It’s that time again! Get ready everyone because CAPMC is looking for your feedback in the upcoming 2016 Employee Climate Survey. All centers and sites will have the opportunity to complete a survey where different satisfaction questions will be asked.

This is your time to share your thoughts and comments about CAPMC! The Employee Climate Survey Committee has been hard at work updating the survey questions as well as planning for the distribution of the survey. This year the Committee is looking at distributing hard copies of the survey to Madera Migrant and Regional sites. Fresno Migrant Head Start sites will also receive a hard copy, while the Fresno office would be receiving an electronic version. The Committee is looking at having hard copies distributed for all other sites, as well as having a “Survey Day” at Gill office. The Committee is planning to distribute and collect all surveys during the upcoming month of October.

The Employee Climate Survey provides necessary information regarding your satisfaction of the agency. The survey also provides a measurement for many of the Objectives in our agency’s strategic plan—CAPQuest. CAPMC is excited to hear from all of you and would like to encourage everyone to take the time to complete a survey. The survey is not mandatory, but hearing from you is the agency’s priority so that CAPMC can continue to make improvements where needed. CAPMC’s goal includes being recognized as an Agency of Excellence.

Inside this issue you will find the results of the 2014 Employee Climate Survey.

Stay tuned, more information to come!
**CATCHING PEOPLE...**

**DOING THE RIGHT THING**

HR TEAM: CHARMAINE, JOAQUIN, KELLY, STEFANIE for their abundant efforts to the Safety Awareness Month activities, the upcoming immunization records tracking and follow-up maintenances, and the work for creating and issuing new ID badges to employees.

XAI VANG for taking the lead with the new live scan machine and helping with the new ID badge design.

DONNA TOOLEY, SANDRA RAMIREZ & FISCAL DEPT. for being recognized throughout the Madera Migrant Head Start Self-Assessment for their good job. Thank you Fiscal for keeping us out of trouble!

MAINTENANCE CREW: JOE, GINO, DAVID, & JOHN for assisting in the Self-Assessment and securing there were no findings in the Health and Safety area.

**Messages from Human Resources:**

1) New ID badges will be issued.
2) EE may take new pictures for their new ID badges.
3) Please attend the picture day reserved for your department for the ID badges.
4) Immunization Records are due now from employees working at MHS, FHS, HR, Administration and Fiscal.
5) Plan to attend the 2nd Annual Health Fair on 10/28/16 from 10am-2pm @ Gill Avenue.
6) Final 2016 New Employee Orientation (NEO) will be on 11/16 – 11/18/16.

**MARK YOUR CALENDAR...**

SEPTEMBER IS SAFETY AWARENESS MONTH
SEPTEMBER 22, 2016— First Day of Autumn

OCTOBER IS DOMESTIC VIOLENCE AWARENESS MONTH

OCTOBER IS NATIONAL ENERGY AWARENESS MONTH

OCTOBER IS HEAD START AWARENESS MONTH

OCTOBER 10, 2016— Columbus Day

OCTOBER 14, 2016— Soup Bowl

OCTOBER 28, 2016— CAPMC’s 2nd Annual Health Fair

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**Community Services Takes Back the Night!**

By Ariana Gomez

On August 2016, Shunammite Place took action in coming together to make a stand against crime and promote police-community partnerships to make our neighborhoods safer. Shunammite Place Participants and Community Services Staff kicked off the event by attending the “Take Back the Night” ceremony at the Madera County Courthouse Park where emergency responders were gathered along with our mayor Robert Poythress and U.S. Rep. Jim Costa.

We enjoyed the music and hearing their speeches.

After the ceremony, back at Shunammite Place, we had an ice-cream social. Shunammite Place Participants and Staff met most of our neighbors, a lot of them being children. The children got to enjoy a delicious root-beer float while we made contact with their parents, we introduced ourselves to them, and let them know what Shunammite Place is all about. All the families and children enjoyed the event, and together as a neighborhood we made a statement to make our neighborhood safer.

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Get your raffle tickets!

APP/R&R is selling tickets for the California Child Care Resource & Referral Network Joint Annual Conference. Grand prize worth a total value of $1000 & there are 40 other prizes!!!

Tickets are only a $1.00 donation. Drawing will take place on 10/19/16, at the Double Tree by Hilton Hotel Sacramento, Ca. Need NOT be present to win.

