Employee Wellness Day

Featuring Dr. Roberto Dansie

November 18, 2016

Agriland Farming Company, Inc.
23400 Road 24
Chowchilla, CA 93610

Morning or Afternoon Sessions Offered!

Morning Session: 8:30 a.m.— 12:00 p.m.
Breakfast will be Served

Afternoon Session: 12:30 p.m.— 4:00 p.m.
Lunch will be Served

To Register for a Session
Please Contact:
Gabriela Salazar
(559) 675-5748
gsalazar@maderacap.org

Special Thanks to Agriland

Please RSVP by:
11/15/2016

Come and be energized by Roberto Dansie, PhD.

Dr. Dansie is a Professional Motivational Speaker, Clinical Psychologist, Author, does Cultural Coaching and is a Cultural Wisdom Scholar.

Please contact Gabriela Salazar at (559) 675-5748 or via gsalazar@maderacap.org to register for either a morning or afternoon session. You don’t want to miss out!
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
AGENCY INFORMATION...Here’s the Scoop

CATCHING PEOPLE...DOING THE RIGHT THING
STEFANIE SINKS & JOAQUIN HERNANDEZ for tracking received immunization records from employees.
KELLY HANNA & JOAQUIN HERNANDEZ for going out to sites to gather immunization records and taking employees’ pictures for new ID badges.
SAFETY COMMITTEE MEMBERS & HR DEPARTMENT STAFF for their dedication for the Safety Awareness Month activities.

MARK YOUR CALENDAR
OCTOBER 28, 2016- CAPMC’s 2nd Annual Health Fair
OCTOBER 31, 2016- Halloween
NOVEMBER 4, 2016- Gill Office Thanksgiving Potluck
NOVEMBER 8, 2016- Election Date
NOVEMBER 11, 2016- Veterans Day
NOVEMBER 18, 2016- Employee Wellness Day
NOVEMBER 24-25, 2016- Thanksgiving Holidays

Who Joined the CAPMC Team?
Selene Silva- Instructional Aide II/Janitor
Kimberly Gutierrez- Instructional Aide II/Janitor
Nallely Arreola- Instructional Aide II/Janitor
Leticia Sandoval- Program Assistant Technician

WELCOME!

Stop by Community Services to Check Out Resources That Support Financial Wellness!

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 2, 2016. For those interested and eligible, the form is available on CAPnet. Please contact Sandra Ramirez at 673-9173 x5756 for more information.

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

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

Due to the H/R Department—Friday 11/04/2016 at noon.

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

Safety Trivia:
What is the purpose of the safety suggestion form?

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

Take a moment to “like” or “follow” us today!
SAFETY MONTH A SUCCESS
Thank you to everyone that participated in CAPMC’s Safety Month for September. The whole month was filled with educational activities, prizes, weekly themes, and a whole lot of fun!

Check Out What We Did!
Thank you to the Firebaugh Migrant Head Start staff for their collaboration in making the Blood Drive/Educational Fair a great success. The event took place at the Maldonado Plaza on September 29, 2016. The Central California Blood Center Mobile Unit was present as well as 15 different agencies to give educational information to the Firebaugh Migrant Head Start parents and community. Thank you, Maria R, Alicia, Maria S, Luz, Silvia, Ana, Alma, Veronica, and Helen for all your hard work.

By Beryl Raviscioni
A huge thank you to all the Victim Services center staff for their hard work in making 2016 Soup Bowl Event a big success. Also thank you to Human Resources, Alternative Payment Program/ Resource & Referral, and Fiscal departments for supporting our event with beautiful raffle baskets, Madera High School South Campus Wrestling Team for assisting us in serving and cleanup. Last but not least thank you to the Maintenance Dept. for helping us setup and cleanup, you guys are awesome….as usual. Together we made this a great event!
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

PROGRAMS & PEOPLE . . .Making a Difference

Name: Maribel Salazar
Job Title: Administrative Aide
How long have you worked for CAPMC? 3 months
Where were you born and raised? Born in Mexico (Cd. Obregon Sonora) and raised in Firebaugh.

What do you do in your spare time? Quality time with my family, cooking together with my girls, and running.

Family: I have 3 children and a boyfriend. My son is 21 years old, and he is going to Fresno City College. My oldest daughter is 17, and the youngest is 16. Both of them attend Kerman High School.

Pets: 2 dogs Tawny and Sasha, and a cat Chris Brown

Favorite junk food: chocolate and diet coke
Favorite saying: “Get it together” and “there are always consequences in life”

Greatest achievement: My Education

Of all people who would you like to have dinner with and why? With someone that can teach me what they know, to inspire me to be successful in life.

