



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

Revised Agenda

**Thursday, November 13, 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 – Mattie Mendez

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 – October 9, 2025.

E. DISCUSSION ITEMS – All supporting documents will be distributed at the meeting

E-1 Review and approve the resolution to authorize the Executive Director to sign and submit the 2026 Low-Income Home Energy Assistance Program contract with the Department of Community Services & Development (CSD), upon its arrival.

E-2 Review and approve a resolution authorizing the Executive Director to act as the Authorized Agent to enter into Grant Subawards for “All Cal OES Programs,” and/or designees to sign all applications related to Cal OES for the 26-27 fiscal year.

E-3 Review and consider ratifying the submitted grant application to the California Office of Emergency Services (Cal OES), to operate the Unserved/Underserved Victim Advocacy and Outreach (UV) Program from January 1, 2026, through December 31, 2026, and authorize the Executive Director and/or designees to sign and submit any extensions and/or amendments during the funding period.

E-4 Adopt a Resolution to certify the approval of the Governing Board to enter into transaction and subsequent amendments with the California Department of Social Services (CDSS) for the purpose of providing child care and development services and to authorize the Executive Director to sign contract documents for Fiscal Year 2026-27.

E-5 Consider appointing Katherine Creek to serve as representative of the Madera/Mariposa Regional and Early Head Start Policy Committee on the CAPMC Board of Directors.

E-6 Review and discuss the attendance for Target Area Monroe/Washington as current Board Member has missed four consecutive meetings.

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 – Summary only October 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 – October 9, 2025

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Victim Services Resource Fair November 14, 2025 at Courthouse Park 3:30 – 5:30 p.m.

I. ADJOURN

I, Mattie Mendez, Executive Director, 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.

Mattie Mendez

Executive Director

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
October 9, 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 Vice-Chairperson David Hernandez

Members Present

Vice-Chairperson David Hernandez
Secretary/Treasurer Sheriff Tyson Pogue
Councilmember Steve Montes
Debi Bray
Otilia Vasquez
Donald Holley
Martha Garcia
Richard Gutierrez
Molly Hernandez

Members Absent

Chairperson Judge Eric LiCalsi
Deborah Martinez
Chairwomen Supervisor Leticia Gonzalez
Councilmember Jeff Troost
Diana Palmer
Aurora Flores

Personnel Present

Mattie Mendez
Donna Tooley
Irene Yang
Maritza Gomez
Jennifer Coronado
Kelly Ryan

Public – Others Present

Katherine Creek

A. PUBLIC COMMENT

Mattie Mendez, Executive Director, announced that this is Board Member Otilia Vasquez's last meeting. Mattie Mendez thanked Otilia Vasquez for her time on the Board. Mattie Mendez introduced Katherine Creek, who was elected by the parents of the Regional Head Start Policy Council. Next month, the Board will be asked to approve her as the Regional Head Start Board Representative. Otilia Vasquez thanked the Board and shared how Head Start helped her kids make it into kindergarten.

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 Secretary/Treasurer Sheriff Tyson Pogue, Seconded by Richard Gutierrez

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

None

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 – 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
 - CACFP Program Report – August 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 Review 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).

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

Vote: Carried Unanimously

E. DISCUSSION / ACTION 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.**

Donna Tooley, Chief Financial Officer, presented regarding the Employer Discretionary Contribution to CAPMC 403B Retirement Plan for Calendar Year 2024. The \$672,736.09 reflects the calculation of the 5% discretionary employer contribution based on FICA wages for the period of January 1, 2024 through December 31, 2024. The employer contribution will be deposited with VOYA Retirement Insurance and Annuity Company, the plan custodian, by the due date of the Form 5500 with extension on or before October 15, 2025.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Secretary/Treasurer Sheriff Tyson Pogue

Vote: Carried Unanimously

E-2 Accept and Approve the Submission of CAPMC 403(b) Form 5500 Tax Return.

Donna Tooley, Chief Financial Officer, presented regarding the CAPMC 403(b) Form 5500 Tax Return. The agency is required to file a pension plan information return each year. Nexus Administrators, the third-party pension plan administrator, prepared the return from the financial statement information for the year ended December 31, 2024. The auditors of the 403(b) pension plan, Hudson & Company, Inc. CPAs also reviewed the final draft of the Form 5500 as part of its audit of the agency's 403(b) retirement plan. The return was prepared from financial information for the year ended December 31, 2024. The 403(b) audited financial statements were presented to the Board of Directors at its October 9, 2025 meeting. The audited financial statements and audit report for the 403(b) plan prepared by Hudson & Company, Inc. CPAs must be filed with the Pension Plan Form 5500 tax return. The cost of the 403(b) Form 5500 preparation and plan accounting will be cost allocated to the various programs based on the number of participants in the retirement plan.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

Vote: Carried Unanimously

E-3 Review and accept the 403(b) audit report for the year ended December 31, 2024.

