



Moses Stites
Chairperson

Roger Palomino
Executive Director

BOARD OF COMMISSIONERS MEETING
EOC BOARD ROOM, SUITE 310
WEDNESDAY, June 27, 2007, 7:00 P.M.
AGENDA

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. <u>Call to Order</u>	Stites		
II. <u>Roll Call</u>	Palomino		1
III. <u>Approval of Previous Minutes</u> April 25, 2007 Meeting Minutes	Stites	Approve	2
IV. <u>Executive Director's Report</u>	Palomino	Information	
V. <u>Executive Committee</u>	Stites	Approve	
A. May 9, 2007 Meeting Minutes			4
1. Head Start/Early Head Start FY 2007 COLA Supplemental Funds Application			6
2. School Age Child Care 2006-2007 Application for Facilities Renovation and Repair			7
3. Food Services Summer Food Service Program 2007			8
4. Transit Systems FY 2007-2008 Operations Program and Budget (OPB)			10
B. June 13, 2007 Meeting Minutes			12
1. Board of Commissioners May 23, 2007 Report			14
2. Community Action Plan 2008-2009			16
3. First 5 Mental Health Planning Grant			17
4. Employment & Training WIB 2007-08 Funding Awards (Information)			18
5. AFLP March of Dimes Funding Requests			19
a. The Get Moving Project			
b. Comenzando Bien Project			
6. Sanctuary Applications			
a. HHS Domestic Violence/Adolescent Dating Violence Project			20
b. Street Outreach Office of Juvenile Justice and Delinquency Prevention (OJJDP) Funding Request			21
7. SOUL Applications			
a. Department of Education Consolidated Application FY 2007-2008			22
b. DataWORKS, Inc. Contract for HPSG Plan			24
C. LCC City of Fresno Median Construction			25
D. Refugee Services ORR Individual Development Account Application			26
VI. <u>Audit Committee</u>			
A. May 16, 2007 Meeting Minutes	Padilla	Approve	27
VII. <u>Finance Committee</u>	Vang	Approve	
A. May 16, 2007 Meeting Minutes			31
B. June 20, 2007 Meeting Minutes			33
C. Quarterly Financial Reports			37
D. Insurance - Auto			40

VIII.	<u>Pension Committee</u> May 3, 2007 Meeting Minutes	Saldana	Approve	44
IX.	<u>Advisory Boards</u>			
	A. Head Start County Wide Policy Council	Lucero	Approve	
	1. April 18, 2007 Meeting Minutes			46
	2. May 16, 2007 Meeting Minutes			51
	B. LCC Advisory Committee	Fruge	Approve	55
	May 17, 2007 Meeting Minutes			
	C. Sanctuary Safe Place & Shelter Advisory Board	Fernandez	Approve	
	1. April 5, 2007 Meeting Minutes			59
	2. June 7, 2007 Meeting Minutes			61
	D. SOUL Governing Council	Rodgers	Approve	64
	May 22, 2007 Meeting Minutes			
X.	<u>Other Business/Public Comment</u> (This portion of the meeting is reserved for persons wishing to address the Board on items within jurisdiction but not the agenda. Comments are limited to five minutes.)			
XI.	<u>Adjournment</u> (Items listed as information still leaves the option for guidance/direction by the Board.)			

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

(Rollcall.07)

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

I. CALL TO ORDER

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

II. ROLL CALL

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

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

III. APPROVAL OF PREVIOUS MINUTES

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

IV. SCHOOL OF UNLIMITED LEARNING (SOUL) PRESENTATION

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

V. EXECUTIVE DIRECTOR'S REPORT

Palomino announced/reported on the following:

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

VI. EXECUTIVE COMMITTEE

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

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

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

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

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

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

VII. FINANCE COMMITTEE

A.) April 18, 2007 Meeting Minutes

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

B.) Quarterly Financial Reports

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

VIII. HUMAN RESOURCES COMMITTEE

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

IX. ADVISORY BOARDS

A. Head Start County Wide Policy Council

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

B. SOUL Governing Council

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

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

X. OTHER BUSINESS/PUBLIC COMMENT

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

XI. ADJOURNMENT

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

Respectfully submitted,

Roger Palomino
Board Secretary

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

I. Call to Order

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

II. Roll Call

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

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

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

Guests Present: Pastor Rufus Fruge, Tito Lucero

III. Approval of Previous Minutes

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

IV. Executive Director's Report

Palomino announced/reported on the following:

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

V. Action Items

A. Head Start/Early Head Start FY 2007 COLA

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

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

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

C. Food Services Summer Food Service Program 2007

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

D. Transit Systems FY 2007 Operations Program and Budget

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

VI. Other Business

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

VII. Adjournment

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

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

Respectfully Submitted,

Moses Stites, Board Chair

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

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

RECOMMENDED ACTION:

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

BACKGROUND:

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

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

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

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

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

RECOMMENDED ACTION:

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

BACKGROUND:

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

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

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

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

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

Recommended Action:

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

Background:

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

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

Issue:

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

Urban Sites:

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

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

Rural Sites:

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

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



Moses Stites
Chairperson

Roger Palomino
Executive Director

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

RECOMMENDED ACTION:

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

BACKGROUND:

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

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

ISSUE:

Projected FY 2007/08 Budget

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

FY 2007/08 CTSA Service Improvement Program

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

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

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

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

**EXECUTIVE COMMITTEE
EOC BOARD ROOM, SUITE 310
June 13, 2007, 12:00 p.m.
MINUTES**

I. Call to Order

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

II. Roll Call

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

Members Present: Moses Stites, Jess Saldana, Theresa Hernandez, Tim Bakman, George Finley, Gene Rico, Rev. E. Swillis

Staff Present: Roger Palomino, Dawn Cagle, Salam Mohammad, Dr. Mark Wilson, Jeff Davis, Dennis Bachelor, Rob Martin, Stacie Hines, Carolyn Moreno

Joining the Executive Committee today is the Strategy Committee.

Strategy Committee

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

III. Approval of Previous Minutes

M/S/C – Finley/Saldana to approve May 9, 2007 Meeting Minutes. All in favor.

IV. Board of Commissioners May 23, 2007 Report

M/S/C – Saldana/Hernandez to accept Board of Commissioners May 23, 2007 Informal Meeting Report. All in favor.

V. Executive Director's Report

Palomino announced/reported on the following:

- The SOUL graduation held on June 12th at Cornerstone Church was a success. Bakman commended Dr. Mark Wilson for his dedication. Discussion followed.
- City of Fresno freeze relief funds were distributed to small farmers who were impacted and living in the city of Fresno. Additional support for farmers who did not qualify for the city program will be distributed through mini grants from United Way and Fresno Regional Foundation. A press conference regarding the mini grants will be held at a farm in Sanger tomorrow, June 14, at 10:00 a.m. Executive committee members interested in attending should contact the Executive Office for additional information.
- EOC is researching the opportunity to create a Community Development Financial Institution (CDFI) to provide financial alternatives for those living in poverty. Palomino asked for the committee's support on presenting this idea to the full board. The committee suggested an informational workshop. Discussion followed.

VI. Action Items

A. Community Action Plan 2008-2009

M/S/C – Saldana/Finley to approve Community Action Plan 2008-2009 to the Department of Community Services and Development as part of the Community Services Block Grant (CSBG funding. All in favor.

B. First 5 Mental Health Planning Grant

M/S/C – Finley/Saldana to approve First 5 Mental Health Planning Grant in the amount of \$75,000. All in favor.

C. Fresno County Workforce Investment Board Contract Funding Awards (Information)

Employment and Training Program Director Jeff Davis reviewed the agenda item showing the list of funding received from the Fresno County Workforce Investment Board and the reductions in each program for the 2007-2008 program year.

D. AFLP March of Dimes Funding Requests

M/S/C – Rico/Bakman to approve: 1) The Get Moving Project to the March of Dimes in the amount of \$15,000, and 2) Comenzando Bien Program to the March of Dimes in the amount of \$1,000. All in favor.

E. Sanctuary Applications

M/S/C – Bakman/Finley to approve: 1) Domestic Violence/Adolescent Dating Violence Project grant application to HHS in the amount of \$75,000 per year for three years, \$225,000 total, and 2) Street Outreach Office of Juvenile Justice and Delinquency Funding Prevention (OJJDP) Funding request in the amount of \$1,000,000 over a two-year period. All in favor.

F. SOUL Applications

M/S/C – Rico/Hernandez to approve: 1) 2007-2008 Consolidated Application to the California Department of Education, and 2) Contract with Dataworks for HPSG Plan in the amount of \$95,125, and \$41,675 for staff training and materials, for a total amount of \$135,800. All in favor.

VII. Other Business

Stites asked for other business. There was none.

VIII. Adjournment

There being no further business, the meeting was adjourned at 12:58 p.m.

M/S/C – Rico/Hernandez to adjourn. All in favor.

Respectfully Submitted,

Moses Stites, Board Chair

**Fresno County Economic Opportunities Commission
Board of Commissioners Meeting
Wednesday, May 23, 2007
INFORMAL MEETING REPORT**

I. CALL TO ORDER

The meeting was called to order by Board Chair Stites at 7:15 p.m.

II. ROLL CALL

Executive Director Roger Palomino called roll. A quorum was not present. Due to lack of quorum there was no official meeting. Informal minutes taken.

III. APPROVAL OF PREVIOUS MINUTES

Item III. tabled for approval at the next Board meeting.

IV. EXECUTIVE DIRECTOR'S REPORT

Palomino announced/reported on the following:

- Government at the federal level.
- Possible funding cuts to the Incarcerated Youth Program by the Workforce Investment Board (WIB). The end result will be decided at tomorrow's WIB meeting.
- Concerns over funding decisions due to serious reductions from the U.S. Department of Labor.

V. EXECUTIVE COMMITTEE

Items V.A and V.B tabled for approval the next Board meeting.

VI. AUDIT COMMITTEE

Item VI.-A tabled for approval at the next Board meeting.

B.) 2006 Audit Report

Peter Mersino, CPA, of Kaku and Mersino, LLP, presented a draft of the Agency's audit report for the year ended December 31, 2006. Kaku & Mersino LLP issued an unqualified opinion that the financial statements present fairly the Agency's financial position.

In presenting the Consolidated Statement of Financial Position in order of liquidity, Mersino noted that Cash and cash equivalents include \$1,080,000 in certificates of deposit that are FDIC insured. Investments of \$1,732,000 include \$1,400,000 in government securities and \$313,000 in corporate fixed income. Grant and other receivables represent amounts owed to the Agency from over 100 accounts at 12/31/06 that have been received subsequently. Prepaid expenses and deposits include prepaid insurance premiums. Additions to Property and Equipment during the year include: eight buses, the transit building, Head Start Firebaugh site, WIC office improvements, and construction in progress for the NYC complex and EHS center. All equipment is stated at cost less accumulated depreciation. Accounts payable includes payments to be made to approximately 450 vendors. Notes payable includes a note payable to the Farmers Home Administration for the acquisition of the Food Services building at 5% interest, the note payable for the financing of the Fresno Executive Plaza property at 6% interest, and a revolving loan fund for the Refugee Micro-Enterprise Development program from Wells Fargo Bank. In addition, there is a \$1,200,000 unsecured line of credit available to the Agency that was not used during 2006. Total assets are \$33,790,000 with liabilities at \$18,049,000 and unrestricted net assets of \$15,741,000.

