A big thank you to those that participated in this year’s Employee Wellness Day. Administration hopes it was a worthwhile event with Dr. Roberto Dansie as the speaker. We hope to have increased your knowledge about subjective health, that is brain and mind wellness.

“The best six doctors anywhere and no one can deny it are sunshine, water, rest, air, exercise and diet.” ~Wayne Fields
CATCHING PEOPLE...  
DOING THE RIGHT THING  
ELIZABETH M. & STEPHANIE M. for their hard work and dedication at Sunset. Your hard work is appreciated.  
GINO B. for the new paint on Sunset’s play structure. Also, thank you for taking the time to come out to clean the leaves.  
CHARMAINE, JOAQUIN, KELLY, STEFANIE for all their committed work on the 2nd annual health fair.  
CHARMAINE P. for going out to worksites and meeting with employees on the health insurance open enrollment activities.  
SUSAN O’HARO on preparing and coordinating all the PAFs for the COLA adjustment and not to mention the ENTIRE FISCAL DEPARTMENT team on their hard work.  
APP/R&R for all their hard work and dedication in serving the families in our program!!! Awesome teamwork!!!  
COMMUNITY SERVICES for coordinating the annual Thanksgiving potluck! Food was delicious!  
RICK & GINO for their tremendous assistance with the Employee Wellness Day. Your dedication and hard work is valued and highly appreciated!  
KELLY HANNA for presenting the Heat Illness Prevention Program training to MHS and RHS staff.

MARK YOUR CALENDAR  
DECEMBER 21, 2016 — First Day of Winter  
DECEMBER 26, 2016 — Christmas Holiday  
DECEMBER 31, 2016 — New Year’s Eve  
JANUARY 1, 2017 — New Year’s Day

Due to the H/R Department— Friday 12/16/2016 at noon.

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

Safety Trivia:  
OSHA.com: 15% of all accidental deaths are slips, trips and falls;  
Edgarsnyder.com: 25% of most of frequently report work accidents are slips & falls. Name 3 causes you have seen/experienced;  
1.  
2.  
3.  
Name 1 action you will take to stay safe: ______________________________
HALLOWEEN AT CAPMC

This Halloween was spook-tacular thanks to the Alternative Payment/ Resource and Referral department. Staff there facilitated the “Trick or Treating” for children. A big thanks to the APP/ R&R staff: Sandra Cevasco, Vanessa Cervantez, Jessica Mendoza, Vianey Barrientos, Melissa Pacheco, and Cristal Sanchez.
A special shout out to the staff that helped with the tours: Brittney Erigio, Jennifer Coronado, Alma Cuevas, and Leticia Sandoval.

Shunammite Place Gets a Visitor

Congressman Jim Costa visited the Shunammite Place on November 2, 2016. During his visit he talked to the ladies of Shunammite Place, shared powerful data about the issue of homelessness, and got to hear the impact the program has made in the lives of the ladies.

Thank you Congressman Costa for always being supportive of CAPMC and its programs.

2nd Annual CAPMC Health Fair

It rained; it poured, but CAPMC still had a successful 2nd Annual Health Fair! Thank you to Human Resources and its wonderful staff: Irene Yang, Charmaine Pickens, Joaquin Hernandez, Kelly Hanna, and Stefanie Sinks.

Fun Fact: What is the Economic Opportunity Act of 1964?

United States Public Law 88-452, the Economic Opportunity Act of 1964, authorized the formation of local Community Action Agencies as part of the War on Poverty to develop strategies to solve local issues of poverty. These agencies are directly regulated by the federal government. CAPMC is one of these agencies!
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: Gabriela Salazar, Assistant to the Executive Director at:
gsalazar@maderacap.org  Phone: (559) 675-5748  Fax: (559) 673-2859

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**S.A.F.E. – Staying Accident Free Everyday**

If you’re overweight, dropping just 7% to 10% of your body weight can cut your risk for type 2 diabetes in half.* A healthy diet is about moderation, not deprivation, so forget about dieting and focus on living a balanced lifestyle.

**Seize the days and eat healthy**

Practice the 80/20 rule.
80% healthy, wholesome foods. Lots of fruits and veggies, lean proteins, and whole grains.
20% everything else.

