Life is not about how fast you run or how high you climb but how well you bounce.

~Vivian Komori

Commitment and dedication is what comes to mind when I think of the great work that the Madera Migrant Head Start staff do on a daily basis. This was evident by the wonderful and kind words spoken at the Self-Assessment exit meeting that took place on August 9, 2013. The Madera Migrant Head Start program performed its annual self-assessment during the week of August 5, 2013. The team was lead by the grantee management staff from Stanislaus County Office of Education.

The outcome was outstanding!! The grantee staff was very impressed with the services that the program is providing to the children and families of Madera & Merced counties. Staff were recognized for their efforts in engaging families, providing great educational opportunities for all children, inclusion and the efforts to serve children with disabilities, the program’s efforts in supporting the community by participating in different committees and community events, and the list goes on...

As a Head Start Director, I could not be more proud to be part of this awesome team – Center staff, food service staff, maintenance staff, support and management staff – thank you for all you do to provide a safe place for our children and allowing the parents to feel assured that their children are being cared and educated by every one of you.

A special recognition to the Fiscal Department as they were the first to be given a “Strength” by the fiscal monitor. Congratulations!!
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AGENCY INFORMATION . . . Here’s the Scoop

CATCHING PEOPLE... DOING THE RIGHT THING DISPLAYING THE STANDARDS USING SAFETY PRACTICES

XAI VANG for assisting Victim Services with setting up the sound system for the Underserved training hosted on August 5, 2013.

MARY ARIZ for stepping in to support another colleagues cases while she was out. Her assistance allowed for clients to be updated on the cases and exercise their rights.

MARIA RAMIREZ for taking on the responsibilities of Vicki Mendoza’s position during her absence.

JOAQUIN HERNANDEZ for cleaning up a water spill in the Gill Avenue hallways thus preventing a possible safety hazard.

ANGIE LOPEZ for conscientiously wrapping a cutting instrument for disposal to prevent a possible safety hazard.

JOHN HOWLAND for arriving before dawn to spray wasp nests at the Ralph L. Silva Migrant Head Start Center.

WANTED: BUDDY PROGRAM PARTICIPANTS

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We are in need of volunteers from every department and site to participate in the Buddy Program. As a BUDDY, you will be the new employee’s first workplace acquaintance and will help the new employee become familiar with the Agency’s Mission, Values, and Standards to Live By.

BE A PART OF CAPMC’S MOST VALUABLE ASSET...ITS EMPLOYEES! For more information, please contact Renee Lopez at 675-5767 or Irene Yang at 675-5766.

SAVE THE DATE!

Mark your calendars for CAPMC’s agency-wide recognition day slated for Friday, October 11, 2013. The theme will be Honor the Past, Treasure the Present, Shaping the Future. The event will be held at the Fresno Convention Center and will feature a motivational speaker, lunch catered by Pardini’s, staff recognition awards and a talent show.

RELAY FOR LIFE

It is never too early to start our fundraising efforts for the 2014 Relay for Life. If your department wants to host an event please contact Melisa DaSilva at Ext 5748 to place your event on the calendar. If you are interested in being involved with the Relay for Life event, please contact Donna Tooley or Tina Gomez.

OBJ ECTIVE: IMPROVEADMINISTRATIVE & PROGRAM SERVICE DELIVERY SYSTEM

The CAPMC Fiscal Department will be engaged in a Process Improvement training slated for August 28-29, 2013. The training will be facilitated by Denise Shields of Shields Resource Group. Denise is a long time friend of CAPMC and has provided the agency with an abundance of tools to not only meet many of our Objectives in CAPQuest, but also take us to a level of excellence in preparation for applying to be a Community Action Agency of Excellence.

By the end of 2012 over 20% of CAPMC staff were trained in Process Improvement. The trainings initiated improvements in the work order process, the check request process and the Injury and Illness Prevention Program (IIPP). The results have been phenomenal. Our goal is to have 40% of key staff trained in Process Improvement by 2017. Let’s keep moving forward!

