In an effort to address staff retention and the California minimum wage increases, the Program Managers, Head Start Director, Program Accountants along with guidance from the HR Director and CFO, submitted a recommendation to the CAPMC Board of Directors to consider and approve the proposed employee compensation schedules during the regular Board of Directors Meeting on May 9, 2019. The approved revised compensation schedules will apply to all programs.

CAPMC’s employees will see a wage increase in the upcoming fiscal year July 1, 2019. This increase is to address the California minimum wage increases and the pay disparity when comparing the current pay rate in respective to other local similar business establishments or occupational classifications.

CAPMC’s salary schedules are categorized in three classes: Administration, Mid-Management Series, and Clerical & Technical Series.

- Positions under Administration are senior level officials and managers (such as Manager, Officer, Director, Administrator…)
- Positions under Mid-Management are mid-level officials and managers or professionals (such as Analyst, Center Director/Supervisor, Coordinator, Generalist, Specialist, Maintenance Worker II…)
- Positions under Clerical & Technical Series are administrative support workers, craft operatives, and service workers (such as Advocate, Teaching positions, Food Services personnel, Assistant, Technician, Janitor, Aide, Associate, Facilitator, Maintenance Worker I, Receptionist…)

Data from the latest EEO-1 report shows the workforce is comprised of 4.6% Administration, 13.6% Mid-Management, and 81.8% Clerical & Technical Series employees. Both the Board of Directors and senior level officials recognize the significant roles and great values contributing by the Clerical & Technical Series workforce; therefore, the disparity salary increase intends to improve worker retention as well as attracting qualified candidates to join CAPMC. Pay rates for all positions are set at ranges with growth steps starting from step A to step I at the interval of 2.5% increases. Longevity pay applies when reaching 10 years, 15 years, and 20 years milestones at 5% interval increases.

On July 1, 2019 a 2.5% increase will apply to positions under the Administration and Mid-Management Series, and 5% - 17.5% will apply to positions under Clerical & Technical Series. California minimum wage requirement sets the hourly rate for employers with 26 or more employees at $12.00 this year, $13.00 in 2020, $14.00 in 2021 and $15.00 in 2022. The Agency’s Board and senior level officials are taking the approach to increase employees’ wages to close or above the minimum requirement as a way to recognize employees’ skills and efforts.

All employees will receive their copies of Personnel Action Forms (PAF) to reflect their adjusted wages. CAPMC’s fiscal year runs from July 1 to June 30; it is anticipated that the disparity wage increase shall be processed in July 2019. Please take a moment to read provided PAFs and paystubs to understand individual compensation information. Please contact Human Resources personnel shall further assistance is needed regarding the wage increase.

Thank you Board of Directors for supporting our employees!
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
AGENCY NEWS... Here’s the Scoop

Catching People Doing The Right Thing...
Irene Yang, thank you for assisting Administration with Board of Directors Meeting set-up.
Idelisa Duran, thank you for being a team player and the “go-to” person for last minute tasks.
APP/R&R, thank you for always coming together and stepping up when additional work arises. Teamwork at its best!

Messages from Human Resources:
1) Share your experience with insurance service providers with HR
2) New Performance Appraisal and Development tools are now posted on CAPnet
3) The renewal worker’s compensation policy begins on June 1, 2019 with a new policy number; the old number will not work for the policy year 2019-2020
4) Note CAPMC definition for Standards to Live By is being updated...
Professionalism: The culmination of compliance with the agency’s dress code, competence, knowledge, resourcefulness, quality, attitude, and cooperation related to how we provide our professional service
5) A notice is coming soon on issuing new ID badges.

Upcoming Holidays and Agency Events
6/13: Board of Directors Meeting

Shunammite Place Attends the Camarena Health Women’s Health & Wellness Conference
On Friday, May 17, 2019, Shunammite participants and staff attended the Women’s Health & Wellness Conference hosted by Camarena Health. The primary focus of the conference was to bring awareness of the importance of physical, mental, and spiritual well being. The clients and staff had a great time socializing with other women, attending workshops, learning about different resources, and listening to the amazing speakers. The highlight of the event was when clients and staff won raffle prizes. A Shunammite participant won one of the grand prizes, a Coach wallet!

Pictured from left to right: Charmaine Pickens, Mariana Coronado, Ariana Gomez, Pamela Ash, Marisela Gonzales, and Gina Acevedo. Not pictured but present: Joann Lorance, Rayling Garcia, and Athena Graham.

