The Employee Climate Survey Advisory Team is pleased to announce the distribution of the 2014 Employee Climate Survey during the last quarter of 2014. The survey has been reviewed by the team with a couple of new indicators. Team members will be distributing the survey to the Madera Migrant and Regional sites during the months of October and November. The Fresno sites will have an opportunity to complete the survey during an all staff meeting on November 7, 2014. In December, the Madera office will be a pilot project for filling out the survey electronically.

In an effort to ascertain the wellness needs of our staff, a new addition to the survey has been added based on the concept of the wellness wheel. During a leadership training that Flora Chacon, Fresno Migrant Head Start Director attended in the summer, the Wellness Wheel was introduced. The framework comes from the National Center on Health. Once the wellness information from the survey has been gleaned, we are hopeful that this approach will be adopted by our agency to address the most urgent wellness concerns from our staff. The definition of Wellness is described below by Dr. Neal M. Horen:

“Wellness is caring for the “whole” person—physically, mentally, socially, and emotionally. It’s about being productive, feeling good physically and emotionally, and interacting in a positive way with people and the environment.“

The Employee Climate Survey provides a wealth of information on how satisfied you are with your job at CAPMC. In addition, the survey provides a measurement for many of the Objectives in our agency strategic plan—CAPQuest. Although the survey is not mandatory, we highly encourage you to complete it so that we can continue to make improvements towards satisfied employees and becoming a Community Action Partnership Agency of Excellence.
**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY**

**AGENCY INFORMATION . . . Here's the Scoop**

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**CATCHING PEOPLE... DOING THE RIGHT THING**

**LUDIVINA BARRIENTOZ**, from Madera Regional Head Start Cottonwood Center has been multitasking by doing her Janitor Teacher Aide position as well as filling in for the Cook Aide. Thank you!

**IT**, for identifying a solution for communication at the Eastside Center. The staff have not had the ability to fax for several years.

**XAI VANG**, for spending a recent Saturday setting up a phone line for the front desk.

**THE SAFETY COMMITTEE**, for all their hard work during the month of September.

**RALPH CARILLO**, from the Parlier Center for his support to help a staff member complete and return a health form to Human Resources.

**CONRAD PALACIOS**, for repairing the broken cart in the Human Resources Department

**MATTIE MENDEZ**, for putting a crying child to sleep in the lobby.

**MELISA DASILVA**, for organizing two back to back trainings in September.

**COMMUNITY SERVICES STAFF**, for organizing the “Manage Your Money” week in October.

**GINO BUENROSTRO**, for following the CAPMC Standards to Live By. Whenever he goes to the centers, he always asks “is there anything else I can do for you?”

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**MARK YOUR CALENDAR...**

**NOVEMBER 11, 2014** Veterans Day Holiday.

**NOVEMBER 27-28, 2014**: Thanksgiving Holiday Observed

**DECEMBER 6, 2014**: Trees for Charity

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**IT STARTS WITH YOU—SEPTEMBER SAFETY MONTH**

*Congratulations to the Fresno Migrant Head Start Office for being the winners of the Safety Poster Contest! They will receive the fabulous safety cone trophy for receiving the most votes.*

Thank you to everyone who participated in the safety month activities and brought safety awareness to your center, office and agency!

*Congratulations to grand prize winner Daysy Barrios. Daysy took home this beautiful microwave during CAPMC Safety Month!*

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**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 5. For those interested and eligible, the form is available on CAPnet. Please...

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**ANNUAL SOUP BOWL SUCCESS**

The Victim Services annual soup bowl was a huge success again this year. Months of planning gave way to a sold out crowd. The total amount raised was $2,648! A special thank you to everyone who donated soup and raffle prizes for the event and to the Victim Services staff for their hard work and dedication each and every day.

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**FALL BACK!**

The end of Daylight Savings Time is coming up this weekend. The official time change occurs at 2 a.m. Sunday, November 2, 2014 when we set our clocks back to 1 a.m.

You’ll get an extra hour of sleep that night, notice a big difference in sunrise and sunset times, and be rested for the upcoming work week.
FRESNO MIGRANT HEAD START STAFF TRAINING DAY

CULTIVATING MINDS AND HEARTS

NOVEMBER 7, 2014

Fresno Migrant Head Start will be holding a staff training day to focus on cultivating minds and hearts on Friday, November 7, 2014. The day will include the following:

- Welcome from Mattie Mendez
- Celebration of Successes—Flora Chacon
- Talent Show
- Luncheon
- National Migrant/Seasonal Head Start Association presentation from Cleo Rodriguez
- Value Awards
- Employee Climate Survey
- And...much more!!

CAPMC has piloted a new program called the Drought Water Assistance Program (DWAP) which will provide low-income households with a one-time payment towards their water utility bill. We are now able to assist eligible households with assistance on bundled services (water, sewer, and trash). Applications are available and can be picked up from CAPMC or you can download an application packet at www.maderacap.org. Please contact the Community Services Department at Extension 5740 if you have any questions.

