

# Fresno County Economic Opportunities Commission

*Helping People. Changing Lives.*



**Vongsavanh Mouanoutoua**  
Chairperson

**Roger Palomino**  
Executive Director

## **BOARD OF COMMISSIONERS MEETING EOC BOARD ROOM, SUITE 310 WEDNESDAY, December 9, 2009, 7:00 P.M. AGENDA**

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. <u>Call to Order</u>	Mouanoutoua		
II. <u>Roll Call</u>	Palomino		1
III. <u>Approval of Previous Minutes</u> A. October 28, 2009 Meeting Minutes B. November 18, 2009 Meeting Minutes	Mouanoutoua	Approve	2 12
IV. <u>Recognition of Moses Stites</u>			
V. <u>Action Items</u> A. LCC Grant Renewals/Applications 1. CA Conservation Corps Prop 84 Funding Application 2. YouthBuild USA AmeriCorps 2010-2013 Application 3. Corps Network AmeriCorps Education Awards Program Renewal B. Foster Grandparents/Sanctuary 2010 Kaiser Permanente Community Benefit Program Grant	Mouanoutoua	Approve	15 17
VI. <u>Finance Committee</u> December 2, 2009 Meeting Minutes	Vang	Approve	19
VII. <u>Human Resources Committee</u> A. December 3, 2009 Meeting Minutes 1. Mayor's Letter	Swillis	Approve	22 24
VIII. <u>Advisory Boards</u> A. Head Start County Wide Policy Council October 21, 2009 Meeting Minutes (Information)	Lucero	Accept	26
IX. <u>Other Business/Public Comment</u> (This portion of the meeting is reserved for persons wishing to address the Board on items within jurisdiction but not the agenda. Comments are limited to five minutes.)			
X. <u>Election of Officers</u> A. Chair B. First Vice-Chairman C. Second Vice-Chairman D. Treasurer	Saldana	Approve	
XI. <u>Executive Director's Closing Remarks</u>	Palomino		
XII. <u>Adjournment</u> (Items listed as information still leaves the option for guidance/direction by the Board.)			

**EOC BOARD OF DIRECTORS**

**ROLL CALL 2009**

(July & August Summer Recess)

<b>Commissioner</b>	<b>Term Expiration</b>	<b>Target Area or Appointing/Nominating Org.</b>	<b>1/28 Canceled</b>	<b>2/25</b>	<b>3/25</b>	<b>4/22</b>	<b>5/27</b>	<b>6/24</b>	<b>9/23</b>	<b>10/28</b>	<b>11/04</b>	<b>11/18</b>	<b>12/9</b>
James A. Aleru,	12/31/10	California Partnership for the San Joaquin Valley								X	E	X	
Amy Arambula	12/31/10	31 <sup>st</sup> Assembly District								X	X	X	
Tim Bakman	12/31/09	14 <sup>th</sup> Senatorial District		X	X	E	X	E	X	X	X	X	
Dr. Lee Farley	12/31/09	Community Colleges		E	X	X	X	X	E	X	X	E	
George A. Finley, Sr.	12/31/10	Board of Supervisors		X	X	X	X	X	E	X	X	X	
Pastor Rufus Fruge	12/31/10	Target Area E		X	X	X	X	X	X	X	X	X	
Charles Garabedian, Jr.	12/31/09	Malaga County Water District		X	X	X	X	E	X	X	X	X	
Theresa Hernandez	12/31/10	Foster Grandparents		X	X	X	X	E	E	X	X	X	
Randy Kevorkian	12/31/09	Target Area H		E	X	X	E	X	X	E	E	X	
J. Homer Leija	12/31/09	Target Area C		X	X	X	E	X	X	X	X	X	
Tito A. Lucero	12/31/10	Head Start County-Wide Policy Council		X	X	X	X	X	X	X	X	X	
Marina Magdaleno	12/31/09	Board of Supervisors		E	E	X	X	X	X	X	X	X	
Lori Mayfield	12/31/10	Juvenile Court		X	X	X	X	X	X	X	E	X	
Rev. Paul McCoy	12/31/09	NAACP		X	X	X	X	X	X	X	X	X	
Vongsavanh Mouanoutoua	12/31/09	Lao Evangelical Church of Fresno		X	X	E	X	X	X	X	X	X	
Esther Padilla	12/31/10	CA Transplant Donor Network		E	X	X	E	E	X	X	X	X	
Jose Antonio Ramirez	12/31/09	Target Area A		X	X	E	X	X	X	X	X	E	
Daniel Renteria	12/31/10	Target Area F		E	X	X	E	X	X	X	E	X	
Eugene Rico	12/31/09	Target Area G		E	X	E	X	X	E	X	X	X	
Jimi Rodgers	12/31/09	Association of Black Social Workers		X	X	E	X	X	X	X	X	X	
Jess Saldana	12/31/10	Target Area D		X	X	E	X	X	X	E	X	X	
Rev. E. Swillis	12/31/09	Mayor's Appointment		X	X	X	X	X	X	X	X	X	
Peter Vang	12/31/10	30 <sup>th</sup> Assembly District		X	X	X	X	X	X	X	X	X	
Juanita Veliz	12/31/10	Target Area B		X	E	X	X	E	E	X	X	X	
Catherine Mathis		Early Childhood Education Consultant		X	E	X	X	E	E	X	E	E	
<b>Present = X</b>				<b>17</b>	<b>21</b>	<b>18</b>	<b>20</b>	<b>18</b>	<b>18</b>	<b>23</b>	<b>20</b>	<b>22</b>	
<b>Absent = O</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Excused = E</b>				<b>7</b>	<b>3</b>	<b>6</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>3</b>	
<b>Vacant = V</b>				<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	

(Rollcall.09)

**Fresno County Economic Opportunities Commission  
Board of Commissioners Meeting  
EOC Board Room, Suite 310  
Wednesday, October 28, 2009  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by Second Vice Chair Fruge at 7:03 p.m.

**II. ROLL CALL**

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

**III. SEATING OF COMMISSIONERS**

Palomino asked for approval to formally seat commissioners James A. Aleru and Amy Arambula for two vacant positions on a term commencing October 23, 2009 to December 31, 2010.

*M/S/C – Magdaleno/Bakman to approve seating of commissioners James A. Aleru and Amy Arambula for two vacant positions on a term commencing October 23, 2009 to December 31, 2010. All in favor.*

Vice Chair Fruge welcomed the two new Commissioners on behalf of the Board.

**IV. ELECTION OF NEW BOARD CHAIR**

- Fruge relinquished his seat and turned the meeting over to EOC attorney Mike Moss.
- Moss opened up the nomination for Chair for the term of October 28 to December 31, 2009.
- Nominated for Chair were Pastor Rufus Fruge and Vongsavanh Mouanoutoua.
- Padilla closed the nominations. Fruge and Mouanoutoua said a few words about themselves and why they felt they would be a good Chair.
- The vote by ballot took place. Moss counted the ballots. Mouanoutoua was elected the new Chair.

**V. APPROVAL OF PREVIOUS MINUTES**

*M/S/C – Magdaleno/Lucero to approve September 23, 2009 Meeting Minutes. All in favor*

**VI. EXECUTIVE COMMITTEE**

Agenda Items A., A.1, A.3a, A.3.b, A.5.b and A.6 were pulled for discussion.

