On Monday, February 3, 2014, the Office of Head Start Federal Reviewers arrived at the Madera/Mariposa Regional Head Start (MMRHS) Gill Avenue office ready to begin the review process. Mary Bantle, Team Leader, shared their excitement to begin the validation of our program and commence the process of observing, interviewing, and documenting. Over the course of the week the leaders documented over 600 pages of notes from the program. There may be one area of concern on the report but otherwise plan to report that the laws and regulations were found “compliant”. What they found was MADNIFICIANT! In the report the reviewers will forward onto the Office of Head Start will be many strengths outlined and highlighted such as:

- Collaboration with Madera County Health Department and the video regarding the elimination of sugar sweet beverages;
- Collaboration with Healthy Beginnings;
- Listening to the voice of the parents through the Parent Satisfaction and Parent Need Surveys;
- Listening to the voice of the staff through the Employee Climate Survey;
- Partnering with First 5 for the Fairmead afternoon program;
- Agency-wide communication through CAPnet;
- CAPMC has a very strong Fiscal department where reports are generated in a timely manner and staff is well qualified;
- Program planning strong with ongoing monitoring;
- Strong record keeping for both the HR and child files. All great!
- Strong Parent, PC and Board participation;
- Loved the dramatic play with the camping scene at Verdell!

Mary sent a special thanks to the Board of Directors, Policy Council, Parents and staff for their cooperation and willingness to share the program. The review team communicated that everybody at CAPMC was wonderful and thanked each and every one for all the preparation in making the review go smoothly. The final report will be forwarded on to the Office of Head Start and any concerns or issues will be sent to the program in 60-90 days.
CATCHING PEOPLE... 
DOING THE RIGHT THING

Danielle Garcia, spearheading the idea of new dramatic plan materials for the children at her center. Danielle has a huge heart and is willing to go out of her way so the children will have a “hands on experience”. A special thank you to her father, Danny Garcia along with Eddie Green for the purchase of the materials from Lowe’s.

Rosie Gonzales was commended at the Regional R & R meeting by the new director from Community Care Licensing on how she helped them with a provider in Madera and that it was an example of why they value the collaboration with the R & R’s.

Amelia Ortiz for all her assistance in preparing for the Madera/Mariposa Regional Head Start Federal Review.

Andrea Guerrero, Inez Zuniga and Michael Carroll for taking the time to organize the literacy van.

Fiscal, Human Resources and Administration for preparing for the Madera/Mariposa Regional Head Start Federal Review.

Fresno Migrant Head Start Office for addressing a lighting problem in the office and avoiding a potential fire.

Maintenance Crew for addressing any health and safety issues at the centers in preparation for the Federal Review.

Elizabeth Wisener and all her Community Service Staff for following the Standards to Live By and treating LIHEAP customers with compassion and caring. The Gill Avenue lobby has been hectic but running smoothly assisting clients with P G & E assistance.

Edith Jusaino for her diligence and perseverance in getting the Board of Director packet out in a timely and efficient manner.

Donna Tooley and Leticia Lujan Rojas For dedicating their Saturday mornings through April 6 to assist with the Volunteer Income Tax Assistance Program (VITA).

Ruth Gonzales

It all started during circle time last week, the teachers were talking to the kids about community helpers and then each child had the opportunity to express what they wanted to be when they get older. One of our little girls did not want to grow up to be a community helper she wants to be (in her words), "one of those dancers that does cartwheels in front of a lot of people and then people clap."

I thought that was quite an aspiration for a 4 year old. So I took it upon myself to get informed on gymnastics classes for little girls. I found the all about dance and gymnastics studio, printed out a schedule of all available classes and proposed to mom the idea of enrolling her daughter in gymnastics. Mom was appreciative of the information and expressed she would think about it. She also mentioned her daughter had told her she wanted to "be a dancer" several times.

Mom came in this morning and asked me, "Did Jocelynn tell you the news? We enrolled her in gymnastics on Saturday! She worked with the coaches on Saturday, the coaches said they cannot let her stay in a beginner course, they are going to put her in a higher level because she has a natural talent. I am so proud of my daughter and thankful for what you did for us. Thank you so much. With my tight schedule I would have never looked up that studio."

