

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
June 8, 2023
1225 Gill Ave Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:30 p.m. by Chairperson Eric LiCalsi.

Members Present

Eric LiCalsi, Chair
Sheriff Tyson Pogue, Secretary/Treasurer
Deborah Martinez
Supervisor Leticia Gonzalez
Steve Montes
Jeff Troost
Donald Holley
Martha Garcia
Richard Gutierrez
Molly Hernandez

Members Absent

David Hernandez, Vice-Chair
Debi Bray
Trinice Lee, HS Representative
Aurora Flores

Personnel Present

Mattie Mendez
Daniel Seeto
Cristal Sanchez
Irene Yang
Nancy Contreras-Bautista

Public – Other Present

None

A. PUBLIC COMMENT

Ana Ibanez, Community Services Program Manager, shared the CAPMC Community Needs Assessment as part of the 30-day read.

Donald Holley, Board Member, shared information for a summer vacation bible school community event.

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 Jeff Troost

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 – May 11, 2023.
- D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – May 9, 2023.
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Meeting – April 12, 2023.
- D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Executive Policy Council Committee Meeting – April 6, 2023.
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
 - April 2023
 - May 2023
- D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - March 2023
 - April 2023
- D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
 - Monthly Enrollment Report – March & April 2023
 - In-Kind Report – March & April 2023
 - CACFP Program Report – March & April 2023
- D-8 Review and consider approving the following **Madera Early Head Start** Reports:
 - Monthly Enrollment Report – March & April 2023
 - In-Kind Report – March & April 2023
- D-9 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
 - Monthly Enrollment Report – April 2023

- In-Kind Report – April 2023
- CACFP Program Report – April 2023

- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – March & April 2023
 - In-Kind Report – March & April 2023
 - CACFP Program Report – March & April 2023
- D-11 Review and approve the Fresno Migrant and Seasonal Head Start’s 2021-2022 Annual Report.
- D-12 Review the Madera County Child Advocacy Center Report for May 2023. (Informational Only)
- D-13 Review the Child Care Alternative Payment and Resource & Referral Program Report for May 2023. (Informational Only)
- D-14 Review the Community Services Program Report for May 2023. (Informational Only)
- D-15 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for May 2023. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Supervisor Leticia Gonzalez

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the updated Employee Compensation Schedules and Salary Schedule.

Daniel Seeto, Chief Financial Officer, presented regarding the approval of the updated Employee Compensation Schedules and Salary Schedule. Daniel noted that the salary increases were previously approved by the Board of Directors on February 9, 2023.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-2 Review and consider authorizing a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2023.

Daniel Seeto, Chief Financial Officer, presented regarding the 5% discretionary

employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2023. Daniel highlighted that there was no change from the prior year.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Tyson Pogue

Vote: Carried Unanimously

E-3 Consider ratifying the monthly credit card limit for the Bank of America Business Card to \$25,000 from \$22,500 and restore previously approved credit card limit for CAPMC Head Start Director from \$2,500 to \$5,000.

Daniel Seeto, Chief Financial Officer, presented regarding the ratification of the monthly credit card limit for the Bank of America Business Card to \$25,000 from \$22,500 and restore the previously approved credit card limit for CAPMC Head Start Director from \$2,500 to \$5,000. Daniel emphasized that the change occurred when new managers were added to the credit card holder list. Head Start should have remained at \$5,000.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Martha Garcia

Vote: Carried Unanimously

E-4 Consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES), to operate the Victim Witness Assistance Program from October 1, 2023 through September 30, 2024 including any extensions and/or amendments during the funding period.

Jennifer Coronado, Victim Services Program Manager, presented regarding the request for application to the California Office of Emergency Services (Cal OES), to operate the Victim Witness Assistance Program from October 1, 2023 through September 30, 2024 including any extensions and/or amendments during the funding period. Jennifer highlighted the additional funding in the application allocated for mass victimization.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Steve Montes, Seconded by Donald Holley

Vote: Carried Unanimously

E-5 Consider authorizing the Executive Director to sign and submit the 2023 SLIHEAP contract to the Department of Community Services & Development (CSD).

Ana Ibanez, Community Services Program Manager, presented regarding the

submission of the 2023 SLIHEAP contract to the Department of Community Services & Development (CSD). Ana explained that SLIHEAP would allow the uncovered energy assistance balances that were not fully covered by LIHEAP to be addressed.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-6 Review and consider approving the submission of the 2023-2024 Training & Technical Assistance budget revision to Stanislaus County Office of Education.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the 2023-2024 Training & Technical Assistance budget revision to Stanislaus County Office of Education. Maritza noted that changes came about due to the annual conference being held in person rather than virtually. The reallocation is to cover the aforementioned costs.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Donald Holley

Vote: Carried Unanimously

E-7 Review and consider approving the 2023-2024 Fresno Madera Migrant Head Start COLA and Quality Improvement Grant Application.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2023-2024 Fresno Madera Migrant Head Start COLA and Quality Improvement Grant Application. Maritza notes a 7.5% COLA and Quality Improvement increase. The COLA increase will be utilized for personnel/salaries, fringe, and building repairs. The Quality Improvement increase will be utilized for additional service days.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Deborah Martinez

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – TBD (Anticipated Audit Completion Date – June 2023)
- F-2 Personnel Committee Report – June 2023
- F-3 Executive Director Monthly Report – May 2023
- F-4 Financial Statements – May 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – May 2023

- F-7 CAPMC Board of Directors Attendance Report – May 2023
- F-8 Staffing Changes Report for May 3 – May 31, 2023

G. CLOSED SESSION
None

H. CORRESPONDENCE
Correspondence from the Office of Head Start dated May 23, 2023, regarding American Indian and Alaska Native (AIAN) Head Start Eligibility Through Tribal TANF.

I. ADJOURN
Chair Eric LiCalsi adjourned the Board of Directors Meeting at 5:54 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously