POMONA HEAD START RESPONDS TO EMERGENCY

Pomona Head Start applied its emergency training and practices on Friday, November 30 when a nearby gas leak forced the center to shut down and children and staff to evacuate.

Highway 99 was closed in both directions between Avenue 9 and the Madera city limits for hours as crews worked to repair a leak on a PG&E gas main, caused by heavy machinery severing the line around 9:45 am near Cottonwood Creek. People in 15 homes and several businesses, along with Pomona Head Start, were evacuated as a precaution.

The staff at Pomona Head Start began calling parents around ten o’clock; Area Manager Rosie Gonzales said it was quite a sight to see, “Staff members—teachers, aides, the family advocate—were on their cell phones calling parents to come pick up their children. The teamwork showed at Pomona under these stressful circumstances is commendable. Center Director Lourdes Lugo showed such great leadership in directing staff and children through this emergency.”

Roads to the center were blocked off, so parents were escorted by police to the site. All parents except one were able to pick up their children before emergency personnel directed that all staff leave the site immediately. The last child was transported to a safe location where the parent could have access. Rosie said, “It was like something from a movie—we were along the roadside and Lourdes had the child and the mother was running to us. Cars were rushing by and the rain was coming down.”

Big kudos to all staff at the site who came together during this emergency. Nora form the Housing Authority and PG&E representatives also helped to ensure safety by assisting with shut-offs and waiting for families to arrive.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AGENCY INFORMATION... Here’s the Scoop

CATCHING PEOPLE... DOING THE RIGHT THING

JOSE VILLEGAS, Family Advocate;
ANGELA MARTINEZ, Master Teacher;
ANGELA RAMIREZ, Associate Teacher;
DAISY BARRIOS, Associate Teacher;
CHASTITY PATRICK, Associate Teacher;
MARIA ARZARTE, Instructional Aide;
MARIA GARCIA, Cook;
VICTORIA GONZALEZ, Cook;
CYNTHIA BASS, Transport;
LOURDES LUGO, Center Director; and
RAUDELINA MATA, Transport, staff members at Pomona Head Start, for coming together and helping each other contacting the families during an evacuation due to a gas leak.

ROD CHANEY, Payroll Technician, happened to come to the rescue of a nonstop flushing toilet; he was able to fix the problem with ease.

JASON EDWARDS, Network Administrator, went above and beyond to facilitate a training out of the office.

SANDRA RAMIREZ, Accountant Program Manager, was a safety angel today; she discovered the kitchen stove was left unattended and shut it off, and she placed a runner by the back door entrance to absorb the drips and drops from the rain.

A familiar face to CAPMC, Oyuki Chow, now representing Anthem Blue Cross, stopped by to spread some holiday cheer by delivering a poinsettia.

Congratulations to CAPMC staff member Adriana Pompa and her family on the birth of their daughter, Esme Renee Pompa
November 19th at 9:40am
8lbs 4oz, 21 ½ inches.

MARK YOUR CALENDAR...

Tuesday, December 25: CAPMC Offices CLOSED
Tuesday, January 1: CAPMC Offices CLOSED
Thursday, January 11: CAPMC Board of Directors Meeting

CAPMC COLA UPDATE

The Board of Directors approved a .72% cost of living adjustment (COLA) for the Head Start programs earlier in the year. The effective dates for the COLA are as follows:

⇒ Madera Migrant and Seasonal Head Start March 1, 2012 (Including Los Baños and Dos Palos)
⇒ Fresno Migrant and Seasonal Head Start April 1, 2012 (Does not include State funded programs)
⇒ Madera/Mariposa Regional June 1, 2012

The COLA was included in the regular pay on all paychecks issued on November 30. You should be receiving your copies of the personnel action form from your departments for all COLA’s already approved.

Fresno Migrant/Seasonal Head Start employees received the retroactive portion of the COLA as a separate paycheck on Nov 30.

The fiscal department is in the process of calculating the retroactive COLA for all other employees and will have it either on December 14 or 28. The retroactive portion of the COLA will be indicated on your pay check stub under “Earning” as “Wage adj”.

