The new year stands before us, like a chapter in a book, waiting to be written. We can help write that story by setting goals.

-Melody Beattie
Congratulations to Fiscal for being the quarterly drawing winner for days without injuries and receiving a $200.00 gift card!

Gift card courtesy of Heffernan Insurance Brokers.

MARK YOUR CALENDAR

Jan. 24-26—New Employee Orientation (NEO)
Jan. 23-25—Homeless Point-In-Time Count
Feb. 8—Board of Directors Meeting at 5:30pm
Feb. 14—Valentine’s Day
Feb. 19—President’s Day Holiday

Simple tricks for staying active

You know exercise is good for you. But when your to-do list is a mile long, it can be easy to write off your workouts. To get back on track, focus on simple ways you can move more, more often.

1) Find your fit
   Staying active is easier when your workouts don’t feel like work. Maybe treadmills and barbells aren’t your thing. But what about dancing? Shooting hoops? Walking on a sunny day? (Pass it! That’s exercise!)

2) Divide and conquer
   Exercise adds up. So if you don’t have a solid 30 minutes to spare, break it up into 10-minute bursts of activity, 3 times a day instead. The health benefits are the same — your body can’t tell the difference.

3) Make commuting your cardio
   Walk or bike to your job for a workout that’s built into your workday. If that’s not an option, park farther away — or get off the bus or train a few stops early — and walk the rest of the way.

Human Resources Office Reminds You:

1) Benefit wallet cards are available for employees so all health insurance carriers’ information is at employees’ finger tips.
2) CAPMC’s Employee Assistance Program is through Mutual of Omaha.
3) Dental annual maximum increases to $1,500 and life time maximum for orthodontic service is $1,000.
4) California minimum wage is now $11 per hour for employers with 26 or more employees.
5) Pay attention to the Safety Data Sheets that manufacture provides for the cleaning products.
6) Report your injury immediately to avoid delay in treatment and billing.
7) Please read the 2018 employment poster at your worksite.
8) Remember to provide CAPMC your current contact information.
New Employee Orientation
2018 Schedule:

January 24 - 26, 2018
March 21 - 23, 2018
May 23 - 25, 2018
July 18 - 20, 2018
September 19 - 21, 2018
November 14 - 16, 2018

CSBG: How it Impacts CAPMC
Community Services Block Grant

CSBG: Empowering Local Communities

Tripartite Board
Community Action Agencies are governed by tripartite boards - a minimum of one-third of the members must be democratically elected low-income individuals in the community. This ensures that local needs are accurately reflected in the priorities of organizations funded by CSBG.

Community Needs Assessment
CSBG services are among the most diverse of any federal anti-poverty program, supporting everything from job training to education, nutrition, and housing. A hallmark of CSBG is the use of a Community Needs Assessment, a project that surveys the local community and tailors the local agencies’ services to unique community needs.

Accountability
CSBG incorporates a strong framework of accountability and data reporting standards called Results-Oriented Management and Accountability (ROMA). This ensures that programs are serving low-income communities effectively while fostering a culture of continuous improvement and innovation.

Learn more at http://www.csbg.org/roma.aspx

A long-awaited ribbon cutting took place on Tuesday January 16, 2018 at the Sierra Vista Elementary school site for the opening of a new portable that will serve 8 mobile infants. This was a project many years in the making and finally made possible. The portable is a new classroom for the Sierra Vista Migrant Head Start.

Thank you to everyone that contributed! Many more children and families to serve.
2017 SAFETY HIGHLIGHTS
Rolled out training at various themes: ergonomics, restraining order, mental health, and emergency response.
Spot light nominations on recognizing employees’ upmost safety acts: James Chandler – picked up nuts/bolts/nails around parking lot, Joe Arias – performed Heimlich maneuver on a choking employee during a Head Start event, Sonia Trujillo – asking families not to leave their children in cars unattended.
Centers received the best safety practice $200 quarterly drawings: Madera Head Start at Pomona, Fresno Head Start at Parlier, Fresno Head Start at Selma, and Fiscal at Gill.
Updated Building Security & Access Policy.
Posted private property signs to maintain building security from unauthorized personnel.
In-house 1st aid / CPR training for employees.
Assessed warehouse and ensured maintenance crew received forklift training to maneuver loadings and storages properly.

2017 LOCATIONS WITHOUT INCIDENTS
The Safety Committee recognizes the following sites for a superior safety record for 2017.
Fresno Head Start – Biola, Parlier.
Community Services Senior Meals Program – Coarsegold, Madera Ranchos, North Fork, Oakhurst.
Community Services - Shunamnite Place.
Victim Services - Bass Lake Office, Chowchilla, and Martha Diaz Shelter.
Congratulations!

2018 FEATURES
Quarterly safety themes are worker’s compensation, ergonomics, and difficult clients, and there will be monthly safety tips on disaster planning.
Monthly safety quizzes for prize drawing will be based on disaster planning safety tips.
Safety Committee will develop active shooter policy and procedures.
Merchandise in the safety store can help to build emergency-to-go bags.
If a disaster or emergency strikes, are **YOU** ready?

Below is a Family Emergency Plan that will enable the emergency preparedness to begin.

Take the time today to complete it, it could make the difference.

