Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around.

Leo Buscaglia

MARTHA DIAZ SHELTER TO RECEIVE OVERHAUL

The Victim Services Department received good news on September 7 at an awards dinner held at Chukchansi Gold Resort & Casino. They were awarded $51,900 through the 2010 Community Grant Program of the Picayune Rancheria of Chukchansi Indians & The County of Madera. Pictured at right are Tina Figueroa, Victim Services Program Manager, and Sally Bomprezzi, Chairman of the CAPMC’s Board of Directors, who were there to accept the award on CAPMC’s behalf.

The grant money will be used for repairs and renovations including landscaping, playgrounds, barbecue and parking areas at the Martha Diaz Shelter. This is a desperately needed addition, as the shelter currently only has one metal slide and two swings. The new playground will offer swings, slides, monkey bars, and a basketball hoop. Also, modifications will be made to make the shelter handicapped accessible.

Victim Services’ Martha Diaz Shelter provides emergency shelter, food and clothing for 30 days to women and children who are fleeing domestic violence. The operation of the shelter is funded by state grants. Ms. Figueroa was especially excited to hear news of the award, following two years of budget challenges with the state. As of September 24, the California’s budget was 86 days late, the longest impasse in the state’s history. Shelter operations are being covered by unrestricted grant money until the budget is signed and monies are issued.

The grant process was competitive, with 118 applicants vying for $1 million. Only 13 organizations were chosen, including CAPMC’s Victim Services. A special thanks to MJ Nabors, CAPMC Executive Director, for her assistance in writing and submitting the grant.

MARK YOUR CALENDAR...

Monday, October 11: Columbus Day. CAPMC OFFICES CLOSED.
Friday, October 22: Nacho Sale to benefit Relay for Life
Thursday, October 28: Soup Bowl of Madera VFW Hall, 11:30a-1:30p
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
PROGRAMS & PEOPLE... Making a Difference

CATCHING PEOPLE
DOING THE RIGHT THING

BERYL RAVISCIONI, Victim Services staff member, worked to acquire a location for the Soup Bowl for not cost.

BILL FRAME, Applications, has remained flexible and calm while facilitating the website project.

DONNA TOOLEY, Chief Financial Officer, and SANDRA RAMIREZ, Accountant Manager, used their knowledge and expertise in assisting with a new grant budget.

EVA ALVAREZ, FMSH Executive Administrative Assistance, displayed her commitment to the program, as she stayed until midnight one evening to pet Policy Council packets out on time.

JASON EDWARDS, Network Administrator, spent over two hours trying to connect to the County of Madera website.

KIM LOPEZ, Administrative Analyst, and NUBIA ALVAREZ, Homeless Prevention Coordinator, have been putting in extra hours to proofread content that will be on CAPMC’s new website.

LETICIA LUNJAN and FELICIA SALCIDO, Community Services Staff, teamed up to on a Saturday to see over 50 applicants for energy assistance. In the past 3 weeks, they’ve processed over 158 applications. For this special program, CAPMC receives $15 if the applicant is accepted. All of these funds will go to pay the Shunammite PG&E bill.

If you catch someone doing the right thing, please share! Email Kim at klopez@maderacap.org or call 675-5752.

RELAY FOR LIFE

Purchase a ticket for a chance to win a handmade quilt! Ticket are available through Community Services staff beginning October 1. Drawing will be October 29.

Other upcoming events: Nacho Sale on October 22, Potato Fest on March 17, 2011.

Relay for Life fundraisers are up and running for the 2011 campaign! If you would like to sponsor an event, you don’t have to ask...just send out a flyer! Please contact Mary Long at 675-5742 with any questions.

Congratulations from the Fresno Migrant Head Start office, to the following individuals for having perfect work attendance from June 12 to August 21, 2010.


Keep up the great work, and thank you!

CALIFORNIA BREAKING RECORD FOR LONGEST PERIOD THAT LEGISLATURE HAS GONE WITHOUT APPROVING BUDGET

September 16, 2010 — SACRAMENTO, Calif. (AP) — California has broken its record for the longest budget impasse as Gov. Arnold Schwarzenegger holds talks with state lawmakers.

