“Many Americans live on the outskirts of hope—some because of their poverty, and some because of their color, and all too many because of both. Our task is to help replace their despair with opportunity.”

- President Lyndon Baines Johnson, State of the Union, January 8, 1964

The staff at CAPMC believes that no one can accomplish good things in isolation. It takes involvement and contributions from many people and many sectors of our communities in order to produce positive outcomes in people’s movement towards self-reliance. In the year 2013, we—the CAPMC staff, CAPMC Board members, community partners, and volunteers—have continued to move our Agency to Excellence by:

- CAPMC assumed $2,306,903 in additional funding from the State of California for the Alternative Payment Program;
- Hiring 35 new employees as part of the CAPMC team;
- Adding a third day to New Employee Orientation to ensure our new staff members are receiving all critical information needed to succeed in their new roles;
- Advocating for agency-wide safety awareness resulting in lower Workers’ Compensation rates;
- Our outside audit proclaiming June 30, 2013 Audit Report with another year of an unmodified audit opinion, GO Fiscal!!!
- Receiving accreditation from the National Children’s Alliance;
- The Fresno Migrant Head Start working diligently on a successful Fresnabulous Federal Review;
- Regional and Migrant Head Start exceeded their in-kind match showing parent involvement and engagement;
- Receiving a donation of $5,000 from Bank of America to upgrade the outdoor area at the Shunamnite Place;
- CLASS scores for both Madera Regional & Migrant Head Start classrooms above national average!
- Contribution from CAPMC staff for the Relay for Life campaign in the amount of $13,926;
- The Board of Directors continuing support of the mission of CAPMC by attending monthly meetings and providing guidance for our agency;
- CAPMC staff donating money to purchase food to complete the Madera Food Bank Thanksgiving Basket give-away;
- CAPMC participation in Madera County “National Night Out”.

As we look at the progress made during 2013 in our programs and within the lives of the families we serve, please congratulate yourself and your fellow team members on a productive and successful year! We look confidently and optimistically toward 2014, and invite you to join us to continue the work that propels this Agency to excellence. Happy New Year!
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AGENCY INFORMATION... Here’s the Scoop

CATCHING PEOPLE... DOING THE RIGHT THING

XAI VANG, for providing Human Resources with a new and improved printer.

RICK RAMIREZ, for assisting Valley West with a phone issue. He quickly assisted them and by mid-day Valley West phones were up and running!

TISH ARANDA, for all her assistance in training the new Administrative Aide in the Madera Head Start department.

KARINA GARCIA, for taking the time to clean up a coffee spill in the Gill Avenue Head Start hallways.

SIERRA VISTA STAFF for supporting Aida in learning how to walk with her new walker! During a monitoring visit by our grantee, SCOE, Elba Gonzalez recognized all staff at Sierra Vista by taping this statement on her report: “Site exhibits such pride in the work done and very strong work ethic.”

GINO BUENROSTRO for doing a great job at Valley West and Mis Teroros on the pending work orders.

JOAN HOLSTROM for working hard at recruiting children for her centers.

CECELIA SANCHEZ AND EVANGELINA ROMERO for motivating the parents to attend parent meetings by providing gingerbread cookies

JESSICA FREEMAN-TORRES for all her support at the centers. She does CLASS observations, attends Area Manager meetings and supports us during monitoring visits.

IDA ROMO at Cottonwood for doing a great job in the classroom.

SUNSET HEAD START STAFF for maintaining a professional relationship with the Principal and teaching staff at La Vina

MARK YOUR CALENDAR...

Thursday, February 13: CAPMC Board of Directors Meeting
Monday, February 18: CAPMC Offices CLOSED.

2013 HOLIDAY SCHEDULE

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>New Year’s Day</td>
<td>Tuesday, January 1</td>
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<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Monday, January 21</td>
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<tr>
<td>President’s Day</td>
<td>Monday, February 18</td>
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<tr>
<td>Spring Holiday</td>
<td>Friday, March 29</td>
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<td>Memorial Day</td>
<td>Monday, May 27</td>
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<tr>
<td>Independence Day</td>
<td>Thursday, July 4</td>
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<td>Labor Day</td>
<td>Monday, September 2</td>
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<td>Columbus Day</td>
<td>Monday, October 14</td>
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<td>Veterans Day</td>
<td>Monday, November 11</td>
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<td>Thanksgiving Day</td>
<td>Thursday, November 28</td>
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<td>Day after Thanksgiving</td>
<td>Friday, November 29</td>
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<tr>
<td>Christmas Day</td>
<td>Wednesday, December 25</td>
</tr>
<tr>
<td>1 day, Winter Holiday</td>
<td>December 24 through December 31</td>
</tr>
<tr>
<td>2015 New Year’s Day</td>
<td>Wednesday, January 1</td>
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BY: Mai Vang

Mr. Navarro, Principal of La Vina Elementary School, has gone well above and beyond to accommodate and support Sunset Head Start. The very first time we met Mr. Navarro, he was very inviting and offers his support in any way he can for Sunset Head Start. For example, since Sunset was in session on their third week of vacation for winter break, Mr. Navarro gave us support by arranging for someone to turn the alarm off so that the children at Sunset can proceed with their schedule. We really appreciate Mr. Navarro including Sunset in their emergency evacuation plan. With that practice we were able to gain insight on how to improve our emergency evacuation plan. Mr. Navarro is very compassionate and makes time to listen to the needs of the children at Sunset Head Start.
NEWS & REMINDERS FROM FISCAL

➤ The standard mileage reimbursement rate beginning January 1, 2014 will be 56 cents per mile. This is for the use of a personal vehicle such as a car, pickup or van used to carry out agency business.

