

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
April 9, 2026  
**1225 Gill Ave, Madera, CA 93637**

**ACTION SUMMARY MINUTES**

The Board of Directors meeting was called to order at 5:31 p.m. by Judge Eric LaCalsi

**Members Present**

Judge Eric LiCalsi  
David Hernandez  
Sheriff Tyson Pogue  
Vivian Garcia  
Councilmember Steve Montes  
Councilmember John Chavez  
Debi Bray  
Katherine Creek  
Donald Holley  
Martha Garcia  
Richard Gutierrez  
Diana Palmer

**Members Absent**

Deborah Martinez  
Supervisor Leticia Gonzalez  
Molly Hernandez  
Aurora Flores

**Personnel Present**

Donna Tooley  
Irene Yang  
Maritza Gomez  
Xai Vang  
Kimberly Rojas-Perez

**Public – Others Present**

**A. PUBLIC COMMENT**

Debi Bray recognized Mattie Mendez for her outstanding achievement in being named the 2026 Distinguished Woman of Senate District 14, an honor presented by Senator Ana Caballero. The Madera Ministerial Association and the Madera Chamber of Commerce will be hosting a Prayer Breakfast at Hatfield Hall, located at the Madera Fairgrounds, from 6:50 a.m. to 8:30 a.m. Additionally, a Senior Breakfast will be held at noon at Hatfield Hall, Madera Fairgrounds. This event is free for individuals ages 55 and older. Guests under the age of 55 are welcome to attend for a fee of \$5.

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

Motion: Donald Holley

Moved By: David Hernandez

Vote: Unanimously Carried

### 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 Board of the Regular Board of Directors Meeting – February 12, 2026.
- D-2** Review and consider approving the Minutes of the **Madera Migrant/Seasonal** Head Start Policy Council Committee Meeting – None
- D-3** Review and consider approving the Minutes of the **Fresno Migrant/Seasonal** Head Start Policy Council Committee meeting - October 8, 2025
- D-4** Review and consider approving the Minutes of the **Madera Regional & Early** Head Start Policy Council Committee meeting - February 5, 2026.
- D-5** Review and consider accepting the Community West bank Credit Card Statements:
- January, February, and March 2026.
- D-6** Review and consider accepting the American Express & All other Credit Card Statements:
- January 2026
- D-7** Review and consider approving the following **Madera Migrant and Seasonal** Head Start Reports:
- In-Kind Report – February 2026
  - CACFP Program Report- January and February 2026.
  - Program Information Report (PIR) – February 2026
- D-8** Review and consider approving the following **Fresno Migrant Head Start** Reports:
- In-Kind Report – February 2026

- CACFP Program Report- September, October, November, December 2025
- Program Information Report (PIR) – December 2025 and January 2026

- D-9** Review and consider approving the following **Madera Regional Head Start** Reports:
- In-Kind Report – February 2026
  - CACFP Program Report – February 2026
  - Program Information Report (PIR) – January and February 2026
- D-10** Review and consider approving the following **Madera Regional Early Head Start** Reports:
- In-Kind Report – February 2026
  - CACFP Program Report- None
  - Program Information Report (PIR) – January and February 2026
- D-11** Review and consider approving the 2025-2026 Goals and Objectives Updates for the Madera Head Start and Early Head Start Programs.
- D-12** Review and approve the reclassification of an existing staff member to the Executive Administrative Aide Position.
- D-13** Consider ratifying the submission of the Kaiser Permanente Housing for Health IV Grant 2026 application.
- D-14** Review the Community Services Program Report for February 2026 (Informational Only).
- D-15** Review the HELP Center Report for March 2026 (Informational Only).
- D-16** Review the Child Care Alternative Payment Program and Resource & referral Program Report for February and March 2026 (Informational Only).
- D-17** Victim Services CAC Monthly Report (Informational Only).

Motion: Donald Holley

Moved By: David Hernandez

Vote: Unanimously Carried

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

- E-1** Review and approve the filing of the tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Hudson & Company, Inc. CPAs.

Motion: David Hernandez

Moved By: Katherine Creek

Vote: Unanimously Carried

- E-2** Staff recommends that the Agency Award its annual entity-wide financial and single audit for June 30, 2026, and the CAPMC 403(b) Retirement Plan for the Year Ended 12/31/2025 to Hudson & Company, Inc. Certified Public Accountants.

Motion: Donald Holley

Moved By: Sheriff Tyson Pogue

Vote: Unanimously Carried

Steve Montes arrived at 5:42 p.m.

- E-3** Review and consider accepting the proposed records access revisions to CAPMC's Accounting & Financial Policies and Procedures.

Motion: Donald Holley

Moved By: Martha Garcia

Vote: Unanimously Carried

- E-4** Review & consider approving the submission of CAPMC Fresno Migrant Seasonal Headstart Basic Grant Application. (September 1, 2026 - August 31, 2027).

Motion: Martha Garcia

Moved By: David Hernandez

Vote: Unanimously Carried

- E-5** Review and consider approving the 2025-2026 Madera Head Start and Early Head Start Self-Assessment Results, Findings and Plan of Action for Recommendations.

Motion: Sheriff Tyson Pogue

Moved By: Vivian Garcia

Vote: Unanimously Carried

**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 – None
- F-4 Financial Statements – Summary only – February and March 2026
- F-5 Head Start Policy Council/Committee Reports – None
- F-6 Work Related Injury Report – February 2026
- F-7 Staffing Changes – February and March 2026
- F-8 CAPMC Board of Directors Attendance Report

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Head Start Funding Guidance Letter
- H-2 Head Start HSES Grantee 45 Day Monitoring
- H-3 Victim Services Walk a Mile 2026 Flyer
- H-4 Victim Services Child Abuse Awareness Month Resource Fair Flyer
- H-5 Victim Services Child Abuse Crime Victim's week Flyer
- H-6 Victim Services Wear Teal Day for Sexual Assault Awareness Day Flyer
- H-7 Victim Services Wear Blue Day for Child Abuse Prevention Month Flyer
- H-8 Victim Services Report to the Board of Directors Quarterly Report
- H-9 VITA/TCE Site Review Sheet 2026

**I. ADJOURN**

Judge Eric LaCalsi Adjourned the Board of Directors Meeting at 5:59 p.m.

Motion: Richard Gutierrez

Moved By: Donald Holley

Vote: Unanimously Carried