

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

**Regular Board of Directors Meeting**

**January 13, 2022**

**1225 Gill Ave Madera, CA 93637**

**Meeting Link: https:**

**<https://maderacap.webex.com/maderacap/j.php?MTID=m876f6692b88957dc5300bb4a4d139117>**

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:32 p.m. by Chair Sheriff Tyson Pogue.

**Members Present In-Person**

Sheriff Tyson Pogue, Chair  
David Hernandez,  
Secretary/Treasurer  
Donald Holley  
Richard Gutierrez  
Aurora Flores  
Deborah Martinez

**Members Present Virtually**

Supervisor Leticia Gonzalez  
Councilman Steve Montes  
Molly Hernandez  
Diana Palmer  
Debi Bray

**Members Absent**

Patricia Trevino, HS PC  
Representative  
Vicki Bandy  
Eric LiCalsi, Vice-Chair  
Martha Garcia

**Personnel Present In-Person**

Mattie Mendez  
Daniel Seeto  
Nancy Contreras-Bautista  
Nicole Vulich

**Personnel Present Virtually**

Irene Yang  
Ana Ibanez  
Ivan Cruz  
Jennifer Coronado  
Leticia Murillo  
Maritza Gomez-Zaragoza  
Maru Gasca Sanchez  
Jissel Rodriguez  
Sandra Ramirez  
Joe Arias

**Public – Other Present**

Russell K. Ryan, Agency Attorney

**A. PUBLIC COMMENT**

None

**B. ADOPTION OF THE AGENDA**

**ADDITIONS TO THE AGENDA:** Items identified after posting of the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-thirds 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).

**ADOPTION OF THE AGENDA:** Adoption of the agenda.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Deborah Martinez

Vote: Carried Unanimously

**C. TRAINING/ADVOCACY ISSUES**

None

**D. BOARD OF DIRECTOR'S CONSENT CALENDAR**

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 9, 2021.
- D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Meeting – December 7, 2021.
- D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Committee Meeting – November 10, 2021.
- D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Executive Committee Meeting – December 2, 2021.
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
  - November 2021
  - December 2021
- D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
  - September 2021
  - October 2021
  - November 2021
- D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
  - Monthly Enrollment Report – November 2021
  - In-Kind Report – November 2021
  - CACFP Program Report – November 2021
- D-8 Review and Consider approving the following **Madera Early Head Start** Reports:
  - Monthly Enrollment Report – November 2021
  - In-Kind Report – November 2021

- D-9 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – November 2021
  - In-Kind Report – November 2021
  - CACFP Program Report – November 2021
  - Program Information Report (PIR) – November 2021
- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – November 2021
  - In-Kind Report – November 2021
  - CACFP Program Report – November 2021
- D-11 Review and consider approving the 2021 – 2022 Madera/Mariposa Regional and Early Head Start Self-Assessment Results, Findings, and Plan of Action for Recommendations.
- D-12 Review and consider approving the 2020 – 2025 Goals and Objectives updates for the Madera/Mariposa and Early Head Start Program.
- D-13 Review and consider approving the 2020 – 2021 Madera/Mariposa Regional and Early Head Start Annual Report.
- D-14 Review the Madera County Child Advocacy Center (CAC) Program Report for December 2021 (Informational Only).
- D-15 Review the Child Care Alternative Payment and Resource & Referral Program Report for December 2021 (Informational Only).
- D-16 Review the Community Services Report for December 2021 (Informational Only).
- D-17 Review the Homeless for Engagement for Living Program (H.E.L.P) Center Report for December 2021 (Informational Only).

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: David Hernandez

Vote: Carried Unanimously

**E. DISCUSSION / ACTION ITEMS**

- E-1 Review and consider adopting a resolution to authorize the Executive Director to sign contracts, subcontracts, and subsequent amendments, as applicable, with the California Department of Social Services.**

Leticia Murillo, Child Care Alternative Payment and Resource & Referral Program

Manager, presented regarding adopting a resolution to authorize the Executive Director to sign contracts, subcontracts, and subsequent amendments, as applicable, with the California Department of Social Services. The adoption of a resolution is in order to certify the approval of the Governing Board to enter into transaction and subsequent amendments with the with the California Department of Social Services (CDSS) for the purpose of providing child care and development services and to authorize designated personnel to sign contracts documents for Fiscal Year 2022 – 2023. Compliance with CDSS and the continued funding of Child Care and Development Division contracts with an estimate of \$15,458,297.00.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Deborah Martinez

Vote: Carried Unanimously

**E-2 Review and consider approving the submission of the application requesting continued funding from the California Department of Social Services – Child Care Development Division for fiscal year 2022 – 2023.**

Mattie Mendez, Executive Director, presented regarding the approval of the submission of the application requesting continued funding from the California Department of Social Services – Child Care Development Division for fiscal year 2022 – 2023. The agency is required annually to complete an application requesting the continued funding for all contracts currently held for Child Care Alternative Payment and Resource & Referral Program – Alternative Payment (CAPP), CalWORKs Stage 2 (C2AP), CalWORKs Stage 3 (C3AP) and Resource & Referral (CRRP). The application will be submitted on January 17, 2022.

