Madera Police Chief Steve Frazier recently announced two free online programs the department is now using to stay connected with the community and encourage neighbors to help each other.

The department is asking residents to sign up for Nixle and Nextdoor, which the police established local connection to last month. Nixle is an up-to-date information communication system that allows police to notify recipients, via e-mail and text message, about important happenings in their vicinity. To register, users must visit www.nixle.com, click on “Sign Up Free!”, create an account, enter the e-mail address or cell phone number where he or she would like to receive messages, enter his or her address and click “I Accept. Sign Me Up.” To receive information via cell phone, users may send a text message with their zip code to 888777. Message and data rates may apply. According to Frazier, the Police Department sends out alerts, which can be specific to as small as a quarter-mile area. So if someone signs up, they live in a certain area in town and there is a problem occurring there, we can send out an alert to that area specifically that says “Stay indoors, Be aware of a traffic problem here”, or whatever the message is.

Users do not necessarily have to live in the places they want to get alerts from and users may also reply to send the police tips, which will be read by a dispatcher. For example, if your folks live in Fresno and you live in Madera, you can sign up for Fresno.

Unlike Nixle, Nextdoor is a social network that restricts access to those who live in the same neighborhood. The aim is to make communication between neighbors easier and encourage discussion about issues relevant to the neighborhood. To register for Nextdoor, residents should visit www.nextdoor.com and follow the instructions. Each neighborhood’s page is password protected and only accessible to neighbors. Members must provide proof of address where they live.

The two programs are only the latest technological tools the police have been using to keep people alerted. This follows the philosophy of building community trust to reduce crime together.

(Information provided in the Madera Tribune—March 14, 2014)
CATCHING PEOPLE...  
**DOING THE RIGHT THING**

TISH ARANDA, for identifying a heating problem in the server room. Thanks to her awareness a major problem was prevented.

KARINA GARCIA, for following the Standards to Live By with her pleasant and helpful attitude.

REGIONAL HEAD START STAFF, for working hard to prepare for the Federal Review. The Federal Review team was impressed with our program and systems. We are a quality program and it showed!

**FLORA CHACON, INEZ ZUNIGA, XAI VANG AND JOAQUIN HERNANDEZ,** for creating the Child Abuse Reporting badge to ensure that all Fresno Migrant/Seasonal Head Start personnel have at hand the mandated reporting procedure.

**FISCAL STAFF,** for all the preparations made to ensure another successful 2014 Potato Fest. A total of $687 was raised!

**APP/R&R DEPT.-SANDRA, BILL, KAYLA & JACOB CEVASCO, CAROL, IRENE, ANTHONY & ANGIE CHAVEZ, VANESSA & LORENZO CERVANTES, MARTHA RIOS, JESSICA MENDOZA, EDITH JUSAINO, LETI MURILLO, VIANEY BARRIETNOS & LIZ DELANO, SFP DEPT MICHELLE LOPEZ, H/R DEPT. JOAQUIN HERNANDEZ, V/S DEPT. ANGELINA HERNANDEZ, FRIENDS CHLOE SEGOBIA AND RAY HINES,** for taking the time to sell Valley Children’s Hospital Kid’s Day Papers.

**VIANEY BARRIENTOS,** for going above and beyond her job duties in helping other staff in new duties and learning processes while still keeping up with her increased case load. Great job!

**JEANNIE STAPLETON,** for making time to place and fill orders for the Employee Store now through March 28, 2014.

**JOHN HOWLAND AND HIS CREW,** for assisting with a last minute meeting set up of tables and chairs in the outside patio.

MARK YOUR CALENDAR...  

**FRIDAY, April 18, 2014:** Spring Holiday  
**WEDNESDAY, April 23, 2014:** Denim Day  
**FRIDAY, April 25, 2014:** Walk a Mile in Her Shoes  
**SATURDAY, May 3, 2014—Relay for Life**

Fresno Migrant & Seasonal Head Start would like to share some exhilarant news. On February 21, 2014 National Migrant and Seasonal Head Start Association held its Directors Affiliate Meeting in Tysons Corner, VA. During that meeting the 2014 Officers were elected and our Grantee, CAPSLO Child, Youth & Family Services Division Director, Bill Castellanos nominated our Program Director, Flora Chacon for the Member at Large position. We’d like to congratulate Mrs. Chacon on this amazing achievement. She’ll be representing the agency at a National level with her new role and active participation in NMSHSA. Mr. Castellanos is the newly elected President on NMSHSA’s Association Affiliate. We look forward to their remarkable expertise that will be bestowed upon many Head Start organizations and the families and children served.

