The Community Services Department would like to thank everyone who volunteered for the 2019 Homeless Point-In-Time Count! The Point-In-Time Count (PIT) was conducted over the course of three days in Madera, Fairmead/Chowchilla, Coarsegold, and Oakhurst. The PIT began the evening of January 29, 2019, where volunteers searched the streets and riverbeds to find and tally those residing in a place not meant for human habitation. Efforts continued on the 30th and 31st of January as volunteers surveyed homeless individuals. The results will be sent to the Department of Housing and Urban Development in efforts to help substantiate the need for homeless services in Madera County. The group also distributed personal care kits to homeless individuals.

A heartfelt thank you to—
Ariana Gomez, Shunammite Place Resident Manager, Supervisor Robert Poythress, Chief Dino Lawson, Madera Police Department, Madera Code Enforcement, Sheriff Jay Varney, Madera Sheriff’s Office, Madera Behavioral Health, Madera Public Health, Madera Department of Social Services, Madera Rescue Mission, and all of the 2019 PIT volunteers for your support!
CATCHING PEOPLE DOING THE RIGHT THING/SAFE PRACTICES

The Wellness Committee, for composing and deploying the wellness survey to employees in an effort to obtain a clearer understanding of employee wellness needs. We are hoping for a fun change.

Sonia Trujillo, for helping Alternative Payment Program’s new employee, Maria Ortiz Munguia, with information request emails. Sonia went out of her way to show Maria what to do with the information request emails. That was extremely nice of her. TEAMWORK between departments!

DAYS without INJURY As of 01/25/19

CAPMC: 178 DAYS
Gill: 178 DAYS
Madera/Mariposa Regional HS: 15 DAYS
Madera Migrant/Seasonal HS: 37 DAYS
Fresno Migrant/Seasonal HS: 102 DAYS

Upcoming Holidays and Agency Events
February 14, 2019—Board of Directors Meeting
February 18, 2019—President’s Day (Office Closed)

Victim Services hosted an Open House for the Board of Directors on January 13, 2019, where staff provided tours of their new location. Congratulations, Victim Services!

A Message from APP/R&R:

- We would like to welcome our new staff members: Ronnie Bustos and Diane Arellano as our new FSA I(s) and Maria Ortiz Munguia as our new Program Assistant/Typist Clerk II. Welcome aboard!
- A big congratulations to Melissa Mendoza on successfully interviewing for the R&R/Child Care Initiative Project Coordinator position.

Safety Game Piece

What was the “9th Day of Christmas” tip?

NAME:________________________
I.D.#:_____________________
WORKSITE:__________________
R&R hosted their first Family, Friend, and Neighbor (FFN) provider activity on January 23, 2019. R&R staff read a book as providers and children followed along. The R&R Team then lead the group in a snowman puppet craft activity. These activities target child care providers who are license exempt in an effort to provide support, training, and to encourage socialization.
The Strengthening Families Program (SFP) sends Bill Frame, I.T. Application Analyst, a very special thank you for spreading holiday joy during the SFP Winter Celebration by dressing as Santa Claus. Children and their families took turns taking photos with Santa!

Trees For Charity 2018

In December 2018, CAPMC and sponsors raised $1,250.00 to benefit the American Cancer Society—Relay for Life Campaign through Trees for Charity. Thank you to the following sponsors for their generous donations:

Donna and David Tooley
Elizabeth Wisener
David L. Berry, Berry Construction
Irene Yang
Russell K. Ryan, Esq.
Mattie Mendez
Pistoresi Ambulance
Seabury, Copeland and Anderson Insurance Agency
George’s Auto Supply
Tom Harutuneian
Valley Remnants and Rolls
Purl’s Sheet Metal and Air Conditioning
Chris & Melisa DaSilva Property Rentals
Zoom Imaging Solutions, Inc.

