CAPMC believes that you have tremendous talents to share regardless if you are fairly new to the agency, or have been on board for years. Your professional growth with CAPMC transforms each day, and you control your own destination. Your professional growth is based on your objectives and priorities to enhance your competence, performance and effectiveness in a concentrated field. A well-designed professional growth plan will assist you to develop your abilities, technical/programmatic knowledge, and credentials. CAPMC offers many employee development programs to assist your professional growth.

CAPMC Performance Review and Development is usually the first path that your immediate supervisor uses by meeting with you to learn and explore your initial information, such as your skill set, interests, work habits and ethics, and prior performance goals. Simultaneously, your supervisor provides you constructive feedback, internal or external training opportunities to broaden your understanding of program knowledge and your job functions, and navigates you to set up relevant goals to raise the expectations. You can also ask your supervisor or Human Resources staff about other position requirements or career steps within the organization that you may be interested in.

Positions classified with Head Start or other preschool programs generally require teaching permits recognized by the California Department of Education, while the mid-management and administration generally require college degrees and extensive related experience. It is helpful to understand the teaching permit matrix (available in the CAPMC Personnel Policies and Procedures) in order for you to maintain or excel your credentialing. CAPMC understands and aims to alleviate some of the financial burden by offering financial assistance for continuing education program to pay for some college education costs. Advancing your education will equip you with job-related skills and knowledge, and completion of the college degree will even prepare you for future promotional opportunities.

CAPMC strives for an excellent reputation and services. Under the current competitive climate, professional growth evolves constantly to meet goals and market demands. CAPMC offers useful tools and personnel to assist you, and your professional growth is unlimited with well-planned strategies and meaningful motivation. For further information, please contact Ms. Renee Lopez, Human Resources Generalist at (559) 675-5767 or Ms. Irene Yang, Human Resources Director at (559) 675-5766.
MARK YOUR CALENDAR...
Friday, March 23: Employee Store—Fresno Migrant Head Start Office (4310 W. Jacquelyn, Fresno, CA) from 9:30—11:00 am  
Friday, March 16: St. Patrick’s Day Potato Fest. CAPMC Conference Room from 11:30 am—1:00 pm. Tickets are $7.  
Friday, April 6: CAPMC Closed for Spring Holiday  
Friday, April 20: Walk a Mile in Her Shoes, a Victim Services event

CAPMC LEADERSHIP ATTENDS STATE OF THE COUNTY
A group of CAPMC leaders attended EDC’s State of the County event on Wednesday, March 7. Pictured at left is Executive Director MATTIE MENDEZ with Board of Director members Caroline Williams and Linda Lewis-Wright. Pictured below is IRENE YANG, LETICIA LUJAN-ROJAS, ELIZABETH WISENER, DONNA TOOLEY, MATTIE MENDEZ, CAROLINE WILLIAMS, AND ERIKA LUGO.

We are pleased to announce that NORMA ALVAREZ, RENEE LOPEZ, ADRIANA POMPA, FELICIA SALCIDO and IRENE YANG have been trained as Certified Finger Print Rollers with the Department of Justice! CAPMC HR is now providing LiveScan Services for new employees.

A big THANK YOU to JASON EDWARDS, Network Administrator, for making this long awaited project a reality!

Here are a few shortcuts using the Windows Logo key ( ):

<table>
<thead>
<tr>
<th>Press these keys</th>
<th>To do this action</th>
</tr>
</thead>
<tbody>
<tr>
<td>⌘ + R</td>
<td>Open the Run dialogue box</td>
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<tr>
<td>⌘ + F</td>
<td>Search for file or folder</td>
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<tr>
<td>⌘ + Home</td>
<td>Minimize all but active window</td>
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<tr>
<td>⌘ + Down Arrow</td>
<td>Minimize the current window</td>
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<tr>
<td>⌘ + Up Arrow</td>
<td>Maximize the current window</td>
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The Safety Committee recognized 10 Madera Regional sites (Casas, Chowchilla, Cottonwood, Eastside, Fairmead, Homebase, Mariposa, Ruth Gonzalez, Valley West, Verdell McKelvey), 4 Madera Migrant sites (Alpha, Los Ninos, Mis Angelitos, Sierra Vista), 6 Fresno Migrant sites (Firebaugh, Huron, Mendota, Orange Cove, Parlier, Julia Lopez), 2 shelters (Shunammite Place, Martha Diaz), and 3 administrative offices (Oakhurst, Fresno, Madera), for maintaining zero injuries at worksites during the month of January. Keep up the good work!
EMPLOYEE SPOTLIGHT