**2014 Kid’s Day**

$1,254.09
**EFFECTIVE APRIL 1, 2014**

**ADDITION OF A RIGHT TO REFUSE SERVICE POLICY AS PART OF CAPMC STANDARDS TO LIVE BY**

**CAPMC Customer Service - Standards to Live By**

**Make time, Closure:**

**RIGHT TO REFUSE SERVICE POLICY**

In order to maintain a high standard of service and provide a safe work environment for its employees, volunteers, and client families, this Agency reserves the right to refuse or discontinue service to clients. Service may be denied to any client who acts inappropriately by disrupting the normal provision of services, or if a client’s behavior or environment threatens the safety of the Agency’s employees, volunteers, or client families. Inappropriate behavior includes, but is not limited to the following:

- Unreasonable demands for service
- Threatening or erratic behavior
- Misrepresentation for the need for service
- Inappropriate physical contact
- Personally threatening and offensive language

Any agency employee or volunteer can exercise the right to refuse service when confronted by a client acting inappropriately or when facing an unsafe situation. They will notify their supervisor of the situation immediately. If necessary, law enforcement may be called in to remedy the situation. The right to refuse service in no way violates the customer service Standards to Live By policy of CAPMC.

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**Welcome to CAPMC!**

**New Employees & New Positions**

**ANGELICA MURILLO-VIRGEN**  
Administrative Analyst—Madera Head Start

**BRITTNEY ERIGIO**  
Sub-Accounting Assistant—Fiscal

**KELLY HANNA**  
HR Assistant II—Human Resources

**EVANGELINA ROMERO**  
Food Service Head Cook—Madera Regional Head Start

**CYNTHIA RIVERA**  
Shelter/Resident Support Aide—Victim Services

**PAULA CERPA**  
Advocate II—Madera Migrant Head Start

**LOURDEZ NUNEZ**  
Program Technician—Madera Head Start

**DIANA BARRIENTOS**  
Shelter/Resident Support Aide—Victim Services

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**OPEN POSITIONS**

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

- **ACCOUNTING TECHNICIAN**  
  Fiscal

- **AREA MANAGER**  
  Madera Migrant and Regional Head Start

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

- **CENTER DIRECTOR**  
  Fresno Migrant Head Start

- **FAMILY SERVICES ASSOCIATE I**  
  Alternative Payment Program

- **FOOD SERVICE WORKER**  
  Madera Head Start

- **MAINTENANCE WORKER I**  
  Fresno Migrant/Seasonal Head Start

- **NUTRITION CONTENT SPECIALIST**  
  Fresno Migrant/Seasonal Head Start

- **PARENT COORDINATOR**  
  Victim Services

- **PROGRAM ASSISTANT/CLERK TYPIST**  
  Administration/Human Resources

- **SENIOR MEAL PROGRAM FOOD SERVICE WORKERS**  
  Community Services

- **SUBSTITUTE SENIOR BUS DRIVE**  
  Community Services

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**RELAY FOR LIFE**

Each year, more than 4 million people in over 20 countries raise much-needed funds and awareness to save lives from cancer through the Relay for Life movement. 2014 will mark the 15th year the agency has adopted Relay for Life as their signature giving back program. In 2013 CAPMC donated $13,926 to the Madera County Relay for Life campaign and received the top fundraising business award! This year the theme for the event will be All American Relay! The Madera Relay is scheduled for **May 3, 2014 at Lions Town and Country Park**...it is only 2 ½ months away and we still need walkers! Call Tina Gomez at 675-5761 or Donna Tooley, Relay Chair, at 675-5755 with questions.

**Celebrate, Remember, Fight Back!**
Barbara Murphy-Smith, along with several of her co-workers, had the opportunity in February to attend the 2014 Migrant/Seasonal Head Start National Conference in Washington, D.C. The three day conference featured motivational speakers, informational breakout sessions, opportunities to network with other like programs and spend the evenings observing the D.C. sites. Seen here is Barbara in front of the National Mall’s newest memorial honoring Dr. Martin Luther King, Jr.

