

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

**Regular Board of Directors Meeting**

**October 14, 2021**

**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 5:30 p.m. by Chair Sheriff Tyson Pogue.

**Members Present In-Person**

Sheriff Tyson Pogue, Chair  
Eric LiCalsi, Vice-Chair  
David Hernandez,  
Secretary/Treasurer  
Supervisor Leticia Gonzalez  
Councilman Steve Montes  
Councilman John Chavez  
Debi Bray  
Donald Holley  
Martha Garcia  
Richard Gutierrez  
Aurora Flores

**Members Present Virtually**

Molly Hernandez

**Members Absent**

Patricia Trevino, HS PC  
Representative  
Deborah Martinez  
Vicki Bandy

**Personnel Present In-Person**

Mattie Mendez  
Cristal Sanchez  
Nancy Contreras-Bautista  
Daniel Seeto  
Elizabeth Wisener  
Maritza Gomez-Zaragoza

**Personnel Present Virtually**

Irene Yang

**Public – Other Present Virtually**

None

**A. PUBLIC COMMENT**

Elizabeth Wisener, CAPMC Community Services Program Manager, announced her resignation from CAPMC effective October 29, 2021. Elizabeth noted she will be relocating to spend more time with her family. Members of the Board thanked Elizabeth for her dedication to CAPMC, the community of Madera, and the homeless population.

Debi Bray, Board Member, shared the Madera Community Hospital would be hosting their 50<sup>th</sup> Anniversary on October 15<sup>th</sup> and encouraged all to attend.

**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 REVISED AGENDA:** Adoption of the agenda.

Motion: APPROVE WITH ADDITIONAL ITEMS E-10, E-11, AND CORRECTION OF NUMBERING OF AGENDA ITEMS D-21 AND D-22

Moved By: David Hernandez, Seconded By: Councilman Steve Montes

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 – August 12, 2021
- D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Meeting – August 10, 2021
- D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Committee Meeting – August 11, 2021 & September 8, 2021
- D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – September 2, 2021
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
  - July 2021
  - August 2021
  - September 2021
- D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
  - July 2021

- D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start Reports**:
- Monthly Enrollment Report – July 2021 & August 2021
  - In-Kind Report – July 2021 & August 2021
  - CACFP Program Report – August 2021
- D-8 Review and Consider approving the following **Madera Early Head Start Reports**:
- Monthly Enrollment Report – July 2021 & August 2021
  - In-Kind Report – July 2021 & August 2021
- D-9 Review and Consider approving the following **Madera Migrant/Seasonal Head Start Reports**:
- Monthly Enrollment Report – July 2021 & August 2021
  - In-Kind Report – July 2021 & August 2021
  - CACFP Program Report – July 2021 & August 2021
  - Program Information Report (PIR) – July 2021 & August 2021
- D-10 Review and consider approving the following **Fresno Migrant Head Start reports**:
- Monthly Enrollment Report – July 2021 & August 2021
  - In-Kind Report – July 2021 & August 2021
  - CACFP Program Report – July 2021 & August 2021
- D-11 Review and consider approving the following **Fresno Migrant Early Head Start reports**:
- Monthly Enrollment Report – July 2021 & August 2021
  - In-Kind Report – July 2021 & August 2021
- D-12 Review and consider approving the Madera Migrant/Seasonal Head Start 2021-2022 Community Assessment Executive Summary update.
- D-13 Review and consider approving the 2021-2022 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee.
- D-14 Review and consider approving the 2021-2022 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.
- D-15 Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards.
- D-16 Review and consider approving the 2021-2022 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.
- D-17 Review and Consider approving the 2021-2022 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee.
- D-18 Review and consider approving the Impasse Procedure between the CAPMC Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council.
- D-19 Review and consider approving CAPMC California State Preschool 2021-2022 Program Philosophy, Goals and Parent Handbook.

