

**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