*M/S/C – Padilla/Finley to approve/ratify the following: A.) October 12, 2009 Meeting Minutes, A.2.a) Head Start/Early Head Start Child Outcomes Results PY 2008-2009 (Information), A.2.b) Head Start/Early Head Start Family Literacy Project PACT Time Report PY 2008-2009 (Information), A.4.a) Food Services 2009 Summer Food Service Program Final Report (Information), A.4.b) Submission of Transit Systems Productivity Evaluation 2008/2009 to Council of Fresno County Governments (COFCG), A.5.a) Sanctuary P.G. & E. grant proposal for funding of outdoor recreation for underserved youth in the amount of \$5,000, A.5.c) Sanctuary renewal funding request to the U.S. Department of Housing and Urban Development (HUD) Supportive Housing Program for assistance to homeless persons in the amount of \$766,432, B.) Signatory Resolution, and C) November 18 and December 9 Meeting Dates. All in favor.*

**A. October 14, 2009 Meeting Minutes**

Magdaleno asked for detail on item IV. Executive Director's Report under the restructuring within EOC that took place effective October 12, 2009. Palomino asked that any questions be delayed until he gives his Director's Report listed at the end of tonight's meeting, at that time he will address the item.

**A.1 Employment and Training Summer Youth Employment Program Overview (Information)**

Employment and Training Director Davis reviewed the 2009 Summer Youth Program, awarded to EOC April 2009 in the amount of \$487,000 to provide summer jobs to 947 Fresno youth ages 14 to 18 years old. Davis gave an overview of the Population Demographics, Challenges, and Accomplishments of the program.

Früge, Leija, and Arambula commended Davis and staff for their efforts with the program.

**A.3.a,b LCC Bids and Proposals**

Associate Executive Director McLain-Lugowski reviewed the following LCC bid and proposals: A.3.a) LCC Proposal to YouthBuild USA in the amount of \$88,200 to participate in the 2009-10 YouthBuild Americorps Plus Program, and A.3.b) LCC involvement in the California YouthBuild Coalition grant by the State Department of Corrections and Rehabilitation (CDCR) providing \$12 per corpsmember hour for wraparound services (Information).

*M/S/C – Padilla/Finley to approve: A.3.a) LCC Proposal to YouthBuild USA in the amount of \$88,200 to participate in the 2009-10 YouthBuild Americorps Plus Program, and A.3.b) LCC involvement in the California YouthBuild Coalition grant by the State Department of Corrections and Rehabilitation (CDCR) providing \$12 per corpsmember hour for wraparound services (Information). All in favor.*

**A.5.b Sanctuary American Humanics (AH) Capacity Building and Technical Assistance Grant**

Director Tutunjian reviewed the California State University Technical Assistance Grant, funded by the Corporation for National and Community Services, to participate in a three-year grant as a lead collaborator on Social Innovation Generation: California Recovery and Renewal. The Sanctuary was invited to submit an application through their participation in California Association of Nonprofits (CAN). If selected, the team will engage in strategic planning processes to explore diversifying revenue streams through EOC's Sanctuary. Services valued at \$5,000.

*M/S/C – Finley/Padilla to approve Sanctuary request to participate in the American Humanics (AH) Capacity Building and Technical Assistance Grant in the amount of \$5,000. All in favor*

**A.6 Tobacco Control Program CA Department of Public Health RFA**

Assistant Executive Director Mizumoto reviewed the Request for Application (RFA) through the California Department of Public Health, Tobacco Control Program in the amount of \$450,000 for the period of July 1, 2010 to June 30, 2013 to provide funding for the tobacco control project services to rural Fresno County.

*M/S/C – Arambula/Finley to approve Rural Tobacco Education Program RFA to the California Department of Public Health Tobacco Control Program to provide tobacco control project services to rural Fresno County in the amount of \$450,000 for the period of July 1, 2010 to June 30, 2013. All in favor*

**VII. FINANCE COMMITTEE MEETING**

Magdaleno asked to pull the Finance Committee October 21, 2009 meeting minutes and requested additional detail on page 38, Item number 7: Weatherization Subcontractor. The detail asked on this item was the amount of the contract and whether a list of bidders was provided to the Finance Committee. Program Director Bachelor responded. The Weatherization amount is \$4.1 million per fiscal year, for a total amount of \$8.2 million for FY 2009/2010 and confirmed that a list of the bidders was in the Finance Committee package and provided to the Finance Committee prior to the meeting.

Arambula asked if EOC is providing training opportunities to the poor, underprivileged, or clients completing EOC or other workforce development programs when receiving these contracts. Palomino responded that it is not a requirement in our formal written contract, but it is a practice that EOC follows with the current provider.

Aleru asked about Weatherization monies received by the City of Fresno and the EOC, and if there was a possibility of a collaboration of services between the two agencies. Bachelor responded that he has contacted the City of Fresno.

*M/S/C – Finley/Magdaleno to approve: A) October 21, 2009 Meeting Minutes, A.1) Quarterly Financial Reports, and A.2) Funding List. All in favor.*

#### **VIII. AUDIT COMMITTEE MEETING**

*M/S/C – Padilla/Leija to accept: A) October 21, 2009 Meeting Minutes and A.1) Audit Services. All in favor.*

#### **IX. ADVISORY BOARDS**

##### **A. Head Start County Wide Policy Council**

Lucero reviewed the October 21, 2009 meeting minutes and the Head Start PIR (Program Information Report) as information.

*M/S/C – Finley/Renteria to accept: A.1) September 16, 2009 Meeting Minutes and A.2) September PIR Report (Information) as information. All in favor.*

##### **B. Sanctuary Safe Place Advisory Committee**

Mouanoutoua reviewed the October 8, 2009 meeting minutes and invited the board to attend a Transitional Living Center (TLC) client recognition event to be held on October 29, 2009 at 7:00 p.m. in the Sanctuary Recreation Room and reviewed upcoming November and December events.

*M/S/C – Hernandez/Bakman October 8, 2009 Meeting Minutes. All in favor.*

##### **C. SOUL Governing Council**

Rodgers reviewed the September 15 and October 13, 2009 meeting minutes. Chief Administrative Officer/Principal Wilson announced the success of the SOUL students on their API tests. Discussion.

*M/S/C – Padilla/Bakman to approve September 15 and October 13, 2009 Meeting Minutes. All in favor.*

#### **X. OTHER BUSINESS/PUBLIC COMMENT**

Mouanoutoua asked for other business:

Ramirez thanked EOC for their contribution to kids of the West Fresno County cities to attend the Fresno Fair. Ramirez invited all interested to attend a free event to be held at Arte Americas on October 29, 2009 from 6:00-8:00 p.m.

Ramirez asked for additional information on a possible collaboration between the City of Firebaugh and the EOC Weatherization program. McLain-Lugowski said he will look into this item.

Bakman announced the success of a canned food drive held at the Fresno Fair.

