



Fresno County **Economic Opportunities Commission**
Helping People. Changing Lives.

Vongsavanh Mouanoutoua
 Board Chair

Brian Angus
 Executive Director

BOARD OF COMMISSIONERS MEETING
EOC BOARD ROOM, SUITE 310
Wednesday, November 16, 2011, 7:00 p.m.
AGENDA

	Presenter	Motion	Page
I. <u>CALL TO ORDER</u>	Mouanoutoua		
II. <u>ROLL CALL</u>	Angus		
III. <u>HELPING PEOPLE. CHANGING LIVES.</u> Workforce Connection – Jesus Alonzo	Davis		
IV. <u>APPROVAL OF PREVIOUS MINUTES</u> October 26, 2011 Meeting Minutes	Mouanoutoua	Approve	2
V. <u>COMMITTEE REPORTS</u>			
A. PENSION COMMITTEE November 3, 2011 Meeting Minutes - Draft	Lucero	Accept	5
B. FINANCE COMMITTEE November 8, 2011 Meeting Minutes Quarterly Financial Reports	Magdaleno	Accept Approve	7 10
C. SCREENING COMMITTEE Community Sector Appointment Recommendations Target Area Election Update/Elected Official Reappointments	Leija	Accept	Handout Handout
D. BYLAWS COMMITTEE Action to adopt/accept amended bylaws	Leija	Accept	19
VI. <u>ADVISORY BOARDS</u>			
A. Head Start County Wide Policy Council 1. October 19, 2011 Meeting Minutes 2. October 2011 PIR Report		Accept	33 37
B. Sanctuary and Youth Services 1. October 6, 2011 Meeting Minutes		Accept	38
VII. <u>ACTION ITEMS</u>	Mouanoutoua	Approve	
A. Community Services 1. AARP Hunger Grant (50 + On the Fast Track for Food Access)			40
B. Employment and Training 1. AARP Foundation 50+ On Ramp Grant Application			45
C. Sanctuary and Youth Services 1. Continuation Application for Transitional Living Program to HHS for TLC-1 2. "Making Spirits Bright" Holiday Event proposals			47 49
D. Early Head Start 1. Fiscal Year 2012 Supplemental Reprogramming Application			50
E. School Age Child Care 1. Fiscal Year 2012-13 Continued Funding Application for School Age Child Care			57
F. Health Services / Tattoo Removal 1. Cal EMA (Gang Tattoo Removal Program)			58



Fresno County **Economic Opportunities Commission**
Helping People. Changing Lives.

Vongsavanh Mouanoutoua
Board Chair

Brian Angus
Executive Director

VIII. EXECUTIVE DIRECTOR'S REPORT

- A. Budget/Legislative Report
- B. Grant Tracker
- C. Media Outreach and Calendar of Events

Angus

Information

60
Handout
64

IX. COMMISSIONER COMMENTS

X. OTHER BUSINESS/PUBLIC COMMENTS

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

XI. ADJOURNMENT

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	X	X	X	X	E	X	X		
Tim Bakman	12/31/11	14 th Senatorial District	X	X	X	X	E	X	X	E		
Charles Bailey, Jr.	12/31/12	Target Area E	X	X	X	X	X	X	X	E		
Yesenia Z. Carrillo	12/31/12	Target Area H	V	V	X	X	O	O	X	X		
Sandy Cha	12/31/12	Wells Fargo	E	X	X	E	E	X	X	X		
Dr. Lee Farley	12/31/11	Community Colleges	X	X	X	X	X	X	X	X		
George A. Finley, Sr.	12/31/12	Board of Supervisors	X	X	X	E	X	X	X	X		
Pastor Rufus Fruge	12/31/12	Central Valley Ministries Alliance	X	E	X	X	X	X	X	X		
Charles Garabedian, Jr.	12/31/11	Malaga County Water District	X	X	X	X	X	E	X	E		
Julia Hernandez (Alt.)	12/31/11	Target Area A	X	X	X	X	X	E	X	X		
Richard Keyes	12/31/11	Mayor's Appointment	X	X	X	X	X	X	X	X		
J. Homer Leija	12/31/11	Target Area C	X	X	O	X	X	X	X	X		
Tito A. Lucero	12/31/12	Head Start County-Wide Policy Council	E	X	X	X	X	X	X	X		
Marina Magdaleno	12/31/11	Board of Supervisors	X	X	E	X	E	X	X	X		
Rev. Paul McCoy	12/31/11	NAACP	X	X	X	X	X	X	X	X		
Daren A. Miller	12/31/12	Target Area F	X	X	X	X	X	X	X	X		
Vongsavanh Mouanoutoua	12/31/11	Lao Evangelical Church of Fresno	X	X	X	X	X	X	X	X		
Eugene Rico	12/31/11	Target Area G	E	O	E	E	E	E	E	E		
Jimi Rodgers	12/31/11	Association of Black Social Workers	X	X	X	X	X	X	X	X		
Carmen Romero	12/31/12	Juvenile Court	X	X	X	X	X	E	X	X		
Vacant	12/31/12	Target Area D	X	X	X	X	X	E	V	V		
Victor M. Villar	12/31/12	Fresno Unified School District	X	X	X	X	O	O	O	O		
Woua Vang	12/31/12	30 th Assembly District	X	X	X	X	X	X	X	X		
Juanita Veliz	12/31/12	Target Area B	X	X	X	E	X	X	X	X		
Catherine Mathis		Early Childhood Education Consultant	E	E	E	O	E	E	E	E		
Present = X			20	21	21	20	18	16	21	18		
Absent = O			0	1	1	1	2	2	1	1		
Excused = E			4	2	3	4	5	5	2	5		
Vacant = V			1	1	0	0	0	0	1	1		

(Rollcall.2011)

**BOARD OF COMMISSIONERS MEETING
EOC BOARD ROOM, SUITE 310
Wednesday, October 26, 7:00 p.m.**

MINUTES

I. CALL TO ORDER

The meeting was called to order by Chair Mouanoutoua at 7:03 p.m.

II. ROLL CALL

Roll was taken. A quorum was present.

III. HELPING PEOPLE. CHANGING LIVES.

Shawn Riggins, Director of the Local Conservation Corps (LCC), introduced corps members, Ismael Barajas and Kevin Williams, who participated in the YouthBuild trip to Washington, D.C.

Barajas shared that he grew up in the neighborhoods of Southeast Fresno where he was involved in street gangs. He expressed that EOC's YouthBuild Charter School has given him insights into his future; he has attained a high school diploma and several certificates in construction. He is also in his second year of college in pursuit of his dream of becoming a computer technician.

Williams shared that seventeen years of his life was spent in gangs where he was incarcerated and released earlier this year. He comes from a very good home, but also like Barajas, had no direction in life. Upon William's release, his parole officer referred him to EOC's YouthBuild Charter School where he worked with staff to obtain a high school diploma and his first job. Williams expressed that he not only learned valuable life skills through YouthBuild, but has also found a place where he feels most respected.

Riggins shared that the founder of YouthBuild USA has requested that Barajas and Williams be motivational speakers to other troubled youths on behalf of YouthBuild.

Brian Angus, Executive Director, expressed that he is honored to be in the same room with the two gentlemen. He thanked both presenters and LCC for a job well done. Fruge and Finley shared words of encouragement. Chair Mouanoutoua congratulated both gentlemen for their achievements.

IV. APPROVAL OF PREVIOUS MINUTES

M/S/C – Magdaleno/Fruge to approve the September 28, 2011 Meeting Minutes. All in favor.

V. COMMITTEE REPORTS

M/S/C – Finley/Magdaleno to pull A) HUMAN RESOURCES COMMITTEE: September 29, 2011 Meeting Minutes and approve the following:

*B. BYLAWS COMMITTEE
October 17, 2011 Meeting Minutes
Bylaws Final Draft*

*C. INFRASTRUCTURE COMMITTEE
October 18, 2011 Meeting Minutes*

*D. EPLUS MEETING
September 6, 2011 Meeting Minutes*

*E. CDFI BOARD MEETING
August 12, 2011 Meeting Minutes
All in favor.*

M/S/C - Finley/Magdaleno to amend approval of B-E and pull item B) BYLAWS COMMITTEE: October 17, 2011 Meeting Minutes and Bylaws Final Draft. All in favor.

Rodgers, Chair of the Human Resources Committee, briefed the Board on the following topics that were discussed at the meeting on September 29th:

- Updates to the HR policy and procedure manual.
- Health and Welfare Plan Update

Fruge expressed concerns regarding data provided at the Human Resources Committee. He has requested that data containing a detailed demographic breakdown be provided.

Angus explained that Dawn Cagle, Associate Executive Director, has put in her resignation; thus, an assessment of EOC's Human Resources office will be conducted to improve the current policies and procedures. He announced that an informal Human Resources Committee meeting will be held on November 1st to discuss improvement plans and implementation.

There were concerns regarding Affirmation Action at all levels of the agency. Discussion proceeded.

M/S/C – Finley/Fruge to approve A) HUMAN RESOURCES COMMITTEE: September 29, 2011 Meeting Minutes. All in favor.

Cha thanked the Bylaws Committee for adding Section 7. Participation by Conference Telephone, Electronic Video Screen Communication or Electronic Transmission for Board members whose jobs require continuous travel.

Miller requested details of the eight target areas. Angus and Leija explained that it will be included in the Bylaws Policies and Procedures with corresponding maps. The Bylaws draft presented is the first full read and will be approved at the Board meeting on November 16th.

Angus also shared that all committees will be comprised of five (5) commissioners including the Pension Committee which will include three (3) EOC staff for a total of nine (9) members.

VI. ADVISORY BOARDS

M/S/C - Finley/Fruge to accept the following:

- A. *Head Start County Wide Policy Council*
 - 1. *September 21, 2011 Meeting Minutes*
 - 2. *September, 2011 PIR Report*
- B. *SOUL Governing Council*
 - 1. *October 11, 2011 Meeting Minutes*
- C. *Local Conservation Corps*
 - 1. *September 22, 2011 Meeting Minutes*

All in favor.

Miller queried about the event selection process of LCC. Riggins explained that most events are with the Clovis Unified School District because they provide recycling to EOC partners. The LCC also receives referrals from the City of Fresno and LCC program assistants are involved in continuous outreach.

VII. ACTION ITEMS

M/S/C – Miller/Keyes to approve the following:

- A. *Food Services*
 - 1. *Madera Adult Day Care –Respite Nutrition*
- B. *Sanctuary and Youth Services*
 - 1. *Renewal and New Project Applications for HUD Continuum of Care Homeless Assistance Competition*
 - 2. *County of Fresno, Department of Social Services - Prevention and Early Intervention (PEI) Case Management Services Agreement*
 - 3. *Heffernan Foundation*
- C. *Finance*
 - 1. *2010 FCEOC Tax Return*

Angus shared that Item C) Finance – 2010 FCEOC Tax Return was not presented at the last Finance Committee Meeting on October 10th due to cancellation. He suggested that there be a full presentation of this item at the Finance Committee Meeting.

VIII. INFORMATIONAL ITEMS

- A. *Employment and Training*
 - 1. *Fresno Regional Workforce Investment Board Funding*

IX. EXECUTIVE DIRECTOR'S REPORT

- A. Budget/Legislative Report
- B. Grant Tracker
- C. Media Outreach and Calendar of Events

Angus shared that he has had three cordial conversations with the Office of Grants and Local Services regarding the Gym on California Ave. The City of Fresno has not determined the opening date of the gym.

He announced that the unveiling of EOC's new vision will take place at 5:30 p.m. on Wednesday, November 2, 2011 in the 1920 Executive Plaza Courtyard.

Angus also shared that he and Paul McLain-Lugowski, Associate Executive Director, have met with Congressman Nunez regarding CSBG.

Furthermore, he reminded the Board about the Abundant Communities one day workshop on November 16, 2011.

Jones shared that she has received good feedback from the community regarding EOC's strategic planning process. Community surveys have been returned and Stakeholder interviews have been scheduled. Once all the information is gathered, they will be sent to WIPFLI, EOC's strategic planning consultant, for compilation. The results returned by WIPFLI will be presented at the retreat in February.

Angus provided a form requesting the Board to share a few of their strategic goals that will also be sent to WIPFLI. The Board has requested that he email them the forms. Angus also clarified that the due date is the following Friday, November 4, 2011.

Lastly, Angus announced the following events: Cagle's Farewell reception scheduled on Friday, October 28, 2011 at 3:30-5:00 p.m. in the EOC Board Room; School of Unlimited Learning's (SOUL) Annual Thanksgiving Luncheon on Friday, November 18, 2011 from 11:30-12:30 p.m.; the luncheon hosted by the Economic Development Corporation on November 27th from 11:30-1:30 p.m.

X. COMMISSIONER COMMENTS

Cha thanked EOC's Food Services and Smile Yang, Executive Assistant, for great service and assistance with Wells Fargo's luncheon.

Leija thanked the LCC corps members for their assistance and good work ethics at the Fresno Fair. He also expressed concern regarding individuals contracted with EOC.

Veliz and Miller were impressed with the Head Start and Early Head Start open house and recommended others to attend and show support.

XI. OTHER BUSINESS/PUBLIC COMMENTS

Lynne Jones, Agency and Community Relations Director, thanked the LCC corps members on behalf of Captain Garner and Sergeant Knolls of Bringing Broken Neighborhoods Back to Life for their continuous assistance in the set up of their block parties.

McLain-Lugowski expressed gratitude for the in-office construction work done by LCC corps members.

XII. ADJOURNMENT

M/S/C – Finley/Magdalenos to adjourn meeting at 8:20 p.m. All in favor.

Respectfully submitted,

Brian Angus
Executive Director

PENSION COMMITTEE
Thursday November 3, 2011 – 11:00 a.m.
Human Resources Training Room
1900 Mariposa Mall, Ste 125

MINUTES

I. Call to Order

The meeting was called to order by Chairperson Tito Lucero at 11:07 a.m.

II. Roll Call

Members present:

Tito Lucero
Woua Vang
Janet Berberian
Paul McLain-Lugowski.

Staff Present:

Rebecca Heinricy
Carmen Lopez

Others Present:

Dwayne Michael (Morgan Stanley)
Matt Peterson (Morgan Stanley)

Informational Item was presented first because a quorum was not present at beginning of meeting.

III. Investing in a Global Economy

Peterson shared an overview of the current investment portfolio of the world stock market. He stated that value of all stocks in the United States has decreased about 20% since 1985 while the value of all stocks in the Emerging Markets have significantly increased about 28%. In addition, there has been a trend of declination in GDP in the United States since 2004 as compared to the Emerging Markets which has had a 35% increase in GDP. In addition, Peterson shared an overview of Brazil, Russia, India, and China's (BRICs) contribution to global consumption.

Michael suggested that EOC take advantage of this opportunity by investing in a money manager portfolio that is appropriate for EOC's Pension Plan. He stated that the goal of EOC's Pension Plan, currently at 70% equity and 30% fixed income, is to work towards an allocation of 60/40. RiverFront portfolio recommendations are 36% on Fixed Income, 33% on Large US Value Equities, 14% on Large US Growth Equities, 15% on International Equities and about 3% in Emerging Markets. Thus, he recommends the investment in RiverFront Investment Group, whose 60/40% strategy is designed for investors seeking income growth.

VI. Approval of Minutes, August 4, 2011

M/S/C – (Vang/McLain-Lugowski) to approve the Pension Committee Meeting Minutes on August 4, 2011. All in favor.

VII. Approval of Salam Nalia as Trustee

M/S/C – (McLain-Lugowski/Vang) to approve Salam Nalia as a Trustee. All in favor.

VIII. Quarterly Financial Reports

Heinricy presented an unaudited financial statement report as of September 30, 2011. The net assets available are \$20,773,312 up, a decrease from \$21,386,151 the previous year. The participants report indicated 1,219 participating employees in the plan. There are 254 employees in the voluntary contribution portion of the plan. There are 222 participants in the plan that have terminated employment and may request distributions at any time. In addition, the investment in NWQ is about 41%, Madison is 15%, and Lazard is 15%.

Vang expressed concerns about the low number of participants in EOC's Pension Plan. He requested a survey be conducted to determine the number employees interested in an informational session about EOC's Pension Plan and other Retirement Plans available. Quiring-Mizumoto acknowledged the lack of financial literacy among staff and shared that some have expressed interest in a financial planning workshop. Peterson stated he and Michael will volunteer to facilitate the financial planning classes for EOC employees. Heinricy shared that Michael's informational presentation at the Finance Office staff was very beneficial.

***M/S/C** – (Berberian/Vang) to approve the Quarterly Financial Reports as present. All in favor.*

IX. Open Comments/Questions

Andrew Hernandez, Education Services Director of Head Start, expressed concerns about receiving his Pension Statement late in the year. Heinrich explained that the Pension Balance as of January 1st is unknown until the annual audit has been conducted.

X. Other Business

The next meeting is scheduled for February 2, 2012.

VIII. Adjournment

***M/S/C** – (Berberian/Vang) to adjourn meeting at 2:23 p.m. All in favor.*

Respectfully submitted,

Tito Lucero, Chair

DRAFT

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FINANCE COMMITTEE MEETING
TUESDAY, NOVEMBER 8, 2011
EOC BOARD ROOM #310**

MINUTES

I. Marina Magdaleno called the meeting to order at 12:02 p.m.

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

Members:

Marina Magdaleno, Chair
Amy Arambula
Tim Bakman

Commissioners, Staff, & Guests:

Brian Angus Comm. Garabedian
Rebecca Heinricy Bill Simon
Steven Warnes Shawn Riggins
Janet Berberian Patrick Turner

III. Approval of previous minutes – September 12, 2011

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

IV. Quarterly Financial Statements

A. Agency Financial Statements

Warnes presented the quarterly financial statements dated September 30, 2011. The reports show agency revenues of \$97.9 million and expenses of \$97.9 million for the 9 month period. The reported decrease in revenues from the prior year levels are partially due to a \$2.8 million reduction in Energy program charges for services and a \$500 thousand decrease in ARRA revenues through the CDFI programs. Reductions in ARRA funding also explain a drop in Equipment Costs and Contract Services from last year’s levels. The statements report total assets of \$42.1 million, total liabilities of \$16.6 million and total equity of \$25.5 million at the quarter end date. The noted decrease in Property, Plant, and Equipment is from the sale of the Neighborhood Youth Center gym.

B. Head Start Financial Status Reports

Berberian presented the Head Start Financial Status Reports for the months of August and September. The grant period for the ARRA funds ended September 30th and the final reports will be due at the end of this year. Since these reports were prepared, additional expenses have been recorded reducing the unspent funds to about \$48,000 of the \$2.6 million granted. Year-to-date expenses reported in each of the grant areas are:

	<u>August</u>	<u>September</u>	<u>Percent of Budget as of Sept.</u>
• Head Start Basic	\$17,888,954	\$20,913,136	73%
• Head Start T & TA	152,833	182,352	82%
• Early Head Start Basic	1,169,905	1,239,918	61%
• Early Head Start T & TA	13,787	44,784	87%
• Early Head Start ARRA	2,152,226	2,470,434	97%
• Early Head Start ARRA T&TA	87,602	109,900	100%

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

V. Monitoring Report

Heinricy presented the letter received from the State Department of Community Services and Development (CSD) regarding the results of their monitoring visit conducted in August. This monitoring was done to review the payroll records of Sundowner as our subcontractor in the ARRA Weatherization contract. The review focused on payrolls during a three month period and found that the hourly wage rates paid are compliant with Davis-Bacon regulations.

M/S/C – (Arambula/Bakman) to accept the monitoring report presented.

VI. Informational Items

A. Funding List – October 1, 2011

The total contracts/grants operated by the Agency total \$162.1 million over various grant periods. Areas of new or increased funding include: Fatherhood collaborative, CDFI Department of Treasury, Adolescent Family Life Planning, additional funds from the Workforce Investment Board, and Cal-EMA. A portion of the Early Head Start Expansion ARRA funding has been incorporated into the Basic grant award and will offset the loss of the ARRA funding as of September.

The WIC program year runs from October – September. The new contract has not yet been finalized due to delays in Sacramento, but includes incremental potential increases in caseload from the 2011/12 to the 2013/14 grant years which range from 37,500 to a potential of 43,175 clients. The potential caseload increase results in a larger funding award than was in the expiring grant. The caseload increase is a reflection of the recent expansion of this program into multiple WIC sites within urban Fresno areas. Expansion efforts, and increased competition, have prompted increased marketing and outreach efforts designed to raise awareness of our new locations. In response to Commissioner's inquiry, it was noted that another provider of WIC services has been assigned to cover the rural areas of Fresno County. Though EOC could petition the State for permission to open clinics in the rural areas, we believe that this request would be denied.

B. Health Insurance Report – September 30, 2011

The Health Plan fund balance stands at \$3.7 million, \$548,000 higher than it was at the beginning of the year. The fund balance is sufficient to pay for 5 months of plan expenses. Eight employees have enrolled in the High-Deductible option provided for the first time this year. The annual open enrollment period begins November 15th. Changes to the health plan approved at the Human Resources Committee include the transfer to Delta Dental.

C. Sole Source Procurements

Three of the five items presented were purchases for the WIC program. As required in the contract, approval from the State WIC office was received prior to making the purchase.

D. Program Variance Reports

- Administration

Administrative activities (Executive, Finance, Human Resources, Information Technology, and others) are funded by either the Community Services Block Grant (CSBG) or the Indirect Cost Rate (ICR) charges. Discussion took place regarding

EOC's plans to foster strong connections with the existing community groups within each of the rural communities.

- **Employment & Training**

Funds are received from the Fresno Regional Workforce Investment Board (WIB) to operate various job readiness programs. Most contracts run on a July-June fiscal year. EOC has recently been awarded additional funds totaling about \$253,000 to be utilized in this program year. This funding will offset the funding reductions from the expired ARRA grant agreements.

- **Local Conservation Corp**

The LCC program operates grants from a variety of funding sources and also receives funds from their fee-for-service projects. The preliminary deficit of \$9,400 will likely be removed as additional new funding has been awarded. Newly received grant awards include the Fatherhood grant and the YouthBuild SMART (Start Making a Real Transformation) grant. EOC is one of only nine sites selected for SMART funding. LCC is also preparing for a reduced City of Fresno park maintenance schedule for the winter months. LCC is working with the City of Fresno to provide mowing services at six parks in West Fresno which it has adopted as part of the mayor's Adopt a Park initiative.

E. 2010 FCEOC Tax Return

Presentation of the drafted Federal and State returns was scheduled for the October meeting. As a quorum was not available, the returns were forwarded directly and approved by the full Board at the October 27th meeting with the condition that the Finance Committee be provided a full review of the returns at their next meeting. Two Federal and three State reports are included in this package:

- Return of Organization Exempt From Income Tax (990)
- Exempt Organization Business Income Tax Return (990-T)
- California Exempt Organization Annual Information Return (199)
- California Exempt Organization Business Income Tax Return (109)
- Annual Registration Renewal Fee Report (RRF-1)

As this document is provided with each of our grant proposals, enhancements to the narratives to better highlight the strengths and diverse operations of the Agency were made. Our audit firm, Kaku & Mersino prepared the reports in conjunction with their audit work so the financial information included is in full agreement with our audited financial reports. Compensation to the past Executive Director was paid in compliance with the employment contract approved by the Board. A detailed report of the components of compensation reported on Schedule J will be provided to the committee, per their request.

VII. Other Business

The next meeting is proposed for Monday, December 5th at noon.

VIII. The meeting was adjourned at 1:08 P.M.

Respectfully submitted,

Marina Magdaleno, Chair

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Board Chair

Brian Angus
Executive Director

Date: November 16, 2011	Program: Finance
Agenda Item No.: V. - B	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 Unaudited Quarterly Financial Statements as of September 30, 2011 and the Financial Status Reports for the Head Start / Early Head Start programs for the periods ending August 31, and September 30, 2011.

BACKGROUND:

The following statements are presented for your review and approval:

- (A) Statement of Activities and Statement of Financial Position:
As of September 30, 2011, the Agency had revenue of \$97.9 million and net surplus of \$6,269 including \$28.5 million of in-kind funds. In comparison we had revenue of \$102.0 million with a net surplus of \$1,291 on September 30, 2010.
- (B) Unaudited Financial Status Report for the Head Start programs as of August 31, and September 30, 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)
 - Early Head Start – ARRA Expansion Basic
 - Early Head Start – ARRA Expansion Training & Technical Assistance (T&TA)

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF ACTIVITIES
For The Period Ended September 30,

	2011	2010	Differences
REVENUES AND SUPPORT			
GRANT REVENUE	\$ 52,713,210	\$ 52,231,808	481,402
CHARGES FOR SERVICES	7,098,581	9,004,962	(1,906,381)
OTHER PROGRAM REVENUE	7,406,430	7,095,810	310,620
CONTRIBUTIONS	209,193	154,100	55,093
MISCELLANEOUS INCOME	640,909	1,032,229	(391,320)
INTEREST INCOME	216,480	128,079	88,401
DIVIDEND INCOME	168	103	65
UNREALIZED GAIN/LOSS	3,362	13,012	(9,650)
RENTAL INCOME	1,048,404	1,225,293	(176,889)
GAIN/LOSS ON SALE OF ASSETS	-	(804,312)	804,312
TOTAL CASH REVENUE	<u>\$ 69,336,737</u>	<u>\$ 70,081,084</u>	<u>(744,347)</u>
IN KIND REVENUE	\$ 28,519,689	\$ 31,879,158	(3,359,469)
TOTAL REVENUE & SUPPORT	<u>97,856,426</u>	<u>101,960,242</u>	<u>(4,103,816)</u>
EXPENDITURES			
PERSONNEL COSTS	\$ 39,660,991	\$ 39,398,163	262,828
CONTRACT SERVICES	14,075,861	14,810,452	(734,591)
FACILITY COSTS	3,819,502	3,134,243	685,259
TRAVEL, MILEAGE, VEHICLE COSTS	2,084,977	1,897,983	186,994
EQUIPMENT COSTS	1,036,088	2,232,668	(1,196,580)
OFFICE EXPENSE	1,076,407	993,914	82,493
INSURANCE	500,322	534,128	(33,806)
PROGRAM SUPPLIES & CLIENT COSTS	6,600,356	6,778,290	(177,934)
INTEREST EXPENSE	32,137	100,007	(67,870)
OTHER COSTS	443,827	199,945	243,882
TOTAL CASH EXPENDITURES	<u>\$ 69,330,468</u>	<u>\$ 70,079,793</u>	<u>(749,325)</u>
IN KIND EXPENSES	\$ 28,519,689	\$ 31,879,158	(3,359,469)
TOTAL EXPENDITURES	<u>97,850,157</u>	<u>101,958,951</u>	<u>(4,108,794)</u>
NET SURPLUS (DEFICIT)	<u>\$ 6,269</u>	<u>\$ 1,291</u>	<u>4,978</u>

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF FINANCIAL POSITION
As of September 30,

	2011	2010	Differences
ASSETS			
CASH	\$ 6,028,860	\$ 7,259,742	(1,230,882)
ACCOUNTS RECEIVABLE	12,294,122	11,000,414	1,293,708
PREPAIDS/DEPOSITS	387,244	447,520	(60,276)
INVENTORIES	85,635	65,040	20,595
PROPERTY, PLANT & EQUIPMENT	20,595,061	21,719,627	(1,124,566)
NOTES RECEIVABLE	2,781,801	2,274,596	507,205
TOTAL ASSETS	<u>\$ 42,172,723</u>	<u>\$ 42,766,939</u>	<u>\$ (594,216)</u>
LIABILITIES			
ACCOUNTS PAYABLE	\$ 3,025,180	\$ 4,305,761	(1,280,581)
ACCRUED PAYROLL LIABILITIES	1,976,176	4,282,138	(2,305,962)
DEFERRED REVENUE	2,572,654	2,552,606	20,048
CHILD DEVELOPMENT RESERVE	968	119,622	(118,654)
NOTES PAYABLE	2,584,980	1,405,958	1,179,022
FEP PAYABLE	-	-	-
HEALTH INSURANCE RESERVE	3,695,856	3,359,470	336,386
OTHER LIABILITIES	2,780,874	2,394,096	386,778
TOTAL LIABILITIES	<u>\$ 16,636,688</u>	<u>\$ 18,419,651</u>	<u>\$ (1,782,963)</u>
EQUITY			
CURRENT EARNINGS	\$ 6,269	\$ 1,291	4,978
CONTRIBUTED CAPITAL	8,062,454	7,555,658	506,796
UNRESTRICTED NET ASSETS	4,202,512	4,427,862	(225,350)
INVESTMENT IN GENERAL FIXED ASSETS	13,264,800	12,362,477	902,323
TOTAL EQUITY	<u>\$ 25,536,035</u>	<u>\$ 24,347,288</u>	<u>\$ 1,188,747</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 42,172,723</u>	<u>\$ 42,766,939</u>	<u>\$ (594,216)</u>

Fresno County Economic Opportunities Commission
 Head Start/Early Head Start Financial Status
 Monthly Report
 August 31, 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	\$15,813,866	\$1,088,803	\$9,239,067	\$6,574,799	\$28,398	\$2,562	\$19,195	\$9,203
Fringe Benefits	5,772,471	629,445.00	4,052,093	1,720,378	13,459	4,433.00	13,307	152
Total Personnel	21,586,337	1,718,248	13,291,160	8,295,177	41,857	6,995	32,502	9,355
Travel	5,044	449	14,565	(9,521)				
Supplies*	489,919	41,021	283,200	206,719	17,686	10,440	13,010	4,676
Contractual	186,646	13,299	103,006	83,640	265	15	139	126
Other:								
Food Cost	616,112	34,598	400,623	215,489				
Transportation	822,130	1,305	485,491	336,639				
Staff Mileage	346,339	13,014	173,814	172,525				
Field Trip	28,986	-	12,392	16,594				
Field Trip Transportation	8,344	-	4,327	4,017				
Space	840,657	76,915	576,656	264,001				
Utilities	205,667	17,231	103,078	102,589				
Phone	70,786	28,287	221,527	(150,741)				
Printing/Copies	93,450	28,997	52,730	40,720				
Repair/Maintenance	375,598	(25,384)	424,938	(49,340)				
Janitorial Services including Supplies	798,344	15,706	441,005	357,339				
Advertisement/Recognition Children and Parents plus Liability Insurance Incentives for Parents	175,206	(9,798)	123,630	51,576				
Parent Involvement:								
Babysitting	3,075	49	1,539	1,536				
Supplies	36,783	-	19,694	17,089				
CWCP:								
Transportation	10,990	-	5,285	5,705				
Babysitting	10,980	-	6,266	4,714				
Supplies	7,002	391	5,492	1,510				
Security	900	-	-	900				
Other Costs*	95,434	117,873	166,642	(71,208)				
Staff Training					112,336	17,829	76,249	36,087
Parent Training					35,630	2,315	23,800	11,830
Total Non-Personnel	5,228,392	353,953	3,625,900	1,602,492	165,917	30,599	113,198	52,719
Indirect Cost*	1,742,995	96,092	971,894	771,101	13,505	1,583	7,133	6,372
Total Federal Expenditures	28,557,724	2,168,293	\$17,888,954	\$10,668,770	\$221,279	\$39,177	\$152,833	68,446
Non-Federal Share	\$7,139,431	\$542,073	\$4,472,239	\$2,667,193	\$55,320	\$9,794	\$38,208	\$17,112

Credit Card Expenses:	
August 2011	
HS Out-Of-State Travel	\$ 200.23
HS Staff Training / Meeting cost	\$ 1,660.77
EHS Staff Training (with Mtg Cost)	\$ 296.60
EHS ARRA Staff Training (with Mtg Cost)	\$ 2,512.66

Fresno County Economic Opportunities Com
Head Start/Early Head Start Financial Status
Monthly Report
August 31, 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	\$1,395,699	(\$79,819)	\$669,890	\$725,809				
Fringe Benefits	309,801	(65,970)	261,878	492,740				
Total Personnel	1,705,500	(145,789)	931,768	1,218,549				
Travel								
Supplies*	40,051	2,399	25,384	14,667	3,961	474	717	3,244
Contractual	4,509	(535)	3,378	1,131	61	1	10	51
Other:								
Food Cost	10,608	4,978	22,952	(12,344)				
Transportation								
Staff Mileage	19,909	-	10,794	9,115				
Field Trip	300	-	91	209				
Field Trip Transportation	125	-	-	125				
Space	80,754	(16,297)	40,530	40,224				
Utilities	1,884	970	4,248	(2,364)				
Phone	11,520	977	9,465	2,055				
Printing/Copies	600	(517)	-	600				
Repair/Maintenance	1,560	(4,731)	10,501	(8,941)				
Janitorial Services including Supplies	20,088	3,929	20,124	(36)				
Advertisement/Recognition Children and Parents plus Liability Insurance Incentives for Parents	15,889	330	4,282	11,607				
	775	-	-	775				
Parent Involvement:								
Babysitting	780	-	-	780				
Supplies	924	42	260	664				
CWCP:								
Transportation	384	(418)	330	54				
Babysitting	396	(799)	631	(235)				
Supplies	924	(154)	122	802				
Security	1,572	-	-	1,572				
Other Costs*	4,237	(1,133)	3,190	1,047				
Staff Training					40,000	4,934	11,397	28,603
Parent Training					4,061	(5)	1,134	2,927
Total Non-Personnel	217,789	(10,959)	156,282	61,507	48,083	5,404	13,258	34,825
Indirect Cost*	125,014	10,249	81,855	43,159	3,125	19	529	2,596
Total Federal Expenditures	\$2,048,303	(146,499)	\$1,169,905	878,398	\$51,208	5,423	13,787	37,421
Non-Federal Share	\$512,076	-\$36,625	\$292,476	\$219,600	\$12,802	\$1,356	\$3,447	\$9,355

Note: Above budget does not include Amendment 2 funding for EHS ARRA Expansion 10/1/11 - 12/31/11

Fresno County Economic Opportunities Com
Head Start/Early Head Start Financial Status
Monthly Report
August 31, 2011

Description	Early Head Start - Basic ARRA Expansion				Early Head Start - T & TA ARRA Expansion			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$1,035,551	\$351,893	\$1,109,211	(\$73,660)				
Fringe Benefits	381,908	111,084	329,495	52,413				
Total Personnel	1,417,459	462,977	1,438,706	(21,247)				
Travel								
Supplies*	386,978	43,151	183,573	203,405	17,304	40,841	42,203	(24,899)
Contractual	58,306	30,909	64,094	(5,788)	132	84	132	-
Other:								
Food Cost	(59)	726	10,642	(10,701)				
Transportation								
Staff Mileage	21,324	5,946	17,515	3,809				
Field Trip	3,060	1,195	1,344	1,716				
Field Trip Transportation	1,120	-	-	1,120				
Space	80,564	22,796	68,692	11,872				
Utilities	23,472	628	5,162	18,310				
Phone	13,428	1,094	17,210	(3,782)				
Printing/Copies	28,257	258	313	27,944				
Repair/Maintenance	67,789	16,992	83,280	(15,491)				
Janitorial Services including Supplies	39,600	1,551	12,263	27,337				
Advertisement/Recognition Children and Parents plus Liability Insurance Incentives for Parents	12,929	4,015	4,253	8,676				
Incentives for Parents	9,180	-	-	9,180				
Parent Involvement:								
Babysitting	3,900	799	799	3,101				
Supplies	600	64	409	191				
CWCP:								
Transportation	3,672	360	418	3,254				
Babysitting	1,200	-	-	1,200				
Supplies	1,200	156	298	902				
Security				-				
Other Costs*	234,831	82,610	112,702	122,129				
Staff Training					83,118	3,029	37,302	45,816
Parent Training					2,735	-	2,292	443
Total Non-Personnel	991,351	213,249	582,966	408,385	103,289	43,954	81,929	21,360
Indirect Cost*	148,055	45,275	130,554	17,501	6,611	3,208	5,673	938
Total Federal Expenditures	\$2,556,865	721,502	2,152,226	\$404,639	\$109,900	47,162	\$87,602	22,298
Non-Federal Share	\$639,216	\$180,375	\$538,057	\$101,160	\$27,475	\$11,790	\$21,900	\$5,575

Fresno County Economic Opportunities Commission
 Head Start/Early Head Start Financial Status
 Monthly Report
 September 30, 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	\$15,813,866	\$1,836,262	\$11,075,329	\$4,738,537	\$28,398	\$2,511	\$21,706	\$6,692
Fringe Benefits	5,772,471	702,670.00	4,754,763	1,017,708	13,459	1,359.00	14,666	(1,207)
Total Personnel	21,586,337	2,538,932	15,830,092	5,756,245	41,857	3,870	36,372	5,485
Travel	5,044	-	14,565	(9,521)				
Supplies*	489,919	76,346	359,546	130,373	17,686	1,659	14,669	3,017
Contractual	186,646	13,877	116,883	69,763	265	39	178	87
Other:								
Food Cost	616,112	49,600	450,223	165,889				
Transportation	822,130	52,200	537,691	284,439				
Staff Mileage	346,339	47,304	221,118	125,221				
Field Trip	28,986	596	12,988	15,998				
Field Trip Transportation	8,344	-	4,327	4,017				
Space	840,657	73,157	649,813	190,844				
Utilities	205,667	18,838	121,916	83,751				
Phone	70,786	(163,356)	58,171	12,615				
Printing/Copies	93,450	2,309	55,039	38,411				
Repair/Maintenance	375,598	149,712	574,650	(199,052)				
Janitorial Services including Supplies	798,344	79,611	520,616	277,728				
Advertisement/Recognition Children and Parents plus Liability Insurance Incentives for Parents	175,206	31,869	155,499	19,707				
Parent Involvement:								
Babysitting	3,075	-	1,539	1,536				
Supplies	36,783	2,394	22,088	14,695				
CWCP:								
Transportation	10,990	201	5,486	5,504				
Babysitting	10,980	227	6,493	4,487				
Supplies	7,002	1,405	6,897	105				
Security	900	-	-	900				
Other Costs*	95,434	(91,507)	75,135	20,299				
Staff Training					112,336	16,113	92,362	19,974
Parent Training					35,630	5,807	29,607	6,023
Total Non-Personnel	5,228,392	344,783	3,970,683	1,257,709	165,917	23,618	136,816	29,101
Indirect Cost*	1,742,995	140,467	1,112,361	630,634	13,505	2,031	9,164	4,341
Total Federal Expenditures	28,557,724	3,024,182	\$20,913,136	\$7,644,588	\$221,279	29,519	\$182,352	38,927
Non-Federal Share	\$7,139,431	\$756,046	\$5,228,284	\$1,911,147	\$55,320	\$7,380	\$45,588	\$9,732

Credit Card Expenses:	
September 2011	
HS Out-Of-State Travel	\$ 613.80
HS Staff Training / Meeting cost	\$ 513.60
EHS ARRA Staff Training (with Mtg Cost)	\$ 785.44

Fresno County Economic Opportunities Com
 Head Start/Early Head Start Financial Status
 Monthly Report
 September 30, 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	\$1,395,699	\$43,872	\$713,762	\$681,937				
Fringe Benefits	309,801	14,516	276,394	33,407				
Total Personnel	1,705,500	58,388	990,156	715,344				
Travel								
Supplies*	40,051	3,584	28,968	11,083	3,961	-	717	3,244
Contractual	4,509	481	3,859	650	61	10	20	41
Other:								
Food Cost	10,608	3,856	26,808	(16,200)				
Transportation								
Staff Mileage	19,909	(1,803)	8,991	10,918				
Field Trip	300	-	91	209				
Field Trip Transportation	125	-	-	125				
Space	80,754	7,277	47,807	32,947				
Utilities	1,884	973	5,221	(3,337)				
Phone	11,520	955	10,420	1,100				
Printing/Copies	600	-	-	600				
Repair/Maintenance	1,560	(2,549)	7,952	(6,392)				
Janitorial Services including Supplies	20,088	3,272	23,396	(3,308)				
Advertisement/Recognition Children and Parents plus Liability Insurance Incentives for Parents	15,889	1,699	5,981	9,908				
Incentives for Parents	775	-	-	775				
Parent Involvement:								
Babysitting	780	-	-	780				
Supplies	924	54	314	610				
CWCP:								
Transportation	384	77	407	(23)				
Babysitting	396	100	731	(335)				
Supplies	924	53	175	749				
Security	1,572	-	-	1,572				
Other Costs*	4,237	4,700	7,890	(3,653)				
Staff Training					40,000	30,163	41,560	(1,560)
Parent Training					4,061	298	1,432	2,629
Total Non-Personnel	217,789	22,729	179,011	38,778	48,083	30,471	43,729	4,354
Indirect Cost*	125,014	(11,104)	70,751	54,263	3,125	526	1,055	2,070
Total Federal Expenditures	\$2,048,303	70,013	\$1,239,918	808,385	\$51,208	30,997	44,784	6,424
Non-Federal Share	\$512,076	\$17,503	\$309,980	\$202,096	\$12,802	\$7,749	\$11,196	\$1,606

Note: Above budget does not include Amendment 2 funding for EHS ARRA Expansion 10/1/11 - 12/31/11

Fresno County Economic Opportunities Com
Head Start/Early Head Start Financial Status
Monthly Report
September 30, 2011

Description	Early Head Start - Basic ARRA Expansion				Early Head Start - T & TA ARRA Expansion			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$1,035,551	\$126,263	\$1,235,474	(\$199,923)				
Fringe Benefits	381,908	36,059.28	365,554	16,354				
Total Personnel	1,417,459	162,322	1,601,028	(183,569)				
Travel								
Supplies*	386,978	25,167	208,740	178,238	17,304	-	42,203	(24,899)
Contractual	58,306	10,218	74,312	(16,006)	132	-	132	-
Other:								
Food Cost	(59)	500	11,142	(11,201)				
Transportation								
Staff Mileage	21,324	1,059	18,574	2,750				
Field Trip	3,060	-	1,344	1,716				
Field Trip Transportation	1,120	-	-	1,120				
Space	80,564	241	68,933	11,631				
Utilities	23,472	649	5,811	17,661				
Phone	13,428	17,490	34,700	(21,272)				
Printing/Copies	28,257	5,000	5,313	22,944				
Repair/Maintenance	67,789	144	83,424	(15,635)				
Janitorial Services including Supplies	39,600	959	13,222	26,378				
Advertisement/Recognition Children and Parents plus Liability Insurance	12,929	3,556	7,809	5,120				
Incentives for Parents	9,180	-	-	9,180				
Parent Involvement:								
Babysitting	3,900	-	799	3,101				
Supplies	600	47	456	144				
CWCP:								
Transportation	3,672	-	418	3,254				
Babysitting	1,200	-	-	1,200				
Supplies	1,200	-	298	902				
Security				-				
Other Costs*	234,831	73,544	186,246	48,585				
Staff Training					83,118	20,790	58,092	25,027
Parent Training					2,735	474	2,766	(31)
Total Non-Personnel	991,351	138,576	721,542	269,809	103,289	21,264	103,193	96
Indirect Cost*	148,055	17,309	147,863	192	6,611	1,035	6,708	(97)
Total Federal Expenditures	\$2,556,865	318,207	2,470,434	\$86,431	\$109,900	22,298	\$109,900	(0)
Non-Federal Share	\$639,216	\$79,552	\$617,608	\$21,608	\$27,475	\$5,575	\$27,475	\$0

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION BYLAWS

Draft, October, 2011

ARTICLE I. NAME

The corporation's name shall be as stated in its articles of incorporation.

ARTICLE II. PURPOSES

The corporation's purposes shall be as stated in its articles of incorporation.

ARTICLE III. AUTHORITY AND RESPONSIBILITY OF THE BOARD OF COMMISSIONERS

The corporation's Board of Commissioners shall supervise, control and direct the business and affairs of the corporation. All Commissioners shall fully participate in the development, planning, implementation and evaluation of the programs offered by the corporation in its service of low income individuals and families.

Commissioners shall be focused on the total problem of poverty in the County as well as with the interests of their respective target areas and appointing entities. The Commissioners shall be responsible for reporting back to their appointing entities and target areas as well as informing the Commission as a whole regarding the problems and relevant activities of their areas and appointing entities.

ARTICLE IV. MEMBERSHIP

Section 1: The Board of Commissioners (hereafter sometimes referred to as "Board" or "Commission") shall consist of no more than twenty four (24) Commissioners. The number of Commissioners may not be increased or decreased without a resolution of the board, provided that no decrease shall have the effect of shortening the term of any incumbent Commissioner and the total number of Commissioners is divisible by three.

- A. **Public Sector Commissioners.** One-third of the tripartite Commissioners shall be elected public officials, holding office on the date of selection, or their representatives, except that if the number of such elected officials reasonably available and willing to serve on the board is less than one-third of the membership of the board, appointive public officials or their representatives may be counted in meeting such one-third requirement;
- B. **Target Area Commissioners.** At least one-third of the tripartite Commissioners shall be persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served; reside in the neighborhood served; and are able to participate actively in the development, planning, implementation, and evaluation of the corporation's programs; and
- C. **Community Sector Commissioners.** The remainder of the Commissioners shall be officials or members of business, industry, labor, religious, law enforcement, education, social services, and/or multi-cultural organizations, or other major groups and interests in the community served.

Section 2: Head Start Board Composition Requirements

- A. At least one Commissioner shall have a background and expertise in fiscal management or accounting.
- B. At least one Commissioner shall have a background and expertise in early childhood education and development.
- C. At least one Commissioner shall be a licensed attorney familiar with issues that come before the governing body.
- D. However, if a person described in any one of the three preceding sentences is not available to serve as a Commissioner, the board shall use a consultant, or another individual with relevant expertise, with the required qualifications, who shall work directly with the board.
- E. One Commissioner shall represent the Head Start Policy Council.
- F. Other Commissioners shall: (1) reflect the community to be served and include parents of children who are currently, or were formerly, enrolled in Head Start programs; and (2) be selected for their expertise in education, business administration, or community affairs.

ARTICLE V. SELECTION OF COMMISSIONERS

Section 1: After each prospective Commissioner has been selected to serve on the board through the appropriate selection process described below for the sector in which s/he proposes to serve, and has been determined by the board (or a committee thereof) to meet the qualifications set by the board from time to time for service as a Commissioner, the Board of Commissioners shall vote whether to elect him or her to the board.

- A. **Public Sector Commissioners.** The Board of Commissioners shall select elected public officials to serve as Public Sector Commissioners.
 - 1. One Commissioner appointed by the Mayor of the City of Fresno.
 - 2. Two Commissioners appointed by the Fresno County Board of Supervisors.
 - 3. One Commissioner appointed by the Fresno County Superior Court Presiding Judge sitting in the Juvenile Department.
 - 4. One Commissioner representing education: The Board of the State Center Community College District shall appoint one member.
 - 5. One Commissioner each, appointed by the member of the California Assembly, the California Senate and the U.S. Congress, whose district represents the highest population of low income residents, as defined in the U.S. Census.

If a public official selected by the Board of Commissioners cannot serve him- or herself, s/he may designate a representative, subject to approval of the Commission, to serve as a Public Sector Commissioner; the representative may, but need not be, a public official. Should a public official fail, within the period specified by the Commission, to accept the seat him- or herself or to designate a representative to serve, the Commission shall select another public official to fill the seat or to appoint a representative, subject to approval of the Commission, to fill the seat.

- A. **Target Area Commissioners.** Target Area Representatives shall be elected by members of the respective areas hereinafter "Target Area" in accordance with uniform standards established by the Commission, under elections which are supervised by Commission staff. Emphasis should be given to providing maximum participation of low income persons in the selection process of Target Area Commissioners, who shall be duly elected from areas which have an approximate equal number of low income residents, further reference being made to the Target Area Maps adopted by the Commission. In all cases, attention should be given to the fair representation of significant minority groups.
- B. **Community Sector Commissioners.** Community Sector Representatives may consist of representatives of business, industry, labor, religious, law enforcement, youth, education, social services, and/or multicultural organizations that can contribute or mobilize economic and human resources, ethnic and racial diversity and balance to the Commission as a whole, and is supportive of the mission and objectives of the Agency. The Commissioners shall be selected in accordance with a written policy established by the Commission.

ARTICLE VI. TERMS OF OFFICE

Each Commissioner shall serve for a two-year term, or until he or she sooner dies, resigns, is removed, or becomes disqualified. The January meeting of the Commission shall represent the beginning date for the term of office of a Commissioner first elected or appointed, or reelected or reappointed. A public official shall serve as a Public Sector Commissioner only while s/he continues to hold public office. A representative of a public official shall serve as a Public Sector Commissioner only while the public official who designated him/her continues to hold public office. An individual designated by a Community Sector Organization to serve as a Community Sector Commissioner shall so serve only while s/he continues to be associated with the organization that designated him or her.

No Commissioner shall serve for more than five consecutive terms without at least a one-year absence from the board.

ARTICLE VII. COMMISSIONERS

Section 1. Powers

- A. **General Corporate Powers.** Subject to the provisions of the California NonProfit Corporation Law and any limitations in the Articles of Incorporation, the business and affairs of the corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the Commissioners.
- B. **Specific Powers.** Without prejudice to these general powers, and subject to the same limitations, the Commissioners shall have the power to:
 - 1. Appoint an Executive Director according to the policies set forth by the Commission. The Executive Director shall determine all fiscal programs and personnel policies, adopt the programs and personnel policies, and adopt the programs and plans to generally accomplish the strategic plan of the Commission.

2. Approve all programs and budgets and shall oversee the enforcement of grant conditions. The Commission shall conduct the affairs in compliance with any and all requirements of the applicable Federal and State Law including, but not limited to those laws requested by its funding sources, and any regulations promulgated there under.
3. Select and remove all officers, agents, and employees of the corporation; prescribe any powers and duties for them that are consistent with law, with the Articles of Incorporation, and with these ByLaws; and fix their compensation.
4. Change the principal executive office or the principal business office in the State of California from one location to another; cause the corporation to be qualified to do business in any other state, territory, dependency, or country and conduct business within or outside the State of California; and designate any place within or outside the State of California for the holding of any members' meeting or meetings, including annual meetings.
5. Adopt, make and use a corporate seal; prescribe the forms of membership certificates; and alter the form of the seal and certificates.
6. Borrow money and incur indebtedness on behalf of the corporation and cause to be executed and delivered for the corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation, and other evidences of debt and securities.

Section 2. Vacancies.

The board shall take steps to ensure that vacant seats are filled in a timely manner.

- A. **Public Sector Commissioners.** When a vacancy occurs in a Public Sector board seat held by a public official, the Commission shall select another public official to serve as a replacement Commissioner or to appoint a representative, subject to board approval, to so serve. When a vacancy occurs in a Public Sector board seat held by the representative of a public official, the board shall request that the public official either take the seat him- or herself or name another representative, subject to approval by the board, to serve as a replacement Commissioner. If the public official fails to take the seat him- or herself or to name another representative within the period specified by the board, the board shall select another public official to serve as a replacement Commissioner or to appoint a representative, subject to board approval, to so serve.
- B. **Target Area Commissioners.** Vacancies in the target area sector shall be filled using the same democratic process originally used to fill the seat.
- C. **Community Sector Commissioners.** When a vacancy occurs in a seat held by an individual designated by a Community Sector Organization, the board shall ask the Community Sector Organization that designated that individual to designate another individual, subject to approval by the corporation's board, to fill the vacancy. Should that Community Sector Organization fail, within the period specified by the corporation's board, to designate an individual to fill the vacancy, the corporation's board shall select another Private Sector Organization to designate an individual, subject to approval of the corporation's board, to fill the vacancy.
- D. **Term.** Each successor shall hold office for the unexpired term of his/her predecessor or until the successor sooner dies, resigns, is removed or becomes disqualified. The term as a replacement Commissioner shall count toward the term limit.

Section 3. Resignation

A Commissioner may resign by delivering his or her written resignation to the Chair to a meeting of the Commission or to the corporation at its principal office. The resignation shall be effective upon receipt unless specified to be effective at some other time. A Commissioner who has ceased to meet the qualifications for service as a Commissioner, as specified in these bylaws and by the board from time to time, and/or for the board seat to which s/he was elected, is deemed to have resigned as of the date s/he ceased to meet those qualifications.

Section 4. Removal

A. Grounds for Removal. The required qualifications of a Commissioner is that he or she shall not violate the corporation's articles of incorporation, bylaws, conflict of interest policy, board resolutions or other policies; be absent from three (3) or more board meetings without just cause; refrain from repeated disruptions of board and/or committee meetings, false statements on documents completed in connection with service as a Commissioner or officer of the corporation, or fraudulent or dishonest acts or gross abuse of authority or gross abuse of discretion with reference to the corporation's programs or mission.

1. **Removal for Incapacity.** The board may remove a Commissioner, if in the opinion of the board, the Commissioner is incapacitated or otherwise unable to carry out the duties of his/her office. The term incapacity shall also include a declaration of unsound mind by a final court order or conviction of a felony.
2. **Removal for Cause.** The board may remove a Commissioner for cause on any of the following grounds: if a Commissioner violates the corporation's articles of incorporation, or bylaws, or conflict of interest policy, or board resolutions or other policies; be absent from three (3) or more board meetings without just cause; for repeated disruptions of board and/or committee meetings, false statements on documents completed in connection with service as a Commissioner or officer of the corporation, or fraudulent or dishonest acts or gross abuse of authority or gross abuse of discretion with reference to or negatively reflecting upon the corporation's programs or mission.
3. **Removal by Superior Court.** A Commissioner may be removed by the Superior Court pursuant to Corporations Code section 5223 or final judgment by a court of competent jurisdiction for breach of the duty under Corporations Code sections 5230 et seq.

B. Procedure for Removal. Following the determination that a commissioner should be removed under Subsections 1 or 2 above, the following procedure shall be implemented:

1. A notice shall be sent by First Class Mail to the most recent address of the Commissioner as shown on the corporation's records, setting forth the removal and the reasons thereof. Such notice shall be sent at least 15 days before the proposed effective date of the removal.
2. The Commissioner being removed shall be given an opportunity to be heard, either orally or in writing, at a hearing to be held not fewer than 5 days before the effective date of the proposed removal. The hearing will be held by the Bylaws Committee. The notice to the Commissioner of his or her proposed

removal shall state the date, time and place of the hearing on his or her proposed removal.

