MEET CAPMC’S NEW EXECUTIVE DIRECTOR

It is a privilege to introduce myself as the new Executive Director of Community Action Partnership of Madera County. As a longtime former employee of the agency, and somebody who has benefited immensely from your generosity, I am looking forward to this new role as an opportunity to serve you and give back to the community.

I was fortunate enough to have worked at CAPMC on a full-time basis for the past sixteen years under the leadership of MJ Nabors and Inez Rodriguez. They shared their knowledge, skills and wisdom with me and I owe it them to continue to inspire and support staff, children and families with the spirit of hope, to not settle for marginal services, and to strive for excellence in all that we do.

My three goals for 2011 are:

- **Relationships** - Offer innovative relationship building strategies that help find your passion; connect the dots between where you are and where you want to be in your role with the agency by providing you with the very best in professional development; and support and assist you to strengthen relationships with our community partners in Fresno, Madera and Mariposa Counties.

- **Technology** – Support our Internet website (www.maderacap.org) to help expand the sphere of influence; be organized and communicate agency news with all employees and customers; and utilize the capacity of the agency Intranet in securely sharing organizational information.

- **Helping People and Changing Lives** - Continue to further enhance the mission and vision that has defined CAPMC, and identify and share success stories with employees and stakeholders in the community.

I realize we can't come close to achieving our CAPQuest 2010-2020 Strategic Plan objectives and initiatives without you. Join me to experience a new journey, never attempted by the agency with the potential to be the first CAP agency to achieve the Baldrige National Quality Award. Please consider sending an e-mail or calling your supervisor or myself to let us know what we’re doing right and what we could be doing better to make CAPMC the most productive association of your career.

I am honored and humbled to work with a dedicated group of employees helping others identify ways to achieve self-reliance and economic stability one life at a time.

I look forward to spending time getting to know each one of you on a personal level and ensure you are provided with the tools to do your job effectively. In closing, I would like to thank your immediate family members for sharing you with CAPMC and me. I hope you find your experience as rewarding as I have, serving our customers of CAPMC.

With Gratitude,

Mattie Mendez
Executive Director for CAPMC
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

PROGRAMS & PEOPLE... Making a Difference

CATCHING PEOPLE... DOING THE RIGHT THING

SANDRA RAMIREZ, Accountant Program Manager, worked tirelessly on Child and Adult Care Food Program applications.

ERICA PEREZ, Head Start Data Entry Technician, is a pleasant face for people to see as they enter the Head Start office, and she has been assisting staff in all areas. Her hard work, initiative and helpfulness is much appreciated!

BILL FRAME, Application Support Analyst, happily filled in last-minute to provide laptop setup for an Advocate Training.

ALMA BAROCIO, Data Entry Technician, completed a thorough procedure for data entry, which will ensure continuity later down the road.

ROSALVA ROMERO, Center Director, has been overseeing two sites. She makes it looks easy, but staff recognize this task as a huge challenge, even though Rosalva hasn’t complained once. Former Extra Help, JOE LARA, Family Services Associate, created a specialized Excel worksheet for the APP department that has made a huge impact on the efficiency of processing provider payments for some of the staff.

VICTIM SERVICES DEPARTMENT is recognized for their commitment during a recent deluge of cases they have processed in a short time. A special note of appreciation to YVETTE GUTIERREZ, Coordinator, and MARIA SANTOS, Advocate, for the outstanding job they have done.

LEARNING THROUGH EXPLORING

Submitted by Dina Galvan,
Center Director, Reedley Migrant Head Start

The infant classroom at Reedley Migrant Head Start was the scene for infants exploring their bodies freely with paint by using their hands, fingers, feet, knees, legs, stomachs, etc. Teachers LUCIA VALADEZ and TERESA CRUZ set up this activity, and also traced the infants’ bodies after each child’s masterpiece had dried. The children enjoyed and loved this activity as much as their teachers.

MARK YOUR CALENDAR...

