

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
August 10, 2023
1225 Gill Ave Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:3 p.m. by Chairperson Eric LiCalsi.

Members Present

Sheriff Tyson Pogue, Secretary/Treasurer
Steve Montes
Donald Holley
Richard Gutierrez
Molly Hernandez
David Hernandez, Vice-Chair
Aurora Flores
Deborah Martinez
Eric LiCalsi, Chair

Members Absent

Supervisor Leticia Gonzalez
Vicki Bandy
Jeff Troost
Debi Bray
Martha Garcia

Personnel Present

Mattie Mendez
Daniel Seeto
Cristal Sanchez
Jennifer Coronado
Maritza Gomez-Zaragoza

Public – Other Present

None

A. PUBLIC COMMENT

Board Member, Donald Holley, shared a community event – *Service at the Park*.

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 Tyson Pogue, 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.

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 13, 2023.
- D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – July 11, 2023.
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Meeting – July 12, 2023.
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
 - July 2023
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - June 2023
- D-6 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
 - Monthly Enrollment Report – June 2023
 - In-Kind Report – June 2023
 - CACFP Program Report – June 2023
 - Program Information Report – June 2023
- D-7 Review and consider approving the following **Fresno Migrant Head Start** reports:
 - Monthly Enrollment Report – June 2023
 - In-Kind Report – June 2023
 - CACFP Program Report – June 2023
- D-8 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-9 Review and consider approving the Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program.
- D-10 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-11 Review and consider approving the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start Program.
- D-12 Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with the California Department of Social Services, Migrant Child Care and Development 2023-2024 Program Philosophy, Goals and Objectives, and Parent Handbook.
- D-13 Review and consider approving the 2022-2023 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment.
- D-14 Review the Madera County Child Advocacy Center Report for July 2023. (Informational Only)
- D-15 Review the Child Care Alternative Payment and Resource & Referral Program Report for July 2023. (Informational Only)
- D-16 Review the Community Services Program Report for July 2023. (Informational Only)
- D-17 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for July 2023. (Informational Only)
- D-18 Review the Victim Services Program Report for July 2023. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Tyson Pogue

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the reclassification of Advocate III to Specialty Advocate (Unserved/Underserved Program).

Mattie Mendez, Executive Director, presented regarding the reclassification of Advocate III to Specialty Advocate (Unserved/Underserved Program). Mattie noted that this item was approved by the Personnel Committee.

Motion: APPROVE AS PRESENTED

Moved by Deborah Martinez, Seconded by Donald Holley

Vote: Carried Unanimously

E-2 Review and consider approving the Program Accountant job description and the classification of the current Accounting Technician to the Program Accountant.

Daniel Seeto, Chief Financial Officer, presented regarding the Program Accountant job description and the classification of the current Accounting Technician to the Program Accountant. It was also noted that this item was approved the by Personnel Committee.

Motion: APPROVE AS PRESENTED

Moved by Deborah Martinez, Seconded by David Hernandez

Vote: Carried Unanimously

E-3 Review and consider approving the updated employee compensation schedules and salary schedule for Community Action Partnership of Madera County (CAPMC).

Daniel Seeto, Chief Financial Officer, presented regarding the updated employee compensation schedules and salary schedule for Community Action Partnership of Madera County (CAPMC). The updated compensation and salary schedules for all programs reflect a 7.5% cost of living adjustment (COLA) increase retroactively effective for the 2023/2024 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 Steve Montes

Vote: Carried Unanimously

E-4 Review and consider approving the filings of the 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 filings of the tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPA's. Daniel highlighted that the returns are prepared from information obtained from the audited financial statements for the year ended June 30, 2022. Because of the federal disaster designation for Madera, California, the return deadlines are extended until October 16, 2023.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-5 Review and consider approving the agency-wide budget.

