CAPMC RECEIVES ACCREDITATION FROM THE NATIONAL CHILDREN’S ALLIANCE

By: Tina Rodriguez

The National Children’s Alliance awards Accredited Membership to Community Action Partnership of Madera County! This confirms that our strategies for responding to child sexual assault meet the national standard for best practices. This was a community-wide effort that required the full participation of all of the Madera County agencies that have a role in responding to allegations of child sexual abuse. These agencies include:

- Madera County Sheriff’s Department
- Madera Police Department
- Chowchilla Police Department
- Madera County Behavioral Health
- Madera County Department of Social Services
- Madera County District Attorney’s Office
- Forensic Nurse Specialist
- Fresno State Department of Counseling Services
- Children’s Hospital of Central California
- Community Action Partnership of Madera County, Inc.

All of these agencies dedicated a significant amount of time and hard work towards achieving the accredited membership status. The standards required several hours of training, policy development, meetings, case tracking, and aftercare treatment. The Victim Services Department started implementing the 10 best service standards for responding to victims of child abuse in 2008. This was a five year mission that was officially accomplished with receipt of the accreditation on October 24, 2013.

“As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.

~John F. Kennedy
CATCHING PEOPLE...
DOING THE RIGHT THING
DISPLAYING THE STANDARDS
USING SAFETY PRACTICES

GINO BUENROSTRO AND BALTAZAR MATA for coming out to Valley West and getting almost ALL of the needed repairs done at the center. “It is good to see dedicated, hard working gentlemen working and enjoying answering any questions the children had for them.

PERLA ERIGIO AND ANDREA JUAREZ for their assistance with the Thanksgiving Potluck.

MELISA DASILVA for taking time out of her busy schedule to train Community Services and R & R on the Speed of Trust. Great workshop!

Sierra Vista and Los Niño’s teaching staff for working hard to complete the 1st collection of DRD’s.

Area Managers, Vicki Mendoza and Maritza Gomez for all their work organizing the Madera Migrant Head Start winter program.

WANTED: BUDDY PROGRAM PARTICIPANTS
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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 Irene Yang at 675-5766.

DID YOU KNOW?

CAPMC is the recipient of a $2,800.00 benefit through First Book, a national literacy organization. CAPMC received a grant to purchase books offered by First Book, through a donation from one of their corporate sponsors, dd’s Discount stores. First Book’s approach is to tackle the single biggest barrier to the development of literacy - access to books! The Child Care Alternative Payment and Resource & Referral Program is placing books in the lobby of the CAPMC office to be given out to all children who receive services through the agency. Kudos to APP/R&R on getting brand-new, high quality books for the kids we serve.

Beginning February 1, 2014, CAPMC Community Services will be providing daily meals to seniors at 4 locations in Madera County; Northfork, Coarsegold, Oakhurst and Madera Ranchos. The meals are provided through a contract with the County of Madera and the Fresno Madera Agency on Aging.

The 2013 CA Child Care Portfolio, released on November 21st by the CA Child Care Resource & Referral Network, provides critical information on the supply and request for licensed child care in California and in each county in the state. For a closer look at child care in Madera County, please see the insert. Access to affordable, quality child care is essential for working families and provides learning experiences critical to their children’s development. Please use this information as you advocate for children & families in your work with CAPMC.

RELAY FOR LIFE

The 2014 Relay for Life is scheduled for May 3, 2014 at Lions Town and Country Park. Please contact Donna Tooley or Tina Gomez to become a member of the team and support the CAPMC signature program.

Fundraising for the American Cancer Society Relay for Life continues as the agency schedules upcoming events to support the CAPMC campaign:

♦ Trees for Charity—December 7, 2013—$1,800
♦ Annual Christmas Boutique Sale—December 16, 2013

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: Melissa DaSilva, Administration at:
mdasilva@maderacap.org  Phone: (559) 675-5748  Fax: (559) 673-2859
EMLOYEE SPOTLIGHT

Name: Miriam Ortega
Job Title: Instructional Aide/Janitor

How long have you worked for CAPMC?
3 Years

Where were you born and raised? Born in Fresno, raised in Madera

What do you do in your spare time?