Friday will be the 79th day the state has gone without a resolution to its $19 billion deficit. It is the longest period ever that the state Legislature has gone without approving a new state spending plan.

The last record was set two years ago at 78 days.

Schwarzenegger met with legislative leaders for more than 2 hours Thursday, and talks are scheduled to resume Friday.

The governor and lawmakers disagree on the amount of cuts to make and whether to adopt new taxes as the economic downturn erodes state revenues.

FEELING THE IMPACTS OF A DELAYED BUDGET: CAPMC PROGRAMS AFFECTED

- Six centers in Fresno County that would have continued services, are closing in October.
- Child Care Resource & Referral will be suspending services and closing its doors on October 15.
- Child Care Alternative Payment Program will process timesheets until October 30, after which they will close.
- Victim Services Center has been using unrestricted funds from their reserves to sustain operations. Their cash flow and Reserve account has suffered.
- Certain state-funded preschool services through Madera Migrant Head Start will be closing.

*This information is accurate and true as of September 24. Passage of a state budget could mean changes to this information. Stay tuned for updates...
**Positions to Be Filled**

For more information contact the Human Resources Department at 673-9173 or go to www.maderacap.org. The following positions are open until filled:

- **Area Manager**
  - Madera Head Start
- **Associate Teacher**
  - Madera Migrant Head Start
- **Instructional Aide II/Janitor**
  - Madera Migrant Head Start and Madera Regional Head Start
- **Master Teacher** (In-House Recruitment Only)
  - Madera Migrant Head Start and Madera Regional Head Start

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**Welcome to Community Action Partnership! New Employees/New Positions**

- **Arsenio De La Cruz, Jr.**
  - Food Service Worker — Fresno Migrant Head Start, Reedley
- **Beckie Tingley**
  - Substitute Escort Driver — Community Services
- **Flora Chacon**
  - Support Services Manager — Community Services Department
- **Francisco Rodriguez** (Provisional)
  - Shelter Support Aide — Victim Services Center, Martha Diaz Shelter
- **Kenneth Apodaca**
  - Facilities Manager — Fresno Migrant Head Start
- **Maria Maravilla** (Provisional)
  - Associate Teacher — Fresno Migrant Head Start, Mendota
- **Maria Padilla** (Substitute)
  - Associate Teacher — Fresno Migrant Head Start, Reedley
- **Maribel Olivera** (Substitute)
  - Associate Teacher — Fresno Migrant Head Start, Orange Cove
- **Marta Periera** (Provisional)
  - Associate Teacher — Fresno Migrant Head Start, Parlier
- **Oralia Aguayo** (Provisional)
  - Instructional Aide II/Janitor — Madera Migrant Head Start, Pomona
- **Raul Gonzalez**
  - Center Director II — Madera Migrant Head Start, Pomona
- **Teresa Naranjo** (Substitute)
  - Associate Teacher — Fresno Migrant Head Start, Reedley

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**Donate Your Old Cell Phones!**

Your old cell phone may provide the critical link between law enforcement and someone in trouble. Drop off your old cell phones to:

**Victim Services Center, 1225 Gill Avenue, Madera CA 93637**

For more information call 661-1000

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**Changes to Sick Leave Policy 701.00.00**

Please review these key changes made to the Sick Leave Policy. Contact Human Resources at 673-9173 with any questions.

- In order to better define the eligibility criteria, the “Eligibility” section was added to the policy to clearly state what types of employment status are qualified for the sick leave benefit.
  - “Regular full-time, regular part-time, provisional with benefits, substitute with benefits, and contract with benefits employees are eligible for sick leave benefits. Temporary, provisional, substitute and contract employees are not eligible and do not earn sick leave.”