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: Melisa DaSilva, Administration at:
mdasilva@maderacap.org Phone: (559) 675-5748 Fax: (559) 673-2859
EMPLOYEE SPOTLIGHT

Name: Rocio Rodriguez  
Job Title: Associate Teacher  
How long have you worked for CAPMC?  
16 years  
Where were you born and raised?  
Born and raised in Matehuala SLP, Mexico  
What do you do in your spare time?  
Water my plants, sleep  
Travels: Monterrey, SLP, Mexico  
Pets: 12 dogs, Pit Bull, French Poodle and Chihuahuas  
Favorite Junk Food: Lays with Lemon  
Favorite Holiday: Thanksgiving because we can thank God for all things  
Favorite Color: Pink and Black  
Favorite Movie: What Dreams May Come and Titanic  
Favorite TV Show: Sabadozo  
Favorite Board Game: Lo Loteria  
Favorite Vacation Spot: Still Undecided. Will think about it when I win the lottery! If you were stuck on a desert island and could only have three things, what would they be? Water, seeds for planting and a solar smart phone with battery  
Greatest Achievement: Obtained my Associate Degree and working towards my BA.  
Of all people, who would you like to have dinner with: My Mother, she died when I was 7 years old.  
Random Fun Fact: I like to talk and talk. Favorite Saying: I don’t regret the things I’ve done, I regret the things I didn’t do when I had the chance.

Welcome to CAPMC!
New Employees & New Positions

MARIA AVINA  
Instructional Aide II/Janitor, Madera Migrant Head Start

ELVIA MENESES-DEL RIO  
Family Services Associate, Resource & Referral

ELIZABETH MEDINA-RAMIREZ  
Child Skills Instructor, Victim Services

MIGOW XYONG  
Instructional Aide II/Janitor, Madera Migrant Head Start

OPEN POSITIONS

For more information, contact the HR Department at 673-9173 or at www.maderacap.org. The following positions are open until filled:

- **ADMINISTRATIVE AIDE**  
  Madera Head Start

- **ADMINISTRATIVE ANALYST**  
  Madera Head Start

- **ADVOCATE II/III**  
  Madera/Mariposa Regional Head Start

- **ADVOCATE III**  
  Victim Services

- **ASSOCIATE TEACHER, Preschool Classroom**  
  Madera/Mariposa Regional Head Start

- **ASSOCIATE TEACHER**  
  Fresno Migrant/Seasonal Head Start

- **ERSEA Content Specialist**  
  Madera Head Start

- **FAMILY SERVICES ASSOCIATE III**  
  Resource & Referral

- **INSTRUCTIONAL AIDE II / JANITOR**  
  Madera/Merced Migrant/Seasonal Head Start

- **INSTRUCTIONAL AIDE II / JANITOR**  
  Fresno Migrant/Seasonal Head Start

- **PROGRAM ASSISTANT/TYPIST CLERK II**  
  Resource & Referral

- **SHELTER/RESIDENT AIDE**  
  Victim Services

- **SHUNAMMITE PLACE RESIDENT AIDE (On-Call Position)**  
  Community Family Services

- **VAN BUS DRIVER (Substitute Position)**  
  Community Family Services

MARK YOUR CALENDAR...

Monday, September 2, 2013—Labor Day Holiday

Thursday, September 12—CAPMC Board of Directors Meeting

Friday, October 11, 2013—Staff Recognition Day

CAPMC EMPLOYEE STORE  
● September 20 ● November 22

2:00—4:00 pm in Conference Room 1/1a

If you have any questions, please call Jeannie at 675-5716.
ON FRIDAY AUGUST 9, 2013, CAPMC STAFF MEMBERS GABRIELA SANDOVAL, JOAQUIN HERNANDEZ AND PERLA ERIGIO ATTENDED A COVERED CALIFORNIA FORUM IN SAN FRANCISCO. SPEAKERS SUCH AS NANCY PELOSI, PETER LEE, HERB SCHULTZ, AND SUSAN DESMOND-HELLMANN PROVIDED VALUABLE INFORMATION ABOUT COVERED CALIFORNIA AND WHY MANY AMERICANS DO NOT HAVE HEALTH INSURANCE: WHETHER IT BE THAT THEY HAVE A PRE-EXISTING CONDITION, HEALTH INSURANCE IS NOT OFFERED BY THEIR EMPLOYER, OR IT IS UNAFFORDABLE FOR THEM. THE FORUM DISCUSSED TOPICS SUCH AS THE NEW STATE HEALTH EXCHANGE, THE HEALTH CARE PLANS THAT WILL BE OFFERED, PREMIUMS, WHAT INFORMATION PEOPLE WILL NEED TO PROVIDE IN ORDER TO APPLY, AND THE IMPORTANCE OF HAVING CERTIFIED ENROLLMENT COUNSELORS AND INSURANCE AGENTS ABLE TO PROVIDE THE SUPPORT TO ENROLL THE PUBLIC INTO COVERED CALIFORNIA. THE PROGRAM WILL TAKE EFFECT IN JANUARY 2014 WITH OPEN ENROLLMENT BEGINNING OCTOBER 1, 2013.

