



**Community Action Partnership of Madera County, Inc.
Board of Directors Meeting**

REVISED Agenda

**Thursday, August 10, 2023
CAPMC Conference Room 1 / 1a
1225 Gill Avenue
Madera, CA 93637
5:30 pm**

Supporting documents relating to the items on this agenda that are not listed as “Closed Session” are available for inspection during the normal business hours at Community Action Partnership of Madera County, Inc., 1225 Gill Avenue, Madera, CA 93637.

Supporting documents relating to the items on the agenda that are not listed as “Closed Session” may be submitted after the posting of the agenda and are available at Community Action Partnership of Madera County, Inc. during normal business hours.

Please visit www.maderacap.org for updates.

CALL TO ORDER BOARD OF DIRECTORS

ROLL CALL – Cristal Sanchez

A. PUBLIC COMMENT

The first ten minutes of the meeting are reserved for members of the public to address the Board of Directors on items of interest to the public that are within the subject matter jurisdiction of the agency. Speakers shall be limited to three minutes. Attention is called to the fact that the Board is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusion should be drawn if the Board does not respond to the public comments at this time.

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

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 Regular Board of Directors Meeting – July 13, 2023.

D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – July 11, 2023.

D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Meeting – July 12, 2023.

D-4 Review and consider accepting the Bank of America Credit Card Statements:

- July 2023

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

- June 2023

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

- Monthly Enrollment Report – June 2023
- In-Kind Report – June 2023
- CACFP Program Report – June 2023
- Program Information Report – June 2023

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

- Monthly Enrollment Report – June 2023
- In-Kind Report – June 2023
- CACFP Program Report – June 2023

D-8 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera Migrant/Seasonal Head Start Policy Committee.

D-9 Review and consider approving the Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program.

D-10 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Fresno Migrant/Seasonal Head Start Policy Committee.

- D-11 Review and consider approving the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start Program.
- D-12 Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with the California Department of Social Services, Migrant Child Care and Development 2023-2024 Program Philosophy, Goals and Objectives, and Parent Handbook.
- D-13 Review and consider approving the 2022-2023 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment.
- D-14 Review the Madera County Child Advocacy Center Report for July 2023. (Informational Only)
- D-15 Review the Child Care Alternative Payment and Resource & Referral Program Report for July 2023. (Informational Only)
- D-16 Review the Community Services Program Report for July 2023. (Informational Only)
- D-17 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for July 2023. (Informational Only)
- D-18 Review the Victim Services Program Report for July 2023. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider approving the reclassification of Advocate III to Specialty Advocate (Unserved/Underserved Program).
- E-2 Review and consider approving the Program Accountant job description and the classification of the current Accounting Technician to the Program Accountant.
- E-3 Review and consider approving the updated employee compensation schedules and salary schedule for Community Action Partnership of Madera County (CAPMC).
- E-4 Review and consider approving the filings of the tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPA's.
- E-5 Review and consider approving the agency-wide budget.
- E-6 Review the results of the Department of Community Services and Development (CSD) desk review. (Informational)
- E-7 Review the Notification of the Under Enrollment Letter for Regional Head Start. (Informational)
- E-8 Consider the removal of Private Sector Director, Vicki Bandy, from the CAPMC Board of Directors due to non-attendance.

F. ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS

- F-1 Finance Committee Report
- F-2 Personnel Committee Report – August 7, 2023
- F-3 Executive Director Monthly Report – July 2023
- F-4 Financial Statements – July 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – July 2023
- F-7 CAPMC Board of Directors Attendance Report – July 2023
- F-8 Staffing Changes Report for July 7 – August 1, 2023

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 FMCoC Point in Time 2023 Results and Press Release
- H-2 Correspondence from the Office of Head Start dated July 10, 2023, regarding the treatment of rebates, refunds, discounts, and similar cost savings.
- H-3 Correspondence from the Office of Head Start dated July 11, 2023, regarding the Fiscal Year 2024 monitoring prices for Head Start and Early Head Start recipients.

I. ADJOURN

I, Cristal Sanchez, Strategic Plan Coordinator & Assistant to the Executive Director, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for August 10, 2023, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on August 7, 2023.



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director