Pictured above is the Christmas tree CAPMC entered in the Trees for Charity auction. Thank you, Donna Tooley, for a wonderfully decorated “Farmhouse Christmas” themed tree. The tree attracted many admirers!
2019 RETIREMENT PLAN INFORMATION

403(b) RETIREMENT PLAN
Community Action Partnership of Madera County, Inc. (CAPMC) sponsors a 403(b) tax-deferred retirement plan. You have the opportunity to save for and contribute to the employee account through a payroll deduction. You have the opportunity to save for retirement by participating in CAPMC's 403(b) Retirement Plan by electing to make pre-tax contributions.

NOT YET CONTRIBUTING?
To start your contribution, complete and return the Salary Reduction Agreement available in the Human Resources Office. You may select a fixed dollar amount or a percentage that will be deducted from your paycheck each pay period. Small amounts, even $10.00 per pay period, add up over time. Please note that in addition to completing and returning a Salary Reduction Agreement, you must also establish an account with Voya (formerly ING) Financial Services, the agency's plan sponsor. You will need to complete an application and beneficiary designation.

ALREADY CONTRIBUTING?
You may elect to contribute up to $19,000 in 2019. This amount is the general limit on what you can elect to defer under the 403(b) plan and this amount is adjusted annually. Additional catch-up contributions may be permitted if certain criteria are met. Specifically, if you are at least 50 years old by year's end, you may make additional catch-up contribution of up to $6,000. To increase your contributions, complete and return a Revised Salary Reduction Agreement.

STATUS CHANGE
Are you recently married or divorced? Do you have a change in status? If so, please update your beneficiary designee by contacting Donna Tooley at (559)675-5755.

NEW EMPLOYEES
You will be eligible for the discretionary employer contribution on either January 1 or July 1 after you have met the one year of service requirement and paid a minimum of 1,000 hours and you are still employed by CAPMC. You must be 21 years of age to qualify.

Neither your employer nor the Voya investment provider can provide you with tax or legal advice. Employees are encouraged to contact their financial representative or tax professional with any questions.

OUR VOYA REPRESENTATIVES AND RESOURCES
Shelley Nolasco is no longer our financial representative. Voya is working to fill the position. In the interim, you may contact either Steven Sanchez by email at steven.sanchez@voyafa.com or Eugene Huang at eugene.huang@voyaa.com. We are trying to schedule a date that CAPMC's Financial Representatives from Voya, will be on-site to complete sign-ups for new employees or to meet for an account review.

Additionally, there are many resources on your personal Voya account including tips, videos and planning tools to help you ensure you are ready for retirement. There is also a webcast series focused on age-based retirement planning available on demand at http://voyadelves.com/webinars/.

If you have any questions, you may contact Donna Tooley at (559)675-5755.
I like to use what I call “Movie Line Philosophy”. I find quotes from movies that answer questions or help solve problems. My grandson LOVES action movies and Dwayne Johnson is his current favorite action movie hero. In the recent Dwayne Johnson movie Skyscraper there is a great technology lesson. In the beginning of the movie, Johnson’s character’s wife is having trouble with her telephone and wants Johnson’s character, Will Sawyer, to fix it. He tells her that “90% of the time the problem can be fixed by turning it off and back on”. I have no idea how accurate the 90% figure is, but it is true that many problems with technology can be resolved by turning things off and back on. I don’t want to spoil the movie for you, but this comes back into play in a big way near the end of the movie.

For most of the 50 years that I have been working with computers, this has been referred to as the “Basic Engineering Solution: turn it off and back on.” This works for not just your computer, but anything that is or uses a computer like cell phones, cable boxes, tablets, etc.

