

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**December 11, 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 Donald Holley

**Members Present**

Vice-Chairperson David Hernandez  
Deborah Martinez  
Chairwoman Supervisor Leticia Gonzalez  
Councilmember Steve Montes  
Councilmember Jeff Troost  
Debi Bray  
Katherine Creek  
Donald Holley  
Martha Garcia  
Richard Gutierrez  
Diana Palmer  
Molly Hernandez  
Aurora Flores

**Members Absent**

Secretary/Treasurer Sheriff Tyson Pogue  
Judge Eric LiCalsi

**Personnel Present**

Mattie Mendez  
Donna Tooley  
Irene Yang  
Ana Gudino  
Xai Vang  
Maritza Gomez

**Public – Others Present**

None.

**A. PUBLIC COMMENT**

Closed.

**B. ADOPTION OF THE AGENDA**

**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 THE AGENDA:** Adoption of the agenda as presented or with approved additions.

Motion: APPROVED AS PRESENTED

Moved by Donald Holley, Seconded by Chairwoman Supervisor Leticia Gonzalez

Vote: Unanimous Approval

**C. TRAINING/ADVOCACY ISSUES**

None.

**D. Consent Items**

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 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 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 for the 2026 Community Services Block Grant (CSBG0 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 for December 2025 (Informational Only).
- D-16** Review the 2024-2025 CAPMC Madera/Seasonal Annual Report. (informational Only).
- D-17** Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for October 7 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).

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Deborah Martinez

Vote: Carried Unanimously

**E. DISCUSSION / ACTION 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.

Motion: APPROVE AS PRESENTED

Moved by Deborah Martinez, Seconded by Molley Hernandez

Vote: Approved Unanimously

- 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.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Chairwoman Supervisor Leticia Gonzalez

Vote: Approved Unanimously

- E-3** Review and Consider authorization 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.

Motion: APPROVE AS PRESENTED

Moved by Councilmember Steve Montes, Seconded by Donald Holly

Vote: Approved, Two abstention by Deborah Martinez and Chairwoman Supervisor

Leticia Gonzalez

- E-4** Review and approve the Outreach Worker job description for the Child Care Service 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.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Katherine Creek

Vote: Approved Unanimously

**Aurora Flores Arrived at 5:58 p.m.**

- E-5** Review and Consider modification of policy 603.09.01 to reduce total hours required to be eligible for payout.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Richard Gutierrez

Vote: Approved Unanimously

**E-6** Review and Consider authorization a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2026.

Motion: APPROVE AS PRESENTED

Moved by Chairwoman Supervisor Leticia Gonzalez, Seconded by Debi Bray

Vote: Approved Unanimously

**F. ADMINISTRATIVE/COMMITTEE REPORTS TO 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**

Donald Holley and Richard Gutierrez adjourned the Board of Directors Meeting at 6:06

p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Richard

Vote: Carried Unanimously