VICTIM SERVICES CELEBRATES A BIG MONTH

★ At an event earlier this year, Solitary Cellars raffled off the baskets at an Ap-Cal event. At left, proprietor Greg Berrgersen selects the winners of the baskets. Proceeds of $250 were donated to Victim Services for the Martha Diaz Shelter.

★ On October 17, Victim Services Center held its 11th Annual Soup Bowl event as part of Domestic Violence Awareness Month. Over 160 people bought tickets, attended, and heard the story of guest speaker, Sue Doman, sister of the late Kathleen Savio, a victim of violence. Many thanks to all who bought tickets, to the children at the John W. Wells Youth Center for painting all bowls, and also to those individuals and local businesses that provided donations of soup.

★ The Madera Elks Lodge provided Victim Services Center a donation from monies raised by Bingo Night. The donation will be used for the Martha Diaz Shelter.

★ On November 14, Tina Figueroa-Rodriguez, Victim Services Director, Michael Keitz, District Attorney, and Mattie Mendez, CAPMC Executive Director were invited to the Central California’s Women’s Facility in Chowchilla. “Joint Venture Electronics,” is a public/private partnership that employs approximately 45 inmates in an electronics manufacturing program. The inmates are paid a prevailing wage. Deductions are made for room and board, crime victim compensation, prisoner family support and mandatory savings for release.

$54,849.92 was raised by Joint Venture Electronics, and Warden Deborah K. Johnson wanted the money to stay in Madera County to assist victims of crimes. Mr. Keitz supported the agency by recommending that all of the money be donated to CAPMC Victim Services Department. On behalf of CAPMC and the Board of Directors, Mattie and Tina accepted the donation; Tina shared the services provided by her staff and informed them that a portion of the money would support the Child Forensic Interview observation room and other victim of crime services within the department.

Thank you to the Victim Services Department and volunteers. Your hard work was recognized and supported by the women who work in the Joint Venture Electronics Department at the Central California Women’s Facility. Well done!
CATCHING PEOPLE...

DOING THE RIGHT THING

FMHS Staff Appreciation Day was a success. A special thank you to Ester Lopez, Olga Moreno, Dina Galvan, Delia Castillo (all pictured below) and everyone else for the opportunity and for the help. Thank you gals, Hee hawwww!!

Staff members from Mariposa Regional Head Start participated in the Speed of Trust Training provided by Melisa DaSilva. Pictured below are Center Staff Margaret Essary, Prudence Gowdy, Jessica Collins-Woolery, Annette Daniel, Liz Wilcox, and Area Manager Barbara Murphy-Smith.

MARK YOUR CALENDAR...

TODAY, Friday, November 16: CAPMC Employee Store
Monday, November 19: Gill Ave Thanksgiving Potluck. Bring your favorite dish!
Thursday, November 22—Friday, November 23: Thanksgiving Holiday. CAPMC Offices CLOSED
Thursday, December 13: CAPMC Board of Directors Meeting

VITA Volunteer Income Tax Assistance

CAPMC will be preparing 2012 tax returns through the VITA program as a partner sponsor of United Way of Fresno County. The VITA Program is the Volunteer Income Tax Assistance Program that offers free preparation of federal and state tax returns to low-and-moderate-income individuals and families with incomes under $50,000. CAPMC is looking for greeters and tax preparers to assist for the 2013 year. Volunteers will be trained on income tax preparation and must comply with the Internal Revenue Service Volunteer Standards of Conduct. New volunteers must complete several in-class training sessions for a total of 32 hours. Returning volunteers will need to complete either the in-class training or the online Link & Learn training and pass a test to be a certified preparer. All the courses are free for anyone who becomes a volunteer tax preparer. CAPMC will be a tax preparation site and will be open Saturdays from 9:00 am to 2:00 pm beginning February 2, 2012.

If you’d be interested in becoming a Volunteer Tax Preparer, please contact Donna Tooley at 675-5755 or Leticia Lujan-Rojas at 675-5707.

Save Money This Winter with Low-Cost or No-Cost Energy Saving Tips:

Install weather-stripping or caulk to leaky doors and windows.
Wrap your hot water tank with jacketed insulation. Leave the air intake vent uncovered with a gas water heater.
Turn down your thermostat to 68 degree or lower during the day and evening (health permitting) and to 55 degrees or off at night or when away from the home.
Wear layers of loose fitting clothing to trap body heat, such as sweaters, sweatpants, and socks.
Close off unused rooms and the cents that heat those rooms.
Open drapes to let the sun heat your home during the day and close them at night to help insulate.
Add plastic sheeting to your windows or purchase plastic window covering kits or interior storm window kits.
NEW POLICY: 603.09.01
VACATION LEAVE ACCRUAL PAYOUT
If an employee has at least 220 hours of vacation time accrued and uses vacation leave as described in 603.01.00, the employee can submit an annual payout request of up to 40 hours to the Fiscal Department during the first pay period in December. For those interested and eligible, the form will be available on CAPnet on November 20. Please contact Sandra Ramirez at 673-9173 x5756 by November 28 for more information.

Welcome to CAPMC!
New Employees & New Positions

ELIZABETH MILLAN-RODRIGUEZ
Advocate III – Fresno Migrant Head Start

HEATHER ROES
Instructional Aide II/Janitor — Madera/Merced Migrant Head Start

PERLA ERIGIO
Accounting Assistant (Contract) — Fiscal Department

DONALD BOTTA
Food Service / Head Cook – Madera/Mariposa Regional Head Start

ERENDIRA MORA
Instructional Aide II/Janitor — Madera/Mariposa Regional Head Start

YOLANDA CONTRERAS
Family Services Worker — Community & Family Services (APP)

DO’S & DO NOT’S...
Don’t open email from unknown sources.
Don’t open attachments from unknown sources.
Don’t enter your company email address on Web sites.
Don’t turn off your virus protection software.
Keep your virus protection software updated.
Notify your IT Department if message appear informing of a virus.

OPEN POSITIONS
For more information, contact the HR Department at 673-9173 or at www.maderacap.org. The following positions are open until filled:

■ ASSOCIATE TEACHER
  Madera/Mariposa Regional Head Start / Fresno Migrant/Seasonal Head Start / Madera/Merced Migrant Head Start

■ EXECUTIVE ADMINISTRATIVE AIDE
  Fresno Migrant/Seasonal Head Start

■ FACILITY MAINTENANCE WORKER
  Madera Head Start

■ FOOD SERVICE WORKER I (SUB)
  Fresno Migrant/Seasonal Head Start

■ INSTRUCTIONAL AIDE II/JANITOR (FULL TIME AND PART TIME)
  Madera/Mariposa Regional Head Start / Fresno Migrant/Seasonal Head Start / Madera/Merced Migrant Head Start

■ MAINTENANCE WORKER (SUB)
  Madera Head Start

■ MASTER TEACHER
  Madera Head Start

■ PROGRAM ASSISTANT / TYPIST CLERK II (PART TIME)
  Administration/Human Resources

■ PROGRAM TECHNICIAN
  Madera Head Start

■ SUPPORT SERVICES MANAGER
  Madera Head Start

RELAY FOR LIFE
CAPMC asks each department to participate since Relay for Life is one of the agency’s signature programs. We’d welcome the involvement of all the Head Start centers too. The Madera Relay is scheduled for May 4, 2013. If you’d like to walk on the team, please contact Tina Gomez at 675-5761 or tgomez@maderacap.org. Contact Donna Tooley, Relay Chair, at 675-5755 or at dtooley@maderacap.org with questions.

CAPMC EMPLOYEE STORE
TODAY Friday, November 16
If you have any questions, please call Jeannie at 675-5716.
FMHS PARENTS COMPLETE ESL CLASSES
Submitted by Andrea Guerrero, FMHS Administrative Assistant

On Monday, October 22, 2012 Fresno Migrant and Seasonal Head Start held their Staff Appreciation Day. In the spirit of helping our community and serving those in need, Program Director, Flora Chacon, encouraged staff to participate in a Toilet Paper Drive. The rainy morning did not affect the positive energy of our wonderful staff. The outcome was incredible; FMSHS rounded up 486 rolls of toilet paper! With dedication and enthusiasm, we built a TP pyramid to show how impressive the contribution was. In return, we filled up an Agency Van and were able to donate it to the Poverello House. The workers receiving the donation were astounded as to how much was raised. A special hats off to all staff that donated and made a great teamwork collaboration.

