"If you are going to achieve excellence in big things, you develop the habit in little matters. Excellence is not an exception, it is a prevailing attitude."

~ Colin Powell

The Fresno Migrant/Seasonal Head Start team has been working diligently over the past year to bring the program to excellence. It was their time to shine when the Office of Head Start conducted a review of the program the week of October 7-10, 2013.

In a memorandum signed by four high ranking officials from our grantee, Community Action Partnership of San Luis Obispo (CAPSLO), dated October 10, 2013, they acknowledged the program as “Superior”. They stated that the accolades expressed by the Review Team are “still ringing in our ears”. The team commented on how well maintained our sites are and how professional and caring our staff and providers are in each community. The Review Team Leader stated that we clearly demonstrated what it takes to run a high quality program. They went on to state that in order to operate exemplary child development programs and receive such positive comments does indeed require a dedicated team built of highly talented professionals committed to making a difference. CAPSLO thanked each and every parent, board member, volunteer, consultant, and staff member that devoted their time and energy to make this Federal Review one of the best they have ever seen! CONGRATULATIONS!

(Pictures from the Agency Recognition Day—October 11, 2013)
CATCHING PEOPLE...  
DOING THE RIGHT THING  
DISPLAYING THE STANDARDS  
 USING SAFETY PRACTICES  

CAPMC RECOGNITION COMMITTEE MEMBERS for all their hard work in making the recognition a huge success! The event was enjoyed by all. 

CAPMC SAFETY COMMITTEE MEMBERS for the outstanding job during September for safety month. Observations were made agency-wide of staff members participating in the events. 

CARRIE CHAPMAN, JOAQUIN HERNANDEZ AND VICKI MENDOZA for taking the time to make employee I.D. badges for the Recognition. 

GABY SANDOVAL AND PERLA ERIGO for attending a recent CSBG training in Sacramento. They loved the training and look forward to helping us maintain our CSBG goals. 

MILLY, ANGIE, AND ELIZABETH in the Strengthening Families program for continuing to do more with less funding. 

WANTED: BUDDY PROGRAM PARTICIPANTS  
~~~~~~~~~~~~~~~  

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 Irene Yang at 675-5766. 

DID YOU KNOW?  

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 December 6. For those interested and eligible, the form is available on CAPnet. Please contact Sandra Ramirez at 673-9173 x5756 for more information.  

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The Madera County Food Bank is in need of contributions for their annual Thanksgiving food box giveaway. The goal is to provide the food bank with $392 so they can purchase 400 (1) pound boxes of dressing. If you are interested in donating please contact Melisa DaSilva at (559) 675-5748 or mdasilva@maderacap.org. Let’s work together to give back to those in need in our community. 

Deadline is Friday, November 15, 2013.  

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CAPMC is in the process of entering into a contract with the California Health Benefit Exchange known as Covered California. The Agency will soon become an In-Person Assistance Certified Enrollment Entity. 

RELAY FOR LIFE  

Fundraising for the American Cancer Society Relay for Life got a much needed boost this month from the following activities: 

♦ Agency Conference 50/50: $683.50  
♦ Madera Head Start—Taco Sale: $499  
♦ Warehouse Sale—$2,000  

Look for upcoming events to support CAPMC Relay for Life campaign: 

♦ Trees for Charity—December 7, 2013  
♦ Annual Christmas Boutique Sale—December 16, 2013  

The 2014 Relay for Life is scheduled for May 3, 2014 at Lions Town and Country Park. Please contact Donna Tooley or Tina Gomez to become a member of the team and support the CAPMC signature program. 

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: Vanessa Cervantez
Job Title: Program Assistant

How long have you worked for CAPMC?
1 Year and 6 months

Where were you born and raised?
In Madera all my life.
What do you do in your spare time?