The Board is being requested to approve the same .72% COLA for all other employees at its’ December 13, 2012 meeting.

QUICK ACCESS...

Need quick access to a folder you often use? Here’s a tip that could save you hassle and time:

You can add any library or folder to the Favorites section in Windows Explorer. To add a folder, navigate to it in Explorer (Make sure the folder is highlighted), right-click Favorites in the left navigation pane, and select Add Current Location to Favorites.

Now you get quick access to your favorite folders.
Welcome to CAPMC!
New Employees & New Positions

ANA VACA
Program Technician – Madera Head Start

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

- **CENTER DIRECTOR II**
  Fresno Migrant/Seasonal 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

- **MASTER TEACHER / HOME VISITOR (FAMILY CONNECTIONS)**
  Fresno Migrant/Seasonal Head Start

- **MASTER TEACHER**
  Madera Head Start

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

- **SHUNAMMITE PLACE RESIDENT MANAGER (LONG-TERM SUB)**
  Community & Family Services Department

- **SUPPORT SERVICES MANAGER**
  Madera Head Start / Fresno Migrant/Seasonal Head Start

- **VAN BUS DRIVER (LONG-TERM SUB)**
  Community & Family Services Department

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**NEWS & REMINDERS FROM HR**

- **NEO 2 go 3 D n 2013** – New Employee Orientation will expand to three days beginning January 2013 to create a more personal connection between the Agency and our most valuable asset, the employee. The dates are: January 9-11, March 13-15, May 8-10, July 10-12, September 11-13, November 13-15.

- **Section C125 Flexible Pre-Tax/Day Care/Retirement Spending Credit Benefits 2013** – Forms have been mailed to all employees and are due by December 31.

- **403B Retirement Account** – Our ING Representative, George Brown, was just here to meet with employees that had questions regarding their personal retirement accounts. Remember the Fixed Account Rate is 4.000%, so consider adding to your account or roll over an existing account and watch your funds grow. George will return again late January 2013. If you would like to schedule an appointment contact Renee @ 559-675-5767. Space is limited!

- **Employee Information Form** - Do you have a new phone # or address? If so, please complete the EIF and submit to HR, and don’t forget to advise Renee to change your insurance information as well!

**NEWS & REMINDERS FROM FISCAL**

- **Dental, Vision and Life/ADD insurance**:
  If you have spousal, children or family coverage for dental, vision and life/ADD insurance with the Agency you will notice your “Deductions” on your pay check stub have changed. In the past all of these insurances were deducted as one item “Dental” or “C-Dental,” depending on your Section 125 Plan choice. With the first paycheck in December this has been split into three separate deductions for accounting control purposes. You will now see “Dental” or “C-Dental”, “Vision” or “C-Vision” and “Life” or “C-Life”. This change was the result of three vendors now providing these services to CAPMC. The total amount you have deducted for these insurances will not change.

- **The COLA has been approved by the CAPMC Board of Directors. See article for further information.**

**NEWS & REMINDERS FROM FISCAL**

- **The Madera Relay is scheduled for May 4, 2013. If you’d like to walk on the team, please contact Ti- na Gomez at 675-5761 or Donna Tooley, Relay Chair, at 675-5755 with questions.**

**Madera Head Start’s Tamale Sale raised $678. Thank you to all who ordered delicious tama- les, and thanks to Maria Torres, Maria Ramirez’s mother for her help and expertise!**

**CAPMC continued the tradition of entering a tree to the Trees for Charity Auction. Pictured at right is CAPMC’s tree, which raised $1,715.**
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

EMPLOYEE SPOTLIGHT

Name: Frank Rivas (pictured at right)
Job Title: Janitor
How long did you work for CAPMC? 17 years
Where were you born and raised?
Born in Westmoreland, CA and raised in Reedley
What do you do in your spare time? I like to read mysteries and history.
Family: I have one son.
Travels: Tombstone, AZ; Dodge City, KS; Deadwood, SD
Favorite Junk Food: Chocolate, Popcorn, Pepsi
Favorite Holiday: Christmas
Favorite Color: Black
Favorite Song: Are You Lonesome Tonight
Favorite Movie: Magnificent Seven
Favorite TV Show: Law & Order
Favorite Teams: Raiders and Laksers
Of all people, who would you like to have dinner with? My Dad; he always had good stories to tell.
If you were stuck on a desert island and could only have three things, what would they be? Book, water, comb

“My job was enjoyable because the people I worked with were enjoyable from the top down. The kids put a smile on my face, the parents were very courteous. I will miss that.”