Best advice ever given: “you can do it”
Favorite song: Thinking out loud (Ed Sheeran)

Favorite TV show: True Stories
Favorite sports teams/individuals: 49ers
A random or fun fact about you: “I am a happy person and very positive” and I like to sing alone in my car...

I feel very welcomed by the staff at CAPMC. I enjoy the professional relationship with my co-workers. I am passionate about helping families in crisis. I’m very happy to be part of Victim Services, and the CAPMC Family. I love my job.
Hey CAPMC employees, put your fabulous safety ideas to work!

**Why?**
- Because you can provide a concrete tool and to describe your ideas and concerns pertaining to safety at your worksite/center.
- Because you understand the safety needs to improve employees’ moral, productivity and quality of work.
- Because you know how to follow up on safety urgencies.
- Because you help to explore options to enhance current safety measures or practices.
- Because you can recommend changes to enhance current safety measures or practices.

**Where Can I Get The Suggestion Form?**
- You can obtain the Safety Suggestion Forms from worksites (childcare centers, shelters’ office)
- CAPNET (www.madercap.org/intranet) administrative offices (1225 Gill Ave Madera / 4610 W. Jacqueline Ave Fresno)
- Safety Committee members.

**To Whom Do I Turn In My Suggestion Form?**
- You can turn in your safety suggestion forms to your Safety Committee member.

**How Do I Know That My Suggestion Is Being Received?**
Safety Committee members will report what they collect during the monthly safety committee meetings. Each suggestion form will be categorized as follows:
- Thumbs up! Go for it! – Safety Committee accepts the content and will act upon it.
- Thumbs down. Sorry will not work. – Safety Committee rejects the content and no actions will follow.
- We’re checking into it. – Safety Committee intends to explore options of the content and act upon it appropriately.
- Hmm, we need more information. — Safety Committee requests additional information to understand the content of the request.

**What Do I Get When My Idea Is Accepted?**
- One CAPMC safety buck.

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**Safety Suggestion Forms**

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY**

**THE SAFETY COMMITTEE PRESENTS**

**S.A.F.E**

**Staying Accident Free Everyday**

**OCTOBER 2016**

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**Safety Committee Coordinators**

**Administration**
Gabriela Salazar  
673-9173 x 5748

**Community Services**
Perla Erigio  
673-9173 x 5740
Ana Ibanez  
673-9173 x 5747

**APP/R & R**
Vanessa Cervantez  
673-9173 X 575822
Melissa Pacheco  
673-9173 x 5745

**Fiscal**
Susan O’Haro  
673-9173 X 5762
Bill Frame  
673-9173 x 5711

**Fresno Migrant Head Start**
Michael Carroll  
277-8641 x 5831

**Madera Migrant/Seasonal HS**
Nicole Revis  
673-9173 x 5731
Yareny Pumarejo  
665-0291
Joe Arias  
675-5272
Silvia Sandoval  
662-1788

**Human Resources:**
Kelly Hanna  
673-9173 X5767

**Victim Services:**
Beryl Raviscioni  
661-1000 x 5708
Norma Alvarez  
661-1000 x 5804

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**D A Y S w i t h o u t I N J U R Y**

As of 10/24/16

**CAPMC:**
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**Offices: 140 DAYS**

Madera/Mariposa Regional HS: 0 DAYS

Madera Migrant/Seasonal HS: 29 DAYS

Fresno Migrant/Seasonal HS: 10 DAYS
COPING STRATEGIES: WHEN YOU OR YOUR CHILD HAS A CHRONIC CONDITION

Handling the day to day challenges of a chronic illness can be overwhelming. Often those affected with chronic medical conditions struggle with feelings of anger, hopelessness, or devastating sadness. Loved ones may also find the situation difficult and emotionally ache with similar symptoms.

YOU HAVE BEEN DIAGNOSED WITH OR ARE COPING WITH A CHRONIC ILLNESS

Usually, the first reaction is why is this happening to me? Or, what did I do to cause or deserve this? Being diagnosed with a chronic condition is scary, and sometimes you had nothing to do with the cause – it could be genetic or you may have been exposed to something that caused the illness. You may go through a plethora of emotions from anger, sadness, confusion, stress, embarrassment, and fear to depression. All of this is normal.

