

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



Moses Stites
 Chairperson

Roger Palomino
 Executive Director

BOARD OF COMMISSIONERS MEETING
EOC BOARD ROOM, SUITE 310
WEDNESDAY, FEBRUARY 23, 2005, 7:00 P.M.
AGENDA

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. <u>Call to Order</u>	Stites		
II. <u>Roll Call</u>	Palomino		1
III. <u>Recognition of LCC Corpsmember</u>	Lugowski		
IV. <u>Approval of Previous Minutes</u> January 26, 2005 Meeting Minutes	Stites	Approve	2
V. <u>Seating of Commissioner Vang</u>	Stites	Approve	
VI. <u>Executive Director's Report</u>	Palomino	Information	
VII. <u>Executive Committee</u>	Stites	Approve	
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VIII. <u>Finance Committee</u>	Vang	Approve	
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C. Quarterly Financial Reports			45
IX. <u>Pension Committee</u>	Saldana	Approve	
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B. Replace Investment Manager			50
X. <u>Advisory Boards</u>			
A. Head Start/Early Head Start County-Wide Policy Council January 19, 2005 Meeting Minutes	Lucero	Approve	56
B. Safe Place/Shelter Advisory Board February 3, 2005 Meeting Minutes	Ventresca	Approve	59
C. SOUL Governing Council February 8, 2005 Meeting Minutes	Rodgers	Approve	62
XI. <u>Other Business/Public Comment</u> (This portion of the meeting is reserved for persons wishing to address the Board on items within jurisdiction but not the agenda. Comments are limited to five minutes.)			
XII. <u>Adjournment</u> (Items listed as information still leaves the option for guidance/direction by the Board.)			

Commissioners	Term Expiration	Target Area or Appointing/Nominating Org.	1/26	2/23	3/23	4/27	5/25	6/22	9/28	10/26	11/16	12/14
Tim Bakman	12/31/05	14th Senatorial District	E									
George Bleth	12/31/05	Area H	X									
Martin Castellano	12/31/05	Area C	E									
Ramon R. Dominguez	12/31/06	Area B	O									
Clyde Fannon/Alt. Craig Knight	12/31/05	Area A	E									
Dr. Lee Farley	12/31/05	Community Colleges	X									
Kathleen Fernandez	12/31/06	Juvenile Court	X									
George A. Finley, Sr.	12/31/06	Board of Supervisors	X									
Pastor Rufus Fruge	12/31/06	Area E	X									
Charles Garabedian, Jr.	12/31/05	Malaga County Water District	X									
Theresa Hernandez	12/31/06	Foster Grandparents	E									
Tito A. Lucero	12/31/06	Head Start County Wide Policy Council	X									
Marina Magdaleno	12/31/05	Board of Supervisors	X									
Rev. Paul McCoy	12/31/05	NAACP	E									
Vongsavanh Mouanoutoua	12/31/05	Lao Evangelical Church of Fresno	X									
Esther Padilla	12/31/05	CA Transplant Donor Network	X									
Daniel Renteria	12/31/06	Area F	X									
Eugene Rico	12/31/05	Area G	X									
Jimi Rodgers	12/31/05	Association of Black Social Workers	X									
Jess Saldana	12/31/06	Area D	E									
Moses Stites	12/31/06	31st Assembly District	X									
Rev. E. Swillis	12/31/05	Mayor's Appointment	X									
Peter Vang	12/31/06	30th Assembly District	X									
John Paul Youel	12/31/06	Fresno County Housing Authority	X									
Present = X			17									
Absent = 0			1									
Excused = E			6									
Vacant = V			0									

(Rollcall.05)

**Fresno County Economic Opportunities Commission
Board of Commissioners Meeting
Wednesday, January 26, 2005
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Board Chair Stites at 7:01 p.m.

II. ROLL CALL

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

Stites requested to add an item to the agenda: Item VI.-I) Sanctuary United Way FEMA Funding.

M/S/C – Magdaleno/Rodgers to approve adding item VI.-I) Sanctuary United Way FEMA Funding to the agenda. All in favor.

Stites introduced new Board members Kathleen Fernandez, Pastor Rufus Fruge, Tito Lucero, Daniel Renteria, and John Youel.

III. SEATING OF COMMISSIONERS

M/S/C – Finley/Magdaleno to approve Seating of Commissioners for 2005. All in favor.

IV. APPROVAL OF PREVIOUS MINUTES

M/S/C – Finley/Rico to approve Board December 8, 2004 Meeting Minutes. All in favor.

V. EXECUTIVE DIRECTOR'S REPORT

- Palomino thanked all board members and staff attending the board retreat.
- Palomino updated the board on Assistant Executive Director Paul White.

VI. BOARD ACTIONS

M/S/C – Finley/Vang to approve/ratify the following: A) CSBG Refunding agreement in the amount of \$1,593,634 to the Department of Community Services & Development (CSD) for the term of 1/01/05-12/31/05, B) Energy Partners Refunding agreement with P.G.&E. in the amount of \$1,008,040 for the term of 1/01/05-12/31/05, E) LIHEAP 2005 Refunding agreement in the amount of \$1,071,099 to the Department of Community Services & Development (CSD), F.1) LCC City of Fresno CFD/LLMD maintenance bid in the amount of \$635,356 to the City of Fresno for a one-year period, F.2) LCC Document Destruction and Recycling Services bid to the County of Fresno for a three-year period beginning March, 2005, and G) Authorized Signatory Resolution for 2005. All in favor with 1 abstention from Magdaleno on item F.

Lucero requested information on Item C) Health Services Title X 2005 Family Planning Refunding. Palomino reviewed the item. Discussion followed.

M/S/C – Padilla/Finley to approve Item C) Health Services Title X Family Planning Refunding application in the amount \$269,759 to the California Family Health Council for the term of 1/01/05-12/31/05. All in favor with nay vote from Lucero.

Padilla requested information on Item D) Legaci Grant. Palomino reviewed the item.

***M/S/C** – Padilla/Rico to approve Item D) Legaci Grant Award in the amount of \$13,500 to the Great Valley Center. All in favor.*

Bleth requested information on Item H) Risk Management Services regarding evaluation and rating. Egawa responded to that item. Discussion followed.

***M/S/C** – Bleth/Finley to approve request to authorize staff to negotiate a contract with Hilb Rogal & Hobbs (HRH) and present to full board at next meeting. All in favor.*

Stites requested information on Item I) Sanctuary United Way FEMA Funding. Ventresca reviewed the item.

***M/S/C** – Padilla/Lucero to ratify Item I) Sanctuary United way FEMA Funding in the amount of \$17,000. All in favor.*

VII. ADVISORY BOARDS

A. LCC Advisory Committee

***M/S/C** – Finley/Vang to approve LCC Advisory Board December 2, 2004 Meeting Minutes. All in favor.*

B. SOUL Governing Council

***M/S/C** – Bleth/Rico to approve: B.1) December 14, 2004 Meeting Minutes, and B.2) January 11, 2005 Meeting Minutes. All in favor.*

VIII. COMMITTEE APPOINTMENTS

***M/S/C** – Rico/Padilla to approve Committee Appointments List for 2005. All in favor with nays from Finley and Magdaleno.*

IX. OTHER BUSINESS/PUBLIC COMMENT

Stites called for other business. Palomino reviewed the Head Start December 15, 2004 County-Wide Policy Council minutes.

Stites called for public comment. There was none.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Roger Palomino
Board Secretary

EXECUTIVE COMMITTEE
February 9, 2005, 12:00 p.m.
Executive Conference Room
MINUTES

I. Call to Order

Chairperson Moses Stites called the meeting to order at 12:07 p.m.

II. Roll Call

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

Members Present: Moses Stites, Jess Saldana, George Bleth, Peter Vang, Tim Bakman, Theresa Hernandez, Gene Rico, Rev. E. Swillis

Staff Present: Roger Palomino, Naomi Mizumoto, Lucianna Ventresca, Lalo Acevedo, Joe Crown, Carolyn Moreno

III. Approval of Previous Minutes-October 13, 2004

M/S/C – Rico/Bakman to approve October 13, 2004 meeting minutes. All in favor with abstentions from Bleth and Saldana as they were not present for October 13 meeting.

IV. Action Items

A. Local Conservation Corps Applications

M/S/C – Vang/Saldana to approve/ratify: A.1) Submission of bid in the amount of \$18,460 to Fresno Junior Golf Complex to remove/re-install fencing and mowstrips, A.2) Submission of 21 bids for a total amount of \$181,200 to the Housing Authority of the City and County of Fresno (Districts 4-5) for grounds maintenance and irrigation services, A.3) San Joaquin River Conservancy Fire Breaks agreement in the amount of \$8,000 to provide firebreak and weed abatement services for a one-year period, and A.4) Submission of EOC Transit/Food Grading bid in the amount of \$29,100 to install 2 acres of base rock on their newly acquired site. All in favor.

B. Refugee Services

M/S/C – Bleth/Rico to approve submission of application to the Department of Health and Human Services, Office of Refugee Resettlement (ORR), Services for Recently Arrived Refugees (SRAR), in the amount of \$210,000 for the period of October 1, 2005 – February 28, 2007. All in favor with 1 abstention from Vang due to a conflict of interest.

C. Sanctuary Funding Applications

M/S/C – Bleth/Saldana to approve/Ratify: C.1) Funding request to Fansler Foundation in the amount of \$107,825, C.2) Funding request to the City of Fresno-Emergency Shelter Grant (ESG) in the amount of \$17,244 (TLC) and \$46,402 (Youth Shelter), and C.3) SOUL Consolidated Funding Application (ConApp) Part II requesting funds in the amount of \$55,834 from the California Department of Education. All in favor.

D. Head Start/Early Head Start PRISIM Monitoring Review

Mizumoto reminded the committee of the 2005 federal PRISIM monitoring review of the Fresno Head Start/Early Head Start programs during the week of April 25-29, 2005.

V. **Other Business**

Stites called for other business, there was none.

VI. **Adjournment**

There being no further business, the meeting was adjourned at 12:55 p.m.

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

Respectfully Submitted,

Moses Stites, Chairperson

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: February 9, 2005	Program: EOC Local Conservation Corps
Agenda Item No.: VII.-B.1	Director: Paul McLain-Lugowski
Item: Fresno Junior Golf Complex	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify the submission of a bid to Fresno Junior Golf to remove and re-install fencing and mowstrips surrounding its new golf training facility. The site is located on Teilman just south of Kearney Avenue. Our bid of \$18,460.00 was approved on February 1, 2004.

BACKGROUND:

EOC's Local Conservation Corps has installed fencing for CURE, the City of Fresno, and the Fresno Metropolitan Flood Control District. The Corps has installed several thousand lineal feet of cyclone fence over the past few years. Len Ross of Fresno Junior Golf requested a bid from the LCC for the installation of the new fencing and demolition of the old fencing areas.

ISSUE:

This project will begin February 14, 2005 and is expected to be completed by the end of the month. One supervisor and five corpsmembers will be assigned to the Project. LCC has the organizational strength, managerial expertise, and efficient tools to complete this project to customer specifications.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: February 9, 2005	Program: EOC Local Conservation Corps
Agenda Item No: VII.-B.2	Director: Paul McLain-Lugowski
Item: Housing Authority Districts 4-5 Grounds Maintenance	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To approve the submission of 21 bids to the Housing Authority of the City and County of Fresno (Districts 4,5) for public housing grounds maintenance and irrigation services. Value of the combined bids is \$181,200.00 .

BACKGROUND:

The Housing Authority of the City and County of Fresno owns and manages all public housing stock throughout the City and County of Fresno. The Housing Authority contracts with vendors to maintain its grounds and sprinkler systems.

ISSUE:

The Housing Authority solicited bids from qualified vendors for grounds and irrigation system maintenance for all five of its Districts. LCC bid on services for complexes located in Districts 4 and 5, the rural east and rural west communities (respectively). The housing Authority will notify winning bidders by March 1, 2005.

LCC has the organizational strength, managerial expertise, and efficient tools to complete these projects to Housing Authority standards. The project will be managed under the Enterprise Operations Division of the LCC. We anticipate training approximately 20-25 corpsmembers in grounds and irrigation system maintenance during the course of the year-long contract, if awarded.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: February 9, 2005	Program: EOC Local Conservation Corps
Agenda Item No: VII.-B.3	Director: Paul McLain-Lugowski
Item: San Joaquin River Conservancy Fire Breaks	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To approve an agreement with the San Joaquin River Conservancy to provide firebreak and weed abatement services along the San Joaquin River between Highways 41 and 99. The agreement will be entered into for a one-year period of time. The approximate value of the agreement is \$8,000.

BACKGROUND:

The San Joaquin River Conservancy has the responsibility to acquire and maintain land along the San Joaquin River. The Conservancy works to protect the natural scenic beauty of the San Joaquin River, as well as habitat native to the area. LCC maintained the river areas in 2004 and has been asked to provide similar services for 2005.

ISSUE:

The LCC has the equipment and experience to perform this work as it holds similar contracts for such work with the Flood Control District and City of Clovis. Our efforts with the San Joaquin River Conservancy will help assure that the environmentally sensitive area along the streambeds and the housing along the river bluffs are protected from fire. Approximately four corpsmembers will be assigned to this project, all of whom will become familiar with equipment used to perform this work.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: February 9, 2005	Program: EOC Local Conservation Corps
Agenda Item No.: VII.-B.4	Director: Paul McLain-Lugowski
Item: EOC Transit/Food Service Grading	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify the submission of a bid to EOC Transit/Food Services to install 2 acres of base rock on their newly acquired site (lot west of current Transit property). Our bid of \$29,100 was submitted on February 1, 2005.

