

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, February 27, 2008, 7:00 P.M.**  
**AGENDA**

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. <u>Call to Order</u>	Stites		
II. <u>Roll Call</u>	Palomino		1
III. <u>Approval of Previous Minutes</u> January 23, 2008 Meeting Minutes	Stites	Approve	2
IV. <u>Executive Director's Report</u> 2008 Board Retreat Evaluation	Palomino	Information	4
V. <u>Executive/Human Resources Committee</u>	Stites	Approve	
A. February 20, 2008 Meeting Minutes			5
B. LIHEAP 2008 Refunding Agreement			7
C. LCC Applications			10
1. Youthbuild USA Wal-Mart Foundation Funding			
2. City of Clovis Weed Abatement/Trash Removal Services			
3. Tom Richardson Concrete/Irrigation Services			
D. Rural Tobacco Education Program Funding Application			11
E. Sanctuary Applications			12
1. Transitional Housing Program-Plus (THP-Plus)			
2. Kaiser Permanente			
3. City of Fresno Emergency Shelter Grant (ESG)			
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F. SOUL Kaiser Grant Application			19
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VI. <u>Pension Committee Meeting</u> February 7, 2008 Meeting Minutes	Lucero	Approve	24
VII. <u>Advisory Boards</u>			
A. Head Start County-Wide Policy Council January 16, 2008 Meeting Minutes	Lucero	Information	25
B. SOUL Governing Council January 15, 2008 Meeting Minutes	Rodgers	Approve	30
VIII. <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.)			
IX. <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)

<b>Commissioner</b>	<b>Term Expiration</b>	<b>Target Area or Appointing/Nominating Org.</b>	<b>1/23</b>	<b>2/27</b>	<b>3/26</b>	<b>4/23</b>	<b>5/28</b>	<b>6/25</b>	<b>9/24</b>	<b>10/22</b>	<b>11/12</b>	<b>12/10</b>
Tim Bakman	12/31/09	14 <sup>th</sup> Senatorial District	X									
Dr. Lee Farley	12/31/09	Community Colleges	E									
Kathleen Fernandez	12/31/08	Juvenile Court	E									
George A. Finley, Sr.	12/31/08	Board of Supervisors	X									
Pastor Rufus Fruge	12/31/08	Target Area E	E									
Charles Garabedian, Jr.	12/31/09	Malaga County Water District	E									
Theresa Hernandez	12/31/08	Foster Grandparents	E									
David Randy Kevorkian	12/31/09	Target Area H	X									
J. Homer Leija	12/31/09	Target Area C	X									
Tito A. Lucero	12/31/08	Head Start County-Wide Policy Council	X									
Marina Magdaleno	12/31/09	Board of Supervisors	X									
Rev. Paul McCoy	12/31/09	NAACP	X									
Vongsavanh Mouanoutoua	12/31/09	Lao Evangelical Church of Fresno	E									
Esther Padilla	12/31/08	CA Transplant Donor Network	E									
Jose Antonio Ramirez	12/31/09	Target Area A	E									
Daniel Renteria	12/31/08	Target Area F	X									
Eugene Rico	12/31/09	Target Area G	X									
Jimi Rodgers	12/31/09	Association of Black Social Workers	E									
Jess Saldana	12/31/08	Target Area D	E									
Stites, Moses	12/31/08	31 <sup>st</sup> Assembly District	X									
Rev. E. Swillis	12/31/09	Mayor's Appointment	X									
Peter Vang	12/31/08	30 <sup>th</sup> Assembly District	X									
Juanita Veliz	12/31/09	Target Area B	X									
John Paul Youel	12/31/08	Fresno County Housing Authority	X									
Present = X			14									
Absent = O			0									
Excused = E			10									
Vacant = V			0									

(Rollcall.08)

**Fresno County Economic Opportunities Commission  
Board of Commissioners Meeting  
Wednesday, January 23, 2008  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by Board Chair Stites at 7:02 p.m.

**II. ROLL CALL**

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

**III. APPROVAL OF PREVIOUS MINUTES**

*M/S/C – Finley/Rico December 12, 2007 Meeting Minutes. All in favor.*

Stites introduced new commissioners Kevorkian and Veliz.

**IV. SEATING OF COMMISSIONERS**

*M/S/C – Finley/Rico to approve seating of 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. All in favor.*

**V. EXECUTIVE DIRECTOR'S REPORT**

Palomino reported/announced the following:

- Welcomed new commissioners Kevorkian and Veliz.
- Government at the State level.
- An application for funding EOC submitted to the Workforce Investment Board on January 18<sup>th</sup>.
- Developments with the sale of the Neighborhood Youth Center (NYC) to the City of Fresno.
- Invited the board to attend the 7<sup>th</sup> Annual Employee Recognition Luncheon to be held on January 25<sup>th</sup> at the Fresno Convention Center.

**VI. EXECUTIVE COMMITTEE**

*M/S/C – Magdaleno/Finley to approve/ratify the following: A) January 9, 2008 Meeting Minutes, B) Community Services Block Grant (CSBG) 2008-20 refunding agreement to the Department of Community Services and Development (CSD) in the amount of \$231,064 for a two-year term from January 1, 2008 to December 31, 2009, C) Energy Partners 2008 refunding agreement to P.G.&E. in the amount of \$1,293,516 for term of January 1, 2008 to December 31, 2008, D.1) Refugee Services application to California Endowment in the amount of \$55,000, D.2) Refugee Services application to the California Department of Agriculture in the amount of \$100,000, D.3) Refugee Services application to Kaiser Permanente in the amount of \$30,000, D.4) Refugee Services application to Rabobank Community Foundation in the amount of \$75,000, D.5) Refugee Services application to Robert Wood Johnson Foundation in the amount of \$150,000, D.6) Refugee Services application to Roots of Change in the amount of \$60,000, D.7) Refugee Services application to USDA-AMS-FSMIP in the amount of \$75,000, D.8) Refugee Services application to USDA, CREES Community Food Projects in the amount of \$125,000/yr for 3 years, E.1) Sanctuary United Way FEMA Funding request in the amount of \$19,000, E.2) Sanctuary partnership application to California Association of Nonprofits (CAN) Central Valley Capacity Building Project, F.1) SOUL & Fresno Unified Renewal Charter Petition for the period of July 1, 2008 to June 30, 2013, and F.2)*

SOUL & Fresno Unified MOU from July 1, 2008 to June 30, 2013, G) Foster Grandparent 2008 funding application to Kaiser Permanente in the amount of \$35,000, H.1) Early Head Start Target Area Recruitment and Enrollment Policy Revisions, H.2) Head Start/Early Head Start Preliminary Report-FY 2008 Federal Onsite Review (Information), and G) Signatory Resolution for FY 2008. All in favor.