Spend time with my family and friends

Favorite Junk Food: Chips, Chocolate once in a while, caramel iced coffee

Favorite Holiday: Thanksgiving because it is always close to my Mom’s birthday

Favorite Color: Pink, Purple and Aqua

Favorite Movie: Too many good ones to choose just one!

Favorite Board Game: Monopoly

If you were stuck on a desert island and could only have three things, what would they be? Music, best friend, a knife to survive

Greatest Achievement: I have always wanted to work with children and now I have an opportunity to do so

Of all people, who would you like to have dinner with? My family because with our different schedules it is difficult for all of us to have dinner together

Favorite Saying: “I am proud of you”

Family: 2 Brothers, 2 Sisters, 8 Nieces and Nephews, Stepdad and Mom

Random Fact: I like meeting new people and making new friends

Random Fact: I love working with the children and seeing them smile early in the morning makes my day. My co-workers are the best and I believe that is what makes us a good team.

MARK YOUR CALENDAR...
Wednesday, December 25, 2013—Christmas Holiday
Wednesday, January 1, 2014—New Year’s Day
Monday, January 20, 2014—Martin Luther King, Jr. Holiday

Welcome to CAPMC!
New Employees & New Positions

PAULA CERPA
Shelter Resident Support Aide Substitute

KARINA GARCIA
Administrative Aide, Madera Head Start

OPEN POSITIONS
For more information, contact the HR Department at 673-9173 or at www.maderacap.org. The following position

- ADMINISTRATIVE ANALYST
  Madera Head Start

- ADVOCATE II/III
  Madera/Mariposa Regional Head Start

- AREA MANAGER
  Madera Migrant and Regional Head Start

- ASSOCIATE TEACHER
  Madera/Mariposa Regional Head Start

- ASSOCIATE TEACHER
  Fresno Migrant/Seasonal Head Start

- CHILD SKILLS INSTRUCTOR
  Victim Services

- FAMILY SERVICES ASSOCIATE I
  Alternative Payment Program

- FOOD SERVICE HEAD COOK (40+ Meals)
  Madera Head Start

- HEALTH SERVICES CONTENT SPECIALIST
  Madera Head Start

- HOME BASE EDUCATOR
  Madera Regional Head Start

- INSTRUCTIONAL AIDE II / JANITOR
  Madera Head Start

- INSTRUCTIONAL AIDE II / JANITOR
  Fresno Migrant/Seasonal Head Start

- NETWORK ADMINISTRATOR
  Information Technology

- SHELTER/RESIDENT AIDE
  Victim Services

- SHUNAMMITE PLACE RESIDENT AIDE (On-Call Position)
  Community Family Services

- SHUNAMMITE PLACE RESIDENT MANAGER
  Community Family Services

- VAN BUS DRIVER (Substitute Position)
  Community Family Services

RELAY FOR LIFE ANNUAL BOUTIQUE SALE
MONDAY, DECEMBER 16, 2013 – GILL AVENUE OFFICE – 9:00-11:00
SALE OF NEW OR SLIGHTLY USED ITEMS, HANDMADE ITEMS AND BAKED GOODS
DROP OFF BETWEEN 8-9:00, SALE BEGINS SHARPLY AT 9:00
“ONE MAN’S JUNK IS ANOTHER MAN’S TREASURE”
The Joy of Giving Back

Several months ago Community Services was able to assist a customer in dire need of P G & E assistance. The customer was so thankful for the help that she sent an email to our website asking if she could volunteer for our agency in some way. The Madera Head Start department responded to her request and for several weeks she supported the department with filing, sorting, organization of binders and anything that was needed. The assistance resulted in an in-kind donation of $368.83 and the opportunity to form a reciprocal friendship between CAPMC and our customer. Thank you!

