CAPMC Says *Goodbye* to 2016... and *Hello* to 2017!

**In 2016:**

**Administration**  
Invited Dr. Roberto Dansie as guest speaker to Employee Wellness Day  
Welcomed 2 new Board Members  
By-laws were updated  
Employee Climate Surveys were rolled out  
Completed Organizational Standards review  

**APP/R&R**  
Increased funding  
Comprehensive training of child care providers  
Able to reclassify positions  
Increased enrollments for all three programs (CAPP, C2AP, C3AP)  

**Fiscal/IT**  
Clean audit for period ending June 30, 2016  
Addressed disparity pay for staff  
Managed over $23 million dollars in funding  

**Fresno Migrant Head Start**  
Completed Year One Update of the 2015-2020 Goals and Objectives  
Partnership with the UCLA Health Care Institute  

**Human Resources**  
Completed 38 brand-new hires  
Completed 64 partings  
Completed 10 promotional/lateral changes  
Completed 6 New Employee Orientations  
Transitioned out expired livesan machine  
Updated job descriptions  
Processed countless PAF changes  

**Madera Head Start**  
Received Duration Funding  
Successful Health and Safety monitoring  

**Victim Services**  
Increased funding  
Offered comprehensive trainings to the community and staff  

“You have two hands. One to help yourself, the second to help others.”  
-Unknown
CATCHING PEOPLE...

**DOING THE RIGHT THING**

SONIA TRUJILLO for sharing with APP/R&R a new idea on how to track incoming mail and faxes. This will make all of APP/R&R’s work much easier. Thank you Sonia for sharing your ideas to better the ones of other departments.

STEFANIE SINKS for always being so helpful, especially when prepping for the Board of Directors packet and meetings.

APP/R&R STAFF for coming together to make gift bags for families in need during the Christmas holidays.

KAREN SANCHEZ taking on the role of Family Service Associate III with APP/ R&R and being a great addition to the team.

MARU SANCHEZ for calling Administration to make sure all needed board items were submitted for the board packet correctly and on time.

FISCAL DEPARTMENT & ALL STAFF for helping the agency complete the annual audit with no findings or areas of concern. Way to go everyone!

BOARD MEMBER ROBERT POYTHRESS for helping secure no fees charged on a bank account, as a way to save the Agency monies.

MARK YOUR CALENDAR

JANUARY 20, 2017—Warehouse Sale
JANUARY 24-26—Homeless Point in Time Count
FEBRUARY 2, 2017—Groundhog Day
FEBRUARY 9, 2017—Board of Directors Meeting
FEBRUARY 14, 2017—Valentine’s Day
FEBRUARY 20, 2017—President’s Day

CAPMC Open Positions
Advocate II/III- Fresno Migrant Head Start
Advocate II/III- Madera Head Start
Advocate II/III- Victim Services
Associate Teacher- Fresno Migrant Head Start
Associate Teacher- Madera Head Start
Case Worker- Victim Services
Data Entry Technician- Madera Head Start
Instructional Aide II/Janitor- Fresno Migrant Head Start
Instructional Aide II/Janitor- Madera Head Start
Instructional Aide III/Janitor- Madera Head Start
Janitor- Fresno Migrant Head Start
Specialty Advocate- Victim Services

CAPMC New Hires
Fresno Migrant Head Start has new hires:
✓ **Maria R. Garcia**
  Disabilities/Mental Health Services Content Specialist
✓ **Naomi Guerrero**
  Master Teacher
Fiscal has one new hire:
✓ **Yessenia Casillas**
  Accountant Program Manager

Due to the H/R Department—Friday 1/27/17 at noon.

NAME:________________________
I.D.#:__________________
WORKSITE:____________________

Safety Trivia:
Name one feature that you learned from the Heat Illness Prevention Program (HIPP).
Community Services partners up with the Madera County Food Bank

Thank you to everyone who supported the Christmas Boutique! CAPMC was able to extend Christmas cheer to the Madera Food bank by helping to purchase the stuffing mixes for the Christmas dinner food boxes. The Madera Food bank distributed over 400 food boxes that contained over 60 pounds of food each! CAPMC’s contribution of $375.91 was a small part of helping to bring smiles on the faces of our Madera County neighbors who received the food! Way to go CAPMC!!!