**Why does this work?** Let’s look at just a few of the things that are going on in your computer. First, there is the operating system (in most of our cases, that is Windows), then there are all the other hardware pieces that might be plugged in to your computer like printers, network connections, speakers, cameras, and many others. All of these have to “talk” to Windows to do their specific jobs. Then there are all the applications that you might be running. On my machine, right now I am running: three internet browsers (Firefox, Internet Explorer, and Edge), Word with several documents open, Excel, also with several documents open, Outlook, and a couple of other miscellaneous software tools that help me do my job. These are just the things you can see; believe me there is a LOT more that you cannot see. That is a lot of stuff that Windows has to keep track of and coordinate. If somehow Windows loses track of something, everything else can start having trouble. By the time you realize there is a problem, it is almost impossible to find exactly which of all of these components caused the problem. It is much easier and absolutely much FASTER to simply turn your machine off, thus clearing out everything in memory, and start over. Also, if there has been a power outage, network connections may have been lost. Here, the easiest way to restore them is to restart your computer. This will force it to try to reestablish the necessary network connections. These are just a few of the ways that restarting your computer can resolve problems. In fact, this same practice works for your mobile devices: phones and tablets. In fact, my phone actually tells me if it has been on continuously for 7 or more days and suggests that I restart it.

So all of this to suggest that when you start having trouble with any of your computer/technology equipment, the very first thing you should do is make sure it is all turned on and plugged in where it belongs. Next, save any files/documents you are working on (at least try to). Finally, try the “Engineering Solution”: the restart option in the Start menu.
2018-2019 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 675-5272
- 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

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## 2018 SAFETY HIGHLIGHTS

- Themed trainings: worker’s compensation, disaster planning, ergonomics, difficult clients

- Recognized employees’ safe practices through the quarterly Safety Spotlight:
  - Kelly Hanna – helping a child in danger until emergency personnel arrived
  - Luis Joaquin – cleaning up wet spots and tracing the source of the dripping to avoid equipment damages and electrical shocks
  - IT Team – safely installed all workstations and computer equipment at Victim Services’ new location

- The Safety Store carried seasonal items

- Formulated active shooter plans: Madera Police Department provided training for several groups, asked employees to watch “Run, Hide, and Fight” video, identify near-by exit routes and hiding places at their worksites, maintenance staff installed lock locks and latches, employees with windows as the possible escape route received window breakers, and employees were reminded to wear proper footwear in case of running from the active shooter situation

- Cal-OSHA consultation provided feedbacks on existing Injury and Illness Prevention Program (IIPP), Heat Illness Prevent Program (HIPP), and Safety Data Sheets (SDS)

- Ideas on chemical mix protocols and eye washing stations were introduced and discussed cost effective remedies at the child development centers

- Sold over 150 candy grams during the safety awareness month to fundraise for Relay for Life, one of the Agency’s signature programs

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## 2018 LOCATIONS WITHOUT INCIDENTS

The Safety Committee recognizes the following sites for a superior safety record for 2018. Congratulations!

- **Madera Head Start** – Cottonwood, Early Head Start, Eastside, Mis Tesoros, Ruth Gonzales
- **Fresno Head Start** – Biola, Firebaugh, Five Points, Fresno administrative office, Inez Rodriguez, Parlier, Selma
- **Community Services Senior Meals Program** – Coarsegold, Madera Ranchos, North Fork, Oakhurst.
- **Victim Services** - Chowchilla, Martha Diaz Shelter, Victim Services administrative office
Parking lot safety rules are essential to public well-being. Fortunately, most of these rules are easy to remember and to follow.

1. **Be on the alert for potential safety hazards**, including cracks, fuzzy or nonexistent lot striping, missing or damaged signage, broken bottles, and potholes. In inclement weather, look for problems like snow, ice, and puddles of water.

2. **Park as close as possible to overhead lighting**, particularly during evening hours. Besides discouraging crime, this makes it easier to spot problems like uneven pavement, broken or jutting pipes, or extruded building corners.

3. **When exiting the vehicle, take the straightest route possible to the destination building.** Do not linger or wander around the lot. Avoid texting, cell phone use, reaching into a purse or wallet, and other distractions while outside the auto. This is one of the most important parking lot safety rules!

4. **Try to park away from any visual obstructions**, like shrubs, bushes, trees, and retaining walls. All of these are potential hiding places for criminals.