CAPMC HOUSEKEEPING ITEMS
FISCAL DEPARTMENT

The CAPMC Fiscal Department is gearing up for the W-2’s for the 2013 year that are set to be mailed out to all employees by the end of January, 2014. If you have moved in the last year and have not yet updated your mailing and/or street address, please do so by no later than Friday, January 10, 2014.

In addition, please note that Head Start employees on winter break must use their vacation time during the break and submit a vacation request.

GILL AVENUE RECEPTION AREA

Have you noticed? There is a new sign in the entrance of the Gill Avenue office asking that everyone sign in with the receptionist. For security purposes, please follow the instructions on the sign to ensure a safe environment for all our staff and customers.

GILL AVENUE KITCHEN

Staff members at the Gill Avenue location have the pleasure to the use of a great kitchen. To ensure a safe and clean environment, the Safety Committee wants to remind each of us to wash and put away any items we use. If each of us does our share the kitchen will stay clean and hazard free. In addition, if it is your department’s turn to clean the kitchen on Friday, please don’t forget to do so. Thank you!

CAPMC will be preparing 2013 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 $57,000. CAPMC is looking for greeters and tax preparers to assist for the 2014 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. Training will be at the Madera Workforce, 441 East Yosemite Avenue, Madera CA. 93638 on Saturdays in January from 8:30 a.m. to 2:30 p.m. 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 1:00 pm beginning February 1, 2013.

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.
COMMON SENSE SAFETY TIPS FOR WINTER TRAVEL

Winter in California can vary from sunshine to rain, wind and snow. From the wintery deserts to high Sierra to the packed freeways, the California Office of Traffic Safety (OTS) reminds you that winter brings its own special road safety and travel preparation lists.

**Safety First and Always**

**Buckle Up. Every Trip. Every Time.**

Always plan ahead, use a Designated Sober Driver.

Don’t text or talk on your cell phone while driving – even hands-free. If you need to make a call, check road or weather conditions or respond to a text, wait until you stop in safe place, such as a rest stop or parking lot.

Carry an emergency kit. You can build your own with tips found at [http://www.ots.ca.gov/roadsideemergencykit.asp](http://www.ots.ca.gov/roadsideemergencykit.asp).

Share the driving with other passengers to avoid fatigue.

Schedule trips to allow for frequent breaks. Take time to pull over at rest stops to stretch your legs and focus your head.

Don’t fall into the trap of driving while angry – aggressive driving kills.

**Driving in Rain**

Before it starts to rain, replace old or brittle wiper blades.

Stay toward the middle lanes – water tends to pool in outside lanes.

Maintain proper following distance (3 second rule). This needs to be increased in wet weather.

Be more alert watching for brake lights in front of you. Avoid using your brakes; if possible, take your foot off the accelerator to slow down.

Turn your headlights on in a light rain and in gloomy, foggy, or overcast conditions to help you see the road and help other drivers see you.

Never drive beyond the limits of visibility. The glare of oncoming lights, amplified by the rain on the windshield, can cause temporary loss of visibility while substantially increasing driver fatigue.

Avoid driving through deep water, because it can cause serious damage to a modern vehicle’s electrical system.

When you need to stop or slow, do not brake hard or lock the wheels and risk a skid. Maintain mild pressure on the brake pedal.

Never use cruise control on wet roads or icy road conditions. Cruise control can cause skidding and loss of tire traction on wet or icy roads.

Don’t drive with your windows frosted or fogged up. Wait until they clear before leaving home. A quick way to de-fog your windows is to open a window to let cool air in.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
BOARD ACTION ITEMS... November 2013

The following is a synopsis of the Action Items from the Board of Director’s Meeting on November 14, 2013. If you are interested in seeing any items in more detail, please contact Melissa DaSilva.

**RECOMMENDATION F-1:** Review and Approve the proposed Succession Plan for the Executive Director of Community Action Partnership of Madera County.

**SUMMARY:**
The Office of Community Services, Administration for Children and Families, U.S. Department of Health and Human Services has called for greater program accountability and measurable results from government-funded programs. Based on the Draft Organizational Performance Standards currently under review, a written succession plan must be in place for community action agencies.

