“Being of service to others is what brings true happiness”
- Marie Osmond

 ADMINISTRATION
✓ Celebration of CAPMC 50 year anniversary!
✓ Employee Wellness Day and Health Fair
✓ Board of Director received laptops for implementation of electronic board packets
✓ Execution of the CSBG Organizational Standards

APP/R & R
✓ $500,000 increase in funding for the Alternative Payment Program
✓ Comprehensive training of child care providers
✓ Service to over 1,000 in the subsidized child care program.

COMMUNITY SERVICES
✓ Community Services department successfully took on 5 new contracts; LIWP, SOLAR PV, DWAP, CDA, SHW

FISCAL/IT
✓ Clean audit for period ending June 30, 2015
✓ ACA tracking up and running
✓ Update of fiscal policies and procedures
✓ Addressed wage disparity for indirect staff
✓ Rolled out MPLS connections
✓ Upgraded network hardware infrastructure
✓ Implemented new IT service request system
✓ Initial implementation of Office 365

FRESNO MIGRANT HEAD START
✓ Exceeded In-Kind
✓ Met enrollment numbers
✓ Piloting ABC Mouse
✓ Increased Fresno office internet bandwidth

HUMAN RESOURCES
✓ Process Improvement for New Employee Orientation
✓ Workers Compensation experience mode decrease
✓ Improvement in selection of items in the safety store

MADERA HEAD START
✓ Regional Head Start received five year grant
✓ Cross training with Head Start service areas
✓ Successful H & S monitoring

VICTIM SERVICES
✓ Established partnership with Marsy’s House
✓ Complied with VOCA standards
✓ Increased funding
✓ Increased positions
CATCHING PEOPLE...

DOING THE RIGHT THING

HUMAN RESOURCES DEPARTMENT — For their organization, set up, and take down of the 1st Annual CAPMC Wellness Fair.
MADERA/MARIPOSA REGIONAL HEAD START STAFF, for their assistance during the recent review.
ALEX MCBREATHY, for her support with a young expecting Mom.
JOE, GINO, AND JOHN, for ensuring the safety of the children at Mis Tesoros due to a homeless camp set up behind the center.
TINA RODRIGUEZ, for her aid with the recent unification of a family.
LIZ DELANO, for her 22 years of service to CAPMC. February 1, 2016 will mark “retirement day” for Liz. Congratulations!
SUNSET STAFF AND BLANCA MENDEZ, for their outstanding job during Irene Caruso’s absence.
CONRAD PALACIOS, for recently becoming a Certified Playground Safety Inspector by the National Recreation and Park Association.
ARMONDO MESA, for helping out with some wiring at one of the centers.
DONNA TOOLEY, SANDRA RAMIREZ AND JESSE PEREZ, for providing the recent reviewers with any fiscal information needed.

COMMUNITY ACTION Partnership of Madera County highlights our 50 year anniversary with a banner flying high across Yosemite Avenue in Madera.

MESSAGE FROM HUMAN RESOURCES

It is time to update your personnel and health screening records for all Non-Head Start departments. Please contact Kelly Hanna by no later than January 29, 2016 to book your appointment to review the updated packet contents. Kelly can be reached at (559)675-5767.

MARK YOUR CALENDAR...

JANUARY 26-28, 2016—Point-in-Time Homeless Count
FEBRUARY 11, 2016—Board of Director Meeting
FEBRUARY 14, 2016—Valentine’s Day
FEBRUARY 15, 2016—President’s Day Holiday Observed
MARCH 8, 2016—Valley Children’s Hospital Kid’s Day
MARCH 25, 2016—Spring Holiday Observed

SAFETY GAME PIECE

Due to the H/R Department—1/29/16 @ noon

NAME:________________________
I.D.#:__________________
WORKSITE:______________________

1. What are some key elements from the visitor safety article?
2. How does your department demonstrate those key elements?
This year for the first time, California is offering its own state Earned Income Tax Credit (EITC) in addition to the Federal EITC. As a result, working Californians can recoup hundreds, even thousands of cash back when they file their taxes. To find out more information, go to the CalEITC4Me website at: http://caleitc4me.org/
The website provides more information about EITC, including eligibility, and will soon include a directory of sites where those who qualify can file their taxes for free.