Safety Game Piece
Due to the H/R Department— Monday, 06/03/2019 at 12:00 p.m.

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

How do you stay hydrated?
Relay for Life 2019

The Relay for Life was held on Saturday, May 4th through Sunday, May 5th. It began at 9 a.m. with the Survivor Walk and continued for the next 24 hours with people constantly walking around the track. There were various “themed laps” like dress up as your favorite food or superhero. The overall theme for the event was “May the Fourth Be With You,” a reference to the popular Star Wars films. There was food, family, music and just all around fun all day and night.

The CAPMC Team, raised $10,690.34. Overall, the Relay has raised $98,508.14 this year for cancer patients and research. Our team members were: Tina Gomez, Donna Tooley, Adriana Pompa, Angela Avila, Brittney Erigio, Ed Armbruster and Mattie Mendez. A very big THANK YOU to all who came out and walked the track and everyone that participated in all our fundraisers throughout the past year! A special Thank You to Joe Arias and Robert Cervantes for bringing the canopy out to the park, setting it up and then returning Sunday morning to take it down. Yay!! Now, let’s start preparing for next year’s Relay for Life!
The Safety Committee Participates in Fire Extinguisher Training

During the Safety Committee Meeting on April 24, 2019, the Safety Committee participated in a fire extinguisher training facilitated by Fire System Solutions Inc. The committee learned how to operate a fire extinguisher in the event of a fire. Each member was given the opportunity to practice utilizing a fire extinguisher by putting out a contained fire.

*Do you know where the nearest fire extinguisher is?*

**OPERATING YOUR FIRE EXTINGUISHER**

- **P**ull the pin
- **A**im at the base
- **S**queeze trigger
- **S**weep

Remember:
- Test extinguisher before approaching the fire
- Keep low & approach with the wind at your back
- Back away, watching for rekindle
StrengthsFinder 2.0

On May 17, 2019 CAPMC Victim Services Center, and staff from the Fiscal, Community Services, APP/R&R, and Administration Departments participated in the StrengthsFinder 2.0 training. There was a full house with a total of 29 participants in attendance! Participants identified their individualized strengths and explored their significance via hands-on activities. The StrengthsFinders 2.0 Training teaches participants to utilize their strengths as tools in their day to day performance and how to work more effectively in a team with diverse strengths.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY (CAPMC)

Proceeds will go to benefit the Shunammite Place – A permanent supportive housing project for chronically homeless people with disabilities.

WHERE 6793 N Weber Rd, Fresno, CA 93722

WHEN Fri, Jun 7th FROM 4:00pm - 8:00pm

Bring this flyer or show an electronic version to the cashier when you place your order and we’ll donate a portion of the proceeds from your purchase.*

Ordering Online for Rapid Pick-Up or Delivery?*
Enter “PRFUND” as your Promo Code to have a portion of your proceeds donated to your organization.

Learn more at FundraisingPaneraBread.com

*Gift card purchases and catering orders are excluded and will not count toward the event. Rapid Pick-Up and Delivery only where available.

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## Computer Workstation Ergonomics

### Keyboards
Place the keyboard in a position that allows the forearms to be close to the horizontal and the wrists to be straight. That is, with the hand in line with the forearm. If this causes the elbows to be held far out from the side of the body then re-check the work surface height. Some people prefer to have their wrists supported on a wrist rest or the desk. Be careful not to have the wrist extended or bent in an up position.

### Chairs
Adjust the seat tilt so that you are comfortable when you are working on the keyboard. Usually, this will be close to horizontal but some people prefer the seat tilted slightly forwards. Your knees should be bent at a comfortable angle and greater than 90° flexion. If this places an uncomfortable strain on the leg muscles, or if the feet do not reach the floor, then a footrest should be used. The footrest height must allow your knees to be bent at 90°; the height of the footrest may need to be adjustable.

### Phones
Avoid cradling the phone between your head and shoulder when answering calls. If you need to use your computer at the same time, use a headset or the phone's hands-free/speaker-phone capabilities if the environment is suitable.

### Monitors
Set the eye-to-screen distance at the distance that permits you to focus on the screen. Usually this will be within an arm's length. Set the height of the monitor so that the top of the screen is below eye level and the bottom of the screen can be read without a marked inclination of the head. Usually this means that the center of the screen will need to be near shoulder height. Your eyes should be level with the tool bar. People who wear bifocal or multi-focal lenses will need to get a balance between where they see out of their lenses and avoid too much neck flexing. The height of the monitor can be adjusted using a monitor riser.

