

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

BOARD OF COMMISSIONERS MEETING
EOC BOARD ROOM, SUITE 310
WEDNESDAY, May 23, 2007, 7:00 P.M.
AGENDA

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. <u>Call to Order</u>	Stites		
II. <u>Roll Call</u>	Palomino		1
III. <u>Approval of Previous Minutes</u> April 25, 2007 Meeting Minutes	Stites	Approve	2
IV. <u>Executive Director's Report</u>	Palomino	Information	
V. <u>Executive Committee</u>	Stites	Approve	
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3. Food Services Summer Food Service Program 2007			8
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1. Grubb and Ellis/Pearson Commercial Realty Debris and Discing Removal			
2. City of Fresno Fulton Mall Tot Lots			
3. Calwa Recreation District Basketball Court			
4. Community Facilities District Tracts Weekly Maintenance			
5. Housing Authority /Redevelopment Agency Demolition and Reconstruction			
6. Department of Conservation Recycling Infrastructure Grant			
7. Department of Conservation Recycling Services Grant			
VI. <u>Audit Committee</u>			
A. May 16, 2007 Meeting Minutes	Padilla	Approve	14
B. 2006 Audit Report (Attached)	Mersino	Accept	18
VII. <u>Finance Committee</u> May 16, 2007 Meeting Minutes	Vang	Approve	19
VIII. <u>Pension Committee</u> May 3, 2007 Meeting Minutes	Saldana	Approve	21
IX. <u>Advisory Boards</u> Head Start CWPC April 18, 2007 Meeting Minutes	Lucero	Approve	23
X. <u>Other Business/Public Comment</u> (This portion of the meeting is reserved for persons wishing to address the Board on items within jurisdiction but not the agenda. Comments are limited to five minutes.)			
XI. <u>Adjournment</u> (Items listed as information still leaves the option for guidance/direction by the Board.)			

Commissioners	Term Expiration	Target Area or Appointing/Nominating Org.	1/24	2/28 Canceled	3/28	4/25	5/23	6/27	9/26	10/24	11/14	12/12
Tim Bakman	12/31/07	14th Senatorial District	X		E	X						
Martin Castellano/Alternate J. Homer Leija	12/31/07	Area C	X (A)		X(A)	X(A)						
Dr. Lee Farley	12/31/07	Community Colleges	X		X	E						
Kathleen Fernandez	12/31/08	Juvenile Court	X		X	X						
George A. Finley, Sr.	12/31/08	Board of Supervisors	X		X	X						
Pastor Rufus Fruge	12/31/08	Area E	X		X	X						
Charles Garabedian, Jr.	12/31/07	Malaga County Water District	X		E	X						
Jared Garcia	12/31/07	Target Area H	X		E	E						
Theresa Hernandez	12/31/08	Foster Grandparents	E		E	E						
Tito A. Lucero	12/31/08	Head Start County Wide Policy Council	X		X	X						
Marina Magdaleno	12/31/07	Board of Supervisors	X		E	X						
Rev. Paul McCoy	12/31/07	NAACP	X		E	E						
Vongsavanh Mouanoutoua	12/31/07	Lao Evangelical Church of Fresno	X		X	X						
Esther Padilla	12/31/08	CA Transplant Donor Network	E		X	E						
Jose A. Ramirez	12/31/07	Area A	X		E	E						
Daniel Renteria	12/31/08	Area F	X		E	X						
Eugene Rico	12/31/07	Area G	X		X	E						
Jimi Rodgers	12/31/07	Association of Black Social Workers	X		X	E						
Jess Saldana	12/31/08	Area D	X		X	X						
Moses Stites	12/31/08	31st Assembly District	X		X	X						
Rev. E. Swillis	12/31/07	Mayor's Appointment	X		X	X						
Peter Vang	12/31/08	30th Assembly District	X		X	X						
John Paul Youel	12/31/08	Fresno County Housing Authority	X		X	E						
Vacant		Area B	V		V	V						
Present = X			21		15	14						
Absent = 0			0		0	0						
Excused = E			2		8	9						
Vacant = V			1		1	1						

(Rollcall.07)

**Fresno County Economic Opportunities Commission
Board of Commissioners Meeting
Wednesday, April 25, 2007
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Board Chair Stites at 7:05 p.m.

II. ROLL CALL

Executive Director Roger Palomino called roll. A quorum was present.

Stites requested board approval to add on Agenda Item VI.-A.1.c) Sanctuary Fresno Regional Foundation.
M/S/C – Finley/Garabedian to approve addition of Agenda Item VI.-A.1.c) Sanctuary Regional Foundation. All in favor.

III. APPROVAL OF PREVIOUS MINUTES

M/S/C – Vang/Finley to approve March 28, 2007 Meeting Minutes. All in favor.

IV. SCHOOL OF UNLIMITED LEARNING (SOUL) PRESENTATION

Chief Academic Officer/Principal Dr. Mark Wilson described the function of the SOUL school, the students attending, and presented demographic information on attendance and enrollments. Wilson commended SOUL staff for their dedication and remarked on EOC intra-agency program collaboration to provide resources to SOUL students and EOC clients. Wilson introduced SOUL student Fabian Ramirez, recipient of the Volunteer of the Year Award from the Volunteer Center of Fresno County, and asked him to say a few words.

V. EXECUTIVE DIRECTOR'S REPORT

Palomino announced/reported on the following:

- EOC staff were in Sacramento in support of Mr. Lloyd Throne's formal appointment as CSD Director by the Senate Rules Committee.
- Board invited to the EOC Spring Family Day at Chukchansi Park on May 19, 2007 beginning at 5:00 p.m.
- EOC was awarded a \$500,000 grant from the City of Fresno to operate a program assisting small farmers affected by the January 2007 freeze. Palomino commended Refugee Services Coordinator Blong Lee for his assistance.
- Next month's board meeting scheduled for May 23rd will begin at 6:00 p.m. due to a public hearing scheduled prior to the board meeting. Palomino asked the commissioners to invite anyone interested to participate. Fliers announcing the public hearing were mailed to various agencies and organizations and an announcement was placed in local area newspapers.
- Commissioners invited to attend a tour of Head Start sites on May 9, 2007 from 10:00 a.m. to 12:00 p.m. The Executive Committee meeting will follow at 12:00 noon at the Franklin Head Start center. A registration form was included in the board package (page 59) with additional information for those who are interested in attending.

VI. EXECUTIVE COMMITTEE

Agenda item A.3.a) Head Start/Early Head Start Program Self-Assessment PRISIM 2007 and A.3.b) Head Start/Early Head Start PIR 2005-2006 Corrective Plan of Action Response (Information) were pulled for discussion.

M/S/C – Swillis/Magdaleno to approve/ratify the following: A.) April 11, 2007 Meeting Minutes, A.1.a) Sanctuary Basic Center Program funding renewal to the Department of Health and Human Services/Runaway and Homeless Program (HHS/RHY) in the amount of 100,000, A.1.b) Sanctuary Street Outreach Program funding renewal to HHS/RHY in the amount of \$100,000, A.1.c) Sanctuary funding application to Fresno Regional Foundation in the amount of \$50,000, A.2.a) Refugee Services City group

Community Development Application in the amount of \$20,000 from 10/01/07-9/30/08, A.2.b) Refugee Services ORR Refugee Agriculture Partnership Program application in the amount of \$125,000 per year for three years from 10/2007-9/2010, A.2.c) Refugee Services ORR Micro-enterprise Development Program application in the amount of \$300,000 from 10/01/07-9/30/12, A.4) School Age Child Care Desired Results Self Review Summary for FY 2006-2007, A.5) Community Action Plan 2008-2009, B.) Employment and Training At-Risk Youth Development Project contract to CSD in the amount of \$50,000, C.) SOUL Kaiser Grant Application in the amount of \$35,000 for the 2007-2008 school year, D.) Head Start/Early Head Start/School Age Child Care renewal agreements to the California Department of Education –Child and Adult Care Food Program for operating the centers, E.) Head Start /Early Head Start Action Plan 2007-2008 Program Governance Training Follow-up (Information), F.) Head Start/Early Head Start Sites Field Trip on May 9, 2007, and G.) Head Start Preschool End-of-the-Year Activities Schedule (Information). All in Favor.

A.3.a) Head Start /Early Head Start Program Self Assessment –PRISIM 2007
Mizumoto reviewed the Head Start/Early Head Start PRISIM 2007 Program Self Assessment Results and Improvement Action Plans. Discussion.

M/S/C – Magdaleno/Saldana to approve Head Start/Early Head Start PRISIM 2007 Program Self Assessment Results and Improvement Action Plans. All in favor.

A.3.b) Head Start/Early Head Start PIR 2005/2006 Corrective Plan of Action Response (Information)
Mizumoto reviewed the PIR Program Improvement Plan Response to the HHS Region IX Office from letter dated January 23, 2007. Discussion.

VII. FINANCE COMMITTEE

A.) April 18, 2007 Meeting Minutes

M/S/C – Finley/Bakman to approve April 18, 2007 Meeting Minutes. All in favor.

B.) Quarterly Financial Reports

M/S/C – Saldana/Bakman to approve Quarterly Financial Reports for the period ending March 31, 2007. All in favor.

VIII. HUMAN RESOURCES COMMITTEE

Mouanoutoua presented the April 12, 2007 Meeting Minutes. (Information).

IX. ADVISORY BOARDS

A. Head Start County Wide Policy Council

M/S/C – Fruge/Bakman to approve March 21, 2007 Meeting Minutes. All in favor.

B. SOUL Governing Council

M/S/C – Finley/Vang to approve April 17, 2007 Meeting Minutes. All in favor.

Bakman commended Dr. Mark Wison, Chief Academic Officer/Principal of SOUL school for his hard work towards the teaching and development of the school.

X. OTHER BUSINESS/PUBLIC COMMENT

Stites called for other business. There was none. Stites called for public comment. There was none.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Roger Palomino
Board Secretary

**EXECUTIVE COMMITTEE
FRANKLIN HEAD START
May 9, 2007, 12:00 p.m.
MINUTES**

I. Call to Order

Chairman Stites called the meeting to order at 12:20 p.m.

II. Roll Call

Executive Director Roger Palomino called roll. A quorum was present.

Members Present: Moses Stites, Jess Saldana, Peter Vang, Tim Bakman, Rev. E. Swillis

Staff Present: Roger Palomino, Naomi Mizumoto, Dawn Cagle, Gary Joseph, Roberta Ayer, Carolyn Moreno

Guests Present: Pastor Rufus Fruge, Tito Lucero

III. Approval of Previous Minutes

M/S/C – Saldana/Bakman to approve April 11, 2007 Meeting Minutes. All in favor.

IV. Executive Director's Report

Palomino announced/reported on the following:

- Thanked everyone who participated in the Head Start tour this morning prior to the Executive Committee meeting.
- The Department of Labor is deliberating funding cuts; however, CSBG funding is expected to continue at the same funding level.

V. Action Items

A. Head Start/Early Head Start FY 2007 COLA

M/S/C – Swillis/Saldana to approve a 2% Cost-of-Living Adjustment for Head Start (\$391,590) and Early Head Start (\$28,857) for FY 2007 retroactive to January 1, 2007. All in favor.

B. School Age Child Care 2006-2007 Application for Facilities Renovation and Repair Funds

M/S/C – Saldana/Vang to approve submission of the 2006-2007 Application for Facilities Renovation and Repair Funds to the California Department of Education, Child Development Division at six sites for a total amount of \$20,000. All in favor.

C. Food Services Summer Food Service Program 2007

M/S/C – Swillis/Saldana to approve the Summer Food Service Program 2007 for up to sixty-five (65) sites in Fresno County funded by the United States Department of Agriculture (USDA) and administered by California Department of Education, with a reimbursement rate estimated at \$322,362. All in favor.

D. Transit Systems FY 2007 Operations Program and Budget

M/S/C – Swillis/Saldana to approve Transit Systems FY 2007/2008 Operations Program and Budget (OPB). All in favor.

VI. Other Business

Stites asked for other business. Palomino reminded the committee that a Public Hearing will begin at 6:00 prior to the Board Meeting on May 23rd, and a notice will be enclosed with the board package.

VII. Adjournment

There being no further business, the meeting was adjourned at 12:47 p.m.

M/S/C – Swillis/Bakman to adjourn. All in favor.

Respectfully Submitted,

Moses Stites, Board Chair

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: May 2, 2007	Program: Head Start/Early Head Start
Agenda Item No.: V.-A.1	Director:
Item: Head Start & Early Head Start FY 2007 COLA Supplemental Funds Application	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

The Head Start County-Wide Policy Council (CWPC) recommends Board approval of a 2% across-the-board Cost-of-Living Adjustment for Head Start-Preschool (\$391,590) and Early Head Start (\$28,857) for FY 2007 retroactive to January 1, 2007 in the total amount of \$420,447.

BACKGROUND:

Recently Congress passed a FY 2007 funding increase for the Head Start and Early Head Start budgets that appropriated a cost-of-living adjustment to help maintain the quality of Head Start services by attracting and retaining qualified staff and offset higher operating costs.

Staff received instructions on April 23, 2007 issued by the Department of Health and Human Services, Administration for Children and Families, Office of Head Start-Region IX for Head Start grantees to apply for the available FY 2007 cost-of-living adjustment (COLA) increase. Deadline for submission of this application is June 1, 2007.

Based on the Head Start Act requirements of Section 653, as well as funding instructions, the Head Start County-Wide Policy Council (CWPC) met on May 16, 2007 and approved, pending Board approval, a 2% across-the-board COLA increase for Head Start and Early Head Start retroactive to January 1, 2007 for salaries/fringes.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: May 3, 2007	Program: School Age Child Care
Agenda Item No.: V.-A.2	Program Director: Roberta A. Ayer
Item: 2006-2007 Application for Facilities Renovation and Repair Funds	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Approve the submission of the 2006-2007 Application for Facilities and Repair Funds for designated repairs/renovations at six School Age Child Care (SACC) Sites. The one-year, one-time-only funding request from the California Department of Education, Child Development Division is for a total of \$20,000.00.

BACKGROUND:

The California Department of Education (CDE) issued a funding announcement April 25, 2007 for the availability of one-time-only Facilities Renovation and Repair (FRR) funds to eligible State-subsidized programs with center-based contracts. The EOC School Age Child Care centers qualify for these funds. The FRR funds must be used to maintain center compliance with ADA and health and safety requirements set forth by State licensing regulations and local health and fire Departments in existing facilities.

The maximum amount available for EOC to apply for is \$20,000. The repairs/renovations that need to be done are to comply with health and safety requirements. Two centers (Bethune and Kerman-Floyd) require renovations that fall into this category: (1. **Bethune** requires a partial replacement of the floor tiles and wood sub-flooring). The center had ground squirrels that were tunneling below the building and eating the wood structure below the floor. The squirrels have been exterminated but the floor has become weak in several areas of the building and needs to be replaced. (2. **Kerman-Floyd**, portable #3, requires a full replacement of the carpeting with floor tiles/partial replacement of the wood sub-flooring and painting the building's interior walls/ceiling tiles). This is due to water damage last year prior to the roof repair.

The application is due in Sacramento on May 18, 2007.

Fresno County **Economic Opportunities Commission**

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Chairperson

Roger Palomino
Executive Director

Date: May 7, 2007	Program: Food Services
Agenda Item No.: V.-A.3	Director: Gary Joseph
Item: Summer Food Service Program 2007	Assistant Executive Director: George Egawa
Committee: Executive Committee	Executive Director: Roger Palomino

Recommended Action:

The staff recommends approval of up to sixty-five (65) sites in Fresno County for the Summer of 2007 for Summer Food Service Program.

Background:

The Summer Food Service Program (SFSP) is a federal program funded by the United States Department of Agriculture and administered by the California Department of Education. The program allows children under the age of 19 years, to participate in the free lunch program at sites, which are qualified and approved by the State. To qualify as a site, the school closest to the site must have at least 50% of the student body eligible for free or reduced lunches during the regular school year.

The FCEOC started the SFSP in 1991 with two (2) sites and is waiting for approval to serve up to sixty-five (65) sites in 2007.

Issue:

The Fresno County Economic Opportunities Commission has identified serving sites that meet the USDA requirements as a SFSP serving site. We anticipate serving over 111,137 meals this summer with reimbursement estimates at \$322,362.00. The sites and estimated daily counts are listed below:

Urban Sites:

<u>City</u>	<u>Count</u>	<u>Location</u>
Clovis	50	Sierra Vista School – 510 Barstow
	61	Tarpey School – 2700 Minnewawa
	28	Clovis Boys & Girls – 2833 Helm Ave.
Fresno	25	Holy Cross Ctr. – 421 F Street
	120	Orange Center School – 3582 S. Winery
	30	Arriaga Community Ctr. – 3582 S. Winery
	30	Our Savior Lutheran – 2101 N. Fruit Ave.
	50	Frank H Ball – 706 Mayor
	60	The Parks at Fig Garden – 4085 N. Fruit
	66	Romain Playground – 745 N. First
	30	Bethune Elementary – 1616 S. Fruit
33	Calwa Park – 4545 E. Church Ave.	

<u>City</u>	<u>Count</u>	<u>Location</u>
Fresno	44	Boys & Girls Club – 540 N. Angus
	30	Lane Elementary – 1616 S. Fruit
	80	West Fresno Boys & Girls – 930 Tulare St.
	39	East Fresno Boys & Girls – 1621 S. Cedar
	25	Mc Cardle Elementary – 577 E. Sierra
	39	New Millennium – 830 N. Fresno
	40	Stoneybrook Apt. – 4498 N. Cornelia
	107	Christ’s Temple – 850N.Blackstone
	20	Ericson Elementary – 4774 E. Yale
	55	Hinton Center – 2385 S. Fairview
	45	Holmes Playground – 212 S. First St.
	144	Stone Soup Fresno – 1345 E. Bull Dog Lane
	55	Pilibos Park – Lane & Winery
	44	Pinedale Community Ctr. 7170 N. San Pablo
	77	Einstein Park – 3566 E. Dakota
	120	Roeding Park – 890 W. Belmont (Pine Point Shelter)
	72	Mary Ellen Brown – 1350 E. Annadale
	41	Wishon Elementary – 3857 E. Harvard Ave.
	33	Highway City – 5140 State St.
	55	Fink White – 535 S. Trinity
	38	El Dorado – 1343 E. Barstow
	39	Ted C Wills
	44	Quigley – 808 W. Dakota
	33	Melody Park – 5635 E. Shields Ave.
	50	Lafayette Park – 1516 E. Princeton
	50	Dickey Playground – 50 N. Calaveras
	55	Sanctuary – 2336 Calaveras
	21	Dakota House – 11203 W. Dakota
	90	Greater Macedonia Church – 1825 S. Delano
	17	Brierwood Apartments – 4402 W. Avalon
	61	Fairview Heights Terrace – 2191 Maud
	28	Villa Del Mar Apt. – 3950 N. Del Mar

Rural Sites:

<u>City</u>	<u>Count</u>	<u>Location</u>
Coalinga	44	Olsen Park – 400 N. Garfield
Firebaugh	22	Senior Citizens Center – 1601 Thomas Conboy
Huron	61	Chestnut Park 16501 Palmer Ave.
	29	Palmer Heights Apartments – 35820 S. Lassen
	55	Keenan Community Ctr. – 17094 Myrtle St.
Laton	176	Laton High School – 6449 De Woody St.
Mendota	33	Rojas-Pierce City Park – Smoot & Sorensen
Orange Cove	110	James Oberman – Eaton Park – Park Blvd. & Ctr.
	30	Valle Verde Apt. – 750 2 nd . Street
	44	Sheridan Elementary – 1001 9 th Street
Parlier	94	Parlier Community Ctr. – 1100 E. Parlier
	25	Cesar Chavez School - 500 Tuolumne
San Joaquin	44	Risconi Park – 22058 Railroad Ave.
Biola	28	Biola/Pershing Elementary – 4885 N. Biola Ave.
Selma	44	Salazar Center – Sheridan & Valley View
	44	Weed & Seed – 2099 Mitchell
Raisin City	150	Raisin City Elementary School – 6425 W. Bowles

Each site is staffed with a site supervisor and a site assistant.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: May 2, 2007	Program: Transit Systems
Agenda Item No.: V.-A.4	Director: Gary Joseph, Food Services/Transit Systems
Item: Transit Systems FY 2007/08 OPB	Assistant Executive Director: George Egawa
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

The Staff recommends approval of the Transit Systems FY2007/08 Operations Program and Budget (OPB).

BACKGROUND:

The Transit Systems' CTSA Operations Program and Budget has been developed to reflect Transit Systems' most recent progress and provides an operational plan and budget for FY 2007/08. The OPB is prepared annually in compliance with the Council of Fresno County Governments' AB120 Action Plan requirements and allow EOC to claim State Local Transportation Funds to help support the Urban and Rural CTSA program.

The Urban CTSA provides transportation/maintenance service to sixteen (16) social service agencies. The Rural CTSA provides service to ten social service agencies and rural public transit on nine (9) systems.

ISSUE:

Projected FY 2007/08 Budget

The FY 07/08 total budget is estimated at \$7,609,975. Total estimated social service revenue for FY 2007/08 is \$5,489,119. FTA grant proposal funds of \$444,421 and TDA Article 4.5 funds at \$1,676,435, includes carry over from 06/07.

FY 2007/08 CTSA Service Improvement Program

The CTSA "Service Improvement Program" provides many opportunities for program development objective for FY 2007/08.

Areas of General Administration include maximum of Local Transportation Funds (LTF), seek additional transportation contracts that do not require LTF, continued consolidation of social service transportation services and continual participation in all transportation committees. Operationally we continue to be a leader in the area of training and compliance with all Department of Transportation (DOT) regulations including certification, Drug and Alcohol testing, and vehicle maintenance compliance.

TDA carryover funds have been encumbered for the renovated Transit Administrative facility, city water main extension and vehicle replacements.

The County of Fresno CalWORKS continues into the eight consecutive year of contract service to provide transportation service to their clients during no-traditional hours 6:00 p.m to 6:00 a.m. The clients are transported to work, training sites and child care centers as necessary. The Central Valley Regional Center (CVRC), will begin it fifteen (15) consecutive years of service to the developmentally disabled of Fresno County.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: May 16, 2007	Program: EOC Local Conservation Corps
Agenda Item No.: V.-B.1,2,3,4,5,6,7	Director: Paul McLain-Lugowski
Item: Local Conservation Corps Bids and Proposals	Assistant Executive Director: Alma Kowalski
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION

To approve the submission of the following bids and proposals submitted by the EOC Local Conservation Corps.

BACKGROUND

EOC’s Local Conservation Corps provides applied vocational skills training for local youth ages 18-26 on a variety of projects contracted to the program by public agencies. LCC has acquired much of the equipment and tools needed for these projects and leases specialized items for projects, as needed. Staff has the expertise and licenses needed to complete this work. The program transports crews to projects under the direction of qualified supervisors. Training is intended to expose corpsmembers to vocational options and prepare them for work in the private market. Corpsmembers are required to enroll in an approved education program concurrent to their work responsibilities. Education services include academic, life skills, and leadership development.

ISSUE

1. One-time lot clean-up involving removal of debris and discing, southwest corner of Clinton and Marks Avenue for Grubb and Ellis/Pearson Commercial Realty, at a cost of \$440.00.
2. Demolition and reconstruction to code of two tot lots, one on either end of the Fulton Mall, for the City of Fresno at a cost not to exceed \$30,000.
3. Demolition and reconstruction of an outdoor basketball court for the Calwa Recreation District. Crews will also install a picnic tables and a BBQ pit on the site. Cost bid is \$60,000.
4. Weekly maintenance of Community Facilities District Tracts 5247, 5396, 5457, and 5458 at a monthly cost of \$20,173.86, through December, 2007, for a total of \$141,217.02.
5. Structural demolition and reconstruction of a three-bedroom, two-bath home located at 3404 N. Woodson Avenue. Home is owned by the Redevelopment Agency, managed by the Housing Authority. Our bid is not to exceed \$130,000.
6. Grant to be submitted to the State Department of Conservation on May 14, 2007 in an amount not to exceed \$2.5 million for the construction of a fully equipped recycling sorting and dispatch facility on EOC’s Transit/Food Service site. Funds are authorized under AB 3056 and are intended to develop recycling infrastructure

(facilities, equipment) to increase the applicant's beverage container recycling production. In addition to the construction of the facility (estimated 15,000 SF), the LCC intends to acquire several recycling collection vehicles, a conveyer belt system for sorting materials, a forklift, scales, can crusher, baler/compacter, power washer, and collection bins.

7. Grant to be submitted to the State Department of Conservation on May 14, 2007 in the amount of \$1,553,717 to carry out the LCC's annual recycling services which includes: urban accounts (bars, restaurants, offices); rural curbside in Biola, Parlier, and Orange Cove; Sports and recreation event recycling (Jim Sweeney Field, and large public events such as Cinco de Mayo, and the Fresno Fair; recycling at campgrounds in the High Sierra; recycling in elementary, middle, high schools and colleges; establishment of a buyback center; and roadside CRV waste collection in concert with our City Median Island Maintenance crews. This program will provide training for approximately 28 corpsmembers.

Total estimated cost of bids and proposals is: \$4,415,374.

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
AUDIT COMMITTEE MEETING
WEDNESDAY, MAY 16, 2007
EXECUTIVE OFFICE CONFERENCE SUITE 300**

MINUTES

- I. The meeting was called to order at 11:44 a.m.
- II. Roll call was taken and a quorum was present:

<u>Members:</u>	<u>Staff:</u>	<u>Guests :</u>
Esther Padilla, Chair	George Egawa	Comm. Tito Lucero
Dr. Lee Farley	Salam Mohammad	Peter Mersino, CPA
Peter Vang	Rebecca Weimer	
	Steve Warnes	

- III. Approval of previous minutes – September 20, 2006

M/S/C – (Vang/Farley) to approve minutes as presented.

- IV. Presentation of Agency-wide Single Audit

Peter Mersino, CPA, of Kaku and Mersino, LLP, presented a draft of the Agency’s audit report for the year ended December 31, 2006, along with the changes made to the draft, suggested by Audit Committee member James Aleru. Kaku & Mersino LLP issued an unqualified opinion that the financial statements present fairly the Agency’s financial position.

In presenting the Consolidated Statement of Financial Position in order of liquidity, Mersino noted that Cash and cash equivalents include \$1,080,000 in certificates of deposit that are FDIC insured. Investments of \$1,732,000 include \$1,400,000 in government securities and \$313,000 in corporate fixed income. Grant and other receivables represent amounts owed to the Agency from over 100 accounts at 12/31/06 that have been received subsequently. Prepaid expenses and deposits include prepaid insurance premiums. Additions to Property and Equipment during the year include: eight buses, the transit building, Head Start Firebaugh site, WIC office improvements, and construction in progress for the NYC complex and EHS center. All equipment is stated at cost less accumulated depreciation. Accounts payable includes payments to be made to approximately 450 vendors. Salaries and benefits payable are primarily accrued payroll paid subsequent to 12/31/06 and the vacation payable for the vacation hours earned but not yet used by the employees. Deferred revenue represents funding earned by EOC that will be spent during 2007. Notes payable includes a note payable to the Farmers Home Administration for the acquisition of the Food Services building at 5% interest, the note payable for the financing of the Fresno Executive Plaza property at 6% interest, and a revolving loan

fund for the Refugee Micro-Enterprise Development program from Wells Fargo Bank. In addition, there is a \$1,200,000 unsecured line of credit available to the Agency that was not used during 2006. Other liabilities primarily consist of the health insurance reserve, indirect cost reserve, and refugee loan fund. Total assets are \$33,790,000 with liabilities at \$18,049,000 and unrestricted net assets of \$15,741,000.

Mersino noted the items in the Consolidated Statement of Activities present information on the twelve-month period ending 12/31/06 and are also unrestricted. The \$7.0 million increase in revenue over 2005 is primarily due to an increase in the WIC voucher valuation and in the LCC Neighborhood Youth Center project. Mersino also presented supplementary graphs displaying the steady increase of revenue over five years with an offsetting increase in expenses. The second graph displays the revenue by funding source. The Statement of Activities reports expenses by functional classification, which is depicted in the third graph, Expenses by Program. Revenues of \$104,688,000 and expenses of \$104,106,000 result in an increase to net assets of \$582,000.

The Consolidated Statement of Functional Expenses shows the natural expense classification for each of the functional classifications in a matrix format. The fourth graph shows Salaries and Benefits as the largest category, at 44%, of total expenses. Commissioner Farley stated that he would expect this to be a higher percentage based on other non-profits. Mersino responded that salaries and benefits for most non-profit agencies range between 70-75% of total expenses. However, the percentage for the Agency is impacted by EOC providing not only services but also goods such as WIC vouchers to its clients. Commissioner Vang asked what was included in the Administrative category at 3% of total expenses. Mersino commented that this represents expenses that are not allocated to the various programs and that the indirect cost rate (ICR) for the Agency is higher than this 3% due to the exclusion of certain items such as WIC vouchers from the ICR computation. However, the ICR is still very low due to the economy of scale that the Agency is able to offer based on the number of programs that share the administrative costs.

The Statement of Cash Flows details the change in cash from the beginning of the year to the end of the year. Cash generated by operating activities was utilized in the investment in property and equipment. During the year, there was an overall decrease in cash of \$749,000.

Mersino stated that the notes were presented in conjunction with the financial statements. Note 1 provides details on the nature of the activities performed by the Agency as well as a summary of the accounting policies utilized to conform to Generally Accepted Accounting Principles (GAAP).

The report on compliance and internal control in accordance with Government Auditing Standards expressed no instances of non-compliance and no matters of internal controls considered to be material weaknesses. This report evaluates items

such as participant eligibility and wage allocations. The report on compliance applicable to the major programs, per OMB A-133, notes compliance in all material respects with the requirements applicable to each major federal program. Fourteen areas of compliance are evaluated in this report. For 2006, the major programs were Head Start, WIC, Employment & Training, and LIHEAP.

There were no reportable findings for 2006. The status of prior year findings notes that the disallowance of interest costs charged to the WIC program as a portion of rent that had been an ongoing matter since 1991 had been settled in 2006.

The Schedule of Expenditures and Federal Awards is presented in accordance with OMB A-133. All funding received directly or indirectly from Federal sources must be listed for reference in this report. Total Federal funding is approximately \$71 million, or 68% of Agency's revenue.

Staff and Mersino presented the changes made to the audit report subsequent to the mailing of the information to the Commissioners as based on the review of staff and Audit Committee Member James Aleru. These changes include the classification of grant and other receivables, the presentation of the change in priced investments in the statement of cash flows, the correction of several typographical errors, and the expansion of Note 2 on "In-Kind Matching Contribution" to explain the criteria within SFAS 116.

Mersino noted several recommendations for consideration. As none of the recommendations involve concerns with internal controls, a written management letter is not deemed necessary. The four recommendations include:

- Revising the funding contract filing system to allow for quicker identification and location of all original grant agreements and amendments. Staff confirmed that the filing system in the Finance Office is being organized to insure that originals of all contracts are systematically filed for easy access and retrieval.
- Suggestion that the old balance in Community Services Administration's (CSA) Liability Account should be cleared. This represents CSA's allocation of Close-Out funding to several employees from a grant provided approximately 18 years ago that funded vacation/sick liability payments to administrative employees during a workforce reduction. Due to the lack of formal terms & conditions on how these remaining funds are to be handled, Mersino recommends liquidation of the current balance to nine employees that remain on staff. Staff accepted the recommendation and confirmed that the balance will be cleared in due course.
- Analysis of the health insurance reserve to ensure that a reserve of four months of health insurance claims is funded by the plan itself. The premiums paid by the Agency and its employees appear to be insufficient to fund this reserve currently. Staff noted that the

premium has not increased in the last two years due to implementation of cost saving measures, however our consultants would be asked to review a possible revision of premium for the employees and the programs to bring the reserve balance to acceptable levels.

- Researching stale-dated (long outstanding) checks that are on hand to either reissue, void, or forward to the State for processing. Staff noted that this process is on-going and is a challenge due to subsequent relocation of payees.

Mersino observed the clean audit report reflects the good work performed by staff.

Commissioner Padilla thanked the auditor for the comprehensive report.

M/S/C – (Farley/Vang) to accept the Agency’s audit report as presented.

IV. Other Business

The next meeting is planned for either August or September 2007 to review auditor selection for the 2007 Single Audit. The specific date/time is to be determined.

V. The meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Esther Padilla, Chair

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: May 23, 2007	Program: Finance
Agenda Item No.: VI.-B.	Director: Salam Mohammad
Item: Financial Audit FY 2006	Assistant Exec. Director: George Egawa
Committee: Audit	Executive Director: Roger Palomino

RECOMMENDED ACTION:

The Audit Committee recommends acceptance of the Agency-wide Single Audit as prepared by Kaku & Mersino, for the calendar year ended December 31, 2006.

BACKGROUND:

Kaku & Mersino, CPAs, will present the Agency-wide financial audit under the Single Audit Act.

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FINANCE COMMITTEE MEETING
WEDNESDAY, MAY 16, 2007
EXECUTIVE OFFICE CONFERENCE ROOM**

MINUTES

I. Peter Vang called the meeting to order at 12:22 p.m. following the Audit Committee meeting.

II. Roll call was taken and a quorum was present:

Members:

Peter Vang, Chair
Tito Lucero
Dr. Lee Farley

Staff:

George Egawa
Salam Mohammad
Rebecca Weimer
Steve Warnes

Guests:

Comm. Esther Padilla
Peter Mersino, CPA

III. Approval of previous minutes – April 18, 2007.

M/S/C – (Lucero/Farley) to approve minutes as presented.

IV. Audit Reports / Status

A. Department of Health and Human Services (HHS) review of the 2005 Single Audit has been closed. HHS has reviewed the audit finding and our response and concluded that the findings have been resolved.

B. Department of Community Services and Development (CSD) Contract 05F-4683 close-out report noted the program goals were met or exceeded and the contract is considered closed.

M/S/C – (Farley/Lucero) to approve the reports as presented.

V. Informational Items

A. Mileage Reimbursement Rate Adj.-Weatherization: Egawa presented the information transmittal received from the Department of Community Services and Development (CSD). The committee has discussed the issue of travel costs recently and this information clarifies that these costs are within the contract guidelines.

VI. Other Business:

A. The next meeting is set for June 20, 2007 at 11:30 a.m. The meeting will be held at either the SOUL / Sanctuary or new Early Headstart Childcare Center location.

VII. The meeting was adjourned at 12:32 p.m.

Respectfully submitted,

Peter Vang, Chair

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
PENSION COMMITTEE MEETING**

Thursday May 3, 2007

MINUTES

I. Call to Order

The meeting was called to order by Chairperson Jess Saldana at 12:07 p.m.

II. Roll Call

Members Present:

Jess Saldana
Rev. Swillis
Moses Stites
Roger Palomino
George Egawa
Janet Berberian
Paul McLain-Lugowski

Staff Present:

Dawn Cagle
Salam Mohammad

Others Present:

Peter Mersino,
Kaku & Mersino, LLP
Dwayne Michael,
Morgan Stanley

III. Approval of Minutes, February 1, 2007

***M/S/C** (Swillis/Egawa) to approve minutes as presented.*

IV. 2005 Audit Report by Kaku & Mersino, LLP

Peter Mersino of Kaku and Mersino, LLP, presented the 2006 Audit Report for the Pension Plan. The Net Assets Available amounted to \$18,588,224, a 16.9% increase from the previous year. Financial statements were presented in conformity with generally accepted accounting principles. Discussion.

A management letter of recommendations designed to make improvements and achieve operational efficiencies for the Pension Plan was presented. There was one recommendation that will be implemented as follows.

- To ensure participant balances are completely disbursed, it is recommended procedures be implemented to review balances before year-end.

***M/S/C** (Stites/Berberian) to approve the Audit Report as presented.*

V. Quarterly Financial Reports

Mohammad presented an unaudited financial statement report as of March 31, 2007. The net assets available are \$19,048,132, up from \$16,602,573 the previous year. The investment earnings for the current period were \$207,883. The participant report indicated 1,058 participating employees in the Plan and 209 employees participating in the voluntary contribution. There are 189 participants in the plan that have terminated employment and may request distributions at any time.

Michael presented a summary of the accounts, stating 62% of the investments are in equities and 48% in fixed income. The market was impacted negatively in February due to global issues, but turned around and had an overall positive return of .9% for the first quarter. Discussion.

***M/S/C** (Stites/Berberian) to approve the financial reports as presented.*

VI. There being no further business, the meeting adjourned at 12:40 p.m.

Respectfully submitted,

Jess Saldana, Chair

FRESNO COUNTY EOC HEAD START-PRESCHOOL/EARLY HEAD START
COUNTY-WIDE POLICY COUNCIL
MINUTES

April 18, 2007

- CALL TO ORDER The meeting was called to order at 6:42 p.m. by Jessica Chavez, CWPC Chairperson.
- ROLL CALL The roll was called by Veronica Aguilar, CWPC Secretary. The following members were present: Marjy Carver, Rosario Zafra, Arianna Wells, Maria Hernandez, Erica Martinez, Janet Gabaldon, Jessica Chavez, Autumarie Stuart, Patrick Guajardo, Elizabeth Guajardo, Stephanie Ruiz, Augustina Rivas, Guadalupe Gonzalez, Maribel Gonzalez, Patricia Austin, Anita Watkins, Pang Moua, Isabel Mejia, Lidia Perez, Celia Villanueva, Lorna Sabbatini, Martha Aleman, Carmen Solorzano, Linda Luna, Rosa Gutierrez, Maria Hernandez, Javier Velasco, Rebecca Carroll, Raquel Calvillo, Veronica Aguilar, Maria Barajas, Antonio Barajas, Fabiola Vite, Irma Flores, Paula Jackson, Sylvia Noyes and Tito Lucero. A quorum was present .
- APPROVAL OF PREVIOUS MINUTES Motion to approve Minutes of March 21, 2007 was made by Autumarie Stuart and seconded by Rosa Gutierrez. Motion carried.
- COMMUNITY REPRESENTATIVE REPORTS No Community Representative Reports were given at tonight's meeting.
- EOC BOARD LIAISON REPORT Tito Lucero, EOC Board Liaison informed delegates at tonight's meeting of the following:
- Mr. Lucero presented the EOC Board Minutes from January 24, 2007 for approval. The minutes were distributed at tonight's meeting. He gave a brief overview of agenda items from that meeting regarding grant applications. Also of the services the Local Conservation Corp (LCC) provides and how they receive their fundings.
- Motion to approve the EOC Board Minutes from January 24, 2007 was made by Linda Luna and seconded by Elizabeth Guajardo. Motion carried.
- PERSONNEL COMMITTEE REPORT Carmen Solorzano, CWPC Personnel Committee Chairperson informed delegates at tonight's meeting of the Personnel Committee Report which is presented monthly to CWPC. Ms. Solorzano reported approval was needed for hiring/firing/temporary appointment/transfer and resignations of Head Start and

Early Head Start staff. This information was distributed to delegates at tonight's meeting.

Motion to approve Personnel Committee Report for April 18, 2007 meeting, was made by Janet Gabaldon and seconded by Rosario Zafra. Motion carried.

MONTHLY
FINANCIAL
STATUS REPORT

Ms. Solorzano informed delegates of the Monthly Financial Status Report for Head Start and Early Head Start. This report was mailed to delegates prior to tonight's meeting.

Ms. Solorzano reported that the Monthly Financial Status Reports shows all expenditures for the entire Head Start and Early Head Start programs for the month of March, 2007 and year-to-date.

Motion to approve the Monthly Financial Status Report for March 2007 was made by Augustina Rivas and seconded by Fabiola Vite. Motion carried.

ADA REPORT

Patrick Guajardo, Early Head Start Executive Board member informed delegates at tonight's meeting of the March 2007 Average Daily Attendance (ADA) Report for Center Base, Home Base areas and Early Head Start program. The ADA Reports were distributed to delegates prior to tonight's meeting.

For March 2007 the ADA for Head Start-Preschool centers was at 86% which is above the recommended ADA rate of 85%. The ADA for Home Base was at 98% which is above the recommended ADA rate of 85%.

For March 2007 the overall ADA for Early Head Start is at 111.4%. Analyses of all areas below the recommended 85% ADA have been done.

Motion to approve the ADA Reports for March 2007 was made by Lorna Sabbatini and seconded by Marjy Carver. Motion carried.

PRISM 2007
RESULTS AND
IMPROVEMENT
ACTION PLANS

Wyoma Lewis, Family/Community Services Director informed delegates at tonight's meeting of the PRISM 2007 Results and Improvement Action Plans for the Head Start-Preschool and Early Head Start school year.

Ms. Lewis informed delegates that the Head Start-Preschool and Early Head Start programs conducted their annual self-assessment for the 2006-2007 school year.

Out of nineteen (19) Core Questions monitored using the 2006 PRISM instrument, there were three (3) areas that were found to be Out-Of-Compliance in Head Start and Early Head Start Programs.:

- Core Question #5: Ongoing Monitoring
- Core Question #9A: Prevention & Early Intervention
- Core Question #16: Community Partnerships

There were five (5) Core Questions that were found to be In-Compliance but Needs Improvement in Head Start and Early Head Start Programs:

- Core Question #3: Communication
- Core Question #12: Disabilities Services
- Core Question #13: Curriculum & Assessment
- Core Question #14: Family Partnership Building
- Core Question #17: Facilities

Improvement Plans and Action Plans were presented to the CWPC at tonight's meeting for their approval and will be presented to the EOC Board on April 25, 2007. In addition to this, a final report will be presented in September indicating progress towards completing the action plans.

Motion to approve the 2007 PRISM Results and Improvement Action Plans was made by Rebecca Carroll and seconded by Irma Flores. Motion carried.

ELECTIONS
SGT.-AT-ARMS

Ms. Lewis informed delegates at tonight's meeting that an Election for Sgt.-At-Arms will be conducted. Currently this position on the Executive Board is vacant. She explained the duties of Sgt.-At-Arms.

Nominations were opened for Sgt.At-Arms. The following person was nominated: Marjy Carver.

Motion to close nominations and accept Marjy Carver as Sgt.-At-Arms was made by Maria Hernandez and seconded by Autumarie Stuart. Motion carried.

Marjy Carver (Area II Center Base Delegate) was elected Sgt.-At-Arms.

REGIONAL
OFFICE
RESPONSE
TO PIR

Naomi Quiring-Mizumoto, Assistant Executive Director informed delegates at tonight's meeting of the Regional Office Response to Program Information Report (PIR). This information was mailed to delegates prior to tonight's meeting.

Out of the 32 performance indicators for the 2005-2006 PIR, the FCEOC Head Start-Preschool program had five (5) indicators and Early Head Start has two (2) indicators that fell below the Regional thresholds.

Corrective program improvement plans for these seven (7) indicators were developed, discussed and approved the CWPC and the EOC Board last month.

On March 5, 2007 the approved Corrective Plans of Action were submitted to our Regional Office in San Francisco, CA.

The Regional Office found "our improvements acceptable and consider our program to be cognizant of the importance of providing accurate data to facilitate a balanced analysis of the services we provide".

END-OF-THE
YEAR ACTIVITIES

Andy Hernandez, Education Services Director informed delegates at tonight's meeting of the End-Of-The Year (EOY) Activities for Center Base. EOY Schedules for Center Base and Home Base areas were distributed at tonight's meeting.

Mr. Hernandez stressed once again some of the guidelines for EOY activities. It is important to make sure parents arrive early, you may miss the ceremony otherwise. The last day of Center Base class is May 22, 2007. He also reminded parents that Head Start-Preschool has a No Sugar Policy and that snacks and refreshments will be provided. No balloons are allowed.

Helen Uyeda, Home Base Services Director stated that Home Base supports the same activities as far as the EOY Activities. We will be following the same guidelines. The Home Base Program year ends on May 11, 2007.

VOLUNTEER
LUNCHEON

Ms. Solorzano informed delegates at tonight's meeting of the upcoming Volunteer Luncheon. The annual Volunteer Luncheon will be held on May 17, 2007 at International Catering Company (formerly LaRyan Event Center) from 1:00 p.m. to 3:00 p.m. We will be recognizing Top Volunteers from each Center/Home Base areas and the Top Teacher/Home Base Educator who had the most volunteer hours in the program.

EOC PUBLIC
HEARING

Ms. Mizumoto informed delegates at tonight's meeting of the EOC Public Hearing. A flyer was distributed to delegates prior to tonight's meeting. Every two (2) years EOC is required by their funding source to conduct a needs assessment for the agency.

The EOC Public Hearing will be held on Wednesday, May 23, 2007 from 6:00 p.m. to 7:00 p.m. in the EOC Board Room, 1920 Mariposa Mall, Fresno, CA. This is a perfect opportunity for the community to express their concerns and suggest services that could improve the quality of life for low-income Fresno County residents such as: (1) What EOC services do you think are most important in meeting the needs of our community? (2) What concerns would you like addressed in EOC's Community Action Plan? You can also voice your comments/concerns online at www.fresnoeoc.org.

Ms. Mizumoto asked the delegates to please share this information with other parents at their center/areas.

LEGISLATIVE

Ms. Mizumoto informed delegates of the latest Legislative Update.

Ms. Mizumoto informed delegates that Maggie Godinez, Parent Involvement Coordinator had a baby girl on April 12th; both baby and Mom are doing fine.

ANNOUNCE-
MENTS

Fabiola Vite and Anita Watkins made the following Announcements:

1. May 2, 2007 – Next Executive Board Meeting at Kings Canyon Head Start-Preschool at 6:00 p.m.
2. May 11, 2007 – Last Day for Home Base Classes
3. May 16, 2007 - Next CWPC meeting at Franklin Head Start-Preschool at 6:30 p.m.
4. May 22, 2007 – Last Day for Center Base Classes
5. May 23, 2007 – EOC Public Hearing

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Augustina Rivas and seconded by Javier Velasco . Motion carried. The business meeting adjourned at 7:25 p.m.

Esther Lepe
Recording Secretary

(CWPCAPRIL18.2007) el 4/18/07 - CWPC (Minutes) -