Motion: APPROVE AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, Seconded By: Donald Holley

Vote: Carried Unanimously

**E-3 Review and consider authorizing the Executive Director to sign and submit the grant proposal to the California Office of Emergency Services (Cal OES), for the *Intimate Partner Violence Prevention (FD) Program* including any amendments or extensions.**

Jennifer Coronado, Victim Services Program Manager, presented regarding the submission of the grant proposal to the California Office of Emergency Services (CalOES), for the Intimate Partner Violence Prevention (FD) Program including any amendments or extensions. The purpose of the FD Program is to prevent intimate partner violence, including teen dating violence, prioritize underserved populations within communities, and build the capacity of local organizations. Funding amount of \$125,753 plus a match requirement of \$15,813 for a total of \$141,566 for the 12-month Grant Subaward performance period.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Aurora Flores

Vote: Carried Unanimously

**E-4 Review and consider authorizing the Executive Director to submit the grant proposal to the California Office of Emergency Services (Cal OES), for the *Sexual and Domestic Violence Prevention (SD) Program* including any amendments or extensions.**

Jennifer Coronado, Victim Services Program Manager, presented regarding the submission of the grant proposal to the California Office of Emergency Services (CalOES), for the Sexual and Domestic Violence Prevention (SD) Program. The purpose of the SD Program is to prevent sexual and domestic violence through primary and secondary prevention efforts, prioritize marginalized/underserved populations within communities, and build the capacity of local organizations. Funding amount of \$300,000 for the 24-month Grant Subaward performance period.

Motion: APPROVE AS PRESENTED

Moved By: David Hernandez, Seconded By: Aurora Flores

Vote: Carried Unanimously

Board Member Debi Bray joined the meeting.

**E-5 Review and consider approving the Executive Director to submit the 2022 Low Income Home and Energy Assistance Program (LIHEAP) Local Plan on behalf of the Board of Directors to the Department of Community Services and Development (CSD).**

Mattie Mendez, Executive Director, presented regarding the submission of the 2022 Low Income Home and Energy Assistance Program (LIHEAP) Local Plan on behalf of the Board of Directors to the Department of Community Services and Development (CSD). Each year, CSD requests LIHEAP providers to submit a Local Plan that outlines the agency's policies and procedures for operating the LIHEAP program as well as CAPMC's priority plan for determining eligibility. CAPMC has established a point system to determine the eligibility for the program. Applications must score a total of 16 points to be eligible for assistance. A maximum of 60 points is possible. Focus is placed on elderly, disabled, and families with young children. CAPMC employees may apply after March 1<sup>st</sup>.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Supervisor Leticia Gonzalez

Vote: Carried Unanimously

**E-6 Review and consider authorizing the Executive Director to sign and submit the 2022 LIHEAP Contract with the Department of Community Services & Development and enter into a sub-recipient agreement for Weatherization**

### **Services with the Merced County Community Action Agency.**

Mattie Mendez, Executive Director, presented regarding the resolution submission of the 2022 LIHEAP Contract with the Department of Community Services & Development (CSD) and enter into a sub-recipient agreement for Weatherization Services with the Merced County Community Action Agency (CAP). The resolution would authorize the Executive Director to sign and submit the 2022 LIHEAP Contract with CSD and enter into a sub-recipient agreement for Weatherization Services with the Merced County CAP. The first allocation of funding for the program year 2022 is \$1,046,177. This represents 50% of the projected total funding.

Motion: APPROVE AS PRESENTED

Moved By: David Hernandez, Seconded By: Aurora Flores

Vote: Carried Unanimously

### **E-7 Review and consider approving the COVID-19 Vaccine Policy for its implementation.**

Mattie Mendez, Executive Director, and Russell K. Ryan, CAPMC's Attorney, presented on CAPMC's COVID-19 Vaccine Policy for its implementation. President Biden announced on September 9, 2021 with strategies to combat COVID-19 pandemic. Federal Office of Head Start issued an interim final rule on November 30, 2021 to require all Head Start funded personnel to receive their COVID-19 Vaccination. The California Department of Public Health has issued vaccine mandates on several industries, and the California Department of Fair Employment also issued guidance that employers may require employees to be fully vaccinated against COVID-19 virus with the exceptions of medical or religious belief exemptions. The serious nature of the life-threatening of the COVID-19 pandemic prompted the Agency to develop the COVID-19 vaccine policy for all personnel rendered client's services to follow. Prepared policy and exemption request will be issued to employees to understand the COVID-19 vaccine requirement and exemptions form vaccine requirement. Russel K. Ryan, CAPMC's Attorney, will be reviewing all exemption requests. Incurred costs on testing will be allocated to the appropriate funding sources.

Motion: APPROVE AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, Seconded By: Debi Bray

Vote: Motion carried by majority vote

10 Yes, 1 No

Sheriff Tyson Pogue opposed.

**Board Member Supervisor Leticia Gonzalez logged off the meeting.**

### **F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS**

F-1 Finance Committee Report – None

F-2 Personnel Committee Report – None

F-3 Executive Director Monthly Report – (December 2021)

- F-4 Financial Statements (December 2021) – *Will be distributed at meeting.*
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (December 2021)
- F-7 CAPMC Board of Directors Attendance Report – (December 2021)
- F-8 Staffing Changes Report for November 30, 2021 – January 5, 2022

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence dated January 7, 2022 from the Office of Head Start regarding the Program Performance Summary Report for the Focus Area 1 (FA1) Monitoring Review during the week of November 15, 2021.
- H-2 2022 Board of Directors Meeting Schedule.

**I. ADJOURN**

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 6:36 p.m.

Motion: APPROVE AS PRESENTED

Moved By: David Hernandez, Seconded By: Deborah Martinez

Vote: Carried Unanimously