#### **XI. EXECUTIVE DIRECTOR'S REPORT**

- Palomino responded to the question asked earlier regarding the reorganization effective October 12, 2009. The temporary reorganization was done under his authority and felt he had made the right choices in promoting persons who were very qualified, familiar with the programs, and employed by EOC for a period of time. A revised organization chart was distributed.
- Palomino announced his retirement from the Executive Director position effective December 31, 2009. He stated he would be available for EOC at any time, and hopes he can stay involved in the search for his replacement.
- Palomino requested the board to appoint Assistant Executive Director George Egawa as Co-Executive Director to serve in the capacity of acting executive director until the end of the year, and beginning January 1, 2010 become Interim Executive Director until a successor is selected. Moss advised that the co-executive director request could be taken as an emergency time sensitive action item, but that any action regarding the interim executive director position could not be taken at this meeting.

- Palomino thanked the staff and board for the opportunities given to him. He asked the board to continue working together for the mission of the agency.

*M/S/C – Swilis/Finley to accept Palomino’s recommendation to appoint Assistant Executive Director George Egawa as Co-Executive Director beginning November 1 until December 31, 2009. All in favor.*

Discussion followed regarding the Executive Director Succession Plan and the protocol for recruitment of a new Executive Director, to be discussed at the next meeting.

**XII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:47 p.m.

*M/S/C – Finley/Padilla to adjourn at 8:47 p.m. All in favor.*

Respectfully submitted,

Roger Palomino  
Executive Director

REVISSED

*Helping People. Changing Lives.*



**Roger Palomino**  
Executive Director

**BOARD OF COMMISSIONERS MEETING**  
EOC BOARD ROOM, SUITE 310  
**WEDNESDAY, October 28, 2009, 7:00 P.M.**  
**AGENDA**

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. <u>Call to Order</u>	Saldana		
II. <u>Roll Call</u>	Palomino		1
III. <u>Seating of Commissioners</u>	Saldana	Approve	2
IV. <u>Election of New Board Chair</u>			
V. <u>Approval of Previous Minutes</u> September 23, 2009 Meeting Minutes	Chair	Approve	3
VI. <u>Executive Committee</u>	Saldana	Approve	
A. October 14, 2009 Meeting Minutes			6
1. Employment and Training Summer Youth Employment Program Overview (Information)			8
2. Head Start/Early Head Start			
a. Child Outcomes Results PY 2008-2009 (Information)			14
b. Family Literacy Project PACT Time Report PY 2008-2009 (Information)			23
3. LCC Bids and Proposals			25
a. YouthBuild Americorps Plus Program			
b. CA YouthBuild Coalition CDCR Grant (Information)			
4. Food Services/Transit Systems			
a. 2009 Summer Food Service Program Final Report (Information)			26
b. Transit Systems Productivity Report			30
5. Sanctuary Grant Proposals and Contracts			32
a. P.G. & E. Club Sanctuary Proposal			
b. American Humanics (AH) Capacity Building and Technical Assistance Grant			
c. HUD Supportive Housing Program			
6. Tobacco Control Program CA Department of Public Health RFA			34
7. Community Sector and Target Area Representatives			35
B. Signatory Resolution			36
C. November 18 and December 9 Meeting Dates			
VII. <u>Finance Committee</u>	Vang	Approve	
A. October 21, 2009 Meeting Minutes			37
1. Financial Reports			40
2. Funding List			44
VIII. <u>Audit Committee Meeting</u>	Farley	Accept	
A. October 21, 2009 Meeting Minutes			47
1. Audit Services			49
IX. <u>Advisory Boards</u>			
A. Head Start County Wide Policy Council	Lucero	Accept	
1. September 16, 2009 Meeting Minutes			51
2. September PIR Report (Information)			55

B.	Sanctuary Safe Place Advisory Committee October 8, 2009 Meeting Minutes	Mouanoutoua	Approve	56
C.	SOUL Governing Council	Rodgers	Approve	
	1. September 15, 2009 Meeting Minutes			60
	2. October 13, 2009 Meeting Minutes			62
X.	<u>Other Business/Public Comment</u> (This portion of the meeting is reserved for persons wishing to address the Board on items within jurisdiction but not the agenda. Comments are limited to five minutes.)			
XI.	<u>Executive Director's Report</u>	Palomino	Information	
XII.	<u>Adjournment</u> (Items listed as information still leaves the option for guidance/direction by the Board.)			

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*M/S/C – Magdaleno/Bakman to approve seating of commissioners James A. Aleru and Amy Arambula for two vacant positions on a term commencing October 23, 2009 to December 31, 2010. All in favor.*

Vice Chair Fruge welcomed the two new Commissioners on behalf of the Board.

**IV. ELECTION OF NEW BOARD CHAIR**

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- Moss opened up the nomination for Chair for the term of October 28 to December 31, 2009.
- Nominated for Chair were Pastor Rufus Fruge, Jess Saldana, and Vongsavanh Mouanoutoua.
- Padilla closed the nominations. Fruge and Mouanoutoua said a few words about themselves and why they felt they would be a good Chair. Saldana was not present due to a family emergency.
- The vote by ballot took place. Moss counted the ballots. Mouanoutoua was elected the new Chair.

**V. APPROVAL OF PREVIOUS MINUTES**

*M/S/C – Magdaleno/Lucero to approve September 23, 2009 Meeting Minutes. All in favor*

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*M/S/C – Hernandez/Bakman October 8, 2009 Meeting Minutes. All in favor.*

**C. SOUL Governing Council**

Rodgers reviewed the September 15 and October 13, 2009 meeting minutes. Chief Administrative Officer/Principal Wilson announced the success of the SOUL students on their API tests. Discussion.

*M/S/C – Padilla/Bakman to approve September 15 and October 13, 2009 Meeting Minutes. All in favor.*

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Mouanoutoua asked for other business:

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**XI. EXECUTIVE DIRECTOR'S REPORT**

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*M/S/C – Swilis/Finley to accept Palomino's recommendation to appoint Assistant Executive Director George Egawa as Co-Executive Director beginning November 1 until December 31, 2009. All in favor.*

Discussion followed regarding the Executive Director Succession Plan and the protocol for recruitment of a new Executive Director, to be discussed at the next meeting.

**XII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:47 p.m.

*M/S/C – Finley/Padilla to adjourn at 8:47 p.m. All in favor.*

Respectfully submitted,

Roger Palomino  
Executive Director

ORIGINAL

**Fresno County Economic Opportunities Commission  
Board of Commissioners Meeting  
EOC Board Room, Suite 310  
Wednesday, November 18, 2009  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by Chair Mouanoutoua at 7:00 p.m.

**II. ROLL CALL**

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

Mouanoutoua recognized EOC staff for attending this evening along with members of the public.

**III. APPROVAL OF PREVIOUS MINUTES**

A. October 28, 2009 Meeting Minutes

Arambula asked for an amendment to the minutes to include the discussion on Item VII.-A) Finance Committee October 21, 2009 Meeting Minutes, with Magdaleno requesting additional detail on the Weatherization Subcontractor item and Arambula's question on weatherization job training opportunities to clients of EOC and other workforce development programs. Leija requested an amendment to Item IV.) Election of New Board Chair, bullet four: Take Saldana's name out of the minutes since Saldana was not present or nominated. Discussion followed. Legal counsel recommended that these minutes be tabled until the next board meeting on December 9, 2009 and have the agenda package and minutes for October 28, 2009 available.

