Domestic violence is a pattern of behaviors where one partner tries to maintain control of the other through the use of physical force, intimidation and threats. The abuse can take many different forms. In California, domestic violence is a crime. For the year 2017 there was a total of 656 domestic violence related calls for assistance in Madera County and 6,761 in Fresno County, according to the California Department of Justice. 1 in 4 women and just over 1 in 10 men in the U.S. report experience violence by a current or former spouse or dating partner at some point in their life. Children exposed to violence are more likely to abuse drugs and alcohol, suffer from depression, anxiety, and post-traumatic stress disorders, become delinquent and engage in criminal behavior. In the 2017/2018 fiscal year, CAPMC Victim Services provided domestic violence information and/or services to over 800 unduplicated clients.

On October 12, 2018, CAPMC Victim Services hosted the annual Soup Bowl event to raise domestic violence awareness. Jennifer Gardiner, a domestic violence survivor, shared her story to a sold-out crowd of CAPMC staff, community partners, and community members. Those who attended also enjoyed a soup and salad buffet and a dessert table. As special thank you to the John Wells Youth Center, to the 2018 Soup Bowl soup donors and to the raffle and other food item donors.

Domestic Violence Support Services

Madera County:
CAPMC—Victim Services
812 W. Yosemite, Suites 101 & 102
Madera, CA 93637
(559) 661-1000
Hotline: (800) 355-8989

Fresno County:
Centro La Familia Advocacy
2014 Tulare, Suite 717
Fresno, CA 93721
(559) 237-2961

Marjaree Mason Center Fresno
1600 M Street
Fresno, CA 93721
(559) 233-HELP
CATCHING PEOPLE DOING THE RIGHT THING/SAFE PRACTICES

Thank you to Beryl, Leticia, Aimee, and Beatriz for working beyond their normal work hours to assist with program priorities.

Thank you to Cristal Sanchez, and Mattie Mendez for taking over CFIT.

Shout out to the entire VS staff for organizing a very successfully Soup Bowl event.

A sincere thank you to Xai, Bill, and Rick for all of the work they did to help Victim Services operate in our new office.

Thank you IT team, for ensuring services are running effectively through the many changes and for always been so willing to help!

Safety Game Piece

Due to the H/R Department—Monday, 11/05/18 at 12 p.m.

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

Name one way to de-stress your commute:
What do you think of when you hear the word wellness? Have you noticed that the definition of wellness can vary from person to person? Wellness is a broadly defined term. While associated with a healthy lifestyle, wellness can go beyond the confines of general health. It encompasses a positive outlook on your mind, body, and soul and is something we often have more control over than health. Wellness has various dimensions. The Wellness Committee has adopted the following dimensions of wellness: intellectual, physical, emotional, social, occupational and spiritual.

On September 28, 2018, The Wellness Committee hosted CAPMC’s 2018 Health & Wellness Fair to support employees on their wellness journey. Employees enjoyed healthy snacks, games and socialization, all of which promote overall employee wellness. Vendors and community organizations were present and provided staff with educational information. Some staff members participated in the diabetes screening and yoga session. The Wellness Committee would like to thank everyone who participated in the 2018 CAPMC Health & Wellness Fair. A BIG Thank You to our Wellness Committee for planning and hosting this event as well as the HR team, Maintenance, and IT for their help with another successful event for the CAPMC staff. This year’s event drew over 167 employees and various vendors. There were many opportunities to win raffle prizes, and baskets, which represented each dimension of the wellness wheel, and enjoy some fun carnival themed games.

Remember to take care of you!
The Madera Police Department and supporting agencies hosted the National Night Out: Connect event on the evening of October 18, 2018 at the Madera Fairgrounds. The community was invited to mingle with their neighbors, law enforcement, and first responders. This was a free event for the community. Activities included a BBQ for the community, Family Fun Zone, K-9 demonstration and a motorcycle demonstration.