Monday, October 10: CAPMC Offices Closed in Observance of COLUMBUS DAY

FAMILY/COMMUNITY SERVICES, formerly Community Services, Child Care Alternative Payment, and Child Care Resource & Referral, has merged under the leadership of Program Manager, Elizabeth Wisener. After a successful teambuilding workshop, the new department is back to work...helping people and changing lives.

RELAY FOR LIFE

★ Any donations to Relay for Life are appreciated. Plan a special event with your work team (benefit lunch, craft sale, etc.) and let CAPMC staff support you!
★ If you are interested in being a co-captain with Donna Tooley for the Relay for Life 2012 Campaign, please call Donna at 675-5755.

Total as of September 2011: $2,844.06
Welcome to Community Action Partnership!

New Employees/New Positions

AMARO ALVARADO (Provisional)
Associate Teacher—Fresno Migrant Head Start
CAROL CHAVEZ (Provisional)
Data Entry—Family/Community Services
CASSANDRA P. NIX (Provisional)
Instructional Aide I—Fresno Migrant Head Start
DEANNA MARTINEZ
Instructional Aide II/Janitor—Madera Migrant Head Start
DELMY ARCHIGA PULIDO
Associate Teacher—Madera Migrant Head Start
ERICA GONZALES
Instructional Aide II/Janitor—Madera Migrant Head Start
LUCERO DE LA TORRE (Provisional)
Shelter/Resident Aide—Victim Services
MARIA C. RAYGOZA (Provisional)
Associate Teacher—Fresno Migrant Head Start
MARIBEL AGUIRRE (Substitute)
Associate Teacher—Fresno Migrant Head Start
ROSELIA GOMEZ (Provisional)
Associate Teacher—Fresno Migrant Head Start
ROSIE GONZALES
Area Manager—Madera Migrant Head Start
VANESSA BRAVO (Provisional)
Instructional Aide II/Janitor—Fresno Migrant Head Start

EMPLOYEE SPOTLIGHT

Name: Erica Perez
Job Title: Data Entry Tech
How long have you worked for CAPMC? About 1 month
Where were you born and raised? Madera
What do you do in your spare time? I like to hang out with family and friends, play on my coed softball team, watch sports, try to work out, and shop.
Family: Mother, father and younger brother
Travels: I love to travel. I like planned road trips but spur of the moment trips are my favorite. My favorite places to go are San Diego, San Francisco, Pismo, Bass Lake, and Vegas.
Favorite junk food: Peanut Butter Snickers and Reese’s Peanut Butter Cups
Favorite Color: Purple
Favorite Movie: Monopoly
Favorite TV Show: Friends
Favorite Holiday: Thanksgiving
Greatest Achievement: Getting my AA
Best advice ever given: “Good things come to those who wait” – my mom, who’s given me some of the best advice ever.
If you were stuck on a desert island and could only have three things, what would they be: My Blackberry, and endless supply of bottled water, and all my clothes.
Of all people who would you like to have dinner with and why? Brian Wilson of the San Francisco Giants because I would want to experience his quirky personality...and he’s very handsome.
Random Fact: I pop a LOT of bones in my body.

“In the month that I’ve worked here, I have found it to be a very pleasurable work atmosphere. My co-workers are extremely helpful in taking time to answer any questions I have in order to do my job correctly. Everyone is really friendly and outgoing which helps out a lot as a new employee.”

EMPLOYEE STORE OPEN TODAY
September 23
9:00 - 10:30 am
Conference Room
FEDERAL BALDRIGE AWARD FUNDING IN JEOPARDY

Last Wednesday, the Senate Appropriations Subcommittee on Commerce, Justice and Science voted to deny funding for the program for fiscal year 2012. Historically, federal funding has been joined by funds from the Foundation, along with application fees and the service of nearly 1,000 volunteers. The federal funding is a small portion of the total amount of hours, funds and value contributed to the Baldrige Program. The Program’s $9.6 million federal budget represents a little less than 19% of the Baldrige Enterprise’s $51 million total annual resources.