Name: Evangelina Romero
Job Title: Food Service Worker
How long have you worked for CAPMC? 13 years
Where were you born and raised? Jalisco, Mexico
What do you do in your spare time? I love to read history and science books.
Family: My husband, four daughters, one son, one granddaughter, and one newborn grandson.
Travels: I love to travel to Indio, CA to visit my mother and siblings. I also travel to South Carolina and Arkansas to visit my daughter and San Francisco to visit my son.
Favorite Saying: “No pierdes la cabeza porque la traes puesta” meaning “You don’t misplace your head only because it’s attached.”
Favorite Vacation Spot: I like San Francisco
Favorite junk food: Sunflower seeds when I travel by car.
Favorite Game: Loteria
Favorite Color: Black, white, yellow
Favorite Holiday: Thanksgiving and Christmas
Favorite Sports/Teams: I love volleyball and I’m good at it!
Favorite Movie: Pocahontas—“If you kill him, you’ll have to kill me” (My favorite part is when her dad was going to kill John Smith.)
Of all people, who would you like to have dinner with? “I wouldn’t mind dinner with Francisco Colunga (Spanish soap opera actor)
Greatest Achievement: Learning English and becoming a citizen.
Best advice ever given: “Love, respect, and clean,” my mom’s advice
If you were stuck on a desert island and could only have 3 things, what would they be: Blanket, books, cell phone.
Random Fact: I love learning and taking classes in the evenings.
“I truly love working for the children.”

Welcome to CAPMC!
New Employees & New Positions

MARISABEL TORNERO
Instructional Aide II/Janitor—Madera Regional Head Start
ANNA ROSA RAMIREZ
Instructional Aide II/Janitor—Fresno Migrant Head Start
JESUS AGAVO, JR.
Instructional Aide II/Janitor—Fresno Migrant Head Start
RAMONA AVILES-WINN
Instructional Aide II/Janitor—Madera Regional Head Start
JESSICA FREEMAN-TORRES
Disabilities/Mental Health Content Specialist – Madera 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:

- ADMINISTRATIVE AIDE
  Victim Services
- ADVOCATE II/III
  Madera Head Start
- ASSOCIATE TEACHER
  Fresno Migrant Head Start & Madera Head Start
- CENTER DIRECTOR
  Fresno Migrant Head Start
- CHILD CARE PROGRAM ASSISTANT
  Alternative Payment Program / Resource & Referral
- COUNSELOR
  Victim Services Center
- INSTRUCTIONAL AIDE II/JANITOR
  Fresno Migrant Head Start & Madera Head Start
- VICTIM SERVICES COORDINATOR
  Victim Services

CAPMC EMPLOYEE STORE

The Next Store is: Friday, March 23 from 9:30 – 11:00 am at Fresno Migrant Head Start Office, 4610 W. Jacqueline Ave, Fresno

If you have any questions, please call Jeannie at 675-5716.

The Store is held in Conference Room 1 on the following dates:
Friday, May 5, 2012 from 9:30 – 11:00 am
Friday, July 27, 2012 from 9:30 – 11:00 am
Friday, September 21, 2012 from 9:30 – 11:00 am
Friday, November 16, 2012 from 9:30 – 11:00 am
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

CATCHING PEOPLE... Doing the Right Thing

BERYL RAVISCIONI, Victim Services Coordinator, is thanked for her ongoing support of each of our programs. She is always consistent and efficient with data and statistics.

LETTICIA NEVAREZ, Associate Teacher at Verdell McKelvey Head Start, took initiative and volunteered to write the Preschool Activity Plan.