Tickets available until October 18th, 2016. If you would like to purchase tickets, contact

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Facebook: Maderacap
MaderaHeadStart
CAPMC-Victim-Services
Twitter: Capmadera
Back to School Open House
By Alejandra Gonzalez

On August 04, the Staff of Inez C. Rodríguez Migrant Head Start went beyond their way to prepare, invite and welcome parents to their Back to School open house! Staff planned fun and educational parent-child appropriate activities. From showing parents and the children Yoga moves, books, puzzles to the cleaning products that are used at our center. Parent were welcomed by Center Director Angélica Morán and advocate Dianne Díaz. Then parents went into each of the classrooms to participate and enjoy the activities that teachers had specially planned for them and their children! "It was a fun learning experience" first time enrolled parents said.

We the Staff of Inez C. Rodríguez Migrant Head Start were happy to see that our parents and children not only enjoyed the activities they did, but that they get to enjoy themselves as family and learned something new that day! We are Inez C. Rodríguez "Fresnoabuluosus"!

15th Annual Soup Bowl Event

When: Friday October 14, 2016
Time: 11:30 am to 1:00 pm
Where: United Methodist Church, 500 Sunset Ave. Madera, CA 93637

Tickets are only $15.00 each. Contact Victim Services at (559) 661-1000 for more information.

“I lived in a home with domestic violence. Within the last couple of years I realized that my past was not supposed to hinder me. It was only to build my character, allowing me to help other kids that may go through what I experienced.”

Look at What We Did

Our latest Warehouse Sale fundraiser drew in $1140.00. Proceeds went to Relay for Life. Thank you to all that came out and purchased items! Thank you to our maintenance staff Gino, Joe, and David that assisted in loading items to vehicles. Special thanks to Mattie for making this fundraiser another successful one!
What do you do in your spare time? Enjoy going for walks with the family and our dog “Dash”.

Family: Husband of 12 years and 2 sons (Leonardo, Lorenzo) and 1 daughter (Lauren).

Travels: Mexico City, Reno, Las Vegas, and all over California.

Pets: Female Pitbull named Dash.

Favorite saying: “If it’s not nice, don’t say it at all.”

Of all people, who would you like to have dinner with and why?: My dad who passed away when I was 19 years old. I want to see and hear him again.

Best advice ever given: Treat others as you want them to treat you.

Favorite Color: All shades of purple.

Favorite Board game: No board games – enjoy playing Jenga.

Favorite movie: The Notebook

Favorite song: I like Dr. Dre, Snoop, and Ice Cube songs.

Favorite TV show: Real Housewives of Orange County – reality TV junkie.

Favorite holiday: Thanksgiving. I enjoy cooking and hosting at my house.

Favorite sports teams: Lakers (Kobe Bryant fan) and the San Francisco 49ers.

Favorite vacation spot: Any ocean view or beach, enjoying my kids in the water or building sand castles.

A random or fun fact about you: I have a fun sarcastic sense of humor when I get together with family and friends.

Please include some thoughts about your job, co-workers or the families you work with: I love my job! I enjoy seeing the children on daily basis. Also through the many years with the Agency, I have made many close friends that I can count on.
Kitchen Safety– Knives

When handling knives, box cutters, or machines and tools with blades, take care to protect yourself from cuts. Cuts from knives may occur as a result of improper handling, improper storage, or the accidental dropping of knives. To prevent injury, apply the following approaches.

**Planning:**
- **✓** Assess tasks to identify the potential hazards and appropriate personal protective equipment (PPE).
- **✓** Require employees to use appropriate controls and hand protection when exposed to hazards such as cuts and lacerations.
- **✓** Review any hazards and needed controls for wearing gloves around machinery if there is a risk that gloves may be pulled into the machinery.
- **✓** Equip newly purchased knives and cleavers with blade guards or knuckle guards that protect the hand from slipping onto the blade.
- **✓** Allow only experienced, trained and authorized employees to handle and sharpen blades.

**Proper usage:**
- **✓** Wear cut-resistant gloves to minimize cut hazards when handling sharp items.
- **✓** Cut away from the body.
- **✓** Keep fingers and knuckles away from the blade. Assure that hands are out of the path of travel.
- **✓** Keep the tip pointed down to your side.
- **✓** Keep the cutting edge angled slightly away from the body.
- **✓** Do not try to catch a falling knife.
- **✓** Stay focused while cutting. Do not talk with other employees while using a knife or sharp item. When interrupted, stop working.
- **✓** Use a knife only for its intended purpose, and use the appropriate knife for the cutting job.
- **✓** When handing a knife or sharp item to someone, place it down on a clean surface, and let the other person pick it up.