Not only do you need to work with your doctors on the best course for your health, you also need to invest time in supporting yourself. Here are some suggestions:

- Educate yourself on your condition. Knowledge is power. Learn how to live your best life possible with your condition. If you have questions, make sure you log them and bring them to your next doctor’s appointment. Your doctor is the expert on the condition, but you are the expert on yourself and what is going on with you.
- Research and implement lifestyle changes that will improve your health. Your life and habits may need to change. You may not be able to control your disease, but you can control your diet and exercise.
- Be sure to learn and incorporate into your lifestyle evidence based guidelines for managing your chronic illness (for example, if you have diabetes be sure to schedule foot and eye exams every year).
- Be patient with yourself. Give yourself time to accept the diagnosis, make changes, and embrace the “new you.”
- Find ways to decrease your stress, ex. walking the dog, scheduling a set lunch with a friend every week, or reading a book. If you are overwhelmed, you may need to temporarily or permanently drop some obligations. Do what you can to lighten your load right now.
- If you are still struggling, reach out for help. Surround yourself with compassionate people. Find a support group or call MetLife EAP.

MY CHILD HAS BEEN DIAGNOSED WITH A CHRONIC ILLNESS

- You and your child are probably going through the complete range of emotions. You may even be angry with your spouse, the doctors, or the entire world. That is understandable.
- Tackle the condition head-on. Research and educate yourself on your child’s condition and share age appropriate information with our child. Kids pick up on more than you think from conversations.
- Try to manage your stress so you won’t increase our child’s stress. Stress is contagious that way, and your response will influence your child’s reactions.
- Talk to your child about their feelings and let them ask questions. Their concerns and fears may be completely different from yours. Help your child, as age appropriately as they can, learn how to answer questions about their condition if you aren’t around, for example at school.
- If you have other children, make time for them. They are probably scared and confused too, or may even feel guilty. In all the chaos, be sure to have some one-on-one time with them.
- Find your support team. Your child, you, and other family members will need a strong support system. Reach out to support groups for your child's illness as others who have been down this path may be able to help you. Contact a counselor through MetLife EAP to help your family through this difficult time.

Messages from the Safety Committee:

- Change your windshield wipers
- Clean your gutters
- 20/20/20 – 20 minutes on the monitor / 20 feet distance / 20 seconds away from the monitor to avoid eye deterioration
- Examine your eyes
- Check your hearing
- Attend CAPMC’s 2nd annual Health Fair on October 28, 2016 from 10am to 2pm.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
BOARD ACTION ITEMS... October 2016
The following is a synopsis of the Action Items from the Board of Director’s Meeting on October 13, 2016. If you are interested in seeing any items in more detail, please contact Gabriela Salazar.

- **RECOMMENDATION: F-1**
  Review the summary of the 2016 Head Start Performance Standards.
  **FINANCING:** Minimal
  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-2**
  Review and consider approving the Madera/Merced Migrant/Seasonal Head Start 2017-2018 Community Assessment Update.
  **SUMMARY:** In accordance with the Head Start Performance Standards and Other Regulations (45 CFR 1304.51(a) (1)(i-iii) and 45 CFR 13-5.3) the Madera/Merced Migrant/Seasonal Head Start program is required to complete a Community Assessment every three years with review and updates in the intervening years.
  The process of conducting a Community Assessment involves the identification of key participants such as the Policy Committee, parents and agency staff. The participants will be involved in the Community Assessment process; planning, consultation, review and approval. Policy Committee members will provide input during center meetings. The policy committee and parents are involved in the collection, interpretation, analysis and evaluation process.
  **FINANCING:** Minimal

