policy Committee members.

## **II. Definition of Impasse**

- A. Impasse occurs when the CAPMC Board of Directors and Migrant Head Start Policy Committee cannot agree on an issue for which the Head Start Policy Committee has the right to approve as outlined in this Binding Arbitration Agreement. The Migrant Head Start Policy Committee must first take each step in the program's grievance process before an impasse can be declared. If there is disagreement over the areas of approval responsibility, according to Head Start Act of 2007, clarification will be sought from the Migrant Head Start Grantor Office, and an impasse will not be declared until such clarification is obtained.

## **III. Impasse Procedures**

- A. Either the CAPMC Board of Directors or the Migrant Head Start Policy Committee may declare an impasse. If an impasse is declared, the party declaring the impasse must notify the other party in writing that an impasse has been declared. Upon declaration and notification of impasse, the two parties shall attempt to negotiate a compromise through a mutually agreed upon third person. Said meeting between the two parties shall be accomplished within a reasonable time. If an attempt at

compromise fails, the CAPMC Board of Directors will, within fourteen (14) calendar days of receipt of written notification of continued impasse, submit the matter to binding arbitration.

- B. If a compromise is negotiated, the CAPMC Board of Directors will develop a written document detailing the content of the compromise. The Chairperson of the Head Start Policy Committee and the Chairperson of the CAPMC Board of Directors will be required to sign the document.
- C. If a compromise cannot be reached within the fourteen (14) calendar day period, then the matter will be submitted to binding arbitration. At the time a determination is made to submit the matter to arbitration, a consultant will be selected by the Migrant Head Start Policy Committee to assist them with translation, typing, and other needed support services. This is to assist the Policy Committee in preparing its data for the hearing. The CAPMC Board of Directors will notify the Chairperson of the Migrant Head Start Policy Committee in writing by registered letter that the matter is being submitted to binding arbitration. Such notification shall include, at a minimum, the following:
  - 1. A written statement of the issue or issues which have resulted an impasse.
  - 2. A request that the Migrant Head Start Policy Committee designate a member of the arbitration panel within fourteen (14) calendar days of receipt of the notification. A further request that the business telephone number, mailing address, and the name of the designee is forwarded to the CAPMC Board of Directors within the fourteen (14) calendar day time period.
  - 3. A statement that a translator will be in attendance at all hearings and will translate verbal comments and written documents as needed.
  - 4. The written statement shall be in English and in Spanish, if needed.

#### **IV. Arbitration Panel Composition**

- A. The panel shall consist of three (3) arbitrators: one (1) to be designated by the CAPMC Board of Directors, one (1) to be designated by the Migrant Head Start Policy Committee, and one (1) to serve as chairperson and to be designated by the other two (2) arbitrators.

B. All three (3) arbitrators shall be individuals of good reputation and standing within their community; shall not be associated with any delegate programs; and shall not be affiliated (either through blood or marriage) with any Migrant Head Start Policy Committee member, delegate staff members of CAPMC, or CAPMC staff members. The third arbitrator shall be person of impartial judgement and good reputation and shall have none of the above affiliations. The third arbitrator shall also have knowledge of federal regulations and the law in general.

C. Failure to Name a Third Arbitrator

1. The two (2) arbitrators chosen shall agree on a third arbitrator. If the two (2) arbitrators are unable to agree on a third arbitrator to serve on the panel with ten (10) calendar days after the designation of the second arbitrator, then the CAPMC Board of Directors will appoint the third arbitrator from a list of potential arbitrators provided by the Madera County Bar Association.

D. Scheduling Arbitration

1. The three (3) person arbitration panel shall schedule the arbitration hearing within fourteen (14) calendar days after the designation of the third arbitrator. This time frame may be extended by mutual agreement.

2. The hearing shall be held in a mutually agreed upon setting with consideration for the convenience of the parties, but not at the CAPMC offices.

E. The duty of the arbitration panel is to resolve the issues in dispute as expeditiously and fairly as possible at the minimum expense to the parties involved. The proceedings of the arbitration panel shall consist of :

1. Oral presentation of the Policy Committee's position.

2. Oral presentation of the CAPMC Board of Directors' position.

3. Response by both parties to such questions as the panel wishes to ask.

4. Informal cross-examination of each party by the other within the limits allowed by the panel.

5. Such additional presentation of oral or written materials as the panel deems necessary to fully appraise it of relevant facts for an informed decision. The parties may suggest to the panel additional relevant witnesses or material that would be helpful to the panel.
6. If the panel needs additional materials (such as budget statements, Head Start regulations, CAPMC records, or other materials of the nature), the CAPMC Board of Directors has the duty to provide the panel with such documents within a time limit in which a reasonable person acting in good faith could have provided the information.

#### F. Compromise

1. The arbitration procedure does not preclude the parties from compromising their differences and reaching a settlement so long as no final decision has been issued by the panel.

#### G. Standard of Conduct

1. Both parties are obligated to operate in good faith before and during the proceedings. Neither party may communicate with the arbitrators once the panel has been selected except at formal meetings attended by all parties. Any attempt to intimidate an arbitrator shall result in a default judgement against the party guilty of it.
2. Refusal to comply with directions, or continued use of delaying tactics or other obstructive tactics by any person at the hearings shall constitute grounds for immediate exclusion of such person from the hearing by the Chairperson of the Arbitration Panel.

#### H. Representation of the Parties at the Hearing

1. CAPMC Board of Directors and the Migrant Head Start Policy Committee shall designate only one (1) of its members to represent them at the proceedings and to present their case. To facilitate communication, a translator will be present at all hearings and will be required to translate oral statements and such documents as needed. Either representative may be assisted by translation for clarification purposes.

## I. Post hearing Procedures and Decisions

1. The Arbitration Panel shall issue its decision in writing within fourteen (14) calendar days after the hearings are concluded. The decision shall be in writing in the languages appropriate to the parties involved and shall be forwarded to the Head Start Policy Committee and CAPMC Board of Directors within fourteen (14) calendar days of the conclusion of the hearings.
2. The final decision shall be binding on both parties, and there shall be no appeal.
3. The CAPMC Board of Directors and the Head Start Policy Committee are parties to the arbitration hearings.
4. Costs of travel, per diem for all parties, salary, and payment for the third arbitrator and interpreters shall initially be paid by CAPMC from Migrant Head Start funds.
5. The CAPMC Board of Directors will, within five (5) days of receipt of the ruling, submit the ruling to the Migrant Head Start Grantor Office. If the ruling is found by the Migrant Head Start Grantor Office contrary to federal regulations, then it shall be declared void. In such a case, another arbitration panel shall be consulted, and the process outlined above shall be reenacted.



# Report to the Board of Directors

Agenda Item Number: D-14

Board of Directors Meeting for: July 10, 2025

Author: Maritza Gomez-Zaragoza

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DATE: June 16, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Approval of the Fresno Migrant/Seasonal Head Start Policy Committee Members Meeting Reimbursement Policy for 2025-2026

**I. RECOMMENDATIONS:**

Review and consider approving the 2025-2026 Reimbursement Policy for the Policy Committee Members representing Fresno Migrant/Seasonal Head Start program.

**II. SUMMARY:**

The Policy Committee Members representing Fresno Migrant/Seasonal Head Start receive reasonable financial childcare and mileage reimbursement to attend meetings and to participate fully in their responsibilities.

**III. DISCUSSION:**

The Policy Committee will decide whether or not to approve the policy at their regular meeting. The Head Start Program will provide reimbursement for childcare from 3 to 4 hours for a maximum of \$30.00 for Local members because of the logistics of the center locations and time of travel. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service's approval rate. The mileage reimbursement will be given to those members using their vehicle.

- The Fresno Migrant/Seasonal Head Start Policy Committee Members Meeting Reimbursement Policy for 2025-2026 will be presented to the Policy Committee for approval on July 9, 2025.

**IV. FINANCING:**

Funds are an allowable cost under the Federal Regulations





**Community Action Partnership del Condado de Madera**  
 1225 Gill Avenue, Madera, CA 93637 559.673.0012

**BONO DE REMBOLSO**  
 (Complete con tinta)

Instrucciones: Complete los espacios de su nombre y dirección de su casa. Indique la fecha de la reunión y el objetivo / actividad. Las lecturas del odómetro inicial y final deben estar incluidas con el millaje. Reste la lectura del odómetro final a la lectura del odómetro principal y registre la diferencia en el millaje. El millaje será reembolsado de acuerdo a la tarifa aprobada por el IRS. Recuerde que si usted viene con otro miembro en un carro, sólo el conductor es elegible para el reembolso de millaje. Circule la tarifa apropiada para el tipo de reunión correspondiente. Agregue el reembolso de millaje y la asignación de reunión juntos. Escriba la suma de los gastos totales. Firme y feche el formulario. Personal de CAPMC completará la codificación de cuentas adecuadas.

Nombre: \_\_\_\_\_ Fecha de la Reunión: \_\_\_\_\_

Domicilio: \_\_\_\_\_ Posición: Miembro/Alternante del Concilio/Comité de Políticas

Ciudad/Código Postal: \_\_\_\_\_ Actividad: Reunión del Concilio/Comité

Teléfono: \_\_\_\_\_ Centro: \_\_\_\_\_

Programa: **Madera/Mariposa HS**    **Madera/MHS**    **Fresno MHS**

**GASTOS**

**CANTIDAD**

Millaje @ \_\_\_\_\_ Millas x Tarifa Actual del IRS Por Milla =\$ \_\_\_\_\_

Asignación de Reuniones (miembros del Comité de ingresos bajos)

**\$30.00 (Local)**    **\$45 (Montañas/Huron)**    \$ \_\_\_\_\_

Otro: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL DE GASTOS:**    \$ \_\_\_\_\_

Los gastos antes mencionados fueron realizados por mí llevando acabo las funciones para Community Action Partnership del Condado de Madera

Firma: \_\_\_\_\_

Fecha: \_\_\_\_\_

Esta parte debe ser completada por el personal CAPMC.

Cuenta del Programa    Millaje:    3\_\_\_\_.0-7111-\_\_\_\_ - \_\_\_\_ \$ \_\_\_\_\_

Asignación:    3\_\_\_\_.0-7114-\_\_\_\_ - \_\_\_\_ \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

Autorizado por: \_\_\_\_\_

Fecha: \_\_\_\_\_



## ***PROGRAM GOVERNANCE POLICIES AND PROCEDURES***

Policy Number:	HSPPS: 1301.3(e)	Page: 1 of 2
Approved by Policy Committee Date: 7/9/2025	Approved by Policy Council Date:	Approved by Board of Directors Date:

**Subject:** Parent Policy Council/Parent Policy Committee Reimbursement

**Performance Objective:** Community Action Partnership of Madera County Head Start Policy Council and Policy Committee members will be reimbursed for reasonable expenses incurred while participating in approved activities.

**Operational Procedure:**

1. The Policy Council/Committee Reimbursement Policy will be reviewed and approved by Policy Council /Committee on an annual basis. The Policy Council/Committee approval/recommendation is submitted to Board of Directors for approval.
  
2. The Parent Meeting Payment Activity Voucher will be used when parents participate in the following activities.
  - a. Attend monthly or special Policy Council/Policy Committee meetings.
  - b. Agency/Head Start Grantee sponsored conference/training seminars.
  - c. Parents participate on issues related to the program activities as requested.
  - d. Attend the National Migrant or Head Start Conference.
  - e. Self-assessment process.
  - f. Board of Directors meetings.
  
3. Parents will be reimbursed in the following manner:
  - a. Parent reimbursement for childcare cost is \$30.00 for Policy Council/Policy Committee members that live locally and \$45.00 for members that live out of area (Mountains).
  - b. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service’s approval rate. The mileage reimbursement will be given to those members using their vehicle.
  - c. Reimbursement is provided to the Policy Council/Policy Committee representative. If the representative does not attend, the alternate is eligible for the reimbursement. Reimbursement is for voting members at the time of the designated meeting only.
  - d. Both Policy Council/Policy Committee member and alternate are eligible for reimbursement at required trainings or upon staff request to attend the event.
  - e. If both the Representative and Alternate decide to car-pool, the reimbursement will be provided to the owner of the vehicle.

The Parent Activity Payment Voucher is to be completed in the following manner:

1. PC member name
2. Complete mailing address
3. Position on the Policy Council/Policy Committee
4. Activity
5. Total miles (round trip)
6. Signature and date
7. Once the information is complete, the Parent Activity Payment Voucher is turned into the Parent and Program Governance Specialist or Administrative Assistant for submission to the Fiscal Department. The Fiscal Department will send payment directly to the participating member.



# Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: July 10, 2025

Author: Maritza Gomez-Zaragoza

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DATE: July 18, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Review and approve 2024-2025 Fresno Migrant/ Seasonal Head Start self-assessment procedure, process, and planning guide

**I. RECOMMENDATION:**

Review and consider approving the 2024-2025 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment.

**II. SUMMARY:**

In accordance with Head Start Performance Standards, a yearly self-assessment must be conducted. The assessment assists staff to determine if the systems are in place help the program comply with the 2007 Head Start Act and Performance Standards. The 2024 Monitoring Protocol will be used to conduct the self-assessment. The education team will include the CLASS assessment as part of the review.

**III. DISCUSSION:**

The following process will take place in order to ensure the program is still in compliance with Head Start Performance Standards.

- Review of all children's files for compliance in all service areas - Education, Health, Nutrition, Family, Disability/Mental Health and ERSEA
- Monitoring/review of ChildPlus data
- Health and Safety will be conducted to ensure centers are in compliance with safety standards and supervision of children is taking place. Visits will be conducted by management staff utilizing safety measures.
- Utilize checklist developed based on the Office of Head Start monitoring protocol.

Once all the information is gathered, it will be used to identify possible trends, areas for strengths and areas for improvement. A report will be presented to the Policy Committee and Board of Directors by September 2025 detailing the result of the program's self-assessment.

**IV. FINANCING: None**



# Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors Meeting for: July 10, 2025

Author: Leticia Murillo

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DATE: July 10, 2025

TO: Board of Directors

FROM: Leticia Murillo – APP/R&R Program Manager

SUBJECT: California Department of Social Services – Child Care and Development Division  
Program Self – Evaluation for one (1) department.

A. California Resource & Referral Program (CRRP)

**I. RECOMMENDATION:**

Ratify the submission of the California Department of Social Services (CDSS), Child Care and Development Division Program Self-Evaluation (PSE) Survey.

**II. SUMMARY:**

The PSE Report is comprised of the following:

- A. Milestones: Significant achievements or progress points in CRRP development and implementation.
- B. Improvements: Key areas where CRRP's have strengthened their services or systems.
- C. Challenges: Persistent barriers or gaps that impact CRRP effectiveness.

**III. DISCUSSION:**

- 1. The PSE Survey was completed utilizing CDSS Program Self-Evaluation Instrument, Item Report for all applicable domains and items.
- 2. The PSE will be submitted electronically to the CDSS website by the due date of July 1, 2025, by 5:00pm.

**IV. FINANCING:**

Funds are allocated in the budget.

# Program Self-Evaluation Survey for Resource & Referral Programs

## 1. Introduction

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Welcome to the Program Self-Evaluation (PSE) Survey for California Resource & Referral (CRRP) Programs for Fiscal Year (FY) 2024-25.

Pursuant to [5 CCR section 18279](#), California Resource & Referral Program (CRRP) contractors must implement an annual self-evaluation plan. This survey will serve as the official mechanism for completing the required self-evaluation.

This PSE survey is intended to support CRRP contractors in systematically documenting evidence, monitoring progress toward key milestones, and identifying opportunities for improvement. Through this self-evaluation process, contractors are encouraged to engage in continuous quality improvement by recognizing effective practices, evaluating internal control procedures, addressing areas of concern, and informing the development of targeted corrective action plans.

Applicable Programs:

[Child Care Initiative Project \(CCIP\)](#)

[California Resource and Referral Program \(CRRP\)](#)

[California Health and Safety Training \(CHST\)](#)

[California Preventive Health and Safety Regional Training \(CPHSP\)](#)

[800-Kids-793 Phone Line for Parents](#) (scroll to “Additional Resources” section)

[MyChildcarePlan.org \(MCCP\)](#)

[Emergency Child Care Bridge Program for Foster Children \(Bridge\)](#)

Self-Evaluation Instructions:

Please submit one survey, per contractor, regardless of the number of contract types held.

Reminder: Contractors must respond to all survey questions that are applicable to the contract types they hold.

Contractors must complete the PSE Survey annually, regardless of whether their program is up for a state monitoring review.

As part of the FY 2024-25 Program Self-Evaluation (PSE) Survey for California Resource & Referral (CRRP) Programs, the CDSS will ask CRRPs to describe the following:

Milestones: Significant achievements or progress points in CRRP development and implementation.

Improvements: Key areas where CRRPs have strengthened their services or systems.

Challenges: Persistent barriers or gaps that impact CRRP effectiveness.

Completed surveys must be submitted by 5:00 p.m. on June 1 of each fiscal year. If June 1 falls on a non-business day, submissions are due the next business day by 5:00 p.m. For FY 2024-25, the CDSS will allow flexibility on survey submissions on or before July 1, 2025. Each CRRP contractor shall maintain the following onsite documentation:

Annual self-evaluations of the program by staff and board members as evidenced by written documentation [\(5 CCR section 18279\(b\)\(3\)\)](#)

Documentation from the self-evaluation process used to develop a written list of tasks needed to modify the program in order to address all areas that need improvement. [\(5 CCR section 18279\(b\)\(5\)\)](#)

Contact Information

For any questions about the CRRP PSE survey, please email California Resource and Referral Program (CRRP) mailbox: [CRRP@dss.ca.gov](mailto:CRRP@dss.ca.gov)

For any technical issues with this survey, please email [RADDSurveyHelp@dss.ca.gov](mailto:RADDSurveyHelp@dss.ca.gov)

## 2. (untitled)

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1. Program Director

**Full Name**

Mattie Mendez

**Phone Number**

559-675-5749

**Work Email Address**

mmendez@maderacap.org

**2. Legal Agency Name**

Community Action Partnership of Madera County, Inc.

