

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
June 10, 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
Donald Holley
Martha Garcia
Councilman John Chavez
Ricard Gutierrez
Supervisor Leticia Gonzalez
Eric LiCalsi, Vice-Chair

Members Present Virtually

Molly Hernandez
David Hernandez,
Secretary/Treasurer
Councilman Artemio Villegas
as Alternate for Councilman
Steve Montes
Debi Bray
Vicki Bandy

Members Absent

Patricia Trevino, HS PC
Representative
Aurora Flores
Deborah Martinez

Personnel Present In-Person

Mattie Mendez
Cristal Sanchez
Nancy Contreras-Bautista
Daniel Seeto
Elizabeth Wisener
Maritza Gomez
Jennifer Coronado
Tammy McDougal

Personnel Present Virtually

Irene Yang

Public – Other Present Virtually

Donna Tooley, Consultant

A. PUBLIC COMMENT

Board Member, Donald Holley, shared that a Juneteenth celebration would be taking place at Courthouse Park in Madera.

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 Eric LiCalsi

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

- C-1 Head Start Nutrition and Child & Adult Care Food Program (CACFP) Requirements
Tammy McDougal, Nutrition Specialist

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 – May 13, 2021
- D-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – May 6, 2021
- D-3 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Committee – May 11, 2021
- D-4 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Executive Policy Committee Meeting – May 12, 2021
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
- May 2021
- D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- April 2021
- D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – April 2021
 - In-Kind Report – April 2021
 - CACFP Program Report – April 2021
- D-8 Review and Consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – April 2021
 - In-Kind Report – April 2021

- D-9 Review and Consider approving the following **Madera Migrant/Seasonal Head Start Reports**:
- Monthly Enrollment Report – April 2021
 - In-Kind Report – April 2021
 - CACFP Program Report – April 2021
 - Program Information Report (PIR) – April 2021
- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – April 2021
 - In-Kind Report – April 2021
- D-11 Review and consider approving the following **Fresno Migrant *Early* Head Start** reports:
- Monthly Enrollment Report – April 2021
 - In-Kind Report – April 2021
- D-12 Review the Madera County Child Advocacy Center (CAC) Program Report for May 2021 (Informational Only)
- D-13 Review the Child Care Alternative Payment and Resource & Referral Program Report for May 2021. (Informational Only)
- D-14 Review the Victim Services Report for May 2021. (Informational Only)
- D-15 Review the Community Services Report for May 2021. (Informational Only)
- D-16 Review the Homeless Engagement for Living Program (H.E.L.P.) Center Report May 2021. (Informational Only)

Motion: APPROVED AS PRESENTED

Moved By Donald Holley, Seconded By Supervisor Leticia Gonzalez

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider ratifying the submission of the Madera Migrant/Seasonal Head Start 2021-2022 Basic Carryover Funding Budget.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the Madera Migrant/Seasonal Head Start 2021-2022 Basic Carryover Funding Budget. A balance of \$695,393 of unspent funds from FY 2020-2021 was identified. Savings stem from staff vacancies and fringe benefits including COVID-19 tax credits when staff were on leave due to exposure or illness. Other savings were also accrued from equipment, maintenance & repairs, consultant services and staff training. Carryover funds are to be utilized to extend service days to children and families, pay and pay staff wages and fringe benefits. Including necessary repairs and replacement from identified flooring concerns at four sites, one site with subfloor repairs from water damage, equipment, office and data supplies for new Head Start building and sites.

Motion: APPROVE AS PRESENTED

Moved By Eric LiCalsi, Seconded By Donald Holley

Vote: Carried Unanimously

E-2 Review and consider ratifying the submission of the Madera Migrant/Seasonal Head Start 2021-2022 COVID-19 CARES Year 2 Carryover Supplemental Funding.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the Madera Migrant/Seasonal Head Start 2021 – 2022 COVID-19 CARES Year 2 Carryover Supplemental Funding. Year 2 of COVID-19 CARES Supplemental funds in the amount of \$189,396 to support preventive, preparedness, and response activities related to the coronavirus were identified. Year 2 funds will continue to focus on disinfecting and cleaning supplies, protective wear for staff including masks, and other essential items that will be needed throughout the day and/or respond to any health and safety needs.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Eric LiCalsi

Vote: Carried Unanimously

E-3 Review and consider ratifying the submission of the California Emergency Rental Assistance Program contract and budget to the County of Madera.

Elizabeth Wisener, Community Services Program Manager, presented regarding the submission of the California Emergency Rental Assistance Program contract and budget to the County of Madera. Rental assistance is available for income eligible renters who have experienced a financial hardship due to COVID-19 and have past due rent, or for landlords who have experienced a loss in income because of unpaid rent. CAPMC will provide outreach services via social media campaigns, mass mailings and door to door outreach to promote the program and then assist applicants with the application process. One full-time Customer Assistance Technician has been budgeted to fulfill the program objectives.

Motion: APPROVE AS PRESENTED

Moved By Debi Bray, Seconded By David Hernandez

Vote: Carried Unanimously

E-4 Review and consider ratifying the submission of the CDBG Capital Projects/Public Improvement Grant Application to the City of Madera.

Elizabeth Wisener, Community Services Program Manager, presented regarding the submission of the CDBG Capital Projects/Public Improvement Grant Application to the City of Madera. If funded, the dollars will be used to provide housing, supportive services, and landlord engagement activities.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Supervisor Leticia Gonzalez

Vote: Carried Unanimously

E-5 Review and consider ratifying the submission of the CDBG Public Services Grant Application to the City of Madera.