---

**Family Emergency Plan**

<table>
<thead>
<tr>
<th>Family Member Name</th>
<th>Cell</th>
<th>Work/School</th>
<th>Social Security Number</th>
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<thead>
<tr>
<th>Pets Name</th>
<th>Type</th>
<th>Color</th>
<th>License Number</th>
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**Plan of Action**

Meeting Place outside of the neighborhood for evacuations (shopping center/park/fairgrounds)

____________________________________________________

Local Emergency Service number (American Red Cross, [https://safeandwell.communityos.org/cms/](https://safeandwell.communityos.org/cms/))

____________________________________________________

Person outside of the area’s number (cell phones may not work and you will need numbers)

____________________________________________________

If in school, children will be evacuated to:

<table>
<thead>
<tr>
<th>Childs Name</th>
<th>School</th>
<th>Evacuation Site</th>
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The Safety Committee Presents:

Medical Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Medication/Medical History</th>
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How to turn off gas main and location:


How to turn off water main and location:


Diagram of home and evacuation route (include bedrooms, doors, windows, street names)
• **RECOMMENDATION: F-1**  
  Review and consider accepting the 2018-2019 Regional and Early Head Start Community Needs Assessment Update.  

**SUMMARY:**  
The Community Assessment describes and reviews the geographic area, the economy and workforce, characteristics of residents, available resources, and the needs of Head Start eligible families.  
Staff is providing the 2018-2019 Community Assessment Executive Summary for review and consideration.

**FINANCING:**
Significant

**BOARD ACTION:** Approved

• **RECOMMENDATION: F-2**  
  Review and Approve the submission of the Community Action Partnership of Madera County’s 2018-2019 (June 1, 2018 – May 31, 2019) 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 2018-2019 Basic Budget  
  ✓ Approve/Disapprove 2018-2019 Administrative Budget  
  ✓ Approve/Disapprove 2018-2019 Training and Technical Assistance Budget  
  ✓ Approve/Disapprove 2018-2019 Non-Federal Share (In-Kind) Budget

**SUMMARY:**
CAPMC received notice from the Office of Head Start to submit its refunding application. The letter from OHS provides funding amounts and there are four sections within this overall action that the Board of Directors will need to review, discuss, and approve/disapprove the recommendations set forth. Staff will review each section in detail. The items are presented in chronological order to complete our application process.

**FINANCING:**
Total Head Start Grant Award – Basic Budget: $3,751,212  
Total Early Head Start Grant Award – Basic Budget $ 549,973  
Total Administrative Budget:* $ 555,719  
Total Head Start T&TA Award: $ 35,249  
Total Early Head Start T&TA Award $ 13,373  
Total In-Kind Budget: $1,087,451  
*Included in Basic and T&TA Budgets

**BOARD ACTION:** Approved

• **RECOMMENDATION: F-3**  
  Review and consider accepting the audit report and the audited financial statements for the year ended June 30, 2017. The Finance Committee recommends that the Board of Directors accept the audit report and the related financial statements for the period ended June 30, 2017.

**FINANCING:**
The audit cost of $30,390 was budgeted in the Indirect Cost Pool.

**BOARD ACTION:** Approved

• **RECOMMENDATION: F-4**  
  Consider authorizing the renewal of a line of credit with West America Bank. The line of credit is scheduled to mature on January 31, 2018.

**SUMMARY:**
The agency has maintained a line of credit for many years with West America Bank. The current line of credit in the amount of $200,000 will mature January 31, 2018 unless renewed.

**FINANCING:**
There are no plans to utilize the line of credit. It will only be in place in the event of a cash flow shortage.

**BOARD ACTION:** Approved

Pictured Below: Board of Directors with staff members after the December 2017 Regular Board Meeting.
Name: Jessica Hammond  
Job Title: Victim Advocate III  
What do you like most about your job: I have the opportunity to help those who are affected by domestic violence and guide them in having a better future. I love it when I see a client utilizing community resources, such as counseling, and using them to better their lives.  
What do you do in your spare time: Spending time with my children and husband.  
Family: Married with 3 sons.  
Travels: I like to visit the coast and visit my son who is in the US Air Force.  
Pets: Poodle named Marley (she was my husband’s dog and she came with the package).  
Favorite junk food: Ice Cream  
Favorite saying: “Ain’t nobody got time for that” my 8-year-old son cracks up every time I say it.  
Greatest achievement: Being a mother to my children. Receiving my Bachelor’s degree in the same year my son received his.  
Of all people who would you like to have dinner with and why: My grandmother because she passed away when I was 5. She endured a lot in her life, being a victim of domestic violence, but my family has carried on her legacy. We are survivors.  
Best advice ever given: This, too, shall pass. What you are going through is only temporary and the future has better things in store for you.  
Favorite color: Teal  
A random or fun fact about you: I can be a pretty good artist/calligrapher if I put my mind to it.  
Please include some thoughts about your job, coworkers or the families you work with: My coworkers are awesome. I have great respect and admiration for them. They have so much to teach me and I appreciate what they bring to this agency.  
How do you carry out the agency mission: Providing hope and guidance for those most in need by making them aware that they have it within themselves to make their lives something to be proud of.  
Best thing about your position: Getting hugs and thank you’s from my clients.  

WinterFest at Fairmead Head Start  
By Amalia Reyes  

Fairmead Head Start held a WinterFest on December 22, 2017 for the center’s children and families. The children came dressed in winter formal outfits that resonated with the theme. The staff had fun activities, nutritional activities, and a photo booth. Families had a great time. Thank you to Jessica and Danielle for such a great job and to Victor for donating the Christmas tree.