TAKE BACK THE NIGHT
By Shunammite Place Staff Angela Block, Nancy Valle and CFS Program Manager Elizabeth Wisener

Shunammite Place staff Angela Block and Nancy Valle attended the Recent “Take Back the Night” event at Fresno State University with program participants Pam Ash and Loren Colby. They are pictured below sharing about their program with Fresno community members.

Take Back the Night is an annual event held at Fresno State. It is to promote awareness on violence towards women. Many programs in the Fresno Community, Fresno State Campus, and surrounding areas pass along information to help women that are in need.

PISTORESI AMBULANCE MAKES A STOP AT LOS NINOS HEAD START
By Sylvia Sandoval, Los Niños Head Start Center Director

The children at Los Niños Head Start received a special visit from Pistoresi Ambulance last month. They were reminded about safety, and took a tour of the ambulance.

Do you know of an Agency event that you would like to see covered in the Action Connection? Do you have input about the newsletter? Would you like to contribute an article or pictures? All submissions are welcome and appreciated!

Please contact: Kim Lopez, Madera Head Start Department at: klopez@maderacap.org Phone: (559) 675-5752 Fax: (559) 661-8459
SLIPS/TRIPS/FALLS AND STRAINS

Cal/OSHA provided our agency a consultation service on October 17, 2012 and the consultant reviewed our injury records and identified our most common injuries are: slips / trips / falls and strains.

For Slips / Trips / Falls, several prevention tips are listed:
- Heightening of Safety Awareness – safety communication, such as frequent safety meetings, safety information inserts safety newsletter and postings.
- Roles of Supervisors – understand their roles in enforcing safety policies in a fair and consistent basis, complete required safety activities in a detailed and thorough manner, institute best corrective actions after accident investigations are completed.

For Strains, prevention standpoints include:
- To remind and educate employees to lift correctly.
- To improve ergonomic practices will reduce strain injuries.
- To study employees’ work processes during regular inspection and identify tasks that lead to physical hazards.
- To institute ergonomic solutions to minimize repetitive motion injuries.

Several Ergonomic Websites were provided to institute ergonomic improvement ideas:
- http://www.ergoweb.com
- http://ergo.human.cornell.edu/
- http://ls.berkeley.edu/lscr/support/faq/ergo/
- http://eeship.unl.edu/rsi.html
- http://www.cdc.gov/niosh/topics/ergonomics/
- http://ergonomics.ucla.edu/
- http://www.3m.com/ergonomics/
- http://www.inform.umd.edu/CampusInfo/Departments/EnvirSafety/os/erg/

A Note from Irene Yang, Human Resources Director:
On behalf of the Safety Committee, I thank you for your tremendous support for attending the Safety Store grand opening event on October 23, 2012 and the virtual opening on October 26, 2012. A total of 51 of you showed up (in person/virtually), and as a token of appreciation, your names were entered for a drawing for prizes from the Safety Store. The winners are: Rod Chaney (Fiscal) – outdoor safety glasses, Maria D. Ramirez (Fresno Migrant Head Start) – flashlight, and Ana M. Chaidez (Fresno Migrant Head Start) – carbon monoxide alarm.
The following is a synopsis of the Action Items from the Board of Director’s Meeting on November 8, 2012. If you are interested in seeing any items in more detail, please contact Melisa DaSilva.

- **RECOMMENDATION F-1**: Elect a Nominating Committee to prepare a slate of nominations for Board Officers and the Executive Committee.
  
