No one is more cherished in this world than someone who lightens the burden of another. Thank you.

~

Author Unknown

The Victim Services Department at CAPMC has been busy during the month of June providing a state certified extensive 5 week training to future victim of crime volunteers for the program. Victim Services provides crisis intervention for domestic violence, rape sexual assault and victims of crime. Ten volunteers went through the all-encompassing training that included:

- History of Sexual Assault
- Overview of Domestic Violence
- Characteristics of Child Sexual Abuse
- Mandated Reporting
- Crisis Intervention
- Public Assistance
- Underserved Population
- Investigation Procedures
- Forensic Medical Examinations
- Criminal Justice Process/System
- Probation
- Self Defense Training

Thank you to all our new and existing volunteers. We would not be able to provide the services we do without your continued assistance to our agency. If you are interested in becoming a volunteer, please submit an online application now for the 2014 training beginning the last week of May.
CATCHING PEOPLE... DOING THE RIGHT THING DISPLAYING THE STANDARDS USING SAFETY PRACTICES

RENEE LOPEZ, Always patient and pleasant when dealing with others and willing to accept challenges head on.

MARIA RAMIREZ, While stepping into a new role Maria has shown the importance of working as a team.

CARRIE CHAPMAN, Always going above and beyond to learn new tasks with precision.

JASON EDWARDS, Came to the rescue of a staff member in need of IT assistance.

VANESSA CARROL, Created a newsletter for the parents in her program with a brief description of each staff member.

LUZ IDALFONZO, Los Niños Head Start, for always setting up the environment for the children and demonstrating her loving, caring and nurturing human qualities. The teachers and children benefit from her dedication and hard work!

JOE ARIAS, Maintenance, is dedicated to his job and understands the importance of coming to work each day and following the Mission of Helping People, Changing Lives.

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!

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

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

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.

OBJECTIVE: OPTIMISE USE AND CAPABILITIES OF TECHNOLOGY
In 2012 the Information Technology department developed and implemented the IT User Satisfaction Survey. The survey was developed based on the results of the 2012 Employee Climate Survey. Each time an employee completes a request for IT services the survey is deployed after completion. To date the results have shown that 77% of staff completing the survey are very satisfied and 23% are satisfied with the outcome of the service provided by the IT department. That equates to 100% satisfaction!

Keep a look out! The IT Department is working on upcoming trainings for staff on Word, Excel, PowerPoint and Outlook.

Thank you to the Information Technology department for your dedication to meeting the agency strategic goals and for providing outstanding service!
Here’s the Scoop

Welcome to CAPMC!
New Employees & New Positions

LIZ GARCIA
Instructional Aide II – Madera Head Start

EMPLOYEE SPOTLIGHT

Name: Tammy McDougald
Job Title: Nutrition Specialist
How long have you worked for CAPMC?
16 Years
Where were you born and raised?
Frankfurt, Germany, San Diego, CA
What do you do in your spare time?
4-H projects with my girls
Travels: Disney Cruise through the Panama Canal
Pets: 3 dogs
Favorite Junk Food: Three Musketers
Favorite Holiday: Christmas
Favorite Color: Love all colors
Favorite Movie: Sound of Music
Favorite TV Show: The Big Bang Theory
Favorite Sports: San Francisco 49ers
Favorite Vacation Spot: Anywhere, as long as it is with my family
If you were stuck on a desert island and could only have three things, what would they be? Survival knife, drinking water and matches
Greatest Achievement: My family and my Bachelor’s Degree
Of all people, who would you like to have dinner with: Robin Roberts
Random Fun Fact: I love roller coasters...the faster the better!
Thoughts about your job: Because of the fantastic team I work with we are able to provide a great Head Start opportunity to so many children in our communities.

OPEN POSITIONS

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

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

MARK YOUR CALENDAR…
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FATHER ENGAGEMENT WEEK
June 3 – June 7, 2013
Mis Angelitos/Valley West MHS
By: Rosalva Romero

Fathers and male family members play an important role in the lives of their children, families, and Head Start. To support program efforts to improve partnerships with fathers and the significant men in children’s lives, at Mis Angelitos and Valley West we celebrated “The Parent Engagement Week” by creating a garden on site. On Monday, June 3rd, parents came in the afternoon to the center to create the garden that children will use to plan vegetables the following day. Parents brought their own tools to share and use to prepare the dirt with potting soil. While the parents worked on the garden to be, dads talked and shared knowledge of what formation would work best to grow the vegetables on. Some suggested flat surface while others suggested that furrows would be best for growing healthy vegetables. After expressing their knowledge of gardening, the experts in the field of gardening explained how the furrows are the best type for irrigation for vegetables. They shared how at work that furrows are what is used for planting vegetables in the fields. After finishing preparing the garden for planting, the parents turned to the woodchips and churned them on both preschool and toddler playgrounds.

