

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
January 14, 2021
ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:34 p.m. by Sherriff Tyson Pogue.

Board Members Present

Tyson Pogue
Steve Montes
Diana Palmer
Martha Garcia
Patricia Trevino
Eric LiCalsi
David Hernandez
Donald Holley
Deborah Martinez
Richard Gutierrez
Vicki Bandy
Supervisor Leticia Gonzalez
Molly Hernandez
Debi Bray

Board Members Absent

Aurora Flores

Personnel Present

Mattie Mendez
Elizabeth Wisener
Irene Yang
Maritza Gomez-Zaragoza
Nancy Contreras-Bautista

Public – Others Present

Donna Tooley, Consultant
Eric Xin, Brown Armstrong, CPAs
Robert Macaulay, Madera County BOS

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 F)

ADOPTION OF THE AGENDA: Adoption of the agenda.

Motion: APPROVE AS PRESENTED

Moved By David Hernandez, Seconded By Steve Montes

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

None

Board Member Supervisor Leticia Gonzalez joined the meeting.

D. CLOSED SESSION

None

E. 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.

- E-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – December 10, 2020
- E-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – December 8, 2020
- E-3 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – December 3, 2020
- E-4 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – December 9, 2020
- E-5 Review and consider accepting the Bank of America Credit Card Statements:
 - December 2020
- E-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - November 2020
 - December 2020
- E-7 Review and consider approving the following **Madera Regional Head Start** Reports:
 - Monthly Enrollment Report – November 2020
 - In-Kind Report – November 2020
 - CACFP Program Report – November 2020
- E-8 Review and Consider approving the following **Madera Early Head Start** Reports:
 - Monthly Enrollment Report – November 2020
 - In-Kind Report – November 2020
- E-9 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
 - Monthly Enrollment Report – November 2020
 - In-Kind Report – November 2020
 - CACFP Program Report – November 2020
 - Program Information Report (PIR) – November 2020

- E-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – November 2020
 - In-Kind Report – November 2020
 - CACFP Program Report – November 2020
- E-11 Review and consider approving the following **Fresno Migrant Early Head Start** reports:
- Monthly Enrollment Report – November 2020
 - In-Kind Report – November 2020
- E-12 Review and consider approving the 2020-2021 final bylaws for the Madera/Mariposa Regional and Early Head Start Policy Council.
- E-13 Review and consider approving the 2020-2025 Madera/Mariposa Regional Head Start and Early Head Start Community Needs Assessment Update.
- E-14 Review and consider approving the 2020-2025 Goals and Objectives updates for the Madera/Mariposa Head Start and Early Head Start Program.
- E-15 Review and consider approving the results of the 2020-2021 Madera Migrant/Seasonal Head Start Quarterly Report/Self-Assessment.
- E-16 Review and consider approving the 2019-2020 Fresno Migrant Seasonal Head Start and Early Head Start – Family Child Care Home Self-Assessment Program Plans of Action for any findings and recommendations.
- E-17 Review and consider accepting Fresno Migrant & Seasonal Head Start’s 2019-2020 Program Information Report (PIR).
- E-18 Review and consider approving the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- E-19 Review the Madera County Child Advocacy Center (CAC) Program Report for December 2020. (Informational Only)
- E-20 Review the Child Care Alternative Payment and Resource & Referral Program Report for December 2020. (Informational Only)
- E-21 Victim Services Center Program Report for December 2020. (Informational Only)
- E-22 Review the Community Services Report for December 2020. (Informational Only)
- E-23 Review the Homeless Engagement for Living Program (H.E.L.P.) Center Report for December 2020. (Informational Only)

Motion: APPROVED AS PRESENTED

Moved By Deborah Martinez, Seconded By David Hernandez

Vote: Carried Unanimously

F. DISCUSSION / ACTION ITEMS

F-1 Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2020.

Eric Xin, Audit Partner, from Brown Armstrong, CPAs presented the audited financial statements for the year ended June 30, 2020 to the Board of Directors. The Agency's audit report was unmodified and there were no questioned costs or findings for the current year. There was a separate management letter issued by Brown Armstrong, CPAs for the year ended June 30, 2020 in relation to a recommendation for cost allocation verification for CAPMC vendor invoices.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Martha Garcia

Vote: Carried Unanimously

F-2 Review and consider approving the agency-wide budget required by the CSBG Organizational Standards adopted by the State of California Community Services Division.

