A heartfelt thank you to the staff at Valley State Prison (VSP) for their generosity, time and effort put into adopting CAPMC families in need this holiday season. The VSP staff showcased their creativity and thoughtfulness as they personalized each gift based on the child and family's wish lists. Valley State Prison also spread cheer to other community partners and schools. Families were selected from Head Start, Alternative Payment Program, Strengthening Families Program and Victim Services.
CATCHING PEOPLE DOING THE RIGHT THING/SAFE PRACTICES

The Wellness Committee, for their help with planning and hosting the Holiday Social.

Tina Gomez, has gone above and beyond to help out another CAPMC employee with car troubles.

Kelly Hanna, for going above and beyond when she became aware it was a CFIT client’s birthday. Kelly went out of her way to get a simple gift to recognize the value of the person’s birthday.

APP/R&R, HR and Community Services, for coming together and making a CFIT teen’s birthday special without any hesitation.

DAYS without INJURY As of 12/14/18

CAPMC: Gill: 136 DAYS
Madera/Mariposa Regional HS: 43 DAYS
Madera Migrant / Seasonal HS: 9 DAYS
Fresno Migrant/Seasonal HS: 60 DAYS

For the 2018 year, Community Services served 7,661 individuals and 2,294 households via the LIHEAP program; doubling their initial projections! What an excellent illustration of team work and dedication. Congratulations Community Services and thank you for helping people and changing lives!

Safety Game Piece

Due to the H/R Department— Monday, 1/7/2019 at 12 p.m.

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

Once you cut your leftovers into small pieces, they should be stored in separate containers within ________ hours.

A Message from Administration:
CAPMC offices will be closed on the following dates:
December 24, 2018
December 25, 2018
January 1, 2019
The following dates were approved by the Board of Directors on December 13, 2018 as scheduled holidays:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>Tuesday, January 1</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Monday, January 21</td>
</tr>
<tr>
<td>President's Day</td>
<td>Monday, February 18</td>
</tr>
<tr>
<td>Spring Holiday</td>
<td>Friday, April 19</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 27</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Thursday, July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 2</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Monday, October 14</td>
</tr>
<tr>
<td>Veterans’ Day</td>
<td>Monday, November 11</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday, November 28</td>
</tr>
<tr>
<td>Day after Thanksgiving</td>
<td>Friday, November 29</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Wednesday, December 25</td>
</tr>
<tr>
<td>1-day Winter Holiday</td>
<td>Between December 24 and 31</td>
</tr>
</tbody>
</table>
The Spirit of the Holidays was in full force at CAPMC! For the 2018 Spirit of the Holidays, Community Services organized and wonderfully executed a cakewalk, bake sale and Christmas tree auction. The event raised over $750 for Relay for Life. Community Services and Administration would like to thank everyone who took the time to participate. During the December 13th Board of Directors meeting, the Board of Directors voted for the best decorated Christmas tree. The results are as follows:

1st Place: Fiscal/I.T.
2nd Place: Community Services/Administration
3rd Place: Madera Head Start
Staff, children and their families explored music and instruments as part of Madera Early Head Start’s Music Project. Children and their families constructed instruments using materials from home. Everyone had the opportunity to share their instrument with the group during their December socialization.
Have you ever needed to capture a part of a webpage or anything else on your computer desktop to add to a document or to print just that area? Well, this article will discuss two different ways to accomplish this. The first method is the Windows Desktop application call the Snipping Tool. To start the Snipping Tool, click the Start button and type “snipping tool”. You will probably only need to type the first couple of letters “sni” and the Snipping Tool will appear as the selected “Best Match” item. Once the tool is selected, press the Enter key to launch the Snipping Tool.

The Mode button is used to select the method of selection:

- **Freeform** – Use the mouse to outline a freeform selection of your desktop
- **Rectangle** – Use the mouse to select a rectangular area for the screen
- **Window** – Captures any window open on your desktop.
- **Full Screen** – Captures all of your screen as one image

Once you have the desired mode selected, click on the New button. The screens will be greyed. Now you can use your mouse to select the area you want to capture. Once you have captured the area, it will be copied to the clipboard and displayed in the Snipping Tool window. From here you can paste it into a document or save it as an image file.

