

Fresno County Economic Opportunities Commission

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

BOARD OF COMMISSIONERS MEETING EOC BOARD ROOM, SUITE 310 WEDNESDAY, January 23, 2008, 7:00 P.M. AGENDA

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| | A. Head Start County-Wide Policy Council | Lucero | Approve | |
| | 1. November 14, 2007 Meeting Minutes | | | 34 |
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| | B. Sanctuary Safe Place & Shelter Advisory Board | Fernandez | Approve | 43 |
| | January 10, 2008 Meeting Minutes | | | |
| | C. SOUL Governing Council | Rodgers | Approve | 45 |
| | December 11, 2007 Meeting Minutes | | | |
| IX. | <u>Committee Appointments</u> | | | handout |
| X. | <u>Other Business/Public Comment</u> | | | |
| | (This portion of the meeting is reserved for persons wishing to address the Board on items within jurisdiction but not the agenda. Comments are limited to five minutes.) | | | |
| XI. | <u>Adjournment</u> | | | |
| | (Items listed as information still leaves the option for guidance/direction by the Board.) | | | |

EOC BOARD OF DIRECTORS

ROLL CALL 2008

(July & August Summer Recess)

Commissioner	Term Expiration	Target Area or Appointing/Nominating Org.	1/23	2/27	3/26	4/23	5/28	6/25	9/24	10/22	11/12	12/10
Tim Bakman	12/31/09	14th Senatorial District										
Dr. Lee Farley	12/31/09	Community Colleges										
Kathleen Fernandez	12/31/08	Juvenile Court										
George A. Finley, Sr.	12/31/08	Board of Supervisors										
Pastor Rufus Fruge	12/31/08	Target Area E										
Charles Garabedian, Jr.	12/31/09	Malaga County Water District										
Theresa Hernandez	12/31/08	Foster Grandparents										
David Randy Kevorkian	12/31/09	Target Area H										
J. Homer Leija	12/31/09	Target Area C										
Tito A. Lucero	12/31/08	Head Start County-Wide Policy Council										
Marina Magdaleno	12/31/09	Board of Supervisors										
Rev. Paul McCoy	12/31/09	NAACP										
Vongsavanh Mouanoutoua	12/31/09	Lao Evangelical Church of Fresno										
Esther Padilla	12/31/08	CA Transplant Donor Network										
Jose Antonio Ramirez	12/31/09	Target Area A										
Daniel Renteria	12/31/08	Target Area F										
Eugene Rico	12/31/09	Target Area G										
Jimi Rodgers	12/31/09	Association of Black Social Workers										
Jess Saldana	12/31/08	Target Area D										
Stites, Moses	12/31/08	31st Assembly District										
Rev. E. Swillis	12/31/09	Mayor's Appointment										
Peter Vang	12/31/08	30th Assembly District										
Juanita Veliz	12/31/09	Target Area B										
John Paul Youel	12/31/08	Fresno County Housing Authority										
Present = X												
Absent = O												
Excused = E												
Vacant = V												

(Rollcall.08)

**Fresno County Economic Opportunities Commission
Board of Commissioners Meeting
Wednesday, December 12, 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 – Swillis/Finley to approve November 14, 2007 Meeting Minutes. All in favor.

IV. EXECUTIVE DIRECTOR'S REPORT

Executive Director's comments on year end.

V. APPROVAL ITEMS

M/S/C – Swillis/Rodgers to approve/ratify the following: A.1) Employment & Training Governor's Discretionary 15% CalGrip Gang Prevention and Intervention RFP to the Employment Development Department and California Workforce Investment Board in the amount of \$400,000, A.2) Employment & Training CalGrip Gang Prevention and Intervention RFP to the Governor's Office of Emergency Services in the amount of \$200,000, A.3) Employment & Training RFP to the Fresno County Workforce Investment Board for the In School Youth in the amount of \$1,516,709 and Out of School Youth in the amount of \$816,680, B) School Age Child Care FY 2008-2009 Continued Funding Application to the State Department of Education in the amount of \$1,118,007, C.1) Transit Systems Administration Building Remodel, C.2) Transit Systems Nielsen Property Water Main Construction, D) Human Resources Health Plan Benefit Changes, E) Finance Renewal of Worker's Compensation and Health Plan Stop Loss Insurance, and E) Community Sector and Target Area Representatives for a two-year term commencing January 2008. All in favor.

VI. ADVISORY BOARDS

A. Head Start County-Wide Policy Council (Information Only).

Lucero reported on the October 17, 29007 Meeting Minutes.

B. LCC Advisory Board

M/S/C – Finley/Saldana to approve November 21, 2007 Meeting Minutes. All in favor.

VII. ELECTION OF OFFICERS

Stites declared all seats vacant, relinquished his seat, and turned the meeting over to Saldana at 7:16 p.m. Saldana opened up the nominations at 7:17 p.m.

Swillis motioned all officers remain in the same seats as 2007.

M/S/C – Swillis/Padilla to approve motion for all officers to remain in the same seats as 2007. All in favor.

M/S/C – Ramirez/Rodgers to close nominations and election of officers. All in favor.

Stites resumed his seat at 7:28 p.m.

VIII. OTHER BUSINESS/PUBLIC COMMENT

Stites called for other business. Palomino announced the 2008 board retreat from January 30 to February 1.

Stites called for public comment. There was none.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:33 p.m.

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

Respectfully submitted,

Roger Palomino
Board Secretary

Fresno County **Economic Opportunities Commission**

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 23, 2008	Item: Seating of Commissioners
Agenda Item No.: IV.	Executive Director: Roger Palomino
Committee: Board of Commissioners	Board Chairman: Moses Stites

RECOMMENDED ACTION:

Formally Seat Commissioners for a two-year term commencing January 1, 2008 to December 31, 2009, with the exception of Target Area B for a one-year term commencing January 1, 2008 to December 31, 2008.

Public Official Appointments

Tim Bakman

Dr. Lee Farley

Marina Magdaleno

Rev. E. Swillis

Appointing Body

14th Senatorial District

Community Colleges

Board of Supervisors

Mayor's Appointment

Community Sector

Charles Garabedian Jr.

Rev. Paul McCoy

Vongsavanh Mouanoutoua

Jimi Rodgers

Appointing Body

Malaga County Water District

NAACP

Lao Evangelical Church of Fresno

Association of Black Social Workers

Elected

Randy Kevorkian

J. Homer Leija

Jose Antonio Ramirez

Eugene Rico

Juanita Veliz

Target Area

H

C

A

G

B

**EXECUTIVE COMMITTEE
EOC BOARD ROOM, SUITE 310
January 9, 2008, 12:00 p.m.
MINUTES**

I. Call to Order

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

II. Roll Call

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

Committee Members

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

Staff Present: Roger Palomino, Naomi Mizumoto, Dawn Cagle, Mark Wilson, Stacie Hines, Blong Lee, Dennis Bachelor, Carolyn Moreno

III. Approval of Previous Minutes

M/S/C – Rico/Finley to approve September 12, 2007 Meeting Minutes. All in favor.

IV. Executive Director's Report

Palomino announced/reported on the following:

- The Governor's budget information to be released in a few days.
- Developments with the sale of the Neighborhood Youth Center (NYC) to the City of Fresno.

- An Application for Funding EOC is submitting to the Workforce Investment Board on January 18th. Discussion.
- His participation as a keynote speaker at the annual Martin Luther King Celebration on January 21st at the Saroyan Theatre from 11:00 a.m.-2:00 p.m.
- Reminded the committee to return the Board Survey to Dawn Cagle.

V. Consent Items

M/S/C – Finley/Vang to approve/ratify the following: A) Community Services Block Grant (CSBG) 2008-2009 Contract Renewal to the Department of Community Services and Development in the amount of \$231,064, B) Energy Partners 2008 refunding agreement to P.G. & E. in the amount of \$1,293,516, C.1) Refugee Services application to the California Endowment in the amount of \$55,000, C.2) Refugee Services application to the California Department of Agriculture in the amount of \$100,000, C.3) Refugee Services application to Kaiser Permanente in the amount of \$30,000, C.4) Refugee Services application to Rabobank Community Foundation in the amount of \$75,000, C.5) Refugee Services application to Robert Wood Johnson Foundation in the amount of \$150,000, C.6) Refugee Services application to Roots of Change in the amount of \$60,000, C.7) Refugee Services application to USDA-AMS-FSMIP in the amount of \$75,000, C.8) Refugee Services application to USDA,CREES Community Food Projects in the amount of \$125,000/yr for 3 years, D.1) Sanctuary United Way FEMA Funding request in the amount of \$19,000, D.2) Sanctuary partnership application to California Association of Nonprofits (CAN) Central Valley Capacity Building Project, E.1) SOUL & Fresno Unified Renewal Charter Petition for the period of July 1, 2008 to June 30, 2013, and E.2) SOUL & Fresno Unified MOU from July 1, 2008 to June 30, 2013. All in favor.

Mark Wilson invited the committee to attend the FUSD public hearing on February 6th and board meeting on February 12th in support of the SOUL and Fresno Unified MOU to be listed on their agenda at both meetings.

VI. Other Business

Stites asked for other business. Cagle invited the committee to the 7th Annual EOC Employee Recognition Luncheon to be held on January 25th at the Fresno Convention Center.

VII. Adjournment

There being no further business, the meeting was adjourned at 12:42 p.m.

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

Respectfully Submitted,

Moses Stites, Board Chair



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 9, 2008	Program: Administration
Agenda Item No.: VI.-B.	Item: CSBG Funding
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff recommends authorization to enter into a refunding agreement, contract number 08F-4911, with the California Department of Community Services and Development (CSD), for Community Service Block Grant (CSBG) funds in the amount of \$231,064, to fund agency-wide activities and services to eligible participants residing in Fresno County.

The contract is for a two-year term from January 1, 2008 to December 31, 2009. CSD issued the contract under a Continuing Resolution and anticipates amending the amount of the 2008 funding from \$231,064 to an estimated \$1,562,213 now that the Federal Budget has been approved.

BACKGROUND:

Originally these funds were provided by the Office of Economic Opportunities (OEO) through the Economic Opportunities Act of 1964 to fund Community Action Agencies. Under the Reagan Administration, in the mid 1980's, the funds were block granted to the State and renamed Community Services Block Grant funds (CSBG). The funds are primarily used to supplement the Agency's activities and services by offsetting administrative and operational overhead costs.

The Agency's Community Action Plan (CAP) is a requirement of the CSBG funding. The CAP includes public hearings, needs assessments, and the estimated number of clients served by each program area. The number of clients served, including demographic information, is then reported semiannually to CSD, as required by the CSBG contract.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

RESOLUTION

WHEREAS, the California State 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 12725 et seq., as amended, and 42 United States Code (USC)) 9901 et seq., and

WHEREAS, the State CSD, under the Community Services Block Grant has elected to award Fresno County Economic Opportunities Commission (EOC) Contract #08F-4911 in the amount of \$ 231,064 for Community Services Block Grant program, and

WHEREAS, the EOC Board of Commissioners has accepted this award on January 23, 2008.

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

Date: January 9, 2008	Program: Weatherization
Agenda Item No.: VI.-C.	Program Director: Dennis Bachelor
Item: 2008 P.G. & E. Energy Partners Program	Assistant Executive Director: George Egawa
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff recommends authorization to enter into a refunding agreement with Pacific Gas & Electric (PG&E), 2008 Energy Partners Program (EPP) in the amount of \$1,293,516 to perform energy conservation services in collaboration with Sundowner Insulation Company. The term of the agreement is January 01, 2008 to December 31, 2008.

BACKGROUND:

Pacific Gas & Electric has tendered the Agency and Sundowner Insulation Company a contract to provide energy education and installation of energy conservation measures to 1,745 targeted low-income residences on the west side of Fresno County.

Richard Heath and Associates administers the contract on behalf of PG&E. The weatherization measures provided under the EPP are leveraged with State CSD Weatherization funds to maximize weatherization services to eligible low-income individuals and families. This contract is a contractual rollover that commenced in 2001.

After completion of a combustion appliance safety test weatherization measures may be installed. Measures to be installed in the home may include but are not limited to the following:

- Energy Education
- Ceiling Insulation
- Door Weatherstripping
- Water Heater Blanks
- Water Flow Restrictors
- Caulking
- Compact Fluorescent Light Bulbs
- Evaporative Cooler Repair and Replacement
- Window and Wall Air Conditioners
- Air Conditioner Repair
- Energy Efficient Refrigerators



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 4, 2008	Program: Refugee Services
Agenda Item No.: VI.-D.1,2,3,4,5,6,7,8	Director: Blong Lee
Item: Funding for Continuation of Marketing Support for Small Farmers	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDATION:

Approve the submission of applications to the following sources for the continuation and sustainability of the Refugee Rural Initiative (ended 12/31/07), which strives to create market opportunities for refugee and SE Asian small farmers.

- A. **California Endowment (\$55,000):** Application will be submitted by 02/29/08 for the planning and implementation of a certified farmers market in downtown that will accept food stamps, WIC & Senior fresh fruits and vegetables vouchers. New WIC regulations allow for eligible recipients to receive \$6-\$8 vouchers every month to redeem for fresh fruits and vegetables. This is an opportunity for FCEOC to provide its customers with an opportunity to redeem their fruits and vegetables outside its downtown WIC office and to help the local farmers capture their fair share of the WIC dollars.
- B. **California Department of Agriculture (\$100,000):** Application will be submitted by 02/29/08 for funding to operate the FCEOC's downtown certified farmers market and to establish other such markets throughout Fresno County.
- C. **Kaiser Permanente (\$30,000):** Application will be submitted by 02/29/08 to support the planning and implementation of the FCEOC downtown certified farmers market.
- D. **Rabobank Community Foundation (\$75,000):** Application will be submitted by 02/29/08 to continue efforts to market refugee and SE Asian grown produce to institutions.
- E. **Robert Wood Johnson Foundation (\$150,000):** Application will be submitted by 02/06/08 to continue efforts establish a downtown certified farmers market and duplicate the effort in other parts of Fresno County.
- F. **Roots of Change (\$60,000):** Application will be submitted by 02/29/08 for funds to support FCEOC's downtown certified farmers market.
- G. **USDA, AMS—FSMIP (\$75,000):** Application will be submitted by 02/11/08 to support marketing efforts of Asian Specialty Crops through farmers markets and Growers Collaborative to institutions.
- H. **USDA, CREES Community Food Projects (\$125,000/yr for 3 years):** Application will be submitted by 02/25/08 (Letter of Intent due 01/10/08) to support both farmers market and institutional market efforts.

We intend to collaborate with current partners UC Cooperative Extension and California Alliance of Family Farmers (CAFF) to enhance micro-enterprise and economic development services to low-income refugee agricultural entrepreneurs. The grants will allow for continued funding of the current partners, staff and activities to assist refugee small farmers and food value-added entrepreneurs in the development/enhancement of their small farm operations and allow for greater access to institutional and alternative markets. These funding sources were highly recommended by our current funders—the Office of Refugee Resettlement and the Kellogg Foundation. Gus Schumacher of the Kellogg Foundation will utilize his resources to assist FCEOC in its efforts to secure these grants.

BACKGROUND:

EOC has operated a refugee micro-loan program since 1993 and 247 micro-loans have been provided to refugees to start, stabilize or expand their businesses. A high percentage of our loans are made to refugees going into or operating small farm businesses. Over the past year, Refugee Services has applied for and received funds from ORR through ISED Solutions, under the Refugee Rural Initiative, to provide marketing support for the refugee small farmers. The partners are creating opportunities for small farmers to access institutions need to continue building on the relationships that have proved to be promising.

Our primary goals are to continue marketing Asian specialty crops to institutions, educate the growers on producing crops that the market demands and affording the best prices for their goods. Other objectives include the establishment of several farmers throughout Fresno County as an alternative means for the small farmers to market their produce.

ISSUE:

FCEOC's current Refugee Rural Initiative is breaking new ground in providing marketing and sales support for Fresno County's refugee small farmers. Our contract with the Growers Collaborative of the California Alliance with Family Farmers to provide the marketing and sales support ends this year. We want to continue this relationship and also develop other marketing strategies involving Growers Collaborative.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 9, 2008	Program: Sanctuary Youth Project
Agenda Item No.: VI.-E.1,2	Director: Stacie Hines
Item: Sanctuary Grant Proposals and Contracts	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Approve the submission of the grant proposal to United Way for FEMA funding and approve Sanctuary application for participation in the Central Valley Capacity Building project.

1. **United Way FEMA - \$19,000 (*Competitive Request for Renewal Funding*)** - The Sanctuary applies annually for FEMA funding to support the purchase of food bags for distribution by the Street Outreach team, in addition to housing vouchers used by the Transitional Living Centers to temporarily house prospective clients awaiting placement. The local funding allocation is facilitated through the United Way of Fresno County, to which applications are due in January.
2. **California Association of Nonprofits (CAN) Central Valley Capacity Building Project** – In partnership with various foundations, including Fresno Regional Foundation and Walter S. Johnson Foundation, the California Association of Nonprofits (CAN) will be offering a two-year comprehensive capacity building project for 20 youth-serving nonprofits, focusing on the 16-24 age group in the counties of Tulare, Kings, Fresno, Merced, and Madera. The project timeline is December 2007-December 2009. Some reimbursement for time and mileage will be made available for participation. It is expected that participating in this effort will provide needed exposure to bay area foundations in anticipation of future funding opportunities.

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.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 9, 2008	Program: School of Unlimited Learning
Agenda Item No.: VI.-F.1	Director: Mark A. Wilson. Ed.D.
Item: Renewal Charter Petition between Fresno Unified & School of Unlimited Learning	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff requests approval of the proposed Charter renewal Petition (MOU) between the Fresno Unified School District and Fresno County EOC’s School of Unlimited Learning. The Charter Renewal Petition is from July 1, 2008 through June 30, 2013.

BACKGROUND:

The proposed charter petition renewal between the Fresno Unified School District and the Fresno County EOC School of Unlimited Learning will replace the current charter petition, which expires June 30, 2008. The proposed charter petition between Fresno Unified School District and Fresno County EOC’s School of Unlimited Learning will be in effect between July 1, 2008 and June 30, 2013

The charter petition renewal for 2008-2013 between the Fresno Unified School District and the School of Unlimited Learning includes, but is not limited to the following elements: description of the school program; measurable pupil outcomes; methods to assess pupil progress; school governance; qualifications of school employees; school health and safety procedures; pupil suspension and expulsion; admissions requirements; financial audit; and attendance alternatives.

Once approved by the EOC Board of Commissioners, the charter petition renewal request will be reviewed in a public hearing by the Fresno Unified Board of Trustees, and, at a later date, be submitted to the FUSD Board of Trustees for approval.

Fresno County **Economic Opportunities Commission**

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Chairperson

Roger Palomino
Executive Director

Date: January 9, 2008	Program: School of Unlimited Learning
Agenda Item No.: VI.-F.2	Director: Mark A. Wilson. Ed.D.
Item: MOU between Fresno Unified School District and School of Unlimited Learning	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff requests approval of the proposed Memorandum of Understanding (MOU) between the Fresno Unified School District and Fresno County EOC's School of Unlimited Learning. The MOU contract period is from July 1, 2008 through June 30, 2013.

BACKGROUND:

The proposed Memorandum of Understanding between the Fresno Unified School District and the Fresno County EOC School of Unlimited Learning, will replace the current MOU which expires June 30, 2008. Consequently, consistent with Fresno County EOC's charter renewal petition for the same five-year period, the School of Unlimited Learning must renew its Memorandum of Understanding with Fresno Unified, commencing July 1, 2008 and expiring June 30, 2013.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 23, 2008	Program: Foster Grandparent
Agenda Item No.: VI.-G.	Director: Victoria Lopes
Item: Kaiser Permanente 2008 RFP Application	Assistant Executive Director: Alma Kowalski
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff recommends that the Board approve the application for a 2008 RFP application through Kaiser Permanente Fresno Community Benefit Program. This grant is for a twelve (12) month funding period, which commences on the date awarded. The amount being requested is \$35,000.

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 purpose of this grant is to provide additional funding for staff salaries/fringe.

The program receives funding through the Corporation for National and Community Service in the amount of \$355,976 and \$2,019 from the United Way of Fresno County. The program also conducts local fund-raising.

ISSUE:

The application submission time frame is through March 14, 2008, only as funds remain available.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 17, 2008	Program: Early Head Start
Agenda Item No.: VI.-H.1	Director: Kathleen Shivaprasad
Item: Target Area Recruitment and Enrollment Policy Revisions	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION:

The County Wide Policy Council (CWPC) met on January 16, 2008 and recommends approval of the attached additional revisions of the Early Head Start’s Target Area Recruitment and Enrollment Policy.

BACKGROUND:

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

Most of the changes reflect changing wording to replicate the Head Start program’s Enrollment Policies related to employees.

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

I. COMMUNITY ASSESSMENT

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

II. RECRUITMENT

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

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

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

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

III. ELIGIBILITY

A. INCOME

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

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

Verification Form.

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

B. AGE

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

C. CHILDREN WITH DISABILITIES

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

IV. SELECTION

A. SERVICE PRIORITIES

1. Within the general eligibility criteria, the following service priorities have been developed as a result of the EHS Community Assessment, wait list issues, and family needs assessment, and in consultation with the County Wide Policy Council. It shall be reviewed/ approved annually by the CWPC:
 - a) Low-income first time pregnant women or first time parents.
 - b) Low-income families with infants from birth to one year of age.

- c) Families with infants (0 - 12 mos.) and toddlers (12 -18 mos.) with certified disabilities.
- d) Low-income siblings (0 – 30 mos.) and subsequent pregnant women of currently enrolled EHS children.

B. SELECTION CRITERIA

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

V. ENROLLMENT

A. SERVICE AREA

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

B. IMMUNIZATIONS

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

C. CHILDREN OF EARLY HEAD START/HEAD START EMPLOYEES

1. No Early Head Start or Head Start employee will be allowed to enroll his or her *child* into the Fresno County EOC Early Head Start Program.
2. The only exception will be the following: If an Early Head Start or Head Start employee's *child* is enrolled into the program prior to being employed by Early Head Start or Head Start. However, the request for continued

participation must follow the chain of command and the EOC Assistant Executive Director must give the final permission. If granted, the parent will relinquish all Early Head Start parent program governance rights.

RECOMMENDED DELETION: "However, the request for continued participation must follow the chain of command and the EOC Assistant Executive Director must give the final permission. If granted...."
--

RECOMMENDED ADDITION: 3. The enrollee will be allowed to remain in the program for the current year only (up to August 1 of each year).
--

D. FAMILIES WHO ARE RELATIVES OF EARLY HEAD START EMPLOYEES

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

RECOMMENDED CHANGE: D. <i>EXTENDED FAMILY MEMBERS/CHILDREN WHO ARE RELATIVES OF FCEOC EARLY HEAD START EMPLOYEES</i>
<i>1. If a pregnant woman or child is eligible for services in accordance with the FCEOC Early Head Start Target Area Recruitment and Enrollment Policy, he/she will be considered for enrollment in the FCEOC Early Head Start program.</i>
<i>2. Extended family members (sisters, brothers, nieces, nephews, cousins, grandchildren, aunts and uncles) shall not be in the same class or on the same caseload as a related employee unless the center/site is a one-class center or the site has one caseload.</i>
<i>3. The parent will relinquish all Early Head Start parent program governance rights.</i>

Original Approval by CWPC on January 20, 1999.
Addition of Section III Approved by CWPC on July 19, 2000.
Policy Revisions approved by CWPC on February 21, 2001.
Policy Revisions approved by CWPC on October 17, 2007.
Revisions approved by FCEOC Board on October 24, 2007



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 10, 2008	Program: Head Start/Early Head Start
Agenda Item No.: VI.-H.2	Director: Tamala Olsby/Kathleen Shivaprasad
Item: Preliminary Report – FY2008 Federal Onsite Review	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Executive Director: Roger Palomino

INFORMATION ONLY

During the week of December 9-14, a federal on-site review was conducted of the Head Start and Early Head Start programs. A team of ten reviewers and their review team leader spent the week interviewing, observing, and documenting all aspects of the programs, including fiscal, human resources, and transit/food services. The instrument used was the 2008 Head Start Monitoring Protocol which consists of 123 protocol questions and many more sub-questions or “prompts” that are designed to assist in answering the protocols.

The final draft of the week’s review was:

Three (3) areas of non-compliance and one that was fixed on-site. Keep in mind this draft report goes directly to a Quality Control department in the Office of Head Start, Washington D.C. and they will determine the final results of the team’s review. These noted items could be changed to reflect less or more non-compliance items.

1. **Health & Safety: (Fixed)** At Oro Loma center, electrical wires in a caged sprinkler in the playground were exposed inside the cage which they believed children might have access. Maintenance staff came that same day and wrapped it. Therefore, this item was **fixed** and is noted as such.

2. **Health & Safety: (Non-Compliance)** At an EHS socialization at Sanger Home Base, they saw toys that had been mouthed by the babies/toddlers left out (not sanitized and hung up immediately). The staff immediately changed the policy to be clearer on the procedure and gave it to the RTL; but since they weren't able to go to another EHS socialization to verify that this was done and they felt this also led to a training issue, they left this one as non-compliance.

(This is an easy fix - the policy/procedure is already fixed, and Kathleen is already planning training for January for staff, and will include this in her on-going training for EHS home visitors.)

3. **Individualization: (Non-Compliance)** They saw on lesson plans at the HS centers they visited children's first names identified under the individualized category for teachers to plan activities. They felt this was in violation of our confidentiality policy. Even though we produced the 1999 Federal onsite documents that directed Education staff to change

what they did and include children's names on the lesson plans for individualization, they said it was because it was posted that they felt they had to mark it non-compliance.

(This is an easy fix – staff has already begun to develop ways to address this.)

4. **Human Resources: (Non-Compliance)** Annual written performance evaluations were not done on the management staff they interviewed. The only personnel files reviewed were management staff.

(This too is an easy fix – the HR software system is now 100% in place to notify all EOC managers/ directors of their employees' evaluation deadlines.)

The on-site review went very well. We are very proud of the staff, how clean and beautiful the centers were, how well staff did their jobs and responded appropriately to the usual problems that occur. We will continue to use the week's discussions/observations to review and make the programs' current systems/procedures/policies even better.

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 23, 2008	Item: Authorized Signatures
Agenda Item No.: VI.-I.	Program: Executive Office
Committee: Board of Commissioners	Executive Director: Roger Palomino

AUTHORIZED SIGNATORY RESOLUTION

WHEREAS, Fresno County Economic Opportunities Commission is a private, nonprofit corporation, organized under Part 1, of Division 2, of Title 1, of the Corporations Code of the State of California, August 30, 1965; and

WHEREAS, the Board of Commissioners of Fresno County Economic Opportunities Commission is vested with the authority to execute any and all contracts and transactions it deems appropriate to the mission of the agency; and

WHEREAS, the Board of Commissioners is authorized to designate in its behalf officers and agents duly entitled to bind the corporation to any and all contracts and transactions;

NOW, THEREFORE, BE IT RESOLVED THAT the Executive Committee acting on behalf of the Board of Commissioners of Fresno County Economic Opportunities Commission on this, the 23rd day of January 2008, hereby authorizes the Chairperson of the Board and the Secretary of the Board/Executive Director, and/or Assistant Executive Directors George Egawa and Alma Kowalski to sign all grants, contracts, program documentation, fiscal documents, including loans, reports, and all other required documents necessary in fulfilling the program operations of the agency.

