

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Regular Board of Directors Meeting

April 8, 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
Donald Holley
Martha Garcia
Supervisor Leticia Gonzalez
Councilman John Chavez

Members Present Virtually

Councilman Steve Montes
Debi Bray
Molly Hernandez

Members Absent

Patricia Trevino
Richard Gutierrez
Deborah Martinez
Vicki Bandy
Aurora Flores

Personnel Present In-Person

Mattie Mendez
Cristal Sanchez
Nancy Contreras-Bautista
Daniel Seeto

Personnel Present Virtually

Irene Yang
Maritza Gomez-Zaragoza
Jennifer Coronado
Elizabeth Wisener

Public – Other Present Virtually

Donna Tooley, Consultant

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 Donald Holley, Seconded By Eric LiCalsi

Vote: Carried Unanimously

Board Member John Chavez entered the room.

C. TRAINING/ADVOCACY ISSUES

- C-1 Community Services Block Grant (CSBG) Annual Report
Elizabeth Wisener, Community Services Program Manager

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 – March 11, 2021
- D-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – March 4, 2021
- D-3 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – March 9, 2021
- D-4 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Committee Meeting – March 10, 2021
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
- March 2021
- D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- February 2021
- D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – February 2021
 - In-Kind Report – February 2021
- D-8 Review and Consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – February 2021
 - In-Kind Report – February 2021
- D-9 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – February 2021
 - In-Kind Report – February 2021
 - CACFP Program Report – February 2021

- Program Information Report (PIR) – February 2021
- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – February 2021
 - In-Kind Report – February 2021
- D-11 Review and consider approving the following **Fresno Migrant Early Head Start** reports:
- Monthly Enrollment Report – February 2021
 - In-Kind Report – February 2021
- D-12 Review and consider approving Fresno Migrant/Seasonal Head Start's Recruitment and Selection Procedures for the 2021–2022 program year.
- D-13 Review and consider approving the 2021-2025 Community Needs Assessment Final Report for Community Action Partnership of Madera County-Fresno Migrant/Seasonal Head Start.
- D-14 Review and consider approving the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start Program.
- D-15 Review and consider accepting Fresno Migrant & Seasonal Early Head Start's 2019-2020 Program Information Report (PIR).
- D-16 Review the Madera County Child Advocacy Center (CAC) Program Report for March 2021 (Informational Only)
- D-17 Review the Child Care Alternative Payment and Resource & Referral Program Report for March 2021. (Informational Only)
- D-18 Review the Victim Services Report for March 2021. (Informational Only)
- D-19 Review the Community Services Report for March 2021. (Informational Only)
- D-20 Review the Homeless Engagement for Living Program (H.E.L.P.) Center Report March 2021. (Informational Only)

Board Member Donald Holley asked if item D-14 was a new policy. Mattie Mendez, Executive Director, clarified that the policy is routine and submitted every year. The policy outlines all of the steps and measure possible to keep children enrolled. Mattie did also emphasize that, ultimately, parents have the right to choose the type of child care program that is best fit for their child.

Motion: APPROVED AS PRESENTED

Moved By Debi Bray, Seconded By David Hernandez

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the 2021-2022 Madera/Mariposa Regional and Early Head Start COLA Grant Application.

Mattie Mendez, Executive Director, presented regarding the approval of the 2021-2022 Madera/Mariposa Regional and Early Head Start COLA Grant Application. Mattie notes that the Early and Regional Head Start budgets have been amended to reflect a 1.22% COLA increase to personnel costs beginning June 1, 2021.

Motion: APPROVE AS PRESENTED

Moved By Supervisor Leticia Gonzalez, Seconded By Donald Holley

Vote: Carried Unanimously

E-2 Review and consider approving the updated Emergency Succession Plan for the Executive Director of Community Action Partnership of Madera County, Inc.

Mattie Mendez, Executive Director, presented regarding the approval of the updated Emergency Succession Plan for the Executive Director of Community Action Partnership of Madera County, Inc. Due to the recent retirement of Donna Tooley, CAPMC's former Chief Financial Officer (CFO), the Emergency Succession Plan was updated to reflect current staff. The updated Emergency Succession Plan assigns Daniel Seeto, CAPMC's current CFO, as Acting Executive Director in the event of an emergency/unplanned absence of the Executive Director. The "first and second back-up appointees" remain as (1) Irene Yang, Human Resources Director and (2) Madera County Chief Administrative Officer. The succession plan must be signed by the CAPMC Board Chair, Executive Director, Acting Executive Director, Human Resources Director, and the Madera County CAO.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Eric LiCalsi

Vote: Carried Unanimously

E-3 Review and consider authorizing the Chief Financial Officer to file tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPA's.

Daniel Seeto, Chief Financial Officer, presented regarding the authorization for the Chief Financial Officer to file tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPA's. The tax return form 990 must be filed electronically by the granted filing extension of May 15, 2021. The Form 990 was prepared from information obtained from the audited financial statements for the year

ended June 30, 2020.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Martha Garcia

Vote: Carried Unanimously

E-4 Consider approving the Agency to award its annual entity-wide single audit for June 30,2021 and its 403B Plan audit for calendar year 2020 to Brown Armstrong CPAs.

Daniel Seeto, Chief Financial Officer, presented regarding the approval to award the annual entity-wide single audit for June 30,2021 and its 403B Plan audit for calendar year 2020 to Brown Armstrong CPAs. Brown Armstrong CPAs was selected to perform the audits in response to the Agency's RFP in 2018. This will be the fourth year that the Agency has used this firm. The RFP provided for the initial year and an option of four additional one-year extensions. This is a standard extension. Audit fieldwork to begin the last week of April 2021.

Motion: APPROVE AS PRESENTED

Moved By Eric LiCalsi, Seconded By Donald Holley

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 – (March 2021)
- F-4 Financial Statements (March 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (March 2021)
- F-7 CAPMC Board of Directors Attendance Report – (March 2021)
- F-8 Staffing Changes Reports for: March 3, 2021 – March 29, 2021

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence dated March 19, 2021 from the Office of Head Start regarding Head Start Center-Based Service Duration Requirement for 45 Percent of Slots.

I. ADJOURN

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 6:04 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded By Martha Garcia

Vote: Carried Unanimously