In all cases, result of the Snipping Tool is an image, not any text that was selected. The second method is one that I use frequently: The “Screen Clipping” tool in Microsoft Word, Excel, and Power Point. To access the Screen Clipping tool quickly in Word, Excel, or Power Point, add it to the Quick Access Toolbar at the very top of the window. Click on the down arrow (Customize Quick Access Toolbar) and select the More Commands option. Select All Commands then scroll down in the list of commands to select Screen Clipping and Add it to your Quick Access tool bar.

Now anytime you need to take a quick snapshot of anything on your desktop, it is right there for you to use. Just click on the button, wait for the screen to be greyed out and you can clip whatever part of the screen you need. It will be pasted directly into your current document. Unlike the Snipping Tool, the Screen Clipping tool only support the Rectangle mode of capture, so you just drag diagonally from one corner to an opposite corner.

For more information on these two tools, search Google for “Insert a screenshot or screen clipping” or “Use Snipping Tool to capture screenshots”. The first result in each of these searches will be the Microsoft Support page for the tools.
Safety Committee Members

Administration
Cristal Sanchez 675-5748
Mattie Mendez 675-5749

Community Services
Ana Ibanez 675-5747

APP/R & R
Idelisa Duran 675-5776
Karen Sanchez 675-5754

Fiscal
Yessenia Casillas 675-5757
Leticia Aranda 675-5764

Fresno Migrant Head Start
Francisco Rojas 276-5835
David Castro 276-5831

Madera Head Start
Karina Garcia 675-5720
Joe Arias 675-5727
Tammy McDougald 675-5730
Yareny Pumarejo 665-0291
Silvia Sandoval 662-1788

Human Resources:
Kelly Hanna 675-5767

Victim Services:
Jennifer Coronado 675-5706
Mayra Campos 675-5709

Safety Suggestion Form

Suggestion/Request: ____________________________________________________________

________________________________________________________

The Safety Committee wants to hear from you. If you have been thinking or talking to your co-workers about your ideas on how to improve safety around your work site; then, share those ideas by submitting Safety Suggestion Forms.

“What exactly is a Safety Suggestion Form?”
Think of the Form as a tool, which will allow you to describe your ideas and concerns pertaining to safety at your worksite or within the Agency. The Safety Committee wants to understand the safety needs of employees to improve moral, productivity and quality of work, not to mention to know about safety urgencies or explore options to enhance current practices. After all, your recommendations will propel changes for better safety measures.

“Where can I get the Form?”
There are several options for employees to obtain a Safety Suggestion Form. The Safety Suggestion Form can be obtained from the CAPnet, at Gill and Jacquelyn administrative offices, at your worksites, or from any of the Safety Committee members. You complete the Form and turn it in to your Safety Committee member.

“How does it work?”
Safety Committee members report the Safety Suggestion Forms that they receive during the monthly Safety Committee meeting. The Committee members review the contents and determine outcomes, which are sectioned into the four categories below.

<table>
<thead>
<tr>
<th>OUTCOME</th>
<th>SAFETY COMMITTEE FOLLOW-UP</th>
<th>EARN 1 SAFETY BUCK</th>
</tr>
</thead>
<tbody>
<tr>
<td>🎉 THUMBS UP!</td>
<td>The Committee accepts and acts upon the idea.</td>
<td>Yes</td>
</tr>
<tr>
<td>😞 THUMBS DOWN.</td>
<td>The Committee declines the content and no action will follow.</td>
<td>No</td>
</tr>
<tr>
<td>🧐 CHECKING INTO IT.</td>
<td>The Committee intends to explore options of the content and act upon it appropriately.</td>
<td>Not Yet</td>
</tr>
<tr>
<td>😣 NEED MORE INFORMATION</td>
<td>The Committee requests additional information to understand the content.</td>
<td>Not Yet</td>
</tr>
</tbody>
</table>
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
THE SAFETY COMMITTEE PRESENTS:

HOLIDAY SAFETY TIPS

Tips for staying safe this Holiday Season

Messages from the Safety Committee:

1) Know your workplace emergency evacuation exit routes.
2) Inform your workplace/ co-workers on what information that you want to place in the worksite’s emergency backpack.
3) Ask your workplace supervisor to show you the locations of the emergency evacuation plan and the emergency preparedness guidelines.
4) Prepare a winter emergency kit to keep in your car in case you become stranded.
5) Do not use portable flameless chemical heaters indoors to prevent carbon monoxide poison.
Thank you to the staff that participated in the Holiday Social on December 14, 2018 hosted by the Wellness Committee! We hope you all enjoyed the “sweet treats.”