Play with my son, read and sleep

Favorite Junk Food: Limon Lays and sour candy
Favorite Holiday: Thanksgiving and Christmas
Favorite Color: Turquoise
Favorite Movie: Save the Last Dance
Favorite TV Show: Bones and Cold Case

If you were stuck on a desert island and could only have three things, what would they be? My house, my family and food
Greatest Achievement: Graduating from Kaplan College and getting my Medical Assistant Certificate, although I’m not working in that field at the moment, I really enjoy working with needles.

Of all people, who would you like to have dinner with: My grandparents because then I could meet them and give them hugs and kisses.
Favorite Saying: “Don’t walk behind me, I may not lead. Don’t walk in front of me, I may not follow. Just walk beside me and be my friend.”

Family: My boyfriend and my handsome 2 year old son.
Random Fact: Out of nowhere I start laughing because I remember something funny.

MARK YOUR CALENDAR...
Monday, November 11, 2013—Veteran’s Day Holiday
Thursday, November 14 2013— CAPMC Board of Directors Meeting
Thursday/Friday, November 28-29, 2013—Thanksgiving Holiday

Welcome to CAPMC!
New Employees & New Positions

JASMINE REYES
Advocate III, Madera Head Start

MARICELA MARTINEZ
Instructional Aide II/Janitor, Madera Migrant Head Start

MARIA GARCIA
Instructional Aide II/Janitor, Madera Regional Head Start

MARIA MORENO-GARCIA
Instructional Aide II/Janitor, Madera Regional Head Start

MELISSA DEL TORO
Advocate III (Sub), Victim Services

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 ANALYST
  Madera Head Start

- ADVOCATE II/III
  Madera/Mariposa Regional Head Start

- ADVOCATE III
  Victim Services

- AREA MANAGER
  Fresno Migrant/Seasonal Head Start

- ASSOCIATE TEACHER
  Madera/Mariposa Regional Head Start

- ASSOCIATE TEACHER
  Fresno Migrant/Seasonal Head Start

- CHILD CARE ALTERNATIVE PAYMENT/R & R PROGRAM MANAGER

- HUMAN RESOURCES GENERALIST
  Human Resources

- 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)

- SHUNAMMITE PLACE RESIDENT MANAGER
  Community Family Services

- SITE SUPERVISOR/TEACHER—Madera Regional Head Start

- VAN BUS DRIVER (Substitute Position)
  Community Family Services

CAPMC EMPLOYEE STORE ● November 22
2:00—4:00 pm in Conference Room 1/1a
If you have any questions, please call Jeannie at 675-5716.
Victim Services—Annual Soup Bowl

The Victim Services Department held its annual Soup Bowl Luncheon on Thursday, October 24, 2013 to a sold out crowd of over 160 people. An abundance of soups were offered along with salad, roll and cookie. The event is held every October for National Domestic Violence Awareness Month. The proceeds from the event go towards counseling and health insurance for children whose mothers are victims of Domestic Violence. This year Julie Bargus of Madera shared how she beat drug addiction and abuse and turned her life around. In May she graduated from UC Merced with a degree in Psychology and has now applied for the graduate program.

Fresno Migrant/Seasonal Head Start
Mendota Health Fair
By: Araceli Perez

On Sept. 26, 2013, the Mendota Migrant Head Start hosted a Community Health Fair/Blood Drive. Different agencies including the California Highway Patrol, CalViva Health, United Health Centers, California Life Line Program, Proteus, Covered California, EOC Rural Tobacco Program and Centro la Familia were present during the event to give parents, staff and community information. Many raffles were donated by staff and community. Mr. Robert Silva, City Mayor visited the center during the event. The Garcia Market donated nachos for the event. Parents also participated in the set-up and clean up. Thank you, Central California Blood Center for the support and media release. Teachers Alejandra, Alicia and Maricelda prepared the children for a cultural dance during the health fair. Thank you to all of the agencies and Mendota Migrant Head Start staff for your support in making this event a SUCCESS.