- Family structure has changed in the last few years. In order for qualified employees to exercise the sick leave benefits to care for immediate family members, the definition of immediate family was reviewed and updated.
  - “Spouse: Husband, Wife
    - Parent (Mother/Father): Biological, Adoptive, Step, Loco Parentis, In-Law
    - Child (Son/Daughter): Biological, Adoptive, Foster, Step, Legal Ward, Loco Parentis, In-Law
    - Brother/Sister: Biological, Adoptive, Step, Half, In-Law
    - Grand/Great: Parent, Child, Step, In-Law
    - Domestic Partners: Registered Partner”

- Both employees and their supervisors have the responsibility to utilize their sick leave benefits properly. The Administration of Sick Leave Policy is a section developed to guide both employees and their supervisors in the use of their sick leaves. Essential steps are listed and defined.
  - See 701.10.00

- Sick Leave Records section was created, so employees will know how the records are maintained and how they can access their records.
  - “The Fiscal Department of the Agency will maintain sick leave records for each employee, and the records are reflected on each employee’s pay stubs.”
The **STRATEGIC GOALS** are the areas on which we need to focus in order to attain our vision. CAPMC staff have agreed on these four universal goals, which all employees must strive to achieve, no matter your program, job title, or duties. The roadmap to achieving them is found in the map. Each Goal has a **STRATEGIC RESULT**. This is what our service looks like when the Goal is met.

**PREMIER PROGRAMS AND CUSTOMER SERVICE**

Strategic Result: Our programs achieve exceptional results and our customers are highly satisfied with the quality of customer service they receive.

**OPERATIONAL EXCELLENCE**

Strategic Result: We have formal, integrated systems that enable the organization to achieve efficiency, effectiveness, and exceed customer expectations.

**COMMUNITY PARTNERING**

Strategic Result: We have an extensive effective network of community partners that achieves tangible results for our program participants.

**CAPACITY BUILDING**

Strategic Results: The capabilities of our organization and employees are strengthened to better meet the needs of our community.

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**EMPLOYEE STORE SCHEDULE**

Open from 2:30 — 4:00 pm on:

Friday, November 5

Ways to shop: ● Stop by the store ● Fax your order to 675-1497 ● Interoffice mail to Kim Lopez in R&R

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A NEW VENDING MACHINE HAS BEEN PURCHASED AT THE GILL AVE OFFICE!

PRICES ARE 50¢ and 75¢.

Contact Fiscal with any questions.

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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 ideas or input about the newsletter? Would you like to contribute an article or pictures?

All submissions are welcome and appreciated!

If so, please contact: Kim Lopez, Resource & Referral Department

Email: klopez@maderacap.org Phone: 675-5752 Fax: 675-1497
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

BOARD ACTION ITEMS... August 2010

The following is a synopsis of the Action Items from the Board of Director’s Meeting on August 12, 2010. If you are interested in seeing any items in more detail, please contact Jeannie Stapleton.

- **RECOMMENDATION F-1**: Elect a Nominating Committee to prepare a slate of nominations for Board Officers and the Executive Committee.

  **SUMMARY**: As stated in the CAPMC By-laws, a Nominating committee must be elected to select the nominees for Board Officers (Chairperson, Vice Chairperson and Secretary/treasurer) and Executive Committee to be elected at the October meeting.

  **DISCUSSION**: The election of the Nominating Committee should follow the guidance stated in Section 10.0 of the Agency By-laws: Section 10.2. Nominating Committee. The Nominating Committee shall be composed of six members, nominated and elected annually (every even year) by the Board. The committee Chairperson shall be appointed by the Board Chairperson from among those elected members. Section 10.3: Nominating Committee Duties. Prepare a slate of nominations for the Board officers and members of the Executive Committee. Mail the slate of nominations to all Board members at least five days in advance of the October meeting. Submit to the Board, nominations to fill interim vacancies in any elective positions. Serve as the Election Board for the bi-annual election at the October meeting of the Agency. The election process shall call for nominations from the floor. The current Chairperson, Vice Chairperson, and Secretary/Treasurer are eligible to serve one more term in their positions. The nominating committee can choose to nominate them to serve another two-year term or replace them. The newly elected Chairperson, Vice Chairperson, and Secretary/Treasurer will serve until October 2012. Board Alternates may not serve as officers of the Board of Directors. The composition of the Executive Committee shall be as provided in the Agency By-laws, Section 10.0. Executive Committee: 10.1: Executive Committee. The Executive Committee shall be composed of the Board Officers and three other Members elected bi-annually (every even year) by the Board. There will be no limit on the number of terms served by non-officers on the Executive Committee. Executive Committee Composition. The Executive Committee shall include one-third public officials, one third low-income sector, and one-third private sector. Since the officers comprise 50% of the Executive Committee, the slate of nominations must be one-third public officials, one-third low-income sector, and one-third private sector. A Nominating Committee meeting will be scheduled two weeks prior to the October Board Meeting.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-2**: Accept the 2009-2010 Head Start Outcomes Presentation during the Board of Directors Meeting.