**Storage:**
- **✓** Do not store knives or sharp items where they could be accidently bumped, such as near the edges of work tables.
- **✓** Store knives, saws, and sharp items in a designated storage area when not in use. Do not store the blades with the cutting edge exposed.

**Blade care:**
- **✓** Keep knives and blades sharp. Dull blades require more force, and they are more likely to slip under higher force, presenting a risk of laceration.
- **✓** Immediately clean knives after each use or place them in a dishwasher or a dishpan labeled “for knives only.”
- **✓** Do not store knives and sharp objects in a sink between periods of use.
Learn More About COPD

6.3% of U.S. Adults Report Having COPD
More than 15 million adults may be living with COPD and millions more may be unaware they have it. Learn the risk factors associated with COPD and the level of disease burden in your state.

Chronic obstructive pulmonary disease (COPD) is the name for a set of conditions, including emphysema and chronic bronchitis that limit air flow and cause breathing difficulties. Chronic lower respiratory disease, primarily COPD, is the third leading cause of death in the United States. Approximately 15 million Americans report having a COPD diagnosis and millions more may not even realize they have it.

What Causes COPD?
Tobacco use is the main cause of COPD in the United States, but air pollutants at home (such as secondhand smoke) and at work (such as dusts, gases, and fumes), and genetics can also cause COPD.

Symptoms of COPD
Chronic cough (known also as smoker’s cough).
Chronic phlegm production.
Shortness of breath while doing things you used to be able to do.
Not being able to take a deep breath.
Wheezing.

Who Reports a COPD Diagnosis?
✔ The following groups were more likely to report COPD:
✔ People aged 65-74 years.
✔ Non-Hispanic whites.
✔ Women.
✔ Individuals who were unemployed, retired, or unable to work.
✔ Individuals with less than a high school education.
✔ People with lower incomes.
✔ Individuals who were divorced, widowed, or separated.
✔ Current or former smokers.
✔ Those with a history of asthma.

Preventing and Treating COPD
For current smokers, smoking cessation is essential for preventing and managing COPD. Eliminating exposure to tobacco smoke and other environmental pollutants also is important. While there is no cure for COPD, treatment is available to manage the symptoms that are caused by COPD and improve quality of life. Treatment options include medication (such as inhalers), pulmonary rehabilitation, physical activity training, and oxygen treatment. For more information about COPD and its treatment, please visit our COPD Web site http://www.cdc.gov/copd/index.html.

Metlifeeap.com

Messages from the Safety Committee:
1) Play weekly safety game pieces.
2) Visit CAPnet to learn about the weekly Safety Awareness Month themes.
3) Weatherize your home to prepare for winter months.
4) Use the umbrella bags from the provided umbrella stands.
5) Keep yourself hydrated while hiking.
6) Be alert on the surge of mail fraud.
programmatic compliance. The Monitoring compliance. They reviewed documentation to
LIWP operations to ensure program
LIWP, Energy Assistance Program (LIHEAP and the
summarization of the Low Income Home
Development (CSD) conducted an on
SUMMARY:
August 22, 2016.
Community Action Partnership of Madera
County’s Corrective Action Plan dated
September 7, 2016.

SUMMARY:
Prepared budget revision for Non-Federal Share to update Rent, State Collaboration and Volunteer amounts required by Grantee.

DISCUSSION:
Non-Personnel - Rent appraisals updated 6h Other category:
• Stanislaus County Office of Education combined all delegate site properties in aProperty Survey and Rental Analysis conducted by Paddock Appraisal Services.
• Property appraisal less federal paid structure and annual rent equals Non-Federal Share for Rent.
• Total decrease of $67,804
Non-Personnel - State Collaboration update 6h Other category:
• An increase in California Migrant Child Care Program (State Migrant CMIG/CMSS) contract created an increase of $120,084 of State Collaboration Non-Federal Share.
Personnel: Parent Volunteer updated 6h Other category:
• The net change in non-personnel is an increase of $52,280.
• Less is required for Parent Volunteer therefore is decrease by $52,280.
The NARS 2016 Budget Revision will be presented at the Policy Committee meeting on September 7, 2016.
FINANCING: None
BOARD ACTION: Approved