3. Following the hearing, the Bylaws Committee shall decide whether or not the Commissioner should in fact be removed. The recommendation of the Committee shall be referred to the Board, at the next regular meeting, for final decision. A majority vote of a quorum is required.
4. Public official members or their representatives may not be removed by the Commission. The Commission shall communicate any cause for removal to the designating official or board, who shall have sole authority to remove such public official Commissioner.

Section 5. Conflicts of Interest

Subject to the articles of incorporation, bylaws and any applicable law, the board of commissioners shall adopt and implement a conflict of interest policy covering the corporation's commissioners, officers and such employees and other persons as may be specified in the policy.

(For Head Start) Commissioners of the corporation may not: have a financial conflict of interest with the corporation or its delegate agencies; be employees of the corporation; or be immediate family members of any employees of the corporation or its delegate agencies. For this purpose, the term "immediate family member" means: a spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother-in-law and father-in-law, brothers-in-law and sisters-in-law, daughters-in-law and sons-in-law, and adopted and step family members.

Commissioners who are federal employees are prohibited from serving in any capacity that would require them to act as an agent of or attorney for the corporation in its dealings with any federal government departments or agencies.

Section 6. Compensation of Commissioners

Commissioners may not receive compensation for serving on the corporation's Board of Commissioners or for providing services to the corporation. However, they may receive reimbursement (or advances, in the case of low-income sector commissioners) from the corporation for reasonable and documented expenses incurred in the course of performing services as Commissioners or Officers. To the extent the corporation makes any such reimbursements or advances, it shall do so only in accordance with financial policies established from time to time by the board.

Section 7. Employment of Commissioners

No member shall be eligible to accept employment on the agency staff until six (6) months after the term or period of services as a Commissioner has terminated. A member of an advisory board of the Commission shall be ineligible to accept employment until three (3) months after the termination from the term of period of service on advisory board. However, any individual falling below the poverty guideline is automatically exempt from the above "waiting period" requirement, but must resign from the Commission or advisory board at the time of acceptance of employment.

ARTICLE VIII. Meetings

Section 1. Annual Meeting. The annual meeting of the board shall be held during the month of January each year, subject to postponement by the board. The purposes of the annual meeting are to elect officers and to transact such other business as may come before the meeting. If the annual meeting is postponed, a special meeting may be held in its place, and any business transacted shall have the same force and effect as if transacted at the annual meeting.

Section 2. Regular Meetings. Meetings shall be scheduled for the convenience of Commission members and the general public. Regular meetings of the board shall be held at least ten (10) times per year, generally on the fourth Wednesday of each month. At any regular meeting the agenda shall provide an opportunity for any person to present discussion regarding any matter of public interest that is within the subject matter jurisdiction of the Agency.

Section 3. Notice. Written notice of the time, date, location and agenda of each meeting of the board shall be given to each Commissioner and posted to the public at least 72 hours before regular meetings. Whenever notice of a meeting is required to be given to the Commissioners, such notice need not be given to any Commissioner if a written waiver of notice, executed by him or her (or his or her duly authorized attorney) before or after the meeting, is filed with the records of the meeting, or to any Commissioner who attends the meeting without protesting the lack of notice to him or her before or at the beginning of the meeting.

Section 4. Quorum. At all meetings of the Commission, a quorum shall equal a majority of the Commissioners in office.

Section 5. Voting and Action by the Board. Unless a greater number is required by the corporation's articles of incorporation, these bylaws or by law, the act of a majority of the commissioners at any meeting at which a quorum is present shall be an act of the board. Each Commissioner with voting rights shall have one vote (provided that s/he is not prohibited from voting on a particular matter due to a conflict of interest). Votes by proxy are prohibited.

Section 6. Parliamentary Procedure. Where necessary and in matters not covered by these bylaws, Robert's Rules of Order, Newly Revised, shall serve as a guide to proper procedure at meetings of the board and its committees.

Section 7. Participation by Conference Telephone, Electronic Video Screen Communication or Electronic Transmission. Members of the board may participate in a meeting through use of conference telephone, electronic video screen communication or electronic transmission. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this section constitutes presence in person at that meeting as long as all members participating in the meeting are able to hear one another, including members of the public. Participation in a meeting through use of electronic transmission by and to the corporation, other than conference telephone and electronic video screen communication, pursuant to this subdivision constitutes presence in person at that meeting if both of the following apply:

(A) Each member participating in the meeting can communicate with all of the other members concurrently.

(B) Each member is provided the means of participating in all matters before the board, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken by the corporation.

If the commission goes into executive or closed session during the meeting, the Commissioner appearing by electronic communication cannot participate in said closed or executive session, due to the inability to insure the confidentiality of the proceedings.

Section 8. Action without a Meeting. An action required or permitted to be taken by the board may be taken without a meeting, if all members of the board shall individually or collectively consent in writing to that action. The written consent or consents shall be filed with the minutes of the proceedings of the board. The action by written consent shall have the same force and effect as a unanimous vote of the directors. For purposes of this section only, "all members of the board" does not include an "interested director" as defined in section 5233 of the California Corporations Code.

Section 9. Special Meetings. Special meetings may be called by the Chair or upon the written and signed request of ten (10) or more Commissioners, dated and specifying the items of business. Notice of any special meeting shall be given to each Commissioner and posted to the public at least twenty four (24) hours in advance of such meeting and shall specify the purpose of the meeting. No other business shall be transacted except the agenda items described in the notification.

Section 10. Adjourned Meeting. Any Commission meeting, annual or special whether or not a quorum is present, may be adjourned from time to time by the vote of the majority of the Commissioners represented at the meeting; but in the absence of a quorum, no other business may be transacted at that meeting, except as provided in this Article.

ARTICLE IX. Officers

The officers of the Commission shall consist of a Chair, First Vice Chair, Second Vice Chair and Treasurer, all of whom shall be elected from the members of the Commission. Such officers shall be elected to serve until the next annual meeting of the Commission or until their successors shall have been elected and qualify. No Commissioner shall hold more than one office at the same time.

Section 1. Duties of Officers. The duties and powers of the officers shall be as follows or as shall be set hereafter by resolution or policy of the Board of Commissioners:

- A. **Chair.** The Chair shall: (1) be the chief volunteer officer of the corporation, subject to the direction and control of the board; (2) preside at meetings of the Board of Commissioners; (3) appoint the members of standing and of such special committees with the approval of the Commission; (4) be ex-officio a member of all committees; and (5) perform such other duties and have such other powers as the Board of Commissioners may determine from time to time. The Chair may vote on any matter before the Commission only in the event of a tie or if his vote will alter the result. The Chair shall be counted to determine the existence of a quorum.
- B. **First Vice Chair and Second Vice Chair.** In the absence of the Chair or the Chair's inability or refusal to act, the First Vice Chair and Second Vice Chair as alternate, shall perform the duties of the Chair and shall perform such other duties as the Commission may, from time to time, designate.

- C. **Secretary.** The Commission shall appoint the Executive Director, who shall serve as the Chief Administrative Officer and as Secretary to the Commission.

The secretary shall record (or see to the recording of) and maintain records of all proceedings of the Board of Commissioners, including the attendance of commissioners at meetings and a record of votes on all motions of all meetings of the members and of the Commission and of all Commission Committees, in a book or books kept for that purpose, which shall be kept at the principal office of the corporation and which shall be open at all reasonable times to the inspection of any commissioner. Such book or books shall also contain the corporation's articles of incorporation and bylaws (as well as any amendments thereto) and the names of all commissioners and the address of each.

The secretary shall give all notices that may be required by law or by these bylaws. The secretary shall perform such other duties and have such other powers as the commissioners shall determine from time to time. If the secretary is absent from any meeting of the Board of Commissioners, the assistant secretary, if one be appointed, or, if there is no assistant secretary, a temporary secretary chosen at the meeting, shall exercise the duties of the secretary at the meeting.

- D. **Treasurer.** The treasurer shall: (1) oversee the corporation's financial management practices, subject to the direction and control of the board; (2) ensure that the commissioners understand the financial situation of the corporation (including ensuring that financial statements for each month are available for each meeting of the Board of Commissioners and are kept on file at the corporation's principal office); and (3) perform such other duties and have such other powers as the Board of Commissioners may determine from time to time.
- E. **Other Officers.** The duties and powers of other officers shall be established from time to time by resolution of the Board of Commissioners.

Section 2. Delegation of Duties. An officer may delegate the specific duties set forth above to another individual or receive assistance from another individual in performing such duties, so long as the officer retains oversight and review of the work of the other individual and the records and documents prepared and distributed by that individual.

Section 3. Election. The Officers shall be elected each year by the Board of Commissioners at the board's annual meeting. In the event that any or all of the Officers are not elected at the annual meeting, they may be elected at a subsequent board meeting. Other officers may be elected from time to time by the board.

Section 4. Term of Office. Each Officer shall hold office until the next annual meeting and until his or her successor is elected and qualified or until s/he sooner dies, resigns, is removed or becomes disqualified.

Section 5. Removal of Officers.

A. Grounds for Removal.

1. **Incapacity.** The board may remove an officer, if in the opinion of the board, the officer is incapacitated or otherwise unable to carry out the duties of his/her office.
2. **Cause.** The Board of Commissioners may remove an officer for cause for one or more of the following reasons: conduct the board deems contrary to the best

interests of the corporation; violations of the corporation's articles of incorporation, bylaws, conflict of interest policy, board resolutions or other policies; absence from three (3) or more consecutive board meetings; repeated disruptions of board and/or committee meetings; or false statements on documents completed in connection with service as a Commissioner or officer of the corporation.

A. Procedures for Removal.

The board shall provide all commissioners, including the officer proposed to be removed, with at least 14 days' notice of the meeting at which the removal is to be considered. The notice must specify that a purpose of the meeting is to consider removal of the officer. The officer proposed to be removed shall be entitled to an opportunity to be heard at that meeting. A vote of a majority of a quorum of commissioners is required to remove the officer.

Section 6. Resignation of Officers. An officer may resign by delivering his or her written resignation to the Chair, to a meeting of the Commissioners or to the corporation at its principal office. Such resignation shall be effective upon receipt unless specified to be effective at some other time.

Section 7. Vacancies. The board should promptly fill vacancies in the Officer positions, either at a regular meeting or at a special meeting called for that purpose. Each successor shall hold office for the unexpired term of his/her predecessor or until the successor sooner dies, resigns, is removed or becomes disqualified. The term as a replacement Officer shall count toward the term limit.

Section 8. Executive Director. The Board of Commissioners shall appoint and employ an Executive Director who, subject to the board's direction and control, shall: manage the day-to-day affairs of the corporation; implement goals and policies established by the board; report on and advise the board and its committees concerning the affairs and activities of the corporation; and prepare an annual administrative budget for the approval of the Commission.

The Executive Director shall be empowered to hire, supervise and terminate the corporation's other employees in accordance with personnel policies established by the board. In addition, the Executive Director shall perform such other duties and have such other powers as the board may determine from time to time. The Executive Director may (and where required by the board or one of its committees, shall) attend meetings of the board and its committees unless excluded by a majority vote of the board or committee at a meeting at which a quorum is present or by a policy established by the board.

The board shall evaluate the Executive Director and set his/her compensation on an annual basis. The board may remove the Executive Director at any time with or without cause. Removal without cause shall be without prejudice to the Executive Director's contract rights, if any, and the appointment of the Executive Director shall not itself create contract rights.

The Executive Director and all employed staff charged with the handling of Commission funds shall post with the Commission at the Corporation's expense a fidelity bond in an amount approved by the Commission.

ARTICLE X. Committees

The board may establish one or more committees (standing and/or ad hoc) and may delegate to any such committee or committees any or all of its powers, except the powers specified in section 5212 of the California Corporations Code. Any committee to which the powers of the commissioners are delegated shall consist solely of commissioners and shall, to the extent possible, reflect the tripartite composition of the full board. Committee members and Chairs shall be appointed by the Board Chair and approved by the board and shall serve at the pleasure of the board.

Each committee shall keep a record of its actions and proceedings and, when required by the board, shall make a report of those actions and proceedings to the board. Unless the commissioners otherwise designate, committees shall conduct their affairs in the same manner as is provided in these bylaws for the conduct of the affairs of the Board of Commissioners, with such changes in the context of such provisions as are necessary to substitute the committee and its members for the Board of Commissioners and its members; provided, however, that the time of regular meetings of committees may be determined either by resolution of the Board of Commissioners or by resolution of the committee, and that special meetings of a committee may also be called by resolution of the Board of Commissioners. A quorum for any meeting shall be 50 percent of that committee. The Board of Commissioners may adopt rules for the governance of any committee not inconsistent with the provisions of these bylaws.

There shall be the following standing committees: Executive, Human Resources, Finance, By Laws, Audit, Pension, and Program Planning and Evaluation Committee. The Board Chair shall appoint the Chair of each Committee who shall serve until a successor shall have been duly appointed for the term of that person as a member of the Commission shall have ended.

Executive Committee. The Executive Committee shall be composed of the four (4) elected officers as well as the chairs of the Audit, Bylaws, Program and Planning, Human Resources and Pension Committee. This committee shall have all the powers and authority of the Board of Commissioners in the intervals between meetings of the board, and is subject to the direction and control of the full board. The executive committee shall make a report of its actions and proceedings to the board at the next meeting of the board held after such actions or proceedings.

The Executive Committee shall act on interim matters which cannot wait until the next Commission meeting. Its decision(s) are subject to approval by the Commission. The Executive Committee shall meet as necessary as determined by the Chair. An Executive committee meeting may be called by the Chair or upon the written request of two (2) committee members within 48 hours notice.

Finance Committee. The finance committee shall be composed of the Treasurer, who shall be its Chair, and four (4) other Commissioners, at least one from each tripartite sector. The finance committee shall: (1) advise the Executive Director in the preparation and administration of the operating budget; (2) oversee the administration, collection, and disbursement of the financial resources of the corporation; (3) advise the board with respect to significant financial decisions; and (4) have such other powers and perform such other duties as the board may specify from time to time.

Audit Committee. The audit committee shall be composed of five (5) Commissioners, with at least one from each tripartite sector and who are not on the Finance Committee. The audit committee shall assist the Board of Commissioners in fulfilling its oversight

responsibilities by monitoring: (1) the overall systems of internal control and risk mitigation; (2) the integrity of the financial statements of the corporation; (3) compliance by the corporation with legal and regulatory requirements and ethical standards; (4) at the close of each fiscal year shall present to the Commission a financial report for the year audited by a licensed Certified Public Accountant; and (5) the selection, independence and performance of the corporation's independent auditors. In addition, the audit committee shall oversee the internal audit department and have such other powers and perform such other duties as the board may specify from time to time.

Bylaws Committee. The bylaws committee shall be composed of five (5) Commissioners, with at least one from each tripartite sector. The bylaws committee shall: (1) oversee board member recruitment (including administering the target area board member democratic selection process, recommending candidates for Public and Community Sector board seats, and ensuring that the board fills vacancies promptly), orientation, and training; (2) coordinate the board's periodic evaluation process of itself and the corporation's governance structure, policies and procedures; (3) coordinate periodic review of the corporation's articles of incorporation and bylaws; and (4) have such other powers and perform such other duties as the board may specify from time to time.

Program Planning and Evaluation Committee. The Program Planning and Evaluation Committee shall be composed of five (5) Commissioners, with at least one from each tripartite sector. Subject to the direction and control of the full board, the program planning and evaluation committee shall: (1) oversee implementation of the corporation's community needs assessment and strategic planning processes approved by the board and conduct periodic reviews to determine to what degree the corporation is addressing the needs and goals identified through these processes; (2) shall discuss, review and recommend grant applications; (3) track the progress of the corporation's programs in meeting identified goals and objectives; (4) oversee the corporation's processes for outcome reporting for its programs; (5) review monitoring reports, evaluations, and other feedback on the corporation's programs provided by funding sources and other interested parties; (6) work with the corporation's staff and full board to ensure that monitoring findings are addressed in a timely way; (7) oversee the regular evaluation of the corporation's programs by the corporation's board and staff; and (8) regularly report to the full board on these matters. In addition, the program planning and evaluation committee shall have such other powers and perform such other duties as the board may specify from time to time.

Human Resources Committee. The Human Resources committee shall be composed of five (5) Commissioners, with at least one from each tripartite sector and shall (1) periodically review the corporation's personnel policies and procedures and implementation thereof, and report findings and recommendations for policy and procedures changes to the full board; (2) periodically review the corporation's compensation schedule and implementation thereof, recommend any changes to the board; (3) review and make recommendations to the board regarding the corporation's employee benefits package; (4) receive information from the corporation's staff and attorneys on legal proceedings involving the corporation's employees and make recommendations and reports to the board on those matters. In addition, the Human Resources committee shall have such other powers and perform such other duties as the board may specify from time to time.

Pension Committee. The Pension Committee shall be composed of five (5) Commissioners, with at least one from each tripartite sector, an employee representative, employee alternate, and two Pension Plan Trustees. The Pension Committee meets on a quarterly basis to review and approve quarterly financial reports and investment performance reports of the Pension Plan; receive an update of the current investment market; and answer any questions of the employees and Board members on the plan.

ARTICLE XI. POLICIES AND PROCEDURES

Section 1. Annual Statement of Certain Transactions and Indemnifications. No later than the time the corporation gives its annual report, if any, to the members, and in any event no later than 120 days after the close of the corporation's fiscal year, the corporation shall prepare and mail or deliver to each Commissioner a statement of the amount and circumstances of any transaction or indemnification of any transaction(s) in which the agency, its parent or its subsidiary was a party, or in which any Commissioner or Officer had a direct or indirect financial interest.

Section 2. Fiscal Year. The fiscal year of the corporation shall be fixed by resolution of the Board of Commissioners and may be changed by the Board of Commissioners.

Section 3. Execution of Instruments. Except as the Board of Commissioners may generally or in particular cases authorize the execution thereof in some other manner, all deeds, leases, transfers, contracts, bonds, notes, checks, drafts, and other obligations made, accepted and endorsed by the corporation shall be signed by the Chair or the Executive Director and checks drawn on any account of the corporation shall be signed by either the Chair, the treasurer or the Executive Director (each an "Authorized Check Signatory") and, if in excess of any amount determined by the board from time to time, countersigned by another Authorized Check Signatory. Unless authorized by the Board of Commissioners, no officer, employee or agent shall have any power or authority to bind the corporation by any contract or agreement, or to pledge its credit, or to render it liable for any purpose or for any amount.