  **SUMMARY**: Child assessment in Head Start provides an important role in improving classrooms instruction and services to meet the needs of Head Start children. The School Readiness Act of 2007 requires that: All Head Start programs use research-based practices to support the growth of children’s pre-literacy and vocabulary skills. Improve classroom practices to better support children’s social, and emotional development. Increase the number of children who have the opportunity to participate in high quality early childhood programs. In response to this mandate, children were assessed three times during 2009-2010 program year in the months of November 2009, February 2010, and April 2010. The assessment is collected and entered into the Child Plus software. The data is used to identify areas of improvement for each classroom in order to plan activities for children to make gains in areas such as language, fine motor, etc. The goal of this process is to strengthen the quality of Madera/Mariposa Head Start and to improve our efforts in preparing out children for kindergarten.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-3**: Review and approve the American Recovery and Reinvestment Act (ARRA) Quality improvement (QI) Budget Revision Request for the 2009-2010 Madera Migrant/Seasonal Head Start Program.

  **SUMMARY**: Stanislaus County Office of Education has provided the Migrant and seasonal Head Start Program with an additional $7,693.

  **FINANCING**: The total ARRA Quality funding will increase from $148,972 to $156,665.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-4**: Staffing Changes.

  **SUMMARY**: New Hires: Kenneth Apodaca Facility Manager, Flora Chacon Baker, Arsenio Jr. De la Cruz Food Service Worker, Raul Gonzalez Center Director II. Provisional: Oralia Aguayo Instructional Aide II, Maria Maravilla, Marta Pereira Associate Teacher, Substitutes: Associate Teacher; Maribel Olvera, Maria Padilla. Non-Head Start Department New Hires: Staffing Changes New Hires: Francisco Rodriguez shelter Support Aide, Substitutes: Tingley Becky Substitute Escort Driver

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-5**:...
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
BOARD ACTION ITEMS . . . August 2010 (cont)

Informational only.

**SUMMARY:** Review a letter from Wells Fargo making a donation of $10,000 and a copy of the donation check, along with a Thank You letter from CAPMC.

**RECOMMENDATION F6:**
Approve the submission of the CAPMC’s 2011-2012 Madera Migrant/Seasonal Head Start Re-Funding Application to Central California Migrant Seasonal Head Start, Child and Family Division of Stanislaus County Office of Education, Approve/Disapprove Service Days for Centers, Basic Budget, Training Budget, In-Kind Budget, and Administrative Budget.

**SUMMARY:** CAPMC has received our annual Funding Guidance Letter from Central California Migrant/Seasonal Head Start with a total allocation of $4,110,432. Submission of the application is due to CCMSHS by October 15, 2010.

**DISCUSSION:** The allocation is $3,269,301 in Basic Funds, $19,045 in Training and Technical Assistance and $822,086 that will need to be generated in In-Kind. For the 2010-2011 contract period, the Madera Migrant/Seasonal Head Start operated in collaboration with State Based Migrant funds at two centers. As of today, the State of California has not adopted its budget yet, and the future of the State program is uncertain. The budget presented at this time is for non-blended budget. If we receive notification that the State funding will be continued, a revised budget will be presented for approval. The budget will be presented to the Policy Committee on September 8, 2010 for approval and a recommendation for approval will be presented to the Board of Directors on September 9, 2010. The 2011-2012 Migrant/Seasonal Head Start contract requires the program to generate 42,616 Child Days of Attendance. Budget handouts will be presented at the Board Meeting.

**BOARD ACTION:** Approved

**RECOMMENDATION F7:**
Staff are recommending approving the centers and service days for the 2011-2012 season to serve 396 Migrant and 75 Seasonal children and for all centers to provide a 10 hour full day option.