Approved at the meeting of the Board of Commissioners Executive Committee on January 23, 2008.

Ayes _____

Nayes _____

Absent _____

Attest:

Roger Palomino
Board Secretary

AUTHORIZED SIGNATURES:

Moses Stites, Commission Chair

Roger Palomino, Secretary/Executive Director

George Egawa, Assistant Executive Director

Alma Kowalski, Assistant Executive Director

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FINANCE COMMITTEE MEETING
WEDNESDAY, JANUARY 16, 2008
EXECUTIVE OFFICE CONFERENCE ROOM**

MINUTES

- I. Peter Vang called the meeting to order at 11:38 a.m.
- II. Roll call was taken and a quorum was present:

Members:

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

Staff:

George Egawa
Salam Nalia
Rebecca Weimer
Steve Warnes
Rob Weyant
Janet Berberian

Guests:

Peter Mersino, CPA

- III. Approval of previous minutes – November 7, 2007.

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

- IV. Urban and Rural CTSA Audit

Mersino, of Kaku & Mersino LLP, presented the audits for Urban & Rural CTSA for the period ending June 30, 2007 as required by the Council of Fresno County Governments as well as the State Controller's Office. Mersino stated the audits for both Urban & Rural were issued clean opinions. The financial statements reflect a two year comparative format as required by the funding agency.

The Urban CTSA is operated with the City of Fresno, as co-designee. Assets for Urban CTSA include \$346,830 accounts receivable from CVRC, and a \$203,742 grants receivable from Council of Governments (COG), both paid subsequent to June 30, 2007. Historically, vehicle purchases have been made either directly with Agency funding, or with FTA 5310 State grant funds that requires a 20% match from either the Agency or the LTF funding. Urban CTSA has liabilities of \$61,956 accounts payable for a portion of the vehicle match and \$1,062,105 in deferred revenue that was earned but will be carried-over for use in future periods. The increase in this balance was attributed to the increase in other funding which was used to cover current expenses.

Rural CTSA is operated with the Fresno County Rural Transit Agency (FCRTA), as co-designee. Assets for Rural CTSA include \$107,175 accounts receivable and \$106,901 grants receivable, both of which were paid subsequent to June 2007. Rural CTSA has liabilities of \$164,855 in deferred revenue that was earned but will be carried-over for use in future periods. The Statement of Operations reflects the cost reimbursement

basis of funding and is comparable between years. The included ratios are in compliance with requirements.

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

V. Local Conservation Corp Bids & Proposals

Nalia presented three items for approval. 1) City of Fresno Public Works Department bid to provide grounds maintenance at District facilities at an annual cost of \$16,278.72; 2) California Conservation Corp contract providing support to the LCC through June 30, 2008 in the amount of \$56,056; 3) YouthBuild USA grant application requesting support for the Enterprise Operations Division to assist with development of a revenue generating construction portfolio in the amount of \$10,000.

M/S/C – (Hernandez/Lucero) to approve submissions.

VI. Quarterly Financial Reports

- A. Warnes presented the financial reports for December 31, 2007. The Agency had revenues of \$108.9 million and a net surplus of \$67,874 compared to last year's revenue of \$107.1 million and net surplus of \$28,902. Total assets of \$33.3 million and total liabilities of \$18.0 million have both increased over amounts reported last year of \$25.5 million and \$10.9 million respectively. Cash, Property Plant & Equipment, and Deferred Revenue balances have been impacted by the NYC construction project. The Early Headstart SOUL center has been completed and the loan is reflected in the Notes Payable balance.
- B. Berberian presented the quarterly Headstart and Early Headstart program financial reports for the year ended December 31, 2007. All four areas-Headstart Basic and T&TA, and Early Headstart Basic and T&TA reported expenses under budget. Comm. Lucero reported that these financial reports are also presented to the County-Wide Policy Council monthly.
- C. Warnes presented the Investment Report for the year ended December 31, 2007. The invested values increased \$177,240 to a balance of \$3.19 million. No additions or withdrawals were made during the year. Responding to a question from Comm. Hernandez, Egawa stated that the funds can be held indefinitely.

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

VII. Audit Report/Status

- A. Weimer presented the California Dept. of Public Health's biennial program evaluation of the WIC program. No areas for required action were noted. Also provided was the Department's Notice of Audit Findings for the program year 2004/05. The audit found that we received \$9,691 more than eligible costs for the year and requested repayment. The difference was due to the reduction in our Indirect Cost Rate. Payment to the State has already been made.
- B. Weimer presented the California Family Health Council fiscal review closing letter. A review of the Health Clinic was done on July 26, 2007. The Council

requested that program staff provide time allocation reports regularly, which has been done.

- C. Weimer presented the Department of Health & Human Services letter regarding the Agency Single Audit for 2006.
- D. Weimer presented the Fresno Madera Area Agency on Aging fiscal and administrative monitoring report of our Transit Services and Site Management contracts. The report findings indicate that we are performing according to the terms of the contracts

Comm. Lucero questioned three items with incomplete answers on the report prepared by the FMAAA Monitor. These included missing names of persons responsible for performing and verifying bank reconciliations, standard mileage rate reported as \$.48 should be \$.485, and the average donation per client was not reported. Since the report was prepared by the monitor, staff will get the information from FMAAA and present to the Committee at the next meeting.

M/S/C – (Rico/Hernandez) to accept A, B, and C as presented. Action on item D will be tabled until a response from FMAAA is presented.

VIII. Informational Items:

Weimer presented the current funding list as of December 31, 2007 reflecting an operating budget of \$138.4 million, which has decreased from \$139.0 million on September 30, 2007 but increased from \$128.8 million from December 31, 2006.

Nalia presented the Health Insurance Fund report for the year ended December 31, 2007 which reflected total income of \$7,064,255 and expenses of \$7,317,460 thus reducing reserve from \$2,500,399 to \$2,247,194. Coverage was provided for a total of 870 employees and families.

IX. Other Business:

The next meeting is scheduled for February 20, 2008 at 11:30 a.m.

- X. The meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Peter Vang, Chair

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 23, 2008	Program: Finance
Agenda Item No.: VII.-B.	Director: Salam Nalia
Item: Quarterly Financial Reports	Assistant Executive Director: George Egawa
Committee: Finance	Executive Director: Roger Palomino

RECOMMENDATION:

The Finance Committee recommends approval of the Condensed Unaudited Financial Statements and Financial Status Reports for the Head Start program for the year ended December 31, 2007.

BACKGROUND:

Following statements are presented for your review and approval:

- (A) Income Statement and Balance Sheet. As of December 31, 2007, the Agency had revenue of \$108,920,779 and net surplus of \$67,874, including \$36.3 million of in-kind funds. In comparison, we had revenue of \$107,117,851 with net surplus of \$28,902 on December 31, 2006.
- (B) Financial Status Reports for Head Start program as of December 31, 2007 for the following program areas:
 - Head Start – Basic
 - Head Start – Training & Technical Assistance (T & TA)
 - Early Head Start – Basic
 - Early Head Start -- Training & Technical Assistance (T & TA)

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
INCOME STATEMENT**

Unaudited

For The Year Ended December 31,

	2007	2006	Difference
REVENUES AND SUPPORT			
GRANT REVENUE	\$ 53,471,839	\$ 54,877,893	\$ (1,406,054)
CHARGES FOR SERVICES	8,486,262	8,015,773	470,489
OTHER PROGRAM REVENUE	8,387,656	7,718,693	668,963
CONTRIBUTIONS	230,277	40,861	189,416
MISCELLANEOUS INCOME	173,177	229,338	(56,161)
INTEREST INCOME	319,710	222,040	97,670
DIVIDEND INCOME	10,413	1,244	9,169
UNREALIZED GAIN/LOSS	36,898	21,369	15,529
RENTAL INCOME	1,432,644	1,321,590	111,054
GAIN/LOSS ON SALE OF ASSETS	46,032	10,290	35,742
TOTAL CASH REVENUE	\$ 72,594,908	\$ 72,459,091	\$ 135,817
IN KIND REVENUE	36,325,871	34,658,760	1,667,111
TOTAL REVENUE & SUPPORT	\$ 108,920,779	\$ 107,117,851	\$ 1,802,928
 EXPENDITURES			
PERSONNEL COSTS	\$ 46,146,698	\$ 45,035,701	\$ 1,110,997
CONTRACT SERVICES	11,490,179	12,573,325	(1,083,146)
FACILITY COSTS	4,052,018	3,719,326	332,692
TRAVEL, MILEAGE, VEHICLE COSTS	2,444,342	2,317,718	126,624
EQUIPMENT COSTS	1,269,610	1,782,656	(513,046)
OFFICE EXPENSE	999,875	1,028,054	(28,179)
INSURANCE	763,262	885,177	(121,915)
PROGRAM SUPPLIES & CLIENT COSTS	5,019,455	4,809,173	210,282
OTHER COSTS	341,595	279,059	62,536
TOTAL CASH EXPENDITURES	\$ 72,527,034	\$ 72,430,189	\$ 96,845
IN KIND EXPENSES	36,325,871	34,658,760	1,667,111
TOTAL EXPENDITURES	\$ 108,852,905	\$ 107,088,949	\$ 1,763,956
 NET SURPLUS (DEFICIT)	\$ 67,874	\$ 28,902	\$ 38,972