**3. Agency Address**

1225 Gill Avenue

**4. Agency County(ies)**

Madera

**5. Select all Contract Types Held:**

Resource and Referral Program (CRRP)  
Child Care Initiative Project (CCIP)  
Health and Safety Training Activities (CHST)  
Emergency Child Care Bridge Program (Bridge Program)

**6. Agency Vendor Number**

B509

**7. CRRP Contract Amount**

\$294,215.00

**8. CCIP Contract Amount**

\$55,064.00

**9. CHST Contract Amount**

\$7,997.00

**10. Name of Staff Completing the Survey**

Leticia Murillo

**11. Work Email of Staff(s) Completing the Survey**

lmurillo@maderacap.org

**12. Phone Number of Staff(s) Completing the Survey**

559-675-5733

**3. I. Operational Requirements**

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**13. CCDD 01: Purpose of Child Care and Development Services****Milestones:**

We continue to support families in finding and choosing quality child care that is developmentally appropriate and responsive to each child's individual growth and needs. In addition, we provide training, technical assistance, and resources to child care providers to help them understand developmental milestones and apply best practices that promote healthy development. We also offer monthly workshops and individualized coaching based on provider requests, aligned with Title 5 Regulations, Community Care Licensing standards, health and safety practices, and core components of child development. Lastly, we remain committed to connecting both parents and providers valuable community resources and support services.

**Improvements:**

Strengthen family support services by offering parent education workshops and activities that promote engagement between parent and children. In addition, prioritize support for Family, Friend, and Neighbor (FFN) child care providers by encouraging their participation in monthly trainings and workshops. To ensure the training topics are relevant and accessible, a provider survey will be distributed to all child care providers at the beginning of the new fiscal year. The survey will gather feedback on preferred topics, as well as the most convenient days and times for participation. This information will help us build consensus and schedule trainings accordingly.

**Challenges**

Low attendance at trainings or workshops due to scheduling conflicts, burnout, or lack of perceived value.

**Please describe your plan to resolve the challenges described above:**

Explore topics that are relevant and engaging to parents and children, and schedule sessions based on their availability to encourage participation.

**14. CCDD 02: Child Care Resource and Referral Programs (CRRP) Purpose****Milestones:**

We support families, child care providers, and our community by improving access to high-quality child care and early education services. Our program serves as a bridge between parents and child care providers options in Madera County. We assist families in finding and choosing quality care that meets their needs. As a trusted resource, we provide information on available child care options, licensing requirements, and financial assistance. We also support child care providers through training, technical assistance, and resources aimed at improving the quality of care.

**Improvements:**

We will continue collaborating with partner agencies to conduct outreach efforts. Through these partnerships, we aim to reach more families seeking child care services, connect them with additional resources, and engage potential child care providers. Furthermore, we remain committed to continuously improve our processes to ensure success in both outreach and service delivery.

**Challenges**

One challenge in recruiting families for child care services is eligibility, some may not be eligible based on income, or they may be discouraged by documentation requirements. Additionally, some families may hesitate to apply due to concerns related to their legal status.

Another ongoing challenge is attracting qualified child care providers to serve the diverse rural areas of Madera County. In these areas, families also struggle to find providers who offer nontraditional hours.

Resource limitations also pose a challenge, including limited staffing, funding, and conducting outreach at times or locations that may not be convenient for families.

**Please describe your plan to resolve the challenges described above:**

It is important to clearly inform families that the eligibility for child care services is not determined by the immigration status of the child or the parent. Families will be guided through the documentation process, emphasizing the importance of timely submission. If eligible, services will be for no less than 24-month period. When speaking to individuals interested in becoming child care providers, it is helpful to explain the pros/cons, & that R&R is here to support them, & to share all the benefits available to providers. We remain hopeful that our funds will not be reduced.

**4. II. Definitions****15. CCDD 03: Removal from Referral List; Notification of Temporary Suspension, License Revocation, or Probation****Milestones:**

In this past year, there were no notifications of temporary suspension, license revocation, or probation issued to any facilities. If such actions were to occur, the provider and relevant entities within CAPMC's jurisdiction would receive a formal letter detailing the action taken, the reasons for it, notification of removal from the referral database, and any available options for appeal or response.

**Improvements:**

As of now, no improvements are needed, as we are in compliance with CCDD procedures and requirements.

**Challenges**

No challenges at this time.

**Please describe your plan to resolve the challenges described above:**

If any challenges arise, I will seek guidance from our State Consultant and the R&R Network.

**16. CCDD 04: Reinstatement of Provider or Facility at Conclusion of Probation or Temporary Suspension**

**Milestones:**

We have not had any child care providers or facilities placed on probation or temporarily suspended. We maintain communication with Community Care Licensing and will be informed of any reinstatement as they occur.

**Improvements:**

No improvements are necessary at this time, as Community Care Licensing will notify us of any such cases.

**Challenges**

None to report at this time.

**Please describe your plan to resolve the challenges described above:**

None to report at this time.

**5. III. Resource and Referral Program Requirements**

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**17. CCDD 05: No Fees Charged for Resource and Referral Services**

**Milestones:**

Our Resource & Referral services are completely free of charge and designed to support families and providers in accessing quality child care. We are committed to helping families find the right care options without any cost of obligation. Whether they need assistance locating a licensed child care provider or facility, understanding their child care options, or navigating available resources, we are here to help every step of the way. Additionally, we provide training and technical assistance to child care providers and offer free workshops to enhance their child development skills and improve their business practices.

**Improvements:**

We have enhanced our services by allowing parents to request a listing of providers online. We also welcome walk-ins and can generate the listing in-person. Our commitment is to support families, including those with unique needs by offering bilingual resources & personalized assistance. To make the process easier, our Child Care Navigator contacts providers on behalf of parents.

For child care providers, we continually strive to improve our technical assistance, whether by helping with license applications, ensuring compliance with regulations, or sharing best practices and educational resources to support child development and maintain a safe environment.

**Challenges**

No challenges as of this moment.

**Please describe your plan to resolve the challenges described above:**

If any improvements are needed, we will continue to focus on enhancing our services for both families and child care providers.

**18. CCDD 06: Service Area**

**Milestones:**

Our Resource & Referral program serves families and child care providers throughout Madera County. We are dedicated to connecting families with quality child care options and supporting providers across all communities within this region.

**Improvements:**

Every year, we mail a questionnaire to all providers to gather feedback, which helps us determine whether in-person or virtual workshops are preferred as well as which topics to present during the new fiscal year based on the day-to-day challenges they face with the children and families they serve, if any.

**Challenges**

We have seen low participation from Family, Friend, and Neighbor (FFN) providers as well as with English speaking providers at our workshops. However, attendance among Spanish speaking providers has been high, which is encouraging.

**Please describe your plan to resolve the challenges described above:**

We are exploring new topics that may be more engaging for FFN and English-speaking providers, and we will continue to gather their feedback as noted above. Additionally, we are seeking opportunities to partner with other agencies, such as First 5, to help increase participation among FFN's.

**19. CCDD 07: Resources Available for Service Providers**

**Milestones:**

We create a monthly calendar for child care providers that includes upcoming workshops and trainings, children's activities, and current information related to the Alternative Payment Program, Community Care Licensing, and other R&R related updates. We also issue a newsletter with licensing updates and announcements about training opportunities.

**Improvements:**

So far, the above has been working well. We have received positive feedback.

**Challenges**

None at this time.

**Please describe your plan to resolve the challenges described above:**

If any challenges arise, we will look into addressing and improving them.

**20. CCDD 08: Written Referral Policies and Process**

**Milestones:**

Our Child Care Referral Procedures outline the steps for providing parents in Madera County with individualized referrals to licensed child care providers. In addition, we offer parent education and information to support their search for quality care. The procedures include the key components:

Intake process

Required Caller Information - Contact information that is enter into our Data Standardization Program.

Child care needs

Language preferences

Type of Child Care Provider/Facility

Call-backs

Quarterly reporting periods

**Improvements:**

I believe our current process is effective.

**Challenges**

We might encounter the following: staff shortages, system or technology issues, or incomplete referral information.

**Please describe your plan to resolve the challenges described above:**

If we encounter the challenges noted above, we will implement a contingency plan to ensure continued support for families.

**21. CCDD 09: Maximizing Parental Choice**

**Milestones:**

Parents receive individualized referrals to licensed child care providers and facilities in Madera County, along with parent education and guidance on choosing quality child care. A parent can also visit our website and click on "Apply for Child Care --Online Referral System" to enter family and child information in order to generate a listing of child care providers in Madera County. Additionally, we can email or mail this information directly to the parent. Lastly, our hours of operation are Monday through Friday 8:00am to 5:00pm, and we remain open during lunch hours. We also have a toll-free number.

**Improvements:**

I believe our current process is effective. We consistently ensure that referrals are processed either on the same day or while the parent is still in the office.

**Challenges**

Same-day referral processing can be affected by staff availability, system or technology issues, and other unexpected challenges such as incomplete information on the referral request form.

**Please describe your plan to resolve the challenges described above:**

Review the referral request form to ensure all sections are completed. If we are short-staffed or experiencing a high volume of clientele, we will offer the parent the option to receive the referral by email, mail, or to pick it up at a later time.

**22. CCDD 10: Confidentiality of Information**

**Milestones:**

A written confidentiality policy is in place and reviewed annually. All staff are required to read and acknowledge the policy upon hire and during annual training. Training includes proper handling of personal and sensitive data, as well as secure methods of communication.

Parent and provider information is stored securely in password-protected systems, and any paper records are kept in locked filing cabinets. Parent and providers are informed of their confidentiality rights during their enrollment and recertification process. When additional information needs to be shared with third parties, a Release of Information (consent) form is completed.

**Improvements:**

As of now, no improvements need to be made.

**Challenges**

No challenges have been identified with our current practice.

**Please describe your plan to resolve the challenges described above:**

If any challenges arise, we will look into addressing and improving them.

**23. CCDD 11: Complaint Procedures**

**Milestones:**

The Complaint Procedures are detailed in both our Parent & provider Handbook of Written Policies and on our official website. These procedures provide clear guidance on how to file a grievance or report concerns. They include instructions for submitting complaints against CAPMC staff members, licensed child care providers, and license-exempt providers. Our goal is to ensure transparency, accountability, and a safe environment for all families, providers and staff involved in our programs.

**Improvements:**

As of now, no improvements need to be made.

**Challenges**

No challenges have been presented or identified with our current practice.

**Please describe your plan to resolve the challenges described above:**

If any challenges arise, we will look into addressing and improving them.

**6. IV. Community Technical Assistance**

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**24. CCDD 12: CRRP Technical Assistance (TA)**

**Milestones:**

We provide support to providers and families by providing individualized guidance, professional development opportunities, & access to essential resources. Our goal is to strengthen the quality and availability of child care services across our community. We promote our services through our agency website, social media, and in partnership with other organizations & committees such as LPC and QCC.

Training opportunities are shared via our monthly calendars, newsletters, email communications, and text messages through KinderSystem.

Additionally, we collaborate with First 5 and actively participate in committees like LPC and Live Well Madera County to strengthen community support and resources.

**Improvements:**

We are always looking for ways to improve our processes and the services we provide by issuing an annual provider survey and focusing on the needs of our community.

## Challenges

We have seen a low participation from Family, Friend, and Neighbor providers as well as with English speaking providers.

### **Please describe your plan to resolve the challenges described above:**

We are exploring new topics that may be more engaging for all providers and will continue to gather their feedback and/or suggestions to help increase participation.

## 7. V. Documentation of Requests and Data Collection

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### 25. CCDD 13: Notification of Address and Email Change

#### **Milestones:**

Any changes to agency's address or email information will be promptly communicated to all relevant entities.

#### **Improvements:**

No improvements are needed at this time.

#### **Challenges**

None at this time.

### **Please describe your plan to resolve the challenges described above:**

If any challenges arise, we will look into addressing and improving them.

## 8. VI. Administration of Trustline

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### 26. CCDD 14: Implement CRRP Plan

#### **Milestones:**

We continue to follow the guidelines set by CDSS and CCDD, with the goal of enhancing the quality and accessibility of child care in our community. Our efforts focus on assisting families in finding suitable child care and supporting providers through training and resources. Additionally, we provide families with information on TrustLine access and procedures, the CCR&R and APP brochures, and the 'Choosing Quality Care for Your Child' brochure. We will also continue to submit our quarterly reports as required. Lastly, we have noticed an increase in license-exempt providers, & the turnaround time for clearance is much faster.

#### **Improvements:**

We are always looking for ways to improve our processes and the services we provide.

#### **Challenges**

One of the challenges we may face is onboarding new staff, as it requires thorough training to ensure they can provide accurate & consistent information to families & providers. Another ongoing challenge is limited funding. Currently, I have one R&R/CCIP Coordinator who is responsible for all program components, including provider support, family engagement, data tracking, & community outreach. This not only places a heavy workload on one individual, but it limits our capacity to expand services or respond to growing community needs. Additional funding is needed to support staff expansion and professional development.

### **Please describe your plan to resolve the challenges described above:**

We strive to ensure that all procedures are regularly reviewed, updated, and consistently followed in accordance with state guidelines and best practices. Maintaining current and complaint processes is essential to delivering high-quality services to both families & providers.

We also remain hopeful that our commitment to accurate reporting, continued service delivery, and measurable community impact will support our eligibility for additional funding.

## 9. VII. Child Care Navigator

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### 27. CCDD 15: Foster Care and Child Care Opportunities

**Milestones:**

Our Child Care Navigator supports children in foster care, resource parents, and child care providers. They work closely with the DSS, attend bi-monthly meetings to stay informed about placements of each child, and help ensure consistent child care services, even after reunification with the biological parent(s). The Navigator also identifies additional needs and connects families with the appropriate resources in our community.

We have developed and implemented procedures for the Child Care Navigator role and will continue to maintain the information current.

**Improvements:**

We are always looking for ways to improve processes and services by working closely with DSS staff.

**Challenges**

One challenge the Navigator has encountered is not always being informed when a child's placement changes or when reunification with their family occurs.

**Please describe your plan to resolve the challenges described above:**

To address this, bi-monthly meetings are now held at DSS. Social workers are invited to attend, and if they cannot join in-person, they participate by phone. This approach has significantly improved communication and allows the Navigator to connect with biological parents before reunification, helping to prevent gaps in child care services.

## 10. VIII. Trauma-Informed Care

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### 28. CCDD 16: Trauma-Informed Training

**Milestones:**

Trauma Informed Care (TIC) training has given providers a new perspective on how to approach children and families. Many providers have also recognized their own experiences with trauma and are beginning their own healing journeys. We are seeing a positive shift in how they practice self-care, several participants shared that they had never prioritized it before and now report that self-care has significantly improved their quality of life.

Lastly, TIC coaching is offered monthly in both English and Spanish. We have hosted four TIC trainings so far, this fiscal year.

**Improvements:**

We can enhance our TIC trainings by incorporating related topics that deepen understanding and application of trauma principles. This could include areas secondary trauma, self-regulation strategies, cultural responsiveness, and resilience-building. Additionally, bringing in external experts and guest presenters that will help keep the content fresh, diverse, and engaging for participants. These steps will ensure our trainings remain relevant and valuable, especially for those who have attended similar sessions in the past.

**Challenges**

Other organizations are also offering TIC trainings, and we have received feedback from some English-speaking participants that they have already completed similar courses. As a result, participation among our English-speaking providers has been lower.

**Please describe your plan to resolve the challenges described above:**

To address this, we are exploring ways to diversify our content and offer fresh perspectives on trauma-related topics to better engage this audience.

## 11. Thank You!

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**Thank you for completing the California Department of Social Services (CDSS) Program Self-Evaluation Survey for Resource and Referral Programs.**



# Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors' Meeting for: July 10, 2025

Author: Irene Yang

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**DATE:** July 1, 2025

**TO:** Board of Directors

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

**SUBJECT:** Equal Employment Opportunity Report (EEO-1)

**I. RECOMMENDATIONS**

Review the Equal Employment Opportunity Report (EEO-1) to understand the employee compositions of the Agency. (Informational Only)

**II. SUMMARY**

The EEO-1 reports for 2024 were submitted electronically to Equal Employment Opportunity Commission, and the submitted data was based on payroll periods October 13, 2024 – October 26, 2024.

For the year 2024, 326 employees were identified. The breakdowns were 94% female and 6% male; 91% Hispanic/Latino, 6.0% White, 1.2% Black/African American, 0.9% Asian, 0.6% American Indian or Alaskan Native, 0.3% for Two or more races.

**III. DISCUSSION**

A. Since we have multiple operational sites, we submitted the EEO-1 report as a multi-establishment entity.

B. Race/Ethnic categories for the EEO-1 report are: Hispanic/Latino, White, Black/African American, Native Hawaiian/Pacific Islander, Asian, American Indian/Alaskan Native, or Two/More races.

C. Description of job categories are defined as: Executive/Senior Level Officials and Managers, First/Mid-Level Officials and Managers, Professionals, Technicians, Sales Workers, Administrative Support Workers, Craft Workers, Operatives, Laborers and Helpers, and Service Workers.

D. For the year 2024, 5.2% of the workforce increased compared to the year 2023. Race/Ethnic categories changes can be summarized as: 7.2% increase for Hispanic/Latino, 5.3% decrease for White, no change for Black/African American, 40% decrease for Asian, no change for American Indian or Alaskan Native, and no change for two or more races.