Donna Tooley, Chief Financial Officer, presented regarding 403(b) Audit Report – December 31, 2024. The agency is required to have an independent audit for its 403(b) retirement plan to comply with the Department of Labor Regulations. Hudson & Company, Inc., Certified Public Accountants, prepared the audit report on the financial statements for the year ended December 31, 2024. It is recommended that the Board of Directors accept the audit report and the related financial statements for the period ended December 31, 2024. The audit cost of \$10,950 was budgeted in the Indirect Cost Pool.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

Vote: Carried Unanimously

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.

Donna Tooley, Chief Financial Officer, presented regarding Revised Changes to the Accounting and Financial Policies and Procedures for Property and Equipment. The Uniform Guidance definition of equipment was revised in the 2024 updates to 2 CFR 200, effective October 1, 2024, increasing the per-unit acquisition cost threshold from \$5,000 to \$10,000. CAPMC proposes to adopt the higher threshold as its equipment capitalization policy. The

Office of Management and Budget (OMB) Uniform Guidance is the government-wide framework for managing federal grants that CAPMC as a non-profit is required to follow.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Debi Bray

Vote: Carried Unanimously

- E-5 Review and approve the health insurance plan options that are effective January 1, 2025, and the employer contribution thresholds are at \$740.00 for medical and \$51.78 for dental/vision/life insurances per employee per month.**

Mattie Mendez, Executive Director, presented regarding Health Insurance Coverage Renewals. The Kaiser medical plans: HMO15, HMO20A, HMO20B and Kaiser DHMO13858 plan came in at overall average 3.4% increase. Rate pass for dental/vision/life insurance coverage. Fringe benefits costs are being allocated to departmental budgets. The Agency contributes \$740.00 per employee per month for medical coverage, and \$51.78 for dental/vision/life. Employees will be responsible for the applicable dependents' premiums.

Motion: APPROVE AS PRESENTED

Moved by Secretary/Treasurer Sheriff Tyson Pogue, Donald Holley

Vote: Carried Unanimously

- 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.**

Jennifer Coronado, Victim Services Program Manager, presented regarding the application to California Office of Emergency Services (Cal OES), to operate the Transitional Housing (XH) Program application due October 20, 2025, for the program period January 1, 2026, to December 31, 2026. The purpose of the XH Program is to provide victims/survivors of crime with transitional/short-term housing assistance and a range of supportive services, including follow-up services and advocacy that move victims/survivors into permanent housing. The Transitional Housing program provides a range of optional supportive services and lets victims choose the course that best fits their needs.

Motion: APPROVE AS PRESENTED

Moved by Richard Gutierrez, Seconded by Donald Holley

Vote: Carried Unanimously

- 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.**

Jennifer Coronado, Victim Services Program Manager, presented regarding the application to 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. The services provided under the VW Program include, but are not limited to, information about victims' rights (Marsy's Law), orientation to the criminal justice system, crisis intervention, emergency assistance, court accompaniment, case status/disposition, victim compensation claim assistance, counseling, property return, notification to family/friends/employers, resource and referral assistance, restitution assistance upon request of the victim, community outreach and public presentations.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Richard Gutierrez

Vote: Carried Unanimously

- 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.**

Jennifer Coronado, Victim Services Program Manager, presented regarding the grant application to California Office of Emergency Services (Cal OES), to support the Domestic Violence Assistance (DV) Program due October 17, 2025, for the program period October 1, 2025 to September 30, 2026. The grant application submitted to the California Office of Emergency Services (Cal OES) for the purpose of the DV Program is to operate and maintain Domestic Violence Assistance Program. The goal of the DV Program is to provide local assistance for comprehensive support services to existing domestic violence providers, including emergency shelter to victims/survivors of domestic violence and their children.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Richard Gutierrez

Vote: Carried Unanimously

- E-9 Review and consider authorizing the Executive Director to submit the grant application to 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.**

Jennifer Coronado, Victim Services Program Manager, presented regarding the grant application to 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. The grant application to the California Office of Emergency Services (CalOES) for the purpose of the RC Program is to operate and maintain Rape Crisis Program. The goal of the RC Program is to reduce the level of trauma experienced by sexual assault survivors through the provision of comprehensive and supportive services.

