SEPTEMBER IS...
SAFETY AWARENESS MONTH!

Pictured Above Safety Committee Members: Back Row from Left to Right: Jennifer Coronado, Kelly Hanna, Stefanie Sinks, Nicole Revis, Karina Garcia, Adriana Pompa, Joe Arias, Sandra Garcia
Front Row from Left to Right: Tammy McDougald, Silvia Sandoval, Melissa Pacheco, Brittney Enigio, Norma Alvarez, Gabriela Salazar
Not Pictured: Irene Yang, Michael Carroll, Conrad Palacios, Julie Gowin, Beryl Raviscioni

“Safety doesn't happen by accident.”
- Author Unknown
CATCHING PEOPLE…

DOING THE RIGHT THING

SAFE PRACTICES…

VANESSA CERVANTEZ for your hard work and dedication with the Stage 2 referrals, the FSA’s were able to enroll 35 new children in the month of June. Vanessa also took on new duties while a fellow coworker was out on FMLA. Thank you to all FSA’s II/III for your hard work and determination in enrolling families. Thank you Cristal and Carol for your hard work, time in making each provider workshop a success and for organizing the resource room…it looks amazing. Thank you Sandra for assisting with spend down. Great Teamwork!!!

SIERRA VISTA STAFF for being accommodating through the changes at the center and JULIE GOWIN for supporting the staff and being helpful.

LIZ GARCIA, GUADALUPE LOPEZ-GARCIA & JENNIFER SEGOBIA for helping in the classroom. Jennifer and Guadalupe always assist Liz with the cleaning of the large playground.

CLAUDIA VASQUEZ, OCTAVIO ORTIZ, MARIA AVINA, & MARIA MAGANA for working together and communicating.

LETICIA ESCALERA for helping in the kitchen and learning the paper work.

DAYSE BARRIOS, ANGELA MARTINEZ & DANIA CERVANTES for working with conscious discipline and implementing strategies.

MARK YOUR CALENDAR

September: Safety Awareness Month
September 4: Labor Day
September 14: Board of Directors Meeting
September 21: Peace Day
September 22: Autumn Begins
October 9: Columbus Day

CATCHING PEOPLE… DOING THE RIGHT THING

SAFE PRACTICES… (CONTINUED)

DAVID JAIMES for assisting a parent at the center while completing work orders. Thanks to David, a parent got the information needed to register their child for Head Start services.

MAINTENANCE & INFORMATION TECHNOLOGY (IT) STAFF for helping with Head Start pre-service and helping Karina with transporting, unloading, and loading of items needed during the course of the event. Couldn’t have done it without you!

JOE ARIAS for helping a customer and teaching them about the safe removal of a carbon monoxide alarm they had gotten installed in their home. Joe went out of his way to assist the customer.

VICTIM SERVICES for helping children get school supplies and to all those that sponsored a child. Doing the right thing for sure...

ARACELI PEREZ, Center Director at Biola Migrant Seasonal Head Start for passing her first pre-licensing inspection. Congratulations! Thank you to all the people that helped during the Pre-Licensing Inspection at the Biola MSHS. We Got Licensed!! THANK YOU CONRAD, ARMANDO, MARTIN, MARK, FLORA, RENEE, FABIOLA, NOEMI, MARIBEL, SIERRA, REBECCA, MARIA A., LISA AND MARIA ARELLANO.

REBECCA JANZEN on taking the time to seek more information on eligibility criteria for serving crime victims in Madera County. Rebecca kept initiating phone calls and discussions to best inform victims on how to request assistance. For the first time Victim Services received a compliment from Cal Victim Compensation Program thanks to Rebecca. We thank Rebecca for helping us meet our mission.

SAFETY GAME PIECE

Due to the H/R Department—
Friday 08/25/17 at noon.

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

Name 3 stress busters you have tried and describe if, or how, they changed your life.
Did You Hear About the National Night Out Connect Event?

The Madera Police Department really out did their selves with the first National Night Out Connect event that took place Thursday August 3rd. The free event featured a dunk tank where our Police Chief and Mayor got dunked among others, a taser challenge, raffle prizes, booths, and free food. The Madera Police Department also had demonstrations with their S.W.A.T units, K-9 units, as well as displaying equipment and vehicles.

The event was truly a community event and served to bring law enforcement and the community together.

CAPMC held a “Slime Booth” where staff made slime with children. The CAPMC booth was definitely a hit as it drew the biggest crowd!