The Baldrige Program provides improvement practices, principles and methodologies to strengthen U.S. organizations, enhancing their competitiveness, quality and productivity.

“The Baldrige program is a model public-private partnership, it is not just an award program as it has been represented,” said Debbie J. Collard, chair of the Foundation for the Malcolm Baldrige National Quality Award. “Indeed, this is the only U.S. public-private partnership dedicated to improving U.S. organizations so they can compete globally. Baldrige helps American companies increase job growth, innovation, and organizational excellence in business, education, healthcare, and nonprofit organizations. In short, this program helps America stay competitive.”

The Baldrige Program was created, during a recession, in 1987 when the U.S. was faced with economic challenges similar to current ones. In 1998, Congress expanded the program to include healthcare and education, providing the remarkable success stories such as Poudre Valley Health System in Colorado, and Montgomery County Public Schools in Maryland. In 2004, Congress expanded the program to include the not-for-profit sector so that government agencies, such as VA Cooperative Studies Program Clinical Research Pharmacy Coordinating Center in New Mexico, and the U.S. Army Armament Research, Development and Engineering Center (ARDEC) in New Jersey, plus state and local governments, such as Coral Springs, Florida, could themselves could benefit from the program.

An independent economic study of the Baldrige program conservatively estimated a 207-to-1 return on the government’s investment, providing nearly $25 billion in benefits to the economy.

CAPMC will continue to monitor the status of this, as it pertains to the Standards of Excellence.

CAP SUCCESS LEADERSHIP PROGRAM

Many employees are interested in the Leadership Program; therefore minimum criteria were revised for more employees to apply. Applicants must:

- Be employed with the Agency under non-probationary status, and
- Received 85% or higher on the most recent evaluation.

Besides the revised criteria, interested employees need to also meet the following criteria as well:

- Provide a letter of recommendation from immediate supervisor,
- Provide an additional letter of recommendation from CAPMC employee,
- Commit to do some work/preparation on own time,
- Agree to a 12-month commitment.

CAP Success Committee decided to extend another round to accept Leadership Program Applications until September 30, 2011.

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

If so, please contact: Kim Lopez, Head Start Department at 559.675.5752
If you are part of the 46% of Americans who spend five or more hours a day on a computer or smart phone, you probably already know that a long day staring at your screen can sometimes lead to tired eyes and headaches. But did you know these issues could also be signs of Computer Vision Syndrome (CVS)? According to the American Optometric Association (AOA), studies show that 41% of Americans say they’ve experienced eyestrain, and 45% cited neck or back pain after prolonged use of a computer or hand-held mobile device. And with computers dominating our work and home lives, computer-related vision problems are increasing.

Besides tired eyes and headaches, other symptoms of CVS include double vision, eyestrain and sometimes even neck and shoulder aches. The reason is that our eyes have a harder time focusing on characters on a computer screen. Unlike printed type, computer characters are brightest at the center and lighter on the edges. The eyes jump around as they try to focus, making them tired and affecting other areas of the upper body.

Fortunately, the effects of CVS are neither permanent nor damaging to the eye, but can be uncomfortable and reduce productivity by as much as 20%. According to the AOA, about 10 million eye exams performed annually in the United States are prompted by vision problems from computer use.

However, you can help combat CVS by following a few simple steps:

- Get an eye exam before starting a job that requires extensive computer use.
- Use a flat-panel monitor or LCD screen that has crisper resolutions.
- Place the monitor at eye level about 20-26” away from you, and use proper light.
- Blink more often to keep your eyes moist.
- Take breaks from your computer to rest your eyes.
- Visit your eye doctor annually to monitor and manage symptoms, unless otherwise recommended by your eye doctor.

For some, CVS symptoms can be relieved with computer eyewear or UV coating on your lenses to reduce glare. Talk with your eye doctor to learn about these options.