Madera Migrant/Seasonal Head Start—Sunset Center
By: Mai Vang

We believe that the playground at the Sunset center has been there for more than 30 years and was looking very tired and worn out.

With a little TLC and determination Gino was determined to make the playground look beautiful for the children. Gino did an AMAZING job! Our playground has completely transformed and it looks beautiful like a new playground. Even the teachers from the La Vina Elementary School were amazed at the difference. The children were so excited that their playground was getting painted! The look on the children’s faces is...priceless.
Community Action Partnership of Madera County (CAPMC) had a fantastic celebration to honor our staff on Friday, October 11, 2013. The day began with a continental breakfast, and camaraderie with fellow co-workers and friends. Below is a brief recap of the day:

★ Treasure/Memory Box
Each Center and Department decorated a treasure/memory box with pictures, art, etc. to showcase how they meet the Agency mission of “Helping People, Changing Lives.” The display of creativity and imagination was AMAZING!

★ Photo Booth
From the looks of the lines at the Photo Booth, we love to have our picture taken! Go on to CAPnet/CAPnet Images to view the pictures!

★ Speaker
The key note speaker, Ms. Donna Hartley, presented “Fire Up Your Life”. Ms. Hartley shared her journey of transformation from a near-death experience to her desire to change her life. Below are some key thoughts from her presentation:
1. **Focus on Values.** Challenges are the mountains you climb in life. What makes a difference is how you handle them. Desperation and inspiration bring change. Attitude makes the difference, it determines how far you go.
2. **For Your Highest Good.** The truth will set you free. Ask if it’s for your highest good, spiritually, mentally, emotionally, and financially.
3. **The Power of Mentors.** When the student is ready, the teacher appears. Believe in yourself and live in the moment. (Remember George?)
4. **One More Mile.** When change happens from the inside, the outside also changes. The past is not where you should waste your precious time on this earth. Focus on the NOW.
5. **Time to Change.** There are no accidents, everything happens for a reason. Once you understand your learning lessons you can move to the next level. When one door closes, another one opens.
6. **Manifest Your Passion.** Make work your passion. Always keep learning.
7. **Ride the Wave.** Face your fears, push past them. Do what you love and do it with passion, then it becomes your success.
8. **Face Your Fears.** You have to believe you deserve a life of fulfillment. The more powerful your vision, the more it demands of you.
9. **Action Creates Attraction.** Road blocks happen. Be persistent to fulfill your dreams. Don’t give up.
10. **Trust Your Intuition.** Intuition is powerful.
11. **Pay More Attention.** What you don’t know about yourself controls you. It’s the choices that make us who we are.
12. **Learn Your Lessons.** Your fears control you until you confront them. Don’t complain—create.
13. **Center Your Energy.** When you’re ready the opportunity will arise. Life is energy.
14. **What is in a Dream.** When you least expect it love arrives. There are no accidents. Everything happens for a reason.
2013 AGENCY RECOGNITION

★ Talent Show
The talent show was a huge success! Comments from the evaluation shared that there was not enough talent and are hopeful for more center participation next time!

★ Gift Baskets
Raffle prizes were donated by Centers, Department and businesses in the community. Raffle tickets were given to each staff member upon check in and over 30 gift baskets were raffled off.

★ 50/50 Raffle
The 50/50 raffle brought in $683.50 for the American Cancer Society Relay for Life program. You ROCK!

★ Recognition
The entire agency are truly full value-driven individuals, evidenced by the 800+ nominations that were received for this year’s Value Recognition. Once submitted, the CAPMC Recognition Committee read through each nomination and selected winners from each department and/or center. From those winners, one was chosen to hold CAPMC’s designation as the Overall Winner for that value. Thanks to staff for recognizing your peers, thanks to the Recognition Committee for their efforts, and congratulations to all winners!