*M/S/C – Saldana/Hernandez to table the October 28, 2009 meeting minutes until the December 9, 2009 board meeting. All in favor.*

B. November 4, 2009 Special Meeting Minutes

Mouanoutoua asked for a revision to Item V., sixth bullet to read: Mouanoutoua asked the board to limit the discussion to the topic and make a motion to go in-house or external for the recruitment process.

*M/S/C – Mayfield/Vang to approve November 4, 2009 meeting minutes withy revision to Item V., sixth bullet to read: Mouanoutoua asked the board to limit the discussion to the topic and make a motion to go in-house or external for the recruitment process. All in favor.*

**IV. EXECUTIVE DIRECTOR'S REPORT**

Palomino reported/announced the following:

- Wanted to clarify that the meeting held on November 4, 2009 was not a closed session. A person planning to attend the meeting was told members of the public wishing to attend were advised to leave because the meeting was a closed session and not open to the public. After follow-up, it was clear there was a misunderstanding. Palomino noted that agenda items are always posted 48 hours prior to board meetings and there is always a section listed on the agenda for those wishing to address the board. Open and closed meeting have always been noted on the agenda. Discussion followed.
- The EOC subsidiary Fresno Community Development Financial Institution (CDFI) program was mentioned in an article in the Fresno Bee on November 16, 2009 regarding micro and small business loans. Palomino stated he is proud the CDFI program and thanked the board and staff for their insight on this program. A quarterly report will follow at the end of the agenda.
- Invited board members to attend the annual Holiday Party to be held on December 11, 2009, beginning at 6:30 p.m. at the Golden Palace.
- Invited the board to attend ArtHop-a Holiday Open House and Youth Art Sale to be held on Thursday, December 3, 2009 at the Sanctuary Youth Shelter from 5:00-8:00 p.m. and asked the board to look at the "Wish List" on the back side of the announcement.
- The 2010 annual board retreat will be held in conjunction with the CAL-NEVA State Conference this year. The location for the event will be at the Argonaut Hotel in San Francisco from April 14-16, 2010. Board members will have an opportunity for board specific training and an opportunity to meet with Board members and Executive Directors from other CAA's. EOC will devote one day to EOC goals and objectives. A strategic planning draft will be presented at the meeting. Members of the board asked Palomino to join them for the retreat.

- Mouanoutoua thanked Palomino and Egawa for immediately addressing the issue of the closed session misunderstanding at the November 4<sup>th</sup> Special Board Meeting. Staff and the public have been assured they are always welcome to attend the board meetings. The agenda is always posted on the bulletin board and EOC website.

## V. ACTION ITEMS

Agenda Items C, D, and E were pulled for discussion.

*M/S/C – Rico/Finley to approve/ratify the following: A.) Early Head Start Program Option Revision as follows: 12 half-day child care slots at the Early Head Start Child Development Center be transferred to the home-based program as home visitation slots, and B) School Age Child Care (SACC) submission of the Application for Continued Funding, Fiscal Year 2010-2011 for the General Child Care funding of the SACC Program. All in favor.*

Handouts for Agenda Items C. and E. were distributed.

### C. LCC Americorps Notice Of Intent To Apply

LCC Director Riggins asked for approval of the 2010-2011 California AmeriCorps Application-Letter of Intent required by the Corporation for National and Community Service (CNCS) and California Volunteers (CV) to apply for a total grant amount of \$560,000. Arambula asked for the demographics of the clients they will serve. LCC Co-Director Carter stated they will target high school age young adults who are in alternative or charter schools, drop-outs, the Boys & Girls Club, the EOC Sanctuary, and other youth partnerships.

*M/S/C – Finley/Bakman to approve 2010-2011 California AmeriCorps Application-Letter of Intent required by the Corporation for National and Community Service (CNCS) and California Volunteers (CV) to apply for a total grant amount of \$560,000. All in favor.*

### D. NYC City of Fresno Amendment

Palomino requested board approval to City Council's Amendment No. One to the sale agreement of the LCC-NYC gym to the City of Fresno. Palomino estimated the escrow will be completed very soon. The City is holding \$90,000 to make sure all problems noted on the amendment will be completed, though most have already been addressed. Mayfield addressed concerns on the wording of items 1.iii and 2. Associate Executive Directors McLain-Lugowski, Nalia, and Legal Counsel Moss responded to the concerns. Discussion followed.

*M/S/C – Finley/Saldana to approve City Council's Amendment No. One to the sale agreement of the LCC-NYC gym to the City of Fresno. All in favor.*

### E. Executive Director Recruitment and Selection

The RFP and list of executive search firms the RFP was sent to were distributed as a handout. Padilla asked why these items were not part of the package. Mouanoutoua responded that he and EOC staff were still finalizing the RFP when the board package was mailed out. Mouanoutoua thanked Vice Chair Saldana and 2<sup>nd</sup> Vice Chair Fruge for their input on the RFP. Mouanoutoua asked the board to take action tonight in regards to item A: Who will evaluate, rank and recommend to the Board the executive search firm proposals, i.e., Executive Committee, HR Committee, or Special Ad-Hoc Committee.

Recommendations are as follows:

- 1) Padilla and Fruge-Recommended the EOC Human Resources Committee.
- 2) Magdaleno-Recommended the formation of an Ad Hoc Committee.
- 3) Arambula-Recommended external H/R professionals e.g. County of Fresno, State Center Community College.

*M/S/C – Padilla/Leija to approve EOC's Human Resources Committee evaluate, rank, and recommend to the board the RFP's. All in favor.*

Discussion continued on utilizing the Human Resources Committee to review the RFP's. Some board members raised concerns on staff involvement in the RFP selection process if the Human Resources Committee is selected. Egawa assured the board that staff involvement in the RFP process would be limited to administrative and clerical support.

*M/S/C – Mayfield/Magdaleno to approve staff be limited to administrative and clerical support and not be involved in the selection or ranking of the RFP's. All in favor with oppositions from McCoy and Padilla.*

Mouanoutoua asked the board to address Item B. Arambula suggested items B, C, D, E, and F be tabled until after the Human Resources committee makes a recommendation on Item A.

*M/S/C – Finley/Vang to approve tabling Items B, C, D, E, and F until after the Human Resources Committee makes a recommendation on Item A. All in favor.*

**VI. FINANCE COMMITTEE MEETING**

Arambula asked for the definition of stop loss. Legal Counsel Moss responded.  
Arambula asked for additional information on the CSBG Grant funds item listed on page 27.  
Magdaleno asked how much the agency contributes towards the cost of health care.

*M/S/C – Finley/Saldana to approve: A) November 12, 2009 Meeting Minutes, A.1) Quarterly Financial Reports, and A.2) Health and Welfare Financial Plan Updates. All in favor.*

**VII. PENSION COMMITTEE MEETING**

Lucero reviewed the Pension committee minutes and noted an increase in the EOC Pension Plan. He also noted that Mouanoutoua, Board Chair, is now a member of the committee.

*M/S/C – Vang/Saldana to approve November 5, 2009 Pension Committee Meeting Minutes. All in favor.*

**VIII. ADVISORY BOARDS**

A. Head Start County Wide Policy Council

Lucero reviewed the Program Information Report (PIR) for the month of October 2009 as information.

