

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
October 13, 2022
1225 Gill Ave Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:31 p.m. by Chairperson Sheriff Pogue

Members Present

Sheriff Tyson Pogue, Chair
Supervisor Leticia Gonzalez
Donald Holley
Steve Montes
Debi Bray
Richard Gutierrez
Martha Garcia
David Hernandez,
Secretary/Treasurer
Diana Palmer
Trinince Lee, HS PC
Representative

Members Absent

Aurora Flores
Molly Hernandez
Deborah Martinez
Vicki Bandy
Eric LiCalsi, Vice-Chair

Personnel Present

Mattie Mendez
Daniel Seeto
Irene Yang
Nancy Contreras-Bautista
Maritza Gomez-Zaragoza
Amelia Ortiz
Jennifer Coronado

Public – Other Present

None

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 – Pull Item E-12. Item E-13 to replace E-12.

Moved by Debi Bray, Seconded by Leticia Gonzalez

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

Head Start Performance Standards –

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)

Presented by: Amelia Ortiz, ERSEA Content Specialist

Training Postponed to November 10, 2022.

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 – August 11, 2022.
- D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – August 9, 2022 & September 6, 2022.
- D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – August 10, 2022.
- D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – September 1, 2022.
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
 - August 2022
 - September 2022
- D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - July 2022 *To be distributed at the Board of Directors meeting.*
- D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
 - Monthly Enrollment Report – July & August 2022
 - In-Kind Report – July & August 2022
 - CACFP Program Report – July & August 2022
- D-8 Review and consider approving the following **Madera Early Head Start** Reports:
 - Monthly Enrollment Report – July & August 2022

- In-Kind Report – July & August 2022

- D-9 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – July & August 2022
 - In-Kind Report – July & August 2022
 - CACFP Program Report – July & August 2022
 - Program Information Report (PIR) – August 2022
- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – July & August 2022
 - In-Kind Report – July & August 2022
 - CACFP Program Report – July & August 2022
- D-11 Review and consider approving the 2022-2023 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee.
- D-12 Review and consider approving the Madera Migrant/Seasonal Head Start 2022-2023 the Community Assessment Executive Summary Update.
- D-13 Review and consider approving the 2022-2023 Madera Migrant/Seasonal Head Start program process for conducting the self-assessment.
- D-14 Review and consider approving the results of the 2021-2022 Madera Migrant/Seasonal Head Start Program Monitoring Review.
- D-15 Review and consider approving the 2022-2023 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee.
- D-16 Review and consider approving the 2021-2022 Fresno Migrant Seasonal Head Start Self-Assessment Results.
- D-17 Review and consider approving the Suspension and Expulsion Procedure for the Madera/Mariposa Regional and Early Head Start Program.
- D-18 Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards.
- D-19 Review and consider approving the 2022-2023 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.
- D-20 Review and consider approving the 2022-2023 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.
- D-21 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council.

- D-22 Review and approve the results of the 2022 Department of Community Services and Development Monitoring Report of the Community Services Low Income Home Energy Assistance Program (LIHEAP) contracts 21B-5019, 22B-4019, and 21V-5568.
- D-23 Review and consider approving the Facilities Supervisor job description.
- D-24 Consider the reclassification of the current Maintenance Worker II staff member to the Facilities Supervisor.
- D-25 Review and consider approving the job descriptions and salary ranges for Maintenance Worker I and Maintenance Worker II.
- D-26 Review and consider approving the Data Entry Technician job description and reclassification of three current Madera Head Start Data Entry Technicians to Data Technicians.
- D-27 Review and consider ratifying the submission of the California Office of Emergency Services (Cal OES) grant application, to support the Unserved/Underserved Victim Advocacy and Outreach (UV) Program and authorize the Executive Director to sign and submit any extensions or amendments during the funding period.
- D-28 Review the Madera County Child Advocacy Center Report for August & September 2022. (Informational Only)
- D-29 Review the Child Care Alternative Payment and Resource & Referral Program Report for August & September 2022. (Informational Only)
- D-30 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for July 2022. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

Vote: Carried Unanimously

Board Member Steve Montes entered the room.

