As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.”
- John F. Kennedy

A special note of thanks and appreciation to the CAPMC Board of Directors who tirelessly support and advocate for our agency.
Happy Anniversary CAPMC!

DECEMBER 1, 1965

DECEMBER 10, 2015
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AGENCY INFORMATION... Here’s the Scoop

CATCHING PEOPLE... DOING THE RIGHT THING

YOLANDA SHEPARD AND LANETA BRIAN—For their diligence in ensuring agency vehicles are well maintained for the Eastern Madera County Senior Transportation programs!

CAPMC BOARD MEMBERS—For participating in the Spirit of the Holidays voting.

MAINTENANCE STAFF—For setting up tables and chairs for the wellness fair.

MARK YOUR CALENDAR...
DECEMBER 25, 2015—Christmas Day Holiday
BETWEEN DECEMBER 24 AND 31, 2015: 1 Day Winter Holiday
JANUARY 1, 2016—New Year’s Day Holiday
JANUARY 18, 2016—Martin Luther King Jr. Holiday

S.A.F.E
Staying Accident Free Everyday

2015 SAFETY COMMITTEE HIGHLIGHTS
✓ 2014 Safety Recognition Plaques for zero injuries
✓ Distribution of Emergency Preparedness Guidelines and battery-free radios
✓ Experience modification for worker’s compensation insurance was renewed at 0.95.
✓ Fire drills
✓ Level the Chowchilla Center’s playground and the sidewalk and finding proper knives storage method after Loss Control Specialist’s assessed facilities.
✓ New items for safety store
✓ Practical paycheck safety messages
✓ Revision of Safety Bucks Reward Measures
✓ Safety and security information sharing
✓ Safety article game pieces and winners
✓ Safety Awareness Month Activities
✓ Safety Committee members received heat illness prevention training from WC Loss Control Specialist.
✓ On-going fund allocations

MESSAGE FROM SAFETY COMMITTEE
✓ Prepare for El Nino
✓ Be alert of your surroundings
✓ Watch the road when driving
✓ Build your emergency kits
✓ Think and plan ahead of your events
✓ CAPMC is working on security measures for active shooter situations.

Due to the H/R Department—12/31/15 @ noon

(Circle True or False) QUESTION

T / F Preparing an emergency action plan helps all employees to understand the proper procedures for dealing with an active shooter situation and its aftermath.

T / F Training exercises that simulate active shooter situations educate employees about the emergency action plan and reinforce practices that may help save lives.

T / F Take steps to minimize the chances of an active shooter situation. Cultivate a respectful environment in the workplace.

T / F Before an incident, active shooters usually exhibit traits of potentially violent behavior over an extended period of time. Know the warning signs and train employees to be aware of them.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AGENCY INFORMATION . . . Here’s the Scoop

Trees for Charity

December 5, 2015 brought the annual Rotary Trees for Charity event to Hatfield Hall. 12 trees were auctioned off to the highest bidder and proceeds from the sale went to the designated organization. Donna Tooley once again contributed the tree and its trimmings with additional monetary donations coming in at $1,660.00! A special thank you to the following donors:

- Russell K. Ryan
- Seabury Copland
- Berry & Berry
- Pistoresi Ambulance
- M attie M endez
- George’s Auto
- Lee’s Concrete
- Tom Harautenian/Drumrights
- G. T. A uto
- Valley Remnants & Rolls
- J. M iles & Associates
- JBT

The proceeds from the sale of the tree will go towards the CAPMC Relay for Life campaign.

Welcome to CAPMC!
New Employees & New Positions

STEFHANIE MATTHEWS
Madera Head Start/ Food Service Worker
DARLING ZAMORA
Madera Head Start/ Advocate II

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

2016 HOLIDAY SCHEDULE

- New Year’s Day
- Martin Luther King Jr. Day
- President’s Day
- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day Observed
- 1 Day Winter Holiday

- Friday, January 1
- Monday, January 18
- Monday, February 15
- Friday, March 25
- Monday, May 30
- Friday, July 4
- Monday, September 5
- Monday, October 10
- Friday, November 11
- Thursday, November 24
- Friday, November 25
- Monday, December 26

- Between December 23 and 30

Don’t forget:

- It is open enrollment time for Section 125 benefits. Don’t forget to turn in your paperwork to the HR office by 12/31/15 for your 2016 benefits. Any questions contact Charmaine Pickens at (559)675-5771.
- If your address or phone number has changed, please provide any updates to the HR department.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

PROGRAMS & PEOPLE...Making a Difference

EMPLOYEE SPOTLIGHT

Name: Maritza Mercedes Gomez
Job Title: Head Start Program Director
How long have you worked for CAPMC? 26 years
Family: Wonderful husband, step-son, daughter, son, and 5 beautiful grandchildren
What do you do in your spare time? Watch movies or read
Of all people, who would you like to have dinner with and why? Mother Teresa to learn about her and her passion for helping the world’s poor
Favorite Saying: “Do unto others as you would have them do unto you”
Favorite Song: I love all music
Favorite Board Game: Scrabble
Favorite Holiday: Christmas
Favorite Color: Pink
Favorite Movie: Disney Up
Favorite junk food: Chocolate
Favorite TV Show: Criminal Minds
Best Advice Ever Given: “Always believe in yourself.”
Greatest Achievement: Obtaining my BA Degree
Thoughts about your job: I love coming to work and interacting with all the wonderful people I have been blessed to have around me. It’s such a great feeling to know that they share the same passion to serve the children and families of our community.

