"Children are the living messages we send to a time we will not see."

~ John W. Whitehead

The CAPMC Alternative Payment Program (APP) was awarded contracts from the California Department of Education to serve an additional 423 children effective July 1, 2013. The acceptance of the contracts affords CAPMC additional funding in the amount of $2,306,903. Based on the grant award, the CAPMC Board of Directors at their July, 2013 meeting, approved the recommendation to split the Community/Family Services department into two stand-alone departments. The departments will be (1) Community Services and (2) Child Care Alternative Payment and Resource and Referral. With this expansion comes the task of reorganizing and finding space for the ever growing APP department. In times of budget cuts, sequestration and economic downturn, CAPMC is very proud to be given this opportunity to serve our community and to follow the Mission of Helping People, Changing Lives.

New job opportunities will be forthcoming in both the Alternative Payment and the Resource and Referral department. Keep a look out for job postings. In addition, you’ll notice some office moving and shifting of both the Strengthening Families Program and the Alternative Payment/Resource and Referral Program.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
AGENCY INFORMATION . . . Here’s the Scoop

CATCHING PEOPLE...
DOING THE RIGHT THING
DISPLAYING THE STANDARDS
USING SAFETY PRACTICES

HUMAN RESOURCES DEPARTMENT, in support of one of their team members JASON EDWARDS, for his continued insight and dedication regarding the telephone communication system TISH ARANDA, for her diligence in working with AT & T to reduce the cost of our monthly telephone services DONNA TOOLEY, for going above and beyond in assisting our delegate agency, Stanislaus County Office of Education, with a Migrant Head Start transportation cost request provided to the Office of Head Start ALL APP, R & R, STRENGTHENING FAMILIES, and MAINTENANCE STAFF, for working together to make the recent office shift successful. Amazing coordination and collaboration!

WANTED: BUDDY PROGRAM PARTICIPANTS
~~~~~~~~~~~~~~
We are in need of volunteers from every department and site to participate in the Buddy Program. As a BUDDY, you will be the new employee’s first workplace acquaintance and will help the new employee become familiar with the Agency’s Mission, Values, and Standards to Live By.

BE A PART OF CAPMC’S MOST VALUABLE ASSET...ITS EMPLOYEES! For more information, please contact Renee Lopez at 675-5767.

A CONTEST: CONNECTING USING CAPNET

CAPMC is utilizing a tool for communication called CAPnet, which houses Agency documents, forms, policies, message boards, an employee directory, and much more! Get access and update your information for a chance to win! Here’s how to enter:
- If you have access to CAPnet, update your photo and About Me in the Employee Directory tab. For info about how to do that, check out the FAQ on CAPnet.
- If you do not have access to CAPnet, request access by contacting Bill Frame at 675-5711.

Be sure to enter by July 31 for your chance to win a CAPMC shirt!

RELAY FOR LIFE

It is never too early to start our fundraising efforts for the 2014 Relay for Life. If your department wants to host an event please contact Melisa DaSilva at Ext 5748 to place your event on the calendar. If you are interested in being involved with the Relay for Life event, please contact Donna Tooley or Tina Gomez.

OBJECTION: IMPROVE ADMINISTRATIVE & PROGRAM SERVICE DELIVERY SYSTEM

The CAPMC Fiscal Department will be engaged in a Process Improvement training slated for August 28-29, 2013. The training will be facilitated by Denise Shields of Shields Resource Group. Denise is a long time friend of CAPMC and has provided the agency with an abundance of tools to not only meet many of our Objectives in CAPQuest, but also take us to a level of excellence in preparation for applying to be a Community Action Agency of Excellence.

By the end of 2012 over 20% of CAPMC staff were training in Process Improvement. The trainings initiated improvements in the work order process, the check request process and the Injury and Illness Prevention Program (IIPP). The results have been phenomenal. Our goal is to have 40% of key staff trained in Process Improvement by 2017. Let’s keep moving forward!

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: Melisa Dasilva, Administration at: mdasilva@maderacap.org Phone: (559) 675-5748 Fax: (559) 673-2859
EMPLOYEE SPOTLIGHT

Name: Delmy Arechiga
Job Title: Associate Teacher

How long have you worked for CAPMC?
2 Years in October
Where were you born and raised?
Born in Mexico and raised in Kerman
What do you do in your spare time?