ZENAIDA RUIZ, CTM/Janitor at Mendota Head Start, is a wonderful lady and fellow staff members appreciate her hard work and willingness to help out wherever she is needed. Her supervisor said, “I cannot give her enough coins or say how important she is for the everyday function of the Mendota center. Every hour of the day she is caught doing something right. She is the definition of ‘doing what needs to be done with out being told’.”

LINDA STALCUP, Head Cook at Eastside Head Start, makes a difference in the lives of children by cooking her nutritious meals with a smile.

ODILIA VALENCIA, Associate Teacher at Los Ninos, is doing a great job in the classroom.

Members of the SAFETY COMMITTEE had their first fundraiser to benefit the Safety Store. The Popcorn Sale raised $59!

LUĐDIVINA BARRIENTOZ, CTM/Janitor at Cottonwood Head Start, is thanked for stepping into the classroom and assisting teachers. Ludivina knows what to do and does an awesome job.

JEANNIE STAPLETON, Executive Administrative Assistant, and YOLANDA CONTRERAS, Administrative Aide, assist with many families in need and they are willing to always go the extra mile.

BEATRICE SOUSA, Instructional Aide II/Janitor at Mis Tesoros, goes above and beyond in maintaining the center and assisting in the classroom when short of staff.

ELVA LUGO, Associate Teacher at Mis Tesoros, wears many hats at the center. She is pictured left, preparing food for the children.

ANA VACA, IA II/Janitor at Valley West Head Start, has been taking initiative in learning how to do the paperwork and observations.

HOLLY JOHNSON, Food Service Worker at North Fork Head Start, jumped right into the classroom and helped the children.

VANESSA CARROLL, Center Director at Alpha Head Start, organized the Honey Bun Run, and a portion of the proceeds ($1,000) were donated to CAPMC’s Relay for Life campaign.

DINORHA FLORES, Family Advocate for Mis Angelitos Head Start, did a wonderful job filling in and covering ERSEA and Disabilities.

VICKI MENDOZA, HR Assistant II, and YESICA VELASQUEZ, Executive Administrative Assistant, organized the Migrant Head Start Recognition event; they always do a fabulous job!

VANESSA MADRIGALES and ERICA PEREZ, Madera Head Start Data Entry Technicians, inputting DRDP data very quickly.

VERONICA ARMIENTO, Family Advocate at Cottonwood Head Start, constantly goes above and beyond in preparing projects for the parents and finding ways to help them become involved.

STAFF HURRAHS

- ELVA LUGO, Associate Teacher at Mis Tesoros, received her AS Degree in Child Development on December 16.
- BERYL RAVISCIONI, Victim Services Coordinator, is the winner of Soroptimist International of Madera’s Ruby Award.
- MARIA I. SOLORIO, employee at Firebaugh Head Start Center, pictured at left, is the winner of the Safety Poster Competition. Congrats to you, and look forward to seeing the safety poster at your site soon.
- CAPMC raised $1000.35 for Children’s Hospital by selling 600 Kids Day papers with the help of SANDRA CEVASCO, and family William, Kayla & Jacob, JOAQUIN HERNANDEZ, LIZ DELANO, MARIA SOLIS, and CAROL CHAVEZ with Community & Family Services (APP/R&R) and TINA FIGUEROA, ANGELINA HERNANDEZ, and JENNIFER CORONADO with Victim Services and ANGIE LOPEZ with Strengthening Families. Special thanks to ALLISON DENAVA for staying in the office to help families.
Mariposa Head Start learns about music
Submitted by Margaret Essary and Barbara Murphy-Smith

On January 31st, Mariposa had a special musical guest, Steven Nordstrom (below).

Steven started playing the violin about eight years ago. He is also a pianist, vocalist and performer. Before taking violin lessons he took vocal lessons and as a child he attended local musical day camps with Gail Vanderslick, who has also in the past worked with our Head Start children in a weekly music program. Steven is currently working on the high school’s production of “School House Rock” and performing as “The Bill” in his next big production. He is excited to return to the classroom to give a rhythm class that will involve counting, visual aids, rests and beats. Steven, we applaud your talent and efforts to bring music to the lives of our young children.