E. DISCUSSION / ACTION ITEMS

E-1 Consider authorizing the Executive Director to sign and submit the 2022 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP).

Mattie Mendez, Executive Director, presented regarding submission of the 2022 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP). SLIHEAP funding will be used for utility assistance or wood/propane/oil assistance. First priority will be given for services of those households with the vulnerable populations of young children (ages five years and younger), disabled, and elderly persons (ages 60 years and older) in accordance with the current Agency Local Plan.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by David Hernandez

Vote: Carried Unanimously

E-2 Review and consider approving the submission of the 2023-2024 Madera Migrant/Seasonal Head Start Funding Basic, Training & Technical Assistant (T&TA) and Non-Federal Share Budgets.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the 2023-2024 Madera Migrant/Seasonal Head Start Funding Basic, Training & Technical Assistant (T&TA) and Non-Federal Share Budgets.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Trinice Lee

Vote: Carried Unanimously

E-3 Review and consider approving the request for a locally design service option per Head Start Performance Standards.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the request for a locally design service option per Head Start Performance Standards. With the increase of other preschool options for children who are 4 years old, CAPMC-Head Start is identifying a larger number of children who are 3 years old seeking Head Start services.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Leticia Gonzalez

Vote: Carried Unanimously

E-4 Review and consider ratifying the CACFP 2022-23 Renewal Agreement to continue participation in the CACFP program.

Daniel Seeto, Chief Financial Officer, presented regarding the CACFP 2022-23 Renewal Agreement to continue participation in the CACFP program. Participation in the CACFP includes reimbursement for all allowable meals served to enrolled children.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Trinice Lee

Vote: Carried Unanimously

E-5 Review and consider ratifying the submission of the Child Advocacy Center (KC) Program Request for Proposal (RFP) grant application.

Mattie Mendez, Executive Director, presented regarding the submission of the Child Advocacy Center (KC) Program Request for Proposal (RFP) grant application. The Madera County CAC submitted a proposal for the Child Advocacy Center Program (KC) Grant through the California Office of Emergency Services on August 26th. Funding is intended to address disparities in culturally competent and inclusive mental health services, access to SART Medical Exams for acute and non-acute abuse, provide a higher quality Child Forensic Interview recording system and equipment, and allow for CAPMC to contract Child Forensic Interviewers and mental health clinicians to provide culturally inclusive trauma-informed services to CFIT participants and their families.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Martha Garcia

Vote: Carried Unanimously

E-6 Review and consider ratifying the submission of the Children’s Advocacy Centers (NSP) Request for Proposal Application – Award Year 2023.

Mattie Mendez, Executive Director, presented the submission of the Children’s Advocacy Centers (NSP) Request for Proposal Application – Award Year 2023. The Madera County CAC submitted a proposal for the Children’s Advocacy Centers (NSP) Request for Proposal Application on September 30th. Funding is intended to address disparities in culturally competent and inclusive mental health services, access to SART Medical Exams for acute and non-acute abuse by contracting with a SANE to conduct exams, provide a higher quality Child Forensic Interview recording system and equipment, and allow for CAPMC to contract Child Forensic Interviewers and mental health clinicians to provide culturally inclusive trauma-informed services to CFIT participants and their families. Funding is also intended to cover up to the allowable hourly or daily rate for the professional development of current and new forensic interviews.

Motion: APPROVE AS PRESENTED

Moved by Leticia Gonzalez, Seconded by Martha Garcia

Vote: Carried Unanimously

E-7 Review and consider approving the health insurance plan options effective January 1, 2023 and the employer contribution thresholds.