5. **Know the location of any emergency telephones within the lot.** Make sure your cell phone is on and ready to use at a moment’s notice, but avoid walking with it in your hand. An iPhone or similar device can attract thieves if it’s clearly seen.

6. **Keep your keys in hand as you walk to and from your vehicle.** Not only will it be easier to enter and exit your car, but they can also serve as effective makeshift weapons in the event of an assault.

7. **Pay special attention during winter, particularly in areas where freezing temperatures** are common. Besides hazards like snow and ice, reduced visibility and the presence of snowplows and similar vehicles sometimes pose hazards.

8. **Don’t be a space invader:** Some drivers take up more than one space intentionally to protect their precious vehicle, others are just bad parkers. If you're from the first camp and worried about dings, move on back. Park in the hinterlands of the lot, protect your car, get some exercise and let the rest of us park up front. We’ll use only one spot, we promise. Park between the lines this will prevent others from ding your car when they get out of theirs.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
THE WELLNESS COMMITTEE PRESENTS:

20 TIPS FOR A POSITIVE NEW YEAR
2019

1. **STAY POSITIVE**
   You can listen to the cynics and doubters and believe that success is impossible or you can trust that with faith and an optimistic attitude all things are possible.

2. **TAKE A DAILY "THANK YOU WALK"**
   You can't be stressed and thankful at the same time. Feel blessed and you won't be stressed.

3. **EAT HEALTHIER FOODS**
   that grow on trees and plants and less foods manufactured in plants.

4. **TALK TO YOURSELF**
   instead of listen to yourself. Instead of listening to your complaints, fears and doubts, talk to yourself with words of truth and encouragement.

5. **NO ENERGY VAMPIRES ALLOWED**
   Post a sign that says "No Energy Vampires Allowed." Gandhi said, "I will not let anyone walk through my mind with their dirty feet."

6. **BE A POSITIVE TEAM MEMBER**
   Being positive doesn't just make you better, it makes everyone around you better.

7. **DON'T CHASE SUCCESS**
   Decide to make a difference and success will find you.

8. **GET MORE SLEEP**
   You can't replace sleep with a double latte.

9. **DON'T WASTE YOUR ENERGY**
   Don't waste your precious energy on gossip, energy vampires, issues of the past, negative thoughts or things you cannot control.

10. **LOVE, SERVE AND CARE**
    You don't have to be great to serve but you have to serve to be great. Look for opportunities to Love, Serve and Care.

11. **REMEMBER YOUR WHY**
    Live your purpose. Remember why you do what you do. We don't get burned out because of what we do. We get burned out because we forget why we do it.

12. **LOVE THE PROCESS**
    Remember there's no such thing as an overnight success. Love the process and you'll love what the process produces.

13. **HAVE TRUST**
    Trust that everything happens for a reason and expect good things to come out of challenging experiences.

14. **NO COMPLAINING RULE**
    Implement the No Complaining Rule. If you're complaining you're not leading.

15. **READ MORE**
    Read more books than you did in 2018. I happen to know of a few good ones. :)

16. **DON'T SEEK HAPPINESS**
    Instead live with love, passion and purpose and happiness will find you.

17. **FOCUS ON "GET TO"**
    Focus on "Get to" vs "Have to." Each day focus on what you get to do, not what you have to do. Life is a gift not an obligation.

18. **GET BACK UP**
    The next time you "fall" remember that it's not meant to define you. It's meant to refine you.

19. **SMILE & LAUGH MORE**
    They are natural anti-depressants.

20. **ENJOY THE RIDE**
    You only have one ride through life so make the most of it!

sign up for more tips at JonGordon.com
Healthy habits for a happy heart

You can help avoid future heart problems by making healthy changes today. And the same habits that help keep your heart strong also reduce your risk for other diseases – another good reason to take these health tips to heart.