Strengthening Families’ second graduating classes
By Millie Renteria, Parent Coordinator

The Strengthening Families Program (SFP) continues to serve families within our Madera County communities by providing classes in English and Spanish in both Madera and Chowchilla. Classes in Madera meet at CAPMC on Monday evenings and classes in Chowchilla meet at First 5 on Tuesday evenings.

The Strengthening Families Program is proud to announce that 22 parents participating in Madera’s second course graduated on November 21, 2011. In Chowchilla’s second course 14 participating parents graduated on December 21, 2011. Our graduating families were presented with a delicious family dinner and fun family prizes. Food donations to the Madera graduating class were made by DiCicco’s Italian Restaurant and to Chowchilla’s graduating class by Sal’s Mexican Restaurant. These families worked diligently to complete this 14 session program. Each member of the family that participated in the program received a certificate of completion in recognition of their commitment and participation in the program.

The third SFP course has begun and is well on its way in Madera and Chowchilla. Our next course will open in June 2012 and we encourage anyone interested in participating to call or drop in to our office and register now. We hope to begin offering a parenting course in Oakhurst in Spring 2012 so stay tuned.

We deeply appreciate our parenting program volunteers for their commitment and contribution to our program. We want to thank the Department of Social Services for their funding and support. Big thanks to First 5 for allowing us the use of their lovely facilities. And to all of our community partners that have made this program a success through their support and their family referrals.

Chowchilla Head Start staff with Executive Director, Mattie Mendez and Strategic Plan Coordinator/Assistant to the Executive Director, Melisa DaSilva. Staff members made puppets during a staff meeting and use them to talk about their feelings.
Street & Parking Lot Safety

After a day of work, safety may be the last thing you think about as you walk through the agency’s parking lot. You may have many things on your mind; nevertheless, do not take your personal safety for granted.

Parking Lots are targeted locations for the theft of valuables from a vehicle, as well as theft of the vehicle itself. A little planning may prevent such events from occurring.

- Park near other vehicles or in high pedestrian and vehicle traffic areas.
- Park in a well-lit area.
- Keep packages out of sight in your vehicle—under a seat, or in a glove box or trunk.
- When leaving your vehicle, be certain your windows are rolled completely up and your doors are locked.
- Criminals walk through parking lots looking for easy opportunities, such as vehicles with unlocked doors or packages and valuables in plain sight. Before leaving your vehicle, take a second to double-check that your car is not an easy target.
- When backing up, watch for blind spots and pedestrians.
- Avoid cutting through empty parking spaces, and drive no faster than 5-10 mph.

Pedestrians can also risk making themselves easy targets in parking lots. Usually, they don’t even realize it. The following tips will help make your visit a safe experience:

- Stay alert and walk briskly, with your head up and shoulders back. Criminals look for easy marks such as people who are slouched over, preoccupied or fumbling with packages.
- Look around the parking lot and your vehicle for suspicious people. If you notice suspicious behavior, inform the police immediately.
- Walk with others when possible.
- Watch for hazards, such as potholes, cracks, broken bottles, or debris.
- Walk in a well-lit area, and be aware of noises and movements.
- Avoid wearing visibly expensive jewelry.
- Have your keys in hand ready to open your vehicle, and lock it as soon as you get in.
- Look into your vehicle’s front and rear seats before entering it.
- Lock your vehicle as soon as you get in.

A Safety Suggestion Form will be rolled out soon for you to share your safety ideas.

Other notes:
Committee raised $54.00 from popcorn sales for the safety incentive store.
Committee received 13 safety posters entries from employees.
Committee encourages the following worksites to work towards injury-free for the month: Mis Tesoros, North Fork and Oakhurst and Pomona.
HONEY BUN RUN A SUCCESS!
By Vanessa Carroll, Center Director

February 12th was the first Honey Bun Run. We had 400 participants and 200 volunteers. The community was very excited to have a running event to support Relay for Life and other charities. CAPMC Employees that participated and brought their families/friends: GEORGINA CARROLL, ALEJANDRA PEREZ, VERONICA VALDEZ-RUIZ, MARIA ARREANO, KARINA CARDENAS, DINORHA FLORES, and JOSE VILLEGAS. Jose Villegas got 6th place overall in the 10K run. We raised $1000 for our Relay for Life team!