Motion: APPROVE AS PRESENTED

Moved by Richard Gutierrez, Martha Garcia

Vote: Carried Unanimously

E-10 Review and consider approving the updated CAC Strategic Plan 2025-2030.

Jennifer Coronado, Victim Services Program Manager, presented regarding Child Advocacy Center (CAC) Strategic Plan 2025-2030. The purpose of the CAC Strategic Plan is to ensure the long-term viability of the organization. The CAC needs to update the plan that addresses programmatic and operational needs. The strategic plan is actively implemented and monitored by CAC Case Worker and CAPMC Victim Services Manager. The National Children's Alliance standards require the updated CAC Strategic Plan for 2025-2030 to be reviewed and approved by the Board of Directors.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Donald Holley

Vote: Carried Unanimously

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)

Martiza Gomez-Zaragoza, Head Start Program Director, presented regarding the Head Start grant contract #90-CM-9866/03. 2026-2027 Madera Migrant/Seasonal Head Start funding Grant Budget to serve Madera County Migrant/Seasonal Children and Families. On August 25, 2025, CAPMC received our annual Funding Guidance Letter from Central California Migrant/Seasonal Head Start to submit the budgets by October 3, 2025 with an extension to submit PC and Board approval. Financing is significant – \$6,303,222 Basic Funds and \$1,583,350 Non-Federal Share.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Secretary/Treasurer Sheriff Tyson Pogue

Vote: Carried Unanimously

E-12 Review and consider approving the results of the 2025-2026 Madera Migrant/Seasonal Head Start Program Monitoring Review.

Martiza Gomez-Zaragoza, Head Start Program Director, presented regarding 2025-2026 Madera Migrant/Seasonal Head Start Monitoring Review Results. Stanislaus County Office of Education- Central CA Migrant Seasonal Head Start (SCOE-CCMHS), CAPMC Migrant Seasonal Head Start grantee, scheduled a program monitoring visit the week of September 2 - 4, 2025. All service areas were reviewed to ensure the program remains compliant with Office of Head Start Performance and Regulations. The result of the program monitoring did not identify any findings.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Martha Garcia

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 – 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 the 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 Head Start 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

Vice-Chairperson David Hernandez, adjourned the Board of Directors Meeting at 6:11 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Richard Gutierrez

Vote: Carried Unanimously



Report to the Board of Directors

Agenda Item Number: E1

Board of Directors Meeting for: November 10, 2025

Author: Ana Gudino

DATE: November 10, 2025

TO: Board of Directors

FROM: Ana Gudino

SUBJECT: 2026 Low Income Home Energy Assistance Program (LIHEAP)

I. **RECOMMENDATION:**

Review and approve the resolution to authorize the Executive Director to sign and submit the 2026 Low-Income Home Energy Assistance Program contract with the Department of Community Services & Development (CSD), upon its arrival.

II. **SUMMARY:**

The 2026 LIHEAP contract term is November 1, 2025, through June 30, 2027.

III. **DISCUSSION:**

1. The LIHEAP program assists clients with paying utility bills, purchasing propane, firewood, pellets or heating oil and providing weatherization services.
2. Program participants must meet an income guideline and meet the utility assistance priority plan to receive assistance.
3. The initial contract represents the first allocation of funding. CAPMC receives additional contract amendments during the year and are unaware of what the final award will be until the final amendment is received.
4. Based on the LIHEAP Production Plan applicants need to have at least 22 points to be eligible for benefit amounts ranging from \$405.00 to \$758.00 and up to \$,1500.00 for Fast Track Emergency assistance depending on points received. The Production Plan was submitted to the Board of Directors on September 9, 2025. CSD provides guidelines as to the amount of benefit the customer is assisted with.
5. Customers receiving Cal-Fresh in the household are automatically eligible for assistance with the LIHEAP program.

IV. **FINANCING:**

The first allocation of funding for the program year 2026 is \$2,097,647. This includes \$1,047,195 for utility payment assistance, \$499,872 for Administration, Assurance 16, Wood/Propane/Oil and \$550,580 for weatherization.



BEFORE
 THE COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 OF THE COUNTY OF MADERA
 STATE OF CALIFORNIA

In the Matter of)	
2026 Low Income Home Energy Assistance Program (LIHEAP) Contract #26B-4019)	Resolution No. 2025-12 2026 Low-Income Home Energy Assistance Program (LIHEAP) #26B-4019

As Chairperson of Community Action Partnership of Madera County, Inc., Board of Directors, and acting on behalf of the entire Board of Directors, I authorize the Executive Director to sign and submit the 2026 Low Income Home Energy Assistance Program (LIHEAP) Contract with the Department of Community Services & Development (CSD), upon its arrival.