The rate is effective for January 2014 travel vouchers, not for December vouchers paid in January 2014.

♦ Your W-2’s for 2013 will be mailed by January 31, 2014.

♦ Please save your last 2013 pay check stub for tax purposes. If you itemize your deductions the amount of health insurance that you paid that might be deductible is listed as Blue Shield, Kaiser, Kaiser—Low, Dental and Vision. Use the amount(s) from the Ytd column. If there is a C before these items that is the amount you had deducted pretax under the Section 125 plan and that amount is not deductible as an itemized deduction. Your union dues and SDI deductions are also included on the pay check stub.

♦ On your W-2 there are four boxes labeled a through d. Code E, if shown, is the amount you contributed to the 403(B) retirement plan during 2013. This figure also would include any amount the Agency contributed for you in lieu of providing health insurance. Code DD, if shown, is the cost of Agency provided group health plan coverage for 2013. This amount includes the amounts paid by the Agency and you, if any. These codes are listed on the back of W-2 Copy C—for Employee’s Records.

♦ Box 14 is for other items. The Agency reports your SDI deduction in this box. It is planned to include any union dues deductions in this box as well. These deductions will be labeled SDI and Union Dues.

Please contact James Chandler in the Fiscal Department at (559)675-0575 with any questions.

Welcome to CAPMC!
New Employees & New Positions

RICHARD RAMIREZ
IT Help Desk Technician (Provisional) - Fiscal Depart

GEORGINA MORENO
Facility Maintenance Worker—Madera Migrant Head Start

MARTHA RIOS
Family Services Associate (Provisional)—Child Care APP & R & R

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

■ ADVOCATE II/III
   Madera Regional Head Start

■ AREA MANAGER
   Madera Migrant and Regional Head Start

■ ASSOCIATE TEACHER
   Madera Regional Head Start

■ ASSOCIATE TEACHER
   Fresno Migrant 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

■ HUMAN RESOURCES ASSISTANT II
   Human Resources

■ INSTRUCTIONAL AIDE II/JANITOR
   Fresno Migrant/Seasonal Head Start
   Madera/Merced Migrant Head Start

■ PROGRAM TECHNICIAN
   Madera Head Start

■ SHUNAMMITE PLACE RESIDENT AIDE
   Community & Family Services Department

■ VAN BUS DRIVER (Substitute Position)
   Community & Family Services Department

RELAY FOR LIFE

The Madera Relay is scheduled for May 3, 2014….it is only 3 ½ months away and we still need walkers! Call Tina Gomez at 675-5761 or Donna Tooley, Relay Chair, at 675-5755 with questions. On Tuesday, February 11, join us for the Relay for Life Kick-Off event at Central Valley Community Bank (1919 Howard Road) from 5:30—7:30 pm. Teams are encouraged to bring raffle prizes!
SUCCESS STORY
Submitted by Gabriella Salazar
Resident Manager, Shunammite Place

Shunammite Program Participant Obtains Permanent Housing

The Shunammite Place is a permanent supportive housing program with the capacity to house fifteen chronically homeless women with disabilities. Shunammite Place recently had a participant that defined the odds against her and was able to obtain her own permanent housing. Teresa Polston proved to herself that she is able to achieve anything she sets her mind to. When Teresa came into the Shunammite Place she had limited income, no car, no health insurance, didn’t know how to clean or how to do laundry. Teresa excelled in learning simple life skills that many of us take for granted. When Teresa exited the program, she met her goals of increasing her income, getting her driver’s license, buying a car, obtaining health insurance, and getting her own place to live! Teresa was in the Shunammite Place from May 2011 to October 2013, during which time she was able to take advantage of the program and become independently self-sufficient. Teresa had this to say about the Shunammite Place: “The Shunammite Place program has changed my whole life! Thank you for never giving up on me!” The Shunammite Place takes pride in sharing this story to show all the importance in determination and support and in meeting our mission of Helping People...Changing Lives.

EMPLOYEE SPOTLIGHT

Name: Karina Garcia
Job Title: Administrative Aide
How long have you worked for CAPMC? 3 months
Where were you born and raised? San Mateo, California
What do you do in your spare time? I love spending time with friends and family, road trips and adventures to new places.
Family: My family is an eccentric bunch and I love them.
Travels: I love traveling! I’ve been to Colombia, Mexico and a few different states but would love to travel to difference countries.
Favorite Junk Food: In and Out
Favorite Holiday: Christmas
Favorite Color: Purple
Favorite Song: Bring It Home by Sam Cooke
Favorite Movie: Alice in Wonderland
Favorite TV Show: The Office
If you were stuck on a desert island and could only have three things, what would they be? Pocket Knife, Solar Powered IPod, and my glasses.
Greatest Achievement: Pursuing a higher education
Best Advice Ever Given: Be yourself.
Favorite Saying: Pies, para que los quiero si tengo alas para volar.

Relay for Life Fundraiser
Orders due by Feb 7.
All Deliveries on Feb 14. *Madera HS orders will be delivered to the Gill Office.
Contact Inez Zuniga at (559)276-5833 for more information.

$2 Chocolate Candy Gram
$3 Candy Bouquet

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 Department at: mdasilva@maderacap.org Phone: (559) 675-5748 Fax: (559) 673-2859
2013 SAFETY HIGHLIGHTS

- Implementation of Safety Process Improvement Team
- Update and replenish first aid kit supplies
- Paycheck safety messages
- Safety Awareness Month Activities
- 2012 Safety Recognition Plaques for zero injuries
- Exciting new items for safety store
- Safety Committee members received Hazard Communication training from Workers Compensation Loss Control Specialist
- OSHA Hazard Communication Standards training material
- Installation of safety cones in the Gill Avenue office location
- Completion of the OSHA Hazard Communication training by December 1, 2013 deadline
- Implementation of the mandatory safety training policy
- Safety training materials
- Experience modification rate reduction from 1.72 to 1.46.

2013 LOCATIONS WITHOUT INCIDENTS

The following sites are recognized by the Safety Committee for a superior safety record for 2013. Congratulations!

- VSC - Oakhurst Office; Shelter
- CS - Shunammite Place
- MHS – Alpha, Homebase, North Fork, Oakhurst, Sunset, Eastside
- Kinder-Camp, Mis Tesoros Kinder-Camp
- FHS – Huron, Parlier

Safety Committee Coordinators

<table>
<thead>
<tr>
<th>Administration</th>
<th>Melisa DaSilva</th>
<th>673-9173 x 5748</th>
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<tbody>
<tr>
<td>Community/Family Services</td>
<td>Perla Erigio</td>
<td>673-9173 x 5740</td>
</tr>
<tr>
<td>Family Services – R &amp; R/APP</td>
<td>Rosie Gonzales</td>
<td>673-9173 X 5754</td>
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<td>Vianey Barrientos</td>
<td>673-9173 X 5765</td>
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<tr>
<td>Fiscal</td>
<td>Tina Gomez</td>
<td>673-9173 X 5761</td>
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<td>Bill Frame</td>
<td>673-9173 x 5711</td>
</tr>
<tr>
<td>Fresno Migrant Head Start</td>
<td>Amelia Ortiz</td>
<td>277-8641 x 5840</td>
</tr>
<tr>
<td>Madera Head Start</td>
<td>Karina Garcia</td>
<td>673-9173 X 5720</td>
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<td>Vanessa Madrigales</td>
<td>673-9173 X 5724</td>
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<td>Alejandro Perez</td>
<td>673-9173 X 5731</td>
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<td></td>
<td>Norma Blanco</td>
<td>673-9173 X5727</td>
</tr>
<tr>
<td>Human Resources:</td>
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<tr>
<td>Victim Services:</td>
<td>Beryl Raviscioni</td>
<td>661-1000 x 5708</td>
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<tr>
<td></td>
<td>Norma Alvarez</td>
<td>661-1000 x</td>
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403(b) RETIREMENT PLAN
Community Action Partnership of Madera County, Inc. (CAPMC) sponsors a 403(b) tax-deferred retirement plan. You have the opportunity to save for and contribute to the employee account through a payroll deduction. You have the opportunity to save for retirement by participating in CAPMC’s 403(b) Retirement Plan by electing to make pre-tax contributions.

NOT YET CONTRIBUTING?
To start your contribution, complete and return the Salary Reduction Agreement available in the Human Resources Office. You may select a fixed dollar amount or a percentage that will be deducted from your paycheck each pay period. Small amounts, even $10.00 per pay period, add up over time. Please note that in addition to completing and returning a Salary Reduction Agreement, you must also establish an account with ING Financial Services, the agency’s plan sponsor. You will need to complete an application and beneficiary designation.

ALREADY CONTRIBUTING? Great news! You can increase your contributions?
You may elect to contribute up to $17,500 in 2014. This amount is the general limit on what you can elect to defer under the 403(b) plan and this amount is adjusted annually. Additional catch-up contributions may be permitted if certain criteria are met. Specifically, if you are at least 50 years old by year’s end, you may make additional catch-up contribution. To increase your contributions, complete and return a Revised Salary Reduction Agreement.

NEW EMPLOYEES
You will be eligible for the discretionary employer contribution on either January 1 or July 1 after you have met the one year of service requirement and work a minimum of 1,000 hours and you are still employed by CAPMC. You must be 21 years of age to qualify.

Neither your employer nor the ING investment provider can provide you with tax or legal advice. Employees are encouraged to contact their financial representative or tax professional with any questions.

MEET OUR ING REPRESENTATIVE
George Brown, CAPMC’s Financial Representative from ING, will be available February 7, April 25, and May 23, 2014 to complete sign-ups for new employees. He will also be available to meet with current participants to discuss their investments and retirement goals. Contact Carrie Chapman at (559)675-5771 to schedule your appointment. For your convenience, more dates will be added throughout the year.

If you have any questions, you may contact Donna Tooley at 675-5755.
DISCUSSION:

A. The Shunammite Place application will
provide disabilities.

B. The program provides the following
supportive services: job skill inventory,
on the job training, develop educational
plans, addiction issues, substance abuse
issues, HIV awareness as well as
sexually transmitted diseases, nutrition,
physical fitness, anger management,
accessing community resources, medical
needs, mental health needs, etc.

C. We are proud of the services CAPMC’s
provides for the program participants at
at the Shunammite Place. An Annual
Performance Report that reflects the
accomplishments for the year is provided
to HUD by January 31, 2014. An
informational agenda item will be
submitted to the Board in February, 2014
to share our results for the year with our
Board of Directors.

D. This funding requires that HUD funds be
matched with other cash and non-cash
dollars. Matching dollars for this grant
are currently supported by the
Community Services Block Grant with an
annual contribution of approximately
$30,000.

SUMMARY:

RECOMMENDATION F-1:
Approve the 2013 Holiday Schedule

SUMMARY:

New Year’s Day January 1
Martin Luther King, Jr. Day January 20
President’s Day February 17
Spring Holiday April 18
Memorial Day May 26
Independence Day July 4
Labor Day September 1
Columbus Day October 13
Veterans Day November 11
Thanksgiving Day November 27
Day after Thanksgiving November 28
Christmas Day December 25
1 day, Winter Holiday
December 24 through December 31
New Year’s Day January 1

BOARD ACTION: Approved

RECOMMENDATION F-2:
Approve the submission of the 2014/2015
Housing and Urban Development (HUD)
grant application for the Shunammite Place.

SUMMARY:

The purpose of this grant is
to provide permanent housing with supportive
designs that are up to 15 chronic homeless adult women with

DISCUSSION:

A. The Shunammite Place application will
be included as part of larger refunding
application along with a total of 22
programs on the Fresno Madera
Continuum of Care FMCoC that are up
for renewal this year. The application
will be prepared and submitted to the
FMCoC by January 3, 2014. The
FMCoC then has 30 days to prepare the
consolidated application that is due to
HUD by February 3, 2014. One of the
tasks of the FMCoC is to rank the
programs in order of the highest
performers to the lowest performers.
The high performers will be ranked in
Tier 1 which will be funded first. The
lower performing programs will be
ranked in Tier 2. Programs landed in Tier
2 are not guaranteed to be refunded.
HUD’s funding priority this year is
Permanent Supportive Housing
Programs. Transitional Housing Projects
that are ranked into Tier 2 are not
scheduled to be refunded. There are
currently ten transitional housing projects
in Fresno that are up for renewal. Last
year, the Shunammite Place ranked 4th
in Tier 1. We are hopeful for another
high ranking this year. We also feel very
fortunate that the Shunammite Place is a
Permanent Supportive Housing project
which is HUD’s top funding priority.

B. The program provides the following
supportive services: job skill inventory,
on the job training, develop educational
plans, addiction issues, substance abuse
issues, HIV awareness as well as
sexually transmitted diseases, nutrition,
physical fitness, anger management,
accessing community resources, medical
needs, mental health needs, etc.

C. We are proud of the services CAPMC’s
provides for the program participants at
at the Shunammite Place. An Annual
Performance Report that reflects the
accomplishments for the year is provided
to HUD by January 31, 2014. An
informational agenda item will be
submitted to the Board in February, 2014
to share our results for the year with our
Board of Directors.

D. This funding requires that HUD funds be
matched with other cash and non-cash
dollars. Matching dollars for this grant
are currently supported by the
Community Services Block Grant with an
annual contribution of approximately
$30,000.

BOARD ACTION: Approved

RECOMMENDATION F-3:
Authorize a discretionary contribution of 4%
to be made by Community Action Partnership
of Madera County, Inc. for all eligible
employees for the period of January 1, 2014
during the 2014 calendar year.

SUMMARY:

Based on the plan
document, the Board must determine at
the beginning of each plan year the discretionary
contribution which will be allocated for each
eligible participant. Staff recommends a
discretionary contribution of 4% be allocated
for all eligible employees for the upcoming
2014 calendar year.

DISCUSSION:

A. The Board of Directors has authorized a
4% discretionary contribution since the
inception of the plan in 1993. Staff
recommends the continuance of the 4%
discretionary contribution.

B. The 4% was based on a survey of
community action agencies which was
presented to the Board when the plan
was initially implemented.

BOARD ACTION: Approved

RECOMMENDATION F-4:
Authorize the renewal of a line of credit with
West America Bank. The line of credit is
scheduled to mature on January 31, 2014.

SUMMARY:

A. The line of credit is $150,000. The bank
waived the fees for the credit line for
2013; otherwise the approximate cost is
$800.00 per year.

B. The line of credit has been established
for emergencies.

C. It has been advised by the agency’s
outside auditors to have a line of credit
available, if necessary, when
reimbursement from our funding sources
is delayed.

D. The agency has not used the line since it
was established.

E. West America Bank will review and
approve our renewal upon submission of the
June 30, 2013 year end audited
financial statements and the agency’s
loan application.

DISCUSSION:

Based on the plan
document, the Board must determine at
the beginning of each plan year the discretionary
contribution which will be allocated for each
eligible participant. Staff recommends a
discretionary contribution of 4% be allocated
for all eligible employees for the upcoming
2014 calendar year.

E. West America Bank will review and
approve our renewal upon submission of the
June 30, 2013 year end audited
financial statements and the agency’s
loan application.

DISCUSSION:

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document, the Board must determine at
the beginning of each plan year the discretionary
contribution which will be allocated for each
eligible participant. Staff recommends a
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2014 calendar year.

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approve our renewal upon submission of the
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financial statements and the agency’s
loan application.

DISCUSSION:

Based on the plan
document, the Board must determine at
the beginning of each plan year the discretionary
contribution which will be allocated for each
eligible participant. Staff recommends a
discretionary contribution of 4% be allocated
for all eligible employees for the upcoming
2014 calendar year.

E. West America Bank will review and
approve our renewal upon submission of the
June 30, 2013 year end audited
financial statements and the agency’s
loan application.
enrolled children. The information will not reveal personally identifiable information about an individual child or parent. The annual report must also include the following:

A) The total amount of public and private funds received by the CAPMC agency and the amount from each source.

B) An explanation of budgetary expenditures and proposed budget for the 2012-2013 fiscal year.

C) The total number of children and families served in the 2012-2013 Madera/Mariposa Regional Head Start program. The total enrollment and the percentage of eligible children served.

D) The results of the most recent review by the financial auditor.

E) The percentage of enrolled children that received medical and dental exams.

F) Information about parent involvement activities.

G) The agency's efforts to prepare children for kindergarten.

H) Any other information that may be required by the Secretary of Health and Human Services in Washington DC.

I) The results of triennial review.

**DISCUSSION:**

Utilizing the Child Plus and Accufund system, 2012-2013 Program Information Report (PIR) and monitoring reports, the Head Start Department is pleased to share their Madera/Mariposa Regional Head Start 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 and Mariposa Counties.

**BOARD ACTION:** Approved
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

BOARD ACTION ITEMS...January 2014

The following is a synopsis of the Action Items from the Board of Director’s Meeting on January 9, 2014. If you are interested in seeing any items in more detail, please contact Melisa DaSilva.

• RECOMMENDATION F-1:
  Review and Approve the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera/Mariposa Regional Head Start Policy Council.

  SUMMARY: Head Start Performance Standard 1304.50(h) requires that each grantee and delegate agency and Policy Council or Committee jointly establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

  DISCUSSION: The Impasse Procedure must be in place for the program to be in compliance with the Head Start Performance Standards.

  BOARD ACTION: Approved

• RECOMMENDATION F-2:
  Approve the 2013-2014 By-Laws for the Madera/Mariposa Regional Head Start Policy Council.

  SUMMARY: The By-Laws are one set of rules that govern the Policy Council. By-Laws are reviewed yearly. Any proposed changes will be made at the time of review. The Council was allowed 30 days for review and are expected to approve the By-Laws on the December 5, 2013 Policy Council meeting.

  DISCUSSION: The Agency Attorney, Russ Ryan, has reviewed the 2013-2014 MMRHS By-laws. The format has been changed to correspond to the agency Board of Directors By-Laws. Staff is requesting that the Policy Council Members read the By-Laws prior to the meeting. During the Policy Council meeting, there will be time to address any questions members may have.

  Council members had 30 days to review the By-Laws; any requests for changes will be approved at the December meeting.

  Staff made changes to the By-Laws to distinguish between the Policy Council and the Policy Council Committees.

  BOARD ACTION: Approved

• RECOMMENDATION F-3:
  Staff is recommending to re-classify the Child Transportation Monitor/Janitor Position (CTM) to Instructional Aide II /Janitor.

  SUMMARY: 1. CTM/Janitor positions were created to comply with Head Start regulations when programs provided transportation services for children.

  2. CAPMC eliminated bus services due to the high cost in maintenance, staffing and fuel.

  3. The elimination of bussing allowed the hiring of qualified Instructional Aide I / Janitors to provide support in the classroom as vacancies occurred.

  4. There are three (3) remaining staff members that hold a CTM/Janitor position.

  5. The Instructional Aide I /Janitor, because they hold ECE units, are able to assist with meeting teacher/child ratio in the event that one of the teachers is absent.

  6. There are three (3) Regional staff members with the classification of CTM/Janitor. Their qualifications have been reviewed (see attachment) to determine if they qualify for a transfer. All three were hired without a High School Diploma or GED and have been with the agency for more than 10 years. Staff is proposing to re-classify 2 of the positions to Instructional Aide II/Janitors and allowing those two staff members until June 1, 2015 to attain the required 7 units. The two staff members are assigned to centers with the class size of 15 children. The third position located in Chowchilla will be reclassified as Janitor as the center requires a Janitor position due to the size of the center. Staff’s pay and budgeted hours will remain the same.

  7. At this time, management staff is seeking advice and support from the Parent Policy Council and Board of Directors to re-classify the position. The re-classification of the CTM/Janitor position still needs to be discussed and approved by SEIU – Head Start employee’s union.

  8. The re-classification and implementation of the changes will not be in effect until the new Head Start program year – September 2014. Staff is seeking approval at this time since the 2014-2015 budget will need to reflect the changes in staffing and needs to be submitted by March 1, 2014 to Region IX.

  BOARD ACTION: Approved

• RECOMMENDATION F-4:

  ✓ Approve/Disapprove Service Areas and Program Options

  ✓ Approve/Disapprove 2014-2015 Basic Budget

  ✓ Approve/Disapprove 2014-2015 Administrative Budget

  ✓ Approve/Disapprove 2014-2015 Training and Technical Assistance Budget


  SUMMARY: There are five sections within this overall action that the Policy Council will need to review, discuss, and approve/disapprove the recommendations set forth. Staff will review each item in detail. The items are presented in chronological order to complete our application process.

  DISCUSSION: A. Step One: Based on the 2014-2017 Community Assessment and budget restraints, program staff (management and center staff) are recommending the following service area and program options:

  • 49 Part Day/Single Session Slots (North Fork, Oakhurst, Fairmead Area)

  • 300 Part Day/Double Session Slots (Chowchilla, Cottonwood, Eastside, Mariposa, Mis Tesoros, Sunset, Valley West, Ruth Gonzales, and Verdell McKelvey Centers located in Madera/Mariposa)

  • 23 Home Base Slots (City of Madera/Chowchilla)

  • Total funded enrollment is – 372

  • 128 child attendance days for the part day program

  • 160 child attendance days for the full day program

  • Staff recommends that the
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
BOARD ACTION ITEMS...January 2014

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service area and program option remain the same as the current funded year in order to meet the required funded enrollment of 372. **Step Two:** Approve the Basic Budget including indirect cost for the grant year ending May 31, 2015. See Attachment A #1-3. CAPMC received its annual funding guidance letter from ACF Region IX for a total amount of $3,101,281. The funds were allocated as follows:

1. $3,101,281 for Basic Operating Costs
2. $48,622 for Training & Technical Assistance
3. CAPMC must also submit a Non-Federal Share budget for $787,476 for In-Kind to be generated by the program.

Upon receipt of the funding guidance, staff developed a preliminary budget based on the following nine items:

2. Review 2013-2014 Program Operations – number of centers, days and hours of operation.
3. Review of new Workers’ Compensation Rates
4. Review increase of cost of Health Insurance coverage
5. Review all Health/Safety Monitoring Reports for all centers
6. Review rent cost for each site and central office.
7. Review projected salary increases for staff based on performance (merit increases), an unfunded liability
8. Review staffing patterns for all sites and central office.

CAPMC has decided to maintain its classroom size at 15 with two qualified teachers and an Instructional Aide/Janitor. This allows for a teacher/child ratio of 1:8 which allows proper supervision of children at all times. Having the two qualified teachers also provides children with more individualized school readiness activities and support children’s individual learning as CAPMC-Head Start is now enrolling more 3 year olds.

Teaching staff will be provided with 26 days without children throughout the program year in order to plan, prepare classroom activities and meet with Area Managers to discuss individual needs of the children. The additional time will also provide time to meet with parents and discuss the strengths/needs of each child.

**Step Three:** Approve the Administrative Budget and the components of the indirect cost pool for the grant application for the year ending May 31, 2015. (See Attachment B).

As a part of the grant application, certain costs are identified as administrative costs. The agency cannot exceed a 15% limitation on administrative costs. Staff recommends that the Policy Council and the Board of Directors approve the administrative costs and the components of the indirect cost pool as attached.

Support for Recommendation: The Head Start Bureau designates certain percentages of items of the budget as administrative.

**The Policy Council and Board of Directors must approve the components of the indirect cost pool.**

The agency has an approved rate of 8.9% indirect cost in place. This indirect cost rate proposal is submitted on an annual basis to the Office of Head Start, Division of Cost Allocation.

Indirect costs are those costs that cannot be readily and specifically identified with a particular project or activity but are necessary to the operation of the organization. Indirect costs such as administration, fiscal, and human resources are charged to a central administrative cost center. This covers the salaries and related fringe benefits of the following positions:

- Executive Director
- Program Assistant/Typist Clerk II
- Assistant to the Executive Director
- Facilities Manager
- Chief Financial Officer
- Human Resources Director
- Human Resources Assistants
- Receptionist
- Accounting Technicians
- Network Administrator
- Accountant Services Program Manager

Other costs paid out of the indirect cost center include rent, utilities, building repairs and maintenance, property insurance, and custodial services based on the square footage occupied by the administrative staff. Other expenses which originate for the indirect cost pool and are for the benefit of all programs are:

- Office Supplies
- Data Processing Supplies
- Liability Insurance
- Program Supplies
- Printing and Publication
- Telephone
- Postage and Shipping
- Audit
- Consultants
- Legal
- Staff Travel – Local and Out of Area Training
- Employee Recognition
- Fees & Licenses
- Vehicle Insurance, Repair & Maintenance
- Equipment Rental

**Financial Impact**

No major impact; the Administrative Budget is a component of the Basic and T&TA budgets totaling $362,907. It does not increase or decrease the total amount of the funding application. Attachment B

**Step Four:** Review and approve the Madera/ Mariposa Regional Head Start Training & Technical Assistance Budget. (Attachment C). Head Start receives funds to provide ongoing technical assistance to staff, Policy Council and Board Members. The training plan was developed using the process below:

Program Data: Results from the Self Assessment, Community Assessment, ongoing monitoring report, outcomes and PIR data were reviewed to identify emerging trends and training needs. The program will allocate money to support teaching staff working toward attaining their AA/AS or BS degree in Child Development. In addition, training will be provided to the Policy Council regarding shared governance, the Brown Act, and Ethics.

The training plan is based on all the needs identified above.

**Financial Impact: $48,622**

**Step Five:** Review and approve the Madera/ Mariposa Regional Head Start In-Kind Budget. Performance Standards require a 20% In-Kind match for Head Start funds. Total In-Kind to be earned is $787,476. Attachment - D

**Financial Impact:** For every $1.00 received from the Head Start Bureau, the agency is
required to provide a 0.25¢ match. This is becoming increasingly difficult to meet.

**BOARD ACTION:** Approved

- **RECOMMENDATION F-6:** Review and approve the 2014-2015 Days of Operation Calendar for the Madera/Mariposa Regional Head Start Program.

**DISCUSSION:** Review the 2014-2015 Days of Operation Calendar for the Madera/Mariposa Regional Head Start Program and obtain input from the Policy Council.

The Policy Council will be informed of the months of operation for the fiscal year June 1, 2014 – May 31, 2015. Total funded child enrollment is 372. Part-day sessions will provide 128 service days, Monday – Thursday to children. Children receive 3.5 hours of services each day.

Policy Council members will be asked to share the information at their next Parent Center Committee meeting.

**BOARD ACTION:** Approved

- **RECOMMENDATION F-7:** Informational only.

**SUMMARY:**
In accordance with Head Start Performance Standards, a yearly self-assessment must be conducted. The assessment assists staff to determine systems are in place to comply with the 2007 Head Start Act and Performance Standards. The Head Start Program will be utilizing a combination of the 2014 Office of Head Start Monitoring Protocol as the instrument for conducting the self-assessment. The education team will include the CLASS assessment as part of their review. Staff feels the instrument selected will provide a method for parent, board, community member and center involvement.