Let Me Tell You About DD...
By Angela Block

On May 2012 Shunammite Place welcomed Lachondra Danielle Randolph, affectionately known as “DD”. DD heard about Shunammite Place from her case manager and pursued applying to the program because she saw Shunammite Place as a safe place. DD shared that during her stay at Shunammite Place, staff and other participants gave her the support and encouragement she needed to achieve her goals. This same support and encouragement helped to not make her feel alone and stay sober. DD reflected on when she first arrived to the program and confessed that when she entered Shunammite Place, she did not feel like a mother. She was also unemployed, felt broken, and needed guidance. January 5, 2017, was DD’s last day at Shunammite Place. During her stay DD regained her relationship with her children, gained employment, became a leader with her peers, and maintained sobriety. Within the past year, DD has gotten promoted twice and is working on her third promotion at her current employment. DD will be moving to an apartment in Fresno to be closer to her family and her children. May this be a lesson to others, to not lose hope and fight for what they believe in, because as DD said, “anything worth having is worth fighting for.”

Holiday Joy Shared with CAPMC Families
Thanks to Valley State Prison for Men in Chowchilla

This past Christmas, the spirit of giving glimmered bright in hearts of the many Valley State Prison staff that generously gave to sixteen CAPMC families. The families received clothing, shoes, Christmas trees and decorations, socks, toys, and much more! Each gift to the family was specially prepared and detailed to the family’s needs and Christmas wishes. Special, warm thanks to the Valley State Prison staff for making this happen!
FRESNO MIGRANT HEAD START CELEBRATES WITH HOLIDAY BANG

Pictured to the Left: FMHS Staff during the last Leadership Training for 2016 titled, “If you give FMHS a Cookie”

Pictured to the Right: The winners of the FMHS Door Decorating Contest. Congratulations Conrad Palacios, Flora Chacon, Olga Moreno, Araceli Anaya, and Maria Garcia! Your door was certainly rooty for the winning!

DON’T MISS OUT!

WAREHOUSE SALE going on Friday January 20, 2017 from 8:30 a.m. to 12:00 p.m.

BUT before you head to the WAREHOUSE SALE...

Stop by the Gill Office breakroom to purchase warm, delicious Champurrado, or Coffee, with yummy Pan Dulce (sweet bread) from APP/R&R.

The sale will be from 8:30 a.m. to 11:00 a.m.

All proceeds to benefit Relay for Life.

Name: Leticia Sandoval
Job Title: Program Technician
How long have you worked for CAPMC? 5 months
Family: I have a 15-month-old baby boy, his name is Maximus but all my family calls him Max. He is my world and more. His dad’s name is Francisco; he is my partner and my best friend. I am the youngest out of six.
Travels: I have not traveled much yet, but I love going to the Beaches, Aquariums, going to watch a Dodgers game, Zoo’s, Amusement Parks and museums; here in California
Pets: I have a nine year old Chihuahua named Le-Chu-Ga. Le for Leticia (me), Chu for Chuya (my older sister’s nickname) and Ga for Gabby (my sister).
Favorite junk food: Hot Cheetos!
Favorite saying: “Difficult roads often lead to beautiful destinations”.
Of all people who would you like to have dinner with and why? Ronda Rousey, she is my definition of a strong woman. She is also someone who has fallen so deep but has had enough courage to get back up no matter how difficult it may be.
Favorite Color: Yellow, like the sunflowers
Favorite Board game: Loteria!
Favorite movie: Finding Nemo! “P. Sherman 42 Wallabe Way Sydney.” I know the movie by memory.
Favorite TV show: The Walking Dead, favorite show since the beginning!
Favorite sports teams: Go Dodgers, Go Dodgers!
A random or fun fact about you: When I was in middle school, I was the main character in a Spanish film in my Broadcasting class. It won the Slick Rock Film Festival for best Foreign Film out of all the Central Valley. The film even came out in Cable, I did not know until my Geometry teacher at the time said, “Leticia I saw your film last night on cable.” I have also appeared in a zombie film in my college film class.