Go for a walk, movies, concerts
Travels: Mexico, I get to bond with family and eat tasty food
Pets: Not a pet person
Favorite Junk Food: Doritos with Tapatio
Favorite Holiday: Christmas
Favorite Color: Brown
Favorite Movie: Mi Familia
Favorite TV Show: Novelas
Favorite Board Game: Checkers
Favorite Vacation Spot: Jalisco, Mexico

If you were stuck on a desert island and could only have three things, what would they be? Water, music and matches
Greatest Achievement: Obtained my Associate Degree and learned how to change the oil in my car
Of all people, who would you like to have dinner with: Vicente Fernandez because he is a great actor and has a talented voice
Random Fun Fact: I am able to bend/twist my arm about 180 degrees
Favorite Saying: God will never put an obstacle in your life that you are not able to overcome
Family: Husband and soon to be baby girl

MARK YOUR CALENDAR...

Thursday, August 8 CAPMC Board of Directors Meeting
Monday, September 2, 2013—Labor Day Holiday

Welcome to CAPMC!
New Employees & New Positions

MAILA MARTINEZ
Associate Teacher, Madera Migrant Head Start

MARTHA CHAVEZ
Associate Teacher, Madera Migrant Head Start

MARIA CASTELLANOS
Center Director II, Madera Migrant Head Start

OPEN POSITIONS

- ADMINISTRATIVE ANALYST
  Madera Head Start
- ADVOCATE II/III
  Madera/Merced Migrant/Seasonal Head Start
- ADVOCATE II/III
  Madera/Mariposa Regional Head Start
- ADVOCATE III
  Victim Services
- ASSOCIATE TEACHER, Preschool Classroom
  Madera/Mariposa Regional Head Start
- ASSOCIATE TEACHER
  Fresno Migrant/Seasonal Head Start
- CENTER DIRECTOR / TEACHER
  Madera/Merced Migrant/Seasonal Head Start
- CHILD SKILLS INSTRUCTOR
  Victim Services
- FAMILY SERVICES ASSOCIATE I
  Alternative Payment Program/Community and Family Services
- FOOD SERVICES HEAD COOK
  Fresno Migrant Head Start
- INSTRUCTIONAL AIDE II / JANITOR
  Madera/Merced Migrant/Seasonal Head Start
- INSTRUCTIONAL AIDE II / JANITOR
  Fresno Migrant/Seasonal Head Start
- SHUNAMMITE PLACE RESIDENT AIDE (On-Call Position)
  Community Family Services
- VAN BUS DRIVER (Substitute Position)
  Community Family Services

CAPMC EMPLOYEE STORE • July 26 • September 20 • November 22
2:00—4:00 pm in Conference Room 1/1a

If you have any questions, please call Jeannie at 675-5716.
Insects / Scorpions Stings and Bites

Stinging or biting insects or scorpions can be hazardous to outdoor workers. Stinging or biting insects include bees, wasps, hornets, and fire ants. The health effects of stinging or biting insects or scorpions range from mild discomfort or pain to a lethal reaction for those workers allergic to the insect’s venom. Anaphylactic shock is the body’s severe allergic reaction to a bite or sting and requires immediate emergency care.

Preventing Insect Stings

Employees should take the following steps to prevent insect stings:
- Wear light-colored, smooth-finished clothing.
- Avoid perfumed soaps, shampoo, and deodorants.
- Don’t wear cologne or perfume.
- Avoid bananas and banana-scented toiletries.
- Wear clean clothing and bathe daily. (Sweat may anger bees.)
- Wear clothing to cover as much of the body as possible.
- Avoid flowering plants when possible.
- Keep work areas clean. Social wasps thrive in places where humans discard food.
- Remain calm and still if a single stinging insect is flying around.
- If you are attacked by several stinging insects at once, run to get away from them. (Bees release a chemical when they sting, which may attract other bees.)
- Go indoors.
  - A shaded area is better than an open area to get away from the insects.
- If you are able to physically move out of the area, do not attempt to jump into water. Some insects (particularly Africanized Honey Bees) are known to hover above the water, continuing to sting once you surface for air.
- If a bee comes inside your vehicle, stop the car slowly, and open all the windows.
  - Workers with a history of severe allergic reactions to insect bites or stings should consider carrying an epinephrine auto injector (EpiPen) and should wear a medical identification bracelet or necklace stating their allergy.

First Aid

If a worker is stung by a bee, wasp, or hornet:
- Have someone stay with the employee to be sure that he/she does not have an allergic reaction.