The persons authorized as the official representative of Community Action Partnership of Madera County, Inc. to enter into the Agreement, submit any amendments and provide additional information as may be required by the Community Services & Development, is the Executive Director or the Chief Financial Officer of Community Action Partnership of Madera County, Inc.

Vote: _____	Ayes: _____
Absent: _____	Noes: _____

 Eric LiCalsi, Chairperson Board of Directors

 Date

 ATTEST: Tyson Pogue, Secretary/Treasurer

 Date



BEFORE
THE COMMUNITY ACTION PARTNERSHIP
OF THE COUNTY OF MADERA
STATE OF CALIFORNIA

In the Matter of
California Office Of
Emergency Services
submit the application

Resolution No. 2025-13

Resolution to Authorize the Executive Director to
To the California Office of Emergency Services
To operate All Cal OES Programs.

As Chairperson of the Community Action Partnership of Madera County, Inc. Board of Directors acting on behalf of the entire Board of Directors, I authorize the Executive Director to act as the Authorized Agent to enter into Grant Subawards for "All Cal OES Programs," and/or designees, Program Manager, Chief Financial Officer, Finance Director-Grants Management, and Accountant Program Manager.

The person authorized as the official representative of Community Action Partnership of Madera County, Inc. and/or designees to enter into the agreement, application, submit any amendments and/or provide additional information as may be required by the California Office of Emergency Services (Cal OES), is the Executive Director of Community Action Partnership of Madera County, Inc or designees.

The foregoing Resolution was passed by the Community Action Partnership of Madera County, Inc. Board of Directors at a regular meeting of the Board of Directors held on November 13, 2025, by the following vote:

Ayes	_____
Noes	_____
Abstain	_____
Absent	_____

Eric LiCalsi, Chairperson Board of Directors

Date

Attest: Tyson Pogue, Secretary/Treasurer

Date



Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: November 13, 2025

Author: Jennifer Coronado

DATE: November 4, 2025
TO: Board of Directors
FROM: Jennifer Coronado, Victim Services Program Manager
SUBJECT: Unserved/Underserved (UV) Program

I. **RECOMMENDATION:**

Review and consider ratifying the submitted grant application to the California Office of Emergency Services (Cal OES), to operate the Unserved/Underserved Victim Advocacy and Outreach (UV) Program from January 1, 2026, through December 31, 2026, and authorize the Executive Director and/or designees to sign and submit any extensions and/or amendments during the funding period.

II. **SUMMARY:**

The purpose of the UV Program is to increase access to the culturally appropriate victim services for unserved/underserved victims of crime. The target population for this grant is monolingual, Spanish-Speaking individuals.

III. **DISCUSSION:**

CAPMC-Victim Services will improve meeting the objectives of the direct services by targeting the unserved/underserved population through collaboration with agency's partners and community outreach. A minimum of one FTE for direct services is required solely for this program.

IV. **FINANCING:**

The total project costs are \$196,906 comprised of the following:
2025 VOCA: \$110,858
2025 VCGF: \$86,048

GRANT SUBAWARD EMPLOYEE OFFICE SPACE	Office space at main location for: Specially Allocated Partially allocated office space for Victim Services Program Manager, Program Coordinator, Administrative Aide, and Program Typist.	1.44	\$2,251						\$2,251
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RENT COSTS - ADDITIONAL RENTAL SPACE

Line Item Identifier	Description	Calculation	FS	Match	FS	Match	Total
ADDITIONAL RENTAL SPACE	(Common Areas of main location): 1,892.60sqft X 13.585% = 257.11sqft		\$3,732				\$3,732

TRAVEL COSTS

2024 VCGF

Line Item Identifier	Description	Out of State	FS	Match	FS	Match	Total
Advocate Training	Anticipated training costs to attend conferences or other training materials	N	\$4,000				\$4,000
Gas & Oil	Fuel for program vehicle to transport clients for court and other purposes, and for oil changes.	N	\$840				\$840

FINANCIAL ASSISTANCE FOR CLIENTS COSTS

2024 VCGF

Line Item Identifier	Description	Is this Petty Cash	FS	Match	FS	Match	Total
Client Transportation / Emergencies	Bus vouchers, emergency housing	N	\$3,000				\$3,000

OTHER OPERATING COSTS

2024 VCGF

Line Item Identifier	Description	Calculation	FS	Match	FS	Match	Total
Office Supplies	Including, but not limited to, desk supplies, ink and toners, paper, files, etc. to support program and grant activities.	\$15/mo X 12mo	\$180				\$180
Data Processing Supplies	To support collection of program objectives, track and monitor progress and provide client services. Includes software, hardware, paper, printer, backup, annual warranty, computer/phone switch, firewall security, network virtualization, network administration cost, and employee Microsoft licenses.	\$230/mo X 12mo	\$2,760				\$2,760