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: Gabriela Salazar, Assistant to the Executive Director at:
gsalazar@maderacap.org  Phone: (559) 675-5748  Fax: (559) 673-2859
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

THE SAFETY COMMITTEE PRESENTS

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S.A.F.E
Staying Accident Free Everyday

SAFETY COMMITTEE

2016 SAFETY HIGHLIGHTS
- Completed the Heat Illness Prevention Program
- Trained Employees on the Revised Heat Illness Prevention Program
- Attended Active Shooter Training Given By Madera Police Department
- Shared Active Shooter Preparedness Plan Video and Materials to Employees
- Enforced No Smoking Law at Work
- Updated Visitor Sign-In/Out System
- Created Building Security and Access Policy
- Distributed Umbrella Bags Stands
- Rolled Out Safety Awareness Month Activities with the Theme – Safeforlife
- Update Safety Buck Engagement / Safety Store Policy
- Created Safety Training Topics and Ideas For 2017
- Formulated Contents Stored In Emergency Backpacks at Each Workstation

2016 LOCATIONS WITHOUT INCIDENTS
The Safety Committee recognizes the following sites for a superior safety record for 2016. Congratulations!
- Madera Head Start – North Fork, Pomona, Rafael Silva, Sunset
- Fresno Head Start – Firebaugh, Five Points, Huron, Selma
- Community Services Senior Meals Program – Coarsegold, Madera Ranchos, North Fork, Oakhurst.
- Community Services Shunammite Place
- Victim Services Bass Lake Office

Let’s work together to make 2017 the safest year thus far!
It will take all of us to make it happen.

DAYS without INJURY
As of 01/13/17
CAPMC:
Office: 13 DAYS
Madera/Mariposa Regional HS: 13 DAYS
Madera Migrant/Seasonal HS: 13 DAYS
Fresno Migrant/Seasonal HS: 13 DAYS
When Winter Brings Us Down…
Coping with Seasonal Depression

During the darker days of winter, more people report feeling depressed and tired. For many, it’s a normal response to less sunlight and returning to ‘reality’ after the hectic holiday season. But for others, it can be a clinical form of depression called Seasonal Affective Disorder, or SAD.

SAD has been attributed to prolonged exposure to cold weather and low sunlight, and symptoms include loss of motivation, irritability, fatigue, changes in appetite or weight, and feelings of hopelessness.

If you or someone you know is struggling with seasonal depression, call or log on for support with:
- Recognizing symptoms
- Identifying potential treatments
- Connecting to local supportive resources
- Remaining active, productive, and focused
- Developing and maintaining social connections

S.A.F.E. – Staying Accident Free Everyday

2017 Holiday Schedule

New Year’s Day Observed
Monday, January 2
Martin Luther King, Jr. Day
Monday, January 16
President’s Day
Monday, February 20
Spring Holiday
Friday, April 14
Memorial Day
Monday, May 29
Independence Day
Tuesday, July 4
Labor Day
Monday, September 4
Columbus Day
Monday, October 9
Veterans’ Day Observed
Friday, November 10
Thanksgiving Day
Thursday, November 23
Day after Thanksgiving
Friday, November 24
Christmas Day
Monday, December 25
1-day Winter Holiday
Between December 24 and 31

Sick-Etiquette For Work

Help keep yourself and fellow co-workers healthy. Follow these tips:
- Telecommute – when possible work from home or simply take a sick day
- Touch No One – avoid hugging, handshaking and play it safe
- Keep a Sickness Arsenal – stock up on items that will prevent and treat symptoms such as sanitizer, disinfecting wipes, etc.
- Avoid Shared Surfaces - do your part and wipe down shared surfaces before and after usage
- Cover Your Mouth Wisely - sneeze into your arm or elbow or use a tissue
- Minimize Coughing - use cough relief medicine or cough drops
Community Services Department
2016 Year End Review

