

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Regular Board of Directors Meeting

August 12, 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 5:44 p.m. by Chair Sheriff Tyson Pogue.

Members Present In-Person

Sheriff Tyson Pogue, Chair
Donald Holley
Councilman Steve Montes
Ricard Gutierrez
Supervisor Robert Poythress
as Alternate for Supervisor
Leticia Gonzalez
David Hernandez,
Secretary/Treasurer
Deborah Martinez

Members Present Virtually

Debi Bray
Vicki Bandy

Members Absent

Patricia Trevino, HS PC
Representative
Eric LiCalsi, Vice-Chair
Molly Hernandez
Councilman John Chavez
Martha Garcia
Aurora Flores

Personnel Present In-Person

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

Personnel Present Virtually

Jennifer Coronado

Public – Other Present Virtually

Russell K. Ryan, Esq., Legal Counsel

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 AS PRESENTED

Moved By: Donald Holley, Seconded By: Deborah Martinez

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

- Program Information Report (PIR) – June 2021

- D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – June 2021
 - In-Kind Report – June 2021
 - CACFP Program Report – June 2021
- D-10 Review and consider approving the following **Fresno Migrant *Early* Head Start** reports:
- Monthly Enrollment Report – June 2021
 - In-Kind Report – June 2021
- D-11 Review and consider approving the Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program.
- D-12 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera Migrant/Seasonal Head Start Policy Committee.
- D-13 Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Education State Based Migrant Program 2021-2022 Program Philosophy, Goals and Objectives and Parent Handbook.
- D-14 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Fresno Migrant/Seasonal Head Start Policy Committee.
- D-15 Review and consider approving the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start Program.
- D-16 Review and consider approving the 2020-2021 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment.
- D-17 Review the EEO-1 report to understand the employee compositions of the Agency. (Informational Only)
- D-18 Review the Madera County Child Advocacy Center (CAC) Program Report for July 2021 (Informational Only)
- D-19 Review the Child Care Alternative Payment and Resource & Referral Program Report for July 2021. (Informational Only)
- D-20 Review the Community Services Report for July 2021. (Informational Only)
- D-21 Review the Homeless for Engagement for Living Program (H.E.L.P) Center Report for June and July 2021. (Informational Only)

Motion: APPROVED AS PRESENTED

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

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider ratifying the submission of the 2021-2022 State Migrant Head Start Budgets to Stanislaus County Office of Education.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the 2021 – 2022 State Migrant Head Start Budgets to Stanislaus County Office of Education. Maritza noted the State Based Migrant Part Year Program will serve a total of 92 infants, toddlers, and Pre-K children at Sierra Vista Migrant Head Start Center. This program will operate as a blended program with the Madera Migrant and Seasonal Head Start program with 17,801 days of enrollment. CAPMC proposing a 1.22% Cola increase to align with Head Start Cola and \$500 one-time only stipend based on agency policy 703.00.00 Supplemental Pay for Covid-19. In response to the ongoing Covid-19 safety measures, CAPMC is proposing a \$500 stipend to compensate each employee for the extra duties of cleaning and disinfecting to prevent and protect the health and safety of children, parents/families, and staff.

Motion: APPROVE AS PRESENTED

Moved By: Councilman Steve Montes, Seconded By: Supervisor Robert Poythress

Vote: Carried Unanimously

E-2 Consider approving the submission of the application for the Kaiser Permanente Community 2021 Benefit Program.

Elizabeth Wisener, Community Services Program Manager, presented regarding the submission of the application for the Kaiser Permanente Community 2021 Benefit Program. Elizabeth noted that Kaiser Permanente invited CAPMC to submit a grant proposal of \$25,000 under their Housing for Health Common Area of Focus with a priority on Transform Care: Whole Person Approaches for strategies that strengthen the connectivity and provision of care within health care and social services safety net for people experiencing homelessness or formerly homelessness. Community Action Partnership of Madera County plans to use the funds primarily for rental assistance and incidentals such as transportation, laundry, food, supplies, over the counter medication, birth certificates, or clothing for individuals experiencing homelessness.

Motion: APPROVE AS PRESENTED

Moved By: Supervisor Robert Poythress, Seconded By: Donald Holley

Vote: Carried Unanimously

E-3 Review and consider approving supplemental pay in response to COVID-19.

Mattie Mendez, Executive Director, presented regarding the approval of supplemental pay in response to COVID-19. Mattie emphasized that the supplemental pay of \$500 would be a one-time payment to eligible employees. This request for \$500 supplemental pay roots from the on-going preventive measures that have been required of essential workers to adopt and perform through additional duties to ensure the safety for clients and peers. Funds from The Coronavirus Aide, Relief, and Economic Security (CARES) Act, the 2021 American Rescue Plan Act (ARPA), and the California Assembly Bill 82 provide some financial assistance to recognize employees for doing their parts during the response to the COVID-19 pandemic. Eligibility for this one-time payment require staff to work under designated funds programs and must be under approved protective leave or remain employed with the Agency up to October 1, 2021. This one-time payment will be process through payroll with applicable tax deductions and issued on October 22, 2021.