BACKGROUND:

EOC's Local Conservation Corps has provided grading services to the Fresno Metropolitan Flood Control District and the City of Clovis. EOC Transit/Food Services Director Gary Joseph requested a bid from the Local Conservation Corps to provide the services described above.

ISSUE:

EOC Transit/Food Services is awaiting approval of the project and other bids from contractors for this service. It is not known when the project will begin. If awarded, the project will be completed in approximately two weeks from notice to proceed. Two supervisors and eight corpsmembers will be assigned to the project.

Fresno County **Economic Opportunities Commission**

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: February 9, 2005	Program: Refugee Services
Agenda Item No.: VII.-C.	Director: Lalo Acevedo
Item: Office of Refugee Resettlement Services for Recently Arrived Refugees	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDATION:

Approve the submission of an application in the amount of \$210,000 to the Department of Health and Human Services, Office of Refugee Resettlement, (ORR) Services for Recently Arrived Refugees (SRAR). The 17-month project period is October 1, 2005 through February 28, 2007. The application will be submitted prior to the February 28, 2005 deadline.

BACKGROUND:

Fresno County Economic Opportunities Commission (FCEOC) is collaborating with Fresno Interdenominational Refugee Ministries, Inc., Fresno County Employment & Temporary Assistance, and Public Authority to provide job training and placement services to approximately 150 recently arrived refugees. In collaboration with these organizations, our goal will be to train the clients to become In Home Supportive Services (IHSS) workers, and ultimately, place them in homes with individuals seeking Hmong speaking care providers.

The primary target group for this project is the new Hmong refugees who are need of employment opportunities. As part of the application requirement, the SRAR collaborative has already identified over 150 potential job opportunities for the refugees.. Currently, there is a shortage of Hmong speaking IHSS providers throughout the County and our clients will help to fill this need.

FCEOC has collaborated with some of the same partners mentioned above in the ORR Refugee Community Service Employment (CSE) program from 10/1/98-9/30/02. The Fresno CSE collaborative provided the highest employment services (658) and unsubsidized placements (460) of all the CSE providers nationwide. As a result of these successful outcomes, FCEOC proposes to partner with these organizations in this project and continue to provide high quality, essential services to the community.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: February 23, 2005	Program: Sanctuary
Agenda Item No.: VII.-D.1,2	Director: Lucianna Ventresca
Item: Submission of Funding Request applications for the Sanctuary Youth Programs	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Approval for submission of three grant proposals requesting funding for agency services, as noted:

1. Approval to submit for funding in the amount of \$107,825 to the **Fansler Foundation** for operational costs associated with the youth shelter and street outreach program.
2. Approval to submit two funding requests to the **City of Fresno - Emergency Shelter Grant (ESG)** requesting operational funds for the Sanctuary Emergency Shelter and the Transitional Living Center.

BACKGROUND:

1. The Fansler Foundation has released notice they will be accepting funding requests for programs that improve the lives of challenged youth in Fresno. The Fansler Foundation has been very supportive of the Street Outreach efforts and supporting staffing costs in the shelter. We hope to continue the positive partnership with this private foundation and staff is in the process of completing a funding application to meet the March 31, 2005 submission date.
2. City of Fresno - Emergency Shelter Grant (ESG)- On an annual basis the City of Fresno allocates Federal ESG funds in compliance with federal guidelines. The City anticipates receiving \$335,000 ESG entitlements from the U.S. Department of Housing and Urban Development (HUD) for FY 2006.). These funds are again available for application by approved emergency shelter operations. In a collaborative effort with the Fresno Emergency Shelter Collaborative, a formula for funding has been developed to ensure equity among all local necessary shelter services. As in the past, EOC staff will participate in the Collaborative effort, and submit (2) two funding applications: one for necessary support of the TLC-1 and one to support Youth Shelter operations (insurance, utilities and maintenance). Both applications are due February 18, 2005 by 5:00PM. Projected requested amounts, based on 04-05 allocations:
 - *Sanctuary Transitional Living Center: \$17,244
 - *Sanctuary Youth Shelter: \$46,402

ISSUE:

Ongoing operational funds for the Sanctuary shelter and transitional living services are required to maintain services / service levels within the Sanctuary youth services project.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 26, 2005	Program: School of Unlimited Learning (SOUL)
Agenda Item No.: VII.-D.3	Director: Lucianna Ventresca
Item: Submission of Funding Request–SOUL	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify the submission of the Consolidated Funding Application (ConApp) Part II requesting funds in the amount of \$55,834 from the California Department of Education (CDE).

BACKGROUND:

The Consolidated Application is used by the California Department of Education to distribute categorical funds from various state and federal programs (e.g., Economic Impact Aid, Title IV Safe and Drug-Free Schools and Communities) to county offices, school districts, and charter schools throughout California. This is a two-part application.

ISSUE:

In June of 2004, SOUL submitted Part I of the application to document participation in categorical programs and provide assurances that SOUL will comply with the legal requirements of each program. Part II of the application, submitted in the fall of each year, contains the LEA's entitlements for each funded program. Out of each state and federal program entitlement, LEAs allocate funds for indirect costs of administration, for programs operated by the LEA, and for programs operated at schools.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: February 4, 2005	Program: Head Start/Early Head Start
Agenda Item No.: VII.-E.	Director:
Item: Head Start/Early Head Start Program Monitoring Review – April 25-29, 2005	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Information Only

We received the letter from the Head Start Regional Office confirming that during the week of April 25-29, 2005 a federal review team will be in Fresno to conduct a program monitoring review of the FCEOC Head Start-preschool and Early Head Start programs. The purpose of the monitoring review is to determine compliance with Head Start=s performance standards, Federal administrative regulations, and grant requirements. The goal for the team is to ensure we are providing high quality and comprehensive services to the children and families served by assessing the entire agency as the grantee and administrator for the programs.

The FY 2005 Program Review Instrument for Systems Monitoring (PRISM) will be used to assess program compliance, as well as to identify program strengths. In addition to a documentation review and observation of service delivery, the monitoring process will include focused interviews with select groups such as Management Group, Family Group, Child Care and Community Partners, Policy Council, and the Governing Board.

The entrance meeting is set for Monday, April 25, 2005 at 9:00 a.m. when the team members will be introduced and the monitoring process and schedule will be discussed. On Friday, April 29, 2005 a summary meeting to report the preliminary results will be held. The Board and Policy Council members are invited to be present. Further information will be shared with the Board as more details become finalized.

Fresno County Economic Opportunities Commission
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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: February 23, 2005	Program: School Age Child Care
Agenda Item No.: VII.-F.	Program Manager: Roberta A. Ayer
Item: General Child Care and Program Funds	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION:

The Executive Committee recommends Board approval of the submission of an application in the total amount of \$198,512 to the State Department of Education (DOE) for the provision to expand school age child care services to 20 additional low-income families and their school age children targeted in the Orange Cove 93646 zip codes area (identified as Priority 1 – Fresno Local Child Care Planning Council).

BACKGROUND:

On January 26, 2005 the California State Department of Education, Child Development Division sent out requests for applications for general child care services (GCTR) for children ages five through twelve years. These monies are intended to provide additional funds to state-subsidized GCTR program services in underserved communities as identified by the Local Child Care Planning Councils (LPC) and based on a waiting list of over 110 children requesting school age child care. FCEOC responded with a \$198,512 grant proposal to provide full-day, full year childcare services to 28 school age children. The targeted location would be in the Orange Cove 93646 zip code area, which is designated as a Priority 1 by the Fresno County Local Child Care Planning Council. The grant proposal deadline was February 18, 2005.

ISSUE:

FCEOC will continue to pursue other alternative sources to augment further opportunities to develop child care and family development program services, Department of Education, etc.

Fresno County **Economic Opportunities Commission**

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: February 23, 2005	Program: Sanctuary
Agenda Item No.: VII.-G.	Director: Lucianna Ventresca
Item: Submission of Funding Request Application for the Sanctuary Youth Shelter	Assistant Executive Director: Alma Kowalski
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To approve the submission of the County of Fresno, Department of Children and Family Services (DCFS) Emergency Shelter (ESG) Grant Funds Application (Proposal Number 952-4060) for FY 2005-2006 requesting operational funds in the amount of \$150,000 for the Sanctuary Youth Shelter.

BACKGROUND:

The County of Fresno Department of Children and Family Services has been awarded a grant from the U.S. Department of Housing and Urban Development (HUD) through the ESG Program. The program is designed to help improve the quality of existing emergency shelter for the homeless, to help make available additional emergency shelters, and to help pay the costs of operating emergency shelters, to provide essential social services to homeless individuals, and to help prevent homelessness. Application deadline is March 8, 2005 by 2:00 PM.

ISSUE:

County ESG funds will provide much needed support for the operations of our Youth Crisis Shelter.

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FINANCE COMMITTEE MEETING
WEDNESDAY, FEBRUARY 16, 2005
EXECUTIVE OFFICE CONFERENCE SUITE 300**

MINUTES

I. Peter Vang called the meeting to order at 11:41 a.m.

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

Members:

Peter Vang
Lee Farley
Theresa Hernandez
Tito Lucero
Gene Rico

Staff:

George Egawa
Salam Mohammad
Rebecca Weimer
Steve Warnes

Guest:

Paul Gottlieb
Peter Mersino

III. Approval of previous minutes – October 13, 2004.

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

IV. Presentation of 2003-2004 Audits by Kaku & Mersino

A. Peter Mersino, of Kaku & Mersino LLP, presented the audits for Urban & Rural CTSA for the period ending June 30, 2004 as required by the Council of Fresno County Governments. Mersino stated the audits for both Urban & Rural were issued clean opinions. The increase in net assets noted in the Urban audit is due to the use of Local Transportation Fund (LTF) carryover from prior years within the audit period. The carryover funding has been fully utilized, with the exception of the carryover reserved for expansion of the transit facility. Also highlighted was the interest expense that was eliminated during the audit periods as the loans to finance vehicle purchases had been paid. Additionally, Mersino mentioned that the ratios Revenues to Expenses are in excess of the minimum required amount of 55%.

B. Peter Mersino also presented the audit for School Age Child Care Program for the period ending June 30, 2004 as required by the California Department of Education. Mersino stated the audit was issued a clean opinion for both the audit report and the included supplemental schedules. He noted that the assets included the portable building, funded by the State. Net assets for the program remain positive and revenue for the period was \$1,121,397. Mersino highlighted the reportable conditions and management letter comments as well as the response to these items from the Agency. Mersino concluded that they were presented only as suggestions for improvements in the program and

foresees no adverse impact on the program or future funding due to these items.

M/S/C – (Lucero/Hernandez) to accept the Urban & Rural CTSA and School Age Child Care audits as presented by Kaku and Mersino, LLP.

V. Presentation of the Health Insurance Plan Coverage

- A. Health Insurance Financial Report: Mohammad presented the Health Insurance Financials as of December 2004. Revenue for 2004 is \$6.5 million and total expenses for 2004 is \$5.6 million. The payment of stop loss claims in January 2004 pertaining to the prior year has caused the difference. The current reserve of \$2.7 million is sufficient to fund four to five months of expenses. The plan covered 825 employees during 2004.
- B. Paul Gottlieb of Benefits by Design presented the Health Insurance Coverage details provided in their letter of January 3, 2005. Gottlieb mentioned that the coverage for stop loss was declined by all carriers due to past claim history. Hartford increased the premium in 2004 but a decrease in premiums for 2005 is expected.

Caremark (formerly Advanced PCS), the current pharmaceutical provider is able to keep co-payments at the desired low level, and is able to minimize costs by utilizing specialty drugs purchased through Caremark rather than from medical providers or hospitals and by obtaining rebates on a quarterly basis for specific drugs that were prescribed, no change is being recommended.

Pinnacle Claims Management, Inc is the current third party administrator used to pay claims. The audit of the last plan year reported a 99% accuracy rate. A small fee increase is being requested based on the West Urban Consumer Pricing Index. No change in administrator is recommended.

Life insurance provides benefit to all employees and commissioners. The claims experience from 2000 to 2004 is 98% premiums to claims. The voluntary life and AD&D policy has a total incurred loss ratio of 257%. Both programs are under current policy periods so no changes are recommended at this time.

M/S/C – (Hernandez/Rico) to accept the Health Insurance Fund Report and coverage plan as presented by Benefits by Design.

VI. Risk Management Services Contract

Egawa presented the RFP details and highlighted the evaluation criteria and evaluation results for the selection of Insurance Brokerage and Risk Management

services. A total of 5 firms responded to the RFP and three brokers invited for an oral interview were HRH Insurance, Driver-Alliant Insurance Services, and Marsh, Inc. Based on the written proposal, oral presentations and fee consideration, it was recommended that we contract with HRH Insurance for a three-year agreement to be renewed annually for the proposed scope of services in the amount of \$60,000 per annum.

M/S/C – (Rico/Lucero) to approve the Risk Management Services Contract with Hilb Rogal & Hobbs (HRH) as presented.

VII. Presentation of Quarterly Financial Reports (as of 12/31/04):

- A. Income Statement & Balance Sheet: Warnes presented the quarterly financial statements noting the increase in revenue of \$3.86 million over prior year primarily in grant revenue with a slight decrease in rental income attributable to the Fresno Executive Plaza. Personnel cost is the largest expense and offsets the increase in revenue. Contract services also increased over the prior year. The net surplus is reasonable for a non-profit agency. The primary change in the balance sheet is a decrease in the United Security Bank note payable due to the December 2004 payment of \$1.0 million.
- B. Investment Report (Morgan Stanley): Warnes presented the investment status and mentioned that the Agency funds invested with Morgan Stanley amounted to \$2,783,316.98 at December 31, 2004.

M/S/C – (Rico/Lucero) to approve reports as presented.