Congratulations to the winners of the Ugly/Funny sweater contest:
Mayra Campos (Victim Services)
Jennifer Coronado (Victim Services)
Bill Frame (IT)
Kelly Hanna (Human Resources)
Linda Richmond (Madera Head Start)
Maricela Duran (Madera Head Start)
Tammy McDougald (Madera Head Start)
3 habits that can help you feel your best

Practicing self-care is good for the mind, body, and spirit. Here are some simple things you can do to boost your mood, beat stress, and enjoy life more. Each one takes just a little bit of time and effort—and you’re worth it.

**Take up meditation**
Focus on your breath and being present in the moment. You might not experience instant inner peace, but a few minutes of quiet meditation can help clear your thoughts, calm your senses, and recharge your energy.

**Sleep well—and sleep enough**
Lack of sleep can affect the way you feel mentally and physically. Limit bedtime distractions if you have trouble sleeping—you can’t leave the day’s stresses at the door if you’re checking email, texting, or browsing online.

**Social network face-to-face**
Connecting with others can do wonders for your physical and emotional wellness. Calls, texts, and social networks are great for staying in touch, but quality time together is what really helps people—and relationships—thrive.

Looking for more feel-good ideas?

Visit kp.org/mindbody and follow us @kpthrive.

Services covered under a Kaiser Permanente health plan are provided and/or arranged by Kaiser Permanente health plans: Kaiser Foundation Health Plan, Inc., in Northern and Southern California and Hawaii • Kaiser Foundation Health Plan of Colorado • Kaiser Foundation Health Plan of Georgia, Inc. • Nine Piedmont Center, 3495 Piedmont Road NE, Atlanta, GA 30305; 404-364-7000 • Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc., in Maryland, Virginia, and Washington, D.C.; 2101 E. Jefferson St., Rockville, MD 20852 • Kaiser Foundation Health Plan of the Northwest, 500 NE Multnomah St., Suite 100, Portland, OR 97232 • Kaiser Foundation Health Plan of Washington or Kaiser Foundation Health Plan of Washington Options, Inc., 601 Union St., Suite 3100, Seattle, WA 98101 • Self-insured plans are administered by Kaiser Permanente Insurance Company, One Kaiser Plaza, Oakland, CA 94612
**RECOMMENDATION: F-1**
Review and consider approving the 2018-2019 Madera Migrant/Seasonal Head Start Corrective plan of action for the Grantee recommendations identified during the annual program review.

**SUMMARY:**
The 2018-2019 Madera Migrant/Seasonal Head Start Program Review was conducted on August 29 – 31, 2018. The Central California Migrant Head Start Grantee staff took the lead in the process of conducting the annual program review.

**FINANCING:**
None

**BOARD ACTION:** Approved

**RECOMMENDATION: F-2**
Review and consider approving the submission of an application to Stanislaus County Office of Education and California State Preschool Program (CSPP) funding. Budget to be distributed at meeting.

**SUMMARY:**
On November 8, 2018, the California Department of Education released a RFA announcing the opportunity for CSPP expansion. Stanislaus County Office of Education will apply for CSPP funds on CAPMC’s behalf and if approved contract with CAPMC to expand hours of service. Only current CSPP Contractors are eligible to apply. CAPMC is not a CSPP provider.

**FINANCING:**
Child Days of Attendance 14,533
Proposed Budget Amount  $434,549

**BOARD ACTION:** Item Pulled

**RECOMMENDATION: F-3**
Authorize the Executive Director to sign and submit the 2019 CSBG contract with the Department of Community Services & Development (CSD) on behalf of the Board of Directors.

**SUMMARY:**
The CSBG 2019 Grant Award is $279,073. This amount reflects a decrease of 1.14% ($3,212) from the 2018 Fiscal Year. The CSBG contract will be amended as additional funds are appropriated.

**FINANCING:**
The total allocation for Fiscal Year 2019 is $279,073. These funds will be used for administration, program staff and the match for the Shunammite Place, Strengthening Families and the Child Forensic Interview Team (CFIT).

**BOARD ACTION:** Approved

**RECOMMENDATION: F-4**
Review and consider accepting the application from Molly Hernandez to fill the vacancy in the Fairmead/Chowchilla Target Area on the Board of Directors.