FMHS said goodbye to long-time employees Frank Rivas and Emma Vasquez at their Recognition in October. You will be missed, but enjoy your much-deserved time off!

VICTIM SERVICES RECEIVES DONATIONS

Submitted by Leticia Lujan-Rojas, Victim Services Coordinator

On Tuesday, November 20, 2012, Verizon Wireless organized an autograph signing event that brought NFL football player Jacoby Ford of the Raiders to Madera, CA. Also in attendance were members of the Raiderettes. Pictured below are Norma Alvarez, Jacoby Ford, Leticia Lujan-Rojas. Hundreds of fans stood in long lines for an autograph and picture opportunity with wide receiver Jacoby Ford. Donating any cleaning supplies, clothing or other hygiene product allowed fans to receive a VIP bracelet and jump to the front of line. The event helped raise over $300 worth of supplies for the Martha Diaz Shelter. Thank you Verizon Wireless!
2012 has been a very productive year for Safety Committee. Along with the committee members and all CAPMC employees, many wonderful safety-related events and ideas are happening. Some of the highlights are:

**Safety Poster Competition** – An opportunity was given to employees to put on their thinking caps and come up with exciting and relating ideas and messages to get everyone more mindful of our surrounding and safety practices. The winner for 2012 is Maria I. Solorio of Fresno Migrant Head Start – Firebaugh, and her work is displayed at all worksites.

**Safety Plaque and Trophies** – Worksites with the best 2011 injury record, which was zero, are listed on an overall plaque, and perpetual trophies are circulated to those sites with the best record. You can view the safety plaque on the safety wall in the Gill Ave office by the Administrative Office.

**Safety Suggestion Form** – A tool for any employee to share his/her fabulous safety ideas that will correct or improve our current work environment or processes. The form is available via CAPNet.

**Safety Training Binder** – Twelve different training topics are available at your fingertips; you can use them to learn, discuss, and encourage good safety practices.

**Safety Store** – Thanks to many safety-mindful departmental managers and directors, funds were allocated to create Safety Store as an attractive incentive. Since its grand opening on October 23, 2012, merchandises ranging from first aid, car safety, emergency, shoe supports, kitchen, to health items are available to purchase via safety bucks. Employees may view and purchase the store merchandises any time by visiting CAPNet.

**Safety Bucks** – Specially-designed $1 and $5 denomination safety bucks are available to recognize employees for their good health and safety practices, such as maintaining zero injuries, or engaging in safety training.

**Days without Injury** – Injury patterns are displayed regularly on the newsletter and the safety board, for employees to have a general understanding of the safety stats and encourage team work.

**Safety Committee Members** – A big thank to all past and current members for their dedication, creativity, and persistence to create many systems that will enhance our work environment and safety behaviors.
FMHS says goodbye to long-time employees Frank Rivas and Emma Vasquez at their Recognition in October. You will be missed, but enjoy your much-deserved time off!
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
BOARD ACTION ITEMS... November 2012

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 Madera/Mariposa RHS Planning Process and Calendar.

  **SUMMARY**: 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.

  **DISCUSSION**: The planning process includes a review/analysis of: the process’ assistance in the completion of the annual refunding application; and the three year goals developed with short term objectives (the program reviews/revises goals on an annual basis); Review the monitoring system of the program.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-4**: 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 re-direct 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 on 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-5**: 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 re-direct 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 on 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-7**: 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)(ii) 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 MSMS 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 MSMS 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.
  
  **SUMMARY:** 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.

  **DISCUSSION:** 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.

  **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 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