Out with the old and in with the new! 2020 marks a brand new decade, full of opportunities, possibilities and celebration! 2020 also marks Community Action Partnership of Madera County, Inc.’s 55th anniversary. That means 55 years of helping people and changing lives! Those 55 years would not have been a success without one vital component: an exemplary Board of Directors. A big shout out and sincere thank you to CAPMC’s Board of Directors for their dedication, genuine passion, guidance, and advocacy. Staff, get to know your Board! You are strongly encouraged to invite and involve them in program events. Need help connecting to your Board of Directors? Contact Cristal Sanchez at 675-5748 or via email at c.sanchez@maderacap.org.

As we look forward and envision the possibilities of a new year and decade, let us reflect on the goodness of 2019...

Administration (team: Program Managers, Head Start Director, Program Accountants along with guidance from the HR Director and Chief Financial Officer):
CAPMC’s employees saw a wage increase in early July of 2019. A 2.5% increase was applied to positions under the Administration and Mid-Management Series, and 5% - 17.5% increase to positions under Clerical & Technical Series. The Agency’s Board and senior level officials took the approach to increase employees’ wages to close or above the minimum requirement as a way to recognize employees’ skills and effort and in support of employees, their families, and well-being. We look forward to other opportunities to increase wages!

Fiscal & Information Technology (I.T.): Unmodified Opinion on agency-wide audit, updated the Accounting & Financial Polices and Procedures Manual, excelled in all program monitoring, successfully submitted all quarterly and monthly financial reports in a timely manner, solid surveillance system installed by I.T., developed first I.T. Strategic Plan

Human Resources: Updated the employee Performance Review and Development Process (PRDP), in progress of completing the final draft of the Personnel Policies and Procedures (PPP) update, launched open enrollment via an online portal for all employees to easily access, spearheaded another successful year of employee engagement through the Safety Committee and Wellness Committee.
AGENCY NEWS!

Messages from Human Resources

1) Remember to take the renewal mandated reporter training if you completed the initial mandated reporter training in 2018

2) Organ donation leave will expand to an additional unpaid leave of absence up to 30 days per year

3) Note that domestic partnership definition expands by allowing any two adults over the age of 18 to enter into a domestic partnership via registering with the California Secretary of State

4) Paid Family Leave (PFL) benefits to individuals may receive from California’s State Disability Insurance (SDI) program will be extended from six (6) to eight (8) weeks starting July 1, 2020

5) California law expands by allowing employers, co-workers (with employer approval) who regularly interact with the person, or an employee or teacher of a secondary or postsecondary school (with school administration approval), to file a petition for a gun violence restraining order

Human Resources will be selling Valentine’s Day themed Candy Grams in support of Relay for Life. HR will be visiting sites on February 6th and 11th or you can stop by the HR office to purchase a Candy Gram. You can take and distribute your own Candy Grams or have them delivered by the “Sweet Team.” While supplies last!

Safety Game Piece

How many safety trainings do you need each year?

Name: __________________
I.D. #:___________________
Worksite:__________________

Days Without Injury as of 01/17/20:
Gill – 39
FMHS – 100
MRHS – 4
MMHS – 1

Messages from the Safety Committee

1) Walk around your work site to identify potential safety hazards
2) Complete maintenance job orders via CAPnet of known safety hazards
3) Use safety suggestion to share your safety ideas
4) Wear required personal protected equipment at work
5) Watch your step
6) Apply proper lifting techniques when transporting heavy objects

A Message from Fiscal

All W-2 and 1099 forms will be mailed to employees no later than Friday, January 31, 2020.

2019 Trees for Charity

In December 2019, CAPMC and sponsors raised $4,105.00 to benefit the American Cancer Society—Relay for Life Campaign through Trees for Charity. Thank you to Donna Tooley, Chief Financial Officer, for leading this fundraiser for over 20 years! Thank you to the following sponsors: Frog Street, Gateway Travel, GT Auto, Irene Yang, Luisa Marquez, Mattie Mendez, Maritza Gomez and Team, Madera Head Start Maintenance Team, Minuteman Press, Purl’s, Russ Ryan, Zoom Imaging, and Seabury, Copland & Anderson Insurance Company.

Due to the Human Resources Department by Monday, 2/10/2020
A great thank you to Maritza Gomez, Head Start Director, as she provided the opportunity for Angela Martinez, Professional Development coach to take the first "TLC" (Teachers Learning and Collaborating) of Madera Head Start, to the California Head Start Conference. Teachers were hands-on at workshops, enriched their knowledge of strategies to implement in their classrooms and were very excited to meet Jose Luis Orozo, whose music is popularly played in our centers.

By: Angela Martinez, Professional Development Coach
COMMUNITY SERVICES

Low Income Energy Home Assistance Program
Community Services assisted a total of 1,746 households with the LIHEAP Program. Of these numbers there were 856 non-emergency assisted households, 828 emergency assisted households, 62 households received assistance for wood/propane/oil, and 92 households were helped with weatherization services.

Emergency Water Program
Emergency water was provided to 131 total households whose wells went dry (clients may be receiving drinking water AND/or non-portable services). Emergency drinking water = 97 households, emergency non-potable water = 128.

Madera Mental Health Services Act
Eight severely mentally ill individuals were assisted with supportive housing through the Madera Mental Health Services Act.

Senior Nutrition Program
4,040 Hot lunches were served Monday through Friday in Eastern Madera County and Chowchilla. In addition, 41 seniors who were homebound were provided a weekly delivery of meals.

Homeless Outreach
The homeless outreach program was established in 2019. Since the program opened in July, 28 individuals went into drug treatment programs, 65 referrals were made to Madera Behavioral Health, 9 individuals obtained jobs and 60 individuals were assisted in gathering documents that are needed to verify eligibility for housing.

Shunammite Place
The Shunammite Place provided permanent supportive housing to 27 individuals. There was a turnover of 7 individuals during the 2019 year. 92% of program participants remained or exited to permanent housing.

CAPMC was awarded $300,613 for the Shunammite Place on-going project and another $240,906 for the expansion project. This increases the annual funding to $541,519. Beginning November 1 of 2020, CAPMC will be able to provide permanent housing for an additional 10 clients.

Child Care Alternative Payment and Resource & Referral Program

Our journey in 2019 was an incredible and memorable year. We started 2019 with the following number of children/families enrolled in each program:
- C2AP – 339
- C3AP – 118
- CAPP – 305
Total 771 children/371 families enrolled.
At the end of December 2019, we had the following increase in enrollment for all three programs:
- C2AP – 351
- C3AP – 175
- CAPP – 375
Total 901 children/439 families enrolled.

Our numbers continue to increase due to the additional funding received by California Department of Education. In addition, we were able to purchase our first agency vehicle to utilize to attend trainings and provide onsite technical assistance to our in-home license child care providers at the comfort of their home.
In addition, our Child Care Navigator for the Bridge Program is now a Certified Trauma Informed Care (TIC) trainer and has completed the first series of modules with our In-home License Child Care Providers. Our Bridge Program also was renewed for FY 2019-2020 and it continues to serve 28 children.
Lastly, R&R has assisted four (4) in-home license child care providers in expanding their license capacity from eight (8) to 14 in 2019. In addition, R&R staff assisted a license-exempt provider become an In-home License Child Care Provider with a license capacity of eight (8).

A shout out to APP/R&R for going above and beyond in meeting our agency mission and vision. Truly making a difference each day in our community!

By: Leticia Murillo, Child Care Alternative Payment and Resource & Referral Program Manager

MADERA HEAD START

Congratulations to the Madera/Mariposa Regional Head Start and Early Head Start staff on a great self-assessment review. Four management teams were deployed to review all service areas and ensure all are in compliance with Head Start Program Performance Standards. This resulted in only one finding which is a great outcome and great success. Thank you to all the staff for providing excellent services to the children and families. Thank you to the management staff for the commitment to supporting center staff. A special “Thank you” to the maintenance team for ensuring the health & safety of the centers.

By: Maritza Gomez-Zaragoza, Head Start Director
CHILD ADVOCACY CENTER (CAC) & CHILD FORENSIC INTERVIEW TEAM (CFIT)

2019 Chairman's Culture of Excellence Award
Detective Manuel Chavez
Madera County Sheriff's Office

During the December 17, 2019 Board of Supervisors Meeting, CFIT’s very own Detective Manuel Chavez was awarded the 2019 Chairman’s Culture of Excellence Award and was recognized for his exemplary efforts through his job performance in the Public Safety arena.

Detective Chavez was recognized for being invested in his cases. He will take the time to see each case through from beginning to end, which may look like an early morning weekend call out to a home where the abuse has been committed, investigating the scene, accompanying the child/teen victim and their family to have a medical/forensic exam done, accompanying child/teen victim and family to the hospital to obtain a medical clearance when needed, all while ensuring the victim and their family are supported by and connected to advocacy services. He is present during the child forensic interviews and takes the time to patiently and thoroughly provide the victim and family updates on the case even after-hours. Detective Chavez follows up to ensure case outcomes have been determined.

We are proud of Detective Chavez for the work and advocacy he tirelessly embarks on day in and day out on behalf of victims throughout Madera County. We are also grateful for the valuable professional partnerships and relationships we maintain to provide the highest level of quality service to the citizens of Madera County.
2019 was a year of much change for the Victim Services Department. We settled in our new location which created enough space for each advocate to have their own office and honor confidentiality. We provided training to first responders to improve crisis response for victims. We received generous financial support and donations from the community and local businesses.

Our sold-out record of attendance to the annual Soup Bowl event continued in 2019 with more than 200 attendees. The message that domestic violence is a cycle that can be broken was heard loud and clear! Jeans were the main attire worn by stakeholders, community members, and families throughout Madera in honor of Denim Day. We marched Courthouse Park with a united message that we stand in solidarity against sexual assault!

The greatest accomplishment achieved by Victim Services in 2019 was the addition of the prevention program. We partnered with Madera Unified School District, Chowchilla Unified School District, Golden Valley Unified School District, First 5 Madera, and several community based organizations to deliver services. The services included education on sexual abuse prevention, teen dating violence prevention, and self-defense classes.

We closed 2019 at our December staff meeting. We met in our Oakhurst office overlooking the mountains and owning our right to enjoy our work.

By: Tina Rodriguez, Victim Services Center Program Manager
SAFETY COMMITTEE
"Staying Accident Free Everyday"

Be Aware of Surroundings While on the Road

Traveling on the road requires your attention on every move as situations change throughout your trip. You can manage this situational awareness (SA) by paying attention to the environment to detect dangers, challenges, and opportunities, while maintaining the ability to conduct normal driving activities. SA is a constantly evolving mental picture of surrounding environment, all with the intent of protecting you against risks. There are three levels of SA:

1. Perceiving critical factors in the environment using available sense.
   a. Example A: see a detour sign
   b. Example B: hear a siren sound

2. Understanding what those factors mean, particularly when integrated together in relation to the driver’s goals.
   a. Example A: follow detour directions
   b. Example B: move to the side of the road for the emergency vehicle to pass

3. Anticipating what will happen in the near future based on these factors.
   a. Example A: back on the road to continue the trip
   b. Example B: resume the driving pattern after the emergency vehicle passes

Some SA tips when driving:

> Keep your eyes moving.
Scan back and forth across your view and scan your mirrors.

> Identify areas of risk that you are approaching and focus on them.
If you are approaching a busy intersection, study the cars turning and the cars approaching from other streets. If you see kids playing near the roadway, watch their actions and body language.

> Watch for subtle changes in other cars’ motions, which may identify the drivers’ intent.
Drift in the lane, slight angling of the front wheels can indicate an impending lane change or that the driver is distracted. A sudden light of the brakes can signal an unexpected turn, an accident, or that the driver is lost.

> Stay mindful when driving.
Drifting into autopilot and getting lost in your thoughts will distract you from full attention of your surroundings. Distractions (music, phone) can pose high risks when under heavy traffic, unpredictable surroundings, merging vehicles, busy intersections, detour, construction, storms, power outage, etc.

Remember to focus your thought on the road and be fully away of all situations.
Show your heart some love

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 conditions – 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 considered superfoods you should eat often – whereas you should limit saturated fats like butter, and avoid trans fats altogether.

Visit kp.org/heart.

*American Heart Association

Kaiser Permanente health plans around the country: 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 Mutnomah 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
WELLNESS COMMITTEE

"Inspiring personal growth in staff by taking care of yourself and others. Striving for personal well-being while living your life with balance, intention, and purpose."

Have you made a resolution for 2020? Warning: More than half of all resolutions fail. Thirty-five percent of us who make New Year’s resolutions break them by the end of January. And only 23 percent of everyone who makes a resolution will see it through to completion. Are you part of the 77 percent who make resolutions only to find you’ve given up before you ever really got started? Many of us lack motivation and accountability for our resolutions, despite our best intentions.

Well, here is how to create a plan to reach your resolution and become a part of the small group of people that successfully achieve their goal.

SMART goals set you up for success by making it specific, measurable, achievable, realistic, and timely. The SMART method helps push you further, gives you a sense of direction, and helps you organize and reach your goals.

This year for 2020, each quarter the Wellness Committee will focus on a specific dimension of the wellness wheel. Therefore, the first quarter of this year the focus will be financial wellness. Be on the lookout for communications regarding resources, tools, and workshops that will be offered or hosted by the Wellness Committee.

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PROTECT YOURSELF from
IDENTITY THEFT

Identity theft is one of the most nefarious crimes out there. Here are seven ways to help protect yourself.

SECURE YOUR HARD COPIES
Every sensitive document should be kept in a safe. Credit cards and debit cards should be securely placed in your wallet at all times.

EXAMINE YOUR FINANCIAL STATEMENTS
Review your financial statements monthly and check carefully for fraudulent activity. Report any suspicious charges immediately.

CHOOSE STRONG PASSWORDS
Use different, strong passwords for each of your accounts and devices.

BONUS TIP: Use a secure password service, like 1Password, to create and store unique passwords.

PROTECT YOUR COMPUTER
Invest in a strong anti-spyware program to protect your hardware from hackers.

BONUS TIP: Encrypt your hard drive for an extra level of protection.

BE WARY OF SUSPICIOUS EMAILS AND WEBSITES
Don’t open suspicious-looking emails or click on links for unfamiliar sites.

BONUS TIP: If your inbox is flooded with promotional emails, unsubscribe from some of them. This will help you spot the truly bad apples in all that mail.

USE TWO-FACTOR IDENTIFICATION
The extra log-in step will help ward off scammers and add another layer of security to your accounts.

BONUS TIP: Never select “Remember your password” for a site that involves payments of any kind.

AVOID PUBLIC WI-FI
Public Wi-Fi is a great hunting ground for thieves; steer clear if you can. At the very least, avoid all online banking or password logins while using public Wi-Fi.

BONUS TIP: Secure your own home Wi-Fi with a strong password.
The following is a synopsis of the Action Items from the Board of Directors Meeting on January 9, 2020. If you are interested in seeing any items in more detail, please contact Cristal Sanchez at 675-5748.

RECOMMENDATION F-1: Review and consider approving the submission of the 2019-2020 Madera County-Wide Emergency Bottled Drinking Water Continuation Program contract.
SUMMARY: The Madera County-Wide Emergency Bottled Drinking Water Continuation Program provides drinking water for low-income residents whose wells have gone dry. The program has been in operation since September 22, 2017. The contract period for contract #SWRCB0000000000D191700300 will be from July 1, 2019 through December 31, 2020.
FINANCING: $115,000 (The budget will be provided at the meeting.
ACTION: Approved

RECOMMENDATION F-2: Review and consider approving the 2019-2020 Madera Migrant/Seasonal Head Start Funding Basic and Blended Budget Revisions to Central California Migrant Seasonal Head Start (CCMSHS), a Child and Family Division of Stanislaus County Office of Education.
SUMMARY: Budget revisions for necessary category changes in Basic and Blended programs. Stanislaus County Office of Education increased the CMIG program funding causing savings in the Blended program. Blended program to transfer $233,598 to Basic program.
FINANCING: None
ACTION: Approved

RECOMMENDATION F-3: Review and consider approving the submission of the 2019-2020 State Based Migrant Part Year Program Grant Budget to Stanislaus County Office of Education.
SUMMARY: Budgets have been prepared based on funding guidance and amounts received from Stanislaus County Office of Education.
FINANCING: Total budget amount of $1,018,155 includes amendment #1 for the Basic, Specialized Services, and Start-up/Close-down Programs. Total Grant Award – Basic Budget $750,881 Total Specialized Services Award $134,765 Total Start-up/Close-down Budget $132,509 Total $1,018,155
ACTION: Approved

RECOMMENDATION F-4: Review and consider approving the 2019-2020 Madera/Mariposa Regional and Early Head Start Self-Assessment results and findings.
SUMMARY: The 2019-2020 Self-Assessment was conducted the week of December 2-6, 2019 with training and planning taking place on December 2, 2019. The Central Office staff was divided into four teams with one or more person(s) taking the lead. Center staff and parents participated in the process. Each team was given four days to visit, observe and review documents, files or classrooms in order to identify program findings, recommendations, and strengths. The team identified a finding under Health & Safety.
FINANCING: None
ACTION: Approved

RECOMMENDATION F-5: Review and consider approving the Fresno Migrant & Seasonal Head Start Budget Modification for the current 2019-2020 fiscal year.
SUMMARY: A budget modification is required to reallocate funds from building repairs and maintenance to equipment over $5,000 for the replacement of a heating and air conditioner (HVAC) at the Selma Migrant Head Start center. This repair required prior approval from the grantee. The original 2019-2020 budget was approved by the Policy Committee on March 4, 2019 and approved by the Board of Directors in on March 14, 2019.
FINANCING: Reallocating $13,000 from building repairs and maintenance equipment over $5k.
ACTION: Approved

RECOMMENDATION F-6: Review and consider authorizing the renewal of a line of credit with West America Bank scheduled to mature on January 31, 2020.
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, 2020 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.
ACTION: Approved

RECOMMENDATION F-7: Review and consider authorizing a 4% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2020.
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 2020 plan year for qualified employees.
FINANCING: The discretionary contribution has been budgeted in all of the applicable funds. For the calendar year 2018, the amount of the employer contribution was $332,064.
ACTION: Approved

RECOMMENDATION F-8: Review and consider ratifying the CSBG budget for 2020 with signed contract.
SUMMARY: The Board of Directors authorized the Executive Director to sign and submit the 2020 CSBG contract at its November 14, 2019 Board of Directors meeting. The budget was not available at that meeting so it was to be presented at the next Board meeting.
FINANCING: $279,073 for program and administrative expenses.
ACTION: Approved

RECOMMENDATION F-9: Review and consider accepting the audit report and the audited financial statements for the year ended June 30, 2019.
SUMMARY: The agency is required to have an independent, single-wide agency audit every year. Brown Armstrong, CPAs prepared the audit report on the financial statements for the fiscal year ended June 30, 2019. The Finance Committee recommends that the Board of Directors accept the audit report and the related financial statements for the period ended June 30, 2019.
FINANCING: The audit cost of $60,430 was budgeted in the Indirect Cost Pool.
ACTION: Approved
Meet The Team:

A warm welcome to the newest CAPMC team members! From left to right: Elizabeth Richards (Madera Head Start), Ana Mejía (Community Services/Shunammite Place) and Jocelyn Enriquez (Madera Head Start).

4th Quarter Safety Spotlight

Congratulations to Rigoberto Fuentes and Leticia Hernandez from Sierra Vista Migrant Head Start!

Rigoberto and Leticia cleared a large broken canopy blocking the roadway in front of Sierra Vista Elementary.

Rigoberto and Leticia were also recognized via the following post on the City of Madera Police Department Facebook page:

“A prime example of the Madera Community supporting each other. Today we received a call of a large canopy that got blown into the roadway in front of Sierra Vista Elementary. We all know how hectic school zones can be without obstructions in the road. Madera PD Officers also responded to location to assist with traffic control. However, when officers arrived a group of citizens had already sprung into action. They not only cleared the smashed-up canopy from the road but stacked the debris neatly for disposal. When our Officers thanked them for their help, they replied we just wanted to do the right thing. Working for a community like this makes Madera Police Department proud to serve and protect this city.”

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