



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

Agenda

**Thursday, September 14, 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 Data & Coaching

Julie Gowin, Head Start Professional Development Coach

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 – August 10, 2023.

D-2 Review and consider approving the Minutes for the Madera/Mariposa Regional & Early Head Start Executive Policy Council Committee Meeting – June 1, 2023

D-3 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – August 8, 2023.

D-4 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Meeting – August 9, 2023.

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

- August 2023

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

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

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

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

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

- In-Kind Report – July 2023
- CACFP Program Report – July 2023

D-9 Review and consider approving the following **Madera/Mariposa Regional Early Head Start** reports:

- Monthly Enrollment Report – June/July 2023
- In-Kind Report – June/July 2023

- D-10 Review and consider approving the 2023-2024 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.
- D-11 Review and consider approving the 2023-2024 Madera Migrant Seasonal Head Start program process for conducting the self-assessment.
- D-12 Review and consider approving the 2023-2024 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee.
- D-13 Review the California Adult and Child Food Program (CACFP) 2022-2023 Program Audit Report and Findings. (Informational Only)
- D-14 Review the Madera County Child Advocacy Center Report for August 2023. (Informational Only)
- D-15 Review the Child Care Alternative Payment and Resource & Referral Program Report for August 2023. (Informational Only)
- D-16 Review the Community Services Program Report for August 2023. (Informational Only)
- D-17 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for August 2023. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider accepting the 403(b) audit report for the year ended December 31, 2022.
- E-2 Review and consider ratifying Unserved/Underserved Victim Advocacy and Outreach (UV) Program application submitted September 5, 2023, and authorize the Executive Director to sign and submit any extensions or amendments during the funding period.
- E-3 Review and ratify the CACFP 2023-24 Renewal Agreement to continue participation in the CACFP program.
- E-4 Review and consider ratifying the submission of the 2024 Low Income Home and Energy Assistance Program (LIHEAP) Local Plan.
- E-5 Review and consider ratifying the submission of the Housing and Urban Development *Renewal* Application for Shunammite Place.
- E-6 Review and consider ratifying the submission of the Housing and Urban Development *Expansion* Application for Shunammite Place.
- E-7 Review and consider ratifying the submission of the Housing and Urban Development *Renewal* Application for the Homeless Coordinated Entry Supportive Services for Madera County Homeless Engagement for Living Program (HELP) Center.

E-8 Review and consider ratifying the submission of the Housing and Urban Development *Expansion* Application for the Homeless Coordinated Entry Supportive Services for Madera County Homeless Engagement for Living Program (HELP) Center.

F. 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 – August 2023
- F-4 Financial Statements – August 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – August 2023
- F-7 CAPMC Board of Directors Attendance Report – August 2023
- F-8 Staffing Changes Report for August 2 – 30, 2023

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Domestic Violence Awareness Day Flyer
- H-2 Soup Bowl Save the Date Flyer

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 September 14, 2023, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on September 8, 2023.



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director