EMPLOYEE SPOTLIGHT

Name: Kelly Hanna
Job Title: Human Resources Assistant II
How long have you worked for CAPMC? 8 days
Where were you born and raised? Born in Redwood City, CA and raised in Auburn, CA
What do you do in your spare time? I’m a 4-H Leader, spend time with my son and ride horses
Family: 2 year old son and fiancé
Pets: Golden doodle and Horse
Favorite Junk Food: Any baked goods
Favorite Holiday: Easter
Favorite Color: Green
Favorite Vacation Spot: Any place sunny
Favorite Song: Along the Broken Road by Rascal Flats
If you were stuck on a desert island and could only have three things, what would they be? Radio, my family and Starbucks
Greatest Achievement: Running a half-marathon
Best Advice Ever Given: The only thing in life that you can change is yourself
Favorite Saying: Life is like a camera...
Just focus on what’s important, capture the good times, develop from the negatives, and if things don’t turn out, take another shot
Of all the people who would you like to have dinner with and why? Audrey Hepburn because she was very classy.

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 Department at: mdasilva@maderacap.org Phone: (559) 675-5748 Fax: (559) 673-2859
**WATER CONSERVATION TIPS — www.ready.gov/drought**

**Water Saving Tips: Outdoors**

Water use can be direct – turning on a tap – and indirect – the water it takes to produce the goods and services you buy, use and consume every day. If you water a lawn or have an uncovered pool, your direct water use can be significant.

**Lawns and Gardens**

- To reduce evaporation, water your lawn during the cool parts of the day, like in the early morning or late evening, and don’t water the lawn on windy days.
- Set up your sprinklers so they’re not spraying the sidewalk or driveway make sure to turn them off on days when rain is expected, and get a rain sensor if you have automatic sprinklers.
- Use a drip irrigation system instead of a hose or sprinkler to water your garden, and hand-water your lawn or garden instead of using sprinklers when possible - you’ll cut your water use in half.
- Set lawn mower blades one notch higher. Longer grass means less evaporation.
- Direct the water drain line from your air conditioner to a flower bed, tree base or onto your lawn.
- Better yet, use a rainwater collector (rain barrel) to collect precipitation. You could save, on average, 4 gallons each day and you can use that water on your garden or houseplants. Plant native species that don’t require additional watering around your house. Grassy lawns make sense in wet climates, but in dry areas like the south and southwest they're huge water-wasters.

**Swimming Pools and Summer Fun**

- Use a pool cover - you'll save a thousand gallons of water from evaporating each month.
- Keep your pool water cool to reduce evaporation, and keep the water level low to reduce the amount of water lost to splashing.
- Check your pool for leaks often, and if you find a leak get it fixed as soon as possible. If your family wants to play with the hose or the sprinkler, make sure they do it in a dry part of the lawn that can use the water, and avoid buying water toys that require a constant stream of water.

**Washing Your Car**

- Only give your business to car wash establishments that conserve and recycle their wash water.

Drive your car onto your lawn when you wash it by hand - you'll irrigate your lawn and get two jobs done at once!
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
BOARD ACTION ITEMS . . . March 2014

The following is a synopsis of the Action Items from the Board of Director’s Meeting on March 13, 2014. If you are interested in seeing any items in more detail, please contact Melisa DaSilva.

- **RECOMMENDATION F-1**: Review and approve Fresno Migrant/Seasonal Head Start’s ERSEA Procedure.
  
  **SUMMARY**: Fresno Migrant/Seasonal Head Start revised the 2013-2014 ERSEA Procedure to reflect the new changes.
  
  **DISCUSSION**: After several discussions between program staff and fiscal staff, the following areas were identified as possible areas to address with the restoration funds:
  
  1. **FINANCIAL IMPACT**: None
     
     **BOARD ACTION**: Approved

- **RECOMMENDATION F-2**: Review and approve the 2013-2014 Fresno Migrant/Seasonal Head Start’s Days of Operation.
  
  
  **DISCUSSION**: The 2014-2015 Days of Operation were presented to the Policy Committee on March 12, 2014.
  
  **FINANCIAL IMPACT**: None
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-3**: Review and approve the 2014-2015 Fresno Migrant Head Start Budget modification that includes restoration funding of 5.27% and 1.3% COLA increase.
  
  **SUMMARY**: Staff is recommending restoring child care service days from 107 to 111 days of service.
  
  **DISCUSSION**: The 2014-2015 Fresno Migrant Head Start was in the process of submitting its 2014-2015 grant application by March 1, 2014, a two and a half week extension to March 19, 2014 was granted by San Luis Obispo to make the appropriate modifications/changes.
  
  **FINANCIAL IMPACT**: None
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-4**: Review the Fresno Migrant/Seasonal Head Start Program 2014-2017 Goals and Objectives up dates.
  
