

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

**BOARD OF COMMISSIONERS MEETING
EOC BOARD ROOM, SUITE 310
WEDNESDAY, March 25, 2009, 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> February 25, 2009 Meeting Minutes	Stites	Approve	2
IV. <u>Executive Director's Report</u>	Palomino	Information	
V. <u>Executive Committee</u>	Stites	Approve	
A. March 11, 2009 Meeting Minutes			5
1. Employment & Training 2008-2009 Fresno County Workforce Investment Board Funding Awards		Information	8
2. Head Start/Early Head Start			
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B. Sanctuary Grant Proposals and Contracts			20
1. Fansler Foundation			
2. California Story Fund			
C. SOUL Safe School Plan			21
VI. <u>Finance Committee</u>	Vang	Approve	
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2. Informational Funding List			68
B. March 18, 2009 Meeting Minutes			71
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VII. <u>Strategy Committee</u> February 5, 2009 Meeting Minutes	Magdaleno	Approve	75
VIII. <u>Advisory Boards</u>			
A. Head Start County Wide Policy Council February 18, 2009 Meeting Minutes	Lucero	Accept	76
B. LCC Advisory Committee February 19, 2009 Meeting Minutes	Fruge	Approve	81
C. SOUL Governing Council March 10, 2009 Meeting Minutes	Rodgers	Approve	85
IX. <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.)			
X. <u>Adjournment</u> (Items listed as information still leaves the option for guidance/direction by the Board.)			

EOC BOARD OF DIRECTORS

ROLL CALL 2009

(July & August Summer Recess)

Commissioner	Term Expiration	Target Area or Appointing/Nominating Org.	1/28 Canceled	2/25	3/25	4/22	5/27	6/24	9/23	10/28	11/18	12/9
Tim Bakman	12/31/09	14th Senatorial District		X								
Dr. Lee Farley	12/31/09	Community Colleges		E								
George A. Finley, Sr.	12/31/10	Board of Supervisors		X								
Pastor Rufus Fruge	12/31/10	Target Area E		X								
Charles Garabedian, Jr.	12/31/09	Malaga County Water District		X								
Theresa Hernandez	12/31/10	Foster Grandparents		X								
Randy Kevorkian	12/31/09	Target Area H		E								
J. Homer Leija	12/31/09	Target Area C		X								
Tito A. Lucero	12/31/10	Head Start County-Wide Policy Council		X								
Marina Magdaleno	12/31/09	Board of Supervisors		E								
Lori Mayfield	12/31/10	Juvenile Court		X								
Rev. Paul McCoy	12/31/09	NAACP		X								
Vongsavanh Mouanoutoua	12/31/09	Lao Evangelical Church of Fresno		X								
Esther Padilla	12/31/10	CA Transplant Donor Network		E								
Jose Antonio Ramirez	12/31/09	Target Area A		X								
Daniel Renteria	12/31/10	Target Area F		E								
Eugene Rico	12/31/09	Target Area G		E								
Jimi Rodgers	12/31/09	Association of Black Social Workers		X								
Jess Saldana	12/31/10	Target Area D		X								
Moses Stites	12/31/10	31st Assembly District		E								
Rev. E. Swillis	12/31/09	Mayor's Appointment		X								
Peter Vang	12/31/10	30th Assembly District		X								
Juanita Veliz	12/31/10	Target Area B		X								
Present = X				16								
Absent = O				0								
Excused = E				7								
Vacant = V				1								

(Rollcall.09)

**Fresno County Economic Opportunities Commission
Board of Commissioners Meeting
EOC Board Room, Suite 310
Wednesday, February 25, 2009
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Vice Chair Saldana at 7:07 p.m.

II. ROLL CALL

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

III. APPROVAL OF PREVIOUS MINUTES

M/S/C – Finley/Vang to approve December 10, 2008 Meeting Minutes. All in favor.

IV. SEATING OF COMMISSIONERS

M/S/C – Bakman/Finley to approve Seating of Commissioners for a two-year term commencing January 1, 2009 to December 31, 2010. All in favor.

Palomino introduced new Commissioner Laurie Mayfield, appointee, Juvenile Court, replacing Kathleen Fernandez. Mayfield made introductory comments. Vice Chair Saldana welcomed Mayfield on behalf of the Board.

V. EXECUTIVE DIRECTOR'S REPORT

Palomino reported/announced the following:

- Reviewed the 2009 Board retreat evaluation attachment. Stites has presented Palomino a list of items developed from the board sessions of the retreat.
- Palomino and Associate Executive Director Allysunn Williams spent a day in Sacramento on February 24th and met with administrative and legislative departments of the State. EOC received much support from these meetings and received a special compliment from the Department of Education staff for our School of Unlimited Learning (SOUL) Charter School.
- Palomino reported on government at the State level. Budget issues continue. Palomino explained the budget based on a fiscal plan of the following components: Reductions in services, bonds and external financing, and taxes. The budget was adopted mainly because of the State's severe financial situation. Budget revisions are anticipated before the Governor's May revision.
- State representatives are excited about the opportunities available with the Federal Stimulus Bill. A more detailed report on the stimulus bill will be presented at the March board meeting. Discussion followed.

VI. EXECUTIVE COMMITTEE MEETING

M/S/C – Finley/Bakman to approve/ratify the following: A) January 21, 2009 Meeting Minutes, A.1.a) LCC grant proposal to the U.S. Department of Labor for a 2-cycle YouthBuild program in the amount of \$1,100,000 from 9/09 – 8/12, A1.b) LCC bid to the Fresno Metropolitan Flood Control District for service of underdeveloped flood basins (Unit A) in the amount of \$469,260 from 2009 - 2011, A1.c) LCC bid to the Fresno Metropolitan Flood Control District for service of underdeveloped flood basins (Unit B) in the amount of \$470,233 from 2009 - 2011, A.1.d) LCC contract with the Fresno

Metropolitan Flood Control District for servicing of Developed Flood Basins (Unit II) in the amount of \$91,181 for a three year period, A1.e) LCC bid the Fresno Metropolitan Flood Control District for repair work at Oso De Oro Park for a total amount of \$6,880, A1.f) LCC grant application to the Corps Network for AmeriCorps education awards for LCC corpsmembers in the amount of \$210,000 for PY 2009-2010, A.1.g) LCC bid to the Community Action Partnership (CAP) of Madera County to assemble and install two playground structures at a Reedley site in the amount of \$18,570, A.1.h) LCC application of the State Dept. of Conservation, Division of Recycling, Certification Unit to open a CRV recycling buyback center in Biola, A.1.i) LCC agreement with the California Conservation Corps for supplementary state general funds to support cost of corpsmember enrollments in the amount of \$28,000 for PY 2008-2009, A.1.j) LCC bid to the County of Fresno Public Works Department to provide landscape and litter control services at the County's American and Southeast landfills in the amount of \$258,375, A.2) School Age Child Care Program Parent Handbook Revisions, A.3.a) Sanctuary United Way of Fresno County Self-Sufficiency Impact Council for collaborative efforts in the amount of \$20,000 for a 12-month period, A.3.b) Sanctuary HHS Rescue and Restore Victims of Human Trafficking Regional Program to support the creation of a coalition and educational campaign surrounding Human Trafficking issues in the amount of \$500,000 for a 2-year project period, A.3.c) Sanctuary Advisory Board By-Law Revisions, A.3.d) Sanctuary Advisory Board Members, B) February 11, 2009 Meeting Minutes, B.1) E & T WIB contract funding awards for Younger Youth and Workforce Connection Programs for the 2008-2009 program year as follows: Workforce Connection Adult & Dislocated Worker additional carryover funds in the amount of \$29,502, Workforce Connection Adult & Dislocated Worker exceeding 1st quarter goals in the amount of \$27,417, and Younger Youth Program additional carryover funds in the amount of \$125,824 for a total of \$182,742, bringing the total contract funding received YTD in the amount of \$2,693,551 (Information), B.2) Head Start/Early Head Start approval of Catherine Mathis, BS/MA Early Childhood Education as counsel and advisor to the EOC Board of Commissioners on early childhood education and development issues, B.3) Refugee Services submission of application to HHS Office of Refugee Resettlement (ORR) for the Ethnic Community Self-Help Program in the amount of in the amount of \$150,000 per year for three years from 10/01/09 – 9/30/12, B.4) 2009 Committee Appointments, C) P.G. & E. Energy Partners submission of bid was negotiated and awarded on February 13, 2009 and awarded \$1,687,500 to weatherize 2500 units in the Western Fresno County Area (Information), D.1) LCC grant application submitted by the Los Angeles Conservation Corps, on behalf of the California Local Conservation Corps under the CalFire program entitled "California Tree Academy" in the amount of \$9,000, D.2) LCC bid to the City of Fresno Redevelopment Agency to repair a brick wall at 835 Fulton Mall in the amount of \$1,207.6, D.3) LCC bid to the San Joaquin River Conservancy for fire prevention services along the San Joaquin River in north Fresno County in the amount of \$4,480, E.1) Sanctuary grant application to United Way FEMA to support the purchase of food bags for distribution by the Street Outreach team, in the amount of \$32,100, E.2) Sanctuary grant request to Kaiser Permanente for improvement and promotion of healthy lifestyles for children and youth in the amount of \$30,000, E.3) Sanctuary funding request to the John Burton Foundation to assist with direct service work to homeless youth, foster youth, and former foster youth, and support of the TLC 3 Youth Counselor position in the amount of \$35,000, E.4) Sanctuary funding request to the Stewardship Council to provide access for underserved youth to the outdoors under Club Sanctuary in the amount of \$30,000, E.5) Sanctuary application for a donation to West America bank for support of the Youth Shelter in the amount of \$1,500, E.6) Sanctuary application for a donation to Pacific Service Credit Union for support of the Youth Shelter in the amount of \$5,000, E.7) Sanctuary funding request to the City of Fresno for Community Development Block Grant (CDBG) funds for the on-going operation of the Sanctuary programs in the amount of \$60,000, F) Substance Abuse extension of prevention services to the Fresno County Behavioral Health Dept. for six months from 1/1/10 - 6/30/10 for the following programs and amounts: Family Leadership Institute - \$325,000, Elkhorn Pilot Project - \$56,250, and Rural Youth Prevention Project - \$173,657 (Information), G) Signatory Resolution, and H) Conflict of Interest Policy. All in favor.

Garabedian commended the Executive Committee for approving the Infrastructure Committee listed on Agenda Item B.4) 2009 Committee Appointments. The By-Laws Committee will meet for review of the infrastructure committee. At the following regular board meeting, an amendment to include the infrastructure committee in the by-laws shall be presented in writing for discussion. At the following regular board meeting, it shall be presented for action.

VII. STRATEGY COMMITTEE MEETING

M/S/C – Finley/Leija to approve January 8, 2009 Meeting Minutes. All in favor.

VIII. PENSION COMMITTEE MEETING

M/S/C – Finley/Vang to approve February 5, 2009 Meeting Minutes. All in favor.

IX. ADVISORY BOARDS

M/S/C – Finley/Vang to approve/accept the following advisory board reports: A.1) Head Start County Wide Policy Council December 17, 2008 Meeting Minutes (Accept), A.2) Head Start County Wide Policy Council January 21, 2009 Meeting Minutes (Accept), B) Sanctuary Safe Place Advisory Board January 8, 2009 Meeting Minutes, C.1) SOUL Governing Council December 9, 2008 Meeting Minutes, and C.2) SOUL Governing Council February 10, 2009 Meeting Minutes. All in favor.

X. COMMUNITY DEVELOPMENT FINANCIAL INSTITUTION (CDFI) PRESENTATION

Associate Executive Director Nalia introduced CDFI Chair/EOC Commissioner Mouanoutoua. Mouanoutoua introduced the committee and gave background on the CDFI, presented the vision and mission statements, and introduced CDFI staff members Blong Lee and Jeremy Hofer. Lee and Hofer presented the CDFI website. Discussion followed.

XI. OTHER BUSINESS/PUBLIC COMMENT

Saldana asked for other business.

McCoy asked the board to consider naming the Neighborhood Youth Center (NYC) as we move closer to opening. It was decided that an Ad Hoc Committee be formed by the Board Chair to discuss and recommend naming the facility.

Palomino introduced Catherine Mathys, who will be serving as Head Start consultant in Child Development and is available to assist and advise on Head Start issues.

XII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:16 p.m.

M/S/C –Finley/Vang to adjourn. All in favor.

Respectfully submitted,

Roger Palomino
Executive Director

**EXECUTIVE COMMITTEE
EOC BOARD ROOM, SUITE 310
March 11, 2009 12:00 p.m.
MINUTES**

I. Call to Order

Chairman Stites called the meeting to order at 12:10 p.m.

II. Roll Call

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

Members Present: Moses Stites, Jess Saldana, Pastor Rufus Fruge, Peter Vang, Tim Bakman, George Finley, Eugene Rico, Reverend Swillis

Staff Present: Roger Palomino, Naomi Mizumoto, Dawn Cagle, Salam Nalia, Allysunn - Williams, Jeff Davis, Dennis Bachelor, Carolyn Moreno

III. Approval of Previous Minutes

M/S/C – Finley/Rico to approve February 11, 2009 Meeting Minutes. All in favor.

IV. Executive Director's Report

Palomino reported on the following:

- Attendance of the National Community Action Foundation (NCAF) 2009 Legislative Conference held on March 3-6 in Washington D.C. The meetings held proved to be very informational and included presentations from a group of key legislatures.
- Discussion on the distribution of monies from the Stimulus Bill, which are yet to be decided. Still looking at detail on how much money will become available and how it will be distributed.
- Palomino shared some principles behind the Stimulus Bill: 1) The belief that if you can get money to flow into the economy it will help create immediate jobs (a throwback from President Roosevelt in the 30's- the more people work, the more they will spend), 2) Projects that are "shovel ready" will be the first to be funded, 3) Enhanced services will be combined with existing systems, 4) Discretionary monies will be available, 5) All citizens will benefit from some aspect of the stimulus money, 6) There will be a special focus on assisting small business, 7) A lower cost for education and health care services, 8) Closer agreements between business and social services, 9) Process and outcomes will be intensely monitored (A website will be posted with daily updates on programs and services for all to review), and 10) The Stimulus Bill may be a one-time effort and that people should not get too comfortable with or rely on.
- National Community Action Partnership (NCAF) and Exxon Mobile joined in a partnership. Exxon Mobile is donating \$5 million for new energy type programs. Anticipating more partnerships will continue to grow between private industry and social services and fill the gaps once the Stimulus Bill spending is done.
- Contributions to foundations is way down due to the financial condition of the country. Foundations hit hard.
- At the federal level it is a very exciting time in Washington D.C. A different environment. There is new energy and a new sense of commitment. Hopes the same feeling will spread out into the communities across the country. Anticipate positive results. Discussion followed.

V. **Consent Items**

A. **Employment and Training Fresno County Workforce Investment Board Funding Awards (Information)**

Employment and Training Director Davis reviewed the additional contract funding awards from the Fresno County Workforce Investment Board (FCWIB) for the Workforce Connection Program 2008-2009 program year as follows:

- 1) Workforce Connection Adult & Dislocated Worker additional dislocated worker funds to assist laid-off workers impacted by the economic turndown in the amount of \$121,817
- 2) Workforce Connection Adult & Dislocated Worker additional funding for meeting and exceeding 2nd quarter performance goals in the amount of \$29,450

M/S/C – Finley/Rico to accept Fresno County Workforce Investment Board additional contract funding awards for the Workforce Connection program ad follows: 1) Workforce Connection Adult & Dislocated Worker additional dislocated worker funds to assist laid-off workers impacted by the economic turndown in the amount of \$121,817, and 2) Workforce Connection Adult & Dislocated Worker additional funding for meeting and exceeding 2nd quarter performance goals in the amount of \$29,450. All in favor.

B. **Head Start/Early Head Start**

1. 2007-2008 Program Information Report (PIR) (Information)

Mizumoto reviewed the letter received from the Head Start Region IX Office on January 27, on the Head Start and Early Head Start programs annual 2007-2008 Program Information Report (PIR), noting no issues required follow up action. Discussion followed.

2. Target Area Recruitment and Enrollment Policy Revisions

M/S/C – Rico/Finley to approve revisions of the Early Head Start's Selection Criteria for the Target Area Recruitment and Enrollment Policy. All in favor.

C. **Weatherization CSD Energy Proposals**

1. Solar For All California

Weatherization Coordinator Dennis Bachelor reviewed the Weatherization RFP due April 1, 2009 to the California Department of Community Services and Development (CSD) in the amount of \$10 million for federal LIHEAP funds (\$4 million for EOC project) to install photovoltaic systems to benefit 200 low-income families and to encourage Green Jobs development in the solar industry. Discussion followed.

M/S/C – Rico/Saldana to approve submission of Solar for All California proposal by April 1, 2009 to the Department of Community Services and Development (CSD) in the amount of \$4 million to install photovoltaic systems to 200 low-income families and encourage Green Jobs development in the solar industry. All in favor.

2. Innovative Energy Project

Weatherization Coordinator Dennis Bachelor reviewed the Weatherization proposal to the California Department of Community Services and Development (CSD) for federal LIHEAP funds in the amount of \$2.5 million for any energy conservation project qualifying under LIHEAP funding. EOC is applying for \$100,000 of the funds to test market an energy conservation device developed by a local entrepreneur for low-income homes that may lower energy consumption in a home 20-30% during summer months. The award period will be from September 2009 to September 2010. Discussion followed.

M/S/C – Saldana/Vang to approve submission of proposal to the Department of Community Services and Development (CSD) in the amount of \$100,000 to test market an energy conservation device for low-income homes for the period of September 2009 to September 2010. All in favor.

D. City of Fresno CDBG Application

Palomino stated the resolution for this application needed board approval. A phone poll was taken on March 6, 2009 prior to a formal presentation to the committee due to the time restrictions.

Director Nalia reviewed the application submitted on March 6, 2009 to the City of Fresno in the amount of \$424,046 to be administered by EOC through the Fresno CDFI with the amount to be distributed as follows: \$300,000 for 15 loans of up to \$20,000, \$45,000 for 15 Individual Development Accounts (IDA) with a 1.1 match of up to \$3,000, \$79,0465 for personnel, indirect, and other costs to provide another 15 entrepreneurs with technical assistance. The project period is October 1, 2009 – September 30, 2010.

M/S/C – Bakman/Saldana/Finley to ratify submission of application to the City of Fresno in the amount of \$424,046 to be administered by EOC through the Fresno CDFI from October 1, 2009 – September 30, 2010. All in favor.

VI. Other Business

Stites called for other business. There was none.

VII. Adjournment

There being no further business, the meeting was adjourned at 12:55 p.m.

M/S/C – Saldana/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: March 11, 2009	Program: Employment & Training
Agenda Item No.: V.-A.1	Director: Jeff Davis Jr.
Item: 2008-2009 Fresno County Workforce Investment Board Contract Funding Awards	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

INFORMATIONAL:

On February 19, 2009 the Fresno County Workforce Investment Board (FCWIB) approved the award of additional contract funds to the Workforce Connection Program operated by Fresno Economic Opportunities Commission (FCEOC) for the 2008-2009-program year. Additional funding awarded is as follows:

Workforce Connection – EOC has been awarded **\$121,817** in additional Dislocated Worker funding to assist laid-off workers impacted by the economic downturn.

Workforce Connection – EOC has been awarded **\$29,450** in additional Adult & Dislocated Worker funding for meeting and exceeding 2nd quarter performance goals.