  **SUMMARY**: As stated in the CAPMC By-laws, a Nominating Committee must be elected to select the nominees for Board Officers (Chairperson, Vice Chairperson and Secretary/Treasurer) and Executive Committee to be elected at the October meeting. The October meeting was cancelled due to lack of quorum and, therefore, this item was moved to the November Board of Directors meeting.
  
  **DISCUSSION**: The election of the Nominating Committee should follow the guidance stated in Section 10 of the Agency By-laws. The current Chairperson, Vice-Chairperson, and Secretary/Treasurer are eligible to serve one more term in their positions. The Nominating Committee can choose to nominate them to serve another two-year term or replace them. Board alternates may not serve as officers of the Board of Directors.
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-2**: Review and approve the 2012-13 Goals and Objectives for the upcoming program year.
  
  **SUMMARY**: Review and approve the 2012-13 Madera/Mariposa RHS Planning Process and Calendar.
  
  **DISCUSSION**: The policy/procedure determines and guides staff, Board of Directors, and PC in program planning and goal setting which can positively influence organizational performance and continuous improvement.
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-3**: Approve the Mental Health—Behavior Policy for the Madera/Mariposa RHS program.
  
  **SUMMARY**: Staff is requesting approval of the Mental Health—Behavior Policy. The policy will provide guidance for staff on the process to follow when a child is having challenging behaviors in the classroom.
  
  **DISCUSSION**: Staff will make every effort to guide and redirect a child when he/she is having difficulty with his/her behaviors. When a child is found to have challenging behaviors staff will follow the outlined process in the policy in order to address the concern and provide support to the child and family. Mental Health services will be provided as needed in order to assure that children are given the opportunity to develop their social and educational abilities. Lack of parent support/participation in the efforts to provide services to the child will be grounds for terminating services to the child/family. When a child’s behaviors are deemed a violation of the health and safety of staff and children by staff and consultants, the child will be dropped from the program and given other options for preschool/child care.
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-4**: Review and approve the 2012-13 Reimbursement Policy for the PC Members representing Madera/Mariposa Regional Head Start (RHS).
  
  **SUMMARY**: The PC Members representing Madera/Mariposa RHS receive a reasonable financial reimbursement to attend meetings and to participate fully in their responsibilities. The reimbursement policy was presented to the PC on October 4, 2012 for approval.
  
  **DISCUSSION**: The Board of Directors will decide whether or not to approve the policy, which includes a reimbursement for child care from 3 to 4 hours for a maximum of $30 for local members and $45 for mountain members per meeting because of the logistics of the center locations and time of travel. Mileage reimbursement is from the home to the meeting place at the IRS rate. The mileage reimbursement will be given to those members using their vehicle.
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-6**: Staff would like to share information for review of the 2014-2017 Community Assessment for Madera/Merced MSHS. The Community Assessment was submitted on October 30, 2012 to Stanislaus County Office of Education (SCOE), Child and Family Division.
  
  **SUMMARY**: The Madera/Merced MSHS Community Assessment is completed every three years and provided to SCOE. The assessment describes and reviews the demographic, social, and economic conditions of the service area as well as the needs of the MSHS families.
  
  **DISCUSSION**: The process for completing the Community Assessment has commenced for the period of 2014-2017. Staff will review and provide PC members with a snapshot of the Community Assessment submitted to SCOE. This information will be included in the annual refunding application. Staff will conduct a focus group with the PC to review recommendations provided by the Madera/Merced MSHS Director to SCOE in order to determine the Goals and Objectives for the upcoming program year.
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-7**: In accordance with the Head Start Performance Standards and Other Regulations (45 CFR 1304.51(a) (1)(i-iii) and 45 CFR 13-5.3) the Madera/Mariposa RHS program is required to complete a Community Assessment every three years with review and updates in the intervening years. The process for the Community Assessment must be approved by the PC and the
Board of Directors.

**SUMMARY:** The process of conducting a Community Assessment involves the identification of key participants such as the PC, parents and staff. Participants will be involved in the Community Assessment process; planning, consultation, review and approval. PC members will provide input during focus groups and center meetings. The PC and parents are involved in the collection, interpretation, analysis and evaluation process.