So there it is. We are all very excited for our Jocelynn and we wish her the best. CAPMC has guided her in first steps to her young dream.

MARK YOUR CALENDAR...

Tuesday, March 4, 2014: Children’s Hospital Kids’ Day
Friday, March 29, 2014: Spring Holiday
Wednesday, April 23, 2014: Denim Day
Friday, April 25, 2014: Walk a Mile in Her Shoes

Keep an Eye Out for Excel Training Coming Soon to CAPMC!
**CAPMC STANDARDS TO LIVE BY**

**COURTESY**
I will treat each person that I meet with eye contact and a genuine smile!

**ATTITUDE**
I will consider it an honor to be of service to the community and will let this belief shine when dealing with others.

**PROFESSIONALISM**
I will dress an act as though I am on a job interview every day.

**MAKE TIME**
If I don’t know the answer to a customer’s question, I will personally find out. I will make time to stay with them until they are satisfied.

**CLOSURE**
Each time I have the honor to speak with a customer, I will end the conversation by saying, “Thank you for contacting us today, is there anything else I can do for you?” And, mean it.

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**Welcome to CAPMC!**

New Employees & New Positions

**JOANN BLANCETT, BRENDA DREW, CONSTANCE GRAHAM, JAMIE FLIPPEN**
Community Services Senior Meal Program Food Service Workers

**EDITH JUSAINO**
R & R/APP Family Services Associate I

**MICHELLE LOPEZ**
Victim Services Parent Program Child Skills Instructor

**CORRECTION FROM JANUARY NEWSLETTER:**

**GEORGINA MORENO**
Advocate III, Madera Head Start

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**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/Seasonal Head Start

- **CENTER DIRECTOR**
  Fresno Migrant Head Start

- **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/ADMINISTRATION PROGRAM ASSISTANT/CLERK TYPIST**
  Human Resources

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

- **MAINTENANCE WORKER I**
  Fresno Migrant/Seasonal Head Start

- **NUTRITION CONTENT SPECIALIST**
  Fresno Migrant/Seasonal Head Start

- **SHUNAMMITE PLACE RESIDENT AIDE**
  Community & Family Services Department

- **SHUNAMMITE PLACE RESIDENT MANAGER**
  Community & Family Services Department

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**Celebration, Remember, Fight Back!**

Each year, more than 4 million people in over 20 countries raise much-needed funds and awareness to save lives from cancer through the Relay for Life movement. 2014 will mark the 15th year the agency has adopted Relay for Life as their signature giving back program. In 2013 CAPMC donated $13,926 to the Madera County Relay for Life campaign and received the top fundraising business award! This year the theme for the event will be All American Relay!

The Madera Relay is scheduled for May 3, 2014 at Lions Town and Country Park....it is only 2½ months away and we still need walkers! Call Tina Gomez at 675-5761 or Donna Tooley, Relay Chair, at 675-5755 with questions.
On January 23, 2014, Congressman Jim Costa paid a visit to the Victim Services Department at CAPMC and had an opportunity to learn first hand how the department continues to follow the mission of “Helping People, Changing Lives.” During his visit he shared the introduction of bipartisan legislation bill written by Mike Fitzpatrick (R-PA), Betty McCollum (D-MN), and Jim Costa (D-CA) that will reauthorize the Community Service Block Grant (CSBG) program and modernize local efforts to reduce poverty and economic insecurity. The Community Services Block Grant Act (H.R. 3854) encourages innovative, community-based solutions to address the local challenges and spur economic development. CSBG funds support nearly 1100 nonprofit Community Action Agencies that are tasked with a wide-ranging mission of obtaining equal opportunity and building self-sufficiency for those in underserved communities.

The Victim Services department at CAPMC has received funds for the second year in a row from Joint Venture Electronics. Joint Venture Electronics is a public/private partnership that employs approximately 45 inmates in an electronic manufacturing program at the California Department of Corrections and Rehabilitation, Central California Women’s Facility in Chowchilla. The donation will go towards assisting victims of crime in Madera County. THANK YOU!

