

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**August 14, 2025**  
**1225 Gill Ave, Madera, CA 93637**

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:30 p.m. by Chairperson Judge Eric LiCalsi

**Members Present**

Chairperson Judge Eric LiCalsi  
Vice-Chairperson David Hernandez  
Secretary/Treasurer Sheriff Tyson Pogue  
Deborah Martinez  
Chairwomen Supervisor Leticia Gonzalez  
Councilmember Steve Montes  
Councilmember Jeff Troost  
Debi Bray  
Donald Holley  
Richard Gutierrez  
Diana Palmer  
Molly Hernandez

**Members Absent**

Otilia Vasquez  
Martha Garcia  
Aurora Flores

**Personnel Present**

Mattie Mendez  
Donna Tooley  
Leticia Murillo  
Marissa Estrada  
Kelly Ryan

**Public – Others Present**

None

**A. PUBLIC COMMENT**

Board Member Donald Holley shared that the Second Missionary Baptist Church is hosting a service at the McNally Park on Sunday August 17, 2025, at 10:45 am.

**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 Molly Hernandez

Vote: Carried Unanimously

Board Member Deborah Martinez entered the room.

**C. TRAINING/ADVOCACY ISSUES**

Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)  
Marissa Estrada, ERSEA Specialist

Board Member Chairwomen Supervisor Leticia Gonzalez entered the room.

**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 – July 10, 2025.
- D-2 Review and consider approving the Minutes for the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – July 8, 2025
- D-3 Review and consider approving the Minutes for the Fresno Migrant and Seasonal Head Start Policy Council Committee Meeting – July 9, 2025
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
  - July 2025
- D-5 Review and consider accepting the America Express and All Other Credit Card Statements:
  - March, May, and July 2025
- D-6 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
  - In-Kind Report – June 2025
  - Program Information Report – June 2025
  - CACFP Program Report – June 2025
- D-7 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:
  - Monthly Enrollment Report – July 2025
  - In-Kind Report – June 2025
  - CACFP Program Report – June 2025
- D-8 Review and approve the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-9 Review and consider approving the Suspension and Expulsion Procedure. The procedure will provide guidance for staff on the process to follow when a child is having challenging behaviors in the classroom.
- D-10 Review and consider approving the Madera Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-11 Review and consider approving the 2025-2026 Madera Migrant/Seasonal Head Start program process for conducting the self-assessment.

- D-12 Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Social Services, Migrant Child Care and Development 2025-2026 Program Philosophy, Goals and Objectives and Parent Handbook.
- D-13 Review and approve the Child Care Alternative Payment Program - Parent & Provider Handbook of Written Policies for Fiscal Year 2025-2026.
- D-14 Review the Child Care Alternative Payment and Resource & Referral Program Report for August 2025. (Informational Only).
- D-15 Review the Community Services Program Report for July 2025. (Informational Only).
- D-16 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for July 2025. (Informational Only).
- D-17 Review the Victim Services Report for June 2025. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

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

- E-1 Staff proposes that the Board of Directors review the Insurance Brokerage Requests for Proposals that were submitted and accept the recommendation from the Evaluation Committee. (Results from the Evaluation Committee will be provided during the meeting)**

Donna Tooley, Chief Financial Officer, presented regarding the Insurance Brokerage Request for Proposals and the recommendation from the Evaluation Committee. The Evaluation Committee reviewed and scored timely received proposals. The highest scoring proposal, based on the criteria provided and requirements, was Seabury, Copland & Anderson Insurance Agency, with 71.20 points. The Evaluation Committee recommends continuing to utilize Seabury, Copland & Anderson Insurance Agency.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Chairwomen Supervisor Leticia Gonzalez

AYES: Chairperson Judge Eric LiCalsi, Vice-Chairperson David Hernandez, Secretary/Treasurer Sheriff Tyson Pogue, Deborah Martinez, Chairwomen Supervisor Leticia Gonzalez, Councilmember Steve Montes, Councilmember Jeff Troost, Donald Holley, Richard Gutierrez, Diana Palmer, and Molly Hernandez.

ABSTAIN: Debi Bray

Vote: Carried by Majority Vote

**Board Member Debi Bray left the meeting.**

**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 – August 2025
- F-4 Financial Statements – May, June, and July 2025
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – July 2025
- F-7 CAPMC Board of Directors Attendance Report – July 10, 2025
- F-8 Staffing Changes Report for July 1, 2025 – August 6, 2025

**Adjourn to Closed Session at 5:56 PM.**

**G. CLOSED SESSION**

Closed Session – Public Employee Performance Evaluation & Compensation Review  
Title: Executive Director  
(Pursuant to Government Code 54957)

**Reconvene to Public Session at 6:24 PM.**

**H. CORRESPONDENCE**

- H-1 Correspondence from Administration for Children and Families regarding One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

**I. ADJOURN**

Chairperson Judge Eric LiCalsi, adjourned the Board of Directors Meeting at 6:25 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Chairwomen Supervisor Leticia Gonzalez

AYES: Chairperson Judge Eric LiCalsi, Vice-Chairperson David Hernandez, Deborah Martinez, Chairwomen Supervisor Leticia Gonzalez, Councilmember Steve Montes, Councilmember Jeff Troost, Donald Holley, Richard Gutierrez, Diana Palmer, and Molly Hernandez

ABSTAIN: Secretary/Treasurer Sheriff Tyson Pogue

Vote: Carried by Majority Vote