**IV. FINANCIAL IMPACT: None**

**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)  
2024 EMPLOYER INFORMATION REPORT (EEO-1 COMPONENT 1)**

EEOC Standard Form 100 (SF 100)  
Revised 08/2023  
OMB Control Number: 3046-0049  
Expiration Date: 11/30/2026

**SECTION A – TYPE OF REPORT**  
CONSOLIDATED REPORT

**SECTION B – EMPLOYER IDENTIFICATION**

OFS COMPANY ID  
R540456

EMPLOYER NAME  
COMM. ACTION PARTN. OF MADERA CNTY

ADDRESS  
1225 GILL AVENUE

CITY/TOWN  
MADERA

STATE  
CA

ZIP CODE  
93637

**SECTION C – HEADQUARTERS OR ESTABLISHMENT-LEVEL IDENTIFICATION** (if applicable)

HQ/ESTABLISHMENT-LEVEL UNIT ID

HEADQUARTERS OR ESTABLISHMENT-LEVEL NAME

HEADQUARTERS OR ESTABLISHMENT-LEVEL ADDRESS

CITY/TOWN

STATE

ZIP CODE

**SECTION D – EMPLOYER IDENTIFICATION NUMBER (EIN)**  
941612823

**SECTION E – EMPLOYER FILING ELIGIBILITY**

YES (Employer Is Eligible to File)  NO (Employer Is Not Eligible to File)  EMPLOYER NO LONGER IN BUSINESS

**SECTION F – FEDERAL CONTRACTOR DESIGNATION** (if applicable)

Unique Entity ID (UEI): Not Applicable

YES (Single-Establishment Employer is Federal Contractor)  YES (Multi-Establishment Employer is Federal Contractor)

YES (Headquarters is Federal Contractor)  YES (Non-Headquarters Establishment is Federal Contractor)

YES (One or More Non-Headquarters Establishments is Federal Contractor)

**SECTION G – NAICS INFORMATION**

624410 - Child Care Services

**SECTION H – WORKFORCE DEMOGRAPHIC DATA**

JOB CATEGORIES	Race/Ethnicity														Row Total	
	Hispanic or Latino		Not Hispanic or Latino													
			Male						Female							
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races		
Executive/Senior Level Officials and Managers	0	1	0	0	0	0	0	0	0	1	0	1	0	0	0	3
First/Mid-Level Officials and Managers	1	10	0	0	2	0	0	0	0	0	0	0	0	0	0	13
Professionals	2	119	0	0	0	0	0	0	0	6	2	0	0	0	0	129
Technicians	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support Workers	2	32	0	0	0	0	0	0	5	1	0	0	0	0	0	40
Craft Workers	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6
Operatives	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Laborers and Helpers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	4	117	1	0	0	0	0	0	7	1	0	0	1	1	1	132
<b>CURRENT 2024 REPORTING YEAR TOTAL</b>	<b>16</b>	<b>280</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>19</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>326</b>	
<b>PRIOR 2023 REPORTING YEAR TOTAL</b>	<b>15</b>	<b>264</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>18</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>310</b>	

**SECTION I – WORKFORCE SNAPSHOT PERIOD**  
10/13/2024 - 10/26/2024

**SECTION J – HEADQUARTERS OR ESTABLISHMENT-LEVEL COMMENTS** (optional)

Not Applicable

**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)  
2024 EMPLOYER INFORMATION REPORT (EEO-1 COMPONENT 1)**

EEOC Standard Form 100 (SF 100)  
Revised 08/2023  
OMB Control Number: 3046-0049  
Expiration Date: 11/30/2026

**SECTION K – OFFICIAL CERTIFICATION OF SUBMISSION**

**EMPLOYER IDENTIFICATION**

OFS COMPANY ID  
R540456

EMPLOYER NAME  
COMM. ACTION PARTN. OF MADERA CNTY

ADDRESS  
1225 GILL AVENUE

CITY/TOWN  
MADERA

STATE  
CA

ZIP CODE  
93637

**CERTIFICATION COMMENTS (optional)**

No Certification Comments Provided

**CERTIFICATION STATEMENT**

*"I certify that the information, including any workforce demographic data, provided in this report is correct and true to the best of my knowledge and was prepared in conformity with the directions set forth in the form and accompanying instructions."*

**Knowingly and willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.**

**DATE OF CERTIFICATION**

6/9/2025 5:48 PM [EST]

**EMPLOYER'S CERTIFYING OFFICIAL**

Name of Employer's Certifying Official

IRENE YANG

Title of Certifying Official

HUMAN RESOURCES DIRECTOR

Email Address of Certifying Official

iyang@maderacap.org

Telephone Number of Certifying Official

559-675-5766

**PRIMARY POINT OF CONTACT (POC) FOR EEO-1 COMPONENT 1 REPORTING**

Name of Primary POC

IRENE YANG

Title and Employer of Primary POC

HUMAN RESOURCES DIRECTOR  
CAPMC

Email Address of Primary POC

iyang@maderacap.org

Telephone Number of Primary POC

559-675-5766

**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)  
2024 EMPLOYER INFORMATION REPORT (EEO-1 COMPONENT 1)**

EEOC Standard Form 100 (SF 100)  
Revised 08/2023  
OMB Control Number: 3046-0049  
Expiration Date: 11/30/2026

**SECTION A – TYPE OF REPORT**  
HEADQUARTERS REPORT

**SECTION B – EMPLOYER IDENTIFICATION**

OFS COMPANY ID  
R540456

EMPLOYER NAME

COMM. ACTION PARTN. OF MADERA CNTY

ADDRESS  
1225 GILL AVENUE

CITY/TOWN  
MADERA

STATE  
CA

ZIP CODE  
93637

**SECTION C – HEADQUARTERS OR ESTABLISHMENT-LEVEL IDENTIFICATION** (if applicable)

HQ/ESTABLISHMENT-LEVEL UNIT ID  
R540456

HEADQUARTERS OR ESTABLISHMENT-LEVEL NAME  
COMM. ACTION PARTN. OF MADERA CNTY

HEADQUARTERS OR ESTABLISHMENT-LEVEL ADDRESS  
1225 GILL AVENUE

CITY/TOWN  
MADERA

STATE  
CA

ZIP CODE  
93637

**SECTION D – EMPLOYER IDENTIFICATION NUMBER (EIN)**  
941612823

**SECTION E – EMPLOYER FILING ELIGIBILITY**

YES (Employer Is Eligible to File)  NO (Employer Is Not Eligible to File)  EMPLOYER NO LONGER IN BUSINESS

**SECTION F – FEDERAL CONTRACTOR DESIGNATION** (if applicable)

Unique Entity ID (UEI): Not Applicable

YES (Single-Establishment Employer is Federal Contractor)  YES (Multi-Establishment Employer is Federal Contractor)

YES (Headquarters is Federal Contractor)  YES (Non-Headquarters Establishment is Federal Contractor)

YES (One or More Non-Headquarters Establishments is Federal Contractor)

**SECTION G – NAICS INFORMATION**

624410 - Child Care Services

**SECTION H – WORKFORCE DEMOGRAPHIC DATA**

JOB CATEGORIES	Race/Ethnicity														Row Total	
	Hispanic or Latino		Not Hispanic or Latino													
			Male							Female						
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races		
Executive/Senior Level Officials and Managers	0	1	0	0	0	0	0	0	0	1	0	1	0	0	0	3
First/Mid-Level Officials and Managers	1	9	0	0	2	0	0	0	0	0	0	0	0	0	0	12
Professionals	2	72	0	0	0	0	0	0	0	6	2	0	0	0	0	82
Technicians	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support Workers	0	32	0	0	0	0	0	0	5	1	0	0	0	0	0	38
Craft Workers	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
Operatives	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Laborers and Helpers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	4	81	1	0	0	0	0	0	7	1	0	0	1	0	0	95
<b>CURRENT 2024 REPORTING YEAR TOTAL</b>	<b>12</b>	<b>196</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>19</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>237</b>
<b>PRIOR 2023 REPORTING YEAR TOTAL</b>	<b>12</b>	<b>183</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>18</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>225</b>

**SECTION I – WORKFORCE SNAPSHOT PERIOD**

10/13/2024 - 10/26/2024

**SECTION J – HEADQUARTERS OR ESTABLISHMENT-LEVEL COMMENTS** (optional)

No Comments Provided

**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)  
2024 EMPLOYER INFORMATION REPORT (EEO-1 COMPONENT 1)**

EEOC Standard Form 100 (SF 100)  
Revised 08/2023  
OMB Control Number: 3046-0049  
Expiration Date: 11/30/2026

**SECTION A – TYPE OF REPORT**  
ESTABLISHMENT-LEVEL REPORT

**SECTION B – EMPLOYER IDENTIFICATION**

OFS COMPANY ID  
R540456

EMPLOYER NAME

COMM. ACTION PARTN. OF MADERA CNTY

ADDRESS  
1225 GILL AVENUE

CITY/TOWN  
MADERA

STATE  
CA

ZIP CODE  
93637

**SECTION C – HEADQUARTERS OR ESTABLISHMENT-LEVEL IDENTIFICATION** (if applicable)

HQ/ESTABLISHMENT-LEVEL UNIT ID  
R540474

HEADQUARTERS OR ESTABLISHMENT-LEVEL NAME  
COMM. ACTION PARTN. OF MADERA CNTY

HEADQUARTERS OR ESTABLISHMENT-LEVEL ADDRESS  
675 South Pine Street

CITY/TOWN  
MADERA

STATE  
CA

ZIP CODE  
93637

**SECTION D – EMPLOYER IDENTIFICATION NUMBER (EIN)**  
941612823

**SECTION E – EMPLOYER FILING ELIGIBILITY**

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**SECTION F – FEDERAL CONTRACTOR DESIGNATION** (if applicable)

Unique Entity ID (UEI): Not Applicable

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YES (One or More Non-Headquarters Establishments is Federal Contractor)

**SECTION G – NAICS INFORMATION**

624410 - Child Care Services

**SECTION H – WORKFORCE DEMOGRAPHIC DATA**

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			Male						Female						
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races	
Executive/Senior Level Officials and Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
First/Mid-Level Officials and Managers	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Professionals	0	47	0	0	0	0	0	0	0	0	0	0	0	0	47
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support Workers	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Craft Workers	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Operatives	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers and Helpers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	0	36	0	0	0	0	0	0	0	0	0	0	0	1	37
<b>CURRENT 2024 REPORTING YEAR TOTAL</b>	<b>4</b>	<b>84</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>89</b>
<b>PRIOR 2023 REPORTING YEAR TOTAL</b>	<b>3</b>	<b>81</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>85</b>

**SECTION I – WORKFORCE SNAPSHOT PERIOD**  
10/13/2024 - 10/26/2024

**SECTION J – HEADQUARTERS OR ESTABLISHMENT-LEVEL COMMENTS** (optional)

Office location moved from 4610 W Jacquelyn Fresno, CA. 93722 to 675 S Pine Street Madera, CA. 93637

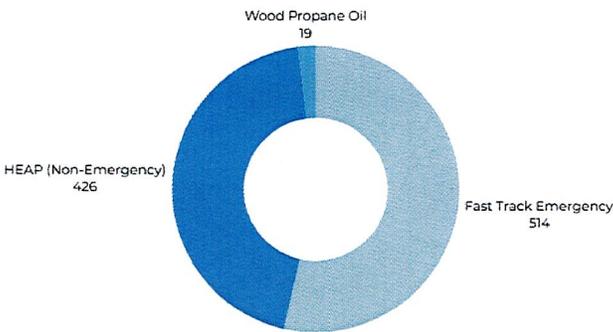


## LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

### HOUSEHOLDS SERVED (2024)

This dataset from 2024 includes detailed information on Fast-Track emergency assistance, the Home Energy Assistance Program (HEAP) for non-emergency support, and the Wood, Propane, Oil (WPO), which is a viable and efficient option for heating the home for those who live in rural areas that do not have natural gas.

#### 2024 Total



#### 2024 Program Assistance Overview

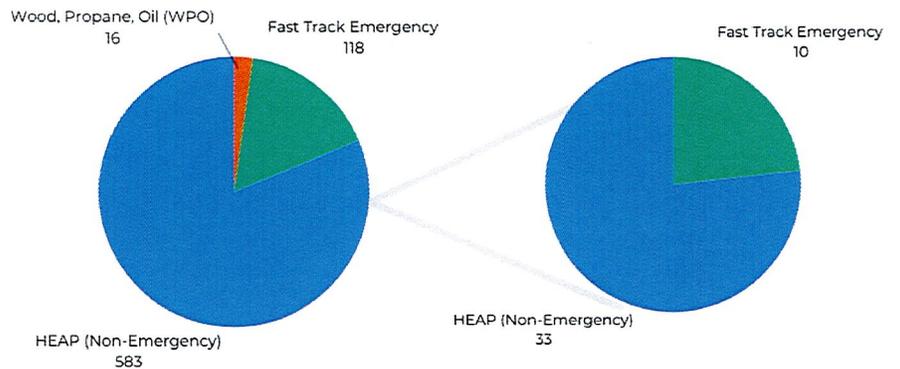
A total of 959 individuals were assisted. The Fast Track Emergencies accounted for 514 (53.6%) of individuals served, reflecting the urgent needs met through expedited aid. The HEAP Non-Emergency assistance category followed closely with 426 households (44.4%), providing essential energy support to homes not in immediate crisis. Lastly, the Wood, Propane, Oil (WPO) served 19 households, offering households in rural areas protection to ensure uninterrupted energy service during the coldest months.

### HOUSEHOLDS SERVED (2025)

The data displayed was collected from January to June 2025. For monitoring purposes, we've discovered several key insights and trends during this period that may inform decision-making and guide future actions.

#### 2025 Program Assistance Overview

From January to June 2025, the majority of support provided was through the HEAP (Non-Emergency) category with 583 households, followed by Fast Track Emergency at 118 homes, and a smaller number utilizing the Wood, Propane, Oil (WPO) with 16 households.



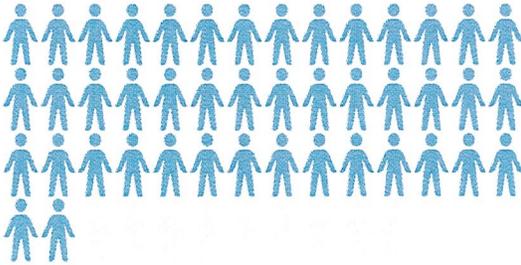
Jan - June 2025

June 2025

# HOMELESS ASSISTANCE SERVICES

## SHUNAMMITE PLACE

### June 2025 Total



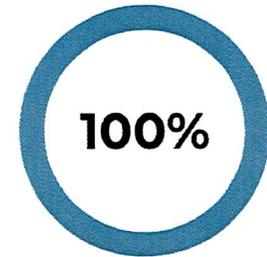
### June 2025 Overview

As of June 2025, the Shunammite Place holds a total of 53 residential occupancy. Out of these 44 units are currently occupied by residents while the remaining 9 units are vacant and available for placement. This indicates an approximate 83% occupancy rate, with opportunities to increase resident placement and utilization. The Shunammite Place offers permanent supportive housing to individuals and families prioritizing a barrier-free transition from the streets or shelters.

## MADERA MENTAL HEALTH SERVICES ACT (MMHSA)

### How the Community Services Program utilizes MMHSA

MMHSA supports recovery-focused mental health care. Currently the program is operating at full capacity, all 12 units were filled as of June 2025, with 100% of residents completing the program—demonstrating full engagement and optimal use of program resources.

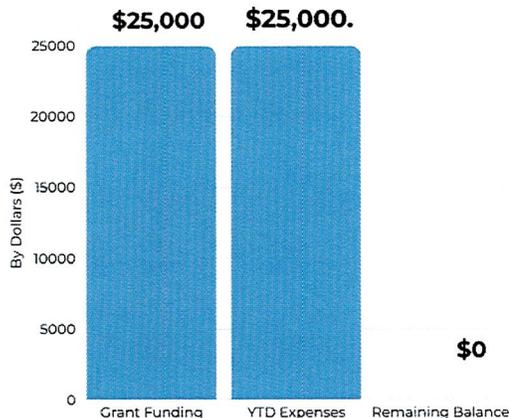


Total Units Filled

## KAISER PERMANENTE HOUSING GRANT FOR HEALTH GRANT OPPORTUNITIES ROUND 2

The Kaiser Permanente Housing for Health Grant Round 2 is a funding initiative aimed at improving health outcomes by addressing housing insecurity and homelessness. This grant develops or expands programs linking stable housing with supportive services such as mental health care, substance use treatment, and primary health care access.

### Budget Breakdown



### Grant Expense Overview

As part of the Kaiser Permanente Housing for Health Grant Round 2 budget a total of \$25,000 was allocated. To date, \$25,000 has been expended representing 100% of the total budget. This leaves a remaining balance of \$0.00; this grant is for the period June 30, 2024 through July 1, 2025.

# COMMUNITY ACTION PARTNERSHIP OF



## MADERA COUNTY, INC. HELP CENTER - JUNE 2025



### HOUSED: 2



Permanent Supportive Housing: 1



Permanent Housing: 1

### CES Data



### New Clients Engaged Per Area

Chowchilla City

0 (YTD: 32)

Madera City

15- (YTD: 280)

Eastern Madera

0 - (YTD: 64)

### Subgroups



Families  
2



DV Victims  
0



Individuals  
13



TAY  
0

### Referrals Received



31

### Outcomes

7: assigned

2: already connected

7: no contact

15: not homeless

### Other Services





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



Below are the number of services provided and contacts made in Madera County for the period of 03/01/2025 - 3/31/2025.

	Individuals	Families	DV	TAY	Veterans
Madera City	241	39	8	17	2
Chowchilla City	26	6	0	0	0
Eastern Madera	61	3	0	0	0
Total:	328	48	8	17	2

Outcomes-Services Offered		
HOUSING SERVICES	CURRENT MONTH	YEAR TO DATE
SHELTER	2	30
REFERRED TO TRIAGE - MRM	2	23
TRIAGE HOUSING	1	54
REUNIFICATION WITH FAMILY	0	5
HOUSING RESOURCE GUIDE	0	65
SUBMITTED RENTAL APPLICATIONS	1	61
PERMANENT HOUSING	1	57
PERMANENT SUPPORTIVE HOUSING	1	40
PROVIDED MOVE-IN COSTS	1	34
RECEIVED EMERGENCY HOUSING VOUCHER	0	4
DOCUMENT COLLECTION	CURRENT MONTH	YEAR TO DATE
DMV VOUCHER FOR ID	3	51
ASSISTED IN OBTAINING DOCUMENTS THROUGH CONSULATE	1	1
SOCIAL SECURITY CARD	0	16
BIRTH CERTIFICATE	1	18
INCOME VERIFICATION	2	44
DISABILITY CERTIFICATION	4	26
PSH SUPPORT LETTERS	3	53
EMOTIONAL SUPPORT ANIMAL LETTER	0	1
REFERRALS	CURRENT MONTH	YEAR TO DATE
WORKFORCE	6	39
VICTIM SERVICES	0	4
VETERAN AFFAIRS	0	1
BEHAVIORAL HEALTH	21	203
REFERRED TO BH BRIDGE HOUSING	0	7
REFERRED TO BHS-HOPE HOUSE	0	0
IMMIGRATION SERVICES	0	14
FOSTER CARE SERVICES	0	1
RH COMMUNITY BUILDERS	1	16
RHCB-CALAIM	0	0
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	13
OTHER NON-CASH BENEFITS	CURRENT MONTH	YEAR TO DATE
ASSISTED IN OBTAINING MEDICAL APPTS	2	13
ASSISTED IN OBTAINING CASH AID / TANF	0	5
ASSISTED IN OBTAINING CALFRESH BENEFITS	0	2
ASSISTED IN OBTAINING HEALTH INSURANCE	0	5
OTHER SERVICES	CURRENT MONTH	YEAR TO DATE
SUICIDE PREVENTION	0	1
PROVIDED HYGIENE KITS	4	103
DELIVERED COMMODITIES	10	244
ASSISTED WITH SSI BENEFITS	0	0
ARRANGED TRANSPORTATION	6	87
ADVOCACY WITH LEGAL MATTER	0	5
ASSISTED IN OBTAINING A GOVT. PHONE	0	3
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	5	30
PLACED ON RRH PRIORITY LIST	6	76
PLACED ON BY-NAME LIST	6	134

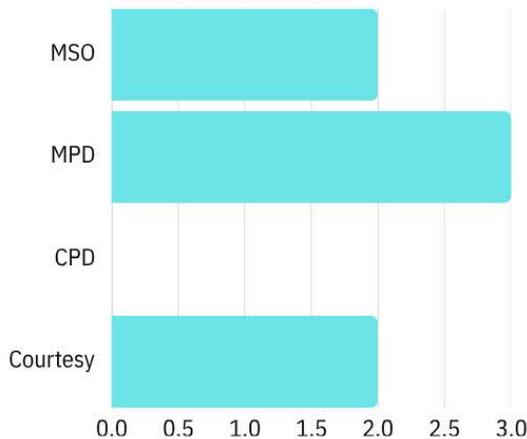


# Madera County Child Advocacy Center (CAC)

June 2025



## Requesting Agency



\*Law Enforcement investigations are conducted as a joint response with Madera County Child Protective Services

## Mental Health Services



## Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2025	3	5	10	11	6	7						
2024 YTD	7	7	13	15	11	7	13	12	3	5	4	2



# Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors' Meeting for: July 10, 2025

Author: Jeannie Stapleton

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Date: July 1, 2025

To: Board of Directors

From: Ana Gudino, Community Services Program Manager

Subject: 2025 Low Income Home Energy Assistance Program (LIHEAP) eligibility priority point adjustment.