Welcome to CAPMC!
New Employees & New Positions

LISA ELLIOTT-BENALLY
Food Service Cook—Mariposa—Madera Regional Head Start

JACQUELINE COFFMAN
Janitor—Mariposa—Madera Regional Head Start

CARMEN PECK
Center Director—Reedley—Fresno Migrant Head Start

GEIDY MENDOZA
Instructional Aide—Selma—Fresno 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:

- ACCOUNT PROGRAM MANAGER
  Fiscal
- ADVOCATE II
  Madera Head Start
- ADVOCATE III
  Madera Head Start
- ADVOCATE III
  Victim Services
- ASSOCIATE TEACHER
  Fresno Head Start
- ASSOCIATE TEACHER
  Madera Head Start
- FOOD SERVICE WORKER
  Madera Head Start
- HUMAN RESOURCES GENERALIST
  Human Resources
- INSTRUCTIONAL AIDE II/JANITOR
  Fresno Head Start
- INSTRUCTIONAL AIDE II/JANITOR
  Madera Head Start
- PARENT COORDINATOR
  Victim Services

~COLA~

CAPMC Board of Directors approved a Cost of Living (COLA) and some disparity increases at the October 9, 2014 meeting (see Board Minutes—F-11). The fiscal department has been working diligently calculating the increases and has included them in the October 31, 2014 paycheck. Any retro pay will be calculated at a future date. Please contact your supervisor should you have any questions.

Thank you once again to Bank of America for their generous donation of $4,000. The money will be used towards improvements at the Shunammite Place.
EMPLOYEE SPOTLIGHT

Name: Estella Simental
Job Title: Instructional Aide

How long have you worked for CAPMC? 4 Years
Where were you born and raised? Madera
What do you do in your spare time? Go on dates with my husband
Family: My husband Tony and I
Pets: 3 dogs: Sunny, Nena, Jerry
Favorite Holiday: Thanksgiving
Favorite Color: Charcoal Grey
Favorite Movie: My Big Fat Greek Wedding
Favorite junk food: Nacho Cheese Doritos w/bean dip and snow balls
Favorite Vacation Spot: Don’t have one
If you were stuck on a desert island and could only have three things, what would they be? A Bible, solar powered radio and snow balls
Greatest Achievement: Continuing my education
Best Advice Ever Given: Love each other as I have loved you. John 15:12
A random fun fact about you: I love Jesus.

Please include some thoughts about your job, co-workers: I enjoy my job. I work with a great team. I am surrounded by professionals who enjoy working with children and their families. Thank you CAPMC for allowing me to be a part of the agency that truly enjoys providing these services.

The American Lung Association is holding their annual Holiday Poinsettias fundraiser. Treat yourself, or your friends and family to a beautiful poinsettia plant this season. By purchasing you help the American Lung Association in California continue, and expand, programs that promote lung health and prevent lung disease. A sign up sheet is available in the Gill Avenue lunchroom or by contacting Administration at Ext 5748. Time is limited! Please place your order by Friday, November 21, 2014.

4” Plant—$6
6” Plant—$10
8” Plant—$20
## Traumatic Brain Injury in the United States

**Overview**

Traumatic brain injury (TBI) is a major cause of death and disability in the United States, contributing to about 30% of all injury deaths. Every day, 138 people in the United States die from injuries that include TBI. Those who survive a TBI can face effects lasting a few days to disabilities which may last the rest of their lives. Effects of TBI can include impaired thinking or memory, movement, sensation (e.g., vision or hearing), or emotional functioning (e.g., personality changes, depression). These issues not only affect individuals but can have lasting effects on families and communities.

### What is a TBI?

A TBI is caused by a bump, blow, or jolt to the head or a penetrating head injury that disrupts the normal function of the brain. Not all blows or jolts to the head result in a TBI. The severity of a TBI may range from “mild” (i.e., a brief change in mental status or consciousness) to “severe” (i.e., an extended period of unconsciousness or memory loss after the injury). Most TBIs that occur each year are mild, commonly called concussions.

### What are the leading causes of TBI?

From 2006–2010, falls were the leading cause of TBI, accounting for 40% of all TBI-related deaths in the United States that resulted in an ED visit, hospitalization, or death. Falls disproportionately affect the youngest and oldest age groups:

- More than half (55%) of TBIs among children 0 to 14 years were caused by falls.
- More than two-thirds (81%) of TBIs in adults aged 65 and older are caused by falls.

Unintentional blunt trauma (e.g., being hit by an object) was the second leading cause of TBI, accounting for about 15% of all TBI-related deaths in the United States for 2006–2010. Close to a quarter (24%) of all TBIs in children less than 15 years of age were related to blunt trauma. Among all age groups, motor vehicle crashes were the third overall leading cause of TBI (14%). When looking at just TBI-related deaths, motor vehicle crashes were the second leading cause of TBI-related deaths (26%) for 2006–2010. About 10% of all TBIs are due to assaults. They accounted for 3% of all TBI-related deaths in 2006–2010. About 75% of all assaults associated with TBI occur in young adults 15 to 44 years of age.

### Risk factors for TBI

- Among TBI-related deaths in 2006–2010:
  - Men were nearly three times as likely to die as women.
  - Rates were highest for persons 65 years and older.
  - The leading cause of TBI-related death varied by age.
  - Falls were the leading cause of death for persons 65 years and older.
  - Motor vehicle crashes were the leading cause for children and young adults ages 5-24 years.
- Assaults were the leading cause for children ages 0-4.
- Among non-fatal TBI-related injuries for 2006–2010:
  - Men had higher rates of TBI hospitalizations and ED visits than women.
  - Hospitalization rates were highest among persons aged 65 years and older.
  - Rates of ED visits were highest for children aged 0-4 years.
  - Falls were the leading cause of TBI-related ED visits for every age group.
  - Blunt trauma was the second leading cause of TBI-related ED visits among children 5-14 years.
  - The leading cause of TBI-related hospitalizations varied by age:
  - Falls were the leading cause among children ages 0-14 and adults 45 years and older.
  - Motor vehicle crashes were the leading cause of hospitalizations for adolescents and young adults ages 15-44 years.

Source: Centers for Disease Control and Prevention