CAPMC Takes Over NMSHSA 2017 Conference in Costa Mesa, CA

Over 45 CAPMC staff members attended the National Migrant Seasonal Head Start Association 2017 National Conference which took place in Costa Mesa, CA. The Conference began Sunday March 5, 2017 and continued until Wednesday March 8, 2017. The 2017 NMSHSA Conference was a huge success and CAPMC was definitely well represented!

“Develop a passion for learning. If you do, you will never cease to grow.”

Anthony J. D'Angelo
MARK YOUR CALENDAR
March 20, 2017—Spring Begins
March 31, 2017—Honoring Victims of Crime
April 1, 2017—April Fools Day
April 13 2017—Regular Board Meeting
April 14, 2017—Good Friday / Spring Holiday
April 21, 2017—Walk a Mile in Her Shoes
April 22, 2017—Earth Day
April 24, 2017—Holocaust Remembrance Day

MESSAGES FROM THE HUMAN RESOURCES OFFICE
✓ There will be an in-house First Aid/CPR Training on the third day of the New Employee Orientation (NEO); please see Kelly Hanna for details.
✓ Recall process for non-head Start Department will begin.
✓ All employees will be receiving a thumb drive that contains the new CAPMC Personnel Policies and Procedures Manual, the Accounting and Financial Policies and Procedure Manual, the Acting with Integrity Handbook, a copy of the CAPMC Standards to Live By, Core Values, and Strategic Plan.

SAFETY GAME PIECE

Safety Trivia:
Name 3 modifications that you enhanced for your workstation after reading the February and March 2017 ergonomic articles.

Due to the H/R Department—Friday 03/24/17 at noon.

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

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CATCHING PEOPLE... DOING THE RIGHT THING
EARLY HEAD START PROGRAM for allowing Victim Services to use their facilities to accommodate the needs of a disabled victim.
LANETA BRYAN for utilizing social media to promote CAPMC services and helping serve more clients through the Medical Escort Van Program.
JENNIFER CORONADO, LETICIA MURILLO, & PEARL ERIGIO for being helpful with providing information for the State of the County address that will be presented by the Madera County Board of Supervisors Chairman, Max Rodriguez.
LETICIA LUJAN-ROJAS for helping CAPMC continue to be a VITA site, by being the Site Coordinator and assisting individuals with their taxes.
ADRIANA POMPA & TINA GOMEZ for doing a fantastic job with the last payroll; helping make sure everyone got paid, and even getting done early.
FLORA CHACON & MARITZA GOMEZ-ZARAGOZA for securing that CAPMC was well represented at the NMSHSA Conference in Costa Mesa, and arranging for staff to travel and return safely.
FISCAL, HR, ADMIN., MADERA MIGRANT, & FRESNO MIGRANT STAFF for supporting the NMSHSA, attending the conference, and representing CAPMC!
**Kids Day Celebrates 30th Anniversary**

CAPMC would like to thank all those dedicated volunteers that helped in the 30th Anniversary of Kids Day on Tuesday, March 7, 2017. Together, CAPMC volunteers helped raise a total of $1,184.20 and sold 650 newspapers! Participants for Kids Day included: Sandra Cevasco, Bill, Jacob, Ruby, Melissa & Ezra (Sandra’s family), Vanessa Cervantez, Marcelino, Jasmin (Vanessa’s family), Jessica Mendoza, Melissa Pacheco, Vianey Barrientos, Idelisa Duran, Karen Sanchez, Adriana Pompa and Sonia Trujillo, and Jaymee (granddaughter). Special thanks to Carol Chavez for covering the APP/ R&R front desk while staff was out on Kids Day. Extra special thanks to everyone who purchased a newspaper.

**Tech Tips**

Keyboard Shortcuts:
- F1: Help
- CTRL+ESC: Open Start menu
- ALT+TAB: Switch between open programs
- ALT+F4: Quit program
- SHIFT+DELETE: Delete item permanently
- Windows Logo+L: Lock the computer (without using CTRL+ALT+DELETE)

**CAPMC New Hires**

- Regina Cheney- Senior Food Meal Program (North Fork)
- Jissel Rodriguez- Community Services
- Lisseth Martinez- Community Services
- Lynnea Pickens- Victim Services
- Rosa Huerta- Victim Services
- Rebecca Janzen- Victim Services
Name: Martha G. Bravo  
Job Title: Master Teacher/Site Supervisor  
How long have you worked for CAPMC? 13 years  
Where were you born and raised? I am born in San Luis R.C. Sonora Mexico  
Family: I am married for 30 year with Jorge T. Bravo. We have three daughters Osiris, Paulina, Inez. We have five grandchildren 4 boys and one girl  
Pets: I have three dogs Patron, Papas and Princess  
Of all people who would you like to have dinner with and why? I usually go to dinner once a week with my husband alone, I like to dedicate time to our relationship, because we are always very busy with work and family  
Best advice ever given: Learn to listen, do not assume  
Favorite song: Amor Eterno  
Favorite movie: Titanic  
Favorite TV show: I like to watch CNN News and Discovery Channel  
Favorite vacation spot: Acapulco  
If you were stuck on a desert island and could only have three things, what would they be? Water, my eye lashes and a book to die happy!  
A random or fun fact about you: I am a very realistic woman, cheerful and with a very open mind, although a few years older!

Name: Elva Lugo  
Job Title: Site Supervisor/Teacher  
How long have you worked for CAPMC? 20 + years  
Where were you born and raised?  
Raymondville, Texas raised in Tranquillity, CA.  
Family: Two boys: Eric 18 and Sebastian 16; husband Jose Alvarado  
Pets: My spoiled Pit/Lab “Canela”  
Favorite junk food: Chocolate, Chocolate, Chocolate  
Favorite saying: “Patience is a virtue not everyone holds” (Don’t remember who I heard this from)  
Greatest achievement: Receiving my BA in Child Development in December 2016  
Of all people who would you like to have dinner with and why? My daddy; to receive one more hug and see his handsome big smile  
Best advice ever given: “You can achieve anything you want, through prayer and determination.”  
Favorite song: “Shoulders” by For King and Country  
Favorite sports teams: Dallas Cowboys/ New York Yankees/ Manchester United  
If you were stuck on a desert island and could only have three things, what would they be: Chocolate, Bible, Family Picture  
A random or fun fact about you: Everything I count needs to end with an “even” number, weird I know

Name: Socorro Ramirez  
Job Title: Site Supervisor/Teacher  
How long have you worked for CAPMC? 25 ½ years  
Where were you born and raised? Born in San Benito, TX, raised in Tranquility, CA  
What do you do in your spare time? DIY projects and ride horses  
Family: Two sons Christopher, Christian, and daughter Vanisha. My mom and 8 sisters.  
Travels: Mexico, Texas  
Pets: My horses Rheena and Dorado  
Favorite Junk food: Any chips with chile and Coke  
Favorite saying: Life is too short. Live, laugh, and love like there is no tomorrow.  
Greatest achievement: Raising three beautiful, humble children.  
Of all people who would you like to have dinner with and why? My dad, to let him know how much I miss him.  
Best advice ever given: “Always bless your children” by my mother  
Favorite movie: Titanic  
Favorite song: Amazing Grace  
Favorite TV show: Heartland  
Favorite holiday: Thanksgiving  
Favorite sports teams/Individuals: Soccer – Real San Luis  
If you were stuck on a desert island and could only have three things, what would they be: My bible, my horse, and music.

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
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

THE SAFETY COMMITTEE PRESENTS

S.A.F.E
Staying Accident Free Everyday

MARCH 2017

ERGONOMIC BEST PRACTICES

All employees should be familiar with adjustment of their chair, keyboard tray, monitor(s) and other equipment along with their recommended placement.

Chair height should be adjusted for neutral sitting per that pictured in Figure 1. Feet should be supported comfortably on the floor or on a foot rest when seated. The knees should be near 90 degrees with the thighs horizontal to the floor and the thighs almost fully supported by the chair seat pan.

Figure 1
Recommended Workstation Set-up/Positioning

The tray should be positioned just below seated elbow height. Wrists should be straight, not resting on the palm rest while typing. Sit back fully in the chair, relaxed. Allow some space between the back of knee and the chair edge. The top 3rd of the monitor should be at eye level. Your head and back should be upright, ears over the shoulders, back supported.

Figure 2 below shows what is considered the desired “neutral reach zone”. "The Neutral Reach Zone is the area that can be conveniently reached with a sweep of the forearm while the upper arm hangs in a natural position at the side." (Sanders & McCormick, 1993) Materials during use should be placed within the neutral reach zone. Conversely, unused material should be out of this zone. For this reason, the mouse should be located beside the keyboard.

Even with adjustments to the workstation and proper posture/positioning, should an employee sit or perform any one task for too long without any break, fatigue and cumulative stress may result. All employees should be encouraged to take micro-breaks from sustained tasks every hour and to vary tasks throughout the workday. Stretching should be incorporated into rest breaks to relieve and prevent cumulative stress and fatigue. Uninterrupted and sustained tasks should be avoided, particularly if forceful, repetitive and/or if awkward posture is involved. When fatigue or ache is perceived, it's time to take a break.

These recommendations, through their completion, are intended to help create a comfortable workstation meeting current recommended design and "best practices". Successful ergonomic interventions are often the result of both work station and employee work practice changes.

DAYS without INJURY
As of 03/10/17

CAPMC:
Offices: 10 DAYS
Madera/Mariposa Regional HS: 69 DAYS
Madera Migrant/Seasonal HS: 69 DAYS
Fresno Migrant/Seasonal HS: 69 DAYS

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<thead>
<tr>
<th>Safety Committee Members</th>
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<tr>
<td><strong>Administration</strong></td>
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<tr>
<td>Gabriela Salazar</td>
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<td><strong>Community Services</strong></td>
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<tr>
<td>Perla Erigio</td>
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<td>Sandra Garcia</td>
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<td><strong>APP/R &amp; R</strong></td>
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<td>Melissa Pacheco</td>
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<td>Idelisa Duran</td>
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<td><strong>Fresno Migrant Head Start</strong></td>
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<td>Michael Carroll</td>
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<td>Nicole Revis</td>
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<td>Tammy McDougald</td>
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<td>Karina Garcia</td>
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<td>Yareny Pumarejo</td>
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<td>Joe Arias</td>
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<td>Yesenia Garcia</td>
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<td>Silvia Sandoval</td>
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<td><strong>Human Resources:</strong></td>
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<td>Kelly Hanna</td>
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<td><strong>Victim Services:</strong></td>
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<tr>
<td>Jennifer Coronado</td>
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<td>Beryl Raviscioni</td>
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Messages from the Safety Committee

1) Be aware of your surroundings. There were reports that individual’s windshields were tangled with clothing and assaults or kidnappings occurred when the individuals tried to remove items from windshields.
2) Trust your instincts when it comes to situations that make you feel uncomfortable; remember your safety is first!
3) Watch out for TV, phone, and Internet scams.
4) Trust and verify your information sources.
5) Employees working at Gill Ave building, please exit through the side doors until the front entrance lobby doors are replaced with new parts.
6) Have sandbags ready for any flood warnings, especially if you live in flood zones.
7) Avoid driving through streets with high water when it rains. The water can cause damage to your car and create a road hazard.

Looking to get more involved at CAPMC?

Here are a couple of ways:
- Join the Relay for Life team
- Organize department celebrations
- Attend a Board of Directors meeting
- Share your team spirit ideas
- Complete Safety Suggestion Forms
- Spend your Safety Bucks, you deserve it!
- Participate in agency fundraisers
- Sign up to volunteer with agency events
- Share stories and pictures for the newsletter
- Go over the Board of Directors packet
- Volunteer for Committees when needed
- Attend Employee Wellness Day
- You can also follow us on Twitter and Facebook!
Respecting and Resolving Differences

Conflict isn’t comfortable. However, when handled effectively, it can lead to positive change. You can make conflict more productive by reflecting on some important questions, such as: “Is my reaction proportional to the situation or might it be more about something else?” “Which part of this situation do I have the power to change?” “What would a positive outcome look like?”