Know your numbers
Get regular screenings with your doctor to keep tabs on your blood pressure and body mass index (BMI). Blood pressure over 120/80 and BMI of 25 or higher are both linked to increased risk for heart disease and stroke.*

Stand up for your health
The more you sit, the higher your risk for heart problems. Try standing when you’d normally sit, like when you’re watching TV – or setting a reminder on your phone to get up and move once an hour.

Get the facts on fats
Some fats are healthier than others. Unsaturated fats like olive oil and avocado are the healthiest choices. Limit saturated fats found in things like butter and cheese – and avoid trans fats altogether.

Want to show your heart some more love?

*American Heart Association

Visit kp.org/heart and follow us @kpthrive.
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 January 10, 2019. If you are interested in seeing any items in more detail, please contact Cristal Sanchez.

- **RECOMMENDATION: F-1**
  Review and consider accepting the audit report and the audited financial statements for the year ended June 30, 2018.
  
  **SUMMARY:**
  The agency is required to have an independent, single-agency audit every year. Brown Armstrong, CPAs prepared the audit report on the financial statements for the fiscal year ended June 30, 2018. The Finance Committee recommends that the Board of Directors accept the audit report and the related financial statements for the period ended June 30, 2018.
  
  **FINANCING:**
  The audit cost of $60,430 was budgeted in the Indirect Cost Pool.
  
  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-2**
  Consider authorizing the renewal of a line of credit with West America Bank. The line of credit is scheduled to mature on January 31, 2019.
  
  **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, 2019 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

- **RECOMMENDATION: F-3**
  Consider approving the authorized signers and the bank accounts maintained at West America Bank.
  
  **SUMMARY:**
  In the past, the Board Chairperson and the Secretary/Treasurer are authorized signers from the Board of Directors on the agency’s West America Bank accounts. In addition to these board members, the Executive Director and the Chief Financial Officer are authorized signers. There has been no change in these authorized positions since approved by the Board in April 2004. This item is necessitated by the election of new officers at the December 13, 2018 Board of Directors meeting.
  
  **FINANCING:**
  There is no cost associated with this change.
  
  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-4**
  Consider authorizing a 4% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2019.
  
  **SUMMARY:**
  Based on the plan document, the Board of Directors must determine at the beginning of each plan year the discretionary contribution that will be allocated for each eligible participant. Staff recommends a discretionary employer contribution of 4% of FICA wages for the 2019 plan year for qualified employees.
  
  **FINANCING:**
  The discretionary contribution has been budgeted in all of the applicable funds. For the calendar year 2017, the amount of the employer contribution was $353,099.
  
  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-5**
  Consider approving the agency-wide budget required by the Community Services Block Grant (CSBG) Organizational Standards adopted by the State of California Community Services Division (CSD).
  
  **SUMMARY:**
  The new CSBG Organizational Standards require that the CAPMC Board of Directors approve an agency-wide budget. This requirement became effective January 1, 2016.
  
  **FINANCING:**
  The estimated revenues and expenses are approximately $27.5 million.
  
  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-6**
  Consider approving the primary interested member and alternate to represent the Madera Community in the CAPMC Board of Directors as representatives of the Madera/Mariposa Regional and Early Head Start Policy Committee.
  
  **SUMMARY:**
  According to the CAPMC Bylaws, a Head Start Policy Group Member must be represented on the Board. Per Article 6: Board of Directors, Section 2, 4. Head Start Policy Group Member: One of the designated Private Sectors shall be a member from one of the three Head Start Programs under the auspices of Community Action Partnership of Madera County shall hold a seat on the Board of Directors.
  
  **FINANCING:**
  None
  
  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-7**
  Review and consider approving the proposed structural changes for the overall personnel layout for the Head Start programs.
  
  **SUMMARY:**
  Proposed structural changes will apply to all Head Start programs: Madera Regional Head Start, Madera Early Head Start, Madera Migrant Seasonal Head Start, and Fresno Migrant Seasonal Head Start. Major changes are:
  1) Streamline all Head Start Programs under one Head Start Director’s leadership
  2) Create Deputy Head Start Director positions with separate emphasizes on education/health/safety and direct services
  3) Create a Data Manager position to review and validate collected data
  4) Create a Program Governance Specialist to ensure Head Start Acts are being followed to balance the Head Start Governing Body, Policy Council/Committee, and the management staff.
  
