

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

BOARD OF COMMISSIONERS MEETING
EOC BOARD ROOM, SUITE 310
WEDNESDAY, June 23, 2010, 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>	Egawa		1
III. <u>Presentation</u> - Diane Villareal and Ricardo Abundiz SOUL Parent & Graduate	Hairston		
IV. <u>Approval of Previous Minutes</u>	Mouanoutoua	Approve	
A. May 26, 2010 Meeting			2
B. May 28, 2010 Special Meeting			6
C. June 17, 2010 Special Meeting			handout
V. <u>Agency Update</u>	Egawa	Information	
A. Budget/Legislative Report			8
B. Media Outreach and Calendar of Events			10
C. Workforce Investment Overview	Blake Konczal		
VI. <u>Executive Committee</u>			
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2. Fresno First Step Home Project & AFLP Parenting Classes	Tutunjian	Information	17
C. Community Services Grant Applications			
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2. ORR Refugee Agricultural Partnership Program	Acevedo	Approve	19
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1. CalGRIP Grant Application	Riggins	Approve	20
2. CA Dept. of Resources, Recycling & Recovery Recycling Contract	Riggins	Approve	21
E. Employment and Training			
1. WIB Contract Funding Awards	Davis	Approve	22
2. 2010 WIB Summer Jobs Program Proposal	Davis	Approve	23
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IX.	<u>Commissioner Comments</u>			
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 Session</u>			
	A. Pending/Potential Litigation			
	B. Selection of Executive Director			
XII.	<u>Adjournment</u>			
	(Items listed as information still leaves the option for guidance/direction by the Board.)			

EOC BOARD OF DIRECTORS

ROLL CALL 2010

(July & August Summer Recess)

Commissioner	Term Expiration	Target Area or Appointing/Nominating Org.	1/27	2/10	2/24	3/24	4/28	5/12	5/26	5/28	6/17	6/23	9/22	10/27	11/17	12/8
James A. Aleru	12/31/10	Ca Partnership for the San Joaquin Valley	X	X	X	X	X	X	X	E						
Amy Arambula	12/31/10	31 st Assembly District	X	X	X	X	X	X	X	X						
Tim Bakman	12/31/11	14 th Senatorial District	X	X	X	X	X	X	X	X						
Dr. Lee Farley	12/31/11	Community Colleges	E	X	X	X	E	X	X	X						
George A. Finley, Sr.	12/31/10	Board of Supervisors	X	X	X	X	X	X	X	X						
Pastor Rufus Fruge	12/31/10	Target Area E	X	X	X	X	X	X	X	X						
Charles Garabedian, Jr.	12/31/11	Malaga County Water District	X	X	X	X	E	X	X	X						
Theresa Hernandez	12/31/10	Foster Grandparents	E	E	X	X	X	X	X	X						
Randy Kevorkian	12/31/11	Target Area H	E	E	E	E	E	E	X	X						
Richard Keyes	12/31/11	Mayor's Appointment	X	X	X	X	X	X	X	X						
J. Homer Leija	12/31/11	Target Area C	X	X	X	X	X	X	E	X						
Tito A. Lucero	12/31/10	Head Start CWPC	X	X	X	X	X	X	X	X						
Marina Magdaleno	12/31/11	Board of Supervisors	X	X	E	X	X	X	E	X						
Lori Mayfield	12/31/10	Juvenile Court	X	E	X	X	E	E	X	X						
Rev. Paul McCoy	12/31/11	NAACP	X	X	X	X	X	X	X	X						
Vongsavanh Mouanoutoua	12/31/11	Lao Evangelical Church of Fresno	X	X	X	X	X	X	X	X						
Esther Padilla	12/31/10	CA Transplant Donor Network	X	E	X	E	X	E	X	E						
Jose Antonio Ramirez	12/31/11	Target Area A	X	X	X	X	E	X	X	X						
Daniel Renteria	12/31/10	Target Area F	X	E	X	E	X	X	X	X						
Eugene Rico	12/31/11	Target Area G	X	E	O	E	X	X	X	E						
Jimi Rodgers	12/31/11	Assn. of Black Social Workers	X	X	X	X	E	X	X	X						
Jess Saldana	12/31/10	Target Area D	X	X	X	X	X	X	X	X						
Peter Vang	12/31/10	30 th Assembly District	X	X	X	X	X	E	X	X						
Juanita Veliz	12/31/10	Target Area B	X	E	X	X	E	X	X	X						
Catherine Mathis		Early Childhood Education Consultant	X	E	X	X	X	E	E	E						
Present = X			22	17	22	21	18	20	22	21						
Absent = O			0	0	1	0	0	0	0	0						
Excused = E			3	8	2	4	7	5	3	4						
Vacant = V			0	0	0	0	0	0	0	0						

**Fresno County Economic Opportunities Commission
Board of Commissioners Meeting
EOC Board Room, Suite 310
Wednesday, May 26, 2010
MINUTES**

I. CALL TO ORDER

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

II. ROLL CALL

Roll call was taken. A quorum was present.

III. PRESENTATION

Joseph introduced Transit Systems drivers Lance Haxton, Rosalind Esqueda, and Naomi Andrews, who received the California Highway Patrol's Blackwell Memorial Award presented by California Highway Patrol Officer Ramirez honoring them for twenty years of accident free driving.

IV. APPROVAL OF PREVIOUS MINUTES

M/S/C – Finley/Vang to approve: A) April 28, 2010 Meeting Minutes and B) May 12, 2010 Special Meeting Minutes.

Arambula asked for amendments to the May 12, 2010 Meeting Minutes and suggested to table the minutes until the next meeting to delete superfluous details and better reflect the consensus reached on several items. Arambula complained the lengthy discussion about interview panels did not accurately reflect the direction given. Arambula felt the minutes should also reflect that Commissioners did not feel allowing the Search Committee to meet in Closed Session, without other board members, to review Executive Director applicants set any precedent as this was a personnel matter and a unique circumstance. Finley was not willing to change his original motion. A hand vote was taken. Motion carried to approve minutes as presented.

V. AGENCY UPDATE

Egawa presented the following items: A) Budget/Legislative Report and B) Media Outreach and Calendar of Events and announced the following:

- Egawa announced the SOUL Graduation ceremony on June 10 at 12:30 p.m. at Cornerstone Church.
- Fruge announced the first LCC YouthBuild Charter School Graduation ceremony to be held on June 30th at 6:00 p.m. at the Veteran's Memorial Auditorium, with 74 students graduating.
- Egawa commended Head Start staff for their efforts on the 21st Annual Volunteer Recognition Luncheon held on May 18th.

VI. EXECUTIVE COMMITTEE

A. May 12, 2010 Meeting Minutes

M/S/C – Saldana/Vang to approve A) May 12, 2010 Meeting Minutes. All in favor.

B. Head Start/Early Head Start Applications

B.1 Program Self-Assessment – PROTOCOL 2010

Shivaprasad reviewed the 2010 PROTOCOL Self Assessment Results and Improvement Action Plans required by federal mandate for the Head Start-Preschool and Early Head Start programs.

B.3 Early Head Start Refunding Proposal for ARRA Expansion

Shivaprasad requested board approval of Year 2 (FY 9/30/10-9/29/11) refunding proposal for the American Recovery and Reinvestment Act (ARRA) Early Head Start Expansion which will allow an additional 153 program slots at various Fresno County sites in the amount of \$2,307,900 due June 30, 2010.

Arambula stated she supports the program and credits the Early Head Start staff for their continued efforts, but noted of the 153 additional slots (23 in centers, 130 at home), at an average cost of \$15,000 per slot, she felt it was important that EOC work with partner agencies, such as Child Protective Services, the Departments of Mental Health and Substance Abuse to target those young children most at risk for home visiting services. Arambula wanted to know what systems EOC has in place to ensure partner agencies refer Early Head Start children and how many referrals are made by agencies that can identify those most in need of home visitations to make sure these youngsters are safe,.

Lucero asked for a briefing on the new site at Franklin Head Start. Shivaprasad responded that the new Early Head Start site is in the development stage, with expansion including a socialization room, staff and conference room, and sharing of space with the WIC program which will be a good recruitment opportunity for both programs.

B.3 Head Start Technology Plan – E-Rate Application

Walthour presented the Head Start Pre-School E-Rate Technology Plan 2010-2013. A requirement of the E-Rate program is that applicants have a technology plan in place, approved by a certified technology plan approver, which supports the effective use of the requested services. Head Start and Information Technology staff wrote the technology plan according to the guidelines of the national Office of Head Start.

M/S/C – Saldana/Rodgers to approve: B.1) Head Start/Early Head Start 2010 PROTOCOL Self Assessment Results and Improvement Action Plans required by federal mandate, B.2) Head Start Pre-School E-Rate Technology Plan 2010-2013, and B.3) Head Start Year 2 (FY 9/30/10-9/29/11) refunding proposal for the American Recovery and Reinvestment Act (ARRA) Early Head Start Expansion in the amount of \$2,307,900 due June 30, 2010. All in favor.

C. Food Services 2010 Summer Food Service Program

Joseph asked for approval to enter into an agreement with the California Department of Education to sponsor 75 sites for the 2010 Summer Food Service Program FY 2010/2011.

M/S/C – Mayfield/Finley to approve agreement with the California Department of Education to sponsor 75 sites for the 2010 Summer Food Service Program FY 2010/2011. All in favor.

Rico commended Joseph and the Food Services staff for their dedication to this program.

D. CACFP Annual Agreement Renewals

Mizumoto asked for approval of the Head Start/Early Head Start/SACC annual renewal agreements to the California Department of Education, Child Nutrition Division-Child and Adult Food Care Food Program for operating Head Start-Preschool, Early Head Start, and School Age Child Care centers for FY 2010-2011.

M/S/C – Bakman/Saldana to approve submission of Head Start/Early Head Start/SACC annual renewal agreements to the California Department of Education, Child Nutrition Division-Child and Adult Food Care Food Program for operating Head Start-Preschool, Early Head Start, and School Age Child Care centers for FY 2010-2011. All in favor.

E. CSBG 2010 Funding

McLain-Lugowski asked for approval to enter into a refunding agreement, Contract Number 10F-4011, Amendment 3, with the Department of Community Services and Development (CSD) for Community Services Block Grant (CSBG) funds in the amount of \$1,682,286.

M/S/C – Finley/Rico to approve refunding agreement, Contract Number 10F-4011, Amendment 3, with the Department of Community Services and Development (CSD) for Community Services Block Grant (CSBG) funds in the amount of \$1,682,286. All in favor.

Arambula asked if this amount was in addition to the \$824,000 received last month. She stated she has concerns over the utilization of this money since ARRA funds will end soon, and would like to know detail on how CSBG monies are distributed. Nalia responded that CSBG Amendment 3 is the last installment of CSBG monies to be allocated to EOC for FY 2010, adding up to the total amount of \$1,682,286. Nalia stated that detail on CSBG funds will be presented at the June 16th Finance Committee Meeting and then forwarded to the full board at the June 23rd board meeting.

VII. FINANCE COMMITTEE

Vang reviewed the following: A) May 19, 2010 Meeting Minutes. B) Financial Status Reports-Head Start, and C) Insurance Brokerage Provider.

M/S/C – Finley/Rico to approve: A) May 19, 2010 Meeting Minutes, B) Financial Status Reports-Head Start, and C) Insurance Brokerage Provider. All in favor.

VIII. AUDIT COMMITTEE

Farley reviewed the Audit Committee May 19, 2010 meeting minutes and noted there were no reportable findings or questioned costs for 2009. Pete Mersino of Kaku & Mersino, LLP presented the Agency Audit 2009.

M/S/C – Mayfield/Saldana to accept: A) May 19, 2010 Meeting Minutes and B) Agency Audit 2009. All in favor.

IX. PENSION COMMITTEE

Lucero reviewed the May 6, 2010 meeting minutes and was pleased to announce an increase of net assets compared to the last two years. Discussion.

M/S/C – Lucero/Hernandez to accept May 6, 2010 meeting minutes. All in favor.

X. ADVISORY BOARDS

A. Head Start County Wide Policy Council

M/S/C – Bakman/Hernandez to accept: A) April 21, 2010 Meeting Minutes, and B) April 2010 PIR Report (Information). All in favor.

B. SOUL Governing Council

Rodgers reviewed the May 4, 2010 meeting minutes and announced on May 28th is SOUL Day and also the SOUL Student Academic and Athletic Awards Banquet. Rodgers was proud to announce that twenty 10th Grade SOUL students took the Casey exam for the first time in March and passed. Discussion.

M/S/C – Mayfield/Hernandez to approve May 4, 2010 Meeting Minutes. All in favor.

XI. COMMISSIONER COMMENTS

Mouanoutoua asked for commissioner comments. There were none.

XII. OTHER BUSINESS/PUBLIC COMMENT

Mouanoutoua asked for public comment. There were none.