  **SUMMARY**: All Head Start programs conduct a Community Needs Assessment every three years, and provide and update each following year to determine if there are changes in the areas where services are provided. The Goals and Objectives are derived from the data gathered during the Community Needs Assessment.
  
  **DISCUSSION**: The 2014-2015 Grant application with all budget modifications is due to San Luis Obispo by March 19, 2014 with Policy Council and Board of Director’s approval.
  
  **FINANCIAL IMPACT**: None
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-5**: Review and approve the 2013-2014 Madera/Mariposa Regional Head Start (MMRHS) Self-Assessment Program Strengths and Exemplary Practices, a Program Improvement Plan for each area, and Corrective Plans of Action for any findings and recommendations.
  
  **SUMMARY**: The 2013-2014 MMRHS Self-Assessment was conducted January 13-17, 2014, with training taking place on January 13, 2014. The Central Office staff was divided into four teams with one or more person(s) being the leader. Center staff and parents participated in the process. Each team was given three days to observe and review any documentation, files or classrooms in order to provide a report of the findings, recommendations, and strengths, and then follow up with the required Improvement Plan or Corrective Plan of Action. There were three areas identified as non-compliant during the 2013-2014 MMRHS Self-Assessment, three of which were in Child Health & Safety and ERSEA/Family and Community.
  
  **DISCUSSION**: The 2014 Office of Head Start Monitoring Protocol was used to evaluate the program. The areas reviewed were:
  
  - Program Governance
  - Management Systems
  - Child Health & Safety (inclusive of Nutrition and Safe Environments)
  - Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
  - Family & Community Engagement
  
  **FINANCIAL IMPACT**: None
  
  **BOARD ACTION**: Approved
of Classroom Assessment Scoring System – CLASS, and Disabilities/Mental Health. The attachment will provide further information on the CLASS scores, program strengths, plans for continuous improvement for each service area, and a Corrective Plan of Action for each area of non-compliance.

**FINANCIAL IMPACT:** None

**BOARD ACTION:** Approved

- **RECOMMENDATION F-6:**
  - Review and approve the 2014-2015 Madera/ Mariposa Regional Head Start Budget modification that includes restoration funding of 5.27% and 1.3% COLA increase.

**SUMMARY:**
1. On February 26, 2014 CAPMC Head Start was notified of the Consolidated Appropriations Act of 2014. Head Start programs have received full restoration of funding from the 5.27% sequestration cuts in the 2013 funding.
2. The Act also includes a Cost of Living Adjustment (COLA) to salaries of 1.3%.
3. Programs were asked to make the appropriate changes to the 2014-2015 budgets. Since CAPMC Head Start was in the process of submitting its 2014-2015 grant application by March 1, 2014, a two week extension to March 14, 2014 was granted by Region IX to make the appropriate modifications/changes.
4. The Office of Head Start’s priority is to restore any slots or days of service cut due to sequestration. CAPMC Regional Head Start program did not cut slots or days of service.
5. Management staff have met to determine how the funding could be used to benefit the program and program services.
6. The 2014-2015 Grant application with all budget modifications is due to Region IX by March 14, 2015 with Policy Council and Board of Director’s approval.

**DISCUSSION:**
After several discussions between program staff and fiscal staff, the following areas were identified as possible areas to address with the restoration funds:

1. Apply the 1.3% Cost of Living Adjustment to all positions.
2. On an annual basis, management staff’s allocation between the two budgets, Regional & Migrant, is reviewed and the percentage charged to each program is adjusted accordingly. Fiscal staff has determined that management staff’s allocation to the Regional Head Start budget needs to increase from 40% to 44% for the 2014-2015 program year.
3. Staff is recommended to increase child service days from 128 to 129 days of service.
4. With California raising the minimum wage beginning July 1, 2014, staff have identified three (3) positions whose hourly range needs to be adjusted as follows:
   a. Food Service Worker $8.94 to $9.63 (10% increase)
   b. Janitor $9.17 to $9.87 (7.5% increase)
   c. Instructional Aide/Janitor $9.17 to $10.12 (10% increase)
   d. CAPMC conducted a salary study that reflected a salary disparity for many Head Start positions in relationship to other similar CAP agencies. Therefore in an effort to minimize the disparity, management is proposing a 2.5% salary increase to be allocated to those positions with a disparity. This increase does not include those listed in item (a) above or for any classifications without a disparity.
5. For those classifications remaining with a disparity of 11% or higher, management is recommending an additional 2.5% salary increase. The 2.5% salary increase will be applied provided there is enough funding to increase salaries for these positions.

