

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY**  
**Regular Board of Director's Meeting**  
**July 10, 2008**  
**MINUTES**

The Board of Directors was called to order at 5:36 p.m. by Chairperson Sharon Row.

Board Members Present

Sally Bompreszi  
 Cheryl Breedlove  
 Mark Brekhus  
 Marisa Dimauro  
 Sue Kern, Secretary/Treasurer  
 Sharon Row, Chairperson  
 Hub Walsh  
 Linda Wright

Board Members Absent

Nettie Amey  
 Linda Clark  
 Marisol Delgado  
 Max Rodriguez, Vice Chairperson  
 Victor Santillan  
 Justin White

Personnel Present

M.J. Nabors, Executive Director  
 Nicole Desmond, *Assistant to the Executive Director*  
 Lee Ann Wylie, *Child Care Resource & Referral Program Manager*  
 Scott Clopton, *Accountant/Program Manager*  
 Tina Figueroa, *Victim Services Program Manager*  
 Irene Yang, *Human Resources Director*  
 Jesse Perez, *Accountant/Program Manager*  
 Mary Long, *Community Services Program Manager*  
 Jason Edwards, *Network Administrator*

Others

Gary Svanda, Board Alternate  
 Russell K. Ryan, Attorney

A. **PUBLIC COMMENT**

None

B. **ADOPTION OF THE AGENDA**

A motion was made by Cheryl Breedlove to adopt the agenda, seconded by Sue Kern; carried unanimously.

C. **ADJOURN TO CLOSED SESSION**

**CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL –  
 ANTICIPATED LITIGATION**

**Number of Potential Cases: 1** (Pursuant to California Government Code 54956.9)

*The meeting was adjourned to Closed Session at 6:06 p.m. by Chairperson Row.*

**RECONVENE TO PUBLIC SESSION**

Report of Closed Session Acts

(Pursuant to California Government Code 54957.1)

*The meeting was reconvened to public session at 6:12 p.m. by Chairperson Row.*

*There were no reportable actions.*

D. **BOARD OF DIRECTOR'S CONSENT CALENDAR**

All items listed below will be enacted in one motion unless removed from the consent calendar for discussion.

- D-1 Approve Minutes Board of Directors' Executive Committee Meeting – June 12, 2008
- D-2 Accept Minutes Madera/Mariposa Regional Head Start Policy Council Meeting – April 3, 2008
- D-3 Accept Minutes Fresno Migrant Head Start Policy Committee Meeting – November 29, 2007
- D-4 Accept Minutes Fresno Migrant Head Start Policy Committee Meeting – April 11, 2008
- D-5 Accept Minutes Fresno Migrant Head Start Policy Committee Meeting – May 21, 2008
- D-6 Accept Bank of America Business Card Monthly Credit Card Statement (June 2008)
- D-7 Approve Madera/Mariposa Regional Head Start 2008-2009 Child Abuse Policy
- D-8 Approve Fresno Migrant Head Start Planning Process Policy
- D-9 Approve Fresno Migrant Head Start 2008-2009 Policy Committee By-Laws
- D-10 Approve Fresno Migrant Head Start 2008-2009 Self-Assessment Policy
- D-11 Accept Madera/Mariposa Regional Head Start and Madera Migrant/Seasonal Head Start Monthly Program Report
- D-12 Accept Fresno Migrant Head Start Monthly Program Report – Informational
- D-13 CAPMC Staffing Changes (June 2008)

A motion was made by Mark Brekhus to approve the Consent Calendar, seconded by Cheryl Breedlove. The item was carried unanimously.

E. **DISCUSSION / ACTION ITEMS**

**E-1 Review and Approve Madera Mariposa Regional Head Start Self-Assessment Findings Corrective Plan of Action:** M.J. Nabors explained that health and safety factors were found during the self assessment. Ms. Nabors reviewed the specific findings and stated that all items have been corrected. The Policy Council has approved the corrective plan of action. A motion was made by Sue Kern to approve the Madera Mariposa Regional Head Start Self-Assessment Findings Corrective Plan of Action, seconded by Mark Brekhus. The motion was carried unanimously.

**E-2 Approve Family Services Associate II/III Classification for Alternative Payment Program and Placement on CAPMC Salary Schedule at Range 17.5 (FSA II) and Range 18.5 (FSA III):** M.J. Nabors explained that staff met with the Personnel Committee, and the Personnel Committee is recommending approval. A staff member has resigned from an FSA I position and the agency has determined to create a higher level position to assume additional job duties to assist the program in ensuring it is in compliance with funding guidelines and to address appeals and fraud issues. Creating this position also establishes a career ladder within the program. A motion was made by Hub Walsh to approve the Family Services Associate II/III Classification for Alternative Payment Program and placement on CAPMC Salary Schedule at Range 17.5 (FSA II) and Range 18.5 (FSA III), seconded by Linda Wright. The motion was carried unanimously.

