Community Action Partnership of Madera County, Inc. wants to do our part in promoting the 2020 Census. Employees are encouraged to take part in the CAPMC Challenge!

**THE GOAL:** FOR EVERY CAPMC EMPLOYEE AND ALL OF THEIR FAMILY MEMBERS TO BE COUNTED IN THE 2020 CENSUS.

**THE CHALLENGE:** FOR ALL CAPMC EMPLOYEES TO COMMIT TO SPREAD THE WORD ABOUT THE CENSUS TO THEIR IMMEDIATE (AND DISTANT) FAMILY MEMBERS.

Who do I include on the 2020 Census form? Count anyone who is living there as of April 1, 2020:
- Those who are living and sleeping there most of the time
- All children
- Newborn babies

What ways can I respond to the 2020 Census?
- Online
- By phone
- By mail

Census data are used to:
- Advocate for resources
- Ensure public safety
- Create jobs
- By law, the US Census can’t share your data with immigration or law enforcement agencies.

Are you interested in joining the 2020 Census team?
The Census Bureau is aiming to hire approximately 500,000 census takers in communities nationwide to help conduct the once-a-decade count. Working for the 2020 Census is the perfect opportunity to reserve your place in history and help your community shape its future, all while earning extra income. For information on how to apply visit the following website:
https://2020census.gov
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
AGENCY NEWS... Here’s the Scoop

Messages from Human Resources:

1) Remember to adjust your clocks as the daylight saving time ends on November 3, 2019.
2) Kin care law is under paid sick leave law of California that provides employees with the ability to use half of their sick leave for the care of their family members, mainly a child, parent, spouse or domestic partner. See Policy 602.05.00 #D “Kin Care” Leave.
3) November 19, 2019 is the next New Employee/Volunteer Orientation.
4) Health insurance renewal is in progress. Updates to follow.
5) November 5, 2019 is a designated election day. Please see Policy 606.18.00 regarding Voting Leave for any upcoming elections.

Upcoming Holidays and Agency Events

October 25: CAPMC Health & Wellness Fair
October 29: Stress Management Class (2:00—3:00 PM)
October 31: APP/R&R Trick-Or-Treat Event
November 3: End of Daylight Saving
November 11: Veterans’ Day (Office Closed)
November 19: New Employee/Volunteer Orientation
November 22: CAPMC Thanksgiving Potluck
November 28: Thanksgiving Day (Office Closed)
November 29: Day After Thanksgiving (Office Closed)

Get ready for a super fun HALLOWEEN

Would you like to participate by giving out treats? Please contact APP/R&R at 661-0779 for your participation pumpkin!

REMINDER

Vacation Payout Forms are due December 2nd by 5:00 PM to Sandra Ramirez in the Fiscal Department

Any questions please call Jeannie Stapleton at (559)675-5716
CAPMC celebrated the *7TH ANNUAL SAFETY AWARENESS MONTH* in September. Weekly activities revolved around topics such as hazard recognition, slips, trips, and falls, fatigue, and impairment. Congratulations to all the raffle winners and thank you to all who participated in the Safety Month activities and Safety Gram sales!
THE SAFETY COMMITTEE PRESENTS:

S.A.F.E

Staying Accident Free Everyday

Safety Suggestion Form

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 your work site; then, share those ideas by submitting Safety Suggestion Forms. Your suggestion can be entered into quarterly drawings for prizes even if there is no thumbs up for the suggestion.

“What exactly is a Safety Suggestion Form?”

Think of the Form as a tool, which will allow you to describe your ideas, concerns pertaining to safety at your worksite or within the Agency. Safety Committee wants to understand the safety needs 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 recommendation will start changes for better safety measures.

“Where can I get the Form?”

Several options for employees to obtain one. 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 in four categories.

<table>
<thead>
<tr>
<th>OUTCOME</th>
<th>SAFETY COMMITTEE FOLLOW-UP</th>
<th>EARN 1 SAFETY BUCK</th>
<th>ENTERING QUARTERLY DRAWINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>THUMBS UP!</td>
<td>The Committee accepts and acts upon the idea.</td>
<td>Yes</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>
<td>Yes</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>
<td>Yes</td>
</tr>
<tr>
<td>NEED MORE INFORMATION.</td>
<td>The Committee requests additional information to understand the content.</td>
<td>Not Yet</td>
<td>Yes</td>
</tr>
</tbody>
</table>
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
THE SAFETY COMMITTEE PRESENTS:

Messages from the Safety Committee

1) Thank you for your participation in Safety Awareness Month activities and congratulations to all the winners. A total of $465 was raised from the Safety Grams for the Relay for Life.
2) Be sure to check the fire extinguishers at your worksites on a monthly basis.
3) Watch your steps to avoid slips/trips/falls.
4) Stretch your body frequently.
5) Submit your safety ideas via the Safety Suggestion Form.

DAYS without INJURY As of 10/18/19
CAPMC: 38 DAYS
Gill: 38 DAYS
Madera/Mariposa Regional HS: 10 DAYS
Madera Migrant/Seasonal HS: 35 DAYS
Fresno Migrant/Seasonal HS: 9 DAYS

Safety Game Piece

Due to the H/R Department—Monday, 11/4/2019 at 12:00 p.m.

NAME: __________________________
I.D.#: __________________________
WORKSITE: ______________________

How many ladders were in last month’s safety suggestion “WANTED” poster?
# Wellness Committee Members

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Cristal Sanchez</td>
<td>675-5748</td>
</tr>
<tr>
<td>Community Services</td>
<td>Ariana Gomez</td>
<td>664-8212</td>
</tr>
<tr>
<td></td>
<td>Ana Ibanez</td>
<td>675-5747</td>
</tr>
<tr>
<td>APP/R &amp; R</td>
<td>Jessica Mendoza</td>
<td>675-5734</td>
</tr>
<tr>
<td></td>
<td>Melissa Mendoza</td>
<td>675-5741</td>
</tr>
<tr>
<td>Fiscal</td>
<td>Yesenia Casillas</td>
<td>675-5757</td>
</tr>
<tr>
<td></td>
<td>Tina Gomez</td>
<td>675-5761</td>
</tr>
<tr>
<td>Fresno Migrant</td>
<td>Eva Lorona</td>
<td>276-5843</td>
</tr>
<tr>
<td>Head Start</td>
<td>Naomi Guerrero</td>
<td>276-5834</td>
</tr>
<tr>
<td>Madera Head Start</td>
<td>Jissel Rodriguez</td>
<td>673-0012</td>
</tr>
<tr>
<td></td>
<td>Rosalva Romero</td>
<td>675-5600</td>
</tr>
<tr>
<td></td>
<td>Silvia Sandoval</td>
<td>662-1788</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Charmaine Pickens</td>
<td>675-5771</td>
</tr>
<tr>
<td></td>
<td>Stefanie Sinks</td>
<td>675-5774</td>
</tr>
<tr>
<td>Victim Services</td>
<td>Alejandra McBrearty</td>
<td>675-5702</td>
</tr>
<tr>
<td></td>
<td>Beatriz Salazar</td>
<td>675-5804</td>
</tr>
</tbody>
</table>

## The Wellness Committee Presents:

### Event:

**10/29/2019**

2pm – 3pm

**STRESS MANAGEMENT**

**Are you stressed??**

Stress is one of the most common challenges employees face. It is also one of the most damaging, too. Unmanaged stress can lead to burnout, unhealthy habits, and harm an employee’s mental and physical health.

Come listen to a healthcare educator provide some tips about Stress Management, sponsored by Kaiser Permanente.

***Be sure to coordinate coverage with your supervisor***

The Wellness Committee is excited to announce the grand kick-off of a series of FREE courses provided by Kaiser Permanente aimed to promote employee wellness! If you have any questions or would like to obtain more information regarding these FREE educational classes please call Charmaine Pickens at (559) 675-5771.
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 10, 2019. If you are interested in seeing any items in more detail, please contact Cristal Sanchez.

- **RECOMMENDATION: F-1** Review and approve or revise the CAPMC mission statement to comply with The Community Services Block Grant (CSBG) Organizational Standard 4.1. **SUMMARY:** The CSBG Organizational Standards provide a standard foundation of organizational capacity for all CSBG Eligible Entities (CEEs) across the United States. CAPMC must submit the CSBG Organizational Standard to the office of Community Services and Development on an annual basis. CSBG Organizational Category 4 assesses Organizational Leadership. To ensure CAPMC complies with Organizational Standard 4.1, the mission statement must be revised within the past 5 years. The mission statement was last reviewed in 2014. The mission statement is also an essential element in the agency’s Strategic Plan – CAPQuest. **FINANCING:** None **ACTION:** Approved

- **RECOMMENDATION: F-2** Consider approving the primary interested member as representative of the Madera/Mariposa Regional and Early Head Start Policy Committee to represent the Community of Madera on the CAPMC Board of Directors. **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. The following Head Start Policy Member has shown interest to participate in the CAPMC Board of Directors and was elected as representative by the Madera/Mariposa Regional Head Start Policy Council on October 3, 2019. Primary Representative: Mike King. **FINANCING:** None **ACTION:** Approved

- **RECOMMENDATION: F-3** Review and consider approving the submission of the application requesting continued funding from the California Department of Education – Early Education and Support Division for Fiscal Year 2020-21. **SUMMARY:** The agency is required annually to complete an application requesting the continued funding for all contracts currently held for Child Care Alternative Payment and Resource & Referral Program – Alternative Payment (CAPP), CalWORKs Stage 2 (C2AP), CalWORKs Stage 3 (C3AP) and Resource & Referral (CRRP). **FINANCING:** Current contract amounts for 2018-19 are as follows:
  - Alternative Payment (Madera County) $2,587,780.00
  - CalWORKs Stage 2 (Madera County) $2,637,539.00
  - CalWORKs Stage 3 (Madera County) $939,736.00
  - Resource & Referral (Madera County) $191,387.00 **ACTION:** Approved

- **RECOMMENDATION: F-4** Review and consider approving the resolution to authorize the Executive Director to sign and submit the Disagreement Assistance Program Contract with the Department of Community Services & Development (CSD). **SUMMARY:** CAPMC has taken the lead in developing the 5 year Goals and Objectives and has added information and/or objectives to meet the individual needs of the program, families, children, and community. **FINANCING:** Minimum **ACTION:** Approved

- **RECOMMENDATION: F-5** Review and consider approving the 2019-2024 Madera Migrant/Seasonal Head Start Goals & Objectives. **SUMMARY:** Central California Migrant Head Start (CCMHS) – Grantee has taken the lead in developing the 5 year Goals and Objectives. The Goals and Objectives were developed taking into consideration all service areas covered by the grantee. CAPMC staff have reviewed the Goals and Objectives and has added information and/or objectives to meet the individual needs of the program, families, children, and community. **FINANCING:** Minimum **ACTION:** Approved

- **RECOMMENDATION: F-6** Review and consider ratifying the submission of the Community Action Partnership of Madera County’s 2020-2021 Madera Migrant/Seasonal Head Start Funding Basic, Training & Technical Assistant (T&T) and Non-Federal Share Budgets to Central California Migrant/Seasonal Head Start (CCMHS), Child and Family Division of Stanislaus County Office of Education. **SUMMARY:** On August 27, 2019, CAPMC received our annual Funding Guidance Letter from Central California Migrant/Seasonal Head Start to submit of the following budgets by October 4, 2019:
  - Basic Funds $4,889,803
  - T&T Funds $31,845
  - Non-Federal Share $123,412
  - Total Allocation $5,122,050 **FINANCING:** $4,889,803 and $123,412 Non-Federal Share. See attached Funding Guidance letter dated August 27, 2019. Budgets to be distributed at meeting. **ACTION:** Approved

- **RECOMMENDATION: F-7** Review and consider accepting the 403(b) audit report for the year ended December 31, 2018. **SUMMARY:** The audit was completed by Brown Armstrong Accountancy Corporation, CPAs prepared the audit report on the financial statements for the year ended December 31, 2018. Recommend that the Board of Directors accept the audit report and the related financial statements for the period ended December 31, 2018. **FINANCING:** The audit cost of $7,170 was budgeted in the Indirect Cost Pool. **ACTION:** Approved

- **RECOMMENDATION: F-8** Review and consider approving the submission of CAPMC 403(b) Form 5500 tax return 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, 2018. **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. **ACTION:** Approved

- **RECOMMENDATION: F-9** Review and consider approving the discretionary employer contribution amount of $332,064.06 for the plan year ended December 31, 2018. **SUMMARY:** The $332,064.06 reflects the calculation of the 4% discretionary employer contribution for the period of January 1, 2018 through December 31, 2018. The employer contribution will be deposited with VOYA Life and Annuity Company, our plan custodian, by October 15, 2019. **FINANCING:** The discretionary contribution was budgeted in all of the applicable funds. **ACTION:** Approved

- **RECOMMENDATION: F-10** 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 1.77% cost of living adjustment (COLA) increase retroactively effective for the 2019/2020 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. **ACTION:** Approved

- **RECOMMENDATION: F-11** Review and consider approving the revised CAPMC Procurement Policies. **SUMMARY:** The Office of Management and Budget (OMB) implemented changes to the federal government’s micro-purchases and simplified acquisitions thresholds in 2018. The memorandum raised the threshold for micro-purchases under federal financial assistance awards to $10,000 and raises the threshold for simplified acquisitions to $250,000 for all recipients. As a sub recipient of federal funds, CAPMC has the option to modify its own internal procurement policies and procedures. **FINANCING:** None **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

On October 15, 2019, I had a brief conversation with Mattie Mendez, CAPMC Executive Director. At that time, she shared with me that she had attended what she thought was a focus group meeting. However, it turned out to be a hearing on Immigration. There were Congress members, representatives from various groups including growers/farmers, labor representatives, and community representatives. One of those Community Representatives was our own Mattie Mendez.

I was extremely excited and proud that Mattie Mendez was not only representing CAPMC but she was speaking for the children and families we serve through the many programs at CAPMC. I know Mattie’s passion for ensuring their wellbeing and I know she did an amazing job speaking out for them and for us. On behalf of the Head Start families, children, and staff, I thank you for your commitment to serving the needs of our community and sharing the stories that many times families share with you or that you hear from one of us. You truly embody the agencies mission “Helping people, changing lives...”

Maritza Gomez-Zaragoza, Head Start Director