**FINANCIAL IMPACT:**
- **Budget Restoration Amount** $172,530
- **COLA** $42,560
- **Non-Federal Share** $830,609

**BOARD ACTION:** Approved

- **RECOMMENDATION F-7:**
  - Authorize the submission of the Community Action Partnership of Madera County 2014-2015 State Based Migrant Full Day Program Grant Budget to Stanislaus County Office of Education.
  - The budget amounts are $344,470 for the Basic Program, $70,828 for the Specialized Services Program, and $60,789 for the Start-up/Close-down Program.

**SUMMARY:**
We have prepared our budgets based on agency’s funding allocations for the 2014-2015 funding guidance and amounts received from Stanislaus County Office of Education.

**DISCUSSION:**
The State Based Migrant Full-Day Program will serve a total of 45 infants and toddlers at three of the Migrant Head Start sites for 192 days. This program will operate as a blended program with the Madera Migrant and Seasonal Head Start program.

**FINANCIAL IMPACT:**
- **Total Grant Award – Basic Budget** $344,470
- **Total Specialized Services Award** $70,828
- **Total Start-up/Close-down Budget** $60,789

**Total** $476,087

**BOARD ACTION:** Approved

- **RECOMMENDATION F-8:**
  - Approve the following Budget Revisions and increase from Amendment #1 for the 2013-2014 State Based Migrant, Specialized Service, and Start-up/Close-down Programs to be submitted to Stanislaus County of Education pending Board approval by April 1st:
  - ✓ Budget Revision request for the State Based Migrant for $11,673 increase in funds
  - ✓ Budget Revision request for the Specialized Services
  - ✓ Budget Revision request for the Start-up/Close-down Funding, including $2,060 increase in funds

**SUMMARY:**
The agency’s contract with Stanislaus County Office of Education requires written approval if a budget revision from one federal category to another exceeds 10% of the federal category to be increased or decreased or $50,000 whichever amount is smaller. The deadline for submitting budget revisions is April 1, 2014. The program’s spending patterns have been analyzed and projections made through the end of the contract period of June 30, 2014. There are few areas that require budget revisions. Additional funds in State Base Migrant and Start-up/Close-down programs are included in the budget revisions due to an increase of Daily Rate and Maximum Reimbursable Amount. See the attached Budget Revision Requests.

**DISCUSSION:**
Included below are highlights of the changes that are requested:

A. **State Base Migrant**
   - 6A – Personnel: Amendment #1 funds of $10,808 to be allocated to salaries to finish the program year. Projected cost will be less than budgeted amount.
   - 6I – Indirect Cost: Amendment #1 funds of $865 to be allocated to this category.

B. **Specialized Services**
   - 6A – Personnel: Salaries projected cost will be less than budgeted amount by $2,460. Open positions throughout the program year has created a variance. Requesting $2,600 to be transferred to Supplies category.
   - 6B – Fringe Benefits: Employee benefits costs will be less than budgeted amount by $3,450. Open positions throughout the program year has created a variance. Requesting $560 to be transferred to Other category and $2,280 to be transferred to Supplies category.
   - 6E – Supplies: Increase category a total of $5,400 from Personnel and Fringe Benefits. Amount to by used to purchase supplies for the program sites.
   - 6H – Other: Increase by $560 from Fringe Benefits category to cover utilities, telephone, and rent not included current budget.

C. **Start-up/Close-down funding**
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

BOARD ACTION ITEMS... March 2014

The following is a synopsis of the Action Items from the Board of Director’s Meeting on March 13, 2014. If you are interested in seeing any items in more detail, please contact Melisa DaSilva.

6A – Personnel; Increase by $7,000 to cover personnel cost to be incurred by employees from Sierra Vista, Los Ninos, and Los Banos to attend pre-service and prepare the sites before children attend in May. Request to transfer in $6,893 from Supplies category and $107 from personnel category.

6B – Fringe Benefits; Increase by $1,800 to cover employee benefits to be incurred while employees attend pre-service and prepare the sites before children attend in May. Allocate the remaining increase in funds to this category.

6E – Supplies; Request to transfer $6,893 to Personnel.

6I – Indirect Costs; Allocate $153 from this category.

FINANCIAL IMPACT:
Total Amendment award to State Base Migrant is $11,673.
Total Amendment award to Start-up/Close-down funding is $2,060.

