



Moses Stites
Chairperson

Roger Palomino
Executive Director

BOARD OF COMMISSIONERS MEETING
EOC BOARD ROOM, SUITE 310
WEDNESDAY, JANUARY 25, 2006, 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>Approval of Previous Minutes</u> December 14, 2005 Meeting Minutes	Stites	Approve	2
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V. <u>Presentation - Health Services</u>	Martin	Information	
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IX. Committee Appointments

handout

X. Other Business/Public Comment

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

XI. Adjournment

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

Commissioners	Term Expiration	Target Area or Appointing/Nominating Org.	1/25	2/22	3/22	4/26	5/24	6/28	9/27	10/25	11/15	12/13
Tim Bakman	12/31/07	14th Senatorial District										
Martin Castellano	12/31/07	Area C										
Ramon R. Dominguez	12/31/06	Area B										
Dr. Lee Farley	12/31/07	Community Colleges										
Kathleen Fernandez	12/31/06	Juvenile Court										
George A. Finley, Sr.	12/31/06	Board of Supervisors										
Pastor Rufus Fruge	12/31/06	Area E										
Charles Garabedian, Jr.	12/31/07	Malaga County Water District										
Jared Garcia*	12/31/07	Target Aarea H										
Theresa Hernandez	12/31/06	Foster Grandparents										
Tito A. Lucero	12/31/06	Head Start County Wide Policy Council										
Marina Magdaleno	12/31/07	Board of Supervisors										
Rev. Paul McCoy	12/31/07	NAACP										
Vongsavanh Mouanoutoua	12/31/07	Lao Evangelical Church of Fresno										
Esther Padilla	12/31/06	CA Transplant Donor Network										
Jose A. Ramirez*	12/31/07	Area A										
Daniel Renteria	12/31/06	Area F										
Eugene Rico	12/31/07	Area G										
Jimi Rodgers	12/31/07	Association of Black Social Workers										
Jess Saldana	12/31/06	Area D										
Moses Stites	12/31/06	31st Assembly District										
Rev. E. Swillis	12/31/07	Mayor's Appointment										
Peter Vang	12/31/06	30th Assembly District										
John Paul Youel	12/31/06	Fresno County Housing Authority										
Present = X												
Absent = 0												
Excused = E												
Vacant = V												

* = Pending 1/25/06 Board Meeting

(Rollcall.06)

**Fresno County Economic Opportunities Commission
Board of Commissioners Meeting
Wednesday, December 14, 2005
MINUTES**

I. CALL TO ORDER

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

II. ROLL CALL

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

III. APPROVAL OF PREVIOUS MINUTES

M/S/C – Finley/Rico to approve November 16, 2005 meeting minutes. All in favor.

IV. EXECUTIVE DIRECTOR'S REPORT

Palomino reported on the following:

- Legislative issues at federal, state, and local levels.
- Serious implications regarding income in California.
- Commended the EOC Employment and Training staff for donating 300 winter coats to the students of the Academy for New Americans.
- Announced Dominguez will be appointing an alternate to represent Target Area B.
- Congratulated Magdaleno for her reappointment to the board by the Fresno County Board of Supervisors.

Vang also thanked the EOC Employment and Training staff for their donation to the Academy for New Americans.

V. EXECUTIVE COMMITTEE

Garabedian requested Agenda item E) "Community Sector Representatives" be pulled for discussion.

M/S/C – Magdaleno/Finley to approve/ratify the following: A) December 7, 2005 Meeting Minutes, B) Community Services Block Grant (CSBG) 2006/2007 refunding agreement to the Department of Community Services and Development (CSD) in the amount of \$3,187,268 for a two-year term from January 1, 2006-December 31, 2007, C) Low-Income Home Energy Assistance Program (LIHEAP) 2006 refunding agreement in the amount of \$328,081, representing only the first two months of the 2006 LIHEAP program year, D) P. G. & E. Energy Partners refunding agreement with Pacific Gas and Electric (P G & E), 2006 Energy Partners Program (EPP) in the amount of \$1,112,320 for the term of January 1, 2006-December 31, 2006. All in favor.

Garabedian asked for discussion of agenda item E) "Community Sector Representatives" listing the four nominees the Nomination Committee chose as Community Sector Representatives. Garabedian informed the board that he had applied for another term and was not chosen. Garabedian asked the full board to consider his application. Discussion followed regarding the election process.

M/S/C – Lucero/Bakman to send agenda item E) “Community Sector Representatives” back to the Executive Committee for additional review and discussion. All in favor.

VI. ELECTION OF OFFICERS

Stites relinquished his seat and turned the meeting over to Saldana at 7:35 p.m. to begin the election process. Saldana opened up the nominations at 7:37 p.m. Election by each office followed.

A. Chairman

Magdaleno nominated Tim Bakman. Bakman declined. Swillis nominated Moses Stites, seconded by Rico.

M/S/C – Vang/Hernandez to close nominations and elect Moses Stites as Board Chair. All in favor.

B. First Vice Chairman

Swillis nominated Jess Saldana, seconded by Magdaleno.

M/S/C – Bakman/Vang to close nominations and elect Jess Saldana as First Vice Chairman. All in favor.

C. Second Vice Chairman

Rico nominated Theresa Hernandez, seconded by Saldana.

M/S/C – Vang/Bakman to close nominations and elect Theresa Hernandez as Second Vice Chair. All in favor.

D. Treasurer

Hernandez nominated Peter Vang, seconded by Rico.

M/S/C – Magdaleno/Bakman to close nominations and elect Peter Vang Treasurer and close the election of officers. All in favor.

VII. OTHER BUSINESS/PUBLIC COMMENT

Stites called for other business/public comment. There was none.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:42 p.m.

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

Respectfully submitted,

Roger Palomino
Board Secretary

Fresno County **Economic Opportunities Commission**

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 25, 2006	Item: Seating of Commissioners
Agenda Item No.: IV.	Executive Director: Roger Palomino
Committee: Board of Commissioners	Board Chairman: Moses Stites

RECOMMENDED ACTION:

Formally Seat Commissioners for a two-year term commencing January 1, 2006 to December 31,2007.

Public Official Appointments

Tim Bakman
Dr. Lee Farley
Marina Magdaleno
Rev. E. Swillis

Appointing Body

14th Senatorial District
Community Colleges
Board of Supervisors
Mayor's Appointment

Community Sector Appointments

Charles Garabedian, Jr.
Rev. Paul McCoy
Vongsavanh Mouanoutoua
Jimi Rodgers

Appointing Body

Malaga County Water District
NAACP
Lao Evangelical Church
Association of Black Social Workers

Elected

Martin Castellano
Jared Garcia
Jose A. Ramirez
Eugene Rico

Target Area

C
H
A
G

EXECUTIVE COMMITTEE
EOC Executive Conference Room, Suite 300
January 11, 2006, 12:00 p.m.
MINUTES

I. Call to Order

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

II. Roll Call

Chairperson Moses Stites called roll. A quorum was present.

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

Staff Present: Roger Palomino, George Egawa, Naomi Mizumoto, Paul McLain-Lugowski, Katrina Edwards, Carolyn Moreno

Stites noted Legal Counsel Mike Moss present.

Stites requested approval to revise the agenda and move agenda item A) Community Sector Representatives to follow agenda item E.10) Self Help Enterprise Fencing.