Thank you to everyone that helped to make the CAPMC booth possible!
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

PROGRAMS & PEOPLE . . . Making a Difference

WHAT ARE CAPMC PROGRAMS UP TO?

On August 2nd, 2017 Resource & Referral participated in First 5 Madera County’s “Countdown to Pre K & Kinder Reading Extravaganza”. The event was held at Courthouse Park. Children were able to receive free backpacks and reading books. Thank you to the CAPMC staff that attended and thank you to our maintenance staff as well for assisting with set up and transporting the Mobile Library.

National Night Out took place August 1st, 2017 in Madera, as well as nationwide. The Shunammite Place partook in the event and held a neighborhood block party to celebrate. The staff and Shunammite clients provided root beer floats to neighbors and City officials that stopped by.

Last year Madera ranked third in the state by the National Association of Town Watch for its participation.

Messages from Human Resources Office:

1) Please note each work site will be receiving a hard copy of the CAPMC Personnel Policies & Procedures for employees to use; all employees received their individual copies when receiving the wristband thumb drives.

2) If you see any unethical activity, speak up by calling the toll-free hotline at (877) 453-7244 or reportlineweb.com/CAPMC.
**Messages from Safety Committee**

1) Pay attention to the speed limit around school zones.
2) Watch out for pedestrians.
3) Stop texting when walking or driving.
4) Don’t drive under the influence. Getting a DUI can lead to jail time, high legal fees, and endanger the safety of the public.
5) Call 911 for emergencies.
6) Participate in Safety Awareness Month activities.

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**Let’s Talk Wellness... and What CAPMC is Doing About It**

What does wellness look like to you?
I strongly believe that the everyday choices we make can help us live healthier, happier, and more fulfilling lives; both at work and at home. CAPMC will be launching an official Wellness Program to help all of us increase our knowledge about not only health matters and physical fitness, but also financial, intellectual, emotional, social, and spiritual wellness. Be on the lookout for more information to come!

Charmaine Pickens
As of 08/11/2017

<table>
<thead>
<tr>
<th>Safety Committee Members</th>
<th>Stress Management: Coping Mechanisms</th>
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<tbody>
<tr>
<td><strong>Administration</strong></td>
<td>An individual can reduce the impact of stress and curtail the negative effects of such common symptoms as anxiety, depression, insomnia, headaches, and loss of concentration, back pain, anger outbursts and many others.</td>
</tr>
<tr>
<td>Gabriela Salazar 675-5748</td>
<td>However, one overriding requirement for any effective stress management plan is an individual’s willingness to remain uncomfortable as he or she experiments with new responses. If you insist on change but are not willing to tolerate getting out of the “comfort zone” and facing some ambiguity, then your efforts will probably fail. We can take steps to begin managing stress. Some of these may sound simplistic, and remember that most people do not engage in sudden dramatic change. Small steps, over time, lead to more lasting positive consequences.</td>
</tr>
<tr>
<td><strong>Community Services</strong></td>
<td><strong>20 SUGGESTED STRESS BUSTERS:</strong></td>
</tr>
<tr>
<td>Perla Erigio 675-5740</td>
<td>1. Take 10 minutes each morning and afternoon—at home or at work—to clear your mind, focus on your breathing and positive thoughts.</td>
</tr>
<tr>
<td>Sandra Garcia 675-5801</td>
<td>2. Get rid of chronic seriousness. Laugh more. Smile, even if you have to force the muscles of your face to engage in this complicated act!</td>
</tr>
<tr>
<td><strong>APP/R &amp; R</strong></td>
<td>3. Once each week, do something compassionate for another human being.</td>
</tr>
<tr>
<td>Melissa Pacheco 675-5745</td>
<td>4. Try to listen more, talk less.</td>
</tr>
<tr>
<td>Idelisa Duran 675-5776</td>
<td>5. Review what you have accomplished in your life that you are proud of.</td>
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<tr>
<td><strong>Fiscal</strong></td>
<td>6. Avoid spending time with people who constantly complain, or are negative.</td>
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<tr>
<td>Adriana Pompa 675-5735</td>
<td>7. Listen to music at least 20 minutes each day.</td>
</tr>
<tr>
<td>Brittney Erigio 675-5736</td>
<td>8. Make certain that you increase your hours of sleep. Sleep deprivation and sleep disorders are epidemic in our culture, and are causing a significant increase in depression.</td>
</tr>
<tr>
<td><strong>Fresno Migrant Head Start</strong></td>
<td>9. Simplify one area of your life. (e.g. throw something out!)</td>
</tr>
<tr>
<td>Michael Carroll 276-5831</td>
<td>10. Exercise 3 times per week for at least 30 minutes.</td>
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<tr>
<td>Conrad Palacios 276-5842</td>
<td>11. Recognize the positive contributions of a colleague. Tell him or her directly.</td>
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<tr>
<td>Nicole Revis 675-5731</td>
<td>13. Practice some deep, slow breathing a few times per day. Close your eyes for a minute, take time out, and breathe.</td>
</tr>
<tr>
<td>Tammy McDougald 675-5730</td>
<td>14. Write down your ‘strategic plan’ for the next 5 years. Where are you going? What are your primary objectives? What resources do you need to accomplish these objectives?</td>
</tr>
<tr>
<td>Karina Garcia 675-5720</td>
<td>15. Be silly with someone whom you trust or love. Play more. Be a kid for a minute and let some positive hormones flow through your brain’s chemistry.</td>
</tr>
<tr>
<td>Joe Arias 675-5272</td>
<td>17. Stop making huge “to do lists.” Make a short list and take some satisfaction at completing the tasks.</td>
</tr>
<tr>
<td>Silvia Sandoval 662-1788</td>
<td>18. Volunteer a few hours in a children’s hospital.</td>
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<tr>
<td>Julie Gowin 675-5738</td>
<td>19. Search out optimistic people; eat lunch with an upbeat, non-stressed person.</td>
</tr>
<tr>
<td><strong>Human Resources:</strong></td>
<td>20. Stop believing that “life is a rehearsal” and that you have unlimited time. Begin now, knowing that you have no guarantees about tomorrow. Do something different today!</td>
</tr>
<tr>
<td>Kelly Hanna 675-5767</td>
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<td><strong>Victim Services:</strong></td>
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<tr>
<td>Jennifer Coronado 675-5706</td>
<td></td>
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<tr>
<td>Beryl Raviscioni 675-5708</td>
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</tbody>
</table>