Mouanoutoua asked for other business:

- Riggins announced an upcoming car wash fundraiser on Saturday June 5, at Jensen and Elm to benefit the YouthBuild and Local Conservation Corps graduation ceremony to be held on June 30th.
- Mouanoutoua announced the Special Board meeting on Friday May 28th will be held at the Holiday Inn at 1055 Van Ness Ave.
- Discussion followed on whether commissioners must be present all day to vote or whether they could still vote if they missed only portions of an interview. Some had not received their interview packages. Mouanoutoua announced that the Board decided at the May 12, 2010 Special Meeting that Commissioners must be present for all interviews in order to vote at the end of the day, and those present for only a part of the interviews cannot vote, but can participate in the discussion and make comments. Mouanoutoua stated that no action could be taken on this matter now, but he will amend the May 28th agenda to include discussion on this issue. He encouraged all Commissioners to be present to give input and resolve the matter.

XIII. ADJOURNMENT

Being no further business, the meeting was adjourned at 8:35 p.m.

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

Respectfully submitted,

George Egawa,
Interim Executive Director

**Fresno County Economic Opportunities Commission
Board of Commissioners
Special Meeting
May 28, 2010 – 8:00 a.m. – 7:00 p.m.
1055 Van Ness**

MINUTES

I. CALL TO ORDER

The meeting was called to order by Chair Mouanoutoua at 8:11 a.m. at the Holiday Inn, 1055 Van Ness Avenue.

II. ROLL CALL

Roll call was taken. A quorum was present.

III. PUBLIC COMMENT

Mouanoutoua asked for public comment. Lucero requested to begin the meeting with an invocation by Rev. Paul McCoy and asked if there was any objection from the board. The board approved Lucero's request. An invocation was given by Rev. McCoy.

IV. BOARD INTERVIEW PROCEDURE

Mouanoutoua asked for board input on the interview procedures for today's special meeting, to ensure all were in consensus. He stated he had spoken with attorney Moss regarding the process for board members to vote for the Executive Director. Mouanoutoua asked Egawa to present his recommendation. Egawa suggested the Ad Hoc Search Committee be expanded to include all those board members present at the special meeting today, to participate in the candidate interviews and vote to make a recommendation to the full board. All board members would then have an opportunity to vote on the Executive Director at the next scheduled board meeting. Finley stated he had a problem with this item and said legal counsel should have notified them at an earlier meeting regarding this process. Discussion followed.

***M/S/C** - Mayfield/Bakman to approve to expand the Search Committee (an Ad Hoc Committee) to include all board members present at today's Special Meeting to participate in the candidate interviews and vote to make a recommendation to the full board. All in favor.*

Mouanoutoua recommended revising the wording of Agenda Item V. by changing Board of Commissioners to the Search Committee.

***M/S/C** - Garabedian/Vang to approve changing the wording in Agenda Item V.) Closed Session for Board of Commissioners to Discuss/Approve the following to: Closed Session for the Search Committee to Discuss/Approve the following. All in favor:*

Mouanoutoua advised that he contacted Padilla regarding the e-mail she sent stating she did not receive her interview packet for today's meeting and her health concerns, and offered to get her a package before the meeting and accommodate her health/disability concerns.

***M/S/C** - Saldana/Renteria to approve the Search Committee to go into closed session. All in favor:*

Regular meeting ended at 8:28 a.m.

Closed Session began at 8:35 a.m. for Agenda item V.

V. CLOSED SESSION FOR BOARD OF COMMISSIONERS TO DISCUSS/APPROVE THE FOLLOWING:

- A. Employment of Executive Director – Gov. Code Section 54957
 - 1. Interview of Finalist Candidates Discussion
 - 2. Deliberations and selection of Executive Director Director* Approve
- B. Reconvene to Open Session

Closed Session ended at 6:02 p.m.

Regular session reconvened at 6:03 p.m.

VI. ANNOUNCEMENT

Mouanoutoua asked if there were any announcements. There were none.

VII. ADJOURN

Meeting adjourned at 6:05 p.m.

Fresno County Economic Opportunities Commission

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 23, 2010	Program: Planning & Resource Development
Agenda Item No.: V.-A.	Associate Executive Director: Paul McLain-Lugowski
Item: Budget/Legislative Report	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Interim Executive Director: George Egawa

INFORMATION ONLY:

Fresno County EOC has an interest in the legislative activities and budgets of federal, state, and local governments. The agency depends on funding at each level to carry out its mission to empower low income residents toward achieving self-sufficiency. An update of legislation affecting our programs and budgets follows.

ISSUE:

Federal Budget/Bills of Interest

The *National Community Action Partnership* has issued notice to its members urging support of the following bills:

- HR 4812 – the Local Jobs for America Act would provide \$100 billion over two years to create or save 750,000 jobs providing local services, and would save another 250,000 education jobs, and 5,500 law enforcement jobs.
- HR 5211 – the Family Engagement in Education Act ensures shared responsibility between families, communities, and educators for closing the achievement gap. Provides much-needed incentives and guidance for districts and schools on research-based family engagement practices that drive school improvement, such as investing in professional development for teachers and school leaders on effective models of family engagement or conducting parent leadership academies.
- HR 4213 – the American Jobs, Closing Tax Loopholes and Preventing Outsourcing Act, extends the TANF Emergency Fund set to expire November 30th. Impact if not extended: loss of UI and health benefits for the unemployed, loss of hundreds of thousands of jobs and associated economic devastation. Bill to be heard in the Senate June 16th.
- HR 5376 – the Youth Corps Act of 2010 has been introduced in the House (companion to S 3178). The bill would create a grant program for conservation corps in the Department of Labor.

The nation's unemployment rate inched downward in May to 9.7% (down .2%) *Bureau of Labor Statistics*. Census hires accounted for many of the new jobs. The State unemployment rate is 11%, the rate for Fresno County is 16.9%.

State Budget/Bills of Interest

- The Senate and Assembly have named their budget conferees. The conference committee has begun meeting to resolve the state's estimated \$19.1 billion deficit and reconcile their proposals with those of the Governor. Several issues of interest:
 - K-12 – The Governor proposes to continue the current 18.4% deficit factor, mete out an additional \$1.5 billion cut, and levy a negative .39% COLA adjustment.
 - Child Care – The Governor has proposed the elimination of state subsidies for child care to save \$1.2 billion. The Assembly, at this point, has rejected the cut. The Senate has not taken as clear a position, referring the matter to the conference committee to resolve differences.
 - CalWORKs – Both the Senate and Assembly budget committees have accepted CalWORKs child care stage 3 case load adjustments for 2010-11 and the leveraging of increased federal support for these programs. Other options to cut costs include adjusting eligibility and reducing reimbursement rates for child care providers.
 - Senate Democrats have proposed \$4.9 billion in tax hikes to close the budget gap. These include suspending corporate tax breaks, raising vehicle license fees and the state's alcohol tax.
- AB 2143 (Gilmore) coordinates the administration of veteran's benefits between the associated state departments to help more veterans access their benefits.
- SB 1326 (Oropeza) proposes \$15 million in one-time electronic waste recycling account for the state's local corps. Passed out of the Senate, will be heard next in the Assembly.
- AB 2200 – State YouthBuild - funding in the amount of \$2 million for this bill was approved June 16th clearing the way for its adoption, likely as part of the budget bill.

City Budget

- The Fresno City Council will resolve budget motions related to the Mayor's budget in late June. Agency opportunities include bidding city parks maintenance which was proposed by the Mayor in an effort to reduce costs.

Fresno County **Economic Opportunities Commission**



Helping People. Changing Lives.

Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 23, 2010	Program: Media / Public Relations
Agenda Item No.: V.-B.	
Item: Media Outreach and Calendar of Events	Interim Executive Director: George Egawa

RECOMMENDED ACTION:

Information only

BACKGROUND:

Fresno County EOC's Media / Public Relations Specialist focuses on promoting the Agency, its events, and its programs by obtaining free media coverage that may include television news stories, appearances on television community affairs shows, published web / newspaper articles, or radio interviews.

The Media / Public Relations Specialist also focuses on expanding interagency communication by keeping its employees aware of events / news within the Agency and its programs by posting articles of interest on the Agency's Intranet.

Media outreach efforts and a Calendar of Events for May / June 2010 are as follows:

MAY / JUNE 2010 MEDIA

Date	Medium	Program	Who	What
May 24	Broadcast / TV - KFTV Univision - Arriba Valle Central	Pediatric Clinic	Gilda Arreguin	Gilda Arreguin discussed the services offered at the Pediatric Clinic.
May 24	Broadcast / TV - KFSN ABC 30	Head Start		Head Start Dakota Circle was featured for its End of Year Activities.
May 25	Broadcast / TV - KMPH 26	Food Distribution	Gabriela Romero	Gabriela Romero discussed Drought Relief Food Distribution in Firebaugh
June 1	Broadcast / TV - KMPH 26 – Great Day	Fresno County EOC	Yahaira Garcia-Perea and Naomi Quiring-Mizumoto	Introduction of Fresno County EOC and an overview of the programs featured June 1 – July 6.
June 3	Broadcast / TV - KSEE 24	LCC's California Gang Reduction & Intervention Program (CalGRIP)	Alejandro Lopez (LCC Corpsmember of the Year)	Featured LCC Corpsmember of the Year Alejandro Lopez and CalGRIP.
June 8	Broadcast / TV - KMPH 26 - Great Day	Low-Income Home Energy Assistance Program (LIHEAP)	Lalo Acevedo & Gilda Arreguin	Lalo Acevedo and Gilda Arreguin discussed assistance through LIHEAP / ECIP.
June 10	Broadcast / TV - KSEE 24 – Central Valley Today	Food Services - Summer Food Services Program	Randy Moens	Randy Moens discussed the Summer Food Services Program on Central Valley Today
June 10	Broadcast / TV - KFSN ABC 30	School of Unlimited Learning		Highlighted the School of Unlimited Learning's annual commencement ceremony.
June 10	Broadcast / TV - KFTV Univision	School of Unlimited Learning		Highlighted the School of Unlimited Learning's annual commencement ceremony.

Date	Medium	Program	Who	What
June 14	Broadcast / TV - KFSN ABC 30	Food Services – Summer Food Services Program	Randy Moens	Randy Moens discussed the Summer Food Services Program.
June 15	Broadcast / TV - KMPH 26 – Great Day	Homeless Prevention and Rapid Re-Housing	Joe Martinez	Joe Martinez discussed Homeless Prevention and Rapid Re-Housing on Great Day

UPCOMING MEDIA OUTREACH EFFORTS

Date	Medium	Program	Who	What
June 22	Broadcast / TV - KMPH 26 – Great Day	Women, Infants and Children	Caroline Perez	Caroline Perez will discuss the nutritional and health needs of mother, infants, and children and how WIC helps meet those needs.
June 29	Broadcast / TV - KMPH 26 – Great Day	Fresno Community Development Financial Institution	Salam Nalia & Blong Lee	Salam and Blong will discuss how unemployed or financially struggling small business can start, strengthen, or expand business with FCDFI.
July 6	Broadcast / TV - KMPH 26 – Great Day	Head Start	Tamala Olsby	Tamala Olsby will discuss Head Start Preschool, no- and low-cost early childhood education opportunities for children with special needs, and employment opportunities for individuals with Early Childhood Education credits.

JUNE 2010 CALENDAR

June 1	Weight Watchers At Work Meeting
June 1	The Garden Market at Courthouse Park Grand Opening
June 2	Diversities II Softball Season Begins
June 5	Madera Food Distribution (Essential Services Grant)
June 10	School of Unlimited Learning Graduation
June 10	Accounts Payable Training
June 15-16	SNAP Application Assistance
June 17	Huron Food Distribution
June 17	Employee Appreciation Event
June 18	2010 Summer Lunch Kick-Off Event
June 22	Firebaugh Food Distribution
June 23	U-Turn Sanctuary Semi-Annual Reunion
June 24	San Joaquin Food Distribution
June 24	Management Training
June 24	Accounts Payable Training
June 25	AFLP Graduation
June 29	Mendota Food Distribution
June 30	Fresno Fuego at Market on the Mall
June 30	LCC's YouthBuild Graduation

UPCOMING EVENTS

July 12 – 16	Camp Sanctuary
July 13	TEAM 21 Quarterly Meeting
July 14	Leadership Forum Quarterly Meeting
July 14	Neighborhood Youth Center Grand Opening
July 15	Accounts Payable Training Session
July 19	Take Action! Program ends
July 20	Huron Food Distribution
July 22	Firebaugh Food Distribution
July 27	San Joaquin Food Distribution

July 28	Healthy Start Prenatal Education 8-Week Seminar Begins
July 29	Mendota Food Distribution
July 29	Accounts Payable Training Session
August 5	Pension Committee Meeting
August 12	Accounts Payable Training Session
August 19	Huron Food Distribution
August 24	Firebaugh Food Distribution
August 26	San Joaquin Food Distribution
August 26	Accounts Payable Training Session
August 27	45 th Anniversary Resource Fair
August 30	Mendota Food Distribution
August 31	Employee Appreciation – EOC's 45th Birthday

FACEBOOK INSIGHTS

Week of 5.17.10-5.24.10
+19 Fans this week (337 total fans)
1 wall posts, comments, and likes this week (17 last week)
754 visits to your page this week (671 visits last week)

Week of 5.24.10-5.31.10
+15 Fans this week (353 total fans)
3 wall posts, comments, and likes this week (1 last week)
623 visits to your pages this week (754 visits last week)

Week of 5.31.10-6.7.10
0 Fans this week (353 total Fans)
6 Wall Posts, Comments, and Likes this week (3 last week)
425 visits to your page this week (623 visits last week)

**EXECUTIVE COMMITTEE
EXECUTIVE PLAZA
EOC BOARD ROOM, SUITE 310
June 9, 2010 12:00 p.m.
MINUTES**

I. Call to Order

Chair Mouanoutoua called the meeting to order at 12:07 p.m.