- Wash the bite with soap and water.
- Remove the stinger using gauze wiped over the area or by scraping a fingernail over the area.
- Never squeeze the stinger or use tweezers.
- Apply ice to reduce swelling.
- Do not scratch the sting as this may increase swelling, itching, and risk of infection.

Safety Committee Messages

- OSHA Hazard Communication Standard training coming soon!
- Safety Awareness Month in September: Theme—Safety Starts With Me
- Safety Poster Competition
- Mandatory safety video training implemented soon!
- Send in your Safety Suggestions!
The process consists of the following:

DISCUSSION:
The planning process includes a review/analysis of:

- The planning process assists in the completion of the annual refunding application.
- Update on 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.

FINANCING:
Significant
The entire Head Start budget serves to support the accomplishment of program goals/objectives.

BOARD ACTION: Approved

• **RECOMMENDATION F-2:** Review and approve the 2013-2014 Fresno Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.

SUMMARY:
The policy/procedure determines and guides staff, Board of Directors and Policy Committee in program planning and goal setting.

DISCUSSION:
The planning process assists in the completion of the annual refunding application.

• **RECOMMENDATION F-3:** Review and approve the 2013-2014 Reimbursement Policy for the Policy Committee Members representing Madera/Merced Migrant/Seasonal Head Start program.

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

DISCUSSION:
The Board of Directors will decide whether or not to approve the policy at their regular meeting on July 11, 2013, which includes a reimbursement for childcare from 3 to 4 hours for a maximum of $30 for local 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 Internal Revenue Service’s approval rate. The mileage reimbursement will be given to those members using their vehicle.

FINANCING: Funds are an allowable cost under the Federal Regulations.

BOARD ACTION: Approved

• **RECOMMENDATION F-4:** Authorize the submission of the Community Action Partnership of Madera County 2013-2014 State Based Migrant Full Day Program Grant Budget to Stanislaus County Office of Education. The budget amounts are $332,797 for the Basic Program, $70,828 for the Specialized Services Program, and $58,729 for the Start-up/Close-down Program.

SUMMARY:
We have approved our budgets based on agency’s funding allocations for the 2013-2014 funding guidance and amounts received from Stanislaus County Office of Education.

DISCUSSION:
The State Based Migrant Full-Day Program will serve a total of 45 infants and toddlers at three of the Migrant Head Start sites for 192 days. This program will operate as a blended program with the Madera Migrant and Seasonal Head Start program.

FINANCING:
Total Grant Award – Basic Budget $332,797
Total Specialized Services Award $70,828
Total Start-up/Close-down Budget $58,729
Total $462,354

BOARD ACTION: Approved

• **RECOMMENDATION F-5:** Review and approve the 2013-2014 Fresno Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.

SUMMARY:
The policy/procedure determines and guides staff and Policy Committee in program planning and goal setting.

DISCUSSION:
The planning process includes a review/analysis of:

- The planning process assists in the completion of the annual refunding application.
- Update on 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.

The Planning Process Policy/Procedure was approved the Policy Committee at their regular meeting held on June 26, 2013.

FINANCING:
The entire Head Start budget serves to support the accomplishment of program goals/objectives.

BOARD ACTION: Approved

• **RECOMMENDATION F-6:** Review and Approve the Fresno Migrant/Seasonal Head Start Annual Self-Assessment Policy

SUMMARY:
An annual self-assessment is conducted to determine if the program has achieved its goals and objectives as defined by the Community Assessment. To determine how effectively the management systems are working, and if the program is in compliance with the Head Start Performance Standards 1304.50(d)(i)(viii).

DISCUSSION:
1. The system ensures that the self-assessment examines the effectiveness and progress in meeting the goals and objectives as well as the implementation of Federal regulations by conducting a self-assessment annually.

2. The self-assessment team is formed by, including staff, policy and governing members, parents, and representatives from the community.

3. Training on the self-assessment process to team members is provided using the Office of Head Start monitoring protocol instrument.

4. The Policy Committee approved the Self-Assessment Policy/Procedure at their regular meeting held on June 26, 2013.

**FINANCING:** None

**BOARD ACTION:** Approved

- **RECOMMENDATION F-7:** Approve the Fresno Migrant and Seasonal Head Start Policy Committee Members Meeting Reimbursement Policy for 2013-2014.

