The Community Services Department at CAPMC has been busy this year providing numerous services to the community. The staff have truly followed the Mission and Vision of the agency through their dedication and hard work to “help people and change lives.” Below is a list of some of the accomplishments they have achieved:

- Water bill assistance was provided to 198 low-income households who were impacted by the drought.
- CAPMC successfully assumed and implemented the Senior Nutrition Program at Coarsegold, North Fork, Ranchos and Oakhurst. A total of 9160 nutritious meals were provided to seniors age 60 or older. There were no findings on our first fiscal and programmatic monitoring reports from the grantee.
- Wood or Propane funding was provided to 99 low-income households. The fuel was used for cooking and or for heating their homes.
- 1,870 low-income households received energy bill payment assistance to help keep their power turned on.
- 58 low-income households received weatherization services which made their home more energy efficient. We went through 2 weatherization monitoring visits and received good reports on both reviews.
- Four Community Services team members became Certified Enrollment Counselors and CAPMC joined the Covered California efforts to help enroll individuals and families into affordable health care insurance plans.
- Efforts to serve the homeless of Madera County were strengthened. The number of meetings doubled from 2013 to 2014 and attendance at Madera County Homeless Coalition meetings increased by 14% from the 2013 year to the 2014 year. CAPMC hosted the annual Homeless Awareness Day on November 19th at Griffin Hall. Twenty-four agencies attended the event to share with homeless individuals about the services their agency provides. Over 200 people attended the event. CAPMC celebrates with anticipation the new permanent supportive housing project that will be opening in Madera in 2015. The program will be operated by Turning Point. This project has come about because the voice of the Madera County Homeless Coalition is being heard by the Fresno Madera Continuum of Care.
- The Shunammite Place finished off the year well too! Eighty-eight percent (88%) of the participants who were enrolled in the program in 2014 either remained in permanent supportive housing or exited the program to permanent housing. At the end of the year, 54% of the participants maintained or increased their income. Increased income is an important element to becoming self-sufficient.
- The Shunammite Gazette was established as a means to share and celebrate the Shunammite success stories with the participants, CAPMC employees and Board members, elected officials and community partners.

Congratulations to Community Services for a successful year!
CATCHING PEOPLE…

DOING THE RIGHT THING

CHAROL CHAVEZ, VANESSA CERVANTEZ
AND SANDRA CEVASCO, of APP/R&R for
planning & conducting a provider
workshop on behalf of Rosie Gonzales
who was out with an injury.

MATTIE MENDEZ, DONNA TOOLEY AND
MELISA DASILVA, for the success of
another tree for Trees for Charity. The
tree raised $2,800 for Relay for Life.

ANDRIANA POMPA AND ROD CHANEY,
for working during the Thanksgiving
holiday to get payroll out on time.

ZAHIRA HERRERA, for great “out of the
box” ideas and willingness to volunteer
when needed in the Victim Services
department.

DONNA TOOLEY, for her open door
policy and high standards.

FRESNO MIGRANT HEAD START, for
hosting the CAPMC manager meeting in
December and to the “Celebrity Chiefs”
for a delicious breakfast fit for kings and
queens.

LIZ DELANO AND HER STAFF, for a
successful caramel apple sale that raised
$205 for Relay for Life.

ELIZABETH WISNER, for taking the lead
with Madera County Environmental
Health on funds from the State of
California for the installation of water
tanks in homes in Madera County with
dry water wells.

MARK YOUR CALENDAR…

DECEMBER 25, 2014: Christmas Day Observed
BETWEEN DECEMBER 24 AND 31, 2014: 1 Day Winter Hol-
iday

JANUARY 1, 2015: New Year’s Day Observed
JANUARY 19, 2015: Martin Luther King Jr. Day

2015 HOLIDAY SCHEDULE

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>New Year’s Day</td>
<td>Thursday, January 1</td>
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<tr>
<td>Martin Luther King Jr. Day</td>
<td>Monday, January 19</td>
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<tr>
<td>President’s Day</td>
<td>Monday, February 16</td>
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<tr>
<td>Spring Holiday</td>
<td>Friday, April 3</td>
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<tr>
<td>Memorial Day</td>
<td>Monday, May 25</td>
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<tr>
<td>Independence Day Observed</td>
<td>Friday, July 3</td>
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<tr>
<td>Labor Day</td>
<td>Monday, September 7</td>
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<tr>
<td>Columbus Day</td>
<td>Monday, October 12</td>
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<tr>
<td>Veteran’s Day</td>
<td>Wednesday, November 11</td>
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<tr>
<td>Thanksgiving Day</td>
<td>Thursday, November 26</td>
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<tr>
<td>Day after Thanksgiving</td>
<td>Friday, November 27</td>
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<tr>
<td>Christmas Day</td>
<td>Friday, December 25</td>
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<tr>
<td>1 Day Winter Holiday</td>
<td>Between December 24 and 31</td>
</tr>
</tbody>
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S.A.F.E

Staying Accident Free Everyday

2014 Safety Highlights

✓ Mandatory Safety Training Topics
✓ Paycheck safety messages
✓ Safety Awareness Month Activities (poster competitions,
  game pieces, drawings, weekly themes, color wears, Thrive
  Fitness)
✓ 2013 Safety Recognition Plaques for zero injuries
✓ New items for safety store
✓ Safety Committee members received ergonomic training from WC Loss
  Control Specialist.
✓ OSHA Hazard Communication Standards training incorporated to NEO
✓ Install Gill Ave building hallway safety mirrors
✓ Emergency booklets distribution
✓ Designated parking space for the IT vehicle
✓ Fire drills
✓ Safety article game pieces
✓ Experience modification rate reduction

Do you know someone who
wants to enroll in a
Covered California
Health Plan?

The Community Services Department at
CAPMC are providing
enrollment assistance
services for individuals
and families who want to
enroll for health
insurance! Open
enrollment through
February 15, 2015. Call Community
Services today for an appointment at

 Covered California
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AGENCY INFORMATION . . . Here’s the Scoop

NEWS & REMINDERS FROM FISCAL

◆ Your W-2's for 2014 will be mailed by January 31, 2015. If you have moved in the last year and have not notified the Human Resources department with your updated address, please do so ASAP!

◆ Please save your last 2014 pay check stub for tax purposes. If you itemize your deductions the amount of health insurance that you paid that might be deductible is listed as Blue Shield, Kaiser, Kaiser — Low, Dental and Vision. Use the amount(s) from the Ytd column. If there is a C before these items that is the amount you had deducted pretax under the Section 125 plan and that amount is not deductible as an itemized deduction. Your union dues and SDI deductions are also included on the pay check stub.

◆ On your W-2 there are four boxes 12 labeled a through d. Code E, if shown, is the amount you contributed to the 403(B) retirement plan during 2014. This figure also would include any amount the Agency contributed for you in lieu of providing health insurance. Code DD, if shown, is the cost of Agency provided group health plan coverage for 2014. This amount includes the amounts paid by the Agency and you, if any. These codes are listed on the back of W-2 Copy C—For Employee’s Records.

◆ Box 14 is for other items. The Agency reports your SDI deduction in this box. It is planned to include any union dues deductions in this box as well. These deductions will be labeled SDI and Union Dues. Please contact James Chandler in the Fiscal Department at (559)675-5757 with any questions.

Welcome to CAPMC!
New Employees & New Positions

DAVID JAimes
Maintenance — Madera Migrant Head Start

MAGALI GARCIA
Instructional Aide—Madera Head Start

ANELIA CARRILLO
Associate Teacher—Madera Head Start

MARIA LOPEZ
Associate Teacher—Madera Head Start

CHARMAINE PICKENS
Human Resources Generalist

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 Head Start—Los Banos

◆ ADVOCATE III
  Victim Services

◆ ASSOCIATE TEACHER
  Madera Head Start

◆ CENTER DIRECTOR
  Madera Migrant Head Start

◆ INSTRUCTIONAL AIDE
  Madera Head Start

◆ VAN BUS DRIVER
  Community Services—Oakhurst

RELAY FOR LIFE

The 2015 Relay for Life is scheduled for May 2, 2015 at Lions Town and Country Park. Please contact Donna Tooley or Tina Gomez to become a member of the team and support the CAPMC signature program.

Fundraising for the American Cancer Society Relay for Life continues as the agency schedules upcoming events to support the CAPMC campaign:

◆ Trees for Charity—December 6, 2014—$2,800
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

PROGRAMS & PEOPLE...Making a Difference

EMLOYEE SPOTLIGHT
Name: Yolanda Ramirez
Job Title: Master Teacher
How long have you worked for CAPMC? 22 Years
Where were you born and raised? Born in a small town in Oaxaca (Santa Cruz de Bravo) and have lived in Madera for 26 years.
What do you do in your spare time? Spend valuable time with my grandchildren.
Family: Three daughters, one son, and seven grandkids.
Pets: 2 dogs, 1 fish
Favorite Holiday: 4th of July, because it is my son’s birthday.
Favorite Color: Purple
Favorite Movie: Instructions Not Included
Favorite junk food: Pan Dulce
Favorite Vacation Spot: Las Vegas
If you were stuck on a desert island and could only have three things, what would they be? A battery radio, food and water
Greatest Achievement: Gaining experience with the kids and that helping me to become a better person.
Best Advice Ever Given: Always strive for what you want.
A random fun fact about you: I jog when I have time to.
Please include some thoughts about your job, co-workers: I really enjoy my job. I always strive to adapt with the people I work with, and make my goal to have good relationships with parents so they trust us.

Victim Services would like to thank the Coalition for Community Justice for their generous donation of winter coats and blankets for the women and children at the Martha Diaz Shelter.

(Pictured above from left to right: Mark Colley (Outreach Director), Gabriela Espinoza, Graciela Camacho, and Marsi Lopez)

SAFETY GAME PIECE
Due: 1/2/2015—12 noon

NAME:
I.D.#
WORKSITE:
QUESTION: Ice is twice as slippery at 0°F than at 30°F?
ANSWER: TRUE or FALSE

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, Assistant to the Executive Director at: mdasilva@maderacap.org  Phone: (559) 675-5748  Fax: (559) 673-2859
Winter Safety
In cold, wet conditions, common dangers include slips and falls, as well as vehicle accidents. Taking simple precautions can prevent accidents and injuries.

Preventing slips:
- Areas that may become slick and require extra caution include stairs, ramps, tile floors, parking lots and metal parts of equipment.
- Have an excellent snow and ice removal program in place.
- Place non-slip floor mats and caution signs in slippery, high traffic areas.
- Use traction devices that strap onto shoes when conditions require them.
- Use the right shoes. Anti-slip soles are essential. Shoe soles need to have thin cuts, often called siping, that disperse water and grip the ground.

Driving safety:
- Slips can happen when entering and exiting your vehicle, so be cautious. Use a three-point stance when getting in and out of your vehicle. Use a grab-bar or doorframe for stability.
- Be aware that the vehicle itself can lose traction, causing uncontrolled skids.
  - When roads are slick, slow down, leave extra following distance between yourself and other cars and do not make sudden vehicular movements.
  - If you begin to skid, turn the wheel in the direction you want the vehicle to go. Ease your foot off the accelerator, and do not hit the brakes.
- Know the weather conditions you will encounter and plan ahead.
- Inspect your vehicle for proper tires and other winter driving gear.
- Be sure that chains and cold weather gear are on board and ready for use.
- Assume that roads, bridges and exits are icy, and be ready for them.
- Keep lights, windows and mirrors clean. This is especially important in low visibility situations such as darkness, ice or fog.
- If pulling over due to an emergency, increase your visibility to passing traffic. Activate the vehicle’s hazard warning lights, wear your safety vest, set up a warning triangle or flares and assume that ongoing traffic does not see you.

Remember, ice is twice as slippery at 30˚F as at 0˚F.
10 WAYS TO DE-STRESS YOUR WORK DAY

1. **GET A HEAD START** - Leave home 30 minutes earlier than normal. The less rushed you feel in the morning, the less stressed you’ll be for the rest of the day.
2. **BRING SNACKS** - Have a bag of nonperishable snacks on hand (try protein bars, dried fruit and nuts, juice boxes, or pretzels).
3. **GIVE YOURSELF SOME CREDIT** - Praise yourself for doing things well. When you have completed a long term goal, tell yourself out loud what a good job you’ve done.
4. **SCHEDULE 10 MINUTES OF “WORRY TIME.”** - Find a quiet place to think about what is stressing you out. Divide a sheet of paper into three columns: My Worry; Why It Worries Me; Worst Thing That Could Happen. Once you confront the worst-case scenario, and realize that it probably won’t ever happen, you can get back to work with a lightened load.
5. **MANAGER YOUR EMAIL** - Cut back on the time you spend reading and sending emails. Use the rule of three: if you’ve gone back and forth on a topic three times and you still have questions, pick up the phone.
6. **STRETCH** - Important if you have a sedentary job. Try lifting your legs up and stretching them for 30 seconds. This movement reduces the risk of blood clots that can result from sitting too long in one position.
7. **HAVE A PERSEPTIVE REMINDER** - Stress can overpower you at times, but your troubles are smaller than they seem.
8. **PLAN AHEAD** - When work is challenging, devote some of your down time to making a to-do list for next week.
9. **SOCIALIZE WITH COLLEAGUES** - Gather your co-workers to use your collective brain to figure out how to do something better.
10. **REMIND YOURSELF WHY** - Make a display in your office to remind you of your personal life.

10 WAYS TO DE-STRESS AFTER WORK

1. **READ!** - Getting stuck in a good book is a great way to de-stress.
2. **TAKE A (VERY) LONG SHOWER** - A very long, and very warm, shower to unwind.
3. **SWITCH OFF** - Turn off your computer after a long day—at least give Twitter and Facebook a break.
4. **PILATES/YOGA** - Exercise is always a great way to burn off some steam. Try a more relaxing, toning session. I will help you de-stress.
5. **TAKE REGULAR BREAKS** - It will be easier to unwind after work if you remember to take regular breaks during the day.
6. **FRESH AIR** - Most of us spend the majority of our day inside. Try spending some time outside every day. We all need some fresh air after being cooped up all day.
7. **PLAY WITH THE KIDS** - If you are a parent, spend some time relaxing and playing with your kids after work.
8. **TREAT YOURSELF** - Cook something you actually enjoy eating, something that will give you enough energy to face the next day.
9. **LISTEN TO MUSIC** - Find somewhere comfortable, dim the lighting and lose yourself in your favorite music.
10. **A GOOD NIGHT’S SLEEP** - Nothing can be better than a long, deep night’s sleep. You will feel fresher, more energetic and a lot sharper at work the next day.