With the planning and coordination of Community Services, CAPMC participated in the National Night Out Connect event. In collaboration with R&R, CAPMC led an arts and crafts booth in the Family Fun Zone. Activities included decorating masks, visors and picture frames. A special thank you to Councilman and CAPMC Board Member, Mr. Holley for stopping by! A big thank you to all staff who participated.
Fresno Migrant Seasonal Head Start held their Staff Wellness Day/Drop the Mic Awards celebration on October 22nd at Maya Cinemas in celebration of a successful season! Dr. Ronald Mah, keynote speaker, focused on self-care, how to deal with stress, emotionally taking care of yourself, working family dynamics and re-balancing in a healthy way. Administration would like to acknowledge the hard work and efforts of Fresno Migrant Seasonal Head Start as this season comes to an end.

You are true guardians of our community!
Have a restful break.

Below are the award recipients of the Drop the Mic award.

**Most In-kind**
Five Points MSHS

**I Got This!**
Angelica Moran
Esther López

**Enrollment**
Casa Castellanos MSHS
Five Points MSHS
Mendota MSHS

**Shining Bright Like A Diamond**
Rocio Pineda

**We Did It!**
Orange Cove MSHS

**FPA Excellence**
Casa Castellanos MSHS

**Innovative Parent Meeting**
Mendota MSHS

**Level III Leadership**
Maria R. Garcia

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**Innovative Parent Meeting**
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**Level III Leadership**
Maria R. Garcia
LOCK DOWN YOUR LOGIN

Protect Accounts with Strong Authentication

What is strong authentication?
Strong authentication – sometimes called 2-step verification, multi- or two-factor authentication, or login approval – provides an extra layer of security beyond your username and password to protect against account hijacking. Many online services, including email and social networks, offer this free extra security protection to help ensure it’s actually you trying to access your account – not just someone who stole or guessed your password.

How does it work?
Strong authentication requires you to have more than just your password to sign into your account. Strong authentication tools are widely available on major email and social networking sites. Here are the most common methods you can choose from:

- **Security keys:** A small device that plugs into your USB port or is used in conjunction with a phone, which you use when logging in.
- **Biometrics:** A fingerprint, facial recognition or other unique personal identifier, used during the login process.
- **One-time codes:** A unique code sent after entering your username and password, usually by text to a mobile device that is then entered on the site to verify it’s you.

For more information on how to lock down your login visit: [https://www.lockdownyourlogin.org/](https://www.lockdownyourlogin.org/)
This month we will provide a quick overview of the process of submitting an IT Service Request. (For more detailed information on the IT Help Desk, please watch IT Help Desk Part 1 and Part 2 on the How To Videos page of CAPnet.)

The IT Help Desk page of CAPnet is the primary contact point for submitting and tracking IT Service Requests. Believe it or not, stopping one of us in the hall and asking us to take care of some IT related issues is NOT the most effective way to get your request handled. Usually we are on our way to or from resolving someone else’s issue so we will not be focused on your needs. Also most of our requests involve more information than we can get and retain in a brief conversation in the hall. This is why the IT Service Request system was created.

There are several ways to get to the forms for creating a new Help Desk ticket. The easiest is to “hover” on the IT Help Desk top navigation tab and select the desired type of request from the dropdown menu. Or the “What type of help do you need?” pop-up on the IT Help Desk page provide a brief description of the most frequent type of requests along with links to each request form. Finally, on the Help Desk page, there is a menu on the left and another one on the right side of the page that list the options for creating a new request. Each of the links in these lists will start a new request for the specific type of support.

Audio/Visual Requests are the most frequent type of request. They are used to request support for any audio/visual equipment needs: delivery, setup, take-down of any A/V equipment. Keep in mind that the IT staff is not familiar with your event; we do not know where it will be, when you need the equipment, for how long, when we can set it up, and when we must take it down and be out of the location. Also, we need 2 weeks’ notice to be sure that we have the equipment and people to handle your request.

When a new employee starts, an employee changes their name or location, or an employee leaves CAPMC, an Email/CAPnet Access Request is needed. This will direct the IT staff to create a new, or change or delete an existing network, email, and CAPnet user ID entries. We want all of our employees to have the access to the Agency networks but we also need to limit the access to our networks when an individual is no longer employed by the agency. When anyone leaves the agency for any reason, it is imperative that an Email/CAPnet Access Request be submitted as soon as possible so the IT Staff can remove their access to our networks resources. The IT Staff is responsible for ordering all IT related equipment. If you need some new equipment, please complete an Equipment Purchase request.