$28,716.36 FROM JOINT VENTURE ELECTRONICS

Employee Spotlight

Name: Vianey Barrientos
Job Title: Family Service Advocate
How long have you worked for CAPMC? 8 months
Where were you born and raised?
Born in Acapulco, Mexico, raised in Madera
What do you do in your spare time?
Enjoy every moment with my children
Family: 3 daughters and a husband
Travels: Acapulco, Guadalajara, New York, and Arizona
Favorite Junk Food: Ice Cream
Favorite Holiday: Thanksgiving
Favorite Color: Brown
Favorite Vacation Spot: Yosemite
Favorite Song: Love Christian music
Favorite TV Show: Greys Anatomy
If you were stuck on a desert island and could only have three things, what would they be?
Blankets, Bible, and matches.
Greatest Achievement: Receiving my BS degree
Best Advice Ever Given: Never burn down your bridges because you never know when you’re going to need it.
Favorite Saying: Do everything in love
Favorite Sports Team: SF 49ers and Giants
“Very rewarding when families get approved to receive child care services knowing that their children will get the quality care they deserve.”

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
## WATER CONSERVATION TIPS — www.ready.gov/drought

### Indoor Water Conservation Tips While in a Drought

**BATHROOM**
- Avoid flushing the toilet unnecessarily. Dispose of tissues, insects, and other similar waste in the trash rather than the toilet.
- Avoid taking baths—take short showers—turn on water only to get wet and lather and then again to rinse off.
- Avoid letting the water run while brushing your teeth, washing your face or shaving.
- Place a bucket in the shower to catch excess water for watering plants.

**KITCHEN**
- Operate automatic dishwashers only when they are fully loaded. Use the "light wash" feature, if available, to use less water.
- Hand wash dishes by filling two containers—one with soapy water and the other with rinse water containing a small amount of chlorine bleach.
- Clean vegetables in a pan filled with water rather than running water from the tap.
- Store drinking water in the refrigerator. Do not let the tap run while you are waiting for water to cool.
- Avoid wasting water waiting for it to get hot. Capture it for other uses such as plant watering or heat it on the stove or in a microwave.
- Avoid rinsing dishes before placing them in the dishwasher; just remove large particles of food. (Most dishwashers can clean soiled dishes very well, so dishes do not have to be rinsed before washing)
- Avoid using running water to thaw meat or other frozen foods. Defrost food overnight in the refrigerator or use the defrost setting on your microwave oven.

**LAUNDRY**
- Operate automatic clothes washers only when they are fully loaded or set the water level for the size of your load.

### Outdoor Water Conservation Tips While in a Drought

**CAR WASHING**
- Use a commercial car wash that recycles water.
- If you wash your own car, use a shut-off nozzle that can be adjusted down to a fine spray on your hose.

**LAWN CARE**
- Avoid over watering your lawn and water only when needed:
  - A heavy rain eliminates the need for watering for up to two weeks. Most of the year, lawns only need one inch of water per week.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

BOARD ACTION ITEMS...February 13, 2014

The following is a synopsis of the Action Items from the Board of Director’s Meeting on February 13, 2014. If you are interested in seeing any items in more detail, please contact Melisa DaSilva.

• RECOMMENDATION F-1:

SUMMARY:
A. Community Action Partnership of San Luis Obispo County (CAPSLO), the grantee for the Fresno Migrant/Seasonal Head Start program (FMSHS), conducted an onsite monitoring review from October 29-30, 2013. CAPSLO provided a report.
B. The two-day monitoring review allowed CAPSLO the responsible funding agency for the Migrant/Seasonal Head Start program, to ensure that the federal agency (CAPMC) delivers the type and scope of services required by all federal and state policy guidelines.
C. The monitoring review team used the FY 2013 Head Start Monitoring Protocol to assess the compliance with the Head Start Performance Standards.
D. Areas that the team reviewed included:
- Family Community Partnerships
- Transportation
- Mental Health
- Education CLASS
- Nutrition and Food Services
- Disabilities
- Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA)
- Facilities
- Health
- Program Design and Management
- Human Resources

