



**Moses Stites**  
 Chairperson

**Roger Palomino**  
 Executive Director

**BOARD OF COMMISSIONERS MEETING**  
 EOC BOARD ROOM, SUITE 310  
**WEDNESDAY, May 24, 2006, 7:00 P.M.**  
**AGENDA**

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. <u>Call to Order</u>	Stites		
II. <u>Roll Call</u>	Palomino		1
III. <u>Approval of Previous Minutes</u> April 26, 2006 Meeting Minutes	Stites	Approve	2
IV. <u>Executive Director's Report</u>	Palomino	Information	
V. <u>Executive Committee</u>	Stites	Approve	
A. May 11, 2006 Meeting Minutes			4
B. DOE Weatherization Program 2006-2007 Renewal			6
C. Head Start Firebaugh Site Construction and Moving of Relocatable Building			8
D. LCC Applications			
1. Calwa Parks and Recreation District Facilities Upgrades			9
2. City of Fresno Median Islands			10
3. Housing Authority Cooler Installation Cooperative Agreement			11
4. Housing Authority Cooler Service Cooperative Agreement			12
5. Housing Authority District 3 Improvements			13
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8. Youthbuild Proposal			17
E. Food Services Summer Food Service Program 2006			18
F. Transit Systems			
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2. Operations Program and Budget FY 2006-2007			21
G. Head Start, Early Head Start and School Age Child Care 2006-2007 Child and Adult Care Food Program			23
VI. <u>Audit Committee</u>			
A. May 17, 2006 Meeting Minutes	Padilla	Approve	27
B. 2005 Single Audit (Attached)	Mersino	Accept	30
VII. <u>Finance Committee</u>	Vang	Approve	
A. May 17, 2006 Meeting Minutes			31
B. Executive Plaza Janitorial Services			33
C. Agency Ranking			37
VIII. <u>Pension Committee</u> May 4, 2006 Meeting Minutes	Saldana	Approve	38
IX. <u>Strategy Committee</u> May 3, 2006 Meeting Minutes	Magdaleno	Approve	40
X. <u>Advisory Boards</u>			
A. Head Start County Wide Policy Council April 19, 2006 Meeting Minutes	Lucero	Approve	41
B. SOUL Advisory Council May 9, 2006 Meeting Minutes	Rodgers	Approve	44

XI. Other Business/Public Comment  
(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.)

XII. Adjournment  
(Items listed as information still leaves the option for guidance/direction by the Board.)

Commissioners	Term Expiration	Target Area or Appointing/Nominating Org.	1/25	2/22	3/22	4/26	5/24	6/28	9/27	10/25	11/15	12/13
Tim Bakman	12/31/07	14th Senatorial District	X	X	X	E						
Martin Castellano	12/31/07	Area C	E	E	O	X						
Ramon R. Dominguez	12/31/06	Area B	O	X	O	O						
Dr. Lee Farley	12/31/07	Community Colleges	X	X	X	X						
Kathleen Fernandez	12/31/06	Juvenile Court	X	X	X	E						
George A. Finley, Sr.	12/31/06	Board of Supervisors	X	X	X	X						
Pastor Rufus Fruge	12/31/06	Area E	X	X	E	X						
Charles Garabedian, Jr.	12/31/07	Malaga County Water District	X	X	E	X						
Jared Garcia	12/31/07	Target Area H	E	E	E	E						
Theresa Hernandez	12/31/06	Foster Grandparents	X	E	X	X						
Tito A. Lucero	12/31/06	Head Start County Wide Policy Council	X	X	X	X						
Marina Magdaleno	12/31/07	Board of Supervisors	E	X	E	X						
Rev. Paul McCoy	12/31/07	NAACP	X	X	X	X						
Vongsavanh Mouanoutoua	12/31/07	Lao Evangelical Church of Fresno	X	E	X	X						
Esther Padilla	12/31/06	CA Transplant Donor Network	E	E	E	E						
Jose A. Ramirez	12/31/07	Area A	X	X	X	X						
Daniel Renteria	12/31/06	Area F	X	X	X	E						
Eugene Rico	12/31/07	Area G	E	X	X	E						
Jimi Rodgers	12/31/07	Association of Black Social Workers	X	X	X	E						
Jess Saldana	12/31/06	Area D	X	X	X	X						
Moses Stites	12/31/06	31st Assembly District	X	X	E	X						
Rev. E. Swillis	12/31/07	Mayor's Appointment	X	X	E	E						
Peter Vang	12/31/06	30th Assembly District	X	X	X	E						
John Paul Youel	12/31/06	Fresno County Housing Authority	X	X	X	O						
Present = X			18	19	15	13						
Absent = 0			1	0	2	2						
Excused = E			5	5	7	9						
Vacant = V			0	0	0	0						

(Rollcall.06)

**Fresno County Economic Opportunities Commission  
Board of Commissioners Meeting  
Wednesday, April 26, 2006  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by Vice-Chairman Saldana at 7:10 p.m. Chairman Stites present at 7:15 p.m.

**II. ROLL CALL**

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

**III. APPROVAL OF PREVIOUS MINUTES**

*M/S/C – Finley/Saldana to approve March 2006 Meeting Minutes. All in favor with abstention from Magdaleno.*

**IV. PRESENTATION – WOMEN, INFANTS & CHILDREN (WIC)**

WIC Director Austin gave an overview of the WIC program.

**V. EXECUTIVE DIRECTOR'S REPORT**

Palomino reported on the following:

- Thanked Finley and Lucero for attending the Rural Development Initiative II Workshop.
- Strategy Committee will meet to discuss recommendations from the board retreat and prepare future report for the board.
- Invited the board to attend EOC's Day at the Ballpark at Grizzlies Stadium on May 6, 2006.
- Distributed the EOC Tour questionnaire to board members.
- Announced that two key EOC positions will be filled soon.
- Commended Finance employee Steve Warnes for receiving his CPA status.
- Asked Commissioner Ramirez to brief the board on the flooding and economic impact in Firebaugh.

**VI. EXECUTIVE COMMITTEE**

Agenda Item F) "Health Services Board of Directors Conflict of Interest Policy" was pulled for discussion. Palomino reviewed the agenda item as follows: Conflict of Interest Policy is required by the California Family Health Council, Inc. in order to bring the Health Services clinic into compliance with the CFHC and Title X funding requirements. Discussion followed.

*M/S/C – Magdaleno/Finley to approve/ratify the following: A) April 19, 2006 Meeting Minutes, B.1) Sanctuary TLC Supportive Housing Program three-year renewal request to the US Department of Housing and Urban Development (HUD) in the amount of \$541,708, B.2) Sanctuary TLC-2 Supportive Housing Program two-year renewal request to HUD in the amount of \$570,084, B.3) Sanctuary HHS Runaway & Homeless Youth Street Outreach Program funding request to the Department of Health and Human Services in the amount of \$600,000, B.4) Sanctuary Youth Shelter Human Services funding renewal to the County of Fresno in the amount of \$60,000, C.1) LCC bid to the City of Fresno Public Works Department for landscape maintenance within Community Facilities Districts (CFD) in the amount of \$134,000, C.2) LCC application to the State of California/Department of Conservation in the amount of \$1,450,382 to fund beverage container recycling and litter abatement activities, C.3) LCC subcontract with Danco Construction, EOC's contractor for Transit/Food Services expansion project, in the amount of \$4,600, C.4) LCC contract extension with the Fresno Irrigation District for a one month period (May 2006) to provide canal maintenance at a cost of \$11,767, C.5) LCC bid for removal of 25.83 acres of vineyard owned by the Fresno Metropolitan Flood Control District in the amount of*

\$19,222, C.6) LCC Authorization for Executive Director to enter EOC into single fixed price contract with BVI Construction to perform as general contractor of the Neighborhood Youth Center (NYC) not to exceed \$3,549,000, and with Transbay Fire Protection Systems to install all required fire protection systems at the NYC not to exceed \$206,500, , C.7) LCC bid to the Housing Authority of the City and County of Fresno for district wide property improvements in the amount of \$82,000, B.8) LCC agreement with the San Joaquin River Conservancy to provide fire break and weed abatement services along the San Joaquin River between Highways 41 and 99 in the amount of \$5,000 for one year, D) School Age Child Care desired results self-review process for the 2005-2006 fiscal year as required by the State of California for all state child development contracts by June 1 of each year, E) Head Start Annual 2006 PRISIM Self-Assessment, and F) Board of Directors Conflict of Interest Policy. All in favor.

**VII. FINANCE COMMITTEE**

*M/S/C – Magdaleno/Finley to approve: A) April 19, 2006 Meeting Minutes, B) Worker's Compensation Insurance, C) Quarterly Financial Reports, and D) Funding List. All in favor.*

**VIII. ADVISORY BOARDS**

A. Head Start County Wide Policy Council

*M/S/C – Hernandez/Finley to approve March 15, 2006 Meeting Minutes. All in favor.*

B. Sanctuary Safe Place & Shelter Advisory Board

*M/S/C – Finley/Saldana to approve April 6, 2006 Meeting Minutes. All in favor.*

C. SOUL Governing Council

*M/S/C – Magdaleno/McCoy to approve: 1) March 21, 2006 Meeting Minutes and 2) April 18, 2006 Meeting Minutes. All in favor.*

**IX. OTHER BUSINESS/PUBLIC COMMENT**

Stites called for other business. Palomino invited the board to the SOUL Graduation to be held at Cornerstone Church (Old Wilson Theatre) on June 2, 2006.

Stites called for public comment. There was none.

**X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:17 p.m.

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

Respectfully submitted,

Roger Palomino  
Board Secretary

**EXECUTIVE COMMITTEE**  
**EOC Executive Conference Room, Suite 300**  
**May 11, 2006, 12:00 p.m.**  
**MINUTES**

**I. Call to Order**

Chairperson Moses Stites called the meeting to order at 12:09 p.m.

**II. Roll Call**

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

Members Present: Moses Stites, Jess Saldana, Theresa Hernandez, George Finley, Rev. E. Swllis

Staff Present: Roger Palomino, Naomi Mizumoto, Gary Joseph, Paul McLain-Lugowski, Dennis Bachelor, Carolyn Moreno

**III. Approval of Previous Minutes**

*M/S/C – Finley/Swillis to approve April 19, 2006 Meeting Minutes. All in favor.*

**IV. Executive Director's Report**

Palomino reported on following:

The Strategy Committee met on May 3<sup>rd</sup> and reviewed the information from the 2006 Board Retreat. Monthly meetings will be held until the framework for a 5-Year strategic plan for the agency is developed. The board will be kept up to date on the progress of the committee. Final recommendations will go to the Executive Committee and then to the full board by October or November 2006.

**V. Action Items**

**A. DOE Weatherization Program 2006-2007**

*M/S/C – Swllis/Finley to approve refunding agreement with the State of California/Department of Community Services and Development (CSD) for the 2006 Department of Energy (DOE) Weatherization Assistance Program in the amount of \$308,905 from April 1, 2006-January 31, 2007. All in favor.*

**B. Head Start Firebaugh Site Construction and Moving of Relocatable Building**

*M/S/C – Finley/Swillis to approve authorization of staff to negotiate the construction/moving costs for relocating the modular classroom building from American Union Elementary School to the Hazel Bailey Elementary School in Firebaugh, CA. All in favor.*

**C. LCC Applications**

Agenda item C.7) "Purchase and Operation of NYC Recreation Complex by City of Fresno" was pulled for discussion.

*M/S/C – Swllis/Finley to approve/ratify: C.1) Bid to Calwa Parks and Recreation District for improvements to the Calwa basketball courts in the amount of \$60,000, C.2) Bid to the City of Fresno Public Works Department for median island improvements within the City of Fresno in the amount of \$250,000, C.3) Bid to the Housing Authority of the City and County of Fresno (District 3 & 4) for cooler installation on 340 public housing units in the amount of \$55,700, C.4) Bid to the Housing Authority of the city and County of Fresno (District 3-City of Fresno; 4-Rural East area; and 5-Rural West area) for cooler services on 600 public housing units in the amount of \$15,000, C.5) Bid to the Housing Authority of the City and County of Fresno for designated concrete improvements in the amount of \$25,000, C.6) Bid to the Housing Authority of the City and County of Fresno (District 4) for pruning and low limb clearance services in the amount of \$7,800, C.7) Purchase and operation of the EOC Neighborhood Youth Center recreation complex by the City of Fresno in the amount of \$3,300,000, C.8) Youthbuild Grant application to the U.S. Department of Housing and Urban Development (HUD) in the amount of \$700,000. All in favor.*

D. Food Services Summer Food Service Program 2006

*M/S/C – Swillis/Saldana to approve recommendation to increase the Summer Food Service Program up to sixty-five (65) sites in Fresno County during the Summer of 2006. All in favor.*

E. Transit Systems

1. Fresno County CalWORKS

*M/S/C – Swillis/Saldana to approve recommendation to increase the Summer Food Service Program up to sixty-five (65) sites in Fresno County during the Summer of 2006. All in favor.*

2. Operations Program and Budget FY 2006-2007

*M/S/C – Swillis/Saldana to approve recommendation to increase the Summer Food Service Program up to sixty-five (65) sites in Fresno County during the Summer of 2006. 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 1:15 p.m.

Respectfully Submitted,

Moses Stites, Chairperson

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 10, 2006	<b>Program:</b> Weatherization
<b>Agenda Item Number:</b> V.-B.	<b>Director:</b>
<b>Item:</b> 2006 DOE Weatherization Contract	<b>Assistant Executive Director:</b> George Egawa
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Staff recommends approval to enter into a refunding agreement with the State of California Department of Community Services and Development (CSD) for the 2006 Department of Energy (DOE) Weatherization Assistance Program, contract # 06C-1609, in the amount of \$308,905, for the period April 1, 2006 to January 31, 2007, including a Weatherization Priority Plan.

**BACKGROUND:**

Weatherization services are subcontracted to a licensed contractor, Sundowner Insulation Company, and provide the following energy conservation services in the homes of eligible clients.

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| Outreach and Intake                   | Ceiling Insulation                   |
| Energy Education                      | Water Heater Blankets                |
| Safety Check of Combustion Appliances | Heating/Cooling unit repairs         |
| Waterflow Restrictor                  | Caulking of windows                  |
| Door Weatherstripping                 | Duct Leakage Tests                   |
| Glass Replacement – Windows           | Compact Fluorescent Light Bulbs      |
| Minor Envelope Repair                 | Evaporative Cooler repair or replace |

**ISSUES:**

The State of California Department of Community Services and Development (CSD) requires Board approval and a Board Resolution to enter the agreement with CSD for the 2006 Department of Energy (DOE) Weatherization Assistance Program.

**WEATHERIZATION PRIORITY PLAN**

First priority for weatherization services will be determined by a point system using a Weatherization Priority Worksheet. Those households with the highest points will be considered first, taking into consideration, energy burden, income, vulnerable populations, weather related crisis, and life threatening emergencies. Geographic consideration will apply when units within proximity of each other are signed up. For example, a second household is identified within close proximity to a unit that already has high priority status.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

**RESOLUTION**

WHEREAS, the Department of Community Services and Development (CSD) is designated to receive and administer the Department of Energy – Weatherization Assistance Program grant (DOE WAP) grant for the State of California (Government Code Section 16367.5), and

WHEREAS, the State CSD, under the DOE WAP Grant Program has elected to award Fresno County Economic Opportunities Commission (EOC) Contract #06C-1609 in the amount of \$ 308,905 for weatherization services, and

WHEREAS, the EOC Board of Commissioners has accepted this award on May 24, 2006.

NOW, THEREFORE, BE IT RESOLVED THAT Moses Stites, Board Chairman, Roger Palomino, Executive Director and/or George Egawa, Assistant Executive Director and/or Alma Kowalski, Assistant Executive Director are authorized as the officers to act on behalf of the EOC Board and sign all necessary documents, including any amendments, required to complete the contract and award process.

\_\_\_\_\_  
Moses Stites, Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Roger Palomino, Executive Director and Board Secretary

\_\_\_\_\_  
Date

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 11, 2006	<b>Program:</b> Head Start
<b>Agenda Item No.:</b> V.-C.	<b>Director:</b>
<b>Item:</b> Firebaugh Head Start – Site Construction and Moving of Relocatable Building	<b>Assistant Executive Director:</b> Naomi Quiring-Mizumoto
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Authorize staff to negotiate the construction/moving costs for relocating the modular classroom building from American Union Elementary School to the Hazel Bailey Elementary School in Firebaugh, California.

**BACKGROUND:**

In 2004 the County Wide Policy Council approved closing the Mulberry Head Start center site due to very low enrollment of Head Start eligible children over the previous four (4) years. We continue to serve eligible families in this community through our home based option. In Firebaugh, we have been housed in an old Army barrack building at the Free Pentecostal Church that was built in late 1940-50. Due to the potential excessive costs to repair this building, staff have been working diligently with private land and local officials to find a suitable building or land to serve our children in Firebaugh. We were recently offered by the Firebaugh-Las Deltas Unified School District 47,750 square feet of land at Hazel Bailey Elementary School to house a relocatable building. We have entered into a thirty (30) year land lease with the school district at a cost of one dollar (\$1.00) per year for the land space.

In October 2005 a proposal was submitted to the Administration for Children & Families, Department of Health & Human Services for reprogramming of Head Start-Preschool funds for which \$295,000 was approved for the construction site work and moving of the relocatable building from American Union Elementary School to Hazel Bailey Elementary School in Firebaugh to replace our current preschool site.

This project is of great interest to the school district as well as the City of Firebaugh; both parties have committed to help fund the construction of the parking lot in the amount of \$60,000 which will help alleviate parking and traffic issues.

**ISSUE:**

Our architect obtained proposals for the construction/relocation costs for this project which were much higher than the \$355,000 funds available at this time. Staff would like to negotiate and/or rebid the project details further with the architect, school district, City of Firebaugh, and bidders to be able to complete this project to better serve our children and families in Firebaugh.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 10, 2006	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No.:</b> V.-D.1	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> Calwa Parks and Recreation District Facilities Upgrades	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION**

To ratify LCC's quote to the Calwa Parks and Recreation District for improvements to the Calwa Park basketball courts. On May 1, 2006 LCC bid the improvements at \$60,000.00.

**BACKGROUND**

LCC has installed over 60 playgrounds for the City of Fresno, including picnic and playground area improvements at Calwa Park and has performed several facilities upgrades for the Housing Authority. Calwa Parks and Recreation District is pleased with previous work performance of the LCC and has solicited LCC for these additional services.

**ISSUE**

Work will consist of the following: new pavement overlay on the court; new basketball furniture (the standards and equipment); fence demolition; concrete demolition and repouring; new light standards for the court. LCC has the organizational strength, managerial expertise, and proper equipment to complete the upgrades at Calwa Park on time and under budget. This contract will be utilized to train young 6-10 corpsmembers in the construction field.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 10, 2006	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No.:</b> V.-D.2	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> City of Fresno Median Island Improvements	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION**

To approve the submission of a bid to the City of Fresno Public Works Department for median island improvements within the City of Fresno. Improvements include, but are not limited to installing stamped concrete, irrigation installation, and planting of vegetation. Bid is approximately \$250,000 for a one year period.

**BACKGROUND**

Median island landscaping can be seen on many of the City’s major streets. Funding for the development of these projects is authorized by the City Council, and paid through the General Fund.

**ISSUE**

LCC has been assisting the City of Fresno with traffic median island maintenance for the past eleven years, working under contract with the City Parks Department, Tree Fresno, and now the Public Works Department. The City has asked the LCC to submit a bid to improve the appearances of blighted median islands within the council districts. LCC has the organizational strength, managerial expertise, licenses, and tools to provide this service.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 10, 2006	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No.:</b> V.-D.3	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> Housing Authority Cooler Installation Cooperative Agreement	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION**

To ratify the submission of a bid to the Housing Authority of the City and County of Fresno (District 3 & 4) Fresno DeSoto Gardens (210 units) and Parlier Migrant Center (130 units), respectively, for cooler installation on 340 public housing units. Value of the bid is \$55,700.

**BACKGROUND**

The Housing Authority of the City and County of Fresno owns and manages all public housing stock throughout the City and County of Fresno. The Housing Authority has acquired new state-of-the-art cooling units for these centers and requested a bid from the LCC to install them. The units will be retrofitted to existing cooler ducting.

**ISSUE**

LCC staff initiated contact with the Housing Authority, offering to perform general building maintenance services on units managed by the Housing Authority. District 3 & 4 asked that the LCC provide a bid for cooler installation services. LCC was the lowest responsible bidder and has the organizational strength, managerial expertise, and efficient tools to complete the project to Housing Authority standards.

The project will be managed under the Enterprise Operations Division of the LCC. We anticipate training approximately 14 corpsmembers in the building maintenance trades during the course of the contract.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 10, 2006	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No.:</b> V.-D.4	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> Housing Authority Cooler Service Cooperative Agreement	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION**

To ratify the submission of a bid to the Housing Authority of the City and County of Fresno (District 3 – City of Fresno; 4 – Rural East area; and 5 – Rural West area) for cooler service on 600 public housing units. Value of the bid is \$15,000.

**BACKGROUND**

The Housing Authority of the City and County of Fresno owns and manages all public housing stock throughout the City and County of Fresno. The cooler service will include lubrication, replacement of pads and or pumps, belt adjustment and pan cleaning.

**ISSUE**

LCC staff initiated contact with the Housing Authority, offering to perform general building maintenance services on units managed by the Housing Authority. Districts 3, 4, and 5 asked that the LCC provide a bid for cooler maintenance services. LCC was the lowest responsible bidder and has the organizational strength, managerial expertise, and efficient tools to complete this project to Housing Authority standards.

The project will be managed under the Enterprise Operations Division of the LCC. We anticipate training approximately 14 corpsmembers in the building maintenance trades during the course of the contract.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 10, 2006	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No:</b> V.-D.5	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> Housing Authority District 3 Improvements	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

To ratify the submission of a bid to the Housing Authority of the City and County of Fresno for designated concrete improvements in the amount of \$25,000.

**BACKGROUND:**

EOC's Local Conservation Corps provides grounds maintenance, general repairs, maintenance, vacancy preparation, and general improvements to numerous sites within the five districts owned and managed by the Housing Authority of the City and County of Fresno.

**ISSUE:**

The LCC was asked to bid on services needed by the Housing Authority in the District 3 (City of Fresno, near FYI Airport) warehousing area. Additional concrete slabs needed to be poured. EOC's Local Conservation Corps has established a strong working relationship with the Housing Authority through our Enterprise Operations Division and has the skilled personnel and equipment to complete this work.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 10, 2006	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No.:</b> V.-D.6	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> Housing Authority Pruning and Low Limb Clearance	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION**

To approve submission of a bid for pruning and low limb clearance services to the Housing Authority District 4. The complexes receiving the pruning are located in Sanger, Parlier, Laton, and Orange Cove. The amount of the bid is \$7,800.

**BACKGROUND**

The Housing Authority of the City and County of Fresno owns and manages all public housing stock throughout the City and County of Fresno. The Housing Authority contracts with vendors to maintain its grounds and sprinkler systems.

**ISSUE**

LCC has the organizational strength, managerial expertise, and efficient tools to complete the project on time. This contract will be utilized to train a minimum of 20 young adult corpsmembers in the grounds maintenance field. Corpsmembers will learn to use a variety of manual and power tools, including hedge clippers, pole clippers, chain saws, and power sheers.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 10, 2006	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No:</b> V.-D.7	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> Purchase and Operation of NYC Recreation Complex by City of Fresno	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

To approve the purchase and operation of the EOC Neighborhood Youth Center recreation complex by the City of Fresno, subject to conditions outlined by the State of California Department of Parks and Recreation for said transaction. Proposed sales price is \$3,300,000 based on EOC's NYC architect's revised estimate.

**BACKGROUND:**

EOC has acquired property from the City of Fresno Redevelopment Agency for the purpose of constructing a multipurpose Neighborhood Youth Center which will serve as the operations center for the Local Conservation Corps. The property, 6.9 acres in southwest Fresno, is located at the corner of California and C Streets. The NYC will house the administrative offices of EOC's Local Conservation Corps, classrooms for EOC's charter school - the School of Unlimited Learning, vocational-technical training facilities, tool crib, recreational facilities, child care center, and health services center.

**ISSUE:**

EOC staff approached the director of the City of Fresno Department of Parks, Recreation and Community Services to gage their interest in picking up the cost of staffing and operating the NYC recreation complex. City staff expressed interest in not only operating the NYC recreation complex but also purchasing it from EOC once it was built. City staff has obtained legal consent from the City Attorney and is prepared to seek approval from the Fresno City Council in this matter, subject to concurrence of the State Department of Parks and Recreation which provided funding for the NYC recreation complex through the award of a competitive grant authorized under the Urban Parks Act of 2001. The EOC Board must also approve the sale of the property to the City of Fresno.

Upon approval of this transaction by the EOC Commission and Fresno City Council, the transfer deed of trust will require assurance from the City of Fresno that they will operate the NYC recreation complex as originally specified in the approved grant application submitted to the

State Parks Department by EOC January 15, 2004, and consistent with the requirements of the Public Park Preservation Act of 1971 (Chapter 2.5, Section 5400.

The City of Fresno proposes to make the \$3.3 million purchase of the NYC recreation complex from developer impact fees. The purchase price includes two project enhancements requested by the City of Fresno: a splash park, and emergency power generating system to allow the facility to serve as an Alternate Emergency Operations Center. The purchase of EOC's NYC recreation complex by the City of Fresno was approved by the City of Fresno Parks Commission on January 5, 2006. Construction of the NYC recreation complex is expected to be complete by Spring, 2007. Proceeds from the proposed sale of the NYC recreation complex are needed to fully subscribe the cost to construct the Neighborhood Youth Center.



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 10, 2006	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No.:</b> V.-D.8	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> YouthBuild Proposal	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

To approve the June 9, 2006 submission of a YouthBuild grant application to the U.S. Department of Housing and Urban Development (HUD) in the amount of \$700,000. Funding would provide for two new 12-month program cycles offering youth development and construction training services to 32 youth in partnership with Habitat for Humanity, Fresno.

**BACKGROUND:**

On October 28, 1992, Congress authorized the YouthBuild program under the Housing and Community Development Act of 1992. The purpose of the program is to provide disadvantaged young adults with education, employment, and leadership skills and expand the supply of affordable housing by building and rehabilitating housing for low-income and homeless persons. It provides both on-site construction work experience and academic and job skills training for high school dropouts, ages 16 to 24, in low-income communities.

**ISSUE:**

EOC's YouthBuild proposal features training in new construction through a partnership with Habitat for Humanity, Fresno at their 89-lot development named the Crossroads in southwest Fresno. If funded, the proposal would create 32 new corpsmember trainee slots over two years, through December, 2008. Corpsmembers will construct ten new homes during the training program. They will be involved in all aspects of construction. Attractive features of this proposal include the exposure to, and assistance corpsmembers can offer families who agree to commit "sweat equity" toward the purchase of a Habitat home. The pace of construction - because it utilizes volunteers - is expected to allow for optimum training of youth enrolled in the YouthBuild program, and may lead to interest among the YouthBuild members to acquire one of the homes in this subdivision. Corpsmembers will spend half their time on the construction site, and be engaged in classroom instruction (High School diploma studies and vocational training) the other half of their time. Leadership training and supportive services will also be incorporated into the program.

Fresno County **Economic Opportunities Commission**

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 5, 2006	<b>Program:</b> Food Services
<b>Agenda Item No.:</b> V.-E.	<b>Director:</b> Gary Joseph
<b>Item:</b> Summer Food Service Program 2006	<b>Assistant Executive Director:</b> George Egawa
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

The staff recommends approval to increase the Summer Food Service Program up to sixty-five (65) sites in Fresno County during the Summer of 2006.

**BACKGROUND:**

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

The FCEOC started the SFSP in 1991 with two (2) sites and is waiting for approval to serve up to sixty-five (65) sites in 2006.

**ISSUE:**

The Fresno County Economic Opportunities Commission has identified serving sites that meet the USDA requirement as a SFSP serving site. We anticipate serving over 120,000 lunches this summer with reimbursement estimated at \$339,300. The sites and daily counts are listed below:

**Urban Sites:**

<u>City</u>	<u>Count</u>	<u>Location</u>
Clovis	75	Sierra Vista School- 510 Barstow
	90	Tarpey School-2700 Minnewawa
	60	Clovis Boys & Girls-2833 Helm Ave
Coalinga	35	Coalinga Community Ctr.-5550 Monroe St.
Fresno	25	Holy Cross Ctr.- 421 F Street
	120	Orange Center School- 3530 S. Cherry Ave.
	30	Arriaga Community Ctr.- 3582 S. Winery
	30	Our Savior Lutheran- 2101 N Fruit Ave.
	50	Frank H Ball- 706 Mayor
	60	The Parks at Fig Garden-4085 N. Fruit
	30	Romain Playground- 745 N. First
	50	School Of Unlimited Lrn.- 2336 Calaveras

30	Calwa Park- 4545 E.Church Ave.
35	Boys & Girls Club- 540 N. Angus
30	West Fresno Boys & Girls- 930 Tulare St.
40	East Fresno Boys & Girls- 1621 S. Cedar
30	New Millennium- 830 N. Fresno
15	FIRM- 1940 N. Fresno
40	Christ's Temple-850 N.Blackstone
65	Hinton Center- 2385 S. Fairview
200	Stone Soup Fresno- 1345 E. Bull Dog Ln.
40	Pinedale Community Ctr- 7170 N. San Pablo
25	Einstein Park- 3566 E. Dakota
40	Ivy- 1350 e. Annadale
25	Highway City- 5140 State St.
90	Fink White- 535 S. Trinity
50	Wesley-1343 E. Barstow
25	Ted C Wills- Ted C. Wills
50	Quigley- 808 W. Dakota
30	Melody Park- 5635 E. Shields Ave.
65	Lafayette Park- 1516 E. Princeton
55	Dickey Playground-50 N. Calavaras
40	Sanctuary- 2336 Calavaras
40	St. James Church-4147 E. Dakota
30	Fresno Covenant-2727 N. First
40	El Encino- 2033 S. Cedar Ave.
30	Dakota House -11203 W. Dakota
30	Winery Apartments-1255 S. Winery # 109
90	Greater Macedonia Church-1825 S. Delano
30	Ranch Wood Apartments- 1151 Chestnut #130
30	Stoneybrook Apartments- 4942 E. Balch
90	Bethel Christian Ctr.- 4665 N. First
60	Briarwood Apartments- 4402 W. Avalon
60	Fairview Heights Terrace-2191 Maud
60	Villa Del Mar Apt. – 3950 N. Del Mar

**Rural Sites:**

<u>City</u>	<u>Count</u>	<u>Location</u>
Firebaugh	30	Senior Citizens Center-1601 Thomas Conboy
Huron	80	Chestnut Park - 16501 Palmer Ave.
	65	Keenan Community Ctr.- 17094 Myrtle St.
Laton	200	Laton High School-6449 De Woody St.
Mendota	25	Rojas-Pierce City Park-Smoot & Sorensen
Orange Cove	120	James Oberman -Eaton ParkPark Blvd. & Center
Parlier	75	Parlier Community Ctr.-1100 E. Parlier
	50	Ceasar Chavez School- 500 Tuoloume
Selma	40	Salazar Center- Sheridan & Valley View
	35	Weed & Seed- 2099 Mitchell

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

Fresno County **Economic Opportunities Commission**

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 9, 2006	<b>Program:</b> Transit Systems
<b>Agenda Item No.:</b> V.-F.1	<b>Director:</b> Gary Joseph
<b>Item:</b> Fresno County CalWORKS Contract	<b>Assistant Executive Director:</b> George Egawa
<b>Committee:</b> Executive	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION**

Staff recommends approval of the Transit Systems Contract with Fresno County CalWORKS for \$306,635 for the period July 1, 2006 to June 30, 2007.

**BACKGROUND:**

The Fresno County CalWORKS program provides supportive services to it's clients to achieve independence from County support by transporting clients to and from job sites & training locations. Fresno County Economic Opportunities Commission (FCEOC) Transit Systems has provided transportation to CalWORKS clients since July 1, 2000. Transit Systems operates transportation service for this night service from 6:00 p.m. through 6:00 a.m. seven days per week.

**ISSUE:**

Transit Systems is nearing completion of its current contract ending June 30, 2005. The Department of Employment and Temporary Assistance has recommended that our current CalWORKS contract be renewed for another year at the current funding level in spite of significant State and Federal funding for FY 2006/07. The County has accepted a reduction in service hours from 12.0 per day to 11.25 per day. This cost reduction allows EOC to continue the contract without increasing the price.

Transit Systems will continue to use two (2) vehicles per day at 11.25 hours for 357 days during this year. The .75 reductions in hours per day will be reduced at a time period that will least affect the clients.

The total cost to Fresno County CalWORKS for the period July 1, 2006 through June 30, 2007 is not to exceed \$306,635.



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> April 27, 2006	<b>Program:</b> Transit Systems
<b>Agenda Item No.:</b> V.-F.2	<b>Food Services/Transit Systems</b> <b>Director:</b> Gary Joseph
<b>Item:</b> Transit Systems FY 2006/07 OPB	<b>Assistant Executive Director:</b> George Egawa
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**Recommended Action**

The Staff recommends approval of the Transit Systems FY 2006/07 Operations Program and Budget (OPB).

**Background**

The Transit Systems' CTSA Operations Program and Budget has been developed to reflect Transit Systems' most recent progress and provides an operational plan and budget for FY 2006/07. The OPB is prepared annually in compliance with the Council of Fresno County Governments' AB120 Action Plan requirements and allows EOC to claim State Local Transportation Funds to help support the Urban and Rural CTSA program.

The Urban CTSA provides transportation/maintenance service to fifteen (15) social service agencies. The Rural CTSA provides service to ten social service agencies and rural public transit on nine (9) systems.

**Issue**

**Projected FY 2006/07 Budget**

The FY 2006/07 total budget is estimated at \$7,021,608. Total estimated social service revenue for FY 2006/07 is \$5,129,007. FTA grant proposal funds of \$444,421 and TDA Article 4.5 funds at \$1,448,180.

**FY 2006/07 CTSA Service Improvement Program**

The CTSA "Service Improvement Program" provides many opportunities for program development objective for FY 2006/07.

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

TDA carryover funds have been encumbered for the new maintenance facility with a renovation planned for the existing maintenance area to office and training quarters.

The County of Fresno CalWORKS continues into the seventh consecutive year of contract service to provide transportation service to their clients during non-traditional hours 6:00 p.m. to 6:00 a.m. The clients are transported to work, training sites and child care centers as necessary. The Central Valley Regional Center, (CVRC), will begin its fourteenth (14) consecutive year of service to the developmentally disabled of Fresno County.

# Fresno County Economic Opportunities Commission

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 16, 2006	<b>Program:</b> Head Start-Preschool, Early Head Start and School Age Child Care
<b>Agenda Item No.:</b> V.-G.	<b>Director:</b>
<b>Item:</b> 2006-2007 Child and Adult Care Food Program	<b>Assistant Executive Director:</b> Naomi Quiring-Mizumoto
<b>Committee:</b> Board of Commissioners	<b>Executive Director:</b> Roger Palomino

## **RECOMMENDED ACTION:**

Staff recommends authorization and approval to submit annual renewal agreements to California Department of Education, Child Nutrition Division – Child and Adult Care Food Program (CACFP) for operating Head Start-Preschool, Early Head Start, and School Age Child Care Centers for the 2006-2007 Fiscal Year.

## **BACKGROUND:**

On December 23, 1996, Head Start and School Age Child Care Programs were notified by the California Department of Education that changes in United States Department of Agriculture (USDA) guidelines necessitate additional information for annual renewal of current agreements for participation in the Child and Adult Care Food Program. Annual renewal submission deadline is by July 1 of each year.

The required Non-Profit information includes:

1. Articles of Incorporation with the Secretary of State Seal.
2. Bylaws including board adoption.
3. Names, addresses and phone numbers of board members (not the agency address and phone number). According to Federal and State Laws, a majority of the board must be disinterested parties.
4. Board of Directors' minutes authorizing operation of day care center(s).
5. Board of Directors' minutes authorizing participation in CACFP and naming an authorized representative.

## **ISSUE:**

If the above criterion is not met annually with each renewal agreement submission, renewal of the agreement will be denied and sponsor termination will be executed.

RESOLUTION

WHEREAS, The California Department of Education Child Nutrition Division has issued a request for authorization from current sponsors operating and providing child care services to children between the ages of birth and eighteen years of age, for reimbursement of funds by Child and Adult Care Food Program.

WHEREAS, the purpose of this reimbursement is to provide nutritious meals and/or snack supplements to children while in FCEOC Head Start Centers, and covering associated cost of meal preparation and service.

WHEREAS, Fresno County Economic Opportunities Commission (FCEOC) is eligible to apply for renewal of the current contract by virtue of its operation of the FCEOC Head Start-Preschool Program which services children four to twelve years of age in Fresno County.

WHEREAS, the FCEOC Board of Commissioners has accepted this authorization to operate Head Start-Preschool centers; and

NOW, THEREFORE, BE IT RESOLVED THAT the FCEOC Board of Commissioners Authorizes staff to participate and submit a renewal contract to the Child and Adult Care Food Program administered by the California Department of Education. The FCEOC Board of Commissioners also authorizes Moses Stites, Board Chairperson and Roger Palomino, Executive Director, as the officers to act on behalf of FCEOC Board and sign all necessary documents, including any amendments, required to complete the agreement and reimbursement process.

\_\_\_\_\_  
Moses Stites, FCEOC Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Roger Palomino, FCEOC Executive Director  
and Board Secretary

\_\_\_\_\_  
Date

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

RESOLUTION

WHEREAS, The California Department of Education Child Nutrition Division has issued a request for authorization from current sponsors operating and providing child care services to children between the ages of birth and eighteen years of age, for reimbursement of funds by Child and Adult Care Food Program.

WHEREAS, the purpose of this reimbursement is to provide nutritious meals and/or snack supplements to children while in FCEOC Early Head Start centers, and covering associated cost of meal preparation and service.

WHEREAS, Fresno County Economic Opportunities Commission (FCEOC) is eligible to apply for renewal of the current contract by virtue of its operation of the FCEOC Early Head Program which services children birth to three years of age in Fresno County.

WHEREAS, the FCEOC Board of Commissioners has accepted this authorization to operate Early Head Start child care centers; and

NOW, THEREFORE, BE IT RESOLVED THAT the FCEOC Board of Commissioners Authorizes staff to participate and submit a renewal contract to the Child and Adult Care Food Program administered by the California Department of Education. The FCEOC Board of Commissioners also authorizes Moses Stites, Board Chairperson and Roger Palomino, Executive Director, as the officers to act on behalf of FCEOC Board and sign all necessary documents, including any amendments, required to complete the agreement and reimbursement process.

\_\_\_\_\_  
Moses Stites, FCEOC Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Roger Palomino, FCEOC Executive Director  
and Board Secretary

\_\_\_\_\_  
Date

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

RESOLUTION

WHEREAS, The California Department of Education Child Nutrition Division has issued a request for authorization from current sponsors operating and providing child care services to children between the ages of birth and eighteen years of age, for reimbursement of funds by Child and Adult Care Food Program.

WHEREAS, the purpose of this reimbursement is to provide nutritious meals and/or snack supplements to children while in FCEOC School Age Child Care (SACC) centers, and covering associated cost of meal preparation and service.

WHEREAS, Fresno County Economic Opportunities Commission (FCEOC) is eligible to apply for renewal of the current contact by virtue of its operation of the FCEOC SACC Program which services children four to twelve years of age in Fresno County.

WHEREAS, the FCEOC Board of Commissioners has accepted this authorization to operate School Age Child Care centers; and

NOW, THEREFORE, BE IT RESOLVED THAT the FCEOC Board of Commissioners Authorizes staff to participate and submit a renewal contract to the Child and Adult Care Food Program administered by the California Department of Education. The FCEOC Board of Commissioners also authorizes Moses Stites, Board Chairperson and Roger Palomino, Executive Director, as the officers to act on behalf of FCEOC Board and sign all necessary documents, including any amendments, required to complete the agreement and reimbursement process.

\_\_\_\_\_  
Moses Stites, FCEOC Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Roger Palomino, FCEOC Executive Director  
and Board Secretary

\_\_\_\_\_  
Date

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION  
AUDIT COMMITTEE MEETING  
WEDNESDAY, MAY 17, 2006  
EXECUTIVE OFFICE CONFERENCE SUITE 300**

**MINUTES**

- I. The meeting was called to order at 11:41 a.m.
- II. Roll call was taken and a quorum was present:

<u>Members:</u>	<u>Staff:</u>	<u>Guests :</u>
Esther Padilla, Chair	George Egawa	Peter Mersino, CPA
James Aleru, CPA	Salam Mohammad	Tom Kaku, CPA
Peter Vang	Rebecca Weimer	Gene Rico
Dr. Lee Farley	Steve Warnes	Tito Lucero
Charles Garabedian		Theresa Hernandez

- III. Approval of previous minutes – September 21, 2005

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

- IV. Presentation of Agency-wide Single Audit

Peter Mersino, CPA, of Kaku and Mersino, LLP, presented a draft of the Agency's audit report for the year ended December 31, 2005. A draft format is presented in case any changes are suggested by the Commissioners. Kaku & Mersino LLP issued an unqualified opinion that the financial statements present fairly the Agency's financial position.

Mersino presented the Consolidated Statement of Financial Position. Assets are presented in order of liquidity. Cash and cash equivalents include \$895,000 in certificates of deposit that are FDIC insured. Grant and other receivables represent amounts owed to the Agency at 12/31/05 that have been received subsequently. Prepaid expenses and deposits include prepaid insurance premiums. Property and Equipment are primarily buses and construction in progress for transit building, NYC complex, and EHS center. All equipment is stated at cost less depreciation. Land owned by the Agency is also included in this total. Accounts payable includes payments to be made to approximately 500 vendors. Salaries and benefits payable are primarily accrued payroll paid subsequent to 12/31/05 and the vacation payable for the vacation hours earned by employees but that have not yet been used. Deferred revenue represents funding earned by EOC that will be spent during 2006. Notes payable includes a note payable to the Farmers Home Administration for the acquisition of the food services building, the note payable for the financing of the Fresno Executive Plaza property, and the note payable with Wells Fargo for copiers. In addition, there is a line of credit available to the Agency that was not used during

2005. Other liabilities primarily consist of the health insurance reserve, refugee loan fund, and the WIC interest waiver reserve. Total assets are \$27,886,555 with liabilities at \$13,395,156 and unrestricted net assets of \$14,491,399. Mersino noted the classification of items as unrestricted, temporarily restricted, and permanently restricted is required by the Statement of Financial Accounting Standards (SFAS) 117. Upon inquiry of Commissioner Padilla, Mersino clarified that reflecting all unrestricted net assets means that the funds are available for use as the Agency wishes but that there are still restrictions to keep grant funds within the program to which the funding was granted.

Mersino noted the items in the Consolidated Statement of Activities are also unrestricted. The \$2.6 million increase in revenue over 2004 is primarily due to an increase in the emergency utility payments and in the LCC program. Mersino also presented supplementary graphs displaying the steady increase of revenue over five years with an offsetting increase in expenses. The second graph displays the revenue by funding source. Upon inquiry, Mersino noted an example of the "Other" funding source would be contributions. The Statement of Activities reports expenses by functional classification, which is depicted in the third graph, Expenses by Program. Revenues of \$97,666,844 and expenses of \$97,269,100 result in an increase to net assets of \$397,744.

The Consolidated Statement of Functional Expenses shows the natural expense classification for each of the functional classifications. The fourth graph depicts that natural classification for the Agency in total. This graph, Expenses by Category, shows Salaries and Benefits as the largest category at 45% of total expenses.

The Statement of Cash Flows details the change in cash from the beginning of the year to the end of the year. During the year, there was an increase in cash of \$1.1 million. On Member Aleru's inquiry, Mersino explained that depreciation on the cash flow statement differed from that shown on the Statement of Functional Expenses due to the impact of the depreciation on the grant funded assets as further detailed in Note 6. Mersino stated that the notes were presented in conjunction with the financial statements.

The report on compliance and internal control in accordance with Government Auditing Standards expressed no instances of non-compliance and no matters of internal controls considered to be material weaknesses. The report on compliance applicable to the major programs, per OMB A-133, notes compliance in all material respects with the requirements applicable to each major federal program. For 2005, the major programs were Head Start, Foster Grandparents, and Americorp.

There were no reportable findings for 2005. The \$11,914 of interest costs charged to the WIC program as a portion of the 2005 FEP rent was noted as a Federal Award Finding and Questioned Cost. This has been an ongoing matter since 1991. This issue will not be reported as an issue in future audits as the amount of interest will no longer be a material amount based on the decreasing balance of the note payable.

The Agency is pursuing a legal remedy for this matter. Upon inquiry, Mersino explained that interest is not allowed since interest was not considered to be an allowable expense at the time FEP was acquired by the Agency. This cost is not being allowed even though the rental cost, including interest, is significantly less than the cost of renting a similar space from an external entity. This matter has been favorably resolved with other Federal agencies.

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

Mersino clarified that the contributed services not recognized under SFAS 116 as discussed in Note 2 is for donated services primarily in the Head Start program. These services are valued at rates based on the type of service being provided. This rate incorporates both a wage and benefit component. These contributed services are utilized by Head Start to fulfill the required match component for the grant.

The management letter, presented by Mersino, included two recommendations. The first recommendation is to update the purchase documentation provided by the programs to support vendor selection. A second recommendation is to maintain participant files within the Human Resources department rather than in the Finance Office to utilize the knowledge of the Human Resources staff in this process. EOC's response to this letter was presented noting agreement with these recommendations.

Mersino expressed appreciation for the assistance provided by staff.

Commissioner Padilla thanked the staff and the auditors for their hard work.

*M/S/C – (Garabedian/Vang) to accept the Agency's audit report as presented.*

IV. Other Business

A. The next meeting is planned for September 2006 to review auditor selection for the 2006 Single Audit. The specific date/time is to be determined.

V. The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

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Esther Padilla, Chair

Fresno County **Economic Opportunities Commission**

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 24, 2006	<b>Program:</b> Finance
<b>Agenda Item No.:</b> VI.-B	<b>Director:</b> Salam Mohammad
<b>Item:</b> Financial Audit FY 2005	<b>Asstt. Exec. Director:</b> George Egawa
<b>Committee:</b> Audit	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

The Audit Committee recommends acceptance of the Agency-wide Single Audit as prepared by Kaku & Mersino, for the fiscal year ended December 31, 2005.

**BACKGROUND:**

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

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION  
FINANCE COMMITTEE MEETING  
WEDNESDAY, MAY 17, 2006  
EXECUTIVE OFFICE CONFERENCE SUITE 300**

**MINUTES**

- I. The meeting was called to order at 12:11 p.m.
- II. Roll call was taken and a quorum was present:

Members:

Peter Vang, Chair  
Theresa Hernández  
Tito Lucero  
Gene Rico  
Dr. Lee Farley

Staff:

George Egawa  
Salam Mohammad  
Rebecca Weimer  
Steve Warnes  
Doug Walthour

- III. Approval of previous minutes – April 19, 2006

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

- IV. Recommendation on Workers Compensation Insurance

Mohammad stated that new information from NPU WCG, our present carrier, was received within the last few hours and sufficient time for review has not been available. Thus, staff would like to postpone making a final recommendation until the June meeting.

*M/S/C – (Rico/Hernandez) to table the workers compensation insurance program recommendation until the June meeting.*

- V. Recommendation on Fresno Executive Plaza (FEP) Janitorial Services

Egawa presented the recommendation of entering into a contract with SolutionOne Cleaning Concepts, Inc as the provider of janitorial services for FEP at a base rate of \$5,980 per month for a three-year term commencing July 1, 2006. Five bids were received for this RFP. Three companies were interviewed by a panel of three employees. The base rate does not include additional services such as carpet/upholstery cleaning, window washing, graffiti removal, and walkway pressure washing to be provided upon request. SolutionOne had the highest overall ranking based on items such as local ownership, 19+ years experience, positive references, quality control policy, and employee screening.

Commissioner Lucero inquired as to the change from LCC providing the janitorial services for FEP. Egawa responded that LCC chose not to bid on providing these services as it is moving into other areas of focus, primarily construction.

In response to inquiry, Egawa also responded that Yvan Blackburn, who has been a part of the Corporate Affairs office for approximately 11 months, will continue to monitor the janitorial services as part of his Facilities Management duties.

Commissioner Vang thanked the staff for providing detail on the selection process.

*M/S/C – (Hernandez/Farley) to approve the recommendation to award the janitorial services contract for FEP to SolutionOne Cleaning Concepts, Inc. at a base rate of \$5,980 per month commencing July 1, 2006.*

VI. Audit Reports / Status

- A. Department of Health Services – WIC report on the Program Evaluation conducted on August 30 – September 1, 2005 identified no issues requiring corrective action and mentioned that it was an excellently run program.

Staff noted that the Agency has filed a claim in Federal Courts regarding the allowability of interest as a component of the rent allocated to WIC for its space within Fresno Executive Plaza. Due to the efforts provided by Wilma Austin, program director, and her staff, the State of California supports the success of the WIC program at our Agency. However, the State must follow the rulings of the Federal government. Support of this program is further seen in the awarding of a recent caseload increase, COLA increase, and the release of infrastructure funding.

*M/S/C – (Rico/Hernandez) to accept the reports as presented.*

VII. Other Business

- A. Staff presented the schedule depicting the Agency ranking within Fresno County in terms of number of full-time employees, as requested in the previous meeting. EOC ranks fourteenth overall and first as a non-profit entity within Fresno. Per request of Commissioner Vang, this report is attached so that it may be shared with the entire Board.
- B. The next meeting is set for June 21, 2006 at 11:30 a.m.

VIII. The meeting was adjourned at 12:28 p.m.

Respectfully submitted,

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Peter Vang, Chair

*Helping People. Changing Lives.*



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 10, 2006	<b>Program:</b> Facilities Management
<b>Agenda Item No.:</b> VII.-B.	<b>Director:</b>
<b>Item:</b> Executive Plaza Janitorial Services	<b>Assistant Exec. Director:</b> George Egawa
<b>Committee:</b> Finance	<b>Executive Director:</b> Roger Palomino

**Recommended Action**

The Finance Committee recommends awarding the Executive Plaza Building Complex complete janitorial services to SolutionOne Cleaning Concepts, Inc., at a base rate of \$5980.00 per month for a three year agreement commencing July 1, 2006.

**Background**

The agency issued a Request for Proposal seeking a qualified firm to provide janitorial services for the Executive Plaza building complex.

SCOPE OF WORK

*Daily Service* shall include the following:

Exterior Walkways:

- Empty and clean trash cans, replace liners
- Hose, sweep, or blow all walkways, stairwells, entryways, and foyers
- Clean and polish drinking fountains
- Clean stairwells and entry access ways

Office Space:

- Clean all entryways and entrance door glass
- Dust desk tops, workstations, cabinets, counters, tables, horizontal surfaces, and picture frames
- Sweep hard surface floors
- Mop and disinfect hard surface floors
- Vacuum all carpeted floors
- Empty wastebaskets and replace liners when needed
- Empty paper shredders
- Spot clean walls, doors, doorframes
- Spot clean interior glass partitions
- Removal of all cobwebs as needed
- Sweep & mop Café

Break Room Areas:

- Clean and disinfect break rooms
- Clean and disinfect counters, sinks, tables and chairs
- Clean exterior of refrigerators
- Clean and disinfect water coolers and empty trays
- Clean coffee bar areas

- Clean and polish drinking fountains
- Empty and clean trash cans, replace liners

Restroom Areas:

- Clean and disinfect toilet bowls
- Clean and disinfect wash basins
- Mop and disinfect hard surface restroom floors
- Clean restroom tiles, partitions, and walls
- Clean Mirrors
- Dust restroom dispensers
- Restock restroom dispensers
- Empty and clean trash cans, replace liners

*Weekly Service* shall include the following:

- Remove smudges from light switches, doors, and door frames
- Dust partitions and high ledges
- Wipe clean furniture and fixtures
- Dust all windowsills
- Dust and wipe walkway, stairwells, and railings
- Clean and mop elevator floors, walls, and doors
- Clean exterior of courtyard facing windows

*Monthly Service* shall include the following:

- Exterior pressure wash sidewalks and walkways 2<sup>nd</sup> and 3<sup>rd</sup> floors
- Exterior pressure wash sidewalks and walkways 1<sup>st</sup> floor (bi-weekly)
- Dust air vents and grills
- Dust all window coverings
- Dust all high level surfaces
- Spot clean walls to 5 feet
- Wipe and disinfect phones
- Clean chair mats
- Spot clean baseboards and kick plates
- Spot clean partitions and doors
- Clean and disinfect elevator floors, walls, and doors
- Clean water fountains in courtyard

Periodic Services

- Wash exterior windows
- Wash interior windows
- Graffiti removal
- Exterior pressure washing of sidewalks and walkways
- Parking lot sweeping service
- Strip, seal, and apply a 3-coat urethane finish on hard surface floors
- Scrub, and apply a 2-coat urethane finish on hard surface floors
- Deep scrub extraction of carpet areas
- Upholstery cleaning of office furniture

Day Porter Service

- Check and maintain the 6 first floor restrooms

- Pick-up trash around perimeter of building, parking lot, walkways
- Empty exterior ashtrays and clean sand urns
- Empty exterior trash cans and replace liners
- Spot clean windows & doors
- Porter must check with FCEOC Facilities Management for any additional assignments before leaving premises at end of routine tasks

SPECIFIC PROPOSAL INFORMATION:

- Bidders Experience and capabilities in providing janitorial services.
- Bidders understanding of the janitorial services FCEOC is seeking.
- A proposed detailed scope of work to provide janitorial services for FCEOC's Fresno Executive Plaza.
- A detailed plan and schedule of when, where, and how work on each of the tasks will be accomplished.
  - i. Proposed techniques and methodology to be used for each task should be stated.
  - ii. State any difficulties foreseen in performing the designated tasks.
- Any services or portion of services, which will be performed by a subcontractor, and provide relevant information on subcontractors qualifications and personnel.
- Bidders organizational structure and staffing pattern including managers, supervisors, lead staff, and workers. Also include the total number of employees and the number of employees who will be assigned to the contract.
- How bidders employees are screened for employment including fingerprinting, drug testing, background checks, etc.
- Bidders system and method of quality control and the corrective action plan used to ensure quality janitorial services.
- Evidence of insurance for the following coverage and limits:
  - i. \$3,000,000 General Liability
  - ii. \$25,000 Employee Dishonesty
  - iii. Workers Compensation
- Three commercial office space references who can comment on bidders past performance, include contact name, phone, address, and email address.

**Issue**

Five bids were received by the bid closing date. After an initial review of the proposal and proposed fee schedule, it was determined that three of the five bidders would be interviewed and considered for further evaluation.

A three person evaluation team conducted interviews and rated the final bidders based on the selection procedure and criteria stated in the RFP.

The rating and ranking were:

<b>Bidder</b>	<b>Rating</b>	<b>Ranking</b>
ABM	208	2
Janitorial	190	3
SolutionOne	215	1

SolutionOne Cleaning Concepts, Inc., is a locally owned and operated firm with over 19 years as a janitorial, exterior services, and parking lot sweeping provider. They employ over 175 people with extensive commercial accounts in the Central Valley.

**Fresno County Economic Opportunities Commission**  
**Agency Ranking in Fresno County by Number of Employees \***

	COMPANY	# OF EMPLOYEES		TYPE OF INDUSTRY
		Full-Time	Part-Time	
1	Fresno Unified School District	7,418	1,955	Education
2	Community Medical Centers	4,630	748	Health Care
3	City of Fresno	3,610	N/A	Municipal Government
4	Saint Agnes Medical Center	2,383	N/A	Health Care
5	Kaiser Permanente	2,000	N/A	Health Care
6	California State University	1,993	3,057	Education
7	Ruiz Foods	1,940	N/A	Frozen foods
8	Pelco	1,900	N/A	Video security products
9	Quinn Group, Inc.	1,178	N/A	Manufacturing
10	State Center Comm. College District	1,082	1,436	Education
11	Gottschalks	1,005	230	Retail
12	SBC	1,000	N/A	Phone/Internet service
13	Zacky Farms	915	12	Turkey processor
<b>14</b>	<b>Fresno County EOC</b>	<b>913</b>	<b>478</b>	<b>Non-Profit</b>
15	Beverly Health Care	657	63	Long-term care
16	Fresno Bee	603	227	News Publishing
17	Guarantee Real Estate	455	25	Real Estate Brokerage
18	Sunrise Medical	450	1	Manufacturing
19	Producers Dairy Foods	340	N/A	Dairy products
20	Educational Employees Credit Union	310	112	Financial Institution

\* Based on information from: *2006 Book of Lists*. (2005, December 30). Fresno: The Business Journal

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

Thursday May 4, 2006

**MINUTES**

I. Call to Order  
The meeting was called to order by Chairperson Jess Saldana at 12:06 p.m.

II. Roll Call

Members Present:	Staff Present:	Others Present:
Jess Saldana	Dawn Cagle	Peter Mersino,
Rev. Swillis	Salam Mohammad	Kaku & Mersino, LLP
Moses Stites		
Peter Vang		
Roger Palomino		
George Egawa		
Janet Berberian		
Paul McLain-Lugowski		

III. Approval of Minutes, February 2, 2006  
***M/S/C (Vang/Stites) to approve minutes as presented.***

IV. 2005 Audit Report by Kaku & Mersino, LLP  
Peter Mersino of Kaku and Mersino, LLP, presented the 2005 Audit Report for the Pension Plan. The Net Assets Available amounted to \$15,896,066, a 9.7% increase from the previous year. Financial statements were presented in conformity with generally accepted accounting principles.

A management letter of recommendations designed to make improvements and achieve operational efficiencies for the Pension Plan was presented. There were two recommendations as follows.

- To amend the Plan Document to include new IRS regulations regarding automatic rollover provisions. In the event that the participant does not elect to a distribution plan for greater than \$1,000, the distribution can then be paid to an individual retirement plan designated by the plan administrator.
- Plan participants who participate in voluntary contribution to the Plan and request partial distribution of their contributions, the amount distributed will include a pro rata share of the earnings to calculate the income tax portion of the withdrawal.

Mohammad presented a response to the management letter advising that the amendment will be referred to the attorney and that the staff will be advised of the IRS regulations.

Stites requested a comparative study regarding employers' contribution amount to pension plans be completed as our contribution of 5% has not changed since the inception of the Plan in 1980. Staff will research and present the result of a survey to determine the employer contributions to the similar pension plans in other agencies and

also whether our programs can bear the burden of any increase in the rate of contribution. Palomino expressed concerns regarding impact to program budgets if contributions were increased. Discussion.

*M/S/C (Palomino/Vang) to approve the Audit Report as presented.*

V. Quarterly Financial Reports

Mohammad presented an unaudited financial statement report as of March 31, 2006. The net assets available are \$16,602,573, up from \$14,401,591 the previous year. The investment earnings for the current period were \$433,256. The participant report indicated 1,043 participating employees in the Plan and 186 employees participating in the voluntary contribution. There are 177 participants in the plan that have terminated employment and may request distributions at any time.

Egawa presented an account overviews letter provided by Dwayne Michael of Morgan Stanley which showed that the earnings on the investments were up 6.33% in 2005 and 4.0% combined for the first quarter ending March 31, 2006.

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

VI. There being no further business, the meeting adjourned at 12:44 p.m.

Respectfully submitted,

Jess Saldana, Chair

**STRATEGY COMMITTEE MEETING  
EXECUTIVE CONFERENCE ROOM, SUITE 300  
May 3, 2006, 12:00 p.m.**

**MINUTES**

**I. Call To Order**

The meeting was called or order by Chair Magdaleno at 12:10 Noon.

**II. Roll Call**

Executive Director Palomino called roll. Quorum present.

Members Present: Marina Magdaleno (Chair), George Finley, Vongsavanh Mouanoutoua, Jimi Rodgers

Staff Present: Moses Stites, Roger Palomino, Dennis Bachelor, Carolyn Moreno

**III. 2006 Strategic Planning**

Palomino presented the information from the 2006 Board Retreat. Detailed discussion followed. Palomino suggested the committee use the binder in scheduling monthly meetings for future development and planning. The time frame is to present the plan draft at the October or November board meeting.

**IV. Other**

Next Meeting Date: June 7, 2006  
12:00 p.m.  
Executive Conference Room, Suite 300

**V. Adjournment**

There being no further business, the meeting was adjourned at 1:20 p.m.

Respectfully Submitted,

Marina Magdaleno, Chairperson

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

April 19, 2006

- CALL TO ORDER The meeting was called to order at 6:42 p.m. by Susanna Phillips, CWPC Chairperson.
- ROLL CALL The roll was called by Jessica Chavez, CWPC Secretary. The following members were present: Marjy Carver, Rosario Zafra, J. Butterfield, Patricia Villalobos, Maria Gallardo, Anita Corona, Jennifer Summers, Jessica Chavez, Rachel Salinas, Ebony Taylor, Guadalupe Mercado, Raquel Jacobo, Susie Phillips, Oralia Gutierrez, Sharon Williams, Her Vang, Alice Grant, Pang Moua, Pedro Mazariegos, Gaspar Lopez, Virginia Reyes, Maria Rivera, Sara Ceron, Mark Burton, Patricia Brock, Leonor Segura, Edith Quezada, Terri Granderson, Rebecca Carroll, Elena Torres, Angelica Aguilar, Raquel Calvillo, Juanita Estrada, Guadalupe Santillan, Monica Escobar, Sylvia Noyes, Ken Licciardello, and Tito Lucero. A quorum was present.
- APPROVAL OF PREVIOUS MINUTES Motion to approve Minutes of March 15, 2006 was made by Irene Gomez and seconded by Angelica Aguilar. Motion carried.
- COMMUNITY REPRESENTATIVE REPORTS No Community Representative Reports were presented at tonight's meeting. Just a reminder, we as Delegates can always discuss any items at our LPC Meetings.
- EOC BOARD LIAISON REPORT Tito Lucero, EOC Board Liaison informed delegates at tonight's meeting of the following: He shared the stories of three young adults from Local Conservation Corps who were honored at the EOC Board Meeting.
- Motion to approve the EOC Board Minutes from February 22, 2006 was made by Patricia Villalobos and seconded by Pedro Mazariegos. Motion carried.
- PERSONNEL COMMITTEE REPORT Jessica Chavez, CWPC Secretary, informed delegates at tonight's meeting of the Personnel Committee Report which is presented monthly to CWPC.
- Ms. Chavez reported approval was needed for hiring/firing/temporary appointment/transfer and resignations of Head Start and Early Head Start staff. This information was distributed to delegates at tonight's meeting.
- Motion to approve Personnel Committee Report for April 19, 2006 meeting was made by Patricia Villalobos and seconded by Ebony Taylor. Motion carried.
- MONTHLY FINANCIAL STATUS REPORT Rachel Salinas, Early Head Start 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. Salinas reported that the Monthly Financial Status Reports shows all expenditures for the entire Head Start and Early Head Start programs for the month of March, 2006 and year-to-date.

Motion to approve the Monthly Financial Status Report for March 2006 was made by Gaspar Lopez and seconded by Monica Escobar. Motion carried.

#### ADA REPORT

Jessica Chavez, CWPC Secretary informed delegates at tonight's meeting of the March 2006, Average Daily Attendance (ADA) Report for Center Base, Home Base areas and Early Head Start program. The ADA Reports were distributed to delegates at tonight's meeting.

For March 2006 the ADA for Head Start-Preschool centers was at 86%, which is above the recommended ADA rate of 85%. The ADA for Home Base was at 98%, which is above the recommended ADA rate of 85%.

For March 2006 the overall ADA for Early Head Start is at 74.8% (includes HHS and First 5 funds). Analyses of all areas below the recommended 85% ADA have been done.

Motion to approve the ADA Reports for March 2006 was made by Sara Ceron and seconded by Oralia Gutierrez. Motion carried.

#### ANNUAL PRISM SELF- ASSESSMENT UPDATE

Naomi Quiring-Mizumoto, Assistant Executive Director informed delegates the annual PRISM Self-Assessment Review was conducted for the Head Start-Preschool and Early Head Start program for the 2005-2006 school year.

We are in the midst of our PRISM Self-Assessment for Head Start and Early Head Start. We began the last week of March with orientation and training. In Head Start they began the observations during home visits for Home Base and observation of the classrooms during site visits for Center Base. Early Head Start had their Home Visits and are finishing up. Governing Body interviews were conducted on April 19, 2006 and our Policy Council interviews were conducted at Executive Board. Exit Interview will be May 2, 2006 and we hope to have the final report next month.

As was reported at the last month's CWPC meeting the Head Start and Early Head Start program is required every year to conduct a PRISM of our programs. The purpose of this review is to determine compliance with Head Start's Performance Standards.

#### END-OF-THE- YEAR ACTIVITIES

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

Andy Hernandez, Education Services Director stressed the importance of keeping the group to less than forty children. Children should not be expected to stand or sit for a long period of time. It is important to make sure you have the exact time and arrive early, you may miss the ceremony otherwise. The last day of Center Base class is Tuesday, May 23, 2006.

Helen Uyeda, Home Base Services Director stated that Home Base supports the same activities as far as the EOY Activities. We will be following the same guidelines. The Home Base Program Year ends on Friday, May 19, 2006.

VOLUNTEER  
LUNCHEON

Helen Jackson, Volunteer Services Coordinator informed delegates at tonight's meeting of the upcoming Volunteer Luncheon. The annual Volunteer Luncheon will be held on May 18, 2006 from 12:00 p.m.-2:00 p.m. at the Diana Court in Fresno, CA. We will be recognizing Top Volunteers from each Center/Home Base areas and the Top Teacher/Home Visitor who had the most volunteer hours in the program.

A Center Base Volunteer must have at least 150 service hours to be considered and the Home Base Volunteer must have at least 249 service hours to be considered.

We request you do not bring children, as this is a recognition of parents achievements.

ANNOUNCE-  
MENTS

Ms. Phillips made the following Announcements:

1. April 25, 2006 – Job Fair at Franklin Head Start-Preschool at 9:00 to 6:30.
2. April 28, 2006 – All Staff In-service – No School
3. May 3, 2006 – Executive Board Meeting at Kings Canyon Head Start-Preschool at 6:00 p.m.
4. May 17, 2006 – Next CWPC meeting at Franklin Head Start-Preschool at 6:30 p.m.
5. May 19, 2006 – Last Day for Home Base Classes
6. May 23, 2006 – Last Day for Center Base Classes

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by J. Butterfield and seconded by Rachel Salinas. Motion carried. The business meeting adjourned at 7:15 p.m.

Rose Puente  
Recording Secretary

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

Executive Plaza 1900 Mariposa Mall Suite 125  
Tuesday, May 9, 2006

**MINUTES**

**I.** Meeting called to order by Louise Symonds at 8:09 a.m.

**II.** Roll call facilitated by Louise Symonds

Voting Members	Present /Excuse /Absent			Non-Voting Members	Present /Excuse /Absent			Staff	Present /Excuse /Absent			Guests
Tim Bakman	X							Alma Kowalski	X			Dr. Mark Wilson John Roehl Louise Fulcher Kathy Flores
Rosylin Bessard Ed.D		X						Roger Palomino	X			
Louise Symonds	X							Wanda Moore	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 Vacant												
Student Representative Alex Esqueda			X									
Student Representative Monica Sanchez	X											
Paul McLain-Lugowski, Dir. Local Cons. Corps	X											
Michelle Tutunjian Alternate Rep. Local Conservation Corps	X											
Courtney Griffin, Staff Rep	X											
Luis Baca, Teacher Rep	X											
Rena Failla, Staff Rep.	X											
Parent Rep. Kimberly Williams			X									

**III. Approval of Minutes** April minutes approved as read. M/S/C Bakman/Farley

**IV. Senior Education Consultant Report**

Roger Palomino welcomed and introduced Dr. Mark Wilson as the new Chief Academic Officer/Principal. Dr Wilson has an extensive history in education and has long been a supporter and collaborator with EOC. Mr. Palomino commented that Dr. Wilson will be a strong administrator and will bring leadership and continuity to SOUL as we take the school to the next level.

Dr. Mark Wilson shared with the Council that he is excited about the opportunities at SOUL and EOC. Through this unique opportunity EOC can offer seamless services to the students by providing an education component as part of a social service agency

Louise Symonds introduced Kathy Flores. Kathy is a Social worker with Children and Family Services, which works in collaboration with the Department of Education focusing on children who are in the Foster Care system and are at risk of not graduating high school.

## **V. SOUL Updates**

Wanda Moore presented demographic information on enrollments, attendance, academic highlights, activities and updates. The student enrollment at the seated component (Sanctuary) is 109 students. Enrollments for the Independent Study sites were as follows: Executive Plaza 80, Local Conservation Corps 49 and Asian Village Site 56.

SOUL, Sanctuary Site had 100% student participation completing the STAR Test. Executive Plaza had 95%, Asian Village 68%. Throughout the 2 weeks of STAR testing, we had a Hollywood Theme "Be a STAR", staff and students competed for attendance with incentives and rewards.

The CASHEE test is being administered today and tomorrow. A total of 45 seniors will participate in the graduation ceremony. Those not passing the CASHEE will receive a Certificate of Completion. There are 66 students eligible for Diploma/Certificate of Completion.

Kaiser educational group did a drama presentation titled "Secrets" at a SOUL assembly. The information covered sensitive topics such as AIDS, STD's, abstinence and healthy relationships.

Joe Martinez did a presentation on Victim's Rights and Services. He assisted the students in completing a "healing hands" activity where they had the opportunity to write a thank you note on a banner to someone who had helped them.

Teacher interviews continue. Currently we are looking for credentialed teachers in Math, English, and Science.

Wanda reported to the council that the State of California Department of Education requires each school to have a merited established core reading list. She distributed a draft list of recommended core reading books by grade level and gave a synopsis of each book listed. She chose books that the students could identify with, that would capture their imagination and be interesting. The recommended list of core reading books will be submitted to the council for further discussion and approval at the September 12, 2006 meeting. The council discussed the information provided.

## **VI. By-Laws Committee Report**

Louise Symonds reported to the Governing Council two proposed modifications to the By-Laws; 1) It is not necessary to have a representative on the Sanctuary Advisory Board as it no longer meets so it is suggested that the sentence, *He/she shall represent the Governing Council on the Sanctuary Advisory Board* in Article VII, section 2 be removed. It was also suggested that the Curriculum sub-committee would meet twice a year to update the Council. This would amend Article IX, section 4, deleting the word *each* and adding, *at the November and April meetings*. A motion to accept the By-Laws with changes. M/S/C Bakman/McLain

## **VII. Finance Committee Report**

Tim Bakman presented to the Governing Council the 2005/2006 Second Interim financial report and the 2006/2007 Preliminary budget financial report. He explained line items as they relate to revenues and expenditures. M/S/C McLain-Lugowski/Bakman

Alma Kowalski thanked Rena before the council for the job she has done while taking on additional responsibilities. Alma also thanked Courtney, the staff and consultants for their dedication and hard work. Rena Failla thanked Alma and the council for their support and encouragement to her.

## **VIII. SOUL Student Updates**

Monica Sanchez reported that during the STAR testing Sam Hairston held a class for the seniors on how to complete applications for employment. She also shared that the senior trip will be at the Santa Cruz Boardwalk May 21.

## **IX. Other Business**

Tim Bakman made a motion that the SOUL Governing Council officers remain as seated. Dr. Michael 45

Petrovich as Chair, Louise Symonds, as Vice Chair and Dr. Terry Allen as Secretary. M/S/C Bakman/McLain-Lugowski

Alma Kowalski, shared with the Council that the earliest date available for the SOUL fundraiser at Second Space Theater is Saturday, December 16<sup>th</sup> for the matinee. The Council came to a consensus that ticket sales would begin early, however, if all tickets are not sold, the public will be able to purchase them and attend the event.

Paul McLain-Lugowski reported on the site visit from the National School initiative. LCC's goal in the program is to prepare the students for vocational opportunities.

Alma Kowalski invited the Council to attend SOUL's graduation to be held at the Wilson Theater Friday, June 2<sup>nd</sup> at 12:30.

SOUL students that complete STAR testing and are not on contract will be able to participate in the Wild Water event.

**X. Public Comment**  
None

**XI. Adjourn meeting**  
Meeting adjourned at 9:09 M/S/C McLain-Lugowski/Bakman