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<tr>
<th></th>
<th>Trustworthiness</th>
<th>Respect</th>
<th>Responsibility</th>
<th>Fairness</th>
<th>Caring</th>
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<tr>
<td>Fresno Migrant Head Start</td>
<td>Olga Moreno</td>
<td>Luz Cervantes</td>
<td>Johanna Solorio</td>
<td>Blanca Leon</td>
<td>Araceli Perez</td>
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<tr>
<td>Madera Migrant Head Start</td>
<td>Alicia Flores</td>
<td>Celia Garcia</td>
<td>Luz Idelfonso</td>
<td>Serena Hall</td>
<td>Alejandra Perez</td>
<td>Vanessa Caroll</td>
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<td>Madera/Mariposa Regional Head Start</td>
<td>Maria Villafan</td>
<td>Martha Bravo</td>
<td>Monica Martinez</td>
<td>Liz Wilcox</td>
<td>Sharon Wallace</td>
<td>Joan Holstrom</td>
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<tr>
<td>Fresno and Madera Offices</td>
<td>Victoria Mendoza</td>
<td>Tammy McDougald</td>
<td>John Howland</td>
<td>Irene Yang</td>
<td>Mattie Mendez</td>
<td>Melissa DaSilva</td>
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</tbody>
</table>

★ Some Comments from the Evaluation
♦ I really liked the location of the conference.
♦ Great day, thank you!
♦ Not enough talent.
♦ Fun! Inspiring!
♦ Loved the speaker!
♦ Loved the treasure box displays.
♦ Fun way to gather all staff.
♦ Thank you!
♦ It was fun making the memory boxes.
♦ The food was delicious!
♦ Decorations were beautiful!
♦ More photo booths.
♦ I was motivated by the speaker.
♦ Thank you to the committee! Great job!

A QUOTE BY MOTHER THERESA SHARED AT THE CONFERENCE BY OUR EXECUTIVE DIRECTOR, MATTIE MENDEZ:
“I can do things you cannot, you can do things I cannot; together we can do great things”. “May you continue to receive the blessings you deserve for all you give to our agency.”
Caffeine

The average American consumes at least 200 mg of caffeine a day, which is more than the amount in two cups of coffee and three times the amount in a can of caffeinated soda.

**What is caffeine?** Caffeine is not just a way to jump start your morning routine. A stimulant acts on your central nervous system. Its use is so prevalent that we do not normally think of it as a drug, but that is exactly what it is. Caffeine is also an ingredient in many pain relievers, headache medicines and remedies for nasal congestion.

**Health impact of caffeine:** Researchers have found no link between the use of caffeine and an increased risk of heart disease or cancer, but there are risks of caffeine consumption for some groups of individuals. Pregnant women should avoid consuming more than 300 mg per day in order to avoid a higher risk of miscarriage. Caffeine also shows up in breast milk, so nursing mothers who drink more than two cups of coffee each day may find that their babies have trouble getting to sleep.

**Too much caffeine:** If a person consumes caffeine in a large quantity on a daily basis, they will begin to develop a tolerance. This means that they need to ingest a larger amount to get the same stimulation as the day before. Consuming too much caffeine (over 280 mg a day) can also contribute to:

- An irregular or rapid heartbeat
- Feelings of anxiety or nervousness
- Irritability
- Insomnia
- Dizziness
- Dehydration
- Discomfort with urination

**Withdrawal from caffeine:** Withdrawal may result in a headache at first. This is a sign that you have developed a physical dependence on caffeine. Your doctor may tell you to taper your use of caffeine instead of stopping "cold turkey."

**Important points to remember about caffeine consumption:**

- Remember that caffeine is not a substitute for sleep.
- You can use it to fight fatigue occasionally, but the effects will only be temporary. To avoid sleep interruption, try to avoid consumption of caffeine at least four hours before bedtime.
- Caffeine is not an effective way to “sober up.” It is nothing more than a myth that caffeine can counter the effects of alcohol.
- You can still enjoy the taste of coffee and tea by using decaf or by diluting the beverage with milk.
