



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

Agenda

**Thursday, November 9, 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

Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)

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 – October 12, 2023.

D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – October 10, 2023.

D-3 Review and consider approving the Minutes for the Madera Mariposa Regional and Early Head Start Policy Council Committee Meeting – September 7, 2023 and October 5, 2023.

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

- September 2023
- October 2023

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

- July 2023
- August 2023

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

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

D-7 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:

- Monthly Enrollment Report – August & September 2023
- In-Kind Report – August 2023
- CACFP Program Report – August & September 2023

D-8 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:

- Monthly Enrollment Report – August & September 2023

D-9 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council.

- D-10 Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards.
- D-11 Review and consider approving the California State Preschool 2023-2024 Program Philosophy, Goals and Parent Handbook.
- D-12 Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.
- D-13 Review the Madera/Mariposa Head Start and Early Head Start Program Quarterly Report. (Informational Only)
- D-14 Review and consider approving the 2023-2024 Madera/Mariposa Regional and Early Head Start Annual Self-Assessment Procedure.
- D-15 Review and consider approving the Suspension and Expulsion Procedure for the Madera/Mariposa Regional and Early Head Start Program.
- D-16 Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2022-2023. (Informational Only)
- D-17 Madera Migrant/Seasonal Head Start Program Information Report for 2022-2023.
- D-18 Review the Madera County Child Advocacy Center Report for October 2023. (Informational Only)
- D-19 Review the Child Care Alternative Payment and Resource & Referral Program Report for October 2023. (Informational Only)
- D-20 Review the Community Services Program Report for October 2023. (Informational Only)
- D-21 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for October 2023. (Informational Only)
- D-22 Review the Victim Services Program Report and Data Report for October 2023.

E. DISCUSSION ITEMS

- E-1 Review and consider approving the results of the 2023-2024 Madera Migrant/Seasonal Head Start Program Monitoring Review.
- E-2 Review and consider approving the resolution to authorize the Executive Director to sign and submit the 2024 Low-Income Home Energy Assistance Program contract with the Department of Community Services & Development (CSD).
- E-3 Review and consider ratifying the submission of the Local FEMA Application.

E-4 Consider authorizing the Executive Director to submit the Child Advocacy Center (KC) Program Request for Application (RFA) due November 17, 2023, to Cal OES.

E-5 **ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS**

F-1 Finance Committee Report – None

F-2 Personnel Committee Report – None

F-3 Executive Director Monthly Report – October 2023

F-4 Financial Statements – October 2023

F-5 Head Start Policy Council/Committee Reports

F-6 Work Related Injury Report – October 2023

F-7 CAPMC Board of Directors Attendance Report – October 2023

F-8 Staffing Changes Report for October 4 – November 1, 2023

F. **CLOSED SESSION**

None

G. **CORRESPONDENCE**

H-1 Correspondence from the Office of Head Start dated October 11, 2023, regarding notice of FY24 Classroom Assessment Scoring System (CLASS®) review.

H-2 Correspondence from the California Office of Emergency Services regarding the Grant Sub Award Performance Assessment Report for Victim Services.

H. **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 November 9, 2023, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on November 3, 2023.



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director