Section 4. Agents. The Board of Commissioners may appoint agents who shall have such authority and shall perform such duties as may be prescribed by the board. The board may remove any such agent at any time with or without cause. Removal without cause shall be without prejudice to such person's contract rights, if any, and the appointment of such person shall not itself create contract rights.

ARTICLE XII. BONDING

The Board of Commissioners shall require all officers of the corporation charged with handling of funds, and may require any other officer, director, employee or agent, to be bonded for performance of their duties in such amount and by such bonding company registered in the state of California as shall be satisfactory to the board at the Corporation's expense.

ARTICLE XIII. INDEMNIFICATION OF COMMISSIONERS, OFFICERS, EMPLOYEES, AND OTHER AGENTS

The Board of Commissioners shall have the statutory power to indemnify the agents of the corporation pursuant to the terms and conditions of section 5238 of the California Corporations Code, as amended. All provisions, definitions, powers and limitations set forth in 5238 are incorporated herein by this reference as though set forth fully and at length herein. Nothing herein shall prevent, preclude, impair or otherwise limit the power of the Board of Commissioners to obtain insurance as described in section 5238.

ARTICLE XIV. Amendment of Bylaws.

These bylaws may be altered, amended or repealed at any meeting of the commissioners; provided that notice of the meeting must be provided to the Commissioners at least 14 days before the date of the meeting and must include the text of the proposed alteration, amendment or repeal.

ARTICLE XV. DISSOLUTION.

In the event of dissolution of this Commission by act of the Commission or by operation of law, such dissolution shall be conducted in accordance with the laws of the State of California, in proceedings to which the Attorney General shall be a party.

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

October 19, 2011

- WELCOME** Tamala Olsby, Head Start Director, introduced herself and Kathleen Shivaprasad, Early Head Start Program Director to the newly elected Delegates for the 2011-2012 school year and welcomed them to their first CWPC meeting.
- Ms. Olsby explained the format of the Agenda and how meetings are conducted on a monthly basis.
- CALL TO ORDER** The meeting was called to order at 6:45 p.m. by Marcie Santana, CWPC Chairperson.
- ROLL CALL** The roll was called by, Nellie Lopez, CWPC Parent Planning & Review Committee Chairperson. The following members were present: Michele Knox, Lisa McElhaney, Micaela Mendoza, Juan Carlos Carrillo, Juanita Robledo, Veronica Martinez, Maria Rojas, Maricela Aguirre, Tanisha Rancharan, Lisa Hill, Leslie Garcia Ocampo, Laura Pano, Rebecca Carrillo, Sandra Manzo, Mary Villegas-Martinez, Sarah Reese, Sandra Valdez, Grata Padilla, Sandra Parra, Mai Lee Her, Esmeralda Taisan, Ariana Ayala, Adela Perez, Lanette Riggins, Engenline Kuchar, Jennifer Laney, Ermila Walker, Stephanie Mendoza, Brittanie Lindsey, Consuelo Estrada, Ana Madrid, Edeana Gomez, Lacy Faucett, Rocio Contreras Delao, Yoshira Reyna, Juan Luna, Lucia Hernandez, Freddie Anderson, Kim Brainard, Vanessa Munoz, Nellie Lopez, Blanca Diaz, Rebecca Camarillo, Marcie Santana, Hesidora Cenobio, Marisela Magana, Rosalva Moreno, Karen Ortega, Alicia Garcia, Teresa Cruz, Tara Dixson, Asuncion Reyes, Naomi Torres, Melissa Ramirez-Perez, Ana Millan, Chris Kampf and Tito Lucero. A quorum was present.
- APPROVAL OF PREVIOUS MINUTES** The CWPC Minutes from September 21, 2011 were accepted as written.
- COMMUNITY REPRESENTATIVES REPORTS** No Community Representative Reports were given at tonight's meeting.
- EOC BOARD LIAISON REPORT** Tito Lucero, EOC Commissioner, informed delegates at tonight's meeting of the EOC Board of Commissioners meeting held on June 22, 2011. This information was mailed to delegates prior to tonight's meeting.
- Mr. Lucero briefly explained how the EOC Board of Commissioners meetings are conducted.
- Mr. Lucero shared that he is a former Head Start parent.
- Mr. Lucero shared that at the EOC Board of Commissioners on June 22, 2011 under Agenda Item: "Helping People.Changing Lives" a story was presented on Ms. Yesenia Betancourt. At the early age of 14 she became a teenage parent and endured hardships as a young, single parent. Currently as a 16-year-old teen mother of a 24-month old child, she is attending McLane High School and is expected to graduate in 2013. After graduation, she plans to attend college to study Criminology. She has independently accessed resources to assist her with obtaining her educational,

EOC BOARD
LIAISON REPORT
(Cont.)

personal and parenting goals. Ms. Betancourt has shown leadership and determination to succeed as a teen parent and become a role model for her child and community.

The EOC Board of Commissioners Minutes from June 22, 2011 were accepted as written.

PERSONNEL
COMMITTEE
REPORT

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

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

Motion to approve Personnel Committee Report for October 19, 2011 was made by Mary Villegas-Martinez and seconded by Freddie Anderson. Motion carried.

MONTHLY
FINANCIAL
STATUS REPORT

Yoshira Reyna, ERSA Committee Chairperson, informed delegates at tonight's meeting of the Monthly Financial Status Report for Head Start and Early Head Start programs. This report was mailed to delegates prior to tonight's meeting.

Ms. Reyna reported that the Monthly Financial Status Reports show all expenditures for the entire Head Start and Early Head Start programs for the month of September 2011 and year-to-date.

Motion to approve the Monthly Financial Status Reports for September 2011 was made by Juan Carlos Carrillo and seconded by Juan Luna. Motion carried.

ADA REPORT

Sandra Manzo, Early Head Start Representative, informed delegates at tonight's meeting of the September 2011 Average Daily Attendance (ADA) Report for Center Base, Home Base and Early Head Start program. This report was mailed to delegates prior to tonight's meeting.

For September 2011 the ADA for Center Base was at 83%, which is below the recommended ADA rate of 85%.

For September 2011 the ADA for Home Base was at 96%, which is above the recommended ADA rate of 85%.

For September 2011 the overall ADA for Early Head Start is at 75.1%, the total program is currently 100% enrolled. For the ARRA Grant the ADA is at 76.3% the total program is currently at 100% enrolled. Analysis of all areas below the recommended 85% ADA have been done

Motion to approve the ADA Reports for Center Base, Home Base and Early Head Start for September 2011 was made by Nellie Lopez and seconded by Lisa Hill. Motion carried.

INTRODUCTIONS

At this point, staff present at tonight's meeting took some time to introduce themselves to the new Delegates.

FCEOC
PERSONNEL
POLICIES AND
PROCEDURES
MANUAL "DRAFT"

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

FCEOC
PERSONNEL
POLICIES AND
PROCEDURES
MANUAL "DRAFT"
(Cont.)

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

Minor changes in adding and/or deleting wording were reflected throughout the policies and procedures.

Under Policy: "Family, Medical, Pregnancy and Other Disability Leaves of Absences", the Organ Donor Leave is being added.

New Policy: "Social Networking" is being added. The purpose is to establish a Policy for the appropriate use of FCEOC resources, particularly the use of Social Networking.

After a question and answer period, motion to approve the "Draft" FCEOC Personnel Policies and Procedures was made by Stephanie Mendoza and seconded by Vanessa Munoz. Motion carried.

PACT TIME
RESULTS
2010-2011

Leslie Sparks, Literacy/Transition Coordinator, informed delegates at tonight's meeting the PACT Time Results for 2010-2011 school year. This information was mailed to delegates prior to tonight's meeting.

The 2010-2011 PACT Time Results statistics show the growth of the children in terms of daily literacy activities, family reading practices and visits to local library at the beginning and end of the school year. All center base and home base families receive a monthly PACT Time Calendar that contains literacy activities. The PACT Time Calendars are in English and Spanish.

CWPC ELECTIONS
PROCESS

Wyoma Lewis, Family/Community Services Director, informed delegates at tonight's meeting of the CWPC Election Process to be held at the November 16, 2011 CWPC meeting. Information of the CWPC Officer Responsibilities was mailed to delegates prior to tonight's meeting.

Elections will be held to fill positions on the CWPC Executive Board for the 2011-2012 school year. All delegates are welcomed to run for office.

HEAD START/
EARLY HEAD
START MONTHLY
PROGRAM
INFORMATION
REPORT

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

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

The monthly reports covers the following areas: Program Information Summary, Wait List Totals, Meals/Snacks Totals for Children, Communication and Guidance from the HHS Secretary for the Head Start and Early Head Start programs.

ANNOUNCEMENTS

Sandra Manzo, Early Head Start Representative, made the following Announcements:

- A. October 25-27, 2011 – Open House for Center Base, Home Base and Early Head Start
- B. October 28, 2011 – County-Wide Parent Conference at Golden Palace Banquet

ANNOUNCEMENTS
(Cont.)

- C. November 2, 2011 – Next Executive Board Meeting at Kings Canyon Head Start at 6:00 p.m.
- D. November 11, 2011 – Veteran’s Day Holiday – No School
- E. November 16, 2011 – Next CWPC Meeting/Elections at Franklin Head Start-Preschool at 6:30 p.m.
- F. November 21-25, 2011 – Thanksgiving Week Holiday – No School

Community Resource Fair will be held on Wednesday, October 26, 2011 from 10:00 a.m. to 1:00 p.m. at Manchester Center (Shields & Blackstone). The Resource Fair will provide information on Housing, Counseling, Domestic Violence, School, Legal Issues, Health, Food and more. Free to the public and all are invited to attend.

At this time, a raffle was held and the following received a “Pumpkin”:

Adela Perez	Jennifer Laney	Karen Ortega
Kim Brainard	Sandra Parra	Asuncion Reyes
Marisela Magana	Stephanie Mendoza	Freddie Anderson

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Rocio Contreras Delao and seconded by Blanca Diaz. Motion carried. The business meeting adjourned at 8:07 p.m.

Esther Lepe
Recording Secretary

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

REPORT MONTH: OCTOBER 2011

I. Head Start/Early Head Start

Program Information Summary:

1. Head Start and Early Head Start staff met together on October 14th for an In-Service training on "Conflict Resolution" led by Dr. Ida Jones from Fresno State University.
2. Head Start and Early Head Start staff are participating in the EOC Strategic Planning Sessions.
3. Head Start and Early Head Start staff are continuing to meet regarding transition procedures between the two programs.
4. Head Start and Early Head Start staff participated in the annual Sexual Harassment training provided through EOC Human Resources.
5. The Directors of the Head Start and Early Head Start programs met with other HS Cluster VI leaders on October 21 at Franklin Head Start. The meeting was led by Naomi Quiring-Mizumoto, Assistant Executive Director.
6. All HS and EHS sites had an Open House during the month of October.
7. The CWPC had a Parent Conference on October 28th. This conference focused on the role of the parents in the Head Start/Early Head Start program.

II. Head Start

Program Information Summary:

1. Head Start staff are working with Child Care Results to automate the results of the enrolled children's first Developmental Review.
2. Head Start staff participated in the League of Women Voter's discussion on the Federal government's role in education.
3. Three Head Start sites participated in "working as a team" training provided through EOC Human Resources.

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment 2,455; Monthly ADA: Center base: 87%, Home Base: 96%.

Wait List Total: 1,758.

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

Head Start Meals/Snacks:

Total Children: Breakfasts: 1,668, Lunches: 36,182, Snacks: 18,273.

III. Early Head Start

Program Information Summary:

1. The Early Head Start center-based program conducted Parent/Teacher Conferences during the week of October 17th to 21st.
2. 55 Early Head Start home-based families participated in Grand Socialization, a parent child play day, at Trolley Creek Park, on October 21st.
3. Staff participated in a community awareness fair at the Central California Association for the Education of Young Children Conference, on October 29th, at the Radisson Conference Center.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment Basic: 155; Monthly ADA: Center base: 74.6%, Home Base: 89.8%.

Monthly Enrollment ARRA: 153; Monthly ADA: Center base: 71.7%, Home Base: 89.8%.

Wait List Total: 1,123.

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

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 591, Lunches: 656, Snacks: 595.

IV. Communication and Guidance from the HHS Secretary:

The following communication was issued in October 2011 from the Office of Head Start:

1. Notice from ACF (October 3, 2011): The Office of Child Care announced the development of four new National Child Care Technical Assistance Centers.

Submitted By:

Tamala Olsby
Head Start Director

Kathleen Shivaprasad
Early Head Start Program Director

EOC / Sanctuary Youth Services
 Sanctuary Safe Place Outreach & Shelter Operations
 Advisory Committee Board Meeting Minutes
 Thursday, October 6, 2011

MINUTES

Dr. Chris Perkins, Chair <i>Health Representative</i>	P	Yesenia, Carrillo <i>EOC Commissioner</i>	A
Tom Nino, Vice Chair <i>Social Services Representative</i>	X	Alphons Russ, SOS AmeriCorps <i>Youth Representative</i>	P
Carmen Romero <i>EOC Commissioner</i>	X	Sanctuary TLC Resident, <i>Youth Representatives (Varies)</i>	P
Charles Bailey, <i>EOC Commissioner</i>	A	Victor Villar, <i>EOC Commissioner</i>	A
Curtis Chastain <i>Law Enforcement</i>	X	<i>Business Representative – Open</i>	N/A

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

Staff Present:

Naomi Quiring-Mizumoto, Assistant Executive Director
 Christy Gorden, AFLP Program Manager
 Jody Ketcheside, TLC Program Manager II
 Joe Martinez, Community Relations & Outreach Manager
 Sarah Worthen, TLC Supportive Services Coordinator
 Evelyn Gonzalez, Program Assistant

Youth Representatives:

Mathew Keller, TLC-1
 Vernon Sampson, TLC-3

I. CALL TO ORDER

Dr. Chris Perkins, Chair, called the meeting to order at 12:05 p.m. Roll call was called. The meeting was held at the Sanctuary Conference Room. Dr. Perkins inquired on status of Sandi Davis replacement to Board. Quiring-Mizumoto explained that correspondence has been sent; however, a replacement has not been appointed by County at this time. Quiring-Mizumoto informed there have been changes to the EOC Commissioners appointments to the Advisory Board and changes will be reflected in the next meeting. Ketcheside excused Chastain (Fresno Police Department) from meeting stating he was called to an out of town operation. Dr. Perkins inquired on the frequency of Executive Directors attendance for program meetings. Quiring-Mizumoto explained Executive Director was out of town today. Dr. Perkins requested Executive Director attendance at the next Advisory Board meeting.

II. APPROVAL MEETING MINUTES - MOTION APPROVED

Dr.Perkins/Quiring-Mizumoto motioned to approve e-mailed April 7 and July 7, 2011 Meeting Minutes. All in favor.

III. PROGRAM ACTIVITY REPORTS & FUNDING UPDATES – Perkins MOTION APPROVED

Client Keller mentioned his support of EOC’s vision planning for the future and discussed his inclusion (as a client of EOC) in the process. Quiring-Mizumoto explained meetings held to finalize three new mission statements for the agency: Individual Mission Statement, Family Mission Statement, and a Community Mission Statement. This folds into strategic planning which is currently in progress. The agency is conducting focus groups with community members and program participants. Quiring-Mizumoto stated an action plan would be developed at the Board Retreat in 2012 as a follow up to the strategic planning process.

Client Keller shared his experience at the Transitional Living Center 1. Through the security of safe housing, he has a supportive foundation in order to focus on school and his future goals. Client Sampson complimented the programs supportive services offered to youth. Sampson also shared a concern regarding Internet sites being blocked at the TLC site, interfering with the completion of his homework. Worthen proposed installing converters so that residents can complete homework from updated programs. Ketcheside suggested using library or school computers.

Dr. Perkins inquired about mentoring youth. Ketcheside stated youth have informal mentoring through case managers. Worthen also stated that youth who are doing well within the program mentor new residents.

Ketcheside reported the Shelter reached 53% on their benchmark. There are proposed plans to contract with the County in 2012 to secure emergency Shelter beds for County DSS youth referrals.

Martinez stated they are planning to do a wrap around advertisement on the City of Fresno Fax buses, to coincide with National Runaway Month. Ketcheside stated that FAX numbers on reports are lower possibly because FAX does not always park where staff can see them and youth are counted as coming in themselves. Dr. Perkins suggested that we focus more attention to this issue so we can use data for future proposals.

Ketcheside reported all three Transitional Living Center's (TLC) are on track to meeting their goals this year, which is 30 new youth intakes annually.

Martinez reported an increase in youth, ages 18-21, who become homeless involuntarily, believing it may be due to the economy. There have been increases on foster care dismissal and youth running from placements. Martinez also reported a new Drop-In Center located at Local Conservation Corp (LCC), where they have found many youth in that program who are homeless. Judge Gottlieb is working with Sanctuary in possibly making the courts a new Safe Place Program. Clovis YES is partnering with Safe Place to kick off an event in November for National Runaway Month. Martinez also reported SOS receiving media attention for events held.

Gorden reported reaching an average of 160 youth providing case management services for enrolled AFLP youth. This summer there was a partnership with Barrios Unidos for life skills services. Currently the AFLP offers prenatal services through funding provided by March of Dimes. Extra funding was received from Fresno County to enhance the AFLP service already provided called the Positive Youth Development (PYD) component. Dr. Perkins asked if the youth serviced were all teen moms. Gordon clarified that it was a service for both male and female youth and services could be provided as long as the teen enrolls before their 18th birthday. Dr. Perkins asked if they have tangible outcome parameters. Gordon responded stating PYD will help strengthen outcomes to reduce repeat pregnancies and increase the probability of healthy birth outcomes. Dr. Perkins wanted to know how many FTE case managers are available. Gordon answered they have four FT case managers.