**Computer Stress Checklist**

Computer visual stress may underlie many direct and indirect symptoms. Eyestrain is a common direct symptom, while the need for shifts in posture and muscular strain resulting from poorly arranged work stations cause eye problems indirectly and other physical problems directly.
• **RECOMMENDATION F-1**: Review and approve the revision of CAPMC Personnel Policies and Procedures.

  **SUMMARY**: The revision incorporates all the adopted changes since the previous revision, which was October 2006. The revision also incorporates required federal and state employment conditions and entitlements, internal changes and the latest contract with Service Employees International Union, Local 521.

  **BOARD ACTION**: Removed from Agenda and postponed to later meeting.

• **RECOMMENDATION F-2**: Approve to submit letter of intent to apply for additional Housing and Urban Development (HUD) funding.

  **SUMMARY**: The HUD has released a Notice for Funding for $1.5 million dollars for Fresno and Madera Counties to provide permanent supportive housing. Of this, $847,800 is available for new projects and $663,583 is available for expansion of existing projects.

  **BOARD ACTION**: Approved

• **RECOMMENDATION F-3**: Approve corrective action plan for U.S. Department of Housing and Urban Development’s (HUD) Monitoring Report.

  **SUMMARY**: This summer HUD conducted a monitoring review of the HUD findings that supports the Shunammite Place Program. The report includes two findings and two concerns the agency is required to address.

  **BOARD ACTION**: Approved

• **RECOMMENDATION F-4**: Review and approve Madera Migrant/Seasonal Head Start Year 1 Goals and Objectives.

  **SUMMARY**: The Policy Committee was involved in the Community Assessment update process and approved the final document. In 2011, the Policy Committee identified the attached goals and objectives as issues they would like staff to address with the community during the three year period of 2011-2014.

  **BOARD ACTION**: Approved

• **RECOMMENDATION F-5**: Approve the Policy Groups and Funding Application and Amendments Policy.

  **SUMMARY**: CAPMC Fresno Migrant Head Start Policy Committee works in partnership with key management staff and the governing body to develop, review and approve or disapprove all funding applications and amendments for Fresno Migrant Head Start, including administrative services, prior to submission of such applications to the funding agency.

  **BOARD ACTION**: Approved

• **RECOMMENDATION F-6**: Approve the Policy Committee Composition, Formation and Selection Policy 2011-2012 for Fresno Migrant/Seasonal Head Start.

  **SUMMARY**: CAPMC Fresno Migrant/Seasonal Head Start Program must have written systems for major areas that fall under the Program Governance. The policies and procedures include those listed in the 2007 Head Start Act 642(c) Program Governance (1) Governing Body and (2) Policy Committee responsibilities.

  **BOARD ACTION**: Approved

• **RECOMMENDATION F-7**: Approve the Fresno Migrant/Seasonal Head Start Policy Committee Members Meeting Reimbursement Policy for 2011-2012.

  **SUMMARY**: The Policy Committee Members representing Fresno Migrant/Seasonal Head Start receiving a reasonable financial reimbursement to attend meetings and to participate fully in their responsibilities.

  **BOARD ACTION**: Approved

• **RECOMMENDATION F-8**: Review Madera County’s 10 Year Plan to End Homelessness and approve the role of the agency in the implementation and advocacy of the plan.

  **SUMMARY**: In 2000, the National Alliance to End Homelessness released A Plan, Not a Dream; How to End Homelessness in Ten Years. The Bush Administration and HUD endorsed the idea of a plan to end homelessness in ten years. The United States Interagency Council on Homelessness was charged with guiding and coordinating efforts in developing ten year plans nationwide. As of April 2010, over 355 Ten Year Plans nationwide have been developed, 22 in California.

  **BOARD ACTION**: Approved

• **RECOMMENDATION F-9**: Review and approve CACFP Agreement on and Advocacy of the Ten Year Plan.