CAPMC Chief Financial Officer, Donna Tooley said, “Vanessa—Wow, truly amazing! Thank you for organizing this event and being willing to share the proceeds with CAPMC’s Relay for Life team. It was obviously a successful and well-attended run. What a great idea! I know it took a lot of effort on you and your husband’s parts to plan, organize, and oversee this event. It is greatly appreciated. Thank you for caring about this CAPMC charity cause.”

FIRST FUNDRAISER FRIDAY
By Joaquin Hernandez, Family Services Associate

The first coffee house is said to have appeared during the late 16th century in the city of Istanbul. This innovation was a colossal success. The Family and Community Services Department began February with one goal in mind. Help contribute to ending the scourge of cancer. Staff arrived in the pre-dawn hours on February 10th. But instead of donning “social-service-worker-caps”, they came in the guise of bakers, java brewers, and interior decorators. Hungry customers were eager to purchase breakfast and congregate in the agency’s conference room, which that morning had been transformed into a charming Valentine’s Day café. Seven dozen cinnamon rolls were baked. Patrons chose from a variety of toppings, including: sprinkles, nuts, and even Liz Delano’s legendary icing. Also available were orange juice and gallon-sized bags of frozen cinnamon rolls sold at reasonable prices. Family and Community Services Department thanks Starbucks of Madera County for donations of 4 one pound bags of coffee. The department donated in the neighborhood of $75 worth of supplies for this Relay for Life Fundraiser.

The grand total for this event was $458 dollars.
The Family and Community Services Department would like to THANK YOU for your continued support.

CAPMC Relay for Life Team is still looking for members! The Relay is May 5-6, 2012 at Lion’s Town & Country Park. Lots of walkers are still needed to fill the CAPMC team. Each team member is encouraged to raise $100 in donations. Contact Donna Tooley at 675-5755 or Tina Gomez if you are interested in participating.

RELAY FOR LIFE

★ Any donations to Relay for Life are appreciated. Plan a special event with your work team (benefit lunch, craft sale, etc.) and let CAPMC staff support you!

GOAL: $17,000

As of March: Over $10,000
MEET GARY L. SVANDA, CITY OF MADERA’S APPOINTMENT TO THE CAPMC BOARD OF DIRECTORS

Gary Svanda is currently serving his third term in office as a Council Member. Gary was first elected to the City Council in 2000 for a four year term. After a short break, Gary ran again for office and was reelected in 2006 and 2010. He served as Mayor in 2002 and 2010.

Gary holds a Bachelor of Science (BS) Degree in Business Administration from Illinois College and completed Graduate work on his Master of Business Administration (MBA) Degree at Southern Illinois University. He is currently a Financial Advisor/Broker for Edward Jones Investment and has been in this profession for 11 years. Previously, he was the Credit/Sales Manager and ultimate owner of Svanda Chevrolet-Olds, Inc. in Sparta, Illinois for 19 years, and Owner of Pacesetter Automotive Center in Madera, California for 8 years.

Gary has been a resident of Madera since 1990. He is married to Theresa Svanda. They have two children, daughter Dr. Kerri Dubicki and son Travis Svanda. Gary and Theresa have 3 grandchildren (Kerri’s children): Cole, Evan and Reese.

In addition to their regular duties as members of the City Council, the Redevelopment Agency, and the Housing Authority, Council Members are appointed to serve on other boards as representatives of the City Council. They are also active in community organizations. Gary currently serves on or has served in the past on: San Joaquin River Conservancy, Madera County Local Child Care and Development Planning Council, Madera County Economic Development Commission, Madera County Transportation Commission, Madera Hospital Foundation Board, Madera Chamber of Commerce (President 2000-2001). He also participates in the Madera Breakfast Lions (President 1998-1999) and Madera Elks Lodge #1918.

