



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

**Agenda**

**Thursday, February 8, 2024  
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](http://www.maderacap.org) for updates.*

**CALL TO ORDER BOARD OF DIRECTORS**

**ROLL CALL** – Cristal Sanchez

**PLEDGE OF ALLEGIANCE** – Eric LiCalsi, *Chairperson*

**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**

- C-1 *Head Start School Readiness Goals*  
Noma Blanco, Deputy Director of Education Services
- C-2 *Victims of Crime Act (VOCA) Funding Update*  
Jennifer Coronado, Victim Services Program Manager

**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 – January 11, 2024.
- D-2 Review and consider approving the Minutes for the Madera Mariposa Regional and Early Head Start Policy Council Committee Meeting – January 4, 2024.
- D-3 Review and consider accepting the Bank of America Credit Card Statements:
- December 2023
  - January 2024
- D-4 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
- Monthly Enrollment Report – December 2023
  - In-Kind Report – December 2023
  - CACFP Program Report – December 2023
  - Program Information Report – December 2023
- D-5 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:
- Monthly Enrollment Report – December 2023
  - In-Kind Report – December 2023
  - CACFP Program Report – December 2023
- D-6 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:
- Monthly Enrollment Report – December 2023
- D-7 Review and consider approving the Migrant and Seasonal/Migrant Early Head Start Program Goals and Objectives Update.
- D-8 Review and consider approving the Head Start Enrollment Selection Criteria and the Recruitment Procedure for the 2024-2025 program year.

- D-9 Review the 2022-2023 Madera/Mariposa Regional and Early Head Start Annual Report. (Informational Only)
- D-10 Review and consider approving the CSBG National Performance Indicators Annual report for the year 2023.
- D-11 Review and consider increasing the 2024 Low Income Home Energy Assistance Program (LIHEAP) eligibility point system from 20 points to 22 points for eligible customers.
- D-12 Recommend that the CAPMC Board of Directors confirm and acknowledge receipt of the updated and revised Notification of the Federal Interest in its Head Start and Migrant Head Start modular units.
- D-13 Review and consider ratifying the submission of the application requesting continued funding from the California Department of Social Services – Child Care and Development Division (CCDD) for Fiscal Year 2024-2025.
- D-14 Review and complete the Annual Conflict of Interest Certification Form and Form 700 Statement of Economic Interest.
- D-15 Review the Madera County Child Advocacy Center Report for January 2024. (Informational Only)
- D-16 Review the Child Care Alternative Payment and Resource & Referral Program Report for January 2024. (Informational Only)
- D-17 Review the Community Services Program Report for January 2024. (Informational Only)
- D-18 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for January 2024. (Informational Only)

**E. DISCUSSION ITEMS**

- E-1 Review and consider approving the filings of the tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPAs.
- E-2 Review and consider approving a slot reduction and conversion of Head Start slots to Early Head Start slots beginning this 2024-2025 program year.
- E-3 Review and consider approving the submission of the 2024-2025 (June 1, 2024 – May 31, 2025) Madera/Mariposa Regional & Early Head Start Refunding Application.
- E-4 Review and consider approving the 2023-2024 Madera Migrant Head Start Comparison Budget Amendment #3 One-time Only funds to Stanislaus County Office of Education.
- E-5 Review and consider approving the 2023-2024 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education.

**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 – January 2024
- F-4 Financial Statements – January 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – January 2024
- F-7 CAPMC Board of Directors Attendance Report – January 2024
- F-8 Staffing Changes Report for January 5 – February 2, 2024

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence from the Office of Head Start dates January 9, 2024, regarding the Federal Reporting Standard Forms 425 and 428.
- H-2 Volunteer Income Tax Assistance (VITA) 2024 Flyer

**I. ADJOURN**

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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 February 8, 2024, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on February 2, 2024.



Cristal Sanchez  
Strategic Plan Coordinator &  
Assistant to the Executive Director