



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

**BOARD OF COMMISSIONERS MEETING**  
EOC BOARD ROOM, SUITE 310  
**WEDNESDAY, September 26, 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>SOUL Presentation</u>	Wilson	Information	
IV. <u>Approval of Previous Minutes</u> June 27, 2007 Meeting Minutes	Stites	Approve	2
V. <u>Executive Director's Report</u>	Palomino	Information	
VI. <u>Executive Committee</u>	Stites	Approve	
A. August 8, 2007 Meeting Minutes			5
1. AFLP Public Welfare Foundation Funding Request			7
2. DOE Weatherization Contract 2007			8
3. Food Services Nutrition Agreements 2007/2008			10
4. Head Start Preschool Director Position			11
5. LCC Applications			13
a. Justice, Equality, Human Dignity, and Tolerance (JEHT)			
b. California Cultural and Historical Endowment (CCHE)			
c. Fresno Irrigation District Canal Maintenance			15
6. Sanctuary Applications			16
a. Sisters of St. Joseph Healthcare Foundation			
b. Ronald McDonald House of Charities			
c. Pacific Service Credit Union			
d. Approval of Sanctuary Advisory Board Member Don Weaver			
7. Transit Systems			
a. Purchase of School Bus			18
b. CVRC Coalinga Transportation			25
c. FMAAA Transit Systems/Site Management Contract			26
d. Social Service/Transportation Agreements			27
e. Triennial Performance Audit FY 2004-2006			28
8. Early Head Start Day Care Center Resolution			30
9. Food Services FMAAA Nutrition Contract 2007/2008			33
B. September 12, 2007 Meeting Minutes			34
1. LCC Applications			36
a. City of Fresno Redevelopment Agency Weed Abatement			
b. City of Fresno Public Works Dept. Traffic Median Islands			
c. Better Opportunity Builders of Fresno Debris Removal			
2. Foster Grandparent Corporation for National and Community Service Renewal			37
3. Sanctuary Shelter Licensed Administrator Change			38
4. Head Start/Early Head Start Applications			
a. Head Start Refunding Grant Application FY 2008			40
b. Early Head Start Refunding Grant Application FY 2008			43
c. Open House Week 9/25-9/27/07 (information)			46

	5. CSD Disaster Preparedness CSBG Contract			48
	6. Community Development Financial Institution (CDFI)			50
VII.	<u>Finance Committee</u>	Vang	Approve	
	A. September 19, 2007 Meeting Minutes			52
	B. Insurance Renewal			54
VIII.	<u>Audit Committee</u>	Padilla	Approve	55
	September 19, 2007 Meeting Minutes			
IX.	<u>Advisory Boards</u>			
	A. Head Start County Wide Policy Council	Lucero	Approve	56
	August 15, 2007 Meeting Minutes			
	B. LCC Advisory Committee	Frugé	Approve	61
	August 16, 2007 Meeting Minutes			
	C. Sanctuary Safe Place & Shelter Advisory Board	Fernandez	Approve	66
	August 23, 2007 Meeting Minutes			
	D. SOUL Governing Council	Rodgers	Approve	70
	September 11, 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>Executive Director Evaluation (Closed Session)</u>			
XII.	<u>Adjournment</u>			
	(Items listed as information still leaves the option for guidance/direction by the Board.)			

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

(Rollcall.07)

**Fresno County Economic Opportunities Commission  
Board of Commissioners Meeting  
Wednesday, June 27, 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.

**III. APPROVAL OF PREVIOUS MINUTES**

*M/S/C – Rico/Bakman to approve April 25, 2007 Meeting Minutes. All in favor.*

**IV. EXECUTIVE DIRECTOR'S REPORT**

Palomino announced/reported on the following:

- Government activity at Federal, State and Local levels.
- Presented the Community Development Financial Institution (CDFI) project to the full board. Discussion followed. An informational workshop on CDFI is planned for September.

**V. EXECUTIVE COMMITTEE**

Agenda items B.5.a) AFLP March of Dimes The Get Moving Project and B.5.b) AFLP March of Dimes Comenzando Bien Project were pulled for discussion.

*M/S/C – Finley/Saldana to approve/ratify the following: A.) May 9, 2007 Meeting Minutes, A.1) Head Start/Early Head Start FY 2007 2% Cost of Living Adjustment (COLA) retroactive to January 1, 2007, A.2) School Age Child Care 2006-2007 Application for Facilities Renovation and Repair Funds to the California Department of Education, Child Development Division for a total amount of \$20,000, A.3) Food Services Summer Food Service Program 2007 funded by the USDA, administered by the California Department of Education, to serve up to sixty-five sites in Fresno County for a estimated reimbursement rate of \$322,362, A.4) Transit Systems FY 2007 Operations Program and Budget (OMB) B.) June 13, 2007 Meeting Minutes, B.1) Board of Commissioners May 23, 2007 Report, B.2) Community Action Plan 2008-2009 to the Department of Community Services and Development (CSD) as part of Community Services Block Grant (CSBG) funding, B.3) First 5 Mental Health Planning Grant in the amount of \$75,000 for the period of 7/01/07-6/30/08, B.4.) Employment & Training funding list from the Fresno County Workforce Investment Board and program reductions for FY 2007-2008 (Information), B.6.a) Sanctuary Domestic Violence/Adolescent Dating Project application to HHS in the amount of \$75,000 per year for three years for a total amount of \$225,000, B.6.b) Sanctuary Street Outreach application to Office of Juvenile Justice & Delinquency Funding Prevention (OJJPD) in the amount of \$1,000,000 over a two-year period, B.7.a) SOUL 2007-2008 Consolidated application to the California Department of Education, and B.7.b) SOUL 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.*

Community Health Services Coordinator Rob Martin presented Adolescent Family Life Program (AFLP) Agenda Items B.5.a) AFLP March of Dimes The Get Moving Project, and B.5.b) AFLP March of Dimes Comenzando Bien Project .

***M/S/C** – Finley/Saldana to approve: B.5.a) The Get Moving Project to the March of Dimes in the amount of \$15,000, and B.5.b) Comenzando Bien Program to the March of Dimes in the amount of \$1,000. All in favor.*

**VI. AUDIT COMMITTEE**

***M/S/C** – Magdaleno/Finley to approve May 16, 2007 Meeting Minutes. All in favor.*

**VII. FINANCE COMMITTEE**

Agenda Item D.) Insurance - Auto was pulled for discussion.

***M/S/C** – Rodgers/Saldana to approve: A.) May 16, 2007 Meeting Minutes, B.) June 20, 2007 Meeting Minutes, and C.) Quarterly Financial Reports for period ending June 30, 2007. All in favor.*

Assistant Finance Director/Controller Rebecca Weimer presented the Insurance - Auto agenda item. Discussion followed.

***M/S/C** – Finley/Rico to approve D.) Continuation of Auto Insurance with Non Profits United effective 7/01/07. All in favor.*

Agenda Item B) LCC Bids and Proposals was pulled for detail:

***M/S/C** – Farley/Rico to approve: Grubb and Ellis Realty lot clean-up locations in the amount of \$440, City of Fresno demolition and reconstruction of tot lots in the amount of \$30,000, Calwa Recreation District demolition and reconstruction of outdoor basketball court in the amount of \$60,000, Community Facilities Tracts maintenance in the amount of \$20,714/mo, Fresno Redevelopment Agency demolition and reconstruction of single family home in the amount of \$130,000, State Department of Conservation construction of recycling facility at EOC's Nielson property in the amount of \$2,500,000, State Department of Conservation continuation of existing recycling operations in the amount of \$1,553,717, Department of Labor Youthbuild program 2008/2009 grant application in the amount of \$1,100,000, Department of Labor comprehensive youth inmate re-entry services grant application in the amount of \$88,000, Office of Juvenile Delinquency and Prevention Department comprehensive youth inmate re-entry services expansion grant application in the amount of \$88,000, California Department of Corrections youth inmate re-entry programs grant application in the amount of \$120,000, Richard Heath and Associates TALK program application in the amount of \$18,500, and Curing House at the San Joaquin River Parkway restoration in the amount of \$22,700 and a \$5,000 donation. All in favor.*

**VIII. PENSION COMMITTEE**

***M/S/C** – Swillis/Rico to approve May 3, 2007 Meeting Minutes. All in favor.*

**IX. ADVISORY BOARDS**

A. Head Start County Wide Policy Council

***M/S/C** – Fruge/Bakman to approve: A.1) April 18, 2007 Meeting Minutes, and A.2) May 16, 2007 Meeting Minutes. All in favor.*

B. LCC Advisory Committee

***M/S/C** – Magdaleno/Finley May 17, 2007 Meeting Minutes. All in favor.*

C. Sanctuary/Safe Place & Shelter Advisory Board

*M/S/C – Rodgers/Lucero to approve: C.1) April 5, 2007 Meeting Minutes, and C.2) June 7, 2007 Meeting Minutes. All in favor.*

D. SOUL Governing Council

*M/S/C – FinleyRico to approve May 22, 2007 Meeting Minutes. All in favor.*

**X. OTHER BUSINESS/PUBLIC COMMENT**

Stites called for other business. Bakman thanked Chief Academic Officer/Principal Dr. Mark Wilson and SOUL staff for the success of the SOUL Graduation held on June 12<sup>th</sup>.

Stites called for public comment. There was none.

**XI. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:50 p.m.

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

Respectfully submitted,

Roger Palomino  
Board Secretary

**EXECUTIVE COMMITTEE  
EOC BOARD ROOM, SUITE 310  
August 8, 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, Theresa Hernandez, Tim Bakman, Gene Rico, Rev. E. Swillis

Staff Present: Roger Palomino, Naomi Mizumoto, Dawn Cagle, Salam Mohammad, Gary Joseph, Paul McLain-Lugowski, Stacie Hines, Tamala Olsby, Dennis Bachelor, Carolyn Moreno

Guests Present: Pastor Fruge, Homer Leija, Rev. McCoy

Stites requested approval to add the following: Agenda Item V.-H.1) Financing Resolution for Child Development Center and V.-H.2) FMAAA Food Services Contract Renewal.

*M/S/C – Saldana/Bakman to approve adding item V.-H.1) Financing Resolution for Child Development Center and V.-H.2) FMAAA Food Services Renewal. All in favor.*

**III. Approval of Previous Minutes**

*M/S/C – Rico/Hernandez to approve June 13, 2007 Meeting Minutes. All in favor.*

**IV. Executive Director's Report**

Palomino reported on government issues at the Federal, State and Local level. Discussion followed.

**V. Action Items**

*M/S/C – Swillis/Rico to approve/ratify the following: A) AFLP letter of interest for funding to the Public Welfare Foundation in the amount of \$25,000, B) 2007 DOE Weatherization refunding agreement to the Department of Community Services and Development (CSD) in the amount of \$259,119 for the period of July 1, 2007 to April 30, 2008, C) Food Services Nutrition Agreements for FY 2007/2008, D) Selection of Tamala Olsby for Head Start Preschool Director Position effective August 1, 2007, E.1) LCC funding application to the Justice, Equality, Human Dignity, and Tolerance (JEHT) Foundation in the amount of \$500,000, E.2) LCC funding application to the California Cultural and Historical Endowment (CCHE) in the amount of \$1.804 million for the proposed Conservation Corps State Museum to be located in Fresno, E.3) LCC Fresno Irrigation District Canal Maintenance contract in the amount of \$4,432 per week/total amount of \$115,232, F.1) Sanctuary funding renewal application to Sisters of St. Joseph in the amount of \$50,000, F.2) Sanctuary funding renewal application to Ronald McDonald House of Charities in the amount of \$5,000, F.3) Sanctuary funding renewal request to Pacific Service Credit Union in the amount of \$10,000, F.4) Approval of new Sanctuary Advisory Board Member, Don Weaver, G.1) Transit Systems purchase of school bus for Head Start, G.2) Transit Systems response to Central Valley*

*Regional Center (CVRC) request for proposal in the amount of \$145,543 and start up grant in Coalinga in the amount of \$15,000, G.3) Transit Systems Fresno-Madera Area Agency on Aging (FMAAA) Transportation (\$50,880) and Site Management (\$18,288) contract for the period of July 1, 2007 to June 30, 2008, G.4) Transit Systems Agreement FY 2007/2008, G.5) Transit Systems FY 2004-2006 Triennial Performance Audit, H. 1) Authorization for Executive Director to sign CSCDA loan agreement for Early Head Start day care center, and H.2) Food Services Nutrition Contract renewal with FMAAA in the amount of \$587,057 for the period of July 1, 2007 to June 30, 2008. All in favor.*

Palomino asked Mizumoto to introduce new Head Start Director Tamala Olsby and gave background on recruitment and selection process for the new director.

**VI. Other Business**

Stites asked for other business. Sites announced the Executive Director evaluation is upcoming and recommended it be presented at the September Executive Committee meeting.

**VII. Adjournment**

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

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

Respectfully Submitted,

Moses Stites, Board Chair

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> July 18, 2007	<b>Program:</b> Adolescent Family Life Program
<b>Agenda Item No.:</b> VI.-A.1	<b>Director:</b> Rob Martin
<b>Item:</b> Funding Request Public Welfare Foundation	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Request Committee approval to submit an on-line letter of interest for funding through the Public Welfare Foundation for general operating support for the Adolescent Family Life Program in the amount of \$25,000. The letter of interest will be submitted by July 30, 2007. The foundation responds to letters of interest within 30 days of submission.

**BACKGROUND:**

The Public Welfare Foundation was established in 1947 by Texas newspaper publisher Charles Edward Marsh. The foundation supports efforts to ensure fundamental rights and opportunities for disadvantaged people. Under the heading of "Reproductive and Sexual Health", the foundation makes grants to programs and services focusing on education aimed at high-risk youth, preventing unplanned pregnancies, and other reproductive health issues.

**ISSUE:**

The Adolescent Family Life Program 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 through the FCEOC Adolescent Family Life Program.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> August 8, 2007	<b>Program:</b> Weatherization
<b>Agenda Item Number:</b> VI.-A.2	
<b>Item:</b> 2007 DOE Weatherization Contract	<b>Assistant Executive Director:</b> George Egawa
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Staff recommends ratifying the submission of a refunding agreement with the State of California Department of Community Services and Development (CSD) for the 2007 Department of Energy (DOE) Weatherization Assistance Program, contract # 07C-1659, in the amount of \$259,119, for the period July 1, 2007 to April 30, 2008, including a Weatherization Priority Plan.

**BACKGROUND:**

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

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

**ISSUES:**

The State of California Department of Community Services and Development (CSD) requires Board approval and a Board Resolution to enter the agreement with CSD for the 2007 Department of Energy (DOE) Weatherization Assistance Program.

**WEATHERIZATION PRIORITY PLAN**

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

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

**RESOLUTION**

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

WHEREAS, the State CSD, under the DOE WAP Grant Program has elected to award Fresno County Economic Opportunities Commission (EOC) Contract #07C-1659 in the amount of \$ 259,119 for weatherization services, and

WHEREAS, the EOC Board of Commissioners Executive Committee has accepted this award on August 8, 2007.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Fresno County **Economic Opportunities Commission**

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> July 13, 2007	<b>Program:</b> Food Services
<b>Agenda Item No.:</b> VI.-A.3	<b>Director:</b> Gary Joseph
<b>Item:</b> Food Service Nutrition Agreements for 2007/08	<b>Assistant Executive Director:</b> George Egawa
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Staff recommends ratification of Food Services Agreements for fiscal year 2007/08.

**BACKGROUND:**

The Fresno County Economic Opportunities Commission Food Services Program will provide meals to various entities during FY 2007/08. Listed below are the entities, estimated number of meals, designated meal service and estimated annual revenue.

**ISSUE:**

<u>Entity</u>	<u>Annual Meals</u>	<u>Meal Time</u>	<u>Annual Revenue</u>
Safe Harbor Adult Day Health Care Ctr.	41,485	Lunch	\$102,883
Julia Lopez Child Care Dev. Ctr.	37,815	Lunch	\$ 96,050
Clovis Adult Day Health Care Ctr.	12,960	Lunch	\$ 41,472
EOC Sanctuary	12,612	Lunch, Breakfast And Dinner	\$ 30,889
Chapter One Child Care Dev. Ctr.	6,660	Lunch	\$ 16,765
Veteran's Home Base Care Program	288	Frozen Meals	\$ 10,895
City of Parlier Senior Nutrition	2,616	Lunch	\$ 8,372
City of San Joaquin Senior Nutrition	726	Lunch	\$ 2,300



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> July 3, 2007	<b>Program:</b> Head Start-Preschool
<b>Agenda Item No.:</b> VI.-A.4	<b>Director:</b>
<b>Item:</b> Head Start-Preschool Director Position	<b>Assistant Executive Director:</b> Naomi Quiring-Mizumoto
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

As required by Head Start performance standards/regulations, FCEOC executive staff and the County Wide Policy Council recommend approval of the selection of Tamala Olsby for the Head Start Director position for the management of the Head Start-Preschool program effective August 1, 2007.

**BACKGROUND:**

The Head Start Director position was created to coincide with FCEOC’s management structure and will continue to be under the supervision of Naomi Quiring-Mizumoto, Assistant Executive Director, Early Childhood Education.

Our process for recruitment, selection, and interviewing has been:

In 2005, we had recruited/interviewed/selected a qualified candidate from the East Coast who upon being offered the position, decided to remain with her current agency.

Since November 2006 – Recruitment activities were re-established including advertising the opening on Edjoin and our internet website. The position was also posted on the California Head Start Association website, National Head Start Association website, as well as the Community Action Partnership website.

Of the 23 applications received, 10 applicants received preliminary phone interviews to verify qualifications as of April 2007. Three of the ten were not invited to interview due to a lack of verified qualifications, two elected not to interview and accepted other employment, and the remaining five were interviewed for the position. One candidate accepted another position before we could proceed with the interview process; two were interviewed but did not meet the qualifications and expectations of the position, and three advanced to final interviews.

Final interviews took place with the Human Resources Director, the Assistant Executive Director, Early Childhood Education (responsible for supervising this position), and the Executive Director, at which time a final candidate was selected to proceed in the interview process. The finalist was further interviewed by FCEOC’s executive management level staff, the County Wide PC Personnel Committee, Head Start senior management staff, and the County Wide Policy Council. The Policy Council (CWPC) met June 20, 2007 and approved the recommendation to hire Tamala Olsby as the Head Start Director. Reference checks have been conducted and cleared.

In accordance with Program Instruction ACF-PI-HS-06-01-“Key Staff Hires: Grantee Boards” issued 9/19/06, beginning FY 2007 the Region IX Office must be notified prior to making a job

offer to any staff identified as key personnel, i.e. Head Start Director. We submitted our notification to the Region IX Office, and received their letter July 3rd agreeing with our selection process and our intention to offer the finalist, Tamala Olsby, our Head Start Director position for the Head Start Program with Fresno County Economic Opportunities Commission (FCEOC).

**QUALIFICATIONS:**

Tamala Olsby received her B.S. degree in Child Development from California State University, Fresno in 1996, and in 2006 completed her M.A. in Education (Literacy and Early Childhood Emphasis). She has many years of experience in early childhood education: for the past twelve years she has been the preschool administrator with the largest faith-based child development center in Fresno accredited by both NAEYC and ACSI, was a teacher director for our FCEOC Head Start for one year, worked two years in the Clovis Unified School District's state preschool program as a teacher director, and taught parent education and ECE for seven years for the ABC Unified School District Adult School and Anaheim Adult Education Center in Los Angeles.

Ms. Olsby has served on the Accreditation Commission for the Association of Christian Schools, International (ACSI), is Vice-Chairperson of the Fresno County Child Care Consortium, and in addition to committing to various professional organizations, she has also served on the local Preschool Leadership Committee in Fresno County's development of a plan for universal preschool. During the interviews, Tamala demonstrated a high level of knowledge of early childhood education teaching and managerial abilities, strong fiscal and communication skills, articulate and intelligent, and a great passion for preschool children and their families. The Policy Council delegates (including English, Hmong and monolingual Spanish parents) were very comfortable with Tamala discussing her philosophy, educational and work experience background, management style and future vision for FCEOC Head Start.

**ISSUE:**

In compliance with Performance Standards CFR 1304.50(d)(1)(x), FCEOC Board of Directors' approval of the selection of Tamala Olsby for the Head Start Director position is requested.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> July 18, 2007	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No.:</b> VI.-A.5.a,b	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> Local Conservation Corps Bids and Proposals	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION**

Information items, involving EOC's Local Conservation Corps.

**BACKGROUND**

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

**ISSUE**

1. LCC has taken a lead role in the preparation of a funding application in the amount of \$500,000 to the JEHT Foundation (Justice, Equality, Human Dignity, and Tolerance). The application is in response to a request from JEHT for a proposal designed to produce alternatives to incarceration for young adults. The application will be presented in behalf of the California YouthBuild Coalition and the California Association of Local Conservation Corps (CALCC). The proposal will request funding for statewide staffing for the initiative, a public relations campaign, and youth advocacy training.
2. LCC also took a lead role in the preparation of a \$1.804 million funding application to the California Cultural and Historical Endowment (CCHE) for the proposed Conservation Corps State Museum to be located in Fresno on five acres of the vacated USDA testing lab on Peach Avenue south of Butler. The Museum has been located in San Luis Obispo since 1995 but its board has sought a site in a larger urban area to provide for expansion of the Museum and more foot traffic. The proposed Museum will house the collection of Civilian Conservation Corps artifacts including a history of past and contemporary conservation corps in California. It will also serve as a residential corps facility, providing rustic accommodations for visiting corpsmembers and tourists for a fully interactive experience similar to that of the original Civilian Conservation Corps created by President Franklin Roosevelt in 1933. Other planned amenities include a conference center, and a vocational training dispatch center. It will become a "working" historic residential center, as it should

3. be: the corps has always represented development of character and the work ethic. This Museum will turn a single moment in history into a living, engaging educational activity center that will inspire a sense of stewardship and appreciation for generations to come. Californians will learn the true story and meaning of the work done and lessons learned by corpsmembers, will appreciate the sacrifices and dedication they exhibited, and understand their untold contributions to our state. The USDA site was donated to the City of Fresno. The City intends to develop a cultural arts, recreation, and education center including several museums, a charter school, ball fields, and the CCC Museum.

Total estimated cost of bids and proposals is: \$2,304,000.

*Helping People. Changing Lives.*



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> August 8, 2007	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No.:</b> VI.-A.5.c	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> Fresno Irrigation District Canal Maintenance	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION**

To ratify a contract proposal submitted to the Fresno Irrigation District for county-wide canal cleanup in the amount of \$4,432 per week. Total value of contract is at least \$115,232.

**BACKGROUND**

LCC has contracted with the Fresno Irrigation District to remove debris from canals during periods when canal flow is low.

**ISSUE**

This contract would require the LCC to cut back or remove any trees, brush, or overgrowth along canal banks and stack the green waste for disposal. If approved, the contract would begin in mid-August and run for six months. LCC has the organizational strength, managerial expertise, and efficient tools to complete the project to sponsor specifications.



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> August 8, 2007	<b>Program:</b> Sanctuary Youth Project
<b>Agenda Item No.:</b> VI.-A.6.a,b,c,d	<b>Director:</b> Stacie Hines
<b>Item:</b> Sanctuary Grant Proposals and Contracts	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

To approve the submission of the following grant proposals submitted by the EOC Sanctuary, and to approve the appointment of a new member to the Sanctuary Advisory Board.

**BACKGROUND:**

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

**ISSUE:**

1. **Sisters of St. Joseph Healthcare Foundation - \$50,000 (Competitive Request for Renewal Funding)** - The Sisters of St. Joseph Healthcare Foundation currently provides funding support for the Sanctuary Outreach to the Streets (SOS) case management services provided to homeless youth on the streets. The funding request will provide continued support of one full-time Case Manager position during the 2007-2008 operational year. This funding is critical to maintaining the one full time staff position that coordinates and implements the street outreach program efforts, serving the vulnerable youth population living on the streets and in uninhabitable areas, such as parks and Motel Drive. The Case Manager also provides oversight and guidance for the AmeriCorps members who are assigned to the program to work as peer outreach workers. EOC Sanctuary received \$25,000 during the 2006-2007 SOS operational year.
2. **Ronald McDonald House of Charities - \$5,000 (Request for Renewal Funding)** – Ratification of a proposal submitted to the Ronald McDonald House of Charities (RMHC) in support of SOS client supplies such as food, clothing, and hygiene products. EOC Sanctuary received funding from RMHC in the amount of \$5,000 during the 2006-2007 operational years.

3. **Pacific Services Credit Union - \$10,000 (Request for donation renewal)** - The Pacific Service Credit Union has a Community Involvement Board that receives and reviews requests from community based programs, particularly those serving children. The Sanctuary Youth Shelter staff spoke with the Committee staff about the needs of our youth shelter and street outreach programs. The Committee staff person strongly encouraged the submission of a funding request. The application for a donation supports needed food supplies, hygiene kits, and clothing items for the Street Outreach Team to distribute. EOC Sanctuary last received Pacific Services Credit Union funding in 2005-2006.
  
4. **To approve a new Sanctuary Advisory Board Member, Don Weaver.** Don Weaver is the Coordinator for Emergency Planning & Crisis Response with Fresno Unified School District. The Advisory Board has voted in favor of appointing Mr. Weaver as the education representative in place of Trish Studt from CSU Fresno - Students in Community Service, who resigned from the board earlier this year. To complete said appointment, all members serving on the Advisory Board shall be confirmed by the Board of Commissioners of the Fresno County Economic Opportunities Commission as indicated in the Advisory Board bylaws.



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> July 12, 2007	<b>Program:</b> Head Start
<b>Agenda Item No.:</b> VI.-A.7.a	<b>Director:</b> Gary Joseph
<b>Item:</b> Purchase of School Bus	<b>Assistant Executive Director:</b> Naomi Mizumoto
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Staff recommends the purchase of one (1) school bus from Bus West to be used for transporting EOC Head Start children to school.

**BACKGROUND:**

The Head Start Program has been transporting children to program sites for over thirty years. Currently, we have a fleet of thirty-five (35) school buses that serve 22 centers. Some centers utilize more than one bus. A school bus replacement plan has been developed with the Transit Systems Program. School Bus number 80, a 1994 GMC, will be replaced by a proposed new bus and put into back up status.

Specifications on the new vehicle calls for a 2007 conventional school bus, 40-passenger with C.E. White Company Integrated child restraint seats, center isle with two (2) thirty-six (36) end seats. The bus must be ADA accessible with rear passenger side wheel chair lifts and two (2) rear wheel chair stations.

**ISSUE:**

Transit Systems received three (3) sealed bids in the following amounts:

Bus West	\$113,601.00
A-Z Bus	\$118,632.50
West Coach	\$118,968.55

All bids met the minimum bid requirements and were received by 2:00 p.m. July 12, 2007 deadline.

Head Start has this purchase budgeted in for 2007.

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION  
(FCEOC)

REQUEST FOR QUOTATION

COMMODITY OF SERVICE REQUESTED: One (1) ADA ACCESSIBLE CONVENTIONAL – SIXTY (60) PASSENGERS, FORTY (40) PASSENGER SCHOOL BUS WITH INTEGRATED CHILD RESTRAINT SCHOOL BUS SEATING, EQUAL TO C. E. WHITE SEATS

IMPORTANT: SUBMIT QUOTATION IN SEALED ENVELOPE TO:

FRESNO COUNTY ECONOMIC  
OPPORTUNITIES COMMISSION  
Gary Joseph, FCEOC TRANSIT SYSTEMS  
3120 W. Nielsen #101  
Fresno, California 93706

BIDS WILL NOT BE ACCEPTED AFTER 2:00 P.M. July 12, 2007(Thursday)  
FOR ADDITIONAL INFORMATION CONTACT: Gary Joseph  
PHONE NO. (559) 486-6587

BIDDERS TO COMPLETE

UNDERSIGNED AGREES TO FURNISH THE COMMODITY OR SERVICES STIPULATED IN THE ATTACHED QUOTATIONS SCHEDULE AT THE PRICES AND TERMS STATED, SUBJECT TO THE GENERAL CONDITIONS ABOVE.

EXCEPT AS NOTED ON INDIVIDUAL ITEMS. THE FOLLOWING WILL APPLY TO ALL ITEMS IN THE QUOTATION SCHEDULE.

1. COMPLETE DELIVERY WILL BE MADE WITHIN 180-210 CALENDAR DAYS AFTER RECEIPT OF PURCHASE ORDER. DELIVERY TIME WILL BE HIGHLY CONSIDERED.
2. A CASH DISCOUNT OF 0 % N/A DAYS WILL APPLY.
3. PRICES ARE TO BE TOTAL PRICES F.O.B. DELIVERED TO 3120 W. NIELSEN, FRESNO, CALIFORNIA 93706 AS PER ATTACHED SPECIFICATIONS

Where Brand Names are used, please state your Equals:

A. CURRENT PRODUCTION MODELS, THOMAS SAF-T-LINER C2

INCLUDING ALL LISTED OPTIONS: \$ 113,601.00

DOC. FEE \$ INCLUDED

LICENSE: \$ INCLUDED

TOTAL ONE (1) BUS \$ 113,601.00

4. PRICES QUOTED IN THIS BID MUST BE VALID FOR 30 DAYS

COMPANY BUSWEST ADDRESS 21107 S. CHICO ST. CARSON, CA ZIP 90745

SIGNED BY John C. Statler TITLE SALES REPRESENTATIVE PHONE NO (559) 284-7929

**BIDDERS TO COMPLETE**

State the warranty, and/or guarantee provisions applicable to the materials and service to be provided or attach warranty form with your bid.

**EQUAL EMPLOYMENT OPPORTUNITIES**

Vendor hereby agrees that his agency shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and supplemented in the Department of Labor Regulations (41CFR, Part 60).

Vendor Signature John C. Statler Date 7/11/07

Print Name & Title JOHN STATLER - SALES REPRESENTATIVE

DATE: June 27, 2007

QUOTATION NO. Transit-03

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION  
(FCEOC)

REQUEST FOR QUOTATION

COMMODITY OF SERVICE REQUESTED: One (1) ADA ACCESSIBLE CONVENTIONAL – SIXTY (60) PASSENGERS, FORTY (40) PASSENGER SCHOOL BUS WITH INTEGRATED CHILD RESTRAINT SCHOOL BUS SEATING, EQUAL TO C. E. WHITE SEATS

IMPORTANT: SUBMIT QUOTATION IN SEALED ENVELOPE TO:

FRESNO COUNTY ECONOMIC  
OPPORTUNITIES COMMISSION  
Gary Joseph, FCEOC TRANSIT SYSTEMS  
3120 W. Nielsen #101  
Fresno, California 93706

BIDS WILL NOT BE ACCEPTED AFTER 2:00 P.M. July 12, 2007(Thursday)  
FOR ADDITIONAL INFORMATION CONTACT: Gary Joseph  
PHONE NO. (559) 486-6587

BIDDERS TO COMPLETE

UNDERSIGNED AGREES TO FURNISH THE COMMODITY OR SERVICES STIPULATED IN THE ATTACHED QUOTATIONS SCHEDULE AT THE PRICES AND TERMS STATED, SUBJECT TO THE GENERAL CONDITIONS ABOVE.

EXCEPT AS NOTED ON INDIVIDUAL ITEMS. THE FOLLOWING WILL APPLY TO ALL ITEMS IN THE QUOTATION SCHEDULE.

1. COMPLETE DELIVERY WILL BE MADE WITHIN 120-140 days ARO CALENDAR DAYS AFTER RECEIPT OF PURCHASE ORDER. DELIVERY TIME WILL BE HIGHLY CONSIDERED.
2. A CASH DISCOUNT OF 0 % 0 DAYS WILL APPLY.
3. PRICES ARE TO BE TOTAL PRICES F.O.B. DELIVERED TO 3120 W. NIELSEN, FRESNO, CALIFORNIA 93706 AS PER ATTACHED SPECIFICATIONS

Where Brand Names are used, please state your Equals:

A. CURRENT PRODUCTION MODELS, Blue Bird BBCV 3310

INCLUDING ALL LISTED OPTIONS:	\$ <u>118,622.00</u> + sales tax each
DOC. FEE - California tire recycling fee	\$ <u>10.50</u>
LICENSE:	\$ <u>n/a</u>
TOTAL ONE (1) BUS	\$ <u>118,632.50</u> + sales tax

4. PRICES QUOTED IN THIS BID MUST BE VALID FOR 30 DAYS

COMPANY A-Z Bus Sales, Inc. ADDRESS 1900 S. Riverside Ave Colton, Ca ZIP 92324

SIGNED BY *JR* TITLE New Bus Sales Manager PHONE NO 951-781-7188

BIDDERS TO COMPLETE

State the warranty, and/or guarantee provisions applicable to the materials and service to be provided or attach warranty form with your bid.

EQUAL EMPLOYMENT OPPORTUNITIES

Vendor hereby agrees that his agency shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and supplemented in the Department of Labor Regulations (41CFR, Part 60).

Vendor Signature *JR* Date 7/10/07  
 Print Name & Title John Rozell - Sales Mgr

\*Sales tax based on non-taxable amount:  
 Special needs \$38,554.61  
 Tire recycle fee \$ 10.50  
 Taxable amount: \$80,067.39

DATE: June 27, 2007

QUOTATION NO. Trans#-03

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION  
(FCEOC)

REQUEST FOR QUOTATION

COMMODITY OF SERVICE REQUESTED: One (1) ADA ACCESSIBLE CONVENTIONAL --  
SIXTY (60) PASSENGERS, FORTY (40) PASSENGER SCHOOL BUS WITH INTEGRATED  
CHILD RESTRAINT SCHOOL BUS SEATING, EQUAL TO C. E. WHITE SEATS

IMPORTANT: SUBMIT QUOTATION IN SEALED ENVELOPE TO:

FRESNO COUNTY ECONOMIC  
OPPORTUNITIES COMMISSION  
Gary Joseph, FCEOC TRANSIT SYSTEMS  
3120 W. Nielsen #101  
Fresno, California 93708

BIDS WILL NOT BE ACCEPTED AFTER 2:00 P.M. July 12, 2007 (Thursday)  
FOR ADDITIONAL INFORMATION CONTACT: Gary Joseph  
PHONE NO. (559) 486-6587

BIDDERS TO COMPLETE

UNDERSIGNED AGREES TO FURNISH THE COMMODITY OR SERVICES STIPULATED  
IN THE ATTACHED QUOTATIONS SCHEDULE AT THE PRICES AND TERMS STATED,  
SUBJECT TO THE GENERAL CONDITIONS ABOVE.

EXCEPT AS NOTED ON INDIVIDUAL ITEMS, THE FOLLOWING WILL APPLY TO ALL  
ITEMS IN THE QUOTATION SCHEDULE.

1. COMPLETE DELIVERY WILL BE MADE WITHIN 120-180 DAYS  
CALENDAR DAYS AFTER RECEIPT OF PURCHASE ORDER. DELIVERY TIME  
WILL BE HIGHLY CONSIDERED.
2. A CASH DISCOUNT OF NA % NA DAYS WILL APPLY.
3. PRICES ARE TO BE TOTAL PRICES F.O.B. DELIVERED TO 3120 W.  
NIELSEN, FRESNO, CALIFORNIA 93708 AS PER ATTACHED SPECIFICATIONS

Where Brand Names are used, please state your Equals:

**A. CURRENT PRODUCTION MODELS** 2006 CE 3402-276-36 PB105

INCLUDING ALL LISTED OPTIONS:	\$ <u>118,988.55</u>	
DOC. FEE	\$ <u>0</u>	
LICENSE:	\$ <u>0</u>	
TOTAL ONE (1) BUS	\$ <u>118,988.55</u>	(TAX NOT INCLUDED)

**4. PRICES QUOTED IN THIS BID MUST BE VALID FOR 30 DAYS**

COMPANY WEST COACH CORPORATION ADDRESS 13790 REDWOOD ST  
CHINO, CA ZIP 91710

SIGNED BY Thad Hillenbrand TITLE VICE PRESIDENT PHONE NO 909-464-1025  
THAD HILLENBRAND

**BIDDERS TO COMPLETE**

State the warranty, and/or guarantee provisions applicable to the materials and service to be provided or attach warranty forms with your bid.

**EQUAL EMPLOYMENT OPPORTUNITIES**

Vendor hereby agrees that his agency shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and supplemented in the Department of Labor Regulations (41CFR, Part 60).

Vendor Signature Thad Hillenbrand Date 7-10-07

Print Name & Title THAD HILLENBRAND, VICE PRESIDENT

ABOVE PRICING INCLUDES TRACK SEATING, SEE FLOOR PLAN. IF SEATING IS NOT REQUIRED, THEN DEDUCT \$910.00 PER TRACK SEAT (MAX. OF (3) TRACK SEATS MAY BE DEDUCTED)

FLIP SIGNS, ADD FLIP SIGNS FR & RR TO BUS, \$465.00

*Helping People. Changing Lives.*



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> July 14, 2007	<b>Program:</b> Transit Systems
<b>Agenda Item No.:</b> VI.-A.7.b	<b>Director:</b> Gary Joseph, Food Services/Transit Systems
<b>Item:</b> CVRC request for RFP Coalinga Transportation	<b>Assistant Executive Director:</b> George Egawa
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Staff recommends approval for Transit Systems to respond to the Central Valley Regional Center (CVRC) Request for Proposal (RFP) and start up Grant for transportation service in Coalinga.

**BACKGROUND:**

CVRC is a community-based not for profit agency funded by the State of California. It is designed to serve individuals with developmental disabilities. FCEOC Transit Systems has been providing transportation service for the CVRC for the past fifteen years. Services include transporting clients from their residence to learning centers. The RFP specifies that the successful bidders shall established and operate a transportation systems to provide transportation service to authorized CVRC clients between their residence and destination designated by CVRC in the Greater Coalinga area.

**ISSUE:**

Transit Systems responses to the RFP includes providing two (2) wheel chair equipped vehicles with a capacity of up to twenty four (24) ambulatory and up to six (6) wheelchairs.

Drivers, dispatch services, maintenance and training are included in this response. The annualized revenue for this service is \$145,543 and the one time only start up grant is \$15,000.

Anticipated service is projected to start in early 2008.

Fresno County **Economic Opportunities Commission**

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> July 16, 2007	<b>Program:</b> Transit Systems & Food Services
<b>Agenda Item No.:</b> VI.-A.7.c	<b>Director:</b> Gary Joseph
<b>Item:</b> FMAAA Transit Systems Contract Site Management Contract	<b>Assistant Executive Director:</b> George Egawa
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Staff recommends approval of the Fresno-Madera Area Agency on Aging (FMAAA) Transportation Title IIIB and Site Management Title III CI contract for the period commencing July 1, 2007 thru June 30, 2008

**BACKGROUND:**

The Fresno County Economic Opportunities Commission Transit Systems has been providing transportation to FMAAA Seniors for over 25 years and Site Management for 4 years. The transportation portion of this contract provides transportation services to seniors attending congregate meal sites as specified by the FMAAA as follows: Ted C Wills Community Center (12 seniors), Mosqueda Community Center (8 seniors), FIRM Community Center (15 seniors), Hinton Community Center (14 seniors), Pinedale Community Center (9 seniors) and Del Rey Senior Center (11 seniors).

Site Management will continue at the community sites of Laton, Riverdale, Mendota and Caruthers. These sites provide management for the congregate meal programs serving approximately 15 seniors at each site.

**ISSUE:**

This contract will provide \$50,880 in revenue for Transportation and \$18,288 for Site Management for fiscal year July 1, 2007 thru June 30, 2008.

Fresno County **Economic Opportunities Commission**

*Helping People. Changing Lives.*



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> July 14, 2007	<b>Program:</b> Transit Systems
<b>Agenda Item No.:</b> VI.-A.d	<b>Director:</b> Gary Joseph, Food Services/Transit Systems
<b>Item:</b> Transit Systems Agreements 2007/08	<b>Assistant Executive Director:</b> George Egawa
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**Recommended Action**

Staff recommends approval of Transit Systems Social Service Agreements, Transportation Agreements for FY 2007/08.

**Background**

Transit Systems, operating under the Assembly Bill AB120 Action Plan adopted in 1982, is designated as a Consolidated Transportation Service Agency (CTSA). Co-designated with the City of Fresno (FAX) as the Urban CTSA and the Fresno County Rural Transit Agency (FCRTA) as the rural CTSA, we are the lead agency in the coordination of Social Service Transportation in Fresno County. To that end Transit Systems engages in agreements with other Social Service Agencies to provide transportation and maintenance services.

**Issue**

Listed below are six (6) Transportation agreements for Fiscal Year 2007/08. Excluded from the list are the major agreements that come before the board as separate agenda items.

<b><u>Agency</u></b>	<b><u>Projected One-Way Trips</u></b>	<b><u>Projected Revenue</u></b>
Nikkei Center (elderly transportation)	2,500	\$ 1,030
Senior Citizens Village (elderly transportation)	750	\$ 7,000
Fresno County Office of Education (court school transportation)	6,900	\$ 45,360
Masten Towers (senior citizens transportation)	2,900	\$ 40,000
Fresno County Office of Education (medical school transportation)	5,200	\$ 57,600
St. Agnes Adult Day Health Care (elderly transportation)	18,200	\$140,032

Fresno County **Economic Opportunities Commission**

*Helping People. Changing Lives.*



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> July 12, 2007	<b>Program:</b> Transit Systems
<b>Agenda Item No.:</b> VI.-A.7.e	<b>Director:</b> Gary Joseph
<b>Item:</b> Transit Systems FY 2004-2006 Triennial Performance Audit	<b>Assistant Executive Director:</b> George Egawa
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Staff recommends ratification of the Transit Systems FY 2003/04, 2004/05, 2005/06 Triennial Performance Audit conducted by Pacific Municipal Consultants (PMC) in June 2007.

**BACKGROUND:**

California's Transportation Development Act (TDA) requires that a triennial performance audit be conducted of entities that receive TDA revenues. The performance audit serves to ensure accountability in the use of public transportation revenue.

The Council of Fresno County Governments (Fresno COG) has engaged the firm of PMC to conduct a performance audit of the Fresno County Economic Opportunities Commission (FCEOC) Transit System's covering the most recent triennial period. Fiscal years 2003-04 through 2005-06. The purpose of the performance audit is to evaluate the systems effectiveness and efficiency in its use of TDA funds to provide transit in its service area. This is required as a condition for continued receipt of these funds for transportation purposes. In addition, the audit evaluates FCEOC's compliance with the conditions specified in the California Public Utilities Code (PUC). This task involves ascertaining whether the FCEOC is meeting the PUC's reporting requirements and that it is endeavoring to implement prior audit recommendation made to the agency. Moreover, the audit includes calculations of transit service performance indicators and a detailed review of the agency's departments and organizational functioning. From the analysis that has been undertaken, a set of recommendations have been made which is intended to improve the performance of transit operations.

In summary, this TDA audit affords the FCEOC's Governing Board and Management, the opportunity for an independent, constructive and objective evaluation of the organization and its operations that otherwise might not be available. The methodology for the audit included in-person interviews with management, collection and review of agency documents, data analysis, and on-site observations. The Performance Audit Guidebook for Transit Operators and Regional Transportation Planning entities published by the California Department of Transportation was used to guide in the development and conduct of the audit.

**ISSUE:**

The audit concluded that FCEOC-Transit Systems is in compliance with all (TDA) funding requirements including Public Utilities Code (PUC) Section 99243, 99245, 99251, 99261,

99266, 99268.5 and 99271 [accounting requirements]. It also stated FCEOC Transit Systems implemented all three (3) prior recommendations resulting for the 2000/01, 2001/02, 2002/03 Triennial Performance Audit to their satisfaction.

PMC made one (1) recommendation as a result of the current audit as follows:

- Continue to work closely with Council of Fresno County Governments (COG) and partner agencies as the Coordinated Public Transit-Human Services Transportation Plan.

FCEOC-Transit Systems agrees and will comply with the recommendation.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> September 26, 2007	<b>Program:</b> Early Head Start
<b>Agenda Item No.:</b> VI.-A.8	<b>Assoc. Exec. Dir.:</b> Salam Mohammad
<b>Item:</b> Documentation for financing of Early Headstart Day Care Center	<b>Asstt. Exec. Director:</b> Naomi Mizumoto
<b>Committee:</b> Board of Commissioners	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Ratify approval of the resolution authorizing the Executive Director to sign on documents relating to the financing of the Early Headstart Day Care Center.

**BACKGROUND:**

In June 2007, the Finance Committee and the Board had approved the financing of the Early Headstart Day Care Center at 1441 Divisadero by LaSalle Bank through Bond issued by California Communities Joint Powers Authority. The present resolution authorizes the Executive Director to sign all documents that are required for finalizing the financing arrangement.

## RESOLUTIONS OF BORROWER'S GOVERNING BODY

The undersigned, being the officer identified below of Fresno County Economic Opportunities Commission (the "Borrower"), hereby certifies that the following is a true and correct copy of a resolution adopted by the Board of Directors of the Borrower by unanimous written consent or at a meeting duly held pursuant to the Articles of Incorporation and Bylaws of the Borrower:

\* \* \* \*

**RESOLVED**, that the issuance by the California Statewide Communities Development Authority (the "Issuer") of its 501(c)(3) Land, Building and Equipment Program Note (Fresno County Economic Opportunities Commission Project) (the "Note"), in the principal amount of not to exceed \$1,500,000 to provide funds to be loaned to the Borrower to be used to provide funds to pay the costs of financing the acquisition, construction, rehabilitation and improvement of property, including real and personal property, to be used as, or as a part of, an Early Head Start child care center (the "Project") and to pay related expenses, be and it is hereby approved.

**FURTHER RESOLVED**, that the form, as submitted at this meeting, of the proposed documents set forth below, be, and the same hereby are, approved with such changes therein as shall be approved by the officer signing those documents on behalf of the Borrower, the execution of those documents by that officer to be conclusive evidence of that officer's approval thereof:

(a) Loan Agreement (the "Loan Agreement"), among the Issuer, the Borrower and a lender to be named therein (the "Lender"), pursuant to which the Issuer agrees to loan the proceeds of the Note to the Borrower, and the Borrower agrees to make payments to the Issuer sufficient to pay the principal of and, redemption premium, if any, and interest on the Note as and when the same become due;

(b) Escrow Agreement (the "Escrow Agreement"), among the Issuer, the Borrower, the Lender and a bank to be named therein (the "Escrow Agent"), pursuant to which the proceeds of the Note are deposited with the Escrow Agent for application as set forth therein;

(c) Tax Compliance Agreement (the "Tax Compliance Agreement"), among the Issuer, the Borrower and the Escrow Agent, pursuant to which the Borrower agrees to comply with certain requirements imposed by the Internal Revenue Code of 1986, as amended;

(d) Deed of Trust by the Borrower to the trustee named therein for the benefit of the Lender, pursuant to which the Borrower grants a lien on and security interest in the Project to secure its obligations under the Loan Agreement and the Note; and

(e) All Uniform Commercial Code financing statements and other documents conveying any of the property described in the foregoing documents.

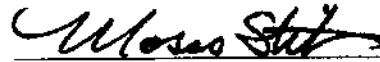
**FURTHER RESOLVED**, that the Executive Director, of the Borrower be, and hereby is, authorized and directed to execute and deliver said documents on behalf of and in the name of the Borrower.

**FURTHER RESOLVED**, that the officers of the Borrower be, and each hereby is, authorized and directed to do and perform all such acts and things and to sign all documents and certificates as may be necessary or advisable or convenient and proper to carry out the intent of the foregoing resolutions and fully to comply with the provisions of said documents.

\* \* \*

I further certify that the foregoing resolutions have not been modified, amended or repealed and are in full force and effect as of the date hereof.

**WITNESS** my hand this 8th day of August, 2007.



Title: Board Chair

Fresno County **Economic Opportunities Commission**

*Helping People. Changing Lives.*



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> July 13, 2007	<b>Program:</b> Food Services
<b>Agenda Item No.:</b> VI.-A.9	<b>Director:</b> Gary Joseph
<b>Item:</b> Fresno Madera Area Agency on Aging Nutrition Contract 2007/2008	<b>Assistant Executive Director:</b> George Egawa
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Staff recommends approval of the Fresno Madera Area Agency on Aging (FMAAA) Nutrition Title III C1, C2 meal contract for the period commencing July 1, 2007 through June 30, 2008. The contract amount is \$587,057.

**BACKGROUND:**

The Fresno County Economic Opportunities Commission (FCEOC) has been contracting with the FMAAA continuously for over thirty-two (32) years serving. Well-balanced nutritional meals that meet the California Department of Aging menu component pattern Title 22 California Code of Regulations. The meals are prepared at the FCEOC Food Preparation Center and delivered to seventeen (17) city sites and seventeen (17) rural sites within Fresno County.

**ISSUE:**

The maximum funds available for this service is \$587,057 which will provide approximately 179,528 lunches to seniors throughout Fresno County during the period of July 1, 2007 through June 30, 2008. The sites and approximate meals served is as follows:

City Sites: Calwa Park (15), Einstein Park (15), F.I.R.M. (15), Fresno Learning Center (20), Glen Agnes (20), Highway City (15), Hinton Center (20), Lafayette Park (15), Las Casitas (15), Mosqueda Center (30), Nikkei Center (15), Oasis I, II, III (20), Pinedale Center (35), Quigley Park (15), Romain Center (15), Senior Citizens Village (45), Ted C. Wills Center (25).

Rural sites: Caruthers Senior Center (15), Clovis Senior Center (60), Coalinga Senior Center (25), Del Rey Senior Center (20), Firebaugh Senior Center (20), Fowler Senior Center (20), Huron Senior Center (15), Kerman Senior Center (35), Kingsburg Senior Center (30), Laton Seniors (15), Mendota Senior Center (15), Orange Cove Senior Center (20), Reedley Senior Center (25), Riverdale Seniors (15), Sanger Senior Center (35), Selma Senior Center (30), Sierra Oaks Senior Center (35).

**EXECUTIVE COMMITTEE  
EOC BOARD ROOM, SUITE 310  
September 12, 2007, 6:00 p.m.  
MINUTES**

**I. Call to Order**

Chairman Stites called the meeting to order at 6:00 p.m.

**II. Roll Call**

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

Committee Members

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

Board Members

Present: J. Homer Leija, Pastor Rufus Fruge, Charles Garabedian, Jared  
Garcia, Tito Lucero, Rev. Paul McCoy, Vongsavanh Mouanoutoua,  
Daniel Renteria, Jimi Rodgers, JohnYouell

Staff Present:

Roger Palomino, George Egawa, Alma Kowalski, Naomi Mizumoto,  
Dawn Cagle, Salam Mohammad, Paul McLain-Lugowski, Tamala  
Olsby, Stacie Hines, Blong Lee, Vickie Lopes, Dennis Bachelor,  
Carolyn Moreno

Stites requested approval to add the following agenda Item: E.1) CSD Disaster Preparedness Contract.

*M/S/C – Saldana/Finley to approve adding item E.1) CSD Disaster Preparedness Contract. All in favor.*

**III. Approval of Previous Minutes**

*M/S/C – Finley/Saldana to approve August 8, 2007 Meeting Minutes. All in favor.*

**IV. Executive Director's Report**

Palomino announced that the SOUL Charter School made significant gains this past year in their API scores. A full report will be presented at the September 26<sup>th</sup> board meeting.

**V. Action Items**

Palomino reviewed Agenda Item E.1) CSD Disaster Preparedness Contract. Discussion followed.

*M/S/C – Finley/Hernandez to approve/ratify the following: A.1) LCC bid to City of Fresno Redevelopment Agency for weed abatement services in the amount of \$36,256, A.2) LCC bid to City of Fresno/Public Works Department for traffic median islands maintenance and weed abatement services in the amount of .042 per square foot, A.3) LCC bid to Better Opportunity Builders of Fresno for clearing of a 2.7 acre lot and excess debris removal in the amount of \$4,750, B) Foster Grandparents renewal application to the Corporation for National and Community Service (CNCS) in the amount of \$355,976 for the period of 1/01/08-12/31/08, C) Sanctuary Licensed Administrator Change, D.1) Head Start Refunding Grant Application FY*

2008 to the Department of Health and Human Services (HHS) in the amount of \$26,704,243 , D.2) Early Head Start Refunding Grant Application FY 2008 to the Department of Health and Human Services (HHS) in the amount of \$2,001,205, D.3) Head Start/Early Head Start Open House Week – 9/25/07 to 9/27/07 (Information), and E.1) CSD Disaster Preparedness Contract in the amount of \$24,500 for the period of 9/15/07-9/14/08. All in favor.

**VI. Other Business**

Stites asked for other business. Mizumoto gave a PRISIM Update and invited the board members to attend a Program Governance Workshop to be held on October 5<sup>th</sup>. Details on the workshop will be distributed at the September 26<sup>th</sup> board meeting.

**VII. Executive Director Evaluation (Closed Session)**

Motion was made to discuss the Executive Director Evaluation.

*M/S/C – Leija/Finley to begin closed session at 6:13 p.m. and discuss Executive Director Evaluation. All in favor.*

Executive session closed at 6:27 p.m. Regular session began at 6:28 p.m.

**VII. Adjournment**

There being no further business, the meeting was adjourned at 6:30 p.m.

Respectfully Submitted,

Moses Stites, Board Chair



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> September 12, 2007	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No.:</b> VI-B.1.a,b,c	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> Local Conservation Corps Bids and Proposals	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION**

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

**BACKGROUND**

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

**ISSUES**

1. To approve the submission of a turnkey bid to the City of Fresno Redevelopment Agency (RDA) in the amount of \$36,256 to apply three rounds of chemicals to abate weeds on 100 acres of RDA vacant property. The bid assumes contiguous parcels totaling 100 acres.
2. To approve the submission of a bid to the City of Fresno Public Works Department for the maintenance of traffic median islands, Community Facility Districts (80-day and weekly schedules), and weed abatement services. Services include traffic control, mowing, edging, trimming, pruning, weed and irrigation management, and debris removal. The proposal is for five years to allow for equipment cost recovery. Cost of services is averaged at an estimated .042 per square foot. The item must go before the Fresno City Council for approval.
3. To approve the submission of a turnkey bid to Better Opportunity Builders of Fresno to clear a 2.7-acre lot located at Fruit and California Streets in the amount of \$4,750, plus excess debris removal. Work will involve discing, tree, trash, and concrete removal.

Total estimated value of bids is \$1.8 million.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> September 12, 2007	<b>Program:</b> Foster Grandparent
<b>Agenda Item No.:</b> VI.-B.2	<b>Director:</b> Victoria Lopes
<b>Item:</b> Corporation for National and Community Service – Application Renewal	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Staff recommends that the Executive Committee approve the third year of the three-year annual renewal application to the Corporation for National and Community Service for the funding period 1/1/08 through 12/31/08 in the current funding amount of \$355,976.

**BACKGROUND:**

The Foster Grandparent Program offers volunteer opportunities for older, low-income persons to provide love, non-judgmental guidance and tutoring to children with exceptional needs. The target population is three-fold: 1) low-income persons aged 60 and older; 2) children and youth from birth to age 21, who have been identified as at-risk; and 3) non-profit agencies who serve at-risk youth. The federal grant provides stipends and support funding for 76 Foster Grandparent positions.

The program also conducts fund raising and currently receives funding in the amount of \$10,000 from Kaiser Permanente and \$2,118 from the United Way of Fresno County.

**ISSUE:**

The application deadline is October 19, 2007.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> September 12, 2007	<b>Program:</b> Sanctuary Youth Project
<b>Agenda Item No.:</b> VI.-B.3	<b>Director:</b> Stacie Hines
<b>Item:</b> Shelter Licensed Administrator Change	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

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

**BACKGROUND:**

With the change in management of EOC's Sanctuary Youth Project, it is necessary to submit documentation to reassign the administrative responsibility of the Sanctuary Youth Shelter. It is recommended that Stacie Hines, Sanctuary Director, assume the role of Administrator as she already meets the certification, education, and experience requirements necessary to serve in this capacity.

**ISSUE:**

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

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

**RESOLUTION**

We, the Board of Commissioners of Fresno County Economic Opportunities Commission (FCEOC), do hereby resolve that on September 12, 2007, the Executive Committee of the Board, in a proper motion and vote granted administrative responsibility of the FCEOC Sanctuary Youth Shelter to Stacie Hines, Sanctuary Project Director.

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

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

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

By: \_\_\_\_\_ Date: \_\_\_\_\_  
**Moses Stites**  
*Chairperson on behalf of the Board of Commissioners*

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

By: \_\_\_\_\_ Date: \_\_\_\_\_  
**Roger Palomino**  
*Executive Director*

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> September 12, 2007	<b>Program:</b> Head Start-Preschool
<b>Agenda Item No.:</b> VI.-B.4.a	<b>Program Director:</b> Tamala Olsby
<b>Item:</b> FY 2008 Head Start Refunding Grant Application Package	<b>Assistant Executive Director:</b> Naomi Quiring-Mizumoto
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTIONS:**

Staff recommends approval and submission to HHS of the FY 2008 Head Start Refunding Grant Application package in the total amount of \$26,704,243, pending County-Wide Policy Council and EOC Board approval.

**BACKGROUND:**

The Head Start Refunding Grant Application for FY 2008 (year 1 of the funding cycle) serving 3,019 children and their families includes the following components:

1. Basic Head Start budget (PA 4122): \$26,497,569  
(This includes the Regular budget and Disabilities)
2. Training and Technical Assistance budget (PA 4120): \$206,674
3. Community Assessment -- Year 1
4. Program Area Service Plans -- Year 1
5. Program Goals and Objectives -- 1 Year Work plan updated.

The Refunding Package proposes to continue the ongoing Head Start program services previously approved by the CWPC (education, family/community, nutrition, health, dental, mental health, disabilities, parent involvement, family literacy and T&TA) for a ten (10) month program year.

Head Start is funded on an annual basis (January 1 through December 31) by the Department of Health and Human Services (HHS), Office of Head Start (OHS). It is a program designed for the economically disadvantaged and children with disabilities between the ages of three and five years. Through a coordinated interdisciplinary approach, the child's education, social, nutrition, dental, health and self-image are enhanced or alleviated.

**Basic Head Start Program Budget Narrative (PA 4122):**

The proposed 2008 Basic Head Start budget is in the total amount of \$26,497,569 for the regular program including family literacy, disabilities and transition program. Head Start will serve a total of 3,019 preschool children in 123 classes with 564 children in 18 home-based areas during FY 2008.

According to Head Start funding source (HHS/OHS) guidelines, at least 90% of the children must come from low-income families. At least 10% of all enrollments must be filled by children with disabilities.

All personnel and fringe benefit costs, purchases of equipment, supplies, services, parent involvement costs, etc. in said budget are in line with the performance standards, goals and objectives of the FCEOC Head Start program.

The majority of parents have again indicated a preference for a center-based program; consequently, based on parent preference and current community needs assessments, FCEOC's 2007 Head Start program reflects thirty-six (36) centers and nineteen (18) home based areas. In all cases, parents at centers and home based areas are self-determining choosing program options.

Regarding classroom teachers, priority will be given in hiring those who have at least an AA degree or better in Child Development or Early Childhood Education and are former Head Start parents.

The proposed Disabilities budget (PA 4122) for FY 2008, which is included in the regular budget, is in the total amount of \$702,484. As our children with disabilities have very special needs including psychological, educational, and physical needs, it is our intention to operate a program than meets those needs by obtaining the necessary professional services. We also propose to maintain the necessary support staff (1-Special Education Coordinator; 1-Special Education Liaison; 6-Disabilities Services Specialists; and 30-Disabilities Assistants), as well as appropriate training and supplies that are needed to mainstream children with disabilities in the classrooms.

Costs of development and administration will not exceed fifteen percent (15%) of the total costs of this Refunding Package.

#### Training and Technical Assistance Budget Narrative (PA 4120):

The proposed FY 2008 T&TA proposal is in the total amount of \$ 206,674. These monies are to provide training and technical assistance to Head Start program staff and parents in order to improve the quality of services provided to the children and families.

The needs for the training requested were determined from analyses of Community Assessment, Outcomes, Program Information Report findings, requirements in the Head Start Program Performance Standards, and the program's self- assessment monitoring.

The CWPC met and approved a draft FY 2008 T&TA budget at their August 15<sup>th</sup> meeting.

#### Community Assessment (CA):

Each year a needs assessment is conducted as part of the Head Start grant application process in order to determine need for Head Start services in local communities throughout Fresno County.

Community data was gathered through a variety of means including: collection of census and other data from Federal, State, and local agencies; telephone interviews with health and social service agency representatives, school district officials, and child care providers; PRISM review process; distribution of questionnaires to and discussion with Local Parent Committee members; and a review of Fresno County EOC Head Start 2006-2007 program services and statistical data.

Program Area Service Plans:

Each year written plans for Head Start Performance Standards are developed with staff and parents. All plans for all service areas (child development, family/community services, nutrition, health/dental, mental health, disabilities, and parent involvement) indicate goals and strategies for meeting each of the Head Start Program Performance Standards (45 CFR 1304 & 1308). Each strategy also designates time frames, staff responsibilities, inter-component relationships, and means of evaluations.

Program Goals and Objectives:

On August 15, 2007 the CWPC, reviewed and approved the Head Start's annual program planning process and three-year program goals and objectives plan for 2008-2010 funding cycle. Detailed work plans which specify activities, time frames, staff responsibilities and evaluation means for each year have been developed with CWPC input. Copies of all of the above documents are available upon request for EOC Board review.

**ISSUE:**

The Head Start County-Wide Policy Council (CWPC) will meet on September 19, 2007 to review and approve the proposed FY 2008 Head Start Refunding grant application, including community assessment, written program area service plans, program planning process and three-year goals and objectives, pending EOC Board and HHS approval.



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> September 12, 2007	<b>Program:</b> Early Head Start
<b>Agenda Item No.:</b> VI.-B.4.b	<b>Program Director:</b> Kathleen Shivaprasad
<b>Item:</b> FY 2008 Early Head Start Refunding Grant Application Package	<b>Assistant Executive Director:</b> Naomi Quiring-Mizumoto
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTIONS:**

Staff recommends approval and submission to HHS of the FY 2008 Early Head Start Refunding Grant Application package in the total amount of \$ 2,001,205, pending final County-Wide Policy Council and EOC Board approval.

**BACKGROUND:**

The Early Head Start Refunding Grant Application for FY 2008 (year 1 of the funding cycle) includes the following components:

1. Basic Early Head Start budget (PA 4125): \$1,952,625  
(This includes the Regular budget and Disabilities)
2. Training and Technical Assistance budget (PA 1126): \$ 48,580
3. Community Assessment -- Year 1
4. Program Area Service Plans -- Year 1
5. Program Goals and Objectives -- 1 Year Work plan updated.

The Refunding Package proposes to continue the ongoing Early Head Start program services previously approved by the CWPC (education, family/community, nutrition, health, dental, mental health, disabilities, parent involvement, family literacy and T&TA).

Early Head Start is funded on an annual basis (January 1 through December 31) by the Department of Health and Human Services (HHS), Office of Head Start (OHS). The program will serve a total of 155 families year-round in the metropolitan Fresno/Clovis and Reedley/Sanger target areas. Of these, 120 families will be involved in the home based option with fifteen Family Development Specialists working with eight families one-on-one in one and one-half hour home visits once a week. Additionally the families participate in focused group socializations twice a month that build on the planned curriculum activities that are individualized during the home visit time. Two infant/toddler centers will serve the rest: twenty-four (24) children with Project SOUL pregnant teen students at the soon-to-be completed child development center and eleven (11) children at the Jane Addams Elementary School.

**Basic Early Head Start Program Budget Narrative (PA 4125):**

The proposed 2008 Basic Early Head Start budget is in the total amount of \$ 1,952,625 for the regular program including disabilities. Early Head Start will serve

a total of 155 families with children between the ages 0 to 3 during FY 2008: 35 center based, and 120 home based.

According to Head Start funding source (HHS/ACF) guidelines, at least 90% of the children must come from low-income families. At least 10% of all enrollments must be filled by children with disabilities. All personnel and fringe benefit costs, purchases of equipment, supplies, services, parent involvement costs, etc. in said budget are in line with the performance standards, goals and objectives of the FCEOC Early Head Start program. Costs of development and administration will not exceed fifteen percent (15%) of the total costs of this Refunding Package.

The CWPC met and approved a draft FY 2008 refunding budget at their August 15<sup>th</sup> meeting.

Training and Technical Assistance Budget Narrative (PA 1126):

The proposed FY 2008 T&TA proposal is in the total amount of \$ 48,580. These monies are to provide training and technical assistance to Early Head Start program staff and parents in order to improve the quality of services provided to the children and families.

The needs for the training requested were determined from analyses of Community Assessment, MIS, Program Information Report findings, requirements in the Head Start Program Performance Standards, and the program's self- assessment monitoring.

The CWPC met and approved a draft FY 2008 T&TA budget at their August 15<sup>th</sup> meeting.

Community Assessment (CA):

Each year a needs assessment is conducted as part of the Early Head Start grant application process in order to determine need for Early Head Start services in local communities throughout Fresno County.

Community data was gathered through a variety of means including: collection of census and other data from Federal, State, and local agencies; telephone interviews with health and social service agency representatives, and child care providers; PRISM review process; distribution of questionnaires to and discussion with Local Parent Committee members; and a review of Fresno County EOC Early Head Start 2006-2007 program services and statistical data.

The CWPC met and approved the Community Assessment at their August 15<sup>th</sup> meeting.

Program Area Service Plans:

Each year written plans for Early Head Start Performance Standards are developed with staff and parents. All plans for all service areas (child development, family/community services, nutrition, health/dental, mental health, disabilities, and parent involvement) indicate goals and strategies for meeting each of the Head Start

September 12, 2007  
Page 3

Program Performance Standards (45 CFR 1304 & 1308). Each strategy also designates time frames, staff responsibilities, inter-component relationships, and means of evaluations.

Program Goals and Objectives:

On August 15, 2007 the CWPC, reviewed and approved the Early Head Start's annual program planning process and three-year program goals and objectives plan for 2008-2010 funding cycle. The three program goals are once again approved by the CWPC. Detailed work plans which specify activities, time frames, staff responsibilities and evaluation means for each year have been developed with CWPC input.

Copies of all of the above documents are available upon request for EOC Board review.

**ISSUE:**

The Head Start County-Wide Policy Council (CWPC) will meet on September 19, 2007 to review and approve the final proposed FY 2008 Early Head Start Refunding grant application, including community assessment, written program area service plans, program planning process and three-year goals and objectives, pending EOC Board and HHS approval.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> September 12, 2007	<b>Program:</b> Head Start/Early Head Start
<b>Agenda Item No.:</b> VI.-B.4.c	<b>Director:</b> Tamala Olsby
<b>Item:</b> Head Start/Early Head Start Open House Week – 9/25-27/07	<b>Assistant Executive Director:</b> Naomi Quiring-Mizumoto
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**INFORMATION ONLY:**

Head Start and Early Head Start invite the EOC Commissioners to their annual Open House events scheduled during the week of September 25-27, 2007 as noted in the attached schedule. All centers, home base satellite offices and Early Head Start satellite offices will be having open houses from 4:00 p.m. to 6:00 or 6:30 p.m. for parents, CWPC officers, EOC Commissioners and local partners to observe and share what the programs provide for our children and families.

Please join us at a site or Home Base office in your community and see what our children learn and do in the classrooms and home based activities!

F.C.E.O.C. HEAD START-PRESCHOOL  
EDUCATION SERVICES AREA  
INTEROFFICE MEMORANDUM

**BACK TO SCHOOL NIGHT**  
**OPEN HOUSE FOR HEAD START CENTERS**

Tuesday  
September 25, 2007

1. Area II
2. Brooks
3. Caruthers
4. Clovis
5. Dakota Circle
6. Firebaugh
7. Franklin \*
8. Garden Way
9. Jefferson
10. Madison
11. Mosqueda
12. Reedley \*
13. Sequoia
14. Franklin Satellite HB
15. San Joaquin Satellite HB
16. Mt. Carmel EHS
17. Reedley EHS

Wednesday  
September 26, 2007

1. Citrus
2. College Community
3. Huron
4. Ivy
5. Kings Canyon \*
6. Maple Vista
7. Oro Loma
8. Ramacher \*
9. Romain
10. Roosevelt
11. Washington
12. Wilson \*
13. East Fresno A Satellite HB
14. East Fresno B Satellite HB

Thursday  
September 27, 2007

1. Cedarwood \*
2. La Colonia
3. Mendota
4. Millbrook \*
5. Molly Nevarez \*
6. Pinedale
7. Sanger
8. San Joaquin
9. Wesley
10. Yosemite
11. Fowler Satellite HB
12. Sanger Satellite HB
13. Addams EHS
14. Sanger EHS

**Open House hours are scheduled to be from 4:00 p.m – 6:00 p.m.**

**\*Full Day classes, Extended Day classes and Home Base Satellites will have  
Open House from 4:30 – 6:30 p.m.**

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> September 12, 2007	<b>Program:</b> Administration
<b>Agenda Item No.:</b> VI.-B.5	
<b>Item:</b> CSBG Disaster Preparedness	
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION**

Approve FCEOC's request to enter into a Community Services Block Grant (CSBG) Disaster Preparedness contract with State Department of Community Services (CSD). The grant amount being awarded is \$24,500 for a twelve-month period and requires a Board resolution herein attached.

**BACKGROUND**

CSD has set aside monies to engage CSBG funded agencies to develop or enhance their emergency plans for continued services in the event of a major disaster within its geographical area. Secondly, agencies are to develop collaborative agreements to be included in local emergency plans with local city, county or other emergency responders. Finally, agencies would also have to provide disaster preparedness outreach, training or education to the low income or vulnerable population.

The due date for return of the completed contract with corresponding Board resolution is September 15, 2007. The project period for completing the above objectives is September 15, 2007 through September 14, 2008.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

**RESOLUTION**

WHEREAS, the Department of Community Services and Development (CSD) is designated to receive and administer the Community Services Block Grant (CSBG) for the State of California (Government Code Section 16367.5), and

WHEREAS, the State CSD, under the CSBG has elected to award Fresno County Economic Opportunities Commission (EOC) Contract #07F-4887 in the amount of \$24,500 for Disaster Preparedness, and

WHEREAS, the EOC Board of Commissioners has accepted this award on September 12, 2007.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> September 26, 2007	<b>Program:</b> Enterprise Development
<b>Agenda Item No.:</b> VI.-B.6	<b>Associate Executive Director:</b> Salam Mohammad
<b>Item:</b> Community Development Financial Institution (CDFI)	<b>Assistant Executive Director:</b> George Eqawa
<b>Committee:</b> Board of Commissioners	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Approve establishing a Community Development Financial Institution (CDFI) as an economic development entity of the Agency.

**BACKGROUND:**

CDFIs are private-sector financial intermediaries with community development as their primary mission. Like banks and other more-conventional financial intermediaries, CDFIs are in the business of attracting funds and putting those funds to work in productive ways. CDFIs help bridge the growing gap that exists between the financial services available to the economic mainstream and those offered to low-income people and communities, by bringing capital and financial services to the latter, affording them access to capital to start and expand businesses, build and purchase homes, and develop needed community facilities. CDFIs therefore provide affordable banking services to individuals and finance small businesses, affordable housing, and community services that, in turn, help stabilize neighborhoods and alleviate poverty. In addition, CDFIs provide credit counseling to consumers and technical assistance to small business owners and housing developers to help them use their financing effectively.

CDFI customers include a range of individuals and organizations:

- Small business owners, who bring quality employment opportunities and needed services to economically disadvantaged communities
- Community service providers, that provide childcare, health care, education, training, arts, and social services in underserved communities
- Individuals who require affordable banking services, including basic checking and savings accounts, responsible alternatives to predatory financial companies, mortgages, and other kinds of loans

As of July 1, 2007 there are 768 CDFIs operating in low-wealth communities in all 50 states, the District of Columbia, and Puerto Rico. In 2005, CDFIs invested \$4.3 billion to create economic opportunity in the form of new high-quality jobs, affordable housing units, community facilities and financial services to low-income people. There are 81 CDFIs in California that have been awarded \$85.7 million since 1996 by the CDFI Fund

A crucial source of support for CDFIs is the federal CDFI Fund, administered by the U.S. Department of the Treasury. CDFIs apply for limited funds through a competitive process that

requires the CDFI, in most cases, to provide at least a 1:1 match of non-federal funds to receive financial assistance. The Fund also rewards banks and thrifts for making investments in CDFIs and distressed communities through its Bank Enterprise Award Program. The New Markets Tax Credits Program, initiated in 2002, encourages private sector investment by offering tax credits for qualified community development investments. CDFIs use the money awarded through CDFI Fund programs to leverage private-sector resources into distressed communities. Since its first round of funding in 1996, the CDFI Fund has made over \$750 million in awards to community development organizations and financial institutions. The CDFI Fund calculates that every dollar they invest in a CDFI leverages 21 non-federal or private sector dollars.

In 1999, the Agency, through its Community Development subsidiary, Enterprise Plus Development Corporation Inc. (ePLUS), applied to the CDFI Fund for certification and 3-year core funding of \$1,011,856 with matching funds to be provided by CRA funds available with several commercial banks. The Fund rejected the application indicating that at the time of their review, ePLUS "did not meet the target market, financing entity, development services, and accountability certification eligibility requirements" to qualify for certification.

In order to meet the above eligibility criteria, the Agency will create a new financial entity within the control of EOC Board with a defined mission for economic and community development services in targeted areas. The timeframe for the creation of the new entity, its activities as a financial institution, and leading to its application for certification and funding as a CDFI is provided below:

- September 2007: Board approval to establish CDFI
- October 2007: Transfer Microenterprise Program to the CDFI  
Move Wells Fargo and other loan portfolio to the CDFI  
Appoint Ad hoc Steering Committee
- December 2007: Draft Articles of Incorporation & Bylaws  
Elect Board of Directors  
Submit Application to US Treasury for TA Grant
- January 2008: Develop Business Plan
- February 2008: Solicit Investments
- October 2008: Develop and Submit Application to CDFI Fund (US Treasury) for certification and grant

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION  
FINANCE COMMITTEE MEETING  
WEDNESDAY, SEPTEMBER 19, 2007  
EXECUTIVE OFFICE CONFERENCE SUITE 300**

**MINUTES**

- I. Peter Vang called the meeting to order at 11:42 a.m.
- II. Roll call was taken and a quorum was present:

<u>Members:</u>	<u>Staff:</u>	<u>Guests:</u>
Peter Vang, Chair	George Egawa	James Aleru, CPA
Dr. Lee Farley	Salam Mohammad	Charles Garabedian
Theresa Hernandez	Rebecca Weimer	Jim Gibbs
Tito Lucero	Steve Warnes	Kari Doeckel
Gene Rico		

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

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

- IV. Insurance Renewal

Jim Gibbs and Kari Doeckel from HRH Insurance Services, our brokers, presented the recommendation for general and other liability insurance renewal as of September 1, 2007 for all policies except auto and workers compensation insurance which renew at different dates. Gibbs noted that obtaining consolidated General Liability coverage for the Agency is challenging as many carriers do not want to take on the diversity of risk exposure areas present in the Agency. The insurance premiums have decreased from the previous year due to a softening insurance market and due to the favorable loss history experienced by the Agency. The premium comparison, marketing results, and insurance carrier recommendations provided by HRH were presented. Gibbs mentioned that overall the Agency has a comprehensive coverage for risk areas, and noted that the Agency has declined terrorist and earthquake coverage due to the perception of low risk for Fresno.

*M/S/C – (Rico/Farley) to accept the renewal of insurance coverage for the period of September 1, 2007 – September 1, 2008 as presented.*

- V. Audit Reports / Status
  - A. California Department of Public Health’s Annual Financial and Compliance Audit report noted compliance with requirements and resolution of noted audit finding.

- B. FCWIB's Single Audit Act Requirement for Period Ending December 31, 2006 noted compliance with requirements.
- C. Fresno-Madera Agency on Aging:
  - i. Transportation and Site Management administrative monitoring and program monitoring of Transportation contract noted adherence with administrative and program contract terms, respectively.
  - ii. Annual Financial Report for Year Ended December 31, 2003 and 2004 noted resolution of reimbursements for the Agency's grants.
  - iii. Annual Financial Report for Year Ended December 31, 2004 and 2005 noted a discrepancy in the reporting of the one-time-only (OTO) audited expenses. A revised report was submitted by Kaku & Mersino LLP that properly classified the OTO into this period.

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

VI. Informational Item

Staff presented the details of personnel costs between salaries and fringe, as well as the percentage break-down of the components of fringe benefits in response to the request of Commissioners at the last meeting. Health insurance is the largest component of fringe benefits and is an important component of staff compensation.

VII. Other Business:

The next meeting is set for October 17, 2007 at 11:30 AM.

VIII. The meeting was adjourned at 12:03 p.m.

Respectfully submitted,

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Peter Vang, Chair

*Helping People. Changing Lives.*



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> September 26, 2007	<b>Program:</b> Finance
<b>Agenda Item No.:</b> VII.-B.	<b>Associate Executive Director:</b> Salam Mohammad
<b>Item:</b> Insurance Renewal	<b>Assistant Executive Director:</b> George Egawa
<b>Committee:</b> Finance	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Finance Committee recommends acceptance of the below insurance coverage for September 1, 2007 to September 1, 2008, as recommended by Hilb Rogal and Hobbs (HRH).

**BACKGROUND:**

Following insurance coverage is being renewed:

- (A) Great American. Provides replacement cost coverage on buildings (limit \$23,863,226) and personal property (limit \$5,749,744) as well as business income & extra expense (\$1,115,000). Also included are the commercial inland marine and boiler & machinery coverage. Premium \$95,862.
- (B) Lexington (AIG) Insurance Company. Provides \$4 million Aggregate and \$2 million each occurrence. Includes General Liability, Healthcare Professional Liability, and Employee Benefits Liability coverage. Premium: \$157,884.
- (C) American International Specialty. Provides \$10 million Excess Umbrella coverage. Premium: \$37,950.
- (D) National Union Fire. Provides Directors & Officers, Employment Practices, and Fiduciary Liability. Limit \$2,000,000, deductible \$50,000 except for employment practices claims which is at \$75,000. Premium: \$34,863.
- (E) National Union Fire. Provides Crime and Employee Dishonesty coverage. Provides limit of \$2,500,000 with deductible of \$10,000 for Employee Theft and limit of \$500,000 with deductible of \$5,000 for Forgery & Altercation, Inside Premise Theft of Money & Securities, Inside Premise Robbery, Safe Burglary, Outside Premise, Computer Fraud, and Funds Transfer Fraud. Also includes a limit of \$500,000 with no deductible for Money Orders & Counterfeit Paper Currency. Premium: \$6,546.
- (F) National Union Fire. Provides Blanket Accident (Accidental Death & Dismemberment) coverage. Provides coverage of \$10,000 with deductible of \$25 to an aggregate limit of \$50,000. Premium: \$13,344.

Terrorism coverage for general liability and inland marine has been declined.

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION  
AUDIT COMMITTEE MEETING  
WEDNESDAY, SEPTEMBER 19, 2007  
EXECUTIVE OFFICE CONFERENCE SUITE 300**

**MINUTES**

I. The meeting was called to order at 12:04 a.m.

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

<u>Members:</u>	<u>Staff:</u>	<u>Guest :</u>
Esther Padilla, Chair (via telephone)	George Egawa	Theresa Hernandez
James Aleru	Salam Mohammad	Tito Lucero
Peter Vang	Rebecca Weimer	
Dr. Lee Farley	Steve Warnes	
Charles Garabedian		

III. Approval of previous minutes – May 16, 2007

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

IV. Presentation of Engagement Letter for Single Audit for 2007

Staff presented recommendation to approve the engagement of Kaku & Mersino LLP, CPAs for the performance of the Single Audit of the Agency for 2007 and the program-specific audits for 2007-08. During the September 2006 meetings, both the Audit Committee and the Board approved the engagement of Kaku & Mersino LLP for the performance of the 2006-07 audits with an additional two-year continuation of engagement dependent on satisfactory performance of the 2006-07 audits. The proposed engagement fee of \$69,550 includes a \$4,500 increase for the Single Audit.

*M/S/C – (Vang/Garabedian) to approve the engagement of Kaku & Mersino LLP, CPAs to perform the Single Audit of the Agency for 2007 and the program-specific audits for 2007-08 for a combined fee of \$69,550.*

IV. Other Business

A. The next meeting is planned for May 2008 upon completion of the 2007 Single Audit. The specific date/time is to be determined.

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

Respectfully submitted,

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Esther Padilla, Chair

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

August 15, 2007

- CALL TO ORDER The meeting was called to order at 6:30 p.m. by Jessica Chavez, CWPC Chairperson.
- ROLL CALL The roll was called by Veronica Aguilar, CWPC Secretary. The following members were present: Veronica Aguilar, Maria Barajas, Carmen Solorzano, Marjy Carver, Patrick Guajardo, Elizabeth Guajardo, Jessica Chavez, Rebecca Carroll, Pang Moua and Irma Flores. A quorum of the Executive Board was present.
- (It was approved at the March 21, 2007, CWPC meeting that the CWPC Executive Board acts on behalf of the CWPC body at the summer months – June, July and August meetings – if a quorum of the full body is not present.)**
- APPROVAL OF PREVIOUS MINUTES Motion to approve Minutes of July 18, 2007 was made by Marjy Carver and seconded by Veronica Aguilar. Motion carried.
- COMMUNITY REPRESENTATIVE REPORTS No Community Representative Reports were presented at tonight's meeting.
- EOC BOARD LIAISON REPORT No EOC Board Liaison Report was given tonight due to EOC Board of Commissioners are in adjournment during the summer months. The EOC Board will resume with their monthly meetings on September 26, 2007.
- 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 August 15, 2007 meeting was made by Maria Barajas and seconded by Veronica Aguilar. Motion carried.

MONTHLY  
FINANCIAL  
STATUS  
REPORT

Patrick Guajardo, EHS Delegate informed delegates at tonight's meeting of the Monthly Financial Status Report for Head Start and Early Head Start. This report was distributed to delegates at tonight's meeting.

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

Motion to approve the Monthly Financial Status Report for July 2007 was made by Carmen Solorzano and seconded by Maria Barajas. Motion carried.

ADA REPORT

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

For July 2007 the overall ADA for Early Head Start is at 98.6%. Analyses of all areas below the recommended 85% ADA have been done.

Motion to approve the ADA Reports for July 2007 was made by Veronica Aguilar and seconded by Maria Barajas. Motion carried.

PROGRAM  
OPTIONS  
REVISIONS

Wyoma Lewis, Family/Community Services Director informed delegates at tonight's meeting the Program Options 2007-2008 Revisions. This information was distributed to delegates at tonight' meeting.

It is staff recommendation to make the following changes to the Head Start Program Options for the 2007-2008 school year due to recruitment and enrollment numbers. It is required by our funding source that Head Start must meet full enrollment on the first day of operation. In order to meet this requirement:

Currently Firebaugh has 40 slots and Garden Way has 80 slots. It is being recommended to move 20 slots from Garden Way to Firebaugh thus increasing Firebaugh to 60 slots. Garden Way will decrease to 60 slots.

After a question and answer period, motion to approved the recommended changes to the Head Start Program Options for the 2007-2008 school year (Firebaugh 60 slots and Garden Way 40 slots) was made by Veronica Aguilar and seconded by Marjy Carver. Motion carried.

FULL DAY/  
EXTENDED DAY  
ENROLLMENT  
CRITERIA  
RECOMMEN-  
DATION

Ms. Lewis informed delegates at tonight's meeting of the Full Day/Extended Day Enrollment Criteria recommendation change. This information was distributed to delegates at tonight's meeting.

The recommendation change to our current Full Day/Extended Day Enrollment Criteria under INCOME:

FULL DAY/  
EXTENDED DAY  
ENROLLMENT  
CRITERIA  
RECOMMEN-  
DATION (Cont.)

Currently reads:

INCOME

- A. Any child being considered for full day or extended day care cannot exceed the Head Start Poverty Guidelines for FCEOC Head Start.

Recommended Change to read:

INCOME

- A. Any child being considered for full day or extended day care cannot exceed the Head Start Poverty Guidelines by 125%, however, families whose income fall at or below the Poverty Guidelines will have priority for enrollment.