DISCUSSION:
1. The Office of Head Start monitoring protocol was used to evaluate the program. The areas reviewed were:
   - Family Community Partnerships
   - Transportation
   - Mental Health
   - Education CLASS
   - Nutrition and Food Services
   - Disabilities
   - Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA)
   - Facilities
   - Health
   - Program Design and Management
   - Human Resources

RECOMMENDATION F-2:
Review the Fresno Migrant/Seasonal Head Start 2013 Program Improvement Plans

SUMMARY:
Community Action Partnership of San Luis Obispo County (CAPSLO), the grantee for the Fresno Migrant/Seasonal Head Start program (FMSHS), conducted an onsite monitoring review from October 29-30, 2013. The identified area of non-compliance and recommendations are addressed under the Program Improvement Plan of Actions.

RECOMMENDATION F-3:
Review and approve Fresno Migrant/Seasonal Head Start’s ERSEA Verification of Employment EL 2.16 Procedure.

SUMMARY:
Fresno Migrant/Seasonal Head Start revised the 2013-2014 ERSEA Verification of Employment EL 2.16 Procedure to reflect new changes the program will implement. The program has established three priority enrollment dates that are termed Wave: Wave I, Wave II, and Wave III. These waves are based on the priority points system. The procedure has been reviewed by our grantee CAPSLO and has approved as written via telephone conference on February 5, 2014.

DISCUSSION:
The 2013-2014 ERSEA Verification of Employment EL 2.16 Procedure was presented to the Policy Committee on February 10, 2014.

BOARD ACTION: Approved

RECOMMENDATION F-4:
Review and approve interested member to represent the Madera Community in the Madera/Mariposa Regional Head Start Policy Committee vacant position

SUMMARY:
Regional Head Start By-Laws - Section 3 – Community At-Large Representation
The community representative/organization must submit a letter of interest for consideration of a position to the Regional Head Start Policy Council. The Regional Head Start Policy Council must approve/disapprove the request by a majority vote.

DISCUSSION:
- In selecting a community representative at large, the Council shall consider the existing program goals of the Agency and the ability of the individual to be a resource in achieving those goals.

RECOMMENDATION F-5:
Approve the 2013-2014 Madera/Mariposa Regional Head Start School Readiness Goals for Preschool Children

SUMMARY:
The school readiness goals for preschool children were designed to be aligned with the Office of Head Start School Readiness Initiative and the Improving Head Start for School Readiness Act of 2007 and clarified by the School Readiness in Programs Serving Preschool Children Program Instruction (ACF-PIOHS-11-04).

DISCUSSION:
- The development of the goals was guided by input of key Head Start staff, aggregated data from the Desired Results Developmental Profile, the Preschool Profile, the Head Start Child Development Early Learning Framework, California Preschool Learning Foundations and Madera County Community Assessment results.
- There will be a presentation of the Madera/Mariposa Regional Head Start School Readiness Goals during the Policy Council meeting on February 6, 2014. The Policy Council will be given the opportunity to provide input after the presentation.
- The Head Start Approach to School Readiness means that children are ready for school, families are ready to support their children's learning, and schools are ready for children.
- All agencies are required to establish school readiness goals which are defined as the expectations of children's status and progress across domains of language and literacy development,
The Policy Council was involved in the process of conducting a community assessment and determined 3 Year Goals with Objectives. The staff is requesting approval of the Recruitment Procedure and the 2014-2015 Enrollment Selection Criteria. Changes were made to the Selection Criteria to be in alignment with SCOE – Central CA Migrant/Seasonal Head Start approved Selection Criteria.

**SUMMARY:**
- Staff changed the Selection Criteria to be in alignment with the priorities provided and approved by SCOE-Central CA Migrant/Seasonal Head Start Policy Council.
- Families wishing to participate in the Madera Migrant/Seasonal Head Start Program will be selected based on the Selection Criteria provided by Central California Migrant/Seasonal Head Start and approved by the Madera MHS Policy Committee.
- Recruitment process will continue to focus on enrolling children with disabilities in order to comply with the 10% mandate.
- No more than 10% of the total number of children cumulatively enrolled will be from families exceeding the federal poverty guidelines.

**RECOMMENDATION F-8:**

**DISCUSSION:**
- The Goals and Objectives are provided for the Policy Council to review, discuss, and approve/disapprove.
- The Policy Council will be provided updates annually on the status of the goals and objectives.
- Attached you will find the Madera/ Mariposa Regional Head Start Community Assessment Snapshot and the Goals and Objectives for 2014-2017.

**BOARD ACTION:**
- Approved

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The Conflict of Interest Policy is attached for your review. It defines interested parties and financial interests.
Also attached for your review is the Annual Conflict of Interest Disclosure Form that needs to be completed by every Board Member, the Executive Director and the Chief Financial Officer. This should be completed and returned by April 1, 2014 along with the Form 700.

Melissa DaSilva, Assistant to the Executive Director, provided a letter, the Form 700 and Form 700 instructions to each Board Member (included herein). The Form 700 must be filed by April 1, 2014. This is one of the items (#1C) on the Disclosure Statement.

Attached for your reference is the listing of the agency’s vendors for the calendar year 2013. You are asked to review the listing and respond to question #5 on the Disclosure Statement.

The purpose of this disclosure is to avoid and refrain from any potential or actual conflicts of interests or to receive any benefit by entering into any transaction or arrangement. This disclosure also provides a mechanism for reporting any real or apparent conflicts of interest to the Executive Director.

**BOARD ACTION:** Approved

**RECOMMENDATION F-11**: Recommend that the Board of Directors award audit services for the year ending June 30, 2014 to Randolph Scott & Co., CPAs. The audit RFP was awarded to Randolph Scott & Co., CPAs. Factors such as prior auditing experience of similar programs and nonprofit organizations, price, familiarity with our agency, qualifications of auditing staff, and understanding of the work to be performed were considered in making that decision. The audit proposal included both the agency-wide audit as well as the separate 403B audit.

**SUMMARY**: The agency’s 403B plan is required by the Department of Labor (DOL) to have an independent audit every year to be filed with the Form 5500 tax return. The Form 5500 is the annual IRS reporting form for pension plans. In 2011 the agency requested proposals (RFP) from six outside auditing firms. After review of the proposals, the audit services were awarded to Randolph Scott & Co., CPAs. The RFP included an option of four additional years.

**DISCUSSION**:

A. The audit RFP was awarded to Randolph Scott & Co., CPAs. Factors such as prior auditing experience of similar programs and nonprofit organizations, price, familiarity with our agency, qualifications of auditing staff, and understanding of the work to be performed were considered in making that decision.

B. This will be the fourth year of the five-year proposal.

C. It makes economic sense to award the audit services for the 403B to the same firm that performs the agency-wide audit which allows for some cost benefit savings because of similar compliance testing.

D. The fees for the audit services will be $5,000.

E. Randolph Scott & Co., CPAs does not charge for any travel expenses, including travel time.

**BOARD ACTION:** Approved

**RECOMMENDATION F-12**: Recommend that the Board of Directors award 403B audit services for the year ending December 31, 2013 to Randolph Scott & Co., CPAs.

**SUMMARY**: The agency’s 403B plan is required by the Department of Labor (DOL) to have an independent audit every year to be filed with the Form 5500 tax return. The Form 5500 is the annual IRS reporting form for pension plans. In 2011 the agency requested proposals (RFP) from six outside auditing firms. After review of the proposals, the audit services were awarded to Randolph Scott & Co., CPAs. The RFP included an option of four additional years.

**DISCUSSION**:

A. The audit RFP was awarded to Randolph Scott & Co., CPAs. Factors such as prior auditing experience of similar programs and nonprofit organizations, price, familiarity with our agency, qualifications of auditing staff, and understanding of the work to be performed were considered in making that decision.

B. This will be the fourth year of the five-year proposal.

C. The amount will be a net amount of $3,500 of pro bono contribution.

D. The proposal also includes $3,500 of pro bono contribution.

E. Randolph Scott & Co., CPAs does not charge for any travel expenses, including travel time.

**BOARD ACTION:** Approved

**RECOMMENDATION F-13**: Approve the Addendum to the Child Care Alternative Payment Program Parent and Provider Handbook for FY 13-14.

**SUMMARY**: Periodically throughout the contract year, the California Dept. of Education, Child Development Division produces Management Bulletins (MB) and notices to clarify processes or institute new regulations. This addendum is a mid-year update to the Parent & Provider Handbook to comply and inform participants of changes.

**DISCUSSION**:

The following categories are used to determine eligibility for the program; applicants need to have a total of 22 points to be eligible for assistance.

1. The household’s total monthly income; the maximum is 10 points.
2. The household’s energy burden; the maximum is 10 points.
3. Vulnerable populations are households that have one of the following family members in their home; the maximum is 10 points. Children under five years of age, people who are sixty years or older or disabled.

1. Agency defined criteria are:
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
BOARD ACTION ITEMS...February 2014

The following is a synopsis of the Action Items from the Board of Director's Meeting on February 13, 2014. If you are interested in seeing any items in more detail, please contact Melissa DaSilva.

- Households needing assistance for the first time or are hard to reach, would receive 2 points.
- Household members who are medically needy would receive 4 points.
- Households who have encountered a financial hardship would receive 2 points.

A. The approved plan helps to ensure we are serving the most vulnerable populations first.

B. Applicants applying for weatherization services are given a higher priority for those who have at least a 25.1% energy burden. Consideration is also given to the most vulnerable populations.

C. To ensure CAPMC is not giving priority to employees, CAPMC employees who qualify for assistance may apply after July 1 unless they have been laid off. Employees who have been laid off prior to July 1 may apply.

All employee applications are reviewed and signed by both the Program Manager and the Executive Director.

BOARD ACTION: Approved

- RECOMMENDATION F-15:
  Authorize the Executive Director to sign and submit the application for the CDBG grant with the City of Madera.

SUMMARY:
Community Action Partnership of Madera County, Inc., (CAPMC) will contract with the City of Madera to provide homeless awareness to the residents of the City of Madera for the fiscal year 2014/2015. Funds are also used to seek out and apply for additional funding to serve the homeless.

DISCUSSION:
I. The project name will be the Fresno Madera Continuum of Care (FMCoC) Ending Homelessness.
II. This grant will pay for personnel cost for two members of CAPMC staff to participate on the FMCoC.
III. The FMCoC works collaboratively to reduce homeless in Fresno and Madera Counties.
IV. Some of the activities covered by this funding will be:
   1. Ensure that the goals and objectives of the 10 Year Plan to End Homelessness are being met and reported to the City of Madera and Madera County Homeless Coalition.
   a. One of the goals of the Plan is to seek out new funding sources to serve the homeless. Because of CAPMC’s participation on the FMCoC, the City of Madera is included in the service area. A proposal was submitted by Turning Point, Inc. to the FMCoC for $175,000 to provide permanent support housing for chronically homeless men in Madera. The FMCoC accepted the proposal and submitted the request with the FMCoC 2014 consolidated application to HUD. It is anticipated this will be awarded in late 2014.
   b. In 2014, CAPMC plans to collaborate with the members of the Madera County Homeless Coalition to prepare and submit an Emergency Solutions Grant to provide homeless prevention services to help pay for a one-time rent or mortgage assistance for households who are in jeopardy of losing their housing.
   2. Coordinate Madera County Homeless Coalition meetings. Report on activities of the FMCoC meetings to the Homeless Coalition and then report back to the FMCoC on activities of the Coalition.
   3. The FMCoC is a group of homeless service providers who meet monthly to address the needs and share services offered for the homeless in Fresno and Madera Counties. Agencies must be a member of the FMCoC in order to apply for HUD funds to serve the homeless. CAPMC is currently the only active member from Madera on the FMCoC.
   4. Provide outreach, education and information to the community on resources available for homeless people or those at-risk of becoming homeless.

V. The grant’s fiscal year is July 1, 2014 through June 30, 2015.

BOARD ACTION: Approved

- RECOMMENDATION F-16:
  Approve the request for one staff member to attend the Housing First Partners Conference March 10, 1014 through March 14, 2014 in Chicago, Illinois.