Program Supplies	For outreach, to support programs and clients, and supplies that are needed for the program and grant activities.	\$280/mo X 12mo	\$3,360				\$3,360
Postage and Shipping	Postage for mailing out information	Based on prior year actual, \$300/yr	\$300				\$300
Equipment Rental	Copy machines and prints	\$110/mo X 12mo	\$1,320				\$1,320
Advertising & Promotion	Madera Tribune, YellowPages	\$300 MT, \$300 YP	\$600				\$600
Telephone	Phone service, staff cell phones, FAX, internet	\$425/mo X 12mo	\$5,100				\$5,100
Utilities	Water, sewer, disposal, natural gas, electricity services	\$120/mo X 12mo	\$1,440				\$1,440
Burglar & Fire Alarm	Security Systems	\$8.83/mo X 12mo	\$106				\$106
Property Insurance	Property insurance	\$8.58/mo X 12mo	\$103				\$103
Custodial Services	Maintenance/seasonal services	\$113.17/mo X 12mo	\$1,358				\$1,358
Vehicle Insurance	Vehicle insurance	\$222.67/mo X 12mo	\$2,672				\$2,672
Vehicle Repair & Maintenance	Vehicle repairs	\$50/mo X 12mo	\$600				\$600
Liability Insurance	General liability and volunteer insurance	\$26.25/mo X 12mo	\$303				\$303
Fees & Licenses	Retirement plan administration and other organizations as necessary	\$282/yr	\$282				\$282

Budget Total	\$88,017	\$108,889	\$186,906
Allocation Plan Total	\$88,017	\$108,889	\$186,906
Over/Under	\$0	\$0	\$0



Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors Meeting for:
November 13, 2025

Author: Leticia Murillo

DATE: November 13, 2025

TO: Board of Directors

FROM: Leticia Murillo, Child Care APP/R&R Program Manager

SUBJECT: Adopt a Resolution to certify the approval of the Governing Board to enter into transaction and subsequent amendments with the California Department of Social Services (CDSS) for the purpose of providing child care and development services and to authorize designated personnel to sign contract documents for Fiscal Year 2026-27.

I. **RECOMMENDATION:**

Approve and adopt a Resolution to authorize the Executive Director to sign CDSS contracts, subcontracts, and subsequent amendments, as applicable.

II. **SUMMARY:**

CAPMC is requesting the Board adopt and approve the Resolution.

III. **DISCUSSION:**

CDSS is currently sending contracts to all delegates via-email; CAPMC's contracts for the 2026-27 program year are:

- A. C2AP – Alternate Payment Stage 2
- B. C3AP – Alternate Payment Stage 3
- C. CAPP – Alternate Payment General
- D. CRRP – Child Care Resource & Referral
- E. CCIP – Child Care Initiative Project
- F. CHST – Child Care Health & Safety Training
- G. CMIG/CMSS – Migrant Program/Migrant Special Services; CAPMC is a sub-contractor agency to Stanislaus County Office of Education rather than a direct recipient.
- H. CSPP – California State Preschool Program; CAPMC is a sub-contractor agency to Stanislaus County Office of Education rather than a direct recipient.

IV. **FINANCING:**

Compliance with CDSS and the continued funding of Child Care and Development Division contracts with an estimate amount of \$19,787,639.00.



BEFORE

THE COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
OF THE COUNTY OF MADERA
STATE OF CALIFORNIA

In the Matter of the)
State of California)
Department of Social Services)

Resolution No. 2026-01
Resolution to Authorize the
Executive Director to sign
CDSS Contracts for FY2026-27

As Chairperson of Community Action Partnership of Madera County, Inc., Board of Directors, and acting on behalf of the entire Board of Directors. I authorize the Executive Director of Community Action Partnership of Madera County, Inc. to enter into transactions and subsequent amendments with the California Department of Social Services (CDSS) for the purpose of providing child care and development services and to authorize designated personnel to sign contract documents for **Fiscal Year 2026-27**.

The person authorized as the official representative of Community Action Partnership of Madera County, Inc. to enter into Agreement, submit any amendments and provide additional information as may be required by the State, is the Executive Director of the Community Action Partnership of Madera County, Inc.