### Desks
Adjust the height of the work surface and/or the height of the chair so that the work surface allows your elbows to be bent at 90°, forearms parallel with the floor, wrist straight, shoulders relaxed. Place all controls and task materials within a comfortable reach of both hands so that there is no unnecessary twisting of any part of the body.

### Using a Mouse
A well-designed mouse should not cause undue pressure on the wrist and forearm muscles. A large bulky mouse may keep the wrist continuously bent at an uncomfortable angle. Pressure can be reduced by releasing the mouse at frequent intervals and by selecting a slim-line, low-profile mouse. Keep the mouse as close as possible to the keyboard, elbow bent and close to the body.

### Posture While Typing
Good posture is essential for all computer users. You should adopt a natural and relaxed position, providing opportunity for movement, from which you can assume a number of alternative positions. Learn correct typing techniques to avoid risks of overloading finger tendons. Maintain reasonable speed of keying; 10-12 thousand keystrokes per hour is considered an acceptable standard. Limiting long periods of repetitive movement can reduce muscular aches and pains.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
THE SAFETY COMMITTEE PRESENTS:

STOP!
Don’t Turn Your Trash Can into a FIRE HAZARD

MATERIALS IMPROPERLY PLACED IN THE TRASH CAN BE A FIRE HAZARD.
KEEP THESE ITEMS OUT OF YOUR TRASH:

- Gasoline, oil-based paints, kerosene & other flammable liquids
- Hazardous materials & chemicals (ammonia, bleach, pool chemicals and more)
- Ashes from fireplaces & barbecues
- Rechargeable batteries (lithium, nickel-cadmium, Ni-Cd, or lead-acid)
- Cylinders containing compressed gas (propane, helium, acetylene, & oxygen) or fire extinguishers

When these types of items are mixed, or come in contact with other substances that might be in the trash, the combination can be volatile and result in a fire. Properly dispose of these materials in Montgomery County’s Household Hazardous Waste Collection Program, or other special collection processes available at the Montgomery County Shady Grove Processing Facility and Transfer Station.

For detailed information, visit: www.montgomerycountymd.gov/sws/reducetheriskfortrashfires.

Messages from the Safety Committee

1) Bag used batteries before discarding to avoid combustible fire
2) Place used fire extinguisher ashes on your plants as fertilizer
3) Have interval stretches and maintain proper postures to avoid straining
4) Visit CAPnet to watch the Active Shooter Safety Training Video-CSU

DAYS without INJURY As of 05/17/19

CAPMC:
Gill: 67 DAYS
Madera/Mariposa Regional HS: 14 DAYS
Madera Migrant/Seasonal HS: 1 DAY
Fresno Migrant/Seasonal HS: 70 DAYS
Move More
Making Physical Activity Routine

Heart disease is the leading cause of death in the United States. The good news is that you can lower your risk of getting it or having a stroke by simply moving more. Many types of activity can help your heart—going on a hike or taking the stairs, biking to the store or around the block, wheeling yourself in your wheelchair. Figure out what works best for you.

**How much is enough?**

As little as 60 minutes a week of moderate-intensity aerobic activity such as walking briskly helps your heart. For major health benefits, aim for at least 150 minutes (2½ hours) a week. Or go for 75 minutes a week of more vigorous activity such as playing basketball, running, or jumping rope, which gives the same benefits. The bottom line: More activity means a bigger boost to your health.

It’s up to you how you reach your own personal targets. For example, 30 minutes of physical activity, five times a week, is one option if you’re aiming for 150 minutes a week.

**Why move more?**

**Being active can:**
- Protect your heart (even if you have heart disease)
- Improve blood flow
- Lower blood pressure and cholesterol levels
- Give you more stamina and ability to cope with stress

If you’re inactive, you’re nearly twice as likely to develop heart disease than if you’re active. Learn more about the benefits of physical activity on the NHLBI website.

**Get strong**

In addition to aerobic activity, take time to strengthen your muscles. Try to work your leg, hip, back, chest, abdomen, shoulder, and arm muscles. Aim to do muscle strengthening twice a week in addition to your aerobic activities.

**All adults should avoid inactivity. Start gradually and increase slowly.**

Learn more about:

- CDC Target Heart Rate and Estimated Maximum Heart Rate
- Different types of physical activity
- Recommendations for children, older people, and pregnant women

**Can’t carve out a lot of time in your day? Don’t chuck your goal, chunk it!**

Try 10 minutes a few times a day, for example.