The next day, parents continued to volunteer at the centers helping our children to plant and reading books to them.

Rafael L. Silva MHS
By: Vanessa Carolr

Rafael L. Silva Migrant Head Start held various activities for fathers to participate and engage with their children. We had fathers visit and helped in the classroom. They had an opportunity to spend time with their children. Fathers were encouraged to participate with their children during physical activities. They had the opportunity to run, jump, hop, roll, and spend time in an educational setting with their children. Fathers were also able to use their handy man skills to assemble the toys for the center playground.

Do you know of an Agency event that you would like to see covered in the Action Connection? Do you have input about the newsletter? Would you like to contribute an article or pictures? All submissions are welcome and appreciated!
Please contact: Melisa Dasilva, Administration at: mdasilva@maderacap.org Phone: (559) 675-5748 Fax: (559) 673-2859
July is UV Safety Awareness Month

During the summer there is usually a lot of emphasis on protecting skin from UV rays during the summer. But one must not forget about protecting the eyes—the most exposure to bright sunlight increases the risk of developing cataracts, macular degeneration, and growths on the eye including cancer.

July is UV safety awareness month. However, eyes are at risk to UV rays all year round. Sunlight is not the only culprit though—tanning beds offer a higher dose of UV rays than sunlight. This makes it important to protect the eyes from UV rays in all situations by wearing proper eye protection—either UV blocking sunglasses or appropriate tanning goggles.

Here are some tips from the American Academy of Ophthalmology:

- Don’t focus on color or darkness of sunglass lenses: Select sunglasses that block UV rays. Don’t be deceived by color or cost. The ability to block UV light is not dependent on the price tag or how dark the sunglass lenses are.
- Check for 100 percent UV protection: Make sure your sunglasses block 100 percent of UV-A rays and UV-B rays.
- Choose wrap-around styles: Ideally, your sunglasses should wrap all the way around to your temples, so the sun’s rays can’t enter from the side.
- Wear a hat: In addition to your sunglasses, wear a broad-brimmed hat to protect your eyes.
- Don’t rely on contact lenses: Even if you wear contact lenses with UV protection, remember your sunglasses.
- Don’t be fooled by clouds: The sun’s rays can pass through haze and thin clouds. Sun damage to eyes can occur anytime during the year, not just in the summertime.
- Protect your eyes during peak sun times: Sunglasses should be worn whenever outside, and it’s especially important to wear sunglasses in the early afternoon and at higher altitudes, where UV light is more intense.
- Never look directly at the sun. Looking directly at the sun at any time, including during an eclipse, can lead to solar retinopathy, damage to the eye’s retina from solar radiation.
- Don’t forget the kids: Everyone is at risk, including children. Protect their eyes with hats and sunglasses. In addition, try to keep children out of the sun between 10 a.m. and 2 p.m., when the sun’s UV rays are the strongest.

Safety Committee Messages

✓ Safety Awareness Month in September: Theme—Safety Starts With Me
✓ Safety Poster Competition due June 28, 2013
✓ Coming Soon...Global Hazard Communication training to all employees
✓ Mandatory safety video training implemented soon!
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
BOARD ACTION ITEMS...June 2013

The following is a synopsis of the Action Items from the Board of Director’s Meeting on June 13, 2013. If you are interested in seeing any items in more detail, please contact Melissa DaSilva.

- **RECOMMENDATION F-1:**
  CAPMC is recommending the approval of the proposed budget modification/changes for the Madera/Mariposa Regional Head Start to meet the federal guidelines for the 5.27% sequestration budget reduction.