BACKGROUND:

Combined additional funding received totals \$151,267 bringing the total contract funding received YTD for the Younger Youth Program, Workforce Connection and the Incarcerated Youth Program to \$2,844,818.

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 11, 2009	Program: Head Start/Early Head Start
Agenda Item No.: V.-A.2.a	Director: Tamala Olsby/Kathleen Shivaprasad
Item: 2007-2008 Program Information Report (PIR)	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Executive Director: Roger Palomino

INFORMATION ONLY:

On January 27, 2009 staff received a letter from the Head Start Region IX Office with the Head Start and Early Head Start 2007-2008 Program Information Reports (PIR). All grantees are required to submit PIR data annually by August 31st. The Office of Head Start uses this data to track overall HS and EHS program performance and to summarize the national PIR findings for Congress. In the past the Region IX Office has used PIR indicators to compare grantee performance against thresholds created by the Region IX Office. The summary 2007-2008 PIR reports received included an Individual Program Profile Report, Multi-Year Performance Indicators Report, Multi-Year Disability Services Report for each individual program, as well as detailed reports for Staff Qualifications, Enrollment Statistics, Health Services and Family Information.

On February 11, 2009 our assigned Program Specialist, Marcia Beersdorf, at the Region IX Office held a telephone conference call with key management staff for both programs to discuss the programs' performance relative to the national and regional data reports received in the January 27th letter. This year's conference call did not center around comparing HS and EHS's PIR data to established thresholds, but rather to the national and regional averages. It was found that **no issues** required follow up action. The conference call ended with a discussion on the program's strengths and challenges.

Attached are copies of the follow up letter written on February 11, 2009 informing Fresno County EOC Head Start that no follow was needed and the initial HS and EHS PIR Reports dated January 27, 2009.



DEPARTMENT OF HEALTH & HUMAN SERVICES

**Administration for
Children & Families**

Refer to: 2008 PIR 09CH0621

Region IX
90 7th Street, 9th Floor
San Francisco, CA 94103

RECEIVED

February 11, 2009

FEB 17 2009

Naomi Quiring-Mizumoto, Head Start Director
Fresno County Economic Opportunities Commission Head Start
1920 Mariposa Mall, # 200
Fresno, California 93721


R.D.E.O.C. HEAD START
PROGRAM

Dear Ms. Quiring-Mizumoto:

Thank you for participating in our February 11, 2009 conference call to review select indicators from your agency's 2007 – 2008 Program Information Report (PIR). The conference call had two purposes: 1) to analyze PIR data and indicators in comparison to National and Region IX averages and 2) to discuss any strengths, challenges and/or areas of improvement that may be used in your program's overall planning process. Your 2008 PIR indicated program strengths and improvements in all the focused indicators particularly in the areas of children up to date on a schedule of preventative and primary health care; children receiving medical treatment; children completing dental exams and treatment; teacher qualifications; funded enrollment reported as children with disabilities; families that participated in a goal-setting process leading to a family-partnership agreement (FPA); and children with a source of continuous accessible medical care at the end of the enrollment year. Based on our discussion of your 2007-08 PIR, we are pleased there are no issues requiring follow-up at this time.

We encourage you to utilize the data from your Program Information Report in program planning efforts that include the annual program self-assessment, program improvement plans, T/TA plans, program goals and objectives, and ongoing monitoring system. Please share this letter with your Executive Director, Board of Directors, and Policy Council and/or Policy Committees and delegate agencies. Please contact me with any questions at (415) 437-8064.

Sincerely,


Marcia Beersdorf, MSW
Program Specialist
Office of Head Start – Region IX

cc: Carol Robson, Region IX TA Program Manager



Refer to: 2008 PIR 09CH0621

Region IX
90 7th Street, 9th Floor
San Francisco, CA 94103

JAN 27 2009

RECEIVED

Tamala Olsby, Head Start Director
Fresno County Economic Opportunities Commission Head Start
1920 Mariposa Mall, #200
Fresno, California 93721

JAN 30 2009

F.C.E.O.C. HEAD START PROGRAM

Dear Ms. Olsby:

The Office of Head Start (OHS) uses the annual Program Information Report (PIR) as one source for tracking overall Head Start (HS) and Early Head Start (EHS) grantee and delegate program performance. OHS Region IX staff use the PIR indicators to assess grantee strengths and challenges, and to target technical assistance to those areas needing improvement. We encourage agencies to consider their PIR results when conducting the program self-assessment and formulating program improvement plans, program goals, objectives, and training/technical assistance (T/TA) plans.

Enclosed with this letter are your agency's 2007-2008 HS and/or EHS PIR reports. The reports included are as follows:

- Performance on the 31 Indicators
- Profile
- PIR Comments
- Health/Mental Health Services
- Disabilities Services
- Family Information
- Staff Qualifications
- Enrollment

In the coming weeks, your assigned Technical Assistance Specialist and I will contact you to schedule a conference call to discuss your grantee and/or delegate agency's performance on the 2007-2008 PIR. During the conference call, please have your 2008 PIR User's Guide, PIR Formulas, and the Region IX PIR Frequently Asked Questions available. We will discuss your PIR data in comparison to national and Region IX averages.

<i>Indicators</i>		<i>National</i>		<i>Region IX</i>		
		HS	EHS	HS	EHS	
1	Percentage of HS/EHS children that are up-to-date on a schedule of preventative and primary health care	95%	91%	98%	96%	95.64
3	Percentage of HS/EHS children that have received or are receiving treatment that were diagnosed by a health care professional as needing medical treatment	94%	96%	96%	97%	96.15
4	Percentage of HS children that have completed dental exams	94%		97%		95.97

<u>Indicators</u>		<u>National</u>		<u>Region IX</u>		
		HS	EHS	HS	EHS	
6	Percentage of HS children diagnosed as needing dental treatment that have received or are receiving dental treatment	85%		91%		88.41
13	Percentage of teachers that have an ECE-related degree, CDA or State Certificate	95%	86%	96%	95%	100.
23	Percentage of funded enrollment reported as children with a disability	14%	18%	13%	17%	12.79
25	Percentage of families that participated in a goal-setting process leading to a Family Partnership Agreement (FPA)	89%	92%	99%	97%	100.
Health Services (C.6 Medical Home) Percentage of HS/EHS children that had a medical home at the end of the enrollment year – see Health Services Report: Medical Home (at end of enrollment year / with a source of continuous medical care)		95%		98%		99.52
Mental Health Services: Percentage of children referred for mental health services that received or are receiving those services – see Health Services Report: Mental Health Referrals / Received Mental Health services		73%		70%		47.14

Please share this letter and enclosures with your Executive Director, Board of Directors, and Policy Council and/or Policy Committees and delegate agencies. Please contact me with any questions at (415) 437-8064.

Sincerely,



Marcia Beersdorf, Program Specialist
Office of Head Start – Region IX

Enclosures

cc: Carol Robson, TA Manager



Refer to: 2008 PIR 09CH0621

Region IX
90 7th Street, 9th Floor
San Francisco, CA 94103

JAN 27 2009

Kathleen Shivaprasad, EHS Director
Fresno County Economic Opportunities Commission Head Start
1920 Mariposa Mall, #200
Fresno, California 93721

Dear Ms. Shivaprasad:

The Office of Head Start (OHS) uses the annual Program Information Report (PIR) as one source for tracking overall Head Start (HS) and Early Head Start (EHS) grantee and delegate program performance. OHS Region IX staff use the PIR indicators to assess grantee strengths and challenges, and to target technical assistance to those areas needing improvement. We encourage agencies to consider their PIR results when conducting the program self-assessment and formulating program improvement plans, program goals, objectives, and training/technical assistance (T/TA) plans.

Enclosed with this letter are your agency's 2007-2008 HS and/or EHS PIR reports. The reports included are as follows:

- Performance on the 31 Indicators
- Profile
- PIR Comments
- Health/Mental Health Services
- Disabilities Services
- Family Information
- Staff Qualifications
- Enrollment

In the coming weeks, your assigned Technical Assistance Specialist and I will contact you to schedule a conference call to discuss your grantee and/or delegate agency's performance on the 2007-2008 PIR. During the conference call, please have your 2008 PIR User's Guide, PIR Formulas, and the Region IX PIR Frequently Asked Questions available. We will discuss your PIR data in comparison to national and Region IX averages.

<i>Indicators</i>		<i>National</i>		<i>Region IX</i>	
		HS	EHS	HS	EHS
<i>1 EHS</i>	Percentage of HS/EHS children that are up-to-date on a schedule of preventative and primary health care	95%	91%	98%	96%
<i>3</i>	Percentage of HS/EHS children that have received or are receiving treatment that were diagnosed by a health care professional as needing medical treatment	94%	96%	96%	97%
<i>4</i>	Percentage of HS children that have completed dental exams	94%		97%	

96.35

100.

RECEIVED

<i>Indicators</i>		<i>National</i>		<i>Region IX</i>		
		HS	EHS	HS	EHS	
6	Percentage of HS children diagnosed as needing dental treatment that have received or are receiving dental treatment	85%		91%		
13	Percentage of teachers that have an ECE-related degree, CDA or State Certificate	95%	86%	96%	95%	100.
23 <i>EHS</i>	Percentage of funded enrollment reported as children with a disability	14%	18%	13%	17%	30%
25	Percentage of families that participated in a goal-setting process leading to a Family Partnership Agreement (FPA)	89%	92%	99%	97%	100.
Health Services (C.6 Medical Home) Percentage of HS/EHS children that had a medical home at the end of the enrollment year – see Health Services Report: Medical Home (at end of enrollment year / with a source of continuous medical care)		95%		98%		99.3
Mental Health Services: Percentage of children referred for mental health services that received or are receiving those services – see Health Services Report: Mental Health Referrals / Received Mental Health services		73%		70%		4.98 100.

Please share this letter and enclosures with your Executive Director, Board of Directors, and Policy Council and/or Policy Committees and delegate agencies. Please contact me with any questions at (415) 437-8064.

Sincerely,



Marcia Beersdorf, Program Specialist
Office of Head Start – Region IX

Enclosures

cc: Carol Robson, TA Manager

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 4, 2009	Program: Early Head Start
Agenda Item No.: V.-A.2.b	Director: Kathleen Shivaprasad
Item: Target Area Recruitment and Enrollment Policy Revisions	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff recommends approval of the revisions of the Early Head Start’s Selection Criteria for the Target Area Recruitment and Enrollment Policy. The County Wide Policy Council will consider this recommendation at their March 18 meeting.

BACKGROUND:

The Early Head Start program’s Selection Criteria for their Target Area Recruitment and Enrollment Policy was established in 2006 with several revisions approved by the CWPC and EOC Board through subsequent years. The attached document details the recommended revisions approved.

Most of the changes reflect changing wording to replicate the new Head Start Act eligibility requirements and eliminate duplications within the identified categories.

The Selection Criteria is an objective point system that ranks every applicant for enrollment/waiting lists based on family income, age, program priorities, disability, parental status and other factors.

**FCEOC EARLY HEAD START
SELECTION CRITERIA (Revised 2/20092/2008)**

Applicant's Name: _____ **Site:** _____

INCOME	CODE	SCORE (CIRCLE ONE)
Low income, 100 - 75% below poverty guidelines	L100%	95
Low income, 74 - 50% below poverty guidelines	L75%	85
Low income, 49 - 25% below poverty guidelines	L50%	75
Low income, 24 - 0% below poverty guidelines	L25%	65
Over income, 1 - 30% over poverty guidelines	O30%	30
Over income 31 - 50% over poverty guidelines	O50%	15
Over income, 51% and over of the poverty guidelines	O75%	05
AGE		
Prenatal zero- 6 months of age (including prenatal)	(0.0)	95
7 months - 1 year of age	(0.7)	85
1 year, 1 month - 1 year, 6 months	(1.1)	75
1 year, 7 months - 1 year, 11 months	(1.7)	65
2 years, 0 months - 2 years, 6 months (CB)	(2.0)	55 85
2 years, 7 months - 3 years	(2.7)	15
PROGRAM PRIORITIES		Check All That Apply
First Time Pregnant Woman/ First Time Parent(s)	FTPG	95
Homeless Child/ or Pregnant Woman/ Military Family	HCP	95
First Time Parent(s) Foster Child	FTP Foster	85 95
Sib of EHS Enrolled Child/Pregnant Woman First Time EHS Participant	Sib FTP	75 60
Pregnant Woman of EHS Enrolled Child SOUL Student (CB)	PWEG SOUL	75 95
DISABILITY		
Eligible for Part C with Individual Family Service Plan (IFSP)	D	95
N—No disability	N	00
PARENTAL STATUS		
F—Foster Parent	Foster	95
G - Guardian	Other	85 75
O - One Parent Household	One	75
T - Two Parent Household	Two	65 70
OTHER FACTORS		Check All factors That Apply
EOC Teen Program Participant (LCC, Ameri-Corps) (CB)	EOC	55 []
High School Student or Teen Parent (Dependent) (CB)	TEEN	50 []
Receives Public Assistance (TANF, Cal-WORKS and/or SSI)	TANF	85-70 []
Teen Parent or Parent/Guardian 18 to 25yrs old	PrimC	65-55 []
Disabled Custodial Parent or Guardian	DCP	5530 []
Social Service or /Special Risk Factors/ Agency Referral (Including CPS, referral from physician, or collaborative agency)	SoS	4530 []
Prenatal Mom or Sibling of a Head Start Enrolled Child	HSF	2530 []
Combination of any two or more *	Comb	95
* Use "combination of any two or more" only when the total of the points is equal to or greater than 95 points. If the total is less than 95 points, use the total of points added. CB Factors only apply to those applications for center based services only.		
FCP Staff Signature: _____	Total Points: _____	
Title: _____	Date: _____	

Original: Child Plus Administrator/ISA
 County Wide PC Approval: 6/21/2006, Rev. CWPC Approval: 10/17/07, Rev. CWPC Approval: 2/20/08, Rev. CWPC Approval _____
 U:/Godfrey/Selection Criteria 2009

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 11, 2009	Program: Weatherization
Agenda Item No: V.-A.3.a	Program Coordinator: Dennis Bachelor
Item: Solar for All California	Assistant Executive Director: George Egawa
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff recommends approval to submit a proposal to California Department of Community Services and Development (CSD) for the “Solar For All California” pilot program for \$4,000,000 to install photovoltaic systems on 200 homes.

BACKGROUND:

California Department of Community Services and Development has issued a RFP for \$10 million from federal LIHEAP funds available to install 500 solar panel photovoltaic systems on the homes of low-income families throughout the State. They intend to award two to three pilot projects to LIHEAP Weatherization programs for the period September, 2009 to September, 2010. The grant application has a two-fold purpose: 1) to install photovoltaic systems to benefit low-income families, and 2) to encourage Green Jobs development in the solar industry.

We are proposing to apply for \$4 million to install systems on 200 homes. The grant covers most, but not all, of the cost to install the 200 systems and leveraging of resources from other sources will be required.

We intend to collaborate with other central valley Community Action Agencies for a regional approach to implementing the project. Partnerships with PG&E/SoCal Edison, local government, housing authorities, and our licensed weatherization sub-contractor are being developed to enhance leveraging of resources. The Weatherization program also intends to work internally with the Employment & Training program and the Local Conservation Corps to develop the Green Jobs aspect of the project.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 11, 2009	Program: Weatherization
Agenda Item No: V.-A.3.b	Program Coordinator: Dennis Bachelor
Item: Innovative Energy Project	Assistant Executive Director: George Egawa
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff recommends approval to submit a proposal to California Department of Community Services and Development (CSD) for the "Innovative Energy Project" grant for \$100,000 to develop, install, and test a new energy conservation device.

BACKGROUND:

California Department of Community Services and Development has issued a RFP for \$2.5 million from federal LIHEAP funds available for any energy conservation project that will qualify under LIHEAP funding. They intend to award several grants to LIHEAP Weatherization programs for the period September, 2009 to September, 2010.

We are proposing to apply for \$100,000 to test market an energy conservation device developed by a local entrepreneur for low income homes that may lower energy consumption in a home 20% to 30% during the summer months. When external temperatures reach 100 degrees, the temperature in an attic can be 140 degrees. With roof top A/C units, a substantial amount of energy is lost as the cool air passes through the venting in the attic. The new device would cool attic temperatures and thereby reduce energy loss.

FCEOC intends to work with our licensed weatherization sub-contractor and an evaluator to develop the device, install it, and have it tested by an independent third party, to evaluate how much energy can be saved.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 11, 2009	Program: Fresno CDFI
Item Number: V.-A.4	Executive Director: Roger Palomino
Item: City of Fresno CDBG Application	Assoc. Exec. Director: Salam Nalia
Committee: Executive Committee	Manager: Blong Lee

RECOMMENDATION:

Ratify the submission of an application to the City of Fresno in the amount of \$424,046 to provide:

- \$300,000 – 15 loans of up to \$20,000 for the start, strengthening or expansion of micro-businesses (less than 5 employees) in Fresno.
- \$45,000 – 15 Individual Development Accounts (IDAs) with a 1:1 match of up to \$3,000.
- \$79,046 – Personnel, indirect, and other costs to provide another 15 entrepreneurs with technical assistance.

BACKGROUND:

Fresno County EOC has been operating a revolving loan program since 1993 assisting refugees with technical assistance and micro-loans for the start, strengthening and expansion of their micro-businesses. It has since grown to offer its products and services to the low-moderate income communities through its lending entity, the Fresno CDFI. The City required applicants to be a not-for-profit entity.

EOC will use CDBG funds to provide Microloans and Individual Development Accounts (IDAs) to low and moderate income business persons. Administered by the Fresno CDFI, the activity will create at least 15 new jobs by supporting entrepreneurship and asset building by meeting a large need among Fresno’s micro/small businesses that have difficulty qualifying for traditional bank financing.

The project period is October 1, 2009 through September 30, 2010. The application was submitted on Friday, March 6th.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 25, 2009	Program: Sanctuary Youth Services
Agenda Item No.: V.-B.1,2	Director: Stacie Hines
Item: Sanctuary Grant Proposals and Contracts	Assistant Executive Director: Alma Kowalski
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To approve the submission of the following grant proposals:

- 1. Fansler Foundation – \$90,000** - For operational costs associated with the youth shelter and street outreach program. The Fansler Foundation has released notice they will be accepting funding requests for programs that improve the lives of challenged youth in Fresno. The Fansler Foundation has been very supportive of the Street Outreach efforts and supporting staffing costs in the shelter. We hope to continue the positive partnership with this private foundation and staff is in the process of completing a funding application to meet the March 31 submission date.
- 2. California Story Fund - \$10,000** - The California Story Fund is a grant program of the California Council for the Humanities. The goal of the program is to encourage Californians from many communities to share their stories, thus promoting greater understanding and appreciation of the richness and complexity of our state. The Council will award grants of up to \$10,000 to nonprofit organizations for public humanities programs that bring to light compelling stories from California's diverse communities and provide opportunities for collective reflection and public discussion.

BACKGROUND:

EOC’s Sanctuary Youth Services provides a “continuum of care” to assist runaway, throwaway, and homeless youth with successful transition from adolescence to adulthood. The Sanctuary operates an emergency shelter for 11-17 year old youth in crisis; provides outreach services to homeless youth and families on the streets; operates three transitional living centers to assist 16-24 year old youth with preparation for sustainable, independent living; and maintains SafePlace sites throughout the County to facilitate youth access to shelter and services. Renewal applications and donation requests must be submitted on an annual basis to request funds for the on-going operation of the Sanctuary programs.

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 25, 2009	Program: School of Unlimited Learning
Agenda Item No.: V.-C.	Director: Mark A. Wilson. Ed.D.
Item: SOUL Safe School Plan	Assistant Executive Director: Alma Kowalski
Committee: FCEOC Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff requests approval of the proposed SOUL 2009/2010 Safe School Plan

BACKGROUND:

Each year, charter schools are required by their chartering agency to submit a safe school plan. Attached is the 2009/2010 SOUL Safe School Plan.



FRESNO UNIFIED
SCHOOL DISTRICT

Education Center . 2309 Tulare Street
Fresno, California 93721-2287 . (559) 457-3000

SCHOOL OF UNLIMITED LEARNING

Comprehensive Safe School Plan

(Education Code Section 32280-32288)

School of Unlimited Learning

Sanctuary School Site

CDS Code

10-62166-1030642

From: 2009 TO 2010

Every school will provide a safe environment that is conducive to learning. To be measured by annual surveys of students, teachers and parents and by other tools.

Contact Person: Mark A. Wilson, Ed.D.

Position: Principal/Chief Academic Officer

Telephone Number: 559-498-8543

E-Mail address: mark.Wilson@fresnoeoc.org



SCHOOL OF UNLIMITED LEARNING

Comprehensive Safe School Plan

Fresno County EOC Executive Director
Roger Palomino

Fresno County EOC Assistant Executive Director
Alma Kowalski

School of Unlimited Learning Principal/Chief Academic Officer
Mark A. Wilson, Ed.D.

SUBMITTED FOR APPROVAL BY FRESNO COUNTY EOC BOARD OF COMMISSIONERS

March 2009

Purpose and Scope

The School of Unlimited Learning (SOUL) Comprehensive Safe School Plan (CSSP) provides guidance and direction faculty and staff who have emergency management responsibilities. The Comprehensive Safe School Plan shall be used during an emergency incident involving the School of Unlimited Learning or one of its satellite campuses.

Key Emergency Contact

After contacting 911, it is imperative during an emergency to contact Alma Kowalski, Fresno County EOC Assistant Executive Director, as quickly as possible. She will respond immediately to the emergency and alert the appropriate members of the Fresno County EOC/ SOUL Safety Team.

Safe School Leadership Team (SSLT)

Fresno County EOC (hereafter referred to the AGENCY) and the School of Unlimited Learning have in place a Safe School Leadership Team (SSLT) to take charge of the emergency, respond effectively, protect the occupants of the facility and reduce the risk of physical injury, property damage and business interruption.

Standardized Emergency Management System (SEMS) is the system required by Government Code 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: **Field Response, Local Government, Operational Area, Regional and State.**

The school site Safe School Leadership Team (SSLT) carries out the Field Response level of crisis and emergency management, the School Safety Team functions at the Local Government level in this system. By organizing our crisis response plans according to SEMS, school sites and the agency are positioned to integrate services when an incident occurs on an area, regional or state level.

By standardizing key elements of the emergency management system, SEMS is intended to:

- Facilitate the flow of information within and between levels of the system,
- Facilitate coordination among all responding agencies.

Use of SEMS will improve the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Use of SEMS will reduce the incident of poor coordination and communications, and reduce resource ordering duplication on multi-agency and multi-jurisdiction responses. SEMS is designed to be flexible and adaptable to varied disasters that occur in California and to the needs of all emergency responders.

Essential Management Functions: SEMS has five essential functions adapted from Incident Command System (ICS). The Field Response uses the five primary ICS functions: **Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration.** The term management is used instead of command at all levels except Field Response. The titles of the other functions remain the same at all levels.

Under the SEMS, tasks are delegated to members of the SSLT to successfully handle critical incidents. The SSLT member is then responsible for the task assigned and serves as the manager of the task. This type of delegation allows each manager to focus on just one or two aspects of the incident. These managers then provide information to the incident commander (principal) and assist them in making informed decisions. Using this organizational system during a critical incident creates clear communication channels that will reduce the amount of confusion and chaos.

Permanently assigning specific areas of responsibility to members of the Safe School Team provides each member with the opportunity to specialize in the management of his/her area.

The SEMS can also address the uncertainty of exactly who will be in the building during an emergency. When assigning the management of critical roles in the SEMS, assign an alternate for each role to assure coverage at all times. This may require some individuals to be responsible for more than one task if the primary manager were out of the building. While the SEMS identifies roles for the members of the SSLT, all school faculty members should know their specific functions during an emergency. Teachers with students in class will have specific functions, as will teachers not assigned a class when an emergency occurs. It is imperative to emergency operations that SEMS roles and responsibilities are assigned and understood by the Safe School Leadership Team members. The Roles &

Responsibilities outline above in this documents, will also assist the Incident Commander if one or more team members/alternates are not available. City emergency responders use the SEMS to manage emergency events. Because of this, a school with assigned roles for administrators and teachers will be able to work more efficiently with city agencies.

Directions

1. Establish:

- ✓ Safe School Leadership Team
- ✓ Threat Assessment Team/Student Wellness Team
- ✓ First Aid Responders
- ✓ Student Release Team

2. Update your site map. Current "Key Plan" maps may be printed from the Maintenance Operations website:

<http://operationalservices.fresno.k12.ca.us/mo/key.html>

3. Establish:

- ✓ Strategies for improving school safety/climate
- ✓ 2009 – 2010 Fire Drill Schedule – Once per month at the elementary and middle school level and two times per year at the high school.
- ✓ 2009-2010 Lockdown drill – Twice per year – once a semester
- ✓ School Phone Tree

4. Update the templates in this section of the plan to reflect current areas of responsibility at your site.

5. Work closely with the school site council. Remember the school site council has the responsibility of approving the final plan and must be involved its development.

6. Submit your Comprehensive Safe School Plan to the Office of Emergency Planning/Crisis Response for Board approval.

Completed plans must be submitted no later than June 1 of the school year.

Safe School Leadership Team

Please note that the Safe School Leadership Team functions have been organized to align with the District Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). Depending on staff available, team members may serve multiple roles. For example, the Principal may serve as both incident commander and Operations officers etc.

In the event of an emergency situation, the Safe School Leadership Team should report to a designated location to oversee and provide directions during the emergency situation. The principal and/or designee in charge are to facilitate the following: (1) secure the area, (2) check for damage, (3) assess injury situations, and (4) report findings to the Assistant Superintendent. Safe School Leadership Team is listed below.

Safe School Leadership Team

		Name	Phone
Incident Command	Principal	Mark A. Wilson, Ed.D	559-498-8543
	1. Alternate	Courtney Griffen	559-498-8543
	2. Alternate	Rena Failla	559-498-8543
Planning/Intelligence	Administrative Assistant	Marilyn Wheeler	559-498-8543
	1. Alternate	Susan Hernandez	559-498-8543
	2. Alternate	Steve Gorthy	559-498-8543
Operations	Principal	Mark A. Wilson, Ed.D.	559-498-8543
	1. Alternate	Courtney Griffin	559-498-8543
	2. Alternate	Rena Failla	559-498-8543
Logistics	Plant Coordinator	Mark A. Wilson, Ed.D.	559-498-8543
	1. Alternate	Courtney Griffen	559-498-8543
	2. Alternate	Rena Failla	559-498-8543
Administration/Finance	Financial Secretary	Kiran Hayer	559-263-1300

	1. Alternate	Salam Mohammed Nalia	559-263-1300
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BP 2250 Principal's Designee
Ed Code 7 Delegate of Powers

**Fresno Unified School District
THREAT ASSESSMENT MANAGEMENT TEAM (TAMT)
(Student Wellness Team)**

When a school identifies an individual or group that may pose potential harm to themselves or others, the school will convene their Threat Assessment Management Team. (TAMT).

The task of the TAMT is to assess the level of threat posed; determine what level of response the school site will initiate; what district resources may be required and what response may be needed.

This team should work with outside agencies when making referrals under Welfare and Intuitions Code 5150.

The team will oversee and document the school site's response to threats, 5150 referrals and plan for monitoring or services that may need to occur after the crisis has passed.

When engaged in the FUSD 5150 referral process, this team becomes a Student Wellness Team. The team may expand at that point to include other staff, parents or whoever else may be required to monitor the student's well being when and if returned to school.

STAFF MEMBER	TITLE	ALTERNATE	ALTERNATE
Mark A. Wilson, Ed.D.	Administrator	Principal, Assistant Principal or Designee	Rena Failla, Guidance Counselor
Cecelia Gonzalez	Guidance Counselor	School Psychologist or Student Assistants, (SAP) Counselor, Counselor Trained in Threat Assessment	Jesse Parra, Case Manager
Courtney Griffin	Guidance Dean	Security Personnel	Steve Gorthy, Community Relations/Truancy Prevention Officer
Cecelia Gonzalez	School Nurse (n/a)	School Social Worker or other staff determined by the principal	Rena Failla

BP 2250 Principal's Designee
Ed Code 7 Delegate of Powers

FIRST AID RESPONDERS

Each district site must have designated First Aid responders who are first to provide assistance when needed. **Annually, identify those staff members who have current training in CPR and First Aid.** In an emergency situation, any staff member may provide assistance. Insure that there are an adequate number of people trained in first aid in addition to the crisis response team.

The following staff members are designated emergency first aid responders for the 2008/2009 school year at the School of Unlimited Learning.

CPR	FIRSTAID	Expiration	NAME	TITLE	Room/Phone
X	X	08-10	Mark A. Wilson, Ed.D	Principal	Admin Office
X	X	08-10	Rena Failla	Guidance Counselor Coordinator	Admin Office
X	X	08-10	Courtney Griffin	Guidance Dean	Admin Office
X	X	08-10	Marilyn Wheeler	Office Manager	Admin Office
X	X	08-10	Steve Gorthy	Truancy Prevention/ Community Liaison	Admin Office
X	X	08-10	Sam Hairston	Career Guidance Counselor	Admin Office
X	X	08-10	Mike Potts	School Services Specialist	Admin Office
X	X	08-10	Joseph Turner	Teacher	Room 4
X	X	08-10	John Scow	Teacher	Room 2
X	X	08-10	Luis Baca	Teacher	Room 3
X	X	08-10	Julie Moreno	Teacher	Rec Room
X	X	08-10	Sandy Lomelino	Teacher	Theater
X	X	08-10	Marti Wardle	Teacher	Room 1
X	X	08-10	Cecelia Gonzalez	Guidance Counselor	Counseling Office
X	X	08-10	Jesse Parra	Case Manager	Case Management Office
X	X	08-10	Richard Mason	Teacher	Asian Village Independent Study Site
X	X	08-10	J.R. Cagle	Teacher	Asian Village Independent Study Site
X	X	08-10	Pam Tamres	Teacher	Asian Village Independent Study Site
X	X	08-10	Soul Vang	Teacher	Asian Village Independent Study Site
X	X	08-10	Mong Vang	Case Manager	Asian Village Independent Study Site
X	X	08-10	Martha Martinez	Teacher	Asian Village Independent Study Site
X	X	08-10	Tara Gregg	Teacher	Asian Village Independent Study Site
X	X	08-10	John Koontz	Teacher	Sanctuary Theater

First Aid Responders Coverage (for those responsible for students)

In the case the First Aid Responders are activated, the following staff will be responsible to cover classes for those responding.

Name	Title	Room/Phone
<i>Please Note: Since the entire SOUL staff is trained in CPR, there is no need for responder coverage.</i>		

Emergency First Aid Guidelines for California Schools is the guide for providing first aid.

The guidelines and first aid supplies are located in the health office. Additional supplies at the high schools are located in the boy's gym, girl's gym, and may also be in shop classes.

The guidelines chart contains Universal Precautions for blood borne pathogens.

Any time an employee is involved in a possible blood exposure incident, it shall be reported as a Worker's Compensation incident.

CPR PRECAUTIONS

To minimize the risk of infectious disease transmission during emergency mouth-to-mouth resuscitation, mouthpieces, shields, pocket masks, or other ventilation devices shall be used. Such equipment shall be stored with first aid equipment in the health office.

Unless the scope of the crisis/first aid response is prohibitive, the appropriate student and/or the emergency employee accident reports are to be completed as per usual District policy.

IMMEDIATE CARE RESPONDERS

Identify all persons who are trained in monitoring and providing medical care for students with significant health conditions (severe allergies, severe asthma, diabetes, seizures, and specialized healthcare procedures, such as catheterizations, GT feeding etc.). Staff will need to provide for the medical needs of these students, if they remain at school for a significant amount of time. Nurse to be responsible for training designated personnel every year to monitor and provide medical care for students with significant health conditions.

The following staff members are designated Immediate Care Responders for the 2008/2009 school year at the School of Unlimited Learning

NAME	TITLE	ROOM/PHONE
Cecelia Gonzalez*	Guidance Counselor	Counseling Office
Jesse Parra*	Case Manager	Case Management Office

Note: SOUL Case Managers work closely with EOC Health services to address the needs of students with significant health

*A confidential list of all students in the category must be kept in nurse's office as well as with the school safety coordinator.

Each school has an Emergency First Aid Bag (for disaster only) stocked with first aid supplies. High schools have two bags. The "Emergency First Aid Guidelines for California Schools" and the Emergency Bags are located in the health office (high schools should store the second bag in the gym or shop areas or in the Safety Coordinators office.

Communication

List the modes of communicating with your staff in the case of a crisis.

Primary: In Person

Alternate: Phone

Alternate: Email

STUDENT RELEASE TEAM

This team is the only team, which should release students to parent(s) or guardian(s). Team responsibilities *may* include:

- ✓ Updating student census lists on a regular basis.
- ✓ Maintaining a “go box” with pens, forms, clipboards etc needed to establish a student release area.
- ✓ Securing census lists and emergency cards when a crisis occurs.
- ✓ Maintaining location at the front of emergency meeting area.
- ✓ Assigning team(s) dedicated to the release of students and another team(s) dedicated to locating information for staff and students.
- ✓ When authorized by the site principal, the Release Team begins the process of reuniting students with parents or guardians.
- ✓ Team ensures students are released to authorized parent or guardian and documents release by using a sign out form.

STAFF MEMBER	ALTERNATE	TITLE	Emergency Task
Susan Hernandez	Rena Failla	Registrar	Secure Emergency Cards/Census List
Marilyn Wheeler	Sandy Lomelino	Office Manager	Assign teams dedicated to locating information for staff and students
Courtney Griffin	Steve Gorthy	Guidance Dean	Maintain Location at front of emergency meeting area (Rec Room)
Sam Hairston	Steve Gorthy	Career Guidance Counselor	Secure/Supervise Downstairs near Staircase and Boys Bathroom area
Joseph Turner	John Scow	Teacher	Secure/Supervise Upstairs Near Staircase
Luis Baca	Marti Wardle	Teacher	Secure/Supervise Upstairs Exit
Jesse Parra	John Koontz	Case Manager	Secure/Supervise Theater Area
Cecelia Gonzalez	Gloria Rodriguez	Guidance Counselor	Monitor Girls Bathroom area
Mike Potts	Sam Hairston	School Services Specialist	Monitor Rec Room and Back Door area.
Steve Gorthy	Louie Caraveo	Student Parent Activities Facilitator	Monitor Back of Building

BP 2250 Principal's Designee
Ed Code 7 Delegate of Powers

SCHOOL SITE PERSONNEL DUTIES AND RESPONSIBILITIES

In the event of a major disaster, there is no guarantee that emergency medical or fire personnel will be able to immediately respond to school sites. Therefore, the **school staff must be prepared to ensure the care and safety of students during the first several hours after a major disaster without outside assistance.** It is critical to determine *who* does *what*, *where*, and *how*—before such a disaster occurs.

Principal/Safe School Leadership Team

1. Acts as the liaison between the school site and central office and maintains communication with appropriate central office staff and/or local law enforcement agencies, fire department, and medical assistance agencies as appropriate.
2. Posts and regularly updates Safe School Leadership Team information and the emergency phone numbers, emergency first aid responders, and chemical inventory lists.
3. Ensures Safe School Leadership Team members are knowledgeable of location of shut-off valves and how to turn them off. **Do not attempt to turn utilities back on yourself.**
4. Ensures that teachers are trained to carry out responsibilities during disaster and drill procedures; encourages teachers to work in teams through a buddy system.
5. Establishes a communications system consisting of the following elements:
 - a. System of specific disaster warning signals that are well known to staff and students, and s include both bell and voice signals.
 - b. Alternate system for written communication with staff in the event voice-to-voice communication is not available.
 - c. Designate and enforce exclusive use of a telephone line and number to be used only by the Principal (or authorized person) and the Superintendent (or designee).
 - d. A communication Center in a location accessible to parents, interested community members, and media to handle inquiries, rumor control, and information in an orderly fashion.

The following guidelines should be adhered to:

- Include a sign-in sheet for all media to complete. (PC 627.2)
- Notify the Telecommunications Center at 73831 (or 457-3831 from an outside line) of the emergency and media response. Notify the District Community Relations Office who will notify the Assistant Superintendent and the Emergency Planning Coordinator.
- Follow the directions of the Assistant Superintendent. Only the Superintendent or designee and the District Community Relations Officer or designee is authorized to release information. **All other personnel should cordially refer the media to the District Community Relations Office (457-3733).**
- Designate a person to record incidents for documentation purposes including debriefing.

6. Ensures that the emergency (brown) phone is in working order and that precautions are taken to keep that number private.
7. Ensures that each classroom or homeroom maintains a current emergency card system for every student (i.e., copies of emergency card or other effective system, which summarizes the information on the emergency card). (See Student Release Team page)
8. Establishes a student release system that will facilitate an organized method to release individual students to authorized adults only.
9. Assigns the following duties to school staff:
 - a. Patrol entrances to direct emergency personnel, parents, district staff, and media to appropriate areas, and prohibit unauthorized persons from entering campus.
 - b. Monitor/supervise halls and corridors to maintain a safe and secure environment.
 - c. Conduct search-and-rescue operations to systematically search every room in order to locate trapped/injured persons and to recover critical supplies and equipment.
 - d. Establish/coordinate Communication Center.
 - e. Administer first aid.
 - f. Work with emergency medical triage teams to identify injured students and staff and to record ambulance destinations.
 - g. Supervise Student Release Procedures.
 - h. Check building utility systems and appliances for damage.
10. Schedules regular emergency drills and reviews the emergency plan with staff, students, and parents and to schedule regular site inspections for safety hazards.
11. Plans alternate classroom evacuation routes if standard routes are obstructed.
12. Ensures that other personnel who provide services to students and staff are aware of emergency procedures.
13. Reviews and updates the site-level plan annually, with particular attention to the unique characteristics of the site.
14. Inform any satellite programs (on or adjacent to your site) of the emergency immediately. (Example: Parenting Center, Pre-school, Special Needs Program).

Satellite Program	Principal/Supervisor	Phone
Asian Village Independent Study Site	Richard Mason-Lead teacher	453-0004

PC 627.2 Registration by Outsider
 Ed Code 32211 Threatened disruption/interference with students
 BP 1112(a) CF Visits to Schools

Evacuation Plans

Each site must have an evacuation plan that consists of two stages:

Stage One Evacuation: All students and staff are evacuated from buildings and stationed at a safe location on campus.

Stage Two Relocation: At the direction of the District Incident Commander, all students and staff are relocated to a determined location off campus at time of event. Coordinate with transportation department and Police and Fire Department. (Examples: gas leak, fallen aircraft.)

Plans shall be based on the current "Key Plan" maps obtained from the Department of Maintenance and Operations.

<http://operationalservices.fresno.k12.ca.us/mo/key.html>

Evacuation Plan Checklist:

- ❑ Detailed campus diagrams that show:
 - Evacuation routes
 - Designated areas for each teacher and class
 - Areas of supervision
 - Transportation points (for both busses and autos)
 - Student Release area
 - Press area
- ❑ Teams
 - Crisis Response Team
 - Student Release Team
- ❑ Emergency cards and census list (Always ready to be taken to student release area)
- ❑ Parent/Guardian sign out log or forms
- ❑ Impaired mobility list (Location of these students throughout the school day)
- ❑ Classroom evacuation materials (laminated guides, "go bags", binders or boxes that teachers will carry along with their roll books)
- ❑ Communication Plan (How teachers will communicate to the Safe School Leadership team and visa versa)

Comprehensive Safe School Plan

School Climate Strategies

Current Strategies that promote a school climate of respect, emotional safety and a caring community.	Assessment Issues or Concerns related to school climate.	Safe School Plan strategies to promote a school climate of respect, emotional safety and a caring community.
<ol style="list-style-type: none"> 1. Staff Visibility- 2. Case Management Services 3. Discipline Policy 4. Supportive Services 5. Student Recognition 6. Parent Involvement 		<ol style="list-style-type: none"> 1. Due to enclosed facility and staff visibility, staff is always presents everywhere students are present. 2. Case managers and support staff are readily available to assist at-risk population cope with student issues that may affect students' ability to be successful in school 3. Well-delineated discipline policy ensures that student behavior does not distract from a positive learning environment 4. Inter and Intra Agency supportive services provide individual and small group counseling to at-risk student population. 5. Students are recognized at school assemblies regularly throughout the year for their academic achievement and positive behavior. 6. Parent involvement is a key component to a positive school climate. A well-delineated parent involvement plan ensures active parent participation.

Physical Safety of Students and Staff

Current Strategies in Place to Insure Physical Safety of Students and Staff.	Assessment Issues or Concerns related to Physical Safety of Students and Staff.	Safe School Plan strategies to address Physical Safety of Students and Staff.
<ol style="list-style-type: none"> 1. Proper Staff Supervision 2. Student Discipline Policy 3. Well-Maintained Facility 4. Effective Home/School Communication 		<ol style="list-style-type: none"> 1. Due to enclosed facility and staff visibility, staff is always presents everywhere students are present 2. Well-delineated zero-tolerance discipline policy ensures that student behavior does not distract from a positive learning environment. 3. A well-maintained facility reduces the risk of student accidents. 4. Supportive services staff, such as home/school liaison and case mangers, maintain close communications with students' parents/guardians.

Youth Development Strategies

Current Youth Development Strategies that promote meaningful student leadership.	Assessment Issues or Concerns related to Youth Development.	Safe School Plan additional strategies to promote Youth Development and Leadership.
<ol style="list-style-type: none"> 1. Leadership Instruction 2. Participation in Sports Program 3. Career Education 		<ol style="list-style-type: none"> 1. Students are encouraged to participate in a variety of leadership activities, ranging from the leadership class to participation on the School's Governing Council, as well as a variety of school-related committees. 2. All students are encouraged to participate in the Charter School Athletic League sports activities. SOUL offers the following sports: football, co-ed volleyball, boys and girls basketball, ad, and co-ed mush ball. Students who have traditionally no participated in a school spurts program often participate in SOUL's programs. 3. SOUL's Career Education course offers a leadership component. Students are exposed to a wide variety of career opportunities and participate in a series of field trips. Students are required to complete a leadership module as a requirement of the course.

2008-2009 Fire Drill Schedule

Per Board Policy 6114.1

The principal shall also hold fire drills at least once a month at the elementary and intermediate level, and not less than twice every school year at the secondary level.

Month	Date	Time
July		
August		
September		
October	09/28/2009	11:00 a.m.
November		
December		
January		
February	02-10-2010	2:30 p.m.
March		
April		
May		
June		

2008-2009 Lockdown Drill Schedule

Semester	Date	Time
Fall	10-23-2009	11:00a.m.
Spring	02-26-2010	11:00 a.m.

Imminent Danger/Lockdown Procedure
(Remain on Campus)

An extreme emergency exists when one or more of the following situations occur on campus: (1) drive-by shooting/show-by, (2) armed intruder, (3) mass protest, or (4) helicopter searches or SWAT team operations.

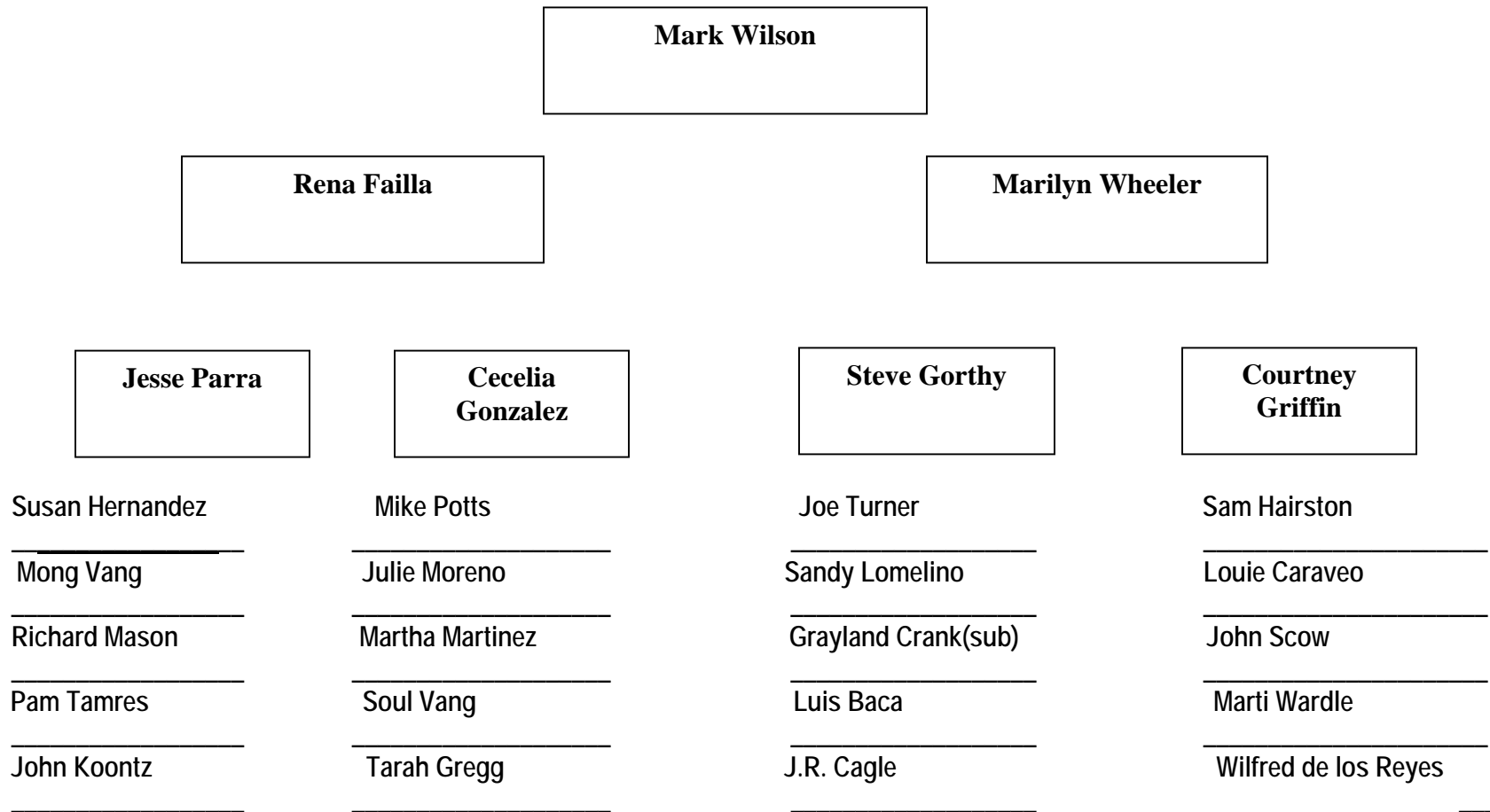
1. Imminent Danger Signal – A verbal Lockdown call will be made to signal staff to lock down. One long ring will indicate “All Clear”.
2. The school nurse will be in charge of emergency first aid: the library or other designated area will be utilized as a gathering place (if other than library, indicate gathering place: *SOUL Theater*
In the nurse’s absence *Rena Failla, Head Counselor* will be in charge.
3. The Office Manager will maintain phone communication with the district office and telecommunication center for internal communications.
4. *Susan Hernandez* will serve as emergency locator to notify parents, guardians, and/or doctors of injured persons.
5. The Principal or designee will identify a person to serve as public information contact under the direction of the District Information Office
6. The Plant Coordinator will be responsible for locking all lavatory doors, cafeteria doors, office doors, and gates as directed.
7. Teachers who are unassigned should assemble in the staff lunchroom or other designated meeting room for instructions.
8. When the imminent danger signal is given, teachers should take the following actions:
 - Proceed immediately to homerooms
 - Direct as many students as possible into rooms
 - Supervise the area outside room until students are in rooms
 - Lock doors and close curtains
 - Students in rooms are to be seated and sign-up sheets provided so that each student accounts for his/her presence in the room
 - Notify the front office of any additional outbreaks
 - Students to remain in classroom until the all-clear signal is given
9. In the event that gunfire is heard, everyone should be instructed to lie flat on the ground.
10. School staff should stay until the crisis is declared over

State of California Government Code,
Chapter 8, Division IV, Title I

The State of California Government Code States that all public employees become emergency service workers in the event of a declared emergency. This means that all school district employees will be required to work in this capacity in case a disaster occurs and a state of emergency is declared.

PHONE TREE

Once it is verified that a crisis exists, the building administrator or designee sets the phone tree in motion. When a crisis occurs during weekends, vacation periods, or when a large number of staff is away from the school, it will be necessary to transmit information via a phone tree. At other times, when crises occur when school is in session, only the people outside the school building need to be contacted via telephone.



Recommendations and Assurances

The School Site Council (SSC) recommends this Comprehensive School Safety plan to the district governing board for approval, and assures the board of the following:

1. The School Site Council is correctly constituted, and was formed in accordance with district governing board policy and state law.
2. Under California Education Code 32281, the School Site Council or its delegates formed a school safety planning committee with the minimum of the following members:
 - The principal or the principal's designee
 - One teacher who is a representative of the recognized certificated employee organization
 - One parent whose child attends the school
 - One classified employee who is a representative of the recognized classified employee organization
 - Other members, if desired
3. The School Site Council reviewed the content of the Comprehensive Safe School Plan and believes all requirements as outlined in the Fresno Unified School District Comprehensive Safe School Plan template have been met.
4. This school plan is pending approval by the School of Unlimited Learning Governing Council on: March 10, 2009. Subsequent to Governing Council approval, the safe school plan will be submitted for approval by the full Fresno County EOC Board of Commissioners On March 25, 2009.

Attested:

Mark A. Wilson, Ed.D

Typed name of school principal

Signature of school principal

March 10 2009

Date

Dr. Michael Petrovich

Typed name of SSC chairperson

Signature of SSC chairperson

March 10, 2009

Date

Fresno County EOC Emergency Phone Numbers

Emergency Services

FUSD Emergency Services (24 hours a day)

Assistant Executive Director: Alma Kowalski (263-1110)

Maintenance Department :

Health Services : N/A

District Bus Transportation N/A

School Site Utilities Location (water, power, gas)

Stacie Hines, Shelter Director (498-8543)

Psychological Services Crisis Intervention Team: N/A

Emergency Planning/Crisis Response, Safe School Coordinator :

Mark A. Wilson, Ed.D., Principal/Chief Academic Officer (498-8543)

Mental Health Services Coordinator: N/A

Community Relations: Yahaira Garcia-Perea

Environmental Services: N/A

Communications: Yahaira Garcia-Perea

STAFF CRISIS MANAGEMENT PLAN

(Site-specific safety procedures)

Please include in this section school site safety procedures and pertinent information from these procedures on the template pages in the Safe School Plan. It is recommended that you account for the School Resource Officer on campus as well as the personnel that make up the probation team or multi-disciplinary team at your site.

These key individuals, as well as other personnel who provide services to students and staff on campus should review the Safe School Plan.

EMERGENCY RESPONSE PROCEDURES

Site specific response procedures should be included for the following:

1. Shelter In Place
2. Building Evacuation
3. Duck, Cover and Hold
4. Lockdown (Armed intruder)

Each procedure should contain the following elements:

1. Bell signal used (if any)
2. Description of incidents that will trigger the emergency response
3. Description of action to be taken by teachers, students and CRT
4. Procedure and signal to rescind emergency response

**FRESNO UNIFIED SCHOOL DISTRICT
2-WAY RADIO PROCEDURES**

IN CASE OF A BOMB THREAT, DO NOT ACTIVATE THESE RADIOS, AS THE FREQUENCY MAY ACTIVATE THE BOMB.

Our district system is licensed and monitored by the Federal Communications Commission for school business use. In an emergency, effective communication is crucial. Follow these guidelines for radio use:

- Only one signal can be on the frequency at a time. Be sure to monitor the system before transmitting.
- Minimize transmissions. Keep sentences short.
- Speak slowly, clearly, within two inches of the radio.
- Use clear "sign-off" terms.
- During normal use, use only the channel assigned to your school.
- It is suggested that the Incident Commander use two radios. One for general stuff/student monitoring and one for campus clearance procedures.

**Threat Assessment
and 5150
Procedures**

FRESNO UNIFIED SCHOOL DISTRICT THREAT ASSESSMENT/STUDENT WELLNESS PLAN

E.C. 48900.7

Suspension: Terroristic Threats

- (a) *In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both.*
- (b) *For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. (Add. Stats. 1997, Ch. 405)*

California Welfare and Institutions Code. 5150

When any person, as a result of mental disorder, is a danger to others, or to himself or herself, or gravely disabled, a peace officer, member of the attending staff, as defined by regulation, of an evaluation facility designated by the county, designated members of a mobile crisis team provided by Section 5651.7, or other professional person designated by the county may, upon probable cause, take, or cause to be taken, the person into custody and place him or her in a facility designated by the county and approved by the State Department of Mental Health as a facility for 72-hour treatment and evaluation.

Such facility shall require an application in writing stating the circumstances under which the person's condition was called to the attention of the officer, member of the attending staff, or professional person, and stating that the officer, member of the attending staff, or professional person has probable cause to believe that the person is, as a result of mental disorder, a danger to others, or to himself or herself, or gravely disabled. If the probable cause is based on the statement of a person other than the officer, member of the attending staff, or professional person, such person shall be liable in a civil action for intentionally giving a statement, which he or she knows to be false.

SITE THREAT ASSESSMENT TEAM

The School Site Threat Assessment Team (STAT) is comprised of at least 3 individuals from the school site crisis team:

- Administrator (Principal, Assistant Principal or Designee)
- Mental Health Professional (School Psychologist or Student Assistance Program (SAP) Counselor trained in threat assessment)
- Law Enforcement or security staff
- School Nurse, School Social Worker or other staff designated by the school Principal

Utilizing your school crisis team chart, designate from among existing school staff, the three members of the threat assessment team. One of the STAT members serves as a case manager of all actions taken, organizing and recording the steps to be taken for interviews, district and community referrals, information gathering, follow-up, etc.

THREAT ASSESSMENT PROCEDURE

1. *The SITE THREAT ASSESSMENT MANAGEMENT TEAM (STAT) consisting of administrators, TAC/Police, appropriate staff/others, psychologist, SAP or mental health worker will utilize a THREAT ASSESSMENT GUIDELINES (Page 5), PROTOCOL (Page 7), and WORKSHEET (Page 10) to help determine the significance of a threat: Low, Medium, High. (See Threat Assessment Guidelines, page 5)*
2. *If the threat is deemed to be a credible **HIGH LEVEL THREAT**, the STAT will recommend:*
 - A school discipline/law enforcement response
 - Student Wellness Team Process (W&I Code 5150) (See 5150 Procedure Checklist)
3. When appropriate, the Site Administrator will notify the student's parents, victims and their parents, appropriate staff/others and communicate with the Assistant Superintendent. The Site Administrator should obtain a parent signature on an "**Interagency Authorization for Release of Information**" form. The Site Administrator will designate a team member to maintain a case folder on the incident.
4. The DISTRICT THREAT ASSESSMENT TEAM (DTAT) will address as necessary:
 - Liability issues
 - School safety issues
 - Student Services disciplinary issues
 - Legal issues
 - Special Education issues

5. The site's assigned Assistant Superintendent will contact Andrew Delatorre (457-3596), Risk Management, or Gwen Sittner (457-3521), School Safety Coordinator. They will convene the DTAT and communicate with the Site Administrator to develop a course of action.

The DTAT will consist of:

- Director of Risk Management or designee
- Area Assistant Superintendent for the school site

And when appropriate:

- District Hearings Officer, Student Services
- Special Education Coordinator
- District Legal Counsel
- FUSD SEMS incident commander

6. When it is determined that the student will return to campus, a meeting will be held to discuss.

- A Student Wellness Plan
- Mental Health Plan, if appropriate
- Programs and Services

7. The appropriate School Site Administrator will follow up to evaluate the adequacy of the Student Wellness Plan/Mental Health Plan.

THREAT ASSESSMENT GUIDELINES

Note: The Threat Assessment Guidelines, Threat Assessment Protocol and Threat Assessment Worksheet are not intended to be used as a “profiling” tool. They should be used only after a threat to help evaluate the severity level of that threat in the total context of the student’s history, personality, family, school and social dynamics.

Threat Assessment levels are meant to assist team members in developing a response that is appropriate to a specific incident.

Threat levels are assigned to situations not persons. *Threat levels are not a “diagnosis” and are not part of the written record of intervention.*

THREAT ASSESSMENT LEVELS

A threat is referred to the Site Administrator and, if necessary, the site Threat Assessment Team (STAT) composed of administrators, School Resource Officer, Probation Officer, appropriate staff/others, psychologist, SAP or mental health worker to determine the severity level. Following an incident report to the site’s area office, the District STAT may be convened to address safety issues.

LOW LEVEL THREAT (1): A threat that poses a minimal risk to the victim and public safety.

- Threat is vague and indirect.
- Information contained within the threat is inconsistent, implausible or lacks detail.
- Threat lacks realism.
- Content of the threat suggests the person is unlikely to carry it out. It could be impulsive, a form of teasing, or show of bravado. “I could just kill him for saying that,” “You better not mess with me, I’ll beat you up”.

MEDIUM LEVEL THREAT (2): A threat that could be carried out, although it may not appear entirely realistic.

- The threat is more direct and more concrete than a low level threat. Wording in the threat suggests that the threatener has given some thought to how the act will be carried out.
- There may be a general indication of a possible place and time, though these signs still fall well short of a detailed plan.
- There is no strong indication that the threatener has taken preparatory steps, although there may be some veiled reference or ambiguous or inconclusive evidence pointing to that possibility – allusion to a book or movie that shows the planning of a violent act, or a vague, general statement about the availability of weapons.
- There may be a specific statement seeking to convey that the threat is not empty: “I’m going to beat that kid up.” “I’m serious!” or “I really mean this!” “Wait until you see what happens next Tuesday in the cafeteria”.

HIGH LEVEL THREAT (3): A threat that appears to pose an imminent and serious danger to the safety of others.

- The threat is direct, specific and plausible.
- The threat suggests concrete steps have been taken toward carrying it out, for example, statements indicating that the threatener has acquired or practiced with a weapon or has had the victim under surveillance.
- There may have been attempts to recruit accomplices, or evidence of physical evidence: written plans, lists of victims, drawings, weapons, bomb materials, or literature explaining how to carry out the acts of violence. "I am going to shoot Mr. Smith with my shotgun."

THREAT ASSESSMENT PROTOCOL

Site administrators using this protocol will often be able to assess a level one threat and act upon the incident using a routine approach to investigating and documenting a school discipline issue.

When a school administrator, in the course of investigating a threat, identifies elements of a higher-level threat, a team should be convened and the site Principal should be informed.

Statement: *The central question of a threat assessment is whether a student poses a threat, not whether a student made a threat.*

- Less than 20% of school shooters communicated a direct or conditional threat to their target before the attack.
- More than 80% did not make a direct threat, but they did communicate their intent and or plans to others before the attack.
- Judgments about a student's risk of violence should be based upon analysis of behaviorally relevant **facts**, not "traits" or "profiles."
- An investigative, skeptical, inquisitive mindset is critical to successful threat assessment.
- There should be thoughtful probing, healthy skepticism, and attention to key points about pre-attack behaviors, a striving to be both accurate and fair. There should be credible verification of all essential "facts" and corroboration about an attacker's interests, statements, and actions.
- There should be liberal use of "common sense" throughout.

STEP ONE: REFERRAL

Referral to Administrator, and STAT if needed.

STEP TWO: THREAT ASSESSMENT

- Is it specific? Was there pre-planning? Were diaries, journals, web sites used to record thinking?
- Is it direct, detailed? Does it have a: motive, intent, time, place? Were there attempts to recruit accomplices?
- Are there means to carry it out? Were weapons sought out? Was there practice with weapons?

STEP THREE: 4-PRONGED ASSESSMENT*

(1) **Personal behavior:** based on information from faculty members and family members who knew the person before the threat was made: Immaturity, leakage (revealing clues), low frustration tolerance, poor coping skills, "injustice collector", depressive/suicidal, paranoia, narcissism, alienation, dehumanizes others, lack of empathy, externalizes blame, hit lists, closed/peripheral social group, bullying victim, fascination with violence-filled entertainment, excessive reference to mass murder/shooting spree, stalking behavior, anger problems, radical changes in behavior, romantic breakup?

(2) **Family dynamics:** turbulent parent-child relationship, "dominates" at home?

(3) **School dynamics:** “detached” at school, bully or victim, belongs to hate or fringe group, distrusts school?

(4) **Social dynamics:** unrestricted access to themes and images of extreme violence, isolated/alienated?

STEP FOUR: OTHER INTERVIEWS

Parents: Get signature for Interagency Authorization for Release of Information

Target of threat: is interviewed. Is the threat likely to be acted upon? History?

STEP FIVE: EVALUATION AND RESPONSE

LEVEL 1: LOW

The threat poses little threat to public safety and in most cases would not necessitate law enforcement investigation for a possible criminal offense. Extensive interviews are usually not necessary. **RESPONSE:** *School counseling/mediation or disciplinary action could be an appropriate response.*

LEVEL 2: MEDIUM

The response should in most cases include contacting law enforcement agencies, as well as other sources, to obtain additional information (and possibly reclassify the threat into the high or low category). **RESPONSE:** *School disciplinary actions and/or referral for service may be appropriate responses.*

LEVEL 3: HIGH

Almost always the school should immediately inform the appropriate law enforcement agency and they should be involved in whatever subsequent actions are taken.

RESPONSE: A high level threat may result in:

- Suspension
- Referral for expulsions
- Criminal prosecution.

Individual cases with a mental health basis, and/or low mental functioning and/or emotional disturbance or cases in which there is a high level threat of suicide, the Student Wellness Team / WI5150 process will result. (See 5150-procedure flowchart)

TERMS AND FACTORS

DIRECT: It identifies a specific act against a specific target and is delivered in a straightforward, clear, and explicit manner: “I am going to place a bomb in the school’s gym.”

INDIRECT: It tends to be vague, unclear, and ambiguous. The plan, the intended victim, the motivation, and other aspects of the threat are masked or equivocal: “If I wanted to, I could kill everyone at this school!”— and suggests that a violent act COULD occur, not that it WILL occur.

VEILED: It is one that strongly implies but does not explicitly threaten violence. “We would be better off without you around anymore” clearly hints at a possible violent act, but leaves it to the potential victim to interpret the message and give a definite meaning to the threat.

CONDITIONAL: It is the type of threat often seen in extortion cases. It warns that a violent act will happen unless certain demands or terms are met: “If you don’t pay me one million dollars, I will place a bomb in the school.”

FACTORS IN THREAT ASSESSMENT

SPECIFIC DETAILS: These can indicate that substantial thought, planning, and preparatory steps have already been taken, suggesting a higher risk that the threatener will follow through on his threat: the means, weapon, method, date, time, place, identity of victim(s) and concrete information and plans.

LOGICAL, PLAUSIBLE DETAILS: These suggest a very real possibility of being carried out and a high level of risk. Details that are specific but not logical or plausible may indicate a less serious threat that is unlikely to be carried out.

EMOTIONAL CONTENT: This can be an important clue to the threatener’s mental state. Though emotionally charged threats can tell the assessor something about the temperament of the threatener, they are not a measure of danger. They may sound frightening, but no correlation has been established between the emotional intensity in a threat and the risk that it will be carried out.

PRECIPITATING STRESSORS: These are incidents, circumstances, reactions, or situations, which can trigger a threat. The precipitating event may seem insignificant and have no direct relevance to the threat, but nonetheless, can become a catalyst. The impact of a precipitating event will obviously depend on “predisposing factors”: underlying personality traits, characteristics, and temperament that predispose and adolescent to fantasize about violence or act violently. These must be considered together with broader information about these underlying factors.

THREAT ASSESSMENT WORKSHEET

NAME:	SCHOOL:	DATE:
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STEP 1: REFERRAL

1. Referred to administrator/STAT?

STEP 2: TYPE OF THREAT

1. Is the threat specific and direct?
2. Does it have detail?
3. Are the means to carry out the threat available?

STEP 3: FOUR PRONGED ASSESSMENT*

Prong 1: PERSONALITY
Prong 2: FAMILY
Prong 3: SCHOOL
Prong 4: SOCIAL

Student/Parent Interview

Access to weapons?
Actual preparations?
Seriously intends to carry out the threat?

Target of Threat Interview

Is it likely to be acted on?

STEP 4: EVALUATION AND RESPONSE

- ❑ *Parent Conference/ School Based Discipline and or Services (suspension, SAP referral etc)*
- ❑ *Refer to law enforcement*
- ❑ *5150 evaluation*
- ❑ *Convene Student Wellness Team*

5150 Procedure Checklist
CONFIDENTIAL

Student Name: _____ School: _____ Date: _____
Assessor Name: _____ Title: _____ Phone: _____

1. **ASSESSMENT OF HIGH RISK AREAS FORM**
completed by ___Psych ___SAP ___SSW ___Counselor ___Other _____

<p>___ If you <u>find 5150 Potential</u>, contact: ___ Parent ___ COPE ___ Law Enforcement (LE) ___ FUSD Release of Info. ___ FCDCFS Release of information ↓</p>	<p>___ If you <u>find NO 5150 Potential</u>, ___ Contact parent ___ Referrer End of formal assessment ___ Information shared with Administration</p>
--	---

2. **ASSESSMENT OF HIGH RISK AREAS FORM to COPE/LE IF 5150 POTENTIAL**
___ COPE ___ LE CONSULTS with Psych/SAP/SSW/COUNSELOR/OTHER
___ COPE ___ LE assesses for 5150
↓
___ COPE ___ LE ATTEMPTS INTERVENTION
↓

Name(s)/Title: _____

<p>___ COPE ___ LE DETERMINES 5150, ↓ ___ COPE ___ LE alerts Psych/SAP/SSW/Couns/Other ↓ ___ Psych/SAP/SSW/Counselor/Other notifies Site Administrator who will complete Removal of Student Form and make Incident Report and copy: Assistant Superintendent & Manager of Psych Services ↓</p>	<p>___ COPE ___ LE DETERMINES <u>NO 5150</u> ↓ ___ COPE ___ LE <u>CONSULTS</u> with Psych/SAP/SSW/ Counselor/Other regarding <u>Student Wellness Plan</u> ↓ ___ A Student Wellness Team* meets and develops a Student Wellness Plan to be placed in the <u>5150 Folder</u> with the Site Administrator</p>
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In DISPUTED 5150 CASES, Nancy McCart, COPE Supervisor (FCDCFS) will be called in to MEDIATE, 453-4309 and/or
 Alissa Vasquez, Crisis Coordinator (FUSD) may be called in to CONSULT 442-7243, x7320
↓

3. **FOLLOW-UP**

<p>___ COPE ___ LE notifies Site Administrator and Referring Professional of 5150 discharge (whenever possible) ___ <u>Student Wellness Team</u>* meeting is called by ___Psych ___SAP ___SSW ___Counselor ___Other ___ Before and/or ___After an FUSD student returns from 5150 Date of SWT: _____ ___ <u>Student Wellness Plan Developed</u>: ___ (1) Safety/Educational Plan ___ (2) Mental Health Plan ___ (Special Education Only) IEP Scheduled Date: _____ ___ Completed ___ Shared with appropriate parties ___ Student Wellness Plan/Release of information form placed in 5150 folder with Site Administrator ___ Psych/SAP/SSW/Counselor/Other keeps copy of: Student Wellness Plan, Checklist, High Risk Assessment Form, Release of Information *A Student Wellness Team minimally includes: Referring Professional, site administrator, parent/guardian, student, and may include Teacher, COPE/LE, Psychologist, Counselor, Vice Principal, SAP, SSW, Nurse, Mental Health Workers, K-Six Worker, private providers and others.</p>

STUDENT WELLNESS TEAM CONCEPT

Student Wellness Teams are responsible to the Site Principal for coordinating safety/wellness/education plans for students who have been or are at risk for WI Code 5150 status designation.

The School Site collaboratively determines how the SW Team operates, keeping at the forefront adherence to State and Federal confidentiality laws, professional scope of practice, ethics, and best practices guidelines.

Minimally, Student Wellness Teams include Site Administration, the Psychologist, the student, and the student's parent(s)/guardian(s). Others may be School Nurses, School Counselors, School Social Workers, Student Assistance Program therapists, Mental Health Workers (County/ contracted), K-Six Workers, and private providers.

The SW Team may schedule meetings as needed after a student has been assessed by COPE for 5150. The meetings do not have to be formal, but must be documented on the Student Wellness Plan. The plan is intended to be short-term and for the acute situation only.

Roles and responsibilities will be determined by the Site Administration. The Professional completing the Assessment of High Risk Areas form will be the contact person for the COPE Team until the Student Wellness Team meets and determines who the contact (case manager) will be. COPE will contact Site Admin when student is released, provided a valid release has been signed.

Site 5150 files will be maintained by Site Administration or designee.

Student Wellness Teams will report concerns about processes and about efficacy of the Team to the site psychologist.

**REMOVAL OF STUDENT FROM SCHOOL
DURING SCHOOL HOURS**

The student was removed from _____ School during school hours by _____
(School) (Department) (Title)
making an arrest or taking a child into custody in accordance with the laws of this State and the rules and regulations of this district. (BP/AR 5145.11)

(Student's Name) (Birthdate) (Age)

(Parent/Guardian's Name) (Address) (Phone)

1. _____
(Facility and address where child was taken)

2. Name of Peace Officer _____ Badge No. _____

3. Mental Health/Law Enforcement Agency _____

4. **Basis for action (check one)**

- Section 836 – Penal Code (Arrest without warrant)
- Warrant for arrest
- Section 5150 – Welfare and Institutions Code – Danger to self/other, gravely disturbed
- Section 305 – Welfare and Institutions Code – Without warrant (protective custody)
- Section 625 – Welfare and Institutions Code – Without warrant (minor is suspected of a crime)
- With express permission of parent
- In case of emergency when parent cannot be reached
- In case of emergency when rights of one of the persons involved might otherwise be seriously impaired. (such as child abuse investigation)

4. Parent notified by _____ of the removal and place where student taken. ***Except in child abuse investigation**
Date _____ Time _____

(Signature of Principal/Designee)

***E.C. 48906. When a principal or other school official releases a minor student of such school to a peace officer for the purpose of removing the minor from school premises, such school official shall take immediate steps to notify the parent/guardian, or responsible relative of the minor regarding the release of the minor to such officer, and regarding the place to which the minor is reportedly being taken.**

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FINANCE COMMITTEE MEETING
WEDNESDAY, JANUARY 21, 2009
EXECUTIVE OFFICE CONFERENCE ROOM**

MINUTES

- I. Peter Vang called the meeting to order at 11:32 a.m.
- II. Roll call was taken and a quorum was present:

Members:

Peter Vang, Chair
Gene Rico
Jess Saldana

Staff:

George Egawa
Rebecca Weimer
Steve Warnes
Janet Berberian

Guests:

Peter Mersino, CPA

- III. Approval of previous minutes – December 10, 2008.

M/S/C – (Rico/Saldana) to approve minutes as presented.

- IV. Urban and Rural CTSA Audits

Mersino, of Kaku & Mersino LLP, presented the audits for Urban & Rural CTSA for the period ending June 30, 2008 as required by the Council of Fresno County Governments as well as the State Controller’s Office. Mersino stated the audits for both Urban & Rural were issued clean opinions. The financial statements reflect a two year comparative format as required by the funding agency.

The Urban CTSA is operated with the City of Fresno, as co-designee. Assets for Urban CTSA include \$4,430,258 in Property and Equipment that increased due to purchases of eight busses, four vans, and a bus lift in the maintenance building. Local Transportation Funds (LTF) was used to purchase these items. Deferred Revenue increased as unused LTF funds will be carried over. Responding to commissioner question, Egawa reported that these funds won’t be lost, and there are projects in mind for their utilization. The Statement of Activities shows higher labor and materials (fuel) costs over the 2006/07 levels. The notes to the financial statements provide more details regarding the property and equipment used, and the carry-over LTF funds available for use by the program. The Ratio of Fare Revenues to Operating Costs of 96% is well above the 55% ratio required.

Rural CTSA is operated with the Fresno County Rural Transit Agency (FCRTA), as co-designee. Rural CTSA has liabilities of \$232,801 in deferred revenue reflecting revenues that have been earned but will be carried-over for use in future periods. This liability increased \$67,946 from the prior year balance. The Statement of Activities reflects higher fuel costs and lower insurance costs compared to the prior year.

M/S/C – (Rico/Saldana) to accept the audit as presented by Kaku and Mersino, LLP.

V. Transit System Vehicle Purchase

Egawa presented the recommendation to purchase three used school busses as replacements for older vehicles currently in service. Bids were received from two of three vendors solicited. Staff recommends the purchase of 2003 Freightliner models over the competing 2000 International models. The lower mileage vehicles should serve our needs better. Local Transportation Funds (LTF) are available to be used for this purchase.

M/S/C – (Rico/Saldana) to approve the purchase as recommended.

VI. Executive Plaza Tenant Improvements

Egawa presented the recommendation to enter into a design/build agreement with Zumwalt Construction to provide tenant improvements for Suite 325 of the Executive Plaza. Total costs will be \$217,329. The space in question has not been rented and is currently unimproved. The Fresno County Workforce Investment Board (FCWIB) is seeking to consolidate offices they currently occupy on the first and second floors of the 1900 building. The work to be done will include flooring, walls and ceiling construction, heat/air duct work, plumbing, electrical, and painting. Zumwalt will act as project manager and general contractor-they will hire subcontractors as needed.

Responding to commissioner questions, Egawa reported that the space vacated by FCWIB will likely be occupied by agency programs in need of more space (possibly Mental Health, HeadStart, or LIHEAP). The construction is expected to be completed by April 1st. Rent income from normal operations will provide funds for the construction costs.

M/S/C – (Rico/Saldana) to approve the agreement proposed.

VII. Executive Plaza Mechanical Equipment Replacement

Egawa presented the recommendation to award a mechanical equipment replacement contract to Patten Air Conditioning for a total cost of \$496,000. This contract is the first stage of total replacement of the equipment serving the Executive Plaza buildings and will provide for the replacement of four large air handlers and two smaller dual-pak units. Completion date is expected to be June 1st.

Discussion followed regarding the other stages anticipated: Ducting systems, heating furnaces, and thermometer systems may need to be reconfigured, repaired, or replaced; solar screens will be used as a dual-pane window alternative until PGE rebates become available.

M/S/C – (Rico/Saldana) to approve the contract proposed.

VIII. Quarterly Financial Reports

Weimer presented the Agency financial reports for the year ended December 31, 2008. Total assets of \$39.6 million and total cash revenues of \$75.2 million were reported. The Neighborhood Youth Center (NYC) construction project caused increases in the Property, Plant & Equipment and

Deferred Revenue balances. Payroll Liabilities have increased due to increases in the employee vacation balances and the number of days accrued at the year end. The Child Development Reserve balance was previously included in the Deferred Revenue account, but is now separately reported as required by audit guidelines. In-Kind revenue is reduced due to stricter restrictions from grant agencies on the types of donations that can be recognized.

Berberian presented the Head Start financial reports for the year ended December 31, 2008. The reports provide a detailed comparison of budget to actual costs for four components: Head Start (Basic and Training & Technical Assistance), and Early Head Start (Basic and Training & Technical Assistance). The costs associated with the new center on Divisadero are the main cause of the increased spending in the EHS Basic component.

M/S/C – (Rico/Saldana) to accept the reports presented.

IX. Audit Report/Status

Warnes presented three letters received since the last committee meeting:

- (A) Fresno Madera Area Agency on Aging (FMAAAA), Audit Report review 2006-07
FMAAAA reviewed the CTSA audits for 2006-07. Based on this audit, FMAAAA noted no areas of non-compliance.
- (B) Department of Community Services and Development, Close-Out Letter–Contract 07F-4887
The Department received our Work Plan and Expenditure reports associated with the Disaster Preparedness Contract and considers the contract closed.
- (C) Department of Education, Summer Food Service Program 2008
The Department conducted an administrative review of the program. An overpayment of \$12.93 is small enough to be disregarded. No further action is required.

M/S/C – (Saldana/Rico) to accept the audit reports received.

X. Informational Item-Funding List

Nalia presented the Agency Funding List reflecting an operating budget of \$136.8 million as of January 31, 2009. Increases in the LIHEAP funds coming from the Department of Community Services and Development were noted.

XI. Other Business:

The next meeting is scheduled for Wednesday, February 18, 2009 at 11:30 in the Executive Office meeting room.

The meeting was adjourned at 12:08 p.m.

M/S/C – (Saldana/Rico) to adjourn.

Respectfully submitted,

Peter Vang, Chair



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 25, 2009	Program: Finance
Agenda Item No.: VI.-A.1	Director: Salam Nalia
Item: Quarterly Financial Reports	Assistant Executive Director: George Egawa
Committee: Finance	Executive Director: Roger Palomino

RECOMMENDATION:

The Finance Committee recommends approval of the Unaudited Financial Statements as of December 31, 2008 and the Financial status Reports for the Head Start program for the period of January to December 2008.

BACKGROUND:

The following statements are presented for your review and approval:

- (A) Statement of Activities and Statement of Financial Position:
As of December 31, 2008, the Agency had revenue of \$ and net surplus of \$ including \$ million of in-kind funds. In comparison we had revenue of \$108,920,779 with a net surplus of \$67,874 on December 31, 2007.
- (B) Unaudited Financial Status Reports for Head Start programs as of December 31, 2008:
- Head Start – Basic
 - Head Start – Training & Technical Assistance (T&TA)
 - Early Head Start – Basic
 - Early Head Start – Training & Technical Assistance (T&TA)

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF ACTIVITIES
For The Year Ended December 31,

	2008	2007	Differences
REVENUES AND SUPPORT			
GRANT REVENUE	\$ 55,769,209	\$ 53,471,839	2,297,370
CHARGES FOR SERVICES	8,567,798	8,486,262	81,536
OTHER PROGRAM REVENUE	8,848,969	8,387,656	461,313
CONTRIBUTIONS	83,860	230,277	(146,417)
MISCELLANEOUS INCOME	235,979	173,177	62,802
INTEREST INCOME	213,489	319,710	(106,221)
DIVIDEND INCOME	1,937	10,413	(8,476)
UNREALIZED GAIN/LOSS	(10,020)	36,898	(46,918)
RENTAL INCOME	1,463,028	1,432,644	30,384
GAIN/LOSS ON SALE OF ASSETS	4,796	46,032	(41,236)
TOTAL CASH REVENUE	<u>\$ 75,179,045</u>	<u>\$ 72,594,908</u>	<u>2,584,137</u>
IN KIND REVENUE	\$ 35,643,229	\$ 36,325,871	(682,642)
TOTAL REVENUE & SUPPORT	<u>110,822,274</u>	<u>108,920,779</u>	<u>1,901,495</u>
EXPENDITURES			
PERSONNEL COSTS	\$ 48,432,282	\$ 46,146,698	2,285,584
CONTRACT SERVICES	11,134,507	11,490,179	(355,672)
FACILITY COSTS	4,041,873	4,052,018	(10,145)
TRAVEL, MILEAGE, VEHICLE COSTS	2,882,612	2,444,342	438,270
EQUIPMENT COSTS	1,415,695	1,269,610	146,085
OFFICE EXPENSE	1,281,709	999,875	281,834
INSURANCE	658,390	763,262	(104,872)
PROGRAM SUPPLIES & CLIENT COSTS	5,033,374	5,019,455	13,919
INTEREST EXPENSE	131,479	102,365	29,114
OTHER COSTS	143,205	239,230	(96,025)
TOTAL CASH EXPENDITURES	<u>\$ 75,155,126</u>	<u>\$ 72,527,034</u>	<u>2,628,092</u>
IN KIND EXPENSES	\$ 35,643,229	\$ 36,325,871	(682,642)
TOTAL EXPENDITURES	<u>110,798,355</u>	<u>108,852,905</u>	<u>1,945,450</u>
NET SURPLUS (DEFICIT)	<u>\$ 23,919</u>	<u>\$ 67,874</u>	<u>(43,955)</u>

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF FINANCIAL POSITION
As of December 31,

	2008	2007	Differences
ASSETS			
CASH	\$ 5,832,334	\$ 4,099,610	1,732,724
ACCOUNTS RECEIVABLE	7,864,336	5,625,437	2,238,899
PREPAIDS/DEPOSITS	320,849	500,332	(179,483)
INVENTORIES	63,886	68,866	(4,980)
PROPERTY, PLANT & EQUIPMENT	24,602,619	22,352,404	2,250,215
NOTES RECEIVABLE	995,991	691,891	304,100
TOTAL ASSETS	<u>\$ 39,680,015</u>	<u>\$ 33,338,540</u>	<u>\$ 6,341,475</u>
LIABILITIES			
ACCOUNTS PAYABLE	\$ 1,889,754	\$ 1,061,683	828,071
ACCRUED PAYROLL LIABILITIES	3,593,190	2,567,304	1,025,886
DEFERRED REVENUE	9,881,034	7,539,770	2,341,264
CHILD DEVELOPMENT RESERVE	205,074	-	205,074
NOTES PAYABLE	1,834,628	1,908,715	(74,087)
FEP PAYABLE	627,292	965,432	(338,140)
HEALTH INSURANCE RESERVE	2,162,840	2,245,856	(83,016)
OTHER LIABILITIES	2,279,888	1,747,610	532,278
TOTAL LIABILITIES	<u>\$ 22,473,700</u>	<u>\$ 18,036,370</u>	<u>\$ 4,437,330</u>
EQUITY			
CURRENT EARNINGS	\$ 23,919	\$ 67,874	(43,955)
CONTRIBUTED CAPITAL	5,330,450	4,584,230	746,220
UNRESTRICTED NET ASSETS	5,258,361	4,190,830	1,067,531
INVESTMENT IN GENERAL FIXED ASSETS	6,593,585	6,459,236	134,349
TOTAL EQUITY	<u>\$ 17,206,315</u>	<u>\$ 15,302,170</u>	<u>\$ 1,904,145</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 39,680,015</u>	<u>\$ 33,338,540</u>	<u>\$ 6,341,475</u>

Fresno County Economic Opportunities Commission
Head Start-Preschool & Early Head Start - Financial Status
For the Period of January 2008 - December 2008

	Head Start - Basic			Head Start - T & TA			Early Head Start - Basic			Early Head Start - T & TA		
	Annual Budget	YTD Expenses	Balance Remaining	Annual Budget	YTD Expenses	Balance Remaining	Annual Budget	YTD Expenses	Balance Remaining	Annual Budget	YTD Expenses	Balance Remaining
Personnel	\$14,645,196	\$14,004,859	\$640,337	\$25,779	\$19,690	\$6,089	\$1,276,267	\$1,209,696	\$66,571			\$0
Fringe Benefits	4,921,927	5,286,266	(364,339)	12,613	9,376	3,237	371,625	359,010	12,615			0
Total Personnel	19,567,123	19,291,125	275,998	38,392	29,066	9,326	1,647,892	1,568,706	79,186	0	0	0
Travel	6,554	12,489	(5,935)	0	0	-			-			-
Equipment	129,000	127,599	1,401	0	0	-			-			-
Supplies	640,376	445,526	194,850	5,162	247	4,915	11,610	21,578	(9,968)	522	138	384
Contractual	209,475	158,305	51,170	310	7,425	(7,115)	3,756	7,956	(4,200)	71	46	25
Other:												
Food Costs	597,569	594,098	3,471			-	(1,115)	35,510	(36,625)			-
Transportation	838,640	839,328	(688)			-			0			-
Staff Mileage	289,689	309,464	(19,775)			-	19,998	21,781	(1,783)			-
Field Trip	57,807	29,296	28,511			-	445	594	(149)			-
Space	695,698	781,653	(85,955)			-	108,338	181,648	(73,310)			-
Utilities	176,928	175,742	1,186			-	3,600	6,720	(3,120)			-
Phone	95,100	86,310	8,790			-	9,840	10,153	(313)			-
Printing/Copies	83,097	90,736	(7,639)			-	1,500	45	1,455			-
Repair/Maintenance	435,325	465,027	(29,702)			-	1,800	12,965	(11,165)			-
Janitorial Services including Supplies	677,745	743,436	(65,691)			-	5,040	23,964	(18,924)			-
Advertisement/Recognition Children and Parents plus Liability Insurance	208,736	190,200	18,536			-	13,160	17,463	(4,303)			-
Incentives For Parents							775		775			-
Other	270,027	121,495	148,532			-	8,858	4,971	3,887			-
Parent Involvement:												
Babysitting	6,420	4,188	2,232			-	1,293		1,293			-
Supplies	3,830	36,018	(32,188)			-	771		771			-
CWPC:												
Transportation	7,343	7,600	(257)			-	1,479	240	1,239			-
Babysitting	7,680	8,972	(1,292)			-	1,535	405	1,130			-
Supplies	6,360	10,809	(4,449)			-	1,281	1,632	(351)			-
Security	1,140	950	190			-	241		241			-
Mandated Training			-	49,754	48,822	932			-	5,530	522	5,008
Program Quality/Improvement Priority Training			-	86,741	86,608	133			-	17,359	8,679	8,680
Staff Development/Program Enhancement Training			-	17,838	20,804	(2,966)			-	22,584	20,499	2,085
Total Non-Personnel	5,444,539	5,239,241	205,298	159,805	163,906	(4,101)	194,205	347,625	(153,420)	46,066	29,884	16,182
Indirect	1,485,902	1,409,330	76,572	11,697	9,945	1,752	110,528	112,449	(1,921)	2,750	1,868	882
Total Federal Expenditures	\$26,497,569	\$25,939,696	\$557,873	\$209,894	\$202,917	\$6,977	\$1,952,625	\$2,028,780	(\$76,155)	\$48,816	\$31,752	\$17,064
Non-Federal Share	\$6,624,392	\$6,484,924	\$139,468	\$52,474	\$50,729	\$1,745	\$488,156	\$507,195	(\$19,039)	\$12,204	\$7,938	\$4,266

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 25, 2009	Program: Finance
Agenda Item No.: VI.-A.-2	Director: Salam Nalia
Item: Informational Funding List	Assistant Executive Director: George Egawa
Committee: Finance	Executive Director: Roger Palomino

BACKGROUND:

Agency's Contract List as of January 31, 2009 reflects operating budget of \$136.8 million, which is an increase from \$133.7 million on September 30, 2008 and an increase from \$138.4 million on December 31, 2008.

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FUNDING AS OF 1/31/09**

PROGRAM	FUNDING SOURCE	CONTRACT YEAR		AMT	Area Subtotals
ADOLESCENT FAMILY LIFE PROGRAM/ASP COUNTY HSS		Jul-08	Jun-09	400,002	400,002
COMMUNITY SERVICES BLOCK GRANT STATE-CSD		Jan-08	Dec-09	1,568,905	1,568,905
E & T URBAN AREA YOUNGER YOUTH	FCWIB	Jul-08	Jun-09	1,405,698	
E & T INCARCERATED YOUTH	FCWIB	Jul-08	Jun-09	225,000	
E & T RAPID RESPONSE	FCWIB	Jul-08	Jun-09	13,494	
E & T WIA ADULT	FCWIB	Jul-08	Jun-09	579,102	
E & T WIA DISLOCATED ADULT	FCWIB	Jul-08	Jun-09	470,257	
E & T AVVET - 15% FUNDING	FCWIB	Jul-08	Jun-09	22,312	
E & T AVVET - 25% FUNDING	FCWIB	Jul-08	Jun-09	22,313	2,738,176
ENERGY PARTNERS	RHA, INC (P G & E)	Jan-09	Dec-11	1,468,516	1,468,516
FAMILY PLANNING	CFHC-TITLE X	Jan-09	Dec-09	195,311	
FAMILY PLANNING - MALE SERVICES	CFHC-3RD PARTIES	Jan-09	Dec-09	441,789	
FAMILY PLANNING	CALIFORNIA WELLNESS FOUNDATION	Oct-06	Sep-09	300,000	937,100
FOOD SERVICE	OUTSIDE SALES	Jul-08	Jun-09	785,000	
FOOD SERVICE	CAFÉ EOC & DAKOTA DINER	Jan-09	Dec-09	128,628	
FOOD SERVICE	HEADSTART	Jan-09	Dec-09	1,229,425	
FOOD SERVICE (SUMMER LUNCH)	USDA	Jun-09	Sep-09	269,246	
FOOD SERVICE	CITY OF FRESNO	Oct-08	Sep-09	55,953	
FOOD SERVICE	SANCTUARY	Jul-08	Jun-09	31,404	
FOOD SERVICE	SOUL	Jul-08	Jun-09	36,000	
FOOD SERVICE	FMAAA	Jul-08	Jun-09	499,877	3,035,533
FOSTER GRANDPARENTS	CNCS	Jan-09	Dec-09	349,758	349,758
HEAD START	USDA	Oct-08	Sep-09	1,319,500	
HEADSTART (Includes Early Headstart)	HHS	Jan-09	Dec-09	20,303,161	
HEADSTART	IN-KIND	Jan-09	Dec-09	5,075,790	26,698,451
WEST FRESNO FAMILY CONNECTIONS	FIRST 5 FRESNO COUNTY	Jul-08	Jun-09	174,835	
EARLY CARE FOR CHILDREN OF ADOLESCENT	FIRST 5 FRESNO COUNTY	Jul-08	Jun-09	123,840	298,675
LCC- AMERICORPS 08 - 09	CORP. FOR NATIONAL AND COMMUNITY SERVICE	Sep-08	Dec-09	584,301	
LCC - AMERICORPS MATCH	VARIOUS	Sep-08	Dec-09	148,764	
LCC- FEE FOR SERVICE	VARIOUS	Jan-09	Dec-09	2,387,666	
LCC - Civic Justice Corps	NASCC	Dec-08	Dec-09	55,000	
LCC-CED OPERATIONAL PROJECTS	HHS	Sep-05	Sep-10	700,000	
LCC-MURRAY HAYDEN URBAN PARKS	STATE PARKS & REC.	Jul-01	Jun-09	1,572,000	
LCC-Neighborhood Youth Center	STATE PARKS & REC.	Jul-02	Jul-10	2,500,000	
LCC - OES CalGRIPS	Gov. Office of Emergency Services (OES)	Apr-08	Mar-09	160,000	
LCC - EDD CalGRIPS	EDD	Mar-09	Mar-10	400,000	
LCC-YOUTHBUILD HABITAT	HUD	Mar-07	Nov-09	700,000	
LCC - YOUTHBUILD / DOL 2007-09	DEPARTMENT OF LABOR	Oct-07	Oct-10	1,100,000	
LCC-YOUTHBUILD/AmeriCorps 07-08	CORP. FOR NATIONAL AND COMMUNITY SERVICE	Aug-07	Feb-09	88,200	
LCC-YOUTHBUILD/AmeriCorps 08-09	CORP. FOR NATIONAL AND COMMUNITY SERVICE	Aug-08	Aug-09	88,200	
LCC-YOUTHBUILD USA - Gates (NSI)	YOUTHBUILD U.S.A.	Nov-05	Mar-09	75,000	
LCC-YOUTHBUILD USA - WalMart	YOUTHBUILD U.S.A.	Dec-08	Dec-09	50,000	
LCC-DOC RECYCLING	DEPARTMENT OF CONSERVATION CORPUS	Jul-07	Sep-09	3,141,355	
LCC-DOC RECYCLING	DEPARTMENT OF CONSERVATION CORPUS	Feb-08	Jun-10	1,867,000	
LCC- Tom & Louise Richardson Contributic	Fresno Reginal Foundation	Oct-06	Dec-09	11,000	15,628,486
LIHEAP - WEATHERIZATION AND HEAP	STATE CSD	Jan-08	Mar-09	2,149,341	
LIHEAP - IN KIND	PG & E	Jan-09	Dec-09	2,632,410	
LIHEAP - WEATHERIZATION AND HEAP	STATE CSD	Jan-06	Dec-09	11,394,570	
LIHEAP - WEATHERIZATION AND HEAP	STATE CSD	Jan-09	Jun-10	4,385,082	
DOE WEATHERIZATION	STATE CSD	Jul-08	Jun-09	276,286	20,837,689
Nurturing Adolescent Parenting Skills (Corr)	FIRST 5 FRESNO COUNTY	Jul-07	Jun-09	150,000	150,000
OCS-IDA	HHS	Feb-07	Jan-12	500,000	500,000
RURAL MICROENTERPRISE DEVELOPMENT INI	Assoc. for Enterprise Opport. (W.K. Kellogg Founda	Mar-07	Mar-10	107,000	107,000
REFUGEE SERVICES	W.K. Kellogg Foundation	Jun-07	May-10	900,000	
REFUGEE SERVICES - MICROENTERPRISE	HHS	Sep-07	Sep-12	241,340	
REFUGEE SERVICES - Unanticipated Arrivals Cre	HHS	Sep-07	Feb-09	120,000	
REFUGEE SERVICES - Unanticipated Arrivals	HHS	Sep-07	Feb-09	200,000	
REFUGEE SERVICES - Small Farmer Emergency	City of Fresno	Mar-07	Jun-17	500,000	
REFUGEE SERVICES - Farmers Mkt Promotion	USDA	Oct-08	Sep-09	52,829	2,014,169
SANCTUARY	USDA	Jul-08	Jun-09	17,000	
SANCTUARY - BASIC CENTER	HHS	Oct-06	Sep-09	405,000	
SANCTUARY - TITLE XX	COUNTY HSS	Nov-08	Oct-09	45,241	
SANCTUARY - ALCOHOL & DRUG	COUNTY- DEPT OF BEHAVIORAL HEALT	Jul-08	Jun-09	35,000	
SANCTUARY-ESG	CITY	Jul-08	Jun-09	49,523	
SANCTUARY-ESG	COUNTY HSS	Jul-08	Jun-09	88,704	
SANCTUARY - Safe Place	KAISER	Jul-08	Jun-09	20,000	
SANCTUARY - SOS	WEST AMERICA BANK	Feb-08	Jan-09	1,500	
SANCTUARY	UNITED WAY - FOOD/HOTEL VOUCHERS	Jan-09	Dec-09	14,360	
SANCTUARY	Fresno Reginal Foundation	Oct-08	Sep-09	11,800	
SANCTUARY	Fresno Art Council	Sep-08	Jun-09	13,500	
SANCTUARY - SOS	SISTERS OF ST JOSEPH	Jul-08	Jun-09	50,000	
SANCTUARY	KIMBLE,MACMICHAEL & UPTON	Jan-09	Dec-09	3,000	
SANCTUARY	HHS - STREET OUTREACH	Oct-06	Sep-09	300,000	
SANCTUARY	WELLNESS FOUNDATION	Jan-07	Dec-09	37,500	
SANCTUARY	STEP-UP	Jul-06	Jun-09	64,056	1,156,184

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FUNDING AS OF 1/31/09**

PROGRAM	FUNDING SOURCE	CONTRACT YEAR		AMT	Area Subtotals
SCHOOL AGE CHILD CARE (SACC)	STATE-DEPT OF EDUCATION	Jul-08	Jun-09	585,790	
SCHOOL AGE CHILD CARE/FED BLOCK GR	USDA	Oct-08	Sep-09	36,800	
SCHOOL AGE CHILD CARE/FED BLOCK GR	PARENT FEES	Jul-08	Jun-09	32,000	
SACC - FEDERAL BLOCK GRANT	STATE-DEPT OF EDUCATION	Jul-08	Jun-09	582,862	
SACC OTO FACILITIES RENOVATION	STATE-DEPT OF EDUCATION	Dec-07	Jun-10	19,475	
SACC OTO INSTRUCTION MATERIALS	STATE-DEPT OF EDUCATION	Jul-08	Jun-09	3,506	
SACC OTO RESOURCE AWARD	STATE-DEPT OF EDUCATION	Jul-08	Jun-09	2,211	1,262,644
SCHOOL OF UNLIMITED LEARNING	STATE DEPT OF EDUCATION	Jul-08	Jun-09	1,517,861	
SCHOOL OF UNLIMITED LEARNING	SUMMER SCHOOL	Jul-08	Jun-09	177,970	
SCHOOL OF UNLIMITED LEARNING	FUSD-LOTTERY	Jul-08	Jun-09	33,605	
SCHOOL OF UNLIMITED LEARNING	FUSD-PROPERTY TAX	Jul-08	Jun-09	72,747	
SCHOOL OF UNLIMITED LEARNING - TITLE FUN	STATE DEPT OF EDUCATION	Jul-08	Jun-09	126,012	
SCHOOL OF UNLIMITED LEARNING - High P	STATE DEPT OF EDUCATION	Jul-08	Jun-09	136,800	
SCHOOL OF UNLIMITED LEARNING - Supplemer	STATE DEPT OF EDUCATION	Jul-08	Jun-09	42,367	
SCHOOL OF UNLIMITED LEARNING - CASH	STATE DEPT OF EDUCATION	Jul-08	Jun-09	59,316	
SCHOOL OF UNLIMITED LEARNING - Facilitit	STATE DEPT OF EDUCATION	Jul-08	Jun-09	55,901	
SCHOOL OF UNLIMITED LEARNING - Middle	STATE DEPT OF EDUCATION	Jul-08	Jun-09	20,000	
SCHOOL OF UNLIMITED LEARNING - Arts &	STATE DEPT OF EDUCATION	Jul-08	Jun-09	19,648	
SCHOOL OF UNLIMITED LEARNING - Techn	STATE DEPT OF EDUCATION	Jul-08	Jun-09	9,349	
SCHOOL OF UNLIMITED LEARNING - USDA	CA DEPT OF EDUCATION	Jul-08	Jun-09	37,415	
SCHOOL OF UNLIMITED LEARNING - CSIS	KERN COUNTY SUPERINTENDENT OF SCH	Jul-08	Jun-09	10,500	
SCHOOL OF UNLIMITED LEARNING	KAISER	Jul-08	Jun-09	20,000	
SCHOOL OF UNLIMITED LEARNING	DONATIONS	Jul-08	Jun-09	12,000	2,351,490
SENIOR SITE MANAGEMENT	FMAAA	Jul-08	Jun-09	13,716	13,716
SUB ABUSE: FAMILY LEADERSHIP	COUNTY OF FRESNO	Jul-08	Jun-09	487,500	
SUBSTANCE ABUSE REGION ELKHORN	COUNTY HSS	Oct-08	Sep-09	75,000	
SUBSTANCE ABUSE Rural Youth	COUNTY HSS	Sep-08	Dec-09	520,971	1,083,471
TEEN CONNECTION	STATE-DEPT OF HEALTH	Jul-05	Jun-10	500,000	500,000
TOBACCO	STATE-DEPT OF HEALTH	Jul-08	Jun-10	300,000	300,000
TRANSIT SYSTEMS	FTA 5310	Jul-08	Jun-09	386,820	
TRANSIT SYSTEMS	SENIOR CITIZENS VILLAGE	Jul-08	Jun-09	6,750	
TRANSIT SYSTEMS	FMAAA	Jul-08	Jun-09	50,880	
TRANSIT SYSTEMS	STATE LTF - TDA 4.5 Funds	Jul-08	Jun-09	1,205,137	
TRANSIT SYSTEMS	SPECIAL TRIPS/DONATIONS	Jul-08	Jun-09	31,000	
TRANSIT SYSTEMS	CVRC	Jul-08	Sep-08	913,818	
TRANSIT SYSTEMS	CVRC - Coalinga/Huron	Jun-08	Jun-09	102,967	
TRANSIT SYSTEMS	COURT SCHOOL	Jul-08	Jun-09	41,000	
TRANSIT SYSTEMS	ST AGNES / ADHC	Jul-08	Jun-09	284,405	
TRANSIT SYSTEMS	FOOD DELIVERY (ALL)	Jul-08	Jun-09	198,000	
TRANSIT SYSTEMS	SUNNYSIDE HIGH MEDICAL	Jul-08	Jun-09	46,800	
TRANSIT SYSTEMS	HEADSTART PUPIL	Jul-08	Jun-09	834,543	
TRANSIT SYSTEMS	NIKKEI	Jul-08	Jun-09	9,600	
TRANSIT SYSTEMS	FCRTA	Jul-08	Jun-09	1,281,630	
TRANSIT SYSTEMS	H/S JANITORIAL	Jul-08	Jun-09	375,000	
TRANSIT SYSTEMS	MASTEN	Jul-08	Jun-09	38,000	
TRANSIT SYSTEMS	FRESNO CO. CALWORKS	Mar-08	Jun-09	429,467	
TRANSIT SYSTEMS	COG PLANNING GRANT	Jul-08	Jun-09	50,000	6,285,817
TRANSITIONAL LIVING CENTER #1	CITY - ESG	Jul-08	Jun-09	18,651	
TRANSITIONAL LIVING CENTER #1	HUD	Jul-07	Jun-10	541,708	
TRANSITIONAL LIVING CENTER #1	HHS	Mar-04	Feb-09	834,995	
TRANSITIONAL LIVING #1, #2, SHELTER	WELLNESS FOUNDATION	Jul-07	Dec-09	112,500	
TRANSITIONAL LIVING CENTER #2	HUD	Nov-07	Oct-09	570,084	
TRANSITIONAL LIVING CENTER #2	EHAP	Jul-08	Sep-09	22,311	
TRANSITIONAL LIVING CENTER #3	HUD	Feb-08	Jan-10	1,171,727	
TRANSITIONAL LIVING CENTER #3	COUNTY OF FRESNO	Jul-08	Jan-09	156,109	3,428,085
WOMEN, INFANTS AND CHILDREN	STATE-DEPT OF HEALTH	Oct-08	Sep-11	17,218,000	
WOMEN, INFANTS AND CHILDREN	STATE-DEPT OF HEALTH	Oct-08	Sep-11	26,559,673	43,777,673
				<u>136,891,541</u>	<u>136,891,541</u>

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FINANCE COMMITTEE MEETING
WEDNESDAY, MARCH 18, 2009
EXECUTIVE OFFICE CONFERENCE ROOM**

MINUTES

- I. Dr. Farley called the meeting to order at 11:40 a.m.
- II. Roll call was taken and a quorum was present:

Members:

Peter Vang, Chair
Tim Bakman
Dr. Lee Farley
Rev. Paul McCoy

Staff:

George Egawa
Salam Nalia
Rebecca Weimer
Steve Warnes
Gilda Arreguin

- III. Approval of previous minutes – January 21, 2009.

M/S/C – (McCoy/Bakman) to approve minutes as presented.

- IV. Clinic Sliding Fee Schedule

Arreguin presented the Health Services Sliding Fee schedule for 2009. This fee scale requires Board approval in accordance with Title X funding terms. The fee scale is based on the Federal Registry. The scale must be posted at the clinic for viewing by patients. Clients are subject to the sliding fee scale based upon their income levels when they do not qualify for participation in the F-PACT program. Arreguin clarified for the Commissioners that they currently have one patient for whom the sliding fee schedule applies. She also noted that patients, who would have to pay for procedures at EOC, are referred to other clinics when they are able to qualify for free services at the other location.

M/S/C – (McCoy/Bakman) to approve the 2009 Health Services Sliding Fee schedule.

- V. Cost of Living Adjustment (COLA)

Nalia presented the Cost of Living Adjustment (COLA) being recommended for approval at 2.3%. Nalia noted that the COLA is evaluated each year with an effective date on the Monday nearest April 1st. The COLA rate was determined by applying the average of the amounts provided to similar agencies within the Fresno area to the Consumer Price Index (CPI). The recommended rate effective March 29, 2009 is 2.3% and has an estimated cost increase of \$367,199. This proposed rate will not apply to the Head Start and Early Head Start programs as the COLA for those programs is determined separately based on funding from Health & Human Services (HHS). Upon

inquiry by the Commissioners, Nalia clarified that this COLA includes all management staff and the estimated cost includes the impact to fringe benefits as well as to salaries.

Per request of Commissioner McCoy, a summary of the impact of this COLA by position will be provided as an informational item in the next Finance Committee meeting.

M/S/C – (Farley/McCoy) to approve the cost of living adjustment (COLA) at the rate of 2.3% effective March 29, 2009.

VI. Audit Report/Status

- A. Nalia presented the Fiscal Compliance Audit with Agency response for the Local Conservation Corps, California Conservation Corp (CCC) grants 05-5310-0864 (Proposition 40 - \$1,287,797) and 06-5310-1010 (Proposition 12 - \$659,049). These grants fund a portion of the construction of the Neighborhood Youth Center (NYC) with a total project budget of approximately \$14 million. This audit was required by the City of Fresno for the sale of the recreation building to them. This sale is now pending approval from the State of California. The audit resulted in three observations. The first observation is the change in project scope without CCC's prior approval due to the unforeseen complexity of work in the project preventing corpsmembers from being able to provide the labor for this project. CCC is to provide the final resolution to this observation. The second observation is the identification of questioned costs as not all the components of fringe benefits (life insurance, and vacation pay) were detailed specifically in the program budget. Additionally, Proposition 12 bonds were restricted to work on the Recreation Building and the invoices from vendors did not specifically track costs between the components of the project due to cost savings in contracting for the project as a whole. CCC is to make the final determination of any costs that need to be remitted. The third observation is that timesheets for corpsmembers and staff only track the time worked to the related funding source and does not specify either the location of the work being performed or the specific task being completed. Revised timesheets to incorporate those changes were submitted for review.
- B. Weimer presented the Closeout report for the California Volunteers Grant Number 06ACHY14-C68 for the Program Year 2007-2008. All actions pertaining to the grant have been completed and the grant is closed. This is for the Local Conservation Corp AmeriCorps funding.
- C. Weimer presented the Department of Health & Human Services (HHS) report and Agency response for the review of the 2007 Agency audit report. HHS recommended ensuring that all cash and cash equivalents are adequately safeguarded. The Agency invests unrestricted funds in Certificates of Deposit that are fully insured. Additionally, the amount of time that grant funds are held is closely monitored and kept to a minimum in accordance with grant terms.

M/S/C – (McCoy/Farley) to accept audit/monitoring reports as presented.

VII. Other Business:

Chairman Vang welcomed the new members to the Finance Committee.

Appreciation for the receipt of the information within the detailed Organization Structure provided at the Board Retreat was expressed by the Commissioners.

Egawa announced the naming of Weimer to the Finance Director position effective April 13, 2009.

The next meeting is scheduled for April 15, 2009 at 11:00 a.m. and will include a brief tour / orientation to the Finance Office facilities and operations per request of the Commissioners.

VIII. The meeting was adjourned at 12:23 p.m.

Respectfully submitted,

Peter Vang, Chair

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 18, 2009	Program: Finance
Agenda Item No.: VI.-B.1	Director: Salam Nalia
Item: Cost of Living Adjustment - 2009	Assistant Executive Director: George Egawa
Committee: Finance	Executive Director: Roger Palomino

RECOMMENDATION:

Staff recommends approval of cost of living adjustment (COLA) at the rate of 2.30% to be effective March 29, 2009.

BACKGROUND:

Through a survey of various agencies and governmental indices, as per the following table, we have determined average and recommended COLA at 2.30% for 2009. The increased cost to programs, excluding Headstart, is estimated to be \$367,199 during the current fiscal year. This estimate includes the increase in wages and employee benefits.

**COLA SURVEY
March, 2009**

<u>Agency/Resource</u>	<u>Increase</u>
City of Fresno	2.50%
State Center Community College	1.83%
State of California	0.00%
CPI for 2008	1.00%
Federal Workers	2.90%
Social Security	<u>5.80%</u>
Average COLA for 2009	2.34%
Recommended Rate	2.30%

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION STRATEGY COMMITTEE

March 20, 2009

MINUTES

- I. Call to Order
The meeting was called to order by Chairperson Marina Magdaleno at 11:11 a.m.
- II. Roll Call
Members Present: Board Member Present: Staff Present:
Marina Magdaleno Jess Saldana Roger Palomino
Pastor Fruge Dawn Cagle
Jimi Rodgers Allysun Williams
Dennis Bachelor
- III. Approval of Minutes, January 8, 2009
M/S/C (Rodgers/Fruge) to approve minutes as presented.
- IV. Board Retreat Strategy Information
Williams presented the strategic planning information obtained at the Board Retreat in January that included top priorities for the Agency. Palomino stated the stimulus money will impact the Agency and will fit in to what we currently do. Williams gave an overview of some of the monies that the State of California will receive that include Employment and Training, Health Services, Weatherization, Housing and CSBG. Magdaleno requested that we continue with the five year strategic planning process, keeping in mind that the stimulus money may be a one time offering and that we can incorporate that into the plan. Magdaleno requested that the number one ranking priority of Adopting a Succession Plan be completed and presented to the Executive Committee. The remainder of the top 5 priorities will be presented to the full board for approval. They are as follows:
1. Financial Resources Expansion/Sustainability/Generate Alternative Revenues/EOC Foundation
 2. Establish Housing/Community Development component
 3. Expand Health Services
 4. Employment and Training Development
 5. Establish Central Intake/Client Navigation and Tracking System
- Fruge requested that we include expansion of senior services in the strategic plan as a priority. Magdaleno stated we could incorporate senior services and improving of local partnerships with the top 5 priorities. Palomino stated from here we will form Ad Hoc committees for each area and Board Members can choose which they would like to participate in. The Ad Hoc committees will complete a strategy that will include goals, timelines and budget information.
M/S/C (Rodgers/Fruge) to adopt the top five strategies as presented to develop as a strategic plan through the ad hoc committee process.
- V. Adjournment
There being no further business, the meeting was adjourned at 11:55 a.m.

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

February 18, 2009

- CALL TO ORDER The meeting was called to order at 6:35 p.m. by Gabriela Diaz, CWPC Chairperson.
- ROLL CALL The roll was called by Laura Pano, CWPC Vice-Chairperson. The following members were present: Charles Miranda, Martha Galvan, Nalleli Venegas, Esperanza Baez, Juana Salazar, Patti Morelock, Tong Yang, Laura Pano, Jorge Sanjuan, Maribeth Lonigro, Anna Montez, Gabriela Diaz, Marcie Hernandez, Andrew Fuentes, Donisha Moore Hurd, Paulette Johnson, Yobana Barajas, Victor Lemus, Alexandria Caballero, See Xiong Vue, Martha Aleman, Tomica Ginger, Arminda Betancourt, Christina Gutierrez, Janet Simon, Maria Lopez, Stephanie Qualls, Patricia Alcalá, Veronica Villegas, Blanca Lopez, Magdalena Aquino, Marina Aceves, Sandie Burkett, Bernice Hernandez, Martha Ramirez, Antonia Benitez, Celia Villanueva, Michelle Pineda, Elizabeth Pearson, Ken Licciardello and Tito Lucero. A quorum was present.
- ACCEPTANCE OF PREVIOUS MINUTES Minutes from January 21, 2009 are accepted as written.
- COMMUNITY REPRESENTATIVE REPORTS No Community Representative Reports were given at tonight's meeting.
- EOC BOARD LIAISON REPORT Tito Lucero, EOC Board Liaison reported that there was not a EOC Board meeting in January. The EOC agency hosted an EOC Retreat on January 28-30, 2009. The Executive Committee acts on behalf of the EOC Board when the EOC Board cannot meet.
- Mr. Lucero presented the EOC Executive Committee Minutes from January 21, 2009.
- Minutes from January 21, 2009 are accepted as written.
- PERSONNEL COMMITTEE REPORT Tomica Ginger, CWPC Personnel Committee Chairperson informed delegates at tonight's meeting of the Personnel Committee Report which is presented monthly to CWPC.
- Ms. Ginger reported approval was needed for recommended 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.

PERSONNEL
COMMITTEE
REPORT (Cont.)

Motion to approve Personnel Committee Report for the February 18, 2009 meeting, was made by Laura Pano and seconded by Christina Gutierrez. Motion carried.

MONTHLY
FINANCIAL
STATUS REPORT

Donisha Moore Hurd, CWPC Treasurer 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. Hurd reported that the Monthly Financial Status Report shows all expenditures for the entire Head Start and Early Head Start programs for the month of January, 2009 and year-to-date.

Motion to approve the Monthly Financial Status Report for January 2009 was made by Magdalena Aquino and seconded by Patricia Alcala. Motion carried.

ADA REPORT

Laura Pano, CWPC Vice-Chairperson, informed delegates at tonight's meeting of the January 2009, Average Daily Attendance (ADA) Report for Center Base, Home Base areas and Early Head Start program. The ADA Reports were distributed to delegates prior at tonight's meeting.

For January 2009 the ADA for Head Start-Preschool centers was at 85% which is at the recommended ADA rate of 85%. The ADA for Home Base was at 94% which is above the recommended ADA rate of 85%.

For January 2009 the overall ADA for Early Head Start is at 87.9%. Analyses of all areas below the recommended 85% ADA have been done.

Motion to approve the ADA Reports for January 2009 was made by Antonia Benitez and seconded by Michelle Pineda. Motion carried.

CENTER BASE
& HOME BASE
EDUCATION
PLAN PROCESS

Andy Hernandez, Education Services Director and Lupe Zuniga, Interim Home Base Services Director informed delegates at tonight's meeting of the Center Base & Home Base Education Plan Process. This information was mailed to delegates prior to tonight's meeting. Each year the process is completed with input from parents as far as each local center's education plan relative to activities, parent involvement, classroom activities, etc.

The Head Start Parent Opinion Survey is distributed during the month of March in English and Spanish. Mr. Hernandez encouraged parents to serve on their local Education Committee, who reviews the information and makes recommendations to the local PC for their approval. This becomes the Education Plan for next year's parents and children.

Lupe Zuniga, Interim Home Base Director informed delegates about the Home Base Education Plan Process. Home Base parents will meet with staff to review the Home Base Service Plans for parents and children coming into the 2009-2010 school year. The Head Start Parent Opinion Survey was distributed to all Home Base parents in February.

EARLY HEAD
START
CURRICULUM
PROCESS

Kathleen Shivaprasad, Early Head Start Program Director informed delegates at tonight's meeting of the Early Head Start Curriculum Process. This information was mailed to delegates prior to tonight's meeting.

Ms. Shivaprasad informed delegates that the Curriculum Process is designed to provide relationships based, developmentally appropriate, individualized and culturally sensitive programs services to all Early Head Start infants, toddlers, and their families.

Throughout the program year, families provide weekly input into the content of the curriculum that is planned for them. Each year in May the Local Parent Committee reviews the Curriculum Philosophy and the major curriculum resources that are used to generate the program content.

The Early Head Start Quality Assurance Questionnaire is given to all Early Head Start families and asks questions pertaining to services provided by Early Head Start. The questionnaire will be given to all parents during their home visits.

COUNTY-WIDE
PARENT
TRAINING
CONFERENCE

Ms. Trevino informed delegates at tonight's meeting of the County-Wide Parent Training Conference.

The County-Wide Parent Training Conference for the Head Start-Preschool and Early Head Start programs will be held on Friday, March 27, 2009 at the Fresno Convention Center – New Exhibit Hall.

A flyer will be distributed to parents at all center base, home base areas and the Early Head Start Program. Flyers will be in English, Spanish and Hmong.

Parking Permits and Lunch will be provided.

There will be presenters conducting various types of workshops and vendors.

A stipend payment will be given at the end of each day for the reimbursement of childcare and mileage. A decrease in the stipend will be made if parents bring their children or if parents are transported by staff to the conference. There will be no babysitting available at the conference.

COMMUNITY
ISSUES
SURVEY

Naomi Quiring-Mizumoto, Assistant Executive Director informed delegates at tonight's meeting of the Community Issues Survey for the Head Start-Preschool and Early Head Start Programs. This information was mailed to delegates prior to tonight's meeting. Ms. Mizumoto requested that parents complete the Community Issues Survey. The Community Issues Survey is an important part of our Community Assessment.

REVIEW OF
THREE YEAR
GOALS/UPDATE/
PROGRESS

Ms. Mizumoto reviewed with delegates at tonight's meeting the Three Year Goals Update/Progress for the Head Start-Preschool programs. This information was mailed to delegates prior to tonight's meeting.

REVIEW OF
THREE YEAR
GOALS/UPDATE/
PROGRESS
(Cont.)

One of the aspects of our planning process and Community Assessment for Head Start and Early Head Start is that we collect from our community members, parents and staff not only the needs assessment information but what kinds of issues, problems, services are going on in the community we serve. Goals were prepared and approved last year for the next three years (2008-2010) that the parents found to be of their greatest needs:

1. Increase FCEOC Head Start family economic self-sufficiency
2. Increase the management skills of FCEOC Head Start Families
3. Promote the physical and social health of FCEOC Head Start families

The above report shows the Goal, Objective, Action With Timelines, Goal in Progress or Completed.

ANNUAL SELF-
ASSESSMENT

Wyoma Lewis, Family/Community Services Director informed the delegates of this year's program Annual Self-Assessment for the Head Start-Preschool and Early Head Start Program.

Ms. Lewis informed delegates that the Annual Self-Assessment begins on February 23 and will continue to March 23, 2009.

Final results of the Self-Assessment will be presented to the CWPC later in April.

ANNOUNCE-
MENTS

Tomica Ginger, CWPC Personnel Committee Chairperson made the following Announcements:

1. March 4, 2009 – Executive Board Meeting at Kings Canyon Head Start-Preschool at 6:00 p.m.
2. March 18, 2009 – Next CWPC meeting at Franklin Head Start-Preschool at 6:30 p.m.
3. March 27, 2009 – County-Wide Parent Conference
4. March 31, 2009 – Cesar Chavez Holiday – No School

At this time, Andy Hernandez, Education Services Director informed the delegates that the Office of Head Start sent a packet of 30 posters to all Head Start centers nationwide. The posters will be posted at each center.

Ms. Mizumoto added that this special project is called "Picturing of America". Each poster depicts certain historical events in the United States.

Ms. Mizumoto gave an update on the latest Legislative news. President Obama has signed the Stimulus Package which will provide funding to Head Start and Early Head Start programs nationwide. The funds will hopefully be used for Quality Improvements, Cost of Living Adjustments (COLA), and Expansion for the Early Head Start Programs, etc. The Office of Head Start will release the funding information soon.

ANNOUNCE-
MENTS (Cont.)

Ms. Mizumoto also informed the delegates of the current State of California Budget crisis. The effects it will have on our Head Start programs is uncertain at this time. It's expected there will be a increase in our costs in the operations of our centers and home base areas.

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Christina Gutierrez and seconded by Antonia Benetiz. Motion carried. The business meeting adjourned at 7:35 p.m.

Esther Lepe
Recording Secretary

**EOC/ Local Conservation Corps
Advisory Committee Meeting
Minutes
February 19, 2009**

Gary Newmark, Chairperson	P	James Hackett, Vice- Chairperson/Representative	P
Fran Bergmann/Vickie Pontius/Luba Kobzeff/Chris Holland	P	Frank Rodriguez	A
Robert A. Fox	A	Sharon Loving	A
Dr. Lee Farley	P	Pastor Rufus Fruge	P
Dr. Mark Wilson/Rena Faila	P	Daniel Renteria	P
Jerry Haynes/Randall Cooper/Heather Heinks/Paul Melikian	A	Quentin Richardson, YouthBuild Policy Council Chair (or representative)	P
Arthur Jacuinde, LCC Corpsmember Council President (or representative)	P	Charles Garabedian	P
Homer Leija	A		

Staff:

Paul McLain-Lugowski, Director
Michelle L. Tutunjian, Assistant Director
Susan Carter, AmeriCorps Program Manager
Alicia Garcia, Office Manager
Caroline Calhoun, YouthBuild Program Manager
Marcelino Salazar, CalGRIP Program Manger

Guests:

Reverend Paul McCoy
Reverend Bruce McAllister

I. WELCOME AND CALL TO ORDER

Mr. Gary Newmark, Chairperson, called the meeting to order at 12.10 p.m. Roll was called, and guests, along with staff, introduced themselves. The meeting was held at the Local Conservation Corps Office.

II. GUEST SPEAKER

Paul McLain-Lugowski, LCC Director, introduced the guest speaker, Reverend B.T. Lewis, Chairperson for the West Fresno Faith Based Organization (WFFBO). Reverend Lewis provided the Committee with a brief history of the WFFBO. WFFBO is a coalition of Pastors, Ministers from varying religious beliefs working toward developing stronger families, empowering individuals, and taking positive steps in the Brookhaven neighborhood of Fresno. WFFBO accomplishes these goals through counseling, mentoring, leadership programs, crisis intervention, family reunification and annual community summits. Pastor Lewis explained that WFFBO brings the full resources of their churches, professionals who belong to the respective congregations, and skills gained by years of working with at-risk individuals. Pastor Lewis explained that the LCC refers the CalGRIP participants to WFFBO for services and WFFBO identifies the needs and directs the participants to one of the church affiliates where they are paired with a member of the organization to help the participant make better choices in their lives. Currently, thirty-five (35) participants are receiving services.

III. REVIEW AND APPROVAL OF MINUTES: NOVEMBER 20, 2008

MOTION APPROVED

IV. WORK TRAINING PROJECTS, CURRENT AND GRANT PROPOSALS AND THOSE PENDING ACTION

EOC Local Conservation Corps Projects (* indicates pending)	
01. City of Fresno Public Works - Traffic Medians and Islands Maintenance and Mowing	17 corpsmembers
02. City of Fresno Maintenance of LLMD and CFD	6 crews
03. City of Fresno Graffiti Abatement	1 crew
04. *City of Fresno construction on streets underpasses	Several crews
05. *City of Fresno Park Bond Project contracting	Several Crews
06. RDA Vacant Property Maintenance	1 crew
07. RDA demo and cleanup of vacant home on Walnut Ave.	3 crews
08. RDA – rebuild brick wall inside building on Fulton Mall	1 crew
09. Head Start Grounds Maintenance Project	4 corpsmembers
10. Executive Plaza Grounds Maintenance	4 corpsmembers
11. DOC (main) Recycling Program	28 corpsmembers
12. DOC CALCC GIS/GPS Project	Several corpsmembers
13. DOC Capital Improvement Fund – Recycling Center – Neilson and Marks	
14. DOC County per capita (collection in schools)	1 crew
15. *Biola buyback center	1 crew
16. *Tomra recycling center staffing proposal	Several crews
17. *County of Fresno countywide parks maintenance	Several Crews
18. *County of Fresno Landscape litter control – American Ave landfill/Southeast landfill	Several crews
19. *County JJCPA funding (to be negotiated)	
20. “E” Waste Recycling	1 crew
21. California Conservation Corps	6 corpsmembers
22. YouthBuild USA/AmeriCorps 2007-2010	12 corpsmembers
23. *YouthBuild USA/AmeriCorps 2010-2013	12 corpsmembers
24. *YouthBuild USA Gates Foundation (National Schools Initiative)	YB corpsmembers
25. YouthBuild/SHE/RHED Biola project	2 crews
26. YouthBuild USA – DOL – Inmate Transition Program Followup Services	
27. YouthBuild – Habitat (HUD) 06	30 corpsmembers
28. YouthBuild DOL (main) 08-09	40 corpsmembers
29. *YouthBuild DOL (main) 09-10	
30. YouthBuild Challenge Grant	5 corpsmembers
31. *YouthBuild Challenge Grant extension/expansion (Prototypes)	
32. *YouthBuild JEHT cluster application – national youth offender project	
33. YouthBuild USA Wal-Mart	Program Enhancements
34. Fresno Safe and Proud Neighborhoods (AmeriCorps) 2007-2010	50 corpsmembers
35. NYC – OCS Job Creation Proposal (Enterprise Operations Division)	70 new jobs
36. NYC (Prop 12 and 40 Formula – CCC)	Several crews improvements
37. NYC-RDA-off site	
38. NYC-City of Fresno (gymnasium)	
39. NYC (Urban Parks (04)	Crews/contractor
40. NYC (Murray Hayden Competitive 02)	Crews/contractor
41. NYC – HUD EDI classroom grant	1 crew
42. *NYC State Bond Fund (09) Proposition 84	
43. NYC - E-rate discount telecommunications	
44. Enterprise Operations (moving, document management - storage, shredding, recycling)	crews, as needed
45. *Housing Authority Vacancy Preparation	1 crew
46. Housing Authority Districts Grounds Maintenance	Several crews
47. Housing Authority County-wide cooler maintenance and replacement projects (annual)	1 crew
48. FMFCD Basin Maintenance (developed)	1 crew
49. FMFCD repair work at Oso de Oro Park	1 crew
50. *S Village	
51. Corps Network Youth Civic Justice Corps (renewal – year 2)	Staff support
52. Corps Network - Ed Award Only (cycle 7)	90 awards
53. *Corps Network – Ed Awards Only (Cycle 8)	90 awards
54. EOC 15% WIA Incarcerated Youth Project	Eligible Youth Referrals
55. San Joaquin River Parkway and Conservation Trust Donation (\$6,000)	
56. San Joaquin River Parkway and Conservation Trust weed abatement	1 crew
57. CCI CCHE Museum Planning grant (Peach/Butler) – consultant contract	
58. CalGRIP WIA Gang Intervention/Prevention	Comprehensive services
59. *CalGRIP WIA renewal (partnership with WIB)	
60. CalGRIP OES Gang Intervention/Prevention	Comprehensive services
61. *CalGRIP OES Gang Intervention/Prevention (renewal, subcontract with CYO)	
62. CSD Disaster Preparedness Program	
63. *DWR HA Water Conservation Program	Several Crews
64. *Do Something Grammy Foundation	One deserving youth winner
65. *DOL Young Parent Employment Training (partnership with EOC)	
66. *DOL Community Employment Training (partnership with Henkels and McCoy)	

EOC Local Conservation Corps Projects (* indicates pending)	
67. *HUD/CDBG Neighborhood Stabilization Funds (partnership with TFS and EOC)	
68. Madera Community Action Agency – construct two playgrounds	2 crews
69. Donald Sims Construction – construct block wall	1 crew

Paul McLain-Lugowski provided the members with an update of current and pending work training projects. Several projects were highlighted.

Paul informed the Committee that the City of Fresno has terminated the Graffiti Abatement contract with LCC. The LCC is one of five groups that do this type of work; the other four are faith-based organizations. This was not a large contract, but it provided skill-building opportunity, investment and improvement in the community

The Committee was informed that the Biola buyback center will open in the near future. LCC hopes that the buyback center will provide a valuable service to the community.

The Committee was also informed that LCC submitted an application for YouthBuild funding to the U. S. Department of Labor for \$1.1 million dollars for construction tanning. The construction partner for this application is Bastian Court, LLC and Mission Housing Development Corporation. The project site will be where the Cornerstone Youth Center is currently located. The Cornerstone Youth Center will be demolished and replaced with 61 multi-family units of affordable housing.

Paul informed the Committee that on January 27, 2009 the Fresno City Council authorized the purchase of the Neighborhood Youth Center recreation center (gymnasium) from EOC. The recreation center has an NBA size gymnasium, and it will also function as an emergency operations center for the City of Fresno

V. CORPSMEMBER DEVELOPMENT REPORT

Paul McLain-Lugowski introduced Arthur Jacuinde, LCC Corpsmember, to the Committee. Arthur was selected by The Corps Network as one of six “Corpsmembers of The Year” nationwide and had the opportunity to travel to Washington DC to accept his award and participate in the Corps Forum. Arthur was also selected as the “GO Green” Academy Representative to the “Good Jobs, Green Jobs Conference” in Washington DC. Arthur shared with the Committee his experience at the Forum and shared his life story. Since enrolling in the YouthBuild program two years ago, Arthur has earned his high school diploma and was selected as EOC’s School of Unlimited Learning “Senior of the Year”. He received recognition from the California Department of Corrections Rehabilitation Division of Parole Operations for his commitment to change, has traveled out of state representing the Corps as a delegate at Green for All’s National Young Leaders Conference, and is the LCC Corpsmember Council President. Arhur is currently attending Fresno City College. He plans to graduate from college and help others who are in need of guidance. Arthur thanked the LCC staff for their help, support and encouragement.

Susan Carter provided the Committee with an overview of Martin Luther King Jr. activities. Throughout the month of January, Americorps/FSPN and YouthBuild members celebrated the life and teachings of Martin Luther King Jr. by engaging the community in HandsOn Central California’s “Mountain Of Food” drive event. YouthBuild members coordinated a food drive with EOC programs. Five (5) EOC programs volunteered to participate in the food drive and collected a total of 365 lbs. of food. In addition to community food drive efforts, AmeriCorps/FSPN members conducted service-learning activities with area youth along with a food drive at their sites. The month long activities culminated on January 19 with members joining the community in the annual MLK Day March coordinated by the Fresno Unity Committee. *Over 4,000 pounds of food was collected for the Community Food Bank!*

COMMUNITY SERVICE ACTIVITY REPORT

DATE:	EVENT	HOW MANY ATTENDED
11/15/08	California State University, Fresno Tailgate/Recycling services and stadium clean-up	6 Staff 18 Corpsmembers
11/15/08	Golden Guardian Statewide Emergency Preparedness Drill	2 Staff 18 AMC members 1 YouthBuild AMC Member
12/10/08	Fresno Police Department, Southwest District & "Bringing Broken Neighborhoods Back to Life" Neighborhood Holiday Event/Assist with set up/clean up, face painting	1 Staff 3 Corpsmembers
1/19/08	Martin Luther King, Jr. Day of Service Event (Food Drive & March)	2 Staff 47 AMC/FSPN Members 40 YouthBuild Corpsmembers

Meeting Adjourned 1:00 p.m.

Respectfully Submitted,

Paul McLain-Lugowski
EOC Local Conservation Corps Director

**FCEOC SCHOOL OF UNLIMITED LEARNING
GOVERNING COUNCIL MEETING**

Executive Plaza 1920 Mariposa Mall Suite 310
Tuesday, March 10, 2009

MINUTES

I. Meeting called to order by Dr. Michael Petrovich at 8:12 a.m.

II. Roll call facilitated by Dr. Michael Petrovich

Voting Members	Present	Excuse	Absent	Non-Voting Members	Present	Excuse	Absent	Staff	Present	Excuse	Absent	Guests
Tim Bakman	X			Rosylin Bessard Ed.D			X	Alma Kowalski		X		Arthur Jacuinde Marcelino Salazar Veronica Marin
Louise Symonds	X							Roger Palomino	X			
Mike Petrovich Ph.D	X											
Mae Rogers Ph.D.	X											
Ed Bailey			X									
Jeanne Starks	X											
Terry Allen Ed.D.	X											
Jimi Rodgers FCEOC Commissioner			X									
Dr. Lee Farley FCEOC Commissioner			X									
Principal, Mark A Wilson	X											
Student Representative Nicolas Langarica	X											
Student Representative Yadira Valencia	X											
Alternate Student Rep Jesus Castellanos												
Paul McLain-Lugowski, Dir. Local Cons. Corps			X									
Michelle Tutunjian Alternate Rep LCC	X											
Courtney Griffin, Staff Rep	X											
Joseph Turner, Teacher Rep	X											
Rena Failla, Staff Rep.	X											
Sam Hairston, Career	X											
Richard Mason, Independent Study Rep	X											
Rosa Vidales Parent Rep. Carmen Grimaldo Alt Parent Rep	X											

III. Approval of Minutes February minutes were approved as read. M/S/C Bakman/Starks

IV. SOUL Updates

Dr. Wilson presented demographic information for the school enrollments, attendance, academic highlights, activities and updates as reflected in the Principal's report. Dr. Wilson commended the Independent Study staff for a great job with a 90% enrollment to Average Daily Attendance (ADA). In preparation for the administration of the California High School Exit Exam (CAHSEE) tutoring is available to students in both English and Math at the seated and independent study sites.

The Shelter program has started a theater group that is meeting every afternoon after school. SOUL students are encouraged to participate and can earn additional elective credits for their involvement. The first performance will be Romero and Juliet.

John Hollingsworth from DataWorks Educational Research Inc. met with the teaching staff and reported on the consultants findings. The observation indicated that the data reported shows progress in student academics and that our teachers have a strong commitment to instruction.

Last school year during the accreditation process Western Association of Schools and Colleges (WASC) recommended that SOUL develop a centralized database system. In an attempt to assist schools with data collection and input a new program was developed and promoted at the 2008 Charter Schools Conference. Data Director a database program at the conference chose 50 schools to participate in the program. SOUL was one of the schools chosen. This program will allow our staff to have a comprehensive view of student's demographic data including test scores.

Rena Failla shared that the next California High School Exit Exam (CAHSEE) is scheduled for March 17th and 18th. The CAHSEE will be administered to approximately 170 students that have not passed one or both sections of the exam, in addition to the sophomores. The STAR test administration is scheduled for April.

Dr. Wilson introduced Arthur Jacuinde a 2008 SOUL graduate. Arthur shared with the council briefly how he grew up in a low-income neighborhood, and as a teenager was incarcerated with the Youth Authorities. Through the youth authorities he was introduced to the Local Conservation Corps and Youth Build Fresno. Arthur has since graduated from SOUL, completed the Youth Build program and is now working with the construction component of the Corps. During 2008 – 2009 Arthur received the very prestigious Corps Member of the Year award in Washington D.C. along with several other awards the Local Conservation Corps has present to him.

The council discussed the information provided.

V. 2009 – 2010 Safe School Plan

Each year, charter schools are required by their chartering agency to submit a safe school plan. The comprehensive plan provides staff with a procedure manual to follow in the event of an emergency. Staff requests approval of the proposed 2009 – 2010 Safe School Plan. A motion to approve the 2009 – 2010 Safe School Plan M/S/C Bakman/Starks

VI. SOUL Student Update

- Sam Hairston shared with the council about the upcoming Bowl-a-thon Saturday, March 14th. This fundraising event will help sponsor Junior Achievement at Lowell Elementary.
- SOUL has won the Fresno County student volunteer poll-workers award for the largest small school student participation. Sam Hairston commended our students for a job well done.
- The Boys basketball team is undefeated.
- Nicholas Langarcia shared that the Career Class will be attending a leadership skills training through Fresno County Office of Education, Dare to Dream program at Scout Island.
- Our seniors are scheduled to tour Kaplan College and Fresno City College within the next few weeks.

The council discussed to information presented.

VII. Other Business

The next SOUL Governing Council meeting is schedule for May 5th. There will not be a meeting in April due to the Spring Vacation schedule.

Marilyn Wheeler will be calling the Curriculum committee and Finance committee members to schedule sub-committee meetings.

VIII. Public Comment

None at this time.

IX. Adjourn meeting

Meeting adjourned at 9:19 am M/S/C Allen//Starks