**DISCUSSION:**
1. The Draft Organizational Performance Standards, Category Four, focuses on Organizational Leadership. Standard 4.4 states: The Organization has a written succession plan in place for the Executive Director, approved by the governing board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.
2. Community Action Partnership of Madera County (CAPMC) does not have a succession plan currently in place for the Executive Director and is proceeding forward in an aggressive attempt to meet all of the Draft Organizational Standards prior to the implementation.
3. Discussion was held with the Executive Director, Chief Financial Officer, and Human Resources Director to determine who the appointed Acting Executive Director should be in the event of an unplanned absence by the current Executive Director.
4. An Emergency Success Plan has been drafted for review and approval by the CAPMC Board of Directors.

**FINANCING:**
None

**BOARD ACTION:** Approved

**RECOMMENDATION F-2:** Approve the submission of the application requesting continued funding from the California Department of Education - Child Development Division for FY14-15.

**SUMMARY:**
The agency is required annually to complete an application requesting the continued funding for all contracts currently held; for Fresno Migrant Head Start - California State Preschool Program (CSPP) and for Child Care Alternative Payment and Resource & Referral Program - Alternative Payment (CAPP), CalWorks Stage 2 (C2AP), CalWorks Stage 3 (C3AP) and Resource & Referral (CRRP).

**DISCUSSION:**
The application will be submitted with one change as follows:
- Eight of the California State Preschool Program slots at the Firebaugh Center to be transferred to the Orange Cove Center.
- All the other programs will remain the same for program operation.

**FINANCING:**
Current contract amounts for 2013-2014 are as follows:
- CA State Preschool (Fresno County) $454,807
- Alternative Payment (Madera County) $1,309,069
- CalWorks Stage 2 $2,127,066
- CalWorks Stage 3 $1,019,127
- Resource & Referral $212,299

**BOARD ACTION:** Approved

**RECOMMENDATION F-3:** Review the Fresno Migrant/Seasonal Head Start 2013 Corrective Action Plans

**SUMMARY:**
The programs’ annual Self-Assessment was held in the month of July. The Central Office staff was broken down into different teams. Center Directors, Advocates, and parents participated in the process. Each staff observed and reviewed any documentation, files or classrooms in order to provide a report of the findings and recommendations. The parents were given two weeks to complete the safe-environments checklist at their corresponding center. The identified areas of non-compliance are addressed under a Corrective Program Improvement Plan of Action.

**DISCUSSION:**
1. The Office of Head Start monitoring protocol was used to evaluate the program. The areas reviewed were:
- Child Development Services
- Health and Mental Health
- Nutrition Services
- Disabilities and Mental Health
- Transportation
- Family and Community Services
- Partnerships/ERSEA
- Program Design and Management
- Human Resources
- Health and Safety/Safe Environments

**FINANCING:**
Allocated in the budget

**BOARD ACTION:** Approved

**RECOMMENDATION F-4:** 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 Regional Head Start 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 Policy Council and the Board of Directors.

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

**DISCUSSION:**
- The process for developing the 2014-2017 Community Assessment has commenced.
- Data sources will include:
  - Community Action Partnership of Madera County staff
  - 12-13 Program Information Report (PIR)
  - Regional Head Start 12-13 Parent Satisfaction Survey
  - Regional Head Start 12-13 Parent Needs Assessment Survey
  - Regional Head Start Parent Focus groups
Other Community Assessment from Madera/Mariposa Counties
Quantitative Data collected from sources such as, but not limited to, the US Census Bureau, Children Now, Madera County Office of Education, First 5 Madera County, Childcare Portfolio, and any other data sources deemed appropriate.
Qualitative Data collected from sources such as, but not limited to, community partners and focus groups.

Update of the process will be provided to the Policy Council and the Board of Directors for input to ensure program is on target to complete the assessment in a timely manner. The 2012-2013 Parent Needs Assessment Survey as well as data collected for the Community Assessment were utilized to develop the goals and objectives for 2014-2017. To better acquaint the Policy Council with the data collection process, three phases were presented:

Phase I: The voice of the parents. This provided the Policy Council with information synthesized from the Parent Needs Survey, the Parent Satisfaction Survey and the Focus Groups.