**SUMMARY:**
A vacancy occurred when Theresa Van Tassel, representative for Fairmead/Chowchilla Target Area, resigned from the Board of Directors.

**FINANCING:**
None

**BOARD ACTION:** Approved

**RECOMMENDATION: F-5**
Review and consider accepting the nominations made by the Nominating Committee for the Board of Directors.

**SUMMARY:**
The Nominating Committee met on December 3, 2018 and prepared a slate of nominations. Nominations are as follows:

Chairperson: Tyson Pogue, Public Official
Vice Chairperson: Eric LiCalsi, Private Official
Secretary/Treasurer: David Hernandez, Target Area Official
Executive Committee: Dennis Haworth, Public Official
Donald Holley, Private Sector
Aurora Flores, Target Area

Personnel Committee:
Dennis Haworth, Public Official
Kathy Lopes, Private Sector
Tyson Pogue, Target Area
Angela Andeola, Target Area (Alternate 1 of 3)
Cece Foley Gallegos, Public Official (Alternate 2 of 3)
Donald Holley, Private Sector (Alternate 3 of 3)

Finance Committee:
Ruth Carral/ Angela Andeola, Target Area
Donald Holley, Private Sector
Miguel Gonzalez, Public Official

**FINANCING:**
None

**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:
Email: c.sanchez@maderacap.org Phone: (559) 675-5748 Fax: (559) 673-2859

Community Action Partnership of Madera County, Inc.

Get to Know the Team... Making a Difference

Name: Lynnea Pickens
Job Title: Child Care Program Assistant
How long have you worked for CAPMC: Almost 2 years
Where were you born and raised: I was born in San Jose and raised in Madera.
What do you like most about your job: Working with the kids.
What do you do in your spare time: Traveling, doing arts/crafts, and spending time with my family/friends.
Family: I live with my parents and 2 younger brothers.
Travels: I have been to the Bahamas, Puerto Rico, Mexico, Hawaii, Seattle, Nevada, Florida, Alabama, Minnesota, Virginia and places in California.
Pets: I have one dog named Cinnamon.
Favorite junk food: Lifesaver gummies
Favorite saying: I can do all things through Christ who strengthens me. – Philippians 4:13
Greatest achievement: Going to Valley Championships in golf my senior year of high school.
Best advice ever given: Be a woman of your word.
Favorite color: Pink
Favorite TV show: Greys Anatomy
Favorite holiday: Thanksgiving
Favorite sports teams/individuals: 49ers
Favorite vacation spot: Hawaii
If you were stuck on a desert island and could only have three things, what would they be: Food/Water, Netflix, and my family
A random or fun fact about you: I have watched all 14 seasons of Greys Anatomy 3 times.
Please include some thoughts about your job, co-workers or the families you work with: Many families come to our classes, and I am glad I can help make a difference in their lives. I enjoy the families and their happy faces when finishing our 14-week sessions.
Advice to new employees on how to be successful in the agency: Come with a smile and ready to learn.
A must-know fact about you: I love to take photos and capture fun memories.

Name: Kareli Preciado
Job Title: Child Care Navigator
How long have you worked for CAPMC: 1 month
Where were you born and raised: I was born in Merced and raised in Chowchilla.
What do you like most about your job: Getting the opportunity to learn new things and being a part of a new program.
What do you do in your spare time? Spend time with family and day trips.
Family: I have a small family; one sister one brother.
Pets: Two Chorkies (½ Chihuahua ½ Yorkie)
Favorite junk food: Cheese Cheetos
Favorite saying: Teamwork makes the dream work!
Greatest achievement: Getting my Bachelor’s Degree.
Best advice ever given: Don’t let one bad thing ruin your whole day.
Favorite color: Purple
Favorite movie: My favorite movie is P.S. I Love You.
Favorite TV show: Greys Anatomy
Favorite holiday: Christmas
Favorite vacation spot: Anywhere near a beach.
If you were stuck on a desert island and could only have three things, what would they be: hand sanitizer, water, my sister
Please include some thoughts about your job, co-workers or the families you work with: Everyone has been so nice and helpful and I am excited to start meeting with families and hopefully making their situations a little easier.
Best thing about your position: The best thing about this position is that it is new and we have the chance to make it our own.