Ketcheside reported Rescue and Restore Victims of Human Trafficking a Department of Health and Human Services (HHS) Grant operated under Central Valley Against Human Trafficking was awarded in the amount of \$241,000 annually with the ability to renew for three years. The program focuses on raising awareness on foreign national victims of human trafficking. EOC has established the Central Valley Freedom Coalition and is the only agency receiving funding for this type of service in the region. EOC contracts with seven (7) sub awardees on human trafficking efforts including: Marjoree Mason Center, Central CA Legal Services, Centro La Familia, Westside Family Preservations Services, Mennonite Central Committee, & Family Services of Tulare County.

Ketcheside reported TLC's were awarded a grant from HHS, which is collaboration between AFLP, LCC and TLC's. The program is to create responsible fathers. Quiring-Mizumoto stated it is called the "POPS Fatherhood Program." There will be a curriculum to help the youth with being responsible fathers. First Five is also a partner.

Martinez reported Sanctuary recently submitted a proposal to FMCoC, in partnership with Housing Authorities, to provide permanent housing and supportive services to chronically homeless the disabled youth. Sanctuary is currently on the second phase of this application process. If selected, EOC will submit an application to HUD through FMCoC.

IV. **INFORMATION ITEMS**

The following handouts were distributed to the Committee:

1. Third Quarter Accomplishments/Challenges
2. Program Vision/Growth & Development Action Plan
3. Revenue Development Plan Progress Report
4. Quarterly Volunteer Report

V. **UPCOMING EVENTS**

Gonzalez distributed handout with list of upcoming events.

Meeting adjourned at 1:15 p.m.

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Chairperson

Brian Angus
Executive Director

Date: November 16, 2011	Program: Community Services
Agenda Item No: VII. - A.1	Program Coordinator: Gabriela Romero
Item: AARP Hunger Grant (50 + On the Fast Track for Food Access)	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Executive Director: Brian Angus

RECOMMENDED ACTION:

Staff recommends ratification of the submission of a two-year AARP Hunger Grant proposal for \$179,199 from January 1, 2012 to December 31, 2013.

BACKGROUND:

In an area with some of the highest unemployment and poverty rates in the nation, the Fresno County Economic Opportunities Commission proposes to create a multi-faceted program aimed at delivering long-term and sustainable solutions to one of the most vulnerable populations, seniors 50+.

EOC will provide education in nutrition, food preparation, budgeting and available resources. The project is planned to address all areas of food insecurity as follows:

Access: Seniors will receive education on available resources and food preparation. They will gain access to nutritious and affordable foods through participation in community gardens and access to farmers markets in their communities.

Adequacy: Numerous educational activities will help ensure that seniors have continuous access and information on available resources. This includes mini resource fairs for seniors throughout the year.

Affordability: The project includes budgeting and financial literacy for seniors. Nutrition workshops will include cost-effective methods of food preparation.

Appropriateness: Nutrition workshops will be designed to address the special health and dietary needs of seniors. Seniors will be encouraged to share traditions and learned nutrition knowledge with future generations through cultural festivals. This will help seniors maintain pride in their cultural heritage while adopting healthier habits.

The outcome of these funds is projected to serve approximately 700+ seniors in two years. Food distributions will be conducted monthly in the communities of Huron, Firebaugh, Mendota and San Joaquin and Fresno. Financial literacy classes will be provided to 200+ seniors. Nutritional workshops and food demonstrations will be given for up to 100 seniors per year over the course of two years. EOC will assist in the establishment or development of 3 accessible community gardens where as many as 50 seniors will become active participants.

**AARP HUNGER INNOVATIVE GRANT
BUDGET NARRATIVE
1/1/12-12/31/12**

A. Salary & Wages – Total: \$46,727

Salary and benefits for one full-time Community Services Coordinator to manage project implementation and spend 100% supervising ongoing activities, services (i.e., providing financial literacy workshops, food distribution in rural West Fresno County to seniors, etc.) and training volunteers. This individual's annual salary is \$ \$46,727 and will be covered for the first 12 months of the contract.

1,950 annual hours x \$23.73/hour = \$46,727

B. Fringes – Total: \$17,249.81

FICA will be paid for all salaries: \$46,727 x .0765 = \$3,574.61.00.

Unemployment cost is \$7,000 x .062 = \$434.00

Workers Compensation is \$46,727 x .067 = 322.42

Retirement for full-time employees: \$46,727 x .05 = \$2,336.35

Life Insurance is \$.48 x \$1,000 = 46.27

Health Insurance cost for full-time employees is the follows:

\$880 x 12 months= \$10,560.00.

C. Other Direct Expenses – Total: \$21,079

Marketing & Communications (i.e., flyers, brochures, PSA's, etc.) is

\$40 x 12 months = \$480

Travel Expenses – Community Services Coordinator is expected to travel around the County to visit sites, attend meetings and trainings/conferences, meet with project partners, visit families, etc.

The agency reimbursable rate is \$.555 x 270 miles x 12 months = \$1,800

Telecommunications/Internet (wireless) cost is based on historical information of \$50 x 12 months = \$600

Materials & Supplies (Office/Computer Supplies) cost is based on agency historical information of \$83.33 x 12 months = \$1,000

Consultant/Contractual – Fresno County EOC will be contracting with Promotores (a very reliable Rural West Fresno County advocacy group) to recruit and identify seniors to participate in the project. \$25 x 100 seniors = \$2,500

Other Expenses

Community Garden Start-up Supplies (i.e., land lease, seedlings, land prep, etc.) will be used to start-up or expand community gardens that target seniors as follows:

3 community gardens x \$178.30 x 12 months = \$6,419

Financial Literacy Incentives (snacks and beverages, financial literacy certificate of completion) will be used to increase workshop retention rate through eight (8) training modules.

100 seniors @\$13.50 = \$1,350

Food Added Value Supplies will be used to purchase materials and items to assist seniors on how to preserve fruits and vegetables that can be sold or consumed.

100 seniors @\$12.50 = \$1,250

Food Demonstrations will be used a training tool for 100 seniors to learn appropriate dietary and healthy lifestyles. Three (3) food demonstrations @\$300 = \$900

Fresno Top Food Incentives are to be used to increase the buying power of 100 seniors at community markets including farmers markets.

100 seniors @\$11.25 = \$1,125

Rent cost is 250 sq. ft. @\$.91/sq.ft. x 12 months = \$2,730

Insurance Liability cost is 250 sq. ft @\$.50 x 12 months = \$975

D. Indirect Cost Total: \$5,631

Total Direct Cost \$85,056 x .065 Indirect percentage allowed = \$5,529

Audit Cost is \$85,056 x .0012 = \$102

E. Matching Funds Total: \$36,431

Salary and benefits for one 25% Community Services Coordinator will be used as matching and the individual will serve as a resource person (i.e., UC Cooperative Extension, EBT usage, WIC and Senior Food Voucher accessibility, Food Demonstrations events, etc.) to facilitate the delivery of project services to seniors. Community Services Director will also contribute 5% of their salary/fringe to the project by providing oversight and direction to the project.

Community Services Coordinator \$59,722 x .25 = \$14,931

Community Services Coordinator = \$2,500

Contractual – Fresno Community Development Financial Institution will provide micro-loan in the amount of \$15,000 during the first year.

Food Distributions will be provided to 400 seniors via Fresno County EOC food distribution project that serves rural West Fresno County.

400 seniors@\$10 food value = \$4,000

Total AARP 1st Year Request: \$ 90,687

Matching \$ 36,431

Total Project Amount \$127,118

**AARP HUNGER INNOVATIVE GRANT
BUDGET NARRATIVE
1/1/13-12/31/13**

A. Salary & Wages – Total: \$47,571

Salary and benefits for one full-time Community Services Coordinator to manage project implementation and spend 100% supervising ongoing activities, services (i.e., providing financial literacy workshops, food distribution in rural West Fresno County to seniors, data collection, report generation, etc.) and training volunteers. This individual's annual salary is \$ \$47,571 and will be covered for the second 12 months of the contract.

1,950 annual hours x \$24.395/hour = \$47,571

B. Fringes – Total: \$17,575.33

FICA will be paid for all salaries: \$47,571 x .0765 = \$3,639.21

Unemployment cost is \$7,000 x .062 = \$434.00

Workers Compensation is \$47,571 x .067 = 328.24

Retirement for full-time employees: \$46,727 x .05 = \$2,378.57

Life Insurance is \$.48 x \$1,000 = 46.79

Health Insurance cost for full-time employees is the follows:

\$880 x 12 months= \$10,771.20.

C. Other Direct Expenses – Total: \$17,870

Marketing & Communications (i.e., flyers, brochures, PSA's, etc.) is

\$40 x 12 months = \$480

Travel Expenses – Community Services Coordinator is expected to travel around the County to visit sites, attend meetings and trainings/conferences, meet with project partners, visit families, etc.

The agency reimbursable rate is \$.555 x 270 miles x 12 months = \$1,800

Telecommunications/Internet (wireless) cost is based on historical information of \$50 x 12 months = \$600

Materials & Supplies (Office/Computer Supplies) cost is based on agency historical information of \$83.33 x 12 months = \$1,000

Consultant/Contractual – Fresno County EOC will be contracting with Promotores (a very reliable Rural West Fresno County advocacy group) to recruit and identify seniors to participate in the project. \$25 x 100 seniors = \$2,500

Other Expenses

Community Garden Start-up Supplies (i.e., land lease, seedlings, land prep, etc.) will be used to start-up or expand community gardens that target seniors as follows:

3 community gardens x \$ 89.17 x 12 months = \$3,210

Financial Literacy Incentives (snacks and beverages, financial literacy certificate of completion) will be used to increase workshop retention rate through eight (8) training modules.

100 seniors @\$13.50 = \$1,350

Food Added Value Supplies will be used to purchase materials and items to assist seniors on how to preserve fruits and vegetables that can be sold or consumed.

100 seniors @\$12.00 = \$1,200

Food Demonstrations will be used a training tool for 100 seniors to learn appropriate dietary and healthy lifestyles. Three (3) food demonstrations @\$300 = \$900

Fresno Top Food Incentives are to be used to increase the buying power of 100 seniors at community markets including farmers markets.

100 seniors @\$11.25 = \$1,125

Rent cost is 250 sq. ft. @\$.91/sq.ft. x 12 months = \$2,730

Insurance Liability cost is 250 sq. ft @\$.50 x 12 months = \$975

D. Indirect Cost Total: \$5,496

Total Direct Cost \$83,016 x .065 Indirect percentage allowed = \$5,396

Audit Cost is \$83,016 x .0012 = \$100

E. Matching Funds Total: \$36,703

Salary and benefits for one 25% Community Services Coordinator will be used as matching and the individual will serve as a resource person (i.e., UC Cooperative Extension, EBT usage, WIC and Senior Food Voucher accessibility, Food Demonstrations events, etc.) to facilitate the delivery of project services to seniors. Community Services Director will also contribute 5% of their salary/fringe to the project by providing oversight and direction to the project.

Community Services Coordinator \$60,812 x .25 = \$15,203

Community Services Coordinator = \$2,500

Contractual – Fresno Community Development Financial Institution will provide micro-loan in the amount of \$15,000 during the 2nd year.

Food Distributions will be provided to 400 seniors via Fresno County EOC food distribution project that serves rural West Fresno County.

400 seniors@\$10 food value = \$4,000

Total AARP 2nd Year Request: \$ 88,512

Matching \$ 36,703

Total Project Amount \$125,215

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Board Chair

Brian Angus
Executive Director

Date: November 16, 2011	Program: Employment and Training
Agenda Item No.: VII. - B.1	Director: Jeff Davis Jr.
Item: AARP Foundation 50+ On Ramp Grant Application	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Executive Director: Brian Angus

RECOMMENDED ACTION:

Staff request Board ratification of a grant application in the amount of \$179,754.00 submitted to the AARP Foundation on October 17, 2011 for the establishment of *Income Traffic on the 50+ On-Ramp Program*.

BACKGROUND:

EOC's *Income Traffic on the 50+ On-Ramp Program* will provide essential services to eighty (80) seniors (over two years), ages 50 years and older who need assistance to increase their incomes. The *Income Traffic on the 50+ On-Ramp* program includes service commitments that will assure the success of this project. These commitments include our Community Development Financial Institution (CDFI), Foster Grandparent Program, and a variety of income supporting services including emergency energy assistance, senior meals, and transportation. Referrals for training and additional income support will be made respectively to Fresno City College, ITT Technical Institute, National University, University of Phoenix, CalWORKs, and the state's Employment Development Department (EDD).

The goal of *Income Traffic on the 50+ On-Ramp Program* is to help senior participants increase their incomes. To accomplish this goal we will employ a comprehensive strategy that addresses barriers to employment and the aligning of support services (based on a comprehensive assessment brokered by the case manager), ascertain skill levels, aptitudes, credentials, degrees, abilities, and barriers resulting in the provision of intervention/referral services, financial literacy training, micro-business loans, vocational training, educational training and job preparation/development services.

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Board Chair

Brian Angus
Executive Director

**PROJECT BUDGET
REQUESTED AARP FOUNDATION FUNDS**

**Employee Compensation
Salaries and Wages**

1 Director	3,755
2 Assistant Director	3,028
3 Case Manager	81,537
4 Business Account Specialist	10,131
5 Program Assistant II	6,841
6 Quality Assurance Manager	2,123
7 Administrative & Operations Specialist	1,858

Subtotal **109,273**

Benefits & Taxes 39,938

Total Compensation **149,211**

Other Direct Expenses

Travel Expenses	3,600
Telecommunications	1,800
Materials & Supplies	5,600

Other Expenses (please list)

1 Space Rent	5,460
2 Copier Expense	960
3 General Liability Insurance	1,950
4 Audit Fee	202

Total Other Direct Expenses 19,572

TOTAL EXPENSES **168,783**

Indirect (cannot exceed 10%) 10,971

GRAND TOTAL **179,754**

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Chairperson

Brian Angus
Executive Director

Date: November 16, 2011	Program: Sanctuary and Youth Services
Agenda Item No.: VII. - C.1	Director: Michelle L. Tutunjian
Item: Continuation Application for Transitional Living Program to HHS for TLC-1	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Executive Director: Brian Angus

RECOMMENDED ACTION:

Staff recommends the approval for the submission of a non-competing continuation grant application to Family Youth Services Bureau, Administration on Children Youth and Families, Administration for Children and Families, U.S. Department of Health and Human Services for funding to support the Transitional Living Center I (TLC-1) in the amount of \$200,000 for a 12-month period beginning May 15, 2012. The application deadline is November 17, 2011.

BACKGROUND:

The non-competing continuation of refunding the Transitional Living Program grant under Fiscal Year 2012, will support staff salaries, contracted services, facility costs, travel/mileage, equipment, office expenses, and general program related costs at TLC-1. This is the third year application of a five-year funding award.

ISSUES:

No Issues.

EOC Sanctuary Transitional Living Center 1 Proposed Budget 2012-2013

	RHY Request	Match Funds	Total
Personnel	\$ 94,966	\$ 16,267	\$ 111,233
Sancutary Program Director - 1 FTE x 10%			
TLC Program Manager - 1 FTE x 5%			
Youth Counselor - 1 FTE x 34%			
Case Managers - 2 FTE x 50%			
Youth Care Specialists - 3 FTE x 45%			
On-call Youth Care Specialists - varies x 20%			
Program Assistant - 1 FTE x 20%			
Site Assistant 1 FTE x 10%			
Fringe Benefits	\$ 37,035	\$ 5,955	\$ 42,990
State Unemployment	\$ 1,302	\$ 146	\$ 1,448
FICA	\$ 7,265	\$ 1,244	\$ 8,509
Health Insurance	\$ 23,142	\$ 3,551	\$ 26,693
Life Insurance	\$ 523	\$ 94	\$ 617
Retirement	\$ 4,032	\$ 813	\$ 4,845
Workers Compensation Insurance	\$ 771	\$ 107	\$ 878
Travel	\$ 2,000	\$ -	\$ 2,000
Annual Training Conference (out of state)	\$ 2,000		\$ 2,000
Supplies	\$ 4,300	\$ -	\$ 4,300
Office/Computer Supplies	\$ 4,300		\$ 4,300
Contractual	\$ 5,276	\$ -	\$ 5,276
Grounds Maintenance/Security Contracts	\$ 4,680		\$ 4,680
Audit	\$ 240		\$ 240
Copier Lease	\$ 356		\$ 356
Construction	\$ -	\$ -	\$ -
Other	\$ 44,231	\$ -	\$ 44,231
Vehicle Lease	\$ 7,200		\$ 7,200
Vehicle Maintenance/Fuel/Mileage Reimbursement	\$ 3,700		\$ 3,700
In State Staff Training	\$ 1,000		\$ 1,000
Building Repairs/Maintenance	\$ 2,580		\$ 2,580
Insurance	\$ 1,400		\$ 1,400
Utilities	\$ 3,520		\$ 3,520
Telephones/Cell Phones	\$ 2,400		\$ 2,400
Printing/Postage/Advertisement	\$ 1,600		\$ 1,600
Client Supplies	\$ 7,990		\$ 7,990
Program Supplies	\$ 3,300		\$ 3,300
Licenses Fees	\$ 150		\$ 150
Staff & Youth Worker Clearance (TB & Fingerprint test)	\$ 306		\$ 306
Personal Documentation/Drivers Training	\$ 1,030		\$ 1,030
Alcohol and Drug Abuse	\$ 1,600		\$ 1,600
Mental/Physical Healthcare	\$ 1,200		\$ 1,200
Education and Instruction	\$ 325		\$ 325
Employment Services/Life Skills	\$ 770		\$ 770
Child Care	\$ 1,200		\$ 1,200
Legal Assistance	\$ 960		\$ 960
Relocation Assistance	\$ 2,000		\$ 2,000
Total Direct Charges	\$ 187,808	\$ 22,222	\$ 210,030
Indirect Charges	\$ 12,192	\$ -	\$ 12,192
Federal-approved indirect cost rate of 6.5%	\$ 12,192		\$ 12,192
TOTALS	\$ 200,000	\$ 22,222	\$ 222,222

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Board Chair

Brian Angus
Executive Director

Date: November 16, 2011	Program: Sanctuary and Youth Services
Agenda Item No.: VII. - C.2	Director: Michelle L. Tutunjian
Item: "Making Spirits Bright" Holiday Event proposals	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Executive Director: Brian Angus

RECOMMENDED ACTION:

Staff recommends approval to ratify on-line proposals submitted to Macy's for \$5,000, Wells Fargo for \$3,590, and Anthem Blue Cross for \$1,000, to support costs for the 18th annual "Making Spirits Bright" event to be held on December 10, 2011.