The Board of Directors passed the foregoing Resolution for the Community Action Partnership of Madera County, Inc. at a regular meeting held on **November 13, 2025**, by the following vote:

Vote: _____ Ayes: _____

Absent: _____ Noes: _____

Eric LiCalsi, Board of Directors Chairperson

Date

ATTEST: Tyson Pogue, Secretary/Treasurer

Date



Report to the Board of Directors

Agenda Item Number: E-5

Board of Directors Meeting for: November 13, 2025

Author: Mattie Mendez

DATE: November 10, 2025

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: Madera/Mariposa Regional Head Start Policy Council—Madera Community Representative

I. RECOMMENDATION:

Consider appointing Katherine Creek to serve as representative of the Madera/Mariposa Regional and Early Head Start Policy Committee on the CAPMC Board of Directors.

II. SUMMARY:

According to the CAPMC Bylaws, a Head Start Policy Group Member must be represented on the Board. Per Article 6: Board of Directors, Section 2, 4. Head Start Policy Group Member: One of the designated Private Sectors shall be a member from one of the three Head Start Programs under the auspices of Community Action Partnership of Madera County shall hold a seat on the Board of Directors.

II. DISCUSSION:

The following Head Start Policy Member has shown interest to participate in the CAPMC Board of Directors:

1. Primary Representative: Katherine Creek

III. FINANCING:

None

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 FISCAL EXPENDITURE REPORT
 FOR THE PERIOD ENDED OCTOBER 31, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG 01/01/2025 - 04/30/2026 218	320,118.00	238,813.26	62.50%	74.60%	Provide social service programs and administrative expenses
CSBG DISCRETIONARY 01/01/2025 - 04/30/2026 217	26,000.00	9,807.15	62.50%	37.72%	Provide social service programs and administrative expenses
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL 06/1/25 - 05/31/26 311/380	4,496,470.00	1,591,574.58	41.67%	35.40%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/1/25 - 05/31/26 310	46,025.00	11,326.78	41.67%	24.61%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/1/25 - 05/31/26 312	826,615.00	307,761.06	41.67%	37.23%	Provide early HS services to 50 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/1/25 - 05/31/26 309	13,373.00	5,233.44	41.67%	39.13%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/25 - 06/30/26 319	1,192,760.00	344,956.00	33.33%	28.92%	Provide child care services to HS preschool children and families
CHILD & ADULT CARE FOOD PROGRAM 10/01/25 - 09/30/26 390	608,357.00	6,720.71	8.33%	1.10%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/25 - 02/28/26 321/362	6,303,222.00	4,085,549.76	66.67%	64.82%	Provide HS services to 479 migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/25 - 02/28/26 320	30,177.00	29,209.66	166.67%	96.79%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/25 - 06/30/26 322/324	992,716.00	318,604.39	33.33%	32.09%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE SPECIALIZED SERVICES 07/01/25 - 06/30/26 325	169,936.00	55,973.39	33.33%	32.94%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
REGIONAL MADERA COE QUALITY COUNTS 06/01/2025 - 05/31/2026 356	187,412.76	302.92	41.67%	0.16%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 FISCAL EXPENDITURE REPORT
 FOR THE PERIOD ENDED OCTOBER 31, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START 09/01/25 - 08/31/26 331	6,566,001.00	1,285,382.37	16.67%	19.58%	Provide HS services to to 469 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/25 - 08/31/26 330	82,690.00	8,225.33	16.67%	9.95%	Provide training for staff and parents
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2025 - 08/31/2026 351	425,745.25	0.00	16.67%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2025 - 06/30/2026 371	277,136.00	61,233.89	33.33%	22.10%	Provides training and education to parentx to strengthen family relationships

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 FISCAL EXPENDITURE REPORT
 FOR THE PERIOD ENDED OCTOBER 31, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY 07/01/25 - 06/30/26 411	7,997.00	1,811.06	33.33%	22.65%	Training and supplies for child care providers
R & R GENERAL 07/01/25 - 06/30/26 401	297,087.00	93,480.80	33.33%	31.47%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/25 - 06/30/26 407	307,121.00	63,342.60	33.33%	20.62%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/25 - 06/30/26 424	55,064.00	15,187.87	33.33%	27.58%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/25 - 06/30/26 414	8,294,765.00	1,390,687.36	33.33%	16.77%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 07/01/25 - 06/30/26 427	1,848,171.00	310,782.22	33.33%	16.82%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/25 - 06/30/26 428	1,166,253.00	299,482.62	33.33%	25.68%	Provide subsidized child care for eligible families

