



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

Agenda

**Thursday, January 11, 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 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

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 – December 14, 2023.

D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – November 7, 2023.

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

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

- December 2023

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

- November 2023

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

- Monthly Enrollment Report – October & November 2023
- In-Kind Report – October & November 2023
- CACFP Program Report – October & November 2023
- Program Information Report – October & November 2023

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

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

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

- Monthly Enrollment Report – November 2023
- In-Kind Report – November 2023

D-9 Review the 2022-2023 CAPMC Madera Migrant/Seasonal Annual Report. (Informational Only)

- D-10 Review and consider approving the 2023-2024 Madera/Mariposa Regional and Early Head Start Self-Assessment Results, Findings, and Plan of Action for Recommendations.
- D-11 Review and consider approving the 2020-2025 Goals and Objectives updates for the Madera/Mariposa Head Start and Early Head Start Program.
- D-12 Review and consider approving the 2020-2025 Madera/Mariposa Regional Head Start and Early Head Start Community Needs Assessment 5th Year Update.
- D-13 Review and consider approving the 2023-2024 Bylaws for the Madera/Mariposa Regional and Early Head Start Policy Council.
- D-14 Review the Madera County Child Advocacy Center Report for December 2023. (Informational Only)
- D-15 Review the Child Care Alternative Payment and Resource & Referral Program Report for December 2023. (Informational Only)
- D-16 Review the Community Services Program Report for December 2023. (Informational Only)
- D-17 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for December 2023. (Informational Only)
- D-18 Review the Victim Services Report for December 2023. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2023.
- E-2 Review and consider approving the modifications to the Personnel Policies and Procedures Manual for policies regarding background verification and holidays. Final policies are to be distributed at the Board of Directors meeting.
- E-3 Review and consider approving the resolution to authorize the Executive Director to sign California Department of Social Services (CDSS) contracts, subcontracts, and subsequent amendments, as applicable.
- E-4 Consider approving the reappointment of Chowchilla/Fairmead Board Representative, Molly Hernandez, to fill the vacancy of Early Childhood Education Expertise under the Private Sector on the CAPMC Board of Directors and appoint Diana Palmer as the new Board Representative for Chowchilla/Fairmead.

ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS

- F-1 Finance Committee Report – January 8, 2023
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – December 2023
- F-4 Financial Statements – December 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – December 2023
- F-7 CAPMC Board of Directors Attendance Report – December 2023
- F-8 Staffing Changes Report for December 6, 2023 – January 4, 2024

F. CLOSED SESSION
None

G. CORRESPONDENCE

- G-1 Human Trafficking Awareness Flyer
- G-2 Correspondence from the California Office of Emergency Services dated November 28, 2023, regarding the performance assessment results.

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 January 11, 2024, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on January 5, 2024.



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director