*M/S/C – Vang/Finley to accept October 2009 Head Start Program Information Report (PIR). All in favor.*

B. SOUL Governing Council

Rodgers reviewed the SOUL Governing Council meeting minutes and announced SOUL is preparing for accreditation. This accreditation allows students who graduate from SOUL to become eligible for certain grant funding while in college and for future employment opportunities with the State. Rodgers also invited the board to attend the annual Thanksgiving Luncheon to be held on Friday, November 20, at the Sanctuary beginning at 11:00 a.m.

*M/S/C – Finley/Vang to approve November 10, 2009 Meeting Minutes. All in favor.*

C. CDFI Quarterly Report (Information Only)

Associate Executive Director Nalia announced that he has received various inquires on the CDFI program since a newspaper article was printed in the Fresno Bee on November 16, 2009. He reviewed the quarterly CDFI Report. Discussion followed.

**IX. OTHER BUSINESS/PUBLIC COMMENT**

Mouanoutoua asked for public comment. There was none. Public Comment portion closed.

Mouanoutoua asked for other business:

- Arambula wished to address rumors that she was requesting an open process for recruitment of the Executive Director position so that her husband can apply. She assured the board that her husband will not be applying for the position.
- Associate Executive Director Cagle asked the board to hold February 17, 2010 beginning at 11:30 a.m. open for Roger Palomino's retirement event.

**X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:37 p.m.

*M/S/C – Finley/Bakman to adjourn at 8:37 p.m. All in favor.*

Respectfully submitted,

Roger Palomino  
Executive Director

*Helping People. Changing Lives.*



**Vongsavanh Mouanoutoua**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> December 9, 2009	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No.:</b> V.-A.1,2,3	<b>Director:</b> Shawn Riggins
<b>Item:</b> Local Conservation Corps Bids and Proposals	<b>Associate Executive Director:</b> Dawn Cagle
<b>Committee:</b> Board of Commissioners	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

To approve the submission of the following bids and proposals developed 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.

**ISSUE:**

1. To approve the submission of an application to the California Conservation Corps for state Proposition 84 funding in the amount of approximately \$925,489 to replace and/or install irrigation systems on public lands in Fresno County. Proposed projects include installing new irrigation systems in traffic median islands and parks managed by the City of Fresno and in parks managed by the County of Fresno. The purpose of the Proposition 84 program is to improve water conservation. EOC’s Local Conservation Corps has considerable experience in irrigation installation services and has the equipment and qualified supervisors to carry out the work to sponsor specifications. This work will also provide outstanding demand occupational training for corpsmembers assigned to these crews. The LCC will seek matching funds from the City and County of Fresno to leverage funds to the fullest extent.
2. To approve the submission of a Grant Application to YouthBuild USA Americorps for the 2010-2013 cycle. If funded, the grant will fund a mentor program volunteer coordinator and corpsmembers enrolled in LCC’s YouthBuild Program. Through this program, corpsmembers will have the opportunity to obtain education awards for the successful completion of service hours. All corpsmembers will spend 50% of their time building and renovating low-income homes and 50% of their time in the classroom engaged in academic and life skills instruction. YouthBuild Fresno will hire Full Time (1,700 hours) and Reduced Half-Time (675 hours) members into the grant

program. Upon completion of 1,700 hours, a member will receive an education award of \$5,350; upon completion of 675 hours, a member will receive \$2,038 in education award funds. The grant is due to YouthBuild USA on December 11<sup>th</sup>.

3. To approve the submission of a 2010-2011 renewal application to the Corps Network for continuation of the AmeriCorps Education Awards Program (EAP). Through this program, LCC corpsmembers will have the opportunity to obtain education awards for the successful completion of service hours. The LCC has actively participated in the EAP for over ten years, enrolling 130-170 corpsmembers annually. The EAP program is vital to the success of our program and the future success of the corpsmembers who earn and use their education award. AmeriCorps Education Awards can be used toward educational costs at any Title IV school or to pay back federal student loans. They remain active for 7 years. An individual is eligible to earn the equivalent of 2 full time awards. Upon completion the member receives the following: 1,700 hours = \$5,350; 900 hours = \$2,675; 675 hours = \$2,038. There is no budget associated with this application.

*Helping People. Changing Lives.*



**Vongsavanh Mouanoutoua**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> December 9, 2009	<b>Programs:</b> Sanctuary Youth Services Foster Grandparent Program
<b>Agenda Item No.:</b> V.-B.	<b>Sanctuary Program Director:</b> Michelle L. Tutunjian <b>Foster Grandparent Co-Coordinators:</b> Kathlene Brookshire & Victoria Lopes
<b>Item:</b> Kaiser Permanente Community Benefit Program Grant	<b>Assistant Executive Director:</b> Naomi Quiring-Mizumoto
<b>Committee:</b> Board of Commissioners	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Staff recommends approval of **EOC Sanctuary Youth Services** and **EOC Foster Grandparent Program** co-application for the **2010 Kaiser Permanente Community Benefit Program Grant**. The requested funding amount is \$30,000 with an application deadline of December 21, 2009. If funding is approved, the grant will be awarded for a 12-month program period, start date to be determined.

**BACKGROUND:**

The **Sanctuary Youth Services** provides a positive alternative for youth, while ensuring their safety and making available both shelter and non-shelter supportive service opportunities. At the Sanctuary Youth Shelter, the program addresses the immediate needs of runaway and homeless youth (ages 11-17) and their families by providing crisis intervention (food, clothing, shelter, counseling, and referrals for health care). In addition, case-managed services focus on family reunification (as appropriate), strengthening family relationships, and helping youth transition to safe and appropriate alternative living arrangements. By providing a continuum of care and embracing youth development strategies, the Sanctuary’s overarching objective is to assist these youth with successfully transitioning to adulthood, wherein they may become independent, self-sufficient, contributing members of society.

The **Foster Grandparent Program** (FGP) is an intergenerational program that provides mentoring to at-risk young people throughout Fresno County and in addition FGP promotes quality of life for local Seniors. The 70+ grandparent volunteers extend love & wisdom and devote time & attention to mentor and nurture an infant, a child or a teenager who otherwise might not experience enlightened guidance and tender loving compassion. In 2008 the lives of more than 10,000 young people were enriched beyond measure as these esteemed elders provided a helping hand to foster character development & cultivate life skillfulness, along with sharing pearls of wisdom to promote educational growth and hearten an overall sense of well being within the spirit of a youngster in-need. The target FGP population is three-fold: 1) low-income persons age 55 +; 2) children and youth from birth to age 21, who have been identified as at-risk; and 3) non-profit agencies/ institutions/ programs that serve at-risk youth. Federal funding from the *Corporation for National & Community Service* provides stipend funding for 74 volunteer positions.

**ISSUE:**

A **Kaiser Permanente Community Benefit Program Grant** will provide funds to build upon the existing partnership between **Sanctuary Youth Services** and the **Foster Grandparent Program**. This prospective request will fund *Project-Connect*, which is designed to improve and expand resource referral linkage for homeless teens that are receiving services at the Sanctuary Youth Shelter, along with featuring development of self-sufficiency plans and providing expanded follow-up contacts to better support these underserved young people. An additional FGP volunteer will be added to the Sanctuary team in order to make available extra one-to-one mentoring. The overarching objective of *Project-Connect* is to provide the ways & means for at-risk young people to achieve self-sufficiency and thus succeed in living a productive life.