- D-20 Review and consider approving the Suspension and Expulsion Procedure for the Madera/Mariposa Regional and Early Head Start Program.
- D-21 Review and consider accepting the Fresno Migrant & Seasonal Head Start's 2020-2021 Program Information Report (PIR).
- D-22 Review and consider accepting the Fresno Migrant & Seasonal *Early* Head Start's 2020-2021 Program Information Report (PIR).
- D-23 Review the Madera County Child Advocacy Center (CAC) Program Report for September 2021 (Informational Only)
- D-24 Review the Child Care Alternative Payment and Resource & Referral Program Report for September 2021. (Informational Only)
- D-25 Review the Community Services Report for September 2021. (Informational Only)
- D-26 Review the Homeless for Engagement for Living Program (H.E.L.P) Center Report for September 2021. (Informational Only)

Motion: APPROVED AS PRESENTED

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

Vote: Carried Unanimously

**E. DISCUSSION / ACTION ITEMS**

**E-1 Review and consider authorizing the Executive Director to sign and submit the 2021-2022 Housing and Urban Development contract for the Shunammite Place.**

Elizabeth Wisener, Community Services Program Manager, presented regarding the submission of the 2021-2022 Housing and Urban Development contract for the Shunammite Place. The purpose of the grant is to provide permanent housing with supportive services designed to accommodate up to 36 chronic homeless individuals with disabilities. Due to the COVID-19 pandemic, there was no competition for funding. Programs that were funded in 2020-2021 were automatically funded for 2021-2022 based on the 2020 funding levels. The renewal grant term for this project is for one year.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E-2 Review and consider authorizing the Executive Director to submit the 2022-2023 Housing and Urban Development grant application for the Shunammite Place.**  
Elizabeth Wisener, Community Services Program Manager, presented regarding the

submission of the 2021-2022 Housing and Urban Development contract for the Shunammite Place. The purpose of the grant is to provide permanent housing with supportive services designed to accommodate up to 36 chronic homeless individuals with disabilities. The Notice of Funding has not been released by HUD. It is anticipated that it will be released by the end of July 2021. The 2022/2023 allocation will be a competitive process wherein CAPMC will be competing with all the other programs offered through the FMCoC for funding. The FMCoC will then compete with all the other CoCs across the nation. The renewal grant term for this project is for one year.

Motion: APPROVE AS PRESENTED

Moved By: Debi Bray, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E-3 Review and consider ratifying the Executive Director to contract with the County of Madera to provide home delivered meals to seniors in Madera County.**

Elizabeth Wisener, Community Services Program Manager, presented regarding the contract with the County of Madera to provide home delivered meals to seniors in Madera County. The County of Madera has contracted with CAPMC to provide home delivered meals to seniors who live in the County of Madera such as Fairmead, Rancho Hills, North Fork, Oakhurst and Coarsegold. Meals are prepared and delivered by Café EOC out of Fresno. Mattie Mendez, Executive Director, noted that Meals will consist of 7 breakfast items, 7 entrees, 14 vegetables 7 fresh fruits. In addition, a half-gallon of 1% milk, one loaf of bread, and a 46 oz. carton of fruit juice. The meals can be microwaved or heated in the oven.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Aurora Flores

Vote: Carried Unanimously

**E-4 Review and consider authorizing the submission of the 2021-2022 Heffernan Foundation Mini Grant Application.**

Elizabeth Wisener, Community Services Program Manager, presented regarding the submission of the 2021-2022 Heffernan Foundation Mini Grant Application. CAPMC will apply for funding to support the Shunammite Place to provide additional funding for clients that is not allowable with HUD dollars such as by providing supplies for the Shunammite Place Store, food supplies for socialization experiences, and supplies for life skills classes.

Motion: APPROVE AS PRESENTED

Moved By: Eric LiCalsi, Seconded By: Molly Hernandez

Vote: Carried Unanimously

**E-5 Review and consider approving the health insurance plan options and the employer contribution thresholds effective January 1, 2022.**