M/S/C – Rico/Bakman to approve revision of agenda and move agenda item A) Community Sector Representatives to follow agenda item E.10) Self Help Enterprise Funding. All in favor.

III. Approval of Previous Minutes

M/S/C – Rico/Hernandez to approve December 7, 2005 Meeting Minutes. All in favor.

IV. Executive Director's Report

Palomino discussed the following:

- The status of EOC as a social service agency.
- Recognition of EOC Commissioners who have contributed many years of service.

V. Action Items

B. Sanctuary Funding Applications

M/S/C – Vang/Bakman to approv/ratify: 1) Sisters of St. Joseph Foundation application in the amount of \$50,000 for support of Sanctuary Outreach to the Streets (SOS) Program, 2) FEMA Emergency Food and Shelter funding request to the United Way of Fresno County in the amount of \$17,000 for support of the Sanctuary Outreach to the Streets (SOS) program, and 3) HHS ACF Runaway and Homeless Youth Transitional Living Program funding renewal in the amount of \$135,000 for TLC-1 operations and services. All in favor.

C. Sanctuary/Safe Place Outreach & Shelter Advisory Board By-Laws Amendment

M/S/C – Hernandez/Rico to approve amendments to the Sanctuary Safe Place Outreach & Shelter Operations Advisory Board By-Laws incorporating revisions to Article 6, Section 5. Officers, as requested by the board on April 27, 2005. All in favor.

D. SACC 2006-2007 Continued Funding Application

M/S/C – Hernandez/Bakman to approve 2006-2007 Continued Funding application for the School Age Child Care Program to the California Department of Education in the amount of \$951,273. All in favor.

E. LCC Applications

1. Americorps Education Awards Program – Year 7

M/S/C – Swillis/Vang to ratify submission of Site Agreement to the National Association of Service and Conservation Corps (NASCC) to provide 135 slots in NASCC's Education Awards Only program to corpsmembers enrolled in the EOC LCC for PY 2006 for a total value of \$405,500. All in favor.

2. Arroyo Pasajero Weed Abatement Project

M/S/C – Rico/Hernandez to ratify submission of bid to the Stewards of the Arroyo Pasajero CRMP (Community Resources Management and Planning) District for the removal of 15 linear miles of tamarisk for a total amount of \$190,000. All in favor.

3. Calwa Park Improvements

M/S/C – Bakman/Swillis to ratify submission of bid to the Calwa Parks District in the amount of \$250,000 for improvements at Calwa Park funded through a Prop 40 Park Bond. All in favor.

4. City of Parlier Median Island/Parks Maintenance

M/S/C – Hernandez/Rico to ratify submission of bid to the City of Parlier in the amount of \$206,000 for traffic median island and parks maintenance services for the 2006 fiscal year. All in favor. (LCC was not awarded this bid)

5. Clovis Low Income Weatherization and Improvement Services

M/S/C – Bakman/Vang to ratify submission of bid to the City of Clovis to be added to the city's list of qualified CDBG contractors providing housing improvement and weatherization services to the elderly and low income population in the amount of \$5,000 per applicant. All in favor.

6. Clovis Teen Center Renovations

M/S/C – Rico/Hernandez to ratify submission bid to the City of Clovis to provide renovation to the City's Teen Center located downtown. Cost of work was \$1,700. All in favor.

7. Housing Authority Districts 2,4,5 Grounds Maintenance Renewal Year 2

M/S/C – Swillis/Hernandez to ratify a one-year extension of a contract with the Housing Authority of the City and County of Fresno for public housing grounds maintenance and irrigation services in the amount of \$264,000. All in favor.

8. Housing Authority Patio Installations SW Fresno

M/S/C – Hernandez/Bakman to ratify submission of bid to the Housing Authority of the City and County of Fresno to install concrete patio landings at the Housing Authority apartments located at Modoc and Dunn Streets in SW Fresno at a cost of \$12,600. All in favor.

9. Neighborhood Youth Center Site Work and Utilities Services

M/S/C – Rico/Bakman to approve bid to the Fresno Irrigation District for underground canal re-route work at the property location of California and C Streets in the amount of \$270,000. All in favor.

10. Self Help Enterprises Fencing

M/S/C – Swillis/Rico to ratify submission of bid to Self Help Enterprises to install perimeter fencing around their new home construction developments at \$14.00 per linear foot, installed. All in favor.

A. Community Sector Representatives

Stites reviewed the following: At the December 2005 Board meeting, the ratification of the four community sector board representatives was referred back to the Executive Committee for additional review. The Executive Committee met to discuss further options. Legal Counsel Mike Moss was present to answer questions. Discussion followed.

First Motion:

Bakman motioned to go back to the Nomination Committee for additional review of the applicants. Seconded by Hernandez. All were not in favor. Stites asked the committee individually if they would like refer this item back to the Nomination committee. Responses listed below:

Rico No
Swillis No
Vang Abstain
Motion failed.

Second Motion:

Bakman motioned, based on the direction of the board, to replace Anderson with Garabedian so that all incumbents retain their seats.
Motion failed for lack of a second.

Third motion:

Rico motioned to take the original recommendation back to the full board.
Motion failed for lack of a second.

Palomino presented the committee with a letter he received from Community Sector Representative applicant Fred Anderson. Mr. Anderson requested his application be withdrawn from consideration if consensus could not be reached by the board.

M/S/C – Swillis/Bakman to approve appointment of the four incumbent applications based on Anderson's withdrawal. Appointment to be moved to full EOC board. Motion approved, Rico opposed.

VI. Other Business

Stites called for other business. Palomino stressed the need for the committee to review the Community Sector Representative election process. Vang recommended the committee look into the By-Laws for review and discussion in the near future.

VII. Adjournment

There being no further business, the meeting was adjourned at 1:40 p.m.

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

Respectfully Submitted,

Moses Stites, Chairperson

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 11, 2006	Item: Community Sector Representatives
Agenda Item No.: VII.-B.	Executive Director: Roger Palomino
Committee: Executive Committee	Board Chairman: Moses Stites

RECOMMENDED ACTION:

At its December, 2005 Board meeting, the ratification of the four community sector board representatives was referred back to the Executive Committee.

ISSUES:

1. Reconsideration of the action taken at the December 7, 2005 Executive Committee Meeting regarding the selection of the four community sector board representatives.
2. The process of selection of the community sector board representative as stated in the by-laws, i.e. the board approved the selection be delegated to the Executive Committee.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 11, 2006	Program: Sanctuary Youth Services
Agenda Item No.: VII.-C.1,2,3	Director: Katrina Edwards
Item: Submission of Funding Requests	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff recommends approval for submission of the following requests for renewal funding to support the on-going operation of the Sanctuary Youth Project programs and services:

1. Ratification for submission of an application to the Sisters of St. Joseph Healthcare Foundation
2. United Way of Fresno County's allocation of FEMA Emergency Food & Shelter Program (Phase 24) funds
3. US HHS ACF Runaway & Homeless Youth continuation funding for the Sanctuary Transitional Living Center 1

BACKGROUND:

Sisters of St. Joseph Foundation - \$50,000 (*Competitive Request for Renewal Funding*)

The Sisters of St. Joseph Healthcare Foundation currently provides funding support for the Sanctuary Outreach to the Streets (SOS) case management services provided to homeless youth on the streets. The current funding award of \$50,000 will continue through May 31, 2006. A funding request was submitted for the continued support of one full-time Lead Case Manager position, in addition to the proportionate audit and indirect costs, for the 2006-2007 funding term. This funding is critical to maintaining the full time lead staff position that coordinates and implements the street outreach program efforts, serving the vulnerable youth population living on the streets and in uninhabitable areas, such as parks and Motel Drive. The Lead Case Manager also provides oversight and guidance for the AmeriCorps members who are assigned to the program to work as peer outreach workers. With Board approval, a concept paper was submitted on September 30th. After review of the concept paper, we were invited to submit a full application, which staff completed to meet the January 5th submission deadline.