VIII. Audit Reports / Status

- A. Fresno County Workforce Investment Board's Monitoring Report for the closeout review of the 2003-2004 program year. No findings or concerns were noted.
- B. Fresno County's monitoring review of AFLP/ASPPP on contract #A-03-408. Review concludes that EOC is providing effective service as agreed upon in the contract and that there is programmatic and fiscal integrity resulting in efficient use of funds.
- C. HHS's review and findings for the 2003 Single Audit and EOC's response. HHS provided areas of recommendations to which the Agency provided response, as has been done in the past.
- D. CNS's monitoring report on Foster Grandparent Program and EOC's response. No compliance findings were noted, however, recommendations were made pertaining to wording in the MOU and the documentation of in-kind and volunteer records. EOC's response indicated that the recommendations have been implemented.

- E. Department of Community Services and Development (CSD) Reports:
1. LIHEAP closeout report for contract 03B-5214 noted no findings and that the contract has been closed.
 2. Audit transmittal report TR04-088 was a desk review based on the 2003 audit report. Based on the reported information, multiple contracts have been closed and contracts 03B-5214, 03C-1463, and 03F-4391 extend into the 2004 audit period. Also, the carryover funds from contract 00B-1213 WX are still available for use in a related purpose. No findings requiring corrective action were noted.
 3. Monitoring report B-04-020 for the on-site review of CSBG and DOE programs for the 2004/05 period indicated that there were no findings.

Commissioner Vang expressed his gratitude to the staff for providing the detailed information and to all EOC personnel for their efforts to ensure we are in compliance with all regulations.

M/S/C – (Farley/Hernandez) to approve the reports as presented.

IX. Information Item

Mohammad and Egawa presented the Contract Listing as of January 2005. Current contracts are \$122.9 million and represent the total of all contracts in place as of January 2005 including contracts that extend beyond a twelve-month period.

X. Other Business:

The next meeting is set for March 16, 2005 at 11:30 a.m.

XI. The meeting was adjourned at 1:10 p.m.

Respectfully submitted,

Peter Vang, Chair

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: February 23, 2005	Program: Finance
Agenda Item No.: VIII.-B.	Director: Salam Mohammad
Item: Insurance Brokerage & Risk Management Services	Assistant Exec. Director: George Egawa
Committee: Finance	Executive Director: Roger Palomino

RECOMMENDATION:

The Finance Committee recommends approval of a contract with Hilb Rogal & Hobbs (HRH) as the provider of Insurance Brokerage and Risk Management services for a three-year agreement renewed annually for proposed scope of services in the amount of \$60,000 per annum.

BACKGROUND:

The Agency has retained the services of Marsh Inc. for the past year as our broker of record. As a matter of best practices, a request for proposal was issued to solicit bids for insurance brokerage and risk management services (see attached).

The firms responding to the RFP with their bid amounts were:

1. HRH Insurance - \$60,000
2. Marsh, Inc. - \$125,000
3. Driver-Alliant Insurance Services - \$90,000
4. Heffernan Insurance Brokers - \$200,000
5. Arthur J. Gallagher & Co. - \$180,000

After evaluating the written proposals, the following firms were invited for an oral interview:

1. HRH Insurance
2. Driver-Alliant Insurance Services
3. Marsh, Inc.

A 3-member evaluation team reviewed the bids and ranked the proposals on the basis of their effectiveness in providing the desired services to the Agency. As all the companies were in a position to adequately manage our account, our evaluation focused on each company’s strength and ability to negotiate competitive rates and efficiency in providing the flow of data and information as well as the fee proposals (see attached).

Based on the written proposal, oral presentation and fee proposal, Finance Committee is recommending a contract with Hilb Rogal & Hobbs (HRH)(see attached).

**Fresno County Economic Opportunities Commission
(FCEOC)**

REQUEST FOR PROPOSAL (RFP)

Insurance Brokerage Services

I. GENERAL CONDITIONS

A. Purpose

The Request for Proposal (RFP) is to provide risk management and insurance brokerage services for FCEOC.

B. Instructions of Proposal Submission

1. Closing Submission Date

Proposals must be submitted no later than January 6, 2005, 2 p.m.

2. Inquiries

Inquiries concerning this RFP should be directed to Salam Mohammad at 559-263-1030 or e-mail salam.mohammad@fresnoeoc.org

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the sole responsibility of the Bidder and will not be reimbursed by FCEOC. Unless otherwise stated, all materials submitted by bidder in response to this RFP shall become the property of FCEOC.

4. Instruction to Prospective Bidders

Your proposal should be addressed as follows:

Fresno County Economic Opportunities Commission
ATTN: Lydia Villanueva
1920 Mariposa Mall, Suite 330
Fresno, CA 93721

It is important the Bidder proposal [five (5) originals] be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
Due 2 p.m. January 6, 2005
SEALED BID
For Insurance Brokerage Services
Bid Number: IBS-1004

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Bidder to insure that FCEOC receives the proposal by the date and time specified above. Late proposals will not be considered. Proposals transmitted via facsimile or via electronic mail will not be accepted.

The bid format, (Section III) must be submitted by each and every bidding party. Any bid shall set forth its deviation from the bid format and explain in detail the reason for such deviation. This does not, however, preclude the bidding party from offering alternatives in addition to the formatted coverages and approaches. The alternatives, however, must be fully explainable and in written form.

This RFP is available via e-mail on MS Word format.
Please e-mail your request to: Salam Mohammad
E-mail address: salam.mohammad@fresnoeoc.org

5. Right to Reject

FCEOC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

The FCEOC reserves the right to waive informalities or irregularities in bids.

In any case of deviation from enclosed specifications, the bidders shall indicate in writing the exception(s) from the specifications. If no exception(s) is noted, it is understood that the specification will be complied with in detail as requested WITH NO EXCEPTION.

6. Small, Women and/or Minority-Owned Business

Efforts will be made by FCEOC to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to the FCEOC.

A Bidder qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.3-8), by having average annual receipts for the last three fiscal years of less than four million dollars.

7. Price

All prices and quotations must be typed or written in ink. No erasures or correction fluid is permitted. Errors may be crossed out and corrections printed in ink by the person signing the bid.

Quote on each item separately. Prices should be stated in units specific herein.

8. Time

Time of delivery is a part of the consideration and must be stated in definite terms and must be adhered to.

9. Authorized Proposals

All proposals must be dated and signed with the firm's name and by a responsible officer or employee.

10. Notification of Award

It is expected that a decision selecting the successful firm will be made within three (3) weeks of the closing date from the receipt of proposals.

Award will be made to the responsible Bidder whose equipment, service, delivery, and cost is most compatible with FCEOC. FCEOC will be the sole judge in making this determination.

11. Patent Indemnity

The Bidder shall hold FCEOC, its officers, agents, servants, and employees, harmless from liabilities of any nature or kind on account of use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article of appliance furnished or used under this RFP.

12. Samples

Samples when required, must be furnished free and if not destroyed by tests will upon requests be returned at the Bidder's expense.

13. Rights and Remedies of FCEOC for Default.

In case of default for any reason including circumstances beyond the control of Bidder or FCEOC, or contract violation or breach of contract by Bidder, FCEOC may procure the articles or services from another source and may recover the loss occasioned thereby from any unpaid balance due the Bidder or by proceedings against performance bond of Bidder, if any, or by suit against Bidder. The prices paid by FCEOC shall be considered the prevailing market price at the time such purchase is made.

14. Inspection

Inspections on deliveries or services or offer for such, which do not meet specifications, will be at the expense of the Bidder.

C. Description of Entity

FCEOC is a nonprofit organization, which services primarily Fresno County in California. FCEOC is a private, nonprofit corporation and has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a 24-member volunteer Board of Directors. Administrative offices and records are located at 1920 Mariposa Mall, Fresno, CA. Over sixty (60) other owned and leased program locations are located throughout the Fresno County area. Its annual budget is approximately \$100 million with over 1,300 employees.

D. Compliance Certification/Assurances

Bidder, if awarded this contract, agrees that during the performance of this Agreement, shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Bidder shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Bidder shall comply with the provisions of the Fair Employment and Housing Act (Government Code 12900 et seq.) and the applicable regulations promulgated hereunder (California code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as if set forth in full. Bidder shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

Bidder hereby certifies compliance with the following:

1. Federal Executive Order 11246, as amended by Executive Order 11375, relating to equal employment opportunity.
2. Title VI and Title VII of the Civil Rights Act of 1964, as amended.
3. Rehabilitation Act of 1973, as amended.
4. Vietnam Era Veterans readjustment Assistance Act of 1972, as amended.
5. Title 41, Code of Federal Regulations (CFR), Chapter 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor as amended. Public Law 101-336, Americans with Disabilities Act of 1990.

II. **SPECIAL CONDITIONS**

A. Background

FCEOC is seeking an Insurance Brokerage Firm to provide brokerage services for its overall insurance program. The purpose of this Request for Proposal (RFP) is to provide a method of insurance broker selection and the basis for negotiating an agreement to perform such services. The agreement term may be for up to three years.

Services to be performed include procurement of various lines of coverage, loss control services, claims assistance, loss trending and analysis and performing occasional other studies. FCEOC reserves the right to accept bids for any or all lines of coverage.

B. FCEOC Insurance Summary Overview:

FCEOC Insurance Program currently provides the following policy limits per line of coverage:

Type of Coverage:	<i>Workers Compensation</i>
Insurance Carrier:	State Compensation Ins Fund - Policy 161880904 – Effective 03/01/04 to 03/01/05

Coverage Form:	Employer's Liability
Limits of Liability:	\$ 1,000,000
Type of Coverage:	<i>Commercial Auto Liability & Physical Damage</i>
Insurance Carrier:	Non-Profits / Lexington / Fireman's Fund - Effective 07/01/04-05 Policy 602 – # 6500587 Liability – # MXI98113802 Physical Damage
Coverage Form:	Business Automobile Policy
Limits of Liability:	\$ 1,000,000 CSL Liability incls Non-Profits \$ 1,000,000 Self-Insured Retention \$ 1,000,000 Uninsured/Underinsured Motorist \$ 5,000,000 Physical Damage - Excess of Non-Profits \$100,000 Self-Insured Retention
Deductibles:	\$ 10,000 Liability-per Occurrence \$ 500 Collision Deductible \$ 500 Other than Collision Deductible
Type of Coverage:	<i>Commercial Auto-Excess Liability</i>
Insurance Carrier:	Empire Indemnity Insurance – Policy #XS200590 Effective 10/01/04 to 07/01/05
Coverage Form:	Following Form Non-Profits / Nat'l Union Fire / Lexington
Limits of Liability:	\$ 3,000,000
Retention:	\$ 0
Type of Coverage:	<i>Commercial General Liability –Healthcare Professional Liability</i>
Insurance Carrier:	Lexington Insurance Co - Policy 2004824 - Effective 09/01/04 to 09/01/05
Coverage Form:	General Liability – Occurrence Form / Healthcare Professional – Claims Made Form
Limits of Liability:	\$ 4,000,000 General Aggregate \$ 2,000,000 Products / Completed Ops Aggregate \$ 2,000,000 Each Occurrence \$ 2,000,000 Personal & Advertising Injury \$ 500,000 Fire Damage Limit \$ 5,000 Medical Payment Expense
A. <u>Deductible:</u>	\$ 25,000 General Liability, Professional Liability & Garage Liability
B. <u>Coverage</u>	Dowis & Alexander; Misc Professional Liab; Garage Liab; Employee Benefits
<u>Exts:</u>	Liab
Type of Coverage:	<i>Excess Umbrella Liability</i>
Insurance Carrier:	American Inter'l Specialty Lines - Policy BE7415049 - Effective 09/01/04 to 09/01/05
Coverage Form:	Following Form of Lexington Ins Co - Excludes Physicians, Medical & Misc. Prof Liab
Limits of Liability:	\$ 10,000,000 Each Occurrence \$ 10,000,000 General Aggregate
Self-Insured Retention:	\$ 10,000
Type of Coverage:	<i>Fiduciary Liability</i>
Insurance Carrier:	Federal Ins Co (Chubb) – Policy 81320047 - Effective 09/01/04 to 09/01/05
Coverage Form:	Executive Protection Policy
Limits of Liability:	\$1,000,000 Each Loss / Each Policy Period
Deductible:	\$ 1,000 Indemnifiable Loss
Type of Coverage:	<i>Commercial Property including Boiler & Machinery</i>
Insurance Carrier:	Lloyds of London - Policy DC442004

