

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
September 14, 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

Steve Montes
Donald Holley
Richard Gutierrez
Molly Hernandez
David Hernandez, Vice-Chair
Eric LiCalsi, Chair
Supervisor Leticia Gonzalez
Steve Montes
Jeff Troost
Debi Bray

Members Absent

Aurora Flores
Martha Garcia
Deborah Martinez
Sherrif Tyson Pogue

Personnel Present

Mattie Mendez
Daniel Seeto
Cristal Sanchez
Jennifer Coronado
Maritza Gomez-Zaragoza
Nancy Contreras Bautista
Ana Ibanez
Irene Yang
Norma Blanco
Maru Gasca Sanchez
Tammy McDougald
Julie Gowin
Maribel Aguirre

Public – Other Present

None

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 David Hernandez, Seconded by Richard Gutierrez

Vote: Carried Unanimously

Board Member Steve Montes entered the
room.

C. TRAINING/ADVOCACY ISSUES

Head Start Data & Coaching

Julie Gowin, Head Start Professional Development Coach

Normal Blanco, Deputy Director Education

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 – August 10, 2023.
- D-2 Review and consider approving the Minutes for the Madera/Mariposa Regional & Early Head Start Executive Policy Council Committee Meeting – June 1, 2023
- D-3 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – August 8, 2023.
- D-4 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Meeting – August 9, 2023.
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - August 2023
- D-6 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
 - Monthly Enrollment Report – July 2023
 - In-Kind Report – July 2023
 - CACFP Program Report – July 2023
 - Program Information Report – July 2023

- D-7 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – July 2023
 - In-Kind Report – July 2023
 - CACFP Program Report – July 2023
- D-8 Review and consider approving the following **Madera/Mariposa Regional Head Start** reports:
- In-Kind Report – July 2023
 - CACFP Program Report – July 2023
- D-9 Review and consider approving the following **Madera/Mariposa Regional Early Head Start** reports:
- Monthly Enrollment Report – June/July 2023
 - In-Kind Report – June/July 2023
- D-10 Review and consider approving the 2023-2024 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.
- D-11 Review and consider approving the 2023-2024 Madera Migrant Seasonal Head Start program process for conducting the self-assessment.
- D-12 Review and consider approving the 2023-2024 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee.
- D-13 Review the California Adult and Child Food Program (CACFP) 2022-2023 Program Audit Report and Findings. (Informational Only)
- D-14 Review the Madera County Child Advocacy Center Report for August 2023. (Informational Only)
- D-15 Review the Child Care Alternative Payment and Resource & Referral Program Report for August 2023. (Informational Only)
- D-16 Review the Community Services Program Report for August 2023. (Informational Only)
- D-17 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for August 2023. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Steve Montes

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

- E-1 Review and consider accepting the 403(b) audit report for the year ended December 31, 2022.**

Daniel Seeto, Chief Financial Officer, presented regarding the 403(b) audit report for the

year ended December 31, 2022. Daniel noted that Community Action Partnership of Madera County's 403(b) plan is required to have an independent external audit because of the Department of Labor regulations. The audit must be included with the Form 5500, which is the annual IRS reporting form for pension plans. Brown Armstrong Accountancy Corporation, CPAs performed the audit work and prepared the audit report.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by David Hernandez

Vote: Carried Unanimously

E-2 Review and consider ratifying Unserved/Underserved Victim Advocacy and Outreach (UV) Program application submitted September 5, 2023, and authorize the Executive Director to sign and submit any extensions or amendments during the funding period.

Jennifer Coronado, Victim Services Program Manager, presented regarding the submission of the Unserved/Underserved Victim Advocacy and Outreach (UV) Program application. Jennifer noted that CAPMC-Victim Services will meet the objectives of the direct services by targeting the unserved/underserved population through collaboration with agency's partners and community outreach. The target populations for this grant are monolingual Spanish-speakers. A minimum of one FTE for direct services is required solely for this program.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Steve Montes

Vote: Carried Unanimously

E-3 Review and ratify the CACFP 2023-24 Renewal Agreement to continue participation in the CACFP program.