FEMA Emergency Food and Shelter Grant – \$17,000 (*Competitive Request for Renewal Funding*)

The Sanctuary applies annually for FEMA funding to support the purchase of food bags for distribution by the Street Outreach team, in addition to housing vouchers used by the Transitional Living Centers to temporarily house prospective clients awaiting placement. The local funding allocation is facilitated through the United Way of Fresno County, to which applications are due by January 11th.

US HHS ACF - Runaway and Homeless Youth Transitional Living Program - \$135,000 (*Non-Competitive Request for Renewal Funding*)

A request for renewal of funds for the third fiscal year (March 2006 – February 2007) of a five-year funding term is due by January 16th. This award serves as one of two primary funding sources for TLC-1 operations and services.

ISSUE:

Renewal applications must be submitted on an annual basis to request funds for the on-going operation of the Sanctuary programs.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 11, 2006	Program: Sanctuary Youth Services
Agenda Item No.: VII.-D.	Director: Katrina Edwards
Item: Request for approval of amended Advisory Board By-laws	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff recommends approval to accept the amendments to the Sanctuary Safe Place Outreach & Shelter Operations Advisory Board By-laws incorporating the revisions to Article 6, Section 5. Officers as requested by the EOC Board of Commissioners on April 27, 2005.

BACKGROUND:

Initial amendments to the Sanctuary Safe Place Outreach & Shelter Operations Advisory Board By-laws were presented to the EOC Board of Commissioners for approval on April 27, 2005. The Board approved the amendments pending revision to Article 6, Section 5. Officers. It was requested that verbiage be added to specify circumstances for consideration of officer removal. The Sanctuary Advisory Board assigned this task to their Executive Committee on September 29, 2005, which met on November 15, 2005 for said purpose. The recommended revisions include a new Section 5, which addresses officer removal due to absenteeism. In addition, the previous Section 5 (now Section 6) includes additional verbiage regarding circumstances that may require an officer to be considered for removal from office. The noted verbiage was presented to and approved by the Sanctuary Advisory Board on December 1, 2005. The amended By-laws are being submitted to the EOC Board of Commissioners for final review and approval.

ISSUE:

Implementation of the amended Sanctuary Advisory Board By-laws is pending final approval of the EOC Board of Commissioners.

**THE SANCTUARY SAFE PLACE
OUTREACH & SHELTER OPERATIONS PROJECT (*Project*)
ADVISORY BOARD BY-LAWS
(revised January 2006)**

ARTICLE I. NAME

The name of the Board will be known as the “*The Safe Place Outreach & Shelter Operations Advisory Board*,” hereinafter referred to as the *Advisory Board*.

ARTICLE II. PURPOSE

The purpose of the *Advisory Board* is to provide the Sanctuary Safe Place Youth Project (*Project*) programs with review, advice/guidance, assessment and to be an advocate in all matters pertaining to Fresno County Economic Opportunities Commission Sanctuary Safe Place Shelter Project.

ARTICLE III. DUTIES & RESPONSIBILITIES OF THE ADVISORY BOARD

- Section 1.** The *Advisory Board* shall review and make recommendations regarding the Sanctuary Safe Place Outreach and Shelter Operations (Project) to the EOC Executive Director or Designee. This review includes discussion of licensing issues, client demographics and reported client incidents, which will be documented in Board minutes and forwarded to the State Department of Social Services-Community Care Licensing office.
- Section 2.** The *Advisory Board* shall serve as a liaison between the Project and other businesses and agencies.
- Section 3.** The *Advisory Board* shall assist in the development and enhancement of the Project’s public image.
- Section 4.** The *Advisory Board* shall recommend a strategy for continued funding of the Project.
- Section 5.** The *Advisory Board* shall recruit and maintain a board membership to ensure the best service to The Sanctuary Safe Place Outreach & Shelter Operations.

ARTICLE IV. MEMBERSHIP

- Section 1.** The membership of the *Advisory Board* shall include, members of the business community, the media, public agencies, youth, and residents of the community-at-large that are concerned with youth. These members may include:
- a. EOC Agency Commissioner(s)
 - b. Community youth, AmeriCorps youth members, and Sanctuary Transitional Living Center residents
 - c. Public agencies providing services in:
Law Enforcement Education Health Social Services
 - d. Representatives from civic organizations and the business community.
 - e. Adults and/or youth from the community-at-large and/or from partner youth programs.
 - f. Other individuals or organization representatives who possess skills, interests and/or resources which will aid the *Advisory Board* in fulfilling its purpose.
- Section 2.** There shall be a minimum of nine members on the *Advisory Board*.
- Section 3.** Each member shall be fingerprinted as mandated by Community Care Licensing.

Section 4. All members serving on the *Advisory Board* shall be confirmed by the Board of Commissioners of the Fresno County Economic Opportunities Commission.

Section 5.

If a member or their alternate is unable to attend two (2) or more regularly scheduled bi-monthly meetings within a calendar year, then their seat on the *Advisory Board* will be reviewed for replacement.

Section 6. Any member may chose to designate an alternate to attend and vote at *Advisory Board* meetings on their behalf. Alternate designees shall be subject to the same membership and clearance specifications as required of a primary member.

Section 7. The Sanctuary Director and Program Coordinating Staff shall serve as an ex-officio member of the *Advisory Board*.

Section 8. *MEMBERSHIP FEES:* Individuals, small agencies, and representatives of Public agencies who are Board Members shall be required to pay a minimum fee of \$30 or provide approved in-kind service in lieu of payment, per regular member. Corporate and Business members, in that they represent a larger entity in their membership, and other participating company representatives will pay a corporate membership of no less than \$250; larger corporations will be required to pay \$500. Payment of fees shall be due by the third month of each calendar year.

ARTICLE V. MEETINGS

Section 1. The *Advisory Board* shall meet bi-monthly.

Section 2. Fifty-one percent (51%) of the membership shall constitute a quorum at all meetings.

ARTICLE VI. OFFICERS

Section 1. Only members of the *Advisory Board* shall be eligible to hold office on the *Advisory Board*.

Section 2. A nominating committee, selected during the second to last scheduled meeting of the calendar year, shall submit candidate(s) for each office to the *Advisory Board*. Nominations may also be submitted by the membership at the time of election.

Section 3. Officers shall be elected by a majority vote of the Board members at the Annual *Advisory Board* Meeting during the last scheduled meeting of each calendar year.

Section 4. All elected officers shall take office immediately and shall remain in office until the next Annual Meeting of the *Advisory Board*.