Coverage Form:	- Effective 07/01/04 to 07/01/05
Limits of Liability:	\$31,867,840 per occurrence \$ 25,341,750 Blanket Buildings \$ 6,276,090 Blanket Business Personal Property \$ 250,000 extra expense
Deductible:	\$ 25,000
Type of Coverage:	Commercial Inland Marine
Insurance Carrier:	Fireman's Fund Insurance – Policy MXI98113971 - Effective 09/01/04 to 09/01/05
Coverage Form:	Miscellaneous Tools & Equipment - Maximum limit per item \$2,500
Limits of Liability:	\$ 30,000 Unscheduled \$ 20,000 Leased/Rented \$ 1,650,000 Electronic Data Processing \$ 1,450,000 Earthquake & Flood
Deductible:	\$ 85,000 Computer Equipment & Software at any Unnamed Premise \$ 1,000 Per Occurrence – Contractor's Equipment and EDP \$ 5,000 Per Occurrence – Mechanical Breakdown 5% Of Values at Risk at Time and Place of Loss – Earthquake
Type of Coverage:	<i>Accidental Death & Dismemberment</i>
Insurance Carrier:	National Union Fire Insurance Co – Policy SRG8055973 - Effective 09/01/04 to 09/01/05
Coverage Form:	Master Blanket Policy all Program Participants
Limits of Liability:	\$ 10,000 Accidental Death – Class I & II \$ 10,000 Accidental Dismemberment – Class I & II \$ 10,000 Accidental Medical Expense Excess – Class I Dental Maximum – per tooth accident \$250 \$ 25,000 Accidental Medical Expense Excess – Class II Dental Maximum – per tooth accident \$250
Deductible:	\$ 50,000 Aggregate Limit – Class I & II \$ 35,000 Catastrophe Cash – Class II \$ 25 Accidental Medical Expense Excess – Class I & II
Type of Coverage:	<i>Director's & Officer's Liability</i>
Insurance Carrier:	Great American Ins Company - Policy AR3206871 – Effective 09/01/04 to 09/01/05
Coverage Form:	Claims Made-Including Employment Related Practices
Limits of Liability:	\$ 2,000,000 Aggregate Limit of Liability for the Policy Year
Retention:	\$ 75,000
Type of Coverage:	<i>Employee Dishonesty Bond, included ERISA coverage</i>
Insurance Carrier:	The Hartford Fidelity and Bonding Company - Policy 57BDDDA7016 – Effective 09/01/04 to 09/01/05
Coverage Form:	Blanket-Form A - Includes Volunteers
Limits of Liability:	\$ 1,000,000 Employee theft \$ 500,000 Depositors Forgery \$ 500,000 Theft, Disappearance & Destruction – Inside and Outside
Deductible:	\$ 5,000
Type of Coverage:	<i>State Contractor's License Board</i>
Insurance Carrier:	Indemnity Company of California – Policy 878507C – Effective 05/31/03 to 05/31/05
Coverage Form:	Contractor's License Bond
Limits of Liability:	\$ 7,500

Type of Coverage:	State Contractor's License Board
Insurance Carrier:	Indemnity Company of California – Policy 221681C – Effective 05/31/03 to 05/31/05
Coverage Form:	Bond of Qualifying Individual – George Egawa
Limits of Liability:	\$ 7,500

C. FCEOC Insurance Program Locations

	LOCATION ADDRESS	OCCUPANCY	G.L. CLASS	G.L. EXP.
1	1900-1920 Mariposa Mall Fresno, CA 93721	Corporate Headquarters & Program Services	61227	54,761 sq. ft.
2	1900-1920 Mariposa Mall Fresno, CA 93721	Corporate Headquarters & Program Services	61227	61,923 sq. ft.
	1900-1920 Mariposa Mall Fresno, CA 93721	Corporate Headquarters & Program Services	46622	46,000 sq. ft.
3	3100 W. Nielsen Fresno, CA 93706	Food Preparation / Offices	11039	1,000,000 meals
	3100 W. Nielsen Fresno, CA 93706	Food Preparation / Offices	61227	11,039 sq. ft.
4	3120 W. Nielsen Fresno, CA 93706	Transit / Maintenance / Yard	61227	5,000 sq. ft.
	3120 W. Nielsen Fresno, CA 93706	Weatherization Program-ALL work subcontracted out	91581	\$2,477,660 cost
5	2336 Calaveras Fresno, CA 93721	Sanctuary-S.O.U.L. / Youth Center	67017	14,206 sq. ft.
6	1545 N. Street Fresno, CA 93721	Sanctuary-Youth Shelter - 40 Beds	67017	5,966 sq. ft.
7	4903 E Kings Canyon #241 Fresno, CA 93727	S.O.U.L.	67017	1,418 sq. ft.
8	1371 Stanislaus Fresno, CA 93706	Local Conservation Center	47474	185 participants
9	4995 E. Balch #1 & #2 Fresno, CA 93727	Headstart	41716	100 Students
10	4995 E. Balch #3 Fresno, CA 93727	Headstart	41716	60 Students
11	4640 W. Dakota #1 Fresno, CA 93722	Headstart	41716	40 Students
12	4640 W. Dakota #2 Fresno, CA 93722	Headstart	41716	40 Students
13	4640 W. Dakota #3 Fresno, CA 93722	Headstart	41716	40 Students
14	1189 Martin Street Fresno, CA 93706	Headstart	41716	160 Students
15	4730 E. Lowe Fresno, CA 93702	School Age Child Care	41716	42 Students
16	3857 E. Harvard Fresno, CA 93703	School Age Child Care	41716	42 Students
17	1616 S. Fruit Fresno, CA 93706	School Age Child Care	41716	30 Students
18	745 N. First Street Fresno, CA 93702	Headstart	41716	40 Students
19	2172 Drexel #1 Fresno, CA 93703	Headstart	41716	60 Students
20	2172 Drexel #2 Fresno, CA 93703	Headstart	41716	60 Students
21	577 E. Sierra Fresno, CA 93710	School Age Child Care	41716	42 Students
22	770 N. San Pablo Fresno, CA 93728	Headstart	41716	80 Students
23	4774 E. Yale Fresno, CA 93703	School Age Child Care	41716	42 Students

24	4670 E. Butler Avenue #1 & #2 Fresno, CA 93702	Headstart	41716	40 Students
25	1343 E. Barstow Avenue Fresno, CA 93710	Headstart	41716	40 Students
26	1350 E. Annadale Fresno, CA 93706	Headstart	41716	80 Students
27	1480 N. Millbrook Fresno CA 93703	Headstart	41716	60 Students
28	208 E. Merced, Fowler CA 93625	Headstart	41716	20 Students
29	4863 E. Tulare Street Fresno, CA 93727	Headstart	41716	80 Students
30	4609 E Illinois Fresno, CA 93702	Headstart	41716	40 Students
31	3510 N. Millbrook Fresno, CA 93726	Headstart	41716	40 Students
32	388 S. Brawley Fresno, CA 93706	Headstart	41716	80 Students
33	2803 W. Adams Fresno, CA 93706	Headstart	41716	40 Students
34	710 N. Hughes Fresno CA 93728	Headstart	41716	60 Students
35	29288 W. Clarkson Cantua Creek, CA 93608	Headstart	41716	20 Students
36	2420 W. Clemenceau Caruthers, CA 93609	Headstart	41716	60 Students
37	2529 Willow Avenue Clovis, CA 93612	Headstart	41716	36 Students
38	510 Barstow Clovis, CA 93612	Headstart	41716	40 Students
39	2035 Helm Canal Firebaugh, CA 93622	Headstart	41716	40 Students
40	5609 N. Russell Firebaugh, CA 93622	Headstart	41716	19 Students
41	16641 Palmer Street Huron, CA 93234	Headstart	41716	60 Students
42	14655 "F" Street Bldg #1 Kerman, CA 93630	School Age Child Care	41716	21 Students
43	14655 "F" Street Bldg #2 Kerman, CA 93630	School Age Child Care	41716	21 Students
44	14655 "F" Street Bldg #3, Kerman, CA 93630	School Age Child Care	41716	21 Students
45	295 W. Tuft Avenue Mendota, CA 93640	Headstart	41716	60 Students
46	1705 Anchor Avenue, Orange Cove, CA 93646	Community Services	61227	300 sq. ft.
47	555 "G" Street Orange Cove, CA 93646	School Age Child Care	41716	28 Students
48	112 4th Street, Orange Cove, CA 93646	Headstart	41716	60 Students
49	500 Tuolumne Parlier, CA 93648	School Age Child Care	41716	28 Students
50	8770 S. Mendocino Parlier, CA 93648	Headstart	41716	80 Students
51	7171 N. Sugarpine Pinedale, CA 93650	Headstart	41716	40 Students
52	144 S. Sunset Reedley, CA 93654	Headstart	41716	20 Students
53	1240 E. Washington #1 & #2 Reedley, CA 93654	Headstart	41716	160 Students
54	3037 S. Orchid, Sanger, CA 93657	Headstart	41716	120 Students
55	1101 E. Annadale Sanger, CA 93657	Headstart Office	61227	600 sq. ft.

56	21650 Manning Avenue, Suite 100 San Joaquin, CA 93660	Headstart Office	61227	600 sq. ft.
57	8535 S. 9th Street #1 & #2 San Joaquin, CA 93660	Headstart	41716	40 Students
58	1420 Second Street Selma, CA 93662	Headstart	41716	40 Students
59	1325 Stillman Selma, CA 93663	Headstart	41716	20 Students
60	2751 Fig Selma CA 93662	School Age Child Care	41716	42 Students
61	5244 E. Pine Fresno CA 93727	Headstart Storage	61227	600 sq. ft.
62	1701 Alton Street Selma, CA 93662	Headstart	41716	80 Students
63	1047-49 "R" Street Fresno CA 93721	EOC Health Services	61227	7,500 sq. ft.
64	1046 "T" Street Fresno, CA 93721	Sanctuary / Transitional Living Center	60010	16 units
65	3738 N. First Street Fresno, CA 93726	Headstart	41716	20 Students
66	3730 N. First Street Fresno, CA 93726	Headstart	41716	20 Students
67	1504 N. Weber Avenue Fresno CA 93705	Headstart	41716	80 Students
68	2055 S. Cedar Avenue Fresno CA 93727	Headstart	41716	60 Students
69	4156 E. Dakota Avenue Fresno CA 93726	Headstart	41716	40 Students
70	2025 E. Dakota Avenue Fresno CA 93726	Senior Resource Center Café	11039	\$75,000 sales
71	730 Recreation Place Sanger CA 93657	Community Services Office Shared w/City of Sanger	61227	200 sq ft.
72	Divisadero & U Street APN#466-022-05 Fresno, CA 93721	Leased Land-Occupied as Food Court	45539	22,000 sq. ft.
73	NW Corner of Glenn & Divisadero Fresno, CA 93701	Vacant Land Future Site Sanctuary Childcare Facility	49452	24,187 sq. ft.

Classification Codes:

11039 - Caterers	60010 - Apartment Buildings
41716 - Day Care Centers - Not for Profit	61227 - Building or Premises - Office
46622 - Parking - Private	67017 - Shelters, Mission or Halfway House
47474 - Schools - Trade or Vocational	91581 - Contractors -sub- contracted work-Not Buildings
49452 - Vacant Land not for Profit	45539 - Land Occupied by others - Lessor's risk only

D. Selection

All firms submitting proposals will not necessarily be invited to the selection interview. The Insurance Broker selection process will be followed by contract negotiation. If negotiations are unsuccessful, FCEOC will proceed with negotiations with another qualifying firm.

It is recognized that the selected firm will be required to collect the pertinent information necessary to complete the insurance application in advance of renewal dates. Therefore, all responding firms will keep this in mind when preparing their response to the RFP.

E. Scope of Work

1. Renew lines of coverage identified in Section II-B.
 - i. Prepare an analysis of the existing coverages per line of insurance to determine the adequacy or inadequacy of coverage provided. A review of gaps in coverage or redundant coverage(s) shall also be conducted.
 - ii. Prepare a written report to FCEOC describing various insurance companies contacted and their associated indication(s) for coverage.
2. Review the market trends and recommend alternative risk retention levels within the General Liability and worker's compensation program.
 - i. The analysis shall describe the reasons for any self-insured retention levels based on loss experience and/or decreased pricing affected by an increase in the retained amount.
 - ii. Include a recommendation in favor or against a self-insured retention.
3. Perform insurance brokerage services, including, but not limited to the following:
 - i. Loss control engineering
 - ii. Loss trending and analysis for workers compensation losses and third party tort losses
 - iii. Development of an annual report on the risk management activities.
 - iv. Such other insurance brokerage services as may be requested.

III. INFORMATION REQUESTED FROM BIDDER

In order to get a uniform review process and to obtain the maximum degree of comparability, proposals must be organized in the manner specified. Please keep submittals brief and concise.

A. General Information to be Provided

1. The firm's name, home office address, address of the office to provide the services under the contract, name of contact person and telephone number.
2. General description of the firm, including size, number of employees, organization, other business or services, type of organization (franchise, corporation, partnership, etc.) and other relevant descriptive material.
3. Describe what has been your employee turnover experience in professional, para-professional and support staff within the last three years and a rationale for the turnover level.
4. Identify the key staff and office location that will work on this account, if selected.
5. Include a listing of the insurance companies with whom your firm does business and the years associated with each company.

B. Technical Proposal Information

1. Describe the firm's experience and capabilities, particularly with public and/or non-profit entity employers. Describe the firm's experience and capabilities with regard to non-profit agencies.
2. Narrative description of the respondent's understanding of the brokerage services FCEOC is seeking.
3. A detailed plan and schedule of when, where, and how work on each of the tasks will be accomplished based on the firm's understanding of the tasks outlined in Section II E.
 - i. Proposed techniques and methodology to be used for each task should be stated.
 - ii. State any difficulties foreseen in performing the designated tasks.
4. List the name(s) and professional qualifications of the primary staff who will be assigned to FCEOC.
 - i. Include job title, current responsibilities, total years experience, years with this firm, degrees and certifications, professional affiliations, and any other relevant information.
 - ii. Provide a list of other key personnel who will be assigned to FCEOC's account, and provide resumes for each as an appendix to this proposal.
 - iii. Describe which major functions and tasks will be performed by the primary account representatives and other key personnel.
 - iv. Describe any services or portion of services, which will be performed by a sub-consulting firm, and provide relevant information on such firm's qualifications and personnel.
5. Discuss your firm's philosophy on the process of providing insurance brokerage services.
6. Briefly describe the firm's computer resources, including equipment, software and communication capabilities.
7. In a format appropriate for an attachment to the consulting services agreement, prepare a proposed detailed scope of services to provide insurance brokerage services for FCEOC's Insurance Program.

C. Conflict of Interest

Provide a statement of conflicts your firm; sub consulting firms and/or key staff may have regarding these services. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, so state in your proposal.

