You make a living by what you get, but you make a life by what you give.”

Unknown

2013 RELAY FOR LIFE
CAPMC CELEBRATES AMERICAN CANCER SOCIETY RELAY FOR LIFE
By Donna Tooley and Tina Gomez, Relay Co-Captains

The American Cancer Society’s Relay for Life in Madera was held May 4 – 5, 2013 and it marked CAPMC’s fourteenth year of participation. CAPMC received the top fundraising business award at this year’s Relay. CAPMC and its team members contributed an incredible $13,926 including our bronze sponsorship of $500.

Thank you to each and every one of you who came out and walked an hour in the 24-hour Relay. The CAPMC Relay team included: Angela Avila, Michael Carroll, Vanessa Carroll, James Chandler, Linda Chandler, Perla Erigio, Tina Gomez, Socorro Hadeen, Renee’ Lopez, Leticia Lujan-Rojas, Mattie Mendez, Vicki Mendoza, Barbara Murphy-Smith, Adriana Pompa, Donna Tooley, and Yesica Velasquez. There were five brand new team members this year!

The theme of this year’s Relay was “Aloha Cancer, Aloha Cure.” Our special thanks to Vicki Mendoza and Yesica Velasquez for decorating the agency’s campsite. CAPMC’s booth “Wave Goodbye to Cancer” targeted skin cancer. In addition to offering sunscreen protection for the walkers, our booth had special gifts for cancer survivors. The teachers and children of the Regional Head Start centers had a “hand” in these gifts by stamping the children’s handprints on cardstock. Kaiser Permanente donated sunscreen; hand sanitizer was contributed by Mutual of Omaha Life Insurance which completed the gift bags. Thank you, Renee’ for the solicitations and to the Head Start teachers and children for your time and effort.

Thank you to the CAPMC Relay team members and all of the CAPMC staff. Thank you for supporting our fundraising activities throughout the past year in one way or another – by sponsoring an activity or simply buying a ticket. It would not be possible without your efforts and commitment. CAPMC staff are truly caring and generous individuals.
CATCHING PEOPLE...
DOING THE RIGHT THING
DISPLAYING THE STANDARDS
USING SAFETY PRACTICES

ALEJANDRA PEREZ, Advocate, assisted a parent in crisis with needed services.
VERONICA RUIZ, LUĐIVINA BARIENTOZ, AND IDA ROMO, Worked extra hard and without being asked, to compensate for missing staff at Cottonwood Head Start. They were awesome.
JESSE PEREZ, Program Accountant, for taking time to explain the budgets to staff.
BERYLE RAVISCIONI, Victim Services, for organizing the Victim Services Volunteer Training to take place the month of June. Great Job!
MELISA DASILVA, Assistant to Executive Director, for the numerous trainings she provided to staff in May.
PLANNING COMMITTEES for both Madera Migrant and Fresno Migrant for all their hard work organizing Pre-Service this year.

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

Be sure to enter by June 30 for your chance to win a CAPMC shirt!

RELAY FOR LIFE
The Madera County Relay for Life event on May 4-5, 2013 raised a total of $105,455.16 with 75 teams and 693 participants. CAPMC won the top business award for our contribution of $13,926. Co-chairs Donna Tooley and Tina Gomez are already gearing up for the 2014 event slated for May of 2014. If you are interested in being involved in this worthwhile event, please contact Donna Tooley or Tina Gomez.

LIVING THE MISSION OF CAPMC..HELPING PEOPLE, CHANGING LIVES
By: Vanessa Carroll, Los Banos Head Start

On May 22nd at 5:00 p.m., a mother came to the Los Banos Head Start center. Alejandra was getting ready to leave for the day, but gladly attended the parent who had a 6 month old little boy and a 2 year old little girl. The parent shared that another person had referred her to the center for child care. Alejandra had the parent sit down and began talking with her about what she needed to qualify for our program. The parent was about to start a new job the next day in the fields. Alejandra gave the children toys to play with while they were talking.

The mother began to share how desperately she needed our services. Alejandra was able to gain the trust of the mother and she shared that the children’s father had been abusive and she could no longer stay. The mother and her children were homeless. The mother had been sleeping in her car with the two children. Alejandra assured the parent that she was making the right decision for herself and her children.

Alejandra called me around 8:00pm and was going to stay with the parent until they could find a safe place for her and her children to stay. Eventually after numerous calls, Alejandra helped her find a place to stay for the night.