**VII. FINANCE COMMITTEE MEETING**

*M/S/C – Finley/Rico to approve: A) January 16, 2008 Meeting Minutes, and B) Quarterly Financial Reports. All in favor.*

**VIII. ADVISORY BOARDS**

- A. Head Start County-Wide Policy Council (Information)  
Lucero reported on the November 14, 2007 and December 11, 2007 Meeting Minutes.
- B. Sanctuary/Safe Place LCC Advisory Board  
*M/S/C – Lucero/Rico to approve January 10, 2008 Meeting Minutes. All in favor.*
- C. SOUL Governing Council  
*M/S/C – Finley/Rico to approve December 11, 2008 Meeting Minutes. All in favor.*

SOUL Academic Officer/Principal Mark Wilson invited the board to attend the FUSD board meeting on February 13<sup>th</sup> in support of the SOUL MOU, which will be listed as an approval item on the agenda.

**IX. COMMITTEE APPOINTMENTS**

*M/S/C – Rico/Leija to approve 2008 Committee Appointments. All in favor.*

**X. OTHER BUSINESS/PUBLIC COMMENT**

Stites called for other business. Palomino invited the board to attend the ribbon cutting ceremony of the Early Head Start Child Development Center to be held on February 20<sup>th</sup>.

Stites called for public comment. There was none.

**XI. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:00 p.m.

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

Respectfully submitted,

Roger Palomino  
Board Secretary

**2008 Board Retreat**  
**Doin' Good Better**  
**January 30 – February 1, 2008**  
**Monterey Plaza Hotel & Spa**

**Retreat Evaluation**

**1. Did the retreat meet your expectations?**

- Yes.
- Yes, again a great opportunity to hear about the goals and progress of other EOC programs.
- Excellent consultant
- Lots of food
- Theme
- Setting
- Weather
- Mixture of light/heavier agenda items
- Well-planned agenda
- Facility
- Opportunity to meet others in relaxed setting
- Program interactions
- Preparation
- Common thread through topics
- Board and staff interaction

**2. Name any positive aspect of the retreat.**

- Opportunity to meet and converse with the board and get to meet and know staff from other programs in EOC.
- Open attitude and respect, building leadership team, liked walking to lunch – choices, wonderful hotel!
- Letting us know how much updating we need to make us better.
- We are still the best at what we do.

**3. If you can change anything about the retreat, it would be:**

- Whale watching activity
- Try not to repeat what we did last year, be current, new.
- More focus on actually changing lives vs. help training, schooling, (educational partnership will facilitate)
- Room setup (blocked view)
- More time for Board to spend on vision planning series of Board Training

**4. What topic, concern, or issue would you like presented or covered in future retreats?**

- I have no concerns; continue with same breakouts
- Action planning
- Process of vision to work in the field
- Maybe set some time aside to actually work on issues while we have all board members present.
- Substance abuse
- Strategic planning

**5. Please rate the retreat:**

Highly productive	100%
Okay	0%
Poor	0%

**6. Open comments, criticism, and suggestions:**

- Enjoyed coming on Wednesday vs. Thursday. The facilities are great!
- Let's go fishing one afternoon.

**EXECUTIVE/HUMAN RESOURCES COMMITTEE  
EOC BOARD ROOM, SUITE 310  
February 20, 2008, 12:00 p.m.  
MINUTES**

**I. Call to Order**

Chairman Stites called the meeting to order at 12:13 p.m.

**II. Roll Call**

Executive Director Roger Palomino called roll. A quorum was present for both committees.

Executive Committee

Members Present: Moses Stites, Theresa Hernandez, Peter Vang, Tim Bakman,  
George Finley, Esther Padilla, Gene Rico

Human Resources Committee

Members Present: Charles Garabedian, Theresa Hernandez, Gene Rico, Juanita Velliz

Staff Present: Roger Palomino, George Egawa, Naomi Mizumoto, Dawn Cagle,  
Salam Nalia, Paul McLain-Lugowski, Dennis Bachelor, Stacie Hines,  
Rob Martin, Carolyn Moreno

Guest: Allysunn Williams

**III. Approval of Previous Minutes**

*M/S/C – Finley/Rico to approve January 9, 2008 Meeting Minutes. All in favor.*

**IV. Executive Director's Report**

Palomino announced/reported on the following:

- Ribbon cutting ceremony for the Early Head Start Child Development Center was held this morning at 10:30 a.m.
- The Workforce Investment Board awarded funding for EOC's Youth RFP. Discussion.
- Thanked commissioners and staff for attending the FUSD board meeting on February 13<sup>th</sup>, and giving testimony in support of the SOUL Charter School & FUSD MOU.
- Introduced new Associate Executive Director Allysunn Williams, who will be supervising the Health Services components and new initiatives for EOC.

Stites commended the Early Head Start staff for the success of the ribbon cutting ceremony held this morning and welcomed new Associate Executive Director Allysunn Williams on behalf the board.

**V. Consent Items**

Item D.4) Sanctuary Advisory Board By-Laws Revisions was pulled for discussion.

*M/S/C – Rico/Vang to approve/ratify the following: A) Low-Income Home Energy Assistance Program (LIHEAP) 2008 refunding agreement to the Department of Community Services and Development (CSD) in the amount of \$2,037,014 from January 1, 2008 to December 31, 2008, B.1) LCC application to Youthbuild USA for foundation funding from Wal-Mart in an amount not to exceed \$200,000 from October 2008 to December 2009, B.2) LCC bid to the City of Clovis for week abatement and trash removal services in the amount of \$30,000, for a*

twelve month period, B.3) LCC bid to Tom Richardson for stamped concrete and irrigation services in the amount of \$4,777.40, C) Rural Tobacco Education Program application for funds through the California Department of Health/Tobacco Control Section in the amount of \$300,000 from July 1, 2008 to June 30, 2010, D.1) Sanctuary Transitional Housing Program-Plus (THP-Plus) renewal funding application to the County of Fresno/Department of Children and Family Services in the amount of \$636,960 for up to 3 years, D.2) Sanctuary Kaiser Permanente grant request in the amount of \$40,000, D.3) Sanctuary Emergency Shelter Grant application to the City of Fresno in the amount of \$68,412, and E) SOUL grant application to Kaiser Permanente Community Benefit Program in the amount of \$35,000 for the 2008/2009 school year. All in favor.

Finley requested legal counsel review the Sanctuary By-Laws. Discussion followed. Approval of Sanctuary Advisory Board By-Laws to be tabled until legal counsel reviews.

*M/S/C – Rico/Finley to table Sanctuary Advisory Board By-Laws until reviewed by legal counsel. All in favor.*

**VI. Other Business**

Stites asked for other business. There was none.

**VII. Adjournment**

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

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

Respectfully Submitted,

Moses Stites, Board Chair

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> January 20, 2008	<b>Program:</b> LIHEAP
<b>Agenda Item No.:</b> V.-B.	<b>Assistant Executive Director:</b> George Egawa, Alma Kowalski
<b>Item:</b> LIHEAP 2008 Agreement	<b>Executive Director:</b> Roger Palomino
<b>Committee:</b> Executive Committee	

**RECOMMENDED ACTION**

To approve **1)** the 2008 LIHEAP (Low-Income Home Energy Assistance Program) refunding agreement with CSD (State of California Department of Community Services and Development), **2)** the Agency’s Priority Plan, and **3)** the required Board Resolution authorizing the Agency to enter into the contract with CSD.