CAP SUCCESS LEADERSHIP PROGRAM

Participants attended the Cal/Neva Learning Institute training about CAP programs in San Francisco. They will also complete more orientation objectives in March to understand CAPMC mission and vision, funded program and authorities of the Board and Head Start Parent Council/Committee.
• **RECOMMENDATION F-1:** Review the Fresno Migrant/Seasonal Head Start Grantee Onsite Monitoring Findings Report and Approve the 2011 Corrective Action Plan.

  **SUMMARY:** CAP San Luis Obispo, the grantee for the FMSHS conducted an onsite monitoring review from September 27-29, 2011. CAPSLO provided staff a report of findings. The three-day monitoring review allowed CAPSLO, the responsible funding agency for the Migrant/Seasonal Head Start program, to ensure that the delegate agency (CAPMC) delivers the type and scope of services required by all federal and state policy guidelines. The monitoring review team used the FY 2011 Head Start Monitoring Protocol to assess the compliance with the Head Start Performance Standards.

  **BOARD ACTION:** Approved

• **RECOMMENDATION F-2:** Approve additional funding for a winter program for the Madera Migrant and Seasonal Head Start Program for the year ending February 29, 2012.

  **SUMMARY:** The program provides a winter program at Los Ninos and Sierra Vista. In order to meet the funded enrollment of 551 children another winter program was offered at Pomona and Mis Angelitos. Based on current projections and available funding, the winter programs at Pomona and Mis Angelitos would end as of January 31, 2012. The community assessment identified the need for child care during the months of January and February when parents are actively working. Additionally, CAPMC is the only agency that provides services for ten hours per day. CAPMC is proposing to serve 75 children at these two sites for 14 additional work days at the rate of $64 per child per day to cover staffing for the month of February. This amounts to $67,200. SCOE has tentatively approved our proposal pending the Policy Committee and Board of Directors’ approvals.

  **BOARD ACTION:** Approved

• **RECOMMENDATION F-3:** Approve the Enrollment Selection Criteria and the Recruitment Procedure for the 2012-2013 program year.

  **SUMMARY:** Staff is requesting approval of the Recruitment Procedure and the 2012-2013 Enrollment Selection Criteria. No changes were made from the previous year.

  **BOARD ACTION:** Approved

• **RECOMMENDATION F-4:** Approve the Enrollment Selection Criteria and the Recruitment Procedure for the 2012-2013 program year.

  **SUMMARY:** Staff is requesting approval of the Recruitment Procedure and the 2012-2013 Enrollment Selection Criteria. Changes were made to be in alignment with SCOE—Central CA Migrant/Seasonal Head Start approved Selection Criteria.

  **BOARD ACTION:** Approved

• **RECOMMENDATION F-5:** On an annual basis, members of the Board of Directors, the Executive Director, the Chief Financial Officer, and all Program Managers and those staff that influence vendor selections must complete a Form 700, Report of Economic Interests also complete the Annual Conflict of Interest Disclosure Form.

  **SUMMARY:** The Board of Directors at its meeting on January 13, 2011 received training on the Brown Act and Conflict of Interest. This training was presented by Russell K. Ryan, Esquire. As part of the agency’s ongoing policies, this disclosure form is to be completed on an annual basis.

  **BOARD ACTION:** Approved

• **RECOMMENDATION F-6:** Accept the appointment of Gary Svanda to represent the Madera City Council and Brett Frazier as alternate on the CAPMC Board of Directors effective January 1, 2012.

  **SUMMARY:** Representation from the Madera City Council demonstrates the public official representation of the tri-partite Board of Directors.

  **BOARD ACTION:** Approved
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

BOARD ACTION ITEMS...March 2012

The following is a synopsis of the Action Items from the Board of Director’s Meeting on March 8, 2012. If you are interested in seeing any items in more detail, please contact Melisa DaSilva.

