

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
May 8, 2025
1225 Gill Ave, Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:31 p.m. by Chairperson Judge Eric LiCalsi.

Members Present

Chairperson Judge Eric LiCalsi
Vice-Chairperson David Hernandez
Secretary/Treasurer Sheriff Tyson Pogue
Chairwomen Supervisor Leticia Gonzalez
Councilmember Steve Montes
Debi Bray
Donald Holley
Martha Garcia
Richard Gutierrez
Molly Hernandez

Members Absent

Deborah Martinez
Councilmember Jeff Troost
Otilia Vasquez
Diana Palmer
Aurora Flores

Personnel Present

Mattie Mendez
Kelly Ryan
Irene Yang
Maritza Gomez

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 Vice-Chairperson David Hernandez, Seconded by Donald Holley

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 – April 10, 2025.
- D-2 Review and consider approving the Minutes for the Madera Regional & Early Head Start Policy Council Committee Meeting – March 6, 2025
- D-3 Review and consider accepting the Bank of America Credit Card Statements:
 - February 2025
 - March 2025
- D-4 Review and consider accepting the America Express and All Other Credit Card Statements:
 - January 2025
 - February 2025
 - March 2025
 - April 2025
- D-5 Review and consider approving the following **Madera Regional Head Start** Reports:
 - Monthly Enrollment Report – March 2025
 - In-Kind Report – February 2025
 - CACFP Program Report – February and March 2025
- D-6 Review and consider approving the following **Madera Regional Early Head Start** Reports:
 - Monthly Enrollment Report – March 2025
 - In-Kind Report – February 2025
- D-7 Review the Child Care Alternative Payment and Resource & Referral Program Report for May 2025. (Informational Only).
- D-8 Review the Community Services Program Report for April 2025. (Informational Only).
- D-9 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for January 2025. (Informational Only).
- D-10 Review the Victim Services April Awareness Events 2025. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Vice-Chairperson David Hernandez

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

- E-1 Review and consider approving the Community Action Partnership of Madera County 2024-2025 CSPP Budget Revisions to Stanislaus County Office of Education. Comparison Budgets included.**

Martiza Gomez-Zaragoza, Head Start Program Director, presented regarding the 2024-2025 California State Preschool Program (CSPP) Budget Revision. Stanislaus County Office of Education awarded CAPMC additional CSPP to include the Oakhurst center. A budget

comparison based on agency's funding allocations for the 2024-2025 guidance and amounts received from Stanislaus County Office of Education has been prepared for review and approval. The 2024-2025 California State Preschool Program (CSPP) Budget Revision will be presented to the Policy Council for review and approval on May 1, 2025.

Motion: APPROVE AS PRESENTED

Moved by Secretary/Treasurer Sheriff Tyson Pogue, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

Board Member Martha Garcia entered the room.

E-2 Review and consider approving the proposal to provide a Retention Stipend to Head Start, Early Head Start, and Migrant Seasonal Head Start Staff.

Martiza Gomez-Zaragoza, Head Start Program Director, presented regarding the proposal to provide a one time Retention Stipend to Head Start, Early Head Start, and Migrant Seasonal Head Start staff. CAPMC is proposing a Retention Stipend of \$1,200 that will be paid out to staff on May of 2025 following Board approval. If approved the one time stipend will be distributed as a separate payroll check. CAPMC hopes that the stipend will encourage staff to remain with the program and avoid any lapses in services to the children and families due to vacancies. Funds for the Retention Stipend have been allocated to all 2024-2025 Head Start budgets.

Motion: APPROVE THE PROPOSAL TO PROVIDE AN ADDITIONAL PAY AND STIPEND TO HEADSTART WITH THE CONSIDERATION OF CHANGEING THE NAME TO SOMETHING TO SHOW APPRCCIATION OVER RETENTION.

Moved by Debi Bray, Seconded by Martha Garcia

Vote: Carried Unanimously

E-3 Review and consider approving the submission of the CAPMC Welfare Benefit 2024 Form 5500 tax return by the Chief Financial Officer.

Mattie Mendez, Executive Director, presented regarding submission of the CAPMC Welfare Benefit 2024 Form 5500 tax return by the Chief Financial Officer. CAPMC must file an annual return for its Health and Welfare Benefit plan each calendar year. Heffernan Insurance Brokers have prepared the Form 5500 for the CAPMC Health and Welfare Benefit Plan. The Welfare Benefit Plan is less complicated than the audit 403(b) Form 5500 and was completed by Heffernan Insurance Brokers for no additional fee.

Motion: APPROVE AS PRESENTED

Moved by Councilmember Steve Montes, Seconded by Secretary/Treasurer Sheriff Tyson Pogue

AYES: Chairperson Judge Eric LiCalsi, Vice-Chairperson David Hernandez, Secretary/Treasurer Sheriff Tyson Pogue, Chairwomen Supervisor Leticia Gonzalez, Councilmember Steve Montes, Debi Bray, Martha Garcia, Richard Gutierrez, Molly Hernandez

NOES: Donald Holley

Vote: Carried by Majority Vote

E-4 Review and consider approving the Workers' Compensation coverage under Service American Indemnity Company and broker's consulting fee.

Mattie Mendez, Executive Director, presented regarding the Workers' Compensation coverage under Service American Indemnity Company and broker's consulting fee. CAPMC's Workers' Compensation Insurance Broker, Heffernan Insurance Brokers (HIB) recommended to consider accepting Service American Indemnity (Tangram Insurance Services) for the coverage effective June 1, 2025, to June 1, 2026. Funds are allocated in the appropriate budgets for the year 2025-2026.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Debi Bray

Vote: Carried Unanimously

E-5 Review and consider approving the CAPMC 2024 Impact Report.

Mattie Mendez, Executive Director, presented regarding the CAPMC 2024 Impact Report. The 2024 Annual Impact Report serves as a comprehensive overview of the achievements, challenges, program participant success stories, and the overall impact of CAPMC. Through quantitative data and qualitative insights, the report showcases CAPMC's commitment to making a positive difference in the communities we serve. The report serves as a valuable tool for staff, community partners, and stakeholders to understand the breadth and depth of CAPMC's impact.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Chairwomen Supervisor Leticia Gonzalez

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 – April 2025
- F-4 Financial Statements – March and April 2025
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – April 2026
- F-7 CAPMC Board of Directors Attendance Report – April 10, 2025
- F-8 Staffing Changes Report for April 1, 2025 – April 30, 2025

G. CLOSED SESSION

None

H. CORRESPONDENCE

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

I. ADJOURN

Chairperson Judge Eric LiCalsi, adjourned the Board of Directors Meeting at 6:10 p.m.

Motion: APPROVE AS PRESENTED

Moved by Vice-Chairperson David Hernandez, seconded by Chairwomen Supervisor Leticia Gonzalez

Vote: Carried Unanimously