**Only have 10 minutes? Consider:**
- Walking briskly for 5 minutes, turning around and walking back
- Dancing (standing or seated) to three songs
- Getting off your bus early and walking the last stretch

**You’ll know you’re moving enough to help your heart if**
- Your heart is beating faster
- You’re breathing harder
- You break a sweat

Or, try the talk test:
- During physical activities, like brisk walking, you should be able to talk, but not sing.
- During activities such as jogging, you can’t say more than a few words without pausing for a breath.
Why Family Meals Matter
Maureen Bligh, Andrea Garen and Ashley Rosales, Registered Dietitians

When was the last time you sat down for a meal with your family? Was it last night, last week or last month? For some families, eating together is reserved for special events and holidays, like birthdays or Thanksgiving. These special occasion meals allow families to connect with each other, strengthen family ties and pass on family cultural traditions. But family meals don’t have to be reserved for special occasions. Family meals can happen any time of day, any day of the week! If the words “I’m too busy” pop into your mind, you’re not alone. You probably even hear this from other parents and peers. Family meals can fit into even the busiest of schedules and they offer a host of benefits for children and adults alike!

Children who eat with their families are better nourished, have lower rates of obesity and better vocabularies. These factors can have a positive impact on classroom behavior and academic performance. When it comes to improving the health of our children, family meals are a great way to instill healthy eating habits that will last a lifetime.

Research into family meals and their benefits is becoming more in depth, with some interesting findings:

- Dining as a family can create an environment for parents to lead by example for their children. Children who eat with their families consume more fruits, vegetables, milk and dairy foods compared to those who eat fewer family meals. Parents will be thrilled to learn that young adults who were raised eating regular family meals consume more vegetables (there is hope yet for teenagers!)

- Adults also report that eating as a family is a positive portion of their day. Mealtime creates a feeling of togetherness and family cohesion. The concept of family meals does not exclude single-parent homes or couples without children. The routine associated with meals can provide a protective value for some of the risks associated with single-parent homes. For couples, the routine of sitting down together carves out time for each other and creates work schedule boundaries creating a balance between work and personal life.

- There is an association between family meal frequency and lower rates of obesity. However, while the meals are more nutritious (especially when prepared and eaten at home) they are not necessarily lower in calorie. Family meals consumed while distracted (watching television, taking phone calls, reading the mail) may actually increase food consumption.
• **RECOMMENDATION: F-1**

**SUMMARY:**
The PSE Report is comprised of the following ELCD 4000 Program Self-Evaluation Process:
- Child Care Alternative Payment and Resource & Referral Program: The APP/R&R Program was required to complete the PSE. The process was completed using the monitoring instrument by the Program Manager.

**FINANCING:**
Funds are allocated in the budget

**BOARD ACTION:** Approved

• **RECOMMENDATION: F-2**
Review and consider approving the 2019 Community Needs Assessment (CNA) process. CNA to be distributed at meeting.

**SUMMARY:**
The Community Services Block Grant (CSBG) requires a Community Needs Assessment be submitted every two years. It is due to the State of California Community Services Department on June 30, 2019. The assessment describes and reviews the geographic area, the economy, characteristics of the residents and the needs of families in Madera County. The assessment also highlights the current status of affordable housing, employment rates, safety, and the drought problem in Madera County. The Community Needs Assessment is a useful tool in establishing agency priorities and justifying the need for funding on current and future grant applications.

**FINANCING:**
N/A

**BOARD ACTION:** Approved

• **RECOMMENDATION: F-3**
Begin a 30-day review of the 2020-2021 CAPMC Community Action Plan (CAP). CAP to be distributed at meeting. (Informational Only)

**SUMMARY:**
The Community Action Plan outlines CAPMC’s 2-year strategic plan for how the agency plans to address the needs of Madera County, based on the finalized Community Needs Assessment.

**FINANCING:**
N/A

**BOARD ACTION:** Informational Only

• **RECOMMENDATION: F-4**
Consider authorizing the Executive Director and Chairperson to sign and submit the Local FEMA Application on behalf of the CAPMC Board of Directors.

**SUMMARY:**
The National FEMA Board has not announced the funding allocation for the Phase 36 Award. The Local FEMA Board voted on April 11, 2019, to issue the request for funding notice based on the past Phase 35 allocation. The goal of the Local FEMA Board is to receive the applications and to make a determination of awardees. Amounts will be prorated based on the actual allocation to Madera County. When funding is released, the Local FEMA Board will be in a good position to quickly submit the paperwork to the National FEMA Board so that payments can be issued.