**DISCUSSION:** The process for developing the 2014-2017 Community Assessment has commenced. Update of the process will be provided to the PC and the Board of Directors for input to ensure program is on target to complete the assessment in a timely manner. The 2012-13 Parent Needs Assessment Survey as well as data collected for the Community Assessment were utilized to develop the goals and objectives for 2014-2017. A presentation of the final Community Assessment Executive Summary report will be presented to the PC and Board of Directors for approval by February 2013.

**BOARD ACTION:** Approved

- **RECOMMENDATION F-8:** Accept the 2011-2012 CAPMC Madera/Mariposa RHS Annual Report.

  **SUMMARY:** Per the 2007 Head Start Act, CAPMC Madera/Mariposa RHS shall make available to the public a report that is published at least once each fiscal year. The report presented discloses information from the most recently concluded fiscal year of June 1, 2011—May 31, 2012. The pictures utilized in the report were enrolled children.

  **DISCUSSION:** Utilizing the Child Plus and Accufund system, 2011-2012 PIR and monitoring reports, the Head Start Department is pleased to share their second Madera MSHS Annual Report. The report will be reviewed in its entirety to reflect areas of need and the strengths of the program. This information will be shared with the Board of Directors and all local agencies from Madera County.

  **BOARD ACTION:** Approved

- **RECOMMENDATION F-10:** Review the site review conducted by Cal EMA.

  **DISCUSSION:** Cal EMA program specialist conducted a site review of the Rape Crisis Program on September 21, 2012 and had no recommendations for improvement to the existing program. A Notice of Compliance letter was received by the CAPMC Victim Services department. The Victim Services department is in the process of meeting all of the National Children’s Alliance standards. As part of the process a written operational procedure manual has been completed.

- **RECOMMENDATION F-11:** Review the site review conducted by Cal EMA.

  **SUMMARY:** Cal EMA has awarded CAPMC the contract for the underserved program in Madera County for the past two years and will continue for the third year effective October 1, 2012—September 30, 2013.

  **DISCUSSION:** Cal EMA program specialist conducted a site review of the Underserved Program on May 17, 2012 and recommended the following changes: Separation of duties of Victim Services Advocates—a corrective action notice will be provided to Cal EMA showing compliance of the request; Increased community outreach—a planning calendar has been created for community outreach.

  **BOARD ACTION:** Approved

- **RECOMMENDATION F-12:** Approve the 2013-14 Low Income Energy Program Priority Plan.

  **SUMMARY:** The Priority Plan for the Low-Income Energy Program (LIHEAP) sets the priority for serving the low-income with energy assistance and weatherization services. The Community Services and Development Department has developed a state-wide priority system to ensure agencies are serving the most vulnerable families with LIHEAP dollars. Families that demonstrate a greater need for services will receive higher points. There is some flexibility within the plan for agencies to determine how to best serve its constituents.

  **DISCUSSION:** The following categories are used to determine priority: Income, energy burden, children under five years of age, people who are sixty years or older, disabled or first time client. To ensure we are serving the most vulnerable populations first, applicants need to score at least 22 points for the first six months of the year and at least 17 points for the last half of the year to receive energy payment assistance. Applicants applying for weatherization services are given a higher priority for those who have at least 25.1% energy burden. Consideration is also given to the most vulnerable populations. To ensure CAPMC is not giving priority to employees, CAPMC employees who qualify for assistance may apply after July 1 unless they have been laid off. Employees who have been laid off prior to July 1 may apply. All employee applications are reviewed and signed by both the Program Manager and Executive Director.

  **BOARD ACTION:** Approved

- **RECOMMENDATION F-13:** Approve the submission of the application requesting continued funding application from the California Department of Education/Child Development Division for 2013-14 fund year.

  **SUMMARY:** The agency is required annually to complete an application requesting the continued funding for all contracts currently held; Fresno’s California State Preschool Program and Center-Based Child Care contract and Madera’s General Alternative Payment Program, CalWORKs Stage 2, CalWORKs Stage 3, and Resource & Referral contracts.

  **BOARD ACTION:** Approved