D. Minority, Women or Small Business

Does your firm qualify as a small, women or minority-owned business? If yes, provide documentation of qualifications.

E. Fee Proposal

Fee proposals are to be submitted in a separate, sealed envelope labeled "Fee Proposal". All proposals must state the maximum total compensation for performing insurance brokerage services for the term of the agreement.

Fee proposals shall be submitted on a flat fee only basis, a commission only basis, and a fee plus commission basis. FCEOC retains the right to select the basis for compensation.

F. Appendix

As an appendix provide the following:

1. Resumes of key staff assigned to the account and other key staff.
2. Five references who can comment on the past performance of the firm. The references shall be from at least two non-profit or public agencies.

IV. PROPOSAL EVALUATION

A. Submission of Proposals

All proposals shall include five (5) original and complete copies of the Bidder's response. This document may become part of the contract.

G. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format and respond adequately to each item in Section III.

H. Selection Procedure

Proposals will be reviewed by FCEOC and the firms will be evaluated based on their relative rankings in each area of the proposal. Final selection will be based upon the proposal and interview of each firm. All firms submitting proposals may not be invited to an interview if, in the opinion of FCEOC, a firm does not have a reasonable chance of being selected at the completion of the proposal review stage. Final selections will be based on the following:

1. Proposal - 60 percent
2. Interview - 40 percent

I. Evaluation of Proposals

The following criteria will be used in evaluating the proposals:

1. Project Approach (30 percent)
This includes understanding of FCEOC's requirements and the clarity of explaining how specific tasks will be accomplished including the proposed techniques and methodology.
2. Firm's Experience and Capabilities (30 percent)
This includes the firm's overall experience and its experience with other non-profit or public agencies.
3. Key Personnel (30 percent)
This includes the demonstrated experience of the assigned staff and other key personnel to be assigned to FCEOC's account as well as the time commitment of key individuals.
4. Other Considerations (10 percent)
This includes the general impression of Selection Committee, the overall clarity of the proposal and conformance of the proposal to the instructions.

Proposal evaluation shall be based solely on the information provided in the proposal submittal package. Be sure to include all relevant information and evidence of your firm's record of performance and ability to perform the work.

J. Evaluation of Interviews

The length of the interview will be a maximum of forty (40) minutes. Consultant presentations will be a maximum of twenty (20) minutes followed by a question and answer session of no more than twenty (20) minutes. Interviews will be evaluated as follows:

1. Presentation (35 percent)
This includes content of presentation and demonstrated effectiveness of communications including the communications of technical actuarial conceptions to a lay audience. The primary personnel and other key staff must play a prominent role in the presentation.
2. Project Approach (35 percent)
This includes the approach to the required services and insuring that FCEOC's Insurance Program remains cost effective while providing appropriate levels of coverage.
3. Questions and Answers (30 percent)
These will address technical knowledge and experience, communications skills, the ability to interact with FCEOC and commitment of key personnel to FCEOC's account.

K. Fee Proposal

Fee quotations will not specifically be part of the evaluation criteria, however, the Selection Committee will consider the reasonableness of fee proposals. FCEOC is not obligated to select the firm with the lowest fee proposal to perform these professional services.

L. Right to Reject

The FCEOC may, at its discretion, request presentations or additional information with any or all Bidders to clarify or negotiate modifications to the Bidder's proposals.

However, FCEOC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Bidder can propose.

Fresno County Economic Opportunities Commission shall be solely responsible for awarding the contract.

PROPERTY & CASUALTY INSURANCE SERVICES AGREEMENT

February 1, 2005

Mr. George Egawa
Assistant Executive Director
Fresno County Economic Opportunities Commission
1920 Mariposa Mall
Fresno, CA 93721-2514

Re: Insurance & Risk Management Intermediary Services Agreement

Dear George:

We are pleased you have chosen Hilb Rogal & Hobbs of Central California (HRH) as your insurance consultant/broker. We look forward to working together in the years ahead.

Our goal is to help you better protect the financial health of Fresno County Economic Opportunities Commission ("Client"), and to provide a level of service that meets or exceeds your expectations. In order to accomplish this goal, we need to establish and share a mutual understanding of our relationship. The purpose of this letter is to give you an overview of what you can expect from us, and what we, in turn, will need from you in order to work effectively on your behalf.

We will contribute our experience, capabilities, resources, and energies toward the achievement of your goals. You will work with a team of individuals dedicated to serving your needs and protecting your assets. By working closely together, we can better control the cost of protecting your organization.

HRH Role & Responsibilities

As your consultant/broker, HRH will deliver these Services:

- I. Work with you to manage risk and control costs. Based on your input to us describing your business and operations, we will:**
 - A. Identify where your organization is vulnerable;
 - B. Analyze the factors that are driving the cost of risk;
 - C. Develop & present cost-effective strategies for dealing with risk;
 - D. Seek out creative solutions and fully explore alternatives before recommending the purchase of insurance;
 - E. Provide a clear, concise explanation of what you are buying, what it costs, and why.

- II. Represent your interests in the marketplace when the purchase of insurance is necessary.** Functioning as your intermediary, we will negotiate with the insurance companies on your behalf, and protect your interests. We will:
- A. Give you access to the worldwide insurance marketplace;
 - B. Use our skill and resources to obtain the most value for your insurance dollar;
 - C. Monitor the published financial information of your insurers and alert you to changes in their status. (We cannot, however, guarantee the financial solvency of any insurance carrier.);
 - D. Follow up with insurance carriers for timely issuance of policies, endorsements, and agreements;
 - E. Review policies and endorsements for accuracy and conformity to specifications;
 - F. Provide easy-to-understand coverage summaries for all new coverages and updates on changes to existing coverages.
- III. Provide you with new ideas and information on a regular basis.** Protecting the financial health of your organization is an on-going process that requires action, not reaction. To ensure that your program remains effective and competitive, we will:
- A. Keep you informed of significant changes and/or trends in the insurance industry that could have an impact on your organization;
 - B. Keep pace with your business to advise you on how emerging trends, new developments, regulations, and legislation could affect you from a risk and insurance perspective;
- IV. Deliver on-going support and administrative assistance.** We are committed to providing you with prompt, accurate service at all times. We will:
- A. Respond to questions and requests quickly;
 - B. Return phone calls promptly;
 - C. Assist you in preparing insurance applications (we cannot, however, sign applications on your behalf);
 - D. Process certificates of insurance, auto identification cards, and motor vehicle report requests in a timely manner;
 - E. Issue binders prior to the expiration of your current policies;
 - F. Maintain an updated schedule of insurance;
 - G. Work with you to determine a schedule for reviewing insurance company loss runs;
 - H. Check the accuracy of audits, rating adjustments, and dividend calculations;
 - I. Develop procedures to ease administration and claims handling;
 - J. Coordinate the activities of any third party loss control providers or claims consulting services (we cannot assume responsibility for errors and omissions made by other such parties).
- V. Take an aggressive, proactive approach to controlling losses and act as your advocate in the event of a claim.** We will:

- A. Analyze losses to identify trends and potential problem areas that need to be addressed;
- B. Recommend and coordinate special loss control services, if necessary;
- C. Act as a liaison between you and the insurer or claims service organization, and negotiate on your behalf;
- D. Work with you in designing claims handling procedures;
- E. Track significant claims and provide you with periodic reports;
- F. Monitor third party claims to ensure that your interests are protected;
- G. Review experience modification factors;
- H. Evaluate reserves and advise where adjustments are warranted.

VI. Establish a service strategy that meets your needs, keeps us close to your business, and facilitates joint planning. We will:

- A. Meet with your key people regularly to discuss strategy and any changes in your situation;
- B. Conduct a *Stewardship Review* to assess performance and establish future objectives and strategies. During the course of the review, we will:
 - 1. Perform a complete review and analysis of the existing program;
 - 2. Discuss changes in your goals and objectives;
 - 3. Determine any short- and long-term influences that stand to impact your program in the future;
 - 4. Ask you to formally evaluate our performance.
- C. Develop a mutually agreeable renewal action plan and timeline that meet your objectives and ensure that information is in your hands when you need it.

Client's Role & Responsibilities

An effective program requires cooperation. We ask that you commit to a short- and long-term strategy, and view us as your business partner in making them a reality. Since many of the business decisions you make will have an impact on your organization from a risk and insurance perspective, good two-way communication is essential. We ask that you bring us into the decision-making process early, and keep us apprised of changes in your situation on an ongoing basis. We also ask that you:

- I. Review your insurance policies and notify us promptly if you have questions or changes;
- II. Provide us with the information we need to do our job. It is extremely important that such information is accurate, complete, and provided to us in a timely fashion;
- III. Respond to our requests promptly;
- IV. Give us regular feedback on how we are measuring up to your expectations. (At the Stewardship Review, we will ask you to complete a formal evaluation of our performance to date.)
- V. Allow us to participate in the settlement of losses with insurance carriers;
- VI. Pay all invoices on a timely basis.

Records

You are entitled to copies of reports and/or documents relating to your account. However, files are generally not retained for more than five years after the expiration of a particular policy's term.

Compensation

We want you to have confidence that our recommendations are driven by your needs, not our own. Much of what we do is designed to eliminate your need for insurance. As a result, our philosophy is to base compensation on the service provided rather than on the amount of insurance placed.

HRH is prepared to deliver services for the lines of business set forth on Exhibit A on a fee and/or commission basis that is mutually equitable.

Fee-based: Based on the services to be performed, you agree to pay HRH an annual fee of \$ 60,000, made payable monthly in equal increments. Compensation will be reviewed and negotiated on an annual basis. During this agreement, fee increases will not exceed 10% annually for comparable services. If, however, in the interim, there is a significant change in your operations and/or the scope and nature of your program, both of us agree to negotiate in good faith to revise our compensation upward or downward as appropriate.

HRH will attempt to issue all policies on a "net" basis with no commission. If not permitted, excess commissions will be applied against our annual fee. Such commissions under all compensation scenarios do not include payments or allowances by markets contingent upon such factors as the overall book of business placed by HRH and its affiliates, the performance of that business, or the aggregate commissions paid by the market for that book. This fee does not cover specialized consulting services beyond those outlined in this letter. If such services are necessary, they will be negotiated as needed and handled on a fee-for-service basis. The compensation of affiliated and non-affiliated intermediaries, if any, will be paid by the insurer or other intermediary.

Term

The implementation of effective risk management strategies cannot be accomplished a year at a time. It requires a mutual commitment by both parties, as well as time, to implement strategies, and then evaluate their effectiveness. We are looking forward to a long-term, mutually beneficial association with FCEOC. This agreement is continuous until cancelled.

We do understand, however, that circumstances change. As such, both parties retain the right to terminate this agreement with 90 days' written notice. In the event of termination, we will do everything possible to ensure an orderly transition process. However, our obligation and the obligation of our affiliates to provide services to you will cease upon the effective date of

termination. Our compensation deemed as earned under this agreement at termination will be determined according to the following computation method:

Current Annual Fee, Prorated per month, due and fully earned on the first day of each month.

Please see Exhibit B for additional terms defining our relationship.]

Thank you for choosing Hilb Rogal & Hobbs Company of Central California as your insurance consultant/broker. We look forward to working with you.

Sincerely,

Hilb Rogal & Hobbs of Central California

Accepted By:

Guy Newman-President

FCEOC

EXHIBIT A

LINES OF COVERAGE PROVIDED

Workers Compensation	Non-Profits United
Commercial Auto Liability & Physical Damage	Non-Profits United et al
Commercial Auto-Excess Liability	Empire Indemnity
Commercial General Liability/Healthcare Professional Liability	Lexington Insurance
Excess Umbrella Liability	American International Specialty
Fiduciary Liability	Federal Insurance Co
Commercial Property including Boiler & Machinery	Lloyds of London
Commercial Inland Marine	Fireman's Fund
Accidental Death & Dismemberment	National Union Fire Insurance Co
Director & Officers Liability	Great American Insurance
Employee Dishonesty Bond	The Hartford Fidelity & Bonding Co
State Contractors License Bond	Indemnity Company of California
State Contractors License Bond	Indemnity Company of California

EXHIBIT B

OTHER PROVISIONS

1. Compliance with Laws. HRH and the Client agree to comply with all applicable federal and state laws and regulations concerning labor and labor relations and the terms and conditions thereof. Each party shall furnish to the other, upon written request, evidence of compliance with such provisions as may be applicable to each party's obligations under this Agreement.

2. Limitation of Liability. In no event whatsoever shall HRH have any liability to the Client arising out of or in connection with the Services provided hereunder, or HRH's conduct or actions in relation to any of the same, in an amount in excess of the compensation paid hereunder to HRH for the year immediately preceding the Client's claim for liability. EXCEPT AS PROVIDED IN THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY OR TO ANY THIRD PARTY FOR ANY CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

3. Dispute Resolution and Arbitration.

(a) In the event of any controversy or claim arising out of or relating to this Agreement, the breach thereof or the relationship of the parties ("Dispute") under this Agreement, the parties shall negotiate in good faith to attempt to resolve the Dispute through direct discussions. Each party shall appoint a designated representative. In the event that the Dispute cannot be resolved within thirty (30) days of the date one party gave written notice of the Dispute to the other party, the Dispute shall be resolved in accordance with subparagraph (b) below. If a dispute arises out of or relates to this Agreement, or the breach thereof, the parties agree to first endeavor to settle the dispute in an amicable manner by mediation under the Commercial Mediation Rules of the American Arbitration Association, before resorting to arbitration.

(b) If the parties are unable to resolve any Dispute, such Dispute shall be submitted to mandatory and binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association ("AAA"), as modified below:

(i) HRH will initiate arbitration by filing a demand at the Regional Office of the AAA closest to the Client. The Client will initiate arbitration by filing a demand at the Regional Office of the AAA closest to HRH. Each demand for arbitration shall describe the claim and relief sought.