II. Roll Call

Roll call was taken. A quorum was present.

Members Present: Amy Arambula, George Finley, Pastor Rufus Fruge, Vongsavanh Mouanoutoua, Jess Saldana, Peter Vang, Juanita Velez

Staff Present: George Egawa, Naomi Mizumoto, Dawn Cagle, Salam Nalia, Jeff Davis, Shawn Riggins, Lalo Acevedo, Michelle Tutunjian, Patrick Turner, Gabriella Romero, Carolyn Moreno

Board Members Present: Rev. Paul McCoy

III. Approval of Previous Minutes

M/S/C – Finley/Saldana to approve May 12, 2010 Meeting Minutes. All in favor.

IV. Consent Items

A. Sanctuary

A.1 United Way SOS Grant Proposal

Tutunjian requested ratification of a grant proposal to United Way of Fresno County Healthy Community Impact Council in the amount of \$20,000 for administrative and operational costs to support the Sanctuary Outreach to the Streets (SOS) and Sanctuary Youth Shelter beginning October 1, 2010.

A.2 Fresno First Step Home Project & AFLP Parenting Classes (Information)

1. Fresno First Step

Tutunjian informed the committee of a new project sponsored by the City of Fresno called the Fresno First Steps Home Project, with EOC's involvement listed as a Partner Agency. This project has a ten-year plan that calls for public and private investments to address homelessness.

2. Tutunjian informed the committee of a free 8-week parenting session offered to pregnant teens and teen parents, coordinated by the AFLP Program titled "Mommy Talks" that began on May 19, and are held at Manchester Center on Wednesdays from 4:00 p.m. to 6:00 p.m.

M/S/C – Finley/Velez to approve United Way Grant Proposal to United Way of Fresno County Healthy Community Impact Council in the amount of \$20,000 for support of administrative and operational costs to the SOS and Sanctuary programs beginning October 1, 2010. All in favor.

B. Community Services

B.1 Sisters of St. Joseph Healthcare Foundation Food Distribution

Romero requested ratification of a Sisters of Saint Joseph Healthcare Foundation Food Distribution grant application in the amount of \$75,000 to extend the current food distribution program to rural West Fresno County communities during winter months through March 31, 2011.

B.2 ORR Refugee Agricultural Partnership Program

Vang requested approval of the submission of a Refugee Agricultural Partnership Program grant application in the amount of \$100,000 per year for a three year period with the goal of incorporating agriculture and food system strategies to improve the lives of refugee families. The contract period is 10/01/10-9/23/13.

M/S/C – Saldana/Vang to approve/ratify: B.1) Rural Food Distribution grant application to Sisters of St. Joseph Healthcare Foundation Food Distribution in the amount of \$75,000, and B.2) Refugee Services Refugee Agricultural Partnership Program grant application to the Office of Refugee Resettlement (ORR) in the amount of \$100,000 per year for three years. All in favor.

C. Local Conservation Corps

C.1 CalGRIP Grant

Riggins requested approval of a grant proposal to the California Employment Development Department and the California Workforce Investment Board in the amount of \$500,000 to support 50 released offenders and gang members, ages 18-24 with job training and education at the LCC over an 18 month period.

C.2 CA Department of Resources, Recycling, and Recovery CRV Recycling

Riggins requested approval of a contract with the Department of Resources, Recycling, and Recovery in the amount of \$1,478,946 to provide California Redemption Value (CRV) recycling services throughout Fresno and Madera Counties. The contract period is 7/01/10-6/30/11.

M/S/C – Finley/Saldana/Vang to approve: C.1) CalGRIP Grant Proposal to the California Employment Development Department and the California Workforce Investment Board in the amount of \$500,000 to support 50 released offenders and gang members, ages 18-24 with job training and education at the LCC over an 18 month period, and C.2) Contract with the Department of Resources, Recycling, and Recovery in the amount of \$1,478,946 to provide California Redemption Value (CRV) recycling services throughout Fresno and Madera Counties. The contract period is 7/01/10-6/30/11. All in favor.

D. Employment & Training

D.1 FRWIB Contract Funding Awards

Davis requested board approval to accept the contract awards in the amount of \$2,800,585 from the Fresno Regional Workforce Investment Board (WIB). Funding awarded for each program is as follows:

- WIA Adult/Dislocated Worker Program-\$1,196,163
- WIA 3rd Qtr. Adult/Dislocated Worker Incentives Payout Award-\$124,077
- WIA Fresno County Year-Round Incarcerated Youth Program-\$225,000
- WIA Fresno County Year-Round Younger Youth Program-\$1,355,345

D.2 2010 FRWIB SYETP Program

Davis requested ratification of a proposal to the Fresno Regional Workforce Investment Board (WIB) for the Summer Jobs Program to serve 137 younger youth ages 14 through 18 years old in the amount of \$66,268 commencing June 7, 2010.

M/S/C – Finley/Saldana to approve/ratify: D.1) Contract Awards as follows: WIA Adult/Dislocated Worker Program-\$1,196,163; WIA 3rd Qtr. Adult/Dislocated Worker Incentives Payout Award-\$124,077; WIA Fresno County Year-Round Incarcerated Youth Program-\$225,000; WIA Fresno County Year-Round Younger Youth Program-\$1,355,345, and D.2) Proposal to the Fresno Area Workforce Investment Board WIB for the Summer Jobs Program to serve 137 younger youth in the amount of \$66,268. All in favor with abstention from Arambula.

V. Other Business

A. Board Policy & Procedures

1. Meeting Minutes

Egawa gave a brief summary on how minutes are prepared and presented to the board. Discussion followed. It was suggested if any board members have revisions to the minutes, to email them to staff prior to the meeting and they can be presented at the next meeting for consideration by the members. Arambula suggested the board chair review the minutes prior to distribution to the Board.

2. Agency Legal Liability Report

Committee discussed items that should be reported to the Board. It was concurred that a Monthly or

Quarterly Report including current potential legal issues of import and pending litigation will be presented to the board in closed session.

Arambula noted the Bylaws state it is the By Laws Committee that may excuse a board member's absence because of unforeseen circumstances and shall decide on the validity of the excuse. Egawa explained current practice. Discussion followed and the issue was referred to the Bylaws Committee for review.

B. Agency Reports

1. Budget Development Process

As the full Board has the duty to provide responsible fiscal oversight, Arambula requested staff present a Budget Workshop for the Executive and Finance Committees, to help board members understand EOC's budget development process and what role the board should have in reviewing how EOC budgets and spends limited funds. Discussion followed regarding the complexity of EOC's budget, with 143 different fiscal years. This item will be directed to the Finance Committee. Decision was made to hold Budget Workshops for board members in the near future.

2. Agency Assessment

Vong asked whether EOC regularly assesses its programs so the Board understands how well they are performing. Egawa advised that funders regularly monitor programs. Committee asked for a standardized agency assessment, for each program, that identifies programmatic goals and outcomes. Discussion. Each program has the capability to give this information since reports are sent often to the funding sources. Finance accountants and the programs work closely with each other to ensure they are within their budget.

VI. Announcements

Mouanoutoua announced the following:

- Invited the committee to attend the SOUL Graduation on June 10, 2010 at 12:30 p.m. at Cornerstone Church.
- Save the date for the Neighborhood Youth Center grand opening on July 14th.
- Update on the Executive Director search-Mouanoutoua and Ramirez will leave on Sunday June 13th and return Monday June 14th for the vetting process.
- The YouthBuild Charter School graduation will be on June 30th at the Civic Auditorium.

VII. Adjournment

There being no further business, the meeting was adjourned at 1:37 p.m.

M/S/C – Vang/Saldana to adjourn. All in favor.

Respectfully Submitted,

Vongsavanh Mouanoutoua, Board Chair

Fresno County **Economic Opportunities Commission**

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Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 9, 2010	Program: Sanctuary and Youth Services
Agenda Item No.: VI.-B.1	Director: Michelle L. Tutunjian
Item: United Way of Fresno County Healthy Community Impact Council	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Interim Executive Director: George Egawa

RECOMMENDED ACTION:

Executive Committee recommends Board approval to ratify the submission of the grant proposal to United Way of Fresno County Healthy Community Impact Council in the amount of \$20,000 for administrative and operational costs to support the Sanctuary Outreach to the Streets (SOS) and Sanctuary Youth Shelter for a 12-month project period, beginning October 1, 2010.

BACKGROUND:

The United Way of Fresno County, Community Impact Committee and Healthy Community Impact Council are accepting grant proposals for programs that demonstrate collaborative efforts to reduce risky behaviors of youth. Funding will be awarded to programs that address tobacco, drug and alcohol education; dangers of driving under the influence of drugs and/or alcohol; consequences of unsafe sex practices; factors contributing to obesity and access to resources for gaining and maintaining good health; resources and options available that support avoidance of risk taking. The United Way of Fresno County *“improves lives by mobilizing the caring power of communities to create lasting change in community conditions. The Healthy Community Impact Council focuses on access to resources that gain and sustain good health.”*

ISSUES:

No Issues. Ongoing funding is necessary for the Sanctuary and Youth Services to be sustained.

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Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 9, 2010	Program: Sanctuary and Youth Services
Agenda Item No.: VI.-B.2	Director: Michelle L. Tutunjian
Item: 1.) Fresno First Steps Home Project – Sanctuary 2.) AFLP – No Cost Parenting Classes	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Interim Executive Director: George Egawa

INFORMATION ONLY:

1.) *EOC Listed as Partner Agency for Fresno First Steps Home Project*

The Mayor announced the formation of Fresno First Steps Home at the State of the City speech on May 27, 2010. The goal of Fresno Steps Home, a City-sponsored not-for-profit, is to raise \$1 million annually which will be re-granted to efforts that further the goals of the 10 Year Plan to End Homelessness which was adopted by the City of Fresno and the County of Fresno in September 2008. The 10 Year Plan calls for public and private investments to address homelessness in the community.

EOC Sanctuary and Youth Services operate and provide direct service delivery programs targeted to address homelessness in the Fresno community. EOC partnered with the City of Fresno on the success of the public funded H Street Tent City Housing pilot project and is a current provider agency for Homeless Prevention and Rapid Re-Housing (HPRP) funds provided through the American Recovery and Reinvestment Act (ARRA). Fresno First Steps Home will raise funds, which will help replace ARRA funding for homeless rapid re-housing once funding sources are exhausted. EOC is listed as a key stakeholder of Fresno First Steps Home, which will provide a way for the general public to support the efforts to prevent and end homelessness in the Fresno community.

2.) *No Cost Parenting Classes Offered Targeting Pregnant Teens and Teen Parents*

Through the support of a community volunteer, Manuela Perkins (spouse of Sanctuary Advisory Board Chair, Dr. Chris Perkins) is leading free 8-week parenting sessions which are offered on Wednesdays from 4:00-6:00 p.m. at Manchester Center. Sessions began May 19, 2010. Topics vary weekly and enrollment is open to the general public. Snacks and incentives are provided to all attendees. To date, an average of 10-12 teens per session have participated. EOC Adolescent Family Life Program coordinates the parenting sessions, titled "Mommy Talks."

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Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 9, 2010	Program: Community Services
Agenda Item No.: VI.-C.1	Director: Lalo Acevedo
Item: Rural Food Distribution Program – Grant Application	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Interim Executive Director: George Egawa

RECOMMENDED ACTION:

Executive Committee recommends Board approval to ratify the submission of a Sisters of Saint Joseph Healthcare Foundation Food Distribution grant application in the amount of \$50,000 for the purpose of extending the current rural food distribution program through March 31, 2011.

BACKGROUND:

EOC is currently providing food distribution to rural West Fresno County communities (i.e., Firebaugh, Huron, Mendota, and San Joaquin and surrounding areas) that are being impacted by the ongoing drought situation due to the lack of water availability to the farmers). The State of California Community Services Department (CSD) granted EOC \$402,467 for food distribution to the aforementioned communities through November 30, 2010. This grant provided by the Sisters of Saint Joseph Healthcare Foundation for \$50,000 would enable EOC to serve the rural West Fresno County communities during the coming winter months.

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Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 9, 2010	Program: Community Services
Agenda Item No.: VI.-C.2	Director: Lalo Acevedo
Item: Office of Refugee Resettlement (ORR) Refugee Agricultural Partnership Program	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Interim Executive Director: George Egawa

RECOMMENDED ACTION:

Executive Committee recommends Board approval of the submission of a Refugee Agricultural Partnership Program grant application to the Office of Refugee Resettlement (ORR) in the amount of \$100,000 per year for three (3) years.