## I. **RECOMMENDATION**

Review and consider decreasing the Low Income Home Energy Assistance Program (LIHEAP) eligibility priority point system from 22 points to 20 points for eligible customers.

## II. **SUMMARY**

The 2025 LIHEAP Contract term is November 1, 2024 through June 30, 2026.

## III. **DISCUSSION**

1. The LIHEAP program assists clients with paying utility bills, purchasing propane, firewood, pellets or heating oil and providing weatherization services.
2. Program participants must meet an income guideline and meet the utility assistance priority plan to receive assistance. The applicant's income must fall below 60% of the State's median income level.
3. The initial contract represents the first allocation of funding. CAPMC will normally receive a few contract amendments during the year, and we usually do not know what the final award will be until we receive the last amendment.
4. Based on the current LIHEAP Production Plan applicants needed to have at least 22 points to be eligible for benefit amounts ranging from \$405.00 to \$758.00 and up to \$1,500.00 for Fast Track and Emergency shut off assistance.
5. The points applicants will need to qualify with are being changed to 20 to ensure the most vulnerable households are served. The Production Plan will be updated and resubmitted to CSD. CSD provides guidelines as to the amount of benefit the customer is assisted with.
  - A. Customers receiving Cal-Fresh in the household are income eligible for assistance with the LIHEAP program.

## IV. **FINANCING**

N/A



# Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: July 10, 2025

Author: Sandra Ramirez

DATE: July 02, 2025

TO: Board of Directors

FROM: Sandra Ramirez, Finance Director-Operations

SUBJECT: 2024-2025 CA Migrant Child Care Program – Part Year (CMIG/CMSS 4017)  
Grant Budget Revision for Amendment #1 and #2 awarding additional ongoing  
CMIG, Start-up/Closedown and CMSS funds.

**I. RECOMMENDATION:**

Review and ratify Community Action Partnership of Madera County 2024-2025 Amendment #1 and #2 Budget Revisions for additional funds to Stanislaus County Office of Education for a total increase funding of \$77,302. Comparison Budget Revisions attached.

**II. SUMMARY:**

We have prepared comparison budget revision based on agency’s funding allocation for the 2024-2025 funding guidance and amounts received from Stanislaus County Office of Education.

**III. DISCUSSION:**

Stanislaus County Office of Education awarded additional funds to address the State Family Fee restructure by increasing the total Child Days of Enrollment from 17,199 to 17,649.

- A. Funds will be used to transfer additional costs from Migrant Head Start Blended program in 6a Personnel and 6b Fringe categories.
- B. Funds will be used to transfer additional costs from Migrant Head Start Blended program in 6e Supplies category for office, instructional, medical and custodial supplies.
- C. Funds will be used to transfer costs from Migrant Head Start Blended program in 6h Other category like telephone, utilities, building repair and maintenance and custodial services.
- D. Increase in 6j Indirect Cost of 9.1% for the additional funds.

**IV. FINANCING:**

	Approved	Amendments	Increase
Total Grant Award CMIG Budget	\$1,107,884	\$1,185,186	\$77,302

**STANISLAUS COUNTY OFFICE OF EDUCATION  
STATE MIGRANT CHILD CARE - CMIG  
CMIG BUDGET COMPARISON REVISION  
July 1, 2024 - June 30, 2025**

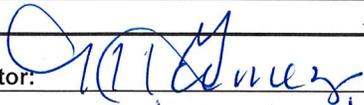
Delegate Agency: **COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

<b>322 CMIG Amendment #2</b>		Approved Budget	Amendment #1	Budget	Amendment #2	Revised Budget
6a	Personnel	588,122	4,309	592,431	(44)	592,387
6b	Fringe	172,721	-	172,721	0	172,721
6c	Travel	-	-	-	0	-
6d	Equip >5,000	-	-	-	0	-
6e	Equip <5,000	-	-	-	0	-
6e	Supplies	7,515	2,627	10,142	0	10,142
6f	Contracts	-	-	-	0	-
6g	Renovations	-	-	-	0	-
6h	Other	-	13,168	13,168	0	13,168
	Total Direct	768,358	20,104	788,462	(44)	788,418
6i	Indirect	69,921	1,829	71,750	(4)	71,746
	<b>Total</b>	<b>838,279</b>	<b>21,933</b>	<b>860,212</b>	<b>(48)</b>	<b>860,164</b>

**Explanation of requested variance/changes:**

**Changes**

6a	Net Increase:	Increase from Amendments 1 & 2. To allocate additional costs to 6a Salaries category from MHS Blended to State CMIG .	<b>4,265</b>
6b	No Change		-
6c	No Change		-
6d	No Change		-
6e	No Change		-
6e	Net Increase:	Increase from Amendments 1 & 2. To allocate additional costs to 6e Supplies category from MHS Blended to State CMIG for office, instructional, medical and custodial supplies .	<b>2,627</b>
6f	No Change		-
6g	No Change		-
6h	Net Increase:	Increase from Amendments 1 & 2. To allocate additional costs to 6h Other category from mhs Blended to State CMIG for telephone, utilities, building repair & maintenance and custodial services.	<b>13,168</b>
6i	Net Increase:	Increase from Amendment 1 & 2. To allocate additional 6i Indirect costs.	<b>1,825</b>
<b>Total</b>			<b>21,885</b>

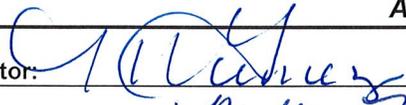
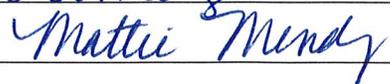
<b>Approval Section</b>	
Delegate Director: 	Date: 7-2-25
Agency Executive Director: 	Date: 7/1/2025
Policy Committee Approval:	Date:
Board Approval:	Date:
Grantee Director:	Date:

**STANISLAUS COUNTY OFFICE OF EDUCATION  
CA MIGRANT CHILD CARE PROGRAM - PART YEAR  
START-UP/CLOSE-DOWN BUDGET COMPARISON REVISION  
July 1, 2024 - June 30, 2025**

Delegate Agency: COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

324 SUCD Amendment #1 & #2		Approved Budget	Amendment #1	Revised Budget	Amendment #2	Revised Budget
6a	Personnel	93,323	-	93,323	18,940	112,263
6b	Fringe	27,439	-	27,439	(569)	26,870
6c	Travel	-	-	-	0	-
6d	Equip >5,000	-	-	-	0	-
6e	Equip <5,000	-	-	-	0	-
6e	Supplies	694	(4)	690	(690)	-
6f	Contracts	-	-	-	0	-
6g	Renovations	-	-	-	0	-
6h	Other	-	-	-	0	-
	Total Direct	121,456	(4)	121,452	17,681	139,133
6i	Indirect	11,053	(1)	11,052	1,609	12,661
	<b>Total</b>	<b>132,509</b>	<b>(5)</b>	<b>132,504</b>	<b>19,290</b>	<b>151,794</b>

Explanation of requested variance/changes:			Changes
6a	Net Increase:	Increase from Amendment 1 & 2. To allocate additional costs to 6a Salaries category from MHS Blended to SUCD program.	<b>18,940</b>
6b	Net Decrease:	Decrease. Cost saving in 6b Benefits category to be transferred to 6a Salaries.	<b>(569)</b>
6c	No Change		-
6d	No Change		-
6e	No Change		-
6e	Net Decrease:	Decrease. Cost savings in 6e Supplies to be transferred to 6a Salaries.	<b>(690)</b>
6f	No Change		-
6g	No Change		-
6h	No Change		-
6i	Net Increase:	Increase from Amendment 1 & 2. To allocate additional costs to 6i Indirect	<b>1,609</b>
<b>Total</b>			<b>19,290</b>

<i>Approval Section</i>	
Delegate Director: 	Date: 7-2-25
Agency Executive Director: 	Date: 7/1/2025
Policy Committee Approval:	Date:
Board Approval:	Date:
Grantee Director:	Date:

**STANISLAUS COUNTY OFFICE OF EDUCATION  
CA MIGRANT CHILD CARE PROGRAM - PART YEAR  
CMSS BUDGET COMPARISON REVISION  
July 1, 2024 - June 30, 2025**

Delegate Agency: **COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

325 CMSS		Approved Budget	Amendment #1	Budget	Amendment #2	Revised Budget
6a	Personnel	99,443	20,961	120,404	2,758	123,162
6b	Fringe	24,536	9,140	33,676	260	33,936
6c	Travel	-	-	-	0	-
6d	Equip >5,000	-	-	-	0	-
6e	Equip <5,000	-	-	-	0	-
6e	Supplies	1,681	-	1,681	0	1,681
6f	Contracts	-	-	-	0	-
6g	Renovations	-	-	-	0	-
6h	Other	1,681	-	-	0	-
	Total Direct	127,341	30,101	155,761	3,018	158,779
6i	Indirect	11,436	2,739	14,175	274	14,449
	<b>Total</b>	<b>138,777</b>	<b>32,840</b>	<b>169,936</b>	<b>3,292</b>	<b>173,228</b>

Explanation of requested variance/changes:			Changes
6a	Net Increase:	Increase from Amendment 1 & 2. Funds will be utilized to allocate additional costs to 6a- Salaries.	23,719
6b	Net Increase:	Increase from Amendment 1 & 2. Funds will be utilized to allocate additional costs to 6b-Benefits.	9,400
6c	No Change		-
6d	No Change		-
6e	No Change		-
6e	No Change		-
6f	No Change		-
6g	No Change		-
6h	No Change		-
6i	Net Increase:	Increase 6i-Indirect costs from additional funds from Amendment 1 & 2.	3,013
<b>Total</b>			<b>36,132</b>

<i>Approval Section</i>	
Delegate Director: <i>[Signature]</i>	Date: <i>7-2-25</i>
Agency Executive Director: <i>[Signature]</i>	Date: <i>7/2/2025</i>
Policy Committee Approval:	Date:
Board Approval:	Date:
Grantee Director:	Date:

5-STCDSS-D20-01

AGREEMENT  
FOR SUBCONTRACTING OF ACTIVITIES  
UNDER  
CALIFORNIA MIGRANT CHILD CARE PROGRAM - PART YEAR  
CMIG-4017/CMSS-4017  
TO  
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
**AMENDMENT #1**

This is an amendment to the 2024-2025 Agreement for Delegation of Activities under the above listed contracts held by OFFICE during the period of July 1, 2024 through June 30, 2025. This amendment reflects the following:

- **Awarding additional ongoing CMIG-PY CDEs and respective funding to address the State Family Fee restructure.**
- **Awarding additional ongoing CMIG-PY Specialized funds.**
- **Applying a minor adjustment to CMIG-PY Startup/Close Down fund.**

All contract funds must be obligated for their designated usage by the end of the contract period. Any funds not used for the specified purposes by the end of the contract period will be returned to CDE.

1.0 Subcontract Amount

The maximum contract sum to be paid to CAPMC from specified funds shall be amended by deleting reference to **\$1,107,884** and inserting **\$1,162,652** in place thereof.

- a. CMIG-PY Basic funds shall be amended by deleting reference to **\$838,279** and inserting **\$860,212** in place thereof.
- b. CMIG-PY Start-up/Close-down funds shall be amended by deleting reference to **\$132,509** and inserting **\$132,504** in place thereof.
- c. CMIG-PY Specialized Services funds shall be amended by deleting reference to **\$137,096** and inserting **\$169,936** in place thereof.



5-STCDSS-D20-02

AGREEMENT  
FOR SUBCONTRACTING OF ACTIVITIES  
UNDER  
CALIFORNIA MIGRANT CHILD CARE PROGRAM - PART YEAR  
CMIG-4017/CMSS-4017  
TO  
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
**AMENDMENT #2**

This is an amendment to the 2024-2025 Agreement for Delegation of Activities under the above listed contracts held by OFFICE during the period of July 1, 2024 through June 30, 2025. This amendment reflects the **awarding additional ongoing CMIG-PY Start-Up/Close Down and Specialized funding and a reduction in Basic CDEs and funding**. All contract funds must be obligated for their designated usage by the end of the contract period. Any funds not used for the specified purposes by the end of the contract period will be returned to CDSS.

1.0 Subcontract Amount

The maximum contract sum to be paid to CAPMC from specified funds shall be amended by deleting reference to **\$1,162,652** and inserting **\$1,185,186** in place thereof.

- a. CMIG-PY Basic funds shall be amended by deleting reference to **\$860,212** and inserting **\$860,164** in place thereof.
- b. CMIG-PY Start-up/Close-down funds shall be amended by deleting reference to **\$132,504** and inserting **\$151,794** in place thereof. 19290
- c. CMIG-PY Specialized Services funds shall be amended by deleting reference to **\$169,936** and inserting **\$173,228** in place thereof.
- d. The maximum administrative rate shall not change, remaining at **9.5%** of allowable Basic expenditures.

2.0 Service Requirements

- a. CMIG-PY CDE shall be amended by deleting reference to **17,649** and inserting **17,648** in place thereof. The Daily Reimbursement Rate shall not change, remaining at **\$48.74**. The MDO shall not change, remaining at **179**.

In witness whereof, OFFICE and SUBCONTRACTOR have executed this agreement on this 8<sup>th</sup> day of April, 2025.

Mattie Mendez  
Executive Director  
Community Action Partnership  
Of Madera County

Julie A. Betschart  
Deputy Superintendent  
Stanislaus County Office of Education

Mattie Mendez  
Digitally signed by Mattie Mendez  
Date: 2025.04.23 11:47:22 -07'00'

Julie A Betschart  
Digitally signed by Julie A Betschart  
Date: 2025.04.18 14:06:44 -07'00'

Signature

Signature

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Date

Date

12-6066-5-5829-0001-1000-000-7020-XX = +/- \$0  
12-6066-5-5129-0001-1000-000-7020-XX = + \$19,242  
12-6072-5-5129-0001-1000-000-7020-XX = + \$3,292  
+ \$22,534

Breanna Emery  
Digitally signed by Breanna Emery  
Date: 2025.04.10 16:45:13 -07'00'

Account No.

