

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
July 10, 2025
1225 Gill Ave, Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:43 p.m. by Vice-Chairperson David Hernandez

Members Present

Vice-Chairperson David Hernandez
Deborah Martinez
Councilmember Steve Montes
Debi Bray
Otilia Vasquez
Donald Holley
Richard Gutierrez
Molly Hernandez

Members Absent

Chairperson Judge Eric LiCalsi
Secretary/Treasurer Sheriff Tyson Pogue
Chairwomen Supervisor Leticia Gonzalez
Councilmember Jeff Troost
Martha Garcia
Diana Palmer
Aurora Flores

Personnel Present

Mattie Mendez
Donna Tooley
Irene Yang
Maritza Gomez
Leticia Murillo
Kelly Ryan

Public – Others Present

None

A. PUBLIC COMMENT

None

B. ADOPTION OF THE AGENDA

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

ADOPTION OF THE AGENDA: Adoption of the agenda.

Motion: APPROVED 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 – 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).

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

E. DISCUSSION / ACTION 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.

Mattie Mendez, Executive Director, presented regarding the 2025 Low Income Home Energy Assistance Program (LIHEAP) eligibility priority point adjustment. 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. 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.

Motion: TO APPROVE ITEM E-1, BUT TO ALLOW ADMINISTRATION THE FLEXIBILITY TO GO BETWEEN 20 AND 22 AS THEY DEEM FIT

Moved by Debi Bray, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

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

Martiza Gomez-Zaragoza, Head Start Program Director, presented regarding 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. 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.

Motion: APPROVE AS PRESENTED

Moved by Councilmember Steve Montes, 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 – 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

Vice-Chairperson David Hernandez, adjourned the Board of Directors Meeting at 6:02 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Councilmember Steve Montes

Vote: Carried Unanimously