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
BALANCE SHEET
As of December 31,**

Unaudited

	2007	2006	Difference
ASSETS			
CASH	\$ 4,099,610	\$ 6,807,189	\$ (2,707,579)
ACCOUNTS RECEIVABLE	5,625,437	4,755,945	869,492
PREPAIDS/DEPOSITS	500,332	590,933	(90,601)
INVENTORIES	68,866	52,243	16,623
PROPERTY, PLANT & EQUIPMENT	22,352,404	13,133,737	9,218,667
NOTES RECEIVABLE	691,891	164,561	527,330
TOTAL ASSETS	<u>\$ 33,338,540</u>	<u>\$ 25,504,608</u>	<u>\$ 7,833,932</u>
LIABILITIES			
ACCOUNTS PAYABLE	\$ 1,061,683	\$ 1,253,053	\$ (191,370)
ACCRUED PAYROLL LIABILITIES	2,567,304	2,390,643	176,661
DEFERRED REVENUE	7,539,770	1,034,742	6,505,028
NOTES PAYABLE	1,908,715	890,348	1,018,367
CITIBANK BANK NOTE PAYABLE	965,432	1,313,554	(348,122)
HEALTH INSURANCE RESERVE	2,245,856	2,545,859	(300,003)
OTHER LIABILITIES	1,747,610	1,470,794	276,816
TOTAL LIABILITIES	<u>\$ 18,036,370</u>	<u>\$ 10,898,993</u>	<u>\$ 7,137,377</u>
EQUITY			
CURRENT EARNINGS	\$ 67,874	\$ 28,902	\$ 38,972
CONTRIBUTED CAPITAL	4,584,230	4,457,038	127,192
UNRESTRICTED NET ASSETS	4,190,830	4,072,331	118,499
INVESTMENT IN GENERAL FIXED ASSETS	6,459,236	6,047,344	411,892
TOTAL EQUITY	<u>\$ 15,302,170</u>	<u>\$ 14,605,615</u>	<u>\$ 696,555</u>
 TOTAL LIABILITIES AND EQUITY	 <u>\$ 33,338,540</u>	 <u>\$ 25,504,608</u>	 <u>\$ 7,833,932</u>

**HEAD START-PRESCHOOL
Monthly Financial Status Report
As of December 31, 2007
Basic**

Program	Total Approved Annual Budget	Month Actual	Month Budget	Month Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance
HHS/Child Care Food Prg (CCFP)	\$26,497,569	\$1,689,899	\$2,523,578	\$833,679	\$26,135,570	\$26,497,569	\$361,999
Other	0	0	0	0	0	0	0
Total Revenue	26,497,569	1,689,899	2,523,578	833,679	26,135,570	26,497,569	361,999
Expenditures:							
Personnel	14,645,196	914,925	1,394,781	479,856	13,798,835	14,645,196	846,361
Fringe Benefits	4,921,927	436,068	638,596	202,528	5,503,267	4,921,927	(581,340)
Total Personnel	19,567,123	1,350,993	1,863,536	512,543	19,302,102	19,567,123	265,021
Non-Personnel Costs:							
Travel	6,554	0	624	624	21,787	6,554	(15,233)
Equipment	129,000	0	12,286	12,286	30,300	129,000	98,700
Supplies:							
Supplies	640,376	13,391	60,988	47,597	460,042	640,376	180,334
Contractual:							
Audit	39,100	3,908	3,724	(184)	36,019	39,100	3,081
Medical/Dental	133,175	115	12,683	12,568	84,200	133,175	48,975
Lease Office Equip/Pagers	37,200	0	3,543	3,543	43,385	37,200	(6,185)
Other:							
Food Costs	597,569	12,731	56,911	44,180	604,377	597,569	(6,808)
Transportation	838,640	0	79,870	79,870	713,687	838,640	124,953
Staff Mileage	289,689	36,707	27,589	(9,118)	271,809	289,689	17,880
Field Trip	57,807	200	5,505	5,305	30,869	57,807	26,938
Space	695,698	55,482	66,257	10,775	820,702	695,698	(125,004)
Utilities	176,928	12,730	16,850	4,120	185,454	176,928	(8,526)
Phone	95,100	5,873	9,057	3,184	90,928	95,100	4,172
Printing/Copies	83,097	3,348	7,914	4,566	93,030	83,097	(9,933)
Repair/Maintenance	435,325	3,209	41,460	38,251	634,246	435,325	(198,921)
Janitorial Services including Supplies	677,745	6,846	64,547	57,701	700,181	677,745	(22,436)
Advertisement/Recognition Children and Parents plus Liability Insurance	208,736	13,034	19,880	6,846	225,383	208,736	(16,647)
Parent Involvement:							
Babysitting	6,420	0	611	611	4,153	6,420	2,267
Supplies	3,830	301	365	64	28,617	3,830	(24,787)
CWPC:							
Transportation	7,343	0	699	699	7,192	7,343	151
Babysitting	7,680	0	731	731	8,785	7,680	(1,105)
Supplies	6,360	0	606	606	11,978	6,360	(5,618)
Security	1,140	0	109	109	0	1,140	1,140
Other Costs	270,027	17,891	25,717	7,826	270,833	270,027	(806)
Total Non-Personnel	5,444,539	185,766	518,528	332,762	5,377,957	5,444,539	66,582
Total Indirect Costs	1,485,902	153,140	141,514	(11,626)	1,455,511	1,485,902	30,391
Total Federal Expenditures	\$26,497,569	\$1,689,899	\$2,523,578	\$833,679	\$26,135,570	\$26,497,569	\$361,999
Total Difference (Income/Expense)	0	0	0	0	0	0	0
Total Non-Federal Expend (In-Kind)	\$6,624,392	\$630,895	\$630,895	\$0	\$6,624,392	\$6,624,392	\$0

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

Monthly Expenses One million six hundred eighty nine thousand eight hundred ninety nine dollars

Year-To-Date Expenses Twenty six million one hundred thirty five thousand five hundred seventy dollars

**HEAD START-PRESCHOOL
Monthly Financial Status Report
As of December 31, 2007
Training & Technical Assistance
(T & A)**

Program	Approved Annual Budget	Month Actual	Month Budget	Month Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance
Revenue:							
HHS	\$206,674	\$2,768	\$19,261	\$16,493	\$206,669	\$206,674	5
Total Revenue	206,674	2,768	19,261	16,493	206,669	206,674	5
Expenditures:							
Personnel	24,285	1,215	2,024	809	7,338	24,285	16,947
Fringe Benefits	11,178	943	932	(12)	2,922	11,178	8,256
Total Personnel	35,463	2,158	2,955	797	10,260	35,463	25,203
Non-Personnel Costs:							
Contractual:							
Audit	310	17	30	13	311	310	(1)
Supplies:							
Supplies	882	0	84	84	3,779	882	(2,897)
Other:							
1. Mandated Training *	59,804	0	5,696	5,696	67,395	59,804	(7,591)
2. Program Quality/Improvement Priority Training *	46,891	0	4,466	4,466	57,514	46,891	(10,623)
3. Staff Development/Program Enhancement Training *	51,627	0	4,917	4,917	54,881	51,627	(3,254)
Total Non-Personnel	159,514	17	15,192	15,175	183,880	159,514	(24,366)
Total Indirect Costs	11,697	593	1,114	521	12,529	11,697	(832)
Total Federal Expenditures	\$206,674	\$2,768	\$19,261	\$16,493	\$206,669	\$206,674	\$5
Total Difference (Income/Expense)	0	0	0	0	0	0	0
Total Non-Federal Expend (In-Kind)	\$51,669	\$4,815	\$4,815	\$0	\$51,669	\$51,669	\$0

Annual Budget Two hundred six thousand six hundred seventy four dollars

Monthly Expenses Two thousand seven hundred sixty eight dollars

Year-To-Date Expenses Two hundred six thousand six hundred sixty nine dollars

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

***1. Mandated Training**

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

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

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

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

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

EARLY HEAD START
Monthly Financial Status Report
As of December 31, 2007
Basic

Program	Approved Annual Budget	Month Actual	Month Budget	Month Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance
Revenue:							
HHS	\$1,952,625	\$128,439	\$162,720	\$34,281	\$1,851,816	\$1,952,625	\$100,809
Other	0	0	0	0	0	0	0
Total Revenue	1,952,625	128,439	162,720	34,281	1,851,816	1,952,625	100,809
Expenditures:							
Personnel	1,276,267	76,242	106,356	30,114	1,130,960	1,276,267	145,307
Fringe Benefits	371,625	28,570	30,969	2,399	359,674	371,625	11,951
Total Personnel	1,647,892	104,812	137,325	32,513	1,490,634	1,647,892	157,259
Non-Personnel Costs:							
Supplies:							
Supplies	11,610	16	968	952	61,898	11,610	(50,288)
Contractual:							
Audit	2,881	268	240	(28)	2,564	2,881	317
Medical/Dental	875	0	73	73	294	875	581
Other:							
Space	108,338	7,698	9,028	1,330	114,808	108,338	(6,470)
Meal Costs	(1,115)	719	(93)	(812)	2,371	(1,115)	(3,486)
Staff Travel	19,998	2,017	1,667	(351)	20,947	19,998	(949)
Phone	9,840	749	820	71	14,490	9,840	(4,650)
Utilities	3,600	43	300	257	3,903	3,600	(303)
Printing/Copies	1,500	0	125	125	0	1,500	1,500
Repair/Maintenance	1,800	0	150	150	5,752	1,800	(3,952)
Janitorial Services/Supplies	5,040	264	420	156	4,839	5,040	201
Advertisement/Recognition- General Liability Insurance	13,160	1,289	1,097	(192)	16,095	13,160	(2,935)
Incentives For Parents	775	0	65	65	2,071	775	(1,296)
Parent Involvement/CWPC:							
Babysitting	2,400	0	200	200	720	2,400	1,680
Transportation	1,872	0	156	156	131	1,872	1,741
Supplies	2,328	0	194	194	1,069	2,328	1,259
Other Costs	9,303	0	775	775	5,637	9,303	3,666
Total Non-Personnel	194,205	13,063	16,184	3,121	257,589	194,205	(63,384)
Total Indirect Costs	110,528	10,564	9,211	(1,353)	103,593	110,528	6,935
Total Federal Expenditures	\$1,952,625	\$128,439	\$162,720	\$34,281	\$1,851,816	\$1,952,625	\$100,809
Total Difference (Income/Expense)	0	0	0	0	0	0	0
Total Non-Federal Expend (In-Kind)	\$488,156	\$40,680	\$40,680	\$0	\$488,156	\$488,156	\$0