**SUMMARY:**
1. On March 2013 Agencies were notified that all Federal funded programs will receive a minimum 5% budget funding reduction. Upon the announcement, CAPMC staff began looking how to effectively reduce expenditures without impacting slots or program services.
2. On April 29, 2013, CAPMC received a Program Instruction from the Office of Head Start announcing the final funding level for the 2013 Fiscal Year correlated to a 5.27% reduction. ($172,530)
3. The expectation and direction from the Office of Head Start to all Agencies is to assure that quality services continue to children and families.

**DISCUSSION:**
1. Madera County has very limited preschool opportunities, cutting the number of children or days are not in the best interest of the Community for which we serve.
2. CAPMC Fiscal and Management staff met to review the current budget and agreed to the following:
   a. Re-allocation of Regionals Management and Admin staff budgeted hours. Adjusted hours from 50% to 40%. With Madera Head Start paying the additional 10% of the Regional Admin Cost. Impact: ($73,907)
   b. Center slot & staffing changes
      i. Chowchilla – Due to ongoing concerns with enrollment and competition from other preschool programs the center’s enrollment will be reduced from 68 to 60 slots. Each class will have 15 children double session. 2 teacher positions will be eliminated – one is already vacant. Impact: ($55,261)
      ii. Mariposa – Hiring of qualified staff has become difficult in the mountain sites. Reducing the class size to 15 double sessions will allow for 2 qualified teachers and one instructional aide. One teacher position will be eliminated. Impact: ($28,134)
      iii. Ruth Gonzales – Staff has been reviewing the need for a Cook position for this site. One of the central kitchens can cook for the site and the food can be transported. The proposal is to eliminate the Cook position and add a Food Service Worker. Impact: ($7,043)
   iv. Ruth Gonzales – Proposing Ruth G. be a double session center instead of a full day program. In the last 3-4 years, staff has been reviewing children’s attendance and have noted that the majority of children are picked up by or before noon. The slots reduced from Chowchilla & Mariposa will be moved to Madera. Ruth Gonzales will serve 15 children double session (30 children). An Advocate position will be added as this was a shared position with another site. Impact: $10,447
   v. Homebase – will be reduced by one child. One slot will be moved to Ruth Gonzales to have an even 15 am and 15 pm children for each session. Impact: None
   Other
   Removed two teacher planning days from calendar: ($9,256)
   Fairmead 128 to 160 Day (to operate First 5 Program)$2,101
   Program Supplies $2,624
   Indirect ($14,101)
   Total Budget Impact: $172,530
3. Although other options were considered, CAPMC management team feel that this is the best option for the program to continue to provide quality services to the children and families, support the community, and have the least impact to the program.

**FINANCING:**
- Budget reduction of $172,530
- Previous RHS Budget $3,273,811.00  Current (5.27% cut) $3,101,281

**BOARD ACTION:** Approved

- **RECOMMENDATION F-2:**
  CAPMC is recommending the approval of the proposed budget modification/changes to meet the federal guidelines for the 5.27% sequestration. However, CAPMC’s budget reduction has been designated by grantee (Stanislaus County Office of Education) as 3.37% budget reduction which has been submitted to Stanislaus County of Education pending Board approval:
  - Budget Revision request for the Blended Madera Migrant/Seasonal Head Start Program
  - Budget Revision request for the Non-Blended Madera Migrant/Seasonal Head Start Program
  - Budget Revision request for the Training & Technical Assistance (T&TA) Madera Migrant/Seasonal Head Start Program
  - Budget Revision request for the Non-Federal Share Match (NFS) for the Madera Migrant/Seasonal Head Start Program
  - Budget Revision request for the Administration for the Madera Migrant/Seasonal Head Start Program

**SUMMARY:**
1. On March 2013 Agencies were notified that all Federal funded programs will receive a minimum 5% budget funding reduction. Upon the announcement, CAPMC staff began looking how to effectively reduce expenditures without impacting to program services.
2. On April 29, 2013, CAPMC received a Program Instruction from the Office of Head Start announcing the final funding level for the 2013 Fiscal Year correlated to a 5.27% reduction.
3. The expectation and direction from the Office of Head Start to all Agencies is to assure that quality services continue to children and families.
4. Stanislaus County Office of Education-Central California Migrant Head Start, grantees agency, informed CAPMC that the full 5.27% would not be applied across all delegate programs. CAPMC’s budget reduction was only 3.37%.
5. The program’s spending patterns have been analyzed and projections are necessary between Blended and Non-Blended Madera Migrant/Seasonal Head Start Programs for the request to change the Program Service Plan (PSP).