  **SUMMARY**: CAPMC completed the 2011-2012 Child and Adult Care Food Program Renewal Application. Participation includes reimbursement for all credible meals served to enrolled children. The agreement must be completed and transmitted through Child Nutrition Information and Payment System program website no later than August 30, 2011. This is for October 1, 2011—September 30, 2012 program year.

  **BOARD ACTION**: Approved

• **RECOMMENDATION F-10**: Staff are recommending approving the centers and service days for the 2012-2013 season to serve 476 Migrant and 75 Seasonal children and for all centers to provide a 10 hour full day option.

  **SUMMARY**: Approve the following service areas: Eastin Arcola (Avenue 8/Highway 145), Los Ninos Area (Desha/Avenue 13 1/2), Sierra Vista Area (Southeast Corridor of the City of
Madera), Pomona Area (Southwest Corridor of the City of Madera), Mis Angelitos Area (Northeast Corridor of the City of Madera), Alpha Area (Stadium Road), Eastside Area (Pre-K Program for 4 year olds), Mis Tesoros Area (Pre-K Program for 4 year olds), Valley West Area (Pre-K Program for 4 Year Olds). Approve to serve the following children/families - 551 Total Children/Families (476 Migrant Children/Families, 75 Seasonal Children/Families). Approve the following Head Start Option - Full Day Option, Serve Infants/Toddlers/Preschoolers - 10 hours per day.

**BOARD ACTION:** Approved

- **RECOMMENDATION F-11:** Review and approve the 2011-2012 Reimbursement Policy for the Policy Committee Members representing Madera Migrant/Seasonal Head Start program and Policy Council Members representing Madera/Mariposa Regional Head Start.

  **SUMMARY:** The Policy Committee Members representing Madera Migrant/Seasonal Head Start and the Policy Council Members representing Madera/Mariposa Regional Head Start receive a reasonable financial reimbursement to attend meetings and to participate fully in their responsibilities.

  **BOARD ACTION:** Approved

- **RECOMMENDATION F-12:** Review and approve the 2011-2012 Madera/Mariposa Regional Head Start Planning Process Policy/Procedure.

  **SUMMARY:** The policy/procedures determines and guides staff and Policy Council in program planning and goal setting which can positively influence organization performance and continuous improvement.

  **BOARD ACTION:** Approved

- **RECOMMENDATION F-13:** Review and approve the 2011-2012 Madera Migrant/Seasonal Head Start Self-Assessment findings corrective plan of action and each service area's Program Improvement Plan for 2012-2013.

  **SUMMARY:** The 2011-2012 Madera Migrant/Seasonal Head Start Self-Assessment was conducted July 19-22, 2011. The Central Office staff was broken down into different teams with one person being the leader. Center staff and parents participated in the process. Each team was given three days to observe and review any documentation, files or classrooms in order to provide a report of the findings and recommendations. The identified area of noncompliance will be addressed under Corrective Plan of Action with a Program Improvement Plan.

  **BOARD ACTION:** Approved

- **RECOMMENDATION F-14:** Approve the submission of CAPMC's 2012-2013 Madera Migrant/Seasonal Head Start Funding Basic, T&TA and Non-Federal Share Budgets to Central California Migrant/Seasonal Head Start (CCMSHS), Child and Family Division of Stanislaus County Office of Education.

  **SUMMARY:** On August 5, 2011 CAPMC received its annual Funding Guidance Letter from CCMSHS to submit the following budgets by September 15, 2011: Basic Funds ($3,824,596), T&TA Funds ($22,280), Non-Federal Share ($961,719) for Total Allocation of $4,808,595.

  **BOARD ACTION:** Approved

- **RECOMMENDATION F-15:** Review and approve the completed booklet, "Acting with Integrity: A Guide to the Code of Ethics and Business Conduct."

  **SUMMARY:** Staff has completed the booklet, "Acting with Integrity: A Guide to the Code of Ethics and Business Conduct."

  **BOARD ACTION:** Approved