MADERA/MERCED MIGRANT/SEASONAL HEAD START CELEBRATES SUCCESSFUL FEDERAL REVIEW

Madera/Merced Migrant/Seasonal Head Start completed its triennial Federal Review in July as part of the grantee, Stanislaus County Office of Education—Central California Migrant Head Start. CAPMC received notice that the reviewers were impressed with what they saw. The Review Team Leader shared key strengths they found throughout all delegates:

* well trained staff
* quality services to children and families
* positive relationships with children, families, and staff
* monitoring process
* fiscal integrity for the Grantee and Delegates

Janet Orvis-Cook, Director II said, “You can’t get much better than that—positive feedback from your funder and primary customer...we've made them both happy!”

Pictured at right are Pomona Advocate and Center Director, Jose Villegas and Raul Smith, working on a parent board; Maintenance Staff John Cortes “cleaning”; Yesica Velasquez, Vicki Mendoza and Maritza Gomez celebrating a successful Review.

You each helped ensure the success of this review; we couldn't do it without your...tenacity within the spirit of continuous improvement.

-Tony Jordan, Coordinator

I want to take a moment and celebrate and congratulate each and every one of you. You all did an excellent job preparing for the review. What you all showed is what you do on a daily basis. Thank you so much for everything you do to provide quality services to the children and families. I am very fortunate to be part of such a great group of talented and committed staff.

-Maritza Gomez, Madera/Merced Migrant Head Start, Director

Words the Federal Review Team used to describe services, programs and staff: PROFESSIONAL, KNOWLEDGEABLE, ORGANIZED, THOROUGH, EXCELLENT, COURTEOUS, "YOU ARE JUST AMAZING"
CATCHING PEOPLE... DOING THE RIGHT THING

DIANE MOISES, Food Service Worker at South Dos Palos Head Start, came to center on her own time to make sure we were ready to start children's transition the following day. LIZ DELANO, Alternative Payment Program Manager, made some updates to the parent/provider handbook, and are having it approved by the CAPMC Board for the first time ever. MARIA RUVALCABA, Advocate at South Dos Palos Head Start, is doing an excellent job recruiting and completing new applications for MHS program. MARIA VILLAFAN and ERICA PEREZ, assisted in the translation of a large document. FRENSO MIGRANT HEAD START STAFF earned $36,000 in In-Kind on just on month! JEANNIE STAPLETON, Executive Assistant for Community & Family Services, assisted in a LIHEAP reconciliation with a helpful attitude. Staff from SIERRA VISTA MIGRANT HEAD START went above and beyond preparing the center for the Federal Review. Maintenance staff, JOHN HOWLAND, DANIEL ROJAS-HERNANDEZ, GINO BUENROSTO, BALTAZAR MATA AND DONLEE SCIACQUA, have been working extra long hours and still have a big smile. You’re all so appreciated! LETICIA LUJAN-ROJAS was caught scoping out the ice cream at Savemart and buying some for the children at the shelter. ADRIANA POMPA provided exemplary help in making copies for our Open Enrollment Health Insurance. The SELMA MIGRANT HEAD START STAFF helped each other in opening the center late two days of the week so parents could come and put in volunteer hours. MARY CARMEN ROBERTS, Biola Migrant Head Start Advocate, goes beyond her job duties; she organized a team of parents to come in on Saturday July 21 after 1:00pm to do more In-Kind volunteer hours. AMALIA REYES, Master Teacher at South Dos Palos Head Start, took initiative to help her coworker to set up the classroom according to ITERS and to move some furniture to better serve toddlers.

MARK YOUR CALENDAR...
Thursday, September 13: Board of Directors Meeting

FASTER PROGRAM LAUNCHES
If you've launched one instance of a program and want to start another, don't work your way back through the Start menu. It’s quicker to hold down Shift and click on the program's icon; Windows 7 will start a new instance for you.

CREATE FOLDER FAVORITES
If you’re regularly working on the same folder in Explorer, select it in the right-hand page, right-click Favorites on the left-hand menu, and select Add to Favorites. It’ll then appear at the bottom of the favorites list for easy one-click access later.

SOME OPPORTUNITIES TO GET INVOLVED
JOIN THE EMPLOYEE CLIMATE SURVEY ADVISORY TEAM
- Attend regular meetings, monthly or possibly bi-monthly
- Assist with input regarding survey design, distribution of surveys at sites, and focus groups.

If you are interested, please contact Kim Lopez at 675-5752 or klopez@maderacap.org.

WANTED: BUDDY PROGRAM PARTICIPANTS
BE A PART OF CAPMC'S MOST VALUABLE ASSET...ITS EMPLOYEES!

To volunteer, or for more information, please contact Renee Lopez at 559-675-5767 or rlopez@maderacap.org.

REMINDER FROM HR: August is Open Enrollment for our Health Insurance Plans effective September 1, 2012. During Open Enrollment, employees can make changes, such as adding dependents or changing plans. If you have not completed an enrollment form, please contact your supervisor or Renee Lopez in HR at 675-5767.

Kaiser patients, don’t forget to go to www.kaiserpermanente.org/register to make appointments, access your personal health records, email your doctor, and much more.
EMPLOYEE SPOTLIGHT

Name: Luvi Maqueda
Job Title: Child Skills Instructor

How long have you worked for CAPMC?
One Year

Where were you born and raised? Fresno

What do you do in your spare time? I like to rollerblade, go hiking, and play pool.

Family: I have three brothers, one nephew, and I have been married for three years.

Pets: Osa, an AKC registered Pomeranian

Favorite Saying: “If you don’t stand for something, you will fall for anything.”
- Malcom X

Favorite Vacation Spot: So far hiking up the Peña de Bernal located in Querétaro; it is the 3rd tallest monolith in the world.

Travels: Seattle, Las Vegas, Queretaro

Favorite Junk Food: Chocolate peanut butter ice cream

Favorite Holiday: Christmas—I love all the baking

Favorite Songs: Diamonds and Pearls, Purple Rain, Nothing Compares 2 U — Prince

Favorite TV Shows: What Would You Do?, Shark Tank, Modern Family and Cosby Show

Of all people, who would you like to have dinner with? Dolores Huerta—I admire her determination to fight for what she believes in. She inspires me to never give up—”Where there’s a will, there’s a way.”

If you were stuck on a desert island and could only have three things, what would they be? A picture of my family, water and my iPod.

Best Advice Ever Given: Conquer your fears; don’t let your fears conquer you. –Dad

Greatest Achievement: Graduating from Fresno State

Fun fact: Gardening is a new hobby.

“I am so lucky to work with a team that is supportive, motivated, and loves what they do.”

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AGENCY INFORMATION . . . Here’s the Scoop

Welcome to CAPMC!
New Employees & New Positions

MARIA ALBIZU
Associate Teacher – Fresno Migrant Head Start

IRMA AGUAYO
Food Service Worker / Cook – Fresno Migrant Head Start

LILLIAN MONTEMAYOR
Instructional Aide II / Janitor – Fresno Migrant Head Start

KIMBERLY BURT
Food Service Worker / Cook – Fresno Migrant Head Start

JOAQUIN HERNANDEZ
Human Resources Assistant II—Fresno Migrant Head Start

OPEN POSITIONS

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

- ADVOCATE II/III
  Madera Regional Head Start / Fresno Migrant Head Start / Madera Migrant Head Start

- ASSOCIATE TEACHER
  Madera Head Start

- CENTER DIRECTOR/TEACHER
  Madera Migrant Head Start

- DATA ENTRY TECHNICIAN
  Madera Migrant Head Start

- FAMILY SERVICES ASSOCIATE
  Community & Family Services—Alternative Payment Program

- HEALTH CONTENT SPECIALIST (IN-HOUSE_)
  Fresno Migrant Head Start

- INSTRUCTIONAL AIDE II/JANITOR
  Madera Head Start

- JANITOR
  Fresno Migrant Head Start

- MASTER TEACHER
  Madera Migrant Head Start

- SITE SUPERVISOR/TEACHER (In-House Recruitment Only)
  Madera Regional Head Start

- VAN DRIVER (SUB)
  Community Services

CAPMC EMPLOYEE STORE

Friday, September 21

If you have any questions, please call Jeannie at 675-5716.

Future 2012 Store dates: November 16
LOS BAÑOS SITE HOLDS MINI-OLYMPICS FOR FAMILIES AND CHILDREN

By Vanessa Carroll, Center Director

CAPMC expanded its Migrant Head Start services into Merced County with the addition of two sites, one in South Dos Palos and the other in Los Baños. Rafael L. Silva Head Start in Los Baños has been operating with children for a few weeks and staff are filled with an extra dose of welcomed enthusiasm.

Staff held a mini-Olympics for the children and families on Saturday, July 18th, where physical fitness, health, and nutrition were promoted. The teachers had been talking with the children about the importance of exercise and healthy habits. In honor of the 2012 Summer Olympics in London, they decided to have their very own! The parents brought the children out and participated with them in all the different activities: sprinting, crawling, balancing, jumping, stretching, tossing, catching, and eye hand coordination. After the events, each child was presented with a real medal! The families and children then fueled their bodies with different fruits and water.

Center Director, Vanessa Carroll, and her husband, Al Garcia, brought all the supplies and fruits needed for the games. Family Advocate, Alejandra Perez, and her boyfriend, Antonio Cano, helped set up and run the events for the families and children. It was such a wonderful event and all the children felt like winners!

Do you know of an Agency event that you would like to see covered in the Action Connection? Do you have input about the newsletter? Would you like to contribute an article or pictures?

All submissions are welcome and appreciated!

Please contact: Kim Lopez, Madera Head Start Department at: klopez@maderacap.org  Phone: (559) 675-5752  Fax: (559) 661-8459
A material safety data sheet (MSDS) is a document that provides a material or substance's physical properties in the interests of safety. It gives information such as its freezing and boiling point and what to do in case of an emergency.

Material Safety Data Sheet (MSDS) is a document that is mandatory for all companies in the United States that are involved in manufacture or distribution of hazardous chemicals. The aim of an MSDS is to help convey clear information regarding the potential hazards of a given chemical. An MSDS also serves to specify measures to deal effectively with instances where exposure to a hazardous chemical has occurred. The U.S. OSHA Hazard Communication Standard provides details of the data an MSDS should include.