**DISCUSSION:** Approve the following Service Areas: Eastin Arcola Area (Avenue 8/Highway 145), Los Niños Area (Desha/Avenue 13 1/2), Sierra Vista Area (Southeast Corridor of the City of Madera), Pomona Area (Southwest Corridor of the City of Madera), Mis Angelitos Area (Northeast Corridor of the City of Madera), and Eastside Area–Pre-K Program for 4 year olds. Approve to serve the following children/families, 396 Migrant Children/Families and 75 Seasonal Children/Families. Approve the following Head Start Option: Full Day Option and Serve Infants/Toddlers/Preschoolers–10 hours per day.

**FINANCIAL IMPACT:** The proposed amount is $3,269,301.00

**BOARD ACTION:** Approved

**RECOMMENDATION F8:**
Review and Approve the Revised Accounting Financial Policy and Procedure Manual

**BOARD ACTION:** Approved

**RECOMMENDATION F9:**
Review and comment on the revised Agency By-Laws

**SUMMARY:** Agency By-Laws were last revised and approved at the December 2008 meeting of the Board of Directors. The By-Laws are being revised to reflect designation of the Head Start seat in the Private Sector as well as an alternate seat for Head Start Parent, that CAPMC has a licensed attorney on retainer, and modification in processing of meeting minutes.

**BOARD ACTION:** Approved

**RECOMMENDATION F10:**
Personnel Committee was unavailable to meet to approve the Safety Program Policy.

**SUMMARY:** The Safety Committee has revised the Safety Program Policy to encourage and to increase employees’ awareness of good health and safety work practices.

**DISCUSSION:** The four key areas of the Safety Program are: 1) disseminate the safety slogan, 2) track safety records, 3) post safety information in the Agency’s monthly newsletter– Action Connection, and 4) employee involvement. The Safety Committee created a slogan called S.A.F.E, which stands for Staying Accident Free Everyday. It is designed for employees to understand a simple and yet important message and incorporate the message into their daily job functions. The Human Resources Office tracks work related injuries regularly, and the Safety Committee Coordinators will receive updates from HR Office and post the latest records on numbers of days without injuries on their worksite safety record boards. Helpful safety articles will be published in the “Action Connection”, so employees can utilize the given ideas and supervisors can refer to the articles as safety training tools. Employees are expected to be involved in safety practices. They are expected to conduct self-inspection of their worksites/stations, to observe their environments and share their findings for necessary repairs or improvements. They are also expected to read the safety record boards and safety articles in the “Action Connection”.

**FINANCIAL IMPACT:** It is anticipated to have some impact on reducing injury costs; impacted costs will be allocated to the appropriate funding sources.

**BOARD ACTION:** Approved

**RECOMMENDATION F11:**
Personnel Committee was unavailable to meet to approve Personnel Policy 701.00.00 Sick Leave. Staff recommends Board of Directors review and approve the additions and modifications of Personnel Policy 701.00.00 Sick Leave.

**DISCUSSION:** In order to better define the eligibility criteria, the “Eligibility” section was added to the policy to clearly state what types of employment status are qualified for the sick leave benefit. Family structure has changed in the last few years. In order for qualified employees to exercise the sick leave benefits to care for immediate family members, the definition of immediate family was reviewed and updated. Both employees and their supervisors have the responsibility to utilize their sick leave benefits properly. The Administration of Sick Leave Policy is a section developed to guide both employees and their supervisors in the use of their sick leaves. Essential steps are listed and defined. Sick Leave Periods section was created, so employees will know how the records are maintained and how they can access their records.

**BOARD ACTION:** Approved
As reported in previous newsletters, ARRA has provided funding for various new projects that will create new services or enhance services already provided by CAPMC. ARRA employees have been hard at work to complete their respective projects. Here are some updates:

**New Employee Orientation**

Erin Allen, Career Advancement Coordinator, has fully implemented New Employee Orientation. The purpose of the orientation is to:

- Develop a supportive and welcoming environment so new employees can become familiar with job duties and the overall framework of the Agency;
- Provide tools and knowledge required for new employees to succeed in gaining a greater output of productivity sooner;
- Foster a sense of pride in new employees by teaching them the Agency’s mission, values, and core competencies; and
- Create a greater retention rate by showing new employees the importance of their role in the Agency and ensuring they feel valuable in that role.

