



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

Agenda

**Thursday, December 11, 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 – November 13, 2025.
- D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – October 7, 2025.
- D-3 Review and consider approving the Minutes for the Madera Regional & Early Head Start Executive Policy Council Committee Meeting – November 6, 2025.
- D-4 Review and consider accepting the Bank of America & Community West Bank Credit Card Statements:
- September, October and November 2025
- D-5 Review and consider accepting the American Express and All Other Credit Card Statements:
- August, September and October 2025
- D-6 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
- In-Kind Report – September and October 2025
 - Program Information Report – September and October 2025
 - CACFP Program Report – September and October 2025
- D-7 Review and consider approving the following **Madera Regional Early Head Start** Reports:
- In-Kind Report – October 2025
- D-8 Review and consider approving the following **Madera Regional Head Start** Reports:
- In-Kind Report – October 2025
 - Program Information Report – October 2025
 - CACFP Program Report – September and October 2025
- D-9 Madera Regional and Early Head Start Program Information Report for 2024-2025
- D-10 Review and consider approving the Madera Regional and Early Head Start No Fee Policy per Head Start Performance Standards.

- D-11 Review the 2025-2026 Madera Migrant/Seasonal Head Start Goals & Objectives – Year 3
- D-12 Madera Migrant/Seasonal Head Start Program Information Report for 2024-2025
- D-13 Review and consider approving the 2026 holiday schedule.
- D-14 Review and consider approving the submission of the 2026 Community Services Block Grant (CSBG) Application and Resolution with the Department of Community Services & Development (CSD), upon its arrival.
- D-15 Review the Child Care Alternative Payment Program and Resource & Referral Program Report for December 2025 (Informational Only).
- D-16 Review the 2024-2025 CAPMC Madera Migrant/Seasonal Annual Report. (Informational Only)
- D-17 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for October & November 2025 (Informational Only).
- D-18 Review the Community Services Report for October and November 2025 (Informational Only).
- D-19 Review the Child Advocacy Center Report for November 2025 (Informational Only).

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

- E-1 Review and approve Community Action Partnership of Madera County 2025-2026 Basic, Blended and Training & Technical Assistance (T&TA) Comparison Budget Revisions to Stanislaus County Office of Education. Comparison Budgets included.
- E-2 Review and consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. (CAPMC) to submit the request for application to the California Office of Emergency Services (Cal OES) Child Advocacy Center (KC) Program Grant Application for the Program Period April 1, 2026 – March 31, 2027.
- E-3 Review and consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to enter into a contract with the Madera County Department of Social Services to provide services of a child abuse prevention council.
- E-4 Review and approve the Outreach Worker job description for the Child Care Services and Resource & Referral Department and make recommendation to the Board to approve the new position and place on the salary schedule at Range 18.5 (\$19.61 – \$23.90 per hour). Allow to recruit and fill this position when it is approved.
- E-5 Review and consider modification of policy 603.09.01 to reduce total hours required to be eligible for payout.
- E-6 Review and consider authorizing a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2026

F. ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS

- F-1 Finance Committee Report – November
- F-2 Personnel Committee Report – October 2025
- F-3 Executive Director Monthly Report – None
- F-4 Financial Statements – Summary only October and November 2025
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – October & November 2025
- F-7 Staffing Changes – November 2025
- F-8 CAPMC Board of Directors Attendance Report – November 2025

G. CLOSED SESSION

None

H. CORRESPONDENCE

H-1 None

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 December 11, 2025, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on December 5, 2025.

Mattie Mendez

Executive Director