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION  
FINANCE COMMITTEE MEETING  
WEDNESDAY, DECEMBER 2, 2009  
EXECUTIVE OFFICE CONFERENCE ROOM**

**MINUTES**

- I. Peter Vang called the meeting to order at 12:15 p.m.
- II. Roll call was taken and a quorum was present:

**Members:**

Peter Vang, Chair  
Tim Bakman  
Rev. Paul McCoy

**Staff:**

George Egawa  
Salam Nalia  
Rebecca Heinricy  
Steve Warnes  
Naomi Mizumoto

**Guests:**

Peter Mersino, CPA (via telecom)

- III. Approval of previous minutes – November 12, 2009

*M/S/C – (McCoy/ Bakman) to approve minutes as presented.*

- IV. School of Unlimited Learning Audit

The 2008-09 SOUL program-specific audit reports prepared by Kaku and Mersino were distributed. Nalia reported that there is one issue that is currently under negotiation with the State of California Department of Education regarding revenue.

Peter Mersino of Kaku & Mersino, LLP presented the audit for the School of Unlimited Learning for the period ending June 30, 2009. In the audit opinion, Mersino noted the audit was issued a clean opinion with all items being presented fairly in accordance with generally accepted accounting principles. Mersino mentioned that the audit presents one of the Agency's programs so that the financial statements reflect a portion of the entire Agency. Payments due at June 30<sup>th</sup>, but received after that date are reported as Accounts Receivable. Deferred Revenues represent grant funds that have been received but are not yet expended; this is primarily the awarded American Reinvestment and Recovery Act (ARRA) funding. Mersino provided details of the various sources of revenues reported on the Statement of Activities. Net Assets from prior years were fully utilized as current year expenses are greater than current year revenues. Mersino noted that cumulative revenues and expenses for the last three years are equivalent.

Supplementary schedules required by the State to be within the audit report were presented, including reports on Average Daily Attendance (ADA), Instructional Time, and Financial Trends. Actual attendance, measured by our ADA has increased over the last three years. Mersino explained that the Compliance review tests include reviewing items such as attendance records, enrollment eligibility, and sample work documentation of independent study students. Audit guidelines require that even the smallest errors be identified and reported as findings. Mersino commended the school staff for the diligence in providing accurate reporting. There are no finding or questioned costs.

Discussion followed regarding the future availability of funds and how we have utilized the one-time-only funds that have been received in past years. Heinricy and Mizumoto reported that budget meetings had just been held to address this concern including looking for other sources of revenue and that program staff closely monitor spending.

*M/S/C – (McCoy/Bakman) to accept the School of Unlimited Learning audit as presented by Kaku and Mersino.*

V. Amendment to Construction Management

Egawa presented recommendation to approve a change order amendment to the existing construction management agreement with Zumwalt Construction, Inc. This amendment will allow construction of a \$1,433,240 Recycling Program building planned for the LCC Neighborhood Youth Center (NYC) to proceed so that the building can be completed by the grant award expiration at June 30, 2010. Zumwalt has agreed to deliver the work on time and on budget. Egawa noted the construction management fee percentage was reduced by Zumwalt for this project based on the type of construction for this building. Discussion followed regarding program activities, bidding of subcontract work, and soft costs such as permit fees. Commissioner McCoy expressed that it would be beneficial for residents in the area to see African-Americans being employed in the construction project. Staff advised McCoy that his concerns will be relayed to the contractor.

*M/S/C – (Bakman/McCoy) to approve the contract amendment to Zumwalt Construction for the construction of the LCC Recycling Program 9,171 square feet building in the amount of \$1,433,240.00.*

VI. Audit Report/Status

(A) California State Controller

- 2008 Single Audit Report Certification and Audit Finding Resolution

Warnes presented the letter from the California State Controller's office acknowledging receipt of the 2008 Single Audit report. We have satisfied all financial and compliance audit requirements under the Women Infants and Children (WIC) program.

(B) California Volunteers – Office of the Governor

- Closeout of Grant 06ACHY15-C68, Program Year 2008-2009

Warnes presented the letter from the California Volunteers office notifying us that the above mentioned grant is considered closed.

(C) Department of Community Services and Development

- Monitoring Report E-09-024

Warnes presented the on-site monitoring report received from the Department of Community Services and Development. Four areas were focused on during the monitoring visit in July: Administrative, Fiscal, Subcontractor, and Programmatic. Two recommendations were noted, both concerns have been addressed, and the actions taken were noted in the Agency response letter dated November 25, 2009. Egawa provide further details on the background and experience of the recently hired Inspector/Compliance Monitor.

*M/S/C – (McCoy/Bakman) to accept the audit reports presented.*

VII. Other Business

Vang thanked the committee members and staff for their diligent work on the committee.

Staff provided an update on the pending sale of the NYC Recreation Building to the City of Fresno. Escrow documents have been signed and the escrow officer asked the City to deposit the necessary funds. (Following the meeting, the escrow officer confirmed receipt from the City of Fresno's wire transfer of \$3.7 million into escrow.)

The next meeting is scheduled for Wednesday, January 20, 2010 at noon. Vang requested staff to advise the committee members one week prior if a meeting is required.

VIII. The meeting was adjourned at 1:35 p.m.

Respectfully submitted,

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Peter Vang, Chair

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION**  
**HUMAN RESOURCES COMMITTEE**  
December 3, 2009

**MINUTES**

**I. Call to Order**

The meeting was called to order by Rev. E. Swillis, Chair at 12:05 p.m.

**II. Roll Call**

Members Present:	Board Members Present:	Staff Present:
Rev. E. Swillis	Vongsavanh Mouanoutoua	George Egawa
Marina Magdaleno **	Amy Arambula **	Dawn Cagle
Jose Ramirez **	Homer Leija	Salam Nalia
Daniel Renteria	Rev. Paul McCoy	Carmen Lopez
Gene Rico		Carolyn Moreno
Jimi Rodgers	(** via telecom)	

**III. Approval of Previous Minutes, July 30, 2009**

*M/S/C – Rico/Renteria to approve July 30, 2009 Meeting Minutes. All in favor.*

**IV. RFP Evaluation Process and Time Frame**

Swillis received a letter from Fresno Mayor Ashley Swearengin. It was read to the Committee. (See Attachment). Discussion followed.

*M/S/C – Magdaleno/Rodgers to accept letter from Mayor Swearengin from the City of Fresno. All in favor except Rico's nay.*

Swillis asked the committee to set a process, approve the scoring sheet, and establish a timetable for the evaluation of the proposals received from Executive Search Firms.

Process/Timetable for Evaluation:

- The RFP's are due on December 8<sup>th</sup>, 2009 by 2:00 p.m. Swillis asked the committee if they are able to review the RFP's and make a recommendation for the top three candidates within one week after December 8<sup>th</sup>. Magdaleno thought more time would be needed to review the RFP's due to her schedule. Rodgers had a concern that if more than ten proposals were received, the one week to evaluate them would not be enough time. Rico voiced his concerns regarding how the RFP's will be reviewed and whether the information would be shared with others. It was stated that the committee must depend on each member's integrity in this process. Since it is unknown at this time the number of responses that may be received, it was the consensus that a committee meeting be held December 9, 2009 at 5:30 p.m. to set an evaluation timetable based on the number of RFP's received. The RFP responses will be distributed to the committee members at that time.