**CAPMC:**

<table>
<thead>
<tr>
<th>Days without Injury</th>
<th>164 DAYS</th>
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<tbody>
<tr>
<td>Madera/Mariposa Regional HS:</td>
<td>127 DAYS</td>
</tr>
<tr>
<td>Madera Migrant/Seasonal HS:</td>
<td>8 DAYS</td>
</tr>
<tr>
<td>Fresno Migrant/Seasonal HS:</td>
<td>18 DAYS</td>
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COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

BOARD ACTION ITEMS... August 2017

The following is a synopsis of the Action Items from the Board of Director’s Meeting on August 10, 2017. If you are interested in seeing any items in more detail, please contact Gabriela Salazar.

- **RECOMMENDATION: F-1**
  Chairperson to appoint current Alternate to the Personnel Committee, Cece Foley-Gallegos, to fill a vacant position on the Personnel Committee. (This is an appointment and a vote is not necessary.)

  **SUMMARY:**
  There is currently one vacant position on the Personnel Committee for which the Board Chairperson must appoint a current Board member to fill the vacancy.

  **FINANCING:**
  Not Applicable

  **BOARD ACTION:**
  Approved

- **RECOMMENDATION: F-2**
  Review and approve Fresno Migrant and Seasonal Head Start's 2016 Self-Assessment Report

  **SUMMARY:**
  An annual self-assessment is conducted to determine the programs ongoing assessment of program goals. It examines the effectiveness and progress in meeting the established goals and objectives.

  **FINANCING:**
  Funds are an allowable cost under the Federal Regulations

  **BOARD ACTION:**
  Approved

- **RECOMMENDATION: F-3**
  Review and approve the submission of the 2018/2019 HUD grant application for the Shunammite Place.

  **SUMMARY:**
  The purpose of this grant is to provide permanent housing with supportive services designed to accommodate up to 15 chronic homeless adult women with disabilities.

  **FINANCING:**
  The HUD budget is estimated to be $191,177.

  **BOARD ACTION:**
  Approved

- **RECOMMENDATION: F-4**
  Review and approve the submission of an expansion grant application to the Housing and Urban Development Agency (HUD) for the Shunammite Place.