✓ In 2016, there were 479 dry wells reported by households.
✓ In 2016, 155 water tanks were installed by CAPMC for households without water, 17 of those now have resolved their water problem.
✓ In 2016, 218 households were receiving bulk water, 21 of those now have resolved their water problem.
✓ 1986 households applied in 2016 for energy assistance, we were able to assist 1813.
✓ 40 homes received assistance through the Solar PV Program.
✓ 66 homes received new low flow toilets through the Toilet Retro Fit Program.
✓ There were 45 seniors in Madera County on the program and 8 in the City of Chowchilla.
✓ CAPMC oversaw five Senior Nutrition Program sites: Chowchilla, Coarsegold, Oakhurst, North Fork and Rancho Hills. An average of 149 seniors were served meals each month.
✓ Since January 1, 2016, over 10,000 meals were served to seniors.
✓ In 2016, Shunammite Place served 21 chronically homeless women.
✓ 6 Shunammite Place participants exited the program and moved out to permanent housing.
✓ Shunammite Place ranked number one as a renewal project in the Fresno Madera Continuum of Care funding competition.
✓ The Los Amigos Program served 4 chronically homeless men.
✓ The MMHSA Program served 4 men in Madera and 9 people in Chowchilla.
✓ Two new staff members were welcomed: Michelle Sinks at the Chowchilla Senior Nutrition Program Site and Sandra Garcia at the Gill Street office.
✓ 2016 Highlights: The Community Services Department was pleased to announce program expansion into the Chowchilla area in 2016. CAPMC received a new contract to expand the Senior Nutrition Program into Chowchilla. In addition, CAPMC also received a new facility maintenance contract to oversee two housing programs that serve severely mentally ill individuals in Chowchilla and in Madera. This program compliments the services the Community Services provides for homeless people. Lastly, the new Los Amigos Program housing project for homeless men opened in late 2016.

Plans for 2017
✓ Strengthen existing programs.
✓ Expand services for the homeless, especially services for chronically homeless men.
✓ Shunammite Place would like to continue to strive and help the women that enter the program by giving them a chance to help and change their lives.

The Community Services Department is offering free solar systems to qualified low income home owners. We have funds to install solar on 30 more homes. For more information, please call the Community Services Department at (559) 673-9173.
Welcoming the first group of NEO 2017. If you see them in the halls don’t hesitate to say hello.

Looking to get more involved at CAPMC? Here are a couple of ways:
- Join the Relay for Life team
- Organize department celebrations
- Attend a Board of Directors meeting
- Share your team spirit ideas
- Complete Safety Suggestion Forms
- Spend your Safety Bucks, you deserve it!
- Participate in agency fundraisers
- Sign up to volunteer with agency events
- Share stories and pictures for the newsletter
- Go over the Board of Directors packet
- Volunteer for Committees when needed
- Attend Employee Wellness Day

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

Take a moment to “like” or “follow” us today!

“Helping People, Changing Lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.”
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
BOARD ACTION ITEMS...January 2017

The following is a synopsis of the Action Items from the Board of Director’s Meeting on January 12, 2017. If you are interested in seeing any items in more detail, please contact Gabriela Salazar.

- **RECOMMENDATION: F-1**
  Accept the appointment of Robert Poythress to represent the County of Madera Board of Supervisors and Max Rodriguez as alternate on the CAPMC Board of Directors effective January 3, 2017.
  
  **SUMMARY:**
  Representation from the County of Madera Board of Supervisors demonstrates the public official representation of the tri-partite Board of Directors.
  
  **FINANCING:** N/A
  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-2**
  Accept the appointment of Cece Foley Gallegos to represent the Madera City Council and Jose Rodriguez as alternate on the CAPMC Board of Directors effective January 1, 2017 for a two-year term.
  
  **SUMMARY:**
  Representation from the Madera City Council demonstrates the public official representation of the tri-partite Board of Directors.
  
  **FINANCING:** N/A
  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-3**
  Chairperson to appoint one Board member to fill the vacancy on the Finance Committee. (This is an appointment and a vote is not necessary.)
  
  **SUMMARY:**
  There is one vacancy on the Finance Committee for which the Board Chairperson must appoint a current Board member to fill the vacancies.
  
  **FINANCING:** N/A
  **BOARD ACTION:** Cynthia Russell appointed

- **RECOMMENDATION: F-4**
  Chairperson to appoint one Board member to fill the alternate position on the Personnel Committee. (This is an appointment and a vote is not necessary.)
  
  **SUMMARY:**
  There is currently one alternate position on the Personnel Committee for which the Board Chairperson must appoint a current Board member to fill the vacancy.
  