THE CITY AND COUNTY OF MADERA TOOK PART IN THE 1ST ANNUAL NATIONAL NIGHT OUT (NNO) AGAINST CRIME ON TUESDAY, AUGUST 6, 2013. NNO FOCUSES ON BUILDING STRONG PARTNERSHIPS BETWEEN LAW ENFORCEMENT AND COMMUNITIES TO GENERATE SUPPORT FOR CRIME AWARENESS AND PREVENTION PROGRAMS INCLUDING NEIGHBORHOOD WATCH GROUPS. NNO IS FOR EVERYONE AND PARTICIPATING NEIGHBORHOODS WERE ASKED TO TURN ON OUTSIDE LIGHTS, LOCK THEIR DOORS, AND SPEND THE EVENING OUTSIDE WITH NEIGHBORS. MADERA JOINED OVER 37 MILLION PEOPLE ACROSS AMERICA AND SENT A POWERFUL MESSAGE TO CRIMINALS THAT NEIGHBORHOODS ARE ORGANIZED AND FIGHTING BACK.

CAPMC PARTICIPATED BY SETTING UP A BOOTH AT COUNTY COURTHOUSE PARK FROM 9:00 AM -11:00 AM AND PROVIDED THE COMMUNITY INFORMATION ON RESOURCES AND SERVICES AVAILABLE THROUGH CAPMC TO THE COMMUNITY. CHIEF OF POLICE STEVE FRAZIER AND OFFICERS, MAYOR ROBERT POYTHRESS AND COUNCIL MEMBERS, SHERIFF JOHN ANDERSON, BOARD OF SUPERVISOR REPRESENTATIVES AND OTHER COMMUNITY LEADERS WERE PRESENT AT THE EVENT.
FALL INJURY PREVENTION IN THE WORKPLACE

Falls are a persistent hazard found in all occupational settings. A fall can occur during the simple acts of walking or climbing a ladder to change a light fixture. According to the 2009 data from the Bureau of Labor Statistics, 605 workers were killed and an estimated 212,760 workers were seriously injured by falls to the same or lower level.

The highest frequency of fall-related fatalities was experienced by the construction industry, while the highest counts of nonfatal fall injuries continue to be associated with the health services and the wholesale and retail industries. Healthcare support, building cleaning and maintenance, transportation and material moving, and construction and extraction occupations are particularly at risk of fall injuries.

Circumstances associated with fall incidents in the work environment frequently involve slippery, cluttered, or unstable walking/working surfaces; unprotected edges; floor holes and wall openings; unsafely positioned ladders; and misused fall protection. Federal regulations and industry consensus standards provide specific measures and performance-based recommendations for fall prevention and protection. However, persistent unsafe practices and low safety culture across many industries define steady fall injury rates year after year.

Fall injuries constitute a considerable financial burden: workers’ compensation and medical costs associated with occupational fall incidents have been estimated at approximately $70 billion annually in the United States. Many countries are facing the same challenges as the United States on fall injury in the workplace. The international public health community has a strong interest in developing strategies to reduce the toll of fall injuries.

Safety Committee Messages

✓ JOIN THE PARTY! Safety Awareness Month in September: Theme— “Safety Starts With Me”
✓ Wear your safety colors on Fridays in September!
✓ Send in your Safety Suggestions!
✓ Read your newsletter to stay informed!
✓ Look for new items in the Safety Store!

SUMMARY: Head Start Performance Standard 1304.50(h) requires that each grantee and delegate agency and Policy Committee jointly establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

DISCUSSION:
1. Governing body and relevant policy groups have the responsibility for writing and following their own procedures for resolving internal disputes. They must be developed and adopted using a proactive focus.
2. Procedures assist in the mediation and negotiation of disputes that interfere with the disruption of services to children and families.
3. New policy groups review and accept the procedure on a yearly basis.
4. The Policy Committee accepted the Internal Dispute Procedure for 2013-2014 at their Regular meeting held on July 23, 2012.

FINANCING: Funds are allocated in the budget

BOARD ACTION: Approved

RECOMMENDATION F-2: Review and Approve the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera/Merced Migrant/Seasonal Head Start Policy Committee.

SUMMARY: Head Start Performance Standard 1304.50(h) requires that each grantee and delegate agency and Policy Council or Committee jointly establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

DISCUSSION:
The Impasse Procedure must be in place for the program to be in compliance with the Head Start Performance Standards.

FINANCING: None

BOARD ACTION: Approved

RECOMMENDATION F-3: Approve the Mental Health – Behavior Policy for the Madera/Merced Migrant/Seasonal Head Start Program.