**E-3 Approve Modifications to Victim Services Department:**

- **Eliminate Volunteer Coordinator Position**
- **Approve Addition of Victim Services Coordinator Classification and Placement on CAPMC Salary Schedule at Range 21.5**
- **Approve Overall Restructure of Victim Services Department:**

M.J. Nabors explained that staff had met with the Personnel Committee, and the Committee had asked for modification to the proposed changes. When staff further reviewed the details of the recommendation, it was determined that the modifications requested by the Personnel Committee were not feasible. Ms. Nabors further explained the history of the creation of the Volunteer Coordinator position and how, over time, the scope of work has changed significantly within the department, causing an uneven distribution of duties between the Volunteer and Domestic Violence Coordinator positions in the department. Ms. Nabors stated that the duties needed to be more evenly distributed. In addition, grant guidelines require job descriptions to be more reflective of actual duties performed based on the activities funded by the specific grants. Staff has been made

aware of the proposed changes. A motion was made by Hub Walsh to approve the elimination of the Volunteer Coordinator position, the creation of the Victim Services Coordinator position and placement on the salary schedule at range 21.5, and the overall restructure of the Victim Services Department, seconded by Linda Wright. The motion was carried unanimously.

**E-4 Ratify Renewal of Workers' Compensation Insurance Coverage and Change in Workers' Compensation Carrier; and Authorize Staff to Negotiate 90-Day Contract Extension Upon Expiration of Contract on June 30, 2009:**

M.J. Nabors explained that this item was taken to the Personnel Committee for guidance to help make a decision that had to be made within 24 hours. Staff is asking for the contract extension because the agency would like to have a window of 90 days to negotiate rates instead of 15 days. The agency's workers compensation broker stated that obtaining bids prior to the end of the fiscal year is difficult. The Agency is also making a change in its workers compensation carrier due to the lower cost than previous carrier. Irene Yang stated that Care West has good references and is only operating in California, and Care West is also very customer driven. Care West did not receive a rating from AM Best, however it was rated as an A with Demotech. There was discussion regarding how the carrier was rated and the different rating companies, and Ms. Nabors stated that if Care West goes under for some reason, State Comp would have to take over coverage for the Agency. Gary Svanda stated that it is a good risk to take with the change in carriers. A motion was made by Hub Walsh to ratify the renewal of the Workers' Compensation Insurance Coverage and change in the Workers' Compensation Carrier; and to authorize staff to negotiate a 90-day contract extension upon expiration of the contract on June 30, 2009, seconded by Linda Wright. The motion was carried unanimously.

**E-5 Award Health Insurance Broker Services RFP to Gallagher Benefit Services, Inc.:**

M.J. Nabors explained that the Agency went out to bid for health insurance brokers. Ms. Nabors explained that it was difficult to obtain actual quotes because the Agency can have only one broker of record to negotiate rates. The bids were reviewed and rated by the Chief Financial Officer, Human Resources Director and Assistant to the Executive Director, and the recommendation is based on the most thorough and comprehensive approach offered. Gallagher Benefit Services has a lot of experience with the public sector and has many services to offer the agency and its employees. Staff will bring plan options and rates back to the Board. A motion was made by Linda Wright to award the Health Insurance Broker Services RFP to Gallagher Benefit Services, Inc., seconded by Cheryl Breedlove. The motion was carried unanimously.

**F. ADMINISTRATIVE/COMMITTEE REPORTS**

- F-1 Finance Committee - None
- F-2 Personnel Committee - None
- F-3 By Law Committee – None
- F-4 Financial Statements (June) – Informational
- F-5 Staff Monthly Reports (June) – Informational
- F-6 Executive Director Monthly Report
- F-6 Madera Regional Head Start Policy Council Report - Mark Brekhuis reported that the program generated 15% above required in-kind amount.
- F-7 Madera Migrant Head Start Policy Committee Report – None
- F-8 Fresno Migrant Head Start Policy Committee Report - Sue Kern informed the Board of the recent Policy Committee meeting.

**G. CORRESPONDENCE**

None

**H. TRAINING**

Ethics and Brown Act Training – Presented by Russell K. Ryan, Esq.  
(Mandatory Ethics Training is required by CA Assembly Bill 1234)

**I. ADJOURN**

Chairperson Row adjourned the Board of Directors' meeting at 7:50 p.m.