Beware of hidden sugar.
Too much sugar is a leading cause of type 2 diabetes.† Watch out for confusing labels – sucrose, maltose, and corn syrup are just different names for sugar.

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**Name:** Cristal! 😊  
**Job Title:** I am currently filling in for the position of Family Services III for Child Care Resource & Referral and Child Care Initiative Project.  
**How long have you worked for CAPMC?** 5 amazing months!  
**Where were you born and raised?** I was born in Fresno. I was raised in Firebaugh. Yes, we do have Wi-Fi in Firebaugh. LOL  
**What do you do in your spare time?** I LOVE to travel and road trip with family and friends. We mainly go to state parks for nature walks/hiking or to the coast. I also like to do crafts and other artsy things, attend cultural events, and visit my friends over at Arte Americas.  
**Travels:** My travels have been super random, yet extremely life changing for me. I traveled to Europe (Paris and London). I also went on a spur of the moment trip to New York. Next on my bucket list is Thailand and Japan. I love their night markets and yummy food!  
**Greatest achievement:** Staying true to myself.  
**Favorite holiday:** Christmas!!! I love all the tamales, pozole, pan dulce, Chocolate Abuelita, and spending time with my family celebrating a very special time for us!  
**A random or fun fact about you:** I am an only child. I’m really bad at cooking, but really good at eating. I used to raise little baby goats! And I sell handmade jewelry. I also love learning about indigenous cultures and ancient healing practices. I am currently really obsessed with the art of the Huicholes. So amazing!!  
**Best advice ever given:** A mal tiempo, buena cara. Translation: At bad times, good face. (stay positive)
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

THE SAFETY COMMITTEE PRESENTS

S.A.F.E
Staying Accident Free Everyday

Avoiding Slips, Trips, and Falls

<table>
<thead>
<tr>
<th>15%</th>
<th>CAUSES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tripping on obstacles/debris in walkways</td>
<td></td>
</tr>
<tr>
<td>Uneven floors</td>
<td></td>
</tr>
<tr>
<td>Wet/Oily surfaces</td>
<td></td>
</tr>
<tr>
<td>Holes/Depressions</td>
<td></td>
</tr>
<tr>
<td>Leaks</td>
<td></td>
</tr>
<tr>
<td>Protrusions from the ground: Nails, floor boards, bunches in rugs etc.</td>
<td></td>
</tr>
</tbody>
</table>

How to stay safe?

- Don’t Pile Soiled Linens
- Avoid Distractions
- Keep Drawers Closed
- Be Attentive While Walking
- Use Warning Signs
- Use Adequate Lighting
- Use Ladders/Stepstools
- Secure Cords/Cables

60% of slips and fall accidents occur in wholesale, service and retail industries.

*Edgarsnyder.com

SAFE IS EVERYBODY’S BUSINESS

DECEMBER 2016

Safety Committee Coordinators

**Administration**
Gabriela Salazar
673-9173 x 5748

**Community Services**
Perla Erigio
673-9173 x 5740
Ana Ibanez
673-9173 x 5747

**APP/R & R**
Vanessa Cervantez
673-9173 X 575822
Melissa Pacheco
673-9173 x 5745

**Fiscal**
Susan O’Haro
673-9173 X 5762
Bill Frame
673-9173 x 5711

**Fresno Migrant Head Start**
Michael Carroll
277-8641 x 5831

**Madera Head Start**
Nicole Revis
673-9173 X 5731
Yareny Pumarejo
665-0291
Joe Arias
675-5272
Silvia Sandoval
662-1788

**Human Resources:**
Kelly Hanna
673-9173 X5767

**Victim Services:**
Beryl Raviscioni
661-1000 x 5708
Norma Alvarez
661-1000 x 5804

DAYS without INJURY
As of 12/05/16

CAPMC:
Offices: **14 DAYS**
Madera/Mariposa Regional H.S: **14 DAYS**
Madera Migrant/Seasonal H.S: **71 DAYS**
Fresno Migrant/Seasonal H.S: **52 DAYS**

*Edgarsnyder.com
BRINGING OUT YOUR BEST DURING THE HOLIDAYS

Stores are streaming holiday music, festive displays decorate shopping centers, and your favorite coffee shops are selling their peppermint mocha delights. You want to be joyful and take it all in, but does the stress brought on by the holidays overpower you? Let’s concentrate on some tips to help you put your joy back into the holidays.