SUMMARY: Staff is requesting approval of the Mental Health – Behavior Policy. The policy will provide guidance for staff on the process to follow when a child is having challenging behaviors in the classroom.

DISCUSSION:

FINANCING: None

BOARD ACTION: Approved

RECOMMENDATION F-4: Accept the 2012 – 2013 Head Start Child Outcomes Presentation during the Board of Directors Meeting.

SUMMARY: Child assessment in Head Start provides an important role in improving classroom instruction and services to meet the needs of Head Start children.

The School Readiness Act of 2007 requires that:
- All Head Start programs use research-based practices to support the growth of children’s pre-literacy and vocabulary skills
- Improve classroom practices to better support children’s cognitive, social, and emotional development.
- Increase the number of children who have the opportunity to participate in high quality early childhood programs

In response to this mandate, children were assessed three times during 2012-2013 program year in the months of November 2012, February 2013, and May 2013. The assessment is collected and entered into the Child Plus software. The data is used to identify areas of improvement for each classroom in order to plan activities for children to make gains in areas such as language, fine motor, etc. The goal of this process is to strengthen the quality of Madera/ Mariposa Head Start and to improve our efforts in preparing our children for kindergarten.

DISCUSSION:

FINANCING: None

BOARD ACTION: Approved

RECOMMENDATION F-5: REMOVED

RECOMMENDATION F-6: Approve the Health Insurance Plan Options that will become effective September 1, 2013 and the employer contribution threshold at $460.00 for medical and $59.44 for dental/vision/life insurances per employee per month.

SUMMARY: Effective September 1, 2013, the Agency will continue the same three health plans, which are Blue Shield HMO under Contractor’s Choice administration and Kaiser HMO Low Plan and Kaiser HMO High Plan and given other options for preschool/child care.

FINANCING: None

BOARD ACTION: Approved
under Mutual of Omaha.

**DISCUSSION:**
A. The Agency’s broker, Gallagher Benefit Services, looked into the Kaiser Point-of-Service (POS) as an alternative option for Contractor’s Choice Blue Shield. However, the plan is not accepted by all the doctors that employees are utilizing. Therefore, the medical plans will remain Blue Shield under Contractor’s Choice, Kaiser High and Kaiser Low options.

B. The renewal monthly rates for employee only coverage are $1302 for Blue Shield, $533.40 for Kaiser High and $451.92 for Kaiser Low. The renewal rates mean increases of 24.53% for Blue Shield, 14.5% for Kaiser High and 0% for Kaiser Low Plan.

C. The Agency will remain the employer’s contribution at $460 per month per employee. By doing so, Kaiser Low Plan will be the no cost plan for employees.

D. Life insurance is no longer bundled with dental and vision coverage. It is a stand-alone plan under Mutual of Omaha. Employees can sign up the coverage while their employment is active with CAPMC.

E. Dental coverage remains the same under Ameritas.

F. Vision coverage will be under VSP fully insured plan. The plan will expand more providers for employees to access.

G. The present health insurance plans will apply to general employees, and those employees whose positions are classified and stipulated by the 2009-2014 Memorandum of Understanding with Service Employees International Union, Local 521 may elect the options upon the negotiation outcomes.

**FINANCING:**
Some increase; the Agency’s contribution remains the same at $460.00 per employee per month for medical coverage, and employee only coverage for dental/vision/life will increase from $54.75 to $59.44. Employees will be responsible for the additional premiums when applicable.

**BOARD ACTION:** Approved

- **RECOMMENDATION F-7:**
  Approve the reclassification of the Administrative Aide position to Customer Assistance Technician under the current personnel. The proposed salary schedule is Range 14.0 ($12.33 - $15.03 per hour).

**SUMMARY:**
Reclassify the Administrative Aide to Customer Assistance Technician will undertake the increasing duties and meet demands of the newly formed department in the acquisition of the PACE alternative payment contract.

**DISCUSSION:**
A. The Administrative Aide will be reclassified to a Customer Assistance Technician to support the Family Service Associates I & II and the APP and R&R Program Manager. The current Administrative Aide has assumed the contact and pre-enrollment duties of the Stage 2 contract.

B. The current Administrative Aide has taken on the entire Stage 2 pre-enrollment process for the past 4 years, along with R&R CCIP contract coordination, procurement and front office duties. The job duty of DSS liaison, family contact & Stage 2 pre-enrollment is now a full time job requirement due to the increased grants. The family referrals from DSS are now 20-30 a week compare to one month ago when they were 10-15.

C. With the reclassification of this position, there will be some duties shifted among the department. Most administrative aide duties will be transferred to the Program Assistants and the Program Manager prepares and coordinates her own correspondence, schedules, meetings and arrangements.