(ii) Disputes will be heard and determined by a panel of three (3) arbitrators who each are experienced and knowledgeable in the practices generally of the employee benefits consulting industry, and at least one of the arbitrators will be an attorney. One (1) arbitrator will be appointed by each party to serve on the panel. One (1) neutral arbitrator will be appointed by the two arbitrators. If the two (2) arbitrators selected

cannot agree on the appointment of the third arbitrator within twenty (20) days of their appointment, or if either party shall fail to appoint its arbitrator within twenty (20) days after receipt of notice of demand for arbitration, such arbitrator(s) not appointed shall be selected and appointed by the AAA upon application of either party.

(iii) Except as set forth below, judgment upon any award of the majority of the arbitrators shall be final, binding and conclusive, and may be entered upon the motion of either party in a court of competent jurisdiction. The award of the arbitrators may grant relief which might be granted by a court of competent jurisdiction. Either party, before or during any arbitration, may apply to a court of competent jurisdiction for equitable relief where such relief is necessary to protect its interest pending completion of the arbitration.

(iv) Any party to an arbitration may petition the court in the state in which arbitration was held to confirm, correct or vacate the award on the grounds stated in the Federal Arbitration Act, or to enter judgment on the arbitration award.

(v) The non-prevailing party, as determined by the arbitrators, shall be responsible for all costs and expenses associated with each arbitration hereunder (including reasonable legal fees).

4. Independent Contractor. The relationship between the Client and HRH is that of independent contracting entities. Neither the Client nor HRH is, nor shall be construed to be, the agent, representative, or employee of the other. HRH is free to contract for similar services with other parties while this Agreement is in force. The Client retains no control or direction over HRH with respect to the detail, manner or method of the performance of the Services by HRH. HRH does not by virtue of the Services rendered to the Client expressly or impliedly undertake to perform or assume any duty owed by the Client.

5. Severability. If any provision of this Agreement is held invalid by any law, rule, order, or regulation of any government or by the final determination of any state or Federal court, then such provision shall be modified to the extent possible and necessary to preserve the original intentions of the parties, and such invalidity shall not affect the enforceability of any other provision not held to be invalid.

6. Waiver. Failure of the parties to insist upon compliance with any provision of this Agreement at any time or under any given act of circumstances shall not operate to waive or modify such provision or in any manner render it unenforceable, as to any other time or as to any other occurrence, whether the circumstances are, or are not the same, and no waiver of any of the terms or conditions of this Agreement shall be valid or of any force or effect unless contained in writing specifically expressing such waiver and signed by a person duly authorized to sign such waiver.

7. Assignment and Successors. Any assignment of this Agreement or of any rights hereunder shall be void and of no force or effect, unless agreed to by the parties in writing. This Agreement shall be binding upon the parties hereto, their heirs, successors, assigns and legal representatives, and references to HRH and the Client shall include their respective successors and permitted assigns.

8. Governing Law. Except to the extent preempted by any applicable federal law, this Agreement shall be governed by and interpreted in accordance with the laws of the State of California, without reference to its laws governing conflicts of law.

9. Entire Agreement. This Agreement and the Exhibits hereto constitute the entire and complete understanding between the parties and supersede all prior and contemporaneous verbal and written agreements, communications and representations relating to the subject matter hereof. Its terms can be modified only by an instrument in writing signed by both parties.

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: February 23, 2005	Program: Finance
Agenda Item No.: VIII.-C.	Director: Salam Mohammad
Item: Quarterly Financial Reports	Assistant Exec. Director: George Egawa
Committee: Finance	Executive Director: Roger Palomino

RECOMMENDATION:

The Finance Committee recommends approval of the Condensed Unaudited Financial Statements and the Investment Report for the Agency for the year ended December 31, 2004.

BACKGROUND:

Attached is the Agency's unaudited Income Statement and Balance Sheet for the year ended December 31, 2004. The Agency had revenues and support of \$97,921,421 and expenditures of \$97,901,984. Cash includes EOC funds at Morgan Stanley amounting to \$2.78 million, with 92% of the funds invested in government securities, mutual funds and Certificates of Deposit.

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
INCOME STATEMENT
For The Year Ended December 31,

	2004	2003	differences
REVENUES AND SUPPORT			
GRANT REVENUE	\$ 53,031,006	\$ 50,115,632	2,915,374
CHARGES FOR SERVICES	7,299,455	7,076,001	223,454
OTHER PROGRAM REVENUE	5,280,217	4,528,531	751,686
CONTRIBUTIONS	33,944	40,574	(6,630)
MISCELLANEOUS INCOME	321,907	304,953	16,954
INTEREST INCOME	181,627	164,493	17,134
DIVIDEND INCOME	5,514	18,263	(12,749)
UNREALIZED GAIN/LOSS	(19,219)	(36,791)	17,572
RENTAL INCOME	1,367,234	1,430,225	(62,991)
GAIN/LOSS ON SALE OF ASSETS	(1,860)	2,265	(4,125)
TOTAL CASH REVENUE	<u>\$ 67,499,825</u>	<u>\$ 63,644,146</u>	<u>3,855,679</u>
IN KIND REVENUE	\$ 30,421,596	\$ 29,614,066	807,530
TOTAL REVENUE & SUPPORT	<u>97,921,421</u>	<u>93,258,212</u>	<u>4,663,209</u>
EXPENDITURES			
PERSONNEL COSTS	\$ 43,988,846	\$ 40,507,669	3,481,177
CONTRACT SERVICES	9,713,350	9,178,587	534,763
FACILITY COSTS	3,542,561	3,226,297	316,264
TRAVEL, MILEAGE, VEHICLE COSTS	1,786,279	1,733,371	52,908
EQUIPMENT COSTS	1,148,927	1,038,073	110,854
OFFICE EXPENSE	1,233,662	1,373,510	(139,848)
INSURANCE	905,559	887,262	18,297
PROGRAM SUPPLIES & CLIENT COSTS	4,693,306	4,897,578	(204,272)
OTHER COSTS	467,898	747,549	(279,651)
TOTAL CASH EXPENDITURES	<u>\$ 67,480,388</u>	<u>\$ 63,589,896</u>	<u>\$ 3,890,492</u>
IN KIND EXPENSES	30,421,596	29,614,066	807,530
TOTAL EXPENDITURES	<u>97,901,984</u>	<u>93,203,962</u>	<u>\$ 4,698,022</u>
NET SURPLUS (DEFICIT)	<u><u>\$ 19,437</u></u>	<u><u>\$ 54,250</u></u>	<u><u>\$ (34,813)</u></u>

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
BALANCE SHEET
As of December 31,**

	2004	2003	Differences
ASSETS			
CASH	\$ 5,833,720	\$ 4,304,811	1,528,909
ACCOUNTS RECEIVABLE	5,033,539	7,821,358	(2,787,819)
PREPAIDS/DEPOSITS	1,195,094	923,974	271,120
INVENTORIES	65,371	68,158	(2,787)
PROPERTY, PLANT & EQUIPMENT	12,568,704	12,604,683	(35,979)
NOTES RECEIVABLE	256,315	234,693	21,622
INVESTMENTS	416,800	416,800	-
TOTAL ASSETS	<u>\$ 25,369,543</u>	<u>\$ 26,374,477</u>	<u>\$ (1,004,934)</u>
LIABILITIES			
ACCOUNTS PAYABLE	\$ 2,612,412	\$ 1,890,764	721,648
ACCRUED PAYROLL LIABILITIES	1,788,917	1,346,111	442,806
DEFERRED REVENUE	1,194,367	1,084,771	109,596
NOTES PAYABLE	841,802	928,868	(87,066)
UNITED SECURITY BANK NOTE PAYABLE	1,901,226	2,990,497	(1,089,271)
HEALTH INSURANCE RESERVE	2,511,158	2,619,806	(108,648)
OTHER LIABILITIES	1,414,477	1,591,664	(177,187)
TOTAL LIABILITIES	<u>\$ 12,264,359</u>	<u>\$ 12,452,481</u>	<u>(188,122)</u>
EQUITY			
CURRENT EARNINGS	\$ 19,437	\$ 54,250	(34,813)
CONTRIBUTED CAPITAL	3,411,222	2,924,374	486,848
UNRESTRICTED NET ASSETS	2,821,184	4,080,534	(1,259,350)
INVESTMENT IN GENERAL FIXED ASSETS	6,853,341	6,862,838	(9,497)
TOTAL EQUITY	<u>\$ 13,105,184</u>	<u>\$ 13,921,996</u>	<u>(816,812)</u>
TOTAL LIABILITIES AND EQUITY			
	<u>\$ 25,369,543</u>	<u>\$ 26,374,477</u>	<u>(1,004,934)</u>

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
PENSION COMMITTEE MEETING
Thursday February 10, 2005

MINUTES

I. Call to Order

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

II. Roll Call

Members Present:

Jess Saldana
Rev. Swillis
Moses Stites
Peter Vang
George Egawa
Janet Berberian

Staff Present:

Dawn Cagle
Salam Mohammad

Others Present:

Dwayne Michael, Morgan Stanley

III. Approval of Minutes, November 4, 2004

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

IV. Quarterly Financial Reports

A. Pension Fund Status Report

Mohammad presented an unaudited financial statement report as of December 31, 2004. The net assets available are \$14,508,340, up from \$12,147,500 on 12/31/03. The investment earning for the current quarter was \$1,028,068 and for 2004, we earned \$2,790,108, which is 11.4% for the year. Total accumulated income for the past two years is 30%. There are currently 978 employees participating in the Plan. There are 150 participants in the plan that have terminated employment and may request distributions at any time. Discussion.

B. Investment Performance Reports

Michael presented a summary of the accounts, stating our investments in equities, consisting of 63% of the available funds, were up year-to-date as follows: NWO 19.1%, Seneca 2.1%. The investments in fixed income, consisting of 37% of the portfolio, continue with steady returns. Discussion.

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

V. Replacement of Large Cap Growth Fund Manager

Michael stated that Seneca's performance has not been up to their expectations as a growth manager while other Funds have performed at higher levels. He stated that due diligence was performed on Seneca by Morgan Stanley in December 2004 and has placed it on hold status. Michael researched other Large Cap Growth Fund Managers and narrowed the field to those approved managers that best meet our pension fund criteria. The optimum match was the Madison Investment Advisors.

According to their review, while Seneca had lost an average of 5.14%, Madison had recorded earnings of 3.88%, over the last 5 years. While analyzing Risk vs Return during the same period, Seneca had standard deviation of 22.24% whereas Madison at 14.37% indicated a better return with lesser risk, as measured by standard deviation.

Michael recommended, based on risk factor, past performance, and investment objectives, that Seneca be replaced with Madison as the Large Cap Growth Fund Manager.

M/S/C (Stites/Swillis) to replace Seneca with Madison as the Large Cap Growth Fund Manager for the Agency's Pension Account.

VI. Other Business

Request Mohammad to be an additional signatory on the Pension Account.

M/S/C (Egawa/Stites) to approve Salam Mohammad as an approved signatory on Pension Account.

VII. There being no further business, the meeting adjourned at 12:38 p.m.

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: February 10, 2005	Program: Pension
Agenda Item No.: IX.-B.	Trustee: Roger Palomino
Item: Replacement of Seneca Capital Management	Trustee: George Egawa
Committee: Pension	

RECOMMENDED ACTION:

The Pension Committee recommends replacing Seneca Capital Management with Madison Investment Advisors.

BACKGROUND:

To compliment the investment in NWQ, a large cap value money manager, a decision was taken in February 2000 to invest in Seneca Capital Management, a large cap growth manager. The combined investment in NWQ & Seneca was expected to provide a favorable return both in strong and adverse economic conditions.

ISSUE:

While investment in NWQ has provided significant returns, the investment in Seneca has not achieved the expected returns. Since investment in a diversified portfolio is desirable and large cap growth is a necessary component of it, the recommendation is to replace Seneca with Madison, a better performing large cap growth manager.

Attached as the recommendation letter and background information from Dwayne Michael, First Vice President, Morgan Stanley.

Morgan Stanley

The pension plan's assets allocated to growth are currently being managed by two money managers, NWQ and Seneca. As we have discussed at previous meetings, NWQ is a large cap value money manager and Seneca is a large cap growth manager. Historically these two investments styles have complimented each other to generate more consistent long term returns. In strong economic times, growth will outperform value. In slow growth, recessions, or adverse conditions, value will outperform growth.

Morgan Stanley's due diligence department and I periodically review the money managers to ensure they are sticking to their disciplines and measuring their performance versus other money managers with similar styles. While NWQ is in the top percentile of their universe, Seneca is in the bottom quartile of large cap growth managers.

We do not want to abandon large cap growth because we view it as a necessary component of a well diversified portfolio. However Seneca is not performing to our expectations and should be replaced. My recommendation is that they should be replaced by Madison Investment Advisors. The primary reasons for this decision are better performance, a methodology that assumes less risk as measured by standard deviation, and a long term track record with the same management team.