BACKGROUND:

EOC has been operating ORR Refugee Micro-enterprise Development Programs since 1993, which has since been incorporated into the CDFI. The goal of this grant is to incorporate agriculture and food system strategies to improve the lives of refugee families.

The proposed project would assist refugee farmer families with additional marketing opportunities via local farmer’s markets and possibly the establishment of a refugee farmer’s market in Southeast Fresno. EOC will also coordinate the proposed services with CDFI’s pool of refugee farmers.

The grant amount to be requested would be for \$100,000 per year for three (3) years. The contract period would be from October 1, 2010 through September 30, 2013.

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Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 9, 2010	Program: Local Conservation Corps
Agenda Item No.: VI.-D.1	Director: Shawn Riggins
Item: CalGRIP Grant Application (Gangs Reduction and Intervention Program)	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Interim Executive Director: George Egawa

RECOMMENDED ACTION:

Executive Committee recommends Board approval of a grant proposal to the California Employment Development Department and the California Workforce Investment Board in the amount of \$500,000 for the Governor’s California Gangs Reduction and Intervention Program (CalGRIP).

BACKGROUND:

EOC’s Local Conservation Corps provides job-training skills 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.

The proposed grant will seek funding to support 50 released offenders and gang members, ages 18-24, with job training and education at the Local Conservation Corps over an 18 month period. Once assigned to LCC crews, participants will learn skills in recycling, landscaping and network cabling. Under the grant, the LCC will also partner with EOC’s Employment and Training Department to provide funding for a vocational training instructor to serve an additional 25 youth, ages, 14-18, at the Juvenile Hall. All participants at the LCC will be required to participate in an educational component as part of the program.

The grant period is July 1, 2010-December 31, 2011.

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Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 9, 2010	Program: Local Conservation Corps
Agenda Item No.: VI.-D.2	Director: Shawn Riggins
Item: LCC Recycling Contract – CA Dept. of Resources, Recycling and Recovery	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Interim Executive Director: George Egawa

RECOMMENDED ACTION:

Executive Committee recommends Board approval of a contract with the Department of Resources, Recycling and Recovery (formerly Department of Conservation, Division of Recycling) in the amount of \$1,478,946.00 to provide California Redemption Value (CRV) recycling services throughout Fresno and Madera Counties.

BACKGROUND:

EOC’s Local Conservation Corps provides job-training skills 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.

The proposed contract is with the Department of Resources, Recycling and Recovery (formerly Department of Recycling, Division of Recycling) in the amount of \$1,478,946.00 to provide California Redemption Value (CRV) recycling services throughout Fresno and Madera Counties. This is the main recycling grant (in place since 1993) for the Local Conservation Corps and will run concurrent with the recently approved AB 7(8x) grant during 2010-2011. The LCC will use the funding to help provide funding for new recycling routes to complement existing routes and to fund the staffing and operation of the new CRV Recycling Sorting Facility at the NYC campus. LCC crews will provide recycling services at bars/restaurants, special events, schools and a buyback center in Friant. New routes proposed for this grant include night collection at bars/restaurants and expanded collection at multi-family units. The grant period is July 1, 2010-June 30, 2011.

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Chairperson

George Egawa
Interim Executive Director

Date: June 9, 2010	Program: Employment & Training
Agenda Item No.: VI.-E.1	Director: Jeff Davis Jr.
Item: 2010-2011 Fresno County Workforce Investment Board Contract Funding Awards	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Interim Executive Director: George Egawa

RECOMMENDED ACTION:

Executive Committee requests Board approval to accept the contract awards in the amount of \$2,800,585 from the Fresno Regional Workforce Investment Board (FRWIB) associated with the provision of Workforce Investment Act (WIA) employment and training services to younger youth, youth offenders and adult/dislocated workers.

BACKGROUND:

On May 20, 2010 the FRWIB approved of contract awards to FCEOC for the continued operation of the Younger Youth Program, Incarcerated Youth Program and Workforce Connection for the 2010-2011-program year. Funding awarded for each program is as follows:

- WIA Adult/Dislocated Worker Program - \$1,196,163 (**26%** reduction from current year's combined ARRA/Workforce Connection funding award)
- WIA 3rd Quarter Adult/Dislocated Worker Program Incentive Payout Award (met and exceeded current 3rd quarter program performance) - \$24,077
- WIA Fresno County Year-Round Incarcerated Youth Program - \$225,000 (same as current year allocation). (On March 2, 2010 the FRWIB issued a RFP for re-procurement of the Incarcerated Youth Program; EOC received a score of 95% and subsequently was recommended and awarded a new contract.)
- WIA Fresno County Year-Round Younger Youth Program - \$1,355,345 (**2%** reduction from current year)

ISSUES:

In the 2009-2010 program year, EOC received approximately \$602,000 in one time ARRA funding to serve individuals affected by severe economic conditions. No additional funding has been received by the FRWIB for the new program year and this resulted in a 26% reduction in funding to the Workforce Connection Program. EOC has been informed by the FRWIB that a portion of recently received National Emergency Grant funds will be allocated to service providers to off-set reductions in the regular formula fund allocation. This will mean an additional 8% in Adult/Dislocated Worker funding to EOC or approximately \$127,776 in additional funding. Upon receipt of these additional funds, our overall deficit under this program will be reduced to 18% instead of the current 26%. We expect to receive this additional funding award sometime in the 1st quarter of the new program year.

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Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 9, 2010	Program: Employment & Training
Agenda Item No.: VI.-E.2	Director: Jeff Davis Jr.
Item: 2010 FRWIB Summer Jobs Program	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Interim Executive Director: George Egawa

RECOMMENDATION:

Executive Committee requests Board approval to ratify submission of a proposal to the Fresno Regional Workforce Investment Board (FRWIB) for a total amount of \$66,268 associated with the provision of Workforce Investment Act (WIA) Summer Jobs Program services to younger youth.

BACKGROUND:

On May 11, 2010 the FRWIB issued a RFP for procurement of the Summer Jobs Program. EOC submitted a proposal on May 24, 2010. Since that time, FRWIB has released the preliminary ratings; EOC has received a score of 97% and subsequently will be awarded a total of \$66,268 to serve 137 younger youth ages 14 through 18 years old commencing June 7, 2010.

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Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 23, 2010	Program: School of Unlimited Learning
Agenda Item No.: VI.-F.1	Director: Mark Wilson
Item: SOUL Staff Alignment for 2010/2011 Budget Update	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Interim Executive Director: George Egawa

INFORMATION ONLY:

As presented and approved by the SOUL Governing Council and Finance Committee at their May meetings, the State budget crisis will have an affect on the 2010/2011 school year budget. SOUL’s ADA funding is expected to be at least 15-20% less than what was originally anticipated.

Current 2009/2010 Budget	Next Year’s 2010/2011 Budget
\$2,239,782 Revenue from All Sources	\$1,861,394 Projected Revenue
\$207,134 CSBG/Agency Support	\$155,141 Projected Agency Support
\$2,446,918 Total Revenue from All Sources	\$2,016,535 Total Projected Revenue

As a result, a staff alignment action plan has been implemented to insure the least impact on the operation of the SOUL, both to the students as well as staff:

- We will retain a condensed version of summer school for the SOUL juniors and seniors only this year.
- A long-term substitute position is no longer needed and that employee will be placed on the regular on-call substitute list.
- The “lead teacher” portion of two positions has been eliminated, yet those two employees have been retained as regular teachers.
- One teacher has submitted for retirement; this allowed retention of one teacher position that would have been eliminated.
- Out of 11 current twelve-month positions, seven positions were reduced to eleven-month positions and will be able to claim unemployment benefits. These staff will also have the option to extend their monthly health insurance cost over the one month of layoff. The four positions retained for twelve months were: Principal/Chief Academic Officer, Administrative Assistant, Guidance Counselor Coordinator and Guidance Dean due to the demands and responsibilities of their jobs.

Additionally, we have just been informed that CSD funded the \$100,000 CSBG Discretionary Targeted Initiative grant for the SOUL school which will help keep 1.5 positions in place and avert further cuts.

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Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 23, 2010	Program: School of Unlimited Learning
Agenda Item No.: VI.-F.2	Director: Mark A. Wilson, Ed.D.
Item: Request for Approval of the 2010/2011 Consolidation Application	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Interim Executive Director: George Egawa

RECOMMENDED ACTION:

Staff requests approval of Part 1 of the 2010/2011 Consolidated Application to provide categorical funding for the School of Unlimited Learning (SOUL).

BACKGROUND:

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

EOC SOUL is a direct-funded charter school. To receive eligible categorical funding, EOC SOUL is required to submit the 2010/2011 Consolidated Application, which requires local FCEOC Board of Commissioners approval and is due electronically to the California Department of Education by June 30, 2010.

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Chairperson

George Egawa
Interim Executive Director

Description of Consolidation Funding Sources

Consolidated Funding Source	Description	Estimated Funding
Title I, Part A	Title I, Part A, Basic Grant, is a federal categorical program contained in the Consolidated Application. Its purpose is to ensure that all children have a fair and equal opportunity to obtain a high-quality education and reach, at a minimum, proficiency on the state content standards and assessments. The intent of this funding is to meet the educational needs of low-achieving students enrolled in the highest poverty schools.	\$ 85,000
Title II, Part A	Title II, Part A, Teacher and Principal Training and Recruiting is a federal categorical program contained in the Consolidated Application. It combines the former Title II Eisenhower Professional Development and Title VI Federal Class-Size Reduction into one program. The purpose of Title II is to increase the academic achievement of all students by helping schools and districts (1) improve teacher and principal quality through professional development and other activities and (2) ensure all teachers are highly qualified.	\$ 10,000
Title II, Part D	Title II, Part D provides formula-based grants for schools serving grades K-12 to help improve student achievement through the use of technology. Grant recipients are required to spend 25% of the funding on professional development related to the use of advanced technologies in curricula and instruction. Software programs purchased with program funds must be part of a state-adopted program.	\$ 1,000
Title IV, Part A (SDFSC)	Title IV, Part A, Safe and Drug-Free Schools and Communities is a federal categorical program contained in the Consolidated Application. It provides funding to develop, implement, and evaluate comprehensive drug/alcohol, tobacco, and violence prevention programs and activities, which are consistent with the principles of effectiveness and that are coordinated with school and community-based program services. The goal is to foster a safe and drug-free learning environment that supports academic achievement.	\$ 1,400
	TOTAL ESTIMATED CONSOLIDATED FUNDING FOR 2010/2011 (Estimated funding is based on 2009/2010 funding allocations)	\$ 97,400

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Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 23, 2010	Program: Weatherization
Agenda Item Number: VI.-G.	Director: Eddie Jimenez
Item: 2009 DOE Weatherization Contract	Associate Executive Director: Salam Nalia
Committee: Board of Commissioners	Interim Executive Director: George Egawa

RECOMMENDED ACTION:

Staff recommends ratifying the submission of a refunding agreement with the State of California Department of Community Services and Development (CSD) for the 2009 Department of Energy (DOE) Weatherization Assistance Program, contract # 09C-1759, in the amount of \$591,659, for the period June 30, 2010 to June 30, 2011, including a Weatherization Priority Plan.

BACKGROUND:

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

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

ISSUES:

The State of California Department of Community Services and Development (CSD) requires Board approval and a Board Resolution to enter the agreement with CSD for the 2009 Department of Energy (DOE) Weatherization Assistance Program.

WEATHERIZATION PRIORITY PLAN

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

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Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Exec. Director

RESOLUTION

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

WHEREAS, the State CSD, under the DOE WAP Grant Program has elected to award Fresno County Economic Opportunities Commission (EOC) Contract #09C-1759 in the amount of \$591,659 for weatherization services, and

WHEREAS, the EOC Board of Commissioners has accepted this award on June 23, 2010.

NOW, THEREFORE, BE IT RESOLVED THAT Vongsavanh Mouanoutoua, Board Chair, or George Egawa, Interim Executive Director or Naomi Quiring-Mizumoto, Assistant Executive Director or Salam Nalia, Associate 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.

Vongsavanh Mouanoutoua, Board Chair

Date

George Egawa, Interim Executive Director

Date

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Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 23, 2010	Program: Head Start/Early Head Start/SOUL
Agenda Item No.: VI.-H.1	Director: Tamala Olsby/Kathleen Shivaprasad/Mark Wilson
Item: Youth Mentor Program Update	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Interim Executive Director: George Egawa

INFORMATION ONLY:

During the 2009 – 2010 school year, eight SOUL students completed the program: Catalina Zaragosa, Ezekial Saldana, Fidel Catano, Lydia Olivares, Jameesha Matthews, Cynthia Perez, Ernest Gonzalez, and Rosalynda Valenzuela. Four of the students are parents of young children enrolled at the Early Head Start Child Development Center. They completed a total of 925.5 hours of training and classroom volunteer time during the Spring, 2010 semester.

BACKGROUND:

The Youth Mentor Program is a cooperative effort between Head Start, Early Head Start and SOUL (School of Unlimited Learning). The goal is to give at-risk students training and experience working with infants, toddlers and preschoolers under the guidance of Youth Mentor Trainers and Mentor Teachers. Along with this valuable experience and up to ten (10) credits per semester, the students receive a five hundred dollar (\$500) stipend and a one-year scholarship to Fresno City College upon successful completion of the program. The long-term goal is for students to complete twelve (12) units of Child Development and become eligible for positions in the Child Development field.