The selected team members will be provided training on the self-assessment process and instrument on January 13, 2014. Area Managers conducted CLASS assessments of their classrooms on November and December of 2013, and that data will be used to supplement classroom observations completed during the self-assessment. The Policy Council will complete the Safe Environment worksheet the week of January 13 – 17, 2014. The self-assessment process (team groups) will assess the program during the week of January 13 – 17, 2013.

**DISCUSSION:** The process consists of the following:
- 4 (four) teams will be selected to conduct the self-assessment. The teams will be comprised of Head Start staff, parents and community members. Each group will visit sites and complete a portion of the Protocol.
- ✓ Fiscal self-assessment was completed earlier in the year for the program.
- ✓ The team will review the 2012-2013 Self-Assessment results to ensure all recommendations and areas of non-compliance have been addressed to ensure compliance.
- ✓ The Policy Council members will be provided with the Health and Safety Checklist and asked to return their worksheets by January 17, 2014 to the Site Supervisor where their child attends. Parents will receive support as needed from center staff to complete their worksheet.
- ✓ Teams will include results from the Office of Head Start 2014 Monitoring Protocol; CLASS instrument, Case Conference Summaries (Area Managers and Specialists review all children’s health, family, and educational files with center staff prior to the self-assessment dates) and Safe Environment worksheets to determine strengths, findings, and areas of improvement.
- ✓ A report will be submitted to the Policy Council and Board of Directors by March 2014 of the self-assessment results.

**BOARD ACTION:** Approved

- **RECOMMENDATION F-8:**

**SUMMARY:**
The agency’s contract with Stanislaus County Office of Education requires written approval if a budget revision from one federal category to another exceeds 10% of the federal category to be increased or decreased or $50,000 whichever amount is smaller. The deadline for submitting budget revisions is January 15, 2014. The program’s spending patterns have been analyzed and projections made through the end of the contract period of February 2014. There are a few areas that require a budget revision. See the attached Budget Revision Requests.

**DISCUSSION:** Included below are highlights of the changes that are requested:

A. Migrant Basic:
- 6A- Personnel; Migrant Basic salaries are projected to fall below the budgeted amount. The cost to operate the non-blended program projects $31,194 less in personnel respectively than anticipated due to recruiting lower pay new employees replacing longevity pay employee vacancies. Request to transfer $31,194 to Supplies category.
- 6B- Fringe Benefits; Migrant Basic benefits are projected to fall below the budgeted amount. The cost to operate the Migrant Basic program projects $109,057 less in benefits respectively than anticipated. The projected health costs were over budgeted and there was cost savings in worker’s compensation, health insurance and retirement for
new hires. Request to transfer $104,259 to Other Services category and $4,798 to Supplies category.

6C- Travel out of area; Travel out of service area are projected to fall below the budgeted amount. The cost to operate the non-blended program projects $7,671 less in travel than anticipated. Request to transfer $7,671 to Supplies category.

6E- Supplies; the supplies category will increase by $99,817 to purchase program and other supplies for all sites. A transfer from Migrant Blended of $56,154 and a transfer from personnel, fringe benefits and travel from Migrant Basic program for $43,663.

6H-Other; The Other Services costs are projected to exceed the budgeted amount by $104,259. Request to transfer $168,569 for repairs and maintenance at the facilities and playgrounds. Repairs needed to air conditioner, cushioning tile, lawn, fencing and assault at the sites to address health and safety concerns. Request to transfer $3,451 to travel. Cost savings in utilities and telephone for $1,244. Cost savings in union negotiations for $1,447 due to one year extension and cost saving of $2,585 of other services and operating expense. Request to transfer total of $104,259 from fringe benefits.

6I- Indirect Cost; Indirect cost to increase due to the transfer of $56,154 from Migrant Blended program. Request to transfer $4,548 from Migrant Blended to Migrant Basic Indirect Cost category.

B. Migrant Blended:

6A- Personnel; Migrant Blended salaries are projected to fall below the budgeted amount. The cost to operate the blended program projects $38,368 less in personnel respectively than anticipated due to vacancies. Request to transfer $8,323 to Supplies category, $10,065 to Other Services category and $20,000 to Migrant Basic program Supplies category.

6B- Fringe Benefits; Migrant Blended fringe benefits are projected to fall below the budgeted amount. The cost to operate the blended program projects $36,154 less in benefits respectively than anticipated due to vacancies, cost savings in worker's compensation, health insurance and retirement for new hires. Request to transfer $36,154 to Migrant Basic program Supplies category.

6E-Supplies; The supplies category will increase by $8,323 from transfer from personnel category. The increase will purchase program and other supplies for Migrant Blended sites.

6H-Other; The Other Services costs are projected to exceed the budgeted amount by $10,065. Request to transfer $15,341 for repairs and maintenance at the facilities and playgrounds. Repairs needed to air conditioner, cushioning tile, lawn, fencing and asphalt at the sites to address health and safety concerns. Cost savings in utilities and telephone for $1,244. Cost savings in union negotiations for $1,447 due to one year extension and cost saving of $2,585 of other services and operating expense. Request to transfer total of $10,065 from personnel.

C. The Policy Committee to review the Budget Revision Request at its January 7, 2014 meeting.

BOARD ACTION: Approved

• RECOMMENDATION F-9:
Accept the 2012-2013 CAPMC Madera Migrant/Seasonal Annual Report.