**DISCUSSION:**
1. CAPMC Staff, both Fiscal and Management, met to review the current budget and agreed to the following:
   a. Reduce funded enrollment by 22 children at the South Dos Palos Center.
   b. Staff had a lot of difficulty recruiting eligible families for the Migrant program.
   c. Staff is having difficulty hiring qualified staff to work at South Dos Palos. CAPMC Staff is having difficulty hiring qualified staff to work at South Dos Palos. Staff is competing against two large Head Start programs with higher pay/salary for similar positions.
   d. 1 Food Service Worker position was eliminated with the reduction in enrollment at South Dos Palos, (NFS) for the Madera Migrant/Seasonal Head Start Program was reduced from $153,802, and an allocation $185,895 to be transferred to the Blended Madera Migrant/Seasonal Head Start Program.
   e. Supplies, Other Services and Indirect costs was eliminated from the reduction in enrollment at South Dos Palos and main office.
   Impact: $31,113
2. Although other options were considered, CAPMC management team feel that this is the best option for the program to continue to provide quality services to the children and families, support the community, and have the least impact to the program.
3. Included below are highlights of the changes that are requested on the budget revisions:
   a. Madera Basic and Blended The revisions are sequestration cuts of $153,802, and an allocation $185,895 to be transferred to the Blended Madera Migrant/Seasonal Head Start Program for the
request to change the Program Service Plan (PSP).

b. Non-Federal Share Match (NFS)
Sequestration cuts reduced the amount of
non-federal share match by $38,450.
c. Administration
The ceiling rate increased from 8.5% to 9%.
The revision increased the budget $13,572.
d. Training & Technical Assistance (T&TA)
A category change was necessary to account
for the increase in the Administration ceiling.

FINANCING:  Budget reduction of $153,802
Previous MHS Budget $4,558,241 Current
(3.37% cut) $4,404,439

BOARD ACTION:  Approved

• RECOMMENDATION F-3:  
Review and approve the submission of the
Community Action Partnership of Madera
County’s Budget for 2012-2013 State Based
Migrant Program One-Time Only funds to
Stanislaus County Office of Education. The
budget amount is $24,000.

SUMMARY:  We have prepared our budget based on the
funding guidance and amount received from
Stanislaus County Office of Education.

DISCUSSION:  
The State Based Migrant Program One-Time
Only funds will be used to purchase program
supplies to meet the needs of the classrooms
serving infants and toddlers.

- Items must be received by June 30, 2013.
- Items can only be purchased for
classrooms serving state children.
- Any one item cannot exceed $5,000.

FINANCING:  Total award is $24,000

BOARD ACTION:  Approved

• RECOMMENDATION F-4:  
Approve the following Budget Revision for the
2012-2013 State Based Migrant- Specialized
Service Program which has been submitted to
Stanislaus County Office of Education pending
Board approval:
- Budget Revision request for the State
   Based Migrant-Specialized Service
   Program

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 May 15, 2013.
The program’s spending patterns have been
analyzed and projections made through the
end of the contract period of June 30, 2013.
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. Specialized Services
  6A – Personnel; Specialized Services
  projected cost will be greater than budgeted
  amount by $5,000.  Starting the CMIG
  program earlier than anticipated in order to
  earn the current contract.  Mis Angelitos and
  Eastin Arcola centers were also added to
  the program.  Advocates are currently recruiting
  children.  Requesting $5,000 to be transferred
  from Supplies category.
  6E – Supplies; Reduce category a total of
  $6,000 to cover Personnel and Other
  Services.
  6H – Other; Requesting to transfer $1,000
  from Supplies category to cover utilities,
telephone, rent and other costs not included
  current budget.

FINANCING:  None

BOARD ACTION:  Approved

• RECOMMENDATION F-5:  
Informational only.

SUMMARY:  Fresno Migrant Head Start has deployed an
aggressive recruitment plan for Migrant
families in all of Fresno County.  Staff
representing all nine centers has been trained
on recruitment procedures and have received
all of the necessary materials to facilitate them
in this recruitment effort.

DISCUSSION:  
Currently enrollment is below 85% at each
location due to variety of reasons. Including:
- New Policy of having two parents working
  at time of enrollment.
- Farmers and packing houses are
  informing us that work is starting in June
  rather than in May.
- Fear of immigration is keeping families
  from engaging in community services
  such as Fresno Migrant Head Start.
- Transportation issues.