**FINANCING:**
$1,824 – 2,244 is the annual salary impact of reclassification; the position will be funded by the APP grants.

**BOARD ACTION:** Approved

- **RECOMMENDATION F-9:**
  Staff is recommending the consideration to:
  - Separate the duties of the current Support Services Manager between the Support Services Manager and a newly created Specialist position
  - The newly created Specialist Position would oversee the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) for Head Start and the State Based Migrant Programs. The proposed salary schedule for ERSEA Specialist is Range 22.5 ($18.74 - $22.84 per hour)
  - Reclassify the current Executive Administrative Aide position to an Administrative Aide position which will be at a lower classification and pay.

**SUMMARY:**
Currently, the Support Services Manager oversees the Parent, Family & Community Services and ERSEA service areas for both Head Start programs and State Based Migrant. The addition of the Specialist position will assure compliance with the mandates from the Office of Head Start and ensure compliance with our state contract. Some of the current Executive Administrative Aide duties will be transferred to the Support Services Manager resulting in a reclassification to an Administrative Aide.

**DISCUSSION:**
- With the growth of the Migrant Head Start Program and the emphasis in compliance in the area of eligibility from both Head Start and State contracts, the Support Services Manager’s main focus is on ERSEA. This may lead to possibly neglecting the Parent, Family, & Community Service Area.
- Many Head Start programs have an ERSEA Coordinator/Specialist to oversee and ensure eligibility for children/families participating in the Head Start program. The need for this position became evident after the 2011 investigations by the Office of Management and Budget that found Head Start programs out of compliance in this area.
- CAPMC wants to ensure that the Head Start program is serving the neediest of the children and families of the community it serves. Monitoring and proper training of staff will ensure compliance with Head Start and State regulations.
- The Support Service Manager will supervise the ERSEA Specialist along with the other Specialist and support staff. The Support Services Manager duties will then focus on overseeing the Parent, Family & Community Engagement services of the program along with responsibility of the Policy
Council and Policy Committee. (See attached)

• In addition, the current Executive Administrative Aide position will be reclassified to an Administrative Aide which will be at a lower classification and pay. Upon shifting some of the Policy Council/Committee responsibilities to the Support Services Manager the position will be to provide support to the Head Start Director and management staff which will be a better fit for the department.

FINANCING: Both Head Start program budgets were able to support the addition of the Specialist position. A percentage of the Specialist salary will be charged to the State Based Migrant budget.

BOARD ACTION: Approved

• **RECOMMENDATION F-10:** Review and approve the job description for Support Services Manager for the Madera Head Start. The proposed salary schedule is Range 22.5 ($18.75—$26.50 per hour).

  **SUMMARY:** Under the direct supervision of the Head Start Program Director, oversees the operation of a multicultural, comprehensive early family and community programs designed to meet the needs of low-income children and their families. Oversees and ensures family and community partnerships. The position will be charged to the State Based Migrant budget.

  **FINANCING:** $38,979.20—47,507.20 is the annual salary range with $6,177 health insurance benefit, the position will be funded by the Madera Head Start grant.

  **BOARD ACTION:** Approved

• **RECOMMENDATION F-11:** Review and approve the job description for ERSEA Content Specialist for the Madera Head Start. The proposed salary schedule is Range 22.5 ($18.74—$24.00 per hour).

  **SUMMARY:** Under the direct supervision of the Support Services Manager, directs the operation of a multicultural, comprehensive early childhood education program designed to meet the needs of low-income children and families. Oversees and supervises the ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) component area for the Regional, and Migrant Head Start programs and State Migrant Program for compliance with Performance Standards, program policies and procedures and state regulations.

  **DISCUSSION:** Update of the job description in order to meet the Madera Head Start departmental reorganization.

  **FINANCING:**$38,979.20—47,507.20 is the annual salary range with $6,177 health insurance benefit; the position will be funded by the Madera Head Start grant.

  **BOARD ACTION:** Approved

• **RECOMMENDATION F-13:**

  **DISCUSSION:** The position has recently become vacant and responsibilities for both positions are identical. However, after reevaluating both job descriptions for the Victim Services Manager for the Madera Head Start, the update approval is required to meet the Madera Head Start departmental reorganization.

  **SUMMARY:**

  The program will ensure that centers receive adequate support and guidance. The program will ensure that centers are monitored twice monthly to ensure compliance. The rate of pay will decrease going from Range No 25.5 to 24.0, this will create
some savings for the program.

FINANCING:
The program will have a salary savings of roughly $3,597 per program year.

BOARD ACTION: Approved