A Picture Worth A Thousand Words
Jaelyn, former Verdell Head Start student, and niece to our own Joe Arias, delights in the “Frozen” tree purchased during the Spirit of the Holidays tree auction last week. This picture is a reminder to us about the joy of giving during the holidays.

THE SPIRIT OF THE HOLIDAYS!
The Administrative offices joined in a contest for the annual Spirit of the Holidays award. The Board of Directors judged the trees at the December board meeting and the winning tree and owner of the Spirit of the Holiday perpetual trophy was Madera Head Start! A special thank you to everyone that participated. The following day the trees were auctioned off with the $382 total proceeds benefiting Relay for Life.

Welcome
FMHS Family Child Care Home Development / Quality Assurance Specialist

FMHS would like to welcome Ralph Carrillo the newly hired Family Child Care Home Development/Quality Assurance Specialist. Eight years ago Ralph joined our CAPMC agency as a teacher at the Selma center. According to Ralph, when he was hired he thought he would work one season. Little did he know that once he stepped into CAPMC his life would take a different direction. Ralph then became Site Supervisor and managed the Parlier Migrant center as Site Supervisor for five years. As a Site Supervisor Ralph proved to be very committed in providing quality services to families and took the lead to have the Parlier center accredited. Ralph built strong relationships with the staff he supervised and made strong connections with community members and other agencies. Ralph is excited about his new role and FMHS staff believes that Ralph will use the same techniques in building strong relationships with new family Child Care providers and families.

The CAPMC Board of Directors shared in the 50th anniversary celebration with cake! Proclamations were presented by the Madera County Board of Supervisors, The Madera City Council and the Chowchilla City Council. Happy Anniversary!!
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
THE SAFETY COMMITTEE PRESENTS
S.A.F.E
Staying Accident Free Everyday

December 2015

<table>
<thead>
<tr>
<th>Safety Committee Coordinators</th>
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<tbody>
<tr>
<td><strong>Administration</strong></td>
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<tr>
<td>Melisa DaSilva</td>
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<td>673-9173 x 5748</td>
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<tr>
<td><strong>Community Services</strong></td>
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<tr>
<td>Perl Erigio</td>
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<td>673-9173 x 5740</td>
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<td><strong>APP/R &amp; R</strong></td>
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<td>Vianey Barrientos</td>
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<td>Vanessa Cervantez</td>
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<td><strong>Fiscal</strong></td>
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<td>Bill Frame</td>
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<tr>
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<td>Eva Chagolla</td>
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<td>Vanessa Madrigales</td>
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<td><strong>Human Resources:</strong></td>
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<td>Kelly Hanna</td>
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<tr>
<td>Norma Alvarez</td>
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ACTIVE SHOOTER PREPAREDNESS

No workplace is immune to the risks of an active shooter incident. However, there are steps that you can take to assure that your organization is prepared for the worst.

**Emergency Action Plan**
Preventing an emergency action plan helps all employees to understand the proper procedures for dealing with an active shooter situation and its aftermath.

The plan should include:
- Instructions for reporting emergencies to proper authorities and remote locations within the premises.
- Contact information for area hospitals and emergency personnel.
- Evacuation policies and procedures.
- When creating your plan, work with Human Resources and training departments, as well as external resources such as facility owners, property managers, and local law enforcement.

**Training Exercises**
Training exercises that simulate active shooter situations educate employees about the emergency action plan and reinforce practices that may help save lives.

The training regimen should include:
- Exercises to help recognize and react properly to gunfire.
- When to call 911.
- What to do when law enforcement arrives.
- Exercises to develop a “survival mindset.”
- Contact local law enforcement and emergency response agencies if you have any questions about the design or facilitation of training exercises.

**Preventative Measures**
Take steps to minimize the chances of an active shooter situation occurring at your workplace. Cultivate a respectful environment in the workplace.

The responsibilities of organizational and facility management include the following:
- Proper screening and background checks
- Adherence to procedures for reporting violent behavior
- Implementation of access controls throughout the premises
- Distribution of floor plans
- Preparation of crisis kits

**Warning Signs**
Before an incident, active shooters usually exhibit traits of potentially violent behavior over an extended period of time. Know the warning signs and train employees to be aware of them. Employees should report signs of potentially violent behavior to a manager or HR.

Common traits that may be indicative of potentially violent behavior include the following:
- Feelings of depression or withdrawal
- Increased use of drugs or alcohol
- Decreased attention to personal appearance or hygiene habits
- Resistance to policy or procedural changes or disregard of existing organizational policy
- Increased severe mood swings, unprovoked outbursts of anger, or unstable, overemotional reactions
- Increased talk of personal issues, suicide or death, firearms, or violent crimes

Please note that this list is not comprehensive, nor is it to be used as a diagnostic tool.

<table>
<thead>
<tr>
<th>DAYS without INJURY</th>
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<tr>
<td>Offices</td>
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