“The bad news is time flies. The good news is you’re the pilot.” - Michael Altshuler

TUESDAY, DECEMBER 8, 2015 9AM—1PM
***FREE HEALTH SERVICES***
1225 Gill Avenue, Madera, CA 93637

SERVICES OFFERED

By College of Health and Human Services—Fresno State University

- Health Assessments and Referrals
- Diabetes Screening and Education
- Blood Pressure Screening and Education

Informational booths provided by:

- Kaiser Permanente—Coach & On-Line Services, Nutrition, Flu Shots for Kaiser Participants
- Ameritas—Dental and Vision
- MetLife Group—Life/Employee Assistance Program (EAP)
- Aflac—Voluntary Benefits through Aflac
- Gallagher Benefit Services
- Madera County Public Health Department—Re-Think Your Drink, $5 flu shots
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AGENCY INFORMATION... Here’s the Scoop

CATCHING PEOPLE... DOING THE RIGHT THING

WELLNESS DAY COMMITTEE — For their inspiration, creativity and help in making the day special for everyone!
CAPMC BOARD MEMBERS — For their continued commitment to our agency and for those board members who took time out of their busy schedules to participate in the CAPMC Wellness Day!
BILL FRAME — For his diligence in setting up the Twitter feed at the Wellness Conference.
XAI VANG AND RICHARD RAMIREZ — for their assistance at the Wellness Conference.

VACATION LEAVE PAYOUT

POLICY 603-09-01 — VACATION LEAVE ACCRUAL PAYOUT

If an employee has at least 220 hours of vacation time accrued and uses vacation leave as described in Policy 603.01.00, the employee can submit an annual payout request of up to 40 hours to the Fiscal Department by no later than December 4, 2015. For those interested and eligible, the form is available on CAPnet. Please contact Sandra Ramirez at 673-9173 x5756 for more information.

MARK YOUR CALENDAR...

NOVEMBER 26—27, 2015 — Thanksgiving Holiday Observed
DECEMBER 4, 2015 — FREE — “Tell Our Story” workshop. Register with Natalie Brimmer in the Community Services Department.
DECEMBER 8, 2015 — CAPMC Employee Health Fair
DECEMBER 25, 2015 — Christmas Holiday
JANUARY 1, 2016 — New Year’s Holiday

MESSAGE FROM SAFETY COMMITTEE

✓ Save water
✓ Drink plenty of water
✓ Prepare for El Nino
✓ Be alert of your surroundings
✓ Watch the road when driving
✓ Check your residential windows

SAFETY GAME PIECE

Due to the Human Resources Department — 12/4/15 @ noon

What is the most common way to protect your hands?

NAME: _____________________________
I.D. #: _____________________________
WORKSITE: ________________________
**Pumpkins for Pops**

On Sunday, October 25, 2015 Fresno Migrant Head Start hosted a father engagement event at Selma’s Brentlinger Park. The event called Pumpkins for Pops attracted 60 families. The event was a collaboration between Orange Cove, Parlier, Selma and Inez C. Rodriguez Migrant Head Starts. Each center was responsible for putting together a father and child activity. Activities included a maze, bean bag toss, potato sack race and soccer ball kick. Children and fathers were cheered on by other family and FMHS staff in attendance as they participated in activities. Children were given a passport and upon completion of each activity they received a stamp. A beautiful harvest photo booth was assembled where families could capture their memory of the day and claim a pumpkin by showing their completed passport.

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**Welcome to CAPMC!**

**New Employees & New Positions**

- NANCY ORTIZ  
  Madera Head Start/Advocate III
- MARIA AVILA  
  Madera Regional Head Start/Instructional Aide II
- MARITZA MATA  
  Advocate III/Victim Services
- ASHLEY RIVERA  
  Shelter Resident Aide/Victim Services

**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 11/111**  
  Fresno Migrant Head Start
- **ADVOCATE 111**  
  Victim Services
- **ASSOCIATE TEACHER**  
  Fresno Migrant Head Start  
  Madera Head Start
- **DISABILITIES MENTAL HEALTH SPECIALIST**  
  Madera Head Start
- **INSTRUCTIONAL AIDE II/JANITOR**  
  Fresno Migrant Head Start  
  Madera Head Start
- **PARENT SKILLS INSTRUCTOR**  
  Victim Services
- **PROFESSIONAL DEVELOPMENT COACH**  
  Madera Head Start
- **EARLY HEAD START FAMILY FACILITATOR**  
  Madera Head Start

**HUMAN RESOURCES REMINDER**

It is open enrollment time for Section 125 benefits. Don't forget to turn in your paperwork to the HR. office by December 31, 2015 for your 2016 benefits. Please contact Charmaine Pickens at 675-5771 or Irene Yang at 675-5766 if you have any questions.