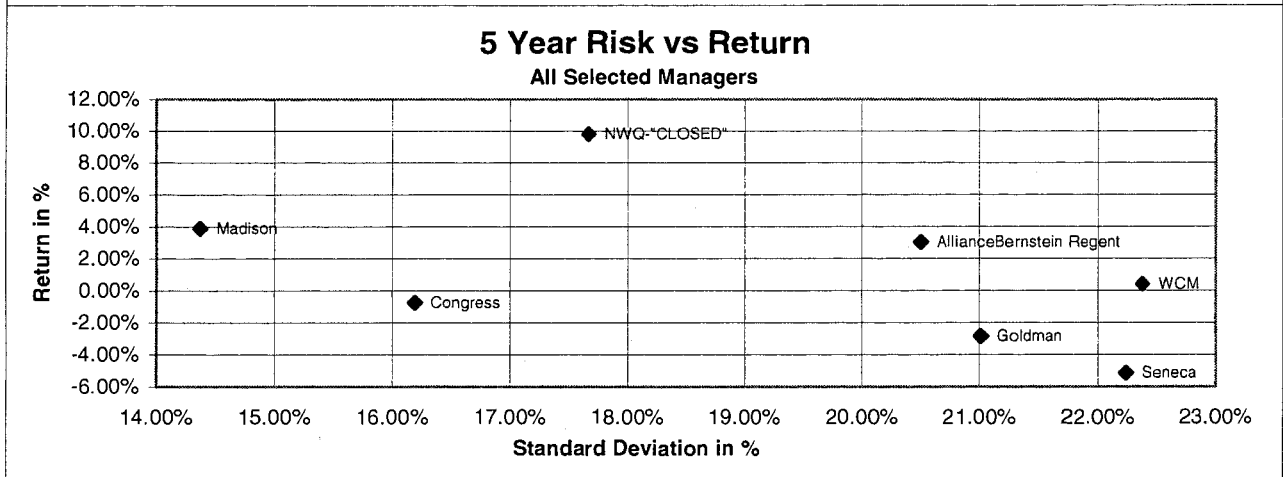
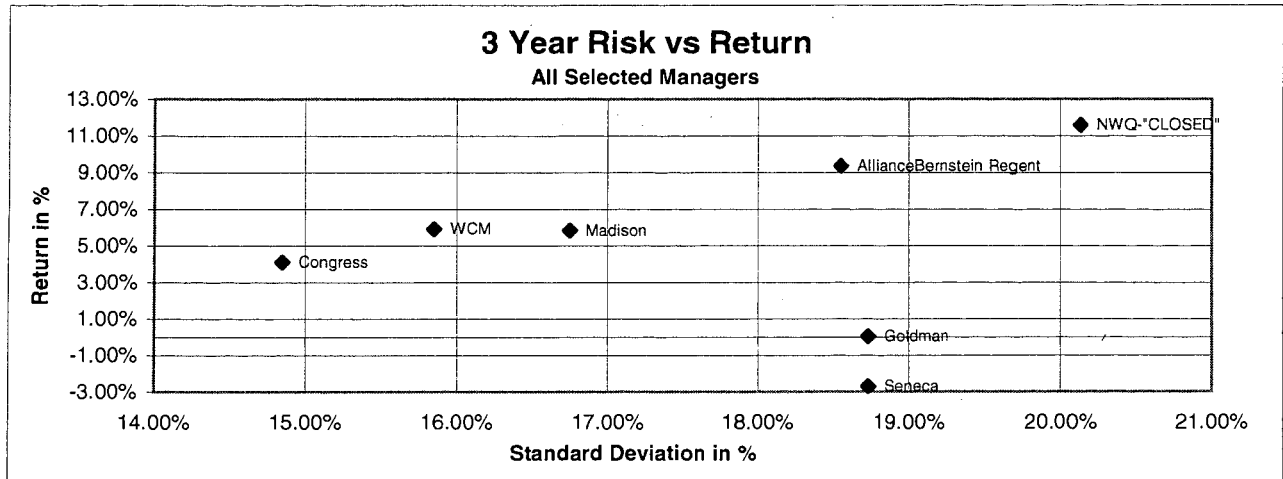
I have attached the data used in this analysis for discussion at the February 10th meeting.

Sincerely,



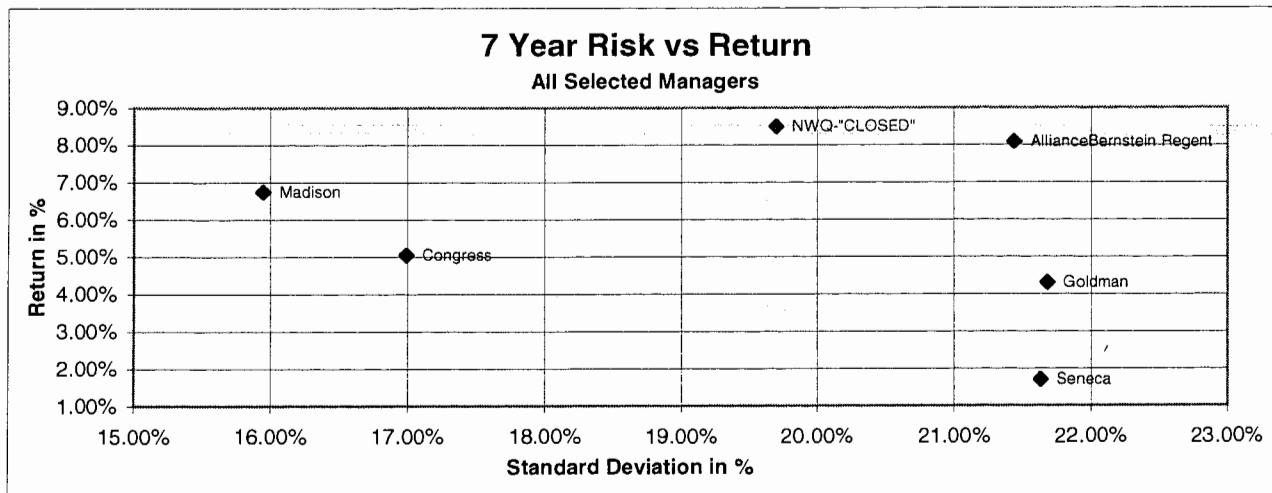
Dwayne A. Michael, CFP™
First Vice President-Investments
Financial Advisor

Scatter Charts



Name	9/01-9/04	9/01-9/04	9/99-9/04	9/99-9/04	9/97-9/04	9/97-9/04
	3 Year	3Yr.-St Dev.	5 Year	5Yr.-St Dev.	7 Year	7Yr.-St Dev.
AllianceBernstein Regent	9.34%	18.55%	3.01%	20.50%	8.08%	21.44%
Congress	4.10%	14.85%	-0.76%	16.19%	5.04%	16.99%
Goldman	0.02%	18.73%	-2.85%	21.01%	4.30%	21.68%
Madison	5.82%	16.75%	3.88%	14.37%	6.74%	15.95%
NWQ-'CLOSED'	11.59%	20.13%	9.80%	17.67%	8.50%	19.70%
Seneca	-2.71%	18.73%	-5.14%	22.24%	1.70%	21.63%
WCM	5.92%	15.85%	0.40%	22.38%	#N/A	#N/A

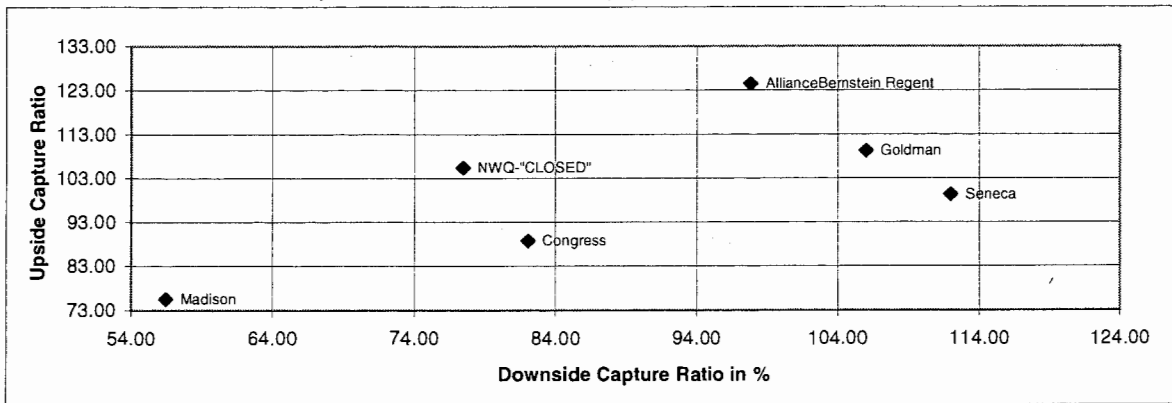
Scatter Charts



Name	9/01-9/04 3 Year	9/01-9/04 3Yr.-St Dev.	9/99-9/04 5 Year	9/99-9/04 5Yr.-St Dev.	9/97-9/04 7 Year	9/97-9/04 7Yr.-St Dev.
AllianceBernstein Regent	9.34%	18.55%	3.01%	20.50%	8.08%	21.44%
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Seneca	-2.71%	18.73%	-5.14%	22.24%	1.70%	21.63%
WCM	5.92%	15.85%	0.40%	22.38%	#N/A	#N/A

Capture Ratios

(Based on 7 years of Return Data ending 9/04)
 Comparison Index = S&P500 (Up Qtrs=17, Down Qtrs=11)



Name	Group	Up %	Down %	Up Qtrs.	Down Qtrs.
AllianceBernstein Regent	Large-Cap Market-Oriented	124.44	97.90	17	11
Congress	Large-Cap Growth	88.78	82.06	17	11
Goldman	Large-Cap Growth	109.22	106.04	16	12
Madison	Large-Cap Growth	75.50	56.46	18	10
NWQ-"CLOSED"	Large-Cap Value	105.35	77.43	19	9
Seneca	Large-Cap Growth	99.24	112.03	14	14
WCM	Large-Cap Growth	#N/A	#N/A		

#N/A = The investment does not have an operating history long enough to provide performance information or to generate pro forma returns.

When comparing the performance of different managers keep in mind that there may be differences in the investment styles of managers even though they may be grouped in the same asset category. The choice of any money manager should not be based on performance alone. Other factors must be taken into consideration including your investment objectives, risk tolerance and investment time horizon. Actual account results may differ from the performance shown herein. Past performance is no guarantee of future results. This report is not complete without the Notes on Performance results and appropriate disclaimer on the back cover.

Correlation Analysis

(Based on 6 years of Return Data ending 9/04)

Manager	AllianceBernstein Regent	Congress	Goldman	Madison	NWQ-"CLOSED"	Seneca	WCM
	Large-Cap Market-Oriented	Large-Cap Growth	Large-Cap Growth	Large-Cap Growth	Large-Cap Value	Large-Cap Growth	Large-Cap Growth
AllianceBernstein Regent	1.000	0.967	0.973	0.826	0.832	0.956	0.925
Congress	0.967	1.000	0.965	0.818	0.802	0.947	0.934
Goldman	0.973	0.965	1.000	0.806	0.816	0.976	0.934
Madison	0.826	0.818	0.806	1.000	0.896	0.721	0.649
NWQ-"CLOSED"	0.832	0.802	0.816	0.896	1.000	0.741	0.674
Seneca	0.956	0.947	0.976	0.721	0.741	1.000	0.956
WCM	0.925	0.934	0.934	0.649	0.674	0.956	1.000

When comparing the performance of different managers keep in mind that there may be differences in the investment styles of managers even though they may be grouped in the same asset category. The choice of any money manager should not be based on performance alone. Other factors must be taken into consideration including your investment objectives, risk tolerance and investment time horizon. Actual account results may differ from the performance shown herein. Past performance is no guarantee of future results. This report is not complete without the Notes on Performance Results and appropriate disclaimer on the back cover.

MONTHLY
FINANCIAL
STATUS REPORT
(Cont.)

Ms. Olivas reported that the Monthly Financial Status Report shows all expenditures for the entire Head Start and Early Head Start programs for the month of December, 2004 and year-to-date.

Upon review, motion to approve the Monthly Financial Status Report for December 2004 was made by Nellie Lopez and seconded by Yolanda Ramos. Motion carried.

ADA REPORT

Ms. Phillips informed delegates at tonight's meeting of the December 2004, Average Daily Attendance (ADA) Report for Center Base, Home Base areas and Early Head Start program. The ADA Reports were distributed to delegates prior at tonight's meeting.

For December 2004 the ADA for Head Start-Preschool centers was at 80% which is below the recommended ADA rate of 85%. The ADA for Home Base was at 96% which is above the recommended ADA rate of 85%.

For December 2004 the overall ADA for Early Head Start is at 83% (includes HHS and First 5 funds). Analyses of all areas below the recommended 85% ADA have been done.

Motion to approve the ADA Report for December 2004 was made by Alyson Schletewitz and seconded by Patricia Olivas. Motion carried.

ELECTION
CWPC VICE-
CHAIRPERSON

Maggie Godinez, Parent Involvement Coordinator informed delegates that election of CWPC Vice-Chairperson will be held at tonight's meeting due to resignation of this position. Ms. Godinez explained the election process. She stated that only delegates from the Red Cluster could run for this office as per the CWPC By-Laws.

Ms. Godinez went over the duties of the position of **Vice-Chairperson**. Voting will be conducted by secret ballot.

Nominations were opened for **Vice-Chairperson**. The following persons were nominated: Anna Olivas and Maria Diaz.

Motion to close nominations and accept Anna Olivas and Maria Diaz as candidates for **Vice-Chairperson** was made by Anna Ochoa and seconded by Emma Garcia. Motion carried.

As there were no further nominations, voting was completed by secret ballot.

Anna Olivas (Funston Center Base Delegate) was elected as Vice-Chairperson.

Chairperson for the CWPC Budget and Finance Committee will be appointed next week due to Ms. Olivas being elected CWPC Vice-Chairperson.

BUDGET
MODIFICATIONS

Ms. Mizumoto informed delegates at tonight's meeting of the 2005 Refunding Budget Modifications. It is being recommended to:

1. Replace one Nutrition Assistant and the Nutrition Consultant (outside consultant) current positions and create a Nutritionist position, that would require a Registered Dietitian license.
2. Purchase new ChildPlus Data Engine (DE) Software – this software offers more security in the accessing of data base files.