Mattie Mendez, Executive Director, presented regarding the approval of the agency-wide budget as required by the CSBG Organization Standards. Mattie noted the total funding amount has increased from 31 million dollars for 2019 -2020 to 36.3 million dollars for 2020 – 2021. Increased were seen for Child Care via COVID-19 funding to provide child care assistance to essential workers in the amount of 3 million dollars. Additional funding to be fully expended. The Head Start program also saw an increase in funding.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Eric LiCalsi

Vote: Carried Unanimously

F-3 Consider authorizing a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2021.

Mattie Mendez, Executive Director, presented regarding the authorization to implement a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2021. The 403(b) plan was established for CAPMC in 1993 at 4% and has remained since. It is requested the discretionary employer contribution be increased from 4% to 5%. The percentage is subject to "meet and confere" negotiations with SEIU Local Union 521, that represent Regional and Madera Migrant Head Start Employees. Total increase amounts to \$90,751, which include all staff both SEIU represented and non-represented.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Deborah Martinez

Vote: Carried Unanimously

F-4 Review and consider approving the 2020-2021 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education.

Mattie Mendez, Executive Director, presented regarding the approval of the 2020 – 2021 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education. Mattie noted that the budget revision requests that funds be moved from Personnel, Fringe, and Travel and allocated to Equipment, Supplies, and Other. The transfer of funds would allow projects such as cement work, electrical work, installment of a privacy fence, furnishing a new children’s sink, and staff training to be completed for the Head Start program.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Steve Montes

Vote: Carried Unanimously

F-5 Review and consider authorizing the Executive Director to enter into a contract with the County of Madera for CAPMC to administer the Project Roomkey Round II program.

Mattie Mendez, Executive Director, presented regarding the authorization to enter into a contract with the County of Madera for CAPMC to administer the Project Roomkey Round II program. Mattie noted that CAPM was involved with the Roomkey project when it was first initiated. Such funds would allow CAPMC to provide non-congregate shelter options for individuals experiencing homelessness. The goal of the program is to quickly identify prioritized populations and immediately move people into non-congregate shelter placements such as hotels. All of the funds will be used for direct benefits except for 9.1% for indirect administrative cost.

Motion: APPROVE AS PRESENTED

Moved By Eric LiCalsi, Seconded By Martha Garcia

Ayes: David Hernandez, Steve Montes, Diana Palmer, Debi Bray, Patricia Trevino, Donald Holley, Eric LiCalsi, Vicki Bandy, Martha Garcia, Tyson Pogue, Richard Gutierrez, Molly Hernandez

Noes: None

Absent: Aurora Flores

Abstain: Supervisor Leticia Gonzalez and Deborah Martinez

G. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- G-1 Finance Committee Report – January 4, 2021
- G-2 Personnel Committee Report – None
- G-3 Executive Director Monthly Report – (December 2020)
- G-4 Financial Statements (December 2020) – Informational
- G-5 Head Start Policy Council/Committee Reports
- G-6 Work Related Injury Report – (December 2020)
- G-7 CAPMC Board of Directors Attendance Report – (December 2020)
- G-8 Staffing Changes Reports for: December 1, 2020 – January 5, 2021

H. CORRESPONDENCE

- H-1 Correspondence dated December 4, 2020 from the Office of Head Start regarding the interim final rule on flexibility for head start designation renewals in certain emergencies
- H2 Child and Adult Care Food Program (CACFP) Center Summation Report from California Department of Education Nutrition Services Division for the month of October 2020
- H-3 Final Desk Review Report from Department of Community Services and Development Community Services Division (CSD) completed December 10, 2020
- H-4 2021 Board of Directors Meeting Schedule

I. ADJOURN

Chairperson Sherriff Tyson Pogue adjourned the Board of Directors meeting at

6:09 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded By Steve Montez

Vote: Carried Unanimously