Mattie Mendez, Executive Director, presented regarding the CACFP 2023-24 Renewal Agreement to continue participation in the CACFP program. Participation includes reimbursement for all allowable meals served to enrolled children.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Steve Montes

Vote: Carried Unanimously

E-4 Review and consider ratifying the submission of the 2024 Low Income Home and

Energy Assistance Program (LIHEAP) Local Plan.

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the 2024 Low Income Home and Energy Assistance Program (LIHEAP) Local Plan. Applicants applying for weatherization services who have the highest energy burden are given a higher priority. Consideration is also given to the most vulnerable populations. Depending on the household size and the poverty group level, applicants that are non-emergency assisted can receive anywhere from \$572 to \$667.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Donald Holley

Vote: Carried Unanimously

E-5 Review and consider ratifying the submission of the Housing and Urban Development Renewal Application for Shunammite Place.

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the Housing and Urban Development Renewal Application for Shunammite Place. The purpose of this grant is to provide permanent housing with supportive services designed to accommodate 43 chronically homeless individuals with disabilities. This type of housing is secured by a master lease for apartment units and houses that are in the City of Chowchilla, City of Madera, and County of Madera. Each unit has a master lease, 9 three-bedroom units, 4 two-bedroom units, 3-bedroom house, 2-bedroom house and 1 three-bedroom unit for staff offices and common space for the delivery of supportive services and case management and one additional office to provide for the new staff who will serve the expansion clients. CAPMC has secured housing for 43 participants.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Richard Gutierrez

Vote: Carried Unanimously

E-6 Review and consider ratifying the submission of the Housing and Urban Development Expansion Application for Shunammite Place.

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the Housing and Urban Development Expansion Application for Shunammite Place. The program currently houses 43 chronically homeless women, men, and families. This expansion proposes to serve 10 additional people to provide housing opportunities for more chronically homeless. CAPMC proposes to lease four more two-bedroom or three-bedroom units.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Steve Montes

Vote: Carried Unanimously

E-7 Review and consider ratifying the submission of the Housing and Urban Development Renewal Application for the Homeless Coordinated Entry Supportive Services for Madera County Homeless Engagement for Living Program (HELP) Center.

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the Housing and Urban Development Renewal Application for the Homeless Coordinated Entry Supportive Services for Madera County Homeless Engagement for Living Program (HELP) Center. The HELP Center is the only official Coordinated Entry referral site in Madera County; an official access and qualified assessment location as well as the only provider in Madera County that offers these essential services to households experiencing homelessness or at risk of becoming homeless.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Steve Montes, Seconded by David Hernandez

Vote: Carried Unanimously

E-8 Review and consider ratifying the submission of the Housing and Urban Development Expansion Application for the Homeless Coordinated Entry Supportive Services for Madera County Homeless Engagement for Living Program (HELP) Center.

Ana Ibanez, Community Services Program Manager, presented regarding the Housing and Urban Development Expansion Application for the Homeless Coordinated Entry Supportive Services for Madera County Homeless Engagement for Living Program (HELP) Center. The purpose of this grant is to provide supportive services to individuals and families who are homeless or are at-risk of homelessness. These supportive services will provide all of the essential components of the Coordinated Entry process, including Access, Assessment, Prioritization, and Referral and Housing Placement.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Richard Gutierrez

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 – August 2023
- F-4 Financial Statements – August 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – August 2023
- F-7 CAPMC Board of Directors Attendance Report – August 2023
- F-8 Staffing Changes Report for August 2 – 30, 2023

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Domestic Violence Awareness Day Flyer

- H-2 Soup Bowl Save the Date Flyer

I. ADJOURN

Chairperson Eric LiCalsi adjourned the Board of Directors Meeting at 6:24 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by David Hernandez

Vote: Carried Unanimously