  **FINANCING:**
  Salary adjustments will apply in accordance to structural changes and overall layout; all positions shall be budgeted under appropriate programs.
  
  **BOARD ACTION:** Approved

- **RECOMMENDATION: F-8**
  Review and provide board direction for staff’s recommendation for a proposed enrollment reduction and program changes for the Madera/Mariposa Regional Head Start program beginning June 1, 2019, in an effort to increase salaries for all staff.
  
  **SUMMARY:**
  In the past three years, CAPMC Regional Head Start program has experienced constant staff turnover. In this 2018-2019 program year, the Head Start program has lost a total of 13 staff members between the Regional and Migrant Head Start programs. Those are only teaching staff members, that number does not include other classifications. Many of the staff decided to leave the agency for higher paying jobs. This includes two mid managers.
  • An additional concern has been the ability to hire applicants at entry level positions. Many applicants decline the job offer due to the current rate of pay of $12.00 for Instructional Aides and $13.50 for Associate Teachers.
  • Note, that the Associate Teachers for Preschooler require a minimum of an AA degree in Early Childhood to be qualified for the position.
  • The California minimum wage increase have impacted the operating budget. Although the Federal Government has allocated additional Head Start funding for cost of living increases, the increases are not enough to make appropriate salary adjustments that correspond to California’s mandate.
  • Management staff have been looking into a variety of options to find the necessary funding to increase salaries across the board for the Head Start program positions. Details of the consider options will be detailed under section III – Discussion.
  
  **FINANCING:**
  Budgetary information will be presented at a future meeting.
  
  **BOARD ACTION:** Approved
Name: Robert Cervantez  
Job Title: Maintenance Worker I  
How long have you worked for CAPMC: 5 months  
Where were you born and raised? Madera, CA  
What do you like most about your job: I get to do something completely different every day  
What do you do in your spare time: Clay shoot, fish, wood work  
Family: Married to my beautiful wife and I have two awesome kids  
Travels: Carmel is our favorite weekend getaway  
Pets: My son has a hamster named Alvin  
Favorite junk food: Chocolate chip cookies  
Greatest achievement: Buying a house and raising my kids  
Of all people who would you like to have dinner with and why: My wife, because she is my best friend and we can talk about anything  
Best advice ever given: Don’t take any wooden nickels  
Favorite color: Silver  
Favorite movie: 300  
Favorite holiday: Thanksgiving  
Favorite sports teams/individuals: Raiders/A’s  
Favorite vacation spot: Disneyland  
If you were stuck on a desert island and could only have three things, what would they be: Water, matches, rifle  
A random or fun fact about you: I like to joke around  
Please include some thoughts about your job, co-workers or the families you work with: I’ve had nothing but good experiences with co-workers and learned a lot in my short time here  
Where do you see yourself in 2 years: Fishing on my new boat  
Advice to new employees on how to be successful in the agency: Always do your best and do things with pride and respect

Volunteer Income Tax Assistance (V.I.T.A.)  
Free!  
Saturdays ONLY  
February 9, 2019 – April 13, 2019  
9:00 a.m. to 1:00 p.m.  
Actual closing time may vary depending on number attending  
Income must be below $54,000  
Community Action Partnership of Madera County  
1225 Gill Avenue  
Madera, CA 93637  
(559) 673-9173  
Come prepared with your documents!  
- W-2 forms for jobs held in 2018  
- 1099 forms for 2018  
- Bank account and bank routing numbers for direct deposit  
- Any letter received from the IRS  
- Student loan interest paid  
- Your spouse, if married  
- Social Security cards and birth dates for you, your spouse (if married) and your children  
- Forms from your health insurance provider to verify coverage in 2018  
- Any other tax document  
- Picture IDs for you and your spouse

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