Today, the parent came in to finish filling out the application for Head Start services. Alejandra continued calling to find the right services to help this family. She accompanied the parent to fill out an application for emergency aid. Alejandra stayed with this parent and made sure she had plenty of food for herself and her children. At the end of the day the parent had received the emergency services she needed. The parent was so thankful for Alejandra’s willingness to help and her support during such a difficult time. Thank you!

WANTED: BUDDY PROGRAM PARTICIPANTS

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

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

Name: Donna Tooley
Job Title: Chief Financial Officer
How long have you worked for CAPMC? Since December 1993
Where were you born and raised? Wichita Falls, TX

What do you do in your spare time?
What spare time? I like to spend time with my husband and family. I also like scrapbooking, reading and gardening.
Travels: Most of the United States, including Hawaii and Alaska; Mexico; Jamaica, and Italy. Looking forward to my next travel adventure; can’t wait to visit Scotland, Ireland and Great Britain!
Favorite Junk Food: Anything chocolate!
Favorite Holiday: Christmas
Favorite Color: Burgundy
Favorite Movie: Dr. Zhivago, Toy Story 2
Favorite TV Show: NCIS and The Good Wife
Favorite Sports: Dallas Cowboys
Favorite Vacation Spot: Anywhere, I love to travel! So far, Florence, Italy was my favorite.
If you were stuck on a desert island and could only have three things, what would they be? My husband, sunscreen and a good book to read.

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

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Favorite Sports: Dallas Cowboys
Favorite Vacation Spot: Anywhere, I love to travel! So far, Florence, Italy was my favorite.
If you were stuck on a desert island and could only have three things, what would they be? My husband, sunscreen and a good book to read.

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**
  - Fresno Migrant/Seasonal Head Start
  - Madera/Merced Migrant/Seasonal Head Start

- **ADVOCATE III**
  - Victim Services

- **ASSOCIATE TEACHER, Preschool Classroom**
  - Madera/Merced Migrant/Seasonal Head Start

- **CENTER DIRECTOR II**
  - Fresno Migrant/Seasonal Head Start
  - Madera/Merced Migrant/Seasonal Head Start

- **CENTER DIRECTOR / TEACHER**
  - Madera/Merced Migrant/Seasonal Head Start

- **CUSTOMER ASSISTANCE TECHNICIAN**
  - Community and Family Services

- **FAMILY SERVICES ASSOCIATE I**
  - Alternative Payment Program

- **DATA ENTRY TECHNICIAN**
  - Madera Head Start

- **INSTRUCTIONAL AIDE II / JANITOR**
  - Madera/Merced Migrant/Seasonal Head Start

- **ADMINISTRATIVE ANALYST**
  - Madera Head Start

MARK YOUR CALENDAR...

**CAPMC EMPLOYEE STORE** • May 31 • July 26 • September 20 • November 22
2:00—4:00 pm in Conference Room 1/1a

*If you have any questions, please call Jeannie at 675-5716.*
FIRST MADERA BIKE WALK AT ROTARY PARK

The first Madera Bike Walk at Rotary Park was held on Saturday, May 18, 2013. The event was hosted by Sunrise Rotary, Madera Police Department, Parks and Community Services, and Walmart. Hakeam Harris, program participant at the Madera/Mariposa Regional Head Start Cottonwood Center participated in the event with his grandmother, Joya Ward. Hakeam was honored with a plaque and trophy for being the youngest participant and was highlighted in the Madera Tribune. The community event promoted exercise and awareness of the River Trail. Thank you Hakeam for setting the example of “I am Moving, I am Learning” for us all.

Picture Courtesy of the Madera Tribune

OCEAN THEME AT VERDELL MCKELVEY

By Julie Doll, Site Supervisor at Verdell McKelvey Head Start

On the last day of preschool here at Verdell McKelvey the children performed three songs for their parents, received their portfolios and certificates, and shared “What I Want to Be When I Grow Up.” Between both classes 72 parents attended their child’s presentation. Our theme for the month of May was Ocean. Materials were sent home with parents at our May Parent Meeting to create a hat that was ocean-themed. All of them came back unique just like their children.
Here are some water safety tips:

- Teach children water safety and swimming skills as early as possible.
- Always brief babysitters on water safety, emphasizing the need for constant supervision.
- Appoint a “designated watcher” to monitor children during social gatherings at or near pools.
- Equip doors and windows that exit to a pool area with alarms.
- Install a poolside phone, preferably a cordless model, with emergency numbers programmed into speed-dial.
- Post CPR instructions and learn the procedures.
- Keep rescue equipment poolside. Don’t wait for the paramedics to arrive because you will lose valuable life-saving seconds. Four to six minutes without oxygen can cause permanent brain damage or death.
- Keep a first aid kit at poolside.
- Install four-sided isolation fencing, at least five feet high, equipped with self-closing and self-latching gates, that completely surrounds the pool and prevents direct access from the house and yard.
- Maintain constant visual contact with children in a pool or pool area. If a child is missing, check the pool first; seconds count in preventing death or disability.
- Don’t use flotation devices as a substitute for supervision. Never allow a young child in a pool without an adult.
- Don’t leave objects such as toys that might attract a child in the pool and pool area.
- Never prop the gate to a pool area open.
- Don’t rely on swimming lessons, life preservers, or other equipment to make a child “water safe.”
- Never assume someone else is watching a child in a pool area.
- Don’t leave chairs or other items of furniture where a child could use them to climb into a fenced pool area.
- Don’t think you’ll hear a child who’s in trouble in the water; child drowning is a silent death, with no splashing to alert anyone that the child is in trouble.

For more helpful tips, visit poolsafely.gov.
**RECOMMENDATION F-1:**
**SUMMARY:** The Office of Head Start Program Information Report (PIR) is an annual report required of all Head Start programs in the country, and serves as one source of data for tracking program performance. The Office of Head Start utilizes the PIR indicators to assess strengths and challenges and to target technical assistance to those areas needing improvement. This information is also made available to federal legislators and the public. Per the Head Start Act 642(d)(2)(I), the governing body must be presented the PIR annually.  
**DISCUSSION:** As noted in the 2011-2012 PIR, Community Action Partnership of Madera County’s (CAPMC) Madera/Mariposa Regional Head Start (MMRHS) program served 454 children, exceeding the funded enrollment of 372. Some key demographics of the children and families served include the following:

- 35.7% were 3 years old,
- 63.4% were 4 years old, and
- 0.9% were 5 years or older

71.6% of the children were Hispanic or Latino and 53.1% of the families were two-parent families.  
**FINANCING:** Not applicable.  

**RECOMMENDATION F-2:**
Review and approve the Fresno Migrant/Seasonal Head Start Child Abuse Policy.  
**SUMMARY:** It is essential to intervene in any suspected case of abuse and neglect, both for the safety of the child and for the wellness of the family. Federal and State laws require educators and caretakers to report all suspected cases of abuse and neglect. Establishing these procedures helps staff determine when and to whom such a report needs to be made.  

Head Start plays an important role in working with families to prevent child abuse and neglect. Head Start staff helps to identify risk factors for abuse, and work with the family to clarify appropriate expectations, enhance parenting skills, and offer the family emotional support and resources.  

Head Start must provide annual training to all staff on how to identify and report child abuse and neglect. Ensure that staff does not, themselves; investigate suspected cases of child abuse and neglect. Their role is to report suspected cases to the appropriate agencies. Ensure that staff report to their supervisor regarding a suspected case of abuse and neglect.  

Ensure confidentiality of the individual reporting of the suspected abuse and of all reports of suspected abuse.  
**DISCUSSION:**

- The attached procedure outlines the definitions for the reportable conditions of
- Child Abuse, Neglected or Maltreated Child and Knowledge of a child being abused.
- The procedure outlines five steps the mandated reporter must follow.
- The procedure outlines the Liabilities for staff that fail to make a required child abuse report.

**BOARD ACTION:** Approved

**RECOMMENDATION F-3:**
Review and approve the new revised opening date for the Inez C. Rodriguez Center to July 1, 2013.  
**SUMMARY:** Staff is requesting the opening date for the Inez C. Rodriguez Center to be delayed until July 1, 2013.  
**DISCUSSION:**

A. Staff has identified the Inez C. Rodriguez Center as not being at full capacity during the first month of operation in comparison to other program centers.  
B. If opened at a later date, closure of Center would be extended as well.  
**FINANCING:** Not applicable.  
**BOARD ACTION:** Approved

**RECOMMENDATION F-4:**
**SUMMARY:** The Program Self-Evaluation Report (PSE) began in January 2013 with the Early Child Environment Rating Scales (ECERS) and the Infant and Toddler Environment Rating Scales (ITERS). A trained, objective team member was assigned to complete the tool for each classroom. In addition, the parent surveys were distributed, collected, and reviewed in January 2013. The following persons were responsible for analyzing and aggregating the parent surveys, environment rating scales, and the Desired Results tally report updates:

- Education/Disabilities Manager Summer Gonzales and Infant and Toddler/Disabilities Area Manager Alma Lopez-Guerra.  
- The following four forms comprise each report per contract:
  - CD 3900 (Response on Action Steps),
  - CD 4000 (Program Self-Evaluation Annual Report Cover Page),
  - CD 4001A (Program Action Plan), and
  - CD 4001B (Desired Results Developmental Profile Summary of Findings.)  
**DISCUSSION:**

1. The California Department of Education Program Self-Evaluation Report (PSE) template was used to compile the parent surveys, desired results assessments, and ERS per the following contracts: CSPP full-day, CSPP part-day, and CCTR. The following centers receive state funds: Firebaugh, Mendota, Orange Cove, Parlier, and the Julia A. Lopez CDC.  
2. The agency is pleased to announce it did not have any non-compliant findings. The program has scheduled pre-service and other professional growth opportunities to maintain the high quality services provided to children and families.  
3. Upon board approval, a hard copy of the PSE will be mailed to Sacramento. A copy of the report in its entirety is kept in a binder in the central office.  
**FINANCING:** Funds are allocated in the budget.

**RECOMMENDATION F-5:**
Board of Directors to authorize the Executive Director of Community Action Partnership of Madera County, Inc. to submit a grant application to the California Emergency Management Agency (Cal EMA) for the Rape Crises Program from September 1, 2013 through August 31, 2014, including any extensions and/or amendments during the funding period.  
**SUMMARY:** This grant provides funding necessary for the operation of the Rape Crises Program in Madera County. The mission of this program is to be responsive to the rights and needs of sexual assault victims by providing crisis response, counseling, transportation, emergency clothing, support, and advocacy.  
**DISCUSSION:**

1. Cal EMA is the sole funding source for the Rape Crises Program in Madera County. CAPMC has operated the rape crisis program for 26 years.  
2. Services provided within the scope of this grant are Crisis Intervention, Counseling, Accompaniment, State Claims, Advocacy, Information and Referral, transportation, and Community Education Programs.  
3. The RFA (request for application) will be due May 31, 2013.  
**FINANCING:** The amount available for Madera County has not been determined at this time the application reads, “the federal awards have not been received; therefore grant award amounts are not yet available.”
**BOARD ACTION:** Approved

**RECOMMENDATION F-6:**
Authorize the Executive Director to sign and submit the Request for Application (RFA) for the Victim/ Witness Program for the grant
period beginning July 1, 2013 to June 30, 2014, including any extension or amendments.

**SUMMARY:** Cal EMA RFA objective is for the Victim/Witness program to provide funding for comprehensive assistance to victims and witnesses of all types of crimes. The Victim/Witness centers were established to address the trauma experienced by victims and witnesses thereby allowing for faster and more complete recovery from the effects of the crime. Each county is authorized to have a center and Victim Services has been the recipient of the grant since its inception in Madera County.

**DISCUSSION:** The RFA grant award period will begin July 1, 2013 and end June 30, 2014. The request is not an open bid but an invitation to apply to Cal EMA. The RFA has to be submitted to Cal EMA by June 15, 2013.

**FINANCING:** Cal EMA has not determined the allocation for Madera County for the grant period July 1, 2013 – June 30, 2014.

**BOARD ACTION:** Approved

- **RECOMMENDATION F-7:** Review the status of the NCA 10 standards and our membership status with accreditation. Informational Only.

**SUMMARY:** CAPMC is the Associate Member for the National Children’s Alliance (NCA) and a developing accredited member. To become an accredited center CAPMC must demonstrate the ability to meet the 10 standards that NCA requires (Update on progress).

**DISCUSSION:**
1. All 10 standards have been written and implemented by Madera County Department of Social Services, Madera County District Attorney’s Office, Madera Police Department, Madera Sherriff’s Department, Chowchilla Police Department, Forensic Nurse Specialist, Madera County Behavioral Health, California State University Fresno, Counseling Department, and CAPMC-Victim Services.
2. Our application for accreditation was submitted on 3/31/13. The National Children’s Alliance reviewed and accepted our application. A site review is scheduled for August 28, 2013.

**FINANCING:** None

- **RECOMMENDATION F-8:** Authorize the Executive Director to sign and submit the contract for the renewal of the Eastern Madera County Transportation program.

**SUMMARY:** Community Action Partnership of Madera County, Inc. will contract with the Madera County Transportation Commission to provide transportation services to residents of Eastern Madera County for fiscal year 2013/2014.