  **SUMMARY:**
  HUD has released its 2017 Continuum of Care Competition Notice of Funding Availability, and the Fresno Madera Continuum of Care has been allocated $533,616 for Permanent Housing Bonus Funding. The Community Action Partnership of Madera County plans to request funds to lease two additional apartment units at the Shunammite Place.

  **FINANCING:**
  Proposed budget was shared at the Board of Directors meeting.

  **BOARD ACTION:**
  Approved

- **RECOMMENDATION: F-5**
  Review and approve the CACFP 2017-18 Renewal Agreement to continue participation in the CACFP program.

  **SUMMARY:**
  Community Action Partnership of Madera County, Inc. (CAPMC) must submit 2017-18 Child and Adult Care Food Program Renewal Application by August 30, 2017. Participation includes reimbursement for all allowable meals served to enrolled children. Transmit a complete agreement through Child Nutrition Information and Payment System (CNIPS) program website. This is for October 1, 2017 – September 30, 2018 program year.

  **FINANCING:**
  The Child and Adult Care Food Program agreement supplements four CAPMC programs. The Proposed Budget Amount is $577,536.

  **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 September 14, 2017. Come and join us!
After 7 years on the old CAPnet intranet, our agency intranet has moved to a new platform and has been significantly redesigned. On Tuesday, July 18th, the new Office/365 – SharePoint Online version of CAPnet went live. There was no grand ceremony, just a simple email sent to all CAPMC employees with instructions on how to access the Agency’s new intranet.

All in all, welcome to Office 365, the new CAPnet platform. Our Office 365 account is a donation to the agency as a non-profit organization from Microsoft. This is a full enterprise license for Office 365 with unlimited number of users. (Thank you Microsoft!) CAPnet has been migrated to Office 365/SharePoint Online. We hope this will be just the first several features of Office 365 that we will be introducing to the Agency. From an agency computer you will automatically be taken to the sign-on to CAPnet when you launch Internet Explorer.

Everyone has received an email with instructions on how to sign-in for the first time, reset your password for future log-ins, and use the IT Help Desk and Facilities Work Orders systems.

Once you are logged in, the Home page will display the information.
While CAPnet looks very different, for the most part it functions much the same as the old CAPnet. Hopefully you will find any changes made are meant to be improvements! One thing you will see is that there are slide show panels at the top of many pages as well as an Image Gallery. We want these to reflect our agency. If you have images that you think are representative of your department or program, or the Agency as a whole, please forward them to Bill Frame (bframe@maderacap.org) so they can be included in the site. For the Image Galleries, you can upload images directly to the Gallery in your area of CAPnet. Please feel free to add your own pictures, as long as they are tasteful and reflective of the department or program.

We will be making changes to the new CAPnet as problems or opportunities arise. Just this week, the IT Help Desk forms have all been updated to include a Submit and Cancel button at the bottom. This is in response to a number of questions about how to actually submit the ticket. Hopefully, these new buttons will help resolve some of your frustration with the IT Help Desk system.

If you have any trouble or problems, or even just questions about the new CAPnet, please contact Bill Frame at extension 5711, or anyone on the IT Team.

Go explore everyone!
Back to school for many can be a time of excitement and a time for new opportunities, but for many children this can also be a reminder of how tough times are. Many families do not have the means to provide their children with all the essential school supplies needed or the confidence boosting clothing or shoes that can make or break your first day of school. This back to school season, Victim Services went above and beyond to help families and children to obtain school supplies, clothing, shoes, backpacks. Victim Services was even able to arrange for the children to get manicures and haircuts to boost self esteem and make children returning back to school feel confident and ready. The children served are all clients of Victim Services, where domestic violence, homelessness, sexual abuse, or being victims of crime has led them to seek services. Each child and family has their unique story and challenges, but just as equally they have unique strengths and opportunities. These children are resilient and we wish them the best for this upcoming school year. Special thanks to everyone that donated and sponsored a child. Your generosity truly is helping people, changing lives. By helping these children we are making our community a better place to live....
As much as it can be exciting, the start of a new school year can test the nerves of both parents and students. For a little support to help you make the grade, call or log on for free, confidential resources and information.

- Professional counseling to address any parenting or educational challenge
- Financial consultation to help identify ways to pay for school, college, or continuing education
- Information on topics and issues including:
  - Homework and homeschooling
  - Working with your child’s teacher
  - Dealing with school bullies
  - Managing ADHD and other conditions
  - School-day nutrition
  - Managing test anxiety

Always available, Always confidential.

844-763-8543  |  www.metlifeeap.com
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