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

**DISCUSSION:**

1. The 2007 Head Start Act list under (D) responsibilities, Policy Committee to approve and submit to governing body (iv) budget planning for program expenditures that include reimbursement for members to fully participate in the program.

2. As outlined in Standard 1304.50 (f), delegate agencies must enable low-income members to fully participate in their groups responsibilities by providing, if necessary, reimbursement for reasonable cost incurred.

3. Mileage reimbursement is from home to the meeting place at the Internal Revenue Service’s approval rate (56.5 cents per mile).

Because of the logistics of the center locations and time of travel, a flat rate of $50 maximum per meeting will be reimbursed for 3-4 hours of child care. The mileage reimbursement will be given to those members using their vehicle.

4. The Policy Committee approved the Reimbursement Policy at their regular meeting held on June 26, 2013.

**FINANCING:** Funds are an allowable cost under the Federal Regulations

**BOARD ACTION:** Approved

- **RECOMMENDATION F-8:**

Authorize the Executive Director to pursue enrollment for the “Covered California” Health Care Assisters Program on behalf of the Community Action Partnership of Madera County (CAPMC) Board of Directors.

**SUMMARY:**

The Affordable Care Act was signed into law on March 23, 2010. It restructures the state’s health care system by enacting a series of reforms designed to: dramatically reduce the number of uninsured Americans, make health insurance more affordable, and establish greater protections for customers.

**DISCUSSION:**

The State of California has established a gate keeper program aimed at helping consumers get and keep affordable health care. The name is “Covered California” which is an independent public entity with the state government. Covered California is in the process of implementing the system in the State of California. They are currently recruiting entities who are interested in helping to sign people up for coverage. This will be done through a program called the Assisters Program.

- To qualify to become an assister, staff must complete a three-day training and pass a proficiency test at the end of the training.

- The dates of the trainings have not been announced, but CAPMC believes the trainings will be held in the month of August. Training will be held in a central location such as Fresno or via webinars.

- If staff misses the trainings; the agency will need to wait a year to reapply for the program.

- CAPMC has the potential of earning $58 for each completed application submitted when the person becomes enrolled in Health Coverage.

- It is too soon to tell how much time is involved in completing an application or the rate of successfully completed applications, or how many people we intend to serve.

- If CAPMC receives acceptance for the program, we will monitor expenditures and revenues closely to ensure that we, at a minimum, break even.

**FINANCING:** None

**BOARD ACTION:** Approved

- **RECOMMENDATION F-9:**

Review and approve the 2014/2015 Local Area Plan for Madera County

**SUMMARY:**

Last month, permission was granted from the Board of Directors to submit the 2014/2015 Local Plan on June 30, 2013 to the Department of Community Services and Development. It was shared that the completed report would be presented to the Board of Directors in July. The Madera County Local Area Plan is a requirement of the Community Services Block Grant (CSBG) and needs to be completed every two years. Before the Local Plan could be completed, a Community Needs Assessment was also completed for Madera County. The Local Plan describes and reviews the geographic area, the economy, characteristics of residents and the needs of families in our area. The report is a useful tool in establishing agency priorities and justifying the need for funding on future grant applications.

**DISCUSSION:**

1. The project commenced in January 2013 and was completed June 28, 2013.

2. CSBG funds were utilized to hire a consultant who took the lead on completing the Community Needs Assessment. The consultant worked with an agency-staffed Local Team to accomplish the steps of the process.

3. During the months of December through May, CAPMC scheduled five community hearings throughout Madera County (Madera, Eastern Madera County, Chowchilla/Fairmead). The meetings were held to gather community comments of the unmet needs in the communities. The data collections and hearing information was used to develop a list of community needs.

4. The project revealed there are eight categories where gaps in service exist. Below is a list of the categories. A complete list may be found in Appendix C of the local area plan.

1. Education
2. Health Care
3. Mental Health
4. Crime
5. Homeless Issues
6. Social Services
7. Transportation
8. Unemployment
5. To complete the project, CAPMC reviewed all the services provided by CAPMC to see how we are helping to address the needs identified in the Community Needs Assessment. Those have been documented in Appendix C of the local area plan. During the next two years, the CAPMC management team will continue to seek out ways that these issues may be addressed by CAPMC.

**FINANCING:** The 2014/2015 funding levels have not been announced.

**BOARD ACTION:** Approved