Phase II: In-house Data. This information included information from the Employee Climate Survey, the Monitoring Reports, the Self Assessment, the Program Information Report and the Parent Satisfaction Survey.

Phase III: Community Data. This included geographic, demographic, and economic statistical county data on Madera and Mariposa counties.

A presentation of the final Community Assessment Executive Summary report will be presented to the Policy Council and Board of Directors for approval by February 2014.

FINANCING:
Minimal

BOARD ACTION: Approved

- RECOMMENDATION F-5:
  Approve the Mental Health – Behavior Policy for the Madera/Mariposa Regional Head Start 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.

FINANCING:
None

BOARD ACTION: Approved

- RECOMMENDATION F-6:
  Award the bid for general grocery items to Sysco Central California to furnish food products, paper products, chemical products, and other items to CAPMC child care centers.

SUMMARY:
The agency’s food, paper and chemical products used in its child care centers exceeded the $150,000 federal simplified buying threshold. This was a finding in the agency’s fiscal monitoring of the Head Start Programs conducted August 5-6, 2013. To remedy this finding, the agency prepared an Invitation For Bid for general grocery items. Recommend the Board award the bid to the only responsive bidder, Sysco Central California.

DISCUSSION:
A. The agency prepared an Invitation for Bid for its general grocery items used at the Head Start and child care centers.
  - Invitations for Bid (IFBs) were emailed to four vendors initially on October 4, 2013.
  - The IFB was posted on the agency’s website on October 8, 2013.
  - The Notice to Bid was advertised in the Fresno Bee for one day on October 21, 2013.
  - An additional IFB was sent to another vendor on October 22, 2013.
  - Responses were due back to CAPMC by 2:00 PM on November 1, 2013
B. The following vendors were provided with the requested IFB:
  - Valley Food Service
  - J&D Food Service
  - US Food Service
  - Sysco
  - Ell USA, Inc.
C. Only one vendor, Sysco Central California, submitted a response by the due date of November 1, 2013. Sysco is currently supplying the general grocery items for CAPMC. Tammy McDougald, the Madera Head Start Nutrition Specialist, contacted the other four vendors that were provided with the IFB by telephone on November 6, 2013 to confirm that there were no other submissions. There was no interest at this time.
D. Since only one bid was received, the agency has contacted its program consultant at the California Department of Education to confirm if this arrangement is acceptable and constitutes an adequate bid solicitation.
E. One of the difficulties with general grocery bids is the price fluctuation. The bid response includes the total cost, including packaging, transportation, etc. Prices shall remain firm until November 30, 2014 unless otherwise noted on the bid. If items on bid have guaranteed pricing that expires before the end of the bid term, the expiration date is noted. New bid pricing and effective dates for these items must be provided after renewals are received from suppliers. Items bid as “market” will change up and down with the commodity market. However, the margin used is guaranteed through the bid term. Produce items
must be guaranteed by calendar month.

F. Other factors to be considered in the evaluation was the financial capability, adequacy of facilities with approved licenses, previous experience, and other factors such as transportation capability, sanitation, and packaging. Sysco submitted the necessary proof of insurance, food registration certificates, and company certifications regarding drug-free workplace, debarment and suspension, equal opportunity employer, and clean air. Additionally, the appropriate references were included in the IFB. Sysco is the food distributor giant and its stock is sold on the New York Stock Exchange (SYY) with 185 distribution centers and over 400,000 customers. Annual sales are about $43.9 billion.

G. CAPMC has been using this vendor for at least 10 years with satisfactory results for timeliness of deliveries, product availability, and quality products.

H. Recommend that the Board of Directors approve the attached IRB response from Sysco Central California which will constitute the contract between Sysco and CAPMC.