BACKGROUND:

In partnership with local businesses and community groups, Sanctuary and Youth Services will host the 18th annual "Making Spirits Bright" holiday event for 30 needy, deserving families on December 10, at 12:00 p.m. at a low-income, rural elementary school. A.L. Conner Elementary School in Orange Cove and Eric White Elementary School in Selma have been nominated for consideration of this year's event. The selected students and their families will receive a holiday meal, gifts, a tree, stockings, and a visit with Santa.

Anthem Blue Cross, Wells Fargo and Macy's awards grants to nonprofit organizations to support Community Development, Education, Environment, Health, and Human Services. Funding will support the purchase and distribution of 300 hot meals and beverages for 30 low-income families and community volunteers. Also, funds will be used to purchase holiday ornaments and tree lights, tree stands, and basic need items for needy families.

Anthem Blue Cross and Wells Fargo have supported Sanctuary and Youth Services with corporate contributions and volunteers since 2006. Macy's has donated gifts and resources and provided volunteers for the annual "Making Sprits Bright" event since 1994.

ISSUES:

No issues.

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Board Chair

Brian Angus
Executive Director

Date: November 16, 2011	Program: Early Head Start
Agenda Item No.: VII. - D.1	Director: Kathleen Shivaprasad
Item: Fiscal Year 2012 Supplemental Reprogramming Application	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Executive Director: Brian Angus

RECOMMENDED ACTION:

Staff recommends approval of the Early Head Start Fiscal Year 2012 Supplemental Reprogramming Application in the total amount of \$563,238 to fund services from January 1, 2012 through March 31, 2012. \$549,500 is to be applied to program operations and the remaining \$13,738 is for training and technical assistance activities. The funding source is the Department of Health and Human Services (HHS).

BACKGROUND:

Approval of the Fiscal Year 2012 Reprogramming is necessary because the \$563,238 was awarded for a six month period, as part of the 2011 Supplemental Award. The award began on September 30, 2011. Because only three months remained in Fiscal Year 2011, the Office of Head Start instructed Early Head Start to reprogram three months of funding, to the first quarter of Fiscal Year 2012.

ISSUE:

This Supplemental Reprogramming Application supports 153 enrollment slots for infants, toddlers and prenatal women and also supports the continued employment of 36 staff. HHS requires County-Wide Policy Council and FCEOC Board approval, prior to the submission of this application.

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
EARLY HEAD START TRAINING & TECHNICAL ASSISTANCE (PA 1126)**

	6 MONTH PRORATED BUDGET	MONTH 3 PRORATED BUDGET	TOTAL ANNUAL BUDGET
Early Head Start Supplemental Reprogramming - Three Month 9/30/2011 - 12/31/2011			
Annual 9/30/2011 - 9/29/2012	\$27,475	\$13,738	\$54,950

SUPPLIES (Section B, Line 6-e)

Staff Training Materials and Supplies	1,156	2,863	
Parent Training Materials and Supplies	959	2,816	
The above supplies are needed for training and conducting the various workshops / classes that will be provided to Early Head Start parents and staff.			
TOTAL SUPPLIES	\$2,115	\$5,679	\$2,922

CONTRACTUAL (Section B, Line 6-f)

Audit Services	0.0012	x	\$54,884 #####	TOTAL CONTRACTUAL	33	16	66
----------------	--------	---	----------------	--------------------------	-----------	-----------	-----------

FCEOC employs an independent auditing firm to conduct an agency-wide audit. These funds are not included in the agency's indirect cost pool.

OTHER (Section B, Line 6-h)

GOAL 1: All staff, parents and governing body members will successfully complete mandated trainings as outlined within the Head Start Performance Standards and Community Care Licensing (CCL)

**Activity 1 - Preservice - Fresno
August 2012**

Rental Facility	\$325	x	2 \days	650			
Keynote Speaker	\$50	x	1 \speaker	50			
Presenters	\$25	x	5 \presenters	125			
A/V Equipment	\$75	x	1 \day	75			
					0	0	900

Staff will receive trainings mandated by the Federal Performance Standards. Staff will utilize "universal precautions" practices, observe and practice appropriate interactions between genders, become familiar with child abuse indicators, and become more efficient through the gaining of specific skills to enhance overall delivery of services to clients.

**Activity 2 - New Employee Orientation
Monthly, Fresno, CA**

No Cost	0	0	0
---------	---	---	---

Staff will become familiar with the Head Start/Early Head Start organizational structure, philosophy, goals, individual and collective roles, and expectations within the agency. Staff will improve understanding and adherence to Head Start/Early Head Start policies and procedures, such as, confidentiality and blood-borne pathogens.

**Activity 3 - USDA CA Dept of Education - Mandatory Participant Training
Quarterly, Fresno, CA**

Registration	\$45	x	4 \staff	90	45	180
--------------	------	---	----------	----	----	-----

Staff will be trained on administrative protocols, maintaining program compliance with the USDA, California Department of Education, Child and Adult Care Food Program mandates. Ensure reimbursement of all meals served to FCEOC Early Head Start children.

**Activity 4 - CACFP Roundtable Annual Western Region Sponsor Conference
October 2011**

Mileage	\$0.51	x	448 \mi	x	1 \car	228	
Per Diem	\$71	x	3 \staff	x	4 \days	852	
Lodging	\$125	x	3 \nights	x	2 \room	750	
Parking	\$12	x	4 \days	x	1 \car	48	
Registration	\$160	x	3 \staff			480	
					2,358	0	2,358

Staff will be trained on administrative protocols, maintaining program compliance with the USDA, California Department of Education, Child and Adult Care Food Program mandates. Ensure reimbursement of all meals served to FCEOC Early Head Start children.

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
EARLY HEAD START TRAINING & TECHNICAL ASSISTANCE (PA 1126)**

	6 MONTH PRORATED BUDGET	MONTH 3 PRORATED BUDGET	TOTAL ANNUAL BUDGET
Early Head Start Supplemental Reprogramming - Three Month 9/30/2011 - 12/31/2011			
Annual 9/30/2011 - 9/29/2012	\$27,475	\$13,738	\$54,950

OTHER (Section B, Line 6-h) cont'd

Activity 5 - Food Handler's Training

May and July 2012 as needed

Materials	75	0	75
-----------	----	---	----

For all staff to become certified in food handling. By learning food-handling techniques, staff will be able to determine how to pre-prepare, serve, and store food, to ensure it doesn't "spoil".

Activity 6 - Program Governance/Appendix "A" Parent's Rights & Responsibilities Training - October, 2011 Fresno, CA

Parent Stipend	\$20	x	20 \parents	400		
Rental Space	\$295	x	1 \day	295		
Meals	\$15	x	20 \parents	<u>300</u>		
				995	0	995

To ensure that parents are aware of their rights and responsibilities within the program and understand Program Policies and Procedures. To empower parents to actively participate in the shared decision making process.

Activity 7 - Child Abuse Prevention Training August 2012 and New Staff Orientation 2012, Fresno, CA

No Cost 0 0 0 0

Staff will become familiar with FCEOC Early Head Start Policies and Procedures. Staff will become more knowledgeable regarding legal aspects and the documentation procedure for reporting and their roles as mandated reporters to ensure reports are made as required.

Activity 8 - Universal Precautions/Bloodborne Pathogens Training August 2012 and monthly thereafter for new hired employees Fresno, CA

No Cost 0 0 0

Staff will utilize knowledge to ensure contaminated materials are not handled in such a way to risk further contamination to self or others. Staff will adhere to FCEOC procedures in the handling and disposal of infectious material. Staff will utilize protective barriers as outlined in Early Head Start policies.

Activity 9 - California Health & Safety Certification Training, CPR and First Aid Offered quarterly to individual staff as needed Fresno, CA

Certificate	\$55	x	10 \staff	275	138	550
-------------	------	---	-----------	-----	-----	-----

Staff will become proficient in the use of basic life saving skills and will understand how to develop forms to track health and safety procedures in childcare settings.

Activity 10 - CFR - 45 Part 84 Non Discrimination For Disabling Conditions August 2012 Fresno, CA

No Cost 0 0 0

Staff will be aware of nondiscriminatory practices and policies regarding recruitment and enrollment of children with disabilities.

Activity 11 - CDC Immunization Update Fall 2011

30 30 30

Staff will increase their knowledge on current and new child immunizations, identify adverse reactions and identify completeness of immunization records.

Activity 12 - Pedestrian Safety Training August 2012 & Within 30 Days of Newly Hired Staff

No Cost 0 0 0

Staff will be able to provide pedestrian safety training to parents and children. Staff will provide annual updates to parents within the first 30 days of each new program year.

Activity 13 - County-Wide All Staff In-service Training November 2011; February, March, and August 2012

Keynote Speakers	\$30	x	4 \times	x	1 \year	120
Space, Refreshments, & Snacks	\$406	x	4 \times	x	1 \year	<u>1,624</u>
						872
						0
						1,744

All service areas needing improvement will be addressed. Teachers will meet professional growth hours

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
EARLY HEAD START TRAINING & TECHNICAL ASSISTANCE (PA 1126)**

	6 MONTH PRORATED BUDGET	MONTH 3 PRORATED BUDGET	TOTAL ANNUAL BUDGET
Early Head Start Supplemental Reprogramming - Three Month 9/30/2011 - 12/31/2011			
Annual 9/30/2011 - 9/29/2012	\$27,475	\$13,738	\$54,950

OTHER (Section B, Line 6-h) cont'd

Activity 14 - Continuous Program Improvement Emphasis-Ongoing Monitoring Second Monday of Each Month in 2011/2012 Fresno, CA (Local Training)	No Cost	0	0	0
--	---------	---	---	---

Improve program quality through ongoing self-monitoring.

TOTAL GOAL ONE **4,695** **213** **6,832**

GOAL 2: Staff will attend/participate in trainings specific to their job duties for Professional Development and to improve and enhance program services

**Activity 1 - Maternal/Child Health and Disabilities Conference
May 2012 Out-Of-County**

Air Fare	\$700 /staff	x			3 /staff	2,100
Per Diem	\$71 /day/staff	x	3 /days	x	3 /staff	639
Lodging	\$125 /night/staff	x	3 /nights	x	2 /rooms	750
Registration	\$350 /staff	x			3 /staff	1,050

0 4,539

A minimum of 10% disabilities enrollment with a waiting list at all times and knowledge of best practice in the areas of health and disabilities. Remain in compliance with federal mandates and the needs of our program participants are met.

**Activity 2 - Birth to three National Early Head Start Institute
June 2012 Washington D C**

Air Fare	\$700 /staff	x			2 /staff	1,400
Per Diem	\$71 /day/staff	x	3 /days	x	2 /staff	426
Lodging	\$125 /night/staff	x	4 /nights	x	1 /rooms	500
Registration	\$325 /staff	x			2 /staff	650

0 2,976

Administrative staff will be aware of current trends in EHS programming and will develop a clear understanding of new and ongoing program expectations.

**Activity 3 - 1st National Birth to Five Leadership Institute
October 3 - 5, 2011 Washington D C**

Air Fare	\$700 /staff	x			2 /staff	1,400
Per Diem	\$71 /day/staff	x	4 /days	x	2 /staff	568
Lodging	\$125 /night/staff	x	3 /nights	x	1 /rooms	375
Registration	\$250 /staff	x			2 /staff	500

2,843 0 2,843

Administrative staff will be aware of current trends in EHS programming and will develop a clear understanding of new and ongoing program expectations.

**Activity 4 - Child Plus Training
Summer 2011/2012 (To Be Announced) Out-Of County
User Group Meetings (Bay Area, CA)**

Mileage	\$0.51	x	368 \mi	x	1 \car	188
Per Diem	\$71	x	2 \staff	x	4 \days	568
Lodging	\$125	x	3 \night	x	1 \rooms	375
Registration	\$828	x	2 \staff			1,656

0 0 2,787

Information Systems staff will have up-to-date techniques for input of all program data, resulting in full analysis of program and full compliance with the mandates of the Performance Standards. Software will be used more efficiently by Information Systems staff.

**Activity 5 - Documentation Training Workshops By West Ed
July 2012 Fresno, CA (Local Training)**

Consultant	\$150	x	(all expenses include	26 /hours		0	0	3,900
------------	-------	---	-----------------------	-----------	--	---	---	-------

Participants will document in narrative or template (BIOP/SOAP) form. Documentation will illustrate a complete "picture" of all events being documented.

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
EARLY HEAD START TRAINING & TECHNICAL ASSISTANCE (PA 1126)**

					6 MONTH PRORATED BUDGET	MONTH 3 PRORATED BUDGET	TOTAL ANNUAL BUDGET
Early Head Start Supplemental Reprogramming - Three Month 9/30/2011 - 12/31/2011					\$27,475	\$13,738	\$54,950

OTHER (Section B, Line 6-h) cont'd

**Activity 6 - Zero to Three National Training Institute
December 9 - 11, 2011 Washington DC**

Air Fare	\$700			x	2 /staff	1,400		
Per Diem	\$71		x	4 /days	2 /staff	568		
Lodging	\$125		x	3 /nights	1 /rooms	375		
Registration	\$325				2 /staff	650		
						2,993	0	2,993

Staff will acquire new knowledge of current developments and best practices in infant and toddler care and share/train staff upon review.

Activity 7 - Academic Degree Support FY 2011 - 2012		\$200		x	10 /staff	1,000	500	2,000
--	--	-------	--	---	-----------	-------	-----	-------

Staff will benefit from taking early Childhood and Child Development Classes and earn professional growth hours and credits/units.

Activity 8 - Floor Time Training January 5, 2012		\$45		x	31 /staff	1,395	1,395	1,395
---	--	------	--	---	-----------	-------	-------	-------

This training will cover emotional function and engagement of infants and toddlers and staff will acquire new knowledge on the Floor Time model and principles.

TOTAL GOAL TWO **8,231** **1,895** **23,433**

GOAL 3: Our program will ensure our health professionals, along with direct services staff, receive training in public health, licensing, health education and child health

Activity 1 - Breastfeeding Education Training July 2012 - Local Consultant		\$1,000		x	1 \days	x	1 \consultan	0	0	1,000
---	--	---------	--	---	---------	---	--------------	---	---	-------

Staff will be effective in supporting breastfeeding clients as they nurse their infants and competent in the area of breastfeeding support. Staff will be knowledgeable in the benefits of breastfeeding for mother and child.

TOTAL GOAL THREE **0** **0** **1,000**

GOAL 4: Our program will provide opportunities for staff to attend trainings to partner with parents to support the family in meeting its nutritional needs, while adhering to the mandates of both HS/EHS and USDA Food and Consumer Services Child Nutrition Programs

Activity 1 - UC Davis Extension - Nutrition Program Spring 2012, Fresno, CA						No Cost	0	0	0
--	--	--	--	--	--	---------	---	---	---

Staff will gain additional knowledge in supporting parents in proper feeding patterns and portions for the infant/toddlers.

TOTAL GOAL FOUR **0** **0** **0**

GOAL 5: Individualized training and on-the-job coaching will develop staff competence in using screening, developmental assessment and diagnostic information to contribute to implement and monitor individualized plans for children with disabilities in our program

Activity 1 - Special Needs/Autism Training November 23, 2011		\$1,406		x	1 \days	x	1 \consult	1,406	0	1,406
---	--	---------	--	---	---------	---	------------	-------	---	-------

Staff will increase their knowledge and ability to work with families and children of special needs.

Activity 2 - Central Valley Regional Center (CVRC) overview of Part C Services May 2012 - Fresno, CA						No Cost	0	0	0
---	--	--	--	--	--	---------	---	---	---

Staff will increase their ability to work with children with Individualized Education Plans

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
EARLY HEAD START TRAINING & TECHNICAL ASSISTANCE (PA 1126)**

	6 MONTH PRORATED BUDGET	MONTH 3 PRORATED BUDGET	TOTAL ANNUAL BUDGET
Early Head Start Supplemental Reprogramming - Three Month 9/30/2011 - 12/31/2011			
Annual 9/30/2011 - 9/29/2012	\$27,475	\$13,738	\$54,950

OTHER (Section B, Line 6-h) cont'd

Activity 3 - Exceptional Parents Unlimited (EPU)/Assessment Center June 2012	No Cost	0	0	0
---	---------	---	---	---

Staff will increase their knowledge on services provided by agency.

TOTAL GOAL FOUR 1,406 0 1,406

GOAL 6: Our program will promote child mental health wellness by supporting and working collaboratively with parents and and implementing program practices to identify individual/family concerns as outlined in Performance Stand 1304.24

**Activity 1 - Infant/Toddler Sleep Training
Zero to Three Center for Training Services
November 22, 2011 Fresno, CA**

Air Fare	\$700 /consultant	x		1 /consultant	700		
Per Diem	\$61 /day/consult	x	3 /days	x	1 /consultant	183	
Lodging	\$94 /night/consu	x	2 /nights	x	1 /rooms	188	
Consultant	\$2,400 consultant	x		1 /days	2,400		
						3,471	0 3,471

Training will enable staff to support and educate parents. Staff will be aware of sleep patterns/cycles and its importance.

**Activity 2 - Importance/Benefits of Play Training
Zero to Three Center for Training Services
August 2012 Fresno, CA (On Site Training)**

Air Fare	\$700 /consultant	x		1 /consultant	700		
Per Diem	\$61 /day/consult	x	3 /days	x	1 /consultant	183	
Lodging	\$94 /night/consu	x	2 /nights	x	1 /rooms	188	
Consultant	\$1,200 consultant	x		1 /days	1,200		
						0	0 2,271

Staff will provide rich, meaningful experiences for children to learn concepts and skills while making activities fun and enjoyable. Staff will encourage children to explore and discover together and on their own, allowing children to extend what they are learning.