Motion: APPROVE AS PRESENTED

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

Vote: Carried Unanimously

E-4 Review and consider approving the updated employee compensation schedules and salary schedule.

Daniel Seeto, Chief Financial Officer, presented regarding the update employee compensation schedules and salary schedules. Daniel noted that the updated the compensation and salary schedules for all programs reflect a 1.22% cost of living adjustment (COLA) increase retroactively effective for the 2021/2022 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: Donald Holley, Seconded By: Councilman Steve Montes

Vote: Carried Unanimously

Board Member Debi Bray joined the meeting.

E-5 Review and consider approving the Executive Director to sign and submit the request for application to operate the Rape Crisis (RC) Program for funding period 2021 – 2022 including any amendments or extensions.

Daniel Seeto, Chief Financial Officer, presented regarding the submission for the request for application to operate the Rape Crisis (RC) Program for funding period 2021 – 2022 including any amendments or extensions. Daniel shared that general changes are minor. There are some salary saving that will be utilized to upgrade computers, consultant services, and certifications (i.e. Waymakers)

Motion: APPROVE AS PRESENTED

Moved By: Debi Bray, Seconded By: David Hernandez

Vote: Carried Unanimously

E-6 Review and consider approving the Executive Director to sign and submit the request for application to operate the Domestic Violence (DV) Program for funding period 2021 – 2022 including any amendments or extensions.

Daniel Seeto, Chief Financial Officer, presented regarding the submission of the request for application to operate the Domestic Violence (DV) Program for funding period 2021 – 2022 including any amendments of extensions. Daniel emphasized this is request is considered an extension to the current Request for Application previously submitted. The key difference is an increase in funding to increase staffing coverage so the Martha Diaz shelter can be staffed 24/7. There is also an increase to the amount of emergency lodging and shelter CAPMC can provide to clients in the case that the shelter is already at full capacity.

Motion: APPROVE AS PRESENTED

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

Vote: Carried Unanimously

E-7 Review and consider approving the Executive Director to sign and submit the request for application to operate the *Transitional Housing (XH)* Program for funding period 2022 including any amendments or extensions.

Daniel Seeto, Chief Financial Officer, and Mattie Mendez, Executive Director, presented regarding the submission of the request for application to operate the Transitional Housing (XH) Program for funding period 2022 including any amendments or extensions. Daniel noted no significant changes in funding. Mattie explained that after individuals depart the emergency shelter they are provided support to transition into permanent housing through the form of vouchers.

Motion: APPROVE AS PRESENTED

Moved By: David Hernandez, Seconded By: Doanld Holley

Vote: Carried Unanimously

E-8 Consider approving the relinquishment of the Fresno Migrant Early Head Start Family Child Care Partnership Contract effective September 1, 2021.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the recommendation to relinquish the Fresno Migrant Early Head Start Family Child Care Partnership Contract effective September 1, 2021. Maritza noted continuous low enrollment, stringent programmatic regulations, competitive county programs, and staffing as some of the identified issues contributing to the decision to recommend the relinquishment the Fresno Migrant Early Head Start Family Child Care Partnership Contract. Maritza also highlighted that staff will work diligently with the families currently enrolled in the program to secure alternate care. The Fresno Head Start Policy Committee also deliberated on the aforementioned recommendation and ultimately, by unanimous vote, enacted the relinquishment of the Fresno Migrant Early Head Start Family Child Care Partnership Contract effective September 1, 2021. Board Member, Debi Bray, requested a follow-up on the currently enrolled children at the next Board of Directors meeting.

Motion: APPROVE AS PRESENTED

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

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – August 5, 2021
- F-3 Executive Director Monthly Report – (July 2021)
- F-4 Financial Statements (July 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (July 2021)
- F-7 CAPMC Board of Directors Attendance Report – (July 2021)
- F-8 Staffing Changes Reports for: June 30, 2021 – August 2, 2021

Correspondence was discussed before adjourning to Closed Session.

G. CORRESPONDENCE

- G-1 Correspondence dated July 27, 2021 from the Office of Head Start regarding Fiscal Year (FY) 2022 Monitoring Process for Head Start and Early Head Start Grantees.
- G-2 Correspondence dated July 28, 2021 from the Office of Head Start regarding Terminology Changes.
- G-3 Correspondence dated August 3, 2021 from the Office of Head Start regarding a Focus Area 1 (FA1) monitoring review in program year 2021 – 2022.

- G-4 Correspondence from Administration regarding the 2021 American Heart Association – Central Valley Hear and Stroke Walk scheduled for October 23, 2021.
- G-5 Correspondence from Victim Services regarding the 2021 Papa Murphy’s fundraiser.

H. CLOSED SESSION

Public session was adjourned at 6:21 p.m. by Chair Sheriff Tyson Pogue.

H-1 Government Code Section 54956.9(d)(1)

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Case Name: Maria Ortiz v. Community Action Partnership of Madera County (Madera County Superior Court Case No. MCV084393)

Case Status Update

No action taken.

The meeting was reconvened to public session at 6:29 p.m. by Chair Sheriff Tyson Pogue.
(Pursuant to California Government Code 54957.1)

I. ADJOURN

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 6:29 p.m.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: David Hernandez

Vote: Carried Unanimously