- **RECOMMENDATION F-1:**
  Review the revision of CAPMC Staff Affirmative Action Plan.
  **SUMMARY:** The revision incorporates all updates and legal obligations set by the Equal Employment Opportunity Commission and Office of Federal Contract Compliance Programs.
  **BOARD ACTION:** Approved

- **RECOMMENDATION F-2:**
  Informational only. Review the Agency’s CSBG National Performance Indicators (NPI) Annual Report.
  **SUMMARY:** The CSBG contract requires the NPI goals and objectives be reported mid-year and annually to the Department of Community Services and Development. The goals and objectives are organized into three areas: agency, family and community based on the philosophies of the Results Oriented Management Accountability (ROMA) system of management. ROMA is a method of management which builds accountability into the daily activities of employees and the daily operations of an organization. ROMA is an avenue for agencies to continually evaluate the effectiveness of their programs and develop a plan for improvement. As the CSBG grant continues to compete with other federal grants for funding renewal, it will be increasingly more important for agencies to learn how to share the program outcomes achieved as a result of the funding. The Board of Directors shall review these reports to see if programs are meeting their goals.
  **BOARD ACTION:** Approved

- **RECOMMENDATION F-3:**
  Authorize the Executive Director to sign and submit the FEMA Application on behalf of the CAPMC Board of Directors.
  **SUMMARY:** CAPMC has received FEMA funds for 29 years. FEMA’s fiscal year is April 1, 2012-December 31, 2012. Funds will be used to pay for mass shelter and rent/mortgage assistance. Families/persons can only be assisted once every 18 months from the date they were last assisted. The 2011 funding decreased by 25%. CAPMC has not received information regarding the 2012 funding levels. The Madera County FEMA Board will determine the allocation to CAPMC, if any, based on funding availability and other applications received. CAPMC has been designated the fiscal conduit for the Madera County FEMA board. The administrative cost will be 2% of the award, which is used for copies, advertising and postage used to maintain the FEMA board. The FEMA application is due on March 16, 2012.
  **BOARD ACTION:** Approved

- **RECOMMENDATION F-4:**
  Recommend that Board of Directors award audit services for the year ending June 30, 2012 to Randolph Scott & Co., CPAs.
  **SUMMARY:** The agency is required to have an independent, agency-wide financial and compliance audit every year. In 2011 the agency requested proposals from six outside auditing firms. After review of the proposals, the audit services were awarded to Randolph Scott & Co., CPAs.
  **BOARD ACTION:** Approved

- **RECOMMENDATION F-5:**
  Informational. Review the revision of CAPMC Personnel Policies and Procedures manual in draft format. Final revision to be approved at the April 2012 Board meeting.
  **SUMMARY:** The revision incorporates all the adopted changes since the previous revision, which was October 2006, and required federal and state employment conditions and entitlements, internal changes and the latest contract with Service Employees International Union (SEIU), Local 521. Since last revision, the Agency continued to improve the employment terms and conditions. Therefore, additional policies were adopted, such as the Head Start Conditional offer of Employment, Head Start Emergency provisional appointment, reduction in force transfer option, salary/education enhancements for non-Head Start programs, sick leave, vacation leave, holiday schedules, etc. The required changes under federal and state laws include the driving requirement, kin care leave, FMLA, staff qualifications for Head Start programs, etc. The revision also includes the languages stipulated by the 2009-2014 MOU with SEIU, Local 521. The Agency has also developed a comprehensive code of ethics and business conduct guide to assist employees in understanding the expectations and standards of the Agency.
  **BOARD ACTION:** Approved

- **RECOMMENDATION F-6:**
  Staff recommends that the Board of Directors approve compensation and salary schedule for CAPMC.
  **SUMMARY:** The compensation schedules are being updated to reflect the addition and re-naming of positions. The compensation schedule and salary schedule for the nonrepresented non-Head Start employees including CCTR and CSPP State programs, except 332.0 and 347.0 – Firebaugh and Orange Cove only, reflect a requested 4.9% Cost-of Living Adjustment.
  **BOARD ACTION:** Approved

- **RECOMMENDATION F-7:**
  Review and approve the 2011-2012 Madera/Mariposa Regional Head Start (MMRHS) Self-Assessment findings and each service areas Program Improvement Plan for 2012-2013.
  **SUMMARY:** The 2011-2012 MMRHS Self-Assessment was conducted Feb 23-27, 2012. The Central Office staff was broken into teams with one 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 improvement plan. There were no areas identified of noncompliance during the 2011-2012 MMRHS Self-Assessment...
  **BOARD ACTION:** Approved