Marissa Duran  
Digitally signed by Marissa Duran  
Date: 2025.04.15 07:43:34 -07'00'

Department Approval

Ramona Trejo  
Digitally signed by Ramona Trejo  
Date: 2025.04.15 14:07:56 -07'00'

Budget Office Approval

Anthony Jordan  
Digitally signed by Anthony Jordan  
Date: 2025.04.15 17:28:18 -07'00'

Division Approval

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

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG 01/01/2025 - 12/31/2025 218	318,202.00	84,823.81	50.00%	26.66%	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
<b>HEAD START &amp; CHILD DEVELOPMENT</b>					
HEAD START REGIONAL 06/1/25 - 05/31/26 311/380	4,496,470.00	100,859.12	8.33%	2.24%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/1/25 - 05/31/26 310	46,025.00	-6.05	8.33%	-0.01%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/1/25 - 05/31/26 312	826,615.00	46,089.59	8.33%	5.58%	Provide early HS services to 50 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/1/25 - 05/31/26 309	13,373.00	0.00	8.33%	0.00%	Provide training for staff and parents
MADERA STATE CSPP/RHS SB140 COST OF CARE 07/01/24 - 06/30/25 314	300,160.00	300,160.00	100.00%	100.00%	Provide child care services to HS preschool children and families and support workforce challenges
MADERA STATE CSPP/RHS ONE-TIME COVID 07/01/24 - 06/30/25 316	149,968.00	149,968.00	100.00%	100.00%	Provide child care services to HS preschool children and families with allowable CSPP expenses
MADERA STATE CSPP/RHS LAYERED 07/01/24 - 06/30/25 319	1,192,760.00	1,192,760.00	100.00%	100.00%	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	351,390.43	75.00%	58.32%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/25 - 02/28/26 321/362	6,303,222.00	1,614,714.67	33.33%	25.62%	Provide HS services to 479 migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/25 - 02/28/26 320	30,177.00	27,015.50	133.33%	89.52%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/24 - 06/30/25 322/324	992,716.00	920,780.63	100.00%	92.75%	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	162,493.15	100.00%	95.62%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
REGIONAL MADERA COE QUALITY COUNTS 06/01/2025 - 05/31/2026 356	150,862.00	0.00	108.33%	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 JUNE 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	4,876,103.94	83.33%	84.22%	Provide HS services to to 469 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/24 - 08/31/25 330	82,690.00	64,504.29	83.33%	78.01%	Provide training for staff and parents
FRESNO MIGRANT HEAD START ONE-TIME PROJECT IMPROVEMENTS 09/01/24 - 08/31/25 332	853,658.00	464,402.36	83.33%	54.40%	Provide funding for one-time project improvements to Fresno Migrant Head Start centers
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2024 - 08/31/2025 351	425,745.25	0.00	83.33%	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	272,373.95	100.00%	98.28%	Provides training and education to parentx to strengthen family relationships

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

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>RESOURCE &amp; REFERRAL:</b>					
CCDF-HEALTH & SAFETY 07/01/24 - 06/30/25 411	7,997.00	7,991.92	100.00%	99.94%	Training and supplies for child care providers
R & R GENERAL 07/01/24 - 06/30/25 401	294,215.00	272,110.12	100.00%	92.49%	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	253,653.43	100.00%	82.59%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/24 - 06/30/25 424	55,064.00	45,780.10	100.00%	83.14%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/23 - 06/30/25 429	8,144,824.00	4,685,208.67	100.00%	57.52%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 07/01/24 - 06/30/25 427	1,785,876.00	1,219,049.77	100.00%	68.26%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/24 - 06/30/25 428	1,245,481.00	1,017,949.28	100.00%	81.73%	Provide subsidized child care for eligible families

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

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>VICTIM SERVICES:</b>					
RSVP/CALOES (10/01/24 - 09/30/25) 500	340,538.00	239,151.69	75.00%	70.23%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/24 - 09/30/25) 501	442,782.00	251,060.02	75.00%	56.70%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/24 - 09/30/25) 533	537,587.00	346,506.24	75.00%	64.46%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/24 - 06/30/25) 502	22,000.00	292.32	100.00%	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	100.00%	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	100.00%	0.00%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/24 - 06/30/25) DONATIONS ONLY 510	2,500.00	1,026.57	100.00%	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	104,988.14	50.00%	53.32%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/25 - 12/31/25) 531	135,000.00	61,307.49	50.00%	45.41%	Provide long-term shelter services for domestic violence and human trafficking victims
<b>YOUTH AND SPECIALIZED SERVICES:</b>					
CHILD ADVOCACY CENTER (07/01/24 - 06/30/25) 516	1,000.00	0.00	100.00%	0.00%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES (04/01/2025 -03/31/2026) 535	200,000.00	44,099.21	25.00%	22.05%	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 JUNE 30, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>COMMUNITY SERVICES - EMERGENCY &amp; OTHER SERVICES:</b>					
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	820,065.06	100.00%	92.64%	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	633,335.80	40.00%	86.86%	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	46,510.18	100.00%	93.02%	Provides property management services for the County of Madera Behavioral Health

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JUNE 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	100.00%	0.00%	Provides funding for homeless support and emergency services
SHUNAMMITE PLACE (11/01/24 - 10/31/25) 224	848,597.00	475,361.39	66.67%	56.02%	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	100.00%	36.19%	Provides funding for homeless support and emergency services
CITY OF MADERA - CDBG (07/01/24 - 06/30/25) 231	20,000.00	20,000.00	100.00%	100.00%	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	100.00%	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	75,185.88	42.86%	21.69%	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	476,507.52	66.67%	90.48%	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	227,941.66	100.00%	91.18%	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	244,593.10	66.67%	45.31%	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**  
**May 31, 2025**

F-4A

	<u><b>This Year</b></u>
<b>Assets</b>	
1113- CASH IN WESTAMERICA PAYROLL CK	3,993.21
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,516.76
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	639,887.79
1122- SAVINGS - WESTAMERICA	3,200,365.35
1130- PETTY CASH	710.00
1199- CASH CLEARING	1,332,776.50
1310- GRANTS RECEIVABLE	5,014,558.89
1320- ACCOUNTS RECEIVABLE	25,314.79
1323- A/R IGNITE MY CITY CHURCH	597.58
1328- EMPLOYEE & TRAVEL ADVANCES	639.98
1329- ADVANCE CLEARING	12,604.26
1410- PREPAID EXPENSES	111,253.50
1420- SECURITY DEPOSITS	44,861.04
1421- WORKERS' COMP DEPOSIT	63,943.00
1450- INVENTORY	27,119.51
1512- EQUIPMENT	1,742,135.69
1513- VEHICLES	1,435,177.80
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
	<u>28,252,549.98</u>
<b>Total Assets</b>	<b>28,252,549.98</b>
<b>Liabilities and Net Assets</b>	
2101- ACCOUNTS PAYABLE	1,086,984.47
2111- ACCOUNTS PAYABLE - MANUAL	19,792.02
2112- ACCOUNTS PAY-FUNDING SOURCE	103,304.84
2115- A/P OTHERS	(265,937.85)
2121- ACCRUED PAYROLL	68,201.99
2122- ACCRUED VACATION	1,165,185.80
2123- ACCRUED PAYROLL - MANUAL	849.40
2211- FICA PAYABLE	100,470.26
2212- FICA-MED PAYABLE	30,326.58

2213- FIT PAYABLE	37,910.28
2215- SIT PAYABLE	20,543.83
2216- SDI PAYABLE	15,732.05
2217- SUI PAYABLE	11,111.62
2220- WORKER'S COMP PAYABLE	73,951.59
2231- RETIREMENT PAYABLE-ER CONTRIB	927,477.07
2232- W/H RETIREMENT	(10.00)
2244- KAISER MID20	4,970.88
2245- KAISER HIGH15	30,610.65
2248- KAISER LOW30	8,854.56
2249- KAISER DHMO40	510.90
2252- SELF INSURANCE - LIFE & ADD	714.17
2253- VISION INSURANCE PAYABLE	738.28
2254- SELF INSURANCE - DENTAL	62,692.96
2255- UNION DUES & FEE PAYMENTS	(19.58)
2258- TELEMEDICINE	157.75
2259- TELEMEDICINE BUNDLE PLAN	(124.00)
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	2,928.67
2410- DEFERRED GRANT REVENUE	5,301,137.49
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	<u>25,191,160.88</u>
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	62,630.52
Total Net Assets	<u>3,061,389.10</u>
Total Liabilities and Net Assets	<u><u>28,252,549.98</u></u>

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

F-4B

	<u>Year-To-Date</u> <u>Actual</u>
<u>Revenues</u>	
4110- GRANT INCOME-FEDERAL	25,473,084.96
4120- GRANT INCOME-STATE	8,586,680.69
4130- GRANT INCOME-AREA	622,558.20
4210- DONATIONS	21,841.72
4220- IN KIND CONTRIBUTIONS	3,045,399.01
4315- CHILD CRE REVENUE-STATE	5,986.85
4320- INTEREST INCOME	488.20
4350- RENTAL INCOME	58,210.36
4370- MERCHANDISE SALES	424.00
4390- MISCELLANEOUS INCOME	2,110.82
4900- INDIRECT COST REIMBURSEMENT	2,758,837.37
 Total Revenues	 40,575,622.18
 <u>Expenses</u>	
5010- SALARIES & WAGES	14,323,346.12
5012- DIRECTOR'S SALARY	180,430.11
5020- ACCRUED VACATION PAY	849,662.33
5110- BENEFITS	989.08
5112- HEALTH INSURANCE	1,421,768.09
5114- WORKER'S COMPENSATION	377,810.03
5116- PENSION	767,880.80
5122- FICA	1,154,197.03
5124- SUI	146,603.16
5125- DIRECTOR'S FRINGE	84,784.98
5130- ACCRUED VACATION FICA	52,893.08
6110- OFFICE SUPPLIES	83,603.95
6112- DATA PROCESSING SUPPLIES	678,359.16
6121- FOOD	444,671.29
6122- KITCHEN SUPPLIES	55,966.85
6130- PROGRAM SUPPLIES	570,340.23
6132- MEDICAL & DENTAL SUPPLIES	49,476.83
6134- INSTRUCTIONAL SUPPLIES	37,031.28
6140- CUSTODIAL SUPPLIES & MAINTENANCE TOOLS	123,729.49
6142- LINEN/LAUNDRY	137.00
6143- FURNISHINGS	92,556.25
6150- UNIFORM RENTAL/PURCHASE	729.89
6160- RESALE ITEMS	215.46

6170- POSTAGE & SHIPPING	29,528.01
6180- EQUIPMENT RENTAL	191,057.17
6181- EQUIPMENT MAINTENANCE	49,919.59
6221- EQUIPMENT OVER > \$5000	412,396.43
6310- PRINTING & PUBLICATIONS	37,671.45
6312- ADVERTISING & PROMOTION	17,533.48
6320- TELEPHONE	264,361.48
6410- RENT	1,525,950.01
6420- UTILITIES/ DISPOSAL	516,082.97
6432- BUILDING & GROUNDS REPAIRS/ MAINTENANCE	639,577.14
6433- GROUNDS MAINTENANCE	190,409.96
6436- PEST CONTROL	27,490.23
6437- BURGLAR & FIRE ALARM	64,482.70
6440- PROPERTY INSURANCE	122,228.66
6510- AUDIT	66,317.50
6520- CONSULTANTS	100,426.65
6522- CONSULTANT EXPENSES	7,063.05
6524- CONTRACTS	602,781.69
6530- LEGAL	104,378.75
6540- CUSTODIAL SERVICES	119,556.76
6555- MEDICAL SCREENING/DEAT/STAFF	11,419.50
6610- GAS & OIL	48,389.23
6620- VEHICLE INSURANCE	129,443.68
6640- VEHICLE REPAIR & MAINTENANCE	62,269.57
6712- STAFF TRAVEL-LOCAL	24,525.41
6714- STAFF TRAVEL-OUT OF AREA	117,036.91
6722- PER DIEM - STAFF	3,918.25
6724- PER DIEM - PARENT	225.00
6730- VOLUNTEER TRAVEL	2,519.36
6742- TRAINING - STAFF	106,705.12
6744- TRAINING - VOLUNTEER	3,180.00
6745- TRAINING - PARTICIPANT/CLIENTS	2,145.00
6750- FIELD TRIPS	749.58
6810- BANK CHARGES	1,369.23
6832- LIABILITY INSURANCE	55,632.61
6834- STUDENT ACTIVITY INSURANCE	6,040.57
6840- PROPERTY TAXES	13,608.01
6850- FEES & LICENSES	111,393.05
6851- CPR FEES	6,588.00
6852- FINGERPRINT	4,321.25
6875- EMPLOYEE HEALTH & WELFARE	47,363.20
6880- VOLUNTEER RECOGNITION	993.37
7110- PARENT ACTIVITIES	4,221.10
7111- PARENT MILEAGE	1,721.38
7112- PARENT INVOLVEMENT	4,664.90
7114- PC ALLOWANCE	5,085.00
7116- POLICY COUNCIL FOOD ALLOWANCE	2,297.04

7210- TRANSPORTATION VOUCHERS	1,796.84
7224- CLIENT RENT	115,944.24
7226- CLIENT LODGING/SHELTER	92,104.04
7230- CLIENT FOOD	5,654.16
7240- DIRECT BENEFITS	7,100,143.61
7245- DIRECT BENEFITS - STATE	5,986.85
7250- FURNACE REPAIRS/REPLACEMENT	22,904.05
8110- IN KIND SALARIES	2,561,495.13
8120- IN KIND RENT	451,768.88
8130- IN KIND - OTHER	32,135.00
9010- INDIRECT COST ALLOCATION	<u>2,758,837.37</u>
Total Expenses	<u>40,512,991.66</u>
Excess Revenue Over (Under) Expenditures	<u><u>62,630.52</u></u>

**MADERA COUNTY**

**246- HHAP R4**

**5/01/2025-5/31/2025**

**Year to Date Expenses**

	<u>-000-74</u> <u>Rapid</u> <u>Rehousing</u>	<u>-077-74</u> <u>Rapid Rehousing</u> <u>YSA</u>	<u>-000-75</u> <u>Operating</u> <u>Subsidies</u>	<u>-077-75</u> <u>Operating</u> <u>Subsidies YSA</u>	<u>-000-18</u> <u>Street</u> <u>Outreach</u>	<u>-077-18</u> <u>Street</u> <u>Outreach YSA</u>	<u>-000-90</u> <u>Administration</u>	<u>Total</u>
4350/4 Rental/Misc. Income								0.00
5010 Salaries & Wages	28.39			833.28			667.42	1,529.09
5020 Accrued Vacation Pay	1.36			41.97			32.59	75.92
5112 Health Insurance				33.04			79.94	112.98
5114 Workers' Compensation	30.49			33.25			33.55	97.29
5116 Pension	1.71			53.01			35.68	90.40
5122 FICA	2.27			70.14			54.55	126.96
5124 SUJ								0.00
5130 Accrued Vacation FICA	-0.09			-2.71			-1.05	-3.85
6110 Office Supplies								0.00
6112 Data Processing Supplies								0.00
6130 Program Supplies								0.00
6132 Medical & Dental Supplies								0.00
6140 Custodial Supplies								0.00
6143 Furnishings								0.00
6170 Postage & Shipping								0.00
6180 Equipment Rental								0.00
6181 Equipment Maintenance								0.00
6310 Printing & Publications								0.00
6320 Telephone	652.09			23.48			13.91	689.48
6410 Rent	2,120.94			76.72			59.26	2,256.92
6420 Utilities	537.19			16.95			10.49	564.63
6432 Building R & M								0.00
6433 Grounds Maintenance								0.00
6440 Property Insurance	73.34			2.56			3.16	79.06
6510 Audit								0.00
6520 Consultants								0.00
6530 Legal								0.00
6562 Medical Exam								0.00
6564 Medical Follow-Up								0.00
6566 Dental Exam								0.00
6568 Dental Follow-Up								0.00
6610 Gas & Oil				4.45				4.45
6640 Vehicle Repair & Maintenance								0.00
6712 Staff Travel Local				6.03				6.03
6742 Training - Staff								0.00
6820 Interest Expense								0.00
6832 Liability Insurance								0.00
6850 Fees & Licenses	779.49	0.61						780.10
6860 Depreciation Expense								0.00
6875 Employee Health & Welfare								0.00
7210 Transportation Vouchers								0.00
7222 Motel Vouchers								0.00
7224 Client Rent	46,281.52	4,796.02						51,077.54
7226 Client Lodging/ Shelter				9,273.72				9,273.72
7224 Client Food								0.00
7240 Direct Benefits								0.00
9010 Indirect	4,596.29	436.49	-	952.40	-	-	90.04	6,075.22
<b>Subtotal - HUD Funding</b>	<b>55,104.99</b>	<b>5,233.12</b>	<b>0.00</b>	<b>11,418.29</b>	<b>0.00</b>	<b>0.00</b>	<b>1,079.54</b>	<b>72,835.94</b>
	<u>-000-74</u> <u>Rapid</u> <u>Rehousing</u>	<u>-077-74</u> <u>Rapid Rehousing</u> <u>YSA</u>	<u>-000-75</u> <u>Operating</u> <u>Subsidies</u>	<u>-077-75</u> <u>Operating</u> <u>Subsidies YSA</u>	<u>-000-18</u> <u>Street</u> <u>Outreach</u>	<u>-077-18</u> <u>Street</u> <u>Outreach YSA</u>	<u>-000-90</u> <u>Administration</u>	
<b>Budget:</b>	74,704.26	8,505.93	82,193.17	11,418.29	130,871.14	14,746.69	24,269.64	346,709.12
<b>Direct Budget:</b>	68,473.20	7,796.45	75,337.46	10,465.89	119,955.22	13,516.67	22,245.32	317,790.21
<b>Remaining balance for total funding:</b>	19,599.27	3,272.81	82,193.17	-	130,871.14	14,746.69	23,190.10	273,873.18
<b>Remaining direct cost:</b>	<b>17,964.50</b>	<b>2,999.82</b>	<b>75,337.46</b>	<b>-</b>	<b>119,955.22</b>	<b>13,516.67</b>	<b>21,255.82</b>	<b>251,029.49</b>

**MADERA COUNTY  
278- HHAP R3**

**Year to Date Expenses**

**5/31/2025**

	<u>-000-74</u> Rapid Rehousing	<u>-077-74</u> Rapid Rehousing YSA	<u>-000-75</u> Operating Subsidies	<u>-077-75</u> Operating Subsidies YSA	<u>-000-18</u> Street Outreach	<u>-077-18</u> Street Outreach YSA	<u>077-78</u> Permanent Housing	<u>-000-90</u> Administration	Total
4350/4390 Rental/Misc. Income									0.00
5010 Salaries & Wages	43,801.43	1,206.53	3,207.62	1,432.82	109,341.65	837.59		22,698.64	182,526.28
5020 Accrued Vacation Pay	2,029.70	61.74	162.37	70.76	6,478.43	45.59		1,031.63	9,880.22
5112 Health Insurance	3,550.16	256.83	229.89	51.10	17,692.09	42.35		2,830.06	24,652.48
5114 Workers' Compensation	2,102.72	63.99	116.67	64.43	5,327.26	42.10		1,078.89	8,796.06
5116 Pension	1,123.61	68.77	256.94	91.68	3,587.99	71.67		1,363.95	6,564.61
5122 FICA	3,436.28	99.73	274.25	118.37	8,745.91	68.32		1,796.40	14,539.26
5124 SUI	819.78	0.41	30.78	6.69	1,937.78			253.36	3,048.80
5130 Accrued Vacation FICA	40.16	(5.74)	(3.92)	-2.02		1.08		30.15	(2.87)
6110 Office Supplies					320.70				320.70
6112 Data Processing Supplies			0.20		244.56	1.26		559.88	805.90
6130 Program Supplies					482.95				482.95
6132 Medical & Dental Supplies									0.00
6140 Custodial Supplies									0.00
6143 Furnishings	772.88								772.88
6170 Postage & Shipping									0.00
6180 Equipment Rental									0.00
6181 Equipment Maintenance									0.00
6310 Printing & Publications					63.87				63.87
6320 Telephone	915.44	31.52	68.40	25.50	2,474.17	26.19		381.94	3,923.16
6410 Rent	2,729.44	98.18	265.94	80.78	8,740.18	84.99		1,416.64	13,416.15
6420 Utilities	544.78	20.76	56.20	13.92	1,853.95	15.08		283.48	2,788.17
6432 Building R & M			0.33		34.54	2.19		17.62	54.68
6433 Grounds Maintenance									0.00
6440 Property Insurance	31.30	3.25	10.09	2.79	231.77	4.02		42.96	326.18
6510 Audit									0.00
6520 Consultants									0.00
6530 Legal									0.00
6562 Medical Exam									0.00
6564 Medical Follow-Up									0.00
6566 Dental Exam									0.00
6568 Dental Follow-Up									0.00
6610 Gas & Oil	340.92	2.28	188.07	4.60	395.31				931.18
6640 Vehicle Repair & Maintenance					21.00				21.00
6712 Staff Travel Local	368.55	29.48	34.84	32.83	369.34				835.04
6742 Training - Staff									0.00
6820 Interest Expense									0.00
6832 Liability Insurance									0.00
6850 Fees & Licenses	552.55	0.01	1.80		25.34	0.03		4.05	583.78
6860 Depreciation Expense									0.00
6875 Employee Health & Welfare					7.55				7.55
7210 Transportation Vouchers									0.00
7222 Motel Vouchers									0.00
7224 Client Rent	40,053.37	5,394.98							45,448.35
7226 Client Lodging/ Shelter			90,183.56	14,096.06					104,279.62
7232 Food Vouchers									0.00
7240 Direct Benefits									0.00
9010 Indirect	9,392.39	667.28	8,652.65	1,464.22	15,321.99	113.06	-	3,074.86	38,686.45
Subtotal - HUD Funding	112,605.46	8,000.00	103,736.68	17,554.53	183,695.46	1,355.52	0.00	36,864.51	463,812.16
	<u>-000-74</u> Rapid Rehousing	<u>-077-74</u> Rapid Rehousing YSA	<u>-000-75</u> Operating Subsidies	<u>-077-75</u> Operating Subsidies YSA	<u>-000-18</u> Street Outreach	<u>-077-18</u> Street Outreach YSA	<u>077-78</u> Permanent Housing	<u>-000-90</u> Administration	
<b>Budget:</b>	112,605.46	8,000.00	124,445.47	17,554.53	200,056.83	7,109.06	20,000.00	36,864.51	526,635.86
<b>Direct Budget:</b>	103,213.07	7,332.72	114,065.51	16,090.31	183,370.15	6,516.10	18,331.81	33,789.65	482,709.32
<b>Remaining balance for total funding:</b>	-	-	20,708.79	-	16,361.37	5,753.54	20,000.00	-	62,823.70
<b>Remaining direct cost:</b>	-	-	18,981.48	-	14,996.68	5,273.64	18,331.81	-	57,583.61