- If you have a history of irregular heartbeat, cardiovascular or anxiety disorders, dehydration, thyroid or urinary concerns, you should talk to your doctor to see if you should limit your intake or avoid caffeine altogether.

**Safety Committee Messages**

- Thank you for participating in the Safety Awareness Month Activities. Looking forward to 2014.
- New Safety Topics are coming soon to CAPnet.
- New Safety Store catalog and order form will be uploaded to CAPnet soon.
- Use your safety bucks.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
BOARD ACTION ITEMS... October 2013
The following is a synopsis of the Action Items from the Board of Director’s Meeting on October 10, 2013. If you are interested in seeing any items in more detail, please contact Melissa DaSilva.

- **RECOMMENDATION F-1:** Review the Fresno Migrant/Seasonal Head Start Program 2013-2016 Goals and Objectives
  
  **SUMMARY:** All Head Start programs should conduct a Community Assessment every three years, and review each following year to determine if there are changes in the areas where services are provided.
  
  **DISCUSSION:**
  1. The Goals and Objectives were developed for the three year grant cycle, 2013-2016.
  2. The Goals and Objectives address the priorities identified in the 2013 Community Assessment.
  3. The attached report provides details and projected completion dates for each goal and objective.
  4. The Goals and Objectives were approved by the Parent Policy Committee at their Executive meeting held on May 15, 2013.

  **FINANCING:** Included in the budget.
  
  **BOARD ACTION:** Approved

- **RECOMMENDATION F-2:** Review and approve the 2013-2014 Madera/Mariposa Regional Head Start Planning Process Policy/Procedure and Calendar.
  
  **SUMMARY:** The policy/procedure determines and guides staff, Board of Directors and Policy Council in program planning and goal setting which can positively influence organization performance and continuous improvement.

  **DISCUSSION:**
  The planning process includes a review/analysis of:
  
  - The process assists in the completion of the annual refunding application.
  - Update on the three year goals developed with short term objectives. The program reviews/revises goals on an annual basis.
  - Review the monitoring system of the program.
  - Attached is a planning calendar that provides an overview of the items that will be presented to the Board of Directors and Policy Council on a monthly basis.

  **FINANCING:** Significant—The entire Head Start budget serves to support the accomplishment of program goals/objectives.

  **BOARD ACTION:** Approved

- **RECOMMENDATION F-3:** Approve staff’s recommendation to make program option changes in order to meet funded enrollment for the 2013-2014 program year
  
  **SUMMARY:** The Madera/Mariposa Regional Head Start is having difficulty in meeting its funded enrollment. As of October 1, 2013, there are 35 vacancies. Most of the vacancies are occurring in the double session classrooms.

  **DISCUSSION:**
  - Per Head Start Performance Standards 1306.32(a)(12), in a double session program, more than half of the enrolled children have to be 4 years old in order for class size to be between 20-17. Head Start classrooms are currently serving 15-17 children per class.
  - When a double session center has enrolled more 3 year olds than 4, the class must remain at a capacity of 13-15.
  - Staff is recommending reducing the number of children at 3 of its sites – Verdel McKelvey, Cottonwood and Eastside. Their class size would be changed from 17 to 15 which will allow enrollment of more 3 year olds and meet full enrollment. (see attached chart)
  - 12 slots will be moved to a Homebase program.
  - Staff is having a difficult time recruiting 4 year old eligible children to serve in the program. Extensive recruitment efforts have taken place since February 2013 when enrollment for the 2013-2014 program year began.
  - Services began on September 11, 2013 at which time the program was at full enrollment (372) based on the children that applied for Head Start. However, some of the children enrolled in other local programs and did not show to class, dropped, or declined the services causing the vacancies in the program.
  - Currently, Head Start is competing with State Preschool and the T-K program that only serve 4 year olds.