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 FISCAL EXPENDITURE REPORT
 FOR THE PERIOD ENDED OCTOBER 31, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES 10/01/25 - 09/30/26 500	340,289.00	21,816.91	8.33%	6.41%	Assist victims of sexual assault
VICTIM WITNESS/CALOES 10/01/25 - 09/30/26 501	435,577.00	23,661.21	8.33%	5.43%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE 10/01/25 - 09/30/26 533	539,465.00	31,999.58	8.33%	5.93%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE 07/01/25 - 06/30/26 502	22,000.00	0.00	33.33%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION 07/01/25 - 06/30/26 504	4,000.00	0.00	33.33%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND 07/01/25 - 06/30/26 DONATIONS ONLY 507/525	2,000.00	0.00	33.33%	0.00%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND 07/01/25 - 06/30/26 DONATIONS ONLY 510	2,500.00	0.00	33.33%	0.00%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH 01/01/25 - 12/31/25 508	196,906.00	158,583.11	83.33%	80.54%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING 01/01/25 - 12/31/25 531	135,000.00	103,727.16	83.33%	76.83%	Provide long-term shelter services for domestic violence and human trafficking victims
YOUTH AND SPECIALIZED SERVICES:					
CHILD ADVOCACY CENTER 07/01/25 - 06/30/26 516	1,000.00	0.00	33.33%	0.00%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES 04/01/2025 -03/31/2026 535	200,000.00	102,478.77	58.33%	51.24%	Provide funding to operate child advocacy center and provide child sexual assault interviews