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
May 31, 2025**

<u>284 0 HUD COORDINATED ENTRY SUPP SVCS</u> <u>HELP CNTR</u>	<u>Grant</u> <u>Budget</u>	<u>Current</u> <u>Month</u> <u>Actual</u>	<u>YTD Actual</u> <u>May 31,</u> <u>2025</u>	<u>YTD</u> <u>Budget</u> <u>May 31,</u> <u>2025</u>	<u>% Spent</u>	<u>YTD</u> <u>Encumbran</u> <u>ce</u>	<u>Actual Plus</u> <u>Encumbrance</u>	<u>Budget</u> <u>Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	\$539,797.00	\$28,416.57	\$220,828.85	\$0.00	(0.41)	\$0.00	\$220,828.85	\$318,968.15
Total Revenues	\$539,797.00	\$28,416.57	\$220,828.85	\$0.00	(0.41)	\$0.00	\$220,828.85	\$318,968.15
<u>Expenses</u>								
5010- SALARIES & WAGES	\$354,359.00	\$16,986.48	\$137,723.60	\$0.00	0.39	\$0.00	\$137,723.60	\$216,635.40
5020- ACCRUED VACATION PAY	0.00	850.85	6,518.13	0.00	0.00	0.00	6,518.13	(6,518.13)
5112- HEALTH INSURANCE	40,231.00	2,201.37	11,814.27	0.00	0.29	0.00	11,814.27	28,416.73
5114- WORKER'S COMPENSATION	15,495.00	796.40	6,708.63	0.00	0.43	0.00	6,708.63	8,786.37
5116- PENSION	17,718.00	640.70	7,456.15	0.00	0.42	0.00	7,456.15	10,261.85
5122- FICA	27,109.00	1,420.31	11,270.52	0.00	0.42	0.00	11,270.52	15,838.48
5124- SUI	2,735.00	50.81	2,642.44	0.00	0.97	0.00	2,642.44	92.56
5130- ACCRUED VACATION FICA	0.00	(68.81)	68.82	0.00	0.00	0.00	68.82	(68.82)
6110- OFFICE SUPPLIES	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6112- DATA PROCESSING SUPPLIES	2,111.00	83.49	875.06	0.00	0.41	0.00	875.06	1,235.94
6170- POSTAGE & SHIPPING	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6180- EQUIPMENT RENTAL	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6181- EQUIPMENT MAINTENANCE	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6310- PRINTING & PUBLICATIONS	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6320- TELEPHONE	4,950.00	358.98	3,084.42	0.00	0.62	0.00	3,084.42	1,865.58
6410- RENT	16,180.00	1,934.00	11,357.05	0.00	0.70	0.00	11,357.05	4,822.95
6420- UTILITIES/ DISPOSAL	3,075.00	350.60	2,018.64	0.00	0.66	0.00	2,018.64	1,056.36
6432- BUILDING & GROUNDS REPAIRS/ MAINTENANCE	150.00	0.00	222.55	0.00	1.48	0.00	222.55	(72.55)
6440- PROPERTY INSURANCE	300.00	102.93	393.91	0.00	1.31	0.00	393.91	(93.91)
6530- LEGAL	187.00	0.00	0.00	0.00	0.00	0.00	0.00	187.00
6610- GAS & OIL	2,600.00	38.40	91.19	0.00	0.04	0.00	91.19	2,508.81
6620- VEHICLE INSURANCE	360.00	0.00	0.00	0.00	0.00	0.00	0.00	360.00
6630- VEHICLE LICENSE & FEES	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6640- VEHICLE REPAIR & MAINTENANCE	350.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00
6712- STAFF TRAVEL-LOCAL	800.00	0.00	142.80	0.00	0.18	0.00	142.80	657.20
6742- TRAINING - STAFF	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6850- FEES & LICENSES	160.00	0.00	21.40	0.00	0.13	0.00	21.40	138.60
6875- EMPLOYEE HEALTH & WELFARE	120.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
7226- CLIENT LODGING/SHELTER	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
9010- INDIRECT COST ALLOCATION	44,857.00	2,370.21	18,419.27	0.00	0.41	0.00	18,419.27	26,437.73
Total Expenses	\$539,797.00	\$28,116.72	\$220,828.85	\$0.00	0.41	\$0.00	\$220,828.85	\$318,968.15
Excess Revenue Over (Under) Expenditures	\$0.00	\$299.85	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
May 31, 2025**

<u>284 0 HUD COORDINATED ENTRY SUPP SVCS HELP CNTR</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual May 31, 2025</u>	<u>YTD Budget May 31, 2025</u>	<u>% Spent</u>	<u>YTD Encumbran ce</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>\$0.00</u>	<u>\$299.85</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

**Fresno Migrant Head Start  
Budget to Actual (Combined)  
Period Ending May-25**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
<b>REVENUES</b>										
4110 GRANT INCOME-FEDERAL		6,648,691.00	674,549.99	4,353,085.13	3,678,535.14	4,229,325.79	65.47%	54,171.14	4,407,256.27	2,241,434.73
4130 GRANT INCOME-AREA		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4210 DONATIONS		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS		1,662,173.00	198.75	523,137.93	522,939.18	1,070,646.00	31.47%	0.00	523,137.93	1,139,035.07
4330- SALE OF ASSETS		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
4390 MISC INCOME		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
<b>TOTAL REVENUES</b>		<b>8,310,864.00</b>	<b>674,748.74</b>	<b>4,876,223.06</b>	<b>4,201,474.32</b>	<b>5,299,971.79</b>	<b>58.67%</b>	<b>54,171.14</b>	<b>4,930,394.20</b>	<b>3,380,469.80</b>
5010 SALARIES & WAGES	<b>6A</b>	3,733,795.00	396,882.32	2,386,445.01	1,989,562.69	2,341,389.05	63.91%	0.00	2,386,445.01	1,347,349.99
5012- DIRECTOR'S SALARY			0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5019- SALARIES & WAGES C19			0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	<b>6A</b>	233,685.00	25,700.98	154,890.40	129,189.42	146,303.06	66.28%	0.00	154,890.40	78,794.60
5112 HEALTH INSURANCE	<b>6B</b>	241,076.00	27,461.21	181,828.33	154,367.12	151,194.00	75.42%	0.00	181,828.33	59,247.67
5114 WORKER'S COMPENSATION	<b>6B</b>	112,264.00	12,477.54	78,588.64	66,111.10	70,400.00	70.00%	0.00	78,588.64	33,675.36
5115- Worker's Compensation C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	<b>6B</b>	281,464.00	27,757.35	169,382.47	141,625.12	175,929.00	60.18%	0.00	169,382.47	112,081.53
5117- Pension C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5121- FICA C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5122 FICA	<b>6B</b>	305,126.00	30,684.29	200,890.03	170,205.74	191,340.00	65.84%	0.00	200,890.03	104,235.97
5124 SUI	<b>6B</b>	45,376.00	8,922.68	31,446.15	22,523.47	27,727.00	69.30%	0.00	31,446.15	13,929.85
5125- DIRECTOR'S FRINGE				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	<b>6B</b>	19,098.00	1,965.43	11,750.39	9,784.96	11,959.00	61.53%	0.00	11,750.39	7,347.61
6714 STAFF TRAVEL-OUT OF AREA	<b>6C</b>	9,540.00	2,319.94	26,754.48	24,434.54	0.00	280.45%	857.15	27,611.63	(18,071.63)
6722 PER DIEM - STAFF	<b>6C</b>	3,492.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	3,492.00
6221 EQUIPMENT OVER > \$5000	<b>6D</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6110 OFFICE SUPPLIES	<b>6E</b>	24,806.00	2,138.50	5,766.30	3,627.80	13,860.00	23.25%	2,523.47	8,289.77	16,516.23
6112 DATA PROCESSING SUPPLIES	<b>6E</b>	95,000.00	6,095.38	94,981.77	88,886.39	70,089.00	99.98%	299.65	95,281.42	(281.42)
6121 FOOD	<b>6E</b>	10,000.00	656.53	1,762.16	1,105.63	6,411.00	17.62%	806.74	2,568.90	7,431.10
6122 KITCHEN SUPPLIES	<b>6E</b>	7,500.00	147.13	420.95	273.82	4,572.00	5.61%	621.63	1,042.58	6,457.42
6130 PROGRAM SUPPLIES	<b>6E</b>	73,000.00	8,234.07	100,424.43	92,190.36	48,321.00	137.57%	11,058.07	111,482.50	(38,482.50)
6134 INSTRUCTIONAL SUPPLIES	<b>6E</b>	5,000.00	0.00	0.00	0.00	2,760.00	0.00%	0.00	0.00	5,000.00
6140 CUSTODIAL SUPPLIES	<b>6E</b>	12,000.00	4,363.34	21,136.34	16,773.00	6,828.00	176.14%	0.00	21,136.34	(9,136.34)
6142 LINEN/LAUNDRY	<b>6E</b>	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6143 FURNISHINGS			0.00	8,319.93	8,319.93	0.00	0.00%	0.00	8,319.93	(8,319.93)
6170 POSTAGE & SHIPPING	<b>6E</b>	710.00	309.62	699.15	389.53	531.00	98.47%	0.00	699.15	10.85
6132 MEDICAL & DENTAL SUPPLIES	<b>6H</b>	1,000.00	3,191.52	12,918.80	9,727.28	747.00	1291.88%	3,630.91	16,549.71	(15,549.71)
6150 UNIFORM RENTAL/PURCHASE	<b>6H</b>	0.00	0.00	150.00	150.00	0.00	0.00%	0.00	150.00	(150.00)
6180 EQUIPMENT RENTAL	<b>6H</b>	40,000.00	3,913.31	30,631.14	26,717.83	29,979.00	76.58%	0.00	30,631.14	9,368.86
6181 EQUIPMENT MAINTENANCE	<b>6H</b>	30,000.00	1,153.04	5,868.21	4,715.17	22,482.00	19.56%	0.00	5,868.21	24,131.79
6212 EQUIPMENT PURCHASES < \$500	<b>6H</b>	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6214 EQUIPMENT OVER > 500	<b>6H</b>	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > \$1000	<b>6H</b>	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	<b>6H</b>	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	<b>6H</b>	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	<b>6H</b>	15,000.00	1,536.78	4,480.28	2,943.50	11,250.00	29.87%	3,107.96	7,588.24	7,411.76
6312 ADVERTISING & PROMOTION	<b>6H</b>	0.00	0.00	300.00	300.00	0.00	0.00%	0.00	300.00	(300.00)
6320 TELEPHONE	<b>6H</b>	150,000.00	(11,161.08)	33,002.11	44,163.19	112,464.00	22.00%	0.00	33,002.11	116,997.89
6410 RENT	<b>6H</b>	150,907.00	13,504.11	119,816.41	106,312.30	113,180.00	79.40%	0.00	119,816.41	31,090.59
6420 UTILITIES/ DISPOSAL	<b>6H</b>	90,000.00	8,102.39	50,853.86	42,751.47	67,482.00	56.50%	10,504.96	61,358.82	28,641.18
6432 BUILDING REPAIRS/ MAINT	<b>6H</b>	100,000.00	21,251.15	75,023.58	53,772.43	74,961.00	75.02%	0.00	75,023.58	24,976.42
6433 GROUNDS MAINTENANCE	<b>6H</b>	35,000.00	3,638.19	20,942.12	17,303.93	26,244.00	59.83%	1,200.00	22,142.12	12,857.88
6436 PEST CONTROL	<b>6H</b>	8,000.00	747.43	6,393.52	5,646.09	5,994.00	79.92%	0.00	6,393.52	1,606.48
6437 BURGLAR & FIRE ALARM	<b>6H</b>	5,500.00	454.55	3,752.29	3,297.74	4,110.00	68.22%	0.00	3,752.29	1,747.71
6440 PROPERTY INSURANCE	<b>6H</b>	25,000.00	1,911.14	17,469.50	15,558.36	18,747.00	69.88%	0.00	17,469.50	7,530.50

**Fresno Migrant Head Start  
Budget to Actual (Combined)  
Period Ending May-25**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
6520 CONSULTANTS	6H	25,000.00	70.20	11,402.10	11,331.90	12,492.00	45.61%	14,042.20	25,444.30	(444.30)
6522 CONSULTANT EXPENSES	6H	1,500.00	0.00	153.12	153.12	738.00	10.21%	0.00	153.12	1,346.88
6524 CONTRACTS	6H	15,000.00	0.00	0.00	0.00	10,000.00	0.00%	0.00	0.00	15,000.00
6530 LEGAL	6H	5,000.00	500.00	500.00	0.00	3,750.00	10.00%	0.00	500.00	4,500.00
6540 CUSTODIAL SERVICES	6H	0.00	1,140.00	7,722.03	6,582.03	0.00	0.00%	1,000.00	8,722.03	(8,722.03)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	0.00	390.00	390.00	600.00	39.00%	0.00	390.00	610.00
6562 MEDICAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	6H	12,000.00	2,667.74	10,954.31	8,286.57	9,000.00	91.29%	0.00	10,954.31	1,045.69
6620 VEHICLE INSURANCE	6H	30,000.00	2,932.71	25,649.27	22,716.56	22,500.00	85.50%	0.00	25,649.27	4,350.73
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	20,000.00	2,739.10	11,161.76	8,422.66	14,994.00	55.81%	0.00	11,161.76	8,838.24
6712 STAFF TRAVEL-LOCAL	6H	12,000.00	376.60	7,607.09	7,230.49	6,003.00	63.39%	0.00	7,607.09	4,392.91
6724 PER DIEM - PARENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	6H	58,955.00	3,643.84	16,136.96	12,493.12	747.00	27.37%	0.00	16,136.96	42,818.04
6744 TRAINING - VOLUNTEER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00	2,145.00	2,145.00	0.00	0.00%	0.00	2,145.00	(2,145.00)
6746 TRAINING - PARENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	6H	10,000.00	0.00	0.00	0.00	7,500.00	0.00%	0.00	0.00	10,000.00
6750 FIELD TRIPS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	600.00	41.17	370.53	329.36	450.00	61.76%	0.00	370.53	229.47
6834 STUDENT ACTIVITY INSURAN	6H	1,086.00	215.12	1,022.40	807.28	543.00	94.14%	0.00	1,022.40	63.60
6840 PROPERTY TAXES	6H	5,200.00	0.00	5,026.94	5,026.94	5,200.00	96.67%	0.00	5,026.94	173.06
6850 FEES & LICENSES	6H	25,000.00	0.00	24,861.01	24,861.01	16,966.68	99.44%	0.00	24,861.01	138.99
6851 CPR FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	6H	700.00	0.00	175.12	175.12	700.00	25.02%	0.00	175.12	524.88
6860 DEPRECIATION EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	6,545.00	230.60	7,015.13	6,784.53	6,545.00	107.18%	0.00	7,015.13	(470.13)
6892 CASH SHORT/OVER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	600.00	0.00	238.15	238.15	288.00	39.69%	0.00	238.15	361.85
7111- PARENT MILEAGE	6H	0.00	0.00	276.03	276.03	0.00	0.00%	0.00	276.03	(276.03)
7112 PARENT INVOLVEMENT	6H	600.00	0.00	71.39	71.39	288.00	11.90%	0.00	71.39	528.61
7114 PC ALLOWANCE	6H	0.00	30.00	600.00	570.00	0.00	0.00%	0.00	600.00	(600.00)
7116 PC FOOD	6H	0.00	0.00	88.40	88.40	0.00	0.00%	0.00	88.40	(88.40)
8110 INKIND SALARIES		1,437,024.00	0.00	424,394.12	424,394.12	925,622.00	29.53%	0.00	424,394.12	1,012,629.88
8120 INKIND RENT		217,266.00	0.00	97,410.06	97,410.06	139,946.00	44.83%	0.00	97,410.06	119,855.94
8130 INKIND OTHER		7,883.00	198.75	1,333.75	1,135.00	5,078.00	16.92%	0.00	1,333.75	6,549.25
9010 INDIRECT EXPENSE	6J	554,566.00	56,264.02	363,089.59	306,825.57	352,768.00	65.47%	4,518.40	367,607.99	186,958.01
<b>TOTAL EXPENSES</b>		<b>8,310,864.00</b>	<b>675,408.69</b>	<b>4,876,883.01</b>	<b>4,201,474.32</b>	<b>5,299,971.79</b>	<b>58.68%</b>	<b>54,171.14</b>	<b>4,931,054.15</b>	<b>3,379,809.85</b>
<b>CHANGE IN NET ASSETS</b>		<b>0.00</b>	<b>(659.95)</b>	<b>(659.95)</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>(659.95)</b>	<b>659.95</b>