**DISCUSSION:**
1. The contract provides funding for the Eastern Madera County Senior Citizen’s Bus and Medical Escort Van.
2. This contract pays for one full-time bus driver (Senior Bus) and one sixteen hour van driver (Medical Escort Van).
3. The Medical Van transports residents in Eastern Madera County to medical appointments in Madera, Fresno and Clovis. This service has been in operation for twenty-five years.
4. The Senior Citizen Bus transports residents of Oakhurst, Coarsegold, Bass Lake and Ahwahnee to doctor appointments, shopping, nutrition etc. This service has been in operation for thirty years.
5. The contract’s fiscal year is July 1, 2013 through June 30, 2014.

**FINANCING:** Funds have been allocated by the Madera County Transportation Commission for these specific projects. The contract to be awarded is in the amount of $104,631.00

**SUMMARY**
- **RECOMMENDATION F-9:** Approve renewal of CAPMC Workers’ Compensation coverage.

**SUMMARY:** CAPMC’s Workers’ Compensation Insurance Broker, Heffernan Insurance Services solicited bids from twenty-eight carriers and received one quote and one indication. Cypress Insurance Company submitted the lowest premium quote for the coverage period June 1, 2013 to June 1, 2014.

**DISCUSSION:****
A. Most carriers declined to bid for the following reasons: exposure, classification, loss history, and risk.
B. The two proposals are:
   - Cypress (Berkshire Hathaway Homestate Co.): $630,142
   - Everest: $670,000
C. Heffernan proposed to continue with Cypress Insurance Company because:
   i. The pricing is the lowest.
   ii. The company has more comprehensive loss control program, which will continue assisting ii. CAPMC to emphasize return to work program and web-based training.
   iii. Cypress Insurance Company is a part of the Berkshire Hathaway Homestate Companies with an “A++” rating under A.M. Best standard.
D. CAPMC’s experience modification drop from 1.72 to 1.46 and this reduction helps the renewal process. Cypress’s quote is a 15.8% decrease from the policy year 12-13’s quote ($748,442).

**FINANCING:** Not applicable

**BOARD ACTION:** Approved

- **RECOMMENDATION F-10:** Accept and authorize the Chief Financial Officer to file tax returns of Community Action Partnership of Madera County prepared by Randolph Scott & Company, CPA’s

**SUMMARY:** The agency is required to file certain tax and information returns each year. Randolph Scott & Company, CPA’s prepared the returns from the financial statement information for the year ended June 30, 2012.

**DISCUSSION:**
A. A copy of the Form 990 is attached your review and consideration. This return has to be filed electronically. The CFO has reviewed the tax return prior to presenting it to the Finance Committee. The Form 990 was modified in 2009 and the Internal Revenue Service requires additional information. To be distributed at meeting.
B. The returns were prepared from information obtained from the audited financial statements for the year ended June 30, 2012.
C. The appropriate filing extensions were obtained and granted until May 15, 2013.
D. The other required federal and state returns have been reviewed by the CFO and will be filed on behalf of the agency by the CFO.

**FINANCING:** Funds are allocated in the appropriate budgets for the year 2013-2014.

**BOARD ACTION:** Approved
indirect agency staff to eliminate the disparity between Head Start and non-Head Start staff.

E. The final and proposed rates were reviewed and accepted as proposed. The new rate agreements are attached for your review.

FINANCING: The indirect cost rate supports costs that are incurred for joint purposes, but cannot be readily and specifically identified with a particular project or activity. They are the expenses of the Executive Director and administrative staff, fiscal, human resources and other maintenance staff.

BOARD ACTION: Approved

• RECOMMENDATION F-12:

SUMMARY: Staff is proposing revision to the purchase order section of the manual.

DISCUSSION:
A. A revision to the purchase order section is recommended to waive the purchase order requirement for emergencies. Emergencies are defined as situations where equipment, materials, parts, and/or services are needed to protect the health, welfare, and safety of staff and clients or where the protection of Agency property is involved.

B. Situations may arise for instance at the Head Start centers or the office where the heating and cooling systems stop working. In order to avoid sending the children or staff home, the HVAC system needs to be repaired quickly.

C. Another situation that has happened recently is windows were broken and vandalism occurred at the So. Dos Palos Migrant Head Start Center. In order to protect the security of the building, a glass vendor had to be contacted to make the repairs quickly.

D. It is time-consuming for the maintenance staff to submit a request for a purchase order to the appropriate program manager for approval. Then the request needs to be processed by the Fiscal Department, further delaying the repair.

E. Rather than requesting the purchase order, the Program Manager will authorize the purchase with a check request. The emergency situation will be noted on the check request which is submitted to the Fiscal Department for payment.


FINANCING: Not Applicable

BOARD ACTION: Approved