SUMMARY:
Per the 2007 Head Start Act, CAPMC Madera Migrant/Seasonal Head Start 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 March 1, 2012-February 28, 2013. The pictures utilized in the report were of enrolled children. The information will not reveal personally identifiable information about an individual child or parent. The annual report must also include the following:
(A) The total amount of public and private funds received by the CAPMC agency and the amount from each source.
(B) An explanation of budgetary expenditures and proposed budget for the 2012-2013 fiscal year.
(C) The total number of children and families served in the 2012-2013 Madera Migrant/ Seasonal Head Start program. The total enrollment and the percentage of eligible children served.
(D) The results of the most recent review by the financial auditor.
(E) The percentage of enrolled children that received medical and dental exams.
(F) Information about parent involvement activities.
(G) The agency's efforts to prepare children for kindergarten.
(H) Any other information that may be required by the Secretary of Health and Human Services in Washington DC.

DISCUSSION:
Utilizing the CPA and Accufund system, 2012-2013 Program Information Report (PIR) and monitoring reports, the Head Start Department is pleased to share their second Madera Migrant/Seasonal Head Start 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 and accept the audit report and the audited financial statements for the year ended June 30, 2013

SUMMARY:
The agency is required to have an independent, single-wide agency audit every year. Randolph Scott & Company prepared the audit report on the financial statements for the fiscal year ended June 30, 2013. The Finance Committee recommends that the Board of Directors accept the audit report and the related financial statements for the period ended June 30, 2013.

DISCUSSION:
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
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If you are interested in seeing any items in more detail, please contact Melisa DaSilva.

A. Community Action Partnership of Madera County is required to have an independent, single-wide agency audit because of the federal funding that the agency receives. Randolph Scott & Company, CPAs performed the audit work and prepared the audit report.
B. The agency received an unqualified opinion.
C. There were no questioned costs and no findings for the current year.
D. Once the CAPMC Board accepts the audit report, it will be forwarded to the Madera County Board of Supervisors for its acceptance.
E. There was no separate management letter issued by Randolph Scott & Company for the fiscal year ended June 30, 2013. This is where comments and recommendations for strengthening internal controls and improving operations would have been noted.
F. Giulie Camden, partner at Randolph Scott & Company, held a telephone conference call with the Finance Committee on January 6, 2014.

BOARD ACTION: Approved

RECOMMENDATION F-11:
Staff recommends that the Board of Directors review and approve the revised CAPMC Accounting and Financial Policies and Procedures Manual.

SUMMARY:
Periodically, the Chief Financial Officer reviews the Accounting and Financial Procedures Manual and makes changes as deemed necessary. The last full adoption of the Financial Procedures Manual took place in October 2010. The draft of the revised policies is attached for your review. New additions or changes to the manual are underlined. Deletions are shown in the right hand section of each page.

DISCUSSION:
A. There are some sections to the proposed Accounting and Financial Procedures Manual that were deleted because they are not used by not-for-profit organizations. The following sections were deleted:
   • Website Costs
   • Leases – Scheduled Increases and Rent Abatements
   • Cash and Cash Management – Dental and Vision Accounts Payable
B. There are some refinements which are as follows:
   • Revised Organizational Chart
   • Business Conduct – Practice of Ethical Behavior
   • Policy on Suspected Misconduct – Reporting Responsibilities
   • Security – Storage of Sensitive Data
   • Technology and Electronic Communications – Purpose and Scope
   • Revenue – Revenue Recognition Policies
   • Administration of Federal and Other Grant Awards – Preparation and Review of Proposals
   • Cost Sharing and Matching (In-Kind) – Valuation and Accounting Treatment
   • Cash Receipts
   • Control Grid – Cash Receipts
   • Grants Receivable Management
   • Procurement Procedures
   • Authorizations and Purchasing Limits
   • Minority, Small Business & Women-Owned Businesses
   • Availability of Procurement Records
   • Rights to Inventions Made Under a Contract or Agreement
   • Procurement Grievance Procedures
   • Charging Costs to Federal Programs
   • Accounts Payable Management
   • Travel and Business Entertainment
   • Cash Disbursement (Check Writing) Policies
   • Control Grid – Purchasing and Disbursements
   • Credit Cards
   • Payroll and Related Policies
   • Records Access and Retention
C. All of the remaining sections are essentially the same policies and procedures that existed in the Agency’s previous manual.
D. The purpose of the financial manual is to provide overall guidance, formalize accounting policies, and provide written procedures so that CAPMC complies with financial management standards.
E. The financial procedures also document internal controls. Effective control and accountability must be maintained for all cash, real and personal property, and other assets.
F. Upon approval by the Board of Directors, the manual will be reformatted to accept all of the proposed changes, insertions, and deletions and the Table of Contents will be adjusted to conform to any revised page numbering.

G. The current forms referenced in the manual will be included along with the latest version of OMB 2 CFR Part 230 (formerly A-122)

BOARD ACTION: Approved

RECOMMENDATION F-12:
Resolution to authorize the Executive Director to sign and submit the 2014 Low-Income Home Energy Assistance Program Contract with the Department of Community Services & Development (CSD) and subcontract for weatherization services with the Merced County Community Action Agency on behalf of the Board of Directors.

SUMMARY:

DISCUSSION:
1. The LIHEAP program assists clients with paying utilities bills, or the purchase of firewood, propane or heating oil.
2. Program participants must meet an income guideline and fall into the HEAP priority plan in order to receive assistance. The income guideline is based on 60% of the State’s median income level.
3. CAPMC’s legal counsel should be finalizing the Weatherization subcontract for Merced County Community Action Agency (MCCA) soon. A request will be submitted to the State of California Department of Community Services to obtain permission for CAPMC to enter into a subcontract with MCCA to provide weatherization services as well as heating and air conditioning repair or replacement for Madera County.
4. The 2014 LIHEAP contract is a thirteen month contract.

BOARD ACTION: Approved