Elizabeth Wisener, Community Services Program Manager, presented regarding the submission of the CDBG Public Services Grant Application to the City of Madera. If funded, dollars will be used to pay for personnel cost for two members of CAPMC staff to participate on the FMCoC Board of Directors and coordinate the 2022 HUD mandated Homeless Point-In-Time Count.

Motion: APPROVE AS PRESENTED

Moved By Eric LiCalsi, Seconded By Martha Garcia

Vote: Carried Unanimously

E-6 Review and consider approving the submission of the 2022-2023 Community Action Plan (CAP).

Elizabeth Wisener, Community Services Program Manager, presented regarding the submission of the 2022-2023 Community Action Plan (CAP). The Community Action Plan outlines CAPMC's 2-year strategic plan for how the agency plans to address the needs of Madera County, based on the finalized Community Needs Assessment. As Public Hearing will take place on June 28, 2021 to finalize any recommendations the public may have. If any changes are made to the CAP as a result of the Public Hearing, and amended copy will be presented at the July Board meeting. The plan will be submitted to the California Department of Community Services and Development (CSD) on June 30, 2021.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Eric LiCalsi

Vote: Carried Unanimously

E-7 Close the 30-day review period and consider approving the CSBG 2022-2023 Community Needs Assessment.

Elizabeth Wisener, Community Services Program Manager, presented regarding the approval of the CSBG 2022-2023 Community Needs Assessment. The Community Needs Assessment will be posted on the agency website and will be available to anyone who would be interested in reviewing the data.

Motion: APPROVE AS PRESENTED

Moved By Supervisor Leticia Gonzalez, Seconded By Eric LiCalsi

Vote: Carried Unanimously

E-8 Review and consider accepting the indirect cost rate for the year ended June 30, 2020 and the proposed rate for the year ending June 30, 2021.

Daniel Seeto, Chief Financial Officer, and Donna Tooley, consultant and former Chief Financial Officer, presented regarding the indirect cost rate for the year ended June 30, 2021 and the proposed rate for the year ending June 30, 2021. The indirect cost rate and the proposal were prepared from the Agency's audited financial statements by the consultant, Donna Tooley, CPA with review by the firm of Brown Armstrong, CPA's and the current Chief Financial Officer, Daniel Seeto. The actual indirect cost rate for the year ended June 30, 2020 was 9.1%. The proposed rate for the year ending June 30, 2021 is 9.1%. The increases in salaries and fringe benefits were the result of the COLA adjustment of 2.6% awarded to all CAPMC staff were offset by various vacancies in HR and Information Technology. The final and proposed rates were reviewed and accepted by CAPMC's cognizant agency, Health and Human Services as proposed. The cognizant agency is the federal agency from whom CAPMC receives the largest amount of direct federal grants or awards.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Eric LiCalsi

Vote: Carried Unanimously

E-9 Review the adequacy of the Agency's D&O and EPLI insurance coverage to determine if there are significant risks that have not been adequately mitigated.

Donna Tooley, consultant and former Chief Financial Officer, presented regarding the Agency's D&O and EPLI insurance coverage to determine if there are significant risks that have not been adequately mitigated. CAPMC currently has D&O Liability coverage of \$3M and \$1M for Employment Practices. The aggregate for all parts is \$3M. The retention amount for the D&O is \$10,000 for each claim and for Employment Practices is \$100,000. The premium amount paid for this level is \$26,621. Because of some past claims and the litigious climate in California, staff recommends to increase the current coverage.

Motion: APPROVE AS PRESENTED

Moved By Supervisor Gonzalez, Seconded By Donald Holley

Vote: Carried Unanimously

**E-10 Review the status of the agency audit for the year ended June 30, 2021.
(Informational)**

Daniel Seeto, Chief Financial Officer, presented regarding the status of the agency audit for the year ended June 30, 2021. Daniel noted that major programs this year include the Head Start, Child Care and Development Block Grant, and Crime Victims Assistance clusters. There have been no exceptions noted. The auditors are scheduled to resume fieldwork October 25, 2021.

Motion: Informational Only

E-11 Consider authorizing the Executive Director to submit the request for application to the California Office of Emergency Services (Cal OES), to operate the Victim Witness Program from October 1, 2021 through September 30, 2022 including any extensions and/or amendments during the funding period.

Mattie Mendez, Executive Director, presented regarding the submission of the request for application to the California Office of Emergency Services (Cal OES), to operate the Victim Witness Program for the 2021 – 2020 funding period. The purpose of the VW Program is to maintain Victim Witness Assistance Centers and provide comprehensive services to victims and witnesses of all types of violent crimes. The services provided under the VW Program include, but are not limited to, information about victims' rights (Marsy's Law), orientation to the criminal justice system, crisis intervention, emergency assistance, court accompaniment, case status/disposition, victim compensation claim assistance, counseling, property return, notification to family/friends/employers, resource and referral assistance, restitution assistance upon request of the victim, and community outreach/public presentations. Available funding has effectively decreased by \$8,730 compared to the grant ending September 30, 2021. This will largely be offset by a reduction in total hours spent by management-level employees on this program.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Eric LiCalsi

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – June 1, 2021 (canceled due to a lack of quorum)
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – (May 2021)
- F-4 Financial Statements (May 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (May 2021)
- F-7 CAPMC Board of Directors Attendance Report – (May 2021)
- F-8 Staffing Changes Reports for: May 4, 2021 – June 1, 2021

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence dated May 4, 2021 from the Office of Head Start regarding FY 2021 American Rescue Plan Funding Increase for Head Start Programs.
- H-2 Correspondence dated May 20, 2021 from the Office of Head Start regarding the Office of Head Start (OHS) Expectations for Head Start Programs in Program Year (PY) 2021–2022

I. ADJOURN

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 6:30 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded By Eric LiCalsi

Vote: Carried Unanimously