**Contract 59%**

State Migrant Full-Day Program - 322 CMIG Program  
Budget to Actual

For the Period Ending **5/31/2025**

Start Date **7/1/2024**  
Current Mnth **11**  
81.00%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4120	GRANT INCOME-STATE	838,279	57,150.87	768,986.63	711,835.76	679,007	91.73%	-	768,986.63	69,292.37
4220	IN KIND CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
4315	CHILD CRE REVENUE-STATE	-	-	-	-	-	-	-	-	-
4350	RENTAL INCOME	-	-	-	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>838,279</b>	<b>57,150.87</b>	<b>768,986.63</b>	<b>711,835.76</b>	<b>679,007</b>	<b>91.73%</b>	<b>-</b>	<b>768,986.63</b>	<b>69,292.37</b>
<b>EXPENDITURES</b>										
5010	SALARIES & WAGES	554,122	42,550.85	509,878.11	467,327.26	448,839	92.02%	-	509,878.11	44,243.89
5020	ACCRUED VACATION PAY	34,000	1,872.04	29,552.06	27,680.02	27,540	86.92%	-	29,552.06	4,447.94
5112	HEALTH INSURANCE	69,200	3,478.21	54,501.57	51,023.36	56,052	78.76%	-	54,501.57	14,698.43
5114	WORKER'S COMPENSATION	22,870	1,552.68	18,743.33	17,190.65	18,525	81.96%	-	18,743.33	4,126.67
5116	PENSION	27,364	1,774.13	21,746.46	19,972.33	22,165	79.47%	-	21,746.46	5,617.54
5122	FICA	45,197	3,240.68	40,312.46	37,071.78	36,610	89.19%	-	40,312.46	4,884.54
5124	SUI	5,590	28.92	4,541.65	4,512.73	4,528	81.25%	-	4,541.65	1,048.35
5130	ACCRUED VACATION FRINGE	2,500	143.21	2,260.66	2,117.45	2,025	90.43%	-	2,260.66	239.34
6110	OFFICE SUPPLIES	1,568	-	861.22	861.22	1,270	54.92%	-	861.22	706.78
6112	DATA PROCESSING SUPPLIES	-	-	-	-	-	-	-	-	-
6121	FOOD	-	-	-	-	-	-	-	-	-
6122	KITCHEN SUPPLIES	-	-	-	-	-	-	-	-	-
6130	PROGRAM SUPPLIES	-	-	-	-	-	-	-	-	-
6132	MEDICAL & DENTAL SUPPLIES	-	-	116.02	116.02	-	-	-	116.02	(116.02)
6134	INSTRUCTIONAL SUPPLIES	-	-	3,042.34	3,042.34	-	-	-	3,042.34	(3,042.34)
6140	CUSTODIAL SUPPLIES	5,947	-	6,121.84	6,121.84	4,817	102.94%	-	6,121.84	(174.84)
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-
6180	EQUIPMENT RENTAL	-	62.29	1,850.64	1,788.35	-	-	-	1,850.64	(1,850.64)
6181	EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	-	-
6320	TELEPHONE	-	(2,649.25)	697.07	3,346.32	-	-	-	697.07	(697.07)
6410	RENT	-	-	-	-	-	-	-	-	-
6420	UTILITIES/ DISPOSAL	-	330.17	5,620.87	5,290.70	-	-	-	5,620.87	(5,620.87)
6432	BUILDING REPAIRS/ MAINTENANCE	-	-	1,050.62	1,050.62	-	-	-	1,050.62	(1,050.62)
6436	PEST CONTROL	-	-	-	-	-	-	-	-	-
6437	BURGLAR & FIRE ALARM	-	-	-	-	-	-	-	-	-
6520	CONSULTANTS	-	-	-	-	-	-	-	-	-
6522	CONSULTANT EXPENSES	-	-	-	-	-	-	-	-	-
6524	CONTRACTS	-	-	-	-	-	-	-	-	-
6540	CUSTODIAL SERVICES	-	-	3,948.75	3,948.75	-	-	-	3,948.75	(3,948.75)
9010	INDIRECT COST ALLOCATION	69,921	4,766.94	64,140.96	59,374.02	56,636	91.73%	-	64,140.96	5,780.04
	Total Expenses	<b>838,279</b>	<b>57,150.87</b>	<b>768,986.63</b>	<b>711,835.76</b>	<b>679,007</b>	<b>91.73%</b>	<b>-</b>	<b>768,986.63</b>	<b>69,292.37</b>
									91.73%	

In Direct Calc. @ 9.1%	
64,140.96	
64,140.96	Total

Madera Migrant Head Start  
Budget to Actual

For the Period Ending 5/31/2025

Start Date 3/1/2025  
Current Mnth 3.00  
18%

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4110	GRANT INCOME-FEDERAL	6,303,222	617,125.43	1,005,002.49	387,877.06	3,403,741	16%	34,844.09	1,039,846.58	5,263,375.42
4220	IN KIND CONTRIBUTIONS	567,876	36,658.24	56,035.24	19,377.00	306,653	10%	-	56,035.24	511,840.76
4390	MISCELLANEOUS INCOME	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>6,871,098</b>	<b>653,783.67</b>	<b>1,061,037.73</b>	<b>407,254.06</b>	<b>3,710,394</b>	<b>15%</b>	<b>34,844.09</b>	<b>1,095,881.82</b>	<b>5,775,216.18</b>
<b>EXPENDITURES</b>										
5010	Salaries & Wages	3,557,039	387,744.60	540,095.80	152,351.20	1,920,801	15%	-	540,095.80	3,016,943.20
5020	Accrued Vacation Pay	193,000	18,509.83	27,763.45	9,253.62	104,220	14%	-	27,763.45	165,236.55
5112	Health Insurance	407,733	38,515.20	61,364.42	22,849.22	220,176	15%	-	61,364.42	346,368.58
5114	Worker's Compensation	114,183	11,321.38	13,174.09	1,852.71	61,659	12%	-	13,174.09	101,008.91
5116	Pension	175,685	17,396.71	23,960.43	6,563.72	94,870	14%	-	23,960.43	151,724.57
5122	FICA	270,378	29,471.27	41,645.69	12,174.42	146,004	15%	-	41,645.69	228,732.31
5124	SUI	38,839	669.05	672.49	3.44	20,973	2%	-	672.49	38,166.51
5130	Accrued Vacation Fringe	16,500	1,415.50	2,118.30	702.80	8,910	13%	-	2,118.30	14,381.70
6110	Office supplies	18,267	762.34	762.34	-	9,864	4%	286.86	1,049.20	17,217.80
6112	Data Processing Supplies	72,000	4,794.49	39,768.97	34,974.48	38,880	55%	349.59	40,118.56	31,881.44
6121	Food	3,000	-	28.20	28.20	1,620	1%	-	28.20	2,971.80
6122	Kitchen Supplies	1,500	-	-	-	810	0%	-	-	1,500.00
6130	Program Supplies	69,450	7,430.34	10,606.51	3,176.17	37,503	15%	-	10,606.51	58,843.49
6132	Medical & Dental Supplies	20,000	1,561.64	1,561.64	-	10,800	8%	8,627.48	10,189.12	9,810.88
6134	Instructional Supplies	20,738	-	1,630.23	1,630.23	11,199	8%	-	1,630.23	19,107.77
6140	Custodial Supplies	31,544	734.30	3,567.40	2,833.10	17,034	11%	1,082.28	4,649.68	26,894.32
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	-	-	-	-	-	#DIV/0!	1,129.00	1,129.00	(1,129.00)
6150	Uniform Rental / Purchases	258	-	-	-	139	0%	-	-	258.00
6170	Postage & Shipping	550	146.33	146.33	-	297	27%	-	146.33	403.67
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	23,400	3,072.08	6,059.67	2,987.59	12,636	26%	-	6,059.67	17,340.33
6181	Equipment Maintenance	16,800	2,671.05	3,715.66	1,044.61	9,072	22%	5,541.78	9,257.44	7,542.56
6310	Printing & Publications	3,000	1,275.97	2,048.43	772.46	1,620	68%	1,061.88	3,110.31	(110.31)
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	48,600	(9,079.49)	6,817.07	15,896.56	26,244	14%	-	6,817.07	41,782.93
6410	Rent	218,040	18,226.83	54,222.63	35,995.80	117,742	25%	-	54,222.63	163,817.37
6420	Utilities / Disposal	143,580	10,570.42	24,826.70	14,256.28	77,533	17%	562.98	25,389.68	118,190.32
6432	Building Repairs / Maintenance	49,500	4,681.00	12,051.68	7,370.68	26,730	24%	-	12,051.68	37,448.32
6433	Grounds Maintenance	-	(1,649.42)	-	1,649.42	-	#DIV/0!	-	-	-
6436	Pest Control	6,660	457.94	1,373.82	915.88	3,596	21%	3,585.00	4,958.82	1,701.18
6437	Burglar & Fire Alarm	4,500	558.14	902.86	344.72	2,430	20%	-	902.86	3,597.14
6440	Property Insurance	42,696	4,213.43	12,640.29	8,426.86	23,056	30%	-	12,640.29	30,055.71
6520	Consultants	15,000	78.65	172.90	94.25	8,100	1%	4,715.90	4,888.80	10,111.20
6522	Consultants Expense	235	-	-	-	127	0%	-	-	235.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	5,000	500.00	3,933.34	3,433.34	2,700	79%	-	3,933.34	1,066.66
6540	Custodial Services	96,800	1,330.00	2,582.23	1,252.23	52,272	3%	4,995.00	7,577.23	89,222.77
6555	Medical Screening / DEAT / Staff	6,000	1,942.50	1,942.50	-	3,240	32%	-	1,942.50	4,057.50
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-
6610	Gas & Oil	12,000	1,093.68	2,834.72	1,741.04	6,480	24%	-	2,834.72	9,165.28
6620	Vehicle Insurance	37,800	3,381.37	10,144.11	6,762.74	20,412	27%	-	10,144.11	27,655.89
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenan	7,200	611.77	1,486.63	874.86	3,888	21%	-	1,486.63	5,713.37
6712	Staff Travel-Local	1,005	248.71	544.11	295.40	543	54%	-	544.11	460.89
6714	Staff Travel-Out of Area	-	-	104.30	104.30	-	-	-	104.30	(104.30)
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	-	-	2,187.48	2,187.48	-	#DIV/0!	-	2,187.48	(2,187.48)
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	636	43.82	131.46	87.64	343	21%	-	131.46	504.54
6834	Student Activity Insurance	3,120	268.33	268.33	-	1,685	9%	-	268.33	2,851.67
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	6,600	-	-	-	3,564	0%	-	-	6,600.00
6852	Finger Printing	2,000	373.75	376.75	3.00	1,080	19%	-	376.75	1,623.25
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	10,534	181.27	530.24	348.97	5,688	5%	-	530.24	10,003.76
7110	Parent Activities	-	-	-	-	-	#DIV/0!	-	-	-
7111	Parent Mileage	302	-	44.94	44.94	163	15%	-	44.94	257.06
7112	Parent Involvement	3,300	-	(0.01)	(0.01)	1,782	0%	-	(0.01)	3,300.01
7114	PPC Allowance	1,475	-	240.00	240.00	797	16%	-	240.00	1,235.00
7116	PPC Food Allowance	1,025	126.39	126.39	-	554	12%	-	126.39	898.61
8110	In-Kind Salaries	455,866	27,407.24	28,282.24	875.00	246,168	6%	-	28,282.24	427,583.76
8120	In-Kind Rent	111,010	9,251.00	27,753.00	18,502.00	59,945	25%	-	27,753.00	83,257.00
8130	In-Kind Other	1,000	-	-	-	540	-	-	-	1,000.00
9010	In-Direct Cost Allocation	525,750	51,474.26	83,826.97	32,352.71	283,905	16%	2,906.34	86,733.31	439,016.69
<b>Total Expenses</b>		<b>6,871,098</b>	<b>653,783.67</b>	<b>1,061,037.73</b>	<b>407,254.06</b>	<b>3,710,394</b>	<b>15%</b>	<b>34,844.09</b>	<b>1,095,881.82</b>	<b>5,775,216.18</b>
<b>Excess Revenue Over</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Total Expenses		6,871,098	653,783.67	1,061,037.73						
In-Kind		(567,876)	(36,658.24)	(56,035.24)						
<b>Total Expenses w/o In Kind</b>		<b>6,303,222</b>	<b>617,125.43</b>	<b>1,005,002.49</b>	<b>387,877.06</b>				<b>1,039,846.58</b>	<b>5,263,375.42</b>
									16.50%	

<b>ADMINISTRATION BUDGET LIMIT</b>	<b>\$752,091</b>
<b>YEAR-TO DATE ADMIN EXP.</b>	<b>\$77,028</b>
<b>PERCENT OF TOTAL EXPENSES</b>	<b>0.97%</b>
<b>ADMINIISTRATION LIMIT IS 9.5%</b>	

ID Cost Calc. @ 9.1%	
83,826.97	
<b>83,826.97</b>	

**Fiscal Year June 24 - July 25**  
**April 30, 2025**

<b>427 0 ALT. PYMT. PROG. C2AP</b>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual April 30, 2025</u>	<u>YTD Budget April 30, 2025</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	289485.00	18820.18	112094.35	0.00	(0.39)	0.00	112094.35	177390.65
4120- GRANT INCOME-STATE	1496391.00	80233.38	997644.03	0.00	(0.67)	0.00	997644.03	498746.97
<b>Total Revenues</b>	<b>1785876.00</b>	<b>99053.56</b>	<b>1109738.38</b>	<b>0.00</b>	<b>(0.62)</b>	<b>0.00</b>	<b>1109738.38</b>	<b>676137.62</b>
<b>Expenses</b>								
5010- SALARIES & WAGES	87431.77	3745.72	66745.68	0.00	0.76	0.00	66745.68	20686.09
5020- ACCRUED VACATION PAY	4500.00	188.36	3424.91	0.00	0.76	0.00	3424.91	1075.09
<b>Total Salaries</b>	<b>91931.77</b>	<b>3934.08</b>	<b>70170.59</b>	<b>0.00</b>	<b>0.76</b>	<b>0.00</b>	<b>70170.59</b>	<b>21761.18</b>
5112- HEALTH INSURANCE	6812.00	412.16	5053.03	0.00	0.74	0.00	5053.03	1758.97
5114- WORKER'S COMPENSATION	400.00	17.19	282.27	0.00	0.71	0.00	282.27	117.73
5116- PENSION	4627.00	209.64	3442.67	0.00	0.74	0.00	3442.67	1184.33
5122- FICA	7392.00	327.69	5386.55	0.00	0.73	0.00	5386.55	2005.45
5124- SUI	1424.00	9.98	849.35	0.00	0.60	0.00	849.35	574.65
5130- ACCRUED VACATION FICA	200.00	8.60	126.67	0.00	0.63	0.00	126.67	73.33
<b>Total Fringe Benefits</b>	<b>20855.00</b>	<b>985.26</b>	<b>15140.54</b>	<b>0.00</b>	<b>0.73</b>	<b>0.00</b>	<b>15140.54</b>	<b>5714.46</b>
6110- OFFICE SUPPLIES	2073.00	25.68	1234.36	0.00	0.60	0.00	1234.36	838.64
6112- DATA PROCESSING SUPPLIES	7726.00	186.28	7495.86	0.00	0.97	0.00	7495.86	230.14
6130- PROGRAM SUPPLIES	73.00	0.00	72.26	0.00	0.99	0.00	72.26	0.74
6143- FURNISHINGS	714.00	0.00	713.57	0.00	1.00	0.00	713.57	0.43
6170- POSTAGE & SHIPPING	4791.00	0.00	3446.26	0.00	0.72	0.00	3446.26	1344.74
<b>Total Supplies</b>	<b>15377.00</b>	<b>211.96</b>	<b>12962.31</b>	<b>0.00</b>	<b>0.84</b>	<b>0.00</b>	<b>12962.31</b>	<b>2414.69</b>
6180- EQUIPMENT RENTAL	1320.00	96.24	902.95	0.00	0.68	0.00	902.95	417.05
6181- EQUIPMENT MAINTENANCE	994.00	97.62	921.18	0.00	0.93	0.00	921.18	72.82
6312- ADVERTISING & PROMOTION	263.00	0.00	262.10	0.00	1.00	0.00	262.10	0.90
6320- TELEPHONE	755.00	92.20	577.27	0.00	0.76	0.00	577.27	177.73
6410- RENT	21637.23	1915.91	17805.32	0.00	0.82	0.00	17805.32	3831.91
6420- UTILITIES/ DISPOSAL	4617.00	329.31	3431.26	0.00	0.74	38.07	3469.33	1147.67
6432- BUILDING & GROUNDS	619.00	31.60	345.74	0.00	0.56	304.68	650.42	(31.42)
6437- BURGLAR & FIRE ALARM	15.00	0.00	13.78	0.00	0.92	0.00	13.78	1.22