The \$7.0 million increase in revenue over 2005 is primarily due to an increase in the WIC voucher valuation and in the LCC Neighborhood Youth Center project. Mersino also presented supplementary graphs displaying the steady increase of revenue over five years with an offsetting increase in expenses. The second graph displays the revenue by funding source. The Statement of Activities reports expenses by functional classification, which is depicted in the third graph, Expenses by Program. Revenues of \$104,688,000 and expenses of \$104,106,000 result in an increase to net assets of \$582,000.

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

The report on compliance and internal control in accordance with Government Auditing Standards expressed no instances of non-compliance and no matters of internal controls considered to be material weaknesses. This report evaluates items such as participant eligibility and wage allocations. The report on compliance applicable to the major programs, per OMB A-133, notes compliance in all material respects with the requirements applicable to each major federal program. Fourteen areas of compliance are evaluated in this report. For 2006, the major programs were Head Start, WIC, Employment & Training, and LIHEAP.

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

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

VII. FINANCE COMMITTEE

Item VII. tabled for approval at the next Board meeting.

VIII. PENSION COMMITTEE

Item VIII. tabled for approval at the next Board meeting.

IX. ADVISORY BOARDS

Item IX. tabled for approval at the next Board meeting.

X. OTHER BUSINESS/PUBLIC COMMENT

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

XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Roger Palomino
Board Secretary

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: June 13, 2007	Program: Community Services Block Grant (CSBG)
Agenda Item No.: V.-B.2	Director:
Item: Community Action Plan 2008-09	Assistant Executive Director:
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Approve the 2008/2009 Community Action Plan

BACKGROUND:

Every two years, the California Department of Community Services and Development (CSD) requires EOC to complete a Community Action Plan (CAP) as part of the Community Services Block Grant (CSBG) funding.

The CAP has the following 10 components: (1) Vision & Mission Statement, (2) Community Information Profile, (3) Needs Assessment, (4) Goal-setting, Program Goals, Strategic Plan (5) State Objectives, (6) State Priority Statement, (7) Federal and State Assurances, (8) Public Hearing Documentation, (9) Monitoring and Evaluation Plan, (10) CSD form 801 - (CSD's Result Oriented Management Accountability system).

The Community Action Plan is in response to the federal Office of Community Service's (OCS) mandate for each state to establish a Results Oriented Management Accountability (ROMA) system that addresses the following six (6) national goals for Community Action Agencies.

- #1 Low-income people become more self-sufficient
- #2 The condition in which low-income people live are improved
- #3 Low-income people own a stake in their community
- #4 Partnerships among supporters and providers of services to low-income people are achieved
- #5 Agencies increase their capacity to achieve results
- #6 Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

ISSUE:

The Community Action Plan is required by CSD as part of the Agency's Community Services Block Grant (CSBG) funding and must be approved by the Board of Commissioners. The Agency's delivery strategies, in response to the community needs identified in the Plan, include the many programs and program activities administered by the Agency. In response to the County's overwhelming poverty rate, the Plan also includes strategic goals to increase the Agency's capacity to achieve results and provide services. These goals were developed out of the Agency's annual board retreat strategic planning process.

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: June 13, 2007	Program: First 5 - Mental Health Planning Grant
Agenda Item No.: V.-B.3	Director:
Item: First 5 – Mental Health Planning Grant	Assistant Executive Director:
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Approve a First 5 - Mental Health Planning Grant, in the amount of \$75,000, for the period 7/1/07 through 6/30/08.

BACKGROUND:

The one-year planning grant will allow for the exploration and identification of mental health needs of families utilizing EOC services. The project will: 1) identify the rate of symptomatic dysfunction and distress affecting the parents and other caregivers of children ages 0-5 years old, 2) use proven tools to identify individuals with indicators of dysfunctional conditions, including possible mental health problems, and the services and support systems that may be needed to address those needs, 3) define family based care management modalities that support measurable decreases in relevant parental symptoms and behaviors, and 4) assess availability of services and make recommendations regarding potential models for improving community institutional capacity to meet the mental health needs of the target population.

ISSUE:

The First 5 Commission approved EOC's funding application for this project during their June 6, 2007 commission meeting. A contract is forthcoming and will be effective 7/1/07.

Fresno County Economic Opportunities Commission

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: June 13, 2007	Program: Employment & Training
Agenda Item No.: V.-B.4	Director: Jeff Davis Jr.
Item: 2007-2008 Fresno County Workforce Investment Board Contract Funding Awards	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

INFORMATIONAL:

On May 24, 2007 the Fresno County Workforce Investment Board (FCWIB) approved of contract extensions for the In School Youth Program, Incarcerated Youth Program and Workforce Connection operated by the Fresno Economic Opportunities Commission (FCEOC) for the 2007-2008-program year. Combined funding received totals \$2,165,123. Funding awarded for each program is as follows:

- **Workforce Connection** - \$870,906.00 (this represents a 14.77% reduction in funding)
- **In School Youth Program** - \$1,169,217.00 (this represents a 15.09% reduction in funding)
- **Incarcerated Youth Program** - \$125,000 (FCEOC fully expects to receive an additional award of \$100,000.00 in adult funding to serve older youth bringing the eventual total funding award up to \$225,000. which represents a 18.2% reduction in funding)

BACKGROUND:

Fresno County has experienced 4 consecutive years of Workforce Investment Act (WIA) funding reductions. These reductions are a result in part of Department of Labor and the State of California funding allocation formula changes.

ISSUE:

The ongoing funding reductions have created staffing challenges. Over the past four years staff has minimized layoffs by applying a combination of strategies including offering affected staff employment opportunities in other departments in the agency and postponing layoffs in anticipation of earning incentive awards for excellent performance during the program year. We anticipate that there will be several opportunities again this year, however there will be some affect on staffing going into the new funding year.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: June 13, 2007	Program: AFLP
Agenda Item No.: V.-B.5.a,b	Director: Rob Martin
Item: March of Dimes Funding Request	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Request Committee approval to submit two separate proposals to the March Of Dimes. One request is in the amount of \$15,000 for the “Get Moving” project. The second request is for \$1000 requested under the Comenzando Bien program. Both requests fall under the March Of Dimes Community Awards program. The application and letter of interest to apply will be submitted by June 30, 2007.

BACKGROUND:

1. The Get Moving Project (Funding: \$15,000) is proposed to provide prenatal and post-natal fitness education sessions to teen mothers and their partners and children (post-natal) receiving AFLP case management services as a strategy to increase risk reduction for obesity. According to the CA Department of Health Services, Cancer Prevention and Nutrition Services, about one in three children and one in four teens is at risk or already overweight. High rates of overweight and obesity are found among California’s Latino, African American, and American Indian/Alaskan Native adult populations. The main objective of the Get Moving Project is to improve the fitness level among teen participants through the provision of health education, hands-on demonstrations, materials handouts, and low-impact activities to promote flexibility and circulation.

2. Comenzando Bien Program (Funding \$1,000) The FCEOC AFLP has participated in the March of Dimes Comenzando Bien program since 2001. With these funds FCEOC AFLP hosts sessions for parents and other pregnant teens in our community providing health education regarding pre-natal care, promote activities that provide support, and linkages to social skills services provided through the FCEOC Health Services Clinic, Tobacco Education through the FCEOC Rural Tobacco Education Program, and Baby Bonding through Exceptional Parents Unlimited (EPU).

ISSUE:

AFLP is a voluntary program aimed at defining, coordinating, and integrating a system of care that supports and assists pregnant and parenting adolescents from the target ages of 15-20 years (females through age 19, males through age 20) and their children. Case management services are provided through a sub-contract collaboration with the Fresno County Department of Employment and Temporary Assistance (E&TA). These proposed funds would enhance support services available to FCEOC AFLP.

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: June 13, 2007	Program: Sanctuary Youth Project
Agenda Item No.: V.-B.6.a	Director: Stacie Hines
Item: HHS Domestic Violence/Adolescent Dating Violence Project	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify the submission of a grant application to the U.S. Department of Health and Human Services requesting funding support for the EOC Sanctuary Youth Project in the amount of \$75,000 per year totaling \$225,000 for a 3 year project period to support the prevention of domestic violence and adolescent dating violence.

BACKGROUND:

The EOC Sanctuary requests \$225,000 over a three-year project period for the design, development, and implementation of collaborative efforts to address the intersection of services for youth by the domestic violence and runaway and homeless youth communities. By partnering with a qualified domestic violence service provider, Marjaree Mason Center (MMC), EOC will serve youth via a comprehensive case management and counseling approach that will bridge current gaps in services related to domestic violence issues and ensure effective responses to the needs of this population.

The EOC Sanctuary Youth Project would integrate the proposed efforts into the operation of its existing RHY-funded youth programs, including a basic center, three transitional living centers, and a street outreach unit.

ISSUE:

Domestic Violence/Runaway and Homeless Youth Collaboration on the Prevention of Adolescent Dating Violence:

This grant offers the opportunity to design and develop collaborative services to address the intersection of services for youth by the DV and RHY communities. This is a challenging intersection area that has languished from a lack of concentrated attention and presents an opportunity to improve services for affected youth by these two communities of service providers, who often share similar clients.

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: June 13, 2007	Program: Sanctuary Youth Project
Agenda Item No.: V.-B.6.b	Director: Stacie Hines
Item: Street Outreach Office of Juvenile Justice and Delinquency Prevention (OJJDP) Funding Request	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify the submission of a grant application to the Office of Juvenile Justice and Delinquency Prevention (OJJDP) requesting funding support for the EOC Sanctuary Youth Project in the amount of \$500,000 per year totaling \$1,000,000 for a 2 year project period to support child protection and delinquency prevention through the Street Outreach program.

BACKGROUND:

The Street Outreach Program. The EOC Sanctuary requests \$1,000,000 over a two-year project period from OJJDP. With the requested funds, the EOC Sanctuary Youth Project will continue implementing and will enhance the efforts of the Sanctuary Outreach to the Streets (SOS) program. The goal of this particular project is to replicate existing urban SOS program services in Fresno County rural communities, where the population is difficult to reach and, therefore, often underserved. By providing mini grants to grass roots community organizations operating in these areas, the Sanctuary will expand its existing target population and duplicate its best practices in street-based service delivery while engaging additional partnerships in the child protection problems facing our community.

ISSUE:

The purpose of the OJJDP FY 2007 Prevention and Intervention Programs is to foster innovations and advancements in juvenile justice and child protection-related practice at the community level. The goal of this program is to demonstrate the practical implications for policy and practice of programs that enhance juvenile justice, child protection, and delinquency prevention. OJJDP is interested in programs that focus on reducing risk factors and enhancing protective factors to prevent youth from becoming victims or from entering the juvenile justice system. OJJDP will give special consideration to intermediary organizations that provide mini grants to encourage community organizations, including faith-based organizations, to support juvenile delinquency prevention and/or intervention efforts.

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: June 13, 2007	Program: School of Unlimited Learning
Agenda Item No.: V.-B.7.a	Director: Mark A. Wilson, Ed.D.
Item: Request for Approval of 2007-2008 Consolidated Application	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff requests approval of Part 1 of the 2007/2008 Consolidated Application to provide categorical funding for the School of Unlimited Learning (SOUL).