BOARD ACTION: Approved

- **RECOMMENDATION F-9:**
  Authorize the Executive Director to sign and submit the 2014 National Children’s Alliance request for proposal to support establishment, improvement, and expansion of child advocacy centers.

SUMMARY:
The grant funding from the National Children’s Alliance is a $20,000.00 grant offered to accredited members to support the improvement of mental health services offered through the child advocacy center that provides direct services to victims of child abuse.

DISCUSSION:
The grant award is due March 14, 2014 and is a one-time allocation per year from January 1, 2014-December 31, 2014. CAPMC- Victm Services is requesting $20,000.00 to support a consultant trained in trauma focused therapy to provide on-site counseling services to victims of child abuse and their non-offending family members. The consultant will also conduct an assessment on non-offending family members and provide education on caretaker self-care.

FINANCIAL IMPACT:
CAPMC-Victim Services is requesting $20,000.00 to support the aftercare program operated by the Child Forensic Interview Team (CFIT). We plan to match the request with funds that we requested from the Community Grant Program of the Picayune of Chukchansi Indians.

FINANCIAL IMPACT: None

BOARD ACTION: Approved

- **RECOMMENDATION F-10:**
  Tabled.

- **RECOMMENDATION F-11:**
  Review and approve the Community Action Partnership of Madera County 2014 Salary Study for submission to the U.S. Department of Health & Human Services, Office of Head Start, Administration for Children and Families in accordance with Head Start requirements.

SUMMARY:
The Madera/Mariposa Regional Head Start program is required to submit a salary study once every three years to the Department of Health & Human Services, Office of Head Start, Administration for Children and Families.

DISCUSSION:
The Madera/Mariposa Regional Head Start is required to submit a salary study to the U.S. Department of Health & Human Services, Office of Head Start, Administration for Children and Families every three years as part of the grant application.

The CAPMC Leadership Development Team in conjunction with the Human Resources Director, Irene Yang, created the salary study. This is the first Salary Study prepared in house and publically presented.

Benchmark positions were identified by CAPMC Program Managers as the basis of comparison and, therefore, not all positions at CAPMC were used in the comparison.

Over 25 organizations were used in the comparative sample.

Although this is a required study by the Office of Head Start, it does not represent a change in the CAPMC salary schedule.

A suggested benchmark placement and internal alignment of related classes based on CAP agency comparison was completed by the fiscal department in December 2013.

The CAPMC Personnel Committee approved the submission of the Salary Study to the U.S. Department of Health & Human Services, Office of Head Start, Administration for Children and Families at a meeting held on January 8, 2014.

The CAPMC Board of Directors under closed session at the February 13, 2014 board meeting asked for direction regarding the Salary Study from agency attorney, Russ Ryan. Per the board request, Mr. Ryan has provided the Executive Director with a recommendation to make the salary study generally available to the public.

Should any future funding become available for salary adjustments this comparison will be used as a benchmark for any disparity in improving the compensation level of all employees commensurate with the Agency’s budgetary limitations.

FINANCIAL IMPACT: None

BOARD ACTION: Approved
Let’s have some fun and learn about updates to the agencies strategic plan, CAPQuest—“Our Journey to Excellence.” At the March, 2014 Board of Directors an update was provided to the Board regarding the status of CAPQuest and how we as an agency are progressing towards our journey to excellence. Let’s see how much you know! Below is a test of your knowledge of our strategic plan. **Please complete the test, and return to Administration by 4/1/14 to be entered into a drawing where 3 winners will be selected to order the shirt of their choice from Lands End.** The 2013 update is now available on CAPnet. Please go to CAPnet, CAPQUEST 2020, Shared Documents and you will find the update that could help you win a shirt! Good luck!

1. How many Objectives can be found in CAPQuest:
   - [ ] 8
   - [ ] 20
   - [ ] 10
   - [ ] 15

2. What percentage of our Initiatives were completed by the end of 2013?
   - [ ] 31%
   - [ ] 40%
   - [ ] 55%
   - [ ] 100%

3. How many households did the LIHEAP program serve with emergency energy needs in 2013? The assistance included home weatherization, P G & E shut off notices, P G & E assistance and propane assistance.
   - [ ] 3,799
   - [ ] 1,642
   - [ ] 2,698
   - [ ] None

4. What was the percentage of the CAPMC expenditures by category that went to Personnel in the 2012-2013 fiscal year?
   - [ ] 10%
   - [ ] 14%
   - [ ] 9%
   - [ ] 59%