**Fiscal Year June 24 - July 25  
April 30, 2025**

<u>427 0 ALT. PYMT. PROG. C2AP</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual April 30, 2025</u>	<u>YTD Budget April 30, 2025</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
6440- PROPERTY INSURANCE	927.00	91.13	740.36	0.00	0.80	0.00	740.36	186.64
6530- LEGAL	660.00	0.00	0.00	0.00	0.00	0.00	0.00	660.00
6555- MEDICAL	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
6610- GAS & OIL	21.00	5.88	9.82	0.00	0.47	0.00	9.82	11.18
6620- VEHICLE INSURANCE	319.00	27.84	262.76	0.00	0.82	0.00	262.76	56.24
6640- VEHICLE REPAIR &	379.00	4.60	320.59	0.00	0.85	0.00	320.59	58.41
6742- TRAINING - STAFF	806.00	59.80	795.20	0.00	0.99	0.00	795.20	10.80
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 & WELFARE	289.00	3.20	132.94	0.00	0.46	0.00	132.94	156.06
<b>Total Other &amp; Services</b>	<b>35133.23</b>	<b>2755.33</b>	<b>27977.64</b>	<b>0.00</b>	<b>0.80</b>	<b>342.75</b>	<b>28320.39</b>	<b>6812.84</b>
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6714- STAFF TRAVEL-OUT OF AREA	272.00	0.00	271.41	0.00	1.00	0.00	271.41	0.59
Travel-Out of Area	272.00	0.00	271.41	0.00	1.00	0.00	271.41	0.59
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1473348.00	82904.90	890652.93	0.00	0.60	0.00	890652.93	582695.07
<b>Total Direct Benefits</b>	<b>1473348.00</b>	<b>82904.90</b>	<b>890652.93</b>	<b>0.00</b>	<b>0.60</b>	<b>0.00</b>	<b>890652.93</b>	<b>582695.07</b>
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9010- INDIRECT COST ALLOCATION	148959.00	8262.03	92562.96	0.00	0.62	0.00	92562.96	56396.04
<b>Total Expenses</b>	<b>1785876.00</b>	<b>99053.56</b>	<b>1109738.38</b>	<b>0.00</b>	<b>0.62</b>	<b>342.75</b>	<b>1110081.13</b>	<b>675794.87</b>
<b>Excess Revenue Over (Under)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(342.75)</b>	<b>(342.75)</b>	<b>342.75</b>

**Fiscal Year July 24 - June 25  
April 30, 2025**

<b>428 0 ALT. PYMT. PROG. C3AP</b>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual April 30, 2025</u>	<u>YTD Budget April 30, 2025</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	802130.00	54541.61	593520.69	0.00	(0.74)	0.00	593520.69	208609.31
4120- GRANT INCOME-STATE	443351.00	30679.65	333855.36	0.00	(0.75)	0.00	333855.36	109495.64
4315- CHILD CRE REVENUE-STATE	0.00	179.05	624.25	0.00	0.00	0.00	624.25	(624.25)
<b>Total Revenues</b>	<b>1245481.00</b>	<b>85400.31</b>	<b>928000.30</b>	<b>0.00</b>	<b>(0.75)</b>	<b>0.00</b>	<b>928000.30</b>	<b>317480.70</b>
<b>Expenses</b>								
5010- SALARIES & WAGES	61716.32	2864.64	51521.36	0.00	0.83	0.00	51521.36	10194.96
5020- ACCRUED VACATION PAY	4000.00	156.01	2700.61	0.00	0.68	0.00	2700.61	1299.39
<b>Total Salaries</b>	<b>65716.32</b>	<b>3020.65</b>	<b>54221.97</b>	<b>0.00</b>	<b>0.83</b>	<b>0.00</b>	<b>54221.97</b>	<b>11494.35</b>
5112- HEALTH INSURANCE	5132.00	348.25	4397.27	0.00	0.86	0.00	4397.27	734.73
5114- WORKER'S COMPENSATION	271.00	14.23	215.09	0.00	0.79	0.00	215.09	55.91
5116- PENSION	2960.00	170.66	2452.62	0.00	0.83	0.00	2452.62	507.38
5122- FICA	4843.00	271.70	4102.78	0.00	0.85	0.00	4102.78	740.22
5124- SUI	606.00	9.53	580.76	0.00	0.96	0.00	580.76	25.24
5130- ACCRUED VACATION FICA	150.00	11.20	113.58	0.00	0.76	0.00	113.58	36.42
<b>Total Fringe Benefits</b>	<b>13962.00</b>	<b>825.57</b>	<b>11862.10</b>	<b>0.00</b>	<b>0.85</b>	<b>0.00</b>	<b>11862.10</b>	<b>2099.90</b>
6110- OFFICE SUPPLIES	1175.00	18.34	864.59	0.00	0.74	0.00	864.59	310.41
6112- DATA PROCESSING SUPPLIES	5512.00	131.40	5267.75	0.00	0.96	0.00	5267.75	244.25
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	1610.00	0.00	1083.80	0.00	0.67	0.00	1083.80	526.20
<b>Total Supplies</b>	<b>8892.00</b>	<b>149.74</b>	<b>7775.80</b>	<b>0.00</b>	<b>0.87</b>	<b>0.00</b>	<b>7775.80</b>	<b>1116.20</b>
6180- EQUIPMENT RENTAL	898.00	68.75	744.84	0.00	0.83	0.00	744.84	153.16
6181- EQUIPMENT MAINTENANCE	725.00	69.73	582.46	0.00	0.80	0.00	582.46	142.54
6312- ADVERTISING & PROMOTION	185.00	0.00	184.34	0.00	1.00	0.00	184.34	0.66
6320- TELEPHONE	540.00	83.00	475.05	0.00	0.88	0.00	475.05	64.95
6410- RENT	15452.68	1341.13	12770.38	0.00	0.83	0.00	12770.38	2682.30
6420- UTILITIES/ DISPOSAL	3170.00	230.53	2468.73	0.00	0.78	27.20	2495.93	674.07
6432- BUILDING & GROUNDS	456.00	22.12	242.02	0.00	0.53	213.28	455.30	0.70
6437- BURGLAR & FIRE ALARM	10.00	0.00	9.65	0.00	0.97	0.00	9.65	0.35

**Fiscal Year July 24 - June 25**  
**April 30, 2025**

<b>428 0 ALT. PYMT. PROG. C3AP</b>	<b>Grant</b>	<b>Current</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>% Spent</b>	<b>YTD</b>	<b>Actual Plus</b>	<b>Budget</b>
	<b>Budget</b>	<b>Month</b>	<b>April 30, 2025</b>	<b>April 30, 2025</b>		<b>Encumbrance</b>	<b>Encumbrance</b>	<b>Balance</b>
6440- PROPERTY INSURANCE	677.00	63.79	548.98	0.00	0.81	0.00	548.98	128.02
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	4.11	6.87	0.00	0.46	0.00	6.87	8.13
6620- VEHICLE INSURANCE	83.00	0.00	0.00	0.00	0.00	0.00	0.00	83.00
6640- VEHICLE REPAIR &	231.00	3.22	224.41	0.00	0.97	0.00	224.41	6.59
6742- TRAINING - STAFF	564.00	41.86	563.36	0.00	1.00	0.00	563.36	0.64
6840- PROPERTY TAXES	7.00	0.00	6.79	0.00	0.97	0.00	6.79	0.21
6850- FEES & LICENSES	1066.00	0.00	1065.05	0.00	1.00	0.00	1065.05	0.95
6875- EMPLOYEE HEALTH & WELFARE	206.00	3.31	116.51	0.00	0.57	0.00	116.51	89.49
<b>Total Other &amp; Services</b>	<b>25215.68</b>	<b>1931.55</b>	<b>20009.44</b>	<b>0.00</b>	<b>0.79</b>	<b>240.48</b>	<b>20249.92</b>	<b>4965.76</b>
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6714- STAFF TRAVEL-OUT OF AREA	288.00	0.00	287.64	0.00	1.00	0.00	287.64	0.36
Travel-Out of Area	288.00	0.00	287.64	0.00	1.00	0.00	287.64	0.36
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1027522.00	72185.47	755866.93	0.00	0.74	0.00	755866.93	271655.07
7245- DIRECT BENEFITS - STATE	0.00	179.05	624.25	0.00	0.00	0.00	624.25	(624.25)
<b>Total Direct Benefits</b>	<b>1027522.00</b>	<b>72364.52</b>	<b>756491.18</b>	<b>0.00</b>	<b>0.74</b>	<b>0.00</b>	<b>756491.18</b>	<b>271030.82</b>
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9010- INDIRECT COST ALLOCATION	103885.00	7108.28	77352.17	0.00	0.74	0.00	77352.17	26532.83
<b>Total Expenses</b>	<b>1245481.00</b>	<b>85400.31</b>	<b>928000.30</b>	<b>0.00</b>	<b>0.75</b>	<b>240.48</b>	<b>928240.78</b>	<b>317240.22</b>
<b>Excess Revenue Over (Under)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(240.48)</b>	<b>(240.48)</b>	<b>240.48</b>

**Fiscal Year July 24- June 25  
April 30, 2025**

<b>429 0 ALT. PYMT. PROG. - GENERAL</b>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual April 30, 2025</u>	<u>YTD Budget April 30, 2025</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	4652208.00	257948.95	2691705.54	0.00	(0.58)	0.00	2691705.54	1960502.46
4120- GRANT INCOME-STATE	3492616.00	194593.08	1513592.63	0.00	(0.43)	0.00	1513592.63	1979023.37
4315- CHILD CRE REVENUE-STATE	0.00	668.45	4483.70	0.00	0.00	0.00	4483.70	(4483.70)
Total Revenues	8144824.00	453210.48	4209781.87	0.00	(0.52)	0.00	4209781.87	3935042.13
<b>Expenses</b>								
5010- SALARIES & WAGES	275383.00	18504.43	221481.90	0.00	0.80	0.00	221481.90	53901.10
5020- ACCRUED VACATION PAY	282003.00	1007.57	11383.25	0.00	0.04	0.00	11383.25	270619.75
Total Salaries	557386.00	19512.00	232865.15	0.00	0.42	0.00	232865.15	324520.85
5112- HEALTH INSURANCE	26846.00	2063.85	22039.81	0.00	0.82	0.00	22039.81	4806.19
5114- WORKER'S COMPENSATION	1265.00	85.88	929.61	0.00	0.73	0.00	929.61	335.39
5116- PENSION	15112.00	998.38	9400.58	0.00	0.62	0.00	9400.58	5711.42
5122- FICA	23094.00	1636.91	17734.28	0.00	0.77	0.00	17734.28	5359.72
5124- SUI	2638.00	27.79	2564.52	0.00	0.97	0.00	2564.52	73.48
5130- ACCRUED VACATION FRINGE	700.00	64.18	325.09	0.00	0.46	0.00	325.09	374.91
Total Fringe Benefits	69655.00	4876.99	52993.89	0.00	0.76	0.00	52993.89	16661.11
6110- OFFICE SUPPLIES	2959.00	78.27	2568.79	0.00	0.87	0.00	2568.79	390.21
6112- DATA PROCESSING SUPPLIES	16495.00	440.24	15894.54	0.00	0.96	0.00	15894.54	600.46
6130- PROGRAM SUPPLIES	151.00	0.00	150.38	0.00	1.00	0.00	150.38	0.62
6143- FURNISHINGS	2131.00	0.00	2130.37	0.00	1.00	0.00	2130.37	0.63
6170- POSTAGE & SHIPPING	5760.00	0.00	3751.52	0.00	0.65	0.00	3751.52	2008.48
Total Supplies	27496.00	518.51	24495.60	0.00	0.89	0.00	24495.60	3000.40
6180- EQUIPMENT RENTAL	5120.00	293.32	3211.83	0.00	0.63	0.00	3211.83	1908.17
6181- EQUIPMENT MAINTENANCE	3104.00	297.51	2485.03	0.00	0.80	0.00	2485.03	618.97
6310- PRINTING & PUBLICATIONS	384.00	0.00	0.00	0.00	0.00	0.00	0.00	384.00
6312- ADVERTISING & PROMOTION	640.00	0.00	598.14	0.00	0.93	0.00	598.14	41.86
6320- TELEPHONE	2051.00	254.68	1563.21	0.00	0.76	0.00	1563.21	487.79
6410- RENT	51736.00	3981.28	39835.22	0.00	0.77	0.00	39835.22	11900.78
6420- UTILITIES/ DISPOSAL	11328.00	680.22	7611.08	0.00	0.67	116.03	7727.11	3600.89
6432- BUILDING & GROUNDS	1368.00	64.78	743.37	0.00	0.54	624.60	1367.97	0.03
6436- PEST CONTROL	8.00	0.70	7.00	0.00	0.88	0.00	7.00	1.00

**Fiscal Year July 24- June 25  
April 30, 2025**

<b>429 0 ALT. PYMT. PROG. - GENERAL</b>	<b>Grant Budget</b>	<b>Current Month Actual</b>	<b>YTD Actual April 30, 2025</b>	<b>YTD Budget April 30, 2025</b>	<b>% Spent</b>	<b>YTD Encumbrance</b>	<b>Actual Plus Encumbrance</b>	<b>Budget Balance</b>
6437- BURGLAR & FIRE ALARM	31.00	0.22	30.60	0.00	0.99	0.00	30.60	0.40
6440- PROPERTY INSURANCE	2523.00	186.91	1810.75	0.00	0.72	0.00	1810.75	712.25
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	12.05	20.12	0.00	0.31	0.00	20.12	43.88
6620- VEHICLE INSURANCE	352.00	0.00	67.83	0.00	0.19	0.00	67.83	284.17
6640- VEHICLE REPAIR &	715.00	9.43	657.22	0.00	0.92	0.00	657.22	57.78
6742- TRAINING - STAFF	2100.00	122.59	2099.44	0.00	1.00	0.00	2099.44	0.56
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 & WELFARE	880.00	9.24	202.33	0.00	0.23	0.00	202.33	677.67
Total Other & Services	90320.00	5912.93	64226.97	0.00	0.71	740.63	64967.60	25352.40
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6714- STAFF TRAVEL-OUT OF AREA	1130.00	0.00	1062.03	0.00	0.94	0.00	1062.03	67.97
Travel-Out of Area	1130.00	0.00	1062.03	0.00	0.94	0.00	1062.03	67.97
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	6719480.00	383982.57	3478891.80	0.00	0.52	0.00	3478891.80	3240588.20
7245- DIRECT BENEFITS - STATE	0.00	668.45	4483.70	0.00	0.00	0.00	4483.70	(4483.70)
Total Direct Benefits	<b>6719480.00</b>	<b>384651.02</b>	<b>3483375.50</b>	<b>0.00</b>	<b>0.52</b>	<b>0.00</b>	<b>3483375.50</b>	<b>3236104.50</b>
Total In-kind	<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	37746.41	350762.73	0.00	0.52	0.00	350762.73	328594.27
<b>Total Expenses</b>	<b>8144824.00</b>	<b>453217.86</b>	<b>4209781.87</b>	<b>0.00</b>	<b>0.52</b>	<b>740.63</b>	<b>4210522.50</b>	<b>3934301.50</b>
Excess Revenue Over (Under)	<b>0.00</b>	<b>(7.38)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(740.63)</b>	<b>(740.63)</b>	<b>740.63</b>

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

<b>Recordable Injuries</b>							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
<b>Medical Triage:</b>							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Teacher III	Mendota	Bite	6/5/2025	9:23 AM	EE was redirecting a child on the playground, when the child became upset and bit EE on lower left leg.	0	06/05/25: Called Service Ins Co. self-care/first aid.
<b>Claims</b>							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Teacher II	Mendota	Fall	6/23/2025	10:20 AM	EE was helping to pick up toys on the playground, when EE moved the tricycle and fell onto the cement, causing strain to right ankle, right leg, left and right hands.	0	6/23/25: Called Service American/Tangram-Selfcare/first aid. 6/26/25: EE went to Concentra to seek treatment and placed on modified duties. The EE was under modified duties.
<b>Up To Date Injuries: January 2023 to December 2023</b>							
(5) Hand Injuries	(1) Feet Injuries	( ) Chest Injuries					
( ) Back Injuries	( ) Eye Injuries	(1) Neck Injuries	( ) Bottom				
(5) Knee Injuries	(2) Leg Injuries	(1) Head Injuries	( ) Hip				
(4) Arm Injuries	(1) Wrist Injuries	(2) Ankle Injuries					
( ) Elbow Injuries	( ) Burn Injuries	( ) Respiratory Injuries					
(2) 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	X	X						
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	X	P	-	P	P	X						
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	X	-	P	P	X						
Steve Montes A: Mayor Cece Gallegos	Madera City Council	P	P	-	P	P	P						
Jeff Troost	Chowchilla City Council	P	P	-	P	X	X						
<b>Private Sector Officials</b>													
Debi Bray	Madera Chamber of Commerce	P	P	-	P	P	P						
Otilia Vasquez	Head Start Policy Council	X	P	-	X	X	X						
Donald Holley	Community Affairs	P	P	-	P	P	P						
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	X	-	X	P	P						
Molly Hernandez	Early Childhood Education & Development	P	X	-	X	P	P						
<b>Low-Income Target Area Officials</b>													
Martha Garcia	Central Madera/Alpha	X	X	-	P	P	P						
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	P	P	-	P	P	X						
Richard Gutierrez	Eastside/Parksdale	P	P	-	P	P	P						
Diana Plamer <i>(Seated on 1/11/2024)</i>	Fairmead/Chowchilla	P	P	-	P	X	P						
Aurora Flores	Monroe/Washington	P	P	-	P	X	P						
<i>Total Directors</i>		12/15	11/15	-	13/15	10/15	9/15						

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

**NON-HEAD START DEPARTMENTS**

**NEW HIRES**

Identification Number	Position	Location	Effective Date	Hours	Justification
61504	Advocate III/Victim Services	Victim Services - Oakhurst	6/23/2025	80	Open Position
61267	Housing Case Worker	Community Services - Gill	6/23/2025	80	Open Position

**SUBSTITUTES**

Identification Number	Position	Location	Effective Date	Hours	Justification

**VOLUNTARY RESIGNATIONS**

Identification Number	Position	Location	Effective Date	Hours	Justification

**TERMINATION**

Identification Number	Position	Location	Effective Date	Hours	Justification

**HEAD START DEPARTMENTS**

**NEW HIRES**

Identification Number	Position	Location	Effective Date	Hours	Justification
61502	Instructional Aide I / Janitor	Madera Migrant Head Start - Los Ninos	6/1/2025	80	Open Position
01422	Instructional Aide I / Janitor	Madera Migrant Head Start - Sierra Vista	6/1/2025	80	Open Position
61503	Advocate III	Madera Regional Head Start	6/1/2025	80	Open Position
61500	Teacher II	Madera Migrant Head Start - Los Ninos	6/4/2025	80	Open Position
61482	Associate Teacher	Madera Migrant Head Start - Sierra Vista	6/30/2025	80	Open Position

**SUBSTITUTES**

Identification Number	Position	Location	Effective Date	Hours	Justification

**VOLUNTARY RESIGNATIONS**

Identification Number	Position	Location	Effective Date	Hours	Justification
61106	Maintenance Worker I	Madera Migrant Head Start	6/30/2025	80	Resignation

**TERMINATIONS**

Identification Number	Position	Location	Effective Date	Hours	Justification