Mattie Mendez, Executive Director, presented regarding the health insurance plan options and the employer contribution thresholds effective January 1, 2022. Besides the three Kaiser medical plans: HMO15, HMO 20A, and HMO 20B, the Agency plans to introduce three Community Care Health Plans to employees during the open enrollment. The Agency receives rate pass from dental / vision / life insurance carriers. However, Kaiser medical plans came in at 12.6% increase and then reduced to 9.8% increase for the existing plans. Kaiser proposed new plans at renewal rates of 5% for high option and 7.2% for mid and low options. The monthly rates for employee only coverage are \$732.89 for Kaiser HMO15, \$620.96 for HMO 20A, and \$553.09 for HMO 20B. The Agency raises employer's medical contribution from \$503.73 to \$553.09 to ensure there is a no cost plan under existing Kaiser plans. The Agency will continue offering the existing Kaiser plans, while offering Community Care Health Plan as another option for employees to elect for their medical coverage. CCHP requires twenty-six enrollments to establish the service. The telemedicine plan will remain at \$8.00 for employees and their dependents. The dental insurance carrier remains under Ameritas at a reduced rate of \$36.66 per month per employee. Vision insurance remains the same at a rate of \$8.76 per month per employee. Life insurance carrier also remains with the same carrier (Unum) at the rate of \$6.50 per month per employee.

Motion: APPROVE AS PRESENTED

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

Vote: Carried Unanimously

**E-6 Review and consider authorizing the Executive Director to submit the grant application to operate the Unserved/Underserved Victim Advocacy and Outreach (UV) Program from January 1, 2022 through December 31, 2022 including any extensions and/or amendments during the funding period.**

Mattie Mendez, Executive Director, presented regarding the submission of the grant application to operate the Unserved/Underserved Victim Advocacy and Outreach (UV) Program from January 1, 2022 through December 31, 2022 including any extensions and/or amendments during the funding period. The purpose of the UV Program is to increase access to the culturally appropriate victim services for unserved/underserved victims of crime. The target population for this grant is monolingual, Spanish-Speaking immigrants, those that identify as indigenous immigrants, and/or farm laborers.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E-7 Review and consider approving the submission of the 2021-2022 Madera Migrant/Seasonal Head Start Budget Revision #1.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the 2021-2022 Madera Migrant/Seasonal Head Start Budget Revision #1. Original Basic budget needs a category changes to purchase a new surveillance system for the new maintenance building. Stanislaus County Office of Education requires a budget revision to be included with request for approval.

Motion: APPROVE AS PRESENTED

Moved By: Debi Bray, Seconded By: David Hernandez

Vote: Carried Unanimously

**E-8 Review and consider approving the submission of the 2022-2023 Madera Migrant/Seasonal Head Start budgets.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the 2022-2023 Madera Migrant/Seasonal Head Start budgets. The funded enrollment totals 579 children slots for the program year and extended days of service.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: David Hernandez

Vote: Carried Unanimously

**E-9 Review and consider ratifying the CACFP 2021-22 Renewal Agreement.**

Mattie Mendez, Executive Director, presented regarding the CACFP 2021-22 Renewal Agreement. Mattie noted that the CACFP program provides centers with funding to provide breakfast, lunch, and snack for all children enrolled in the program.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Councilman Steve Montes

Vote: Carried Unanimously

**E-10 Review and consider accepting the submission of CAPMC 403(b) Form 5500 tax return by the Chief Financial Officer.**

Daniel Seeto, Chief Financial Officer, presented regarding the submission of the CAPMC 403(b) Form 5500 tax return. The agency is required to file a pension plan information return each year. Nexus Administrators, the third-party pension plan administrator, prepared the return from the financial statement information for the year ended December 31, 2020. The appropriate filing extension was obtained and granted until October 15, 2021.

Motion: APPROVE AS PRESENTED

Moved By: Martha Garcia, Seconded By: Aurora Flores

Vote: Carried Unanimously

**E-11 Review and consider approving the discretionary employer contribution amount of \$435,027.60 for the plan year ended December 31, 2020.**

Daniel Seeto, Chief Financial Officer, presented regarding the discretionary employer contribution amount of \$435,027.60 for the plan year ended December 31, 2020. The \$435,027.60 reflects the calculation of the 4% discretionary employer contribution for the period of January 1, 2020 through December 31, 2020.

Motion: APPROVE AS PRESENTED

Moved By: Aurora Flores, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**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 – (September 2021)
- F-4 Financial Statements (September 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (September 2021)
- F-7 CAPMC Board of Directors Attendance Report – (September 2021)
- F-8 Staffing Changes Report for September 1, 2021 – October 5, 2021

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence dated September 27, 2021 from the Office of Head Start regarding Supporting the Wellness of All Staff in the Head Start Workforce.

**I. ADJOURN**

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 6:02 p.m.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: David Hernandez



Vote: Carried Unanimously