During orientation, new employees receive information regarding agency policies, compensation, benefits, and the safety program. In addition, new employees are assigned a Buddy who helps them integrate into the Agency.

**Buddy Program**

The Buddy Program teams new employees with current employees to help them acclimate to the Agency’s vision, mission, and values.

A Buddy is an experienced employee who partners with a new employee during his/her first month with the Agency. The Buddy is introduced to the new employee on his/her first physical day of work and continues consistent personal contact with the new employee for a period of one month. The Buddy guides the new employee around facilities, introduces hi/her to co-workers, and answers questions.

To date, new employees who have participated in Orientation and the Buddy Program feel they have acclimated to the Agency within a short period of time. They say it helps to have a friend in the Agency from day one who they can turn to for help.
Students Feed Madera

Yolanda Contreras, Hunger Prevention Coordinator and Veronica Ruz, Hunger Prevention Advocate coordinated the “Students Feed Madera Canned Food Drive” with the Madera Unified School District (MUSD). Fourteen out of 19 MUSD schools participated resulting in the collection of 8,500 thousand pounds; enough food to provide 425 needy families in Madera County with an emergency food box. In addition, Yolanda reports she is currently searching database options to avoid duplication of services to clients, and that food pantries remain at 21 throughout Madera County.

Homeless Prevention Projects

Nubia Alvarez, Homeless Prevention Coordinator (HPC), has been working on two major projects:

Shunammite Place Operations Manual

The Operations Manual for the Shunammite Place has been completed. Thanks to the collaboration of Shunammite Staff, the HPC created a document that streamlines services by ensuring Staff compliance through a set of procedures and guidelines.

In addition, forms have been updated reflecting HUD reporting requirements and proper legal procedures. Furthermore, the existing Program Participant Handbook was expanded to mirror the changes in the Operations Manual, and was translated to Spanish to accommodate Spanish-speaking participants. The HPC will continue to work with Shunammite Place Staff to ensure both documents are kept up to date.

Ten Year Plan to End Homelessness in Madera County

Nubia has coordinated several meetings with the Madera County Homeless Coalition to develop a ten year plan to end homelessness. The Coalition is comprised of representatives from various providers in Madera including the City of Madera, the Madera County Department of Social Services, the Housing Authority of the City of Madera, and Holy Family Table. The Coalition is working on a plan that will end and prevent homelessness by the year 2020. Once completed, the Plan will go before the City Council of Madera and City Council of Chowchilla for adoption.

Head Start

Fresno Migrant Head Start used $50,998 in Quality ARRA funds to purchase two playgrounds; one for Biola and one for Five Points.

Madera Migrant Head Start used ARRA Quality Funds for facility repairs in the amount of $20,432.
The Safety Committee Presents:

S.A.F.E
Staying Accident Free Every Day

Community Action Partnership of Madera County

Safety Program Policy

The CAPMC Safety Committee would like to introduce you to the Safety Program Policy that was recently accepted by the Board of Directors and is rolling out as of September 10, 2010. Your department Safety Committee Coordinator will provide overall information on the Policy and you are welcome to direct your questions on the Policy to any of the Safety Committee Coordinators.

The primary reasons that the Policy was created are:
1) To disseminate the safety slogan;
2) Improve the safety records by tracking number of days without injuries;
3) Post helpful safety articles and information in the Agency’s monthly newsletter, Action Connection; and
4) Involve employees to have good safety practices daily.

The Safety Committee created a slogan to remind employees daily of the ultimate safety goal: S.A.F.E
Staying Accident Free Everyday

Erasable safety boards will be distributed to Head Start centers, Fresno administrative office and Gill Ave. office to track safety records. The erasable safety boards will be posted at locations that employees can view easily.

The Gill Ave. locations along with the shelters. The Fresno office will receive one board to track all the programs working at the Fresno administrative office.

Useful safety information will be published in the “Action Connection”, so employees can utilize the given ideas and supervisors can refer to the information as training tools. Employees are expected to be involved in safety practices, such as self-inspecting immediate worksites and environments, sharing findings for necessary repairs or improvements and reading safety record boards and provided safety information.