- **RECOMMENDATION: F-3**
  Review and consider approving the results of the 2016-2017 Madera/Merced Migrant/Seasonal Head Start Program Evaluation.
  **SUMMARY:** Stanislaus County Office of Education (SCOE), Central CA Migrant Seasonal Head Start has implemented a new process for the Grantee monitoring system to ensure their Delegates remain compliant with Office of Head Start Performance and Regulations. The new process includes On-Site Monitoring, Program Audit, Electronic Monitoring and Program Evaluation.
  **FINANCING:** Minimal
  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-4**
  2017-2018 Madera/Merced Migrant/Seasonal Head Start funding Grant Budget to serve Madera and Merced County Migrant/Seasonal Children and Families
  **SUMMARY:** On September 20, 2016 CAPMC received our annual Funding Guidance Letter from Central California Migrant/Seasonal Head Start to submit of the following budgets by October 5, 2016:
  - Basic Funds $4,636,635
  - T/TA Funds $31,845
  - Non-Federal Share $1,167,120
  - Total Allocation $5,835,600
  - Total $4,668,480 and $1,167,120
  **FINANCING:**
  - Minimal
  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-5**
  Review and consider approving the 2016 Eastern Madera County Transportation Customer Satisfaction Survey Results.
  **SUMMARY:** The Eastern Madera County Transportation program conducted a customer satisfaction survey in 2016 to gather information from the senior population in Eastern Madera County who ride the senior bus and the medical escort van. The survey gathered data about the services that are provided which gives us an opportunity to see where improvement needs to be made. The survey is a useful tool in establishing program priorities and in evaluating current practices. The results of the 2016 survey include a graph shown on the next page.
  **FINANCING:** N/A
  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-6**
  The 2016 Equal Employment Opportunity Report (EEO-1) is provided for the Board to understand the employee compositions of the Agency.
  **SUMMARY:** The EEO-1 report was submitted electronically to Equal Employment Opportunity Commission, and the submitted data was based on September 16, 2016 payroll covering the period from August 28, 2016 to September 10, 2016. 328 employees were identified. The breakdowns are 92.0% female and 8.0% male; 82.6% Hispanic/Latino, 14.1% White, 2.1% Black/African American, 0.9% Asian, and 0.3% for Two or more races.
  **FINANCING:** None
  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-7**
  Approve the health insurance plan options that will become effective January 1, 2017 and the employer contribution threshold at $485.00 for medical and $50.08 for dental/vision/life insurances per employee per month.
  **SUMMARY:** Effective January 1, 2017, the Agency will continue offering two medical plans for employees with the option of children coverage, and they are: Kaiser HMO High Plan and Kaiser HMO Low plan. The Agency will offer dental/vision/life insurance plans for employees with the option of spousal and children coverage. Dental coverage is self-funded under Ameritas, vision coverage is fully insured under Eyemed, and life coverage is under 2nd term with MetLife.
  **FINANCING:** Some increase; the Agency’s contribution changes to $485.00 per employee per month for medical coverage, and employee only coverage for dental/vision/life will increase from $49.12 to $50.08. Employees will be responsible for the additional premiums when applicable.
  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-8**
  Review the job description for Transitional Housing Case Worker of the Victim Services Department and make recommendation to the Board to approve the creation and the salary schedule at Range 20 ($16.80 - $20.47 per hour).
  **SUMMARY:** The position is created to meet the transitional housing grant that was awarded to Victim Services Department in July 2016. The grant is a two-years term and submit application
for future grant after the two-years term. Primary responsibilities include providing residential and non-residential domestic violence and human trafficking clients with direct case services.

**FINANCING:**
$34,944.00 – $42,577.60 is the annual salary range and $6,109.44 is the health insurance benefit cost per position; the position will be funded covered by the Victim Services Transitional Housing Grant.

**BOARD ACTION:** Approved

**RECOOMENDATION: F-9**
Review and consider approving the discretionary employer contribution in the amount of $324,747.28 for the plan year ended December 31, 2015.

**SUMMARY:** The $324,747.28 reflects the calculation of the 4% employer contribution for the period January 1, 2015 through December 31, 2015. The employer contribution will be deposited with VOYA Life and Annuity Company, our plan custodian, by October 17, 2016.

**FINANCING:** The discretionary contribution was budgeted in all of the applicable funds.

**BOARD ACTION:** Approved with corrections

**RECOOMENDATION: F-10**
Review and accept the nominations made by the Nominating Committee for the Board of Directors.

**SUMMARY:** Nominating Committee met on September 16, 2016 and prepared a slate of nominations. Nominations are as follows:
- Chairperson: Dennis Haworth, Public Official
- Vice Chairperson: Dennis Smith, Private Official
- Secretary/Treasurer: Ruth Carral, Target Area Official
- Executive Committee: Miguel Gonzalez, Public Official
- Kathy Lopes, Private Sector
- Caroline Williams, Target Area Official

**Meet our Board of Directors**

**Public Officials**
- Kelly Woodard, Social Services Director
- Dr. Laura Tanner McBrien, Madera Unified School District
- Rick Farinelli, Madera County Board of Supervisors
- Donald Holley, Madera City Council
- Dennis Haworth, Chairman City of Chowchilla

**Private Sector**
- Dennis Smith, Vice Chairman Madera Chamber of Commerce
- Maria Barajas, Policy Council for Regional Head Start
- Emlen Miles-Mattingly, Fiscal Management/Accounting
- Eric LiCalsi, Legal Expertise
- Kathy Lopes, Early Childhood Education and Development

**Target Areas**
- Cynthia Russell, Central Madera/Alpha
- Tyson Pogue, Eastern Madera County
- Ruth Carral, Secretary/ Treasurer Eastside/Parksdale
- Vacant Fairmead/Chowchilla
- Pat Marquardt, Monroe/Washington