FINANCING:  None

BOARD ACTION:  Informational Only

• RECOMMENDATION F-6:  
Review and Approve the submission of the
Community Action Partnership of Madera
County’s Fresno Migrant and Seasonal Head
Start 2013-2014 Budget to Community Action
Partnership of San Luis Obispo.  The budget
reflects an additional reduction of .27% for the
program year.

SUMMARY:  Community Action Partnership of San Luis
Obispo requested that the Fresno Migrant
and Seasonal Head Start Program reduce the
basic budget approved by the CAPMC Board
of Directors on April 11, 2013 by an additional
.27% for the 2013-2014 program year.

DISCUSSION:  
1. The original budget approved by the Board
of Directors on April 11, 2013 was for
$3,975,972 and reflected the proposed
Federal Sequestration of 5.0%.
2. The revised budget of $3,964,672 reflects
a total reduction of 5.27% or $11,300.
3. The $11,300 reduction was applied to the
workers compensation line item.  The program
is anticipating a reduction in workers
compensation for the 2013-2014 program
year.
4. The Policy Committee approved the
revised budget on May 28, 2013 at a Regular
PC meeting.
5. The reduction will only apply to the Basic
budget and does not affect Training &
Technical Assistance.

FINANCING:  Total funding reduction of $11,300

BOARD ACTION:  Approved

• RECOMMENDATION F-7:  
Authorize Executive Director to accept PACE’s
alternative payment contracts as requested
from Mr. Greg Hudson, Administrator-
Southern Field Services of CDE.  The total
contract amounts are $2,306,903.  Additional
funding to be combined with existing
alternative payment contracts in 2013-2014.

SUMMARY:  Mr. Greg Hudson requested Community
Action Partnership of Madera County
(CAPMC) to assume PACE’s contracts in
Madera County for the coming fiscal year.

DISCUSSION:  
1. CDE will not be doing business with PACE
in the 2013-2014 fiscal year.  Mr. Greg
Hudson requested CAPMC to assume those
contracts.  Those contracts are:
   A. C2AP-Stage 2 contract for $1,466,609
      serving 273 children.
   B. C3AP-Stage 3 contract for $608,797
      serving 119 children.
   C. CAPP-Alternative contract for $231,497
      serving 31 children.
2. The CAPMC Alternative Payment Program
has revised the Alternative Payment Program
Provider Handbook for the 13-14 year and is
brought before this board as Agenda Item F-8
for review and approval.
3. Based on the proposed increase in funding
and workload of the Alternative Payment
Program, reorganization of the department is
brought before this board as Agenda Item F-9
for review and approval.

FINANCING:  
CAPMC total 2012-2013 alternative payments
are $2,358,482.  An increase of $2,306,903 in
2013-2014 fiscal year will bring new contract
totals to $4,645,385.

BOARD ACTION:  Approved

• RECOMMENDATION F-8:  
Approve the Child Care Alternative Payment
Program Parent and Provider Handbook for
The Alternative Payment program by $702,000 significantly reduced the CAPMC Child Care program's work load. In July 2011 the State of California Department of Education (CDE) requested that CAPMC absorb the Professional Association for Childhood Education (PACE) alternative payment contracts for 2013-2014 beginning July 1, 2013. With the acceptance of additional funding in the amount of $2,306,903 and contracts for additional 423 children, the Child Care Alternative Payment Program staffing structure will not be sufficient to handle the work load.

5. CAPMC would like to reinstate:
   1. A stand-alone Child Care Alternative Payment and Resource and Referral Department.
   2. A stand-alone Community Services Department.

A draft of an organizational chart is attached outlining the proposed department staffing structure.

Job descriptions will be developed and/or revised and brought back to the Personnel Committee/Board of Directors in August, 2013.

FINANCING: Budgeted
BOARD ACTION: Approved

RECOMMENDATION F-10:

Authorize the Executive Director to submit the 2013 Bank of America Mini Grant Application on behalf of the Community Action Partnership of Madera County (CAPMC) Board of Directors.

SUMMARY:
CAPMC will apply for funding to support the Shunammite Place Program; our permanent supportive housing project for 15 chronically homeless women with disabilities.