Scoring Sheet:

- Swillis asked the committee to look at the scoring sheet on page 15 and give their input. Leija felt the number of points towards the Cost and Fee structure may be too high, and said there are other scores on the list he felt were more important. Magdaleno agreed and said that qualification and experience are more important. Arambula said there are many instances where fees may be

negotiable for many of the firms. Another option discussed was to not consider the Cost and Fee Structure's thirty points and the pricing be evaluated for only the finalists. Renteria supported this option. It was agreed to have seventy total points for the initial evaluation scoring sheet without the cost considered.

- Swillis asked if the committee wanted to interview the finalists selected. All agreed the final firms should be invited for interviews by the committee.

**V. Other Business**

Swillis asked for other business. Rico suggested that board members calling in to meetings on the speaker phone identify themselves and members at the meeting also do so when speaking. He said it was very hard to identify who is speaking.

**VI. Adjournment**

There being no further business, the meeting adjourned at 12:50 p.m.

**M/S/C** – Rico/Renteria to adjourn at 12:50 p.m. All in favor.



**MAYOR ASHLEY E. SWEARENGIN**

December 3, 2009

Mr. Vong Mouanoutoua, Chair  
Board of Directors  
Fresno County Economic Opportunities Commission  
1920 Mariposa Mall, Suite 300  
Fresno, California 93721

Dear Mr. Mouanoutoua:

The Fresno County Economic Opportunities Commission (EOC) continues to demonstrate a vital role in strengthening our community. For more than 40 years the Fresno County EOC has touched the lives of many of our residents needing support. Now more than ever, the services provided by the Fresno County EOC and the work of its board are critical to our residents.

The recent announcement of Executive Director Roger Palomino's retirement provides both a challenge and an opportunity for the Fresno County EOC. The challenge is to replace the steady, visionary leadership that Mr. Palomino has provided over the past 15 years. Under Mr. Palomino's guidance, the organization has gained a national reputation for its work in empowering low-income families and individuals. His leadership and service to the community will be greatly missed and he will be difficult to replace. However, his retirement has provided the organization with an extraordinary opportunity to find a leader who can help take the EOC to even greater heights.

I believe it is critical for the Fresno County EOC to hire an outside expert to conduct a national search for the new executive director. With its status as one of the nation's most respected nonprofits, I believe that the Fresno County EOC will be well benefited by obtaining an expert to take on the challenging task of gathering the best and brightest candidate pool from across the country. By hiring a professional search firm, the Fresno County EOC will ensure that the Board of Directors has been presented with the most comprehensive group of talent available.

Please allow me to share my experience in the City of Fresno's searches for key leadership personnel over the past several months. We have conducted national searches for a number of positions, and the quality of candidates who have applied was incredibly impressive and brought a wealth of talent to the table. As a result, we were able to find successful candidates with the skills, knowledge and experience to help move our City forward.

Mr. Vong Mouanoutoua

December 3, 2009

Page 2

I again want to recognize the outstanding leadership of Roger Palomino and thank the Fresno County EOC for providing such a valuable service to our community. I am committed to ensuring that the City of Fresno works cooperatively with the EOC in the coming months and years as the organization continues to grow its vision. If I can be of any assistance to the board as you search for a new executive director, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Ashley Swearengin". The signature is fluid and connected, with a large initial 'A'.

Ashley Swearengin  
Mayor

cc. Rev. Edward Lee Swillis

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

October 21, 2009

- CALL TO ORDER                   The meeting was called to order at 6:36 p.m. by Gabriela Diaz, CWPC Chairperson.
- Tamala Olsby, Head Start Director welcomed delegates to tonight's meeting and introduced staff to the delegates. Ms. Olsby went over the process on how the CWPC meeting are conducted.
- ROLL CALL                    The roll was called by Daisy Olveda, CWPC Secretary. The following members were present: Charles Miranda, Michael Garcia, Louie Maciel, Michelle Real, Belia Vargas, Raquel Magallanes, Maria de la Lourdes Maldonado, Steven Sirman, Chue Vang, Maricela Valenzuela, Gabriel Garcia, Laura Pano, Jorge San Juan, Anna Montez, Angelica Vasquez, Gabriela Diaz, Maria Alvarez, Celerina Rendon, Andrew Fuentes, Marlissa Navarro, Margaret De La Rosa, Raquel Enriquez, Paulette Johnson, Lilia Robledo, Magdalena Aquino. Mayra Chavez, Alexandra Caballero, Jennifer Thao, Martha Aleman, Arminda Betancourt, Mireya Martinez, Re'Cee Robinson, Maria Hernandez, Stephney Qualls, Alejandrina Rodriguez, Veronica Villegas, Jose Serna, Adelina Huizar, Allison Freitas, Sylvia Villareal, Jacqueline Guterrez, Sandi Burkett, Elisa Castro, Vianey Luna, Monica Escobar, Wendell King, Heydi Medina, Veronica Diaz, Garciela Zamora, Kathryn Tkac, Pauline Real, Chris Kampf, Ken Licciardello, Lisa Eckman and Tito Lucero. A quorum was present.
- APPROVAL OF PREVIOUS MINUTES                   The CWPC Minutes from September 16, 2009 were accepted as written.
- COMMUNITY REPRESENTATIVE REPORTS                   Community Representative Reports were presented at tonight's meeting. The following Community Representatives gave a report:
- Pauline Real, Community Representative from FCEOC Women's Infants and Children (WIC) program reported that she has worked for EOC for thirty years. Currently WIC has a new food voucher program. WIC programs are located in the Fresno areas of: downtown (1900 Mariposa Mall), Kings Canyon and Willow, Pinedale and Ivy. New comers are welcomed and she encouraged delegates to share this information back at their centers/home base areas.
- Chris Kamp, Community Representative from Central Valley Regional Center (CVRC). CVRC is a private non-profit agency which works with developmentally disabled children and adults. CVRC also has a early start program for children ages zero to three years. CVRC

COMMUNITY  
REPRESENT-  
ATIVE REPORTS  
(Cont.)

works closely with the Head Start and Early Head Start for children who are developmentally delayed in the areas of motor and language skills.

Ken Licciardello, Community Representative from Support Services, Inc. informed delegates of services provided. Supportive Services is an alternative child care program that subsidizes child care assistance for families. Parents have the option to select a licensed or non-licensed child care provider.

Tito Lucero, EOC Commissioner informed delegates that he serves as a liaison between the CWPC and the EOC Board. EOC oversees various social programs in Fresno County.

Lisa Eckman, Community Representative from Fresno County Library informed delegates of services provided. Ms. Eckman oversees services to children and teens throughout Fresno County. The Daycare Book Mobile goes out to the Head Start centers in urban and rural communities at various times of the year.

EOC BOARD  
LIAISON  
REPORT

Tito Lucero, EOC Commissioner informed delegates on the minutes from the EOC Board meeting of June 24, 2009 and July 16, 2009. The EOC Board minutes were mailed to delegates prior to tonight's meeting.

Mr. Lucero informed delegates that at the September 24<sup>th</sup> EOC Board meeting minutes from the CWPC for the months of June, July and August 2009 were presented and approved.