TAKE A BREATH AND FOCUS

Breathe in, breathe out. When your holiday stress starts to build like a heavily shaken soda can, and you think you are about to explode, pause—take a deep breath, and focus. Concentrate on the true meaning of the holiday and what you would love to experience this holiday. Simplify. Most of us aren’t the “Martha Stewart type,” and may actually hover closer towards being “Clark Griswold” in Christmas Vacation. That is okay. If you are participating in holiday events, pick something you want to partake in and will enjoy. Don’t commit to a cookie exchange if the stress of planning, shopping for, and cooking doesn’t outweigh the actual happiness you would receive from the event. Or, if you just aren’t that comfortable in the kitchen, buy a yummy delight from a bakery and google the recipe to share!

Make your list and check it twice. Prioritize tasks, be flexible in the events and tasks you commit to, politely say “No” to some projects and occasions, and ensure you don’t overbook yourself. If you are the one who completes all the holiday cards, all the shopping, all of the wrapping, all of the cooking, all of the decorating, all of the planning, all of the inviting, all of the coordinating, all of the cleaning - whew, just listing everything is exhausting – then it’s time to set some boundaries. Recruit a support team, aka “elves” and together complete the tasks you need to do. Try to make the tasks fun with some music and laughter so your “elves” will voluntarily sign up for next year.

TAKE CARE OF YOURSELF

With the increased stress and pressures of this time of year, it is important for you to take care of yourself. This definitely isn’t the time of the year to put your exercise and good eating habits on hiatus. Enjoy in some special holiday treats, but don’t overindulge. Stay hydrated. Make sure you are drinking plenty of water. Also, try to get adequate sleep and personal downtime. Our bodies need this time to recover and reset for the next day. Laugh! Did you know that laughter causes our bodies to release endorphins (our internal “happy” chemical)? Laughter not only brings us joy and a sense of wellbeing, it also increases our immune system by stimulating it to produce more ninja-like infection fighting cells, and laughter also decreases our stress hormones.

Do something nice for yourself. If this is your most stressful time of the year, reward yourself this holiday season. Doing something nice for yourself can reap huge positive benefits for yourself (and others if you become happier!). Schedule a massage, hire someone to clean your house before your holiday party, or just give yourself a night off resting at home watching your favorite movie.

TAKE THE TIME TO MAKE YOUR JOY

For many individuals, holidays are stressful because they are missing a loved one. That emptiness can be overwhelming. If you are experiencing this incorporate your loved ones’ memory into your celebration somehow. Write a letter honoring them and read it at your family gathering. Display their pictures proudly near your decorations. Or, if a loved one is experiencing such sadness be cognizant of their feelings this holiday season and offer support.

One way to shift sorrow to happiness this time of year is to view holidays through the eyes of a child. Imagine their sense of wonder and amazement as they approach this season. Remember your most cherished holiday memories and share them with loved ones. Additionally, this is a great time of year to “pay it forward” with a random act of kindness. Pay for the person’s meal or coffee behind you in the drive-through line. Either individually or as a part of a group, adopt a child or family in need (you can do this through numerous organizations). Shop for that child or family and imagine their delight upon receiving your gifts. Or just donate your time. Many shelters and hospitals need volunteers to help them care for others and deliver joy this holiday season. The best way to ease your holiday stress is to switch your focus from yourself to that of someone else.
Holiday Food Safety Tips

- Wash hands with warm water and soap for 20 seconds before and after handling any food.
- Wash food-contact surfaces (cutting boards, dishes, utensils, countertops) with hot, soapy water after preparing each food item.
- Rinse fruits and vegetables thoroughly under cool running water and use a produce brush to remove surface dirt.
- Do not rinse raw meat and poultry before cooking in order to avoid spreading bacteria to areas around the sink and countertops.

