

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**November 11, 2025**  
**1225 Gill Ave, Madera, CA 93637**

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:32 p.m. by Chairperson Judge Eric LiCalsi.

**Members Present**

Vice-Chairperson David Hernandez  
Chairperson Judge Eric LiCalsi  
Donald Holley  
Martha Garcia  
Richard Gutierrez  
Molly Hernandez  
Katherine Creek  
Diana Palmer  
Aurora Flores

**Members Absent**

Secretary/Treasurer Sheriff Tyson  
Pogue  
Deborah Martinez  
Chairwoman Supervisor Leticia Gonzalez  
Councilmember Jeff Troost  
Councilmember Steve Montes  
Debi Bray

**Personnel Present**

Mattie Mendez  
Donna Tooley  
Irene Yang  
Maritza Gomez  
Jennifer Coronado  
Leticia Murillo

**Public – Others Present**

Katherine Creek

**A. PUBLIC COMMENT**

None.

**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.

Members reviewed the agenda and the motion was to move E-5 to E-1 and move the other action items down. Also, remove E-6 from consideration.

Motion: APPROVED AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garica

Vote: Unanimous Approval

**C. TRAINING/ADVOCACY ISSUES**

None.

**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 Meeting – October 9, 2025.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Aurora Flores

Vote: Carried Unanimously

**E. DISCUSSION / ACTION ITEMS - All supporting documents will be distributed at the meeting**

- E-1** 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.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Aurora Flores

Vote: Approved Unanimously

- E-2** 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.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Richard Gutierrez

Vote: Approved Unanimously

- E-3** Review and approve the 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.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Donald Holly

Vote: Approved Unanimously

- E-4** 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.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Aurora Flores

Vote: Approved Unanimously

- E-5** 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 childcare and development services and to authorize the Executive Director to sign contract documents for Fiscal Year 2026-27.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Molly Hernandez

Vote: Approved 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 – Summary only October 2025
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report
- F-7 CAPMC Board of Directors Attendance Report – October 09, 2025

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Victim Services Resources Fair November 14, 2025, at Courthouse Park 3:30 - 5:30PM  
Board was informed the event was postponed to December 10, 2025 in the HS Conference Center.

**I. ADJOURN**

Vice-Chairperson David Hernandez, adjourned the Board of Directors Meeting at 5:47 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Aurora Flores

Vote: Carried Unanimously