

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
May 14, 2026
1225 Gill Ave, Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:32 p.m. by Sheriff Tyson Pogue.

Members Present

Sheriff Tyson Pogue
Vivian Garcia
Councilmember Steve Montes
Katherine Creek
Donald Holley
Richard Gutierrez
Diana Palmer
Molly Hernandez

Members Absent

Judge Eric LiCalsi
David Hernandez
Deborah Martinez
Supervisor Leticia Gonzalez
Council Member John Chavez
Debi Bray
Martha Garcia
Aurora Flores

Personnel Present

Mattie Mendez
Irene Yang
Xai Vang
Kimberly Rojas-Perez

Public – Others Present

None

A. PUBLIC COMMENT

Donald Holley led a moment of silent prayer in honor of Martha Garcia and her family following the passing of her husband.

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: Steve Montes

Moved By: Donald Holley

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 – April 9, 2026
- D-2** Review and consider approving the Minutes of the **Fresno Migrant/Seasonal** Head Start Policy Council Committee meeting - April 8, 2026
- D-3** Review and consider accepting the Community West bank Credit Card Statements:
 - January, February, March and April 2026
- D-4** Review and consider accepting the American Express and All other Credit Card Statements:
 - February and March 2026
- D-5** Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:
 - In-Kind Report – March 2026
- D-6** Review the Child Care Alternative Payment and Resource & Referral Program Monthly Reporting April 2026 (Informational Only).
- D-7** Review the HELP Center Report for April 2026 (Informational Only).
- D-8** Review the Victim Services Child Abuse Prevention Program update and the Quarterly Report 2026 (Informational Only).
- D-9** Review the Victim Services CAC Monthly Report (Informational Only).
- D-10** Review and approve Fresno Migrant/Seasonal Head Start's Updates on Policy #12 "Determining, Verifying, And Documenting Eligibility" and Selection Procedures for 2026-2027 program year.

D-11 Review Fresno Migrant and Seasonal Headstart's 2024-2025 Annual Report.

Motion: Donald Holley

Moved By: Councilmember Steve Montes

Vote: Unanimously carried

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

E-1 Authorize the Executive Director to sign and submit the 2026 SLIHEAP Contract with the Department of Community Services & Development (CSD).

Mattie Mendez, Executive Director, presented the Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) Funding in the amount of \$ 47,177 to support eligible community members. The proposed allocation provides approximately \$426 for standard applicants and up to \$1000 for those facing a 48-hour utility Shutoff. Families typically access assistance through referrals from family advocates to the community services office, where they complete an application for review.

Motion: Donald Holley

Moved By: Councilmember Steve Montes

Vote: Unanimously carried

E-2 Approve Worker's Compensation under CompWest insurance. Approve broker's Consulting Fee.

Mattie Mendez, Executive Director, presented that Heffernan Insurance Brokers recommended consideration of a workers' compensation insurance provider for the policy period June 1, 2027. The proposed Premium for coverage across all agency programs is \$443,526. The provider holds an A rating and is expected to offer additional support to Human Resources in managing workers' compensation claims. It was further noted that the agency's workers' compensation rate decreased by approximately 14 points; However, due to a 4.63% increase in salaries, the overall cost of coverage is projected to rise slightly.

Motion: Councilmember Steve Montes

Moved By: Donald Holley

Vote: Unanimously carried

E-3 Review and consider accepting the 2025 Impact Report.

Mattie Mendez, Executive Director, presented the agency's Impact Report, noting that it is a hard-copy publication reflecting 2025 data and maintaining a format similar to the prior year. The report highlights the agency's 60th's anniversary, governance, mission strategic goals, financial overview, staffing, technology enhancements, and program outcomes across all service areas. Success Stories and performance data are included to demonstrate community impact. The Board was thanked for its continued support, and staff were available to respond to questions.

Motion: Councilmember Steve Montes

Moved By: Donald Holley

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 – March and April 2026
- F-5** Head Start Policy Council/Committee Reports – None
- F-6** Work Related Injury Report – April 2026
- F-7** Staffing Changes – March, April, May 2026
- F-8** CAPMC Board of Directors Attendance Report – April 2026

G. CLOSED SESSION

None

H. CORRESPONDENCE

None

I. ADJOURN

Board Member Steve Montes adjourned the Board of Directors Meeting at 5:48 p.m.

Motion: Councilmember Steve Montes

Moved By: Donald Holley

Vote: Unanimously carried