  **FINANCING:** N/A
  **BOARD ACTION:** Cece Foley Gallegos appointed

- **RECOMMENDATION: F-5**
  Review and accept an application from eligible applicants to fill the vacant organization seat in the Fairmead/Chowchilla Target Area on the Board of Directors effective February 1, 2017
  
  **SUMMARY:**
  A vacancy occurred in October 2016 when Caroline Williams, representative for the Fairmead/Chowchilla Target Area, resigned her term on the CAPMC Board of Directors.
  
  **FINANCING:** N/A
  **BOARD ACTION:** Griselda A. Martinez voted as new Board Member

- **RECOMMENDATION: F-6**
  Review and provide staff direction on the proposed recommendations for the Regional and Early Head Start 2017-2018 refunding application.
  
  **SUMMARY:**
  The Regional & Early Head Start program has made significant changes in the last two years to ensure the program maintained its funded enrollment. Below is a summary:
  - In 2015-2016, a reduction in preschool slots was made and the conversion of 42 Early Head Start slots was approved by the Policy Council and Board.
  - In the current, 2016-2017 program year, an additional 10% slot reduction was done bringing the funded enrollment of preschool slots to 289.
  - Office of Head Start also provided the opportunity for programs to apply for funding to extend hours and days of service under the “full day/full year” option. CAPMC did apply and was granted additional funding that will be available for the 2017-2018 program year.
  - The changes have helped in ensuring the program’s funded enrollment and this program year enrollment has not been a major issue. However, with the release of the new Head Start Performance Standards and upcoming requirement that all Head Start programs provide “full day/full year” services, CAPMC needs to consider additional changes to ensure compliance.
  
  **FINANCING:**
  Final approval for the classroom options, calendar and budget will be submitted for Board approval in February.
  
  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-7**
  Review and consider approving the proposed 2017-2018 Days of Operation Calendars for the Madera/Mariposa Regional Head Start Preschool and Early Head Start Program.
  
  **SUMMARY:**
  - CAPMC Head Start Preschool will be providing two program options
  - Part Day Double Session
  - Each session will provide 3.5 hours for 151 service days
  - Single Full Day Session
  - The program will provide 6 hours for 170 service days
  - Madera Early Head Start Program
  - The program will serve 42 infant/toddler and/or expecting mothers from June 15, 2017 through May 31, 2018.
  - The program will provide a home
base option to families.
- An Early Head Start Family Facilitator will provide 1.5-hour home visit on a weekly basis.
- Children/mothers will have opportunity for socialization 24 times during the service period – approximately 2 times a month.
- Program options meet the minimum service day requirements from the Office of Head Start.

**FINANCING:**
Days are included in the Head Start Program Operation Budgets for Preschool and Early Head Start.

**BOARD ACTION:** Approved

- **RECOMMENDATION:** F-8
Review and accept the audit reports and the CAPMC audited financial statements for the year ended June 30, 2016.

**SUMMARY:**
The agency is required to have an independent, single-wide agency audit every year. Randolph Scott & Company, CPA’s completed the audit and prepared the audit reports on the financial statements for the year ended June 30, 2016. The Finance Committee reviewed the financial statements with Randolph Scott at its meeting on January 11, 2017.

**FINANCING:**
The audit cost of $29,500 was budgeted in the Indirect Cost Pool.

**BOARD ACTION:** Approved

- **RECOMMENDATION:** F-9
Authorize the renewal of a line of credit with West America Bank. The line of credit is scheduled to mature on January 31, 2017.

**SUMMARY:**
The agency has maintained a line of credit for many years with West America bank. The current line of credit in the amount of $200,000 will mature January 31, 2017 unless renewed.

**FINANCING:**
There are no plans to utilize the line of credit but only to have in place in case of a cash flow shortage.

**BOARD ACTION:** Approved

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**Welcome to our newest Board of Directors:**

Cece Foley Gallegos, is a Madera City Councilwoman. She has been a member of City Council since June 2016. She serves District 1, and is also Mayor Pro Tem. She is currently employed by Madera Unified School District and has worked as teacher for over 25 years. She is also a previous CAPMC employee, having worked for Madera Migrant Head Start.

Robert Poythress, former Madera City Mayor, is the representative from the Madera County Board of Supervisors to the CAPMC Board. He began his term on the Board of Supervisors on January the 3rd and represents District 3. He has an extensive financial management background, as well as a setting the standard for being a community leader.