Material Safety Data Sheets provide workers and emergency personnel with procedures for working with or handling certain substances. MSDS documents contain boiling point, safety gear needed and other information pertaining to a substance.

The Occupational Safety and Health Administration (OSHA) requires that all workplaces in the United States that handle potentially harmful or hazardous chemicals maintain and make available to their employees the Material Safety Data Sheets (MSDSs) for each chemical. The MSDS contains important information about chemicals and their effects, proper handling and other areas of concern.

Material safety data sheets are information identifying a chemical or the kinds of chemicals in a product and the hazards they create for the people handling and storing them. Any business that has hazardous materials is required to have a written hazard communication program, keep MSDSs and hazardous materials labels on hand, and train employees on their use and location. The best way to manage MSDSs depends on the size of the business and the resources available.
The following is a synopsis of the Action Items from the Board of Director’s Meeting on August 9, 2012. If you are interested in seeing any items in more detail, please contact Melissa DaSilva.

- **RECOMMENDATION F-1**: Approve Health Insurance Plan Options effective September 1, 2012 and employer contribution threshold at $460 for medical and $54.75 for dental/vision/life insurances per employee per month.

  **SUMMARY**: Effective September 1, 2012 the Agency will continue the same three health plans, which are Blue Shield HMO under Contractor’s Choice and Kaiser HMO High Plan and Kaiser HMO Low Plan directly under Kaiser. Dental/Vision/Life coverage will remain the same under the self-funded insurance structure under Ameritas/EyeMed/Mutual of Omaha as the respective carriers.

  **DISCUSSION**: The renewal rates for employee only coverage are $1045.50 for Blue Shield, $533.40 for Kaiser High and $451.92 for Kaiser Low. The renewal rates mean increases of 34.05% for Blue Shield HMO, 3.43% for Kaiser High Plan, and 3.83% for Kaiser Low Plan. Dental/vision/life coverage will remain under self-funded coverage but different carriers in order to reduce costs. Dental is under Ameritas, vision is under EyeMed, and life is under Mutual of Omaha. The Agency will contribute 100% for employee single coverage at $54.75 per month. The insurance plans will apply to general employees, and those employees whose positions are classified and stipulated by the 2009-2014 MOU with SEIU, Local 521 may elect the options upon the negotiation outcomes.

  **FINANCIAL IMPACT**: Some decrease; the Agency’s contribution remains the same at $460 per employee per month for medical coverage, and employee only coverage for dental/vision/life will decrease from $56.17 to $54.75.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-2**: Approve the Community and Family Services Department Child Care Alternative Payment Program Parent and Provider Handbook.

  **SUMMARY**: The handbook will serve as a tool for child care providers and families enrolled in the Alternative Payment (AP) Subsidized Child Care Programs. Questions regarding program operations are found in the handbook.

  **DISCUSSION**: The handbook is a tool used to assist child care providers and families’ entry into the AP Child Care Programs. The new handbook provides an overview of the AP Program, helps new families understand the eligibility criteria, provides guidance on the requirements of the program and opportunities to ask questions from staff, and informs providers and parents of their rights and grievance process.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-3**: Review the Agency’s CSBG National Performance Indicators Annual Report.

  **DISCUSSION**: The CSBG contract requires the National Performance Indicators goals and objectives be reported mid-year and annually to the Department of Community Services and Development. The goals and objectives are organized into three areas of focus: agency, family and community based on the philosophies of the ROMA system of management, a method which builds accountability into the daily activities of employees and the operations of an organization. As the CSBG grant continues to compete with other federal grants for funding renewal, it will be increasingly more important for agencies to learn how to share the program outcomes achieved as a results of the funding.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-4**: Review and approve Impasse Procedure between CAPMC and Madera/Merced Migrant/Seasonal Head Start Policy Committee.

  **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 governing body and policy group.

  **DISCUSSION**: Governing body and relevant policy groups have the responsibility for writing and following their own procedure for resolving internal disputes, including impasse procedures, between the governing body and policy group. Procedures assist in the mediation and negotiation of disputes that interfere or disrupt services to children and families. The Policy Committee accepted the Internal Dispute Procedure for 2012-2013 at their meeting held on July 24, 2012.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-5**: Review and approve the Budget Reallocation and additional One-Time Funding in the amount of $116,940 from CAPSLO for the FMHS program for the fiscal year 2011-12.

  **SUMMARY**: Staff is requesting that the Board of Directors review and approve the additional one-time funding and budget revision for the FMHS program for the fiscal year 2011-12.

  **DISCUSSION**: CAPSLO awarded FMHS program one-time funds in the amount of $116,940 for Program Supplies. The additional funding will be utilized to provide for an administrative staff, cost of living adjustment (COLA) increase of 0.72% for all FMHS employees, and a one-day training for all FMHS teaching staff. The $116,940 includes an indirect cost of $9,557. There is a non-federal share required of $12,989. This support will be from parent volunteers.

  **BOARD ACTION**: Approved