After discussion, motion to approve the 2005 Refunding Budget Modifications was made by Trinidad Holquin and seconded by Lucia Rodriguez. Motion carried.

EARLY HEAD
START FIRST 5
FUNDING
BUDGET

Ms. Mizumoto explained that based on additional information provided at meetings with First 5 staff, Early Head Start will not be submitting an application to the First 5's Home Visitation RFP Request.

FY 2006
HEAD START-
BUDGET
TRAINING
PROCESS

Manuel Ramirez, Information Systems Administrator informed delegates at tonight's meeting of the upcoming FY 2006 Head Start-Preschool Budget Training Process. This information was mailed to delegates prior to tonight's meeting.

Mr. Ramirez explained that our yearly program budget is submitted to our Regional Office in September of each year. A requirement of the Head Start and Early Head Start Program is that parents be involved in this annual process as they are in all aspects of the program. Budget training workshops will be held on February 4, 2005 for Center Base programs and on February 10, 2005 for Home Base and Early Head Start.

Budgets will be reviewed and approved by Local Parent Committees and minutes will be required showing that parents were involved in the approval process. The Final Budget will be presented to the Board in August and September for their review and approval. The Refunding application must be mailed by October 1, 2005 to the Regional Office in San Francisco.

At this time, Mr. Jackson reminded delegates of the CWPC Announcement Form that is included in the their monthly CWPC packet. He encouraged delegates to use the form to share information that is happening at their local center/home base areas.

ANNOUNCE-
MENTS

Mr. Jackson made the following Announcements:

1. January 24, 2005 – April 1, 2005
Children School Pictures Taken/Notices will be sent home.
2. February 7, 2005 – Lincoln's Birthday Holiday – No Classes
3. February 16, 2005 – Next CWPC meeting at Franklin Head Start at 6:30 p.m.
4. February 21, 2005 – President's Day Holiday – No Classes

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Rosalinda Solis and seconded by Yolanda Ramos. Motion carried. The business meeting adjourned at 7:30 p.m.

Esther Lepe
Recording Secretary

The Sanctuary Safe Place Outreach & Shelter Operations Advisory Board
Thursday, February 3, 2005
12:00 – 1:00 p.m.

MINUTES

I. CALL TO ORDER

LeeAnn Parry called the meeting to order at 12:15 p.m.

II. ROLL CALL

Members Present:

Al Galvez, Public Agency Rep./PGE
Shelley McHenry, Business Rep
LeeAnn Parry, Health Rep./Kaiser
Pam Georgeson, Community Business Rep Based Agency
Tom Nino, Families First
Chris Esqueda, SOS Americorp- Youth Rep
Mackenzie Johnson, SOS Americorp - Youth Representative
Lisa Marquez, TLC Representative
Sandy Davis, Public Agency/Human Services
Alternate Representative, RCS

Absent:

Tim Welch, Business Rep./Union Bank
Beverly Raine, Community Business/ Chair
Manual Vidal, F.U.S.D. Educational Rep
Jim Petty, Rural Business Representative

Staff Present:

Lucianna Ventresca, Sanctuary Director
Katrina Edwards, Program Coordinator
Joe Martinez, Safe Place Coordinator
Marilyn Wheeler, Board Assistant

Excused:

Dr. Chris Perkins, Health Rep
Trish Studt, Education Rep
Kikki Vernon, Optimist Club
Roger Palomino, EOC Executive Director
Alma Kowalski, EOC Assistant Executive Director

III. APPROVAL OF MINUTES

December minutes approved as read. Galvin/Nino M/C/S

IV. PROGRAMS IN REVIEW

A) **Executive Member Meeting Update**

LeeAnn Parry reported on the Executive Membership committee. They met to discuss the revisions and modifications to the Bylaws. The primary change in the Bylaws involves the restructuring of the committees and that member absences will no longer carry an "excused or unexcused" status. Attendance being key to the Board's ability to move forward on items, whether the member is excused or not, it is problematic for them to not actively attend meetings. One means of addressing this issue is to provide the option of having an Alternate identified and approved as such. The Bylaws will be worded to reflect that if a member or the alternate are unable to attend two or more regularly scheduled bi-monthly meetings in a calendar year their membership will be reviewed for replacement.

The By Laws will not allow for excused or unexcused absences. Any member may choose to designate an alternate to attend and vote at any Advisory Board meetings on their behalf. Alternate designees shall be subject to the same membership and clearance specifications required of a primary member. Other revisions, the submission of a slate of candidates will occur at the last meeting of the calendar year. New members will be elected at the first meeting of the calendar year. The final adaptation has to do with voting in that only members or their designated alternates may vote and must be present at meetings to do so.

An alternate representative form will be email to each member to submit, as this will provide necessary contact and identification information so they can be added to the list and forwarded to the EOC Commission for approval.

Committee Modifications: The three standing committees consist of, Executive, Youth

representation and Fundraising Community Partnership and Foundation development. Duties and responsibilities of the committees listed; the Executive committee has an additional responsibility included which will be the recruitment and review of membership as specified in previous articles.

Youth representation will consist of 5 seats of Sanctuary youth, who are participants of the Youth Leadership Institute. The Director of the YLI has accepted Board representative seats on behalf of YLI – Youth Council members for this purpose youth involved with the Leadership council. A motion was made to accept the youth service organization, Youth Leadership Institute, youth to represents for the available youth seats. M/S/C Georgeson/Davis

The third committee, Fundraising Community Partnership and Foundation development will be responsible for the development of an annual fundraising event, community partnership and marketing strategy. In addition, the committee shall be responsible for the development and maintenance of a foundation as deemed appropriate.

The Bylaws will be sent via email two weeks prior to the next meeting for the Board members review. At the next meeting it will be proposed to approve both the Bylaws and subsequently, the new sub committees established by those Bylaws.

- B) Director's Member Update: Two EOC Commissioners will sit on the Board during the next calendar year: Commissioners Kathleen Hernandez (who represents the Juvenile Court) and Marina Magdaleno (who represents community business). Information regarding our meetings and an invitation will be forwarded to them for attendance at our next meeting.

Programs Update:

Shelter Program: Lucianna reported that no major incidents had occurred in the Shelter for the months of December and January a thorough summary will be provided at the March meeting.

Transitional Living Centers: The TLC 3 grand opening held in January was very successful. This program is in partnership with Fresno County for the purpose of targeting youth that are aging out of Foster Care. The Advisory Council discussed other options for youth that are in need of transitional living care in Fresno County, specifically those with mental health issues. It was also discussed that Emergency Shelter targeting 18-24 year olds, short of Rescue Mission, are virtually non-existent, and this is another issue which needs to be addressed in our community.

SOS Street Outreach: With a decrease in funding there has also been a reduction in staff, however, they continue to provide services to targeted young homeless clients.

- C) Safe Place Outreach Update:
Joe Martinez distributed statistics, projects and activities for the Safe Place Program during the months of December and January.

Program Highlights: There were seven youth who successfully accessed FAX as a Safe Place. In partnership with the Fresno State Smittcamp Alumni program, college students received service-learning hours this semester. The 11th Annual Making Spirits event December 2004 held at Webster was a great success. A comprehensive outreach/education plan was developed for FUSD to target increased awareness on Sanctuary services.

Upcoming Outreach Activities: In March and April the Sanctuary Youth Center programs will celebrate EOC's 40th Anniversary. The Annual Sanctuary Contributors Luncheon will be held on March 1st at the American Legion Hall on First street near Shields Avenue. National Safe Place week will be held March 13th -19th.

Special Recognition goes to Grandma Margaret Vargas for the Volunteer of the Year award. Recognition also goes to Camp Sanctuary for being named a finalist in the Great Ideas Contest sponsored by America's Promise, a national youth advocacy agency.

V. OTHER BUSINESS

Advisory Board members were invited to attend the Annual Contributors Luncheon on March 1st and the 40th Anniversary Agency Community wide luncheon on June 15. They were advised to look forward to receipt of these invitations.

Lucianna will provide the Advisory Board at the next meeting with a calendar of upcoming events, and funding information.

VI. MEETING ADJOURNED

The meeting adjourned at 1:03 p.m.

Respectfully submitted
Tom Nino, Secretary

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

Asian Village Site Suite #241
Tuesday, February 8, 2005

MINUTES

- I. Meeting called to order by Michael Petrovich, Ph.D. at 8:23 a.m.
- II. Roll call facilitated by Dr. Michael Petrovich.

Voting Members	Present /Excuse /Absent			Non-Voting Members	Present /Excuse /Absent			Staff	Present /Excuse /Absent			Guests
Tim Bakman	X							Alma Kowalski		X		Soul Vang Mong Vang
Rosylin Bessard Ed.D		X						Roger Palomino		X		
Louise Symonds	X							Al Boyd	X			
Mike Petrovich Ph.D	X											
Mae Rogers Ph.D.		X										
Ed Bailey			X									
Jeanne Starks	X											
Terry Allen Ed.D.	X											
Jimi Rodgers EOC Commissioner		X										
Lucianna Ventresca Director/Interim Principal	X											
Student Representative Elva Avila, David Rodriguez		X										
Paul McLain-Lugowski, Dir. Local Cons. Corps		X										
Courtney Griffin, Staff Rep	X											
Luis Baca, Teacher Rep.	X											
Rena Failla, Staff Rep.		X										
Tina Richardson, Parent Rep.	X											

III. **Approval of Minutes** January minutes approved as read. M/S/C Starks/Bakman

IV. **Principal's Report**

Lucianna shared that our student representatives were unable to attend due to mandated testing that was occurring onsite at SOUL. She presented demographic information on enrollments, attendance, academic highlights, activities, and updates. Student enrollment within the seated component at the Sanctuary site is 111. Enrollments for the Independent Study sites are: the Executive Plaza 92, Local Conservation Corps 54 and the Asian Village 21. The Council discussed.

Upcoming events: During the months of March and April the Sanctuary Youth Center Programs will celebrate EOC's 40th Anniversary. On Friday, April 1st a Career Faire will be held in front of the Youth Center. Thursday, April 7th from 4:00-7:00pm will be the Open House Event for all of our students and their families. Refreshments will be available and the parents will have the opportunity to pick up their child's Quarter Progress Reports and tour the facility. The Sanctuary / SOUL Annual Contributors Luncheon will be held March 1st. On June 15th EOC celebrates their 40th Anniversary with a Community Luncheon. National Safe Place week is March 13-19 and will involve several of the SOUL students. The Governing

Council members were encouraged to note the dates on their calendar and look for their invitations to each of the special events in the near future.

Dr. Allen reported on the Curriculum committee meeting he attended at SOUL. He shared information regarding the reviewed Pacemaker curriculum, which is currently in partial/trial use this semester. He reported that there was a general consensus among committee members that the materials looked very appropriate for all SOUL sites. This is high school curriculum that meets state standard framework but the reading portions are at a 3rd or 4th grade reading level, which makes the curriculum more accessible to our students. In addition, he shared about the subject binders that have been developed, about 10 of 18 subject areas are complete. The binders contain, created tests that assure grade level mandated proficiency achievement tests (if passed) for each area created in conjunction with the curriculum to meet all State standards. The binders and coordinated tests/samples will ensure (school-wide) that proficiencies will be achieved and clearly documented for each student, as the curriculum binders being developed by Mr. Work ensure that the student portfolio and work coordinate and document these achievements. At the next Council meeting Lucianna will bring some of the completed binders for the members to view. The next curriculum meeting (to be held in two weeks) will review Language Arts materials and curriculum compliance with Accreditation standards.

V. Other Business

Mr. Baca presented that the SOUL students are again involved with the presentation of a “puppetry” theater program, and will be performing at the Rogue Festival in March. The students presentation last year was a huge hit, and the students received many accolades regarding their performance. The performance is entitled “Junkology.” Information was distributed and Council members were encouraged to attend their scheduled performances.

Parent Meeting Update: The council had discussed ways to encourage more parent involvement in the school. The Open house and Career Day are two events planned to help initiate this process. Parent representative Tina Richards reported that parents could be invited to participate in the classrooms, at fieldtrips, and to assist with events, which would get them more involved. She also shared with the council how successful the school has been for her son and other students she knows, due to its size and individualized care each student receives. The Council discussed the information provided.

Two EOC Commissioners have been identified to sit on the SOUL Governing Council for 2005: Jimi Rodgers and Dr. Lee Farley. Dr. Lee Farley will be a new EOC Commissioner identified for this Council, and due to his association with the Vocational Education Division of the State Center Community College in Fresno, his placement on this Council will also fulfill the higher education seat. Dr. Farley is also an active member of the Local Conservation Corps Board. Attendance and Council meeting information will be forwarded to our EOC Commissioner/representatives via email in preparation for the next meeting.

A motion was made to accept Al Boyd as a formal alternate for Paul McLain-Lugowski.
M/S/C Ventresca/Bakman

Soul Vang, the Independent Study teacher, and Mong Vang, Case Manager at the Asian Village site made a presentation about the services that are offered to our students at this SOUL location. The council discussed this information.

Tim Bakman shared with the Council a current situation involving his water company in Southeast Fresno, involving local City Government. He presented that it is a troublesome situation for him, however, it is also very interesting in terms of how local governments work,

and the legal processes. He offered that the Justice and American Government classes at SOUL may want to observe the process. He offered to provide information that would be relative for class discussion and local issues. Council discussed the information presented.

VI. Public Comment

None at this time.

VII. Adjourn Meeting

Meeting was adjourned at 9:40 M/S/C Petrovich/Starks

Respectfully submitted by: Terry Allen, Ed.D.