Section 5. If an officer is unable to attend more than one (1) regularly scheduled bi-monthly meeting within a calendar year, then their status on the *Advisory Board* shall revert to general membership. In such circumstances, no vote of the membership will be required to approve the change of membership status.

Section 6. Officers may be removed by the following process:

1. Any member of the *Advisory Board* may make a motion to consider the removal of an officer. Such a motion shall include a statement of reasons for removal from office including, but not limited to, illegal activity, conflict of interest, failure to perform specified duties, and/or change in fingerprint clearance
- 2.
3. The officer that is being considered for removal shall receive written notification and reason for removal. This written notice shall be delivered in person or registered mail no less than 14 days prior to thenext scheduled meeting.

4. Such officer shall be removed at the next scheduled meeting with an affirmative vote of 2/3 of the membership present at that meeting.

Section 6. Vacancies for officers may be filled at any regular meeting by vote of the membership with nominations being submitted from the floor.

ARTICLE VII. DUTIES & RESPONSIBILITIES OF THE OFFICERS

The officers of the *Advisory Board* shall be the Chairperson, Vice-Chairperson, and Secretary.

Section 1. Chairperson

The Chairperson shall designate the date, time, and place of all meetings and affairs of the *Advisory Board*, at which he/she shall preside. He/she shall also be authorized to appoint subcommittees to undertake special tasks.

Section 2. Vice-Chairperson

The Vice-Chairperson at the request of the Chairperson or in the event of the Chairperson's absence shall perform any and all duties of the Chairperson.

Section 3. Secretary

The Secretary shall be responsible for insuring the recording and maintenance of the minutes and records of the *Advisory Board*, which shall include a current membership listing. The Secretary insures that all notices are distributed to all members.

ARTICLE VIII. COMMITTEES

The *Advisory Board* shall have three standing committees consisting of Executive, Youth Representation, and Fundraising, Community Partnership & Foundation Development.

Section 1. Each Committee Chairperson shall be appointed by the *Advisory Board* Chairperson. Each Committee Chairperson shall appoint committee members to his/her respective committee, except the Executive Committee.

Section 2. The *Advisory Board* Chairperson may designate ad-hoc committees to undertake particular tasks.

ARTICLE IX. DUTIES & RESPONSIBILITIES OF THE COMMITTEES

Section 1. Executive

The Committee shall consist of the officers of the *Advisory Board* and the Chairpersons of each of the committees. The Committee shall be responsible for making decisions on behalf of the *Advisory Board* in matters where immediate action is imperative during the interim periods between regularly scheduled *Advisory Board* Meetings. In addition, the Committee shall be responsible for recruitment and review of membership as specified by Article IV. Section 1. Any action taken by the Executive Committee shall be brought before the *Advisory Board* and ratified at the next scheduled regular meeting.

Section 2. Youth Representation

The Committee shall be representative of the Youth Leadership Institute Council, which will include five (5) seats representing Sanctuary Youth Project youth, at least one of which will serve on the *Advisory Board* and Executive Committee. This Committee will identify youth service needs, present concerns, and/or deliver pertinent youth-based information. The Committee shall be responsible for recommending direction for service provision as relevant to the Sanctuary Safe Place Youth Project (*Project*) operations and development.

Section 3. Fundraising, Community Partnership & Foundation Development

The Committee shall be responsible for the development of an annual fundraising, community partnership, and marketing strategy. In addition, the Committee shall be responsible for the development and maintenance of a Foundation, as deemed appropriate.

ARTICLE X. VOTING

Section 1. Only members or their designated alternates may vote and must be present at meetings to do so.

Section 2. A majority vote is necessary to pass any motion.

Section 3. The Chairperson may only vote in event of a tie.

ARTICLE XI. AMENDMENTS

Amendments to these by-laws may be adopted by a majority of those members present at any meeting, provided that two weeks written notice is given prior to that meeting.

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 11, 2006	Program: School Age Child Care
Agenda Item No. VII.-E.	Program Director: Roberta Ayer
Item: Continued Funding Application for School Age Child Care FY 2006-2007	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify submission of the Continued Funding application for the School Age Child Care Program for the 2006-2007 fiscal year. The deadline for submission is December 5, 2005.

BACKGROUND:

We were notified November 10, 2005 that monies are available to apply for the School Age Child Care Program’s Continued Funding application.

The program currently operates nine (9) School Age Child Care centers serving a maximum of 325 children per day. The centers are open 246 days per year from 7-6 pm or 11-6 pm during regular school days and from 7 am – 6 pm during vacation days. The centers are licensed by the State Department of Social Services, Community Care Licensing Division (CCLD). The program began in 1986 and serves children ages 5-12 whose parents are in school, working, or in training. Approximately 99% of the families we serve are subsidized by the State with the remaining 1% paying according to a non-subsidized fee schedule. We currently have an eligibility/waiting list at all nine centers.

The total contract amount for last year’s contract was \$931,273; the total contract for this will be \$951,273.

Deadline for submission of the application is December 5, 2005.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 11, 2005	Program: EOC Local Conservation Corps
Agenda Item No. VII.-F.1	Director: Paul McLain-Lugowski
Item: AmeriCorps Education Awards Program – Year 7	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify the submission of the Site Agreement to the National Association of Service and Conservation Corps (NASCC) to provide 135 slots in NASCC’s Education Awards Only Program to corpsmembers enrolled in the EOC Fresno Local Conservation Corps for PY 2006. Total value of the slots is \$405,500, all as a benefit to corpsmembers who earn their awards.

BACKGROUND:

NASCC consists of the members of the nation’s service and conservation corps promoting growth, quality, and sustainability of corps. NASCC currently operates a large multi-site AmeriCorps Education Awards Program for its member organizations funded by the Corporation for National Service. The Education Awards Program provides education funds to corpsmembers for work/service hours completed.

ISSUE:

EOC/Local Conservation Corps submitted a Site Agreement to NASCC’s AmeriCorps Education Program-Year 7 to enroll corpsmembers in the following categories. 50 Full Time awards (for 1,700 hours of service), 60 Part Time awards (900 hours), 10 Quarter Time awards (450 hours), and 15 Minimum Time awards (300 hours). With the completion of service hours, corpsmembers will receive the corresponding education awards: \$4,725.00 for 1,700 hours; \$2,362.50 for 900 hours; \$1,250.00 for 450 hours; and \$1,000.00 for 300 hours. The total value of these awards for corpsmembers is \$405,500.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 11, 2006	Program: EOC Local Conservation Corps
Agenda Item No.: VII.-F.2	Director: Paul McLain-Lugowski
Item: Arroyo Pasajero Weed Abatement Project	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify the submission of a bid to the Stewards of the Arroyo Pasajero CRMP (Community Resources Management and Planning) District for the removal of 15 linear miles of tamarisk from Warthan, Jacalitos and Los Gatos creeks. Cost of the project is \$190,000, at \$12,666.67 per mile.

BACKGROUND:

The Stewards of the Arroyo Pasajero CRMP (Community Resources Management and Planning) District applied for, and received a grant to remove tamarisk, a non-native, noxious weed from along creek beds. The grant period is from 2006-09.

ISSUE:

EOC's Local Conservation Corps has provided similar work in the past for the Stewards of the Arroyo Pasajero CRMP. Our services are turn-key, with all equipment, labor, supervision, transportation, hauling, insurance provided. Existing tamarisk can range anywhere from five to twenty feet tall and is removed using chain saws. Stumps are then treated with chemicals to prevent new growth. The cut tamarisk is run through a chipper, the remains then hauled away to a bio-mass facility in Mendota (co-generation plant).

LCC currently performs weed abatement services for the Fresno Metropolitan Flood Control District in 59 basins, and for the City of Clovis.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 11, 2006	Program: EOC Local Conservation Corps
Agenda Item No: VII.-F.3	Director: Paul McLain-Lugowski
Item: Calwa Park Improvements	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify the submission of a bid to the Calwa Parks District in the amount of \$250,000 for improvements at Calwa Park funded through a Proposition 40 Park Bond award made by the State of California.

BACKGROUND:

The Calwa Parks District submitted a grant application to the State of California under its Park Bond Competitive Projects section for improvements to Calwa Park. The grant was subsequently awarded. District officials approached EOC’s Local Conservation Corps staff to manage and bid the work. The Calwa Park consultant managing the project was familiar with the LCC’s work, as he is a former employee of the City of Fresno Parks Department.

ISSUE:

The Calwa Parks District has redesigned sections of its park facility including re-paving of its parking, and the installation of new sidewalks, curb/gutter and underground service for increased lighting. EOC/LCC will act as general contractor and construction manager on the project. Construction management services will be billed at 6%, no risk. LCC crews will complete all concrete work (curb/gutter, walk ways) and install lighting. Pavement will be subcontracted. The project will be managed under the direction and supervision of the LCC General Manager for Enterprise Operations. LCC has managed a number of other related contracts and has the experience, equipment, and expertise to complete this work.

Fresno County **Economic Opportunities Commission**

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 11, 2006	Program: EOC Local Conservation Corps
Agenda Item No.: VII.-F.4	Director: Paul McLain-Lugowski
Item: City of Parlier Median Island/Parks Maintenance	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify the submission of a bid for traffic median island and parks maintenance services to the City of Parlier for the 2006 fiscal year, in the amount of \$206,000.

BACKGROUND:

LCC has provided effective, cost-efficient traffic median island maintenance services to the City of Fresno since 1995. In November, 2005, the City of Parlier requested bids for traffic median island and parks maintenance services.

ISSUE:

LCC submitted a bid in the amount of \$206,000 for these services to the City of Parlier. Cost includes all labor, supervision, transportation, equipment, tools, insurance, safety gear, and uniforms. LCC has existing contracts with the Housing Authority for grounds maintenance in the City of Parlier, and also provides weekly curbside recycling services in Parlier.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 11, 2006	Program: EOC Local Conservation Corps
Agenda Item No.: VII.-F.5	Director: Paul McLain-Lugowski
Item: Clovis Low-income Weatherization and Improvement Services	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify the submission of a bid to the City of Clovis to be added to the city's list of qualified CDBG contractors providing housing improvement and weatherization services for Clovis' elderly and low-income population.

BACKGROUND:

The City of Clovis has elected to apply some of its federal CDBG allocation to assist elderly and low-income homeowners with needed repairs and improvements to their homes to increase energy efficiency and improve access (for the handicapped). EOC's Local Conservation Corps was asked to submit a request to be added to the City's list of qualified contractors to perform this work. The LCC has performed considerable work for the City of Clovis, including weed abatement, grounds maintenance, demolition, waste tire removal, and participates with City of Clovis emergency response personnel in the Fresno Citizen Corps.

ISSUE:

Eligible residents determine the scope of work they wish to have completed with grant funds awarded to them. The resident selects an authorized contractor of the City of Clovis and approves the bid of the contractor for work the resident wishes to have completed. The City signs off on the bid and pays the contractor directly when the work is determined to be complete and performed to the satisfaction of the City of Clovis and the resident requesting the service.

The range of work may include energy efficiency measures such as weatherization and replacement of windows, and installation of handicap ramps. These are small grants, typically less than \$5,000 per applicant.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 11, 2006	Program: EOC Local Conservation Corps
Agenda Item No.: VII.-F.6	Director: Paul McLain-Lugowski
Item: Clovis Teen Center Renovations	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify the submission of a bid to the City of Clovis to provide renovation to the City’s Teen Center located downtown in its Government Center. Cost of work bid was \$1,700.

BACKGROUND:

The City of Clovis requested a bid from EOC’s Local Conservation Corps to provide renovations to its Teen Center. LCC has established a positive relationship with the City of Clovis and has performed numerous jobs for the city over the past few years.

ISSUE:

The City of Clovis requested the following scope of renovation for its Teen Center:

1. Prepare and paint all drywall.
2. Install non-structural wall with 3’ door in the west office area.
3. Repair window moldings, as needed.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 11, 2006	Program: EOC Local Conservation Corps
Agenda Item No: VII.-F.7	Director: Paul McLain-Lugowski
Item: Housing Authority Districts 2,4,5 Grounds Maintenance Renewal Year 2	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify a one-year extension of a contract with the Housing Authority of the City and County of Fresno (Districts 2,4,5) for public housing grounds maintenance and irrigation services. Value of these services is \$264,000.

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 solicits bids from qualified vendors for grounds and irrigation system maintenance for all five of its Districts. LCC was awarded contracts for services in 2005 for complexes located in Districts 2, 4, and 5, Southwest Fresno, the rural east and rural west communities (respectively). The Housing Authority offered EOC/LCC an extension of these contracts for a second year.

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.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 11, 2006	Program: EOC Local Conservation Corps
Agenda Item No: VII.-F.8	Director: Paul McLain-Lugowski
Item: Housing Authority Patio Installations SW Fresno	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify the submission of a bid to the Housing Authority of the City and County of Fresno to install 126 6"-thick concrete patio landings at the Housing Authority apartments located at Modoc and Dunn Streets in SW Fresno. Cost of the project is \$12,600.

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 improve and maintain its housing stock.

ISSUE:

The Housing Authority solicited a bid from EOC's Local Conservation Corps to install 126 6"-thick concrete patio landings at its apartments located at Modoc and Dunn Streets in SW Fresno. Patios are to be 3' x 5' in dimension. Our cost to perform this work is \$100 per patio landing.

LCC has the organizational strength, managerial expertise, and efficient tools to complete this project to Housing Authority standards. The project will be managed under the Enterprise Operations Division of the LCC.

Fresno County **Economic Opportunities Commission**

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 11, 2006	Program: EOC Local Conservation Corps
Agenda Item No: VII.-F.9	Director: Paul McLain-Lugowski
Item: LCC Neighborhood Youth Center Site Work and Utilities Services	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION: (Information Only – Items a,b,c; Approval Item d.)

On September 28, 2005 the EOC Board of Commissioners approved bids for the EOC/LCC Neighborhood Youth Center Site Work and Utilities. Your approval included authorization of agency staff to choose to self-perform selected work originally bid by, and approved for private contractors.

The following table lists work the agency has determined it can self-perform (Items a. b. c.) at significantly reduced cost through its Local Conservation Corps.