The students are selected from SOUL and FCEOC Independent Studies Program, based on their interest, commitment to two semesters of training and classroom participation, and desire to possibly consider a career in Education. The initial training consists of approximately thirty-five (35) of classroom instruction in the areas of child development, language development, socio-emotional development, “play,” Bloodborne Pathogens, guidance and discipline, reading aloud, observation, nutrition, health and safety, diversity and environment. The students are then assigned to a classroom and Mentor Teacher. Students are involved in Head Start and Early Head Start centers. Training by the Trainers continues weekly, and includes guided observations and activities for the students to complete in the classrooms. In addition to the Trainers, guest speakers from Early Head Start and Head Start as well as other programs supplement the training provided. The students complete six (6) hours of classroom participation each week and develop a portfolio to illustrate their experiences and skills. Trainers also meet quarterly with the Mentor Teachers as well as visit the students in their classrooms.

The Trainers support the students academically as well as helping to develop confidence and a vision for future goals. Because students are from a high-risk population, issues of teenage pregnancy, homelessness, truancy, family dynamics, etc. are constantly being addressed. This support often continues as the student’s transition into their college career. Dr. Wilson commented that several of this year’s students might not have completed the school year if not for the Youth Mentor Program.

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Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 23, 2010	Program: Head Start/Early Head Start
Agenda Item No.: VI.-H.2	Director: Tamala Olsby/ Kathleen Shivaprasad
Item: Office of Head Start Risk Management Meeting (RMM) Results	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Interim Executive Director: George Egawa

INFORMATION ONLY:

BACKGROUND:

On December 12, 2007 President George W. Bush signed the Head Start Re-Authorization Act into legislation. In this Act, a new Risk Management system was put into place. In this new system, Head Start Regional Offices meet annually with grantees to discuss each program's strengths, challenges and areas for growth. This process helps to identify risks early, plan specific interventions and assess continuous improvement. Action Plans are required if there appear to be areas of risk within the program.

ISSUE:

On May 19, 2010 the annual Pre-Application Office of Head Start Risk Management Meeting took place via telephone conference call. All Head Start-Preschool and Early Head Start management staff, along with Region IX Head Start management, Vongsavanh Mouanoutoua, EOC Board Chairperson, Tito Lucero, Board member/CWPC Liaison, Raquel Magallanes, CWPC Chairperson, Rebecca Heinrichy, Finance Director were in attendance. The telephone call consisted of the following: an overview of the program, strengths and challenges faced by the program, the program's fiscal stability, recent Federal Review and Program Information Report (PIR) findings and the training and technical assistance used by the program.

The Risk Management Meeting ended with the decision that one Action Step was required. That Action Step stated that by June 15, 2010, the assigned Financial Operation Specialist and Program Specialist will conduct a conference call with the grantee to discuss the agency's practice of charging depreciation/use allowance to the Head Start grant. The call took place on June 7, 2010 and the matter was resolved. A letter will be forthcoming.

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 23, 2010	Program: Head Start
Agenda Item No.: VI.-H.3	Director: Tamala Olsby
Item: FY 2010 ARRA Early Learning Mentor Coaches Grant	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Interim Executive Director: George Egawa

RECOMMENDED ACTION:

The Head Start County Wide Policy Council (CWPC) recommends approval for the submission of the Early Learning Mentor Coaches grant to the Office of Head Start in the amount of \$225,000.

BACKGROUND:

On May 28, 2010, the ARRA Early Learning Mentor Coaches Grant was announced. Eligible applicants are limited to current federally funded Head Start and Early Head Start agencies. The funds can be used to pay resource coaches who will provide on-the-job guidance, technical assistance and training to Head Start teachers and home base educators. The grant, due by July 19, 2010, has a ceiling cap of \$225,000 to be used over a period of 18 months.

If approved, this grant funding would be used to pay for current Head Start employees to become Second Step Trainers. Second Step is a violence prevention curriculum that is currently being used in approximately half of our Head Start centers. With these funds, all center base and home base would be trained and equipped to use this effective curriculum. A budget for the use of these funds, if approved by Board and granted by the OHS, is attached.

The grant submission was approved by the CWPC on June 16, 2010.

ISSUE:

The children and families serviced by Fresno County EOC Head Start are often exposed to crime and violence. With the approval for funding of this Early Learning Mentor Coaches grant, the Head Start teachers and home base educators will be better equipped to help the children in our program in becoming adults who do not turn to violence in the midst of conflict.

ARRA Early Learning Mentor Coaches Grant

Amount: Between \$175,000 - \$225,000
 Project Period: 18 months
 Eligibility Requirements: Limited to current Federally funded HS and EHS agencies
 Use of Funds: May be used to pay resource coaches who will provide on-the-job guidance, technical assistance and training to teachers and home base educators who work in HS and EHS programs

Fresno County EOC Head Start's Proposal

Our proposal for use of funds, if approved, would be to pay for Second Step Training for our Education and Home Base staff. Second Step is a violence prevention curriculum that is currently used in approximately half of our centers. This extra funding would allow us to have personnel to become "Trainers" and would facilitate implementation in all 35 centers and 18 home base areas. The funding would be spent on the following:

PERSONNEL (Section B, Line 6-a)

Mental Health Coordinator	\$2.28	x	78.00 wks	37.5 hrs per wk	\$6,669
Early Childhood Education Specialist	\$2.60	x	77.89 wks	37.5 hrs per wk	7,594
Home Base Supervisor	\$1.71	x	77.89 wks	37.5 hrs per wk	<u>4,986</u>
				TOTAL SALARIES	19,249

Fringe

FRINGE BENEFITS (Section B, Line 6-b)

FICA	0.062	x	19,249		1,194
MEDICARE	0.015	x	19,249		279
SUI	0.082	x	19,249		1,193
WORKER'S COMP	0.0147	x	19,249		283
HEALTH INSURANCE	7.434	x		1.5 /year x 0.10	1,115
LIFE INSURANCE	0.0005	x	19,249	18 months	173
PENSION	0.05	x	19,249		<u>962</u>
				TOTAL FRINGE BENEFITS	5,201

SUPPLIES (Section B, Line 6-c)

Office Supplies	\$632	x	18 /months		\$11,375
Supplies - Other (Program Related)	\$1,254	x	18 /months		22,571
Classroom Kits - English	\$269	x	74 /kits		21,385
Classroom Kits - Spanish	\$69	x	60 /kits		<u>4,140</u>
				TOTAL SUPPLIES	59,471

CONTRACTUAL (SECTION B, LINE 6-f)

AUDIT SERVICES	0.0012	x	224,730		270
				TOTAL CONTRACTUAL	270

OTHER (SECTION B, LINE 6-h)

Train the Trainers Training (One Time Charge)	\$7,500	x	33 /staff		7,500	
Consultants	2 /consultants		\$35 /per hour	x 77.89 wks	20 hrs per week	109,047
Mileage - Consultants	\$0.50	2 /consultants	52 /mi per wk	x 77.89 wks	2 /times per week	8,101
Mileage- Staff	\$0.50	3 /staff	44.9 /mi per wk	x 39 wks	1 /per week	2,628
					127,276	
					211,466	

INDIRECT CHARGES (Section B, Line 6-j)

Indirect Cost	6.4%	x	211,466	TOTAL INDIRECT CHARGES	13,534
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TOTAL FEDERAL SHARE **\$225,000**

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FINANCE COMMITTEE MEETING
WEDNESDAY, JUNE 16, 2010
EXECUTIVE CONFERENCE ROOM**

MINUTES

I. Peter Vang called the meeting to order at 12:30 p.m.

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

Members:

Peter Vang, Chair
Tim Bakman
Rev. Paul McCoy
Jose Antonio Ramirez (phone)

Staff & Guests:

Salam Nalia
Rebecca Heinricy
Steve Warnes
Susan Shiomi
Janet Berberian
Deidre Braun

Comm. Amy Arambula
Comm. George Finley
Comm. Rufus Fruge
Comm. Jess Saldana
Comm. Vongsavanh
Mouanoutoua

III. Approval of previous minutes – May 19, 2010

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

IV. Financial Status Reports – Head Start Grant

Berberian presented the Head Start Monthly Financial Status Reports for the month ended May 31, 2010. Year-to-date expenditures reported were:

	<u>May</u>
• Head Start Basic	\$ 12,025,108
• Head Start T & TA	86,100
• Early Head Start Basic	1,589,823
• Early Head Start T & TA	68,014

M/S/C – (McCoy/Bakman) to approve the financial reports presented.

V. Remote Check Deposit Policy

Warnes presented the recommended changes to update the Accounting Policies and Procedures manual to include the procedures for utilization of the Remote Check Deposit service. The changes proposed are being made in compliance with the auditors' recommendation contained in the Management Letter submitted in conjunction with the Agency's 2009 Single Audit. Use of this service enables us to deposit checks received without physically taking them to the bank, improving our internal controls and providing quicker access to our funds. The service fee is \$20 per month per account enrolled. Currently only one bank account is enrolled in the service; others could be added when the activity level has increased significantly.

M/S/C – (Bakman/McCoy) to approve the changes made to the Accounting Policies & Procedures Manual.

VI. Indirect Cost Rate Proposal

Heinricy presented the indirect cost rate (ICR) proposal for the period ending December 31, 2009. This proposal is submitted annually to our cognizant agency, the U.S. Department of Health and Human Services (HHS). The process provides an approved method to allocate to each program a “fair-share” of the Agency administrative costs. ICR is determined by dividing the allowable administrative costs by total program costs, excluding several items, such as capital expenditures. Once approved, the rate is charged as administrative cost to all funded programs of the Agency.

The Indirect Cost Rate varies every year, depending on the direct and indirect expenses as well as the CSBG funding received from the Department of Community Services and Development (CSD). The final rate for 2009 is 6.5%. Once HHS reviews and finalizes the ICR submission, they will also provide a provisional rate for use in 2010. Discussion followed involving:

- The ICR is applied to both Federal and non-Federal grants alike
- How increasing/decreasing CSBG funding used to support programs would impact future year’s ICRs
- How decreasing spending in administrative areas would impact future years ICRs and funds available to the programs
- Providing forecasts of future years expenditures (administrative and programmatic), with estimated ICRs

M/S/C – (McCoy/Bakman) to accept the proposal presented.

VII. Audit Report/Status

Shiomi presented two reports received since the last committee meeting:

A. County of Fresno – Dept. of Social Services

We have received a letter from the County summarizing the compliance review conducted on March 29, 2010 for the Adolescent Family Life Program (AFLP). No deficiencies were noted.

B. Fresno Regional Workforce Investment Board

We received an initial determination letter from the FRWIB regarding a financial review for the 2009/10 program year contracts; the review was conducted beginning April 13, 2010. Our response to each of the findings is included.

- Admin. Finding 1: An employee evaluation that was noted as missing was completed on April 12th but had not yet been filed with Human Resources.
- Finding 1: A data entry error resulted in an overpayment of 30 hours. The overpayment has been made whole by deductions from current paychecks.
- Finding 2: “Request for authorized absence” forms have been completed for two employees who were paid for a holiday and did not work the following day. In this

situation, Agency policy allows the holiday to be paid upon supervisor approval of the following-day absence.

- Finding 3: A data entry error resulted in payment to the incorrect participant. The correct participant was paid upon discovery of the error. The cost associated with the incorrect payment has been reversed, grant funds were not used.

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

VIII. Informational Items

A. Local Procurement

Braun presented the information requested by commissioners at the May 19th meeting. Multiple Community Action Partners and government units throughout the Central Valley were contacted. Sample copies of relevant procurement guidelines were provided for review by the committee. None of the agencies contacted indicated that they have a policy on local hiring preferences in use. Discussions included 1) should comparisons to agencies outside the Central Valley be included, 2) are regulations imposed differently on CAP agencies as opposed to government units, 3) surveying the same Agencies about local procurement and hiring as are used for determining employee salary surveys and cost of living rates.

Staff was asked to contact larger cities and counties in California and obtain information about their local procurement and local hiring practices and sample policies where available.

B. Community Services Block Grant (CSBG)

Heinricy presented information requested at the May Board meeting regarding how CSBG funds received from the California Department of Community Services and Development (CSD) are utilized. Federal guidelines provide six goals which are incorporated into the work plan we submit to CSD. CSBG funds are used to provide administrative support to all programs within the Agency and to assist specific Agency programs with their initiatives. The budget for the 2010 year provides over \$1 million in administrative salaries, fringe benefits, and operating expenses. Program support to more than a dozen individual programs is budgeted at \$639,230.

Staff was requested to prepare a workshop presentation for the board to advise members on the use of administrative funds at the agency.

C. Agency Program Budget Updates

Heinricy presented news on these funding updates:

- Employment and Training programs funding will be cut by \$1.5 million for the July-June 2010/11 program year. This is 35% of the current year funding level, most of the cuts are due to ARRA funding ending.
- Bids for renewal of \$780,000 in Substance Abuse contracts were not renewed by Fresno County. Ten positions will be lost, Human Resources has meet with the affected staff to provide transition to other programs and/or job search and resume preparation assistance.
- Due to cuts at the Federal level, certain Americorp grants are not being refunded. Two staff and 46 client positions are affected.