Mr. Lucero shared that Moses Stites, EOC Board Chair resigned in September. Mr. Sites has served on the EOC Board for the past twelve (12) years. In accordance with the EOC By-Laws the Board Chair must be replaced by the next meeting. An acting Board Chair will fill in until the end of December 2009. In January 2010 the EOC Board will conduct their General Election for all board members.

Mr. Lucero shared that he had a child in the Head Start program and also served on the CWPC Executive Board.

The EOC Board minutes from June 24, 2009 and July 16, 2009 were accepted as written.

PERSONNEL  
COMMITTEE  
REPORT

Laura Pano, CWPC Vice-Chairperson informed delegates at tonight's meeting of the Personnel Committee Report which is presented monthly to CWPC. This information was distributed to delegates at tonight's meeting.

Ms. Pano reported approval was needed for hiring/firing/temporary appointment/transfer and resignations of Head Start and Early Head Start staff.

PERSONNEL  
COMMITTEE  
REPORT  
(Cont.)

At this point, correction to the October 21, 2009 Personnel Committee Report was made to reflect the following change:

Family Assistant I was removed from the Termination section and placed into the Hiring section.

Ms. Olsby informed delegates that Head Start and Early Head Start has a CWPC Personnel Committee that is made up of parents who sit on the CWPC. The Personnel Committee members conduct the Final Interviews in the hiring of all Head Start and Early Head Start staff.

Motion to approve Personnel Committee Report for October 21, 2009 meeting with the correction in Family Assistant I (Hiring) was made by Veronica Diaz and seconded by Kathryn Tkac. Motion carried.

MONTHLY  
FINANCIAL  
STATUS  
REPORT

Paulette Johnson, CWPC Family/Community Services & Parent Involvement Committee Chairperson informed delegates at tonight's meeting 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. Johnson reported that the Monthly Financial Status Reports shows all expenditures for the entire Head Start and Early Head Start programs for the month of September, 2009 and year-to-date.

Motion to approve the Monthly Financial Status Report for September 2009 was made by Maricela Valenzuela and seconded by Lilia Robledo. Motion carried.

ADA REPORT

Laura Pano, CWPC Vice-Chairperson informed delegates at tonight's meeting of the September 2009 Average Daily Attendance (ADA) Report for Center Base, Home Base areas and Early Head Start program. The ADA Reports were distributed to delegates at tonight's meeting.

For September 2009 the ADA for Center Base was at 81% which is below the recommended ADA rate of 85%.

For September 2009 the ADA for Home Base was at 92% which is above the recommended ADA rate of 85%.

For September 2009 the overall ADA for Early Head Start is at 87.1%. Analyses of all areas below the recommended 85% ADA have been done.

Motion to approve the ADA Reports for September 2009 was made by Mayra Chavez and seconded by Louie Maciel. Motion carried.

FCEOC  
PERSONNEL  
POLICIES AND  
PROCEDURES  
MANUAL  
"DRAFT"

Tamala Olsby, Head Start Director informed delegates at tonight's meeting of the "Draft" FCEOC Personnel Policies and Procedures Manual. This information was mailed to delegates prior to tonight's meeting.

The FCEOC Personnel Policies and Procedures Manual includes Head Start parent's required involvement in personnel matters. She explained the background information of the Personnel Policies and Procedure Manual with respect to the involvement of Head Start parents in all decision-making policies for the programs and also in regard to the hiring and firing of staff.

Changes were reflected in the following:

- Policy Number 1050: Recruitment, Selection, and Employment
- Policy Number 5080: Code of Ethics and Business Conduction

Added: III. Whistleblowing.

- Policy Number 7020: Performance Evaluations
- Policy Number 7030: Counseling and Corrective Action
- Policy Number 7060: Separation of Employment

Motion to approve the "Draft" FCEOC Personnel Polices and Procedures Manual was made by Veronica Villegas and seconded by Monica Escobar. Motion carried.

HEAD START/  
EARLY HEAD  
START MONTHLY  
INFOMRATION  
REPORT

Ms. Olsby and Kathleen Shivaprasad, Early Head Start Program Director informed delegates at tonight's meeting of the Head Start/Early Head Start Monthly Program Information Report. This information was distributed to delegates at tonight's meeting.

As mandated by the Office of Head Start, all Head Start and Early Head Start Programs are to comply with a Monthly Program Information Report to the CWPC on a monthly basis.

The monthly report covers the following areas: Program Information Summary, Meals/Snacks-Total for Children, Communication and Guidance for the HHS Secretary for the Head Start and Early Head Start Programs.

CHILD  
OUTCOMES  
RESULTS  
2008-2009

Andy Hernandez, Education Services Director informed delegates at tonight's meeting of the Child Outcomes Results 2008-2009 for the Head Start-Preschool program. This information was mailed to delegates prior to tonight's meeting.

CHILD  
OUTCOMES  
RESULTS  
2008-2009  
(Cont.)

Mr. Hernandez presented the Head Start-Preschool Outcomes (center base and home base) for the 2008-2009 school year on the following:

- Review III – All 4 Year Olds
- Review III – 4 Year Olds, English Speaking
- Review III – 4 Year Olds, Non-English Speaking
- Review III – 4 Year Olds, Without Disability
- Review III – 4 Year Olds, With IEP Disability

Mr. Hernandez indicated that all children in the center base and home base programs are assessed three (3) times a year. As we progress to the end of the school year the children show improvements in all areas. Parents were encouraged to review their child's development reviews at any time by contacting the Teacher/Center Director or Home Base Educator.

PACT-TIME  
RESULTS  
2008-2009

Mr. Hernandez informed the delegates at tonight's meeting of the PACT-Time Results 2008-2009 for the Head Start-Preschool Program. This information was mailed to delegates prior to tonight's meeting.

The PACT-Time Results refers to the 2008-2009 school year. The statistics show the growth of the children in terms of daily literacy activities, family reading practices and visits to local library at the beginning and end of the school year.

All center base and home base families receive a monthly PACT-Time Calendar that contain literacy activities. The PACT-Time Calendars are in English and Spanish.

CWPC  
ELECTIONS

Wyoma Lewis, Family/Community Services Director informed delegates at tonight's meeting of the upcoming CWPC Elections. At the November 18, 2009, CWPC meeting Elections will be held to fill the positions on the CWPC Executive Board for the 2009-2010 school year. All delegates are welcomed to run for office.

At this point of the meeting, Gabriel Diaz, CWPC Chairperson encouraged delegates to run for office. Ms. Diaz shared that being part of the CWPC Executive Board allows you to grow as an individual, staff is available to assist you and you will learn a lot from the whole process. She is thankful for being able to be part of the Executive Board as the CWPC Chairperson this past year.

ANNOUNCE-  
MENTS

Gabriela Diaz, CWPC Chairperson made the following Announcements:

1. November 4, 2009 – Next Executive Board Meeting at Kings Canyon Head Start-Preschool at 6:00 p.m.
2. November 11, 2009 – Veteran's Day Holiday – No School

ANNOUNCE-  
MENTS  
(Cont.)

3. November 18, 2009 – Next CWPC meeting at Franklin Head Start-Preschool at 6:30 p.m.
4. November 23-27, 2009 – Thanksgiving Week Holiday – No School

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Arminda Betancourt and seconded by Anna Montez. Motion carried. The business meeting adjourned at 7:58 p.m.

Esther Lepe  
Recording Secretary