

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

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:33 p.m. by Vice-Chairperson David Hernandez

**Members Present**

Vice-Chairperson David Hernandez  
Chairwomen Supervisor Leticia Gonzalez  
Councilmember Steve Montes  
Debi Bray  
Otilia Vasquez  
Donald Holley  
Richard Gutierrez  
Diana Palmer  
Molly Hernandez

**Members Absent**

Chairperson Judge Eric LiCalsi  
Secretary/Treasurer Sheriff Tyson Pogue  
Deborah Martinez  
Councilmember Jeff Troost  
Martha Garcia  
Aurora Flores

**Personnel Present**

Mattie Mendez  
Donna Tooley  
Irene Yang  
Maritza Gomez  
Tammy McDougald  
Kelly Ryan

**Public – Others Present**

None

**A. PUBLIC COMMENT**

Board Member Otilia Vasquez announced that this was her last Board of Directors Meeting, as a new Head Start Policy Council Representative has been appointed. Mattie Mendez, Executive Director, and the Board of Directors thanked her for her time on the Board.

**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 WITH A CORRECTION ON ITEM D-2.

Moved by Donald Holley, Seconded by Richard Gutierrez

Vote: Carried Unanimously

**C. TRAINING/ADVOCACY ISSUES**

CAPMC's Head Start's and the Child & Adult Care Food Program (CACFP)  
Tammy McDougald, Nutrition Specialist for Head Start.

Board Member Steve Montes 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 – August 14, 2025.
- D-2 Review and consider approving the Minutes for the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – August 12, 2025
- D-3 Review and consider approving the Minutes for the Madera Regional & Early Head Start Policy Council Committee Meeting – July 3, 2025
- D-4 Review and consider approving the Minutes for the Fresno Migrant and Seasonal Head Start Policy Council Committee Meeting – August 13, 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:
- March, May, June, and August 2025
- D-7 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
- In-Kind Report – July 2025
  - CACFP Program Report – July 2025
- D-8 Review and consider approving the following Madera Regional Head Start Reports:
- In-Kind Report – July 2025
- D-9 Review and consider approving the following **Madera Regional Early Head Start** Report:
- In-Kind Report – July 2025
- D-10 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:
- Monthly Enrollment Report – August 2025
  - In-Kind Report – July 2025
  - CACFP Program Report – July 2025
- D-11 Review and ratify the CACFP 2025-26 Renewal Agreement to continue participation in the CACFP program. Budget attached.
- D-12 Review and consider approving the 2025-2026 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee.
- D-13 Review and consider approving the 2025-2026 Reimbursement Policy for the Policy Council Members representing Madera Regional and Early Head Start program.

- D-14 Review and consider approving the 2024-2025 Madera Regional and Early Head Start Planning Process Policy/Procedure and Calendar.
- D-15 Review and consider approving the Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program.
- D-16 Review and consider approving the 2025-2026 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee.
- D-17 Review the Child Care Alternative Payment and Resource & Referral Program Report for September 2025. (Informational Only).
- D-18 Review the Community Services Program Report for August 2025. (Informational Only).
- D-19 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for August 2025. (Informational Only).
- D-20 Review the Victim Services Report for September 2025. (Informational Only).
- D-21 Review the Madera County Child Advocacy Center Report for August 2025. (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 approving the 2024-2025 Fresno Migrant Seasonal Head Start Self-Assessment Results.**

Martiza Gomez-Zaragoza, Head Start Program Director, presented regarding the 2024-2025 Fresno Migrant Seasonal Head Start Self-Assessment Results. In accordance with Head Start Performance Standards, a yearly self-assessment must be conducted. The assessment assists staff to determine if the systems that are in place help the program comply with the 2007 Head Start Act and Performance Standards. The program did not identify any findings during the review. Recommendation to strengthen the program's services and systems were identified. A plan to address the recommendations is included in the report.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Chairwomen Supervisor Leticia Gonzalez

Vote: Carried Unanimously

### **E-2 Review and ratify the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Fresno Migrant Seasonal Head Start Program.**

Martiza Gomez-Zaragoza, Head Start Program Director, presented regarding the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Fresno Migrant Seasonal Head Start Program. On July 29, 2025, ACF-Office of Head Start announced the opportunity for programs to apply for one-time funding to address nutrition and healthy eating for Head

Start children and families. After the notification was received, Head Start staff met and identified program needs that will also address findings from the community assessment and current program goals related to nutrition education and food insecurities. CAPMC has submitted a budget of \$134,651 for consideration.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

**E-3 Review and ratify the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Head Start & Early Head Programs.**

Martiza Gomez-Zaragoza, Head Start Program Director, presented regarding the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Head Start & Early Head Programs. On July 29, 2025, ACF-Office of Head Start announced the opportunity for programs to apply for one-time funding to address nutrition and healthy eating for Head Start children and families. After the notification was received, Head Start staff met and identified program needs that will also address findings from the community assessment and current program goals related to nutrition education and food insecurities. CAPMC has submitted a budget of \$244,495 for consideration.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Richard Gutierrez

Vote: Carried Unanimously

**E-4 Review and ratify the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Migrant Seasonal Head Start Program.**

Martiza Gomez-Zaragoza, Head Start Program Director, presented regarding the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Migrant Seasonal Head Start Program. On July 29, 2025, ACF-Office of Head Start announced the opportunity for programs to apply for one-time funding to address nutrition and healthy eating for Head Start children and families. CAPMC has submitted a budget for consideration. After the notification was received, Head Start staff met and identified program needs that will also address food insecurities shared by staff and families during focus groups. CAPMC has submitted a budget of \$147,475 for consideration.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Richard Gutierrez

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 – September 2025
- F-4 Financial Statements – July and August 2025

- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – August 2025
- F-7 CAPMC Board of Directors Attendance Report – August 14, 2025
- F-8 Staffing Changes Report for August 7, 2025 – September 3, 2025

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence from Office of Head Start regarding the approval of a new Chief Fiscal Officer, Donna Tooley.
- H-2 Flyer from Victim Services regarding the 23rd Annual Soup Bowl Event for Domestic Violence Awareness on October 24, 2025.
- H-3 Engagement agreement dated August 5, 2025 by and between CAPMC and Russell K. Ryan, esq.

**I. ADJOURN**

Vice-Chairperson David Hernandez, adjourned the Board of Directors Meeting at 6:05 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Richard Gutierrez

Vote: Carried Unanimously