DISCUSSION:

1. The Bank of America Mini Grant Program offers support to programs that serve the low-income. The maximum award is $5,000.00.
2. CAPMC plans to apply for the Bank of America funds for the purpose of supporting important activities at the Shunammite Place.
3. The funding will be used to accomplish two objectives:
   A. Funds have been budgeted to enhance the lending library for program participants. CAPMC will purchase two space saving book shelves along with an array of reading material that will enhance personal growth.
   B. Funds have been budgeted to do minor improvements to the outdoor meeting area to make the environment more conducive for holding group sessions. This also includes purchasing large planter boxes so that program participants can participate in a mini community garden project for their units.

FINANCING:
Enhance Lending Library for Program Participants $ 1,000
Enhance Support Group Outdoor Meeting Area $ 4,000
Total $ 5,000

BOARD ACTION: Approved

RECOMMENDATION F-11:

Resolution to authorize the Executive Director and Board of Directors Chairperson to sign and submit the 2014-2015 Community Action Plan, Community Services Block Grant (CSBG) on behalf of the Board of Directors.

SUMMARY:
Prior to developing the Community Action Plan, Community Action Partnership of Madera County (CAPMC) completed a Community Needs Assessment for Madera County. The needs assessment is a process used to determine the unmet needs of low-income individuals, families and communities. The needs assessment informs CSBG of eligible entities how to utilize the funds to meet the needs of low-income persons in their service areas in accordance with the assurances in the CSBG Act.

DISCUSSION:

1. The Department of Community Services and Development requires that community action agencies submit a Community Plan of Action every two fiscal years. This plan is considered the agency’s application for CSBG funds.
2. During the months of December through May, CAPMC scheduled five community hearings throughout Madera County (Madera, Eastern Madera County, Chowchilla/Fairmead). The meetings were held to gather community comments of the unmet needs in the communities. The data collections and hearing information was used to develop the attached Executive Summary.
3. The plan is due June 30, 2013 and for purposes of this agenda item, we are asking the Board to approve the submission of the plan. We will bring the completed plan back to the July meeting for your review.

FINANCING: N/A
BOARD ACTION: Approved

RECOMMENDATION F-12:

Authorize the Executive Director to sign and submit the Request for Proposal (RFP) for the Verizon Wireless HopeLine Grant Program for the grant period beginning July 1, 2013 to June 30, 2014, including any extension or amendments.

SUMMARY:
Verizon Wireless RFP objective is for Community Action Partnership of Madera County, Inc. to raise awareness of domestic violence by providing presentations to our community that describes the signs of
domestic violence, the cycle of a domestic violence relationship, the effects of domestic violence exposure, resources on how to get help, and strategies for preventing domestic violence.

**DISCUSSION:**
The RFP grant award period will begin July 1, 2013 and end June 30, 2014. Notifications will be announced by August 2, 2013.

**FINANCING:** The amount allocated to Madera County is $5,000.

**BOARD ACTION:** Approved

- **RECOMMENDATION F-13:**
  Authorize the Executive Director to sign and submit the FEMA Application for Phase 31 on behalf of the Community Action Partnership of Madera County (CAPMC) Board of Directors.

**SUMMARY:**
CAPMC has received FEMA funds for thirty years.

**DISCUSSION:**
1. Funds will be used to pay for mass shelter, and rent/mortgage assistance.
2. Families/persons can only be assisted for rent/mortgage assistance once every eighteen months from the date they were last assisted. CAPMC gives preference to households who have never received assistance before.
3. Although the Phase 31 FEMA allocation for Madera County has not been announced yet, the Local FEMA Board voted to proceed with accepting applications for funding. Applications will be reviewed and funding priorities will be set. The actual awards will be decided once FEMA has released the Phase 31 funding announcement.
4. CAPMC has been designated the fiscal conduit for the Madera County Local FEMA Board. The administrative cost will be 2% of the total award. This is used to copies, advertising, and postage used to maintain the Local FEMA Board.
5. The FEMA application is due at 5:00 p.m. on June 14, 2013.

**FINANCING:**
National United Way of America provides funding. The Local FEMA Board allocates funds within the county of Madera. CAPMC has requested $36,360 to be allocated as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Rent/Mortgage</td>
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<tr>
<td>Mass Shelter</td>
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<tr>
<td>Administration</td>
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</tbody>
</table>

**BOARD ACTION:** Approved