



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

Agenda

**Thursday, October 9, 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 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 – September 11, 2025.

D-2 Review and consider approving the Minutes for the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – September 9, 2025

D-3 Review and consider approving the Minutes for the Madera Regional & Early Head Start Policy Council Committee Meeting – September 4, 2025

D-4 Review and consider approving the Minutes for the Fresno Migrant and Seasonal Head Start Policy Council Committee Meeting – September 10, 2025

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

- August and September 2025

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

- April, August, and September 2025

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

- In-Kind Report – August 2025
- CACFP Program Report – August 2025
- Program Information Report – July and August 2025

D-8 Review and consider approving the following **Madera Regional Head Start** Reports:

- In-Kind Report – August 2025
- Program Information Report – August and September 2025

D-9 Review and consider approving the following **Madera Regional Early Head Start** Report:

- In-Kind Report – August 2025
- Program Information Report – August and September 2025

D-10 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:

- In-Kind Report – August 2025
- CACFP Program Report – August 2025

- Program Information Report – August and September 2025

- D-11 Review and consider approving the Madera Migrant/Seasonal Head Start 2024-2029 Community Assessment Executive Summary.
- D-12 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera Regional & Early Head Start Policy Council.
- D-13 Review and consider approving the California State Preschool 2025-2026 Program Philosophy, Goals and Parent Handbook.
- D-14 The Office of Head Start Program Information Report (PIR) is an annual report mandated of all Head Start programs in the country. It serves as a source of data to track the programs performance.
- D-15 Review and approve Community Action Partnership of Madera County 2025-2026 Training & Technical Assistance (T&TA) Comparison Budget Revisions to Stanislaus County Office of Education. Comparison Budgets included.
- D-16 Review and approve revised education / experience requirements for the Outreach Navigator's position. Approve two existing employees possess with the proposed education/ experience to classify into the Outreach Navigator position.
- D-17 Approve the Executive Director to submit the 2026 Low Income Home and Energy Assistance Program (LIHEAP) Local Plan on behalf of the Board of Directors to the Department of Community Services and Development (CSD).
- D-18 Review the Community Services Program Report for September 2025. (Informational Only).
- D-19 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for September 2025. (Informational Only).
- D-20 Review the Child Care Alternative Payment and Resource & Referral Program Report for October 2025. (Informational Only).
- D-21 Review the Victim Services Report for October 2025. (Informational Only).
- D-22 Review the Madera County Child Advocacy Center Report for July and September 2025 (Informational Only).

E. DISCUSSION ITEMS

- E-1 Review and consider approving the 5% discretionary employer contribution amount of \$672,736.09 for the plan year ended December 31, 2024.
- E-2 Accept and Approve the Submission of CAPMC 403(b) Form 5500 Tax Return.
- E-3 Review and accept the 403(b) audit report for the year ended December 31, 2024.

- E-4 Staff recommends that the Board of Directors review and approve the revised CAPMC Accounting and Financial Policies and Procedures Manual section for Property and Equipment.
- E-5 Review and approve the health insurance plan options that are effective January 1, 2025, and the employer contribution thresholds are at \$780.00 for medical and \$51.78 for dental/vision/life insurances per employee per month.
- E-6 Consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES), to operate the Transitional Housing (XH) Program and authorize the Executive Director to sign and submit any amendments or extensions during the funding period.
- E-7 Review and consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES) due October 20, 2025, to operate the Victim Witness Assistance Program from October 1, 2025, through September 30, 2026, including any extensions and/or amendments during the funding period.
- E-8 Review and consider authorizing the Executive Director to sign and submit the application to the California Office of Emergency Services (Cal OES), to support the Domestic Violence Assistance (DV) Program, including any extensions and/or amendments during the funding period.
- E-9 Review and consider authorizing the Executive Director to submit the grant application the California Office of Emergency Services (CalOES), to support the Rape Crisis (RC) Program due October 10, 2025, for the program period October 1, 2025, to September 30, 2026.
- E-10 Review and consider approving the updated CAC Strategic Plan 2025-2030.
- E-11 Review and consider approving the submission of the Community Action Partnership of Madera County's 2026-2027 Madera Migrant/Seasonal Head Start Funding Basic, Training & Technical Assistant (T&TA)
- E-12 Review and consider approving the results of the 2025-2026 Madera Migrant/Seasonal Head Start Program Monitoring Review.

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 – October 2025
- F-4 Financial Statements – July, August, and September 2025
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – September 2025
- F-7 CAPMC Board of Directors Attendance Report – September 11, 2025
- F-8 Staffing Changes Report for September 4, 2025 – September 30, 2025

G. CLOSED SESSION

None

H. CORRESPONDENCE

H-1 Correspondence from Office of Head Start regarding Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs

H-2 Correspondence from the Office of Head Start regarding Fiscal Year 2026 Monitoring Process for HeadStart Recipients

H-3 Flyer from Victim Services regarding Domestic Violence Awareness Event at Madera Community College on October 15, 2025, from 9:00 am – 1:00 pm.

I. ADJOURN

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 October 9, 2025, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on October 3, 2025.

Kelly Ryan

Executive Director Support / Grant Management and Compliance Administrator