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 FISCAL EXPENDITURE REPORT
 FOR THE PERIOD ENDED OCTOBER 31, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
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COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					
FEMA NO CONTRACT YET 205	0.00	0.00	#DIV/0!	#DIV/0!	Administration of the FEMA program
E.C.I.P./LIHEAP (11/01/24 - 06/30/26) 208	950,228.00	889,153.05	60.00%	93.57%	Assistance for low income clients for energy bills and weatherization services
MADERA MENTAL HEALTH PROPERTY MGMT 07/01/25 - 06/30/26 216	50,000.00	7,480.96	33.33%	14.96%	Provides property management services for the County of Madera Behavioral Health
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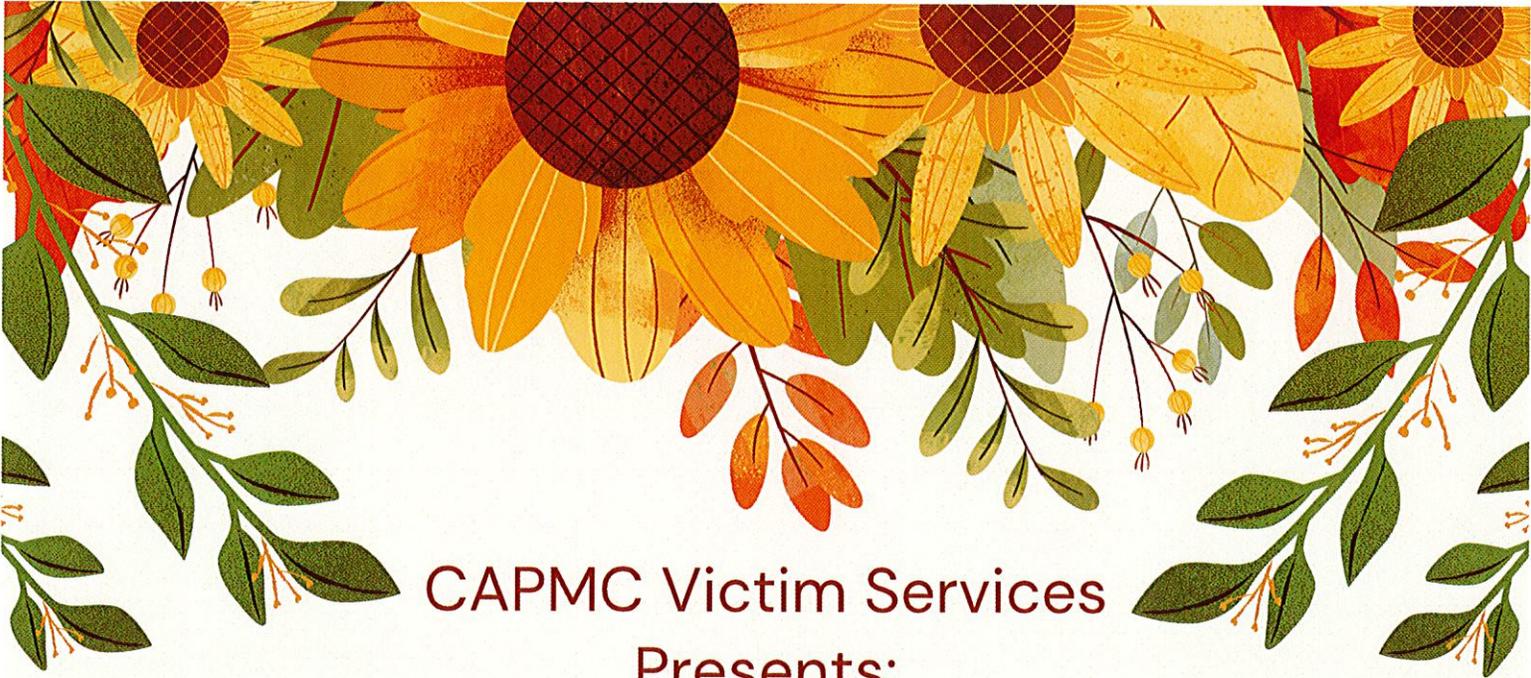
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 FISCAL EXPENDITURE REPORT
 FOR THE PERIOD ENDED OCTOBER 31, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
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COMMUNITY SERVICES - HOMELESS PROGRAMS:					
VALLARTA/THE GONZALEZ FAMILY DONATION 07/01/25 - 06/30/26 221	465.34	465.34	33.33%	100.00%	Provides funding for homeless support and emergency services
SHUNAMMITE PLACE 11/01/24 - 10/31/25 224	848,597.00	809,895.29	100.00%	95.44%	Provides permanent supportive housing for homeless people with disabilities
CITY OF MADERA - CDBG 07/01/25 - 06/30/26 231	20,000.00	56.61	33.33%	0.28%	Provides funding for Fresno-Madera Continuum of Care and homeless support
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-IV) BEHAVIORAL HEALTH 01/01/24 - 6/30/27 246	346,709.12	176,114.69	52.38%	50.80%	Provides rental assistance and rapid rehousing, outreach and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-V) BEHAVIORAL HEALTH 05/01/25 - 04/30/28 276	665,155.00	50,849.37	16.67%	7.64%	Provides rapid rehousing, and street outreach for coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-III) BEHAVIORAL HEALTH 07/01/23 - 06/30/26 278	526,635.86	521,427.59	77.78%	99.01%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HUD COORDINATED ENTRY SUPPORTIVE SERVICES HELP CENTER 11/01/24 - 10/31/25 284	539,797.00	391,195.20	100.00%	72.47%	Provides coordinated entry supportive housing for homeless people within the FMCoC area
MADERA CO. PROP 47 COMMUNITY & HOUSING OUTREACH SERVICE 6/17/25 - 3/31/28 285	1,000,000.00	62,930.17	12.12%	6.29%	Provides shelter, case management, essential resources, and street outreach services to unsheltered with Madera Co. Task Force members
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BOARD OF DIRECTORS 2025 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
Public Officials													
Deborah Martinez A: Vivian Garcia	Department of Social Services	P	P	-	A	X	X	P	P	X	X		
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	X	P	-	P	P	X	P	P	P	P		
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	X	-	P	P	X	X	P	P	X		
Steve Montes A: Mayor Cece Gallegos	Madera City Council	P	P	-	P	P	P	P	P	P	P		
Jeff Troost	Chowchilla City Council	P	P	-	P	X	X	X	P	X	X		
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	P	P	-	P	P	P	P	P	P	P		
Otilia Vasquez	Head Start Policy Council	X	P	-	X	X	X	P	X	P	P		
Donald Holley	Community Affairs	P	P	-	P	P	P	P	P	P	P		
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	X	-	X	P	P	X	P	X	X		
Molly Hernandez	Early Childhood Education & Development	P	X	-	X	P	P	P	P	P	P		
Low-Income Target Area Officials													
Martha Garcia	Central Madera/Alpha	X	X	-	P	P	P	X	X	X	P		
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	P	P	-	P	P	X	X	P	X	P		
Richard Gutierrez	Eastside/Parksdale	P	P	-	P	P	P	P	P	P	P		
Diana Plamer <i>(Seated on 1/11/2024)</i>	Fairmead/Chowchilla	P	P	-	P	X	P	X	P	P	X		
Aurora Flores	Monroe/Washington	P	P	-	P	X	P	X	X	X	X		
<i>Total Directors</i>		12/15	11/15	-	13/15	10/15	9/15	8/15	12/15	9/15	10/9	11/13	



CAPMC Victim Services
Presents:

Resource Fair



November 14, 2025
3:30 PM to 5:30 PM

For more information,
Call
559-661-1000

Courthouse Park
210 W. Yosemite Ave.
Madera, CA 93637

