

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**February 9, 2023**  
**1225 Gill Ave Madera, CA 93637**

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:32 p.m. by Chairperson Eric LiCalsi

**Members Present**

Eric LiCalsi, Chair  
Steve Montes  
Diana Palmer  
Debi Bray  
Trinice Lee, HS Rep  
Donald Holley  
Molly Hernandez  
Aurora Flores  
Secretary/Treasurer  
Supervisor Leticia Gonzalez  
Richard Gutierrez  
Martha Garcia  
Sheriff Tyson Pogue,  
Secretary/Treasurer  
Deborah Martinez

**Members Absent**

David Hernandez, Vice-Chair  
Vicki Bandy

**Personnel Present**

Daniel Seeto  
Cristal Sanchez  
Irene Yang  
Maritza Gomez-Zaragoza  
Nancy Contreras-Bautista  
Leticia Murillo

**Public – Other Present**

None

**A. PUBLIC COMMENT**

Board Member Donald Holley shared an upcoming community event in celebration of Black History Month.

**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 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 – November 10, 2022.
- D-2 Review and consider accepting the Bank of America Credit Card Statements:
- December 2022
  - January 2023
- D-3 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- December 2022
- D-4 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – December 2022
  - In-Kind Report – December 2022
  - CACFP Program Report – November & December 2022
- D-5 Review and consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – December 2022
  - In-Kind Report – December 2022
- D-6 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – December 2022
  - In-Kind Report – December 2022
  - CACFP Program Report – November & December 2022
  - Program Information Report (PIR) – December 2022
- D-7 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – December 2022
  - In-Kind Report – December 2022

- CACFP Program Report – November & December 2022

- D-8 Review the 2021-2022 Madera/Mariposa Regional and Early Head Start Annual Report. (Informational Only)
- D-9 Review and consider approving the 2020-2025 Madera/Mariposa Regional Head Start and Early Head Start Community Needs Assessment 4th Year Update.
- D-10 Review and consider approving the 2020-2025 Goals and Objectives updates for the Madera/Mariposa Head Start and Early Head Start Program.
- D-11 Review and consider approving the 2022-2023 Madera/Mariposa Regional and Early Head Start Self-Assessment Results, Findings and Plan of Action for Recommendations
- D-12 Review the 2021-2022 CAPMC Madera Migrant/Seasonal Annual Report. (Informational Only)
- D-13 Consider ratifying the submission of the application requesting continued funding from the California Department of Social Services – Child Care and Development Division (CCDD) for Fiscal Year 2023-2024.
- D-14 Review the Madera County Child Advocacy Center Report for January 2023. (Informational Only)
- D-15 Review the Child Care Alternative Payment and Resource & Referral Program Report for January 2023. (Informational Only)
- D-16 Review the Community Services Program Report for January 2023. (Informational Only)
- D-17 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for January 2023. (Informational Only)
- D-18 Review the Victim Services Report for January 2023. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Donald Holley

Vote: Carried Unanimously

**E. DISCUSSION / ACTION ITEMS**

**E-1 Consider authorizing the Executive Director to sign and submit the application for the 2023 – 2024 CDBG Public Services Grant Application with the City of Madera.**

Daniel Seeto, Chief Financial Officer, presented regarding the submission of the application for the 2023 – 2024 CDBG Public Services Grant Application with the City of Madera. This grant will pay for personnel costs for two members of CAPMC staff to participate on the FMCoC Board of Directors. The FMCoC works collaboratively to reduce the number of individuals experiencing homelessness in Fresno and Madera Counties. The FMCoC is a group of homeless service providers who meet monthly to address needs and share services offered for individuals experiencing homelessness in Fresno and Madera Counties. Agencies must be members in good standing of the FMCoC to apply for HUD funds to serve the homeless.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Deborah Martinez

Vote: Carried Unanimously

**E-2 Consider authoring the Executive Director to submit the application for the Community Development Block Grant (CDBG) Housing Stabilization Project.**

Daniel Seeto, Chief Financial Officer, presented regarding the submission of the CDBG Housing Stabilization project. The purpose of the CDBG funds is to develop viable communities by providing decent affordable housing, a suitable living environment, and expanded economic development opportunities for persons experiencing homelessness. The proposed program will provide emergency housing, rental assistance, and/or rapid rehousing. The funding will aid victims of domestic violence, emergency housing for individuals experiencing homelessness, or individuals who are the hardest to place in housing and who have exhausted all other resources.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Debi Bray

Vote: Carried Unanimously

**E-3 Consider ratifying the submission of the Local Federal Emergency Management Agency (FEMA) – Phase 40 application.**

Daniel Seeto, Chief Financial Officer, presented regarding the submission of the Local Federal Emergency Management Agency (FEMA) Phase 40 Application. The National FEMA Board has announced the funding allocations for Phase 40 of \$84,255. The goal of the Local FEMA Board is to review the local recipient applications and to make a determination of awardees. CAPMC does receive a portion of that funding for Administrative purposes such as the coordination of FEMA Board document preparation and meetings.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Trinice Lee

Vote: Carried Unanimously

**E-4 Review and consider approving the proposed enrollment reduction and program changes for the Madera/Mariposa Regional Head Start Program beginning June 1, 2023.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the proposed enrollment reduction and program changes for the Madera/Mariposa Regional Head Start Program beginning June 1, 2023. The proposed changes would reduce the number of enrollment slots, decrease days of service, and increase salaries for staff.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Donald Holley

Vote: Carried Unanimously

**E-5 Review and consider approving the submission of the 2023-2024 (June 1, 2023 – May 31, 2024) Madera/Mariposa Regional & Early Head Start Refunding Application and budgets.**

Maritza Gomez-Zaragoza, presented regarding the submission of the 2023 – 2024 (June 1, 2023 – May 31, 2024) Madera/Mariposa Regional & Early Head Start Refunding Application and budgets.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Sheriff Tyson Pogue

Vote: Carried Unanimously

**E-6 Review and consider approving the 2022-2023 Migrant/Seasonal Head Start Basic and Blended Comparison Budget Revisions.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2022 – 2023 Migrant and Seasonal Head Start Basic and Blended Comparison Budget Revision.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Sheriff Tyson Pogue

Vote: Carried Unanimously

**E-7 Consider ratifying the submission of the 2021-2023 Madera Migrant Seasonal Head Start One-Time American Rescue Plan (ARP) funds budget revision.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2022 – 2023 Migrant and Seasonal Head Start Basic and Blended Comparison Budget Revision.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Donald Holley, Seconded by Trinice Lee

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 – January 2023
- F-4 Financial Statements – January 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – January 2023
- F-7 CAPMC Board of Directors Attendance Report – January 2023
- F-8 Staffing Changes Report for January 4 – January 31, 2023

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence from the Office of Head Start dated January 5, 2023 regarding Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy

**I. ADJOURN**

Chairperson Eric LiCalsi adjourned the Board of Directors meeting at 6:12 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Aurora Flores

Vote: Carried Unanimously