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

ACTION SUMMARY MINUTES

The Board of Directors meeting was called to order at 5:30 p.m. by Judge Eric LaCalsi.

Councilmember Steve Montes arrived at 5:31 p.m.

Members Present

Chairperson Judge Eric LiCalsi
Vice- Chairperson David Hernandez
Vivian Garcia
Supervisor Leticia Gonzalez
Councilmember Steve Montes
Councilmember John Chavez
Debi Bray
Katherine Creek
Donald Holley
Richard Gutierrez

Members Absent

Sheriff Tyson Pogue
Deborah Martinez
Martha Garcia
Diana Palmer
Molly Hernandez
Aurora Flores

Personnel Present

Mattie Mendez
Donna Tooley
Irene Yang
Maritza Gomez
Kimberly Rojas-Perez

Public – Others Present

A. PUBLIC COMMENT

None

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 code54954.2(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: Richard Gutierrez

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 – June 11, 2026.

D-2 Review and consider approving the Minutes of the **Madera Migrant and Seasonal Head Start** Policy Council Committee Meeting – June 9, 2026.

D-3 Review and consider approving the Minutes of the **Fresno Migrant Head Start** Policy Council Committee meeting - May 13, 2026

D-4 Review and consider accepting the Bank of America & Community West bank Credit Card Statements:

- May and June 2026

D-5 Review and consider accepting the American Express and All other Credit Card Statements:

- May 2026

D-6 Review and consider approving the following **Madera Migrant and Seasonal** Head Start Reports:

- In-Kind Report – May 2026
- CACFP Program Report- May 2026
- Program Information Report (PIR) – May 2026

D-7 Review and consider approving the following **Fresno Migrant Head Start** Reports:

- In-Kind Report – April and May 2026
- CACFP Program Report- May 2026
- Program Information Report (PIR) – May 2026

D-8 Review and consider approving the Fresno Migrant Seasonal Head Start 5-year grant Cycle's Goals and Objectives Update for 2025-2026.

D-9 Review and consider approving the 2026-2027 Reimbursement Policy Committee Members representing Madera Migrant/Seasonal Headstart program.

D-10 Review and consider approving the 2026-2027 Madera Migrant/Seasonal Head Start Planning Process policy/Procedure and Calendar.

D-11 Review and approve the revised job description for the Account-Program Manager position for the fiscal department.

D-12 Review the Community Services Program Report for June 2026 (Informational Only).

D-13 Review the HELP Center Report for June 2026 (Informational Only).

D-14 Review the Victim Services (CAC) Report June 2026 (Informational Only).

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded by Katherine Creek

Vote: Unanimously Carried

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

E-1 Authorize a money market account at Community West Bank with the proceeds of the current Certificate of Deposit (CD) that is scheduled to Mature on July 21,2026.

Donna Tooley, Chief Financial Officer, presented a recommendation to authorize a money market account at Community West Bank using the proceeds from the certificate of deposit (CD) scheduled to mature on July 21, 2026. The CD, originally funded with $400,000 in unrestricted Victim Services funds, has accrued interest and currently totals $406,080.05. Donna explained that transferring the funds to a money market account would simplify administration by eliminating the need to complete new signature cards each time the CD renews. Community West Bank has offered a 2.0% APY on the money market account with no fees due to the account balance. The bank will continue to secure the funds as public funds and provide collateralization for balances exceeding the FDIC insurance limit. The authorized signers on the account will be Mattie Mendez, the Executive Director, Donna Tooley, Chief Financial Officer. Board Chair Judge Eric LiCalsi, and Board Treasurer Sheriff Tyson Pogue. The funds will continue to be invested and reserved for the future development of an emergency domestic violence shelter. Board members discussed the flexibility of the money market account, including the ability to access funds without penalty and the availability of electronic transfers. Staff noted that they were not yet familiar with the account's electronic transfer capabilities, as the organization has only maintained a CD with the bank to date.

Motion: APPROVE AS PRESNETED

Moved By: Debi Bray, Seconded by Donald Holley

Vote: Unanimously Carried

E-2 **Review and approve the proposed changes to CAPMC Travel Policy for Reimbursement of means and incidental expenses while traveling on Agency business.**

Donna Tooley, Chief Financial Officer, proposed revisions to CAPMC's Travel Policy regarding reimbursement for meals and incidental expenses incurred during agency business travel. Donna explained that the policy had not been updated in several years and that the proposed changes would align the agency's reimbursement practices with federal General Services Administration (GSA) meal rates and California State travel policies, which are required by several CAPMC programs. The proposed revisions eliminate the current high- and low-cost travel meal rates and establish reimbursement rates of $16 for breakfast, $19 for lunch, $28 for dinner, and $5 for incidental expenses, for a maximum daily reimbursement of $68. The policy also provides that travelers will be reimbursed at 75% of the maximum daily rate on the first and last days of travel and that any meals provided as part of a conference or event must be deducted from the daily reimbursement amount. Additionally, meal reimbursements will not be available for single-day travel. Board members discussed the proposed rates and acknowledged the challenges of covering meal costs within the established limits but recognized the need to comply with applicable state and federal travel reimbursement requirements

Motion: APPROVE AS PRESNETED

Moved By: Donald Holley, Seconded by Supervisor Leticia Gonzalez

Vote: Unanimously Carried

E-3 **Review and approve the 2025-2026 Budget Revision to CAP of San Luis Obispo.**

Maritza Gomez, Head Start Director, presented a budget revision for the 2025–2026 Fresno Migrant program budget to fund the replacement of an air conditioning unit at the Firebaugh site. Due to savings in salary and fringe benefit expenditures, funds were reallocated to the equipment category for the purchase. Although the final cost is expected to be approximately $16,000, staff requested approval for up to $18,000 to ensure adequate funding and timely replacement of the unit. Maritza noted that additional budget revisions may be brought forward as year-end savings are identified and reassigned to program needs.

Motion: MOTION TO APPROVE ADDING UP TO $18,000 ON THE

RESOLUTION 2026-07.

Moved By: David Hernandez, Seconded by Councilmember Steve Montes

Vote: Unanimously Carried

E-4 Madera Regional/Early Head Start 2026-2027 Under enrollment Plan & Change in Scope Update (Informational).

Maritza Gomez, Head Start Director, provided an update on the pending 2026–2027 Madera Regional Early Head Start Change in Scope request submitted to the Office of Head Start. Although approval has not yet been received, staff was advised to proceed with closing the North Fork site due to ongoing enrollment challenges. To maintain funded enrollment levels and comply with enrollment requirements, the 15 North Fork slots will be redistributed among several existing program sites. Maritza, discussed licensing limitations at other locations, declining enrollment in the North Fork area, and the potential impact on three employees, who would be considered for reassignment based on available positions and seniority. No board action was required, as the item was presented for informational purposes only.

Motion:

Moved By:

Vote: **Informational Only**

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

G. CLOSED SESSION

None.

H. CORRESPONDENCE

None.

I. ADJOURN

Chairperson Judge Eric LiCalsi, adjourned the Board of Directors Meeting at 5:56 p.m.

Motion: APPROVED AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, Seconded by Donald Holley

Vote: Unanimously Carried