The Technical Support request type is a “catch all” if you request does not fit in one of the specific request type.

There are also specific request types for CAPnet Changes, Website Changes, and Electronic Forms. These are used infrequently. If you need assistance with any of these, please contact Bill Frame at 5711 for assistance. If you need more details on how to use the IT Service Request system, please see the Quick Start Guide in the IT Service Request Wiki. There is a link directly to the Quick Start Guide and another to the IT Service Request Wiki in the Quick Launch menu on the left side of the IT Help Desk Page. Or watch the IT Help Desk videos in the How To Videos tab of CAPnet. If you still need more help, please contact Bill Frame at extension 5711, or any of the IT staff.
The Safety Committee Presents:

Working with Difficult People Part II

The fundamental ways to work with different types of difficult people successfully:

The Super-Agreeable
Super-Agreeable are people who agree to do absolutely anything you ask them to do, they just don’t do it. They want everybody to like them all the time. What’s so frustrating is that it’s hard to get mad at someone who’s always nice. Super-Agreeable are afraid to be honest because they are afraid they will lose acceptance. You have to get them to tell you what is really on their mind and the issues that prevent the Super-Agreeable from taking action. Let them know that you value them as people by telling them directly.

The Complainers
Complainers are the kind of people who feel powerless over their lives, who believe that what happens to them lies in luck, in the weather, and in fortune. They also tend to have concrete visions of how things ought to be and they rely on you to do something about them. The coping methods that work best are:

- Listen actively. It is important to acknowledge that you understand what they are saying to you, what they are complaining about. Paraphrase back to them what you think they have said. Then further direct the conversation by saying, “We have 10 more minutes to talk about these problems. At the end of 10 minutes where do you want us to be?” That question generally gets positive responses from complainers.
- Don’t agree that the complaints are correct.
- Don’t apologize. Try to get complainers into a problem-solving mode. Ask problem-solving questions. Give them a deadline and follow-up on getting the complaints in writing. Try to involve them in the solution step – do they have any ideas? Do not be disappointed if they do not.

The Negativists
Negativists are unhappy people who have developed a skill for tapping that potential for despair in each of us. Like complainers, they are convinced they have no power over their own lives. However, they also think people who do have power cannot be trusted. The most important coping step is to respond to their damping comments with a positive but realistic statement of your own. For example, you might say, “I think I want to go to New York for a vacation.” The Negativist says, “Oh, it will never work, it’s just terrible there, muggings and everything.” You must come back and say, “Well, you’re probably right but I think I can have a good time anyway.” Making these positive but realistic statements will keep you from being dragged down into the negativity. It is also helpful to create the “worst possible scenarios” for Negativists. Ask the question, “What is the worst possible thing that could happen?” The process of looking straight down into the pit helps differentiate real danger from plausible fantasy.

The Know-It-All Experts
They are people who have the right answer to any problem. When you try to talk to somebody like this they do not hear you as someone with a different opinion, they take it as a personal insult. The central strategy in coping with Know-It-All Experts is to get them to consider alternative views while carefully avoiding direct challenges to their expertise. Listen attentively and let them know you comprehend what they say by paraphrasing back to them the main points of their plan. If you do have objections to what the Know-It-All says, be sure the objections are stated as questions. By using a question format, you present problems as new information to be considered and not as an attack on the expert’s competence.

Indecisive
Indecisive can be very frustrating because they cannot make up their mind when you need them to do something. They are afraid to make important decisions because they may hurt someone or make someone mad. While they will give you a lot of information, and ask many questions, those questions do not pertain to what is really stopping them from making a decision. You have to make it easy for them to tell you about conflicts or reservations that prevent the decision. Ask questions to make it as easy as possible for indecisive to be candid: “Karla, even a good project has some things about it that’s not quite as good as the best. Could we talk about those? I’d welcome your comments on even small things that could use improvement.” When you have surfaced the issues, help indecisive to look at the alternatives and begin to problem solve.
DRIVING ON HALLOWEEN

Tips for Drivers, Trick-or-Treaters and Parents

- **Watch for children.** Be on the lookout for kids walking on streets, medians and curbs. Excited trick-or-treaters, often in dark costumes, may not pay attention to traffic and cross mid-block or dart between parked cars.