- SOUL anticipates a 15-20% reduction in funding for the 2010/11 school year. Steps are being taken now to address the changes needed. This will also be an accreditation year for the school so maintaining the high level of performance is of vital importance.

IX. Other Business

In reviewing the Finance Office organization structure provided at the Finance Office tour, Commissioner Mouanoutoua inquired about the status of potentially having the Internal Audit Office report to someone other than the Finance Director for internal control purposes. While no changes have been made to date for this transition, it remains under consideration and part of the planning process

The next Finance Committee meeting is scheduled for Wednesday, September 15, 2010.

- X. The meeting was adjourned at 2:00 p.m.

Respectfully submitted,

Peter Vang, Chair

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Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 23, 2010	Program: Finance
Agenda Item No.: VII.-B.	Director: Rebecca Heinrich
Item: Financial Status Reports – Head Start	Associate Executive Director: Salam Nalia
Committee: Finance	Interim Executive Director: George Egawa

RECOMMENDED ACTION:

Finance Committee recommends approval of the Unaudited Financial Status Reports for the Head Start and Early Head Start programs for the period ending May 31, 2010.

BACKGROUND:

The following statements are presented for your review and approval:

Unaudited Financial Status Reports for the Head Start programs as of May 31, 2010:

- Head Start – Basic
- Head Start – Training & Technical Assistance (T&TA)
- Early Head Start – Basic
- Early Head Start – Training & Technical Assistance (T&TA)

Fresno County Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
May 2010

Description	Head Start - Basic				Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$14,875,924	\$1,473,163	\$6,844,998	\$8,030,926	\$27,343	\$2,400	\$11,138	\$16,205
Fringe Benefits	5,617,518	522,966	2,820,154	2,797,364	13,177	1,921	9,769	3,408
Total Personnel	20,493,442	1,996,129	9,665,152	10,828,290	40,520	4,322	20,907	19,613
Travel	6,577	1,683	6,955	(378)				
Equipment*	221,094	0	7,981	213,113				
Supplies*	433,899	10,639	155,767	278,132	13,877	0	962	12,915
Contractual	144,971	7,499	56,904	88,067	265	0	81	184
Other:								
Food Cost	610,893	24,676	208,702	402,191				
Transportation	811,938	1,417	351,445	460,493				
Staff Mileage	307,320	26,207	126,519	180,801				
Field Trip	24,286	540	9,852	14,434				
Field Trip Transportation	8,079	0	2,797	5,282				
Space	741,211	64,080	351,122	390,089				
Utilities	192,348	1,128	59,181	133,168				
Phone	92,800	4,892	27,669	65,131				
Printing/Copies	88,350	306	6,065	82,285				
Repair/Maintenance	360,808	5,882	74,826	285,982				
Janitorial Services including Supplies	721,952	18,255	329,327	392,625				
Advertisement/Recognition Children and Parents plus Liability Insurance Incentives for Parents	149,095	10,814	79,698	69,397				
Parent Involvement:								
Babysitting/Supplies	41,606	6,878	19,623	21,983				
CWCP:								
Transportation	9,581	1,209	4,458	5,123				
Babysitting	7,644	1,427	5,129	2,516				
Supplies	10,998	123	2,229	8,769				
Security	900	0	0	900				
Other Costs*	748,101	9,611	30,545	717,556				
Credit Card Expenses:								
April 2010 : Out-Of-County Travel HS \$2,335.60								
Out-Of-State Travel HS \$3,432.75								
Staff Training HS \$897.02								
Staff Training EHS \$57.00								
Mandated Training *					35,417	10	18,617	16,800
Program Quality/Improvement Priority Training					98,016	691	41,230	56,786
Staff Development/Program Enhancement					20,462	0	0	20,462
Total Non-Personnel	26,227,893	197,266	1,916,794	24,311,099	168,037	701	60,890	107,147
Indirect Cost*	1,562,853	0	443,163	1,119,690	12,722	0	4,303	8,419
Total Federal Expenditures	\$27,790,746	\$2,193,395	\$12,025,108	15,765,638	\$221,279	\$5,023	\$86,100	135,179
Non-Federal Share	\$6,827,099	\$120,588	\$548,349	6,278,750	\$55,320	\$0	\$0	55,320

* Includes \$96,094 HS Carry Over Equipment
* Includes \$50,107 HS Carry Over Supplies
* Includes \$336,150 HS Carry Over Other

Fresno County Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
May 2010

Description	Early Head Start - Basic				Early Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$1,335,255	\$182,800	\$879,615	\$455,640				
Fringe Benefits	322,743	57,774	296,525	26,218				
Total Personnel	1,657,998	240,573	1,176,140	481,858				
Travel	120,000	0	0	120,000				
Equipment*								
Supplies*	345,633	7,687	142,653	202,980	9,322	239	1,389	7,933
Contractual	7,199	904	5,854	1,345	60	0	5	55
Other:								
Food Cost	(4,083)	2,887	8,412	(12,495)				
Transportation								
Staff Mileage	19,638	2,902	12,338	7,300				
Field Trip	300	13	13	287				
Field Trip Transportation	145	0	0	145				
Space	116,096	19,337	91,316	24,780				
Utilities	5,424	65	2,086	3,338				
Phone	15,132	1,651	9,465	5,667				
Printing/Copies	1,500	0	0	1,500				
Repair/Maintenance	8,388	434	1,808	6,580				
Janitorial Services including Supplies	6,864	3,073	12,959	(6,095)				
Advertisement/Recognition Children and Parents plus Liability Insurance	16,746	1,208	6,331	10,415				
Incentives for Parents	2,030	0	0	2,030				
Parent Involvement:								
Babysitting/Supplies				0				
CWCP:								
Transportation	1,020	225	775	245				
Babysitting	2,028	39	316	1,712				
Supplies	1,260	94	355	905				
Security								
Other Costs*	1,209,858	478	62,687	1,147,171				
Credit Card Expenses:								
April 2010 : Out-Of-County Travel HS \$2,335.60								
Out-Of-State Travel HS \$3,432.75								
Staff Training HS \$897.02								
Staff Training EHS \$57.00								
Mandated Training *					118,072	0	62,839	55,233
Program Quality/Improvement Priority Training					13,124	0	3,504	9,620
Staff Development/Program Enhancement					27,779	0	0	27,779
Total Non-Personnel	1,875,178	40,998	357,368	1,517,810	168,357	239	67,737	100,620
Indirect Cost*	120,888	0	56,316	64,572	6,052	0	277	5,775
Total Federal Expenditures	\$3,654,064	\$281,571	\$1,589,823	2,064,241	\$174,409	\$239	\$68,014	\$106,395
Non-Federal Share	\$503,094	\$70,393	\$397,456	\$105,638	\$43,602	\$0	\$0	\$43,602

* Includes \$120,000 EHS Expansion Equipment
* Includes \$315,191 EHS Expansion Supplies
* Includes \$1,206,496 EHS Expansion Other
* Includes \$33,893 EHS Expansion Indirect Cost

* Includes \$6,406 EHS Expansion Supplies
* Includes \$114,535 EHS Expansion Training
* Includes \$3,159 EHS Expansion Indirect Cost

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Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: June 23, 2010	Program: Finance
Agenda Item No.: VII.-C.	Director: Rebecca Heinrich
Item: Remote Check Deposit	Associate Executive Director: Salam Nalia
Committee: Finance	Interim Executive Director: George Egawa

RECOMMENDED ACTION:

Finance Committee recommends approval of the update to the Accounting Policies & Procedure manual to include procedures utilized for the Remote Check Deposit service.

BACKGROUND:

The Agency has enrolled in the Citibank Remote Check Deposit system that allows for checks to be deposited from a designated computer within the Finance Office. Implementation of this service saves time and the cost associated with physically taking all deposits to the bank. A scanner is used that captures both sides of each check that is deposited. These check images and transaction history are available for subsequent reference through the password-protected system.

ISSUE:

The revision to the Cash Receipts policy is being done in compliance with the auditors' recommendation contained in the 2009 Management Letter submitted in conjunction with the Agency's 2009 Single Audit. The addition of these procedures will keep the Agency's accounting manual current and will strengthen internal controls and operating efficiencies.

II. CASH MANAGEMENT PROCEDURES

Cash Receipts

Policy

All cash received will be deposited on a minimum of weekly basis.

Purpose

To ensure amounts received are deposited timely and are credited to the proper bank account and general ledger account.

Procedure

A. Receipts Received by Mail:

- 1) Treasury staff opens mail and stamps "Received" with date. Checks are endorsed "For Deposit Only." Checks are logged by date received, payee, check date, and amount. Checks and supporting documents are copied by the Treasury staff. Copies are submitted daily to program accounting for coding and, if needed, bank account identification.
- 2) Program Accountants note the customer Accounts Receivable (A/R) document numbers on the check copy and also set up any miscellaneous receipts in the A/R system. Check copies and supporting documentation are returned to the Treasury Accountant who then runs a tape of checks by bank account and prepares a deposit for each account.
- 3) Receipts that are received by the Finance Office are stored in the safe in a secured room. Access to the receipts requires dual-custody for one person to unlock the secured room and a second person to open the safe. Deposits are made on a daily basis.
- 4) Checks to be deposited to the CAP account may be deposited via the Remote Check Deposit service. The Treasury accountant uses the bank software and scanner to create a deposit. The total number of checks and the total deposit amount are verified. The Deposit Detail report is approved and submitted to the bank by the Finance Director or Assistant Finance Director.
- 5) Checks being deposited to other accounts, checks that could not be read by the scanner, and all cash received are delivered to the bank by IT staff acting as couriers. The Treasury accountant groups items by bank account and prepares a duplicate deposit ticket for each. Deposits are counted and verified before they are sealed in a bank deposit bag. The bag is given to the IT staff for delivery to the bank. Cash received is deposited the same day received.

- 6) At the end of each day, a second individual from the Finance Office reviews the daily receipts log, receipt books, cash and checks received, and deposits being couriered to the bank. All items received are confirmed as either being deposited or available for deposit pending review by the Program Accountants.
- 7) The Treasury Accountant enters deposit in the A/R system. A print out of items entered by bank account is generated and attached to supporting documentation.
- 8) The yellow copy of the deposit slip is attached to the supporting deposit documentation prior to filing.
- 9) Accounts receivable is validated and posted weekly. Financial Edge assigns journal entry batch number sequentially.
- 10) The receipt log generated by the front desk staff is reconciled to the deposit documentation by Internal Audit to verify all received funds are deposited into the bank.

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

May 19, 2010

- CALL TO ORDER The meeting was called to order at 6:52 p.m. by Raquel Magallanes, CWPC Chairperson.
- Ms. Magallanes welcomed everyone to tonight's meeting.
- ROLL CALL The roll was called by Leticia Mendoza, CWPC Secretary. The following members were present: Louie Maciel, Anayeli Riquelme, Raquel Magallanes, Lourdes Maldonado, Gabriel Garcia, Laura Pano, Cassandra Ramirez, Yoshira Reyna, Angelica Vasquez, Marlissa Navarro, Sonia Lopez, Adelina Huizar, Bertha Flores, Andrew Fuentes, Paulette Johnson, Mayra Delgado, Francisco Ramos, Mayra Chavez, Ciria Garcia, Jennifer Thao, Mary Villalva, Martha Aleman, Mireya Martinez, Stephney Qualls, Dulce Jimenez, Veronica Villegas, Jose Serna, Maria Luisa Estrada, Alicia Cervantes, Elisa Castro, Leticia Mendoza, Monica Escobar, Heydi Medina, Mirian Altamirano, Veronica Diaz, Raquel Yerena, Pauline Real, Chris Kampf, Kari Johnson and Tito Lucero. A quorum was present.
- APPROVAL OF PREVIOUS MINUTES The CWPC Minutes from April 21, 2010 were accepted as written.
- COMMUNITY REPRESENTATIVE REPORTS Chris Kampf, Central Valley Regional Center (CVRC), Community Representative informed delegates at tonight's meeting of the services provided by CVRC. Information flyers in English and Spanish were distributed at tonight's meeting.
- Pauline Real, Women, Infants and Children (WIC), Community Representative shared that the new WIC offices in Fresno have opened. Flyers that lists the locations of the new WIC offices were distributed at tonight's meeting.
- EOC BOARD LIAISON REPORT Tito Lucero, EOC Commissioner presented the minutes from the EOC Board Meetings on the January 27, 2010, February 10, 2010 (Special Meeting), February 24, 2010, and March 24, 2010. The minutes were mailed to delegates prior to tonight's meeting.
- Mr. Lucero reported on the status of hiring a new Executive Director for the EOC agency. EOC utilized an outside search firm and the contract was awarded to Waldron & Company. Waldron & Company conducted the process of using a Discovery Stage, Recruitment Stage, Presentation Stage and Finals Stage. Interviews are currently being conducted and by the end of June or early July, the EOC Agency will have their new Executive Director on board.
- Mr. Lucero gave his congratulations to the parents who have children who will be entering Kindergarten in the Fall. He shared with parents that the greatest gift you can give your children is "unconditional love" and encouraged them to always be involved in their education.