Motion to approve the Full Day/Extended Day Enrollment Criteria change was made by Carmen Solorzano and seconded by Maria Barajas. Motion carried.

FY 2008 HEAD  
START-  
PRESCHOOL  
AND EARLY  
HEAD START  
REFUNDING  
BUDGETS  
(Drafts)

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

Ms. Mizumoto went over the various categories that make up the budgets such as: salaries, fringe benefits, travel, equipment, supplies, contractual, other and the Training and Technical Assistance (T&TA) category.

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

**HEAD START-PRESCHOOL:**

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

**EARLY HEAD START:**

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

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

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

The changes reflecting Garden Way and Firebaugh slots in the Head Start Program Options for 2007-2008 will need to be made to this budget. The Final Head Start-Preschool/Early Head Start FY 2008 Refunding Budget will be presented to delegates at the CWPC Meeting on September 19, 2007 for approval.

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

After a brief question and answer period, motion to approve the Head Start-Preschool FY 2008 Refunding Budgets (Drafts) was made by Veronica Aguilar and seconded by Patrick Guajardo. Motion carried.

After a brief question and answer period, motion to approve the Early Head Start FY 2008 Refunding Budgets (Drafts) was made by Carmen Solorzano and seconded by Marjy Carver. Motion carried.

2006-2007  
HEAD START  
HEALTH COM-  
PLIANCE REPORT/  
CENTER BASE &  
HOME BASE

Cindy Miklesh, Health Services Director informed delegates at tonight's meeting of the 2006-2007 Head Start Health Compliance Report for Center Base & Home Base. This information was mailed to delegates prior to tonight's meeting.

The Health Compliance Report reflects the period of August 1, 2006 to May 31, 2007 and indicates the percentage for Physical, Dental Exams and Immunization completed in the 2006-2007 school year. These items are compliance issues for every Head Start nationwide as required by the Performance Standards and State Regulations. At the end of the school year we are required to submit the Program Information Report (PIR) to our national office.

Motion to approve the 2006-2007 Head Start Compliance Report for Center Base and Home Base was made by Veronica Aguilar and seconded by Maria Barajas. Motion carried.

LOCAL PARENT  
COMMITTEE  
BY-LAWS RECOM-  
MENDATION

Lupe Trevino, Parent Involvement Coordinator informed delegates at tonight's meeting of the Local Parent Committee By-Laws Recommendation. This information was mailed to delegates prior to tonight's meeting.

The proposed recommendation is to revise all Center Base and Home Base Local Parent Committee (LPC) By-Laws in the "Quorum" section to reads as follows:

**QUORUM:** Twenty-two percent (22%) of the funded enrollment must be present to conduct Local Parent Committee (LPC) business. In the event the 22% is not present, then a quorum of the Executive Board (includes Chairperson, Vice-Chairperson, Secretary and Treasurer) can take action on matters that need immediate approval.

LOCAL PARENT  
COMMITTEE  
BY-LAWS RECOM-  
MENDATION  
(Cont.)

Delegates were encouraged to talk to the parents at their local site/home base areas to get them involved to attending the LPC meetings.

After a question and answer period, motion to approve the Local Parent Committee By-Laws Recommendation was made by Veronica Aguilar and seconded by Patrick Guajardo. Motion carried.

At this time, Ms. Mizumoto informed delegates at tonight's meeting of the notification from the Office of Head Start in Washington, D.C. regarding Channell Wilkins, Head Start Director. Mr. Wilkins has been chosen to Chair the new Task Force on Native Youth for the next year. Ms. Patricia Brown will be the Acting Director of the Office of Head Start.

ANNOUNCE-  
MENTS

Ms. Solorzano made the following Announcements:

1. September 3, 2007 – Labor Day Holiday – No School
2. September 5, 2007 – Next Executive Board Meeting at Kings Canyon Head Start-Preschool at 6:00 p.m.
3. September 19, 2007 – Next CWPC meeting at Franklin Head Start-Preschool at 6:30 p.m.

Ms. Chavez announced that the Westside Coalition will be giving away age appropriate Backpacks to children. The location is at the Boys & Girls Club in the Westside on Saturday, August 18, 2007. She encouraged delegates to share this information with the parents at their sites/home base areas.

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Maria Barajas and seconded by Patrick Guajardo. Motion carried. The business meeting adjourned at 7:28 p.m.

Esther Lepe  
Recording Secretary

**EOC/ Local Conservation Corps  
Advisory Committee Meeting  
Minutes  
August 16, 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	P	Susan Schneider	P
Dr. Lee Farley	P	Amber Adams	A
Dr. Mark Wilson/Rena Faila	A/P	Pastor Rufus Fruge	A
Jerry Haynes/Randall Cooper/Heather Heinks/Paul Melikian	A/A/A/A	Daniel Renteria	A
Jonathan Yang, LCC Corpsmember Council President	P	Francisco Vizcarrondo, YouthBuild Policy Council Chair	P

Guest: Patricia Melton

Corpsmember Present: Daniel Taito

Cesar E. Chavez Adult Education Center Staff:

Sally Fowler, Assistant Principal

Lucia Jimenez, Vice Principal

Don Warkentin, Teacher

Staff: Michelle L. Tutunjian, Assistant Director  
Tom Zizzo, General Manager - Enterprise Operations  
Salvatore Terry, Assistant General Manager  
Shawn Riggins, Recycling Program Manager  
Susan Carter, AmeriCorps Program Manager  
Alicia Garcia, Office Manager  
Al Boyd, Corpsmember Development Facilitator  
Caroline Calhoun, YouthBuild Case Manager

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 Cesar E. Chavez Adult Education Center

II. PRESENTATION:

Ms. Sally Fowler, Assistant Principal from the Cesar E. Chavez Adult Education Center, provided the Committee with an overview of the collaboration between the Local Conservation Corps (LCC) and the Cesar E. Chavez Adult Education Center. The Cesar E. Chavez Adult Education Center has had a long standing relationship with the LCC. As the Corps has grown, referrals to Cesar Chavez Adult Education Center have increased. The majority of the students referred by the LCC are enrolled in the Adult Basic Education, High School/GED, in the on-site as well as Distant Learning Program. Some LCC students have also been involved in the Career Technical Education and Vocational Training programs, as their schedule allows. The Chavez center also has a tutorial center, provides job development assistance, access to staff of the State of California Department of Corrections, and twelve (12) computers, a fax machine and copier for general student use.

Ms. Fowler introduced Ms. Lucia Jimenez, Vice-Principal, who provided the Committee with a brief overview of the Adult Basic Education Program, services provided to the community, and the minimum requirements to enroll at the Cesar E. Chavez Adult Education Center. The Cesar E. Chavez Adult Education Center offers a traditional high school in-class program, and an independent study program where students come in once a week to pick up coursework, complete it at home and return it, meet with a teacher, and pick up additional work. Many LCC students take advantage of the independent study program. The individuals who have limited reading, writing, and math skills, are enrolled in the Adult Basic Education Program to help them build these skills, then transition to the high school/GED program. A student must earn 200 credits in core work and then pass the CAHSEE exam in order to receive a high school diploma. The CAHSEE is offered five (5) times per year. All services are free with the exception of the GED test fee required by the State of California.

III. REVIEW AND APPROVAL OF MINUTES: MAY 17, 2007

MOTION APPROVED

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

EOC Local Conservation Corps Projects (* indicates pending)	
01. City of Fresno Public Works - Traffic Medians and Islands Maintenance and Mowing	17 corpsmembers
02. City of Fresno Maintenance of LLMD and CFD	6 crews
03. City of Fresno Medians Concrete Installation	2 crews
04. *City of Fresno D3 area improvements	1 crew
05. City of Fresno Graffiti Abatement	1 crew
06. *City of Fresno – demo and reconstruction of tot lots – Fulton Mall	
07. *RDA Property Maintenance	1 crew
08. *RDA home rehabilitation project	1 crew
09. Head Start Grounds Maintenance Project	4 corpsmembers
10. Executive Plaza Grounds Maintenance	4 corpsmembers
11. DOC (main) Recycling Program	28 corpsmembers
12. DOC CALCC GIS/GPS Project	Several corpsmembers
13. *DOC competitive application – partnership with City of Fresno (multi-family recycling)	
14. DOC Capital Improvement Fund – Recycling Center – Neilson and Marks	Several crews
15. DOC County 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. *YouthBuild DOL (main) 07	40 corpsmembers
27. YouthBuild Challenge Grant	5 corpsmembers
28. YouthBuild JEHT consultant (statewide criminal justice alternatives initiative)	
29. Fresno Safe and Proud Neighborhoods (AmeriCorps) (Yr 3)	40 corpsmembers
30. Fresno Safe and Proud Neighborhoods (AmeriCorps) 2007-2010	50 corpsmembers
31. NYC – OCS Job Creation Proposal (Enterprise Operations Division)	72 new jobs
32. NYC (Park Bond Prop 12 Murray-Hayden)	LCC and Contractor
33. NYC (Prop 12 and 40 Formula – CCC)	Several crews improvements
34. NYC-RDA-off site	
35. NYC-City of Fresno (gymnasium)	
36. NYC (Urban Parks (04)	Crews/contractor
37. NYC – HUD grant	1 crew
38. NYC State Bond Fund (06) Proposition 84	
39. NYC - E-rate discount telecommunications	
40. Universal Lifeline Telephone Services	1 crew
41. TALK program (discount telephone services for low-income residents)	2 temps

EOC Local Conservation Corps Projects (* indicates pending)	
42. Enterprise Operations (moving, document management - storage, shredding, recycling)	crews, as needed
43. *Housing Authority Vacancy Preparation	1 crew
44. Housing Authority Districts Grounds Maintenance	Several crews
45. Housing Authority County-wide cooler maintenance and replacement projects	1 crew
46. FMFCD Basin Maintenance (undeveloped Unit A) Years 1,2,3 (through October 2007)	Several Corpsmembers
47. FMFCD Basin Maintenance (developed)	1 crew
48. *S Village	
49. Fresno Irrigation District (03-05) cleanup (extended into 07)	1 crew
50. NASCC Youth Civic Justice Corps	22 corpsmembers
51. *NASCC DOL Civic Justice Corps (grant to continue CJC services)	
52. *NASCC Juvenile Delinquency and Prevention (grant to continue CJC services)	
53. NASCC - Ed Award Only (cycle 7)	90 awards
54. City of Clovis Park Development – Chennault/Helm Park	1 crew
55. EOC 15% WIA Incarcerated Youth Project	Eligible Youth Referrals
56. Calwa Park Improvements (State Park Bond)	1 crew
57. *Discovery Center Playground installation	
58. San Joaquin River Parkway and Conservation Trust Donation (\$5,000) Restore smoke house	
59. Lot cleanup – Grubb and Ellis	1 crew
60. CCI CCHE Museum Planning grant (Peach/Butler) – consultant contract	

Michelle L. Tutunjian, LCC Assistant Director, 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 received a grant from the State of California, Department of Conservation (DOC) for fiscal year 2007-2008 to provide recycling services at schools, businesses, and campgrounds. In addition to these services, the LCC is in the process of identifying a location in Fresno County to open a recycling center where residents can redeem their recyclables.

The LCC partnered with the City of Fresno to submit a competitive recycling grant application to the State of California for a multi-family recycling program. If the grant is approved, LCC plans to distribute recycling tote bags to the residents of large apartment complexes to place their recyclables, (cans, bottles, and glass) and set outside at their front door for weekly LCC crew pick up. LCC expects to receive notice about the grant from the State of California in September.

Shawn Riggins also provided the Committee with an update on the DOC Capital Improvement Fund Project. LCC submitted a proposal to the State of California for \$2+ million dollars for capital improvements. These funds will allow LCC to construct a recycling sorting center and purchase additional vehicles, all with the goal of increasing CRV collection. All recyclable material collected by LCC crews will be brought to the sorting center, sorted, bailed and shipped to a processor. In addition, LCC intends to offer an education component at the sorting center where teachers can bring students for field trips. The students will then have an opportunity to see what happens to the recyclables they collect, how the material is sorted, bailed and shipped.

Michelle Tutunjian provided the Committee with an update on the YouthBuild USA National Schools Initiative. LCC is currently in its third year of funding. YouthBuild USA awarded LCC \$70,000 to enhance education services to YouthBuild students.

Patricia Melton, Consultant for YouthBuild USA, was then introduced to the Committee. Ms. Melton provided the Committee with a brief overview of the goals and objectives of the National Schools Initiative (NSI). She also shared with the Committee that she was very pleased to see how YouthBuild Fresno has leveraged its resources and partnerships to deliver educational services to YouthBuild students.

Susan Carter, AmeriCorps Program Manager, informed the Committee that the AmeriCorps program year 2006-2007 had come to a close. A graduation ceremony was held on August 1, 2007 for 24 members who successfully completed the program, giving over 34,000 hours of community service. There were approximately 60 attendees including site supervisors, partners, and family members. LCC is currently recruiting individuals to fill 50 slots (30 full-time, and 20 part-time) for program year 2007-2008. Boys and Girls Clubs are a new partner this year. Members receive a stipend, (FT \$465, PT \$250 every two weeks) to help offset the cost of volunteering. Full time members receive health/dental benefits, and childcare assistance for those who meet the eligibility criteria. In addition, AmeriCorps members receive an education award (FT \$4,725, PT 2,360.50), after successfully completing one year of service.

Tom Zizzo, LCC General Manager, Enterprise Operations, provided the Committee with an update on the Fresno Irrigation District Project. LCC is finalizing a contract with the Fresno Irrigation District to provide clean up services (removing shrubs and trees) along canals. This will extend the current (3 year contract) into 2008.

Salvatore Terry, Assistant General Manager, provided the Committee with an overview of the smoke house restoration project. The LCC received a \$5,000 private donation which was matched with funds from the San Joaquin River and Conservation Trust to restore a smoke house. The building will be restored to its original specifications using the original bricks. Corpsmembers demolished the old building, removed bricks one-by-one, then set them aside for reuse. The bricks were uneven, curved, and warped, so corpsmembers had to cut and shave each brick before it could be reused. The project is expected to be completed by the end of September.

V. CORPSMEMBER DEVELOPMENT REPORT

COMMUNITY SERVICE ACTIVITY REPORT

5/18/07	Mendota Unified School District Migrant Parent 10 <sup>th</sup> Annual Mini Conference/ULTS Booth	1 Staff
5/18/07	Wishon Elementary School Bike Rodeo	3 AMC Members
5/19/07	CURE/United Christian Church 2 <sup>nd</sup> Annual "A Day With The Community and Food Drive"/Recycling Education and ULTS Booth	3 Staff 5 Corpsmembers
5/22/07	City of Fresno – Public Works Celebration	1 AMC Intern 2 AMC Members
5/25/07	Bakman Elementary School Carnival/Assist with clean-up	1 Staff 4 Corpsmembers
5/25/07	Oro Loma School Community Health Fair/ULTS Booth	1 Staff
6/09/07	National Paks Family Day 2007-Roeding Park/ULTS Booth	3 Staff 6 Corpsmembers
6/12/07	Fresno City College Job Fair/AmeriCorps Recruitment Booth	1 Staff
6/13/07	SUN-MAID's 10 <sup>th</sup> Annual Health Fair/ULTS Booth	1 Staff
6/14/07	Flag Day-Veteran's Hospital/AmeriCorps Day of Service	2 Staff 25 AMC Members
6/16/07	Juneteenth Celebration/Set-up & Clean-up	3 Staff 9 Corpsmembers
6/16/07	KJEWEL 6 <sup>th</sup> Annual Air Show/AMC & ULTS Recruitment Booth, and recycling services	7 Staff 10 Corpsmembers
6/23/07	Central California Blood Bank/Walmart Health Fair-TALK & ULTS Booth	2 Staff
6/28/07	Hispanic Chamber of Commerce Job Fair/AmeriCorps Recruitment Booth	1 Staff
7/19/07	South West Police Dept./Second Baptist Church "Bringing Broken Neighborhoods Back to Life" Block Party/ULTS Booth	1 Staff
7/19/07-7/22/07	Mendota Youth Recreation 5 <sup>th</sup> Annual Mendota Harvest Fiesta Carnival/ULTS & TALK Booth	1 Staff
7/26/07-	City of Firebaugh Annual Cantaloupe Roundup/ULTS & TALK Booth	2 Staff

7/29/07		
8/02/07	EOC Head Start Pre-Service Event/Assist vendors unload material/LCC Recruitment, ULTS & TALK Program Booth	2 Staff 4 Corpsmembers
8/03/07	Fresno County Sheriff's Department "National Night Out Health Fair-Mendota/ULTS Booth	1 Staff
8/04/07	Babies First 2 <sup>nd</sup> Annual Awareness Walk & Celebration/ULTS Booth	1 Staff
8/07/07	Fresno Police Department "National Night Out"-Fresno/ULTS Booth	1 Staff

Meeting Adjourned 1:09 p.m.

Respectfully Submitted,

Paul McLain-Lugowski  
EOC Local Conservation Corps Director

BDAUG07 LCC ADVISORY COMMITTEE MINUTES

Sanctuary Safe Place Outreach & Shelter Operations Advisory Board  
Thursday, August 23, 2007

**MINUTES**

**1. CALL TO ORDER**

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

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

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

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

**Staff Present:**

Roger Palomino, Executive Director

Stacie Hines, Sanctuary Director

Peggy Mele, Shelter Supervisor

Anita Ponce, Program Assistant

\*Greg Ferris, Client

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

Board Member updates: Al Galvez, stepped down from his position, and the Street Outreach AmeriCorps

Members are in transition at this time, no representation at this time.

**3. APPROVAL OF MINUTES**

Amend motion to strike the word CPS on page 2 of 3, section 5a, line 6.

June minutes approved with changes. M/S/C

**4. DIRECTOR'S REPORT**

a. Guest Speaker – Roger Palomino – Foundation Funds

The EOC agency is exploring the possibility of more long-term assistance to individuals who come through our programs. We are a crisis-oriented organization, providing services needed for an immediate issue a family or person is facing.

EOC is looking at adopting a policy that looks at an established long-term approach in responding to poverty issues, called Asset Acquisition. Acquisition of assets will be defined more along the lines of having individuals financially provide for themselves; health insurance, an opportunity to save for education, homeownership, and other opportunities such as starting a small business.

1. Development of a Lending Capacity, Community Development Financial Institution (CDFI) with purpose of making loans to entrepreneurs who have a small business or are willing to go to business training in order to establish a small business.
2. Create a Foundation: Focus on primarily giving additional support for EOC related programs. The current funding that we receive thru the government or other established foundations does not adequately meet the needs that we have in our community or the special needs of EOC clients.
3. Community Bank/Credit Union: Within the poverty community of Fresno there is a limited access to people who have not established credit, do not want to work thru traditional bank or lending institution, or who have problems with past credit issues. We will be looking at developing a vehicle for providing help and assistance to people in a casework approach toward developing financial responsibility.

EOC is considering a foundation that will be used to benefit all programs. If there would be an extreme change in public funding, our agency would be very vulnerable and not being prepared to continue with the current level of programming.

b. National Funding Update

The state budget was approved in that there were 35.7 million dollars allocated to the THP Plus Program, Transitional Housing Program Plus, which is an alternative model of our Transitional Living Centers, this programs actual placement of foster youth is with host family or a host adult who will receive a stipend to continue housing that foster youth and then we would apply for the funding. We are currently in full force as a pilot program and we provide the case management services for the foster youth.

In addition, we received an update to the fiscal year 2008 Appropriation measures a \$20 million increase for the Runaway and Homeless Youth Act Program on a national level. We're looking at potentially a \$15 million increase for the Basic Center and Transitional Living Program as well as \$5 million dollar increase for the Street Outreach Program; these funds are spread out nationally. This would put the previous spending levels back to where they were for our RHY Programs, hopefully by 2008.

c. Status of Grant Application & Donation Request Submissions

The Advisory Board has been provided with handouts of updated Status of Grant Applications & Donations Requests. We have been awarded the Fansler Family Foundation Grant as well as the TLC1 & 2 HUD Grants, and the Shelter & Street Outreach RHY. There are also new applications that have been submitted and also have some applications still pending.

d. Program Financial Statements

The board was provided with a general overview of program operating expenses and income streams, and the deficits, which currently the EOC agency covers. Stacie is looking at acquiring additional funding streams.

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

a. Sanctuary Emergency Youth Shelter

At this time our staffing numbers are low, we need to increase our On-Call Youth Care Specialist. It's been a good month there are no incidents to report. Tom Nino wanted to know if foster youth want access to the shelter, would the shelter accept them. Peggy Mele stated that we will take the foster youth and we will contact the worker and inform them that the foster youth is at the shelter and work out a plan. The Shelter continues to have a CPS worker on site.

b. Sanctuary Transitional Living Centers

Tom Nino shared that Angela Quince, ILP Liaison, from TLC 3 went to Families First and gave a brief presentation about the programs. Stacie informed that we are available to provide outreach and presentations, if anyone is interested.

Greg Ferris, client at TLC 1, gave an update on the TLC program. Mr. Ferris suggested that we screen potential clients to ensure that they are willing to complete the program and succeed, he doesn't see new clients willing and with the commitment. He also mentioned that TLC 1 took a camping trip and it was a good experience to spend time with staff.

c. Sanctuary Safe Place Outreach & Events

A full outreach has been made to the Elementary, Middle and High Schools as part of their orientation and explained the Safe Place process. There is a flowchart in place to assist in distinguishing CPS referrals from referrals to the Youth Shelter; we are expecting the number of clients to increase.

d. Sanctuary Outreach to the Streets (SOS)

The Drop-in Center has officially opened, flyers were provided. We are continuing the outreach and spreading the word. We will be tracking the numbers to monitor the progress and will report to the Advisory Board. There is an effort at this moment to target some marketing and community education from Kaiser Funding. We are placing ads in busses, movie screens, etc.

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

**6. OTHER BUSINESS**

a. Canceling Dues

At the previous meeting we voted on canceling the dues, the Advisory Board will be provided with updated By-Laws.

b. Quarterly Meetings

The Advisory Board just wanted to make sure that any action items be addressed on time, if needed an e-mail vote will take place. The Advisory Board will be notified of

any activities/events via e-mail. The By-Laws will be updated to reflect quarterly meetings.

Motion to move to Quarterly Meetings. M/S/C approved.

c. Mayor's Gang Initiative

Don Weaver had proposed this topic, and we're looking at eventually collaborating with them.

d. Programs Available for Children

For our next meeting, Stacie will invite two Case Managers to provide information on referrals/services being provided to youth.

**7. PROPOSED AGENDA ITEMS**

The Advisory Board would like to hold one of the meetings at the Sanctuary. The next Advisory Board Meeting will be held at the Sanctuary Conference Room.

**8. ADJOURN MEETING**

Meeting adjourned at 1:50 p.m.

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

Executive Plaza 1920 Mariposa Mall Suite 310  
Tuesday, September 11, 2007

**MINUTES**

I. Meeting called to order by Dr. Michael Petrovich at 8:16 a.m.

II. Roll call facilitated by Dr. Michael Petrovich

Voting Members	Present	Excuse	Absent	Non-Voting Members	Present	Excuse	Absent	Staff	Present	Excuse	Absent	Guests
Tim Bakman	X			Rosylin Bessard Ed.D			X	Alma Kowalski		X		
Louise Symonds	X							Roger Palomino	X			
Mike Petrovich Ph.D	X											
Mae Rogers Ph.D.	X											
Ed Bailey	X											
Jeanne Starks	X											
Terry Allen Ed.D.	X											
Jimi Rodgers FCEOC Commissioner			X									
Dr. Lee Farley FCEOC Commissioner		X										
Principal, Mark A Wilson	X											
Student Representative Melanie Vargas	X											
Student Representative Marc Vidales	X											
Alternate Student Rep Natika Fairley	X											
Paul McLain-Lugowski, Dir. Local Cons. Corps	X											
Michelle Tutunjian Alternate Rep LCC		X										
Courtney Griffin, Staff Rep	X											
Joseph Turner, Teacher Rep	X											
Rena Failla, Staff Rep.	X											
Rosa Vilades Parent Rep. Rose Armstrong Alt Parent Rep	X											

III. **Approval of Minutes** May minutes approved as read. M/S/C Petrovich/Allen

IV. **SOUL Updates**

Through a PowerPoint presentation Dr. Mark Wilson presented demographic information for the first month of school on enrollments, attendance, academic highlights, activities and updates as reflected in the Principal's report. The student enrollment in the seated component (Sanctuary) is 101 students. Enrollments for the Independent Study sites were as follows: Local Conservation Corps 35 and Asian Village Site 109. During the first three weeks of school the Sanctuary site saw an average attendance rate of 92%. Odyssey Ware a Web-based credit recovery program has been implemented at the seated site approximately 90 students are enrolled. This computer program offers students an alternative to attending night school in an adult education program.

SOUL's Independent Study Summer school program served over 420 students during the eight-week session. The 2007 summer school reflects an increase of 25% from the previous year. The total number of attendance hours generated from summer school will be presented at October's Governing Council meeting.

Rena Failla highlighted the Testing and Assessment schedule presented. She feels that both the teachers and students reflect a more positive attitude about the tests that are administered than in previous years and she relates this to the teachers feeling more familiar with testing procedures, which results in the students feeling more comfortable.

Dr. Mark Wilson invited the Governing Council to attend Back to School Night Wednesday, September 12<sup>th</sup> from 5:00 to 7:00 pm. The evening will begin with a short assembly and student talent show, the parents will then

have an opportunity to meet the teachers and tour the classrooms. The evening will end with a catered Mexican dinner.

Graphical information depicting Academic Performance Index (API) scores for SOUL, FUSD Alternative High schools and the State of California revealed that SOUL had the 6<sup>th</sup> highest growth rate compared to other FUSD schools. SOUL had a 52 - point increase from the previous school year. . This is very exciting as it reflects that our teachers are teaching to the State of California Educational Standards, and our students are learning as indicated by State test scores.

The Council discussed the information presented.

**V. SOUL Student Updates**

Dr. Mark Wilson introduced Melanie Vargas and Marc Vidales as potential candidates for student representatives and Rosa Vidales as a potential Parent representative. He introduced Nakita Farley as a potential alternative student representative and Rose Armstrong as a potential alternative parent representative. Each student shared briefly about themselves and what brought them to SOUL and their goals for the future. A motion to approve each nomination as stated. M/S/C Allen/Bakman

Dr. Mark Wilson shared that Melanie, Marc and Nakita are all involved in the Careers class. They will be reporting on the activities and academic details of this class in the coming months. Kaiser just awarded SOUL a \$35,000.00 grant specifically for this class. This funding will allow the class to participate in field trips and provide additional resources to the students.

**VI. Other Business**

Dr. Michael Petrovich reported that the Second Space Christmas theater production for the 2007 Holiday season would be "The Best Christmas Ever". After the council discussed several options, Dr. Michael Petrovich volunteered to investigate show dates and times and report back next month. Roger Palomino offered to assist the Governing Council with the promotion of tickets sells and the rental of the Second Space Theater as a fundraising event.

Dr. Mark Wilson expressed thanks to Roger Palomino and EOC for an exceptional job on the Change brochures published to highlight EOC's programs and Fabian Ramirez, one of SOUL's graduates. Copies will be made available to council members at the October meeting

Roger Palomino reaffirmed to the council how proud EOC is of the staff and students at SOUL. He stated that EOC continues to support SOUL in an effort to provide an alternative school that provides a quality education for the children of our community to meet their special needs.

Roger Palomino reported that the Child Care Center is complete. The center will be soon be open to provide Child Care for our students that are teen parents, as well as, an education component for them. Once final licensing is received the facility will open. Dr. Mark Wilson added that Early Head Start just received a two-year grant through First Five. This funding will provide for a credentialed teacher in childhood education to work with our students that are parents or may be interested in this career field. The facility will be able to care for infants 2-3 weeks old up to children age 4.

Roger Palomino invited the Council members to attend a Memorial service hosted by EOC to commemorate the events of 9/11 immediately after the council meeting on the Mariposa Mall.

The next meeting is scheduled for Tuesday, October 9, 2007

**VII. Public Comment**

**VIII. Adjourn meeting**

Meeting adjourned at 9:22 M/S/C Symonds/Allen