Irene Yang, Human Resources Director, presented regarding the health insurance plan options effective January 1, 2023 and the employer contribution thresholds. Besides the three Kaiser medical plans: HMO15, HMO20A, and HMO20B, the Agency plans to introduce a new Kaiser DHMO13858 plan. This plan offers lower premiums to cover for dependents. Healthiest You remains as the stand-alone telemedicine plan for employees to elect. Self-funded dental plan is with Ameritas and vision plan is with EyeMed. Life insurance and Employee Assistance Program (EAP) will be with Unum. The Agency offers medical / dental / vision / life insurance plans for employees with the options of spousal and children coverage.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Debi Bray

Vote: Carried Unanimously

E-8 Review and consider approving the updated employee compensation schedules and salary schedule.

Daniel Seeto, Chief Financial Officer, presented regarding the updated employee compensation schedules and salary schedule. The updated compensation and salary schedules for all programs reflect a 3% cost of living adjustment (COLA) increase retroactively effective for the 2022/2023 program years. The compensation schedules are being updated to reflect the permanent COLA increase for Head Start staff (both union and non-union) and all other agency staff.

Motion: APPROVE AS PRESENTED

Moved by Trinice Lee, Seconded by David Hernandez

Vote: Carried Unanimously

E-9 Review and consider approving the updated agency Bylaws.

Mattie Mendez, Executive Director, presented regarding the updated agency Bylaws.

Motion: APPROVE AS PRESENTED

Moved by Trinice Lee, Seconded by David Hernandez

Vote: Carried Unanimously

E-10 Consider appointing Trinice Lee to serve as representative of the Madera/Mariposa Regional and Early Head Start Policy Committee on the CAPMC Board of Directors.

Mattie Mendez, Executive Director, presented regarding appointing Trinice Lee to serve as representative of the Madera/Mariposa Regional and Early Head Start Policy Committee on the CAPMC Board of Directors.

Motion: APPROVE AS PRESENTED

Moved by Leticia Gonzalez, Seconded by Martha Garcia

Vote: Carried Unanimously

E-11 Review and consider accepting the nominations made by the Nominating Committee for the Board of Directors for the 2022 – 2024 term.

Mattie Mendez, Executive Director, presented regarding the nominations made by the Nominating Committee for the Board of Directors for the 2022 – 2024 term. The Nominating Committee met on October 5, 2022 and prepared a slate of nominations. The Chairperson, Vice Chairperson and Secretary/Treasurer will serve until 2024. Each officer serves a two-year term.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Debi Bray

Vote: Carried Unanimously

E-12 Review and consider accepting the submission of CAPMC 403(b) Form 5500 tax return by the Chief Financial Officer. *Item to be distributed at the Board of Directors Meeting.*

Item Pulled – Not Presented

No Action Taken

E-12 Review and consider approving the discretionary employer contribution. *Item to be distributed at the Board of Directors Meeting.*

Daniel Seeto, Chief Financial Officer, presented regarding the discretionary employer contribution. The \$608,688 reflects the calculation of the 5% discretionary employer contribution for the period of January 1, 2021 through December 31, 2021. The employer contribution will be deposited with VOYA Life and Annuity Company, our plan custodian, by October 17, 2022.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Trinice Lee

Vote: Carried Unanimously

Board Members Tyson Pogue and Debi Bray left the meeting. David Hernandez resumed the meeting as Chairperson.

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – September 23, 2022
- F-3 Executive Director Monthly Report – (August & September 2022)
- F-4 Financial Statements (August & September 2022)
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (August & September 2022)
- F-7 CAPMC Board of Directors Attendance Report – (August & September 2022)
- F-8 Staffing Changes Report for August 2, 2022 – September 30, 2022

G. CLOSED SESSION

None

H. CORRESPONDENCE

H-1 Correspondence from Victim Services regarding Domestic Violence Awareness Day

H-2 Correspondence dated August 29, 2022 from the Office of Head Start regarding Office of Head Start Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021 (ARP).

H-3 Correspondence dated August 27, 2022 from the Office of Head Start regarding the reporting of child health and safety incidents

I. ADJOURN

Vice-Chair David Hernandez adjourned the Board of Directors meeting at 6:30 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously