CAPMC would like to formally announce the approved 7.5% wage increase for positions classified under clerical and technical series effective July 1, 2017. The wage increase was proposed to the Board of Directors during the July 13, 2017 meeting. The Board unanimously approved the recommendation by staff and strongly supported the decision to move forward with the wage increase. The wage increase will help to align the positions to like positions in the local labor market, as well as address the California minimum wage requirements. CAPMC also hopes to raise its competitive edge as potential employees seek employment with CAPMC.

The plan to propose a wage increase stemmed from concerns shared by Program Managers regarding the difficulty of hiring and retaining employees and the results from the last Employee Climate Survey, where comments were made regarding the low satisfaction with current salaries and rate of pay. Many employees shared comments about their dissatisfaction with the pay associated to their work load and as compared with similar positions in other agencies.

For those positions not listed under clerical and technical, a salary study is being worked on to fully address any wage disparities.

Please take the time to thank Program Managers, Human Resources Director, Chief Financial Officer, and Executive Director, as their due diligence in preparing for the proposal and recommendation to the Board was crucial to making such move possible.

Your voice was heard!

If you would like more information on the approval of the agenda item, please contact Gabriela Salazar at (559) 675-5748 or via email at gsalazar@maderacap.org

“Always treat your employees exactly as you want them to treat your best customers.”

-Stephen R. Covey
CATCHING PEOPLE...
DOING THE RIGHT THING
SAFE PRACTICES...
APP/R&R works extremely hard to ensure the program meets Title 5 Regulations, is audit ready, and meets the agency mission / vision. With that being said, APP/R&R had a great audit review. Thank you for ALL that you do! THANK YOU TO CRISTAL SANCHEZ, VANESSA CERVANTES and JESSICA MENDOZA for going above & beyond with spenddown and meeting deadlines.
VANNESSA CERVANTES for ensuring the safety of a child left in a vehicle during a hot day while the parent sought services.
JOE ARIAS and VICTOR MARTINEZ JR. for quickly and safely removing six wild cats from a center, as these cats were creating multiple health and safety concerns and hazards to the children and staff.
ADRIANA POMPA for closing the car trunk of a fellow coworker who had accidently left it open.
INEZ C. RODRIGUEZ MIGRANT HEAD START STAFF & FELLOW FMSHS STAFF for safely cleaning the playground fire residue in their center and making sure children were safe.
MARIBEL SALAZAR, WILLIAM PEREZ, & JESSICA BUENTELLO for arranging a surprise birthday party for a five year old girl in the Victim Services transitional housing program.
ALEJANDRA MCBREARTY for reaching out to Flashback Photography on behalf of two of our child abuse victims. Alejandra wanted them to be able to take their senior year photos and the owner, Ricardo Mendez, waived the fees for both photo sessions.

Did you notice our new CAPMC logo?

Addressing the Needs of our Community Since 1965
Helping People, Changing Lives.

Did you notice our new CAPMC logo?

SAFETY GAME PIECE

Due to the H/R Department—
Friday 07/28/17 at noon.

NAME:____________________________
I.D.#:__________________________
WORKSITE:______________________

What 3 tips from the article “10 Tips for Reducing Stress in the Workplace” have you tried to reduce stress? Did they work?

Messages from the Human Resources Office

1) If you want to attend New Employee Orientation (NEO) to get a refresher on CAPMC’s history, policies or procedures, please contact Ms. Charmaine Pickens, HR Generalist, at 675-5771 to reserve a spot. The next New Employee Orientation will be in September and November.
2) CAPMC Personnel Policies and Procedures will be coming your way via a thumb drive loaded with abundant information.
Volunteers make a difference

Cecilia Cedillo     Alexa Herrera     Nancy Contreras-Bautista     Jeannette Torres     Aimee Ocho

On, Wednesday, June 28, 2017, Victim Services graduated the 2017 Volunteer Class. The six new volunteers (Veronica Delgado not pictured above) completed Victim Services’ 65-Hr Dual Domestic Violence/Sexual Assault Counselor Training. These new volunteers will be answering the 24-hr Crisis Line, providing information and referrals, accompaniment, and support to victims of crime in Madera County. Thank you for supporting Victim Services, CAPMC, and the community!

CAPMC welcomed back Elizabeth Wisener, Community Services Program Manager, on June 30, from over a three month leave of absence. During Elizabeth’s absence, Mattie Mendez, Executive Director, oversaw the Community Services Department in addition to Mattie’s regular day-to-day responsibilities. It is a great pleasure to have Elizabeth back with her passion, dedication, and knowledge. Elizabeth oversees such programs as the Low-Income Home Energy Assistance Program (LIHEAP), the Shunammite Place, the Medical Escort Van and Senior Bus, the Senior Nutrition Program at five sites, Weatherization Services, and so much more! It is nice to have her back walking the halls of CAPMC and delighting everyone with her positive attitude and willingness to live out the mission of the agency everyday. Welcome back Elizabeth!
The Early Head Start
Socialization held in May brought many smiling faces to children and parents alike. The children and parents enjoyed meeting at Rotary Park in Madera, engaged in exploring bubble making with the Bubble Man, and had a delightful morning watching others play.

Tiptop Transportation Training
FMSHS Bus Driver, Eric Barrera provided a transportation training for Bus Monitors in the month of June. Five Points MSHS staff eagerly arrived to partake in the thorough compliance safety practices. Mr. Barrera commenced with the new Head Start Performance Standards requirements pertaining to the area of transportation. All in attendance agreed upon the utmost safety practices to ensure the proper transportation and releasing of children receiving these services. Participants dialogued on preeminent communication practices along with new opportunities. The second portion of the training consisted of possible scenarios and best solutions to safeguard all occupants of the bus. The training concluded with hands on bus drills. All participants received tip-top skills!

Maribel Salazar sparks teamwork, as she makes her secret recipe for pancakes to share with the Victim Services department. The staff planned a very delicious breakfast that consisted of chilaquiles, potatoes with scrambled eggs, fresh fruit, pancakes, and much more. Events such as these help to enhance communication, teamwork, and help to bring staff together.

How do you and your coworkers show spirit and help bring each other together?
Head Start Coaching Corner

If you or your child are having overwhelming feelings and need to calm down, take one minute to breathe and relax and you will notice a positive change in your mood.

Be a STAR: Smile, Take a deep breath And Relax

1st: Smile, this is important because smiling starts to relax the muscles in your face. Once you relax your jaw, your internal state automatically starts shifting.
2nd: Put your hand on your belly and breathe in approximately 8 seconds through your nose until your belly goes out.
3rd: Exhale the breath for approximately 12 seconds.
4th: Repeat 3 times in a row; this should last about one minute. Deep abdominal breathing encourages full oxygen exchange; it is beneficial because you are exchanging incoming oxygen for outgoing carbon dioxide. (It also can slow heartbeat and lower or stabilize blood pressure)

Teachers in CAPMC classrooms are using this Conscious Discipline technique in the classroom to teach children self-regulation skills. You can use it too!

CONGRATULATIONS TO IRENE YANG ON BECOMING A CERTIFIED COMMUNITY ACTION PROFESSIONAL!

Irene Yang, Human Resources Director, has just accomplished becoming a Certified Community Action Professional (CCAP). This means that she has achieved a nationally recognized standard for professionalism in the Community Action network (remember there are more than 1,000 Community Action Agencies nationwide).

Her achievement benefits Irene on her leadership and professional skills, but also brings to our very own agency a higher level of competitiveness and moves us closer to becoming an Agency of Excellence.

Irene will be formally honored for her achievement at the 2017 Community Action Partnership Annual Convention Awards Gala on August 31, 2017 in Philadelphia, PA.
THE MADERA POLICE DEPARTMENT PRESENTS

NIGHT-OUT

2017

THE NATIONAL NIGHT OUT

MOTOR DEMOS

K-9 DEMOS

POLICE • COMMUNITY PARTNERSHIPS

CONNECT

Thursday, August 3rd
Madera Fairgrounds • 5:00-9:00PM
1850 Cleveland Ave, Madera, CA 93637

FREE FOOD (5:00–6:30pm) • Family Fun Games • Connect with Your Community
Interact with Local Law Enforcement & First Responders • Live Demonstrations + More!

DUNK TANK, GAMES, & FUN!!

FREE EVENT!

FOR MORE INFORMATION, PLEASE CONTACT THE CITY OF MADERA NEIGHBORHOOD OUTREACH DEPARTMENT: (559) 661-2853
Learn more on our website: nno.madera.city/connect
2nd Quarter Safety Spotlight Winner is...

Joe Arias, for his swift response to save another employee’s life. Joe successfully completed the Heimlich maneuver on a fellow coworker that was choking during a Head Start staff training. Thank you Joe for your quick thinking and quick response!

There were 5 nominations for the Safety Spotlight. They are as follows:

1) Vanessa Cervantez continuously looks out for children left in hot cars in CAPMC parking lot, and she pays attention to safety practices like tightening the loose panels.
2) Joe Arias performed abdominal thrust (Heimlich maneuver) on a choking employee during a Head Start event.
3) Joe Arias and David Jaimes attended a playground training to take a pro-active approach on safety at centers.
4) Joe Arias and David Jaimes checked on the AC units to plug-in as the office temperature was raising without any cooling air during this high heat summer.
5) Joe Arias and Victor Martinez Jr. removed six wild cats from a Head Start center as those wild cats created multiple health and safety hazards to children.

Safety suggestions presented to the Safety Committee Meeting are as follows:

<table>
<thead>
<tr>
<th>Safety Suggestion</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have mental wellness devices in safety store.</td>
<td>The proposed items might be considered for the wellness activities or the health fair. It was decided not to admit to the safety store.</td>
</tr>
<tr>
<td>Install water misting system at the Head Start Center outdoor spaces, so children can enjoy outdoor activities during the high heat months.</td>
<td>The ideas would be presented during Head Start management staff meeting on the idea as well as labor and materials costs. One concern was the water quality as many sites were located at outer county areas and under well system.</td>
</tr>
<tr>
<td>Implement alternative work hours during day-light saving months (change business hours from 7am to 4pm instead of 8am to 5pm)</td>
<td>The idea was declined because of operational services.</td>
</tr>
<tr>
<td>Place arrow signs to direct CFIT personnel to travel between interview room and Victim Services Department.</td>
<td>The idea was accepted to modify the current signs.</td>
</tr>
</tbody>
</table>

The 2nd quarterly safety suggestion submission participating winner was Irene Yang. Congratulations Irene!
Parlier Fresno Head Start employees received a $200 Visa gift card, sponsored by Heffernan Insurance Brokers, for being the winners of the 2nd quarter drawing for best-safety practices. Thank you Parlier staff for all your hard work, safety practices, and teamwork to make this happen. Congratulations!
10 Tips for Reducing Stress in the Workplace

1. **Begin each working day with a review of priorities.** Significant amounts of work stress occur because people allocate too much time for things that they can control, but which are unimportant. Also, take time-out to reflect on what HAS been accomplished during the day as opposed to reviewing all the things that remain on the action item list.

2. **Clear your mind.** Find time each working day to re-energize. Take a brief walk. Close your eyes and focus on your breathing. Alternatively, perhaps just find a few moments to read the paper and remove yourself from the current task.

3. **Reward colleagues.** Recognize the contributions of a colleague and let them know that they are appreciated as a member of the team. Extending compassion and recognition to others is a great investment for building a network of supporters. Reducing someone’s stress through a compassionate communication will inevitably lead to a similar response down the road.

4. **Respect supervisors.** Keep in mind that the boss is a human being with needs. Managing upward and responding to your boss as one of your customers will lead to stress reducing responses from him or her over time. When was the last time someone asked the boss to lunch?

5. **Take care of your body during the day.** This means monitoring intakes of caffeine, sugar, and other foods, which can alter mood and anxiety levels. If possible, take a mid-day exercise break.

6. **Improve conflict management skills.** A good way to reduce long-term stress at work-and with co-workers—is to improve personal conflict management skills. Conflict cannot always be resolved, but it can be managed in ways that lead to win-win situations. Allow people to win something in every negotiation.

7. **Refine listening skills.** Too often communication is defined as "I talk, and you listen, and when you are talking, I'll begin to formulate my response!" Listening is a dying skill as more and more of us find it difficult to focus, concentrate and empathize when engaged in a dialogue with a colleague. The better someone listens, while temporarily putting aside personal judgments/beliefs, the higher the likelihood that your daily stress levels will go down.

8. **Conduct some "spot checking" of your basic beliefs and assumptions.** Cognitive psychologists have taught that most stress arises from a person’s irrational and perfectionistic demands of others, and our self. For example, someone who insists on total control will inevitably experience work stress. Demanding that others always perform perfectly leads to chronic disappointment and frustration. An excellent stress buster is to review the internal demands imposed on the world, others, and oneself...and then change these demands into realistic attitudes.

9. **Keep it in perspective.** Work is only one part of a person’s time on Earth. It is important. It often helps boost self-esteem. It can bring many financial rewards. However, it is not everything and it does not define one’s identity 100%. Lighten-up a bit about your work. Typically, it is not life or death; and when it is not fulfilling and fun, it may be time to move-on and do something different.

10. **Get some rest.** Our nation has become one of epidemic sleep deprivation. According to experts, if people do not receive sufficient sleep over a long period, they experience symptoms that can include increased depression, pessimism, and agitation, less tolerance of ambiguity, interference with judgment and a general sense of frustration with normal life events. Monitor current sleep hygiene and don’t think that a competitive advantage is gained by staying up later and waking up earlier each day, just to ‘get things done.’ Regular sleep is food for the brain and will help to inoculate the body against the destructive aspects of work and personal stress.

Metlifeeap.com
SUMMARY:
The signed Consolidated Appropriations Act of 2017 included a Cost of Living Adjustment (COLA) for the Head Start Programs. The funding is intended to increase the on-going funding level of Head Start Programs through a COLA increase in the amount of 1%.

FINANCING:
RHS Basic Funding: Increase of $28,315
EHS Basic Funding: Increase of $5,445
Non-Federal Share: Increase of $7,079
Non-Federal Share: Increase of $1,361
Administrative Cost: Is limited to 8.9% and is included in Basic funding total.

BOARD ACTION: Approved

• RECOMMENDATION: F-1
Review and approve the Fresno Migrant and Seasonal Head Start’s 2017 COLA Budget Application.

• RECOMMENDATION: F-2
Review and accept the informational report on Fresno Migrant/Seasonal Head Start’s Need to Meet Contracted Funded Enrollment Status.

• RECOMMENDATION: F-3
Review and approve the 2017-2018 Madera/Mariposa Regional and Early Head Start Budget COLA Application.

• RECOMMENDATION: F-4
Review and approve the 2017-2018 Madera Migrant and Seasonal Head Start Budget COLA Application.

• RECOMMENDATION: F-5
Review and approve the submission of the Community Action Partnership of Madera County 2017-2018 State Based Migrant Part Year Program Grant Budget to Stanislaus County Office of Education. The budget amounts are $495,132 for the Basic Program, $93,864 for the Specialized Services Program, and $87,377 for the Start-up/Close-down Program. Budgets to be distributed at meeting.

SUMMARY:
We have prepared our budgets based on funding guidance and amounts received from Stanislaus County Office of Education.

FINANCING:
Total Grant Award – Basic Budget $495,132
Total Specialized Services Award $93,864
Total Start-up/Close-down Budget $ 87,377
Total $676,373

BOARD ACTION: Approved

• RECOMMENDATION: F-6
Review and approve the Alternative Payment/Resource and Referral Program Report and Error Reduction Plan Fiscal Year 2016-17

SUMMARY:
B. The four-day monitoring review allowed CMR team to ensure that the delegate agency (CAPMC) delivers the type and scope of services required by all federal and state policy guidelines.
C. The monitoring review team
used the CMR Instrument Checklist Summary, FY 2016/17 Community Action Partnership of Madera County B509 Contracts: CAPP, C2AP, C3AP and CRRP. Monitoring Protocol to assess the compliance with Title 5 Regulations and Funding Terms & Conditions.

D. Areas that the team reviewed included:
- Family Eligibility Requirements
- Child Need Requirement Verification
- Recording and Reporting Attendance
- Correct Fee Assessed
- Inventory Records
- Alternative Payment Policies
- Annual Evaluation Plan
- Staff Development Program
- Family Selection
- Compliance with Due Process
- Services Responsive to Family Needs

FINANCING: Not Applicable

BOARD ACTION: Approved

- RECOMMENDATION: F-7

SUMMARY: Authorize the Executive Director to sign and submit the 2017 Water-Energy Grant Program (WEGP) Agreement with the Association of California and Energy Services (ACCES) and enter into a sub-recipient agreement with the Merced County Community Action Agency to provide the service.

SUMMARY: The contract is made available by the State of California through the Greenhouse Gas Reduction Fund (Health and Safety Code Section 39710 et seq.) to assist in financing projects associated with Section 13 of the Budget Act of 2015 hereinafter collectively referred to as the “Water-Energy Grant Program”.

The purpose of this Agreement is to provide the installations of dishwashers and clothes washers to low-income households in disadvantaged communities per Cal Enviro Screen 2.0.

FINANCING: Total of $129,412.40

BOARD ACTION: Approved

- RECOMMENDATION: F-8

SUMMARY: Review and consider approving a proposed wage increase for positions classified under clerical & technical series effective July 1, 2017.