TOTAL GOAL SIX 3,471 0 5,742

GOAL 7: Our program will support the social service needs of our parents and children by providing advocacy and growth through training of our staff. Training will also ensure our staff is knowledgeable of all ERSEA requirements including having full enrollment with a waiting list

**Activity 1 - Recruitment Training
Second Monday of each month in 2011/2012 Fresno, CA**

No Cost 0 0 0

All 31 Early Head Start staff will be able to assist the program in maintenance of full program enrollment.

**Activity 2 - County-Wide Parent Conference
March 2012 Fresno, CA**

Parent Stipend	\$15	x	30 \parents		450		
Rental Space	\$540	x	1 \day		540		
Meals	\$17	x	30 \parents		510		
Continental Breakfast	\$9	x	30 \parents		270		
						1,770	1,770 1,770

Parents will learn strategies for effective parenting and will increase their awareness of community resources. Educate parents on topics that will empower them toward self-sufficiency.

**Activity 3 - CHSA State Conference
February 2012**

Mileage	\$0.51	x	500 \mi	x	1 \car	255	
Per Diem	\$52	x	4 \staff	x	5 \days	1,040	
Lodging	\$136	x	6 \night	x	2 \rooms	1,632	
Registration	\$100	x	4 \staff			400	
						3,327	3,327 3,327

The CHSA Conference generally covers topics regarding Performance Standard, PIR areas, Federal initiatives, ECE best practices and topics covering the 11 sections of protocol.

TOTAL GOAL SEVEN 5,097 5,097 5,097

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
EARLY HEAD START TRAINING & TECHNICAL ASSISTANCE (PA 1126)**

	6 MONTH PRORATED BUDGET	MONTH 3 PRORATED BUDGET	TOTAL ANNUAL BUDGET
Early Head Start Supplemental Reprogramming - Three Month 9/30/2011 - 12/31/2011			
Annual 9/30/2011 - 9/29/2012	\$27,475	\$13,738	\$54,950

OTHER (Section B, Line 6-h) cont'd

GOAL 8: Our program will facilitate training and experience in theories, principles and best practices of child development and early childhood education

**Activity 1 - Music & Movement for Infants and Toddlers
Spring 2012 Fresno, CA (On Site Training)**

Consultant \$1,750 consultant x 1 /days 0 0 1,750

Staff will gain further understanding of how music nurtures a child's cognitive, emotional, social, language, and physical development.

**Activity 2 - Parent Child Passenger Safety Workshops
October 2011 through September 2012 Fresno, CA**

\$15 x 50 \parents 750 0 750

Program parents will secure their infants/toddlers in properly installed child safety seats in their vehicles. Parents will understand the significance of securing their children safely anytime the child travels as a passenger in a vehicle.

**Activity 3 - Promoting Positive Staff Relationships
Summer 2012 Fresno, CA (On Site Training)**

Consultant \$2,598 /consultant x (all expenses are included) 1 /days 0 0 2,598

Staff will be motivated to support each other as a team. Staff will be enhance the quality of services and productivity.

TOTAL GOAL EIGHT 750 0 5,098

TOTAL TRAINING ACTIVITIES 23,650 7,205 48,608

TOTAL DIRECT CHARGES 25,798 12,900 51,596

INDIRECT CHARGES (Section B, Line 6-i)

TOTAL DIRECT CHARGES	25,798	12,900	51,596
Less: 1. Buildings (Page)	0	0	0
2. Equipment (Page)	0	0	0
3. Renovation/Alterations (Page)	0	0	0
4. Each sub-award in excess of \$25,000 (Page)	0	0	0
Total Exclusion	0	0	0

Direct Cost Base After Exclusions

Indirect Cost 6.5% x 25,798 12,900 51,596 **TOTAL INDIRECT CHARGES 1,677 839 3,354**

FCEOC has negotiated a 6.5% Indirect Cost rate with HHS/Division of Cost Allocation.

TOTAL FEDERAL SHARE \$27,475 \$13,738 \$54,950

NON-FEDERAL SHARE

	# Volunteers	6 month # Hours	3 month # Hours	Annual # Hours	Rate Per Hour	6 month Total Amount	3 month Total Amount	Total Amount
Salary Parents (Home Visitation) Fringe	153	2.4159	1.2079	4.8318	\$13.57	5,016 1,853	2,508 927	10,032 3,706
TOTAL NON-FEDERAL						\$6,869	\$3,435	\$13,738

It is expected that parents will volunteer in home visitation work in their homes. The rate of pay, \$13.57 per hour, is the minimum rate we pay for a Teacher/Caregiver entry level position.



Vongsavanh Mouanoutoua
Board Chair

Brain Angus
Executive Director

Date: November 16, 2011	Program: School Age Child Care
Agenda Item No.: VII. - E.1	Director: Roberta A. Ayer
Item: Fiscal Year 2012-13 Continued Funding Application for School Age Child Care	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Executive Director: Brian Angus

RECOMMENDED ACTION:

Staff recommends Board approval of the submission of the Continued Funding Application for the School Age Child Care program for 2012-2013 Fiscal Year. The deadline for submission is December 1, 2011.

BACKGROUND:

We were notified October 01, 2010 that monies are available to apply for the School Age Child Care Program’s Continued Funding Application.

This program currently operates four (4) School Age Child Care centers serving a maximum of 123 children per day. The centers are open 246 days per year from 7:00 am to 6:00 pm and 11:00 am to 6:00 pm during regular school days and 7:00 am to 6:00 pm during vacation days. The centers are licensed by the State Department of Social Services, Community Care Licensing Division (CCLD). The program began in 1986 and serves 100% subsidized families whose children are enrolled in school from the ages 5-12.

The total contract amount for last year’s contract was \$576,612: the total contract for this year will be \$ 427,820.

Deadline for submission of the application is December 1, 2011.

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Board Chair

Brian Angus
Executive Director

Date: November 16, 2011	Program: Health Services / Tattoo Removal
Agenda Item No.: VII. - F.1	Director: Jane Thomas
Item: Cal EMA (Gang Tattoo Removal Program)	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Executive Director: Brian Angus

RECOMMENDED ACTION:

Staff recommends Board approval of the submission of a California Emergency Management Agency grant application by the FCEOC Health Services Tattoo Removal Program in the amount of \$150,000.00 for a one (1) year period providing tattoo removal services.

BACKGROUND:

Cal EMA will be awarding up to \$300,000 to non-profit community based organizations in California to provide gang-related tattoo removal services for at-risk or gang-involved youth, ages 14-24, seeking secondary and postsecondary education, participating in workforce training programs, or seeking employment. Nonprofit community based organizations can apply for up to \$150,000. The grant period is one year.

ISSUE:

FCEOC Health Services is applying for \$150,000 to provide gang-related tattoo removal services to at-risk or gang-related youth. Building on the success of the partnership between FCEOC and the City of Fresno’s Mayor’s Gang Prevention Initiative, FCEOC Health Services will provide comprehensive, caseload managed tattoo removal services.

The intended outcomes of this project include providing tattoo removal services for up to 70 gang-affiliated youth, thereby removing an obstacle to employment and education, and helping youth to make a successful transition to a positive, productive and self-sustaining lifestyle. Participants will be referred through the City of Fresno Police Department, as well as by our programs addressing gang intervention and prevention. In addition to meeting eligibility criteria based on the existing Mayor’s Gang Prevention Initiative, participants must complete 20 hours of community service each month for three months prior to treatment and each month during treatment.

**Health Services Tattoo Removal Program
Budget
Fiscal Period 2012**

		Budget
Personnel Costs		
Program Director	Full Time Employee 5%	
Medical Assistant	Full Time Employee 25%	
Coordinator Case Manager	Full Time Temporary 100%	
Total Salaries		\$ 49,837
Total Fringe Benefits		6,814
Total Personnel Costs		<u>56,651</u>
Operating Costs		
Medical Insurance	1,825	
Supplies	4,639	
Training	5,000	
Travel / Mileage	2,105	
Rent	8,400	
Telephone	420	
Total Operating Costs		<u>22,389</u>
Program Costs		
Tattoo Removal Procedure	66,500	
Medical Waste Disposal	2,760	
Laser Equipment Maint	1,700	
Total Program Costs		<u>70,960</u>
TOTAL		<u><u>\$ 150,000</u></u>

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Chairperson

Brian Angus
Executive Director

Date: November 16, 2011	Program: Planning & Resource Development
Agenda Item No.: VIII. - A	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

- After weeks of behind-closed-doors discussions among the dozen members of the Joint Select Committee on Deficit Reduction there appears to be some agreement that a proposal will be offered to the Congress, as planned, for debate and vote before the end of the year. Reports indicate revenue is being discussed as well as reductions much greater than the minimum \$1.2 trillion called for in the Budget Control Act approved in August this year. Military, entitlements and domestic, discretionary programs will certainly be affected. Tax reform is on the table, as are job creation stimuli.
- At the same time, the Senate is taking the lead on FY 2012 spending by packaging the twelve discretionary appropriations bills into smaller *Minibus* bills. Congress had hoped to finish work on FY 2012 appropriations well before the November 23rd deadline for the Joint Select Committee on Deficit Reduction. It is clear they will not meet that timeline, requiring them to pass another short term CR (continuing resolution). The current CR expires November 18th.
- The Department of Labor has issued a new *Gold Card* program for Post-9/11 Era Veterans. The Gold Card program provides unemployed post-9/11 era veterans with the intensive and follow-up services they need to succeed in today's job market. Services will be provided in collaboration with the nation's One-Stop System. The jobless rate for these veterans is more than two points greater than the nation's average. Another million veterans are expected to return between 2011 and 2016.
- In an effort to avoid creating waiting lists for eligible WIC recipients in the face of financial uncertainty, the USDA Food and Nutrition Service last month informed state officials that all



Vongsavanh Mouanoutoua
Chairperson

Brian Angus
Executive Director

WIC programs would be issued full funding for the first quarter of the upcoming fiscal year. The Office of management and Budget also supported this action. EOC also joined the National WIC Association in its letter to the Super Committee urging full funding of WIC for FY 2012.

- Both the Senate Labor-HHS pending bill and the House Subcommittee draft bill appropriate \$3.4 billion to LIHEAP for FY 2012. \$1.853 billion for the first quarter is being released immediately, a sum far greater than the 13.4% that was to be released under a strict interpretation of the continuing resolution.
- The government has increased by 2.9 million its estimate of the number of Americans living in poverty. The new total is 49.1 million, 16% of the population. Much of the increase came about due to inflation, especially health care costs. The population 65 and older had the biggest poverty jump – to 15.9% from 9%. The poverty rate for Hispanics rose to 28.2%, surpassing that of African Americans for the first time.
- EOC joined its peer members of the Public Lands Service Coalition to urge Congress to fully fund the Corporation for National and Community Service and its programs for FY 2012. EOC has long operated successful community service programs funded by the Corporation.
- From our agency report to the state Community Services Department requesting information on the leveraging of CSBG funds:

Overall, Fresno EOC's program funding has increased marginally from 2007 to 2010 (calendar year), not including CSBG funding. This increase does not include ARRA funding, or in-kind contributions. Virtually all reductions, or the elimination of programs, were the result of significant budget reductions – at all levels of government. These reductions tended to create an even greater competitive environment with more programs applying for diminished resources.

Fresno EOC has always prepared well for economic downturns with a premium on partnerships and the leveraging of a diverse field of revenue sources to sustain and grow its programs in response to seemingly unabated need. Our strategies include the following:

- A strong tradition of financial excellence and compliance. We have attracted a skilled group of experienced professionals with a consistent record of preparing accurate, timely financial reports, forecasts, managing cash flow, and making prudent recommendations for adjustments to maintain the financial stability of the corporation.
- A keen focus on excellence in service. Consistent, strong performance by our programs helps maintain our competitive edge as funds become scarce.
- Fresno EOC has been generous in its recognition of the value of partnerships. Despite our size and capacity, we strategically defer leadership on specified initiatives to qualified partners whom we support.
- A strong planning department has given our programs the support they need when applying for grants and contracts. Our planners also scour the universe of new grant opportunities and apply for new initiatives that meet emerging needs and/or synch well with our existing portfolio of programs.

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Chairperson

Brian Angus
Executive Director

- Fresno EOC maintains a consistently active presence with our local, state, and federal representatives, inviting officials to tours of our programs and meeting with them at their district and capital offices to ensure they are kept abreast of new developments, new personnel, and pressing needs that require their attention. We understand the critical importance of these relationships and nurture them with regularity.
- Fresno EOC is also a leader in enterprise operations among non-profits. For years the agency has sought out fee-based social enterprises that have the dual benefit of employing those with significant barriers to employment as well as creating new, diversified revenue streams for our programs. Examples of our social enterprise operations include our Conservation Corps (grounds maintenance, construction, solar, and recycling), CDFI, Food, Transit, health services and Weatherization. Even our Sanctuary Shelter has put together strategies to raise funds from the use of its theatre auditorium, for example.
- Finally, as further consolidation among non-profits takes place as a result of economic conditions, Fresno EOC stands prepared to consider mergers or acquisitions of program and/or program territories both to assure the viability of important services, and to maintain our own financial strength and leadership within the social and economic work that we provide.

From the Bureau of Labor Statistics: U.S. Unemployment: 9% (October), down .1%. Payroll employment increased by 80,000, second consecutive month of gains.

From the State EDD: CA Unemployment: 11.9%, unchanged.

Fresno County Unemployment: 14.9, unchanged. City of Fresno – 14%, down 1.8%.

State Budget/Bills of Interest

- Incredibly, State education funding has not been a priority in recent years. From 2007-08 to 2011-12, K-12 funding declined by 14.3% while the rest of the state budget increased by 8%. K-12 education will absorb 76% of any trigger cuts, higher education just 9%.
- State legislators are in their districts until the next session begins in January, 2012.

Advocacy Activity

DATE	ISSUE	ACTION
Weekly	White House Office of Public Engagement	Staff have participated on the California White House Jobs calls
Weekly	National Save YouthBuild conference call	Staff and students join this call, and have led the field in efforts to preserve YouthBuild funding.
Monthly	AB 109 Corrections Re-alignment Committee	Staff has a seat on the committee.
October 4-6	YouthBuild and CSBG	Staff led a national delegation of students and directors to advocate for increased funding for YouthBuild and CSBG.
October 5-6	Head Start appropriation	Staff joined a national delegation in

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Chairperson

Brian Angus
Executive Director

DATE	ISSUE	ACTION
		Washington, DC to urge support for the HS appropriation.
October 10	Non-profit development consultation	Staff provided consultation development to board members of El Concilio.
October 14	Non-profit development consultation	Staff provided consultation development to the CEO of Southeast Fresno Community Economic Development Association.
October 19	Meeting with Congressman Nunes and Assemblymember Valadao	Encouraged support for CSBG funding and generally, funding for EOC programs.
October 20	Staff, Congressman Denham	Provided custom tour of SOUL, Sanctuary, LCC and CDFI.
November 4	California Dietetics Association	Annual reception with state legislators (Olsen, Rubio, Perea, Halderman representatives present)
November 8	Tour of programs	Councilmember Blong Xiong
November 10	State WIC Association to hold press conference at one of our WIC sites.	Efforts to draw attention to the value of WIC include a <i>Paper Plate Campaign</i> , letter writing, and tours of legislators to our sites.
November 10	<i>Wounded Warrior Program</i>	Kurtis Foster of Congressman Denham's office – tour and propose development of services at EOC for Veterans.
November 14	Tour of programs	Councilmember Sal Quintero
November 17	Sarah Reyes, Regional VP, California Endowment	Tour planned of programs of interest to the California Endowment.
December 9	Assemblymember Halderman	Introduction to agency and customized tour planned.

BDNOV11 EOC EXECUTIVE DIRECTORS REPORT INCL ADVOCACY

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Vongsavanh Mouanoutoua
Chairperson

Brian Angus
Executive Director

Date: November 10, 2011	Program: Media / Public Relations
Agenda Item No.: VIII. - C	
Item: Media Outreach and Calendar of Events	Executive Director: Brian Angus

RECOMMENDED ACTION:

Information only

BACKGROUND:

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

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

Media outreach efforts and a Calendar of Events are as follows:

NOVEMBER MEDIA

Date	Medium	Program	Who	What
11.9.11 (publish date TBD)	Print - Vida en el Valle	Local Conservation Corps - YouthBuild	Susan Carter, YouthBuild corpmembers	Ms. Carter and three YouthBuild corpmembers were interviewed to be part of a two-part series of articles detailing their experiences at LCC and school
11.10.11 (publish date TBD)	Broadcast - TV - KGPE 47 News - TV - KFSN 30 News - TV - KSEE 24 News - TV - Univision 21 Print - The Fresno Bee	Women, Infants & Children (WIC)	Linda Shelton	WIC was highlighted during a press conference held by the California WIC Association discussing the “We Need WIC” grassroots campaign.
11.10.11	Print - The Fresno Bee			EOC mentioned as one of the leading agencies helping Fresno’s homeless find shelter in article “Many hurdles ahead dealing with Fresno’s homeless” by Paula Lloyd.

UPCOMING MEDIA OUTREACH EFFORTS

Date	Medium	Program	Who	What
11.30.11	Broadcast - TV - Valley PBS / Kids Count	Head Start	Tamala Olsby	Olsby to serve as an early childhood education expert/panelist for Kids Count show

CALENDAR OF EVENTS – NOVEMBER / DECEMBER

- November
- 2 Vision Unveiling Celebration
- 3 Employee Appreciation
- 3 Pension Committee

- 11 Holiday – Veterans Day
- 15 Benefits Q&A Meeting
- 15 Open Enrollment Begins
- 16 Board Meeting
- 24 Holiday – Thanksgiving
- 25 Holiday – Day after Thanksgiving

December

- 2 Holiday Party – Masquerade Ball
- 14 Board Meeting
- 26 Holiday - Christmas

FACEBOOK INSIGHTS

10.17.11 - 10.24.11

331 monthly active users (+68 since last week)
661 people like this (+1 since last week)
9 wall posts or comments this week (+8 since last week)
297 visits this week

10.24.11 – 10.31.11

330 monthly active users (-1 since last week)
648 people like this (+7 since last week)
14 wall posts or comments this week (+5 since last week)
402 visits this week (+105 since last week)

10.31.11 – 11.7.11

392 monthly active users (+62 since last week)
650 people like this (+2 since last week)
19 wall posts or comments this week (+5 since last week)
452 visits this week (+50 since last week)