- **Slow down and obey signs and signals.** According to the AAA Foundation for Traffic Safety, a pedestrian is more than twice as likely to be killed if they’re hit by a car traveling at 35 mph compared to 25 mph.

- **Ditch the distractions.** Put away your mobile phone and avoid interacting with your car’s infotainment system so that you can fully concentrate on driving.

- **Avoid neighborhood shortcuts.** Don’t cut through residential streets where trick-or-treaters are out and about.

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**DAYS without INJURY As of 10/19/18**

**CAPMC:**
- Gill: **80 DAYS**
- Madera/Mariposa Regional HS: **29 DAYS**
- Madera Migrant /Seasonal HS: **7 DAYS**
- Fresno Migrant/Seasonal HS: **4 DAYS**
4 Easy Ways to Practice Mindfulness

Mindfulness. It is the wellness community’s latest buzzword, but what does it actually mean?

Mindfulness is the state of being fully aware of the present moment. It means being totally immersed in where you are and what you’re doing—a rare occurrence in a society where many of us are constantly distracted by screens.

Mindfulness has been proven to reduce stress, raise immune functioning, and even improve relationship satisfaction. Here are four easy ways to incorporate mindfulness into your everyday life:

1. **Put Your Phone Down**
   Whenever we have a free moment, we’re tempted to fill it somehow. This means checking our phones. The next time you’re waiting in line, slip your phone back into your pocket and just wait. Try to be fully present in the experience of waiting, and take in the sights and sounds around you.

2. **Try A Guided Meditation**
   Meditation can be intimidating. Sitting still with your eyes closed for 10-15 minutes and “just being,” can be hard. Try a guided meditation to help the time pass and get used to the process of meditation.

3. **Grab A Coloring Book**
   Adult coloring books have become all the rage. From the outside, this trend seems a bit unusual, but there’s science behind it. While you’re focusing on the coloring page, you become fully present in what you’re doing, because your brain isn’t distracted with other thoughts.

4. **Try Some Yoga**
   Yoga is a great way to practice mindfulness. During most yoga classes, the instructor will advise you to focus on what’s happening on your mat, and leave the outside world behind. It’s rare that we get this type of instruction—to be completely present and leave our distracting thoughts behind. By having to focus on your breathing and mastering the poses, you’ll be forced to fully experience the present moment.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
BOARD DISCUSSION ITEMS...Board of Directors

The following is a synopsis of the Action Items from the Board of Directors Meeting on October 11, 2018. If you are interested in seeing any items in more detail, please contact Cristal Sanchez.

- **RECOMMENDATION: F-1**
  Review and consider approving the Madera Migrant/Seasonal Head Start 2019-2024 Community Assessment.

  **SUMMARY:**
  In accordance with the Head Start Performance Standards the Madera Migrant/Seasonal Head Start program is required to complete a Community Assessment every five years with review and updates annually.

  **FINANCING:**
  Minimal

  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-2**
  Review and consider approving the submission of the Community Action Partnership of Madera County’s 2019-2020 Madera Migrant/Seasonal Head Start funding for Basic, Training & Technical Assistant (T&TA) and Non-Federal Share budgets to Central California Migrant Seasonal Head Start (CCMSHS), Child and Family Division of Stanislaus County Office of Education. Budgets to be distributed at meeting.

  **SUMMARY:**
  On August 31, 2018, CAPMC received our annual Funding Guidance Letter from Central California Migrant/Seasonal Head Start to submit the following budgets by October 11, 2018:
  - Basic Funds $4,804,759
  - T/TA Funds $ 31,845
  - Non-Federal Share $1,209,151
  - Total Allocation $6,045,755

  **FINANCING:**
  $4,804,759 and $1,209,151 Non-Federal Share.

  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-3**
  Review and consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES) to operate the Victim Witness Program from October 1, 2018 through September 30, 2019 including any extensions and/or amendments during the funding period. Budgets to be distributed at meeting.