Staff recommends approval of item d. Fresno Irrigation District underground canal re-route work. This work was not identified initially in the Site work and Utilities Package. Upon review of site plans, Fresno Irrigation District has notified EOC that EOC is responsible for re-routing that portion of an irrigation line which now cuts through EOC property since California Street was reconfigured. We are also responsible for removing the abandoned part of the line on our property.

Originally Approved Bid Work and Cost		LCC Bid
a. Concrete – (except masonry wall footing) – Zumwalt Const. (on-site flat work - curb, gutter, sidewalks)	\$154,800	\$ 70,000
b. Concrete – (masonry footing) - Granite Construction	\$ 72,725	\$ 30,000
c. Masonry – Stoney Masonry (perimeter block wall)	\$187,000	\$100,000
New Work for Approval		
d. Fresno Irrigation District (FID) underground canal re-route	Estimate \$240,000	LCC Bid \$ 70,000
TOTAL	\$654,525	\$270,000 (Savings of \$384,525)

BACKGROUND:

EOC's Local Conservation Corps has identified property currently owned by the City Redevelopment Agency on which it plans to construct a Neighborhood Youth Center (NYC). The property, 6.9 acres in southwest Fresno, is located at the corner of California and C Streets. The NYC will house the administrative offices of EOC's Local Conservation Corps, classrooms for EOC's charter school - the School of Unlimited Learning, vocational-technical training facilities, tool crib, recreational facilities, child care center, and health services center.

ISSUE:

LCC crews have developed the expertise to self-perform all concrete and masonry block wall work required at the EOC/LCC Neighborhood Youth Center. Our work is being completed in a timely manner to the specifications and requirements of our architect, construction manager, and city inspectors. Concrete footings for the perimeter block wall have been completed. Block wall and on-site flat work are currently under construction.

A section of 392 feet of 30" FID irrigation line will be replaced with rubber gasketed reinforced concrete pipe (RGRCP). Sections of the old line on EOC property will be removed.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 11, 2006	Program: EOC Local Conservation Corps
Agenda Item No.: VII.-F.10	Director: Paul McLain-Lugowski
Item: Self Help Enterprises Fencing	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify the submission of a bid to Self Help Enterprises to install perimeter fencing around their new home construction developments. LCC's quote was \$14 per lineal foot, installed.

BACKGROUND:

Self Help Enterprises has been operating in the valley for over 40 years and has, during that time, constructed over 5,000 *self-help* units of housing for low-income residents. Last year LCC completed a vineyard removal project for Self Help Enterprises, and was also awarded a YouthBuild grant from the federal Housing and Urban Development Department for a new housing development partnership with Self Help Enterprises (Little Long Cheng, in SE Fresno). Given our developing relationship with this organization we were pleased to be asked to bid on fence installation services.

ISSUE:

Fencing specifications call for metal posts with wood slats. Self Help Enterprises estimates a need for approximately 10,000 lineal feet of fencing for current projects.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 17, 2006	Program: EOC Local Conservation Corps
Agenda Item No.: VII.-G.	Director: Paul McLain-Lugowski
Item: NASCC Martin Luther King, Jr. Day of Service Grant	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify the submission of a grant application to the National Association of Service and Conservation Corps (NASCC) in the amount of \$5,000 for 2006 *Martin Luther King, Jr. Day of Service* activities to be performed by EOC's Local Conservation Corps (LCC).

BACKGROUND:

The National Association of Service and Conservation Corps (NASCC) intends to fund organizations that mobilize volunteers, especially disadvantaged youth, to undertake service activities to benefit impoverished communities in honor of Martin Luther King, Jr.

ISSUE:

In honor of the Reverend Dr. Martin Luther King, Jr. 40 volunteers replaced 183 damaged or vandalized Neighborhood Watch signs throughout Fresno, and removed graffiti from 30 others. The event began Monday, January 16 at 9 AM at the EOC Local Conservation Corps. After a brief training session, volunteers were assigned to all five council districts to repair or replace Neighborhood Watch signs.

The event was co-sponsored by EOC's Local Conservation Corps Fresno Safe and Proud Neighborhoods AmeriCorps and YouthBuild programs, the Fresno Police, Neighborhood Watch Association, Fresno Citizen Corps, The Community Emergency Response Team and the US Postal Service. The Fresno City Council allocated an additional \$5,000 to purchase the signs.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 17, 2006	Program: EOC Local Conservation Corps
Agenda Item No.: VII.-H.	Director: Paul McLain-Lugowski
Item: Fresno Safe and Proud Neighborhoods AmeriCorps Program	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To approve the submission of a grant application to the California Service Corps in the amount of \$627,000 for the *Fresno Safe and Proud Neighborhoods AmeriCorps* program to be operated by EOC’s Local Conservation Corps (LCC).

BACKGROUND:

The Corporation for National Service gives AmeriCorps members an opportunity to improve communities through service. AmeriCorps members serve with local and national organizations to meet community needs and, after their service, receive education awards to help finance college or training.

ISSUE:

EOC’s Local Conservation Corps has operated an AmeriCorps Program for the last nine years and, overall, has participated in AmeriCorps programs since 1993. *Fresno Safe and Proud Neighborhoods* will be entering year three of a three-year cycle of funding. The program year is expected to start in September 2006 and finish in September 2007.

The program will assign 40 Ambassadors to the City’s Police and Fire Department, Fresno Police Activities League (PAL), Fresno Citizen Corps and community-based organizations including American Red Cross, Care Fresno, Fresno County Economic Opportunities Commission (EOC) Sanctuary Youth Shelter (Sanctuary), and EOC School of Unlimited Learning (SOUL) to provide a critical menu of services to the community. 15 Public Safety Ambassadors assigned to the Fresno Police Department will assist with the expansion, efficiency, and coordination of the City’s Neighborhood Watch program, eradicate graffiti, and perform crime analysis. Five Public Safety Ambassadors assigned to the Fresno and Clovis Fire Departments will install smoke alarms, recruit Fire Corps volunteers, and distribute information on fire prevention; while two Public Safety Ambassadors assigned to United Way will work towards creating a 2-1-1 Community Information and Referral Service in Fresno. Two Citizenship and Volunteerism Ambassadors will serve under the direction of the American Red Cross and the Volunteer Center of Fresno to develop systems to recruit and manage volunteers to support the broad framework of homeland security activities. 16 Youth Outreach Ambassadors will tutor and mentor at-risk youth, expanding and coordinating a range of after school programs for PAL, Care Fresno, Sanctuary and SOUL. The grantee, EOC, has agreed to facilitate, coordinate, and administer the FSPN Program in close collaboration with, and under the direction of the Fresno Citizen Corps and its 35 affiliated organizations.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: January 25, 2006	Program: Executive Office
Agenda Item No.: VII.-I.	Executive Director: Roger Palomino
Item: Authorized Signatures	

AUTHORIZED SIGNATORY RESOLUTION

WHEREAS, Fresno County Economic Opportunities Commission is a private, nonprofit corporation, organized under Part 1, of Division 2, of Title 1, of the Corporations Code of the State of California, August 30, 1965; and

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

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

NOW, THEREFORE, BE IT RESOLVED THAT the Executive Committee acting on behalf of the Board of Commissioners of Fresno County Economic Opportunities Commission on this, the 25th day of January 2006, hereby authorizes the Chairperson of the Board and the Secretary of the Board/Executive Director, and/or Assistant Executive Directors George Egawa and Alma Kowalski to sign all grants, contracts, program documentation, fiscal documents, including loans, reports, and all other required documents necessary in fulfilling the program operations of the agency.

