



**BOARD OF COMMISSIONERS MEETING
HARRIS RANCH INN & RESTAURANT, COALINGA
THURSDAY, February 24, 2011, 12:00 P.M.
AGENDA**

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. <u>Call to Order</u>	Mouanoutoua		
II. <u>Roll Call</u>	Angus		1
III. <u>Board of Commissioners</u> A. Seating of Commissioner	Mouanoutoua	Approve	2
IV. <u>Approval of Previous Minutes</u> January 26, 2011 Meeting	Mouanoutoua	Approve	3
V. <u>Consent Items</u>	Mouanoutoua	Approve	
A. Executive Committee			6
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2. Head Start/Early Head Start – Proposed Revisions to			
3. The Health Services Advisory Committee By-Laws			15
4. Local Conservation Corps Cal-GRIP 2011 Grant Proposal			17
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7. Sanctuary and Youth Services – Westamerica Bancorporation Proposal			25
B. Authorized Signatory Resolution			26
C. Agency CSBG Contract – Board Resolution			
VI. <u>Consent Item</u>	Mouanoutoua	Accept	
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Local Conservation Corps			
1. December 16, 2010 Special Meeting Minutes			50
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1. February 8, 2011 Meeting Minutes			64
VII. <u>Executive Director's Report</u>	Angus	Information	
A. Planning and Resource Development – Budget/Legislative Report			66

VIII. Commissioner Comments

IX. Other Business/Public Comment

(This portion of the meeting is reserved for persons wishing to address the Board on items within jurisdiction but not the agenda. Comments are limited to five minutes.)

X. Adjournment

(Items listed as information still leaves the option for guidance/direction by the Board.)

EOC BOARD OF DIRECTORS

ROLL CALL 2011

(July & August Summer Recess)

Commissioner	Term Expiration	Target Area or Appointing/Nominating Org.	1/26	2/24	3/23	4/27	5/25	6/22	9/28	10/26	11/16	12/14
Amy Arambula	12/31/12	31 st Assembly District	X									
Tim Bakman	12/31/11	14 th Senatorial District	X									
Charles Bailey, Jr.	12/31/12	Target Area E	X									
Sandy Cha	12/31/12	Wells Fargo	E									
Dr. Lee Farley	12/31/11	Community Colleges	X									
George A. Finley, Sr.	12/31/12	Board of Supervisors	X									
Pastor Rufus Fruge	12/31/12	Target Area E	X									
Charles Garabedian, Jr.	12/31/11	Malaga County Water District	X									
Vacant	12/31/11	Target Area H	V									
Richard Keyes	12/31/11	Mayor's Appointment	X									
J. Homer Leija	12/31/11	Target Area C	X									
Tito A. Lucero	12/31/12	Head Start County-Wide Policy Council	E									
Marina Magdaleno	12/31/11	Board of Supervisors	X									
Lori Mayfield	12/31/12	Juvenile Court	X									
Rev. Paul McCoy	12/31/11	NAACP	X									
Daren A. Miller	12/31/12	Target Area F	X									
Vongsavanh Mouanoutoua	12/31/11	Lao Evangelical Church of Fresno	X									
Jose Antonio Ramirez	12/31/11	Target Area A	X									
Eugene Rico	12/31/11	Target Area G	E									
Jimi Rodgers	12/31/11	Association of Black Social Workers	X									
Jess Saldana	12/31/12	Target Area D	X									
Victor M. Villar	12/31/12	Fresno Unified School District	X									
Woua Vang	12/31/12	30 th Assembly District	X									
Juanita Veliz	12/31/12	Target Area B	X									
Catherine Mathis		Early Childhood Education Consultant	E									
Present = X												
Absent = O												
Excused = E												
Vacant = V												

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Assembly California Legislature



DAVID G. VALADAO
ASSEMBLYMAN, THIRTIETH DISTRICT

COMMITTEES
VICE CHAIR, AGRICULTURE
BUDGET
BUDGET SUBCOMMITTEE #3:
RESOURCES
ELECTIONS & REDISTRICTING
ENVIRONMENTAL SAFETY & TOXIC
MATERIALS
UTILITIES & COMMERCE

February 1, 2011

Vongsavanh Mouanoutoua
Chairperson
Fresno Economic Opportunities Commission
1920 Mariposa Mall, Suite 300
Fresno, CA 93721

Dear Chairman Mouanoutoua,

I would like to appoint Woua Vang for a position on the Fresno Economic Opportunities Commission Board of Commissioners.

I hope Mr. Vang will work closely with the other members of the Fresno EOC board to find ways to effectively serve those in need in Fresno County.

If you have any questions, or would like to discuss this issue further, please feel free to contact my Chief of Staff, Tal Eslick, at (559) 318-6068

Sincerely,

A handwritten signature in black ink, appearing to read "D. Valadao".

David G. Valadao
Assemblyman, 30th District

**Fresno County Economic Opportunities Commission
Board of Commissioners Meeting
Executive Board Room, Suite 310
Wednesday, January 26, 2011**

MINUTES

I. CALL TO ORDER

The meeting was called to order by Chair Mouanoutoua at 7:07 p.m.

II. ROLL CALL

Roll was taken. A quorum was present.

III. APPROVAL OF REVISED AGENDA

M/S/C – Vang/Saldana to approve revised agenda.

IV. HELPING PEOPLE CHANGING LIVES

Mizumoto introduced School Age Child Care Site Supervisor, Delores Rios, and her client, Raquel Salazar who expressed her thoughts about how the program has helped her and her son. Salazar is employed full-time and finds it convenient that the Child Care site on Ericson Elementary campus where her son attends school. Rios informed the Board of the days and hours of operation.

V. EXECUTIVE SESSION

M/S/C – Bakman/Magdaleno to begin Executive Session at 7:25 p.m. Discussion took place regarding recent personnel issues.

M/S/C – Vang/Magdaleno to end Executive Session at 7:45 p.m.

VI. BOARD OF COMMISSIONERS

A. Seating of Commissioners

Mouanoutoua read a list of the new Commissioners.

M/S/C – Magdaleno/Ramirez to approve the Seating of Commissioners with the exception of Peter Vang, pending appointment of 30th Assembly District Commissioner.

Introduction of the new commissioners: Mr. Charles Bailey – Fresno City College Counselor and Development Officer with Workforce Connection, Mr. Daren Miller – Madera High School Counselor, Mr. Victor Villar – Program Coordinator of Fresno Unified, Ms. Sandy Cha – Wells Fargo Bank (absent).

B. Resignation of Commissioner

M/S/C – Bakman/Vang to accept resignation of commissioner, Randy Kervorkian. All in favor.

C. Seating of Alternate Commissioner

Mouanoutoua announced that there will be no seating of alternate commissioner due to Ms. Kowalski resignation as alternate. There may be an open special election in the target area.

D. 2001 Committee Appointments

Board reviewed the 2011 Committee Appointments.

M/S/C -- Magdaleno/Ramirez to approve 2011 Committee Appointments. All in favor.

VII. APPROVAL OF PREVIOUS MINUTES

M/S/C - Mayfield/Fruge to approve December 8, 2010 Meeting Minutes. All in favor.

VIII. AUDIT COMMITTEE

Finestack thanked Shiomi and the audit staff for providing information as requested in order to effectively complete the Agency assessment. Angus informed the Board that all Financial and Internal Audit Policies for items B-F are available on the EOC website.

M/S/C – All items A-F were approved at once. All in favor.

IX. CONSENT ITEMS

M/S/C – Fruge/Bakman to pull Agenda Item IX) A-5 and B.

A-5. Bank of the Sierra Grant to Fund the Emma L. Curtis Make A Difference Endowment

Brookshire, Co-Coordinator of Foster Grandparents, presented the Bank of the Sierra Grant to Fund the Emma L. Curtis Make a Difference Endowment. The program received a \$2,000 grant for scholarships and other projects. Scholarship will be awarded based on academics or overall improvement. There is a committee who will determine the criteria.

M/S/C – Vang/Ramirez to approve acceptance of Bank of the Sierra Grant. All in favor.

B. Planning and Resource Development CSBG Contract – Board Resolution

Heinricy, Director of Finance, presented on CSBG grant proposal submitted. The grant is to support agency administrative cost and other usages. Grant contracts are 12 months from January to December. Discussion followed regarding previous year's spending and amounts awarded to different programs. Angus shared that he supports the structure of CSBG, but inquires on how the agency can help these programs get their own funding. He plans to have different processes in place next year and will request board approval.

M/S/C – Bailey/Bakman to approve resolution with change to remove Egawa's name.

X. INFORMATION ITEMS

A. Sanctuary and Youth Services – Point in Time

Tutunjian, Director of Sanctuary and Youth Services, presented a survey on homelessness was conducted for the Housing and Urban Development (HUD) funding. A team of 15 from EOC gathered data by doing a street and shelter count from 6 am-12 am.

B. Head Start/Early Head Start

Angus reported that the Federal Tri-Annual Head Start/Early Head Start monitoring went very well, although we have not received official notification of the outcome.

Olsby, Director of Head Start, gave presentation regarding their program assessment. The dates of assessments are February 22 for orientation. Location: Head Start on February 23 and February 28. (Refer to Chart in Board Packet).

XI. ADVISORY BOARD

M/S/C – Magdaleno/Lejia to approve Advisory Board reports. All in favor.

XII. EXECUTIVE DIRECTOR'S REPORT

The Executive Director's Report was distributed. Angus reported on A) Budget/Legislative Report and B) Media Outreach and Calendar Events.

C. WIPFLI Report

A copy of the WIPFLI Consultant report was distributed. Seth Finestack and Debra Pagel from WIPFLI gave a presentation on the assessment findings. Angus plans to flatten out the structure without promoting or demoting current staff. Angus stated that some of the WIPFLI recommendations will be implemented immediately and others such as the Board Development and Strategic Impact will be embedded in the leadership agenda to be approved at the Board retreat in February.

XIII. COMMISSIONER COMMENTS

Vang announced that General Vang Pao's funeral service will be held at the Convention Center on February 4th through February 9th. Angus informed the board that an email has been sent out to staff in support of attending the funeral services.

XIV. OTHER BUSINESS/PUBLIC COMMENTS

Jones reminded the Board about the Employee Recognition luncheon and did a head count. She advised the board to RSVP to attend the Board Retreat. Saldana thanked Bakman and Farley for their contribution on the Advisory Committee and welcomed Villar and Miller.

XV. ADJOURNMENT

M/S/C – Vang/Bakman to adjourn at 9:55 p.m. All in favor.

Respectfully submitted,

Brian Angus
Executive Director

**Fresno County Economic Opportunities Commission
Executive Committee Meeting
Executive Board Room, Suite 310
Wednesday, February 9, 2011**

MINUTES

I. Call to Order

The meeting was called to order by Chair Mouanoutoua at 12:04 p.m.

II. Roll Call

Roll was taken. A quorum was present.

Members Present: Vong Mouanoutoua, Amy Arambula,
Dr. Lee Farley, Pastor Rufus Fruge, Homer Lejia,
Jess Saldana, Marina Magdaleno, Tim Bakman,

Staff Present: Brian Angus, Naomi Quiring-Mizumoto, Dawn Cagle,
Paul McLain-Lugowski, Salam Nalia, Rebecca Heinrichy,
Shawn Riggins, Marie Sani.

Others Present: Charles Bailey Jr., Victor Villar, Woua Vang.

Mouanoutoua introduced new Board Member, Woua Vang, who will be replacing Peter Vang, representative of the 30th Assembly District. Vang is a Job Specialist for the County of Fresno's Department of Social Services.

III. Consent Items

A. Head Start/Early Head Start – Proposed Revisions to the Health Services Advisory Committee By-Laws

Sani, Head Start Health Services Director, presented proposed revisions to the Health Services Advisory Committee By-Laws. Board members asked several questions regarding Section 3 - Conflict of Interest, Section 4- Resignation and Section 5 - Termination. Discussion followed.

***M/S/C** – Saldana/Lejia to approve the proposed revisions to the Health Services Advisory Committee By-Laws including recommended changes. All in favor.*

B. Local Conservation Corps Cal-GRIP 2011 Grant Proposal

Riggins, Local Conservation Corp Director, requested approval for 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). The Local Conservation Corp (LCC) will work with the Probation Department in recruiting 50 young adults (offenders and gang members) ages 18-24. LCC has partnered with EOC's Employment and Training program and will be serving 30 young adults. Sex offenders and murderers will not be eligible to participate in this program.

***M/S/C** – Arambula/Magdaleno to approve the Local Conservation Corps Cal-GRIP 2011 Grant Proposal. All in favor.*

C. WIC – IT Equipment, Software and Installation Purchases

M/S/C – Bakman/Saldana to approve IT equipment, software and installation totaling \$113,010 using ARRA funds. All in favor.

D. Transit Systems – FTA JARC Grant 5316 Application

M/S/C – Saldana/Leija to approve the submittal of FTA JARC grant applications for fiscal periods 2009/2010 and 2010/2011. All in favor.

E. Sanctuary and Youth Services – Westamerica Bancorporation Proposal

M/S/C – Leija/Bakman to approve to ratify the submission of a proposal to Westamerica Bancorporation for Sanctuary Outreach to the Streets (SOS) in the amount of \$1,500 for a 12-month project period, beginning January 1, 2011. All in favor.

IV. Executive Director Report

Angus presented a six-month report on activities and accomplishments at EOC as required in his contract. In addition, Angus stated that WIPFLI has offered EOC a contract of \$15,000 by sending 2 top representatives to do a complete technology assessment on the agency.

M/S/C – Saldana/Magdaleno to begin Executive Session to review Executive Director's six month assessment at 12:45 p.m. All in favor.

M/S/C – Magdaleno/Bakman to end Executive Session at 1:20 p.m.

Mouanoutoua informed Angus that the Board commended him on his excellent progress, and that it was much more than expected. Further ideas and direction will be given at the Board Retreat. The Board has agreed to conduct a review of the Executive Director's accomplishments one year after the new agenda is completed. Angus will submit a report (a month in advance) on his accomplishments before his next evaluation. Angus further discussed establishing a leadership agenda that the Board will discuss, accept and approve at the Board Retreat.

V. Commissioner Comments

A list of updated committees and Board of Commissioners was requested to be emailed to the Board.

VI. Other Business/Announcements

VII. Adjournment

M/S/C – Magdaleno/Bakman to adjourn at 1:30 p.m.

Respectfully submitted,

Vongsavanh Mouanoutoua, Board Chair

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Vongsavanh Mouanoutoua
Board Chair

Brian Angus
Executive Director

Date: February 9, 2011	Program: Head Start/Early Head Start
Agenda Item No.:	Director: Tamala Olsby/Kathleen Shivaprasad
Item: Proposed Revisions to the Health Services Advisory Committee By-Laws	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive and County-Wide Policy Council	Executive Director: Brian Angus

RECOMMENDED ACTION:

The County-Wide Policy Council recommends approval of the proposed revisions to the Head Start Health Services Advisory Committee By-Laws, including revisions by the EOC Executive Committee.

BACKGROUND:

The Health Services Advisory Committee acts in an advisory role to the County-Wide Policy Council in matters pertinent to health and nutrition. It functions under By-Laws that are in need of revision. The proposed revisions focus on membership, voting and member's duties and responsibilities. A copy of the proposed revisions is attached.

The County-Wide Policy Council approved said revised by-laws on February 16, 2011 which includes the recommended revisions by the EOC Executive Committee. They need final approval from the EOC Board of Commissioners.

FRESNO COUNTY EOC HEAD START/EARLY HEAD START

HEALTH SERVICES ADVISORY COMMITTEE

BY-LAWS

INTRODUCTION

The Health Services Advisory Committee was established to ensure parent and community involvement in the decision making process for Health Services Program for both Head Start and Early Head Start.

ARTICLE I

NAME OF COMMITTEE

The name of this committee shall be the Health Services Advisory Committee (HSAC).

ARTICLE II

PURPOSE

To act in an advisory capacity in the planning, operation, and evaluation of the Health Services Program Area of the Fresno County EOC Head Start (HS) and Early Head Start (EHS) programs.

OBJECTIVES

The general objectives of the Health Services Program Area of the Head Start and EHS Programs are to:

- a) Provide comprehensive health services to include a broad range of medical, dental, mental health and nutrition services to preschool and infants/toddler children, including children with disabilities - to assist the child's physical, emotional, cognitive and social development toward the overall goal of social competence, and school readiness.
- b) Promote preventive health services and early intervention strategies for both parent and child.
- c) Provide the child's family with the necessary skills, insight and links to an established (ongoing) health care system to ensure that the child continues to receive comprehensive health care, even after leaving the Head Start or EHS Programs.

ARTICLE III

MEMBERSHIP

Section I. **Membership**

- A. Membership will be comprised of parent delegates from the County-Wide Policy Council (CWPC).
 - 1. Newly elected delegates to the CWPC each school year will volunteer to serve on the Health Services Advisory Committee.
 - 2. At least four (4) parents and 2 alternates will serve on the Health Services Advisory Committee. At least one (1) parent will represent EHS or Home Base

and one (1) parent will represent Center Base. These parents are voting members, and Alternates may be used, as needed to meet quorum.

- B. At least twelve (12) community representatives will be asked to serve as voting members for 3 year terms, with renewals re-evaluated after each 3 year term and annual recruitment outreach conducted by the Health Services Director, in any of the following areas of community services:
 - 1. Medical Doctor
 - 2. Dentist
 - 3. Public Health Department PHN
 - 4. School Nurse
 - 5. Registered Dietician
 - 6. Nurse Practitioner
 - 7. Physician Assistant
 - 8. Other government agencies/officials
 - 9. Other community partners
- C. Staff will attend the Health Services Advisory Committee meetings, as non-voting members, for informational purposes. Regular staff attendance shall be the following:
 - 1. Head Start Director
 - 2. Early Head Start Program Director
 - 3. Health Services Director (coordinates meetings)
 - 4. Nutrition Services Director
 - 5. Home Base Services Director
 - 6. Special Education Coordinator and Mental Health Coordinator
 - 7. EHS Representative
 - 8. Other staff as needed for informational purposes

Section II. Voting

- A. Voting rights will be limited to parent members, alternates, and community volunteers. Staff members will be non-voting members of the committee.
- B. In conformance with Head Start Performance Standards related to Health, Disabilities, Mental Health and Nutrition, recommendations for changes in procedures or policies will be voted on by the Health Services Advisory Committee with appropriate recommendations forwarded to the CWPC for action in implementation of such recommendations.

Section III. Conflict of Interest

Members of the Health Services Advisory Committee shall not have a conflict of interest with the Fresno County EOC Head Start/Early Head Start programs.

Members of the Health Services Advisory Committee shall not receive compensation for serving on the committee or for providing services to the Head Start/EHS Programs, except members may receive lunch or parking fees, incurred.

No delegate or alternate shall be a paid staff member or immediate family member of a Head Start/EHS Center Base or Home Base program. (For the purpose of this policy, "immediate family" is defined as spouse, parents, grandparents, children, grandchildren, brothers and sisters, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, adopted and step family, personal relationship (close and continuing relationship).) Membership shall automatically terminate for any representative who becomes a paid Head Start or Early Head Start employee.

Section IV. Term of Office

Parents who volunteer to serve on the Health Services Advisory Committee shall be seated at the first meeting and will serve a term of 1 year. Parents who have completed their three (3) year term cannot serve on the Health Services Advisory Committee after that.

Community Volunteers may serve 3 year terms, renewable upon re-evaluation after each 3 year term. Ongoing, annual recruitment outreach efforts will be conducted.

Section V. Resignation of Members

Any member of the Health Services Advisory Committee may submit a resignation, either verbally or in writing. Resignations should be submitted to the Chairperson of the Health Services Advisory Committee, Parent Involvement staff member or the Health Services Director.

Section VI. Termination of Membership

A member may be removed from the Health Services Advisory Committee with cause by a two-thirds (2/3) vote of the remaining Head Start/Early Head Start Health Advisory Committee members present. Voting can take place at any meeting of the Head Start/Early Head Start Health Services Advisory Committee that has a quorum present.

Grounds for termination of a member shall include but is not limited to:

- A. Inappropriate conduct
- B. Representing personal interest over that of the welfare of children in the Head Start/Early Head Start program.
- C. Conduct which can be considered harassment or dangerous while representing the Health Services Advisory Committee.
- D. Circumventing the chain of command as designated by the grantee.
- E. Destruction or theft of property.

Section VII. Vacancy

Vacancies that occur will be filled. Should the vacancy be a CWPC member, a new volunteer will be requested at the County-Wide Policy Council meeting. For Community Representatives, new members will be recruited by the Health Services Director. Center Base, Home Base and EHS delegates will be replaced by CB, HB, and EHS delegates respectively.

Section VIII. Duties and Responsibilities of Delegates

Delegates who have volunteered for the Health Services Advisory Committee will report to meetings and actively participate in voting. The Health Services Advisory Committee shall approve and submit to the governing body decisions about each of the following activities:

- A. Activities to support health services program operations including health policies to ensure that the Head Start/Early Head Start programs are responsive to the community and parents' needs, especially as they relate to health, nutrition, mental health and disabilities.
- B. Program recruitment, selection, and enrollment priorities as they relate to health services.
- C. Budget planning for the health/nutrition component and health policies related to these expenditures.
- D. Health Services Advisory Committee By-Laws for the operation of Health Services Advisory Committee.

Section IX. Training and Orientation

The Health Services Director or designee will provide written material for orientation and training to Health Services Advisory Committee delegates for the best interest of the Health Services Advisory Committee and the health program itself.

ARTICLE IV

MEETINGS

Section I. Time of Meetings

- A. The Health Services Advisory Committee shall meet at least two (2) times during a school year, around January/February and again in July/August. Meetings will be held during the lunch hour. Regular meetings should be held prior to the CWPC regularly scheduled meeting date.

Section II. Special Meetings

Special meetings may be called at any time at the request of the Chairperson or Head Start Health Services Director should the need arise.

Section III. Quorum

- A. A quorum shall be constituted by a majority of the voting members in attendance.

Section IV. Telephonic or Electronic Meeting

Any or all of the Health Services Advisory Committee members may participate in a meeting of the committee, as applicable by telephone or by any other means of communication so long as all the members who are participating in the meeting can hear and interact with such members. This participation will constitute attendance at the meeting.

Section V. Absentees

Health Services Advisory Committee members are expected to attend each regularly scheduled meeting. Any member who is absent without good cause from 3 consecutive meetings and no alternate is present shall surrender his/her seat as a representative.

If any member cannot attend a meeting, notification must be made to the Head Start Health Services Director by the morning of the scheduled meeting. A phone call is necessary to have the absence excused.

Parent members who have extended absences will be replaced from the CWPC. Community members will be replaced by recommendation from the departing member or by the committee recommendation or the Head Start Health Services Director.

ARTICLE V

OFFICERS

Section I Chairperson

The Chairperson of the committee will be appointed by the CWPC Chairperson as called for in the CWPC By-Laws under Article IV – Section I. The Chairperson shall preside at all meetings and will be an ex-officio member of all sub-committees. Agendas for Health Services Advisory Committee meetings will be developed and written with the Chairperson’s input.

Section II. Vice-Chairperson

The Vice-Chairperson will be chosen at the first meeting of the Health Services Advisory Committee and shall be a parent. The Vice-Chairperson or Secretary will chair meetings in the absence of the Chairperson.

Section III. Secretary

The Secretary, who shall be a parent, will be chosen at the first meeting of the Health Services Advisory Committee and will take appropriate minutes of each meeting and receive copies of all correspondence related to the Health Services Advisory Committee.

In the absence of a Secretary, the Chairperson or designee will take minutes.

Section IV. Term of Office

Officers will serve a term of one (1) year or until the new CWPC delegates are elected, and not more than a total of three (3) years as members of the CWPC.

ARTICLE VI

AMENDMENT OF BY-LAWS

These By-Laws can be amended at any regular meeting of the Health Services Advisory Committee by a two-thirds (2/3) vote. Upon recommendation of the Health Services Advisory Committee, the amendment can be approved by the County-Wide Policy Council and EOC Board of Commissioner at their scheduled meetings.

ARTICLE VII

PARLIAMENTARY PROCEDURES

Section I. **Rules and Procedures**

"Robert's Rules of Order Newly Revised in Brief" 2004 shall be the guide of parliamentary procedure of the Health Services Advisory Committee.

ARTICLE VIII

ADOPTION OF BY-LAWS

These By-Laws have been adopted by a majority vote of the Head Start/Early Head Start CWPC present on _____, 20____ and EOC Board of Commissioners on _____, 20____.

Fresno County EOC Head Start/Early Head Start CWPC Chairperson

Date

Fresno County EOC Governing Board Chairperson

Date

Approved by County-Wide Parent Policy Council on March 20, 1985
Revisions approved by County-Wide Parent Policy Council on January 17, 1996
Revisions approved by CWPC on February 17, 1999.
Revisions approved by CWPC on February 16, 2011.

(BY-LAWS HSAC TRACKING CHANGES) 2/18/11 JH - HSAC -

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Board Chair

Brian Angus
Executive Director

Date: February 2, 2011	Program: Local Conservation Corps
Agenda Item No.: III. - B.	Director: Shawn Riggins
Item: Local Conservation Corps Cal-GRIP 2011 Grant Proposal	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Executive Director: Brian Angus

RECOMMENDED ACTION:

Staff 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:

The State of California has made available \$5,000,000 of Workforce Investment Act (WIA) Governor’s Discretionary 15 Percent funds to expand job training for current gang members, gang involved, or at-risk gang involved youth. Targeted goals include job training, supportive services, education and placement for youth. Ten (10) sites will be funded, statewide. The grant period will be for 20 months, beginning March 1, 2011.

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 green occupations, including network cabling, water technology, recycling and building maintenance. Under the grant, the LCC will also partner with EOC’s Employment and Training Department to provide services for 30 youth, 14-18, incarcerated at the Juvenile Justice Campus (JJC). All participants at the LCC will be required to participate in an educational component as part of the program.

ITEMS OF NOTE

- Grant period is for 20 months beginning March 1, 2011
- Grant Budget \$500,000 (CalRecycle match of \$550,000 totals \$1,050,000).
- LCC will serve 50 young adults 18-24
- E & T will serve 30 young adults.
- Will provide partial funding for five staff

CalGRIP SFP
BUDGET SUMMARY NARRATIVE AND PLAN
CATEGORY 2

STATE USE ONLY	Exhibit F
Subgrant Number:	
Project Number:	
Initial Plan	
Project Modification Data	Month/year

Organization Name: Fresno County Economic Opportunities Commission

Budget Detail	Planned Budget		Total
	A	B	
	WIA 15 Percent	Cash/Inkind Match	
A. Staff Salaries	\$225,056.00	\$155,911.00	\$380,967.00
B. Number of full-time equivalents: 5			
C. Staff Benefits	\$88,920.00	\$92,777.00	\$181,697.00
D. Staff Benefit Rate (percent): 28.32%			
E. Staff Travel	\$2,295.00		\$2,295.00
F. Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, audit, etc.)	\$5,919.00	\$18,562.00	\$24,481.00
G. Furniture and Equipment			\$0.00
1. Small Purchase (unit cost is less than \$5,000 such as computers, desks, etc.)	\$15,787.00		\$15,787.00
is more than \$5,000 and useful life is more than one year.)			
Complete Supplemental Budget Form			\$0.00
3. Lease			\$0.00
H. Consumable Testing and Instructional Materials	\$45,368.00		\$45,368.00
I. Tuition Payments/Vouchers			\$0.00
J. On-the-Job Training			\$0.00
K. Participant Wages and Fringe Benefits	\$76,139.00	\$249,182.00	\$325,321.00
L. Participant Support Services	\$10,000.00		\$10,000.00
M. Job Retention Services			\$0.00
N. Contractual Services (Complete Supplemental Budget Form)			\$0.00
O. Indirect Costs*(complete items 1 and 2 below)	\$30,516.00	\$33,568.00	\$64,084.00
P. Other (describe):			\$0.00
Q. Total Funding	\$500,000.00	\$550,000.00	\$1,050,000.00
		Total Request:	\$500,000.00
		Administration:	\$31,079.00
		Program:	\$468,921.00

*Indirect Costs	
1. Indirect Cost Rate (percent)	6.50%
2. Name of Cognizant Agency:	HHS

SFP FORM 5
CalGRIP SFP
FWIASFP10-3N

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Board Chair

Brian Angus
Executive Director

Date: February 9, 2011	Program: WIC
Agenda Item No.: III. - C.	Director: Linda Shelton
Item: Approval of IT Equipment, Software and Installation Purchases	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Executive Director: Brian Angus

RECOMMENDED ACTION:

Staff recommends Board approval of IT equipment, software and installation totaling \$113,010 using ARRA funds (see attached budget).

BACKGROUND:

Every year, one-third of all local agencies are scheduled to receive funding assistance for WIC-related IT equipment purchases. EOC WIC was selected this year. The funds will be used to purchase IP phones and upgrade voicemail service, upgrade the auto dialer hardware and software, replace existing WIC monitors and computers for Registered Dietitians, provide additional memory for computers, provide laptop for WIC Program Director for travel, replace existing color printer, multifunctional fax machine/copier and upgrade video equipment and connections to waiting rooms, as well as purchase warranty service and yearly maintenance.

ISSUE:

This award will allow WIC to directly serve participants more efficiently through an updated auto dialer (appointment reminder), waiting room equipment, and phone system, as well as by providing IT equipment to accomplish administrative tasks more efficiently.

IT Equipment and Software Request - Approvals and Reimbursement Tracking

RE Q #	ITEM CODE	ITEM NAME	MODEL NUMBER	EQUIP MANU-FACTURER	WIC PURPOSE	ESTIMATED PURCH PRICE + TAX & SHIPPING	DATE WIC APPROVED ESTIMATE	INVOICE # TO WIC	ACTUAL PURCH PRICE + TAX & SHIPPING	MANU-FATURER INVOICE #	DATE WIC APPROVED ACTUAL
1	2	S	HP Procurve 5406-48G - POE switch	Hewlett Packard	Switch needed for IP Phones/network access	\$10,200.00					
2	1	O	HP Procurve 5400zl 20pt 10/100/1000 - 4p Mini GBIC module	Hewlett Packard	Additional ports needed for the switch - uplink to next floor	\$2,600.00					
3	1	O	HP Procurve Gigabit SX-LC mini GBIC	Hewlett Packard	Fiber connection for the switch on the 1st floor of WIC	\$305.00					
4	1	O	Cisco Smartnet service agreement	Cisco	Warranty service for WIC router	\$480.00					
5	1	R	Cisco 2911 Router	Cisco	Needed to connect additional WIC sites	\$1,850.00					
6	1	O	Cisco 1 Port T1 DSU module	Cisco	Needed for Point to Point T1 connection	\$760.00					
7	15	M	Viewsonic VA1931wa 19' LED	Viewsonic	Replace existing WIC monitors	\$1,525.00					
8	15	RM	HP 1GB memory	Hewlett Packard	Additional memory for WIC	\$515.00					
9	15	WS	HP Pro 3130 Computer	Hewlett Packard	Computer replacements for WIC Admin & RD staff	\$10,500.00					
10	1	MS	HP Mouse	Hewlett Packard	Mouse for portable laptop	\$21.00					
11	1	O	HP Deluxe Roller case	Hewlett Packard	Laptop bag for portable laptop	\$131.00					
12	1	RM	HP 1GB memory	Hewlett Packard	Additional memory for portable laptop	\$60.00					
13	1	LN	HP Probook 4520 laptop	Hewlett Packard	Replacement laptop for Lexmark media	\$600.00					
14	1	O	Lexmark C734DN printer	Lexmark	Additional tray for replacement color printer	\$273.00					
15	1	LP	HP Procurve Switch 5400 24p	Lexmark	Replace existing color printer	\$830.00					
16	2	O	Module	Hewlett Packard	Modules provide PoE to WIC IP phones	\$5,800.00					
17	1	IO	Cisco IOS Data - license	Cisco	IOS software for Cisco 2900 routers	\$510.00					
18	3	FM	Canon IR3245 Multi-functional device	Canon	Replace existing multi-functional fax machine/copier	\$19,950.00					
19	16	O	Phone	Tadiran	Replace existing RD phones in WIC	\$4,640.00					
20	1	O	Voicemail System	Tadiran	Upgrade existing WIC voicemail	\$26,000.00					
21	1	O	PUGW Ip Gateway Card	Tadiran	Gateway card used for ip phone network	\$1,900.00					

22	1	0	16 port MRC Card Integrated	Tadiran	Convert IP to IDM Upgrade existing	\$1,900.00
23	1	WS	Autodialer System Text Broadcast	IAS	Teletask appointment system	\$15,000.00
24	1	0	Module	TBM	Teletask Texting WIC client appt. Send information out customized for a specific area	\$1,100.00
25	1	0	GIS Module Teletask Annual Maintenance		Teletask	\$1,100.00
26	1	0	Maintenance		Teletask	\$1,500.00
27	3	0	15' HDMI cable	ECPHDM15	Ethereal Upgrade video connection to LCD tv and receivers Receiver connected to tvs to control volume in waiting room Speakers used in the	\$500.00
28	3	0	AM/FM Stereo Receiver	DRA-37	Denon	\$990.00
29	6	0	2' speakers	ES-300-IC-6	Episode waiting room so clients can Move dvd player from tv to receiver, plays informational videos for WIC clients	\$645.00
30	3	RD	BlueRay DVD players	BD570	LG	\$825.00

Explanations and Justification Summary

REQ # EXPLANATION

- 1 Provides network connection for WIC devices
- 2 Provides the fiber link to the server room so WIC can access routers.
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10 Portable mouse for the WIC Director when travelling out of town
- 11 Roll bag for the WIC Director when travelling out of town
- 12
- 13

JUSTIFICATION SUMMARY

Summarize in the box below, how the equipment and software as a whole will be used for WIC purposes. Explain whether the equipment and software requested will be used for other services as well and to what extent this total package is dedicated to WIC use.

All items requested will be used for WIC purposes. 1. IP phones and upgraded voicemail service will allow WIC to provide high quality service to participants. Upgrading the phones will eliminate the static sound in most phone calls since alternate wiring will be used and eliminate incorrect outgoing calls experienced by WIC staff due to the type of analog phone used. 2. Upgrading the voicemail, which is used agency-wide, will allow WIC to have more menu driven options for participants and new clients such as the ability to choose another language when reaching WIC staff. This will also allow WIC to received voicemail calls directly to their email account never missing a call. 3. As a result of upgrading the phones and voicemail, new network switches will be needed to provide PoE for the ip phones and VoIP service within the switch. The switches will be used by WIC only for connectivity to the network and State services. 4. The autodialer hardware and software needs to be updated. WIC would like the ability to send text messages to clients and send messages to clients in particular areas using GIS software accompanied with the upgraded version of the autodialer. This will allow WIC to reach further into the community sending out necessary nutrition and other dietary information useful to clients. 5. WIC has 3 clinics at the downtown office. Each clinic has an lcd tv with a built-in dvd player which displays WIC nutritional information to clients. The dvd players tend to malfunction quite often thus the lcd tvs must be sent for repair. WIC would like to change this setup by purchasing 3 receivers and dvd players and install them to the clinic appointment areas. The devices would be controlled by staff and eliminate the malfunction of dvd players within the tvs. 6. A laptop is needed for the WIC Director to use while she attends seminars and conferences in other cities and states. This will allow her to communicate more effectively with staff while she is away. 7. Computer replacement is necessary so WIC can take advantage of the security features in Windows 7 pro and maintain a current OS. The agency would like to phase out Windows XP. The monitors would also be upgraded from 15" to 19" wide screen. The staff can have two screens open: ISIS and Immunization screen without damaging their eye sight from looking at the smaller 15" screen. 8. WIC has a medium sized color printer and would like to upgrade the printer from HP to Lexmark. Upgrading the printer can help save on toner cost and produce a higher quality of print. 9. WIC will be opening a new site in the next 6 months and another router is needed for continued growth. 10. WIC has 3 copiers that need to be replaced. The current copiers require frequent maintenance and are not reliable. 3 new copiers would be purchased which would have features like scanning to email and faxing from the desktop computer. This is another way WIC can "Go Green" and save on paper cost.

Fresno County Economic Opportunities Commission

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Chairperson

Brian Angus
Executive Director

Date: Jan. 31, 2011	Program: Transit Systems
Agenda Item No:	Director: Gary Joseph
Item: Transit Systems -FTA JARC Grant 5316 application	
Committee: Executive Committee	Executive Director: Brian Angus

RECOMMENDED ACTION:

Staff recommends submittal of FTA JARC grant applications for fiscal periods 2009/2010 and 2010/2011. Total funding is \$441,031 for each of the two grant application periods.

BACKGROUND:

EOC Transit Systems currently transports approximately 525 developmentally disabled adults for daily training and employment related needs through an agreement with the Central Valley Regional Center (CVRC). CVRC reimbursement revenue has been reduced due to State funding cutbacks. Because of these funding cutbacks, EOC is looking at ways to supplement the job related portion of this CVRC transportation service.

ISSUE:

The FTA Job Access Reverse Commute (JARC) would provide supplemental funding for our current Central Valley Regional Center (CVRC) transportation agreement. By applying for these new JARC grant funds EOC Transit can restore the funding shortfall without reducing transportation services to CVRC. The CVRC passengers qualifying for this JARC funding are those EOC transports for employment related reasons, thereby meeting the FTA JARC grant guidelines.

FCEOC TRANSIT JARC GRANT 5316

Budget

Fiscal Period July 1, 2009 -- June 30, 2010 and

Fiscal Period July 1, 2010 -- June 30, 2011

Annual Budget

Personnel Costs

Labor Dollars	171199	
Total Taxes & Fringe Benefits	80,261	
Total Personnel Costs		<u>\$251,460</u>

Operating Costs

Vehicle related costs	\$149,515	
Total Operating Costs		<u>\$149,515</u>

Contracted Services

Description	\$0	
Total Contracted Services		<u>\$0</u>

Program Costs

Program Operational Costs	\$11,137	
Total Program Costs		<u>\$11,137</u>

Indirect Cost

Federally Approved ICR	\$28,919	
Total Indirect Cost		<u>28,919</u>

TOTAL

	<u>\$</u>	<u>441,031</u>
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Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Chairperson

George Egawa
Interim Executive Director

Date: January 26, 2011	Program: Sanctuary and Youth Services
Agenda Item No.:	Director: Michelle L. Tutunjian
Item: Westamerica Bancorporation Proposal	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioner	Executive Director: Brian Angus

RECOMMENDED ACTION:

Staff recommends the approval to ratify the submission of a proposal to Westamerica Bancorporation for Sanctuary Outreach to the Streets (SOS) in the amount of \$1,500 for a 12-month project period, beginning January 1, 2011.

BACKGROUND:

Westamerica Bancorporation operates as a holding company for Westamerica Bank, a regional community bank with over 90 branches and 2 trust offices in 21 Northern and Central California counties. Westamerica Bancorporation offers corporate contributions ranging from \$500 to \$1,500 to local non-profit organizations providing programs in the following areas: health and human services, education, the arts, and civic affairs.

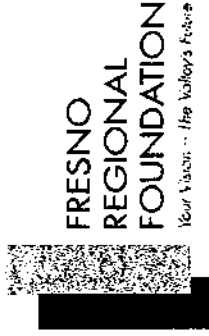
The proposal will supplement funds to purchase and distribute 300 food bags, 200 hot meals, and 90 personal hygiene kits to homeless street youth under the health and human services funding category.

Westamerica Bancorporation has been supporting Sanctuary and Youth Services with corporate contributions since 2004.

ISSUES:

No Issues.

WESTAMERICA BANK GRANT APPLICATION BUDGET						
ORGANIZATION NAME	FRESNO COUNTY EOC - SANCTUARY YOUTH & SERVICES					
TOTAL AMOUNT REQUESTED	\$1,500					
Expense Categories	Amount Requested	Other Funding Sources (Identify Source by Name)	Total Project Budget	Description		
Program Services Expenses:						
Personal Hygiene Supplies	\$350.00	HHS and United Way - FEMA	\$4,836.00	90 personal/hygiene kits x approximately \$4.87 = \$350 (kits include shampoo/soap/toothbrushes/toothpaste)		
Food Bags	\$600.00	United Way - FEMA	\$2,495.00	300 food bags x \$2.00 each = \$600		
Hot Meals	\$550.00	United Way - FEMA	\$3,960.00	200 hot meals x \$1.75 each = \$550		
TOTAL	\$1,500.00		\$11,291.00			



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Vongsavanh Mouanoutoua
Board Chair

Brian Angus
Executive Director

Date:	Item:
Agenda Item No.:	Program:
Committee:	Executive Director: Brian Angus

AUTHORIZED SIGNATORY RESOLUTION

WHEREAS, Fresno County Economic Opportunities Commission is a private, nonprofit corporation, organized under Part 1, of Division 2, of Title 1, of the Corporations Code of the State of California, August 20, 1965; and

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

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

NOW, THEREFORE, BE IT RESOLVED THAT the Executive Committee acting on behalf of the Board of Commissioners of Fresno County Economic Opportunities Commission on this, the 1st day of February 2011, hereby authorizes the Chairperson, Vice-Chair of the Board, Secretary of the Board/Executive Director, Assistant Executive Director, or Associate Executive Director to sign all grants, contracts, program documentation, fiscal documents, including loans, reports, and all other required documents necessary in fulfilling the program operations of the agency.

<p>Approved at the meeting of the Board of Commissioners on August 18, 2010</p> <p>Ayes _____</p> <p>Nayes _____</p> <p>Absent _____</p> <p>Attest _____</p> <hr/> <p>Brian Angus Board Secretary</p>

AUTHORIZED SIGNATURES:

Vongsavanh Mouanoutoua, Board Chair

Jess Saldana, Board Vice Chair

Brian Angus, Board Secretary/Executive Director

Naomi Quiring-Mizumoto, Assistant Executive Director

Salam Nalia, Associate Executive Director

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Board Chair

Brian Angus
Executive Director

Date: February 23, 2011	Program: Agency CSBG Contract
Agenda Item No.:	Associate Executive Director: Paul McLain-Lugowski
Item: CSBG Contract – Board Resolution	Assistant Executive Director: Naomi Quiring Mizumoto
Committee: Executive Committee	Executive Director: Brian Angus

RECOMMENDED ACTION:

That the EOC Board of Commissioners approve Amendment 1 of the agency’s 2011 Community Services Block Grant contract with the State’s Community Services and Development Department (CSD) in the total *to date* amount of \$715,337. This includes the second quarter award and allocates the amount to be distributed for the remaining 25% advance payment. CSD is operating under a continuing resolution through March 4, 2011. The attached Board Resolution authorizing officers of the agency to execute documents associated with said contract is required.

BACKGROUND:

The State Department of Community Services and Development (CSD) administers Community Service Block Grant (CSBG) funds allocated to state’s, by formula, by the federal Office of Community Services (OCS). CSBG funds are made available to the nation’s community action agencies in support of their mission to meet the needs of the poor in their targeted areas.

ISSUE:

Approval of the attached resolution is required for the CSBG contracting process.

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Board Chair

Brian Angus
Executive Director

RESOLUTION

WHEREAS, the California State Department of Community Services and Development (CSD) is designated to receive and administer the Community Services Block Grant (CSBG) for the State of California (Government Code Section 12725 et seq., as amended, and 42 United States Code (USC) 9901 et seq., and

WHEREAS, the State CSD, under the Community Services Block Grant has elected to award Fresno County Economic Opportunities Commission (EOC) Contract #11F-4211, Amendment Number 1 in the *total to date* amount of \$715,337 for the Community Services Block Grant program, and

WHEREAS, the EOC Board of Commissioners has accepted this award on February 24, 2011.

NOW, THEREFORE, BE IT RESOLVED THAT Vongsavanh Mouanoutoua, Board Chairman, Brian Angus, Executive Director, and/or Naomi Quiring-Mizumoto, Assistant Executive Director, and/or Salam Nalia, Associate Executive Director are authorized as the officers to act on behalf of the EOC Board to sign all necessary documents, including any amendments, required to complete the contract and award process.

Vongsavanh Mouanoutoua, Board Chair

Date

Brian Angus, Executive Director and Board Secretary

Date

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FINANCE COMMITTEE MEETING
WEDNESDAY, FEBRUARY 16, 2011
EOC CONFERENCE ROOM #328**

MINUTES

I. Marina Magdaleno called the meeting to order at 12:00 p.m. New committee members Arambula and Rico were welcomed.

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

Members:

Marina Magdaleno, Chair
Amy Arambula
Tim Bakman
Rev. Paul McCoy
Eugene Rico

Commissioners, Staff, & Guests:

Comm. Fruge Janet Berberian
Comm. Garabedian Jeff Davis
Comm. Saldana Christy Gorden
Comm. Villar Gary Joseph
Brian Angus Blong Lee
Salam Nalia Susan Shiomi
Rebecca Heinricy Michelle Tutunjian
Steven Warnes

II. Approval of previous minutes – November 10, 2010

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

IV. Quarterly Financial Status Reports

A. Income Statement and Balance Sheet

Warnes presented the Unaudited Financial Statements as of December 31, 2010. Grant Revenues of \$73 million and Charges for Services of \$12 million show the effect of ARRA funds received during the past year. Likewise, Personnel Costs, Contract Services, and Program Costs expenditure categories also show increases above the 2009 levels. The loss on the sale of the Gym building to the City of Fresno is reflected in these reports. The types of transactions which comprise the balances reported as Unrealized Gain/Loss, Rental Income, Interest Expense, and In Kind Revenue/Expense were discussed.

Total assets of \$41,541,165 are reported for the year ended December 31, 2010. Details of the balances of Deferred Revenue and Notes Payable accounts were discussed.

Lengthy discussion concerning the effects of the proposed cuts in Federal and State funding followed. Angus reported that staff is working to educate the community on the work done by Community Action Agencies, especially with CSBG funding.

B. Financial Status Reports – Head Start Grant

Berberian presented the Head Start Monthly Financial Status Reports for the months ended November 30, December 31, 2010 and January 31, 2011:

	<u>November</u>	<u>December</u>	<u>Percent of Budget</u>
• Head Start Basic	\$24,342,273	\$27,227,377	98%
• Head Start T & TA	187,259	205,259	93%
• Early Head Start Basic	4,705,238	4,952,763	94%
• Early Head Start T & TA	171,038	172,115	99%

	<u>January</u>	<u>Percent of Budget</u>
• Head Start Basic	\$1,184,000	7%
• Head Start T & TA	4,143	2%
• Early Head Start Basic	602,794	12%
• Early Head Start T & TA	4,188	8%

The reports highlight the expenses which were charged on agency credit cards. For the next meeting, the Early Head Start Expansion grant will be reported separately as the funding period differs from that of the basic grant.

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

V. Monitoring Reports

A. County of Fresno – Adolescent Family Life Program

Heinricy presented the review of AFLP conducted in December 2010. The documents reviewed included 16 case files, monthly client service listings, payroll reports, and the Single Audit report for the 2009 fiscal year. No findings or recommendations were noted.

B. Department of Community Services and Development

- i. CSBG ARRA EITC Close-Out
- ii. CSBG ARRA Close-Out

Heinricy presented the acknowledgment that all reports have been received, funds were fully expended, and the contracts are considered closed. Blong reported that employees which were hired by businesses who received loans through CSBG ARRA funds have been retained through the latest reporting period-December 2010.

Committee members requested information showing how these contracts and the funding received impacted our local community and noted the importance of documenting outcomes achieved with grant funding.

C. First 5 Fresno County

- i. ECCAP
- ii. West Fresno Family Connections

Heinricy presented reviews which focused on client services provided. One finding regarding the methods used to collect residency and age eligibility documentation and justification for the accuracy of the documentation was noted. Our response to this finding was accepted.

D. Fresno County Workforce Investment Board

- i. Initial Determination
- ii. Agency Response
- iii. Final Determination

Heinricy presented the monitoring report, response, and final determination letters received for the review conducted in September 2010. A concern over the errors on mileage claim forms and two findings have been resolved. One finding concerned budget modifications which had been submitted have now been approved by FCWIB. The other finding noted that spending for the Out-of-School Youth component was less than the 35% minimum required. The requested one-time waiver since our spending was above the 30% Federal Mandate for this component was granted. Staff will closely monitor these areas to ensure future compliance.

- E. Fresno-Madera Agency on Aging – Transportation and Site Management
Heinricy presented report of review conducted in October 2010. All areas reviewed were rated “Acceptable” and the program was noted as performing according to the terms of the contracts.

M/S/C – (Rico/Bakman) to accept the monitoring reports presented

VI. Informational Items

A. Funding List – January 2011

Decreases from 2009 levels are due to the expiration of certain ARRA funded grants and the effect of reporting concurrent LIHEAP grants during 2009. Discussion followed regarding which programs may be targeted for reduction and the Agency’s efforts to promote the accomplishments resulting from the funding received.

B. Agency Investment Report

At December 31, 2010, the Agency holds \$3.6 million in investments, largely held in government securities and bank certificates of deposit. Income of \$93,256 was recorded from these investments during the past year.

C. Health Insurance Report

The Health Insurance Fund balance grew by \$533,000 during 2010 to an ending balance of \$3.1 million dollars. Members requested details on the contribution rates paid by employees and by the Agency. Additional information regarding the claims made and anticipated against the stop loss policy was requested.

D. Program Variance Reports

Heinricy introduced these reports which are now being provided to the Committee as samples of reports prepared by the Finance Office for utilization by the program directors. To keep the committee abreast of the fiscal health of individual programs, we will include reports for the Agency’s programs, on a rotating basis, in future meetings.

- i. Adolescent Family Life Program (AFLP)
- ii. Employment & Training
- iii. Fresno CDFI

VII. Other Business

The next Finance Committee meeting is tentatively scheduled for Wednesday, March 16, 2011 at noon.

Local procurement language will be presented at next meeting.

VIII. The meeting was adjourned at 1:20 p.m.

Respectfully submitted,

Matina Magdaleno, Chair

Helping People, Changing Lives.



Vongsavanh Mouanoutoua
Board Chair

Brian Angus
Executive Director

Date: February 16, 2011	Program: Finance
Agenda Item No.: VI - A	Director: Rebecca Heinrich
Item: Informational- Funding List	Associate Executive Director: Salam Nalia
Committee: Finance	Executive Director: Brian Angus

RECOMMENDED ACTION:

This is an informational item only.

BACKGROUND:

The Agency's Contract List as of January 1, 2011 reflects an operating budget of \$159.2 million, which is a decrease from \$161.3 million on October 1, 2010 and an decrease from \$169.4 million on January 1, 2010.

The contract list contains the following:

- 40 Programs
- 50 Funding Sources
- 118 Contracts
- 44 Funding Periods

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FUNDING AS OF 1/1/11

PROGRAM	FUNDING SOURCE	CONTRACT YEAR		AMOUNT	Area Subtotals
1 COMMUNITY SERVICES BLOCK GRANT	STATE CSD	Jan-11	Dec-11	1,682,286	1,682,286
2 COMMUNITY SERVICES - COURTHOUSE FARMER MKRT	COUNTY OF FRESNO	Mar-10	Aug-11	42,113	
3 COMMUNITY SERVICES - CSBG FOOD DISTRIBUTION	STATE CSD	Aug-09	Mar-11	402,467	
4 COMMUNITY SERVICES - FOOD DISTRIBUTION	SISTERS OF ST. JOSEPH	Jul-10	Jun-11	75,000	
5 COMMUNITY SERVICES - FOSTER GRANDPARENTS	CORP FOR NATIONAL & COMMUNITY SRVC	Jan-11	Dec-11	354,723	
6 COMMUNITY SERVICES - KAISER ESSENCIALS	Kaiser Permanente	Sep-10	Aug-11	75,000	
7 COMMUNITY SERVICES -2010 LIHEAP (HEAP- ECIP)	STATE CSD	Jan-10	Jun-11	1,577,110	
8 COMMUNITY SERVICES -2010 LIHEAP (In-Kind)	PG & E	Jan-10	Jun-11	8,171,726	
9 COMMUNITY SERVICES -LIHEAP Lifeline Telephone	RHA, INC (P G & E)	Aug-10	Jul-11	9,450	
10 COMMUNITY SERVICES - TOBACCO	STATE-DEPT OF HEALTH	Jul-10	Jun-13	450,000	9,157,589
11 E & T URBAN AREA YOUNGER YOUTH	FRWIB	Jul-10	Jun-11	1,355,345	
12 E & T INCARCERATED YOUTH	FRWIB	Jul-10	Jun-11	225,000	
13 E & T WIA ADULT	FRWIB	Jul-10	Jun-11	611,166	
14 E & T WIA DISLOCATED ADULT	FRWIB	Jul-10	Jun-11	580,314	
15 E & T WIA CALGRIP	FRWIB	Jul-10	Mar-11	324,500	
16 E & T NATIONAL EMERGENCY GRANT	FRWIB	May-10	Apr-11	70,460	
17 E & T WEX ADULT/DISLOCATED ADULT	FRWIB	Aug-10	Jun-11	226,722	
18 E & T WEX ARRA- ADULT/ARRA-DISLOCATED ADULT	FRWIB	Aug-10	Jun-11	26,470	3,419,977
19 FAMILY PLANNING	CFHC-TITLE X	Jan-11	Dec-11	203,336	
20 FAMILY PLANNING	THIRD PARTIES	Jan-11	Dec-11	622,534	
21 FAMILY PLANNING - TEEN CONNECTION	STATE-DEPT OF HEALTH	Jul-05	Jun-11	800,000	1,425,870
22 Fresno CDFI- FA GRANT (ARRA)	DEPARTMENT OF THE TREASURY	Aug-09	Dec-12	800,000	
23 Fresno CDFI - REFUGEE SERVICES	W.K Kellogg Foundation	Jun-07	May-11	900,000	
24 Fresno CDFI - REFUGEE - MICROENTERPRISE	HHS	Sep-07	Sep-12	241,340	
25 Fresno CDFI - REFUGEE - OCS-IDA	HHS	Feb-07	Jan-12	500,000	
26 Fresno CDFI - REFUGEE - Small Farmer Emergency IDA	City of Fresno	Mar-07	Jun-17	500,000	2,741,340
27 FOOD SERVICE	THIRD PARTY / OUTSIDE SALES	Jul-10	Jun-11	970,000	
28 FOOD SERVICE	CAFÉ EOC & DAKOTA DINER	Jan-11	Dec-11	138,458	
29 FOOD SERVICE	EOC HEADSTART	Jan-11	Dec-11	1,277,420	
30 FOOD SERVICE (SUMMER LUNCH)	USDA	Oct-10	Sep-11	358,000	
31 FOOD SERVICE	CITY OF FRESNO	Jul-10	Jun-11	113,000	
32 FOOD SERVICE	EOC- SANCTUARY & SOUL	Jul-10	Jun-11	65,603	
33 FOOD SERVICE	KINGS COUNTY AAA	Jul-10	Jun-11	114,000	
34 FOOD SERVICE - Partial ARRA	FMAAA	Jul-10	Jun-11	498,931	
35 TRANSIT SYSTEMS	FTA 5310 & FTA 5316	Jul-10	Jun-11	705,290	
36 TRANSIT SYSTEMS	SENIOR CITIZENS VILLAGE	Jul-10	Jun-11	7,013	
37 TRANSIT SYSTEMS	FMAAA	Jul-10	Jun-11	50,880	
38 TRANSIT SYSTEMS	STATE LTF - TDA 4.5 Funds	Jul-10	Jun-11	848,711	
39 TRANSIT SYSTEMS	DONATIONS / SPECIAL TRIPS	Jul-10	Jun-11	25,000	
40 TRANSIT SYSTEMS	CVRC	Sep-10	Aug-13	7,895,057	
41 TRANSIT SYSTEMS	CVRC - Coalinga/Huron	Sep-10	Aug-13	214,023	
42 TRANSIT SYSTEMS	COURT SCHOOL	Jul-10	Jun-11	49,140	
43 TRANSIT SYSTEMS	ST AGNES / ADHC	Jul-10	Jun-11	144,373	
44 TRANSIT SYSTEMS	FOOD DELIVERY (ALL)	Jul-10	Jun-11	220,000	
45 TRANSIT SYSTEMS	SUNNYSIDE HIGH MEDICAL	Jul-10	Jun-11	61,950	
46 TRANSIT SYSTEMS	EOC- HEADSTART PUPIL	Jul-10	Jun-11	809,584	
47 TRANSIT SYSTEMS	FCRTA	Jul-10	Jun-11	1,369,480	
48 TRANSIT SYSTEMS	EOC - H/S JANITORIAL	Jul-10	Jun-11	370,888	
49 TRANSIT SYSTEMS	MASTEN	Jul-10	Jun-11	37,940	
50 TRANSIT SYSTEMS	COUNTY OF FRENCO - CALWORKS	Jul-10	Jun-11	316,000	
51 TRANSIT SYSTEMS	COG PLANNING GRANT	Jul-10	Jun-11	50,000	
52 TRANSIT - SENIOR SITE MANAGEMENT	FMAAA	Jul-10	Jun-11	13,716	16,324,257
53 HEAD START	USDA/State	Jan-11	Dec-11	1,300,480	
54 EARLY HEAD START & ARRA EXPANSION	USDA/State	Jan-11	Dec-11	50,706	
55 EARLY HEAD START ARRA YR 2	HHS	Oct-10	Sep-11	2,307,900	
56 HEADSTART (Includes Early Headstart)	HHS	Jan-11	Dec-11	30,116,740	
58 HEADSTART	IN-KIND	Jan-11	Dec-11	7,529,185	
57 EARLY HEADSTART ARRA YR 2	IN-KIND	Oct-10	Sep-11	576,975	41,881,986
58 LCC- FFS CFD LLMD & Median Maintenance	City of Fresno - Parks & Recreation	Jan-11	Dec-11	2,237,632	
59 LCC-FFS Weed Abatement	City of Fresno - RDA	Jan-11	Dec-11	35,039	
60 LCC-FFS Franklin Head Start Yard Maintenance	EOC Head Start	Jan-11	Dec-11	25,800	
61 LCC-Solar	STATE CSD	Jan-11	May-11	33,222	
62 LCC-Neighborhood Youth Center	STATE PARKS & REC.	Jul-02	Jul-11	2,500,000	
63 LCC-Forest-wide Maintenance Paint Crews	U.S. FOREST SERVICE	Mar-10	Jul-11	185,000	
64 LCC-Forest-Wide Corpsmembers' Field Trips	U.S. FOREST SERVICE	Sep-10	Sep-11	12,000	
65 LCC-Challenge Grant	California Dept. of Correction & Rehabilitation	Jul-09	Jun-11	200,000	

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FUNDING AS OF 1/1/11

PROGRAM	FUNDING SOURCE	CONTRACT YEAR		AMOUNT	Area Subtotals
66 LCC - YOUTHBUILD / DOL ARRA 2009-12 (1ST INCREMENT)	DEPARTMENT OF LABOR	Jul-09	Jun-12	699,600	
67 LCC - YOUTHBUILD / DOL NOT-ARRA 2009-12 (2ND INCREMENT)	DEPARTMENT OF LABOR	Jul-09	Jun-12	400,400	
68 LCC-YOUTHBUILD/AmeriCorps 10-11	CORP FOR NATIONAL & COMMUNITY SRVC	Aug-10	Aug-11	100,000	
69 LCC-YOUTHBUILD USA - NSI II	YOUTHBUILD U.S.A.	Aug-09	Dec-11	50,000	
70 LCC-YOUTHBUILD USA - Mentoring Grant	YOUTHBUILD U.S.A.	Aug-10	Oct-11	75,000	
71 LCC-DOC RECYCLING	CALRECYCLE	Jul-10	Jun-11	648,656	
72 LCC-DOC RECYCLING	CALRECYCLE	Jul-10	Jun-11	1,478,946	8,681,295
71 SANCTUARY - ADOLESCENT FAMILY LIFE PROGRAM	CALIFORNIA WELLNESS FOUNDATION	Jul-10	Jun-13	200,000	
72 SANCTUARY - ADOLESCENT FAMILY LIFE PROGRAM	COUNTY OF FRESNO- HSS	Jul-10	Jun-11	311,850	
73 SANCTUARY - ADOLESCENT FAMILY LIFE PROGRAM	COUNTY OF FRESNO- HSS	Jul-11	Jun-13	823,700	
73 SANCTUARY - CVA HT	Central Valley Against Human Trafficking - HHS	Sep-09	Apr-11	330,000	
74 SANCTUARY - CVA HT	City of Fresno- CALEMA ARRA	Apr-10	Sep-12	80,000	
75 SANCTUARY - Homeless Prevention Rapid Re-Housing Program	CITY OF FRESNO	Sep-09	Sep-12	400,000	
76 SANCTUARY - Shelter	CALIFORNIA WELLNESS FOUNDATION	Jan-10	Dec-12	112,500	
77 SANCTUARY- Shelter ESG	CITY OF FRESNO	Jul-10	Jun-11	49,295	
78 SANCTUARY - Shelter Title XX	COUNTY OF FRESNO HSS	Nov-10	Oct-11	45,241	
79 SANCTUARY- Shelter ESG	COUNTY OF FRESNO HSS	Jul-10	Jun-11	166,477	
80 SANCTUARY - Shelter Basic Center	HHS	Oct-09	Sep-12	600,000	
81 SANCTUARY - Shelter	Kaiser Permanente	Mar-10	Mar-11	30,000	
82 SANCTUARY - Shelter	Fresno Regional Foundation	Nov-10	Oct-11	10,000	
83 SANCTUARY - Shelter	USDA	Jul-10	Jun-11	17,000	
84 SANCTUARY - SOS	HHS	Oct-09	Sep-12	300,000	
85 SANCTUARY - SOS	SISTERS OF ST. JOSEPH	Jul-10	Jun-11	50,000	
86 SANCTUARY - SOS	UNITED WAY - FOOD/HOTEL VOUCHERS	Jan-11	Dec-11	11,350	Pending
87 SANCTUARY - TRANSITIONAL LIVING CENTER #1	CITY OF FRESNO- ESG	Jul-10	Jun-11	18,565	
88 SANCTUARY - TRANSITIONAL LIVING CENTER #1	HHS	May-09	May-14	1,000,000	
89 SANCTUARY - TRANSITIONAL LIVING CENTER #1	HUD	Jul-10	Jun-11	180,569	
90 SANCTUARY - TRANSITIONAL LIVING CENTER #2	HUD	Nov-09	Oct-11	577,956	
91 SANCTUARY - TRANSITIONAL LIVING CENTER #3	COUNTY OF FRESNO	Feb-10	Jan-11	105,751	
92 SANCTUARY - TRANSITIONAL LIVING CENTER #3	HUD	Feb-10	Jan-11	585,863	
93 SANCTUARY TRANSITIONAL LIVING #1, #2, SHELTER	CALIFORNIA WELLNESS FOUNDATION	Jan-10	Dec-12	112,500	5,898,617
94 SCHOOL AGE CHILD CARE/FED BLOCK GRANT	USDA	Oct-10	Sep-11	26,122	
95 SCHOOL AGE CHILD CARE/FED BLOCK GRANT	PARENT FEES	Jul-10	Jun-11	51,000	
96 SACC - FEDERAL BLOCK GRANT	STATE DEPT OF EDUCATION	Jul-10	Jun-11	427,820	
97 SACC OTO FACILITIES RENOVATION	STATE DEPT OF EDUCATION	Sep-08	Jun-11	12,000	
98 SACC OTO FACILITIES RENOVATION ARRA	STATE DEPT OF EDUCATION	Jul-09	Jun-12	46,885	563,627
99 SCHOOL OF UNLIMITED LEARNING-CSBG DISCRETIONARY	STATE DEPT OF EDUCATION	Jul-10	Jun-11	100,000	
99 SCHOOL OF UNLIMITED LEARNING- JOBS ACT	STATE DEPT OF EDUCATION	Jul-10	Jun-11	49,519	
100 SCHOOL OF UNLIMITED LEARNING	STATE DEPT OF EDUCATION	Jul-10	Jun-11	1,233,367	
101 SCHOOL OF UNLIMITED LEARNING	FUSD- PROPERTY TAX	Jul-10	Jun-11	132,735	
102 SCHOOL OF UNLIMITED LEARNING	STATE DEPT OF EDUCATION - SUMMER SC	Jul-10	Jun-11	140,043	
103 SCHOOL OF UNLIMITED LEARNING	FUSD-LOTTERY	Jul-10	Jun-11	25,215	
104 SCHOOL OF UNLIMITED LEARNING	DEPT OF EDUCATION - TITLE FUNDING	Jul-10	Jun-11	100,178	
105 SCHOOL OF UNLIMITED LEARNING	DEPT OF EDUCATION - ARRA TITLE II	Jul-10	Jun-11	1,918	
106 SCHOOL OF UNLIMITED LEARNING	STATE DEPT OF EDUCATION - FACILITIES	Jul-10	Jun-11	63,000	
107 SCHOOL OF UNLIMITED LEARNING	STATE DEPT OF EDUCATION - MIDDLE & HS	Jul-10	Jun-11	15,586	
108 SCHOOL OF UNLIMITED LEARNING	STATE DEPT OF EDUCATION - ARTS & MUSIC	Jul-10	Jun-11	2,000	
109 SCHOOL OF UNLIMITED LEARNING	USDA	Jul-10	Jun-11	44,000	
110 SCHOOL OF UNLIMITED LEARNING	Kaiser Permanente	Mar-10	Mar-11	10,000	
111 SCHOOL OF UNLIMITED LEARNING	DONATIONS	Jul-10	Jun-11	5,650	1,923,211
112 WEATHERIZATION - DOE ARRA	STATE CSD	Jun-09	Mar-12	8,718,077	
113 WEATHERIZATION - DOE	STATE CSD	Jun-10	Jun-11	792,266	
114 WEATHERIZATION - 2010 LIHEAP	STATE CSD	Jan-10	Jun-11	2,753,137	
115 ENERGY PARTNERS	RHA, INC (P & E)	Jan-09	Dec-11	3,705,000	
116 SOLAR FOR ALL CALIFORNIA	STATE CSD	Apr-10	Sep-12	4,012,897	19,981,377
117 WOMEN, INFANTS AND CHILDREN	STATE-DEPT OF HEALTH	Oct-08	Sep-11	18,547,000	
118 WOMEN, INFANTS AND CHILDREN	STATE-DEPT OF HEALTH	Oct-10	Sep-11	27,000,000	45,547,000
				159,228,432	159,228,432

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Board Chair

Brian Angus
Executive Director

Date: February 24, 2011	Program: Finance
Agenda Item No.:	Director: Rebecca Heinricy
Item: Quarterly Financial Reports	Associate Executive Director: Salam Nalia
Committee: Finance	Executive Director: Brian Angus

RECOMMENDED ACTION:

Finance Committee recommends approval of the Preliminary Unaudited Financial Statements as of December 31, 2010 and the Financial Status Reports for the Head Start and Early Head Start programs for the periods ending November 30, 2010, December 31, 2010, and January 31, 2011.

BACKGROUND:

The following statements are presented for your review and approval:

- (A) Statement of Activities and Statement of Financial Position:
As of December 31, 2010, the Agency had revenue of \$141.0 million and net surplus of \$36,409 including \$44.1 million of in-kind funds. In comparison we had revenue of \$117.8 million with a net surplus of \$19,097 on December 31, 2009.
- (B) Unaudited Financial Status Report for the Head Start programs as of November 30, 2010, December 31, 2010, and January 31, 2011 for the following areas:
 - Head Start – Basic
 - Head Start – Training & Technical Assistance (T&TA)
 - Early Head Start – Basic
 - Early Head Start – Training & Technical Assistance (T&TA)

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

Thursday, February 3, 2011

MINUTES

I. Call to Order

II. The meeting was called to order by Chairperson Tito Lucero at 11:05 a.m.

II. Roll Call

Members Present:

Tito Lucero
Brian Angus
Dawn Cagle
Janet Berberian
Paul McLain-Lugowski

Staff Present:

Carmen Lopez
Rebecca Heinrich
Salam Nalia

Others Present:

Dwayne Michael, Morgan Stanley

III. Approval of Minutes, November 4, 2010

M/S/C (Angus/Berberian) to approve minutes as presented.

IV. Approve Dawn Cagle as Trustee

M/S/C (Berberian / Angus) to approve Dawn Cagle as Trustee replacing Trustee Egawa.

V. Quarterly Financial Reports

Heinricy presented an unaudited financial statement report as of September 30, 2010. The net assets available are \$23,122,676 up from \$20,188,169 the previous year. The participant report indicated 1,243 participating employees in the Plan and 214 employees participating in the voluntary contribution. There are 290 participants in the plan that have terminated employment and may request distributions at any time.

Michael presented a summary of the accounts, stating the Pension Plan is up 9.90% through December 2010. Michael gave an overview of the world market stating that the world as a whole has over spent and there is an emerging middle class. Our economy is slow growing but is going in the right direction. He stated our plan has shown positive growth over the past year. Michael presented an overview of our account allocations; Equities 71%, Fixed Income 29%. He presented the net of return for each investment; NWQ - 14.3%, Madison - 9.7% and Lazard - 5.1% YTD. Michael discussed International Investments with a more tactical approach.

Discussion:

Janet Berberian asked about CD's being insured up to \$250,000, if we have more invested than this amount, what happens. Michael explained that since our plan is owned by all employees, not just one person, we are able to exceed this dollar amount.

Paul Paul McLain-Lugowski talked about the concept of dollar vs. cost average and was surprised of the low participation of employees in our 403(b) plan. Michael will work with Human Resources staff to set up meetings with programs to inform staff of our 403(b) plan and retirement planning.

Yvan Blackburn asked if it was smarter to invest long term or short term. Michael stated investment options vary depending on each person.

Andy Hernandez stated since our 403(b) is now being managed by one company, some employees were uncomfortable and dropped out. He asked how long it will take an employee to recoup what they lost. Michael stated IRS regulations required organizations to change to one provider to manage their 403(b) plan. Most individuals have recouped losses within one year.

Andy Hernandez suggested EOC look at the 403(b) process and take steps to assist and educate employees understand the plan to encourage participation and requested Michael attend a Head Start In-Service.

M/S/C (Berberian / Angus) to approve the financial reports as presented.

VI. Other Business

The next meeting is scheduled for May 5, 2011.

There being no further business, the meeting adjourned at 11:43 a.m.

Respectfully submitted,

Tito Lucero, Chair



Vongsavanh Mouanoutoua
Chairperson

Salam Nalia
Chief Executive Officer

BOARD OF DIRECTORS MEETING
FRIDAY, January 21, 2011

MINUTES

I. Call to Order

Secretary Jess Saldana called the meeting to order at 12:07 p.m.

II. Roll Call

Jeremy Hofer called roll and a quorum was present.

Members:

Jess Saldana, Secretary
Tim Bakman, Treasurer
Brian Angus, Member
Charles Garabedian, Member

Staff:

Salam Nalia, CEO
Jonathan Enns, Accountant
Jeremy Hofer, Loan Officer

III. Approval of previous minutes – October 29, 2010

M/S/C – (Angus/Garabedian) to approve minutes as presented. All in favor.

IV. Year-end Report 2010

Mr. Nalia presented the 2010 Year-end report. Key Accomplishments in 2010 were presented:

- Laserpro Documentation Software implemented – Software that produces legal documents that will hold up in court, strengthening CDFI's security interest in collateral.
- Staff training and development – 3 training sessions were conducted with loan committee member Mark Smith, Central Valley Community Bank as well as two sessions with a bankruptcy attorney. In addition, loan committee members have been available for questions as needed by staff.
- CalCAP – Fresno CDFI enrolled in the "California Capital Access Program" which is essentially a loan-loss insurance program in which 8% of loan amount is placed into a loan loss insurance reserve. If the loan defaults, the CDFI can receive 100% of the loss if the amount exists in the fund. 2% of the premium comes from the borrower, 2% from CDFI and 4% from State of California CalCAP.
- 2 new microloan funds established: SBA & USDA: SBA Microlender contract has been closed and the USDA Rural Microenterprise contract is expected to be closed shortly.
- Close of 4 year IDA project: Funding from Kellogg Foundation has ended and the program will close May of 2011.

Average loan sizes were discussed with the ORR fund having the smallest loan amount per loan because of the \$15,000 cap on refugee loans.

Total loans per year: 103 Loans in 2010, 47 in 2009, and 38 in 2008

Smallest loan was \$1,755 (CSBG ARRA Fund) and the largest was \$182,343 (Citibank Fund). Mr. Bakman asked who the \$182,343 loan was given to. Mr. Hofer responded that the funds went to a physician and this was in fact one of the refinanced loan that was closed in 2009. The process of restructuring loans secured by old documentation was described by Mr. Hofer. Loans closed prior to implementation of Laserpro Documentation Software have been refinanced into new loans with new documentation which includes security agreements for every piece of collateral in the portfolio.

Mr. Bakman inquired as to what precipitated the move to use Laserpro. Mr. Nalia responded that the transition took place with assistance from the loan committee members. The \$17,400 cost of the software has been defrayed by a \$7,500 grant from Rabobank through its representative on the loan committee and the staff is expecting to cover the remainder through another request to the loan committee.

Mr. Nalia described the changing demographics of the portfolio from 2008 to present. In 2008 farming was 87% of total loans, down to 51% in 2010. This diversification was one of the recommendations of the ORR monitor in 2009. Mr. Bakman commented that it bodes well for the survival of the CDFI as well.

Job creation/retention and loan demographics for loans closed in 2010 were described.

A total fund available as of 1/20/2011 of \$1,860,032 was detailed, including the new SBA (\$271,300) and USDA funds (\$500,000). \$241,009 in CSBG ARRA funds have revolved back into the fund and will be loaned out again.

Mr. Nalia discussed potential future endeavors that CDFI staff is working on:

- New Markets Tax Credits:
- Establishment of a Community Bank / Community Development Credit Union: Mr. Nalia looked at formation of a consumer financial entity about 8 years ago. AmeriCorps VISTA member will be starting on the 28th of January and will look into New Markets among other things. Her major was finance.
- Consumer Finance –
 - Check cashing - need to compete with Payday Lenders
 - Consumer loans - for EOC staff to start.
- CAP Agency Loan Fund "Toolkit" – Assisting other CAP Agencies with setting up a Loan Fund. This includes looking at creation of a statewide CDFI involving other CAP agencies in California. Each area would have its own loan committee and fund that would be administered by Fresno CDFI. Mr. Bakman commented that a regional approach really interests him.
- Expansion of the Individual Development Account program – strengthen linkages to lending: Mr. Nalia described an expansion of IDA into businesses. At issue is a requirement on current funding from the Office of Community Services that non-federal matching funds are required. A Kellogg Foundation match ended as of Nov 2010. Potential sources of private funding might include banks and foundations.
- Development of Individual and Corporate Investments – staff has been exploring the potential of offering investment opportunities to individuals and corporations, including use of pension funds by the staff of EOC. They have met with a representative from the Mennonite Brethren Foundation which operates under this model.

Mr. Garabedian mentioned the potential for small construction loans for ADA compliance changes.

The Balance Sheet was reviewed. We have \$1.6 million in current assets. Other assets include \$2.5 million in notes receivables and \$117,793 reserved for uncollectable loans.

Accounts Payable is the transactions between EOC and CDFI. Long term liabilities are debts including \$343,743 owing to the City of Fresno, \$200,000 to Wells Fargo, and \$700,000 to Citibank. Total payables = \$1.2 million. Revolving Loan Funds are grant monies that have been received and are not owed back to funders. Restricted Loan Funds are ORR moneys that are restricted to refugee-owned businesses.

The Income Statement was reviewed. Total revenues in 2010 amount to \$2.5 million. Generally expenses are picked up by ORR grant funds. Kellogg and OCS income represents IDA match funds. Because Kellogg funds are falling off in May, OCS funds will not be accessible until another non-federal match is found. Citibank expenses are mostly interest. CDFI had a net surplus of \$200,839.

The Loan Summary Report was reviewed. Total Loans Issued and Loans Outstanding as of 12/31/10 were: City of Fresno 39/36. ORR 336/47. Bank of America 9/9, Wells Fargo 46/11, Citibank 21/9, CDFI Fund 15/14, CSBG ARRA 19/15, Refugee Credit Card 39/2. Since 1994 to date 521 loans have been closed with 139 currently outstanding.

Funding report was reviewed. AmeriCorps VISTA Program gives an in-kind grant of staffing for a 3 year project. Heather Wooten will be with the agency 1 or 2 years. A request to Bank of America to cover the cost of the Laserpro software for \$9,900 is pending. A Citibank grant of \$20,000, ORR grant of \$241,300 (5 year program ends 9/30/2012), Rabobank gave \$7,500 towards the cost of Laserpro software, the SBA Microlender loan was approved in 2010 for \$271,300 as well as the USDA Rural Microentrepreneur Assistance Program loan and grant for a total of \$605,000. A Wells Fargo grant for \$25,000 was also received in 2010.

M/S/C – (Garabedian/Bakman) to approve the 2010 Year-end Report as presented. All in favor.

V. Loan Write Offs

Mr. Hofer reviewed the Loan write-offs as they were presented in the packet. 8 loans were presented for write-off totaling \$44,932.42. Collections efforts have been exhausted. None of the loans have collateral that is worth repossessing. After writing these loans off the accounts are sent to a collections agency. Mr. Saldana observed that used vehicles have little value because they continue to depreciate. He suggested looking at the depreciated value of collateral during the loan application. Mr. Nalia pointed out that most of the loans being presented for write-off are refugee loans. Mr. Bakman noted that 2 loans were given to the same person in subsequent years. Mr. Hofer pointed out that all of the loans presented for write-off were closed in 2008 or prior. The current guidelines are much stricter. The CDFI is in the process of moving old non-paying loans off of the books because funders see this old debt as a liability. As a result, the collections and write-off process has been tightened and loans that reach 120 days late will be moved off the books much quicker than in the past. It was noted that the staff take great lengths to reach workout agreements with any borrower that is late, including refinancing loans into new loans with terms that fit into the borrowers' budgets. All of the loans presented are to borrowers who have been unreachable or unwilling to work with the staff.

M/S/C – (Bakman/Garabedian) to approve the loan write-offs as presented. All in favor.

VI. Other Business

- Annual Meeting – May 2011
 - Mr. Nalia explained that the Fresno CDFI bylaws require elections to take place at an annual meeting in the month of May. A meeting was not held in 2010. According to the bylaws, elections are to take place from the EOC board to replace 3 directors (currently Messrs. Saldana, Bakman, and Garabedian), whereas EOC's Board Chair and the Executive Director positions are automatic.
- Loan Committee Meeting – 1/13/2011 – Mr. Nalia reviewed the results of the previous loan committee. Meetings take place at noon on the 2nd Thursday of the month and board members are invited to attend. There are currently 7 members. Generally a unanimous decision is desired from the loan committee. If all of the members are not present at the meeting staff follows up with the other members that were not present.
- Next Meeting scheduled for Friday Feb 18th at noon.

VII. Adjournment

M/S/C – (Garabedian/Saldana) to adjourn the meeting. All in favor.

The meeting was adjourned at 1:08 p.m.

Respectfully Submitted,

Jess Saldana, Secretary



Fresno Community Development Financial Institution (Fresno CDFI) Annual Report for 2010

Executive Summary

In 2010, Fresno CDFI grew in portfolio size as well as in sophistication of operations. In May, LaserPro from Harland Financial Solutions was implemented to address legal issues that the old loan documentation presented. Over the course of the year, loans in the portfolio with the old documentation were resigned onto new loan documents and new security agreements were drafted for each piece of collateral. This greatly strengthened Fresno CDFI's position on its assets.

Along with documentation, internal systems were greatly improved in 2010. With the help of loan committee member, Mark Smith, staff started using a more sophisticated loan application process including income statement and balance sheet statement spreads as well as debt-service coverage ratio and financial ratio analysis. Pipeline, disbursement and Collateral databases were implemented to improve communication and tracking of loans/assets.

In December, Fresno CDFI enrolled into a loan portfolio insurance program, California Capital Access Program (CalCAP). It encourages financial institutions to make loans to small businesses that fall just outside of most banks' conventional underwriting standards. When a loan is enrolled in the program, the borrower pays 2%, Fresno CDFI pays 2% and CalCAP pays 4% into a loan loss reserve fund. If the loan defaults the fund pays for 100% of the loss. As a CDFI, all of Fresno CDFI's loans qualify for the program, and staff expects that moving forward, most loans will be enrolled.

Two new loan funds were established at the end of 2010: SBA Microlender (\$271,000) and USDA Rural Microentrepreneur Assistance Program (RMAP) (\$500,000). While funds have not been realized as of the end of the year, they are expected to be capitalized in the first part of the next year.

2010 saw the disbursement of all \$720,573 of CSBG ARRA funds. Through 19 loans, 317 jobs were created/retained for a ratio of \$2,273 per job. The method that Fresno CDFI used the ARRA funds was unique among Fresno EOC programs because as the loans are repaid, funds will be revolved back into the community in the form of loans for job creating ventures.

Enrollments under Individual Development Account program ended November 2010, closing a chapter to what was a successful asset development program. 57 participants continue to save under the program until May 2011. Fresno CDFI staff are actively pursuing additional funding that would expand the program to non-farm businesses and create stronger linkages to the loan program (ie use of funds for down payment on the purchase of an asset or business start-up).

LOAN PROGRAM

Lending Activities

For the year ending December 31, 2010, Fresno CDFI had 358 inquiries resulting in 188 enrollments – a 150% increase from the prior year. Of that, it closed 102 loans totaling \$2,533,282 – a greater than 200% increase from the prior year (Chart A & B).

Chart A: Number of Loans Made by Funding Source

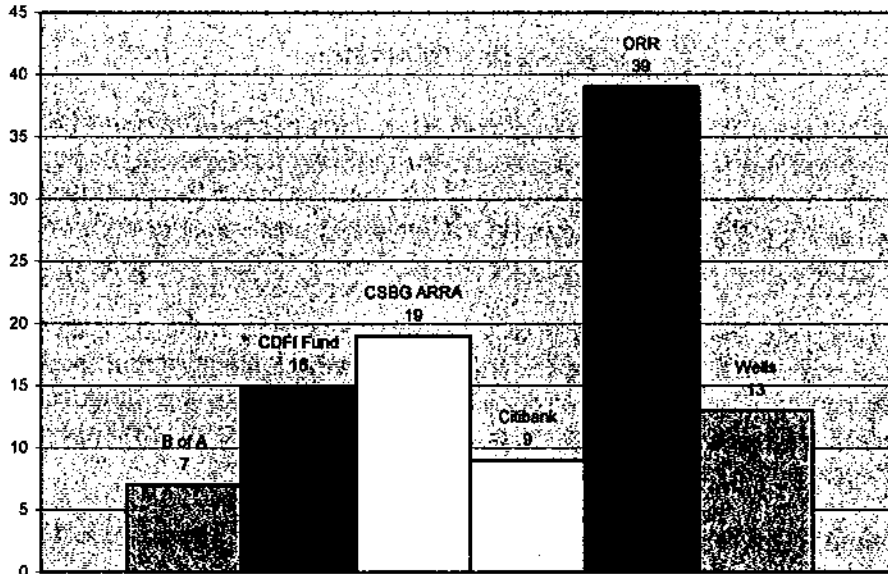


Chart B: Amount Loaned, % of Total, and Average Loan Amount by Funding Source

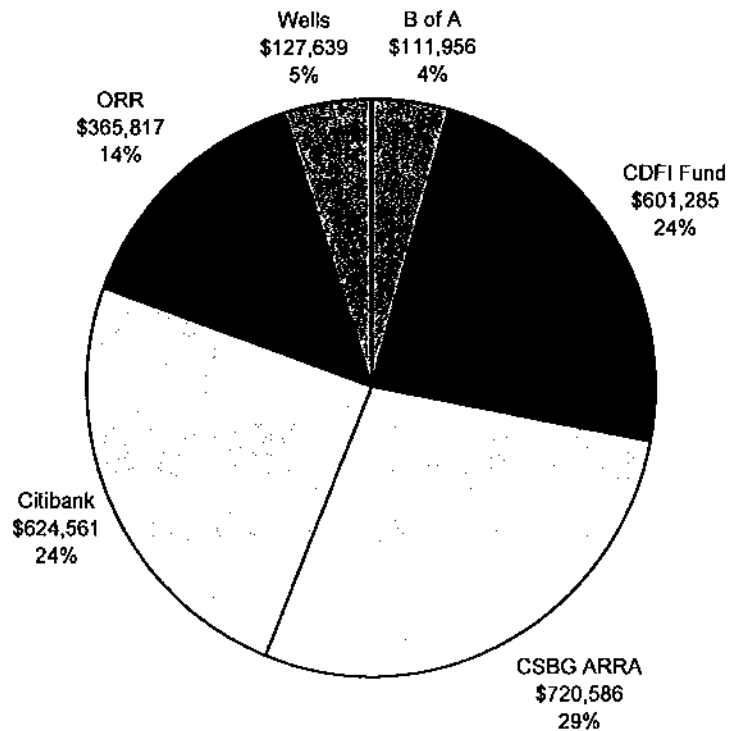
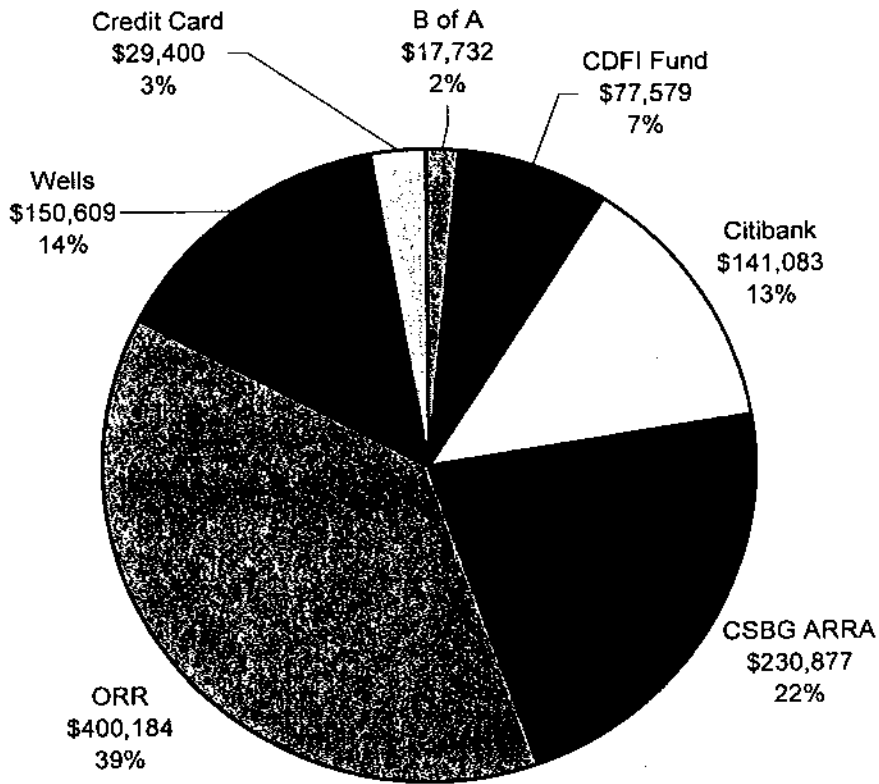


Chart D: Loan Characteristics

	B of A	CDFI Fund	CSBG ARRA	Citibank	ORR	Wells
Total Loans	111,956	601,285	720,586	624,561	365,817	127,639
Smallest	3,501	5,241	1,755	14,270	2,016	3,161
Largest	20,393	88,250	160,818	182,343	15,739	35,000
Average	12,439.61	40,086	37,926	69,396	9,380	10,637
Median	5,669	35,000	30,000	50,609	8,835	10,000

Chart E: Funds Available to Loan (\$1,062,464)



Portfolio Characteristics

Fresno CDFI has continued to diversify its small business loan portfolio, both in terms of demographics as well as business types. 85% of 2010 loans made were to minority-owned businesses and 28% were to women-owned businesses (Chart F). The largest change has been the move away from small-farm loans toward the service and retail sector. Farms have dropped below 50% of total loans made for the first time in the history of the program (Chart G)

Chart F: Loan Demographics – Minority and Women-Owned Businesses

	Minority	% of Total	Women	% of Total	TOTAL
CSBG					
ARRA	15	79%	3	16%	19
B of A	9	100%	3	33%	9
CDFI Fund	12	80%	4	27%	15
Citibank	6	67%	3	33%	9
ORR	39	100%	14	36%	39
Wells	12	100%	3	25%	12
Totals	93	88%	30	28%	103

Chart G: Business Types

	Farm	Service	Retail	Wholesale	Non-Op	Total
CSBG						
ARRA	0	16	2	1	0	19
B of A	6	1	0	0	2	9
CDFI Fund	1	12	1	1	0	15
Citibank	0	6	1	2	0	9
ORR	33	3	1	0	2	39
Wells	11	1	0	0	0	12
Totals	51	39	5	4	4	103

With the American Recovery and Reinvestment Act funds (CSBG and CDFI) came the requirement to track job creation and retention. These metrics are now being tracked across all loan funds:

Chart H: Job Creation & Retention from Loans in 2010

	Created	Retained
CSBG/ARRA	47	270
B of A	0	18
CDFI Fund	30	35
Citibank	2	30
ORR	12	69
Wells	8	26
Totals	99	448

Collections Activities

As of December 31, 2010, there are 138 active loans with an outstanding balance of \$2,467,208

Chart I: Collections Activities

As of 12/31/10	B of A	CDFI Fund	City of Fresno	CSBG ARRA	Citibank	ORR	Wells	Credit Card	Total
Principal Balance	109,975	531,898	323,906	502,858	567,789	359,137	71,044	600	2,467,208
2010 Payments:									
Principal	1,982	69,387	32,654	217,715	510,802	383,310	181,877	2,100	1,399,827
Interest	418	13,784	0	6,786	44,926	33,578	13,131	0	112,623
Late Fee	6	655	0	82	480	8,693	4,657	0	14,573

ASSET BUILDING PROGRAM (Individual Development Accounts - IDAs)

For the year ended December 31, 2010, the IDA program provided matching funds in the amount of \$296,810 to 77 clients. In this period the program opened 45 new accounts and 17 dropped out of the program due to (1) deceased, (1) moved out of area, (11) stopped farming, and (4) not able to save. There are currently 57 active savers accounting for \$214,816 in committed matching funds.

In 2010, 151 participants saved \$135,503, 77 participants spent \$439,945 in IDA funds (savings + match) leveraging \$3,664,314 in sales. 83 participants received financial and economic literacy and business development education under the program in 2010.

Chart H summarize the IDA activities:

Chart J: IDA Activities

Activity Type	IDA	Funds Matched	Funds Committed
Outreached To	1012	(Unsolicited Inquiries = 136)	
Appointments	51		
Ineligible	6		
Walk-ins	11		
Accounts Opened	45		
Assets Purchased	77	\$296,810	
Dropped Out	17		
Active Savers	57		\$214,816



FRESNO COMMUNITY DEVELOPMENT FINANCIAL INSTITUTION
 BALANCE SHEET
 AS OF DECEMBER 31, 2010

ASSETS	ORR GRANT	W.K. KELLOGG FOUNDATION	OCS - IDA PROGRAMS	CITY OF FRESNO - SMALL FARM EMERGENCY LOAN	CITIBANK IDA GRANT	BANK OF AMERICA / CITIBANK ADMIN FUNDING	WELLS FARGO IDA	MICRO-ENTERPRISES LOAN FUND	BANK OF AMERICA GRANT	WELLS FARGO REVOLVING LOAN	CITIBANK LOAN	CSBG ARRA	COFFA FUND	SECURED CREDIT CARD	TOTAL
Current Assets															
Cash	84,492	136,683	132,477	19,837	55,872	19,357	40,000	485,291	17,732	150,609	78,341	230,877	77,579	10,200	1,540,345
Interfund Receivable	-	-	-	-	-	-	-	45,503	-	-	62,743	-	-	19,200	127,445
Total Current Assets	84,492	136,683	132,477	19,837	55,872	19,357	40,000	531,793	17,732	150,609	141,083	230,877	77,579	29,400	1,667,790
Fixed Assets															
Equipment	4,984	-	-	-	1,548	-	-	3,830	-	-	-	-	-	-	10,362
Accumulated Depreciation - Equipment	(4,984)	-	-	-	(1,548)	-	-	(3,830)	-	-	-	-	-	-	(10,362)
Total Fixed Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Assets															
Notes Receivable	-	-	-	323,906	-	-	-	359,137	109,975	71,044	567,789	502,858	531,898	600	2,467,207
Reserve for Uncollectible Account	-	-	-	-	-	-	-	(117,793)	-	-	-	-	-	-	(117,793)
Total Other Assets	-	-	-	323,906	-	-	-	241,344	109,975	71,044	567,789	502,858	531,898	600	2,349,414
TOTAL ASSETS	84,492	136,683	132,477	343,743	55,872	19,357	40,000	773,137	127,706	221,653	708,872	733,734	609,477	30,000	4,017,204
LIABILITIES AND NET ASSETS															
Current Liabilities															
Accounts Payable	-	116,368	118,386	-	-	-	-	-	-	-	-	-	-	-	234,777
Deferred Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interfund Payable	55,509	508	241	-	1,079	-	-	-	-	-	-	-	-	-	57,338
Total Current Liabilities	55,509	116,887	118,629	-	1,079	-	-	-	-	-	-	-	-	-	282,114
Long-Term Liabilities															
Note Payable	-	-	-	343,743	-	-	-	-	106,000	200,000	700,000	-	-	-	1,243,743
Revolving Loan Fund	-	-	-	-	-	-	-	-	106,000	200,000	700,000	720,573	600,000	30,000	1,456,573
Total Long-Term Liabilities	-	-	-	343,743	-	-	-	-	106,000	200,000	700,000	720,573	600,000	30,000	2,700,317
Net Assets															
Restricted Loan Fund	-	-	-	-	-	-	-	713,160	-	-	-	-	-	-	713,160
Unrestricted Fund Balance	28,983	19,786	13,848	-	54,792	19,357	40,000	59,977	21,706	21,653	8,872	13,161	9,477	-	311,614
Total Unrestricted Net Assets	28,983	19,786	13,848	-	54,792	19,357	40,000	773,137	21,706	21,653	8,872	13,161	9,477	-	1,024,774
TOTAL LIABILITIES AND NET ASSETS	84,492	136,683	132,477	343,743	55,872	19,357	40,000	773,137	127,706	221,653	708,872	733,734	609,477	30,000	4,017,204

FRESNO COMMUNITY DEVELOPMENT FINANCIAL INSTITUTION
 INCOME AND EXPENSES
 FOR PERIOD OF 1/1/2010 THROUGH 12/31/2010

	ORR GRANT	W.K. KELLOGG FOUNDATION	OCS - IDA PROGRAMS	CITY OF FRESNO - SMALL FARM EMERGENCY LOAN	CITIBANK/IDA GRANT	BANK OF AMERICA / CITIBANK ADMIN FUNDING	WELLS FARGO IDA	WELLS FARGO ENTERPRISES MICRO-LOAN FUND	BANK OF AMERICA GRANT	WELLS FARGO LOAN	CITIBANK LOAN	CSBG ARRA	CDFI FA FUND	TOTAL
REVENUES AND SUPPORT														
Billing Income	256,232	315,981	221,999	-	-	19,797	-	-	-	-	-	830,569	-	1,624,760
Grant Funds	-	-	-	-	62,368	19,797	40,000	-	-	-	-	-	600,000	722,155
Credit Application Fee	-	706	-	-	-	-	-	865	150	385	200	1,075	3,112	6,493
Interest Income	-	1,299	-	-	-	-	-	33,596	418	13,131	45,320	6,786	13,784	114,335
Late Fee Income	-	-	-	-	-	-	-	8,658	6	4,657	480	82	630	14,514
Loan Origination Fee	-	-	-	-	-	-	-	50	-	50	2,313	6,188	3,375	11,974
TOTAL REVENUES AND SUPPORT	256,232	317,986	221,999	-	62,368	19,797	40,000	43,170	574	18,224	48,313	844,698	620,900	2,494,250
EXPENSES														
Salaries	152,669	59,270	-	-	(206)	-	-	9,302	-	-	-	86,099	9,362	316,495
Fringe	48,877	21,525	-	-	120	-	-	3,792	-	-	-	23,805	834	98,953
Contract Services	24,169	35,308	13,336	-	1,701	410	-	-	-	-	1,000	-	-	75,514
Rental - Office	9,051	1,206	827	-	2,745	-	-	-	-	-	-	-	-	14,239
Mileage, Training, & Travel	5,430	348	447	-	-	-	-	4,212	-	-	-	79	37	10,553
Office Expenses	8,532	19	292	-	2,237	30	-	18,434	-	-	1,768	981	1,190	33,464
General Liability Insurance	790	47	421	-	-	-	-	-	-	-	1,371	-	-	9,473
Other Program Costs	6,722	30	382	-	968	-	-	-	-	-	-	-	-	1,693,466
Client Match / Loan Funding	-	180,447	192,447	-	-	-	-	-	-	-	-	720,573	600,000	1,239,666
Bad Debts	-	-	-	-	-	-	-	-	-	-	-	-	-	12,396
Interest Expense	-	-	-	-	-	-	-	-	-	4,000	23,580	-	-	27,580
TOTAL EXPENSES	256,240	288,200	208,151	-	7,566	440	-	35,740	-	4,000	40,115	831,537	611,423	2,293,411
NET SURPLUS (DEFICIT)	(8)	19,786	13,848	-	54,792	19,357	40,000	7,429	574	14,224	8,198	13,161	9,477	200,839
BEGINNING FUND BALANCE	28,981	-	-	-	-	-	-	52,548	21,132	7,428	675	-	-	110,775
ENDING FUND BALANCE	28,983	19,786	13,848	-	54,792	19,357	40,000	59,977	21,706	21,653	8,872	13,161	9,477	311,614

FRESNO CDFI
 LOAN SUMMARY
 AS OF DECEMBER 31, 2010

NUMBER OF LOANS	CITY OF FRESNO	ORR LOANS	B of A	WELLS FARGO	CITIBANK	CDFIFA FUND	CSBG ARRA	REFUGEE SECURED CC	TOTAL
Total Loans	36	336	9	46	21	15	19	39	521
Outstandings	32	47	9	11	9	14	15	2	139
Paid in Full	3	239	0	35	11	1	4	37	330
Bad Debts	0	41	0	0	1	0	0	0	42
Cancelled	1	8	0	0	0	0	0	0	9
In Collection	0	1	0	0	0	0	0	0	1

AMOUNT OF LOANS	CITY OF FRESNO	ORR LOANS	B of A	WELLS FARGO	CITIBANK	CDFIFA FUND	CSBG ARRA	REFUGEE SECURED CC	TOTAL
Loan Funding	500,000	713,160	106,000	200,000	700,000	600,000	720,586	30,000	3,569,746
Loan Interest Income	-	283,684	21,550	31,739	52,958	13,784	6,786	-	410,501
Late Fee	-	8,658	6	6,232	510	630	82	-	16,119
Other Income	-	965	150	975	10,693	6,486	7,261	-	26,531
Total Funding	500,000	1,006,467	127,706	238,946	764,161	620,900	734,715	30,000	4,022,896
Outstanding Principal Balance	323,906	359,137	109,975	71,044	567,789	531,898	502,858	600	2,467,208
Less: Expenses	-	(232,146)	-	(17,293)	(55,289)	(11,423)	(961)	-	(317,132)
Available Loan Balance	-	415,184	17,732	150,609	141,083	77,579	230,877	29,400	1,062,464
In Collection	-	59,377	-	-	-	-	-	-	59,377
Write Off / Bad Debts	-	147,219	-	-	12,396	-	-	-	159,615
Reserve for Bad Debts	-	141,447	-	-	-	-	-	-	141,447
Loan Disbursed	500,000	2,397,401	111,956	407,639	1,120,680	601,285	720,573	11,700	5,871,234
Principal YTD Payment	176,094	2,038,264	1,982	336,594	552,891	69,387	217,715	11,100	3,404,026

Fresno CDFI
2010 Funding Report

Funder	Type	Amount	Description	Status
Americorps VISTA Program	Grant	In-Kind	3 year project - annual renewal. Fresno CDFI hosts one Americorps VISTA member who is charged with developing special projects. Member starts service on January 28, 2011.	Approved
Bank of America	Grant	\$9,900	Solicited through loan committee member Messe Yilma for the remainder of the cost to purchase Laserpro loan documentation software - a total cost of \$17,400. Pending decision.	Pending
Citibank	Grant	\$20,000	Micro-enterprise Development Program Support	Approved
Office of Refugee Resettlement	Grant	\$241,300	Restricted for refugee-owned businesses. Annual apportionment of a 5-year project that ends 9/30/2012.	Approved
Rabobank	Grant	\$7,500	Funding was solicited through loan committee member Debi Englebrecht. The money helped defray the cost of purchasing Laserpro loan documentation software - a total cost of \$17,400.	Approved
SBA Microlender	Loan	\$271,300	10 year loan. Interest based on 5-year Treasury note at time of closing (2.125%) with an 2% interest buydown in the 1st year. Buydown in subsequent years depends upon the average loan portfolio, incentivizing microloans under \$10,000. Establishes Fresno CDFI as a SBA 'intermediary microlender'. Maximum loan amount: \$50,000.	Approved
USDA Rural Microentrepreneur Assistance Program	Loan	\$500,000	10 year - 2% loan. Establishes Fresno CDFI as a USDA 'rural micro-lender'. Establishes a loan-loss reserve comprised of 5% of all USDA loans. Funds are restricted to micro-enterprises, defined as companies with less than 10 employees, located in unincorporated area or a city with less than 50,000 population. Maximum loan amount: \$50,000.	Approved
USDA Rural Microentrepreneur Assistance Program	Grant	\$105,000	Providing technical assistance to rural microenterprises. Includes a subcontract with Fresno Area Hispanic Foundation to provide marketing and business development support.	Approved
Wells Fargo	Grant	\$25,000	Micro-enterprise Development Program Support	Approved

**EOC/ Local Conservation Corps
Advisory Committee
Special Meeting Minutes
December 16, 2010**

Gary Newmark, Chairperson	P	James Hackett, Vice- Chairperson/Darlynn Qualls	A
Dr. Lee Farley	A	Frank Rodriguez	A
Dr. Mark Wilson/Rena Faila	P	Sharon Loving	A
Jerry Haynes/Randall Cooper/Heather Heinks/Paul Melikian	A	Pastor Rufus Fruge	P
Edward Hines, LCC/YouthBuild Senate Council President	P	Daniel Renteria	A
Homer Leija	P	George Finely	P
Randy Kevorkian	A		

Guest:

Daniel S. Espinoza, MSW/ACSW, DSE Consulting Services

Staff:

Naomi Quiring-Mizumoto, Assistant Executive Director

Shawn Riggins, LCC Director

Alicia Garcia, Office Manager

Caroline Garcia, YouthBuild Program Manager

Corpsmembers:

Jesse Smittle

I. WELCOME AND CALL TO ORDER

Mr. Gary Newmark, Chairperson, a special session was called to order at 12.33 p.m. Roll was called, and guests, along with staff, and guest introduced themselves. The meeting was held at the Local Conservation Corps Office.

II. REVIEW AND APPROVAL OF MINUTES: AUGUST19 AND NOVEMBER 19, 2010

MOTION APPROVED

III. LCC'S SUBSTANCE ABUSE POLICY

Shawn Riggins presented LCC's substance abuse policy to the Committee for approval. LCC had a strategic planning meeting earlier this year in which staff agreed that LCC needed to implement a substance abuse policy for all program participants. Shawn provided a brief background history regarding the substance abuse and job placement issues at LCC. Shawn introduced Daniel Espinoza from DSE Consulting Services, the firm that will be providing substance abuse assessment, education and treatment services at LCC for corpsmembers. Discussion followed.

Homer Leija motioned to approved the substance abuse policy, Pastor Rufus Fruge second. All in favor.

IV. LCC UNIFORM CHANGE

Shawn Riggins informed the Committee that LCC will be changing the uniform color to navy pant, green shirt, navy jacket (t-shirt for corpsmembers and polo shirt for staff). The Executive and Assistant Executive

Directors have approved this change. Jesse Smittle, Corpsmember, modeled the uniform for the Committee.

V. SMART, CIVIC JUSTICE CORPS (CJC), YOUTHBUILD/DOLC, CAL-EMA YOUTHFUL RE-ENTRY GRANT UPDATE

Shawn Riggins provided the Committee with an update on the SMART and CJC grant applications. In September LCC submitted an application for \$1.289 million dollars to YouthBuild USA for the Start Making a Real Transformation (SMART) program, and application for \$1.5 million dollars to The Corps Network for its Enhanced Civic Justice Corps (CJC) program for a two-year grant period. LCC was the only program nationwide that was awarded both the SMART and CJC funding. However, the National Urban League challenged the Department of Labor's review process, therefore the projects are on hold. Correspondence was received from The Corps Network who has had contact with the Department of Labor and Corps Network staff believes that a final decision will be made next week and that there will be no changes in the awards.

Shawn informed the Committee that LCC also submitted a grant application to the U.S. Department of Labor in the amount of \$1.1 million for LCC's YouthBuild program. LCC proposed partners are the Housing Authorities and Self Help Enterprises. In addition, LCC and Employment & Training will be submitting an application to Cal-EMA in the amount of \$474,000 for job training, this grant will provide training for 40 LCC corpsmembers and services for 20 incarcerated individuals.

Meeting Adjourned 1:27 p.m.

Respectfully Submitted,

Shawn Riggins
EOC Local Conservation Corps Director

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

January 19, 2011

- CALL TO ORDER** The meeting was called to order at 6:39 p.m. by Marcie Santana, CWPC Chairperson.
- ROLL CALL** The roll was called by Lacy Faucett, CWPC Vice-Chairperson. The following members were present: Charles Miranda, Jose Luis Maciel, Belia Castro, Patricia Ceja, Laura Pano, Jeannie Herrera, Grata Padilla, Elizabeth Guajardo, Erika Garcia, Sandra Valdez, Virginia Benavides, Adelina Huizar, Angelica Vasquez, Yoshira Reyna, Leonel Silva, Lacy Faucett, Cristina Estrada Medina, Linda Luna, Velma Lua, Rosie Mahan, Nellie Lopez, Celeste Rodriguez, Diana Heredia, Marcie Santana, Raymond Villanueva, Elisa Castro, Norma Raygoza, Genoveva Rangel, Ernesto Sandoval, Esther Poston, Yeni Lopez, Melanie Contreras, Naomi Torres, Linda Shelton, Ken Licciardello, Lisa Eckman and Tito Lucero. A quorum was present.
- APPROVAL OF PREVIOUS MINUTES** The CWPC Minutes from December 15, 2010 were accepted as written.
- COMMUNITY REPRESENTATIVE REPORTS** Marcie Santana, CWPC Chairperson introduced and welcomed the newly appointed Community Representatives for the 2010-2011 school year.
- The Community Representative are:
- | | |
|------------------|---|
| Chris Kampf | Central Valley Regional Center |
| Linda Shelton | FCEOC Women, Infants and Children (WIC) |
| Ken Licciardello | Supportive Services |
| Lisa Eckman | Fresno County Library |
- Ken Licciardello, Community Representative from Supportive Services informed delegates at tonight's meeting of the services provided to the community. Supportive Services provides childcare services to low-income families who are working, going to school or have an "open CPS" case.
- Mr. Licciardello also shared that Supportive Services has moved to a new location, 5090 N. West Avenue, Fresno; the phone number remains the same.
- EOC BOARD LIAISON REPORT** Tito Lucero, EOC Commissioner informed delegates of the minutes from the EOC Board meetings of November 17, 2010. This information was mailed to delegates prior to tonight's meeting.
- Mr. Lucero shared that at the November 17th meeting under the agenda item Helping People Changes Lives, National Runaway Prevention Month was presented.
- Armorette Stephenson, housed at the Sanctuary Transitional Living Center, was honored. She shared her testimony in how staff helped her to change her life and to become self sufficient. Ms. Shephenson has received a degree from a Junior College and is currently working at CSUF. She was also honored by Mayor Ashley Swearengin as a Volunteer of the Year recipient.

EOC BOARD
LIAISON REPORT
(Cont.)

Mr. Lucero expressed his admiration in how Ms. Stephenson has been able to overcome the struggle in her life to make a better life for herself.

Also recognition was given to Grandma Emma Curtis for her dedication to EOC. EOC had a monument (bench) made and has established a scholarship in her name. Grandma Curtis was a volunteer at the SOUL Program for over 17 years.

Mr. Lucero shared that Grandma Curtis was a remarkable lady and cannot be replaced.

The EOC Board minutes from November 17, 2010 was 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 January 19, 2011 was made by Belia Castro and seconded by Erika Garcia. Motion carried.

MONTHLY
FINANCIAL
STATUS REPORT

Lacy Faucett, CWPC Vice-Chairperson, informed delegates at tonight's meeting of the Monthly Financial Status Report for Head Start and Early Head Start. This report was distributed to delegates at tonight's meeting.

Mr. Faucett reported that the Monthly Financial Status Reports shows all expenditures for the entire Head Start and Early Head Start programs for the month of December 2010 and year-to-date.

Motion to approve the Monthly Financial Status Report for December 2010 was made by Sandra Valdez and seconded by Naomi Torres. Motion carried.

ADA REPORT

Yoshira Reyna, CWPC Eligibility, Recruitment, Selection, Enrollment & Attendance (ERSEA) Chairperson, informed delegates at tonight's meeting of the December 2010 Average Daily Attendance (ADA) Report for Center Base, Home Base areas and Early Head Start program. A revised ADA Report for Home Base areas was distributed to delegates at tonight's meeting.

For December 2010 the ADA for Center Base was at 83% which is below the recommended ADA rate of 85%.

For December 2010 the ADA for Home Base was at 99% which is above the recommended ADA rate of 85%.

For December 2010 the overall ADA for Early Head Start is at 73.6% and for the ARRA Grant the ADA is at 74.6%. Analyses of all areas below the recommended 85% ADA have been done.

Motion to approve the ADA Reports for December 2010 was made by Linda Luna and seconded by Jeannie Herrera. Motion carried.

**2011 FEDERAL
REVIEW**

At this time, Tamala Olsby, Head Start Director informed the delegates of the recent Federal Review that took place the week of January 10-14, 2011. The Federal Review was an "unannounced" visit; this is the first time in the history of the FCEOC Head Start Program that we have had an "unannounced" visit.

The Federal Review consisted of 14 team members. The Federal Review Team conducted of Parent Interviews, Policy Council (Executive Board) Interviews, EOC Board of Commissioners Interviews and Staff Interviews along with checking documents.

Ms. Olsby shared that she thinks that our program had no areas of non-compliance. The Federal Team Leader stressed that our program had many positive strengths.

We will not know the final written outcome of the Federal Review for about 45 days. When this information is received, it will be presented to the CWPC and the EOC Board.

Ms. Olsby gave thanks to everyone for their dedication and involvement in making the 2011 Federal Review a success for the FCEOC Head Start/Early Head Start programs.

**FY 2011 HEAD
START/EARLY
HEAD START
BUDGET
PROCESS**

Manuel Ramirez, Information Systems Administrator, informed delegates of the FY 2011 Head Start/Early Head Start Budget Process. This information was mailed to delegates prior to tonight's meeting.

Mr. Ramirez explained that our yearly program budget is submitted to our Regional Office in September of each year. A requirement of the Head Start and Early Head Start Program is that parents be involved in this annual process as they are in all aspects of the program. Budget training workshops will be held on February 17, 2011 for Home Base and Early Head Start programs and on February 24, 2011 for Center Base program.

Budgets will be reviewed and approved by Local Parent Committees and minutes will be required showing that parents were involved in the approval process.

In addition to these meetings a Budget Development and Process Training Meeting is scheduled for April 14, 2011 at Franklin Head Start from 1:00 p.m. to 2:00 p.m. for all CWPC Budget and Finance Committee members. Notification of this meeting will be sent at a later date to the CWPC Budget and Finance Committee members.

The Final Budget will be presented to the CWPC Board in August and September for their review and approval. The Refunding Application must be mailed by October 1, 2011 to the Regional Office in San Francisco.

**HEALTH SERVICES
COMPLIANCE
REPORTS**

Marie Sani, Health Services Director, informed delegates at tonight's of the Health Services Compliance Report for Center Base and Home Base for the period of August 1, 2010 through December 31, 2010. This information was mailed to delegates prior to tonight's meeting.

The Health Services Compliance Reports indicates the percentage for Physical, Dental Exams and Immunization completed from August 1, 2010 through

**HEALTH SERVICES
COMPLIANCE
REPORTS (Cont.)**

December 31, 2010. These items are compliance issues for every Head Start program nationwide as required by the Performance Standards and State Regulations. At the end of each school year we are required to submit the Program Information Report (PIR) to our national office.

**2011 SELF
ASSESSMENT
PROCESS**

Wyoma Lewis, Family/Community Services Director informed delegates of the upcoming 2011 Self Assessment for the Head Start/Early Head Start program for the 2010-2011 school year. A "Self Assessment Volunteers Are Needed" flyer was mailed to delegates prior to tonight's meeting.

It is a requirement by the Office of Head Start (OHS) that we conduct a Self Assessment each year for the Head Start-Preschool and Early Head Start programs. The 2011 Self Assessment will take place February 22, 2011 through April 5, 2011. The Self Assessment will consist of teams going out to monitor centers and home base areas, interview parents and staff, attend various meetings, etc.

Volunteers are needed to assist in the monitoring for these programs. Volunteers will receive a stipend payment which covers babysitting, mileage and lunch.

We will need a total of eleven (11) parents for:

- Three (3) must be from our Center Base programs.
- Three (3) must be from our Home Base programs.
- Early Head Start will have five (5) parents.

Those parents who are interested in volunteering for the 2011 Self Assessment will notify Lupe Trevino, Parent Involvement Coordinator, at the end of tonight's meeting or call the Head Start Central Office.

At this time, Charles Miranda and Yoshira Reyna shared that they took part in the Self Assessment last year. They both shared that the experience was very rewarding. They were able to visit centers/home base areas and interview parents/staff.

**HEAD START/
EARLY HEAD START
MONTHLY
INFORMATION
REPORT**

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

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

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

ANNOUNCEMENTS

Nellie Lopez, CWPC Parent Planning and Review Committee Chairperson made the following Announcements:

1. February 2, 2011 – Next Executive Board Meeting at Kings Canyon Head Start at 6:00 p.m.
2. February 7, 2011 – Lincoln's Birthday Holiday – No School

- ANNOUNCEMENTS (Cont.)
3. February 16, 2011 - Next CWPC Meeting at Franklin Head Start at 6:30 pm
 4. February 21, 2011 - President's Day Holiday - No School

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Laura Pano and seconded by Lacy Faucett. Motion carried. The business meeting adjourned at 7:29 p.m.

Esther Lepe
Recording Secretary

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

REPORT MONTH: JANUARY 2011

I. Head Start/Early Head Start

Program Information Summary:

1. Head Start and Early Head Start welcomed an "unannounced Federal Review" during the week of January 10, 2011.
2. The Health Services Advisory Committee of the County-Wide Policy Council met on January 25th.
3. Head Start and Early Head Start staff participated in the annual EOC Recognition Luncheon on January 28th.

II. Head Start

Program Information Summary:

1. Senior Management staff participated in a Planning Session on January 18th. Among the topics discussed were our upcoming Summer Enrichment Program, our upcoming Self Assessment and our goals for the 2011 year.

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment 3,019; Monthly ADA: Center base: 84%, Home Base: 96%.

Wait List Total: 1,780.

Analysis of all areas below the recommended 85% ADA, if any, has been done.

Head Start Meals/Snacks:

Total Children: Breakfasts: 13,550, Lunches: 26,699, Snacks: 13,180.

III. Early Head Start

Program Information Summary:

1. Center Base staff conducted their semi-annual home visits the first week of January.
2. The home visitation staff participated in a Lamaze Labor Support Specialist Training January 5th, 6th, and 7th.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment Basic: 155; Monthly ADA: Center base: 78.3%, Home Base: 76.1%.

Monthly Enrollment ARRA: 153; Monthly ADA: Center base: 73.0%, Home Base: 82.3%.

Wait List Total: 625.

Analysis of all areas below the recommended 85% ADA, if any, has been done.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 481, Lunches: 504, Snacks: 425.

IV. Communication and Guidance from the HHS Secretary:

The following communications were issued in January 2011 from the Office of Head Start:

1. Federal Register Alert (January 10, 2011): This alert announced the publication of the newly revised Head Start Child Outcomes Framework, renamed the Head Start Development and Learning Framework.
2. Announcement (January 20, 2011): This announcement differentiates between poverty thresholds and poverty guidelines that are used with Federal programs. It also posts the 2011 HHS Poverty Guidelines.
3. Message from Acting Asst. Secretary, David Hansell (January 21, 2011): David Hansell writes a eulogy for Sargent Shriver who took the lead during the War on Poverty which led to the creation of Head Start.

Submitted By:

Tamala Olsby
Head Start Director

Kathleen Shivaprasad
Early Head Start Program Director

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

Description	Head Start - Basic				Head Start - T & TA			
	Annual Budget	Monthly Expenses	YTD Expenses	Balance Remaining	Annual Budget	Monthly Expenses	YTD Expenses	Balance Remaining
Personnel	\$14,875,924	\$1,484,762	\$13,281,568	\$1,594,356	\$27,343	\$2,472	\$26,050	\$1,293
Fringe Benefits	5,617,518	518,433	5,169,078	448,440	13,177	1,133	13,139	38
Total Personnel	20,493,442	2,001,185	18,450,646	2,042,796	40,520	3,606	39,189	1,331
Travel	6,577	0	10,737	(4,160)				
Equipment*	221,094	0	162,134	58,960				
Supplies*	433,899	6,128	418,646	15,253	13,877	295	3,926	9,951
Contractual	144,971	4,195	119,612	25,359	265	0	208	67
Other:								
Food Cost	610,893	58,418	475,449	135,444				
Transportation	811,938	1,173	678,461	133,477				
Staff Mileage	307,320	29,916	259,174	48,146				
Field Trip	24,286	1,893	17,029	7,257				
Field Trip Transportation	8,079	0	4,739	3,340				
Space	741,211	58,599	767,409	(26,198)				
Utilities	192,348	1,299	155,937	36,411				
Phone	92,800	4,999	40,835	51,965				
Printing/Copies	88,350	959	60,239	28,111				
Repair/Maintenance	360,808	6,535	381,754	(20,946)				
Janitorial Services Including Supplies	721,952	15,888	656,594	65,358				
Advertisement/Recognition Children and Parents plus Liability Insurance Incentives for Parents	149,095	11,105	159,831	(10,736)				
Parent Involvement:								
Babysitting/Supplies	41,606	3,197	28,838	12,770				
CWCP:								
Transportation	9,581	147	6,395	3,186				
Babysitting	7,644	185	7,423	221				
Supplies	10,998	417	6,294	4,704				
Security	900	0	810	90				
Other Costs*	748,101	7,368	112,722	635,379				
Mandated Training *					35,417	3,324	27,832	7,585
Program Quality/Improvement Priority Training					98,016	0	87,000	11,016
Staff Development/Program Enhancement					20,462	0	18,611	1,851
Total Non-Personnel	26,227,893	202,098	3,819,931	22,407,962	168,037	3,619	137,577	30,460
Indirect Cost*	1,562,853	0	1,360,567	202,286	12,722	0	10,483	2,229
Total Federal Expenditures	\$27,790,746	\$2,213,606	\$24,342,273	\$3,448,473	\$221,279	\$7,225	\$187,259	\$34,020
% of Annual Budget			88%				85%	
Non-Federal Share	\$6,947,687	\$553,402	\$6,085,568	\$862,118	\$55,320	\$1,806	\$46,814	\$8,505

Credit Card Expenses:

October: \$6,989

Global Interpretation Training - EHS \$2,589

Travel within California Lodging for 7 staff \$3,047

Travel to Dallas TX Airfare for 2 staff \$1,353

November: \$1,917

Travel to Phoenix AZ Airfare for 6 staff \$1,475

Travel to Nashville TN Lodging for 2 staff \$442

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

Description	Early Head Start - Basic				Early Head Start - T & TA			
	Annual Budget	Monthly Expenses	YTD Expenses	Balance Remaining	Annual Budget	Monthly Expenses	YTD Expenses	Balance Remaining
Personnel	\$2,012,515	\$196,921	\$1,838,054	\$174,461				
Fringe Benefits	709,592	60,732	650,150	59,442				
Total Personnel	2,722,107	257,653	2,603,204	233,903				
Travel								
Equipment*	145,000	0	90,782	54,218				
Supplies*	294,077	1,317	221,602	72,475	9,322	0	2,064	7,258
Contractual	23,211	763	17,593	5,618	60	0	38	22
Other:								
Food Cost	148,451	2,196	37,010	109,441				
Transportation		0	0	0				
Staff Mileage	35,481	3,036	30,854	4,627				
Field Trip	1,830	0	310	1,520				
Field Trip Transportation	1,350	0	0	1,350				
Space	173,423	10,844	136,500	36,923				
Utilities	16,345	65	8,764	7,581				
Phone	25,774	1,464	32,597	(6,823)				
Printing/Copies	14,837	0	0	14,837				
Repair/Maintenance	10,879	0	6,928	3,951				
Janitorial Services including Supplies	54,827	3,108	50,896	3,931				
Advertisement/Recognition Children and Parents plus Liability Insurance	16,746	0	2,112	14,634				
Incentives for Parents	2,030			2,030				
Parent Involvement:								
Babysitting/Supplies		51	2,200					
CWCP:								
Transportation	4,904			4,904				
Babysitting	2,077			2,077				
Supplies	2,687			2,687				
Security				0				
Other Costs*	1,333,662	1,355	1,272,184	61,478				
Mandated Training *					118,072	14,841	126,360	(8,288)
Program Quality/Improvement Priority Training					13,124	0	10,579	2,545
Staff Development/Program Enhancement					27,779	0	30,005	(2,226)
Total Non-Personnel	2,305,591	24,199	1,910,332	395,259	168,357	14,841	169,046	(689)
Indirect Cost*	223,295	0	191,702	31,593	6,052	0	1,992	4,060
Total Federal Expenditures	\$5,250,993	\$281,852	\$4,705,238	\$545,755	\$174,409	\$14,841	\$171,038	\$3,371
% of Annual Budget			90%				98%	
Non-Federal Share	\$1,312,748	\$70,463	\$1,176,310	\$136,439	\$43,602	\$3,710	\$42,760	\$843

Credit Card Expenses:

October: \$6,989

Global Interpretation Training - EHS \$2,589

Travel within California Lodging for 7 staff \$3,047

Travel to Dallas TX Airfare for 2 staff \$1,353

November: \$1,917

Travel to Phoenix AZ Airfare for 6 staff \$1,475

Travel to Nashville TN Lodging for 2 staff \$442

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

Description	Head Start - Basic				Head Start - T & TA			
	Annual Budget	Monthly Expenses	YTD Expenses	Balance Remaining	Annual Budget	Monthly Expenses	YTD Expenses	Balance Remaining
Personnel	\$14,875,924	\$1,497,809	\$14,779,377	\$96,547	\$27,343	\$2,723	\$28,773	(\$1,430)
Fringe Benefits	5,617,518	513,502	5,662,580	(65,062)	13,177	1,322	14,461	(1,284)
Total Personnel	20,493,442	2,011,311	20,461,957	31,485	40,520	4,045	43,234	(2,714)
Travel	6,577	1,994	12,731	(6,154)				
Equipment*	221,084	24,412	188,546	34,548				
Supplies*	433,899	84,671	503,317	(69,418)	13,877	0	3,926	9,951
Contractual	144,971	67,507	187,119	(42,148)	265	36	244	21
Other:								
Food Cost	610,893	20,838	496,387	114,506				
Transportation	811,938	73,159	751,620	60,318				
Staff Mileage	307,320	28,235	287,409	19,911				
Field Trip	24,286	2,926	19,955	4,331				
Field Trip Transportation	8,079	0	4,739	3,340				
Space	741,211	98,297	865,706	(124,495)				
Utilities	192,348	14,410	170,347	22,001				
Phone	92,800	3,598	44,433	48,367				
Printing/Copies	88,350	17,153	77,392	10,958				
Repair/Maintenance	360,808	31,009	412,783	(51,955)				
Janitorial Services including Supplies	721,952	60,057	736,651	(14,699)				
Advertisement/Recognition Children and Parents plus Liability Insurance	149,095	19,465	179,298	(30,201)				
Incentives for Parents								
Parent Involvement:								
Babysitting/Supplies	41,606	4,923	33,759	7,847				
CWCP:								
Transportation	9,581	1,002	7,397	2,184				
Babysitting	7,644	925	8,348	(704)				
Supplies	10,898	812	7,106	3,892				
Security	900	(810)	0	900				
Other Costs*	748,101	8,678	122,400	625,701				
Mandated Training *					35,417	3,507	31,339	4,078
Program Quality/Improvement Priority Training					98,016	8,860	95,860	2,157
Staff Development/Program Enhancement					20,462	(505)	18,106	2,356
Total Non-Personnel	26,227,893	405,777	4,225,708	22,002,185	168,037	11,898	149,475	18,563
Indirect Cost*	1,562,853	289,432	1,649,999	(87,146)	12,722	2,057	12,550	172
Total Federal Expenditures	\$27,790,746	\$2,885,104	\$27,227,377	\$563,369	\$221,279	\$18,000	\$205,259	\$16,021
% of Annual Budget			98%				83%	
Non-Federal Share	\$6,947,687	\$721,276	\$6,806,844	\$140,842	\$55,320	\$4,500	\$51,315	\$4,005

Credit Card Expenses: December 2010 - \$2,377
 Registration with CA HeadStart \$199
 Travel to Florida Lodging for 1 staff \$237
 Out-of-State travel for 3 staff \$1,941