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

Monthly Expenses is One hundred twenty eight thousand four hundred thirty nine dollars

Year-To-Date Expenses is One million nine hundred fifty two thousand six hundred twenty five dollars

**EARLY HEAD START
Monthly Financial Status Report
As of December 31, 2007
Training & Technical Assistance
(T & A)**

Program	Approved Annual Budget	Month Actual	Month Budget	Month Variance	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance
Revenue:							
HHS	\$48,580	\$138	\$4,048	\$3,910	\$20,491	\$48,580	\$28,089
Total Revenue	48,580	138	4,048	3,910	20,491	48,580	28,089
Expenditures:							
Contractual:							
Audit	71	2	6	4	30	71	41
Supplies:							
Supplies	286	0	24	24	1,190	286	(904)
Other:							
1. Mandated Training*	5,530	0	461	461	5,684	5,530	(154)
2. Program Quality/Improvement Priority Training *	17,359	0	1,447	1,447	5,406	17,359	11,953
3. Staff Development/Program Enhancement Training *	22,584	40	1,882	1,842	6,951	22,584	15,633
Total Non-Personnel	45,829	42	3,819	3,777	19,261	45,829	26,568
Total Indirect Costs	2,750	96	229	133	1,230	2,750	1,520
Total Federal Expenditures	\$48,580	\$138	\$4,048	\$3,910	\$20,491	\$48,580	\$28,089
Total Difference (Income/Expense)	0	0	0	0	0	0	0
Total Non-Federal Expend (In-Kind)	\$12,146	\$1,012	\$1,012	\$0	\$12,145	\$12,145	\$0

Annual Budget is Forty eight thousand five hundred eighty dollars

Monthly Expenses is One hundred thirty eight dollars

Year-To-Date Expenses is Twenty thousand four hundred ninty one dollars

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

***1. Mandated Training**

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

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

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

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

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

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

November 14, 2007

- CALL TO ORDER The meeting was called to order at 6:34 p.m. by Jessica Chavez, CWPC Chairperson.
- ROLL CALL The roll was called by Veronica Aguilar, CWPC Secretary. The following members were present: Antonio Garcia, Rosario Zafra, Victoria Rocha, Eulalia Torres, Esperanza Baez, Brenda Caballero, Amelia Delgado, Kathy Xiong, Lupita Barraza, Jessica Chavez, Susana Melton, Darnell Canfield, Anna Montez, Julio Guzman, Gabriela Diaz, Noemi Sanchez De Sor, Elizabeth Mott, Pauletta Johnson, Sara Reyes, Patricia Robledo, Anita Watkins, Alexandra Caballero, Marilyn Reyes, Martha Quiroz, Lorna Sabbatini, Mercedes Tovar, Angelica Guterrez, Daisy Grimaldo, Michelle Redd, Patricia Alcalá, Deyanira Atayde, Savanna Powell, Jane Medina, Amanda Talley, Veronica Neri, Berenice Hernandez, Luisa Flores, Priscella Johnson, Nicole Hansen, Ramona Flores, Karla Hernandez, Pauline Real, Teresa Bautista, Tito Lucero and Veronica Aguilar. A quorum was present.
- At this time, Wyoma Lewis, Family/Community Services Director welcomed the delegates to tonight's meeting. She informed delegates that elections will be held tonight for the new officers on the CWPC Executive Board for the 2007-2008 school year.
- APPROVAL OF PREVIOUS MINUTES Motion to approve Minutes of October 17, 2007 was made by Brenda Caballero and seconded by Anita Watkins. Motion carried.
- COMMUNITY REPRESENTATIVE REPORTS No Community Representative Reports were given at tonight's meeting.
- EOC COMMISSIONERS REPORT Tito Lucero, EOC Board Liaison, informed delegates at tonight's meeting of the following:
- Mr. Lucero welcomed delegates to tonight's meeting.
- Mr. Lucero indicated that there is a correction to the EOC Board of Commissioners Minutes for the month of September 19, 2007 – minutes should read September 26, 2007 instead of October 24, 2007.
- Mr. Lucero presented the EOC Board of Commissioners Minutes from the September 26, 2007 meeting. At the meeting, Tamala Olsby, Head Start Director was introduced and the EOC Board voted to approve the hiring of Ms. Olsby.
- Mr. Lucero presented the FCEOC Board of Commissioner's Minutes from September 26, 2007.
- Motion to approve the minutes from the FCEOC Board of Commissioners meeting for September 26, 2007 was made by Luisa Flores and seconded by Victoria Rocha. Motion carried.

PERSONNEL
COMMITTEE
REPORT

Anita Watkins, CWPC Vice-Chairperson informed delegates at tonight's meeting of the Personnel Committee Report. This report was distributed to delegates at tonight's meeting.

Ms. Watkins reported approval was needed for hirings and terminations 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 the November 14, 2007 meeting was made by Rosario Zafra and seconded by Sara Reyes. Motion carried.

MONTHLY
FINANCIAL
STATUS REPORT

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

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

Motion to approve the Monthly Financial Status Report for October 2007 was made by Lorna Sabbatini and seconded by Patricia Alcalá. Motion carried.

ADA REPORT

Anita Watkins, CWPC Vice-Chairperson informed delegates at tonight's meeting of the October Average Daily Attendance (ADA) Report for Head Start-Preschool center base, Home Base and Early Head Start programs. The ADA Reports were distributed to delegates at tonight's meeting.

For October 2007 the ADA for Head Start-Preschool centers was at 86% which is above the recommended ADA rate of 85%. The ADA for Home Base was at 92% which is above the recommended ADA rate of 85%.

For October 2007 the overall ADA for Early Head Start is at 115.4%. Analyses of all areas below the recommended 85% ADA have been done.

Ms. Watkins informed delegates to take this information back to their Local Parent Committees at their center/home base areas and share with the parents.

Motion to approve the ADA Reports for October 2007 for Head Start-Preschool and Early Head Start was made by Amanda Talley and seconded by Jane Medina. Motion carried.

RECOMMENDED
BOUNDARY
CHANGES

Wyoma Lewis, Family/Community Services Director informed delegates at tonight's meeting of the recommended Boundary Changes for Dakota Circle Head Start and Brooks Head Start. This information was mailed to delegates prior to tonight's meeting.

Ms. Lewis informed delegates it is being recommended that Dakota Circle Head Start boundaries will incorporate a portion of the former Funston Head Start boundaries. The extended areas will be from North Barton to Chestnut and Winery Avenues.

In addition to the above, it is being recommended that Brooks Head Start boundaries be extended from Dakota Avenue to East Ashlan Avenue.

RECOMMENDED
BOUNDARY
CHANGES (Cont.)

Motion to approve the recommended Boundary Changes for Dakota Circle Head Start and Brooks Head Start was made by Michelle Redd and seconded by Noemi Sanchez De Sor. Motion carried.

2007-2008
CLUSTER
SYSTEM FOR
ELECTIONS

Lupe Trevino, Parent Involvement Coordinator informed delegates of the 2007-2008 Cluster System for elections for all areas. Voting will be by secret ballot if there is more than one person nominated for office.

Ms. Trevino explained the duties and responsibilities of the CWPC officers as each position was opened up to the floor.

2007-2008
CWPC
OFFICER
ELECTIONS

Nominations were opened for **Chairperson**. The following person was nominated: Jessica Chavez.

There being no further nominations, motion to close nominations and to accept Jessica Chavez as Chairperson was made by Darnell Canfield and seconded by Mercedes Tovar. Motion carried.

Jessica Chavez (Dakota Circle Center Base Delegate) was elected Chairperson.

Nominations were opened for **Vice-Chairperson**. The following person was nominated: Anita Watkins.

There being no further nominations, motion to close nominations and accept Anita Watkins as Vice-Chairperson was made by Brenda Caballero and seconded by Victoria Rocha. Motion carried.

Anita Watkins (Kerman Home Base Delegate) was elected Vice-Chairperson.

Nominations were opened for **Secretary**. The following person was nominated: Amanda Talley.

There being no further nominations, motion to close nominations and accept Amanda Talley as Secretary was made by Anna Montez and seconded by Julio Guzman. Motion carried.

Amanda Talley (Roosevelt Center Base Delegate) was elected Secretary.

Nominations were opened for **Treasurer**. The following person was nominated: Karla Hernandez.

There being no further nominations, motion to close nominations and accept Karla Hernandez as Treasurer was made by Antonio Garcia and seconded by Michelle Redd. Motion carried.

Karla Hernandez (Yosemite Center Base Delegate) was elected Treasurer.

Nominations were opened for **Sgt.-At-Arms**. The following person was nominated: Jane Medina.

There being no further nominations, motion to close nominations and accept Jane Medina as Sgt.-At-Arms was made by Mercedes Tovar and seconded by Patricia Alcalá. Motion carried.

Jane Medina (Reedley Home Base Delegate) was elected Sgt.-At-Arms.

2007-2008
CWPC
OFFICER
ELECTIONS
(Cont.)

Nominations were opened for **Historian**. The following person was nominated:
Lorna Sabbatini.

There being no further nominations, motion to close nominations and accept Lorna Sabbatini as Historian was made by Victoria Rocha and seconded by Esperanza Baez. Motion carried.

Lorna Sabbatini (Madison Center Base Delegate) was elected Historian.

Ms. Lewis explained that a representative from the Early Head Start program will also sit on the CWPC Executive Board. **Anna Montez** will be the representative for Early Head Start for the 2007-2008 school year.

INSTALLATION
OF CWPC
OFFICERS

Tamala Olsby, Head Start Director congratulated the newly elected officers for the 2007-2008 CWPC Executive Board and administered the oath of office to:

Jessica Chavez	Chairperson
Anita Watkins	Vice-Chairperson
Amanda Talley	Secretary
Karla Hernandez	Treasurer
Jane Medina	Sgt.-At-Arms
Lorna Sabbatini	Historian
Anna Montez	Early Head Start

All were congratulated with a round of applause.

At this time, Ms. Lewis informed delegates that COSTCO has donated children's backpacks. Backpacks were distributed to delegates at tonight's meeting. Ten (10) backpacks had a \$15.00 SaveMart Gift Card enclosed.

Ms. Chavez informed delegates that during the week of November 19-23, 2007, there will be no classes for the Head Start-Preschool program. Classes will resume on Monday, November 26, 2007.

DANYA
INTERNATIONAL

Ms. Lewis informed delegates at tonight's meeting that we received notification of our upcoming Federal Review from Danya International, Inc. on November 8, 2007. This information was mailed to delegates prior to tonight's meeting.

The Office of Head Start (OHS) will conduct an on-site monitoring review of Fresno County EOC Head Start-Preschool and Early Head Start programs during the week of December 9, 2007 to December 14, 2007.

ANNOUNCE-
MENTS

Ms. Watkins made the following Announcements:

1. December 5, 2007 – CWPC Executive Board Meeting – Kings Canyon Head Start at 6:00 p.m.
2. December 12, 2007 – Next CWPC Meeting – Franklin Head Start-Preschool at 6:30 p.m.
3. December 17, 2007 – January 1, 2008 – Winter Break – No School

ANNOUNCE-
MENTS (Cont.)

Ms. Chavez informed delegates of the following events:

December 2, 2007 – City of Clovis will be sponsoring a “Childrens’ Electrical Parade” in Old Town Clovis.

December 8, 2007 – City of Fresno will be sponsoring the “Christmas Parade” in downtown Fresno. Ms. Chavez encouraged all parents and their children to participate in this event as a group to represent the Head Start-Preschool Program.

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Anita Watkins and seconded by Luisa Flores. Motion carried. The business meeting adjourned at 7:25 p.m.

Ms. Trevino requested the delegates complete the Committee Selection form prioritizing the committees on which they wish to serve. The Chairperson will then appoint the members based on their choices and the by-laws. All committee members will receive training before they take on their duties.

Esther Lepe
Recording Secretary

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

December 12, 2007

- CALL TO ORDER The meeting was called to order at 6:38 p.m. by Jessica Chavez, CWPC Chairperson.
- ROLL CALL The roll was called by Amanda Talley, CWPC Secretary. The following members were present: Antonio Garcia, Rosario Zafra, Esperanza Baez, Brenda Caballero, Amelia Delgado, Kathy Xiong, Lupita Barraza, Tong Vang, Jessica Chavez, Anna Montez, Gabriela Diaz, Sonia Lopez, Jacqueline Parra, Dinita Laney, Irene Franco, German Silva, Noemi Sanchez De Sor, Elizabeth Mott, Pauletta Johnson, Sara Reyes, Anita Watkins, Martha Quiroz, Lorna Sabbatini, Mercedes Tovar, Tomica Ginger, Angelica Gutierrez, Odilia Pena, Michelle Redd, Patricia Alcala, Savannah Powell, Amanda Talley, Veronica Neri, Bernice Hernandez, Maria Elena Luna, Luisa Flores, Gerardo Carrera, Armarilis Florez, Ramona Flores and Karla Hernandez. A quorum was present.
- APPROVAL OF PREVIOUS MINUTES Motion to approve Minutes of November 14, 2007 was made by Luisa Flores and seconded by Mercedes Tovar. Motion carried.
- COMMUNITY REPRESENTATIVE REPORTS No Community Representatives reports were given at tonight's meeting.
- EOC BOARD LIAISON REPORT Tito Lucero, EOC Board Liaison was unable to attend tonight's meeting due to the FCEOC Board of Commissioners Meeting being held tonight also.
- Ms. Chavez presented the EOC Board Minutes from October 24, 2007.
- Motion to approve the EOC Board Minutes from October 24, 2007 was made by Savannah Powell and seconded by Dinita Laney. Motion carried.
- PERSONNEL COMMITTEE REPORT Lorna Sabbitini, CWPC Historian informed delegates at tonight's meeting of the Personnel Committee Report which is presented monthly to CWPC. Ms. Sabbitini 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 the December 12, 2007 meeting, was made by Irene Franco and seconded by Gabriela Diaz. Motion carried.
- MONTHLY FINANCIAL STATUS REPORT Karla Hernandez, CWPC Treasurer informed delegates of the Monthly Financial Status Report for Head Start and Early Head Start. This report was mailed to delegates prior to tonight's meeting.

MONTHLY
FINANCIAL
STATUS REPORT
(Cont.)

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

Motion to approve the Monthly Financial Status Report for November 2007 was made by Amelia Delgado and seconded by Lupita Barraza. Motion carried.

ADA REPORT

Ms. Talley, informed delegates at tonight's meeting of the November 2007, Average Daily Attendance (ADA) Report for Center Base, Home Base areas and Early Head Start program. The ADA Reports were distributed to delegates prior at tonight's meeting.

For November 2007 the ADA for Head Start-Preschool centers was at 88% which is above the recommended ADA rate of 85%. The ADA for Home Base was at 92% which is above the recommended ADA rate of 85%.

For November 2007 the overall ADA for Early Head Start is at 92.8%. Analyses of all areas below the recommended 85% ADA have been done.

Motion to approve the ADA Reports for November 2007 was made by Michelle Redd and seconded by Antonio Garcia. Motion carried.

COMMUNITY
REPRESENTATIVES
SELECTIONS/
RECOMMEND-

Mr. Chavez advised the delegates of the Community Representative Selections. This information was mailed to delegates prior to tonight's meeting.

The CWPC Executive Committee has recommended the list of community representatives as presented to serve on the CWPC for the 2007-2008 school year.

The agencies recommended are: Central Valley Regional Center (CVRC), FCEOC Women, Infants and Children (WIC), Supportive Services, Inc. and Exceptional Parents Unlimited (EPU).

Alternates are: Fresno County Department of Human Services System and Fresno County Library.

Motion to approve the CWPC Community Representative Selections as recommended by the CWPC Executive Committee, was made by Rosario Zafra and seconded by Tomico Ginger. Motion carried.

NATIONAL
UNIVERSITY
GRANT

James Coble, Staff Development/Training Coordinator informed delegates at tonight's meeting of the National University Grant. This information was distributed at tonight's meeting.

Mr. Coble informed delegates that National University approached Fresno County EOC Head Start-Preschool to partner in a research grant that would enable between 40-60 Head Start teachers to obtain a Bachelor of Arts Degree in Early Childhood Education.

The research will measure how educational levels of teachers play a role in child outcomes.

NATIONAL
UNIVERSITY
GRANT (Cont.)

The Grant is being issued through the Department of Health and Human Services, Administration for Children and Families.

Ten (10) grants are expected to be awarded nationally.

The grant award is for \$150,000 the first year and up to a total of \$650,000 over a three year period.

The project is scheduled for 36 months (3 years).

The deadline for submitting for the grant is December 19, 2007.

National University will write the grant and submit the grant pending approval from our CWPC.

The research grant will be conducted and led by National University.

Students will be randomly picked and followed through test scores to measure the teacher's effectiveness in the way they teach and relate to children. All parents of students participating in the study will have given their permission to have their child participate.

At the end of this study a research report will most likely be published. Children's names will remain confidential throughout this research study/report.

The study is scheduled to begin in August 2008 through May 2009. Only center base Head Start-Preschool programs will qualify.

After a brief question and answer period, motion to approve the National University Grant was made by Mercedes Tovar and seconded by Odilia Pena. Motion carried.

ANNOUNCE-
MENTS

Lorna Sabbitini made the following Announcements:

1. December 14, 2007 – Last Day of School
2. December 17, 2007 through January 4, 2008 – Winter Break
3. January 7, 2008 – Classes Resume
4. January 9, 2008 – Executive Board Meeting at Kings Canyon Head Start-Preschool at 6:00 p.m.
6. January 16, 2008 – Next CWPC meeting at Franklin Head Start-Preschool at 6:30 p.m.
7. January 21, 2008 – Martin Luther King Jr. Holiday – No School

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Esperanza Baez and seconded by Patricia Alcala. Motion carried. The business meeting adjourned at 7:07 p.m.

CWPC
ORIENTATION

The parents were given an Officer/Delegate Orientation packet and agenda. Training was provided on all general information as outlined.

Ms. Lewis also requested delegates at tonight's meeting to fill out the "CWPC Delegate Profile" form which is needed by staff to contact the delegates. This information is kept confidential.

Door Prize Drawings was held at tonight's meeting. The following delegates received SaveMart Gift Cards:

Lorna Sabittini
Savannah Powell
Esperanza Baez

Esther Lepe
Recording Secretary

MINUTES

1. CALL TO ORDER

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

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

	Jan. 10	Apr. 10	July 10	Oct. 9
Sandy Davis, Secretary <i>Public Agency/Social Services Rep</i>	P			
Kathleen Fernandez, <i>EOC Commissioner</i> <i>, Business Rep</i>	P			
Shelley McKenry, <i>Business Rep</i>	X			
Vongsavanh Mouanoutoua, <i>EOC Commissioner</i>	X			
Tom Nino, Chair <i>Social Services Rep</i>	P			
LeeAnn M. Parry, <i>Health Rep</i>	P			
Dr. Chris Perkins, <i>Health Rep</i>	A			
Jim Petty, Vice Chair <i>Rural Business Rep</i>	P			
FPD, <i>Law Enforcement Rep</i>				
Sheriff, <i>Law Enforcement Rep</i>				
Don Weaver, FUSD, <i>Education Rep</i>	A			
Sanctuary TLC Resident, <i>Youth (Varies)</i>	P*			
SOS AmeriCorps <i>Youth Rep</i>	P**			

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

Staff Present:

Stacie Hines, Sanctuary Director
Joe Martinez, Safe Place Coordinator
Jody Ketcheside, Shelter Manager
Anita Ponce, Program Assistant
*Jerica McMurray, Client
**Daniel Mayo, AmeriCorps

3. APPROVAL OF MINUTES

October 2007 minutes approved as read. M/S/C

4. DIRECTOR'S REPORT

a. Sanctuary 2007 – 2008 Goals Review

Stacie provided the board with handouts for the 2007 and 2008 Goals. Focus was primarily on the 2008 Goal “Sustainability,” we will be applying for the California Association of Nonprofits (CAN) Central Valley Capacity Building Project (informational flyer provided). This project will provide support “capacity building” for the on-going development of our programs. A board member will be required to participate in 6 events, within a 2-year term (board can alternate participants). The board had no objections on moving forward with the application.

Stacie reviewed the rest of the 2008 Goals and informed the board on the plan to accomplish goals.

b. Status of Grant Application & Donation Request Submissions

We are currently applying for a few grants, and continue to search for new applications. Handout provided for the board to review.

c. Program Outcomes – Review

The Logic Model – Evaluation Draft Form was presented to the board, copies provided. Stacie welcomes any suggestions/recommendations, LeeAnn objects on using the term “Self-Sufficient”. The board was welcomed to email any other suggestions/recommendations.

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

a. Sanctuary Emergency Youth Shelter

Stacie introduced Jody Ketcheside, Shelter Manager. Jody reviewed the reports with the board (handouts provided) and informed the board of changes made in the shelter, including the use of the computer lab, revising of incident reports, and bi-weekly individual-staff meetings.

b. Sanctuary Transitional Living Centers

Stacie introduced Jericah, TLC 1 resident. Jericah submitted a poem for the National SafePlace Heart of the Matter Publication, and was a recipient of the award; she shared her story and poem with the board.

Stacie reviewed the reports with the board and informed them of the intent to revise the report within this year.

c. Sanctuary SafePlace Outreach & Events

Joe reviewed his report with the board.

d. Sanctuary Outreach to the Streets (SOS)

Joe reviewed the SOS Activity Report with the board. There’s a disturbing trend of young female prostitutes, as young as 12 – 14 years old.

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

6. OTHER BUSINESS

a. Adopt Bylaws with Revisions

The main changes were to move to quarterly meetings and remove the dues.

Motion to adopt Bylaws as presented. M/S/C approved.

7. PROPOSED AGENDA ITEMS

Kathleen wanted to know if the Fingerprinting was resolved, at the moment the only person pending is Don Weaver. Stacie will contact Don to see if he is still able to participate on the board.

8. ADJOURN MEETING

Meeting adjourned at 1:05 p.m.

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

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

MINUTES

I. Meeting called to order by Dr. Michael Petrovich at 8:17 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 October minutes were approved as amended. Guest name; Debra **Odun** should be spelled Odom, Ed Harris should read Vince Harris, and the October Governing Council met October 9th not October 10. M/S/C Bakman/Farley

IV. SOUL Updates

Dr. Mark Wilson presented demographic information for the school on enrollments, attendance, academic highlights, activities and updates as reflected in the Principal's report. The student enrollment in the seated component (Sanctuary) is 94 students. Enrollments for the Independent Study sites were as follows: Local Conservation Corps 47 and Asian Village Site 141. The ADA to enrollment continues to remain at approximately 90%.

In terms of testing and assessment, SOUL administered the first quarter Benchmark test in preparation for the STAR Test scheduled for April 21 – May 9, 2008. This test will exhibit verification that our students comprehend the curriculum taught in our classrooms, and that the benchmarks being tested align with State standards.

The final draft for SOUL's Charter renewal was submitted to the FUSD's review team November 30, 2007. On December 14th the review team will return the draft to SOUL with final recommendations for revisions. Prior to resubmitting the document to FUSD it will be presented for approval to the SOUL Governing Council. A Public Hearing is scheduled for the February 12, 2008 FUSD Board meeting. The charter review document for SOUL will then be agenized for approval at the March 12, 2008 FUSD Board meeting.

SOUL has received approval from the Western Association of Schools and Colleges, (WASC) to extend the submission deadline of our application from November 30, 2007 to January 15, 2008. The information documented in SOUL's 2008 charter renewal directly relates to the information required in the WASC application. Additional data collected from parents, students and community members through surveys will help disclose our expected school-wide learning results or outcomes and provide information that reveals what our students should know by the time they graduate from SOUL. At the January meeting each council member will be given a survey to complete.

SOUL received additional funding from the State of California Department of Education to sponsor supplementary CAHSEE tutoring. During the week of December 17– 21 approximately 50 students have signed up to attend the CAHSEE Intersession. The classes are being offered to those students who have not passed one or both sections of the exam.

V. SOUL Student Updates

Melanie Vargas reported on the Halloween Dance and Barbeque luncheon. This year the students celebrated Halloween with a Barbeque luncheon prepared by EOC food services and a school dance. The event took place on Friday afternoon, October 26, 2007. The students had a great time participating in the variety of activities planned.

Dr. Mark Wilson thanked the members of the Governing Council for their participation at the Thanksgiving Luncheon on Friday, November 16th. The event was a great success.

SOUL's fall sports program finished strong. The volleyball team took first place in the league, and our football team had participated in the league playoffs. During the winter sports season a girls and boy's basketball team will be offered.

Tim Bakman expressed appreciation for the accomplishments Steve Gorthy has achieved in developing the Charter School Activity League, as well as, the varied sports opportunities it has provided SOUL students to participate in.

VI. Membership Committee Report

Dr. Mark Wilson presented the Membership Committee report to the Governing Council. The committee verified that the Governing Council membership seats are full with the exception of the FUSD liaison position, which Dr. Rosylin Bessard has previously occupied. At the October 9, 2007 council meeting Dr. Bessard stated that she would appoint someone from FUSD to fill the position as a voting member. The By-Laws do not specifically state that representation from FUSD is required. However, the membership committee strongly agreed that having a FUSD liaison on the council is essential to the fostering of positive relations with SOUL's chartering agency. The committee also discussed a future representative for career education can be considered.

VII. Finance Committee Report

Dr. Mark Wilson presented the Finance Committee report to the council. He reviewed with the finance committee all revenue sources; state, federal and local, projected expenditures, cash flow cycles, and average daily attendance projections received by the school. The first interim financial report submitted to FUSD December 7th reflects increased state and federal funding for the 2007/2008 school year as compared to that of the previous year.

VIII. DataWorks Program Improvement Report

Dr. Mark Wilson suggested that this report be deferred to the January meeting, as Sylvia Ybarra is not present.

IX. Other Business

Dr. Wilson distributed Christmas gifts to the council members thanking them for their support and participation with EOC and the School of Unlimited Learning.

X. Public Comment

None at this time.

XI. Adjourn meeting

Meeting adjourned at 8:50 M/S/C Rodgers/Bakman