EOC BOARD
LIAISON REPORT
(Cont.)

The EOC Board Minutes from January 27, 2010, February 10, 2010 (Special Meeting), February 24, 2010 and March 24, 2010 were accepted as written.

PERSONNEL
COMMITTEE
REPORT

Laura Pano, CWPC Personnel Committee 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.

Motion to approve Personnel Committee Report for May 19, 2010 was made by Ciria Garcia and seconded by Cassandra Ramirez. Motion carried.

MONTHLY
FINANCIAL
STATUS REPORT

Laura Pano, CWPC Personnel 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. Pano reported that the Monthly Financial Status Reports show all expenditures for the entire Head Start and Early Head Start programs for the month of April, 2010 and year-to-date.

Motion to approve the Monthly Financial Status Reports for April 2010 was made by Andrew Fuentes and seconded by Gabriel Garcia. Motion carried.

ADA REPORT

Alicia Cervantes, CWPC Treasurer, informed delegates at tonight's meeting of the April 2010 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 April 2010 the ADA for Center Base was at 87%, which is above the recommended ADA rate of 85%.

For April 2010 the ADA for Home Base was at 96%, which is above the recommended ADA rate of 85%.

For April 2010 the overall ADA for Early Head Start is at 99.3% and for the ARRA Grant the ADA is at 76.1%. Analyses of all areas below the recommended 85% ADA have been done.

Motion to approve the ADA Reports for April 2010 was made by Cassandra Ramirez and seconded by Heydi Medina. Motion carried.

E-RATE
TECHNOLOGY
PLAN

Tamala Olsby, Head Start Director informed delegates at tonight's meeting regarding the E-Rate Technology Plan. This information was mailed to delegates prior to tonight's meeting.

It is staffs' recommendation for CWPC approval for the Head Start Preschool E-Rate Technology Plan 2010-2013 (July 1, 2010 to June 30, 2013).

As part of the School and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," Head Start Preschool submitted in December, 2009, an application and Request for Proposal for high-speed Telecommunications Services and Internal Connections to connect all Head

E-RATE
TECHNOLOGY
PLAN (Cont.)

Start centers and Home Base Satellite offices to the EOC Agency's network. Vendors were selected and the EOC Board approval was obtained in January, 2010. The application is currently under review.

The E-Rate program requires that applicants have a technology plan in place, approved by a certified technology plan approver, which supports the effective use of the requested services. Head Start and Information Technology staff wrote the technology plan according to the guidelines of the national Office of Head Start (OHS). The technology plan focuses on improving network connectivity and Internet access at the centers. The Head Start Preschool E-Rate Technology Plan 2010-2013 was submitted to the Fresno County Office of Education, which approved the plan on March 31, 2010.

The E-Rate Technology Plan 2010-2013 will be presented for approval to the EOC Board of Commissioners on May 26, 2010.

Motion to approve E-Rate Technology Plan for the EOC Agency was made by Jose Serna and seconded by Mayra Chavez. Motion carried.

2010 SELF
ASSESSMENT
RESULTS AND
ACTION PLANS

Ms. Olsby informed delegates at tonight's meeting of the Head Start/Early Head Start 2010 Self Assessment Results and Action Plans for the 2009-2010 school year. This information was mailed to delegates prior to tonight's meeting.

Staff recommends approval of 2010 Self Assessment Results and Action Plans for the Head Start/Early Head Start programs for the 2009-2010 school year.

Action Plans were developed for the following areas:

1. Safe Environments (Facilities, Materials, Equipment)

Head Start staff needs additional training regarding the repair/maintenance procedures. (Head Start)

2. Transportation Services

Head Start staff needs additional training in developing bus stops in transit routes. (Head Start)

3. Family & Community Services (Transition)

Transition process between Head Start and Early Head Start needs to be reviewed. (Head Start and Early Head Start)

4. Family & Community Services (Family Goals)

Head Start Home Base and Early Head Start family goals inconsistently updated. (Head Start and Early Head Start)

Motion to approve the 2009-2010 Self Assessment Action Plans was made by Cassandra Ramirez and seconded by Mayra Chavez. Motion carried.

EARLY HEAD START Kathleen Shivaprasad, Early Head Start Program Director informed
ARRA REFUNDING delegates of the Early Head Start ARRA Refunding.

On April 6, 2010 FCEOC Early Head Start received notification from the Department of Health and Human Services, Administration for Children and Families, Region IX, Office of Head Start that an application for refunding of the Early Head Start expansion grant for the budget period 9/30/10 – 9/29/11, is due June 30, 2010.

It is staffs' recommendation for the CWPC approval of a Year 2 (FY 9/30/10 – 9/29/11) refunding proposal for the American Recovery and Reinvestment Act (ARRA) Early Head Start Expansion for a total amount of \$2,307,900.

Basic Operations	\$ 2,198,000
Training and Technical Assistance (T&TA)	\$ 109,900
TOTAL AMOUNT	\$ 2,307,900

Early Head Start is proposing to continue services to the 153 expansion infants/toddlers/pregnant women, in the recently expanded target areas from the underserved communities of Highway City, Kerman, Selma/Fowler, Sanger, Reedley and the metropolitan City of Fresno. The goal of continuation of this expansion is to provide comprehensive family support and child development services for low-income families with infants and toddlers through center based services and home visitation services.

These refunding ARRA monies will ensure continued Early Head Start comprehensive services to the additional families enrolled for Year 2. No alternative source of funding is available.

Motion to approve the Early Head Start ARRA Refunding was made by Mireya Martinez and seconded by Andrew Fuentes. Motion carried.

DISCUSSION OF
COMMUNITY ISSUE
SURVEY 2010
(Parent) RESULTS

Ms. Olsby and Ms. Shivaprasad informed delegates that Discussion of Community Issue Survey 2010 (Parent) Results will be discussed. This information was mailed to delegates prior to tonight's meeting.

Every three years Head Start develops goals and objectives for the Head Start and Early Head Start Programs. The information collected from the surveys guides us as to what the parents needs are in their community.

What are your community's three (3) most important strengths?

Head Start:

1. Public Schools
2. Church Involvement
3. Job Opportunities

Early Head Start

1. Public Schools
2. Church Involvement
3. Affordable Housing

My 5 biggest challenges as a parent of a child under five are:

Head Start:

1. Guiding my child's behavior
2. Finding time to do everything
3. Helping my child develop language
4. Family finances/budgeting
5. Feeding my family

Early Head Start

1. Family finances/budgeting
2. Guiding my child's behavior
3. Finding time to do everything
4. Managing family stress
5. Finding appropriate quality and affordable child care

DISCUSSION OF
COMMUNITY ISSUE
SURVEY 2010
(Parent) RESULTS
(Cont.)

Ms. Olsby indicated that based on information collected from the surveys as well as other documents, the three (3) needs will be developed into Goals and Objectives Three Year Work Plan 2011-2013 for the Head Start and Early Head Start programs.

The Goals and Objectives Three Year Work Plan 2011-2013 will be presented at the June or July CWPC meeting for approval.

HEAD START/
EARLY HEAD START
MONTHLY
PROGRAM
INFORMATION
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 mailed to delegates prior to 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.

DELEGATE
APPRECIATION

Lupe Trevino, Parent Involvement Coordinator, Elvia Alvarez and Josie Aguilar, Parent Involvement Assistants, informed delegates at tonight's meeting of the Delegate Appreciation for the 2009-2010 school year. They gave thanks to all delegates and Community Representatives for all their hard work and dedication to the Head Start-Preschool and Early Head Start programs.

A Certificate of Appreciation, coffee mug, key chain, EOC Pen and Policy Council Pin were given to delegates for "Perfect Attendance":

- | | |
|-------------------|-------------------------------|
| Raquel Magallanes | Cedarwood Center Base |
| Andrew Fuentes | Garden Way Center Base |
| Jose Serna | Ramacher Center Base |
| Louie Maciel | Biola Home Base |
| Gabriel Garcia | College Community Center Base |
| Adelina Huizar | Easton/Raisin City Home Base |
| Celerina Rendon | Franklin Center Base |
| Mayra Chavez | Kerman Home Base |
| Mireya Martinez | Mendota Home Base |
| Yoshira Reyna | Early Head Start |
| Angelica Vasquez | Early Head Start |
| Juana Domine | Early Head Start |

A Certificate of Appreciation, key chain, EOC Pen and Policy Council Pin were given to delegates that "Missed One (1) CWPC Meeting":

- | | |
|-------------------|---------------------------|
| Maria Hernandez | Mosqueda Center Base |
| Graciela Zamora | West County Home Base |
| Kathryn Tkac | Yosemite Center Base |
| Lourdes Maldonado | Citrus Center Base |
| Laura Pano | Dakota Circle Center Base |
| Martha Aleman | Malaga Home Base |
| Vianey Luna | Sanger Center Base |

DELEGATE
APPRECIATION
(Cont.)

Community Representatives were given Certificate of Appreciation, key chain, EOC Pen and Policy Council Pin:

Chris Kampf	Central Valley Regional Center
Lisa Eckman	Fresno County Library
Kari Johnson	Fresno County Library
Ken Licciaredello	Supportive Services, Inc.
Paul Real	FCEOC WIC Program
Tito Lucero	CWPC Liaison

Ms. Trevino shared that Tito Lucero also had "Perfect Attendance".

All Delegates received Certificate of Appreciation and Policy Council pin.

A round of applause was given to all the above.

ANNOUNCEMENTS

Yoshira Reyna, Early Head Start delegate made the following Announcements:

1. May 21, 2010 – Last Day for Home Base Classes
2. May 24, 2010 – Last Day for Center Base Classes
3. June 16, 2010 – Next CWPC Meeting at Kings Canyon Head Start—
Preschool at 6:30 pm

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Veronica Villegas and seconded by Veronica Diaz. Motion carried. The business meeting adjourned at 7:50 p.m.

Esther Lepe
Recording Secretary

**FCEOC BOARD PROGRAM INFORMATION REPORT
HEAD START/EARLY HEAD START PROGRAMS**

REPORT MONTH: MAY 2010

I. Head Start/Early Head Start

Program Information Summary:

1. May 11 - staff was invited to participate in the EOC Wellness Fair organized by the Human Resources Department.
2. May 19 - management staff, Board and CWPC participated in the annual Pre-Application Risk Management Assessment conference call with the Region IX office.
3. May 25 - the Youth Mentor Program celebrated the accomplishments of its students with a graduation luncheon and awards ceremony.
4. May 27 - the County Health Department provided the renewal of Food Handler's Training for staff with expiring certifications.

II. Head Start

Program Information Summary:

1. Four Head Start employees attended the National Head Start Conference in Dallas, Texas on May 3 – 7.
2. May 14 - Head Start staff celebrated the accomplishments of the Jump Start students assigned to our sites.
3. May 17 - management staff met with the City's Parks and Recreation Department to discuss the use of five of its facilities, resulting in an increase in rent at four of those sites.
4. Head Start staff thanked its volunteers at the annual Volunteer Luncheon on May 18th.
5. May 28 – Last day of school for the 2009-2010 program year.

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment 2,973; Monthly ADA: Center base: 86%, Home Base: 98%; Wait List Total: 1,602
Analysis of all areas below the recommended 85% ADA, if any, has been done.

Head Start Meals/Snacks:

Total Children: Breakfasts: 16,082, Lunches: 29,579, Snacks: 14,601

III. Early Head Start

Program Information Summary:

1. May 3 - the Program Director attended the Fresno City College Advisory Board meeting; the college is pursuing the creation of infant/toddler certification.
2. Staff continued to work toward the construction project of the new Early Head Start ARRA office and socialization spaces at Edison Plaza.
3. Staff finalized the ARRA Expansion Refunding Proposal to be submitted to Region IX by June 30.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment 155; Monthly ADA: Center base: 91.3%, Home Base: 108.3%
ARRA Monthly Enrollment 153; Monthly ADA: Center Base: 78.7%, Home Base: 94.7%
Combined Wait List Total: 455
Analysis of all areas below the recommended 85% ADA, if any, has been done.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 723, Lunches: 768, Snacks: 624

IV. Communication and Guidance from the HHS Secretary:

The following communications were issued in May 2010 from the Office of Head Start:

1. ACF-PI-HS-10-02 (May 10, 2010): Programs are required to verify family income before determining a child is eligible to participate in the program. This Program Instruction clarifies the steps that must be taken to be in compliance with the Performance Standards in this regard.
2. ACF-IM-HS-10-02 (May 11, 2010): This communication revisits and updates the multicultural principles for programs serving children ages birth to five and includes a brief research review, key implications, and stories of experiences, as well as suggestions for reflective practice.
3. Letter to Head Start Grantees (May 17, 2010): In this letter, Kathleen Sebelius addresses the fraud and mismanagement allegations brought forth by the Government Accountability Office (GAO). She emphasizes following the guidance regarding income eligibility provided in the Program Instruction ACF-PI-HS-10-02 to maintain program integrity.

Submitted By:

Tamala Olsby
Head Start Director

Kathleen Shivaprasad
Early Head Start Program Director

**EOC/ Local Conservation Corps
Advisory Committee Meeting
Minutes
May 20, 2010**

Gary Newmark, Chairperson	P	James Hackett, Vice- Chairperson/Darlynn Qualls	P
Fran Bergmann/Vickie Pontius/Luba Kobzeff/Chris Holland	P	Frank Rodriguez	A
Dr. Lee Farley	P	Sharon Loving	A
Dr. Mark Wilson/Rena Faila	A	Pastor Rufus Fruge	P
Jerry Haynes/Randall Cooper/Heather Heinks/Paul Melikian	A	Daniel Renteria	A
Nick Nance, LCC/YouthBuild Senate Council President	P	Brijido Lopez, YouthBuild Policy Council Chair	A
Homer Leija	A	Charles Garabedian	A
Randy Kevorkian	P		

Staff:

Shawn Riggins, LCC Director
 Susan Carter, Assistant Director
 Tom Zizzo, General Manger-Enterprise Operations
 Salvatore Terry, Assistant General Manager
 Alicia Garcia, Office Manager
 Caroline Garcia, YouthBuild Program Manager
 Marcelino Salazar, CalGRIP Program Manger
 Al Boyd, Corpsmember Development Facilitator
 Vincent Patlan, Grounds Maintenance Manager

I. WELCOME AND CALL TO ORDER

Mr. Gary Newmark, Chairperson, called the meeting to order at 12.05 p.m. Roll was called, and guests, along with staff, introduced themselves. The meeting was held at the Local Conservation Corps Office.

II. GUEST PRESENTATION

Shawn Riggins provided the Committee with a brief overview of the partnership with the Central California Consortium and United States Department of Agriculture (USDA). On May 3rd, 2010, the EOC Local Conservation Corps (LCC), in partnership with the Central California Consortium (CCC) and the United States Department of Agriculture (USDA), began work on a new U.S. Forest Painting Project.

Shawn Riggins then introduced, James Oftedal, Program Director, who provided the Committee with an overview of the partnership between the Central California Consortium (CCC) and the United States Department of Agriculture (USDA) and LCC. Mr. Oftedal shared his background history with the Committee and stated that he grew up in southeast Fresno and is very familiar with west Fresno and the needs of the community. When the engineering department approached him and was offered \$185,000 of ARRA funding and was asked if he could put it into the community, he immediately contacted EOC. Mr. Oftedal stated that the Forest Service had initially considered three non-profit agencies to partner with, but after meeting with staff, EOC was the only agency selected to provide the services needed. LCC has selected a crew of one (1) supervisor, one (1) crew leader and 10 corpsmembers to begin a four-month project in which LCC crews will power blast, prime, caulk, spot holes and finally, finish with a two-tone paint job on buildings owned by the United States government in the Sierra National Forest.

III. REVIEW AND APPROVAL OF MINUTES: FEBRUARY 25, 2010

MOTION APPROVED

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

EOC Local Conservation Corps Projects					
CURRENT					
	PRC CODE	GRANT/ CONTRACT	SPONSOR	TYPE OF WORK	# CREWS/ CORPSMEMBERS (CMS)
1.	A-C, F	Contract	City of Fresno Public Works	Traffic Medians and Islands Maintenance and Mowing	14 cms
2.	A-C	Contract	City of Fresno	Maintenance of CFD and weekly services	7 crews
3.	FB	Contract	City of Fresno Redevelopment Agency	Vacant Property Maintenance	1 crew
4.	B	Contract	EOC Head Start	Grounds Maintenance Project	4 cms
5.	ACDG	Grant	DOC (main) Recycling Program	Recycling services	15 cms
6.	ACG	Grant	Friant buyback center	Purchase CRV	1 crew
7.	ACG	Grant	"E" Waste Recycling	"E" waste collection/recycling	1 crew
8.		Grant	California Conservation Corps	6 corpsmembers	
9.	GE	Grant	YouthBuild USA/AmeriCorps 2007-2010	Education Awards	12 cms
10.	GE	Grant	YouthBuild USA/AmeriCorps 2010-2013	Education Awards	12 cms
11.		Grant	YouthBuild USA Gates Foundation (National Schools Initiative)	Program Enhancements	32 YouthBuild cms
12.		Grant	YouthBuild USA - DOL - Inmate Transition Program	Follow-up Services	
13.	G	Grant	YouthBuild DOL (main) 09-10	Low-income housing construction	32 cms
14.	E	Grant	AmeriCorps/ Fresno Safe and Proud Neighborhoods 2007-2010	Emergency preparedness & neighborhood safety	55 members
15.		Grant	NYC Proposition 84 (2) Voc Ed Building/Child Care Facility	Construction	
16.			NYC - E-rate discount	Telecommunications discount	
17.	CG	Contract	Enterprise Operations	Moving, document management - storage, shredding, recycling	Crews, as needed
18.		Grant	Corps Network - Ed Awards Only (Cycle 8)	Education awards	90 awards
19.			EOC 15% WIA Incarcerated Youth Project	Eligible Youth Referrals	
20.	A-D	Donation	San Joaquin River Parkway and Conservation Trust Donation (\$6,000)		
21.	B	Contract/Grant	CalGRIP WIA renewal (partnership with WIB) Choices to Change	Comprehensive services	
22.		MOU	YouthBuild Charter School of California	High school diploma courses	120 students
23.	B	Contract	USDA Forest Service	Building maintenance (40-80)	2 crews
24.		Grant	YouthBuild USA Mentoring Alliance	Mentoring	36 students
PENDING					
25.		Grant	US Department of Justice 2 nd Chance Mentoring	Mentoring	48 cms
26.	E	Grant	AmeriCorps/Central Valley Leadership Corps 2010-2013	Mentoring	55 members
27.	A-C	Grant	City of Fresno Proposition 84	(1) Local irrigation projects	3-4 LCC crews
COMPLETED					
28.	G	Grant	YouthBuild DOL (main) 08-09	Low-income home construction-COMPLETED DEC. 2009	40 cms
29.	E	Grant	Tarjan Center - Disabilities project	Disability inclusion project COMPLETED DEC. 2009	Several cms and volunteers
30.			NYC-City of Fresno (gymnasium)	COMPLETED FEB. 2010	
31.	B	Grant	CalGRIP OES Gang Intervention/Prevention	Comprehensive services COMPLETED MARCH 2009	
32.	B	Contract	EOC Executive Plaza	Grounds Maintenance COMPLETED 2009	4 cms
33.	G	Grant	YouthBuild - Habitat (HUD) 06	COMPLETED DEC. 2009	30 cms
34.	B	Grant	NYC (Urban Parks (04)	Construction COMPLETED 2009	Crews/contractor
35.	B	Grant	NYC (Murray Hayden Competitive 02)	Construction COMPLETED 2009	Crews/contractor
36.	B	Contract	City of Fresno Redevelopment Agency	NYC-RDA-off site - COMPLETED 2009	

EOC Local Conservation Corps Projects					
37.		Grant	NYC – OCS Job Creation Proposal (Enterprise Operations Division)	COMPLETED 2009	70 jobs
38.	B	Grant	Corps Network Youth Civic Justice Corps (renewal – year 2)	Staff support –COMPLETED 2009	
39.	B	Contract	City of Fresno, Redevelopment Agency	Reconstruct median on Blackstone between Shields and Hammond - COMPLETED	Several crews
40.	G	Grant	YouthBuild USA Wal-Mart	Program Enhancements - COMPLETED	
41.	B	Grant	NYC – HUD EDI (Classrooms)	Construction - COMPLETED	1 crew
42.	G	Contract	Housing Authority City and County of Fresno	County -wide cooler maintenance and replacement projects (annual)	1 crew
43.	ABF	Contract	Fresno Metropolitan Flood Control District	Basin Maintenance (developed) -COMPLETED	1 crew
44.	B	Grant	CalGRIP WIA Gang Intervention/Prevention	Comprehensive services – COMPLETED MARCH 2010	
45.		Contract	Workforce Investment Board	50-hour network cabling course – COMPLETED MARCH 2010	Open to public

Shawn Riggins provided the members with an update of current and pending work training projects. Several projects were highlighted.

Shawn Riggins informed the Committee that there is a bill currently going through the legislation (SB1326). This bill would appropriate \$17 million dollars to Local Conservation Corps to provide e-waster recycling services and recycle items that would otherwise be destined to go to landfills.

Marcelino Salazar informed the Committee that the LCC will be submitting a proposal to the State of California Governor’s Office, for the California Gang Reduction, Intervention and Prevention Program (CalGRIP), for \$500,000 to provide job training and education services to 80 (50 older youth 18-24 yrs. and 30 younger youth 14-17 yrs. old) youth that are at-risk of gang involvement, gang involved or current gang members and youth being released from incarceration. The proposal is due June 14, 2010.

Shawn Riggins provided the Committee with an update on the funding for the recycling program. Due to the budget cutbacks last year LCC’s recycling funds were reduced by 50%, however, effective July 1, 2010, LCC will be re-instated to its original funding amount. In addition, LCC will receive \$1.478 million dollars which will create 50 corpsmember positions for the 50/50 model (one week in school/one week in the field) and eight staff positions. LCC will be operating two concurrent recycling grants for fiscal year 2010-2011.

Susan Carter informed the Committee that LCC was just awarded funding from YouthBuild USA National Mentoring Alliance for 36 mentor matches. LCC is one of 57 YouthBuild sites nationwide that received this funding. This is a very structured mentoring program; there are specific trainings, specific time requirements and specific instruments used to collect data; it goes well with the proposed AmeriCorps program. The program goal is to increase the retention rate of students in high school and diploma attainment across all YouthBuild sites. The mentoring program will start up at the beginning of the school year, September 7, 2010

V. CORPSMEMBER DEVELOPMENT REPORT

Al Boyd provided the Committee with an update of LCC’s education component. Fresno City College’s Computer Literacy CIT-12 and English 252 classes ended last week. The 2010 fall semester will begin in August and Fresno City College will be offering English 125, Computer Literacy CIT-80, and CIT-81 (internet basics and web research).

Al Boyd introduced the next speaker, Nick Nance, President, LCC/YouthBuild Charter School Senate Council. Nick Nance provided the Committee with an overview of the council’s fundraising efforts for a senior trip and the upcoming graduation expenses. Fundraising activities include: daily operation of the YouthBuild Café, Panda Express, an upcoming car wash on June 5, 2010 at the Chevron gas station

located at 2615 S. Elm Street (Elm and Jensen). The Council is currently working out the details for a fundraiser with McDonalds. Graduation will take place at the Veteran's Memorial Auditorium on June 30, 2010; 76 students are scheduled to graduate.

COMMUNITY SERVICE ACTIVITY REPORT

DATE:	EVENT	HOW MANY ATTENDED
2/27/10	Fresno City College Dental Hygiene Clinic Seal and Save our Smiles Dental Clinic, Family Care Fair and Smiles Across America/LIHEAP Outreach	1 Staff
2/28/10	Every Neighborhood Partnership, Clovis Hills Community Church and El Encino Baptist Church Community Fair/Block Party/LCC Information/Outreach Booth	3 AMC/FSPN Members
3/6/10	EOC Drought Relief and Kaiser Permanente Food Distribution/LIHEAP Outreach	1 Staff
3/11/10	EOC Drought Food Distribution-Huron/LIHEAP Outreach	1 Staff
3/16/10	EOC Drought Food Distribution-Firebaugh/LIHEAP Outreach	1 Staff
3/18/10	EOC Drought Food Distribution-San Joaquin/LIHEAP Outreach	1 Staff
3/19/10 – 3/21/10	First Lady Maria Shriver's "WE CONNECT" Event-Fresno Fair Grounds/LIHEAP Outreach	1 Staff
3/22/10	EOC Drought Food Distribution-Mendota/LIHEAP Outreach	1 Staff
3/27/10	Safe Routes to School Safety Day/Teaching youth bicycle and pedestrian safety	2 Staff 38 AMC Members
3/31/10	Cesar Chavez Day Stop the Violence Keep the Peace Information Fair	1 Staff 28 Corpsmembers
4/8/10	City of Fresno Parks and Community Services Dept. Youth Job Fair/ LCC Recruitment Booth	1 Staff
4/24/10	Generation Green 2010-Live Green, Be the Change/Plant trees, trail clean up, habitat enhancement	1 37 AMC Members
5/1/10	West Fresno Health Care Coalition & Centro La Familia "Spring into Health" Community Block Party/Set up, face painting, and clean-up	11 Corpsmembers
5/7/10	Building Healthy Communities/Community Celebration at Hinton Center/Park clean up	10 Corpsmembers
5/8/10	Bringing Broker Neighborhoods Back To Life Community Block Part/Set up, LCC Outreach, clean-up	13 Corpsmembers
5/08/10 – 5/15/10	Fourth Annual AmeriCorps Week	
5/15/10	Bringing Broker Neighborhoods Back To Life Community "Better Living-Health & Family Block Part/Set up, traffic control, distribute food and clothing, and clean-up	11 Corpsmembers

Meeting Adjourned 12:55 p.m.

Respectfully Submitted,

Shawn Riggins
EOC Local Conservation Corps Director