  - By reducing the number of children, staffing patterns would then change. One teacher per center will be removed from the classroom. 1 teacher will be selected to be the Homebase Educator and 1 will be moved to a current vacant position. The remaining staff member will be used as a floater to support sites when a staff member is absent.

  **FINANCING:** Minimal

  **BOARD ACTION:** Approved

- **RECOMMENDATION F-4:** The Community Needs Assessment report is completed and has been presented to the Policy Committee and Board of Directors. The report describes and reviews the geographic area, the economy, characteristics of residents, and the needs of Head Start eligible families.

After the completion of community assessment the Head Start staff discussed the recommendations with the Policy Committee and determined long-range and short-range program goals with objectives. The staff is requesting the Policy Committee review and approve the 2014-2017 Goals and Objectives. **Note:** The Goals and Objectives will be distributed at the Board meeting.

  **SUMMARY:**
  The process of conducting a community assessment involves identifying key participants. The Policy Committee was involved in the Community Assessment process by reviewing the final document and providing input on the recommended goals. The Policy Committee identified the attached goals and objectives as issues they would like staff to address with the community in the next three years.

  **DISCUSSION:**
  - The Goals and Objectives are provided for the Policy Committee to review, discuss, and approve/disapprove.
  - The Policy Committee will be provided updates annually on the status of the goals and objectives.

  **FINANCING:**

- **RECOMMENDATION F-5:** Review and approve the 2013-2014 Madera Migrant/Seasonal Head Start Corrective plan of action for findings noted during the annual self-assessment.

  **SUMMARY**
  The 2013-2014 Madera Migrant/Seasonal Head Start Self-Assessment was conducted August 6-9, 2013. The identified area of noncompliance will be addressed under a Corrective Plan of Action.

  **DISCUSSION:**
  The 2013 Office of Head Start Monitoring Protocol was used to evaluate the program. The areas with a level 2 finding were as follows:
  - Program Design & Management
  - Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
The Corrective Plan of Action for the two service areas are attached for review.

- The plans outline steps staff will take to address the findings.
- Person(s) responsible for addressing the issue.
- Timeline(s)

**FINANCING:**
None

**BOARD ACTION:** Approved

**RECOMMENDATION F-6:**
Approve the submission of the Community Action Partnership of Madera County’s 2014-2015 Madera/Merced Migrant/Seasonal Head Start Funding Basic, T/TA and Non-Federal Share Budgets to Central California Migrant Seasonal Head Start (CCMSSH), Child and Family Division of Stanislaus County Office of Education.

**SUMMARY:**
On August 1, 2013 CAPMC received our annual Funding Guidance Letter from Central California Migrant/Seasonal Head Start to submit of the following budgets by September 20, 2013:

- Basic Funds $4,404,439
- T/TA Funds $26,364
- Non-Federal Share $1,107,701
- Total Allocation $5,538,504

**DISCUSSION:**
- Continue to serve 52 Infants and Toddlers at Sierra Vista, Rafael L. Silva (Los Banos) and Los Niños by blending Madera Migrant/Seasonal Head Start and California Department of Education CMIG funds.
- Staff is providing a Basic Budget for the blended and non-blended sites.
- The budget will be presented to the Policy Committee on October 9, 2013 for approval. The recommendation for approval will be presented to the Board of Directors on October 10, 2013.
- The Basic, T/TA, Non-Federal Share and Administrative Budgets will be presented at the Policy Committee meeting.

**FINANCING:** $5,538,504

See Attached Funding Guidance letter dated August 1, 2013.

**BOARD ACTION:** Approved

**RECOMMENDATION F-7:**
Approve the discretionary employer contribution in the amount of $310,171.18 for the plan year ended December 31, 2012.

**SUMMARY:**
The $310,171.18 reflects the 4% employer contribution for the period of January 1, 2012 through December 31, 2012. The employer contribution will be deposited with ING, our plan custodian, by October 15, 2013.