“SAVE THE DATE”
For Kid’s Day

This year marks the 29th annual Children’s Hospital of Central California fundraising event to raise money by selling the “Kid’s Day” edition of the Fresno Bee.

Employees of CAPMC have been volunteering for 13 years in this effort for the hospital in Madera County. Please join your fellow CAPMC staff members and thousands of other volunteers all over the valley on Tuesday, March 8th.

Come help us out for as much time as your schedule allows! Contact Sandra Cevasco at scevasco@maderacap.org or at (559)675-5751 to sign up.

Welcome to CAPMC!
New Employees & New Positions

MARIA AVILA
Madera Head Start/Instructional Aide

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
- PARENT SKILLS INSTRUCTOR
  Victim Services
- PROFESSIONAL DEVELOPMENT COACH
  Madera Head Start
- EARLY HEAD START FAMILY FACILITATOR
  Madera Head Start

THE WELLNESS WHELL
In an effort to continue to provide staff with knowledge on wellness and the wellness wheel presented during our agency-wide wellness day, our board member and financial wizard, Mr. Emlen Miles-Mattingly, will be conducting the following financial information sessions:

SOCIAL SECURITY—WHAT YOU NEED TO KNOW
February 26, 2016
1-3:00 P.M.
Gill Avenue Conference Room 1/1a

UNDERSTANDING AND CREATING HEALTHY FINANCIAL HABITS
March 4, 2016
9:00—11:00 a.m.
1:00—3:00 p.m.
Gill Avenue Conference Room 1/1a
March 10-11, 2016 (One-on-One Follow-Up Session)

Space is limited for all events. Sign up is on a first come/first serve basis. Contact Stephanie Sink at (559)675–5812 or ssinks@maderacap.org to reserve your space today!
**Employee Spotlight**

**Name:** Cointa Velasquez  
**Job Title:** Associate Teacher  
**How long have you worked for CAPMC?**  
20 years  
**Family:** Husband, 3 sons, 1 daughter, and 3 grandsons  
**What do you do in your spare time?** Enjoy my grandkids and cook!  
**Of all people, who would you like to have dinner with and why?** My parents because they live so far away  
**Travels:** Mexico  
**Pets:** Dogs  
**Favorite Saying:** “Treat others the way you want to be treated.”  
**Favorite Song:** Christmas songs  
**Favorite Holiday:** Christmas  
**Favorite Sports Team:** I love soccer  
**Favorite Color:** Burgundy  
**Favorite junk food:** Chocolate  
**Favorite vacation spot:** Mexico  
**Favorite TV Show:** News  
**Best Advice Ever Given:** To accept God as my savior.  
**Greatest Achievement:** To have a happy family, God’s blessings.  
**If you were stuck on a desert island and could only have three things, what would they be:** Bible, water, and food.  
**Thoughts about your job:** I love my job, enjoy working and sharing with my co-workers, and love helping families and their children with their needs.

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**Fresno Migrant/Seasonal Head Start**

Smiling faces graced the faces of the excited staff as they entered the Las Palmas Conference room. The eagerness to see one another and to celebrate the success of the 2015 Migrant season was evident. The Fresno Migrant and Seasonal Head Start set itself a program goal. Perfect Attendance. By improving employee attendance the program hopes to ensure that the children being served receive continuous uninterrupted services. And continue to make FMSHS a program of quality. Staff is expected to work their scheduled hours: this will minimize undue stress to center employees. Employees were encouraged to better plan when they will be absent or away from the center. Staff was given a ticket on a weekly basis for being present for each week worked. A total of 502 tickets were passed out during the season.

An anonymous donor donated a beach cruiser bicycle as an incentive. This year’s winner was Master Teacher Mariana Andrade from the Inez C. Rodriguez Migrant Head Start. Congratulations to your dedication of providing quality service to the children and families in Fresno County!

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**Chowchilla Head Start**

**By:** Yareny Pumarejo

During the month of November we had a Fall Carnival at our center. Parents mentioned interest to teaching staff and we brought the idea to the parent meeting. Parents enthusiastically came up with ideas for carnival games and they also put the games together using simple household items. The games covered areas of fine motor, number recognition, balance, measuring, and guessing. The day of the carnival the parents ran the game booths and passed out tickets. The children received prizes for participation and we had a spectacular outcome! It rained for the afternoon session and we brought the games indoors and still had a great time. Parents, children, and teachers loved it and we plan to have more events like this in the near future as we continue to focus on other school-readiness concepts.