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

Description	Early Head Start - Basic				Early Head Start - T & TA			
	Annual Budget	Monthly Expenses	YTD Expenses	Balance Remaining	Annual Budget	Monthly Expenses	YTD Expenses	Balance Remaining
Personnel	\$2,012,515	\$177,498	\$2,015,550	(\$3,035)				
Fringe Benefits	709,592	85,157	735,307	(25,715)				
Total Personnel	2,722,107	262,653	2,750,857	(28,750)				
Travel								
Equipment*	145,000	22,540	113,322	31,678				
Supplies*	294,077	70	221,672	72,405	9,322	9	2,073	7,249
Contractual	23,211	1,806	19,199	4,012	60	16	54	6
Other:								
Food Cost	146,451	957	37,967	108,484				
Transportation								
Staff Mileage	35,481	2,663	33,517	1,964				
Field Trip	1,830	0	310	1,520				
Field Trip Transportation	1,350	0	0	1,350				
Space	173,423	11,122	147,622	25,801				
Utilities	16,345	197	8,951	7,384				
Phones	25,774	3,022	35,619	(9,845)				
Printing/Copies	14,837	0	0	14,837				
Repair/Maintenance	10,879	40	6,968	3,911				
Janitorial Services including Supplies	54,827	2,279	53,175	1,652				
Advertisement/Recognition Children and Parents plus Liability Insurance	16,746	281	2,393	14,353				
Incentives for Parents	2,030	0	0	2,030				
Parent Involvement:								
Babysitting/Supplies								
CWCP:								
Transportation	4,904	2,200	2,200	2,704				
Babysitting	2,077	3,206	3,206	(1,129)				
Supplies	2,687	460	460	2,227				
Security				0				
Other Costs*	1,333,662	125	1,272,309	61,353				
Mandated Training *					118,072	180	126,540	(8,468)
Program Quality/Improvement Priority Training					13,124	20	10,599	2,525
Staff Development/Program Enhancement					27,779	42	30,047	(2,268)
Total Non-Personnel	2,305,591	50,768	1,958,900	346,691	188,357	267	169,313	(956)
Indirect Cost*	223,295	51,304	243,006	(19,711)	8,062	810	2,802	3,250
Total Federal Expenditures	\$5,250,993	\$364,725	\$4,952,763	\$298,230	\$174,409	\$1,077	\$172,115	\$2,294
% of Annual Budget			94%				99%	
Non-Federal Share	\$1,312,748	\$61,881	\$1,238,191	\$74,558	\$43,602	\$269	\$43,029	\$574

Credit Card Expenses: December 2010 - \$2,377
 Registration with CA HeadStart \$199
 Travel to Florida Lodging for 1 staff \$237
 Out-of-State travel for 3 staff \$1,941

Fresno County Economic Opportunities Commission
 Head Start/Early Head Start Financial Status
 Monthly Report
 January 2011

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	\$15,388,037	\$1,323,340	\$1,323,340	\$14,064,697	\$28,398	\$2,359	\$2,359	\$26,039
Fringe Benefits	5,693,583	416,913	416,913	5,276,670	13,459	958	958	12,501
Total Personnel	21,081,620	1,740,253	1,740,253	19,341,367	41,857	3,317	3,317	38,540
Travel	5,044		0	5,044				
Equipment*				0				
Supplies*	442,089	15,732	15,732	426,357	17,686	0	0	17,686
Contractual	185,720	4,763	4,763	180,957	265	0	0	265
Other:								
Food Cost	559,553	25,846	25,846	533,707				
Transportation	786,012	950	950	785,062				
Staff Mileage	309,859	16,199	16,199	293,660				
Field Trip	28,988	0	0	28,988				
Field Trip Transportation	8,344	0	0	8,344				
Space	837,293	57,404	57,404	779,889				
Utilities	201,168	1,492	1,492	199,676				
Phone	68,172	2,533	2,533	65,639				
Printing/Copies	86,850	0	0	86,850				
Repair/Maintenance	389,040	1,180	1,180	387,860				
Janitorial Services including Supplies	795,290	14,230	14,230	781,060				
Advertisement/Recognition Children and Parents plus Liability Insurance Incentives for Parents	169,874	1,564	1,564	168,310				
Parent Involvement:								
Babysitting/Supplies	40,506	707	707	39,799				
CWCP:								
Transportation	10,990	0	0	10,990				
Babysitting	10,980	0	0	10,980				
Supplies	7,002	251	251	6,751				
Security	900	0	0	900				
Other Costs*	94,592	895	895	93,697				
Staff Training					112,336	275	275	112,061
Parent Training					35,630	650	650	35,080
Total Non-Personnel	26,099,484	143,746	143,746	25,955,738	165,917	825	825	165,092
Indirect Cost*	1,696,466	0	0	1,696,466	13,505	0	0	13,505
Total Federal Expenditures	\$27,795,950	\$1,884,000	\$1,884,000	25,911,950	\$221,279	\$4,143	\$4,143	217,136
% of Annual Budget			7%				2%	
Non-Federal Share	\$6,948,988	\$471,000	\$471,000	\$6,477,988	\$55,320	\$1,036	\$1,036	\$54,284

Credit Card Expenses: January 2011
 Statement is pending and will be reported next month

Fresno County Economic Opportunities Commission
 Head Start/Early Head Start Financial Status
 Monthly Report
 January 2011

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	\$2,012,515	\$191,314	\$389,542	\$1,622,973				
Fringe Benefits	698,650	50,701	125,201	492,740				
Total Personnel	2,709,165	242,015	514,743	2,115,713				
Travel								
Equipment*	145,000	23,050	23,050	121,950				
Supplies*	303,686	2,912	2,912	300,774	3,961	0	0	3,961
Contractual	23,211	2,918	3,226	19,985	61	0	0	61
Other:								
Food Cost	161,142	438	2,975	158,167				
Transportation				0				
Staff Mileage	35,481	1,866	5,442	30,039				
Field Trip	1,830	59	59	1,771				
Field Trip Transportation	1,350	0	0	1,350				
Space	138,081	12,354	21,176	116,905				
Utilities	12,805	1,214	1,054	11,751				
Phone	22,162	1,174	1,025	21,137				
Printing/Copies	13,937	1,037	1,037	12,900				
Repair/Maintenance	4,051	304	304	3,747				
Janitorial Services including Supplies	54,827	3,833	6,003	48,824				
Advertisement/Recognition Children and Parents plus Liability Insurance	15,889	94	94	15,795				
Incentives for Parents	775	0	0	775				
Parent Involvement:								
Babysitting/Supplies	1,704	74	152	1,552				
CWCP:								
Transportation	384	0	0	384				
Babysitting	396	0	0	396				
Supplies	824	119	119	805				
Security	1,572	0	0	0				
Other Costs*	1,334,539	1,045	1,045	1,333,494				
Staff Training					40,000	4,024	4,024	35,976
Parent Training					4,061	165	165	3,896
Total Non-Personnel	2,273,746	52,288	69,674	2,204,072	48,063	4,189	4,189	43,894
Indirect Cost*	227,421	18,379	18,379	209,042	3,125	0	0	3,125
Total Federal Expenditures	\$5,210,332	\$312,684	\$602,794	4,607,538	\$51,208	\$4,189	\$4,188	\$47,018
% of Annual Budget			12%				8%	
Non-Federal Share	\$1,302,583	\$78,170	\$150,699	\$1,151,885	\$12,802	\$1,047	\$1,047	\$11,755

Credit Card Expenses: January 2011
 Statement is pending and will be reported next month

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

Executive Plaza 1920 Mariposa Mall Suite 310

Tuesday, February 8, 2011

MINUTES

I. Meeting called to order by Dr. Michael Petrovich at 8:17 a.m.

II. Roll call facilitated by Dr. Michael Petrovich

Voting Members	Present	Excused	Absent	Non-Voting Members	Present	Excused	Absent	Staff	Present	Excused	Absent	Guests
Daren Miller, Community Rep., FCEOC Commissioner	X			Debra Odum			X	Naomi Mizumoto	X			
Louise Symonds, Community Rep	X							Brian Angus		X		
Mike Petrovich Ph.D, Chair Mental Health Rep	X											
Preston Prince, Community Rep	X											
Jeanne Starks, Law Enforcement – Juvenile Probation Rep			X									
Terry Allen Ed.D., Retired Teacher Rep	X											
Jimi Rodgers FCEOC Commissioner	X											
Victor Villar, Ed Rep FCEOC Commissioner	X											
Principal, Mark A Wilson	X											
Student Rep			X									
Student Rep Ernest Gonzalez			X									
Alternate Student Rep												
Shawn Riggins, Dir. LCC Alternate Rep LCC			X									
Bill Johnson, Director FCOE Court & Comm Schools – Education Rep			X									
Courtney Griffin, Staff Rep	X											
Joseph Turner, Teacher Rep	X											
Rena Failla, Staff Rep.	X											
Sam Hairston, Career	X											
Richard Mason, Independent Study Rep	X											
Parent Rep Ernest Gonzales			X									
Alt Parent Rep: Rose Vidales												

III. **Approval of Minutes**

December minutes were approved as read. M/S/C Rodgers/Failla

IV. **SOUL Updates**

Dr. Wilson reported on SOUL's demographic information for the school enrollments, attendance, academic highlights, activities and updates as reflected in the Principal's report. Enrollment has decreased in the Independent Study Program, which did not experience an increase in enrollment that historically occurs for the Spring semester.

The California High School Exit Exam (CAHSEE) is scheduled to be administered March 8 & 9. This year the Standardized Testing and Reporting (STAR) test window begins one week prior to spring break and resumes when students return. Students will also have another opportunity to sit for the CAHSEE in May.

On Thursday, February 3rd, SOUL sponsored an Open House / Parent Meeting. Approximately 100 students and their families attended the event. Each family had an opportunity to attend a general session, meet their child's teacher, tour the classrooms and enjoy a home cooked meal. The event was very successful.

Tuesday, February 22nd is a staff inservice day. Teaching staff will participate in a full-day workshop focused on Instructional Strategies for English Learners.

Daren Miller suggested that SOUL staff celebrate student success on recent CAHSEE and CELDT tests at a future assembly.

V. **Student Updates**

Sam Hairston shared some of the activities that students participated in during the months of January and February.

- A representative from Fresno City College will be assisting our seniors in filling out the Fresno City

- College FAFSA/Scholarship applications in preparation for fall semester.
- On January 21 the students attended an assembly honoring Martin Luther King.
- The Fresno Youth Service Council Director and the Executive Director of the Multi-Cultural Center spoke to the Careers class on January 26.
- The Careers class has the opportunity to participate in job shadowing at the AT&T Service Center.
- On Friday, February 18, SOUL students will be attending an assembly in honor of Black History month.
- Fresno City College Placement Test will be administered at SOUL on March 16, 2011

VI. 2009/2010 School Accountability Report Card

Dr. Wilson presented the finalized 2009-2010 School Accountability Report Card (SARC) to the Governing Council. The SARC report, which is required by law to be published by February 1 of each year, contains information about the condition and performance of each California public school.

VII. WASC Action Plan

Dr. Wilson presented through Powerpoint Chapters 4 and 5 of the 2011 Western Accreditation of Schools and Colleges (WASC) Self-Study Focus on Learning Action Plan. Chapter 4 describes the Schoolwide Areas of Strength and Schoolwide Areas for Growth. Chapter 5 delineates four goals that focus on increasing the California High School Exit Exam (CAHSEE) 11TH & 12TH grade pass rate; low math and reading levels; student average daily attendance (ADA) to enrollment in both seated and independent study; and the percentage of parent involvement especially with our independent study program.

Council members requested an electronic copy of the WASC document.

The WASC visiting team will be at SOUL April 10-13. A reception will be held on Sunday, April 10 from 2:00-5:00 pm for the WASC team to have an opportunity to meet Governing Council members, parents, students, board members and staff. On Tuesday, April 12 the WASC Visiting team will attend the Governing Council meeting which will be held at the Sanctuary in the Theater. Additionally, in the evening on April 12th a Parent meeting will be held at the Sanctuary. A WASC exit meeting will be scheduled for April 13th.

VIII. Other Business

Welcome EOC commissioners Daren Miller and Victor Villar that represent the EOC Board of Commissioners on SOUL's Governing Council. Thank you Mr. Tim Bakman and Dr. Lee Farley for the years of dedication and service you have given SOUL. A motion to accept Preston Prince as a new community member to the SOUL Governing Council M/S/C Failla/Allen

A motion to change the next Governing Council meeting from March 8th to Tuesday, March 22nd. M/S/C Allen/Miller

The Curriculum sub-committee is scheduled to report to the Governing Council at the March meeting. Dr. Wilson will contact sub-committee members, Terry Allen, Victor Villar, and Richard Mason to schedule a lunch meeting prior to the March meeting. Victor Villar has been appointed to replace Dr. Mae Rogers.

IX. Public Comment

None at this time

X. Adjournment of meeting

Meeting adjourned at 9:33 am M/S/C Symonds/Allen

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Vongsavanh Mouanoutoua
Chairperson

Brian Angus
Executive Director

Date: February 23, 2011	Program: Planning & Resource Development
Agenda Item No.:	Associate Executive Director: Paul McLain-Lugowski
Item: Budget/Legislative Report	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Executive Director: Brian Angus

RECOMMENDED ACTION:

Information only.

BACKGROUND:

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

Community Action Agencies and agencies generally engaged in human and economic service efforts were met with starkly contrasted news during this month. While the President's 2012 budget proposal, released February 14th brought good news to some, the House Majority's proposal to fund FY 2011 was almost unilaterally devastating. First the sobering news:

House Majority 2011 Proposal would cut domestic discretionary spending (12% of the federal budget) roughly 21% - to 2008 levels, though many lawmakers prefer cuts to 2006 levels and that these cuts be maintained throughout the next ten years. The proposed reductions would be \$60.9 billion less than the 2010 budget (which is in effect as the result of a series of Continuing Resolutions, the most recent to expire March 4), and \$99.6 billion less than the President's request for 2011. Some of the cuts important to Fresno EOC, include:

- WIC, to \$6.5 billion, a cut of \$747 million
- Head Start - \$1 billion cut (21%). Cuts 27,000 slots and 6,000 staff in California
- CSBG, cut by \$405 million, effectively eliminating funding for the balance of the fiscal year
- LIHEAP contingency fund cut by 66%, or \$390 million
- Job training cuts of \$1.4 billion
- CDFI cut 80%, or by \$197 million
- Substance abuse treatment cuts of \$200 million



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- Title 1 K-12 education for low-income students, cut by \$694 million
- Commodity Supplemental Food Program, cut by \$20 million, to \$151 million
- Elimination of the Hunger Free Communities Grant program – to which EOC applied
- Elimination of Community Gardens program
- Elimination of YouthBuild, Reintegration of Ex-Offenders, Green Jobs Innovation Fund
- Elimination of Family Planning, Title X
- Elimination of Office of Adolescent Health Teen Pregnancy Prevention Program
- Elimination of the Mentoring of Children of Prisoners
- FEMA Emergency Food and Shelter programs cut by 50%, or \$100 million
- **However, the proposal increases** Veterans Health Care by \$3.7B, Homeland Security by \$1.2B and Defense by \$9 Billion
- **Spares** most federal Homeless Assistance funding
- **The Senate and President are not expected to accept these measures in full.**
- *From the Center on Budget and Policy Priorities – "...policymakers could significantly reduce the real risk of rising deficits and debt after this decade simply by following current law and allowing the 2001 and 2003 tax cuts to expire at the end of 2012, as scheduled. The extension of these tax cuts beyond 2010 largely account for the \$414 billion increase in CBO's deficit projection."*

President's 2012 Budget

- Incredibly, a huge set back, was the President's plan to cut CSBG by 50% and distribute the remaining dollars on an open, competitive basis.
- Cut in half the Mentoring Children of Prisoners program
- Reduced by \$144 million Juvenile Justice Programs
- **However,**
- Provided \$939 million for homeless and at-risk veterans
- \$120 million for evidence-based Teen Pregnancy Prevention programs
- \$327 million for Title X Family Planning services
- \$5 million increase for the Runaway and Homeless Youth Act, to \$121 million, with the increase specifically earmarked for human trafficking of runaway, homeless youth
- \$580 million increase for Homeless Assistance Funding under the HEARTH Act (Homeless Emergency and Rapid Transition to Housing). Total \$2.37 billion
- \$12.5 million increase for YouthBuild, to \$115 million
- \$109 million increase for the Corporation for National Service (AmeriCorps), to \$1.26B
- Level funding (\$65 million) for Education of Homeless Youth and Children Program

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From the Bureau of Labor Statistics: U.S. Unemployment: 9% (January), a month-month decrease of .4% and the lowest rate in 21 months. Job growth, however, remains sluggish, with blizzards affecting the economy. Construction and transportation payrolls fell, while retail and manufacturing employment rose. The net was a gain of just 36,000 positions. The economy needs to consistently add at least 100,000 new jobs each month just to keep up with the expanding population.

From the State EDD: CA Unemployment: 12.5%, up .1% over last month.

Fresno County Unemployment: 17.2%, up from 16.97% last month. Ranks 45th among California's 58 counties.

State Budget/Bills of Interest

- Governor Brown has released his 2011-12 budget proposal, as required. Now begins the lengthy process of review, analysis, hearings, and legislative maneuvering leading to an approved budget. A key provision of the Governor's budget is his plan for a June election to extend sales, vehicle, and income tax increases which, together with his proposed cuts, would close the estimated \$26.4 billion state budget deficit. Getting the tax extension on the ballot would require both legislative, and ultimately voter approval. Items of particular concern:
 - **\$716 million cut to Child Care** – Could cause child care co-pays to run as high as 60% of gross monthly income, effectively removing these adults from the workforce. Add to that job losses to child care providers.
 - Californians paid \$47,102 last year to support each adult prisoner. Compare this to the cost of a pre-school enrollment for a year, which was \$3,800. The irony: studies show that children with a pre-school experience are less likely to be incarcerated.
- SB 148, the Clean Technology and Renewable Energy Job Training, Career Technical Education, and Dropout Prevention Program would create a special fund in the amount of \$8 million a year for five years through the California Energy Commission to fund 90 high school academies in clean-tech and renewable energy.

BDPES11 EOC EXECUTIVE DIRECTORS REPORT