**BACKGROUND**

The State of California Department of Community Services and Development (CSD) has tendered a 2008 LIHEAP refunding agreement #08B-5459, in the amount of \$2,037,014 for the 12 month period January 1, 2008 to December 31, 2008.

The LIHEAP contract has two components: the Weatherization program, and the Energy Assistance Program (HEAP/ECIP).

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

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

The Energy Assistance Program (HEAP/ECIP) assists eligible clients with utility bills, including wood, propane, and oil. The Community Services Office and the LCC program work in collaboration to provide the following services:

- |                  |   |
|------------------|---|
| Outreach         | Coordination with the Community Services Department |
| Intake           | Coordination with the Utility Companies             |
| Needs Assessment | Coordination with Wood, Propane and Oil Vendors     |
| Client Education |   |

**ISSUE**

In addition to approval of the LIHEAP agreement, CSD regulations require approval of a Board Resolution to enter into the agreement with CSD, and the approval of the Agency’s Priority Plans.

### **Weatherization Priority Plan**

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

### **HEAP/ECIP Priority Plan**

First priority for Energy Assistance services will be to those households with the highest energy burden and with the following vulnerable populations: very young children (ages 5 and under), individuals with disabilities, and frail older individuals (ages 60 years or older).

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

**RESOLUTION**

WHEREAS, the Department of Community Services and Development (CSD) is designated to receive and administer the Low Income Home Energy Assistance Program grant (LIHEAP) for the State of California (Government Code Section 16367.5), and

WHEREAS, the State CSD, under the LIHEAP Block Grant Program has elected to award Fresno County Economic Opportunities Commission (EOC) Contract #08B-5459 in the amount of \$ 2,037,014 for home energy assistance and weatherization services, and

WHEREAS, the EOC Board of Commissioners has accepted this award on February 27, 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

<b>Date:</b> February 20, 2008	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No.:</b> V.-C.1,2,3	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> Local Conservation Corps Bids and Proposals	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION**

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

**BACKGROUND**

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

**ISSUES**

1. To ratify the submission of a February 15, 2008 application to YouthBuild USA for foundation funding from the Wal-Mart Foundation in an amount not to exceed \$200,000. If approved, funds will be used to enhance the college and career preparation services of the LCC for YouthBuild students. The program’s budget is from October, 2008 through December, 2009 and includes funds for case management staff, administration, computers, software, and licensing fees, and curriculum. The emphasis of college and career placement will be on green construction jobs, landscaping, recycling, network cabling, customer service, and careers in the health field.
2. To ratify the submission of a bid to the City of Clovis for weed abatement and trash removal services, submitted February 19, 2008. Bid includes history and qualifications of the vendor, as well as price: hourly professional rate, plus equipment fees. Based on past contracts for similar work with the City of Clovis, staff anticipates the value of this contract to be \$30,000 for the twelve month period of time it covers.
3. To ratify the submission of a January 25, 2008 bid to Tom Richardson for stamped concrete and irrigation services valued at \$4,777.40. Work includes mobilization and preparation, all materials, labor, and dumping fees.

Total estimated value of bids is \$234,777.40.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> February 20, 2008	<b>Program:</b> Rural Tobacco Education Program
<b>Agenda Item No.:</b> V.-D.	<b>Director:</b> Rob Martin
<b>Item:</b> Application for funds	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Approval to submit for RFA through the California Tobacco Control Program in the amount of \$300,000 for the period of July 1, 2008-June 30, 2010. Funding to provide tobacco control project services to Rural Fresno County.

**BACKGROUND:**

FCEOC currently provides tobacco education services through funding from the California Department of Health, Tobacco Control Section, utilizing Prop. 99 funds. Due to funding shortfall at the state level, FCEOC must submit a Funding Shortfall Application in order to resecure funding for the Rural Tobacco Education Program. The state anticipates that there is sufficient money available to fund approximately 24 of 40 projects currently funded. This is a competitive bid process open only to eligible applicants (those currently receiving funds).

**ISSUE:**

Seeking FCEOC Board approval to move forward in the process of responding to this RFA. The RFA is due March 10, 2008.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> February 20, 2008	<b>Program:</b> Sanctuary Youth Project
<b>Agenda Item No.:</b> V.-E.1,2,3	<b>Director:</b> Stacie Hines
<b>Item:</b> Sanctuary Grant Proposals and Contracts	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Approve the submission of the grant proposal to Fresno County and Kaiser Permanente.

1. **Transitional Housing Program-Plus (THP-Plus) \$636,960/year for up to 3 years (*Competitive Request for Renewal Funding*)** - Transitional Housing Program - Plus (THP-Plus) is a program designed to provide housing and case management for youth emancipating from Child Welfare Service or Juvenile Probation foster care placement. It is designed to be a strength-based service assisting youth by tailoring the support the youth receive to the strengths and needs of the youth. Youth will be assisted to gradually transition from dependence to taking care of their own needs and goals during the maximum of twenty-four months that the youth may utilize these services. Sanctuary has been the sole source contract for this Fresno County Department of Children and Family Services program since April 1, 2007.
2. **Kaiser Permanente - \$40,000 (*Competitive Request for Renewal Funding*)** – The Community Benefit Program will review grant requests from community-based organizations beginning January 1, 2008 through March 14, 2008. Grant requests should focus on the following priority needs: 1) improve access to preventative health care and treatment for underserved and vulnerable populations, 2) improve the level of academic and employment skills for youth and the currently under-employed and unemployed population, and 3) improve and promote healthy lifestyles for children and youth. Funding is expected to support Street Outreach basic needs items (such as food and hygiene items), Sanctuary community education efforts, and support of the shelter’s Youth Care Specialist position, which is responsible for the delivery of life skills curriculum addressing healthy lifestyle choices.
3. **City of Fresno, Emergency Shelter Grant - \$68,412 (*Competitive Request for Renewal Funding*)** –On an annual basis, the City of Fresno allocates Federal ESG funds in compliance with federal guidelines. The City anticipates receiving \$336,659 ESG entitlements from the U.S. Department of Housing and Urban Development (HUD) for FY 2009. These funds are again available for application by approved emergency shelter operations. In a collaborative effort with the Fresno Madera Continuum of Care, a formula for funding has been developed to ensure equity among all local necessary shelter services. As in the past, EOC staff will participate in the collaborative effort, and submit two funding applications: one for necessary support of the TLC-1 and one to support Youth Shelter operations (insurance, utilities and maintenance). Projected requested amounts:
  - \*Sanctuary Transitional Living Center: \$18,716 (14.71%)
  - \*Sanctuary Youth Shelter: \$18,651 (5.54%)

**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

<b>Date:</b> February 20, 2008	<b>Program:</b> Sanctuary Youth Project
<b>Agenda Item No.:</b> V.-F.	<b>Director:</b> Stacie Hines
<b>Item:</b> Sanctuary Advisory Board By-Law Revisions	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Approve changes to Sanctuary Advisory Board by-laws.

**Approval of Sanctuary Advisory Board By-law Revisions** – The Sanctuary Advisory Board requested that meetings be held quarterly instead of bimonthly, and membership fee requirements be removed. The recommended revisions include removing Article IV, Section 8 that requests membership fees for all Advisory Board members. In addition, it is recommended that the word “bimonthly” in Article IV, Section 5; Article V, Section 1; and Article VI, Section 5 be changed to “quarterly.” The noted verbiage was presented to and approved by the Sanctuary Advisory Board on January 10, 2008. The amended By-laws are being submitted to the EOC Board of Commissioners for final review and approval.

**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.

**THE SANCTUARY SAFE PLACE  
OUTREACH & SHELTER OPERATIONS PROJECT (*Project*)  
ADVISORY BOARD BY-LAWS  
(revised October 2007)**

**ARTICLE I. NAME**

The name of the Board will be known as the “*The Safe Place Outreach & Shelter Operations Advisory Board*,” hereinafter referred to as the *Advisory Board*.

**ARTICLE II. PURPOSE**

The purpose of the *Advisory Board* is to provide the Sanctuary Safe Place Youth Project (*Project*) programs with review, advice/guidance, assessment and to be an advocate in all matters pertaining to Fresno County Economic Opportunities Commission Sanctuary Safe Place Shelter Project.

**ARTICLE III. DUTIES & RESPONSIBILITIES OF THE ADVISORY BOARD**

- Section 1.** The *Advisory Board* shall review and make recommendations regarding the Sanctuary Safe Place Outreach and Shelter Operations (Project) to the EOC Executive Director or Designee. This review includes discussion of licensing issues, client demographics and reported client incidents, which will be documented in Board minutes and forwarded to the State Department of Social Services-Community Care Licensing office.
- Section 2.** The *Advisory Board* shall serve as a liaison between the Project and other businesses and agencies.
- Section 3.** The *Advisory Board* shall assist in the development and enhancement of the Project’s public image.
- Section 4.** The *Advisory Board* shall recommend a strategy for continued funding of the Project.
- Section 5.** The *Advisory Board* shall recruit and maintain a board membership to ensure the best service to The Sanctuary Safe Place Outreach & Shelter Operations.

**ARTICLE IV. MEMBERSHIP**

- Section 1.** The membership of the *Advisory Board* shall include, members of the business community, the media, public agencies, youth, and residents of the community-at-large that are concerned with youth. These members may include:
- a. EOC Agency Commissioner(s)
  - b. Community youth, AmeriCorps youth members, and Sanctuary Transitional Living Center residents
  - c. Public agencies providing services in:  
Law Enforcement      Education      Health      Social Services
  - d. Representatives from civic organizations and the business community.
  - e. Adults and/or youth from the community-at-large and/or from partner youth programs.
  - f. Other individuals or organization representatives who possess skills, interests and/or resources, which will aid the *Advisory Board* in fulfilling its purpose.

- Section 2.** There shall be a minimum of nine members on the *Advisory Board*.

**Section 3.** Each member shall be fingerprinted as mandated by Community Care Licensing.

**Section 4.** All members serving on the *Advisory Board* shall be confirmed by the Board of Commissioners of the Fresno County Economic Opportunities Commission.

**Section 5.** If a member or their alternate is unable to attend two (2) or more regularly scheduled quarterly meetings within a calendar year, then their seat on the *Advisory Board* will be reviewed for replacement.

**Section 6.** Any member may chose to designate an alternate to attend and vote at *Advisory Board* meetings on their behalf. Alternate designees shall be subject to the same membership and clearance specifications as required of a primary member.

**Section 7.** The Sanctuary Director and Program Coordinating Staff shall serve as an ex-officio member of the *Advisory Board*.

## **ARTICLE V. MEETINGS**

**Section 1.** The *Advisory Board* shall meet quarterly.

**Section 2.** Fifty-one percent (51%) of the membership shall constitute a quorum at all meetings.

## **ARTICLE VI. OFFICERS**

**Section 1.** Only members of the *Advisory Board* shall be eligible to hold office on the *Advisory Board*.

**Section 2.** A nominating committee, selected during the second to last scheduled meeting of the calendar year, shall submit candidate(s) for each office to the *Advisory Board*. Nominations may also be submitted by the membership at the time of election.

**Section 3.** Officers shall be elected by a majority vote of the Board members at the Annual *Advisory Board* Meeting during the last scheduled meeting of each calendar year.

**Section 4.** All elected officers shall take office immediately and shall remain in office until the next Annual Meeting of the *Advisory Board*.

**Section 5.** If an officer is unable to attend more than one (1) regularly scheduled quarterly meeting within a calendar year, then their status on the *Advisory Board* shall revert to general membership. In such circumstances, no vote of the membership will be required to approve the change of membership status.

**Section 6.** Officers may be removed by the following process:

1. Any member of the *Advisory Board* may make a motion to consider the removal of an officer. Such a motion shall include a statement of reasons for removal from office including, but not limited to, illegal activity, conflict of interest, failure to perform specified duties, and/or change in fingerprint clearance
2. The officer that is being considered for removal shall receive written notification and reason for removal. This written notice shall be delivered in person or via registered mail no less than 14 days prior to the next scheduled meeting.
3. Such officer shall be removed at the next scheduled meeting with an affirmative vote of 2/3 of the membership present at that meeting.

**Section 7.** Vacancies for officers may be filled at any regular meeting by vote of the membership with nominations being submitted from the floor.

## **ARTICLE VII. DUTIES & RESPONSIBILITIES OF THE OFFICERS**

The officers of the *Advisory Board* shall be the Chairperson, Vice-Chairperson, and Secretary.

### **Section 1. Chairperson**

The Chairperson shall designate the date, time, and place of all meetings and affairs of the *Advisory Board*, at which he/she shall preside. He/she shall also be authorized to appoint subcommittees to undertake special tasks.

### **Section 2. Vice-Chairperson**

The Vice-Chairperson at the request of the Chairperson or in the event of the Chairperson's absence shall perform any and all duties of the Chairperson.

### **Section 3. Secretary**

The Secretary shall be responsible for insuring the recording and maintenance of the minutes and records of the *Advisory Board*, which shall include a current membership listing. The Secretary insures that all notices are distributed to all members.

## **ARTICLE VIII. COMMITTEES**

The *Advisory Board* shall have three standing committees consisting of Executive, Youth Representation, and Fundraising, Community Partnership & Foundation Development.

**Section 1.** Each Committee Chairperson shall be appointed by the *Advisory Board* Chairperson. Each Committee Chairperson shall appoint committee members to his/her respective committee, except the Executive Committee.

**Section 2.** The *Advisory Board* Chairperson may designate ad-hoc committees to undertake particular tasks.

## **ARTICLE IX. DUTIES & RESPONSIBILITIES OF THE COMMITTEES**

### **Section 1. Executive**

The Committee shall consist of the officers of the *Advisory Board* and the Chairpersons of each of the committees. The Committee shall be responsible for making decisions on behalf of the *Advisory Board* in matters where immediate action is imperative during the interim periods between regularly scheduled *Advisory Board* Meetings. In addition, the Committee shall be responsible for recruitment and review of membership as specified by Article IV. Section 1. Any action taken by the Executive Committee shall be brought before the *Advisory Board* and ratified at the next scheduled regular meeting.

### **Section 2. Youth Representation**

The Committee shall be representative of the Youth Leadership Institute Council, which will include five (5) seats representing Sanctuary Youth Project youth, at least one of which will serve on the *Advisory Board* and Executive Committee. This Committee will identify youth service needs, present concerns, and/or deliver pertinent youth-based information. The Committee shall be responsible for recommending direction for service provision as relevant to the Sanctuary SafePlace Youth Project (*Project*) operations and development.

### **Section 3. Fundraising, Community Partnership & Foundation Development**

The Committee shall be responsible for the development of an annual fundraising, community partnership, and marketing strategy. In addition, the Committee shall be responsible for the development and maintenance of a Foundation, as deemed appropriate.

**ARTICLE X. VOTING**

**Section 1.** Only members or their designated alternates may vote and must be present at meetings to do so.

**Section 2.** A majority vote is necessary to pass any motion.

**Section 3.** The Chairperson may only vote in event of a tie.

**ARTICLE XI. AMENDMENTS**

Amendments to these by-laws may be adopted by a majority of those members present at any meeting, provided that two weeks written notice is given prior to that meeting.

*Helping People. Changing Lives.*



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> February 20, 2008	<b>Program:</b> School of Unlimited Learning
<b>Agenda Item No.:</b> V.-F.	<b>Director:</b> Mark A. Wilson. Ed.D.
<b>Item:</b> SOUL Kaiser Grant Application	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Staff requests board approval of the proposed Kaiser Permanente Community Benefit Program Grant Application in the amount of \$ 35,000.00 for the 2008/2009 school year. The due date for submitting the 2008/2009 grant is March 14, 2008

**BACKGROUND:**

Kaiser Permanente Fresno has identified priority health and social needs that impact the lives of vulnerable populations through a community needs assessment that is conducted every three years. These priorities provide the basis for the Kaiser Permanente Fresno Community Benefit Program and guide the distribution of Kaiser Permanente Fresno contributions to the community. The priority needs identified through 2008 include:

- improved access to preventive health care and treatment for vulnerable populations,
- increased economic diversity and improved workforce knowledge and skills, and
- improved healthy lifestyles for low-income children.

During the 2007/2008 school year, the School of Unlimited Learning received a grant for the total amount of \$35,000. The funds were utilized to improve workforce knowledge and skills through an enhanced classroom based program titled "Careers: Choices and Challenges." The 2007 funding helped to provide to SOUL students career exploration and job skills training with a focus on higher education and post-secondary vocational training.

The 2008/2009-grant application will enhance the current grant and will focus on the expansion of the careers curriculum specifically to include health care careers. If funded, this grant will utilize the resources of Kaiser Permanente for guest speakers, field trips, and exploration of all careers available in a hospital setting. Kaiser Hospital would also be used to place students for the paid work experience/job shadowing component of the class. In addition to health care professions such as doctors, nurses, and medical assistants, these careers would include psychologists, social workers, nutritionists, pharmaceutical employees, culinary workers, medical billing, and x-ray technicians to name a few. The grant would also cover transportation costs for all SOUL students placed at the Kaiser facility for their paid work experience.

The School of Unlimited Learning serves at-risk students residing in Fresno County who face a myriad of social problems that have hindered their academic success in traditional school settings. SOUL strives to provide a unique learning environment, focusing on the whole child, in effort to increase their academic and social success. In addition we put much emphasis on assisting them in their career goals and a path of lifelong learning.

The Kaiser Permanente Community Benefit Program Grant is an annual competitive grant. SOUL's grant application was submitted to the SOUL Governing Council on Tuesday, February 12, 2008

Fresno County **Economic Opportunities Commission**

*Helping People. Changing Lives.*



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> February 27, 2008	<b>Program:</b> Executive Office
<b>Agenda Item No.:</b> V.-G.	
<b>Item:</b> Board Self-Assessment Evaluation	<b>Executive Director:</b> Roger Palomino
<b>Committee:</b> Board of Commissioners	<b>Board Chair:</b> Moses Stites

**RECOMMENDED ACTION:**

Information; for discussion purposes.

**BACKGROUND:**

The board was requested by Carolyn Mangrum, consultant, to complete a Board Self-Assessment for discussion at its annual retreat in January, 2008 in preparation for agency compliance with the recently passed Head Start Reauthorization Act.

As Final Rules are promulgated and procedures for the Act are issued by HHS, staff will advise the board on recommended actions and alternatives for board governance issues.

Attached for review and discussion is the self-assessment and corresponding comments.



## Board Self Assessment

<b>ACTIVITIES</b>	<b>Assessment Comments</b>
<ol style="list-style-type: none"> <li>1. The board understands that its accountability includes financial responsibility, accounting and control, and social/ethical decisions</li> <li>2. Good printed materials about the organization are available in an attractive and up-to-date format, and publicity appears in appropriate media in sufficient frequency and quality.</li> <li>3. The board represents the organization to the public, giving reports and listening to public needs and concerns.</li> <li>4. The board approves selection of outside counsel (attorney).</li> </ol>	<p>Agency-wide Audit presented annually; Finance and Audit Committee meet regularly; Conflict of interest policy in place</p> <p>Outside design firm engaged; Media/Public Relations Specialist coordinates publicity and marketing</p> <p>Board represents the Agency appropriately; Community hearings conducted for CSD Action Plan</p> <p>Professional services for agency approved by Board per procurement policy</p>
<b>RELATION TO EXECUTIVE DIRECTOR</b>	
<ol style="list-style-type: none"> <li>5. The board selects an Executive Director and delegates to him/her full responsibility for all duties, except those reserved for the board.</li> <li>6. The board establishes an annual performance plan for the Executive Director and monitors and evaluates annually.</li> <li>7. The board has a succession plan for the Executive Director and other designated key officers.</li> <li>8. The board recognizes the importance of the Executive Director's well-being and commissions the board chairperson to address these matters.</li> </ol>	<p>Delineated in HR Policy and Procedure Manual and ED Contract</p> <p>Specified in ED contract</p> <p>Succession Plan for ED and AEDs to be drafted</p> <p>Specified in ED Contract and on-going practice</p>
<b>APPROVES MISSION, POLICIES, GOALS, AND PLANS</b>	
<ol style="list-style-type: none"> <li>9. The mission, purpose, and values of the organization are clearly defined and approved by the board.</li> <li>10. The board consistently focuses its attention and time on "Ends" matters-mission fulfillment, goal achievement, and values-rather than on operations and procedures.</li> <li>11. The board holds itself responsible for the strategic and long-term plans for the organization and gives time each year to address, update, and monitor those plans.</li> <li>12. General operating policies, personnel policies, and job descriptions are in writing, are easily accessible (in binder format), and are regularly updated.</li> <li>13. The organization meets all laws, regulations (local, state, national, international), and licensing or accreditation standards above and beyond the bare minimum required, including quality and safety.</li> </ol>	<p>Mission, Value and Strategy Statements are published</p> <p>Assessed at Annual retreat and on-going at monthly meetings</p> <p>Reviewed by Strategy Committee and addressed at Annual Retreat</p> <p>Finance and HR committee reviews, approved by Board</p> <p>Outside counsel, external auditors, compliance monitored by internal auditors, program management, and HRIS systems are in place.</p>

