The Community Services Department would like to thank everyone who volunteered for the 2017 Homeless Point-In-Time Count! There were 19 dedicated volunteers who went out during January 24th through January 26th in search of Madera’s homeless. Volunteers searched the streets and riverbeds to find those residing in a place not meant for human habitation. The results will be sent to the Department of Housing and Urban Development and help substantiate the need for homeless services in Madera County. The preliminary results indicated that there are about 200 homeless who reside in Madera County. The final results will be released at a later date. During this three-day span of time, the group also passed out 168 personal care kits and dog food to people who had pets with them. Special thanks to Madera City Councilmember William Oliver for coming out and volunteering. We appreciate the support!
CATCHING PEOPLE...

DOING THE RIGHT THING

BILL FRAME for updating CAPNet for APP/R&R so fast. Staff appreciates it!

MELVIS MENDOZA for going above and beyond at the Martha Diaz Shelter and always looking to provide extra activities to clients.

LETICIA LUJAN-ROJAS & MAYRA CAMPOS for getting families housed through the new transitional housing program before Christmas.

KELLY HANNA for always linking CAPMC services to the community and being a constant reminder for follow-ups.

MARIA PEREZ & SILVIA SANDOVAL for organizing an educational session between the Mexican Consulate and migrant families on site.

JOE ARIAS for taking the lead in the Maintenance Department.

NAOMI GUERRERO & MARIBEL AGUIRRE for helping get the Biola Fresno site ready for service with ordering supplies, etc.

RICK RAMIREZ for his assistance bright and early on a Saturday to set up for the Immigration Forum held in Fresno and for the assistance in troubleshooting technical issues.

JOHN HOWLAND for going above and beyond on a late evening to fix a water leak at the Chowchilla housing unit.

MARK YOUR CALENDAR

FEBRUARY 20, 2017—President’s Day
MARCH 9, 2017—Board of Directors Meeting
MARCH 12, 2017—Daylight Savings Begins
MARCH 17, 2017—St. Patrick’s Day
MARCH 20, 2017—Spring Begins

CATCHING PEOPLE...

DOING THE RIGHT THING (CONTINUED)

COMMUNITY SERVICES STAFF for coming together and working hard even though being short-staffed.

CAPMC STAFF for helping to celebrate “Rod Chaney Week” and also for coming together to send John wishes of wellness and energy.

PIT VOLUNTEERS for doing a tally count and surveys with the homeless of Madera over a three day span of time.

CARRIE CHAPMAN, STEFANIE SINKS, KARINA GARCIA, MARIA CASTELLANOS, MAVY MORENO, JENNIFER CORONADO, BERYL RAVICIONI, ADRIANA POMPA for being able and willing to support Human Resources Office by participating in hiring interviews.

XAI VANG for helping set up Joe’s computer and laptop and doing an excellent job at it.

KARINA GARCIA for helping maintenance catch up with P.O’s and paperwork.

TISH ARANDA, TINA GOMEZ, DONNA TOOLEY, & SANDRA RAMIREZ for all the positive attitude in aiding Joe.

MARITZA GOMEZ & MATTIE MENDEZ for the tremendous support towards Joe; feels good!

BILL FRAME for helping maintenance update the supply form and updating other items as needed. Really helped!

Alright CAPMC Team, let’s keep this momentum going!

Please continue to share your “Catching People Doing the Right Thing” highlights.

Safety Trivia:
Identify 1 injury from the 2016 work-related injuries reports and state a suggestion that could minimize the injury.

Due to the H/R Department—
Friday 2/24/17 at noon.

NAME:________________________

I.D.#:________________________

WORKSITE:____________________

Due to the H/R Department—
Friday 2/24/17 at noon.
**Messages from Human Resources Office**

- In-house First Aid/CPR training is provided on the third day of the New Employee Orientation (NEO); please see Kelly for details.
- Revised Personnel Policies and Procedures (PPP) will be effective March 1, 2017.
- Information sessions on revised PPP are coming.

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**Mexican Consulate Offers Educational Forum to Migrant Head Start Families**

*By: Maria G. Perez*

Migrant Head Start is taking opportunities to keep its migrant families informed and educated by facilitating the Mexican Consulate offer an informative session with parents about topics such as:

- Tips on what to do in case of being detained by ICE – Immigration and Customs Enforcements.
- Rights as an immigrant.
- Knowing their local consulate and knowing about documents that can be obtained in the Fresno Office and the Consulate on Wheels in Madera.
- The benefits and how to obtain double citizenship for immigrant parents that have children born in the United States.
- If deported to Mexico, knowing that the National Institute of Immigration provides benefits such as: medical assistance, food, identity documents, enables communication with family left behind or that are in Mexico. The Institute can also pay for tickets to return home in any state, shelter, job trainings, etc.
- Informing families that the National Immigration institute has strategies with the objective to facilitate opportunities and services to those removed from the U.S. These services are provided with support of the Federal, State, and Regional governments.

Migrant Head Start has invited the Consulate to visit all its sites to continue educating its parents. By inviting the Consulate to the sites, staff hope to alleviate the need for child care and/or transportation by families.

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**Soroptimist International of Madera Donates to Victim Services**

Soroptimist International of Madera members Nancy Staggs, Celeste Voyles, and Jane Kautz present Program Manager Tina Rodriguez and Executive Director Mattie Mendez a check for $5,100 towards the Victim Services Transitional Program. Soroptimist also donated games towards the Strengthening Families Program that will be used to enhance parent-child interactions.
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

S.A.F.E. --Staying Accident Free Everyday

Thank you to the Child Care Alternative Payment and Resource & Referral Department for putting together the “Champurrado and Pan Dulce” fundraiser on Friday January 20. The department raised a total of $228.00 to benefit Relay for Life. Thank you to all that supported the fundraiser. The champurrado was delicious and went perfectly well with the pan dulce!

Name: Yessenia Casillas
Job Title: Accountant
Program Manager

What do you do in your spare time? I enjoy spending my free time with my little family whether it’s having dinner together, family game night, play time with my son, cooking, shopping, and gym.

Family: I have my husband and a two-year-old son. Then I have both of my parents and 6 siblings!

Travels: In 2014 I had the opportunity to go to Mexico after 20 years! Other than that we enjoy theme parks, going to the beach and traveling down to Orange County to visit family.

Favorite junk food: Doritos, Snickers, Mangoneadas, almost anything with chile and lime... the list goes on!

Favorite saying: “Life is like a box of chocolates; you never know what you’re gonna get” – Forest Gump.

Greatest achievement: With the help and support of my parents of course, I was the first in my family to graduate college and obtain my Bachelor’s degree!

Of all people who would you like to have dinner with and why? My Grandparents from my mom’s side and my Grandpa from my dad’s side, I never got to meet them.

Best advice ever given: If your mom would be ashamed, don’t do it!

If you were stuck on a desert island and could only have three things, what would they be: Food, water and probably Netflix to make the time go by.

I’m very happy to be at CAPMC and it’s exciting to know that my job in a way contributes to the services we provide to our community. Everyone has also been very welcoming at CAPMC!
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
THE SAFETY COMMITTEE PRESENTS

S.A.F.E
Staying Accident Free Everyday

MESSAGES FROM THE SAFETY COMMITTEE

1) 2017 safety trainings will be done in quarterly themes:
   1st Qtr – Ergonomics
   2nd Qtr – Restraining orders
   3rd Qtr – Mental health
   4th Qtr – Emergency responses
2) Learn about the Building Security and Access Policy.
3) Use your Safety Bucks.
4) Keep up the good safety practices.

Congratulations
To Maritza Mata
from Victim Services!!!
Maritza won for her participation in the January 2017 Newsletter Safety Trivia.
Thank you to all who participated and continue playing for your chance to win!

DAYS without INJURY As of 02/13/17
CAPMC:
Offices: 41 DAYS
Madera/Mariposa Regional HS: 41 DAYS
Madera Migrant/Seasonal HS: 41 DAYS
Fresno Migrant/Seasonal HS: 41 DAYS
Are You and Your Partner on the Same Page Financially?

Disagreements about money and finances are some of the leading problems facing families today. Below are a few tips that will help to improve communications and money management as you and your spouse or partner engage in a financial check-up.

Develop a household budget together. This is perhaps the hardest thing for individuals or couples to do. It is very useful to sit down to review the expenses that you anticipate for the coming years and set spending priorities for either yourself or for the family.

Reach an agreement on areas to cut back. Develop short- and long-term plans to reduce spending on a few types of expenses. This will lead to a sense of cooperation and teamwork. Setting a few reasonable goals can help create hope and a sense of control whether you live with others or live alone.

Have a rule about big expenses. All decisions to spend over a certain dollar amount should be discussed ahead of time. Seeing yourselves as financial partners will enhance trust and intimacy.

Don’t cover-up financial problems. As difficult as it is to admit that there is a money problem, putting off the discussion will only lead to more serious problems. One of the benefits of sharing challenges with trusted friends or family members is to share the responsibility of solving the problem. Remaining silent will only lead to greater mistrust later.

Attend the webinar. This month be sure to register and attend the webinar, “Improving Your Credit Score.” Get practical information on managing credit issues and how to improve it. A full description and registration information is listed in the sidebar to the right. If you’re unable to attend at any of the times, log on to the website at a later time to view the archived presentation.

Monthly Webinar
Thursday, February 23rd
12-1 pm and 3-4 pm EST
11-12 pm and 2-3 pm CST
10-11 am and 1-2 pm MST
9-10 am and 12-1 pm PST

Improving Your Credit Score
This session will help you understand the importance of your credit score and suggest changes that will help you achieve good credit standing. We will explain how the FICO system works, what affects your credit score, and how you can use this information to improve it.

TO REGISTER:
- Click on the time you would like to attend from the selections listed above.
- Or click on “UPCOMING WEBINARS” from the homepage of the website and follow the easy instructions.

Always available. Always confidential.

844-763-8543 | www.metlifeeap.com
Not sure what your username and password is? Email us today! eap@e4healthcare.com
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 2017. 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.
SUMMARY:
A Private Sector Seat was vacated in January of 2016; seat held by Emlen Miles-Mattingly.
FINANCING: Not Applicable
BOARD ACTION: Approved

**RECOMMENDATION: F-2**
Chairperson to appoint one Board member to fill the vacancy on the Finance Committee.

**SUMMARY:**
There is one vacancy on the Finance Committee for which the Board Chairperson must appoint a current Board member to fill the vacancies.

**FINANCING:** N/A

**BOARD ACTION:** Donald Holley appointed

**RECOMMENDATION: F-3**
Review and consider approving the expanded definition of Migrant Work for Fresno Migrant/Seasonal Head Start.

**SUMMARY:**
A. With the release of the new Head Start Performance Standards on September 1, 2016, the definition of “migrant family” has been expanded and is no longer limited to families involved in the production and harvesting of tree and field crops.
B. The new broader definition includes families who migrate for “the purpose of engaging in agricultural work.” This new definition is much more inclusive of the many tasks associated with agriculture and will allow the program to serve more families.

**FINANCING:** Budgeted in grant

**BOARD ACTION:** Approved

**RECOMMENDATION: F-4**
Review and consider accepting the 2015-2016 Fresno Migrant Head Start Desired Results Data Report.

**SUMMARY:**
Child assessment in Head Start provides an important role in improving classroom 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 cognitive, 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, teachers conducted the Desired Results on-going assessment of the children during the 2015-2016 program with three checkpoints in the months of July, September and October. The assessment is collected and entered into the DRDP-Tech 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 Fresno Migrant Head Start and to improve our efforts in preparing children for kindergarten.

**FINANCING:** None

**BOARD ACTION:** Approved

**RECOMMENDATION: F-5**
Review and consider approving Community Action Partnership of Madera County 2016-2017 Madera/Merced Migrant/Seasonal Head Start Funding Training & Technical Assistance (T&TA) Budget Revision to Central California Migrant Seasonal Head Start (CCMSHS), Child and Family Division of Stanislaus County Office of Education.

**SUMMARY:**
Approval from Grantee is required for all changes to travel out of area. Prepared budget revision from one federal category to another requires written approval from Grantee if the sum involved exceeds 10% of the federal category.

**FINANCING:** Not Applicable

**BOARD ACTION:**

**RECOMMENDATION: F-6**
Review and consider approving the submission of the Community Action Partnership of Madera County’s 2017-2018 (June 1, 2017 – May 31, 2018) Madera/Mariposa Regional & Early Head Start Refunding Application to the Department of Health and Human Services, Administration for Children and Families, Region IX Head Start Program.

- Approve/Disapprove 2017-2018 Basic Budget
- Approve/Disapprove 2017-2018 Training and Technical Assistance Budget
- Approve/Disapprove 2017-2018 Non-Federal Share (In-Kind) Budget

**SUMMARY:**
There are four sections within this overall action that the Board will need to review, discuss, and approve/disapprove the recommendations set forth. Staff will review each item in detail. The items are presented in chronological order to complete our application process.
Staff has also followed the same format in creating the alternative...
Welcome to our newest Board of Directors:

Griselda A. Martinez, is our newest Board Member representing the Fairmead/Chowchilla Low-Income Target Area. Griselda currently is employed as a Public Safety Dispatcher and makes being involved in her community a priority.

Teresa Van Tassel represents the Fairmead/Chowchilla Low-Income Target Area as the Board Alternate. She is currently employed by Steve’s Chevrolet of Chowchilla. She is a long time Madera County resident and has been known for referring customers our way long before her interest in serving on our Board.

Welcome Board Members!
Ergonomics is a way of designing the job, equipment, tools and tasks to fit the workers and help avoid injuries. Ergonomics covers all physical aspects of a job:

- **Biomechanical**: which includes stress on muscles, nerves, bones and joints
- **Sensory**: which includes hearing and vision
- **Environmental**: which includes lighting, noise, temperature and humidity

The most common ergonomic disorders seen in those who work with young children are:

- **Back Injuries** – Short and long term pain that reduce the ability to be productive
- **Chronic Back Pain** – Reoccurring pain that changes the way an employee works and behaves
- **Tendonitis** – tendon inflammation resulting in burning pain, stiffness, and sometimes swelling
- **Carpal Tunnel Syndrome** – compression of the median nerve: numbness, paresthesia, pain
- **Sick Building Syndrome** – a combo of ailments due to flaws in the building (hvac, molds, etc.)

### Proper Body Mechanics

- Prepare to lift by warming up the muscles.
- Stand close to the load, facing the way you intend to move.
- Use a wide stance to gain balance.
- Ensure a good grip on the load.
- Keep arms straight or slightly bent.
- Tighten abdominal muscles.
- Tuck chin into the chest.
- Initiate the lift with body weight (rock back slowly).
- Lift the load close to the body.
- Lift smoothly without jerking.
- Avoid twisting and side bending while lifting.
- Do not lift if you are not convinced that you can handle the load safely.

### Warm-ups and Stretches

Muscles, tendons and ligaments are not prepared to meet the physical stress of handling childcare tasks when they are not "warmed up." They are more likely to pull, tear or cramp when stretched or contracted suddenly. This is painful enough by itself but can lead to more serious and permanent injury if physical work is continued. Warming up for physically demanding tasks are important when working with children.

<table>
<thead>
<tr>
<th>Problems</th>
<th>Suggestions</th>
</tr>
</thead>
</table>
| Incorrect lifting of children, toys, supplies, equipment, etc. | ✓ Use proper lifting and carrying techniques.  
✓ Encourage independence in children whenever feasible.  
✓ Use rigid containers. |
| Inadequate work heights (e.g. child-size tables and chairs) | ✓ Find a chair that will allow you to slide your legs under the table.  
✓ Use safe, adult-size chairs for occasional use. |
| Frequent sitting on the floor with back unsupported | ✓ When possible, sit against a wall or furniture for back support.  
✓ Have children come to you as much as possible. |
| Excessive reaching above shoulder height to obtain stored supplies | ✓ Redesign areas, placing heaviest items at waist height.  
✓ Utilize step stools when retrieving items above cupboard height. |
| Excessive reaching to floor | ✓ Reduce the use of deep shelves or bins to avoid bending. |
| Carrying garbage, toys, and materials | ✓ Use carts to transport heavy items.  
✓ Relocate carts closer to areas before the move.  
✓ Reduce size and weight of loads.  
✓ Use proper body mechanics. |
Hey CAPMC Employees,

The Safety Committee wants to hear all the wonderful safety ideas that you have. Write them down and submit. Don’t wait. All the safety suggestions submitted between now until March 31, 2017 will be entered to a prize drawing on April 3, 2017. If the Safety Committee gives a thumb-up on your suggestion, you can earn a Safety Buck.

Date: ______________

Name/ID # (optional) _______________________________________

Safety Suggestion Form

Suggestion/Request: __________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

* Please submit to the Safety Committee Coordinator in your department*

Have you seen any of your peers go above and beyond on safety practices?

If so, send an email to your Safety Committee member describing the remarkable safety act.

The Safety Committee wants to recognize the selected employee under a quarterly “Safety Employee Spot Light” in the CAPMC newsletter.