

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

BOARD OF COMMISSIONERS MEETING
EOC BOARD ROOM, SUITE 310
WEDNESDAY, October 24, 2007, 7:00 P.M.
AGENDA

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. <u>Call to Order</u>	Stites		
II. <u>Roll Call</u>	Palomino		1
III. <u>Health Services Presentation</u>	Mohammad	Information	
IV. <u>Approval of Previous Minutes</u> September 26, 2007 Meeting Minutes	Stites	Approve	2
V. <u>Executive Director's Report</u>	Palomino	Information	
VI. <u>Approval Items</u>	Stites	Approve	
A. Head Start/Early Head Start Applications			
1. Internal Disputes Resolution Policy			5
2. Target Area Recruitment and Enrollment Policy Revisions			7
3. Enrollment Reports Summary (Information)			13
B. Sanctuary Applications			15
1. State of CA Emergency Housing Assistance Program (EHAP)			
2. Fannie Mae Foundation Maxwell Awards of Excellence			
3. Fresno County THP-Plus Sole Source Contract			
4. Fresno Unified School District Case Manager MOU			
5. Fresno County Substance Abuse Contract			
6. Shelter Licensed Administrator Change			18
C. SOUL 2007/2008 Dataworks Contact Amendment			21
D. Transit Systems 2006/2007 FTA Contract			22
E. Proposed November 14 and December 12 Board Meeting Dates			
VII. <u>Finance Committee</u>	Vang	Approve	
A. October 17, 2007 Meeting Minutes			23
B. Quarterly Financial Reports			26
VIII. <u>Advisory Boards</u>			
A. Head Start County Wide Policy Council September 19, 2007 Meeting Minutes	Lucero	Approve	33
B. Sanctuary Safe Place & Shelter Advisory Board October 4, 2007 Meeting Minutes	Fernandez	Approve	37
D. SOUL Governing Council October 10, 2007 Meeting Minutes	Rodgers	Approve	40
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.)			

Commissioners	Term Expiration	Target Area or Appointing/Nominating Org.	1/24	2/28 Canceled	3/28	4/25	5/23	6/27	9/26	10/24	11/14	12/12
Tim Bakman	12/31/07	14th Senatorial District	X		E	X	E	X	X			
Martin Castellano/Alternate J. Homer Leija	12/31/07	Area C	X (A)		X(A)	X(A)	X(A)	X(A)	X(A)			
Dr. Lee Farley	12/31/07	Community Colleges	X		X	E	E	E	X			
Kathleen Fernandez	12/31/08	Juvenile Court	X		X	X	E	X	X			
George A. Finley, Sr.	12/31/08	Board of Supervisors	X		X	X	X	X	X			
Pastor Rufus Fruge	12/31/08	Area E	X		X	X	X	E	X			
Charles Garabedian, Jr.	12/31/07	Malaga County Water District	X		E	X	E	X	X			
Jared Garcia	12/31/07	Target Area H	X		E	E	E	E	E			
Theresa Hernandez	12/31/08	Foster Grandparents	E		E	E	E	X	X			
Tito A. Lucero	12/31/08	Head Start County Wide Policy Council	X		X	X	X	X	X			
Marina Magdaleno	12/31/07	Board of Supervisors	X		E	X	E	X	E			
Rev. Paul McCoy	12/31/07	NAACP	X		E	E	E	X	X			
Vongsavanh Mouanoutoua	12/31/07	Lao Evangelical Church of Fresno	X		X	X	X	X	X			
Esther Padilla	12/31/08	CA Transplant Donor Network	E		X	E	E	E	X			
Jose A. Ramirez	12/31/07	Area A	X		E	E	X	X	X			
Daniel Renteria	12/31/08	Area F	X		E	X	X	X	X			
Eugene Rico	12/31/07	Area G	X		X	E	X	X	X			
Jimi Rodgers	12/31/07	Association of Black Social Workers	X		X	E	E	X	X			
Jess Saldana	12/31/08	Area D	X		X	X	E	X	X			
Moses Stites	12/31/08	31st Assembly District	X		X	X	X	X	X			
Rev. E. Swillis	12/31/07	Mayor's Appointment	X		X	X	E	X	X			
Peter Vang	12/31/08	30th Assembly District	X		X	X	X	E	X			
John Paul Youel	12/31/08	Fresno County Housing Authority	X		X	E	O	X	X			
Vacant		Area B	V		V	V	V	V	V			
Present = X			21		15	14	10	18	21			
Absent = 0			0		0	0	1	0	0			
Excused = E			2		8	9	12	5	2			
Vacant = V			1		1	1	1	1	1			

(Rollcall.07)

**Fresno County Economic Opportunities Commission
Board of Commissioners Meeting
Wednesday, September 26, 2007
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Board Chair Stites at 7:04 p.m.

II. ROLL CALL

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

Heald College presented a plaque to EOC as recipient of the Employer of the Month award.

III. SOUL PRESENTATION

Mark Wilson, Chief Academic Officer/Principal of the School of Unlimited Learning (SOUL) Charter School, asked all SOUL staff present to introduce themselves. Wilson presented API scores of schools within Fresno County and showed how SOUL API scores have markedly improved.

IV. APPROVAL OF PREVIOUS MINUTES

M/S/C – Renteria/Garabedian to approve June 27, 2007 Meeting Minutes. All in favor.

V. EXECUTIVE DIRECTOR'S REPORT

Palomino announced/reported on the following:

- Poverty and distressed economic conditions in the valley.
- Water issues in the Delta canal and the effect on the economy.
- Collaboration in a new program called "Another Way" to provide assistance with crime prevention and intervention.
- Future foundation support of the Sanctuary and other EOC programs by private donors.
- The Grand opening of the Firebaugh Head Start site was on September 25th. Head Start staff was commended for the success of the event.
- A board/policy council training is scheduled for October 5, 2007 at the Fresno Convention Center-New Exhibit Hall. All board members and policy council members are urged to participate.

VI. EXECUTIVE COMMITTEE

Agenda item A.4) Head Start Preschool Director Position was pulled for discussion.

M/S/C – Finley/Bakman to approve/ratify the following: A.1) AFLP letter of interest for funding to the Public Welfare Foundation in the amount of \$25,000, A.2) 2007 DOE Weatherization refunding agreement to the Department of Community Services and Development (CSD) in the amount of \$259,119 for the period of July 1, 2007 to April 30, 2008, A.3) Food Services Nutrition Agreements for FY 2007/2008, A.5.a) LCC funding application to the Justice, Equality, Human Dignity, and Tolerance (JEHT) Foundation in the amount of \$500,000, A.5.b) LCC funding application to the California Cultural and Historical Endowment (CCHE) in the amount of \$1.804 million for the proposed Conservation Corps State Museum to be located in Fresno, A.5.c) LCC Fresno Irrigation District Canal Maintenance contract in the amount of \$4,432 per week/total amount of \$115,232, A.6.a) Sanctuary funding renewal application to Sisters of St. Joseph in the amount of \$50,000, A.6.b) Sanctuary funding renewal application to Ronald McDonald House of Charities in the amount of \$5,000, A.6.c) Sanctuary funding renewal request to Pacific Service Credit Union in the amount

of \$10,000, A.6.d) Approval of new Sanctuary Advisory Board Member, Don Weaver, A.7.a) Transit Systems purchase of school bus for Head Start, A.7.b) Transit Systems response to Central Valley Regional Center (CVRC) request for proposal in the amount of \$145,543 and start up grant in Coalinga in the amount of \$15,000, A.7.c) Transit Systems Fresno-Madera Area Agency on Aging (FMAAA) Transportation (\$50,880) and Site Management (\$18,288) contract for the period of July 1, 2007 to June 30, 2008, A.7.d) Transit Systems Social Service/Transportation Agreements FY 2007/2008, A.7.e) Transit Systems FY 2004-2006 Triennial Performance Audit, A.8) Authorization for Executive Director to sign CSCDA loan agreement for Early Head Start day care center, A.9) Food Services Nutrition Contract renewal with FMAAA in the amount of \$587,057 for the period of July 1, 2007 to June 30, 2008, B) September 12, 2007 Meeting Minutes, B.1.a) LCC bid to City of Fresno Redevelopment Agency for weed abatement services in the amount of \$36,256, B.1.b) LCC bid to City of Fresno/Public Works Department for traffic median islands maintenance and weed abatement services in the amount of .042 per square foot, B.1.c) LCC bid to Better Opportunity Builders of Fresno for clearing of a 2.7 acre lot and excess debris removal in the amount of \$4,750, B.2) Foster Grandparents renewal application to the Corporation for National and Community Service (CNCS) in the amount of \$355,976 for the period of 1/01/08-12/31/08, B.3) Sanctuary Licensed Administrator Change, B.4.a) Head Start Refunding Grant Application FY 2008 to the Department of Health and Human Services (HHS) in the amount of \$26,704,243 , B.4.b) Early Head Start Refunding Grant Application FY 2008 to the Department of Health and Human Services (HHS) in the amount of \$2,001,205, B.4.c) Head Start/Early Head Start Open House Week – 9/25/07 to 9/27/07 (Information), B.5) CSD Disaster Preparedness Contract in the amount of \$24,500 for the period of 9/15/07-9/14/08, and B.6) Establishing a Community Financial Development Institution (CDFI) as an economic development entity of the Agency. All in favor with the exception of item A.4) Head Start Preschool Director Position.

Mizumoto introduced new Head Start Director Tamala Olsby .

M/S/C – Finley/Ramirez to accept item A.4) Head Start Preschool Director Position. All in favor.

VII. FINANCE COMMITTEE

M/S/C – Finley/Leija to approve: A) September 19, 2007 Meeting Minutes, and B) Insurance Renewal. All in favor.

VIII. AUDIT COMMITTEE

M/S/C – Finley/Leija to approve September 19, 2007 Meeting Minutes. All in favor.

IX. ADVISORY BOARDS

A. Head Start County Wide Policy Council

M/S/C –Finley/Leija to approve August 15, 2007 Meeting Minutes. All in favor.

B. LCC Advisory Committee

M/S/C –Finley/Leija to approve August 16, 2007 Meeting Minutes. All in favor.

C. Sanctuary/Safe Place & Shelter Advisory Board

M/S/C –Finley/Leija to approve August 23, 2007 Meeting Minutes. All in favor.

D. SOUL Governing Council

M/S/C –Finley/Leija to approve September 11, 2007 Meeting Minutes. All in favor.

X. OTHER BUSINESS/PUBLIC COMMENT

Stites called for other business. There was none.

Stites called for public comment. There was none.

XI. EXECUTIVE DIRECTOR EVALUATION (CLOSED SESSION)

M/S/C – Garabedian/Swillis to enter into Executive Session at 8:05 p.m. All in favor.

Executive Session adjourned at 8:47 p.m.

General session reconvened at 8:49 p.m.

M/S/C – Rico/Vang to accept Executive Director evaluation as completed by Board Members, recommendation to continue contract, and 5% increment for the Executive Director effective April 1, 2007. All in favor.

XII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Roger Palomino
Board Secretary

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: October 24, 2007	Program: : Head Start/Early Head Start
Agenda Item No.: VI.-A.1	Director: Tamala Olsby
Item: Internal Disputes Resolution Policy	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION:

The County Wide Policy Council recommends approval of the attached revised Internal Disputes Resolution Policy between the County Wide Policy Council and FCEOC Board previously approved by both parties February, 2002 in accordance with Performance Standards. This policy was established to comply with Head Start regulations and to avoid possible lengthy, expensive legal disputes allowing for arbitration/mediation to take place.

BACKGROUND:

In accordance with Head Start Performance Standard 1304.50(h), each Head Start/Early Head Start agency's Board of Directors and the Policy Council must jointly establish written procedures for resolving internal disputes including impasse procedures.

The attached policy was reviewed and approved by both the EOC Board and CWPC in February 2002. It has been reviewed once again by lawyers familiar with Head Start regulations, and recommends the attached draft policy be presented, reviewed and discussed by both the County Wide Policy Council and FCEOC Board for approval.

Fresno County E.O.C. Head Start/Early Head Start

INTERNAL DISPUTES RESOLUTION POLICY
(45 CFR 1304.50 (h))

1. **PURPOSE.** This policy is designed to insure that any disputes between the Head Start County-Wide Policy Council (CWPC) and the Fresno County Economic Opportunities Commission (FCEOC) are quickly and efficiently resolved. We believe that this process will provide significant benefits to our Head Start and Early Head Start programs by avoiding the lengthy delays and high costs associated with policy council/grantee disputes. We also hope that an effective dispute resolution process will help both parties to resolve their disputes without resorting to this process in the first instance.
2. **IMPASSE POLICY.** Any dispute arising between the CWPC and FCEOC which has failed to be resolved by informal negotiation by both parties or by mediation, or which both parties have decided not to negotiate or mediate, shall be resolved according to arbitration as administered by the American Arbitration Association in accordance with their applicable rules, any provisions of the laws of the State of California governing arbitration, and the provisions of this Policy. The decision of the arbitrator will be final and binding on both parties and there shall be no appeal.
3. **STARTING THE PROCESS.** The provisions of this policy can be activated by either party upon written notice to the other that an impasse has been reached and that it desires to enter into the disputes resolution process. Within five business days of receiving such notice from the CWPC or sending such notice in the case of FCEOC, FCEOC shall file a demand for arbitration or other appropriate notice with the American Arbitration Association to commence arbitration.
4. **EXPEDITED PROCEDURES.** In order to minimize the cost of arbitration, the arbitrator shall conduct the arbitration in accordance with the expedited arbitration procedures of the American Arbitration Association. In addition, the parties shall meet prior to the end of the five business days noted in Paragraph 3 above to discuss the retention of an arbitrator pro bono (without cost). Potential sources of such an arbitrator include the State and local bar associations as well as the HHS Departmental Appeals Board.
5. **COSTS.** All costs of arbitration shall be paid out of the Head Start grant or, if there is not sufficient funds in that grant, the parties shall jointly seek a supplemental grant from the Federal government to pay such costs. The costs of arbitration shall include, to the extent allowable under Federal law, the cost of the arbitrator and the costs incurred by FCEOC and the CWPC in participating in the arbitration.
6. **SELECTION AND POWERS OF AN ARBITRATOR.** The parties shall jointly select an arbitrator and shall jointly seek a pro bono arbitrator as noted above in Paragraph 4. The hearing shall be held in the locality of FCEOC, but not at FCEOC, at a place fixed by the arbitrator with consideration for the convenience of both parties. If the parties cannot agree on an arbitrator, they will petition the American Arbitration Association to appoint an arbitrator for them. In any case, the arbitrator shall have all of the powers provided for under the rules of the American Arbitration Association but shall not have the power to award damages or make any other monetary award. In addition, the arbitrator shall have no authority to modify or amend the terms of the Head Start/Early Head Start grant award to FCEOC.
7. **COOPERATION.** Both parties agree to cooperate in good faith with each other in order to implement the procedures provided here. The arbitrator shall have the power to sanction any refusal to cooperate by a party including issuing a decision adverse to the non-cooperating party.
8. AGREED TO THIS _____ day of _____, _____.
9. _____
Chair
Head Start Policy Council
_____ Chair
Fresno County Economic
Opportunities Commission

Fresno County **Economic Opportunities Commission**

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: October 24, 2007	Program: Early Head Start
Agenda Item No.: VI.-A.2	Director: Kathleen Shivaprasad
Item: Target Area Recruitment and Enrollment Policy Revisions	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION:

The County Wide Policy Council (CWPC) met on October 17, 2007 and recommends approval of the revisions of the Early Head Start's Target Area Recruitment and Enrollment Policy.

BACKGROUND:

The Early Head Start program's Target Area Recruitment and Enrollment Policy was established in 1999 with several subsequent revisions approved by the CWPC and EOC Board. The attached document details the current recommended revisions.

Most of the changes reflect changing wording to replicate the actual Performance Standards language. Two major changes are: 1) Include a section documenting how the community assessment ties to the recruitment and enrollment activities of the Performance Standards; 2) Revise the selection criteria, an objective point system that ranks every applicant for enrollment/waiting lists, to include program priorities as well as age, family income, disability, parental status and other factors. The revised point based selection criteria form is attached as well.

**FRESNO COUNTY EOC EARLY HEAD START
TARGET AREA RECRUITMENT AND
ENROLLMENT POLICY**

I. COMMUNITY ASSESSMENT

In order to provide the maximum number of income eligible children the opportunity to participate in Fresno County EOC Early Head Start (EHS), EHS recruitment areas, program options, locations of centers/sites shall be based on results from the Community Assessment, which is completed every three years and updated yearly.

II. RECRUITMENT

The recruitment of Early Head Start (EHS) families is a primary responsibility of the Early Head Start staff.

Applications for enrollment in the Fresno County EOC Early Head Start Program will be accepted year-round. Recruitment will be conducted by the Early Head Start staff on a monthly basis.

Eligible families will be enrolled in Early Head Start regardless of gender, race, ethnicity, culture, religion or disability.

Recruitment boundaries shall be the same as the Target Area boundaries, within the Service Area.

III. ELIGIBILITY

A. INCOME

1. *Head Start / Early Head Start Performance Standards* mandates that at least 90% of the children enrolled in the Early Head Start Program must be *income* eligible under the Federal *Income Poverty* Guidelines.
2. When determining the eligibility for enrollment, the total *family* income should be based on the prior calendar year, or the last twelve-month *period immediately preceding the month in which the application for enrollment was made.*
3. Parents will be required to provide verification of income by showing *any or all* the following: Individual Income Tax Form 1040, W-2 forms, documentation showing current status of public assistance, *unemployment benefits, child support, pay stubs, written statements from employers with year-to-date income or any other earned income or cash support.*

As a last resort, in cases where a family is unable to provide verification of income due to: family has zero income (no current or prior source of income during the last calendar year or the previous twelve months), family is paid in cash, and/or the family's financial records were lost or

destroyed, the family may complete the FCEOC Self-declaration Income Verification Form.

4. Children from families that are receiving *public* assistance (TANF, CalWORKS, SSI, etc.) or *in foster care* are considered income eligible even though the family's income may exceed the Federal Poverty Income Guidelines.
5. *To ensure that the total family income is verified, a signed copy of the Program Eligibility Verification form will be signed by the parent and by the staff person who examines the documents used to verify the family's income for eligibility. The Program Eligibility Verification form is then attached to the completed enrollment application.*
6. Once a *pregnant woman or child* has been accepted into the EHS program, the *enrollee* will remain income eligible until the child *transitions out of the program*.
7. *Subsequent Siblings or subsequent pregnant moms from the same family who wish to apply for services will be required to complete the eligibility process.*

B. AGE

Parents will be required to show proof of their child's age by providing one of the following documents: Birth certificate, Hospital Records, Family Bible, Federal Records, Passport/I-94, State Records, Previous School Records, or by completing the FCEOC Early Head Start Proof of Age Affidavit.

C. CHILDREN WITH DISABILITIES

1. The Head Start / Early Head Start Performance Standards mandate that a minimum of 10% of the enrollment opportunities in Early Head Start be made available to children with disabilities.
2. All policies governing the Early Head Start Program eligibility criteria apply to children with disabilities as to all children served by Early Head Start.

IV. SELECTION

A. SERVICE PRIORITIES

1. Within the general eligibility criteria, the following service priorities have been developed *as a result of the EHS Community Assessment, wait list issues, and family needs assessment, and in consultation with the County Wide Policy Council. It shall be reviewed/ approved annually by the CWPC:*
 - a) Low-income first time pregnant women or first time parents.
 - b) Low-income families with infants from birth to one year of age.
 - c) Families with infants (0 - 12 mos.) and toddlers (12 -18 mos.) with certified disabilities.
 - d) Low-income siblings (0 - 30 mos.) and subsequent pregnant women of currently enrolled EHS children.

B. SELECTION CRITERIA

1. *To ensure the neediest families are enrolled into the EHS program, a selection criteria point based system will be used to determine which families are selected for program enrollment. The Selection Criteria Worksheet considers income eligibility, age of the child, service priorities, and other factors.*
2. *All applications are placed on the waitlist according to the applicants selection criteria score, ranking from highest to lowest score, with the highest point value representing the applicants with the highest need.*
3. *When a vacancy occurs, the family with the highest selection criteria point value is contacted for enrollment into the program.*

V. ENROLLMENT

A. SERVICE AREA

1. *Applicants considered for enrollment must live within the Service Area and the designated target area recruitment boundaries.*
2. *Families who reside outside of the target area recruitment boundaries, who wish to receive Early Head Start services, must complete a "Parent Request for Out of Bounds" form. Parents who complete this form may be considered for enrollment (upon approval), but not considered priority.*

B. IMMUNIZATIONS

1. Parents will be required to show proof of child immunizations required by state law.
2. Immunizations will be verified by submitting the child's immunization record that has been completed by either a recognized clinic or physician's office.

C. CHILDREN OF EARLY HEAD START/HEAD START EMPLOYEES

1. No Early Head Start or Head Start employee will be allowed to enroll his or her family into the Fresno County *EOC* Early Head Start Program.
2. The only exception will be the following: If an Early Head Start or Head Start employee's family is enrolled into the program prior to being employed by Early Head Start or Head Start. However, the request for continued participation must follow the chain of command and the *EOC* Assistant Executive Director must give the final permission. If granted, the parent will relinquish all Early Head Start parent program governance rights.

D. FAMILIES WHO ARE RELATIVES OF EARLY HEAD START EMPLOYEES

1. In accordance with *FCEOC* personnel policy, relationships such as working directly with family members may create an actual or potential conflict of interest (refer to **FCEOC Personnel Policies & Procedure Manual** section 5080).
2. Because of the actual or potential conflict of interest, relatives of Early Head Start employees may not be enrolled into the Early Head Start program.

Original Approval by CWPC on January 20, 1999.
Addition of Section III Approved by CWPC on July 19, 2000.
Policy Revisions approved by CWPC on February 21, 2001.
Policy Revisions pending CWPC approval

**FCEOC EARLY HEAD START
SELECTION CRITERIA (Revised Draft 9/2007)**

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 - 25% over poverty guidelines	O25%	25
Over income 26 - 50% over poverty guidelines	O50%	15
Over income, 51% and over of the poverty guidelines	O75%	05
AGE		
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	(2.0)	55
2 years, 7 months - 3 years	(2.7)	15
PROGRAM PRIORITIES		
First Time Pregnant Woman	FTPG	95
First Time Parent(s)	FTP	85
Sib of EHS Enrolled Child/Pregnant Woman	Sib	75
Pregnant Woman of EHS Enrolled Child	PWEC	75
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
O - One Parent Household	One	75
T - Two Parent Household	Two	65
OTHER FACTORS		Check factors that Apply
Receives Public Assistance (TANF, Cal-WORKS and/or SSI)	TANF	85 <input type="checkbox"/>
Teen Parent or Parent/Guardian 18 to 25yrs old	PrimC	65 <input type="checkbox"/>
Disabled Custodial Parent or Guardian	DCP	55 <input type="checkbox"/>
Social Service or Special Risk Factors (including CPS, physician, or referral from collaborative agency)	SoS	45 <input type="checkbox"/>
Prenatal Mom or Sib of Head Start Enrolled Child	HSF	25 <input type="checkbox"/>
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.

FCP Staff Signature: _____ Total Points: _____
Title: _____ Date: _____

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: October 24, 2007	Program: Head Start/Early Head Start
Agenda Item No.: VI.-A.3	Director: Tamala Olsby
Item: Head Start/Early Head Start Enrollment Reports Summary	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Executive Director: Roger Palomino

INFORMATION ONLY:

As a result of increased monitoring of grantees' enrollment data by the Office of Head Start in Washington DC, regular reports of enrollment statistics have been requested of the FCEOC Head Start-Preschool and Early Head Start programs. Attached for your information, is the September 2007 ACF Region IX Enrollment Report requested by our funding source for both Head Start and Early Head Start.

Both programs met their enrollment requirement of 100%.

Our center-based attendance figures usually range from 80-90% ADA. As required in legislation, attendance is carefully documented and reasons for non-attendance are compiled and analyzed for follow-up for family support systems if needed.

ACF Region IX Enrollment Report

Grantee: Fresno County Economic Opportunities Commission (FCEOC)

Grantee Number: 09CH0621

Please complete and email or fax (415-437-8438) your report to your assigned Federal Program Specialist

Reporting Category	Prior School Year 2006/2007	Current School Year 2007/2008
Center-Based (CB)	2455	2455
Home-Based (HB)	120	144
Other Options (Other)	0	0
Total	3019	3019
Actual Enrollment	155	171
Total Attendance	174	170
Wait List	141	79
Actual Enrollment	151	176
Total Attendance	181	174
Wait List	169	163
Actual Enrollment	203	
Total Attendance	200	
Wait List	179	

Definitions

- 1) **Total ACF Funded Enrollment:** Total enrollment your agency is funded to serve, as stated on your Financial Assistance Award (FAA).
- 2) **Day 1:** First day of operations for all options (CB, HB, and other).
- 3) **30 day:** End of first full month of operations.
- 4) **End of February:** Last operating day in February (the PIR February report date).
- 5) **Actual Enrollment:** Total number of children enrolled in all options (CB, HB, other).
- 6) **Total Attendance:** Total number of children physically present in CB and other options AND enrolled in HB services.
- 7) **Wait List:** Total number of children on the wait list who remain eligible for services.

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: October 24, 2007	Program: Sanctuary Youth Project
Agenda Item No.: VI.-B.1,2,3,4,5	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 submitted by the EOC Sanctuary.

BACKGROUND:

The EOC Sanctuary Youth Project 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.

ISSUE:

1. **Emergency Housing and Assistance Program (EHAP) - \$20,000** – Department of Housing and Community Development provides facility operating grants for emergency shelters, transitional housing projects, and supportive services for homeless individuals and families. Eligible activities include providing direct client housing, including facility operations and administration, residential rent assistance, leasing or renting rooms for provision of temporary shelter, capital development activities of up to \$20,000 per site, and administration of the award (limited to 5 percent). The grant will be used to support the Transitional Living Center 1 operations.
2. **Maxwell Awards of Excellence - \$75,000** – The Fannie Mae Foundation, in collaboration with the Partnership to End Long Term Homelessness, will present four awards to nonprofit or nonprofit/for profit collaborations to recognize outstanding development of supportive and affordable housing for homeless individuals and families. The Maxwell Awards of Excellence program showcases the outstanding work of nonprofit organizations in developing and maintaining affordable housing. Each 2007 Maxwell Awards recipient will

receive a \$75,000 grant to continue its work in the field of supportive and affordable housing for homeless individuals and families. The grant would be used to support all current Sanctuary program operations.

3. The Fresno County THP-Plus sole source contract with TLC-3 was extended to March 2008 at which time the County will release an RFP. The contract provides an additional \$35,000 to support a case manager at TLC-3, and other operational expenses.
4. A memorandum of understanding was executed between Fresno Unified School District and the Sanctuary Youth Shelter in support of a .5 FTE case manager. The case manager works closely with FUSD's Project Access to link services to homeless children. The contract was increased to \$22,000 and is effective August 15, 2007-June 30, 2008.
5. The Fresno County Substance Abuse contract was extended an additional year to June 2008 at which point the County expects to release another RFP. This contract supports the salary of our Community Relations and Outreach Manager.

RESOLUTION

WHEREAS:

A. WHEREAS, the State of California, Department of Housing and Community Development, Division of Financial Assistance, issued a Notice of Funding Availability (NOFA) for the Emergency Housing and Assistance Program (EHAP) (Round EHAP 15); and

B. WHEREAS, Fresno County Economic Opportunities Commission (FCEOC) is a nonprofit organization that is eligible and wishes to apply for and receive an EHAP grant;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board of Commissioners of Fresno County Economic Opportunities Commission (FCEOC) hereby authorizes the FCEOC Executive Director to apply for an EHAP grant in an amount not more than the maximum amount permitted by the NOFA, and in accordance with the program statute, Regulations, and Local Emergency Shelter Strategy, where applicable.
2. If the grant application authorized by this Resolution is approved, the Fresno County Economic Opportunities Commission (FCEOC) hereby agrees to use the EHAP funds for eligible activities in the manner presented in the application as approved by the Department and in accordance with the program statute (Health and Safety Code Section 50800 – 50806.5) and Regulations (Title 25, Division 1, Chapter 7, Subchapter 12, Sections 7950 through 7976 of the California Code of Regulations); (Budget Act of 2007), and the Standard Agreement.
3. If the grant application authorized by this Resolution is approved, the FCEOC Executive Director is authorized to sign the Standard Agreement and any subsequent amendments with the Department for the purposes of this grant.

PASSED AND ADOPTED at a regular meeting of the Fresno County Economic Opportunities Commission (FCEOC) Board of Commissioners on this 24th day of October, 2007 by the following vote:

AYES: _____

ABSTENTIONS: _____

NOES: _____

ABSENT: _____

Signature of Approving Officer

Moses Stites, Board Chair
Printed Name and Title of Approving Officer

ATTEST: _____
Signature of Attestor

Roger Palomino, Executive Director
Printed Name and Title of Attestor

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: October 24, 2007	Program: Sanctuary Youth Project
Agenda Item No.: VI.-B.6	Director: Stacie Hines
Item: Shelter Licensed Administrator Change	Assistant Executive Director: Alma Kowalski
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff recommends approval to submit the appropriate documentation to the State of California Department of Social Services for a change in Administrator of the Sanctuary Youth Shelter. To complete said submission, a Board Resolution is required granting administrative responsibility to the new Administrator. It is recommended that the Board resolve to grant this responsibility to Jody Ketcheside, Shelter Manager.

BACKGROUND:

It is necessary to submit documentation to reassign the administrative responsibility of the Sanctuary Youth Shelter. It is recommended that Jody Ketcheside assume the role of Administrator as part of her duties and responsibilities as the newly hired Shelter Manager.

ISSUE:

It is a mandated requirement to maintain a current, certified Administrator on record for operation of a youth shelter facility that is licensed by the State of California Department of Social Services.

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

RESOLUTION

We, the Board of Commissioners of Fresno County Economic Opportunities Commission (FCEOC), do hereby resolve that on October 24, 2007, the Executive Committee of the Board, in a proper motion and vote granted administrative responsibility of the FCEOC Sanctuary Youth Shelter to Jody Ketcheside, Shelter Manager.

Furthermore, we hereby certify that the Agency is submitting the following documents to execute this change of Administrator in accordance with State of California Department of Social Services guidelines:

- Board Resolution granting administrative responsibility to the new Administrator
- LIC-308 (Designation of Facility Responsibility) designating new Administrator
- Personnel Record of new Administrator
- Verification of Education and/or experience for new Administrator
- Copy of Administrator certificate
- Current (within one year) health screening and TB test
- Verification that new Administrator has an active fingerprint clearance and is associated with the facility

Agency Name: Fresno County Economic Opportunities Commission (FCEOC)
 Address: 1920 Mariposa Mall, Suite 300, Fresno, CA 93721
 Telephone: (559) 263-1110
 Program Name: FCEOC Sanctuary Youth Shelter
 Address: 2336 Calaveras Street, Fresno, CA 93721
 Telephone: (559) 498-8543

By: _____ Date: _____
Moses Stites
Chairperson on behalf of the Board of Commissioners

The fore mentioned documents and the information contained therein are true, correct and complete, to the best of my knowledge.

By: _____ Date: _____
Roger Palomino
Executive Director

DESIGNATION OF FACILITY RESPONSIBILITY

Licensed facilities are required to have an authorized person continuously present at the facility during operational hours to represent the facility and to accept licensing reports. Licensees shall use this form to delegate the above authority to appropriate staff. Applicants/licensees who are corporations shall attach board resolutions authorizing this delegation.

Facility Name The Sanctuary Date 10/24/07

Facility Number 100407163

Facility Address 2336 Calaveras Phone 559-498-8543

City Fresno County Fresno

In the event of my absence I designate Jody Ketcheside NAME. He/She is authorized to receive any documents including reports of inspections and consultations, accusations and civil and administrative processes on my behalf at the above-named facility.

When delegating authority to appropriate staff, Residential Care Facilities for the Elderly shall comply with CCR Title 22, Division 6 Section 87564. Child Care Centers shall comply with CCR Title 22, Division 12 Section 101215.1 and other licensed facilities shall comply with CCR Title 22, Division 6 Section 80064.

I (We) shall notify the licensing agency, in writing, within 10 days of any change in the above authorization.

Signature of applicants/licensees

Executive Director

Title

1920 Mariposa Mall

Address

Fresno, Fresno 93721

City County Zip



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: October 24, 2007	Program: School of Unlimited Learning
Agenda Item No.: VI.-C.	Director: Mark A. Wilson. Ed.D.
Item: Amendment to 2007/2008 Dataworks Contract	Assistant Executive Director: Alma Kowalski
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff requests approval of the proposed amendment of the services provided by Dataworks, Inc. under the 2007/2008 High Priority Schools Grant Implementation Plan for the School of Unlimited Learning. The total amount of the proposed amendment to the current contact is \$10,000.

BACKGROUND:

In June 2006, EOC’s School of Unlimited Learning, classified as a high-priority school by the State of California, applied for a \$50,000 planning grant under the High Priority Schools Grants (HPSG) program. The purpose of the HPSG planning grant was to develop an action plan for school improvement. The HPSG planning grant application was ajenized for approval by the California Department of Education in July 2006. One of the State-mandated stipulations for receiving the planning grant was to select an external entity with proven school improvement experience to provide required technical assistance. In September 2006, DataWORKS Educational Research was approved by EOC to assist SOUL with the development of the action plan. Since mid-September 2006, Dataworks has worked closely with the staff of SOUL, members of the SOUL Governing Council, and other stakeholders, such as parents to analyze current curriculum and instruction, and develop an action plan for program improvement. In February 2007, the State of California approved the School of Unlimited Learning’s action plan, which resulted in additional funding for a three-year period to implement the action plan for the purpose of program improvement and student academic achievement. The 2007/2008 funding is projected to be 136,800. Of that amount, Dataworks is currently contracted for \$ 95,000 to provide services to SOUL for the 2007/2008 school year.

The amendment to the 20078/2008 High Priority Schools Grant Implementation Plan for the School of Unlimited Learning reflects a need for additional explicit direct instruction (EDI) classroom coaching. Specifically, Dataworks will provide additional assistance to teachers in developing and implementing EDI lesson plans Dataworks will work closely with administration in conducting evaluations and coaching of teachers.

The additional cost of \$10,000 will be offset by SOUL’s carryover of the \$10,000 of 2006/2007 Title I funds, which were set aside this year for professional development purposes, specifically to train teachers to assist students at risk of failing to improve their skills, particularly in Math and Language Arts. In addition to providing EDI lesson planning and coaching services, Dataworks will continue to help teachers develop and implement effective instructional and SDAIE strategies specifically designed for at-risk students and English learners.

The contract was approved by the SOUL Governing Council on October 9, 2007.

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: October 24, 2007	Program: Transit Systems
Agenda Item No.: VI.-D.	Director: Gary Joseph
Item: Transit Systems 2006/07 FTA Contract	Assistant Executive Director: George Egawa
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff recommends approval to enter into a contract with the Department of Transportation for a total of eight (8) replacement vehicles, one (1) post hydraulic lift and two (2) portable hydraulic lifts for the local match of \$57,579

BACKGROUND:

The FCEOC Transit Systems, as provider of transportation services for elderly and disabled persons, is eligible to annually apply for Federal Transit Administration (FTA) Section 5310 funds. These funds may be used for capital purchases, including the acquisition of new replacement vehicles and related equipment. The FTA has awarded FCEOC for the 2006/2007 application period, eight (8) vehicles and three (3) lifts.

ISSUE:

Transit Systems was awarded a total of eight (8) replacement vehicles and three (3) hydraulic lifts, at a cost of \$502,000. Section 5310 will fund 88.53% or \$444,421 with a local match of 11.4% or \$57,579, coming from Social Service contract revenue. The projected match as has been included as part of the capital budget in the Operations, Programs and Budget (OPB) document for the fiscal year of 2007/2008.

The vehicles being replaced have all exceeded the useful life per FTA guidelines of 4 years or 100,000 miles. Upon receipt of the new vehicles the original eight will be placed into back-up service and used while other vehicles are being serviced.

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FINANCE COMMITTEE MEETING
WEDNESDAY, OCTOBER 17, 2007
EXECUTIVE OFFICE CONFERENCE ROOM**

MINUTES

- I. Peter Vang called the meeting to order at 11:37 p.m.
- II. Roll call was taken and a quorum was present:

Members:

Peter Vang, Chair
Tito Lucero
Dr. Lee Farley
Gine Rico
Theresa Hernandez

Staff:

George Egawa
Salam Mohammad
Rebecca Weimer
Steve Warnes
Gary Joseph
Paul McLain-Lugowski

- III. Approval of previous minutes – September 20, 2007.

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

- IV. Transit Systems

A. FY 2004-06 Triennial Performance Audit: Joseph presented the audit report received. The audit is required by the State and the auditor was chosen by the Council of Governments. All of the six areas reviewed were found to be in compliance. Program operations have been enhanced through implementation of scheduling software, future improvements may include GPS tracking systems. The prior report included three recommendations which have all been implemented. The only recommendation on the current report is to continue to work closely with the Fresno COG and partner agencies on the Coordinated Public Transit Transportation Plan. Egawa reported that Joseph currently sits on various Fresno COG committees providing a strong linkage between the agencies. Responding to committee questions Joseph reported 1) that we are currently operating 30 Head Start buses in the system, and 2) staff is monitoring any proposed changes to emissions regulations so we will be able to respond promptly.

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

B. Vehicle Purchases: Joseph presented the results of bids solicited to replace four cargo vans used in the meal delivery programs. Swanson Fahrney is the recommended vendor. The Vehicle Replacement Plan identified these vans for replacement since they have exceeded their useful life and maintenance is

no longer cost effective. Responding to committee questions Joseph reported that the purchase of alternative fuel vehicles is considered, but not anticipated due to the shortage of stations supplying compressed natural gas (CNG) in our area, which is especially problematic in serving rural areas during hot weather when the fuel mileage of these vehicles is reduced.

M/S/C – (Rico/Lucero) to approve the recommended bid.

- V. Local Conservation Corp Bid: McLain-Lugowski presented a bid submitted to provide services to the Fresno Irrigation District. Our bid provides labor to remove trash from canals throughout the year (when water flows are low) for a price of \$27,072. The District is responsible for disposing of the items removed.

M/S/C – (Farley/Rico) to approve submission of the proposal.

- VI. Indirect Cost Rate: Mohammad presented the approved indirect cost rate (ICR) agreement approved by the Department of Health and Human Services. The approved provisional rate for 2007-2008 is 6.4% up from 6.0%.

M/S/C – (Rico/Lucero) to accept the approved rate.

- VII. Quarterly Financial Reports:

- A. Warnes presented the Income Statement and Balance Sheet. As of September 30, 2007, the agency has income of \$83,175,157 and a small surplus of \$803 compared to income of \$75,703,743 and surplus of \$15,055 for the same period in 2006. The impact of the NYC and EHS construction projects are evident in the reported Cash, Receivables, Property, and Deferred Revenues account balances on the Balance Sheet.
- B. Warnes presented the Investment Report for September 30, 2007 which shows an increase in net values of \$126,000 during the first nine months of the year. There have neither been shifts in the investment mix, nor have there been any additions to or withdrawals from the investment account during the year.
- C. Weimer presented the Financial Status Reports for the Head Start program. 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). Lucero reported that these reports are also provided to the Policy Council in their meetings and the parents are provided an appropriate explanation of figures reported. Mohammed noted that the reports are now being presented to the Finance Committee as well to ensure that the Board is cognizant of the financial status of the Head Start programs in compliance with the Federal monitoring standards.

M/S/C – (Rico/Hernandez) to approve the reports presented.

VIII. Informational Items:

Weimer presented the current funding list as of September 30, 2007 reflecting an operating budget of \$139.0 million, which has increased from \$134.0 million for June 30, 2007 and increased from \$131.3 million from August 31, 2006. During the year, there have been some reductions in funding for certain programs that have been offset by securing additional funding. However, no programs have been eliminated due to loss of funding.

IX. Other Business:

The next meeting is tentatively set for November 7, 2007 at 11:30 a.m. The date has been moved up due to the scheduled Board meeting on November 14, 2007.

X. The meeting was adjourned at 12:18 p.m.

Respectfully submitted,

Peter Vang, Chair

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: October 24, 2007	Program: Finance
Agenda Item No.: VII.-AB	Director: Salam Mohammad
Item: Quarterly Financial Reports	Assistant Executive Director: George Egawa
Committee: Finance	Executive Director: Roger Palomino

RECOMMENDATION:

The Finance Committee recommends approval of the Agency's Condensed Unaudited Financial Statements and Head Start's Financial Statements for the quarter ended September 30, 2007.

BACKGROUND:

Following statements are presented for your review and approval:

- (A) Income Statement and Balance Sheet: As of September 30, 2007, the Agency had income of \$83,175,157 and net surplus of \$803, including \$25.8 million of in-kind funds. In comparison, we had revenues of \$75,703,743 with net surplus of \$15,055 on September 30, 2006.
- (B) Financial Status Reports for Head Start program as of September 30, 2007 for the following program areas:
 - 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
INCOME STATEMENT
For The Quarter Ended September 30,

	2007	2006	Differences
REVENUES AND SUPPORT			
GRANT REVENUE	\$ 40,647,261	\$ 39,856,117	791,144
CHARGES FOR SERVICES	6,481,706	5,437,153	1,044,553
OTHER PROGRAM REVENUE	8,528,995	5,508,012	3,020,983
CONTRIBUTIONS	219,793	35,404	184,389
MISCELLANEOUS INCOME	121,455	199,648	(78,193)
INTEREST INCOME	252,508	168,207	84,301
DIVIDEND INCOME	8,758	733	8,025
UNREALIZED GAIN/LOSS	17,808	(22,090)	39,898
RENTAL INCOME	1,099,544	1,003,102	96,442
GAIN/LOSS ON SALE OF ASSETS	33,532	10,290	23,242
TOTAL CASH REVENUE	<u>\$ 57,411,360</u>	<u>\$ 52,196,576</u>	<u>5,214,784</u>
IN KIND REVENUE	\$ 25,763,797	\$ 23,507,167	2,256,630
TOTAL REVENUE & SUPPORT	<u>83,175,157</u>	<u>75,703,743</u>	<u>7,471,414</u>
EXPENDITURES			
PERSONNEL COSTS	\$ 34,220,758	\$ 33,252,253	968,505
CONTRACT SERVICES	11,495,959	8,160,731	3,335,228
FACILITY COSTS	2,984,827	2,686,074	298,753
TRAVEL, MILEAGE, VEHICLE COSTS	1,864,438	1,753,074	111,364
EQUIPMENT COSTS	970,883	1,044,455	(73,572)
OFFICE EXPENSE	771,680	768,466	3,214
INSURANCE	600,311	679,612	(79,301)
PROGRAM SUPPLIES & CLIENT COSTS	4,191,136	3,608,241	582,895
INTEREST EXPENSE	76,531	92,584	(16,053)
OTHER COSTS	234,034	135,980	98,054
TOTAL CASH EXPENDITURES	<u>\$ 57,410,557</u>	<u>\$ 52,181,470</u>	<u>5,229,087</u>
IN KIND EXPENSES	\$ 25,763,797	\$ 23,507,218	2,256,579
TOTAL EXPENDITURES	<u>83,174,354</u>	<u>75,688,688</u>	<u>7,485,666</u>
NET SURPLUS (DEFICIT)	<u>\$ 803</u>	<u>\$ 15,055</u>	<u>(14,252)</u>

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
BALANCE SHEET
As of September 30,

	2007	2006	Differences
ASSETS			
CASH	\$ 996,464	\$ 4,743,510	(3,747,046)
ACCOUNTS RECEIVABLE	12,210,373	6,761,784	5,448,589
PREPAIDS/DEPOSITS	686,508	766,829	(80,321)
INVENTORIES	56,790	52,264	4,526
PROPERTY, PLANT & EQUIPMENT	19,167,388	12,996,372	6,171,016
NOTES RECEIVABLE	715,632	229,494	486,138
TOTAL ASSETS	<u>\$ 33,833,155</u>	<u>\$ 25,550,253</u>	<u>\$ 8,282,902</u>
LIABILITIES			
ACCOUNTS PAYABLE	\$ 1,707,754	\$ 1,615,414	92,340
ACCRUED PAYROLL LIABILITIES	1,891,802	3,020,061	(1,128,259)
DEFERRED REVENUE	7,699,819	804,012	6,895,807
NOTES PAYABLE	1,929,320	909,861	1,019,459
FEP PAYABLE	1,054,505	1,397,366	(342,861)
HEALTH INSURANCE RESERVE	2,577,577	1,408,226	1,169,351
OTHER LIABILITIES	1,753,810	1,788,227	(34,417)
TOTAL LIABILITIES	<u>\$ 18,614,587</u>	<u>\$ 10,943,167</u>	<u>\$ 7,671,420</u>
EQUITY			
CURRENT EARNINGS	\$ 803	\$ 15,055	(14,252)
CONTRIBUTED CAPITAL	4,457,038	4,364,827	92,211
UNRESTRICTED NET ASSETS	4,201,227	4,071,589	129,638
INVESTMENT IN GENERAL FIXED ASSETS	6,559,500	6,155,615	403,885
TOTAL EQUITY	<u>\$ 15,218,568</u>	<u>\$ 14,607,086</u>	<u>\$ 611,482</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 33,833,155</u>	<u>\$ 25,550,253</u>	<u>\$ 8,282,902</u>

HEAD START-PRESCHOOL
Monthly Financial Status Report
As of September 30, 2007
Basic

Program	Total Approved Annual Budget	Month Actual	Month Budget	Month Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance
HHS/Child Care Food Prg (CCFP)	\$26,497,569	\$979,587	\$2,523,578	\$1,543,991	\$17,817,868	\$17,665,048	(\$152,820)
Other	0	0	0	0	0	0	0
Total Revenue	26,497,569	979,587	2,523,578	1,543,991	17,817,868	17,665,048	(152,820)
Expenditures:							
Personnel	14,645,196	498,475	1,394,781	896,306	9,333,052	9,763,464	430,412
Fringe Benefits	4,921,927	331,280	468,755	137,475	4,017,399	3,281,285	(736,114)
Total Personnel	19,567,123	829,755	1,863,536	1,033,781	13,350,451	13,044,749	(305,702)
Non-Personnel Costs:							
Travel	6,554	0	624	624	17,728	4,369	(13,359)
Equipment	129,000	0	12,286	12,286	30,300	86,000	55,700
Supplies:							
Supplies	640,376	10,589	60,988	50,399	313,936	426,917	112,981
Contractual:							
Audit	39,100		3,724	3,724	19,858	26,067	6,209
Medical/Dental	133,175	255	12,683	12,428	67,732	88,783	21,051
Lease Office Equip/Pagers	37,200	0	3,543	3,543	31,381	24,800	(6,581)
Other:							
Food Costs	597,569	15,366	56,911	41,545	465,153	398,379	(66,774)
Transportation	838,640		79,870	79,870	441,252	559,093	117,841
Staff Mileage	289,689	26,557	27,589	1,032	175,481	193,126	17,645
Field Trip	57,807	0	5,505	5,505	19,844	38,538	18,694
Space	695,698	43,273	66,257	22,984	617,624	463,799	(153,825)
Utilities	176,928	1,100	16,850	15,750	129,572	117,952	(11,620)
Phone	95,100	2,809	9,057	6,248	65,939	63,400	(2,539)
Printing/Copies	83,097	7,186	7,914	728	78,948	55,398	(23,550)
Repair/Maintenance	317,725	12,525	30,260	17,735	430,540	211,817	(218,723)
Janitorial Services including Supplies	677,745	1,876	64,547	62,671	420,210	451,830	31,620
Advertisement/Recognition Children and Parents plus Liability Insurance	208,736	14,543	19,880	5,337	185,597	139,157	(46,440)
Parent Involvement:							
Babysitting	6,420	0	611	611	2,753	4,280	1,527
Supplies	3,830	673	365	(308)	21,080	2,553	(18,527)
CWPC:							
Transportation	7,343	0	699	699	4,949	4,895	(54)
Babysitting	7,680	0	731	731	6,260	5,120	(1,140)
Supplies	6,360	7	606	599	6,902	4,240	(2,662)
Security	1,140	0	109	109	0	760	760
Dakota Circle Project	117,600	0	11,200	11,200	0	78,400	78,400
Other Costs	270,027	13,073	25,717	12,644	133,407	180,018	46,611
Total Non-Personnel	5,444,539	149,832	518,528	368,696	3,686,446	3,629,693	(56,753)
Total Indirect Costs	1,485,902	0	141,514	141,514	780,971	990,601	209,630
Total Federal Expenditures	\$26,497,569	\$979,587	\$2,523,578	\$1,543,991	\$17,817,868	\$17,665,048	(\$152,820)
Total Difference (Income/Expense)	0	0	0	0	0	0	0
Total Non-Federal Expend (In-Kind)	\$6,624,392	\$630,895	\$630,895	\$0	\$4,416,262	\$4,416,262	\$0

Annual Budget is Twenty six million four hundred ninety seven thousand five hundred sixty nine dollars

Monthly Expenses Nine hundred seventy nine thousand five hundred eighty seven dollars

Year-To-Date Expenses Seventeen million eight hundred seventeen thousand eight hundred sixty eight dollars

HEAD START-PRESCHOOL
Monthly Financial Status Report
As of September 30, 2007
Training & Technical Assistance
(T & T A)

Program	Approved Annual Budget	Month Actual	Month Budget	Month Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance
Revenue:							
HHS	\$206,674	\$14,436	\$19,261	\$4,825	\$166,332	\$140,738	(25,594)
Total Revenue	206,674	14,436	19,261	4,825	166,332	140,738	(25,594)
Expenditures:							
Personnel	24,285	937	2,024	1,087	5,117	18,214	13,097
Fringe Benefits	11,178	667	932	265	677	8,384	7,707
Total Personnel	35,463	1,604	2,955	1,351	5,794	26,597	20,803
Non-Personnel Costs:							
Contractual:							
Audit	310	0	30	30	212	207	(5)
Supplies:							
Supplies	882	0	84	84	3,109	588	(2,521)
Other:							
1. Mandated Training *	59,804	4,324	5,696	1,372	54,632	39,869	(14,763)
2. Program Quality/Improvement Priority Training *	46,891	8,508	4,466	(4,042)	50,739	31,261	(19,478)
3. Staff Development/Program Enhancement Training *	51,627	0	4,917	4,917	43,363	34,418	(8,945)
Total Non-Personnel	159,514	12,832	15,192	2,360	152,055	106,343	(45,712)
Total Indirect Costs	11,697	0	1,114	1,114	8,483	7,798	(685)
Total Federal Expenditures	\$206,674	\$14,436	\$19,261	\$4,825	\$166,332	\$140,738	(\$25,594)
Total Difference (Income/Expense)	0	0	0	0	0	0	0
Total Non-Federal Expend (In-Kind)	\$51,669	\$4,815	\$4,815	\$0	\$35,184	\$35,184	\$0

Annual Budget Two hundred six thousand six hundred seventy four dollars

Monthly Expenses Fourteen thousand four hundred thirty six dollars

Year-To-Date Expenses One hundred sixty six thousand three hundred thirty two dollars

These are the areas that will cover the trainings under "Other" above activities number 1,2, and 3.

***1. Mandated Training**

Preservice, New Employee Orientation, CPR and First Aid Training, USDA CA Dept of Education Training, CCFP Conference, Food Handler's Training, Program Governance/Appendix "A" Parents Training, Child Abuse Training, Universal Precautions/Bloodborne Pathogens Training, California Health and Safety Certification Training, Driver and Bus Monitor Training, Parent Health and Safety Training, Regulations for Bus Safety Activities Training.

***2. Program Quality/Improvement Priority Training**

Documentation Training Cohort Class, Documentation Training Workshops, CPR and First Aid Training, Outcomes (Completing The Developmental Review), ESI-R Screening Tool Training, Staff Training To Support Transition, Staff Training To Support Transition, Family Literacy Training, Education Program Service Area Mini Conference, ERESA Training, Family Partnerships/Goal Setting Training, Countywide Parent Conference, Domestic Violence Training, Identifying Signs and Symptoms of Alcohol/Drug Abuse Training, Annual CHDP Immunization Update Training, Child Health and Safety-Injury Prevention Training, Childhood Obesity Training, Asthma Management Education Training.

***3. Staff Development/Program Enhancement Training**

Microsoft Office and E-mail Training, Academic Degree-Support Training, Coordinator/Supervisor Management Training, National Association for the Education Young Children (NAEYC) Training, California Association for the Education of Young Children (CAEYC) State Conference, California Association for the Education of Young Children (CAEYC) Local Conference, California Head Start Association State Conference, California State Dept of Family Literacy Conference, Annual Child Plus Update Training, County Wide All Staff In-service Training, Central Valley Consortium (Cluster VI) Training, Education Health Services Conference, Central Head Start-Preschool (Local Center and Home Base PC's) Training, Valley Women's Health Conference, Epidemiology Prevention and Vaccine Diseases Training, Grieving to Integration Training, Violence Against Children Training, Advancing Mental Health and Wellness Conference, Annual Hmong National Conference, Count to Ten Training, Central Valley Health Consortium Training, Central California Women's Conference, UC Cooperative Extension Nutrition Obesity Focus Training, Fresno Early Childhood Coalition FECC Annual Conference, Supervision/Leadership Development Training Council on Education in Management Conference, Central Valley Consortium Meetings (Cluster VI), Individual Program Service Area Training, Serve Safe Food Handler's Certification.

EARLY HEAD START
Monthly Financial Status Report
As of September 30 , 2007
Basic

Program	Approved Annual Budget	Month Actual	Month Budget	Month Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance
Revenue:							
HHS	\$1,952,625	\$15,441	\$162,720	\$147,279	\$1,297,411	\$1,464,470	\$167,059
Other	0	0	0	0	0	0	0
Total Revenue	1,952,625	15,441	162,720	147,279	1,297,411	1,464,470	167,059
Expenditures:							
Personnel	1,276,267	(6,700)	106,356	113,056	802,103	957,200	155,097
Fringe Benefits	371,625	9,268	30,969	21,701	266,436	278,719	12,283
Total Personnel	1,647,892	2,568	137,325	134,757	1,068,539	1,235,920	167,381
Non-Personnel Costs:							
Supplies:							
Supplies	11,610	172	968	796	18,265	8,708	(9,558)
Contractual:							
Audit	2,881	0	240	240	1,596	2,161	565
Medical/Dental	875	0	73	73	294	656	362
Other:							
Space	108,338	8,643	9,028	385	86,441	81,254	(5,188)
Meal Costs	(1,115)	0	(93)	(93)	5,507	(836)	(6,343)
Staff Travel	19,998	2,002	1,667	(336)	14,842	14,999	157
Phone	9,840	449	820	371	11,473	7,380	(4,093)
Utilities	3,600	0	300	300	1,803	2,700	897
Printing/Copies	1,500	0	125	125	0	1,125	1,125
Repair/Maintenance	1,800	0	150	150	3,615	1,350	(2,265)
Janitorial Services/Supplies	5,040	0	420	420	2,516	3,780	1,264
Advertisement/Recognition- General Liability Insurance	13,160	1,289	1,097	(192)	11,144	9,870	(1,274)
Incentives For Parents	775	0	65	65	2,071	581	(1,490)
Parent Involvement/CWPC:							
Babysitting	2,400	0	200	200	570	1,800	1,230
Transportation	1,872	0	156	156	102	1,404	1,302
Supplies	2,328	0	194	194	474	1,746	1,272
Other Costs	9,303	318	775	457	4,885	6,977	2,092
Total Non-Personnel	194,205	12,873	16,184	3,311	165,598	145,654	(19,944)
Total Indirect Costs	110,528	0	9,211	9,211	63,274	82,896	19,622
Total Federal Expenditures	\$1,952,625	\$15,441	\$162,720	\$147,279	\$1,297,411	\$1,464,470	\$167,059
Total Difference (Income/Expense)	0	0	0	0	0	0	0
Total Non-Federal Expend (In-Kind)	\$488,156	\$40,680	\$40,680	\$0	\$366,117	\$366,117	\$0

Annual Budget is One million nine hundred fifty two thousand six hundred twenty five dollars

Monthly Expenses is Fifteen thousand four hundred forty one dollars

Year-To-Date Expenses is One million two hundred ninty seven thousand four hundred eleven dollars

**EARLY HEAD START
Monthly Financial Status Report
As of September 30, 2007
Training & Technical Assistance
(T & T A)**

Program	Approved Annual Budget	Month Actual	Month Budget	Month Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance
Revenue:							
HHS	\$48,580	\$428	\$4,048	\$3,620	\$17,858	\$36,435	\$18,577
Total Revenue	48,580	428	4,048	3,620	17,858	36,435	18,577
Expenditures:							
Contractual:							
Audit	71	0	6	6	15	53	38
Supplies:							
Supplies	286	0	24	24	1,197	215	(983)
Other:							
1. Mandated Training*	5,530	0	461	461	4,374	4,148	(227)
2. Program Quality/Improvement Priority Training *	17,359	428	1,447	1,019	6,286	13,019	6,733
3. Staff Development/Program Enhancement Training *	22,584	0	1,882	1,882	5,388	16,938	11,550
Total Non-Personnel	45,829	428	3,819	3,391	17,260	34,371	17,111
Total Indirect Costs	2,750	0	229	229	598	2,063	1,465
Total Federal Expenditures	\$48,580	\$428	\$4,048	\$3,620	\$17,858	\$36,435	\$18,577
Total Difference (Income/Expense)	0	0	0	0	0	0	0
Total Non-Federal Expend (In-Kind)	\$12,146	\$1,012	\$1,012	\$0	\$9,109	\$9,109	\$0

Annual Budget is Forty eight thousand five hundred eighty dollars

Monthly Expenses is Four hundred twenty eight dollars

Year-To-Date Expenses is Seventeen thousand eight hundred fifty eight dollars

These are the areas that will cover the trainings under "Other" above activities number 1,2, and 3.

***1. Mandated Training**

Preservice, New Employee Orientation, CPR and First Aid Training, USDA CA Dept of Education Training, CCFP Conference, Food Handler's Training, Program Governance/Appendix "A" Parents Training, Child Abuse Training, Universal Precautions/Bloodborne Pathogens Training, California Health and Safety Certification Training, Driver and Bus Monitor Training, Parent Health and Safety Training, Regulations for Bus Safety Activities Training.

***2. Program Quality/Improvement Priority Training**

Documentation Training Cohort Class, Documentation Training Workshops, CPR and First Aid Training, Outcomes (Completing The Developmental Review), ESL-R Screening Tool Training, Staff Training To Support Transition, Staff Training To Support Transition, Family Literacy Training, Education Program Service Area Mini Conference, ERESA Training, Family Partnerships/Goal Setting Training, Countywide Parent Conference, Domestic Violence Training, Identifying Signs and Symptoms of Alcohol/Drug Abuse Training, Annual CHDP Immunization Update Training, Child Health and Safety-Injury Prevention Training, Childhood Obesity Training, Asthma Management Education Training.

***3. Staff Development/Program Enhancement Training**

Microsoft Office and E-mail Training, Academic Degree-Support Training, Coordinator/Supervisor Management Training, National Association for the Education Young Children (NAEYC) Training, California Association for the Education of Young Children (CAEYC) State Conference, California Association for the Education of Young Children (CAEYC) Local Conference, California Head Start Association State Conference, California State Dept of Family Literacy Conference, Annual Child Plus Update Training, County Wide All Staff In-service Training, Central Valley Consortium (Cluster VI) Training, Education Health Services Conference, Central Head Start-Preschool (Local Center and Home Base PC's) Training, Valley Women's Health Conference, Epidemiology Prevention and Vaccine Diseases Training, Grieving to Integration Training, Violence Against Children Training, Advancing Mental Health and Wellness Conference, Annual Hmong National Conference, Count to Ten Training, Central Valley Health Consortium Training, Central California Women's Conference, UC Cooperative Extension Nutrition Obesity Focus Training, Fresno Early Childhood Coalition FECC Annual Conference, Supervision/Leadership Development Training Council on Education in Management Conference, Central Valley Consortium Meetings (Cluster VI), Individual Program Service Area Training, Serve Safe Food Handler's Certification.

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

September 19, 2007

- CALL TO ORDER The meeting was called to order at 7:01 p.m. by Jessica Chavez, CWPC Chairperson.
- ROLL CALL The roll was called by Veronica Aguilar, CWPC Secretary. The following members were present: Rosario Zafra, Eulalia Torres, Maria Gallardo, Cleto Ornelas, Lupita Barraza, Astrid Ruiz, Patrick Guajardo, Elizabeth Guajardo, Ana Guzman, Julio Guzman, Armando Villanueva, Dinita Laney, Patricia Garcia, Anita Watkins, Pang Moua, Eduardo Gallardo, Carmen Solarzano, Rosa Gutierrez, Luisa Flores, Celia Villanueva, Yolanda Ornelas, Paula Jackson, Augustina Rivas, Ken Licciardello and Tito Lucero. A quorum was present.
- APPROVAL OF PREVIOUS MINUTES Motion to approve Minutes of August 15, 2007 was made by Carmen Solorzano and seconded by Lucia Flores. Motion carried.
- COMMUNITY REPRESENTATIVE REPORTS No Community Representative Reports were presented at tonight's meeting.
- EOC BOARD LIAISON REPORT Tito Lucero, EOC Commissioner informed delegates at tonight's meeting that no EOC Board Report was available due to the EOC Board being on recess during July and August.
- PERSONNEL COMMITTEE REPORT Carmen Solorzano, CWPC Personnel Committee Chairperson informed delegates at tonight's meeting of the Personnel Committee Report which is presented monthly to CWPC.
- Ms. Solorzano reported approval was needed for hiring/firing/temporary appointment/transfer and resignations of Head Start and Early Head Start staff.
- This information was distributed to delegates at tonight's meeting.
- Motion to approve Personnel Committee Report for September 19, 2007 meeting was made by Rosa Guiterrez and seconded by Patrick Guajardo. Motion carried.
- MONTHLY FINANCIAL STATUS REPORT Patrick Guajardo, EHS Delegate informed delegates at tonight's meeting of the Monthly Financial Status Report for Head Start and Early Head Start. This report was distributed to delegates at tonight's meeting.
- Mr. Guajardo reported that the Monthly Financial Status Reports shows all expenditures for the entire Head Start and Early Head Start programs for the month of August, 2007 and year-to-date.
- Motion to approve the Monthly Financial Status Report for August 2007 was made by Elizabeth Guajardo and seconded by Rosario Zafra. Motion carried.

ADA REPORT

Patrick Guajardo, EHS Delegate informed delegates at tonight's meeting of the August 2007, Average Daily Attendance (ADA) Report for Home Base areas and Early Head Start program. The ADA Reports were distributed to delegates at tonight's meeting.

For August 2007 the ADA for Home Base was at 93% which is above the recommended ADA rate of 85%.

For August 2007 the overall ADA for Early Head Start is at 103.1%. Analyses of all areas below the recommended 85% ADA have been done.

Motion to approve the ADA Reports for August 2007 was made by Veronica Aguilar and seconded by Paula Jackson. Motion carried.

FY 2008 HEAD START-PRESCHOOL AND EARLY HEAD START REFUNDING BUDGETS

Ms. Mizumoto informed delegates at tonight's meeting of the Head Start/Early Head Start-Preschool FY 2008 Refunding Budget. This information was mailed to delegates at tonight's meeting.

Ms. Mizumoto went over the various categories which are referred to Line Items in the Refunding Application. These Line Items make up the budget categories such as: salaries, fringe benefits, travel, equipment, supplies, contractual, and other as well as the Training and Technical Assistance (T&TA) budget.

The Head Start-Preschool and Early Head Start 2008 Refunding Budgets are due to our Regional Office in San Francisco by October 1, 2007.

HEAD START-PRESCHOOL:

Basic (PA 4122)		\$ 26,497,569
T&TA (PA 4120)		\$ <u>206,674</u>
	TOTAL	\$ 26,704,243

EARLY HEAD START:

Basic (PA 4125)		\$ 1,952,625
T&TA (PA 1126)		\$ <u>48,580</u>
	TOTAL	\$ 2,001,205

GRAND TOTAL AMOUNT FOR HEAD START-PRESCHOOL AND EARLY HEAD START (including T&TA): \$ 28,705,448

The Early Head Start Refunding Budget reflects the same categories as Head Start-Preschool with the exception that there is no travel or equipment category for Early Head Start.

The Early Head Start Refunding Budget reflects the same line item categories Head Start-Preschool program.

FY 2008 HEAD
PRESCHOOL
AND EARLY
HEAD START
REFUNDING
BUDGETS
(Cont.)

After a discussion and question and answer period, motion to approve the Head Start-Preschool FY 2008 Refunding Budgets was made by Patricia Garcia and seconded by Ana Guzman. Motion carried.

After a question and answer period, motion to approve the Early Head Start FY 2008 Refunding Budgets was made by Dineta Laney and seconded by Anita Watkins. Motion carried.

PROPOSED
2008 T&TA
PLANS

Ms. Mizumoto informed delegates at tonight's meeting of the Proposed 2008 Training and Technical Assistance (T&TA) Plans for the Head Start-Preschool and Early Head Start Programs. The T&TA Plans are a written document that outlines T&TA items in our Refunding Budget. The T&TA Plans were distributed to delegates at tonight's meeting.

They types of training provided to Head Start-Preschool and Early Head Start staff and parents for the 2008 year are: County-Wide Inservices, County-Wide Parent Trainings, Program Area Service Trainings, New Employee Orientations, Out-of County Conference/Training, etc.

Motion to approve the Proposed 2008 T&TA Plans for Head Start-Preschool and Early Head Start Programs was made by Astrid Ruiz seconded by Veronica Aguilar. Motion carried.

COUNTY-WIDE
PARENT
CONFERENCE

Lupe Trevino, Parent Involvement Coordinator informed delegates at tonight's meeting of the upcoming County-Wide Parent Conference scheduled Friday, October 19, 2007.

The conference will consist of workshops in English and Spanish. The topics for this year's conference are as follows: "Parents Rights and Responsibilities (Appendix A)", "Parenting Skills" and "Healthy Smiles".

Lunch will be served and a stipend payment for childcare and transportation will be given.

Ms. Trevino encouraged all to attend and requested they share this information back to their centers/home base areas and encouraged all parents to attend.

OPEN HOUSE

Andy Hernandez, Education Services Director informed delegates of the Open Houses for Center Base, Home Base and Early Head Start. These events are scheduled for September 25, 26 and 27, 2007. The Open House Event Schedule was mailed to delegates prior to tonight's meeting.

Mr. Hernandez encouraged the delegates to attend these events at their centers/home base areas and to share this information with all parents at their centers/home base areas. Everyone is welcome to attend.

ANNOUNCE-
MENTS

Anita Watkins, CWPC Vice-Chairperson made the following Announcements:

1. October 3, 2007 – Next Executive Board Meeting at Kings Canyon Head Start-Preschool at 6:00 p.m.
2. October 8, 2007 – Columbus Day Holiday – No School

ANNOUNCE-
MENTS (Cont.)

3. October 17, 2007 – Next CWPC meeting at Franklin Head Start-Preschool at 6:30 p.m.
4. October 19, 2007 – County-Wide Parent Conference – International Catering Company (formerly La Ryan).

Ms. Watkins also informed delegates at tonight's meeting that on Saturday, September 22, 2007 at Storyland (Roeding Park) there will be a "Family Day Event" admission is free.

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Veronica Aguilar and seconded by Rosa Guterrez. Motion carried. The business meeting adjourned at 7:45 p.m.

Esther Lepe
Recording Secretary

Sanctuary Safe Place Outreach & Shelter Operations Advisory Board
Thursday, October 4, 2007

MINUTES

1. CALL TO ORDER

Tom Nino called the meeting to order at 12:12 p.m.

2. ROLL CALL (Minimum 9 members; 51% quorum)

	Feb 8	Apr 5	Jun 7	Aug 23	Oct 4	Dec 6
Sandy Davis, <i>Public Agency/Social Services Rep</i>	P	P	P	P	P	
Kathleen Fernandez, <i>EOC Commissioner</i>	P	A	X	P	P	
Al Galvez, <i>Business Rep</i>	P	A	A			
Shelley McKenry, <i>Business Rep</i>	X	X	X	P	X	
Vongsavanh Mouanoutoua, <i>EOC Commissioner</i>	A	P	A	P	P	
Tom Nino, <i>Social Services Rep</i>	P	P	P	P	P	
LeeAnn M. Parry, <i>Health Rep</i>	P	P	P	X	X	
Dr. Chris Perkins, <i>Health Rep</i>	A	A	P	X	X	
Jim Petty, <i>Rural Business Rep</i>	A	X	X	P	P	
FPD, <i>Law Enforcement Rep</i>			P**	P**	A	
Sheriff, <i>Law Enforcement Rep</i>						
Don Weaver, FUSD, <i>Education Rep</i>			P***	A	X	
Sanctuary TLC Resident, <i>Youth (Varies)</i>	P	P	P*	P*	P*	
SOS AmeriCorps <i>Youth Rep</i>	P	P	A		P***	
SOS AmeriCorps <i>Youth Rep</i>	P	P	P			

P = Present, A = Absent, X = Excused Absence

Staff Present:

Stacie Hines, Sanctuary Director

Joe Martinez, Safe Place Coordinator

Sarah Worthen, Case Manager TLC 1

Ronkeisha Woods, Case Manager Shelter

Anita Ponce, Program Assistant

*Greg Ferris, Client

**Lt. Martinez, representative for Captain Dave Belluomini of Fresno Police Department

***Daniel Mayo, AmeriCorps

3. APPROVAL OF MINUTES

August minutes approved as read. M/S/C

4. DIRECTOR'S REPORT

a. Guest Speaker – Ronkeisha Woods and Sarah Worthen – Youth Program Referrals

Board had requested to be informed of services and/or events being offered to youth in a previous meeting. Mrs. Hines has invited Ronkeisha Woods and Sarah Worthen to give the board an update on referrals being offered for youth in our community. Handouts were provided listing the various categories of need and agencies being referred to.

b. Foundation Update

A meeting with Dr. Perkins took place recently to discuss timelines, process and the steps needed to start the Foundation with EOC, specifically with youth services at the Sanctuary. A staff meeting took place to develop a draft Statement of Purpose and Mission Statement.

c. Status of Grant Application & Donation Request Submissions

The THP Plus has been extended, and we received a \$5,000 donation from Fresno Regional Foundation. The Maxwell Award of Excellence and the EHAP program will be submitted this month. The Ronald McDonald House of Charities has been awarded in the amount of \$1,500.00 with a potential to match an additional \$1,500.00.

d. Program Outcomes – Future Plans

Stacie met with all of the Youth Counselors from all of our programs to develop more specific outcomes. Outcomes on percentage of clients showing increase, decrease or stabilization of Self-Esteem, Confidence, Anxiety, Depression, Substance Abuse, Aggressive Behavior, Healthy Relationships and Healthy Lifestyles will be tracked.

5. PROGRAM ACTIVITY REPORTS & SERVICE UPDATES (ACTION ITEM)

a. Sanctuary Emergency Youth Shelter

i. Announce New Shelter Manager Hire

Jody Ketcheside has been hired as the new Shelter Manager.

ii. Parenting Classes

We're looking at starting parenting classes for the Shelter Parents. We'll be meeting with the staff from Back to Basics to get ideas on structure and curriculum.

A brief licensing visit took place and there were no findings.

b. Sanctuary Transitional Living Centers

Sarah Worthen, Case Manager shared the interest of the TLC residents in developing a Youth Council. Stacie would like for the Youth Council to have a direct link with the Advisory Board, to get direct feedback and support for the residents.

Greg Ferris, Resident, shared his success and accomplishments in the program.

The TLC Recognition Dinner will take place on October 24th from 5:00 p.m. to 8:00 p.m.

c. Sanctuary Safe Place Outreach & Events

Daniel Mayo, AmeriCorps Member, introduced himself and shared his experiences thus far.

Joe reported on Safe Place Activities that took place during the month of September. The Sanctuary Safe Place Outreach Report has been provided with information on upcoming events/activities.

d. Sanctuary Outreach to the Streets (SOS)

The SOS Activity Report has been provided. The report has recently been revised to align it with the grant required reporting. The board has requested to keep track of children under 11 years old.

Motion to accept all program reports as presented. M/S/C approved.

6. OTHER BUSINESS

a. Review Bylaws

The annual dues have been removed and meetings reflect quarterly. Stacie would like to review the purpose of the board and incorporate the Youth Council for the board to provide direct advise and support their needs.

b. 2008 Chair, Vice Chair, and Secretary

Voted to move the current elections to an online nomination/vote. Greg Ferris, TLC resident, has submitted his name as Chair.

Motion to move nominations to online. M/S/C approved.

c. 2008 Schedule (propose January, April, July, and October)

Advisory board Meetings will take place the 2nd Thursday from 12:00 p.m. to 1:00 p.m.

7. PROPOSED AGENDA ITEMS

8. ADJOURN MEETING

Meeting adjourned at 1:13 p.m.

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

Sanctuary Youth Center 2336 Calaveras Street
Tuesday, October 10, 2007

MINUTES

I. Meeting called to order by Dr. Michael Petrovich at 8:16 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			Emma Curtis Cora Ann Crum Phillip Abode Debra Odun Ed Harris
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 Melanie Vargas	X											
Student Representative Marc Vidales	X											
Alternate Student Rep Natika Fairley	X											
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											
Rosa Vilades Parent Rep. Rose Armstrong Alt Parent Rep			X									

III. Approval of Minutes September minutes were approved as amended. The attendance reflected Jeanne Starks in attendance at the September meeting it should have reflected her excused.
M/S/C Farley/Starks

IV. SOUL Updates

Through a PowerPoint presentation Dr. Mark Wilson presented demographic information for the school on enrollments, attendance, academic highlights, activities and updates as reflected in the Principal's report. The student enrollment in the seated component (Sanctuary) is 102 students. Enrollments for the Independent Study sites were as follows: Local Conservation Corps 44 and Asian Village Site 137. The ADA to enrollment has increased in the seated program.

Dr. Mark Wilson provided the council with information on programmatic achievements which SOUL has implemented through Program Improvement. As a classified Program Improvement school, the High Priority School grant action plan has provided our teachers with classroom strategies designed to help the students understand the specific instruction they are receiving.

To help increase parent involvement at SOUL and in accordance with Federal Title 1 funding requirements a written parent involvement policy was developed. The policy is designed to help students improve academic achievement and school performance. In an effort to implement more parent involvement the school hosted Back to School Night on Wednesday, September 12th Approximately 175 students and their families attended. A motion to approve the proposed 2007/2008 Parent Involvement Policy. M/S/C Farley/Bakman

Dr. Mark Wilson presented an Amendment to the 2007/2008 DataWorks Contract for approval. The proposed amendment of the services provided by DataWorks, Inc. under the 2007/2008 High Priority Schools Grant Implementation Plan for the School of Unlimited Learning would increase the amount to the current contract to \$10,000.00. This would provide additional assistance to our teachers in developing and implementing EDI lesson plans. DataWorks will work closely with administration in conducting evaluations and coaching of teachers.

A motion to approve the amendment to the 2007/2008 DataWorks Contract. M/S/C Bakman/Allen

The State Superintendent of Public Instruction is hosting an Academic Achievement Gap Summit in Sacramento on November 7th in which Dr. Mark Wilson and Rena Failla will be attending. The conference is scheduled on the same day as our November Governing Council meeting. Due to the importance of the conference we would like to reschedule the November meeting. A motion was made to move the November meeting to Tuesday, November 20th. M/S/C Petrovich/Allen

Dr. Mark Wilson invited the Governing Council to attend the annual Thanksgiving Luncheon on Friday, November 16th. Additional information will be mailed Governing Council members will be notified by mail.

It is proposed that the Membership and Finance committee's reschedule presenting their reports to the council at the December meeting. Each committee would meet prior to the December meeting to prepare. A motion for the Membership and Finance committee's to report at the December meeting. M/S/C Wilson/Petrovich

SOUL began its Charter's reauthorization process and welcomed visitors from Fresno Unified School District. Who were to review the school's charter through our stated policies, procedures, operational processes and academic progress during the last 5 years, 2003-2008. The criteria for reauthorization approval are determined by meeting 1 of 5 benchmarks. During our current charter the school accomplished 2 of the 5 criteria required, by increasing API scores from the previous year and becoming a certified ASAM school.

The Western Association of Schools and Colleges, (WASC) accreditation process has formally begun. Last summer SOUL applied for a "request for affiliation". The school received notification of approval to proceed. A formal application must be submitted by November 30. The entire process for full accreditation will take 3 years during which time if approved the school could receive either interim, or candidacy status. During spring 2008 WASC will conduct an initial 1-day visit to validate SOUL's programs and academic processes. Advantages to the school becoming WASC accredited include greater opportunities for our students to receive a variety of grants and go to state colleges and universities.

V. SOUL Student Updates

Nakeata Fariley reported on Back to School night. SOUL families enjoyed student performances, great food and had an opportunity to tour classrooms and meet teachers. Marc Vidales reported that the school has won their first Volleyball and Football games. Mr. Courtney Griffin shared how the Charter School Activities League began to provide an avenue for students to participate in sports. The League includes area charter and continuation schools. This has offered another great opportunity for our parents to be involved with the schools activities. Melanie Vargas highlighted the upcoming activities scheduled for October 26. The events will begin with EOC providing a Barbeque luncheon then the students will participate in a Halloween dance and other games from 1:00-3:00pm.

VI. Other Business

Grandma Emma Curtis shared how much she has enjoyed working with SOUL and having the opportunity to get to know the students and their parents.

The council agreed that we would not participate in the Second Space Holiday event as a fundraiser this year. However, if there are students with an interest in Theater as a possible career choice. Mr. Tim Bakman offered to find sponsor for a small group of students interested in theater.

The next meeting is scheduled for Tuesday, November 20, 2007

VII. Public Comment

None at this time.

VIII. Adjourn meeting

Meeting adjourned at 9:30 M/S/C Symonds/Bakman

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, October 24, 2007, 7:00 P.M.
AGENDA

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. <u>Call to Order</u>	Stites		
II. <u>Roll Call</u>	Palomino		1
III. <u>Health Services Presentation</u>	Mohammad	Information	
IV. <u>Approval of Previous Minutes</u> September 26, 2007 Meeting Minutes	Stites	Approve	2
V. <u>Executive Director's Report</u>	Palomino	Information	
VI. <u>Approval Items</u>	Stites	Approve	
A. Head Start/Early Head Start Applications			
1. Internal Disputes Resolution Policy			5
2. Target Area Recruitment and Enrollment Policy Revisions			7
3. Enrollment Reports Summary (Information)			13
B. Sanctuary Applications			15
1. State of CA Emergency Housing Assistance Program (EHAP)			
2. Fannie Mae Foundation Maxwell Awards of Excellence			
3. Fresno County THP-Plus Sole Source Contract			
4. Fresno Unified School District Case Manager MOU			
5. Fresno County Substance Abuse Contract			
6. Shelter Licensed Administrator Change			18
C. SOUL 2007/2008 Dataworks Contact Amendment			21
D. Transit Systems 2006/2007 FTA Contract			22
E. Proposed November 14 and December 12 Board Meeting Dates			
VII. <u>Finance Committee</u>	Vang	Approve	
A. October 17, 2007 Meeting Minutes			23
B. Quarterly Financial Reports			26
VIII. <u>Advisory Boards</u>			
A. Head Start County Wide Policy Council September 19, 2007 Meeting Minutes	Lucero	Approve	33
B. Sanctuary Safe Place & Shelter Advisory Board October 4, 2007 Meeting Minutes	Fernandez	Approve	37
D. SOUL Governing Council October 10, 2007 Meeting Minutes	Rodgers	Approve	40
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.)			