<b>MONITORS FINANCIAL STRUCTURE AND ACTIVITY</b>	
14. The board approves all changes in financial structure.	Board approves all changes
15. The board approves an income and expense budget in line with financial transactions.	Finance Committee reviews and approved by Board
16. The board approves and monitors all long- and short-term borrowing.	Finance Committee reviews and Board approves all loans
17. Insurance coverage for board, staff, facilities, programs, etc. is monitored regularly.	Outside Risk Management Consultant; Finance Committee reviews and approved by Board on annual basis
18. The board authorizes an annual independent financial audit and reviews the report with the auditor.	Audit Committee reviews and accepted by Board
19. The board authorizes all bank signatures.	Board signatory resolution on annual basis
20. The board reviews financial procedures which are completely and accurately followed, including billing, accounts management, accounting, taxes, and audits etc.	Accounting Manual approved by Finance Committee; Audit Committee receives compliance letter from Independent Auditor
<b>MONITORS, REVIEWS, AND APPRAISES MANAGEMENT</b>	
21. The board reviews and approves compensation for Executive Director and a compensation plan for the total organization.	Per ED contract and evaluation; Compensation for agency positions reviewed by HR Committee
22. The board approves Agency benefit plans, pensions, etc., or exceptions to plans as applicable.	Pension, HR and Finance Committees reviews, Board approves
23. The board receives and monitors at least quarterly – financial, statistical, and operational reports.	Executive and Finance Committees reviews and Board approves
<b>RESPONSIBLE FOR MANAGEMENT OF THE BOARD</b>	
24. The board operates with a clear and current set of bylaws with which all board members are familiar.	Board operates with clear set of by-laws
25. Roles and responsibilities of board and committees are well defined and understood, with descriptions for each.	Defined in By-Laws
26. The board provides for removal of board members for just case according to by-laws.	Specified in By-Laws
27. New board members receive orientation in all aspects of the board's work.	Conducted prior to first meeting for new members

<p>28. The board creates committees of the board, defines their functions, and dissolves them as appropriate.</p> <p>29. The board has an executive committee to handle matters which may come up between meetings. Its authority is specified in the bylaws.</p> <p>30. Training for board work is a regular part of its annual plan.</p>	<p>Specified in By-Laws</p> <p>Specified in By-Laws</p> <p>Based on Board Needs and at Annual Retreat</p>
<p><b>BOARD MEETINGS</b></p>	
<p>31. All members actively participate in each meeting of the board and committees to which they are assigned.</p> <p>32. The board has an effective procedure for decision-making which it follows; all appropriate persons are involved in the process. Board meetings are effective.</p> <p>33. The board has executive sessions regularly.</p> <p>34. The board has a regular report from the chair and/or the Executive Director.</p> <p>35. Agenda and other board materials, including study documents, are mailed to members in sufficient time for review in advance of board meetings.</p> <p>36. There is a clear separation of board functions and responsibilities from management functions and responsibilities.</p> <p>37. Major proposals are from staff via committee before they are presented and are available in written form.</p>	<p>Currently in Place</p> <p>Follow Roberts Rules of Order</p> <p>Only as required</p> <p>Verbal ED report at regular monthly Executive Committee and Board meetings Mailed week prior to meeting</p> <p>Clear separation is practiced</p> <p>Included in regular ED reports</p>

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

Thursday February 7, 2008

**MINUTES**

I. Call to Order

The meeting was called to order by Chairperson Tito Lucero at 12:08 p.m.

II. Roll Call

Members Present:

Tito Lucero  
Rev. Swillis  
Moses Stites  
Roger Palomino  
George Egawa  
Janet Berberian

Staff Present:

Dawn Cagle  
Salam Nalia

Others Present:

Dwayne Michael, Morgan Stanley

III. Approval of Minutes, November 1, 2007

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

IV. Quarterly Financial Reports

Nalia presented an unaudited financial statement report as of December 31, 2007. The net assets available are \$20,062,505, up from \$18,588,224 for fiscal year 2006. The investment earnings for the year were \$744,562. The total income for 2007 is \$2,218,569. The participant report indicated 1085 participating employees in the Plan and 224 employees participating in the voluntary contribution. There are 216 participants in the plan that have terminated employment and may request distributions at any time.

Michael presented a summary of the accounts, stating 64% of the investments are in equities and 36% in fixed income. Michael stated the market is currently very volatile. The last quarter of 2007 was negative due to real estate and bank lending. The first quarter of this year the Federal Reserve Board has cut interest rates twice and the politicians are working on an economic stimulus package so the problem has been identified and is in the process of being fixed. Michael stated during an election year the stock market does fairly well so things should turn around in the stock market by the end of next quarter. Discussion.

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

V. Election Results and Seating of Employee Representatives

Cagle explained the nomination and election process of the Employee Representatives. Janet Berberian has been elected as the Employee Representative and Paul McLain has been elected as the Alternate.

*M/S/C (Swillis/Stites) to seat the Employee Representatives as members on the Pension Committee.*

VI. There being no further business, the meeting adjourned at 12:35 p.m.

Respectfully submitted,

Tito Lucero, Chair

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

January 16, 2008

- CALL TO ORDER                   The meeting was called to order at 6:35 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, Victoria Rocha, Eulalia Torres, Esperanza Baez, Brenda Caballero, Amelia Delgado, Lupita Barraza, Tong Yang, Jessica Chavez, Susana Melton, Darnell Canfield, Anna Montez, Gabriela Diaz, Sonia Lopez, Jacqueline Parra, Dinita Laney, Eladia Carmona, Noemi Sanchez de Sor, Elizabeth Mott, Paulette Johnson, Sara Reyes, Patricia Robledo, Alexandra Caballero, Anita Watkins, Martha Quiroz, Mercedes Tovar, Tomica Ginger, Angelica Gutierrez, Odelia Pena, Daisy Grimaldo, Michelle Redd, Deyanira Atayde, Savanna Powell, Jane Medina, Adela Avalos, Amanda Talley, Veronica Neri, Maria Elena Lunar, Bernice Hernandez, Luisa Flores, Armarilis Flores, Stephanie Molina, Daisy Olveda, Pauline Real, Chris Kampf, Ken Licciardello and Tito Lucero. A quorum was present.
- ACCEPTANCE OF PREVIOUS MINUTES                   Minutes from December 12, 2007 are accepted as written.
- COMMUNITY REPRESENTATIVE REPORTS                   Ms. Chavez introduced the Community Representatives for the 2007-2008 school year.
- The agencies are: Central Valley Regional Center (CVRC), FCEOC Women, Infants and Children (WIC), Supportive Services, Inc. and Exceptional Parents Unlimited (EPU).
- Chris Kampf, representative for Central Valley Regional Center (CVRC) informed delegates of services that are provided to children in Fresno County from the ages of birth to seven years old. CVRC is a non-profit agency funded by the State of California. Provide services to the developed mentally disabled population ages three to adulthood as well as early start ages birth to three year olds that are at risk for developmental delays. Provide funding to support services in the community, infant programs, respite programs, etc. CVRC works closely with Early Head Start and Head Start-Preschool. Brochures in English and Spanish were distributed to delegates.
- Pauline Real, representative for FCEOC Women, Infants and Children (WIC) informed delegates that WIC is a nutritional program. WIC provide services to mothers so they have a healthy pregnancy. Brochures were distributed to delegates. Ms. Real asked delegates to share this information with other parents at their centers/areas.

COMMUNITY  
REPRESENT-  
ATIVE  
REPORTS  
(Cont.)

Ken Licciardello, representative for Supportive Services informed delegates of services this agency provides. Supportive Services is a non-profit corporation with alternative payment program. Supply services to families and children and day care providers. Supportive Services links subsidized childcare to families in need of childcare. Brochures were distributed to delegates.

Stacy Ritchey, representative from Exceptional Parents Unlimited (EPU) was unable to attend tonight's meeting. Kathleen Shivaprasad, Early Head Start Program Director shared information regarding EPU. Early Head Start and EPU has had a close partnership working together for years.

Ms. Shivaprasad informed delegate that EPU has provided services in Fresno County for over thirty years. Has infant/family program for children birth to three years of age who are at risk for developmental delays. Early intervention is offered through EPU to help support the children and families.

EOC BOARD  
LIAISON REPORT

Tito Lucero, EOC Board Liaison informed delegates at tonight's meeting

During Head Start-Preschool and Early Head Start Federal Review, which was conducted last month, concern arose to wording of Minutes from the CWPC and the EOC Board. It was brought to our attention that minutes should reflect that they are "accepted" not "approved".

Mr. Lucero presented the EOC Board Minutes from November 14, 2007 and December 12, 2007.

Mr. Lucero shared information regarding the contract that have been awarded to EOC Local Conservation Corp (LCC) through various entities in our community.

Minutes from November 14, 2007 and December 12, 2007 are accepted as written.

PERSONNEL  
COMMITTEE  
REPORT

Anna Montez, Early Head Start Delegate informed delegates at tonight's meeting of the Personnel Committee Report which is presented monthly to CWPC.

Ms. Montez 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 January 16, 2008 meeting, was made by Rosario Zafa and seconded by Luisa Flores. Motion carried.

MONTHLY  
FINANCIAL  
STATUS REPORT  
MONTHLY  
FINANCIAL  
STATUS REPORT

Rosario Zafra, CWPC Budget and Finance Committee Chairperson informed delegates of the Monthly Financial Status Report for Head Start and Early Head Start. This report was mailed to delegates prior to tonight's meeting. Ms. 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 December, 2007 and year-to-date.

(Cont.)

Motion to approve the Monthly Financial Status Report for December 2007 was made by Amelia Delgado and seconded by Martha Quiroz. Motion carried.

ADA REPORT

Ms. Talley, informed delegates at tonight's meeting of the December 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 December 2007 the ADA for Head Start-Preschool centers was at 85% which is at the recommended ADA rate of 85%. The ADA for Home Base was at 92% which is above the recommended ADA rate of 85%.

For December 2007 the overall ADA for Early Head Start is at 106.7%. Analyses of all areas below the recommended 85% ADA have been done.

Motion to approve the ADA Reports for December 2007 was made by Daisy Grimaldo and seconded by Eladia Carmona. Motion carried.

EARLY HEAD  
START  
RECRUITMENT  
POLICY  
REVISIONS

Kathleen Shivaprasad, Early Head Start Program Director informed delegates of the Early Head Start Recruitment Policy Revisions. This information was mailed to delegates prior to tonight's meeting.

Changes reflected are in wording to replicate the Head Start program's Enrollment Policies related to employees.

Changes were made in Section V. ENROLLMENT, C. and D.

After a question and answer period, motion to approve the Early Head Start Recruitment Policy Revisions was made by Daisy Olveda and seconded by Dinita Laney. Motion carried.

FY 2008 HEAD  
START BUDGET  
PROCESS

Manuel Ramirez, Information Systems Administrator informed delegates at tonight's meeting of the upcoming FY 2009 Head Start Budget Training Process. This information was mailed to delegates prior to tonight's meeting.

Mr. Ramirez explained that our yearly program budget is submitted to our Regional Office in September of each year. A requirement of the Head Start and Early Head Start Program is that parents be involved in this annual process as they are in all aspects of the program. Budget training workshops will be held on February 7, 2008 for Home Base and Early Head Start programs and on February 14, 2008 for Center Base programs.

Budgets will reviewed and approved by Local Parent Committees and minutes will be required showing that parents were involved in the approval process. The Final Budget will be presented to the Board in August and September for their review and approval. The Refunding Application must be mailed by October 1, 2008 to the Regional Office in San Francisco.

HEALTH  
SERVICES  
COMPLIANCE  
REPORT  
CENTER/  
HOME BASE

Cindy Miklesh, Health Services Director and Helen Uyeda, Home Base Services Director informed delegates at tonight's meeting of the Health Services Compliance Report for Center Base and Home Base. This information was mailed to delegates prior to tonight's meeting.

Ms. Miklesh and Ms. Uyeda reported that the Health Services Compliance Report presented at tonight's meeting covers the period from August 1, 2007 to December 31, 2007 for Center Base and Home Base. These reports are presented twice a year.

The Health Services Compliance Report indicates the percentages for Physical, Dental Exams and Immunizations completed from August 2007 to December 2007. These items are compliance issues for every Head Start nationwide as required by the Performance Standards and State Regulations. At the end of each school year we are required to submit the Program Information Report (PIR) to our national office.

PRELIMINARY  
REPORT -  
FEDERAL  
REVIEW

Tamala Olsby, Head Start Director informed delegates of the Preliminary Report of the Federal Review, which was conducted during the week December 9-14 2007 for the Head Start-Preschool and Early Head Start programs.

A team of ten (10) 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 Preliminary Report contained that there were three (3) areas of non-compliance and one that was fixed on-site.

1. Health & Safety – A concerns with electrical wires exposed in the playground at Oro Loma Head Start. This was fixed the same day.
2. Health & Safety: (Non-Compliance) – EHS socialization at Sanger Home Base, toys that had been mouthed by the babies/toddlers left out (not sanitized and hung up immediately).
3. Individualization: (Non-Compliance) – Lesson Plans at the Head Start centers they visited children's first names identified under the individualized category for teacher to plan activities.
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.

Overall, 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.

PRELIMINARY  
REPORT  
FEDERAL  
REPORT (Cont.)

The draft report goes directly to a Quality Control department in the Office of Head Start in Washington, D.C. and they will determine the final results of the team's review.

As soon as we receive the Final Federal Review Report it will be shared with parents and staff.

SELF-  
ASSESSMENT

Wyoma Lewis, Family Community Services Director informed of the upcoming Self-Assessment for the Head Start-Preschool and Early Head Start Program.

Ms. Lewis shared with delegates that even though both programs were monitored in December by the Federal Review Team, we are still required through the Performance Standards to do a Self-Assessment of our programs.

Ms. Lewis asked for volunteers to help staff with our Self-Assessment. The Self-Assessment is scheduled to begin February 15 through March 14, 2008. Babysitting and lunch stipend will be given to all volunteers. All transportation will be provided by Head Start-Preschool and Early Head Start staff.

A total of nine (9) parents are needed for:

Three (3) must be from Center Base Program.

Three (3) must be from Home Base Program.

Three (3) must be from the Early Head Start Program.

If you are interested in volunteering for the Self-Assessment, please see us after the meeting or call the Central Office.

ANNOUNCE-  
MENTS

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

1. January 21, 2008 – Martin Luther King Jr. Holiday – No School
2. February 4, 2008 to April 18, 2008 – Children School Pictures Taken/ Notices will be sent home.
3. February 6, 2008 – Executive Board Meeting at Kings Canyon Head Start-Preschool at 6:00 p.m.
4. February 11, 2008 – Lincoln's Birthday Holiday – No School
5. February 18, 2008 – President's Day Holiday – No School
6. February 20, 2008 – Next CWPC meeting at Franklin Head Start-Preschool at 6:30 p.m.

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Gabriela Diaz and seconded by Tomica Ginger. Motion carried. The business meeting adjourned at 8:17 p.m.

Esther Lepe  
Recording Secretary

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

Executive Plaza 1920 Mariposa Mall Suite 310  
Tuesday, January 15, 2008

**MINUTES**

**I.** Meeting called to order by Dr. Michael Petrovich at 8:15 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 Faila, Staff Rep.		X										
Rosa Vilades Parent Rep. Rose Armstrong Alt Parent Rep	X											

**III. Approval of Minutes** December minutes were approved as read. M/S/C Starks/Farley

**IV. SOUL Updates**

Through a PowerPoint presentation Dr. Mark Wilson presented demographic information for the school on enrollments, attendance, academic highlights, activities and updates as reflected in the Principal's report. The student enrollment in the seated component (Sanctuary) is 101 students. Enrollments for the Independent Study sites were as follows: Local Conservation Corps 44 and Asian Village Site 137.

**V. Charter Petition Renewal**

SOUL's Charter reauthorization was submitted to the FUSD's review team November 30, 2007. On January 9, 2008 the finalized petition was resubmitted to FUSD with the recommended revisions. The EOC Board of Commissioners, Governing Council members, students, parents, and staff are invited to attend the Public Hearing to be held at 5:00 pm, Wednesday, February 13, 2008 at the FUSD Board Room. At the February 13<sup>th</sup> public hearing EOC/SOUL will have the opportunity to highlight the school's academic achievements through a PowerPoint presentation. On March 12, 2008 the Charter Petition will be agenzized for formal approval at the FUSD Board meeting.

On Monday, January 14, the school received a letter of congratulations from the Charter Schools Association stating that our 52-point API growth is among the top 5% in the State of California. The Council discussed the information provided. A motion to approve the finalized Charter Petition. M/S/C Bakman/Starks

**VI. Memorandum of Understanding - FUSD**

The proposed Memorandum of Understanding between FUSD and EOC School of Unlimited Learning will replace the current MOU, which expires June 30, 2008. The EOC School of Unlimited Learning must renew its MOU with FUSD for the same five-year period, of the charter renewal petition, commencing July 1, 2008 and expiring June 30, 2013. A motion to approve the Memorandum of Understanding. M/S/C Farley/Allen

## **VII. WASC Application Update**

The Western Association of Schools and Colleges, (WASC) application was sent January 15, 2008. The initial visit from WASC is scheduled for this spring. This accreditation will benefit our current graduating students as well as those who have previously graduated.

To assist with the WASC accreditation process the school is collecting additional data from parents, students and community members through surveys that 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. During the next few weeks a survey will be mailed to each council member to complete prior to the initial visit in the spring. In preparation for the initial visit, Tim Bakman suggested that at the March Governing Council meeting documentation would be available outlining the roles and responsibilities of the Council.

Dr. Larry Federico from DataWorks will present to the teaching staff on Monday, January 28 from 9:00-11:00am and to the Governing Council at the February meeting. Dr. Mark Wilson will send a reminder to the council members prior to the January 28 presentation.

During the first week of winter vacation we provided an intensive 20 hours of CAHSEE preparation training approximately 30 students attended. In addition, we had several students engaged in the online Odessa Ware tutorial program.

Beginning the week of January 22 the school will offer after school tutorial for those seniors who have not passed one or more sections of the CAHSEE. In addition to a CAHSEE tutorial program, a mandatory/voluntary study hall will be offered for those students who need additional help to improve their academic status. Each day a core subject teacher will be available to help with tutoring.

## **VIII. SOUL Student Updates**

Natika Fairley reported that both boys and girls basketball and co-ed mushball will be offered to our students this spring. On January 31, the careers/leadership class will be attending a leadership conference at Scout Island through Fresno County Office of Education Dare to Dream program. The students will participate in communication skills and team building activities.

The careers class is focusing on career building skills, and on the job training this semester. The class has requested an opportunity to briefly present at the February Governing Council meeting to explain how the career class is involved with business in our community.

Natika also shared that two SOUL students finished the first semester with a 4.0 GPA. Dr. Wilson congratulated Marc Vidales SOUL's student representative on the Governing Council for his hard work to attain a 4.0 GPA.

On Friday, January 18 Dr. Fitzalbert Marius will speak to our students at our school assembly honoring Dr. Martin Luther King.

## **IX. Other Business**

Louise Symonds shared that she retired from Fresno County Health and Human Services last January. She requested to remain on the council changing her membership standing from a social services representative to a community member. Louise shared that she has made several written requests to Health and Human Services to provide a replacement social services representative but has not received a response. She asked if the council could generate a letter to encourage their participation in SOUL's Governing Council. An agenda item will be added to February's agenda to approve her request to remain on the council. The Council discussed the information presented.

A Parent meeting is scheduled for Thursday, February 7, 4:00 pm at the Sanctuary Youth Center.

## **X. Public Comment**

None at this time.

## **XI. Adjourn meeting**

Meeting adjourned at 9:17 M/S/C Bakman/Farley