**FINANCING:**
The National United Way of America provides the funding. The Local FEMA Board allocates the funds. CAPMC has requested $2,002.00 for administration.

**BOARD ACTION:** Approved

• **RECOMMENDATION: F-5**
Review and consider approving the renewal of CAPMC Workers Compensation coverage and consulting fee.

**SUMMARY:**
CAPMC’s Workers Compensation Insurance Broker, Heffernan Insurance Services, recommended Cypress Insurance Company for coverage effective June 1, 2019 to May 31, 2020.

**FINANCING:**
Funds are allocated in the appropriate budgets for the year 2019-2020.

**BOARD ACTION:** Approved

• **RECOMMENDATION: F-6**
Review and consider approving the updated employee compensation schedules and salary schedule for CAPMC.

**SUMMARY:**
The updated compensation and salary schedules for all programs is to reflect a disparity wage increase effective for the fiscal year beginning July 1, 2019.

**FINANCING:**
All applicable salary and fringe benefit increases have been included in the 2019/2020 year budgets in the appropriate programs.

**BOARD ACTION:** Approved

• **RECOMMENDATION: F-7**
Consider authorizing the Chief Financial Officer to file tax and information returns of CAPMC prepared by Brown Armstrong CPA’s.

**SUMMARY:**
The agency is required to file certain tax and information returns each year. Brown Armstrong CPA’s prepared the returns from the financial statement information for the year ended June 30, 2018.

**FINANCING:**
N/A

**BOARD ACTION:** Approved

- **RECOMMENDATION: F-8**
Consider accepting and approving the submission of CAPMC Welfare Benefit Form 5500 tax return by the Chief Financial Officer.

**SUMMARY:**

**FINANCING:**
The Welfare Benefit Plan is less complicated and was completed by Heffernan Insurance Brokers for no additional fee.

**BOARD ACTION:** Approved

**Stay tuned for more information on salary increases...**

**Hint: COLA**
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

Name: Elizabeth Moreno Cortes  
Job Title: Head Start Advocate III  
How long have you worked for CAPMC: 1 year and 4 months  
Where were you born and raised: I was born and raised until my 12th birthday in Mexico, Michoacán  
What do you like most about your job: I get to assist families and see them grow  
What do you do in your spare time: I love to spend time with my family and pets  

Family: Blessed with lovely, protective and traditional parents, two brothers, two sisters, two nephews, and a niece  
Travels: Mexico, Washington, San Francisco, and still planning  
Pets: Five dogs: Flash, Ruby Gazelle, Hercules, Oso, Bombon and 2 birds: Loreto and Piolin  
Favorite junk food: Panda, lasagna, and pistachio ice cream  
Favorite saying: “El derecho al respeto ajeno es la paz”/“Respect for the rights of others means peace”  
Greatest achievement: Obtaining my College BA degree in Social Work  
Best advice ever given: Never judge a book by its cover  
Favorite color: Turquoise, yellow, purple, teal, burgundy, gold and silver  
Favorite Movie: A walk in the clouds, P.S. I love you, The blind side, Speed and still adding more on my list  
Favorite Song: Una palabra, over the rainbow, go the distance  
Favorite T.V. Show: The Good Doctor  
Favorite holiday: Christmas and Easter  
Favorite vacation spot: Outdoors where there is nature around  
If you were stuck on a desert island and could only have three things, what would they be: Water, food, and a journal  
A random or fun fact about you: I never lose faith/I am a believer  
Please include some thoughts about your job, co-workers or the families you work with: I love helping others and working with great staff members and co-workers at Sunset  
Where do you see yourself in 2 years: I cannot say where life might take me, but do know I will be assisting less fortunate people  
Best thing about your position: I get to spend time with my families, and get to know them as I provide them with resources to achieve their life goals  
Advice to new employees on how to be successful in the agency: Be humble, be kind, be grateful, and be passionate about your job  
A must-know fact about you: As I listened to your conversation, I try to find ways to help you out right away  
Life is short, live, laugh and love!

Congratulations to our recent college graduates, Nancy Contreras (left) and Norma Alvarez (right)! Nancy graduated from Fresno State with a B.S. degree in Criminology — Victimology option. Norma graduated from Madera Community College Center with an A.A. degree in Psychology.

A warm welcome to our newest group of Head Start employees. Welcome to the CAPMC Family!