BACKGROUND:

The Consolidated Application is used by the California Department of Education to distribute categorical funds from various state and federal programs (e.g., Title I, Title II, Title IV Safe and Drug-Free Schools and Communities) to county offices, school districts, and directed-funded charter schools throughout California. In June of each year, every local educational agency (LEA) submits Part I of the application to document participation in categorical programs and provide assurances that the LEA will comply with the legal requirements of each program. The amount of categorical funding is estimated by enrollment.

EOC SOUL is a direct-funded charter school. To receive eligible categorical funding, EOC SOUL is required to submit the 2007/2008 Consolidated Application, which requires local EOC Board approval and is due electronically to the California Department of Education by June 30, 2007. Subsequent to the Fresno County EOC Governing Board approval, EOC SOUL staff will submit the 2007/2008 Consolidated Application prior to the indicated deadline.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Description of Consolidation Funding Sources

Consolidated Funding Source	Description	Estimated Funding
Title I, Part A	Title I, Part A, Basic Grant, is a federal categorical program contained in the Consolidated Application. Its purpose is to ensure that all children have a fair and equal opportunity to obtain a high-quality education and reach, at a minimum, proficiency on the state content standards and assessments. The intent of this funding is to meet the educational needs of low-achieving students enrolled in the highest poverty schools.	\$ 113,000
Title II, Part A	Title II, Part A, Teacher and Principal Training and Recruiting is a federal categorical program contained in the Consolidated Application. It combines the former Title II Eisenhower Professional Development and Title VI Federal Class-Size Reduction into one program. The purpose of Title II is to increase the academic achievement of all students by helping schools and districts (1) improve teacher and principal quality through professional development and other activities and (2) ensure all teachers are highly qualified.	\$ 5,000
Title II, Part D	Title II, Part D provides formula-based grants for schools serving grades K-12 to help improve student achievement through the use of technology. Grant recipients are required to spend 25% of the funding on professional development related to the use of advanced technologies in curricula and instruction. Software programs purchased with program funds must be part of a state-adopted program.	\$ 1,000
Title IV, Part A (SDFSC)	Title IV, Part A, Safe and Drug-Free Schools and Communities is a federal categorical program contained in the Consolidated Application. It provides funding to develop, implement, and evaluate comprehensive drug/alcohol, tobacco, and violence prevention programs and activities, which are consistent with the principles of effectiveness and that are coordinated with school and community-based program services. The goal is to foster a safe and drug-free learning environment that supports academic achievement.	\$ 1,400
	TOTAL ESTIMATED CONSOLIDATED FUNDING FOR 2007/2008	\$ 120,400



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: June 13, 2007	Program: School of Unlimited Learning
Agenda Item No.: V.B.7.b	Director: Mark A. Wilson. Ed.D.
Item: Contract with Dataworks for HPSG Plan	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff requests approval of the proposed contract with DataWORKS Inc, to provide State-required technical assistance to the School of Unlimited Learning in implementing the High Priority Schools Grant (HPSG) Plan. The contract amount is for \$95,125. The remaining \$41,675 of the \$136,800 grant will be utilized for eligible staff training activities, as well as the purchase of State intervention instructional materials. Contract period is July 1, 2007 through June 30, 2008.

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 agenized 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 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.

The High Priority Schools Grant Action Plan for the School of Unlimited Learning, which was submitted to and approved by the SOUL Governing Council in December 2006, was subsequently approved by the California Department of Education, resulting in a grant award to SOUL of \$136,800 each year for a three-year period. The action plan also included an itemized budget worksheet reflecting the list of pre-approved services contained in the proposed contract.

Services are expected to commence effective July 1, 2007 and run through June 30, 2008. Since this is a three-year grant, the Dataworks contract reflect only those services provided in the 2007/2008 school year. Services extending beyond the contract period will need to be renegotiated on an annual basis.

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: June 27, 2007	Program: EOC Local Conservation Corps
Agenda Item No.: V.-C.	Director: Paul McLain-Lugowski
Item: City of Fresno Median Construction	Assistant Executive Director: Alma Kowalski
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify the submission of a bid to the City of Fresno Public Works Department for stamped concrete installation in three sections along Kings Canyon Blvd. east of Chestnut Avenue. Turn key bid for services is \$20,762.40.

BACKGROUND:

The LCC has performed median island maintenance and construction of medians for a number of years now and has the expertise to complete this work. Requests for additional work such as this are often made due to the quality of our work and the reasonableness of our price. Stamped concrete is a popular enhancement to street medians, adding appeal while reducing maintenance.

ISSUE:

This contract entails removal of existing median material, capping of irrigation lines, fill and compaction, forming, and pouring approximately 3,325 square feet of stamped concrete.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: 6/21/07	Program: Refugee Services
Agenda Item No.: V.-D.	Director: Lalo Acevedo
Item: Office of Refugee Resettlement Individual Development Account Application	Assistant Executive Director: Alma Kowalski
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDATION:

To approve the submission of a five-year application in the amount of \$200,000 per year to the Department of Health and Human Services, Office of Refugee Resettlement (ORR) to deliver Individual Development Account (IDA) services to approximately 440 low-income refugees residing in Central Valley.

BACKGROUND:

Eligible refugee participants who enroll will open and contribute systematically to IDAs for specified saving goals, including homeownership, business capitalization, vehicles for educational or work experience, and postsecondary education. ORR funds are designated to provide matches for the savings in the IDAs up to \$1,000 per individual refugee and \$2,000 per refugee household.

EOC assisted 300 refugees via the previous ORR IDA program to secure asset acquisitions (50 homes, 20 micro-enterprises, 203 vehicles, 10 post-secondary, and 16 computers) with a total value purchased in the amount of \$8,572,131 through March 31, 2005.

EOC has also operated other IDA programs funded by Office of Community Services, County of Fresno CalWORKS, and HUD that targeted 500 (including the ORR IDA program) low-income individuals and/or families that generated a total value purchased in the amount of \$10,572,900.

EOC was recently funded by Kellogg Foundation and Office of Community Services to provide IDA services to 206 small farmers and/or food-added value entrepreneurs via a collaborative that includes Lao Khmu Association, Inc. of Stockton and Merced Lao Family, Inc. We are planning to use the same collaborative to provide ORR IDA services in the Central Valley.

ISSUE:

Home values in Fresno County have gone up significantly since 1999 when EOC was first awarded the current ORR IDA grant. We will need to collaborate with other agencies such as Habitat for Humanity, Self-Help and others to enable low-income refugees to become first-time homebuyers under the new grant.

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

MINUTES

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

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

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

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

- IV. Presentation of Agency-wide Single Audit

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Commissioner Padilla thanked the auditor for the comprehensive report.

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

IV. Other Business

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

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

Respectfully submitted,

Esther Padilla, Chair

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

MINUTES

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

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

Members:

Peter Vang, Chair
Tito Lucero
Dr. Lee Farley

Staff:

George Egawa
Salam Mohammad
Rebecca Weimer
Steve Warnes

Guests:

Comm. Esther Padilla
Peter Mersino, CPA

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

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

IV. Audit Reports / Status

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

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

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

V. Informational Items

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

VI. Other Business:

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

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

Respectfully submitted,

Peter Vang, Chair

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FINANCE COMMITTEE MEETING
WEDNESDAY, JUNE 20, 2007
SANCTUARY CONFERENCE ROOM**

MINUTES

I. Peter Vang called the meeting to order at 12:05 p.m. following tours of the Early Headstart Day Care Center, SOUL, and Sanctuary facilities.

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

Members:

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

Staff:

Naomi Mizumoto
Paul McLain-Lugowski
Mark Wilson
Stacie Hines
Salam Mohammad
Rebecca Weimer
Steven Warnes
Gilda Arreguin

Guests:

Comm. Rev. Paul McCoy
Comm. Jimi Rodgers

III. Approval of previous minutes – May 16, 2007.

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

IV. Early Headstart Day Care Financing

Mohammad presented the options available to finance the nearly complete building with recommendation to enter into an agreement with California Communities Joint Powers Authority to issue tax exempt bonds for approximately \$1,200,000 at 5.13% interest (or the prevailing rate at the time of commitment), for a 15 year term. This option will save roughly \$140,000 in total payments than the lowest rate received from traditional bank mortgage loan options.

A hearing will be held by the Fresno City Council on, or after, July 24, 2007. This hearing allows for public comment and is required when tax exempt bonds are issued. Prior to the hearing, City of Fresno will issue a public notice in the Fresno Bee for 14 days. Commissioner McCoy suggested that the commissioners can be present at the hearing, if it would help convince the City Council members.

Responding to commissioner's questions, Mohammad reported that HHS provided some grant funds so that the amount to be financed is less than the total construction costs incurred, and has approved charging the interest payment to the program. However, since the property is used for HHS funded purposes, we are not allowed to sell the property without their approval.

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

V. Auto Insurance Renewal

Weimer presented the staff recommendation to continue coverage offered by Non Profits United from July 1, 2007 to July 1, 2008. The renewal premium of \$307,160 is less than the premium for the 2006/07 policy year of \$356,475. The savings are due to a decrease in the number of vehicles covered and an increase in the safety credit program due to responsiveness to risk controls. On Commissioner Rico's inquiry as to reason why Uninsured Motorist Physical Damage (UMPD) coverage was not selected, our broker HRH has responded that since all Agency vehicles are covered for physical damage regardless of driver fault, UMPD coverage is not required. UMPD coverage is made available for low-value vehicles not needing physical damage coverage. Currently, no Agency vehicles have been placed into this grouping.

M/S/C – (Rico/Farley) to accept the recommendation with clarification of the uninsured motorist coverage question to be provided.

VI. Local Conservation Corp Bids and Proposals

Paul McLain-Lugowski presented the following bids and proposals submitted by the EOC Local Conservation Corp. Lot clean-up for Grubb and Ellis Realty locations (\$440); Demolition and reconstruction of tot lots for City of Fresno (\$30,000); Demolition and reconstruction of outdoor basketball court for Calwa Recreation District (\$60,000); Maintenance of Community Facilities Tracts (\$20,174/mo); Demolition and reconstruction of a single family home for the Fresno Redevelopment Agency (\$130,000); Construction of a fully equipped recycling facility at EOC's Nielsen property submitted to the State Department of Conservation (\$2,500,000); Grant requests to the State Department of Conservation to continue existing recycling operations (\$1,553,717); Grant application to the Department of Labor to continue the YouthBuild program for 2008/09 (\$1,100,000); Grant application to the Department of Labor to expand comprehensive youth inmate re-entry services (\$88,000); Grant application to the federal Office of Juvenile Delinquency and Prevention Department to expand comprehensive youth inmate re-entry services (\$88,000); Grant application to the California Department of Corrections to fund youth inmate re-entry programs (\$120,000); Application submitted to Richard Health and Associates to participate in the TALK program conducting small group workshops and one-on-one education presentations to hard-to-reach groups in Fresno County (\$18,500); Restoration of the historic Curing House at the San Joaquin River Parkway utilizing a personal donation of \$5,000 received and designated for this purpose (\$22,700).

M/S/C – (Farley/Rico) to approve the bids and proposals presented.

VII. Health & Welfare Program Premium Adjustment

Warnes presented a staff recommendation to raise the employee premiums for Health Insurance effective August 1, 2007. Proposed monthly rates would increase from \$50 to \$60 for single coverage and from \$100 to \$120 for family coverage. Programs currently pay \$294 and \$696 per month for single and family coverage respectfully for each employee enrolled. The increase is needed to keep the fund balance healthy and able to provide for 4-6 months of future claims. Responding to commissioner questions, staff reported that employees working 30 or more hours per week are eligible for coverage, transit drivers have been eligible since CVRC funding was increased three years ago. The rates offered to employees continue to be very economical.

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

VIII. Health Services Sliding Fee Scale

Arreguin presented for approval the Health Services Cline Basic Contraception Sliding Fee Schedule for 2007. Fees charged to clients for these services are based on family size and annual income. The fee schedule is revised annually, based on the Federal Poverty Guidelines published in the Federal Register.

M/S/C – (Rico/Farley) to approve the recommendation as presented.

IX. Projected Quarterly Financial Reports

Warnes presented the financial reports as projected for June 30, 2007. The reports project revenues of \$57.7 million and a net surplus of \$57,084 compared to last year's revenue of \$55.2 million and net surplus of \$10,037. Total assets of \$30.2 million and total liabilities of \$15.6 million have both increased over amounts reported this time last year of \$24.8 million and \$12.8 million respectively. The increases are largely attributable to construction activities currently in process.

Commissioners questioned the contributions of \$172,048 reported which include donations from various foundation and the community and business donations received to address the Freeze Relief needs. The drop in In-Kind revenue is due mainly to timing differences. Personnel Costs include wages, payroll taxes, and fringe benefits. A detailed listing will be provided for the next meeting.

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

X. Information Items

The Agency Funding List as of June 30, 2007 reflects an operating budget of \$134.0 million, which is an increase from the \$106.3 million reported on March 31, 2007 and an increase from the \$129.9 million reported on June 30, 2006.

XI. Other Business:

- A. The next meeting is scheduled for September 19, 2007.
- B. Opening of the HeadStart Firebaugh center will be held in August.
- C. Commissioners will be notified when the ceremony opening the new Early HeadStart child care center will be held.

XII. The meeting was adjourned at 1:00 p.m. by Peter Vang, Chair, after thanking all members for their participation and attendance to have quorum in all Finance Committee meetings during the year. He also appreciated the efforts of all the staff for their hard work and dedication to the Agency.

Respectfully submitted,

Peter Vang, Chair

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: June 27, 2007	Program: Finance
Agenda Item No.: VII.-C.	Director: Salam Mohammad
Item: Projected June Financial Reports	Asstt. Exec. Director: George Egawa
Committee: Finance	Executive Director: Roger Palomino

RECOMMENDATION:

The Finance Committee recommends approval of the Projected Condensed Unaudited Financial Statements for the Agency for the period ended June 30, 2007.

BACKGROUND:

Following statements are presented for your review and approval:

Income Statement and Balance Sheet: As of June 30, 2007, the Agency projects revenue of \$57,766,193 and a net surplus of \$57,084, which includes \$19.8 million of in-kind funding. In comparison, we had revenue of \$55.2 million with net surplus of \$10,037 on June 30, 2006.

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
PROJECTED INCOME STATEMENT
For The Quarter Ended June 30,

	2007	2006	Differences
REVENUES AND SUPPORT			
GRANT REVENUE	\$ 28,768,357	\$ 27,685,930	1,082,427
CHARGES FOR SERVICES	4,192,525	3,414,531	777,995
OTHER PROGRAM REVENUE	3,775,892	3,282,505	493,387
CONTRIBUTIONS	172,048	21,115	150,933
MISCELLANEOUS INCOME	77,716	152,666	(74,950)
INTEREST INCOME	164,028	97,774	66,254
DIVIDEND INCOME	4,022	392	3,630
UNREALIZED GAIN/LOSS	(1,829)	(14,940)	13,111
RENTAL INCOME	751,565	649,589	101,976
GAIN/LOSS ON SALE OF ASSETS	32,532	500	32,032
TOTAL CASH REVENUE	<u>\$ 37,936,857</u>	<u>\$ 35,290,062</u>	<u>2,646,794</u>
IN KIND REVENUE	\$ 19,829,336	\$ 19,934,357	(105,021)
TOTAL REVENUE & SUPPORT	<u>57,766,193</u>	<u>55,224,419</u>	<u>2,541,774</u>
EXPENDITURES			
PERSONNEL COSTS	\$ 23,588,424	\$ 23,425,505	162,919
CONTRACT SERVICES	7,102,110	5,235,581	1,866,529
FACILITY COSTS	1,746,229	1,636,693	109,536
TRAVEL, MILEAGE, VEHICLE COSTS	1,050,607	941,666	108,941
EQUIPMENT COSTS	574,402	568,696	5,706
OFFICE EXPENSE	481,407	454,957	26,451
INSURANCE	352,837	481,396	(128,559)
PROGRAM SUPPLIES & CLIENT COSTS	2,855,232	2,395,014	460,218
INTEREST EXPENSE	50,573	60,840	(10,267)
OTHER COSTS	77,951	79,677	(1,726)
TOTAL CASH EXPENDITURES	<u>\$ 37,879,772</u>	<u>\$ 35,280,025</u>	<u>2,599,747</u>
IN KIND EXPENSES	\$ 19,829,336	\$ 19,934,357	(105,021)
TOTAL EXPENDITURES	<u>57,709,108</u>	<u>55,214,382</u>	<u>2,494,726</u>
NET SURPLUS (DEFICIT)	<u>\$ 57,084</u>	<u>\$ 10,037</u>	<u>47,048</u>

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
PROJECTED BALANCE SHEET
As of June 30,**

	2007	2006	Differences
ASSETS			
CASH	\$ 6,404,967	\$ 5,714,419	690,548
ACCOUNTS RECEIVABLE	3,404,007	5,918,873	(2,514,866)
PREPAIDS/BOND COSTS/OTHER	339,965	380,695	(40,730)
INVENTORIES	67,491	68,753	(1,262)
PROPERTY, PLANT & EQUIPMENT	19,238,835	12,454,255	6,784,580
NOTES RECEIVABLE	799,036	300,577	498,459
TOTAL ASSETS	<u>\$ 30,254,301</u>	<u>\$ 24,837,572</u>	<u>\$ 5,416,729</u>
LIABILITIES			
ACCOUNTS PAYABLE	\$ 1,064,075	\$ 525,193	538,882
ACCRUED PAYROLL LIABILITIES	1,536,148	3,300,125	(1,763,977)
DEFERRED REVENUE	6,662,894	1,366,812	5,296,082
NOTES PAYABLE	884,479	934,796	(50,317)
FEP PAYABLE	1,142,100	1,506,745	(364,645)
HEALTH INSURANCE RESERVE	2,667,185	3,404,433	(737,248)
OTHER LIABILITIES	1,729,610	1,783,722	(54,112)
TOTAL LIABILITIES	<u>\$ 15,686,491</u>	<u>\$ 12,821,826</u>	<u>\$ 2,864,665</u>
EQUITY			
CURRENT EARNINGS	\$ 57,084	\$ 10,037	47,048
CONTRIBUTED CAPITAL	4,457,038	3,529,680	927,358
UNRESTRICTED NET ASSETS	3,458,721	2,171,899	1,286,821
INVESTMENT IN GENERAL FIXED ASSETS	6,594,967	6,304,130	290,837
TOTAL EQUITY	<u>\$ 14,567,810</u>	<u>\$ 12,015,746</u>	<u>\$ 2,552,064</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 30,254,301</u>	<u>\$ 24,837,572</u>	<u>\$ 5,416,729</u>

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: June 27, 2007	Program: Finance
Agenda Item No.: VII.-D.	Director: Salam Mohammad
Item: Insurance – Auto	Assistant Executive Director: George Egawa
Committee: Finance	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff recommends continuance of the Commercial Automobile insurance coverage from Non Profits United (NPU), as recommended by Hilb Rogal and Hobbs (HRH).

BACKGROUND:

Our consultants have presented the Auto Insurance renewal marketing, premium summary, and recommendation for continuing coverage with Non Profits United at a premium of \$307,160, reduced from last year’s premium of \$356,475 due to both a decrease in vehicles being insured and an increase in safety credit due to responsiveness to risk control.



hilb rogal & hobbs

HRH of Central California
Insurance Services

June 11, 2007

5 River Park Place West, Suite 303
P.O. Box 40022 (93755-4022)
Fresno, CA 93720
☎ 559-432-1800
☎ 800-274-6974
☎ 559-436-2500
🌐 www.hrh.com
License # 0511289

Fresno County Economic Opportunities
1920 Mariposa Mall, Suite 300
Fresno, CA 93721

Policy Description: Commercial Automobile
Insurance Company: Non Profits United
Effective Date: 7/1/2007
Expiration Date: 7/1/2008

Dear Salam,

Attached is the renewal premium summary underwritten by Non Profits United. The premium is substantially reduced from last year as referenced in the summary.

The excess auto liability renewal underwritten by Rockhill Insurance Company for an additional \$3,000,000 limit has not been finalized. I am optimistic the renewal premium will be lower than last year's premium which was \$58,800.

The following list are insurance carriers approached for comparative quotes:

- Fireman's Fund
- Hartford
- Golden Eagle
- Admiral
- AIG
- Chubb
- CNA

None of these carriers could get close to Non Profit's renewal pricing.

I have no additional recommendations at this time. I feel our liability limit and deductibles are appropriate.

Sincerely,
HRH of Central California Insurance Services

Jim Gibbs
Vice President



344 Thomas L. Berkley Way, # 340
 Oakland, CA 94612
 800-442-4742
 Fax 510-763-2941
 staff@nonprofitsunited.com

Monica Griffin, CEO
 Sam Storey, Board President
 Nicky Boyette, Vice President
 Kitty Wilson, Secretary/Treasurer

Pool Member: Fresno County Economic Opportunities Commission
 Member Number: 0602B
 ~ Member Since 1990 ~

Fleet Size: 184
 Issued: 06/06/2007

For Period: 07/01/2007 - 07/01/2008

2007 - 2008 Renewal

Current Coverage, & Limits: Coverage	Limit	Deductible	Price
Auto Liability:	\$2 Million	\$10,000	334,742
Auto Physical Damage: (Optional, Specified Vehicles Only)	Actual Cash Value of Vehicle	\$500	\$77,552
Uninsured Motorist Physical Damage: (Optional, <u>Only For Specified Vehicles</u>)	Not Selected	N/A	N/A
Broker Commission Credit @ 15%			< 61,844 >
Management Safety Program Credit @ 8%			< 32,984 >
Premium Size Credit @ 2.5%			< 10,307 >
Total Premium			\$307,159

To change Coverage, Limits, or Deductibles select from below:

Liability Limits

Liability Deductibles

- | | | | | | |
|---|---|---|---|---|--|
| <input type="checkbox"/> <u>1 Million Dollars</u>
Price: \$362,943 | <input type="checkbox"/> \$0
\$337,526 | <input type="checkbox"/> \$1,000
\$115,781 | <input type="checkbox"/> \$2,500
\$297,649 | <input type="checkbox"/> \$5,000
\$275,813 | <input type="checkbox"/> \$10,000
\$275,813 |
| <input type="checkbox"/> <u>2 Million Dollars</u>
Price: \$440,428 | <input type="checkbox"/> \$0
\$409,564 | <input type="checkbox"/> \$1,000
\$383,184 | <input type="checkbox"/> \$2,500
\$361,189 | <input type="checkbox"/> \$5,000
\$334,742 | <input type="checkbox"/> \$10,000
\$334,742 |
| <input type="checkbox"/> <u>5 Million Dollars</u>
Price: \$517,068 | <input type="checkbox"/> \$0
\$540,204 | <input type="checkbox"/> \$1,000
\$513,864 | <input type="checkbox"/> \$2,500
\$491,829 | <input type="checkbox"/> \$5,000
\$465,382 | <input type="checkbox"/> \$10,000
\$465,382 |
- Add/Delete Physical Damage Coverage - Limit: Actual Cash Value of Vehicle
 (Specify vehicles on attached Vehicle Schedule, including original value for additions)
- Add/Delete Uninsured Motorists Physical Damage - Limit: Actual Cash Value of Vehicle
 (Specify vehicles on attached Vehicle Schedule.) Price: \$20 per vehicle
- Add/Delete Rental Reimbursement - Up to: \$50 per day \$75 per day \$100 per day \$150 per day
 (Specify vehicles on attached Vehicle Schedule.) Price: \$38 per veh. \$56 per veh. \$75 per veh. \$113 per veh.

Acceptance Instructions

Please check the appropriate boxes and return the signed instructions to the address or fax below.

- Bind Coverage at the **Current Coverage Limits**.
- Bind Coverage at the **Revised Coverage Limits** checked above.
- I would like to finance the premium. Please send a Finance Agreement with my invoice.

Signature: _____ Date: _____

Print Name: _____ Title: _____

**You may fax signed quotes to 510-763-2941; please call us with any questions.
 Thank you for renewing with NPU!**

2007/2008 Renewal Pricing

Table I

DIVISION	NUMBER OF VEHICLES	PREMIUM
Transit	125	\$312,774
Local Conservation Corps	41	\$70,860
Head Start	14	\$19,469
Sanctuary	4	\$9,191
TOTALS	184	\$412,294 -\$61,844 (15% Commission Cr.) -\$32,983 (8% Safety Credit) -\$10,307 (2.5% Premium Cr.) \$307,160

I've added the table below to help you compare the 2007/2008 pricing to the 2006/2007 renewal pricing. These numbers are taken directly from our billing records.

WHAT YOU WOULD HAVE PAID IN 06/07 WITH THE SAME DISCOUNTS AS 07/08
Renewal 2006/2007

DIVISION	NUMBER OF VEHICLES	PREMIUM	2007/2008 COMPARISON W/SAME VEH
Transit	142	\$353,931	
Local Conservation Corps	38	\$69,112	
Head Start	14	\$19,729	
Sanctuary	4	\$10,849	
TOTALS	197	\$453,621 -\$68,043 (15% Com Cr) -\$13,608 (3% Safety Cr) -\$11,340 (Prem Size Credit) \$360,630 Paid in 06/07 \$362,892	\$453,621 -\$68,043 (15%) -\$36,290 (8%) -\$11,341 (2.5%) would have paid \$337,947

The second table prices the same number of vehicles as last year using 2007/2008 credits. Using this comparison presents a more accurate picture of the dollar impact of the additional credits. Last year FCEOC insured 197 vehicles, this year the number is 184. By adjusting the safety credit to recognize FCEOC's responsiveness to risk control, they will save an additional \$24,945. The overall premium reduction for 2007/2008 is \$55,732 of which \$30,787 is due to the drop in insured vehicles.

Thank you, Jim, for giving us another opportunity to work with you on this account. I hope I've implied that this is a good account for us and we want to continue to work with you and with FCEOC to acknowledge their loyalty to our program and their steady attention to control losses. Let me know if there's anything more I can do to assist you.

Cordially,

Monica

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

Thursday May 3, 2007

MINUTES

I. Call to Order

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

II. Roll Call

Members Present:

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

Staff Present:

Dawn Cagle
Salam Mohammad

Others Present:

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

III. Approval of Minutes, February 1, 2007

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

IV. 2005 Audit Report by Kaku & Mersino, LLP

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

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

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

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

V. Quarterly Financial Reports

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

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

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

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

Respectfully submitted,

Jess Saldana, Chair

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

April 18, 2007

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

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

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

MONTHLY
FINANCIAL
STATUS REPORT

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

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

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

ADA REPORT

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

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

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

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

PRISM 2007
RESULTS AND
IMPROVEMENT
ACTION PLANS

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

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

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

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

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

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

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

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

ELECTIONS
SGT.-AT-ARMS

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

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

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

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

REGIONAL
OFFICE
RESPONSE
TO PIR

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

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

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

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

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

END-OF-THE
YEAR ACTIVITIES

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

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

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

VOLUNTEER
LUNCHEON

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

EOC PUBLIC
HEARING

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

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

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

LEGISLATIVE

Ms. Mizumoto informed delegates of the latest Legislative Update.

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

ANNOUNCE-
MENTS

Fabiola Vite and Anita Watkins made the following Announcements:

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

ADJOURNMENT

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

Esther Lepe
Recording Secretary

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

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

May 16, 2007

- CALL TO ORDER The meeting was called to order at 6:41 p.m. by Jessica Chavez, CWPC Chairperson.
- ROLL CALL The roll was called by Veronica Aguilar, CWPC Secretary. The following members were present: Marjy Carver, Rosario Zafra, Victoria Johnson, Angelica Campiz, Maria Gallardo, Arianna Wells, Maria Hernandez, Janet Gabaldon, Jessica Chavez, Autumarie Stuart, Patrick Guajardo, Elizabeth Guajardo, Ana Guzman, Maria Arias, Augustina Rivas, Guadalupe Gonzalez, Maribel Gonzalez, Patricia Austin, Anita Watkins, Pang Moua, Isabel Mejia, Rocio Castrejon, Lorna Sabbatini, Martha Aleman, Carmen Solorzano, Linda Luna, Rosa Gutierrez, Javier Velasco, Brandie Hughes, Rebecca Carroll, Raquel Calvillo, Veronica Aguilar, Maria Barajas, Antonio Barajas, Fabiola Vite, Irma Flores, Renee Edwards, Yolanda Ornelas, Paula Jackson, Sylvia Noyes, Mirna Leal, Ken Licciardello, and Tito Lucero. A quorum was present .
- APPROVAL OF PREVIOUS MINUTES Motion to approve Minutes of April 18, 2007 was made by Rosa Gutierrez and seconded by Ana Guzman. Motion carried.
- COMMUNITY REPRESENTATIVE REPORTS No Community Representative Reports were given at tonight's meeting.
- EOC BOARD LIAISON REPORT Tito Lucero, EOC Board Liaison informed delegates at tonight's meeting of the following:
- Mr. Lucero reported that on May 9, 2007 a group of EOC Commissioners went on a fieldtrip to visit the following Head Start-Preschool and Early Head Start centers: Dakota Circle, Kings Canyon Head Start-Preschool centers and Early Head Start SOUL Child Development Center. The EOC Board members are interested in knowing more about the Head Start-Preschool Program. The Commissioners complimented the teaching staff and Center Directors.
- Mr. Lucero reported that the EOC Public Hearing will be held on Wednesday, May 23, 2007 from 6:00 p.m. to 7:00 p.m. in the EOC Board Room, 1920 Mariposa Mall, Fresno, CA. This is a perfect opportunity for the community to express their concerns and suggest services that could improve the quality of life for low-income Fresno County residents. A flyer in English, Spanish and Hmong were mailed to delegates prior to tonight's meeting.
- Mr. Lucero presented the EOC Board Minutes from March 28, 2007 for approval. The minutes were mailed to delegates prior to tonight's meeting.
- Motion to approve the EOC Board Minutes from March 28, 2007 was made by Elizabeth Guajardo and seconded by Martha Aleman. Motion carried.

PERSONNEL
COMMITTEE
REPORT

Carmen Solorzano, CWPC Personnel Committee Chairperson informed delegates at tonight's meeting of the Personnel Committee Report which is presented monthly to CWPC. Ms. Solorzano reported approval was needed for hiring/firing/temporary appointment/transfer and resignations of Head Start and Early Head Start staff. This information was distributed to delegates at tonight's meeting.

Motion to approve Personnel Committee Report for May 16, 2007 meeting was made by Rocio Castrejon and seconded by Maria Hernandez. Motion carried.

MONTHLY
FINANCIAL
STATUS REPORT

Renee Edwards, Budget & Finance Committee Chairperson 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. Edwards reported that the Monthly Financial Status Reports shows all expenditures for the entire Head Start and Early Head Start programs for the month of April, 2007 and year-to-date.

Motion to approve the Monthly Financial Status Report for April 2007 was made by Janet Gabaldon and seconded by Brandie Hughes. Motion carried.

ADA REPORT

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

For April 2007 the ADA for Head Start-Preschool centers was at 88% 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 April 2007 the overall ADA for Early Head Start is at 117%. Analyses of all areas below the recommended 85% ADA have been done.

Motion to approve the ADA Reports for April 2007 was made by Paula Jackson and seconded by Irma Flores. Motion carried.

BOUNDARY
CHANGES

Wyoma Lewis, Family/Community Services Director and Lupe Zuniga, Home Base Supervisor informed delegates at tonight's meeting of recommended Boundary Changes.

Ms. Lewis informed delegates of the following Boundary Changes for Center Base.

First Congregational Church: These are new boundaries, but incorporating Funston area. At this time we are referring to this facility as First Congregational Church until it is re-named. The boundardies would extend from Ashlan to McKinley Avenue and from Palm to Blackstone Avenue.

Brooks Head Start: Currently boundaries end at Maroa Avenue, it is being recommended to end its boundaries at Palm Avenue.

BOUNDARY
CHANGES (Cont.)

Dakota Circle Head Start:: Extend these boundaries from First Street to Blackstone Avenue and from Shields Avenue to McKinley Avenue.

Clovis Head Start: To make Clovis Head Start target area with open boundaries with no bus transportation.

Ms. Zuniga informed delegates of the following Boundary Changes for Home Base:

Mulberry Home Base: Delete the Mulberry Home Base area.

Raisin City/Caruthers Home Base: Add the Mulberry Home Base area to the Raisin City/Caruthers Home Base boundary area.

Mountain Area Home Base: Starting at Prather, extend boundary down the Dickerson Avenue to Central Avenue then to Highway 145 and back to Jensen Avenue.

West County Home Base: Delete boundary down Dickerson Avenue to Central Avenue then to Highway 145 and back to Jensen Avenue. Delete I-5 to Highway 145 to Colusa Avenue to Mt. Whitney to Sonoma Avenue to Elkhorn Avenue to Amador Avenue to Clarkson and back to I-5. This is primarily agricultural land and if there are any eligible families, they would be processed through “out of bounds” procedures.

After a brief question and answer period, motion to approve Boundary Changes for Center Base and Home Base areas was made by Maribel Gonzalez and seconded by Linda Luna. Motion carried.

FY 2007
COST-OF-
LIVING
ADJUSTMENT
(COLA)
PROPOSAL

Naomi Quiring-Mizumoto, Assistant Executive Director informed delegates at tonight’s meeting of the FY 2007 Cost-of-Living Adjustment (COLA) Proposal for Head Start and Early Head Start Programs. This information was mailed to delegates prior to tonight’s meeting.

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

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

It is staffs’ recommendation to the County-Wide Policy Council (CWPC) for approval of a 2% across-the-board COLA for Head Start and Early Head Start Program retroactive to January 1, 2007.

Head Start-Preschool	\$391,590
Early Head Start	<u>\$ 28, 857</u>
Total Amount	\$420,447

2007 COLA
(Cont.)

After a question and answer period, motion to the FY 2007 Cost-of-Living Adjustment (COLA) Proposal was made by Yolanda Ornelas and seconded by Rebecca Carroll. Motion carried.

DELEGATE
APPRECIATION

Lupe Trevino and Elvia Alvarez, Parent Involvement Assistants informed delegates of Delegate Appreciation. They gave thanks to all the delegates and community representative for all their hard work and dedication to the Head Start-Preschool and Early Head Start programs. All delegates received certificates and award pins, and special awards were also given to delegates with "Perfect Attendance" and to delegates that "Missed One Meeting" at the CWPC meetings for the 2006-2007 year.

ANNOUNCE-
MENTS

Fabiola Vite and Anita Watkins made the following Announcements:

1. May 11, 2007 – Last Day for Home Base Classes
2. May 17, 2007 – Parent Volunteer Recognition Luncheon
3. May 22, 2007 – Last Day for Center Base Classes
4. June 20, 2007 - Next CWPC meeting at Kings Canyon Head Start-Preschool at 6:30 p.m.

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Veronica Aguilar and seconded by Carmen Solorzano. Motion carried. The business meeting adjourned at 7:20 p.m.

Esther Lepe
Recording Secretary

**EOC/ Local Conservation Corps
Advisory Committee Meeting
Minutes
May 17, 2007 MEETING**

Gary Newmark, Chairperson	A	James Hackett, Vice- Chairperson	P
Fran Bergmann/Vickie Pontius/Luba Kobzeff/Chris Holland	P/A/A/A	Frank Rodriguez	A
Robert A. Fox	A	Susan Schneider	P
Dr. Lee Farley	A	Amber Adams	A
Dr. Mark Wilson/Rena Faila	P/P	Pastor Rufus Fruge	A
Jerry Haynes/Randall Cooper/Heather Heinks/Paul Melikian	A/A/A/A	Daniel Renteria	A
Anthony Newell, LCC Corpsmember Council President (alternate was present)	P	Francisco Vizcarrondo, YouthBuild Policy Council Chair (alternate present)	P

Corpsmembers Present: Tracy Pierce, Simeen Mansuri

Staff: Paul McLain-Lugowski, LCC Director
Tom Zizzo, Interim General Manager-Enterprise Operations
Shawn Riggins, Recycling Program Manager
Susan Carter, AmeriCorps Program Manager
Alicia Garcia, Office Manager
Al Boyd, Corpsmember Development Facilitator

I. WELCOME AND CALL TO ORDER

Mr. James Hackett, Vice-Chairman, called the meeting to order at 12:20 p.m. Roll was called, and guests, along with staff, introduced themselves. The meeting was held at the Local Conservation Corps office.

II. PRESENTATION: AMERICORPS WEEK

Susan Carter, AmeriCorps Program Manager, introduced AmeriCorps (AMC) members, Simeen Mansuri and Tracy Pierce. Simeen and Tracy provided the Committee with a brief overview of their experiences while participating in the Fresno Safe and Proud Neighborhoods AmeriCorps (FSPN) program. Tracy Pierce informed the Committee that she is currently serving with the Fresno Police Department's South-West Policing District as a Public Safety Coordinator. Tracy was recently named the Neighborhood Watch Chairperson in West Fresno. During AmeriCorps Week, Tracy conducted three (3) presentations at local schools. Simeen Mansuri shared her service experience with the Fresno Fire Department Headquarters. During her two (2) terms of service, Simeen developed and implemented several public safety educational outreach programs including canal safety. Simeen was recently selected for the Adult Volunteer of the Year 2006 award at the Volunteer Center of Fresno Annual Luncheon in April 2007. Both members shared their appreciation for all the support they receive from program staff.

III. REVIEW AND APPROVAL OF MINUTES: DECEMBER 7, 2006 & FEBRUARY 22, 2007

MOTION APPROVED

IV. ANNUAL ELECTION OF OFFICERS

James Hackett, Vice-Chairperson, called for nominations for the positions of Chair and Vice Chair for the next year. Gary Newmark was nominated for the position of Chair. James Hackett was nominated for the position of Vice Chair. There being no other nominations, both nominees were approved as officers by unanimous vote.

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

EOC Local Conservation Corps Projects (* indicates pending)	
01. City of Fresno Public Works - Traffic Medians and Islands Maintenance and Mowing	17 corpsmembers
02. City of Fresno Maintenance of LLMD and CFD	6 crews
03. City of Fresno Medians Concrete Installation	2 crews
04. City of Fresno median/CFD herbicide applications	Several crews
05. City of Fresno Public Works Department Slurry Seal Project	2 – 3 corpsmembers
06. City of Fresno D3 area improvements	1 crew
07. City of Fresno Graffiti Abatement	1 crew
08. *RDA Property Maintenance	1 crew
09. Head Start Grounds Maintenance Project	4 corpsmembers
10. Executive Plaza Grounds Maintenance	4 corpsmembers
11. Department of Conservation Recycling Program	28 corpsmembers
12. DOC CALCC GIS/GPS Project	Several corpsmembers
13. *DOC competitive application – partnership with City of Fresno (multi-family recycling)	
14. DOC Capital Improvements Fund	
15. County DOC per capita (collection in schools)	1 crew
16. County of Fresno Parks Maintenance (Los Gatos Creek, Coalinga Mineral Springs)	1 crew
17. "E" Waste Recycling	1 crew
18. California Conservation Corps	6 corpsmembers
19. YouthBuild USA/AmeriCorps NYC (yr 3)	12 corpsmembers
20. *YouthBuild USA/AmeriCorps 2007-2010	12 corpsmembers
21. YouthBuild USA Gates Foundation (National Schools Initiative)	YB corpsmembers
22. YouthBuild/SHE/RHED Biola project	2 crews
23. YouthBuild USA – DOL – Inmate Transition Program (yr 3)	22 corpsmembers
24. YouthBuild/SHE (HUD) 05	20 corpsmembers
25. YouthBuild – Habitat (HUD) 06	30 corpsmembers
26. Fresno Safe and Proud Neighborhoods (AmeriCorps) (Yr 3)	40 corpsmembers
27. *Fresno Safe and Proud Neighborhoods (AmeriCorps) 2007-2010	50 corpsmembers
28. NYC – OCS Job Creation Proposal (Enterprise Operations Division)	72 new jobs
29. NYC (Park Bond Prop 12 Murray-Hayden)	LCC and Contractor
30. NYC (Prop 12 and 40 Formula – CCC)	Several crews improvements
31. NYC-RDA-off site	
32. NYC-City of Fresno (gymnasium)	
33. NYC (Urban Parks (04)	Crews/contractor
34. NYC – HUD grant	1 crew
35. *NYC State Bond Fund (06) Proposition 84	
36. NYC - E-rate discount telecommunications	
37. Universal Lifeline Telephone Services	1 crew
38. Enterprise Operations (moving, document management - storage, shredding, recycling)	crews, as needed
39. Housing Authority Vacancy Preparation	1 crew
40. Housing Authority Districts Maintenance and Improvement Services	Several Crews
41. Housing Authority Districts Grounds Maintenance	Several crews
42. Housing Authority County-wide cooler maintenance and replacement projects	1 crew
43. FMFCD Basin Maintenance (undeveloped Unit A) Years 1,2,3 (through October 2007)	Several Corpsmembers
44. FMFCD Basin Maintenance (developed)	1 crew
45. *S Village	
46. CIWMB Waste Tire Collection Program (FID, Clovis, FMFCD)	1 crew
47. Fresno Irrigation District (03-05) cleanup (extended into 06)	1 crew
48. NASCC Youth Civic Justice Corps	22 corpsmembers
49. NASCC - Ed Award Only (cycle 7)	90 awards
50. *NASCC-MLK Day of Service (\$5,000)	
51. City of Clovis Park Development – Chennault/Helm Park	1 crew
52. EOC 15% WIA Incarcerated Youth Project	Eligible Youth Referrals
53. Calwa Park Improvements (State Park Bond)	1 crew
54. *Discovery Center Playground installation	
55. San Joaquin River Conservancy fire breaks	1 crew
56. Joaquin River Parkway and Conservation Trust Donation (\$5,000)	

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

Shawn Riggins, Recycling Program Manager, informed the Committee that the LCC submitted the following grant proposals: LCC submitted a proposal to the Department of Conservation (DOC) for a Statewide Competitive Grant Program. LCC proposed to partner with the City of Fresno to pilot a Multi-Family CRV recycling program at 15 apartment complexes throughout the City of Fresno. Most of the apartment complexes are gated, this will help reduce scavenging of the CRV beverage containers. Utilizing grant funds, recycling totes will be purchased for 3,800 apartment units. LCC crews will distribute the totes to each apartment and then set up a weekly collection schedule. The amount requested was \$87,951.

The LCC also submitted its annual DOC Bottle Bill Grant for 2007-2008. In addition to our current projects, new projects for this upcoming year will include LCC certification to operate a Recycling "Buyback" Center, open to the public to recycle CRV beverage containers. The LCC will also partner with the City of Fresno to provide recycling services for 49 city parks. Recycling bins will be placed by the City and product will be collected by the LCC. This grant is for \$1.5 million dollars.

In addition, a grant in the amount of \$2 million dollars was submitted to the Department of Conservation for recycling infrastructure improvements. This grant, authorized by State Assembly Bill 3056, will provide funds for capital improvements for the LCC. The LCC proposed the construction of a Recycling Materials Sorting Facility to be located at EOC's Transit Yard on Nielsen Avenue. If approved, this facility will serve as the future base for the LCC Recycling Program and will feature a large conveyor belt system for crews to sort materials collected from LCC collection routes and the Buyback center. Equipment, including new vehicles, forklifts, bins, and other items were also included in the proposal.

Susan Carter, AmeriCorps Program Manager, informed the members that CaliforniaVolunteers recently notified LCC staff that the program has been awarded a 3-year continuation grant by the Corporation for National and Community Service. Since the FSPN Program inception in 2003, 141 dedicated FSPN members have served over 147,000 volunteer hours in the Fresno community! The grant provides 50 FSPN AmeriCorps members per year for the next three (3) years to continue their quest to provide outstanding volunteer service to the Fresno community by mentoring youth, providing crime prevention and emergency preparedness outreach education, taking part in disaster service activities, and recruiting and supervising community volunteers. We are currently recruiting to fill 50 positions with a proposed start date of August 13, 2007.

LCC AmeriCorps/FSPN program members joined over 150 community volunteers on March 31 to celebrate Cesar Chavez National Day of Service by participating in a KaBoom playground build for the Del Rey Boy's and Girl's Club. Ten (10) FSPN AmeriCorps members were trained as Build Captains and coordinated a team of volunteers throughout the day. After eight (8) hours of work, the volunteers constructed a beautiful new playground complete with sun awnings, picnic benches, flower planters, a garden and a new building mural. Over 2,500 children in Del Rey and surrounding areas will enjoy their new playground for years to come.

Tom Zizzo, Interim General Manager-Enterprise Operations, provided the Committee with a brief overview of the City of Clovis park development project. LCC crews installed a play area (tot lot) at Chennault/Helm Park. The project will be completed as soon as a shade shelter arrives.

Tom Zizzo also provided the Committee with an update on the Calwa Park project. The LCC, acting as general contractor, removed and rebuilt a complete parking area and perimeter fencing. Crews also installed a new irrigation system and planters. LCC crews are currently working on the entry fence and

connecting the electrical wiring to the irrigation system. LCC has since also been asked to reconstruct the park's exterior basketball courts, lighting, barbecue and park area.

The LCC received a \$5,000 donation from the Richardson family to assist with the renovation of a historic smoke house for the San Joaquin River Parkway. The smoke house will be rebuild to its original specifications.

An update was also provided to the Committee on the Neighborhood Youth Center (NYC). All of the exterior work is completed on both the administration and recreation buildings. In the Administration building, all interior walls are framed, and conduit, electrical, and heating/air conditioning venting is in. Interior walls are ready be insulated and rocked. LCC crews recently finished pouring the block wall and will be working on the parking lot curb and gutters, planters, and external fencing. LCC crews will be finishing the block wall at the recreation center site as well. A splash park and playground area will be installed as well.

IV. CORPSMEMBER DEVELOPMENT REPORT

The LCC Basketball All Stars men's team traveled to Los Angeles, CA on May 11, 2007 to participate in the Annual YouthBuild Basketball Tournament. The team placed 2nd in the tournament. Members Tracy Pierce and Simeen Mansuri provided the committee with a personal journal into their experiences with AmeriCorps. They were both extremely grateful for the opportunity to serve, as well as for the support staff provided them during their terms of service.

COMMUNITY SERVICES ACTIVITY REPORT

DATE:	EVENT	HOW MANY ATTENDED
2/28/07	Maria Shriver's Earned Income Tax Credit Event-Cesar Chavez Adult School	2 Staff, 13 AMC/FSPN Members, 5 YouthBuild Corpsmembers
3/20/07	Fresno Bee "Kids Day"-Fundraising event for Children's Hospital of Central California	2 Staff 7 Corpsmembers
3/21/07	County of Fresno, Department of Employment & Temporary Assistance Job Fair/LCC Recruitment Booth	2 Staff
3/31/07	Cesar Chavez Day-Del Rey Park Construction	1 Staff 12 AMC/FSPN Members
3/31/07	City of Orange Cove Clean-Up Event and E-Waste Collection	4 Staff 9 Corpsmembers
4/18/07	The Fresno Bee Career Expo	1 Staff 2 Corpsmembers
4/21/07 & 4/22/07	California State University, Fresno Vintage Days/LCC Recycling Education Booth	5 Staff 9 Corpsmembers
4/27/07	Pelco-Volunteer Faire, YB/AMC Mentor Program Recruitment	1 YB/AMC Member
4/28/07	Earth Day Fresno, AMC/FSPN Day of Service, LCC Recruitment/ULTS Booth	3 Staff, 6 Corpsmembers 10 AMC/FSPN Members
5/04/07 – 5/06/07	California State University, Fresno Relay for Life Recycling Services	2 Staff 4 Corpsmembers
5/11/07	Foster Grandparent Recognition Luncheon-Set-up, escort guests and clean-up	1 Staff 6 Corpsmembers

Meeting Adjourned 1:15 p.m. by James Hackett, Vice Chairperson.

Respectfully Submitted,

Paul McLain-Lugowski
EOC Local Conservation Corps Director

Sanctuary SafePlace Outreach & Shelter Operations Advisory Board
Thursday, April 5, 2007
MINUTES

I. CALL TO ORDER

Tom Nino called the meeting to order at 12:10 pm.

II. ROLL CALL

	Feb 8	Apr 5	Jun 7	Aug 23	Oct 4	Dec 6
Sandy Davis, <i>Public Agency/Social Services Rep</i>	P	P				
Kathleen Fernandez, <i>EOC Commissioner</i>	P	A				
Al Galvez, <i>Business Rep</i>	P	A				
Vacant, <i>Nonprofit Rep</i>						
Shelley McKenry, <i>Business Rep-Maternity Leave</i>	X	X				
Vongsavanh Mouanoutoua, <i>EOC Commissioner</i>	A	P				
Tom Nino, <i>Social Services Rep</i>	P	P				
LeeAnn M. Parry, <i>Health Rep</i>	P	P				
Dr. Chris Perkins, <i>Health Rep</i>	A	A				
Jim Petty, <i>Rural Business Rep</i>	A	X				
Vacant, <i>Law Enforcement Rep</i>						
Vacant, <i>Law Enforcement Rep</i>						
Vacant, <i>Education Rep</i>						
Tim Welch, <i>Business Rep</i>	A	A				
Veronica Gonzaga, Sanctuary TLC Resident, Youth	P	P				
Logan Siler-SOS AmeriCorps Youth Rep	P	P				
Jeanette Beintker-SOS AmeriCorps Youth Rep	P	P				

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

Staff Present:

Lucianna Ventresca, Interim Sanctuary Director
 Joe Martinez, SafePlace Coordinator
 Peggy Mele, Shelter Manager
 Lesley Chance, TLC Site Supervisor
 Angie Nguyen, TLC Site Supervisor
 Janet Foster, SOS Case Manager
 Stacie Hines, New Sanctuary Director

III. APPROVAL OF MINUTES

February minutes approved with modification of adding Jim Petty as Vice Chair and Sandy Davis as Secretary. M/S/C

IV. DIRECTOR'S REPORT

a) Welcome and Introduction to the new Sanctuary Director
 Lucianna introduced the new Sanctuary Director, Stacie Hines, effective April 9, 2007. She was proud to share that Ms. Hines has excelled in the delivery of our agency AmeriCorps youth services during the past three-years and typifies the EOC vision and dedication to address the homeless transitional housing and skill building needs for our target youth population.

b) Advisory Board Business
FUSD Membership & Law Enforcement Rep Update
 The Sheriff's Department will designate an officer to reside on our advisory board. We are expecting 2 representatives on board from FUSD by August.

FUSD capus's Safe Place Update
 All schools are on board for Safe Place sites. Sanctuary staff will provide a train the trainer for identified FUSD representatives. Joe described the differences between the CPS referrals versus the Safe Place referrals. Sandy Davis proposed to speak to a representative from Social Services, Kay Fredrickson, to see if the Sanctuary would be

able to keep youth at the site while CPS was being contacted. Joe described the advertisements at FUSD, including program posters and placards, which will be distributed this summer. FUSD may fund a case manager once the need is proven.

- c) Status of Grant Application & Donation Request Submissions
Lucianna shared that a grant was submitted to the Stewardship Council in support of 2 recreational leaders who would plan activities for SOS youth on Thursdays and Saturdays. Fansler Family Foundation was also submitted to support SOS, which is not intended to be a long term funding stream. The new renewal focuses on mental health.

V. PROGRAM ACTIVITY REPORTS & SERVICE UPDATES (informational item)

- a) Sanctuary Emergency Youth Shelter
Peggy shared that the Shelter recently did outreach to Law Enforcement to educate the officers about the programs available. Peggy also discussed the Step Up program's progress and success. Discussion ensued regarding the benefits of spending money on families to encourage them to be less reliant on the welfare system. The key component to the Step Up program is the case management that is provided.
- b) Sanctuary Outreach to the Streets (SOS)
Janet Foster shared that the SOS was working to increase case management numbers.
- c) Sanctuary Transitional Living Centers
Lesley Chance discussed the County's Transitional Housing Plus (THP) program, where residents continue to live at their home site temporarily. Sanctuary is currently hiring a temporary case manager to oversee this program. EOC is piloting the program, and an RFP may be expected in August. She mentioned that TLC continues to have a good partnership with County ILP. The Transitional Living Centers are continuing with their high numbers of clients being provided service. The TLC representative Veronica Gonzaga shared her success in the program thus far.
- d) Sanctuary Safe Place Outreach & Events
Joe reported on the Safe Place Activities that took place during Safe Place Week March 12-17th. Sheriff Mims attended the event at our Youth Rally, and PG&E was recognized for their partnership and National Safe Place award. Motion to accept all program reports as presented. LeAnn Perry was recognized for receiving the Child Advocate of the Year award. M/S/C

VI. OLD BUSINESS

- a) Fingerprinting
Sandy Davis and Al Galvez - Peggy mentioned she would be in touch with both of them to get their fingerprints on file.

IX. NEXT MEETING DATE & PROPOSED AGENDA ITEMS

CPS referrals to the shelter from FUSD; Sanctuary receiving County Social Services funds; Sanctuary board members to be notified of upcoming events so that they can attend. The next Sanctuary SafePlace Outreach and Shelter Operations Advisory Board meeting is scheduled for Thursday, June 7, 2007 in the EOC Board Room. Board members with agenda items are to forward them to the Chair.

X. MEETING ADJOURNED at 1:20pm.

Sanctuary Safe Place Outreach & Shelter Operations Advisory Board
 Thursday, June 7, 2007
MINUTES

1. CALL TO ORDER

Tom Nino called the meeting to order at 12:10 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			
Kathleen Fernandez, <i>EOC Commissioner</i>	P	A	X			
Al Galvez, <i>Business Rep</i>	P	A	A			
Shelley McKenry, <i>Business Rep-Maternity Leave</i>	X	X	X			
Vongsavanh Mouanoutoua, <i>EOC Commissioner</i>	A	P	A			
Tom Nino, <i>Social Services Rep</i>	P	P	P			
LeeAnn M. Parry, <i>Health Rep</i>	P	P	P			
Dr. Chris Perkins, <i>Health Rep</i>	A	A	P			
Jim Petty, <i>Rural Business Rep</i>	A	X	X			
FPD, <i>Law Enforcement Rep</i>			P**			
Sheriff, <i>Law Enforcement Rep</i>						
FUSD, <i>Education Rep</i>			P***			
Sanctuary TLC Resident, <i>Youth (Varies)</i>	P	P	P*			
Logan Siler-SOS <i>AmeriCorps Youth Rep</i>	P	P	A			
Jeanette Beintker-SOS <i>AmeriCorps Youth Rep</i>	P	P	P			

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

Staff Present:

Stacie Hines, Sanctuary Director

Joe Martinez, Safe Place Coordinator

Tom Lu, TLC2 Case Manager

Anita Ponce, Program Assistant

*Greg Ferris, Client

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

***Don Weaver representative for Fresno Unified School District

3. APPROVAL OF MINUTES

April minutes approved as read. M/S/C

4. DIRECTOR'S REPORT

a. Welcome and Introduction to the new Sanctuary staff (organization chart)

Stacie introduced, Don Weaver from Fresno Unified School District and Lt. Martinez on behalf of Captain Dave Belluomini and welcomed them to the meeting.

Our staff vacancies have been getting filled. Joe Martinez was promoted to Outreach Manager. We hired the Case Manager position for THP Plus at TLC 3 with Scott Garcia, Raquel Overall was hired as Case Manager for TLC 1, and Chris Esqueda filled one of the two current openings for Case Manager at the shelter. We've conducted interviews for the pending Case Manager opening; the person will be identified on Tuesday, June 12th. We've also filled the maintenance positions as well as the new program assistant. We are still in current need of on-call Youth Care Specialist (YCS), Human Resources created a flyer to recruit and increase the pool of on-call YCS.

b. Advisory Board Business

Social Service Funding

Sandy Davis stated at the moment she does not have an update. Currently the County funds assist in providing support to TLC 3 and CPS worker on site at the shelter.

CPS referrals to the shelter from FUSD

Sandy Davis stated the decision on whether FUSD can send the children to the shelter, on an interim basis while CPS is being contacted is an agency decision. Boundaries and assignments would have to be worked out if this is the route the agency will go. The only potential problem would be that the school personnel would have more information pertaining to the child versus the sanctuary staff. At the same time CPS does not want to put the sanctuary staff in an investigator position. LeeAnn expressed her concern of the issues getting minimized or not addressed accordingly if the children are transported to a safe place.

Don Weaver stated that at the Safe Place Meetings Kathy Phillips has been working on a universal referral form that everyone can use. At the moment Don has it in place at FUSD, but he is not aware if everyone else is using it. Per Joe Martinez, we would like to have the form in place by the beginning of the school year. Kathy Huerta, Director of Department of Children & Family Services, is aware of the form and is providing input on behalf of the department. Safe Place is in the process of finalizing a referral process and recognizes the need to stop the process if there is a disclosure from the child of being a victim of abuse; in this case CPS would be contacted. The idea is to link the child with Safe Place and the shelter because not every incident requires CPS to be contacted. The County provides 1 CPS worker on site at the shelter.

c. Status of Gant Application & Donation Request Submissions

Stacie updated the Advisory Board on the grants and applications that have been submitted for funding. The Dyer Family Foundation application was denied, we will look into potentially re-applying in the future. We were awarded the Kaiser Permanente in the amount of \$20,000. Recent renewal grants that were submitted are HHS for the Basic Center Program (BCP), HHS Street Outreach Program (SOS), Fresno Regional Foundation, HUD HSP, and Runaway Homeless Youth Domestic Violence (RHY-DV). We're currently working on submitting the OJJDP grant for SOP and Ronald McDonald grant, also for SOP.

The Advisory Board would like a detailed budget of funding streams and expenses. Dr. Perkins would like this to be implemented on a yearly basis.

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

a. Sanctuary Emergency Youth Shelter

Stacie provided demographic information on the Youth Shelter, Street Outreach and the Transitional Living Centers. The numbers at the shelter have increased substantially compared to 2006. The Shelter Incident Reports has also been provided to the Advisory Board. Dr. Perkins would like to see a category on the Incident Reports for Safe Place and start collecting data, currently Safe Place numbers are reported under Other Agency. Dr. Perkins would like to see the success of the program. Once the CPS Referral form is in place it will facilitate the collecting of demographic information. Stacie updated the Advisory Board on Drop-In Centers. We are looking into what issues might arise from having a drop in center at the shelter and one issue is whether or not we are harboring youth. The idea is to be able to have street youth come in and potentially get a meal, shower and do laundry. Tentative implementation of the centers is towards the end of the year.

b. Sanctuary Transitional Living Centers

Tom introduced Greg Ferris, client at TLC 1, who shared his story of how he came into the program. Greg has proven to be an exceptional client and has really benefited from the counseling the program offers. Mr. Ferris was asked what changes if any are needed to improve the program, he stated that it's up the individual to want to change and use the services the program offers. Having a full time counselor on site has really helped.

c. Sanctuary Safe Place Outreach & Events – National Media Report

Joe Martinez provided the Sanctuary Safe Place Outreach report. Joe wanted to highlight the Substance Abuse Program grant, which has been renewed for another year, with a possibility of a 3-year grant. Kaiser Permanente has funded an awareness advertisement campaign on how to access a FAX bus as a safe place. This is the first Safe Place Program in the nation to implement the program on campus; we have the nation keeping an eye of the success of the program. There is a possibility that we'll be invited by the National Office to see how we implemented the program. Camp Sanctuary is taking place on June 18-22, 2007, focusing on the health and safety of children; the Advisory Board is welcome to visit.

d. Sanctuary Outreach to the Streets (SOS)

Demographic information was provided. Client numbers have increased.

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

6. OLD BUSINESS

a. Fingerprinting

We currently have Al Galvez pending. As new members join the Advisory Board the information on fingerprinting will be forwarded to them.

7. NEW BUSINESS

a. Voting in new members

Motion to make a vote for the acceptance of Don Weaver from Fresno Unified School District for Education Rep. M/S/C approved.

8. PROPOSED AGENDA ITEMS

Don Weaver would like to propose the Mayor's Gang Prevention Initiative program, which helps gang members or potential gang members to get out. Don will bring information on the program.

LeeAnn would like to have input on programs that are available to children.

Stacie would like to drop the member dues, as they are not part of the by-laws. Update the Advisory Board Members, contact representative to see if they are still interested in participating.

9. ADJOURN MEETING

Meeting adjourned at 1:40 p.m.

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

Executive Plaza 1920 Mariposa Mall Suite 310
Tuesday, May 22, 2007

MINUTES

I. Meeting called to order by Dr. Michael Petrovich at 8:10 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			Roslyn Bessard Ed.D	X			Alma Kowalski		X		
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 Shanisha Akins	X											
Student Representative Danielle Srabian	X											
Alternate Student Rep Castalia Canchola			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											
Parent Rep.			X									

III. Approval of Minutes April minutes approved as read. M/S/C Starks/Rodgers

IV. SOUL Updates

Dr. Wilson presented demographic information on enrollments, attendance, academic highlights, activities and updates. The student enrollment in the seated component (Sanctuary) is 83 students. Enrollments for the Independent Study sites were as follows: Local Conservation Corps 51; and Asian Village Site 129. The total enrollment has slightly decreased but the percentage of enrollment to Average Daily Attendance (ADA) has increased, this is a direct result of the attendance policy that has been implemented.

Rena Failla reported that the STAR test went very well as the school met the Academic Yearly Progress (AYP) requirement. The students at the seated program had a 100% participation rate. The Independent Study students who tested met the 95% participation rate. She also shared that the CASHEE test results are scheduled to be posted tomorrow, May 23, 2007.

Dr. Wilson presented proposed dates for the 2007-2008 school year Governing Council meetings. The Council agreed on the dates and asked that future council meetings be held in the EOC Board room.

The Council discussed the information presented.

V. Safe School Plan

Dr. Wilson presented each member with a copy of the Safe School Plan to be submitted to Fresno Unified School District. As a chartering agency FUSD requires each of its charters to submit a safe school plan that describes what emergency procedures will be followed depending on the emergency. The Council suggested that each staff member receive a copy of the plan and that a copy is put in a red binder in a centralized location for easy access. It was also suggested that Dr. Wilson contact EOC'S Human Resources in order to incorporate the agency's emergency information as it pertains to SOUL's safety plan and the addition of relevant phone numbers on the requested pages. A motion to approve the Safe School Plan with corrections. M/S/C Rodgers/Akins

VI. Finance Committee Report

Tim Bakman reported for the Finance Committee, Tim Bakman, Dr. Mark Wilson and Dr. Michael Petrovich. Copies of the Finance Committee minutes were distributed to the council members. The second interim financial report reflects increased grant funding applied during the 2006-2007 school year. Dr Wilson also reviewed the additional grants anticipated to be funded during the 2007- 2008 school year.

VII. Preliminary 2007/2008 Budget

Dr. Wilson distributed copies of the proposed 2007-2008 Preliminary Budget to the council members. He summarized the description of the Revenues and Expenditures categories. The approved budget will be submitted to both FUSD and the County Office of Education. The council discussed the information provided for the Finance Committee Report and the Preliminary Budget. A motion to approve both the Finance Committee Report and the proposed Preliminary Budget M/S/C Rodgers/Petrovich

VIII. By-Laws Committee Report

Louise Symonds reported for the By-Laws Committee, Louise Symonds, Dr. Mark Wilson, and Jeanne Starks. A copy of the By-Laws Committee minutes and the By-Laws with the proposed revisions were distributed. The suggested changes include: Remove the periods between the letters in S.O.U.L. to read SOUL.

In *Article IV section 5*, change the word from prior to advance.

In *Article V, section 2* should read, The Governing Council shall meet monthly, September through May unless there are reasons that would preclude having a meeting during these months. All changes to regularly-scheduled meetings must be approved by the Governing Council.

Article VI section 5, subsection 4, spell out 2/3 to two-thirds.

In *Article VIII, section 1* should read, The Governing Council chairperson shall appoint a minimum of two Council members on each of the four standing committees.

Article VIII, section 2, should read, The Governing Council shall ratify all committee member appointments.

Article VIII, section 3 delete the words, "In addition".

In *Article XI Amendments*, should read The Governing Council members may adopt amendments to these by-laws during any scheduled meeting, provided that the following criteria are met:

1. a quorum is established at the meeting
2. a three-day written or electronic notification of proposed changes is given prior to the scheduled meeting.

A motion to approve the By-Laws with corrections M/S/C Rodgers/Bakman

IX. Election of Officers

Jimi Rodgers recommends that the current Governing Council Officers continue in their positions, Dr Michael Petrovich as Chair, Louise Symonds as Vice-Chair, and Dr. Terry Allen as Secretary. M/S/C Rodgers/Bakman

X. SOUL Student Updates

Shanisha Akins reported on the student activities: April 20th, the students participated in a school-wide potluck. On May 10 the school hosted an Academic/Sports Award Banquet. Approximately 200 students and their families attended the event. It was a very special evening for the staff and students. Five seniors in good academic standing attended the Foster Grandparent Luncheon. Each of our 1st period classes, students and teachers are competing in a school-wide volleyball competition. On Friday, May 25th the school will all go the Wild Water Adventures, and on June 8th the seniors will go the Universal Studios. Graduation will be held Tuesday, June 12th 12:30pm at the Warner's Theater, all the Governing Council members were invited to attend.

XI. Other Business

Dr. Petrovich inquired of the Council to see if they were interested in participating in another Second Space fundraiser this coming school year. After discussion, the council decided to investigate the Second Space option

along with other options and discuss again at the September meeting.

Dr. Wilson thanked the council for their dedication and commitment to SOUL.

XII. Public Comment

Dr. Rosylin Bessard shared that SOUL's charter is up for renewal in 2008 she will be looking at bringing in an outside group to provide a full evaluation of the charter in preparation for the renewal process. She is also planning on developing a charter school year-end report card. For the 2007-2008 school year she plans to have a FUSD school board member attend the Governing Council meetings on a regular basis. She is hoping to develop a Quarterly Charter News Letter for the charters to provide information and input.

Dr. Wilson publicly thanked Dr. Bessard for hard work and dedication.

XIII. Adjourn meeting

Meeting adjourned at 9:50 M/S/C Petrovich/Rodgers