Take assertive action. Assertiveness is very different than aggression. It involves expressing yourself clearly, directly, and respectfully, as well as practicing active listening and tempering your own reactions.

Identify any preconceived beliefs. It’s important to go in with an open mind—check yourself for any preconceived biases or explanations, and try to put them to the side so that you can really hear what the other person is saying and come to a resolution.

Create a safe atmosphere. Instead of personalizing or blaming, stick to addressing specific behaviors and how they impact you. Identify points of agreement and work from those first; then address the differences.

Remember your ABCDs. Agree to Brainstorm together and to Compromise, Clarify what the other person is saying, and Discuss mutually beneficial resolutions.

Attend the webinar. This month be sure to register and attend the webinar, “Respecting Each Other at Work.” Become more aware of how our behavior affects others and what we can do to make workplace interaction more positive. 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.

FREE Monthly Webinar
Wednesday, March 22nd
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

Respecting Each Other at Work
No matter where we are on the org chart, we all deserve to be treated with dignity, respect, and kindness. During this webinar, participants will learn the root causes of offensive behaviors, create a list of rules to live by, and commit to working on one thing they can do to improve their relationships with colleagues. We will also look at how social media can affect workplace relationships.

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
Every Bunny’s Favorite Cake

Carrot Cake III

Ingredients:

- 4 eggs
- 1 1/4 cups vegetable oil
- 2 cups white sugar
- 2 teaspoons vanilla extract
- 2 cups all-purpose flour
- 2 teaspoons baking soda
- 2 teaspoons baking powder
- 1/2 teaspoon salt
- 2 teaspoons ground cinnamon
- 3 cups grated carrots
- 1 cup chopped pecans
- 1/2 cup butter, softened
- 8 ounces cream cheese, softened
- 4 cups confectioners' sugar
- 1 teaspoon vanilla extract
- 1 cup chopped pecans

Source: Allrecipes.com

Directions

1. Preheat oven to 350 degrees F (175 degrees C). Grease and flour a 9x13 inch pan.
2. In a large bowl, beat together eggs, oil, white sugar and 2 teaspoons vanilla. Mix in flour, baking soda, baking powder, salt and cinnamon. Stir in carrots. Fold in pecans. Pour into prepared pan.
3. Bake in the preheated oven for 40 to 50 minutes, or until a toothpick inserted into the center of the cake comes out clean. Let cool in pan for 10 minutes, then turn out onto a wire rack and cool completely.
4. To make frosting: In a medium bowl, combine butter, cream cheese, confectioners' sugar and 1 teaspoon vanilla. Beat until the mixture is smooth and creamy. Stir in chopped pecans. Frost the cooled cake.

APP/R&R will be having their annual NACHO SALE on Friday, April 28, from 11:30 a.m.—1:30 p.m. Tickets are only $7.00 each! See any APP/R&R staff for tickets. Proceeds to benefit Relay for Life
KICK OFF EVENT

Hosted by
CAPMC-Victim Services Center
Honoring Victims of Crime
Awards Ceremony
Victims Memorial Display

March 31, 2017, 12:00-1:30 pm
1225 Gill Avenue, Madera CA

Lunch will be provided to the first 75 people,
with priority to victims and awardees

1. Richard Gutierrez (Madera Sheriffs Office)
2. Luis Carrillo (District Attorney, Investigator)
3. Carmen Maroney (Valley State Prison)
4. Patrick Davis (Madera Sheriffs Office)
5. Tina Rodriguez (Victim Services Center)
6. Xai Vang (Community Action Partnership of Madera County)

APRIL 2-8 ⊗ 2017
10th Annual

Walk A Mile
In
Her Shoes

“Men's March Against Sexual Assault”

When: April 21, 2017
Where: Madera Courthouse Park

Registration Opens @ 5:00 p.m.
Opening Ceremony & Walk Commences @ 5:45 p.m.

*Free Meal for Participants*
*Free T-Shirt to all Participants*
While Supplies last

For more information contact:
Jennifer Coronado @ (559)661-1000 or jcoronado@maderacap.org
Register online @ www.maderacap.org/victimservices