RECOMMENDATION: F-2
Review the results of the 2016 LIHEAP Monitoring Report dated July 14, 2016 and Community Action Partnership of Madera County’s Corrective Action Plan dated August 22, 2016.—Informational Only
SUMMARY:
The Department of Community Services and Development (CSD) conducted an on-site monitoring visit of the Low Income Home Energy Assistance Program (LIHEAP) and the Low Income Weatherization Program (LIWP) the week of March 14 – 18, 2016. There was one finding regarding the Emergency Crisis Intervention Program (ECIP).
DISCUSSION:
1. Two representatives from CSD conducted a thorough review of CAPMC’s LIHEAP and LIWP operations to ensure program compliance. They reviewed documentation to ensure administrative, financial and programmatic compliance. The Monitoring Report indicated there was 1 finding that needed to be addressed by CAPMC.
2. The finding related to the ECIP program. The contract requires that agencies must complete mitigation of the emergency within 48 hours for life threatening emergencies and within 48 hours for non-life threatening emergencies. This is accomplished by providing a portable heater or portable fan depending on whether the emergency is a heating or cooling related. CAPMC’s files lacked the documentation that verified the issues had been mitigated within the required timelines.
3. For your review, a copy of the monitoring report and CAPMC’s response that outlines the steps that have been taken to strengthen the program and ensure program compliance.
FINANCING: None

RECOMMENDATION: F-3
Authorize the Executive Director to submit the 2016-2017 Heffernan Foundation Mini Grant Application on behalf of the Community Action Partnership of Madera County (CAPMC) Board of Directors.
SUMMARY:
CAPMC will apply for funding to support the Los Amigos Men’s Shelter that is funded by the Community Services Block Grant Targeted Initiatives Project.
DISCUSSION:
1. The Heffernan Foundation’s mission is to grant funding to nonprofits that provide direct support and services to our local communities in the areas of shelter, food, education and preservation of the environment.
2. CAPMC plans to apply for the Heffernan Grant funding for the purpose of supporting the new Los Amigos Men’s Housing Project. The Los Amigos Men’s Home will be housed in Chowchilla. Two apartments will be rented from the Madera Housing Authority to provide shared housing for 4 chronically homeless men. Each two-bedroom unit will house 2 men. Part of the funds will be used to help pay for the cost of furnishings and household supplies that are needed. The other half of the funds will be used to assist with rent support once the CSBG funding ends.
3. The Targeted Initiative Program Funding is a one-time grant that is designed to help agencies expand or develop additional programs to serve the homeless.
4. Two apartments will be rented form the Madera Housing Authority, located at the Los Amigos Apartments in Chowchilla.
5. CAPMC will provide safe, supportive housing for at least 3 of 4 chronically homeless men with disabilities. Part of the funds will be used to help pay for the cost of furnishings and household supplies that are needed.
6. The Heffernan Foundation is due by September 15, 2016.
FINANCING: $17,000
BOARD ACTION: Approved

RECOMMENDATION: F-4
Ratify the 2016 CSBG Targeted Initiative Application with the Department of Community Services & Development (CSD) on behalf of the Board of Directors.
SUMMARY:
CAPMC will receive $17,000 in discretionary funds. The contract term is June 15, 2016 – December 31, 2016. The funding is provided under three categories: Capacity Building, Homelessness, and Earned Income Tax Credit. CAPMC has chosen to use the funds in Homelessness.
DISCUSSION:
1. The Targeted Initiative Program Funding is a one-time grant that is designed to help agencies expand or develop additional programs to serve the homeless. The Los Amigos Men’s Home is a start, but much more assistance is needed.
2. Two apartments will be rented form the Madera Housing Authority, located at the Los Amigos Apartments in Chowchilla.
3. CAPMC will provide safe, supportive housing for at least 3 of 4 chronically homeless men with disabilities. Part of the funds will be used to help pay for the cost of furnishings and household supplies that are needed.
4. CAPMC will provide the security deposit and/or first month rent for those that cannot obtain the monies needed to secure housing. The Heffernan Foundation is due by September 15, 2016.
5. CAPMC received information from CSD, that CAPMC will receive additional funding and the contract will be extended. The amount and extended date is unknown at this time.
FINANCING: $17,000
BOARD ACTION: Approved
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

BOARD ACTION ITEMS . . . August 2016

The following is a synopsis of the Action Items from the Board of Director’s Meeting on September 08, 2016. If you are interested in seeing any items in more detail, please contact Gabriela Salazar.

• RECOMMENDATION: F-5
  Approve the resolution to authorize the Executive Director to sign and submit the 2017 Low-Income Home Energy Assistance Program Contract with the Department of Community Services & Development (CSD) and enter into a sub-recipent agreement for weatherization services with the Merced County Community Action Agency.

SUMMARY:
The 2017 LIHEAP contract term is October 1, 2016 – December 31, 2017.