- When shopping in the store, storing food in the refrigerator at home, or preparing meals, keep foods that won’t be cooked separate from raw eggs, meat, poultry or seafood—and from kitchen utensils used for those products.
- Consider using one cutting board only for foods that will be cooked (such as raw meat, poultry, and seafood) and another one for those that will not (such as raw fruits and vegetables).
- Do not put cooked meat or other food that is ready to eat on an unwashed plate that has held any raw eggs, meat, poultry, seafood, or their juices.

- Use a food thermometer to make sure meat, poultry, and fish are cooked to a safe internal temperature. To check a turkey for safety, insert a food thermometer into the innermost part of the thigh and wing and the thickest part of the breast. The turkey is safe when the temperature reaches 165°F. If the turkey is stuffed, the temperature of the stuffing should be 165°F.
- Bring sauces, soups, and gravies to a rolling boil when reheating.
- Cook eggs until the yolk and white are firm. When making your own eggnog or other recipe calling for raw eggs, use pasteurized shell eggs, liquid or frozen pasteurized egg products, or powdered egg whites.
- Don’t eat uncooked cookie dough, which may contain raw eggs.

- Refrigerate leftovers and takeout foods—and any type of food that should be refrigerated, including pie—within two hours.
- Set your refrigerator at or below 40°F and the freezer at 0°F. Check both periodically with an appliance thermometer.
- Thaw frozen food safely in the refrigerator, under cold running water, or in the microwave—never at room temperature. Cook food thawed in cold water or in the microwave immediately.
- Allow enough time to properly thaw food. For example, a 20-pound turkey needs four to five days to thaw completely in the refrigerator.
- Don’t taste food that looks or smells questionable. When in doubt, throw it out.
- Leftovers should be used within three to four days, unless frozen.

KEEP YOUR FAMILY SAFER FROM FOOD POISONING
Check your steps at FoodSafety.gov
This year’s annual Rotary Trees for Charity event was held December 3, 2016 at the Hatfield Hall. Christmas trees are auctioned off to the highest bidder and proceeds of the sale go to the designated organization. Donna Tooley contributed the tree and its trimmings this year once again. All proceeds totaling $2,015.00 will go to CAPMC’s Relay for Life fundraising efforts. A special thanks to the following donors:

- Millies & Associates
- GT Auto Center
- Russell K. Ryan
- Seabury, Copland, & Anderson
- Valley Remnants and Rolls
- Anna Da Silva
- Pistoressi Ambulance
- Tyson Pogue
- Purl’s Sheet Metal & Air Conditioning
- Steve’s Chevrolet of Chowchilla
- Zoom Imaging Solutions
- Elizabeth Wisener
- Irene Yang
- Mattie Mendez
- and Donna Tooley

Administration would like to wish everyone a wonderful Merry Christmas and a Happy New Year!
• **RECOMMENDATION: F-1**
  Review and approve the process for completion of the Madera/ Mariposa Regional Head Start Program 2017 - 2018 Community Assessment. In accordance with the Head Start Performance Standards (1302.11b) the Madera/Mariposa Regional Head Start program is required to complete a Community Assessment at least once over the five-year grant period with annual review and updates. The process for the Community Assessment must be approved by the Policy Council and the Board of Directors.

**SUMMARY:**
The process of conducting a Community Assessment involves the identification of key participants such as the Policy Council, parents and agency staff. The participants will be involved in the Community Assessment process; planning, consultation, review and approval. Policy Council members will provide input during focus groups and center meetings. The policy council and parents are involved in the collection, interpretation, analysis and evaluation process.

**DISCUSSION:**
- Quantitative Data collected from sources such as, but not limited to, the US Census Bureau, Children Now, Madera County Office of Education, First 5 Madera County, Childcare Portfolio, and any other data sources deemed appropriate.
- Qualitative Data collected from sources such as, but not limited to, community partners and focus groups.

