“A healthy attitude is contagious, but don’t wait to catch it from others. Be a carrier” - Tom Stoppard

Making a Difference
CAPMC 2015 Agency Wellness Conference

Monday, November 9, 2015
Registration: 9:00—10:00 am
Conference: 10:00 am—4:00 pm
Fresno Convention Center
848 M Street, Fresno

Spirit Award
Each Center and Department will construct a palm tree to be placed around the circumference of the room. Please bring the tree to the event. Call Tina Gomez at (559)675-5761 or Andrea Guerrero at (559)277-8641 with any questions.

Speaker
The committee is very excited to announce our key note speaker for the event, Dr. Neal Horen. Dr. Horen is an expert in the field of wellness and will enlighten us with his knowledge and expertise.

Gift Baskets
Each Center and Department can contribute a gift basket (valued at $25) for raffle at the conference. All baskets are due to Barbara Murphy Smith or Tammy McDougald at the 1225 Gill Avenue Office building by Monday, November 2, 2015. Please contact Jessica Mendoza at (559)675-5734 with any questions.

★ Spirit Decoration ★ 50/50 Raffle ★ Photo Booth

Note: Must follow CAPMC Dress Code Policy
Parking is available in lots 1 and 2. Please show CAPMC I.D. badge for free access to parking.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AGENCY INFORMATION . . . Here’s the Scoop

CATCHING PEOPLE...
DOING THE RIGHT THING
FLORA CHACON—For introducing the book “The Wisdom of Oz” to the Community Services Department.
MELISSA DELTORO—For her outreach to the community to sell Soup Bowl tickets.
VICTIM SERVICES STAFF—For all their hard work in making the annual Soup Bowl luncheon a success!
SUNSET STAFF, MAINTENANCE, AND MANAGEMENT—For stepping in to assist due to staffing issues. We couldn’t have done it without everyone working together as a team!

VACATION LEAVE PAYOUT
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 no later than December 4, 2015. For those interested and eligible, the form is available on CAPnet. Please contact Sandra Ramirez at 673-9173 x5756 for more information.

MARK YOUR CALENDAR...
NOVEMBER 9, 2015: Community Action Partnership of Madera County—“Making a Difference” Wellness Day
NOVEMBER 11, 2015: Veteran’s Day Holiday
NOVEMBER 26—27, 2015—Thanksgiving Holiday Observed
DECEMBER 8, 2015—CAPMC Employee Health Fair

SA.F.E
Staying Accident Free Everyday

 While there are certain risk factors you can’t change, like your family history, knowing your risks for diabetes lets you decide what’s best for your health.

Celebrate healthy changes
As always, the best way to lower your risks is to exercise, eat healthy, and lose any extra pounds.

Play detective. Find out what you don’t know about your family history, especially when it comes to chronic conditions.

Stay in check. Low blood sugar levels can cause sudden mood swings in some people, so don’t go too long between eating meals.

Indulge smart. When you want to satisfy your sweet tooth, be mindful of your choices. A serving of berries is almost always better than a pastry or chocolate.

MESSAGE FROM SAFETY COMMITTEE
✓ Thank you for your participation in the Safety Month activities!
✓ Enjoy the upcoming Wellness Conference
✓ Prepare for the anticipation of El Nino
✓ Inspect the conditions of the windows in your home
✓ Save water
✓ Drink plenty of water

SAFETY GAME PIECE

Due to the Human Resources Department—11/6/15 @ noon

Complete below:

NAME:__________________________
I.D.#:__________________________
WORKSITE:______________________

1. Write down 2 stretches that you are able to do by following the stretches essentials and tips listed on the article: _______________________

2. Approach your immediate supervisor or your department safety committee representative and demonstrate selected stretches. ______________

3. Have your immediate supervisor or your department safety committee representative sign off after seeing your stretches. ______________

4. Turn in the game piece to Human Resources Office by November 6, 2015 at noon.
RAFAEL L. SILVA
MIGRANT HEAD START
CENTER WAS BUSY
HOSTING VARIOUS
EVENTS IN OCTOBER
INCLUDING:

✓ Art Expo
✓ U.S. Army Visit
✓ E & M Reptile Family
✓ Wild Child Adventures

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Welcome to CAPMC!
New Employees & New Positions

MARIBEL CRUZ PALACIOS
Instructional Aide II/Janitor

MARTHA CABALLERO
Associate Teacher

NOEMI RAMIREZ BAROJAS
Instructional Aide II/Janitor

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

■ ADVOCATE 11/111
  Fresno Migrant Head Start

■ ADVOCATE 111
  Victim Services

■ ASSOCIATE TEACHER
  Fresno Migrant Head Start
  Madera Head Start

■ INSTRUCTIONAL AIDE II/JANITOR
  Fresno Migrant Head Start
  Madera Head Start

ANNOUNCING CAPMC
TWITTER AND FACEBOOK!

