

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
June 11, 2026
1225 Gill Ave, Madera, CA 93637

The Board of Directors Meeting was called to order at 5:31 p.m. by Vice-Chairperson David Hernandez.

ACTION SUMMARY MINUTES

Board Member Supervisor Leticia Gonzalez entered the room at 5:32 p.m.

Members Present

David Hernandez
Vivian Garcia
Supervisor Leticia Gonzalez
Councilmember Steve Montes
Debi Bray
Donald Holley
Martha Garcia
Richard Gutierrez
Diana Palmer
Molly Hernandez

Members Absent

Judge Eric LiCalsi
Sheriff Tyson Pogue
Deborah Martinez
Councilmember John Chavez
Katherine Creek
Aurora Flores

Personnel Present

Mattie Mendez
Donna Tooley
Maritza Gomez
Leticia Murillo
Kareli Preciado
Kimberly Rojas-Perez

Public – Others Present

A. PUBLIC COMMENT

Board Member Donald Holley had announced that The Fresno Veterans Museum Parade will take place Saturday June 13th and it is open to everyone. Black Saints United's Juneteenth Gospel fest will be held on June 19 at 11 a.m. at Courthouse Park, and everyone is invited to attend.

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: Councilmember Steve Montes

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 – May 14, 2026
- D-2** Review and consider approving the Minutes of the **Madera Migrant and Seasonal Head Start** Policy Council Committee Meeting – February 10, 2026
- D-3** Review and consider accepting the Bank of America & Community West bank Credit Card Statements:
 - March and May 2026
- D-4** Review and consider accepting the American Express and All other Credit Card Statements:
 - April 2026
- D-5** Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
 - In-Kind Report – April 2026
- D-6** Review and consider approving the Madera MSHS Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Policies for 26-27 program year.
- D-7** Review results of CDSS California Adult and Child Food Program (CACFP) conducted a monitoring review from March 26- April 8, 2026 (Informational Only).

- D-8** Review and ratify the 2025-2026 Amendment #2 awarding additional ongoing CMIG-PY basic funding.
- D-9** Review and approve the 2026-2027 Training & Technical Assistance (T&TA) Comparison Budget Revisions to Stanislaus County Office of Education.
- D-10** The California Pay Data Reporting for 2025 is required for employers with 100 or more employees (Informational Only).
- D-11** Review the Victim Services CAC Monthly Report May 2026 (Informational Only).
- D-12** Review the Community Services Report for May 2026 (Informational Only).
- D-13** Review the HELP Center Report for May 2026 (Informational Only).
- D-14** Review the Child Care Alternative Payment and Resource and Referral Program Monthly Reporting May 2026 (Informational Only).

Motion: Supervisor Leticia Gonzlez

Moved By: Donald Holley

Vote: Unanimously Carried

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

- E-1 Accept and approve the submission of the CAPMC Welfare Benefit 2025 Form 5500 Tax return by the Chief Financial Officer.**

Motion: Donald Holley

Moved By: Steve Montes

Vote: Unanimously Carried

Donna Tooley, Chief Financial Officer, presented a draft Form 5500 was provided for review. This information is required because CAPMC has more than 100 employees participating in its health and welfare benefits plan. The filing is due July 31, 2026 and, unlike the retirement plan filing, does not require an external audit. The form was prepared by Heffernan, the agency's health insurance broker. The report primarily discloses the fees and commissions associated with the agency's various benefit plans.

**E-2 Review & approve the Alternate Payment and Resource & Referral Program.
Onsite Contract Monitoring and Error Rate Review Summary.**

Leticia Murillo, Program Manager for APP and R&R, announced that her department successfully completed a state contract monitoring review in April with a 100% success rate and no challenges. She highlighted that the state recognized the agency for multiple promising practices, making it the only agency to receive such recognition to date. These included internally developed forms, quality assurance processes, well-organized family and provider files, thorough notices of action, and a compliant parent handbook (with only a minor wording suggestion). She emphasized the dedication and teamwork of her staff, noting significant improvement over time from a 10% error rate in previous years to 1%, and now 0%. She also reported growth in program enrollment, increasing from approximately 450 to 669 children, with a goal of reaching 700 by the end of the fiscal year. expressed strong pride in her team's hard work, passion, and commitment to serving families and the community.

Motion: Debi Bray

Moved By: Councilmember Steve Montes

Vote: Unanimously Carried

**E-3 Revire and consider the submission of the California Department of Social
Services (CDSS), Child Care and Development Division Program Self-Evaluation
(PSE) Survey for APP.**

Leticia Murillo, Program Manager for APP and R&R, explained that the program conducts annual family satisfaction surveys to evaluate the quality of services and identify areas for improvement. The results show 88% of families are very satisfied and 13% are satisfied. Minor improvements focus on ensuring families are reminded of informational resources, such as brochures and guidance on choosing quality care which some families may forget over time. Overall, feedback from families is very positive, and any negative comments are reviewed with staff to improve services. These survey results are reported to the state to demonstrate program performance and service quality.

Motion: Donald Holley

Moved By: Councilmember Steve Montes

Vote: Unanimously Carried

**E-4 Review and consider the submission of the California Department of Social
Services (CDSS), Child Care and Development Division Program Self-Evaluation
(PSE) Survey for R&R.**

Kareli Preciado, Child Care initiative Project Coordinator, described the role of the Resource & Referral (R&R) program, which helps families find quality child care by educating them on what to look for in a provider and maintaining an up-to-date database of provider vacancies. The program also offers training to support providers in delivering high-quality care. Through the Child Care Initiative Program (CIP), the R&R team assists individuals interested in becoming licensed child care providers by guiding them through the application process and providing ongoing support until licensure. This year, the program helped 12 new providers open child care homes and assisted 2 providers in expanding their licenses. Although there was no audit this year, the program conducted an internal evaluation of best practices, milestones, and areas for improvement. Additional recognition was given for supporting families within the program who became licensed providers and for the strong impact of having a dedicated R&R coordinator.

Motion: Councilmember Steve Montes

Moved By: Richard Gutierrez

Vote: Unanimously Carried

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1** Finance Committee Report –
- F-2** Personnel Committee Report –
- F-3** Executive Director Monthly Report –
- F-4** Financial Statements – Summary only – April and May 2026
- F-5** Head Start Policy Council/Committee Reports –
- F-6** Work Related Injury Report – May 2026
- F-7** Staffing Changes – May 2026
- F-8** CAPMC Board of Directors Attendance Report – May 2026

G. CLOSED SESSION

None

H. CORRESPONDENCE

I. ADJOURN

Vice-Chairperson David Hernandez adjourned the Board of Directors Meeting at 5:52PM

Motion: Supervisor Leticia Gonzalez

Moved By: Councilmember Steve Montes

Vote: Unanimously Carried