SUMMARY:
The Housing First Conference is offering over 100 different workshops to assist agencies in developing HUD’s housing programs. CAPMC would like to offer this professional development opportunity to the Shunammite Place Resident Manager. It was highly recommended by the leadership of the Fresno-Madera Continuum of Care that agencies try to send at least one representative to this conference.

DISCUSSION:
A. The requirement for the position of Child Skills Instructor is greater than the Instructional Aide. The Child Skills Instructor must have a bachelor’s degree and the Instructional Aide only requires a high school diploma. The Child Skills Instructor will take the lead in the absence of the Parent Coordinator when needed.

B. The three year grant to operate the Strengthening Families Program ended. To continue offering the Strengthening Families Program to the community we secured contracts with the Department of Social Services, and Madera County Probation. First Five of Madera County has also provided a verbal commitment to support the program with $18,000 as of July 1, 2014. We have also allocated...
C. The main role of the Child Skills Instructor is to provide the following as outlined in the job description:

- Instruct and coordinate children's programs and activities on a weekly basis.
- Actively interacts with children ages 3-17 in the program by using positive behavior techniques.
- Sets up children's program and activities 30 minutes prior to the start of the program.
- Debrief with the Parent Coordinator, Group Facilitator and other program personnel on a weekly basis.
- Responsible for communicating with participating parents on child's participation in the program.
- Develop creative activities to support program curriculum.
- Cleans up after the program.

The main role of the Instructional Aide is as follow outlined in the job description:

- Provides child care services to infants and toddlers (aged 0-3).
- Supports children with positive interactions and feedbacks.
- Carries out food preparation of snacks.
- Assists children in their personal hygiene (e.g., toileting, hand-washing).
- Works with parents and volunteers in classroom and other program activities.

BOARD ACTION: Approved

**RECOMMENDATION F-18:**
Authorize the Executive Director to sign and submit the Application for the Community Grant Program of the Picayune Rancheria of Chukchansi Indians and the County of Madera.

**SUMMARY:**
The grant funding from the Community Grant Program of the Picayune Rancheria of Chukchansi Indians and the County of Madera is a $1,000,000 grant offered as part of a 10 year agreement offered between the County of Madera and the Rancheria. The grant is offered to non-profit organizations. This will be the seventh year of the program. CAPMC is requesting $49,000.

**DISCUSSION:**
1. The Community Grant Program of The Picayune Rancheria of Chukchansi Indians and the County of Madera applications are due March 1, 2014
2. Services provided through the grant are within the mission of CAPMC.
3. On February 1, 2014, CAPMC entered into a subcontract agreement with the County of Madera to operate the Senior Nutrition Program at the congregate sites of North Fork, Oakhurst, Coarsegold, and Madera Ranchos. The transition of this program to CAPMC did not include start-up funds. Now that CAPMC has assumed the responsibility of the program, we have been able to access the one-time start-up needs that will help bring the program up to CAPMC standards. The requested funds include the following items:
   a. A small 4-door vehicle is needed for office staff to travel between the four sites to provide oversight and guidance. It is very expensive for employees to take their personal vehicles be reimbursed for mileage. CAPMC has a limited number of vehicles and it is not always possible to check out a vehicle for program use. We need to have a vehicle that is designated for the use for Senior Nutrition Program. The vehicle will be stored at the Gill Street office location.
   b. Funds are budgeted at the North Fork site to replace the flooring in the kitchen and dining areas. Funds are also budgeted to either refinish or replace the kitchen cabinets and countertops.
   c. The kitchen cabinets at Oakhurst need to be refinished or replaced. The freezer unit is very old and is not energy efficient. Funds have been budgeted to replace this unit.
   d. Funds are budgeted at the Rancho’s site to replace a 20 year-old Heating and Air conditioning unit.
   e. Funds will also be budgeted at the Coarsegold site. The project will be determined before the application is submitted on March 1, 2014.
   f. Each of the centers offers a variety of programs for seniors that are in addition to the Senior Nutrition Program. It is our pleasure to advocate on their behalf for much needed repairs for their sites.

BOARD ACTION: Approved