**DISCUSSION:**
A. The Board previously approved the 4% employer discretionary contribution at its December 8, 2011 meeting.
B. The State of California requires a resolution for corporate discretionary contributions.
C. This resolution provides the maximum dollar amount the corporation is held liable to fund for the plan year ended December 31, 2012 and serves to protect the agency.

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

**BOARD ACTION:** Approved

**RECOMMENDATION F-8:**
Authorize the Executive Director to enter into a contract with Madera County to provide meals to seniors in Madera County.

**SUMMARY:**
CAPMC has been approached by a representative from the Department of Social Services to enter into a contract with Madera County to serve lunch meals to seniors at four sites in Madera County.

**DISCUSSION:**
A. The program is currently being run by the City of Madera. Effective January 1, 2014, they will relinquish the portion of the contract that serves seniors at congregate meal sites outside the City of Madera.
B. The contract would be to provide noon meals at four locations: Madera Ranchos that currently serves 45 seniors 5-days a week. Coarsegold that currently serves 5 seniors 5-days a week. North Fork that currently serves 5 seniors 3-days a week. Oakhurst that currently serves 30 seniors 5-days a week.
C. Minimal staffing will be required in order to operate the program. Job descriptions will need to be created and approved by CAPMC Personnel Committee and Board of Directors.
D. The cost of the meals is paid for by the Fresno Madera Area Agency on Aging. The financing below covers the cost of the staffing to oversee the program, rents and operations cost.
E. CAPMC is requesting approval from the Board to proceed with this request. There is one exception to this request. The proposed budget provides that the Fresno-Madera Area Agency on Aging pays for 100% of the qualified meals. If the contract does not include this provision, then we recommend to the Board not to accept this proposal.
F. This proposal was first presented to CAPMC on October 2, 2013. We need additional information to fully understand the expectations of the project. Once we have the go ahead from Kelly Woodard, the Executive Director from the Department of Social Services, we will schedule meetings with the other agencies to gain a better understanding. If we determine the proposed funding level is not sufficient to operate a quality program, we will return to the Board to seek additional guidance.

**FINANCING:** $60,000

**BOARD ACTION:** Approved

**RECOMMENDATION F-9:**
Authorize the Executive Director to enter into contract with the California Health Benefit Exchange known as Covered California. CAPMC will become an In-Person Assistance Certified Enrollment Entity.

**SUMMARY:**
This agenda item serves to provide an update to the Board of Directors regarding the status of CAPMC’s involvement with The Affordable Care Act. This is a follow item from the July 2013 Board meeting. At the Board’s request we were to research the program more and return with more information.

**DISCUSSION:**
The State of California has established a gate keeper program aimed at helping consumers get and keep affordable health care. The name is “Covered California” which is an independent public entity with the state government. Covered California is in the process of implementing this system in the State of California. They are currently recruiting entities who are interested in helping to sign people up for coverage. Approved agencies will have on-site Certified Enrollment Counselors who will help community members with the enrollment process. Below is the status of where CAPMC is in the process.
• CAPMC team members have attended a variety of symposiums, town hall meetings, and webinars to gather information about the program. During the July Board meeting a concern was raised about the requirement of asking customers to register to vote. This has not been discussed any of meetings we have attended. In addition, we have called the Exchange to inquire, and they were not aware of the requirement. We will know more about this after staff attend the training.

• As of today, we have submitted an application to the California Benefit Exchange and the application is in the process of being approved.

• We have received invitations for the Certified Enrollment Counselor trainings. We hope to send one to two people in October. The training is a 3-day training and there is a test that must be passed before a person can become a Certified Enrollment Counselor.

• If we miss the trainings; the agency will need to wait a year to reapply for the program.

• CAPMC has the potential of earning $58 for each successfully completed and approved application.

• If CAPMC receives acceptance for the program, we will monitor expenditures and revenues closely to ensure that we at a minimum break even.

**FINANCING:** None

**BOARD ACTION:** Approved