  **SUMMARY:**
  This grant provides funding necessary for the operation of the Victim Witness Program in Madera County. It is the intent of the Legislature to make funds available only to Victim/Witness Assistance Centers that do not restrict services to victims or witnesses of a particular type of crime or to victims suspected in the case. The County Board of Supervisors is the agency specified by statute to determine whether a county government agency (i.e., district attorney’s office, probation department, etc.) or community-based organization will receive these funds.

  **FINANCING:**
  The amount available for Madera County for the 2018/19 fiscal year is up to Funding $383,547 Match $46,758 (includes VOCA and local match)
  Total: $430,305

  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-4**
  Review and consider approving the 2018 Wrap Plan Document for the Agency’s welfare benefit plan.

  **SUMMARY:**
  CAPMC’s Health Insurance Broker, Heffernan Insurance Services prepared the Wrap Plan Document for the health and welfare benefits that were presented and approved in November 2017 board meeting. Approved plans are in implementation effective January 1, 2018 to December 31, 2018.

  **FINANCING:**
  None for the document; all welfare benefits costs are allocated into program budgets.

  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-5**
  Review and consider approving the submission of CAPMC 403(b) and Welfare Benefit Form 5500 tax returns by the Chief Financial Officer.

  **SUMMARY:**
  The agency is required to file a pension plan information return each year. All Valley Administrators, the third-party pension plan administrator, prepared the return from the financial statement information for the year ended December 31, 2017. Additionally, CAPMC has become aware of a filing requirement for its Health and Welfare Benefit plan. Heffernan Insurance Brokers has prepared the Form 5500 for the Health and Welfare Benefit Plan.

  **FINANCING:**
  The cost of the 403(b) Form 5500 preparation will be cost allocated to the various programs based on the number of participants in the retirement plan. The Welfare Benefit Plan is less complicated and was completed by Heffernan Insurance Brokers for no additional fee.

  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-6**
  Review and consider approving the 403(b) audit report for the year ended December 31, 2017.

  **SUMMARY:**
  The agency is required to have an independent audit for its 403(b) pension plan to comply with the Department of Labor Regulations. Brown Armstrong Accountancy Corporation, CPAs prepared the audit report on the financial statements for the year ended December 31, 2017. Recommend that the Board of Directors accept the audit report and the related financial statements for the period ended December 31, 2017.

  **FINANCING:**
  The audit cost of $7,170 was budgeted in the Indirect Cost Pool.

  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-7**
  Review and consider approving the Revised Adoption Agreement and restated CAPMC 403(b) Retirement Plan Summary Description effective October 1, 2018.

  **SUMMARY:**
  CAPMC’s 403(b) retirement plan was last modified in 2010. Changes have been requested by staff and management concurs that the modifications are appropriate. However, to incorporate those changes the retirement plan documents must be modified.

  **FINANCING:**
  There is a small administrative fee payable to All Valley Administrators for the revised 403(b) Retirement Plan documents that is budgeted in the Indirect Cost Pool.

  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-8**
  Review and consider approving the discretionary employer contribution amount of $353,099.35 for the plan year ended December 31, 2017.

  **SUMMARY:**
  The $353,099.35 reflects the calculation of the 4% discretionary employer contribution for the period of January 1, 2017 through December 31, 2017. The employer contribution will be deposited with VOYA Life and Annuity Company, our plan custodian, by October 15, 2018.

  **FINANCING:**
  The discretionary contribution was budgeted in all of the applicable funds.

  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-9**
  Review and consider approving the updated employee compensation schedules and salary schedule for Community Action Partnership of Madera County (CAPMC).

  **SUMMARY:**
  The updated compensation and salary schedules for all programs reflect a 2.6% cost of living adjustment (COLA) increase retroactively effective for the 2018/2019 program years. The compensation schedules are being updated to reflect the permanent COLA increase for Head Start staff (both union and non-union) and all other agency staff.

  **FINANCING:**
  All applicable salary and fringe benefit increases have been included in the current year budgets in the appropriate programs.

  **BOARD ACTION:** Approved
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: Cristal Sanchez, at:
c.sanchez@maderacap.org  Phone: (559) 675-5748  Fax: (559) 673-2859