DISCUSSION:
1. The LIHEAP program assists clients with paying utilities bills, or to purchase firewood, propane or heating oil.
2. Program participants must meet an income guideline and fall into the HEAP priority plan in order to receive assistance. The income guideline is based on 60% of the State’s median income level.
3. CAPMC plans to subcontract the Weatherization program to Merced County Community Action Agency.
4. The attached resolution represents the first allocation of the funding. We normally receive a few contract amendments during the year and we usually don’t know what the final award will be until we receive the final amendment. As of August 29, 2016, the 2017 Contract Package has not arrived. When it does, the budget will be developed and brought back to the Board at a future meeting for review and approval.
5. LIHEAP Weatherization funds are used to offset the cost that are not funded by the Low Income Weatherization Program (LIWP).
   CAPMC will be out of the 2016 Weatherization funds soon, and to ensure that the LIWP production goals are met, we will need to start the 2017 Weatherization Program in October. To help stretch the HEAP, Fast Track and Wood Propane and Oil funds, this program will be started in late December or early January 2017.

FINANCING:
The total contract dollar amount for the program year 2017 is $352,135 for HEAP and FASTRAK and $157,283 for Assurance 16 and Administration and $95,515 for Weatherization. The total allocation is $604,933.

BOARD ACTION: Approved

• RECOMMENDATION: F-6
  Elect a Nominating Committee to prepare a slate of nominations for Board Officers, the Executive Committee, the Finance Committee, and the Personnel Committee.

SUMMARY:
As stated in the Community Action Partnership of Madera County By-laws, a Nominating Committee must be elected to select the nominees for Board Officers (Chairperson, Vice Chairperson and Secretary/Treasurer), the Executive Committee the Finance Committee, and the Personnel Committee to be elected at the October meeting.

DISCUSSION:
A. The election of the Nominating Committee should follow the guidance stated in Section 10 of the Agency By-laws: Section 10.3. Nominating Committee.
   The Nominating Committee shall consist of six Directors, nominated and elected no later than the September Board meeting of every even-numbered year by the Board. The Committee Chairperson shall be appointed by the Board Chairperson from among the six Directors.
   A Nominating Committee meeting will be scheduled two weeks prior to the October Board Meeting.
B. The selection of Officers shall follow the guidance stated in Section 9.2. Selection of Officers of the Agency’s By-laws:
   9.2. Selection of Officers.
   Officers shall be elected by the majority vote of the Board for a two-year term. These elections will take place in October of every even-numbered year. An officer may serve a maximum of four consecutive years in the same position. A Director may serve the same officer position again after 2 years of not serving in that officer position.
   Notwithstanding the foregoing, any officer may be removed with or without cause by the Board at any time.
   The Secretary/Treasurer is eligible to serve one more term in their position. The nominating committee can choose to nominate them to serve another two-year term or replace them. The newly elected Chairperson, Vice Chairperson, and Secretary/Treasurer will serve until October 2016.
   Alternates may not serve as officers of the Board.
C. The composition of the Executive Committee shall be as provided in the Agency’s By-laws, Section 10.1. Executive Committee:
   10.2. Executive Committee.
   The Executive Committee shall be composed of the Board Officers and three other Directors who are elected in October of every even-numbered year by the Board. There will be no limit on the number of terms served by non-officers on the Executive Committee.
   The Executive Committee shall include one-third public officials, one-third low-income sector, and one-third private sector.
   Since the officers comprise 50% of the Executive Committee, the slate of nominations must be one-third public officials, one-third low-income sector, and one-third private sector.
D. The composition of the Finance Committee shall be provided in the Agency By-laws, Section 10.4. Finance Committee: 10.4. Finance Committee.
   The Finance Committee shall consist of four Directors appointed by the Chairperson at the October Board meeting of every even-numbered year. One member of the Finance Committee must be a member of the Madera County Board of Supervisors and one member must have finance or banking background. If there is no such individual on the Board that has the requisite background, the Agency may retain a consultant to serve in the committee.
E. The composition of the Personnel Committee shall be provided in the Agency By-laws, Section 10.5. Personnel Committee:
   10.5. Personnel Committee
   The Personnel Committee shall consist of three Directors. A maximum of three directors may also be appointed to the Committee as alternates.

FINANCING: None

BOARD ACTION: Approved

Board Member Donald Holley, Executive Director Mattie Mendez, Alternative Payment Resource & Referral Program Manager Leticia Murillo, and Strategic Plan Coordinator/Assistant to the Executive Director Gabby Salazar attended the 2016 Annual Community Action Partnership Convention in Austin, Texas.