Daniel Seeto, Chief Financial Officer, presented regarding the approval of the agency-wide budget. Daniel noted that the CSBG Organizational Standards require that the CAPMC Board of Directors approve an agency-wide budget. Attached for your review is the proposed budget for the fiscal year ending June 30, 2023. The budget reflects an increase of close to \$1,700,000 compared to the prior year's budget (after removing in-kind). The biggest drivers of this difference were Child Care programs (CAPP, C2AP, C3AP) increasing by nearly \$875,000, Energy Programs (LIHEAP) increasing by nearly \$550,000, and Victim Services increasing by nearly \$160,000. The estimated revenues and expenses are approximately \$36.65 million. The actual revenues and expenses for 2021-2022 were about \$33.43 million.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Richard Gutierrez

Vote: Carried Unanimously

E-6 Review the results of the Department of Community Services and Development (CSD) desk review. (Informational)

Daniel Seeto, Chief Financial Officer, presented regarding the results of the Department of Community Services and Development (CSD) desk review. Daniel noted that CAPMC has had discussions with CSD Management Auditors regarding the findings in the attached report. CSD recommended appropriate risk mitigation plans to maximize its FGIC insurance coverage. CSD also recommended that CAPMC has appropriate risk mitigation plans to reduce the negative effects of revenue concentrations. These revenue concentrations are inherent to the nature of CAPs. Management is constantly seeking additional avenues that could further the purpose of CAPMC and tries to find funding that best suits current needs. No response is deemed necessary at this time. The findings of CSD are to be implemented for future reporting periods.

Informational Only

E-7 Review the Notification of the Under Enrollment Letter for Regional Head Start. (Informational)

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the Notification of the Under Enrollment Letter for Regional Head Start. Maritza noted that In the 2022-2023 the average monthly enrollment for the Regional Head Start program was 81%. The minimum enrollment allowed per OHS is 97%. Therefore, CAPMC-Head Start received an underenrollment letter outlining the requirements and due date for a plan to ensure full enrollment. The letter specifies that a plan must be developed to address the program's underenrollment. Program staff are currently having discussions with Advocates and Site Supervisors to develop a plan that will increase enrollment at all

Head Start sites. Once the complete plan is developed, the plan will be brought to the Policy Council and Board for review and feedback.

Informational Only

E-8 Consider the removal of Private Sector Director, Vicki Bandy, from the CAPMC Board of Directors due to non-attendance.

Mattie Mendez, Executive Director, presented regarding the removal of Private Sector Director, Vicki Bandy, from the CAPMC Board of Directors due to non-attendance. Mattie noted that As active participants in steering the organization towards meeting its goals, it is crucial that each Board Member contributes their time, expertise, and commitment to the best of their abilities. The attendance of all members of the CAPMC Board of Directors is essential for effective decision-making and the overall success of CAPMC. Also highlighted was Article 6: Board of Directors, Section 4: Removal of Directors of the CAPMC Bylaws considers the absence of a member or the member's alternate from 50% or more of the regularly scheduled meetings within a twelve-month period as ground for removal. Attendance records show that this Director was in attendance for one out of twelve regularly scheduled meetings which yields a < 1% attendance rate.

Motion: APPROVE AS PRESENTED

Moved by Tyson Pogue, Seconded by Steve Montes

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report
- F-2 Personnel Committee Report – August 7, 2023
- F-3 Executive Director Monthly Report – July 2023
- F-4 Financial Statements – July 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – July 2023
- F-7 CAPMC Board of Directors Attendance Report – July 2023
- F-8 Staffing Changes Report for July 7 – August 1, 2023

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 FMCoC Point in Time 2023 Results and Press Release
- H-2 Correspondence from the Office of Head Start dated July 10, 2023, regarding the treatment of rebates, refunds, discounts, and similar cost savings.
- H-3 Correspondence from the Office of Head Start dates July 11, 2023, regarding the

Fiscal Year 2024 monitoring prices for Head Start and Early Head Start recipients.

I. **ADJOURN**

Chairperson Eric LiCalsi adjourned the Board of Directors Meeting at 5:54 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by David Hernandez

Vote: Carried Unanimously