

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
May 9, 2024
1225 Gill Ave, Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:31 p.m. by Chairperson Eric LiCalsi.

Members Present

Eric LiCalsi, Chair
David Hernandez, Vice-Chair
Sherrif Tyson Pogue, Secretary/Treasurer
Vivian Garcia (Alternate)
Council Member Steve Montes
Council Member Jeff Troost
Supervisor Leticia Gonzalez
Debi Bray
Donald Holley
Molly Hernandez
Martha Garcia
Richard Gutierrez

Members Absent

Diana Palmer
Otilia Vasquez
Aurora Flores

Personnel Present

Mattie Mendez
Cristal Sanchez
Daniel Seeto
Irene Yang
Maritza Gomez-Zaragoza
Ana Ibanez
Leticia Murillo
Jennifer Coronado
Xai Vang

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: APPROVED AS PRESENTED.

Moved by David Hernandez, Seconded by Donald Holley

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

- C- 1 *Victims of Crime Act (VOCA) Funding Update*
Jennifer Coronado, Victim Services Program Manager

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 – April 11, 2024.
- D-2 Review and consider accepting the Bank of America Credit Card Statements:
- March 2024
 - April 2024
- D-3 Review and consider accepting the America Express and All Other Credit Card Statements:
- December 2024
 - January 2024
 - February 2024
 - March 2024
- D-4 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
- Monthly Enrollment Report – March 2024
 - In-Kind Report – March 2024
 - CACFP Program Report – March 2024
- D-5 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:
- Monthly Enrollment Report – March 2024
 - In-Kind Report – March 2024
 - CACFP Program Report – March 2024
- D-6 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:
- Monthly Enrollment Report – March 2024
 - In-Kind Report – March 2024
- D-7 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:
- Monthly Enrollment Report – April 2024
 - In-Kind Report – March 2024
- D-8 Review and consider approving the California Department of Social Services (CDSS), Child Care and Development Division Program Self-Evaluation (PSE) Survey.
- D-9 Review and consider approving the reclassification and updated job description of the Family Services Quality Assurance Associate to Quality Assurance Associate I / II / III for the Alternative Payment and Resource & Referral Program (APP/RR).
- D-10 Review and consider approving the salary adjustment for the *Professional Development Coach/Mentor* position for Head Start.
- D-11 Review and consider approving the reclassification of the *Human Resources Assistant II* to *Human Resources Specialist* for Head Start.

- D-12 Review and consider approving the addition of a *Health Services Technician* position for Head Start.
- D-13 Review and consider approving the addition of the *Human Resources Technician* position for Head Start.
- D-14 Review and consider approving the job description update for the *Food Service Worker* position for Head Start.
- D-15 Review the Madera County Child Advocacy Center Report for April 2024. (Informational Only)
- D-16 Review the Child Care Alternative Payment and Resource & Referral Program Report for April 2024. (Informational Only)
- D-17 Review the Community Services Program Report for April 2024. (Informational Only)
- D-18 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for April 2024. (Informational Only)
- D-19 Review the Victim Services Report for April 2024. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Tyson Pogue, Seconded by Debi Bray

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the 2024-2025 Madera/Mariposa Regional and Early Head Start Cost of Living Adjustment (COLA).

Maritza Gomez-Zaragoza, Head Start Program Director, presented regarding the 2024 – 2025 Madera/Mariposa Regional and Early Head Start Cost of Living Adjustment (COLA). The Consolidated Appropriations Act of 2024 contains an increase to Head Start Programs for the fiscal year of 2024. Part of the funding was earmarked for a Cost of Living Adjustment (COLA). The funding is intended to increase the on-going funding level of Head Start Programs through a COLA increase in the amount of 2.35%. The COLA funds were earmarked for a 2.35% salary increase for staff. After some consideration of all CAPMC Head Start Program's funding, it was proposed to consider a 2.5% increase for all staff.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-2 Review and consider approving the Workers' Compensation coverage and consulting fee under Service American Indemnity Company.

Irene Yang, Human Resources Director, presented regarding the Workers' Compensation coverage and consulting fee under Service American Indemnity Company. CAPMC's Workers' Compensation Insurance Broker, Heffernan Insurance Brokers (HIB) recommended to consider accepting Service American Indemnity for the Coverage effective June 1, 2024, to June 1, 2025. HIB proposed to accept Service American Indemnity Company under the group of Tangram Insurance Services for various reasons, such as having insured employees have full access to dedicated team, complimentary Medcor nurse triage, online claims access, claims reviews, and stewardship reports.

Motion: APPROVE AS PRESENTED

Moved by Leticia Gonzalez, Seconded by Tyson Pogue

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 – April 2024
- F-4 Financial Statements – April 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – April 2024
- F-7 CAPMC Board of Directors Attendance Report – April 2024
- F-8 Staffing Changes Report for April 3 – April 30, 2024

G. CLOSED SESSION

None

H. CORRESPONDENCE

H-1 "Freedom" – Juneteenth Celebration Flyer

I. ADJOURN

Chair, Eric LiCalsi, adjourned the Board of Directors Meeting at 6:05 pm

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Steve Montes

Vote: Carried Unanimously