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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, Assistant to the Executive Director at: mdasilva@maderacap.org Phone: (559) 675-5748 Fax: (559) 673-2859
403(b) RETIREMENT PLAN
Community Action Partnership of Madera County, Inc. (CAPMC) sponsors a 403(b) tax-deferred retirement plan. You have the opportunity to save for and contribute to the employee account through a payroll deduction. You have the opportunity to save for retirement by participating in CAPMC’s 403(b) Retirement Plan by electing to make pre-tax contributions.

NOT YET CONTRIBUTING?
To start your contribution, complete and return the Salary Reduction Agreement available in the Human Resources Office. You may select a fixed dollar amount or a percentage that will be deducted from your paycheck each pay period. Small amounts, even $10.00 per pay period, add up over time. Please note that in addition to completing and returning a Salary Reduction Agreement, you must also establish an account with VOYA (formerly ING) Financial Services, the agency’s plan sponsor. You will need to complete an application and beneficiary designation.

ALREADY CONTRIBUTING? Great news! You can increase your contributions?
You may elect to contribute up to $18,000 in 2016. This amount is the general limit on what you can elect to defer under the 403(b) plan and this amount is adjusted annually. Additional catch-up contributions may be permitted if certain criteria are met. Specifically, if you are at least 50 years old by year’s end, you may make additional catch-up contribution of up to $6,000. To increase your contributions, complete and return a Revised Salary Reduction Agreement.

STATUS CHANGE
Are you recently married or divorced? Do you have a change in status? If so, please update your beneficiary designee by contacting Donna Tooley at (559)675-5755.

NEW EMPLOYEES
You will be eligible for the discretionary employer contribution on either January 1 or July 1 after you have met the one year of service requirement and work a minimum of 1,000 hours and you are still employed by CAPMC. You must be 21 years of age to qualify.

Neither your employer nor the VOYA investment provider can provide you with tax or legal advice. Employees are encouraged to contact their financial representative or tax professional with any questions.

MEET OUR VOYA REPRESENTATIVE
Shelley Nolasco, CAPMC’s Financial Representative from VOYA, will be available as needed to complete sign-ups for new employees. She will also be available to meet with current participants to discuss their investments and retirement goals. If you have any questions, she may be reached at (800)801-8222.

If you have any questions, you may contact Donna Tooley at 675-5755.

Note: Webcast series focused on age-based retirement planning are available on demand at: http://voyadelivers.com/webinars/
VISITOR SAFETY

Visitors are any non-employees at the facility, including contractors, vendors, family members of employees, and facility inspectors. Because visitors may be unaware of the hazards and required processes specific to the organization, they may inadvertently endanger themselves or others through improper practices. In addition to the potential outcomes of injury, property damage, and significant business interruption, the organization can be liable for contractual staff or visitor injuries.

Special procedures are needed to assure that all visitors are following the needed controls.

Visitor safety policy:

Establish a policy to keep all visitors safe and to control their actions while they are on-site. Key elements of a visitor safety policy include the following:

**A sign-in procedure:** Before entering any facility or operation, all visitors must be required to sign in. The sign-in form needs to outline visitor responsibilities. Visitors also need to sign out when leaving the site, so that all parties are accounted for.

**Security screening:** Establish the areas where visitors are not permitted without special clearance or training. Areas may be off-limits because of chemicals, processes, trade secrets or other issues.

**Safety briefings:** Before visitors are allowed to enter the production area of any facility or operation, they must be briefed. The briefing must include the following:

- Age restrictions
- The hazards of the work being performed, and rules to follow to avoid them
- The hazards of heavy material-handling equipment and the need to remain out of the line of travel of such equipment
- Areas that are available and not available for visitation
- The presence of chemicals or other hazardous materials
- The importance of following all written signs and postings
- The importance of staying with the designated employee and following verbal instructions
- A review of the Emergency Action Plan, the alarm systems, the evacuation routes, and the assembly areas

**Visitor requirements:** This includes the maximum number of visitors permitted at a time and any age restrictions. Consider a policy where no one under the age of 18 is allowed on-site.

**Visitor supervision:** All visitors must be escorted and supervised at all times by a responsible employee while on-site.