Twitter: Capmadera
Facebook: Maderacap
MaderaHeadStart
CAPMC-Victim-Services

✓ Take a moment to “like” or “follow” us today!
✓ At the upcoming Wellness Conference use the #CAPMC50 and share photos and comments of the event! View your “tweets” through a live stream throughout the day.

FALL BACK!
The end of Daylight Savings Time is coming up this weekend. The official time change occurs at 2 a.m. Sunday, November 1, 2015 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.
On Friday, October 2, 2015, Congressman Jim Costa visited with the children, families and staff at the Madera Los Niños Head Start Center. The center was busy preparing for his visit throughout the week decorating their doors and creating family tree projects.

The Congressman enjoyed visiting with the children and observed the teaching and learning that was taking place. He also took the time for many photo opportunities with staff.

Employee Spotlight

Name: Elizabeth M. Wisener
Job Title: Community Services Program Manager

How long have you worked for CAPMC? 15 years total
How long have you lived in Madera? 41 years
Family: My husband Steve of 35 years and my daughter Megan who is 27.
What do you do in your spare time? Spare time? What is that?
Favorite Saying: “Tomorrow is a new day”
Favorite Song: “I Am Not Alone” by Kari Jobe
Favorite Holiday: Christmas
Favorite Color: Jade
Favorite Movie: The Christmas Card
Favorite junk food: Chocolate
Favorite TV Show: No favorites
Best Advice Ever Given: “To the younger generation, do not sacrifice your children and family for your work. Set proper boundaries at work and hold tight to them. Work will always be here and there will always be a greater need than what you can provide. Your children will grow up. Be there for them while they are still with you”.
Thoughts about your job: I work with a really awesome group of dedicated people who care about the people they serve in this community.

Congratulations to the CAPMC Fiscal Department for creating the winning poster during September Safety Month! The poster will be strategically placed on the “Wall of Fame” in the Gill Avenue Office.
### STRETCHES

Why do we stretch?

- Stretching is useful for both injury prevention and treatment.
- Stretching increases flexibility which directly translates into reduced risk of injury.
- Stretching allows a greater range of motion, making you less likely to experience an injury.
- Stretching enhances your balance, coordination, and circulation.
- Stretching increases blood flow to your muscles. Improved circulation can speed recovery after muscle injuries.
- Flexible muscles can improve your daily performance on tasks such as lifting and bending.
- Stretching promotes better posture. Frequent stretching keeps your muscles from getting tight, allowing you to maintain proper posture and minimize aches and pains.
- Stretching can relieve stress. It relaxes the tense muscles that often accompany stress.
- Stretching before work-related tasks focuses people on working safely.

Tips for stretching safely:

- If you are being treated by a medical provider, follow their instructions.
- Stretching is a key part of your exercise program.
- Stretching before work or physical activity can prepare your body for exercise.
- Stretching after work promotes a better range of motion for your joints.
- When you're stretching, stay within your comfort range. Expect to feel some tension while you're stretching. If you feel pain, you've gone too far.
- Move slowly and support your body.
- Hold each stretch for 10-15 seconds.
- Breathe freely as you hold each stretch; try not to hold your breath.

Some stretching essentials:

- Target major muscle groups: when you're stretching, focus on your calves, thighs, hips, lower back, neck and shoulders.
- Stretch muscles and joints that you routinely use, at work or play.
- Warm up first: stretching muscles when they're cold increases your risk of injury, including pulled muscles.
- Warm up by walking while gently pumping your arms, or do a favorite exercise at low intensity for five minutes.
- Remember to stretch after you exercise, when your muscles are warm and more receptive to stretching.
- How often to stretch: as a general rule, stretch before and after a manual task or exercise, as well as after being in a static posture (e.g., driving).
- Taking a few minutes to do a series of stretches can make your whole body feel better. Stretch spontaneously throughout the day whenever you feel tense. (See reverse)
Safety Committee Coordinators

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673-9173 x 5748

Community Services
Perla Erigio
673-9173 x 5740

APP/R & R
Vianey Barrientos
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673-9173 X 5724
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Norma Blanco
673-9173 X5727

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Victim Services:
Beryl Raviscioni
661-1000 x 5708
Norma Alvarex
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SAF.E
Staying Accident Free Everyday

October 2015

STRETCHES

DA YS
without
INJURY
As of 10/23/15

CAPMC: 0 DAYS
Offices: 35 DAYS
Madera/Mariposa Regional HS: 35 DAYS
Madera Migrant /Seasonal HS: 0 DAYS
Fresno Migrant/Seasonal HS: 7 DAYS