Approved at the meeting of the Board of Commissioners Executive Committee on January 25, 2006.

Ayes _____

Nays _____

Absent _____

Attest:

Roger Palomino
Board Secretary

AUTHORIZED SIGNATURES:

Moses Stites, Commission Chair

Roger Palomino, Secretary/Executive Director

George Egawa, Assistant Executive Director

Alma Kowalski, Assistant Executive Director

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

October 19, 2005

- CALL TO ORDER The meeting was called to order at 6:32 p.m. by Anna Olivas, CWPC Vice-Chairperson. Ms. Olivas welcomed parents to tonight's meeting and explained the process of the meeting.
- ROLL CALL The roll was called by Lucia Valadez, CWPC Secretary. The following members were present: Librada Miranda, Rosario Zafra, Carolina Trujillo, J. Butterfield, Alma Amaral, Maria Gallardo, Anita Corona, Josefina Aguirre, Jessica Chavez, Mai Tong Yang, Maria Salas, Maribeth Tomayo, Rachel Salinas, Ebony Taylor, Liliana Munoz, Guadalupe Mercado, Raquel Jacobo, Susie Phillips, Donecia Wright, La Toya Fowler, Marlen Adame, Her Vang, Stephanie Esquevel, Pattie Alvarado, Viesha Marsau, Lucia Valadez, Alvaro Tinoco, Patricia Brock, Cleotilde Toribio, Maria Castro, Alicia Meza, Esau Meza, Pang Moua, Pedro Majariegos, Azucena Mazaniegos, Patricia Brock, Andrea Muna, Virginia Reyes, Delores Arroyo, Maria Gastelum, Kelly Torres, Leonor Segura, Terri Granderson, Raquel Bustillos, Rebecca Carroll, Mario Diaz, Veronica Aguiela, Juanita Estrada, Rebekah Muniz, Lorena Aguilar, Monica Escobar, Alma Ramirez, Rachel Carrillo, Eliodora Williams, Lynette Ratzlaff, Sylvia Noyes, Ken Licciardello, Tito Lucero, Alyson Schletewitz, Anna Olivas, Rosario Cardenas, Luis de Cubas and Patricia Villalobos. A quorum was present.
- APPROVAL OF PREVIOUS MINUTES Motion to approve Minutes of September 21, 2005 was made by Jessica Chavez and seconded by Monica Escobar. Motion carried.
- COMMUNITY REPRESENTATIVE REPORT Sylvia Noyes, Community Representative from FCEOC Women's, Infant and Children (WIC) informed delegates at tonight's meeting of the WIC Program. The WIC Program has moved from the Executive Plaza to the Patterson Building located at 2014 Tulare Street, Fresno, CA. This move is on a temporary basis for two months, until the WIC Program location is renovated.
- EOC COMMISSIONERS REPORT Mr. Lucero, EOC Board Liaison informed delegates at tonight's meeting of the following:

Mr. Lucero presented the FCEOC Board of Commissioner's Minutes from June 22, 2005.

Motion to approve the minutes from the FCEOC Board of Commissioners meeting for June 22, 2005 was made by Ebony Taylor and seconded by Maria Salas. Motion carried.
- PERSONNEL COMMITTEE Ms. Olivas informed delegates at tonight's meeting of the CWPC Personnel Report. This report is presented monthly to the CWPC.

Ms. Olivas reported approval was needed for hiring/firing/temporary appointment/ transfer and resignation of Head Start and Early Head Start staff. This information was distributed to delegates at tonight's meeting.

Motion to approve the Personnel Committee Report for October 19, 2005 meeting was made by Veronica Aguilar and seconded by Jessica Chavez. Motion carried.

MONTHLY
FINANCIAL
REPORT

Susie Phillips, CWPC Treasurer informed delegates of the monthly Financial Status Report for Head Start and Early Head Start. This report was mailed to delegates prior to tonight's meeting. This report is presented at the monthly CWPC meetings.

Ms. Phillips reported that the Monthly Financial Status Report shows all expenditures for the entire Head Start and Early Head Start programs for the month of September 2005 and year-to-date.

Motion to approve the Monthly Financial Status Report for September 2005 was made by Andrea Muna and seconded by Rachel Salinas. Motion carried.

ADA REPORT

Ms. Olivas informed delegates at tonight's meeting of the ADA Reports for September 2005, for the Center Base, Home Base areas and Early Head Start program. The ADA Reports were distributed to delegates at tonight's meeting.

For September 2005 the ADA for Head Start-Preschool centers was at 86% which is above the recommended ADA rate of 85%.

Motion to approve the ADA Reports for September 2005 for the Head Start-Preschool Program was made by Alvaro Tinoco and seconded by Guadalupe Mercado. Motion carried.

The ADA for Home Base was at 97% which is above the recommended ADA rate of 85%.

For September 2005 the overall ADA for Early Head Start is at 81.7% (includes HHS and First 5 funds). Analyses of all areas below the recommended 85% ADA have been done.

Motion to approve the ADA Reports for September 2005 for Home Base and the Early Head Start Program was made by Alma Amaral and was seconded by Mario Diaz. Motion carried.

At this time, Patricia Villalobos, CWPC Chairperson arrived and took over the CWPC meeting.

FCEOC
PERSONNEL
POLICIES AND
PROCEDURES
MANUAL

Ms. Mizumoto advised delegates at tonight's meeting of the FCEOC Personnel Policies and Procedures Manual. This information was mailed to delegates prior to tonight's meeting.

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

Motion to approve the FCEOC Personnel Policies and Procedures Manual was made by Rosario Cardenas and seconded by Maria Salas. Motion carried.

FY 2005
HEAD START/
EARLY HEAD START
BUDGET
MODIFICATION
PROPOSALS

Ms. Mizumoto informed delegates at tonight's meeting of the FY 2005 Head Start/Early Head Start Budget Modification Proposals. This information was mailed to delegates prior to tonight's meeting.

HEAD START-PRESCHOOL:

It is staff's recommendation to submit a FY 2005 Budget Modification for Head Start-Preschool, in the amount of \$653,269, to the Department of Health and Human Services, Administration for Children and Families (HHS), pending Head Start County-Wide Policy Council (CWPC) approval.

FY 2005
HEAD START/
EARLY HEAD START
BUDGET
MODIFICATION
PROPOSALS
(Cont.)

The FY 2005 Budget Modification for Head Start-Preschool will include:

1. \$588,409 to move a modular classroom building from the Mulberry site to Firebaugh and
2. \$64,860 to purchase two new vehicles.

The Mulberry Head Start site, located on the American Union Elementary School campus since 1993, has had a steady decrease in enrollment due to a decrease of low-income families living in that community.

The Firebaugh Head Start is currently on the outskirts of town in an old Army barracks in need of extensive repairs. The Firebaugh La-Deltas Unified School District has made 2 ½ acres of centrally located land at Bailey Elementary School available for the modular classroom. After the modular has been moved to Firebaugh, the Firebaugh Head Start program will be moved from the Army barracks location to the new location at Bailey Elementary School.