Update of the process will be provided to the Policy Council and the Board of Directors for input to ensure program is on target to complete the assessment in a timely manner. The 2015-2016 Parent Satisfaction Survey as well as data collected for the Community Assessment were utilized to develop the goals and objectives for 2015-2020. To better acquaint the Policy Council with the data collection process, three phases were presented:

  - **Phase I:** The voice of the parents. This provided the Policy Council with information synthesized from the Parent Needs Survey, the Parent Satisfaction Survey and the Focus Groups.
  - **Phase II:** Community Data. This information included geographic, demographic, and economic statistical county data on Madera and Mariposa counties.
  - **Phase III:** Community Data. This information included geographic, demographic, and economic statistical county data on Madera and Mariposa counties.

**FINANCING:** Minimal

**BOARD ACTION:** Approved

• **RECOMMENDATION: F-2**

**SUMMARY:**
The program goals are part of the 5 year grant application. The goals are updated to indicate the program’s progress in meeting the established goals. The attached program goals are year 4 of the 5-year program project.

**DISCUSSION:**
- The Program Director will provide the status of the Program Goals and Objectives.
- The Goals and Objectives were developed by reviewing the data on the Community Assessment, parent and staff information, and parent surveys.
- The Goals and Objectives being presented provide a summary of the program’s accomplishments in meeting some of the goals.
- The current goals align to Stanislaus County Office of Education (Grantee) as it is an expectation of their delegates beginning in the 2014-2015 program year.

**FINANCING:** Minimal

**BOARD ACTION:** Approved

• **RECOMMENDATION: F-3**
  Review and approve the 2016-2017 Madera/Merced Migrant/Seasonal Head Start Corrective plan of action for findings noted during the annual self-assessment.

**SUMMARY:**
The 2016-2017 Madera/Merced Migrant/Seasonal Head Start Self-Assessment was conducted August 29-31,2016. Central California Migrant Head Start management staff took the lead in the process of conducting the annual assessment.

**DISCUSSION:**

The 2016 Office of Head Start Monitoring Protocol was used to evaluate the program.
- Two areas had a level 2 finding □ Program Design & Management – Human Resources
- □ Education Services
- □ Recommendation for Disability Services was also provided.

The corrective plan of action for the findings and recommendations are attached for review.

**FINANCING:** None

**BOARD ACTION:** Approved

• **RECOMMENDATION: F-4**
  Review and approve Community Action Partnership of Madera County 2016-2017 Madera/Merced Migrant/Seasonal Head Start Funding Basic and Blended Budget Revisions to Central California Migrant Seasonal Head Start (CCMSHS), Child and Family Division of Stanislaus County Office of Education.

**SUMMARY:**
Necessary budget revisions to reallocate funds for budget categories in Basic and Blended to purchase equipment, supplies, additional training events, and furnishings for two new portables.

**DISCUSSION:**

- Cost savings in Salaries and Benefits from vacancies in the regular and summer sessions.
- Stanislaus County Office of Education requires any changes to training events for Out of Area Travel to be reported including airfare, registration fees, per diem, and hotel.
- Requesting approval for Equipment (over $5,000). Increase for Braising Skillet for centralized kitchen, Play Structure for infant/toddler playground, and Surveillance Cameras for two sites. Skillet and playground structure will share cost in Basic, Blended and State Migrant CMIG.
- Increase in Supplies/Furnishings category to purchase classroom furniture for two new portables, and program, instructional and kitchen supplies for all centers. Transfer from Salaries and Benefits categories and Blended budget to transfer $13,523 from budget savings in Salaries and Benefits.
- Savings in Other category from decrease in telephone and other
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
BOARD ACTION ITEMS... December 2016
The following is a synopsis of the Action Items from the Board of Director’s Meeting on November 10, 2016. If you are interested in seeing any items in more detail, please contact Gabriela Salazar.

expenses.
- Savings in Indirect Cost from change in indirect rate 9.1% to 8.9% effective June 1, 2016.
- Total Basic budget increased by $13,523. Blended budget to transfer variance from savings in Salaries and Benefits.
- Stanislaus County Office of Education increase of 77 Child Days of Enrollment (CDE) in the California Migrant Child Care (CMIG) program with an additional $35,787 increase in funding. Additional funds from CMIG will cause less funds to be allocated to the Blended Budget.
- Cost savings in Salaries and Benefits from vacancies in the regular session.
- Cost savings to be transfer to Supplies, Equipment and Basic budget.
- Request approval for equipment to be shared with Basic/Blended and CMIG.
- Sierra Vista Head Start Center’s new portable will need furnishings and supplies.
- Decrease in Indirect rate from 9.1% to 8.9% effective June 1, 2016.

FINANCING: None. Total Basic and Blended Budgets remains $4,988,987. Only allocation distribution of funds changed. See attached budget comparison revisions.

BOARD ACTION: Approved

- RECOMMENDATION: F-5
  Review and approve the revision of the CAPMC Personnel Policies and Procedures manual

SUMMARY:
The revision incorporates all the adopted changes since the previous revision, which was April 2012. The revision also incorporates required federal and state laws and regulations, internal protocol changes and the latest contract languages with Service Employees International Union (SEIU).

DISCUSSION:
A. Since last revision, the Agency continued to improve the employment terms and conditions. Therefore, additional policies were adopted. Key changes include and not limit to background check / debarment, adding “significant other” as a member of family, extending recruitment eligibility lists from six months to twelve, changing unpaid administrative leave from 60 calendar days to 60 business days, updating languages on “at-will” employment, changing gift monetary limit from $10 to $25, applying an administrative for stopped/re-issued a stale check, dress codes, performance documentation tools, and cell phone usages

B. The required changes under federal and state laws include discrimination statement and practices, the driving requirement on vehicle restraint system, kin care leave, pregnancy disability leave, sick leave (Healthy Workplaces, Healthy Families Act of 2014), immunization requirement (SB 792), travel reimbursements.

C. The revision also includes the languages stipulated by the 2009-2014 Memorandum of Understanding with Service Employees International Union, Local 521.

FINANCING:
$6,000 is an anticipated printing and thumb-drives’ costs, and the cost will be allocated by departments.

BOARD ACTION: Tabled

- RECOMMENDATION: F-6
  Review and approve the employee compensation schedules and updated salary schedule for Community Action Partnership of Madera County (CAPMC)

SUMMARY:
The salary and compensation schedule for all programs is being updated to reflect a 1.8% cost of living increase retroactively effective for the 2016/2017 program year.

DISCUSSION:
A. The Board of Directors previously approved compensation and salary schedules effective July 1, 2016, that included numerous additional positions and disparity adjustments.

B. A cost of living increase of 1.8% has been approved by all Head Start programs and included in the budgets of all other programs for the current fiscal year.

C. The attached Compensation Schedules and Salary Schedule reflect the 1.8% COLA effective as follows: March 01, 2016 for Madera Migrant Head Start; June 01, 2016 for Regional Head Start; July 01, 2016 for all Non Head Start programs and September 01, 2016 for Fresno Migrant Head Start.

FINANCING: All applicable salary and fringe benefit increases have been included in current year budgets in the appropriate program.

BOARD ACTION: Approved

- RECOMMENDATION: F-7
  Review and approve the 2016-2017 agency-wide budget required by the new CSBG Organizational Standards adopted by the State of California Community Services Division.

SUMMARY:
The new CSBG Organizational Standards require that the CAPMC Board of Directors approve an agency-wide budget. This requirement became effective January 1, 2016.

DISCUSSION:
A. This agency-wide budget summary is intended to complement, not replace program budgets and is prepared for the fiscal year from July 1, 2016 to June 30, 2017.

B. It is recognized that each grant or program will likely have an annual budget that may be for a different time period. Grant or program budgets may cross two organization fiscal years.

C. The agency-wide budget is a forecast for the upcoming fiscal year, based on the best information at the time of development. It provides the board with an overview of expected revenues and expenditures. The actual revenues and expenditures will probably differ. There is no requirement for the agency to pass a modified agency-wide budget during the course of a year as things change.

D. This balanced budget has been prepared without using cash reserves and to maintain programs and services at existing levels.

F. The elimination entries on the agency-wide budget involve the agency’s indirect cost pool which funds administration, human resources, and fiscal services. It eliminates inter-agency revenue and expenses.

FINANCING: The estimated revenues and expenses are approximately $25 million.

BOARD ACTION: Approved