FINANCING:
Approximately $284,000 was spent in calendar year 2012 with Sysco. Money is budgeted in the Child and Adult Care Food Program budgets and the Head Start budgets to cover the food products and other items for the nutrition program.

BOARD ACTION: Approved

- RECOMMENDATION F-7:
Review the job description for the Senior Food Program Food Service Worker of the Community Services Department and make recommendation to the Board to approve the creation and the salary schedule Range of 7.5 ($8.94 to $10.90 per hour).

SUMMARY:
The position is created to meet the specific needs of the new Senior Meal Program. CAPMC will begin serving lunch meals to seniors at four sites in Madera County in early 2014. The Senior Food Program Food Service Worker will be responsible for overseeing the program at the sites. This includes providing a count for the number of meals to be served, setting up, serving the meals, and cleaning up after the meal has been served.

DISCUSSION:
A. The program is currently being run by the City of Madera. Effective January 1, 2014, they will relinquish the portion of the contract that serves seniors at congregate meal sites outside the City of Madera.

B. The contract would be to provide noon meals at four locations: Madera Ranchos that currently serves 45 seniors 5-days a week, Coarsegold that currently serves 5 seniors 5-days a week, North Fork that currently serves 5 seniors 3-days a week, Oakhurst that currently serves 30 seniors 5-days a week

C. The attached job description has been created to cover the duties of 4 part-time Food Service Workers who will be hired to oversee the program at each of the sites. We plan to offer the position to the existing employees.

D. The contract has not been finalized yet, but we anticipate having a contract in place by January or February 2014. We need to move forward with approval of the job description so that staff can be hired once a contract has been signed. Our goal is to have a seamless transition of services.

E. Funding is made available to operate the program by the Fresno Madera Area Agency on Aging and Madera County.

FINANCING:
The annual cost of a 15 hour a week position is $8,625 (3 to be hired)
The annual cost of a 9 hour-a-week position is $6,448 (1 to be hired)

BOARD ACTION: Approved

- RECOMMENDATION F-8:
Review CSD Program Notice 13-03 regarding third party options for contract implementation to approve the option of subcontracting the LIHEAP weatherization program.

SUMMARY:
The Community Services and Development department has recently issue CPN Notice 13-03 regarding how to address third party alternatives to “in-house” energy services delivery under CSD’s federal LIHEAP grants with special attention to options involving sister CSD service providers. CAPMC currently subcontracts with the Merced County Community Action (MCCAA) to provide Weatherization services for Madera County.

DISCUSSION:
A. There are two options for third party involvement:

1. The subcontracting model. This is how CAPMC currently fulfills the requirements of the weatherization contract. With the subcontracting model, CAPMC will maintain full responsibility for contract compliance and oversight of the grant. In the event there are performance deficiencies CAPMC will be held liable.

2. The ceding and merging of weatherization services model. Ceding is an arrangement in which a service provider retains its rights to the territory or service area, but may divest itself from the oversight responsibility associated with subcontracting, by relinquishing the weatherization component of its grant allocation to the other agency. This can be done on a permanent basis or for an agreed upon period of time.

B. CAPMC has a long-term and good working relationship with the Merced County Community Action Agency. We have a high level of trust in the competence of their existing leadership team. They hold the LIHEAP contract for Merced County and have a good understanding of the contract regulations. We are in favor of continuing with the subcontracting model. The down side of continuing with this plan is we need to ensure that federal procurement policies are followed. This means unless we can obtain a waiver from CSD to treat our arrangement with MCCAA like a sole source provider, CAPMC will need to conduct a formal bidding process before awarding the contract. Because of the complexity of the grant regulations, it would be difficult to start out with a new vendor unless strict controls were in place. There is a very good possibility that MCCAA would be awarded the contract and services would continue as they have the past several years.

C. The recommendation is to approve the subcontracting model.

FINANCING:
The 2014 weatherization dollars have not been released yet. The 2013 weatherization contract was $319,525. The current subcontract agreement is for $293,401. CAPMC retains the intake and outreach dollars of $26,124.

BOARD ACTION: Approved