SUMMARY: A 7.5% increase is proposed to bring clerical & technical series positions to be more in alignment to like positions in the local labor market; these adjustments will also address the California minimum wage requirements.

FINANCING: This proposed adjustment will be allocated and covered by the programs of the said positions.

BOARD ACTION: Approved

The CAPMC Board of Directors meets the second Thursday of every month, at 5:30pm in Conference Room 1/1a.

Next Board Meeting is August 10, 2017.

Come and join us!

Meet our Board of Directors

Public Officials
Miguel Gonzalez
Social Services
David Hernandez
Madera Unified School District
Robert Poythress
Madera County Board of Supervisors

Fiscal Management/Accounting
Cece Foley Gallegos,
Madera City Council
Dennis Haworth, Chairman
City of Chowchilla

Private Sector
Dennis Smith, Vice Chairman
Madera Chamber of Commerce
Vacancy
Policy Council for Regional Head Start

Donald Holley,
Community Affairs Expertise
Eric LiCalsi,
Legal Expertise
Kathy Lopes,
Early Childhood Education and Development

Target Areas
Cynthia Russell
Central Madera/Alpha
Tyson Pogue
Eastern Madera County
Ruth Carrai, Secretary/ Treasurer
Eastside/Parksdale
Griselida A. Martinez
Fairmead/Chowchilla
Vacancy
Monroe/Washington
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

PROGRAMS & PEOPLE . . . Making a Difference

Name: Julie Gowin
Job Title: Professional Development Mentor
How long have you worked for CAPMC? 9 years
How long have you been in Madera? I have lived in Chowchilla for 20 years
Where were you born and raised? Modesto, California
What do you do in your spare time? Spend time with my family.
Family: I have three grown sons and I am going to be a grandma for the first time in January 2018
Travels: France, Texas, Nevada
Pets: I have a very lazy cat named “Mop” (he is very furry and if you could put a handle on him he would look like a mop for your floor)
Favorite junk food: French Fries dipped in Thousand Island dressing. (yummy)
Favorite saying: “Go out and be the change you want to see.”
Greatest achievement: Graduating with my AS degree and sending my son off to UC Davis this year.
Best advice ever given: “Listen to the Holy Spirit, it will guide you.”
Favorite color: Yellow
Favorite board game: Monopoly
Favorite movie: “School of Rock”
Favorite song: “Fearless”
Favorite TV show: MasterChef or the Bachelor/Bachelorette
Favorite holiday: Thanksgiving (Fall is my favorite time of the year)
Favorite sports teams/individuals: Oakland Raiders (Go Derrick Carr from Fresno State)
Favorite vacation spot: Monterey Bay
If you were stuck on a desert island and could only have three things, what would they be?: My three sons, Brandon, Andrew and Nicholas.
A random or fun fact about you: I am named after my Aunt Julie and she is a teacher too.
Please include some thoughts about your job, coworkers or the families you work with: I love working for the agency because it fulfills my need to be of service to others.

Name: Julie Doll
Job Title: Disabilities/Mental Health Content Specialist
How long have you worked for CAPMC? 10 years
Where were you born and raised? Born in Merced raised in Bakersfield, CA
What do you do in your spare time? Watch Sci-Fi Movies
Family: Fabulous husband of 37 years, 1 daughter and son-in-law, 1 son
Travels: Florida, Ohio, Texas, Nevada, Arizona
Pets: Fish, 3 dogs, 1 rooster, 4 hens, 3 cats
Favorite junk food: Rocky Road Candy Bars
Favorite saying: If you’re going to do something do it right!
Greatest achievements: My wonderful marriage, my Bachelor Degree and my library
Of all people who would you like to have dinner with and why?: Jesus. That would mean that I’m in Heaven.
Best advice ever given: Never go to bed angry.
Favorite color: Red
Favorite board game: Shoot the Moon with Dominoes
Favorite movie: That Touch of Mink
Favorite song: Come as You Are by Crowder
Favorite TV show: The Office
Favorite holiday: Thanksgiving
Favorite sports teams/individuals: Don’t care for sports
Favorite vacation spot: Morro Bay or the Monterey Bay Aquarium
If you were stuck on a desert island and could only have three things, what would they be?: My husband who is very handy, toilet paper, and toothbrush w/toothpaste!
A random or fun fact about you: I have an irrational fear of large objects & I’ll try any menu item once.
Please include some thoughts about your job, coworkers or the families you work with: I love this Agency! There are so many devoted, committed people working for CAPMC.

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