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**ANNOUNCING CAPMC**

**TWITTER AND FACEBOOK!**

- **Twitter:** Capmadera  
  Maderacap  
  MaderaHeadStart  
  CAPMC-Victim-Services
- **Facebook:**

  - Take a moment to “like” or “follow” us today!
On November 20, 2015, members of the Madera County Homeless Coalition and community members hit the streets to hand out kits to our homeless in the City and County areas of Madera. This act of kindness was brought on in support of November 20th being the 6th Annual Homeless Awareness Day that CAPMC oversees and executes.

The kits distributed included a pair of socks, winter apparel, personal hygiene items, bottled water, a granola bar, and some included a prepared sack lunch. All in all, 200 kits were distributed: Oakhurst received 50 kits, Chowchilla area received 25 kits, and 125 kits were distributed in the City of Madera.

Seeing the joy in some of the homeless that were given a kit made all the difference in the world. Many were in awe and complete surprise that they were given a kit out of kindness and without judgment. Many immediately began eating their lunch, drinking the water, and looking at the goodies in the kits.

I believe we made a difference, even if it was just for the day, in some of the people we encountered. Many were appreciative beyond words; the look in their eyes said it all.

The next volunteer opportunity will be in January with our 2016 Homeless Point-In-Time Count. Stay tuned for more information and details.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

THE SAFETY COMMITTEE PRESENTS

S.A.F.E
Staying Accident Free Everyday

November 2015

HAND PROTECTION IS A GOOD DEAL!

There are a number of hazards your hands encounter every day on the job. Here are a few examples:
- Blades which can cut and amputate fingers or hands.
- Rough surfaces which can scrape the skin.
- Machinery which can pinch or crush fingers.
- Chemicals which can irritate or burn the skin.
- Chemicals which can be absorbed into the body and cause poisoning.
- Heat and cold.
- Electric current which can give you a fatal shock.
- Bio-hazardous materials which can cause disease.
- Repetitive strain and impact which can cause injuries over a long period of time.

There are various ways to protect your hands, and gloves are probably the most common. Because we also wear many different kinds of gloves off the job, it’s easy to take this kind of Personal Protective Equipment for granted.

It is imperative to wear the correct hand protection depending on the hazard; that is, cuts, burns, electric shock, chemicals and others. There are different kinds of gloves designed for special hazards, and your safety supervisor can advise you on which gloves to wear for your particular circumstance.

Examples are:
- Metal mesh gloves to prevent cutting injuries.
- Special rubber gloves for insulation against electricity.
- Leather gloves to protect against splinters and abrasion.
- Synthetic or rubber gloves for protection against certain chemicals.
- Gloves made of materials such as aluminized fabric for protection against extreme temperatures.

Besides gloves, there are finger guards, cuffs, mitts and other kinds of hand protection.

Here are some of the other ways to protect your hands:
- Work with respect around machinery, hand tools and other hazards to avoid hand injuries. You should not wear gloves when working closely with moving machinery because of the danger of becoming entangled. Machine guards should always be kept in place - they are there for your protection.
- Avoid repetitive strain on the tendons and nerves. Some ways to do this are by changing your grip and your wrist position, by using a tool which is designed to prevent injury, or by using a wrist support. You should also rotate tasks to give your hands and wrists a rest.
- Leave your jewelry at home. Rings or watches catch in machinery and cause debilitating crushing injuries, amputations and electrocution.
- Don’t assume your hands are safe just because you have an office job. In the office, your hands are subject to many dangers ranging from slamming your fingers in a file cabinet drawer to amputations from paper cutters. The best defenses you have is the awareness of these and other dangers.

The issue of hand protection is complex and will probably differ with each work circumstance. If you have any questions about how to protect your hands in your own work area, please ask.