The Head Start maintenance staff is in need of two additional vehicles, to accommodate new maintenance staff and as back up when vehicles are in for repair and maintenance services.

EARLY HEAD START:

It is staff recommendation to submit a FY 2005 Budget Modification for Early Head Start in the amount of: \$255,700

The FY 2005 budget modification will include \$255, 700 as down payment for a loan to construct the Early Head Start childcare center.

FCEOC previously purchased a 22, 000 square foot lot on the corner of Divisadero and Glenn in downtown Fresno for the purpose of constructing an Early Head Start childcare center. The current cost to construct the center is estimated at \$1,022,795. HHS will only grant an amount up to 25% for down payment and closing costs (\$255,700). The remaining 75% (\$767,095) must be financed, with monthly payments being paid through ongoing operating budgets.

The center will accommodate up to 32 children (0 to 3 years) and will primarily provide childcare for teenage parents attending the FCEOC School of Unlimited Learning, which is located one block south of the proposed childcare center. As slots are available, the center could also provide childcare for young parents living at the FCEOC Transitional Living Center, which is located only two blocks east of the proposed center. In addition, there are many low-income families in need of childcare living in close proximity to the proposed center.

The Department of Health and Human Services requires submission of budget modifications, approved by CWPC and the Board of Commissioners, no later than 45 days prior to the end of the fiscal year (December 30, 2005).

The deadline for submission for the FY 2005 Budget Modification for Head Start-Preschool and Early Head Start is November 15, 2005.

After a brief question and answer period, motion to approve the FY 2005 Head Start/ Early Head Start Budget Modification Proposals made by Elidora Williams and seconded by Ebony Taylor. Motion carried.

RED RIBBON
WEEK

Ms. Villalobos informed delegates at tonight's meeting of the Red Ribbon Week which will take place the week of October 24-28, 2005. Delegates at tonight's meeting received "Heroes Stand Up Against Drugs" key chains.

COUNTY-WIDE
PC ELECTIONS

Maggie Godinez, Parent Involvement Coordinator informed delegates at tonight's meeting of the County-Wide PC Elections that will take place on November 16, 2005 at Franklin Head Start.

Ms. Godinez informed delegates that at the November meeting, elections will be held for the CWPC Executive Board, which consists of Chairperson, Vice-Chairperson, Secretary, Treasurer, Sgt.-At-Arms, and Historian. Four (4) CWPC Committee Chairpersons and Early Head Start Chairperson will then be appointed to these positions by the CWPC Chairperson. Elections will be held by Secret Ballot. Alternates cannot run for office. Information regarding the upcoming elections will be mailed to delegates in their CWPC packet in November.

COUNTY-WIDE
PARENT
TRAINING

Ms. Villalobos, informed delegates that the County-Wide Parent Training that was held on Friday, October 7, 2005 at the Fresno Convention Center – New Exhibit Hall in Fresno.

At this time, the following delegates gave a brief report on the County-Wide Parent Training:

Susie Phillips, delegates from Firebaugh Head Start-Preschool reported that the "Trashable To Teachables" workshop was very useful and informative. Staff did a great job on their presentation.

Her Vang, delegate from Funston Head Start-Preschool reported that workshops were very good and stated that "The most important thing a parent can do for their children is to be there for them". Ms. Vang enjoyed the Parent Training very much.

J. Butterfield, delegate from Brooks Head Start-Preschool enjoyed the Parent Training and gave thanks to all staff who was involved in putting the Parent Training together for the parents.

Patricia Villalobos, delegate from Caruthers Head Start-Preschool reported that she enjoyed the Parent Training and learned everyday activities that parents can do with their child and how to teach children to be responsible. Information given was very informative.

ANNOUNCEMENTS: Ms. Villalobos made the following Announcements:

1. November 2, 2005 – Executive Board Meeting at Kings Canyon Head Start-Preschool at 6:30 p.m.
2. November 11, 2005 – Veteran's Day Holiday – No School
3. November 16, 2005 – Next CWPC Meeting at Franklin Head Start-Preschool at 6:30 p.m.
4. November 24 & 25, 2005 – Thanksgiving Holiday – No School

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Monica Escobar and was seconded by Anita Corona. The meeting adjourned at 7:40 p.m.

Submitted By:

Esther Lepe
Recording Secretary

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

November 16, 2005

- CALL TO ORDER The meeting was called to order at 6:37 p.m. by Anna Olivas, CWPC Vice-Chairperson.
- ROLL CALL The roll was called by Ms. Olivas. The following members were present: Librada Miranda, Rosario Zafra, Patricia Villalobos, Maria Gallardo, Anita Corona, Melissa Bergman, Jennifer Summers, Jessica Chavez, Maria Salas, Maribeth Tamayo, Rachel Salinas, Ebony Taylor, Rocio Madrigal, Guadalupe Mercado, Raquel Jacobo, Susie Phillips, Carmen Herrera, Sharon Williams, Carla Villegas, Marlen Adame, Her Vang, Mauricio Esquivel, Patti Alvarado, Lucia Valadez, Cleotilde Toribio, Alicia Meza, Esau Meza, Azucena Mazaniegos, Gaspar Lopez, Andrea Muna, Virginia Reyes, Delores Arroyo, Maria Gastelum, Henry Ramirez, Kelly Torres, Petra Guerrero, Terri Granderson, Rebecca Carroll, Elena Torres, Levi Villa, Mario Diaz, Veronica Aguilar, Juanita Estrada, Rebekah Muniz, Laura Mendez, Guadalupe Santillan, Monica Escobar, Alma Ramirez, Rachel Carrillo, Dora Williams, Sylvia Noyes, Lynette Ratzlaff, Ken Licciardello, Tito Lucero, Rosario Cardenas, Anna Olivas and Liliana Munoz. A quorum was present.
- APPROVAL OF PREVIOUS MINUTES Motion to approve Minutes of October 19, 2005 was made by Maria Salas and seconded by Monica Escobar. Motion carried.
- COMMUNITY REPRESENTATIVE REPORTS Sylvia Noyes, Community Representative from Women's, Infants and Children (WIC) informed delegates at tonight's meeting that the WIC Program will be returning to the Executive Plaza, 1920 Mariposa Mall on December 12, 2005. Ms. Noyes reminded delegates to please keep their appointments at their appointed times.
- EOC COMMISSIONERS REPORT Tito Lucero, EOC Board Liaison informed delegates at tonight's meeting of the following:

Mr. Lucero presented the FCEOC Board of Commissioner's Minutes from September 28, 2005.

Motion to approve the minutes from the FCEOC Board of Commissioners meeting for September 28, 2005 was made by Jessica Chavez and seconded by Dora Williams. Motion carried.
- PERSONNEL COMMITTEE REPORT Melissa Bergman, CWPC Personnel Committee Chairperson informed delegates at tonight's meeting of the Personnel Committee Report. This report was distributed to delegates at tonight's meeting.

Ms. Bergman reported approval was needed for hirings and terminations of Head Start and Early Head Start staff. This information was distributed to delegates at tonight's meeting.

PERSONNEL
COMMITTEE
REPORT (Cont.)

Motion to approve Personnel Committee Report for the November 16, 2005 meeting was made by Ebony Taylor and seconded by Veronica Aguilar. Motion carried.

MONTHLY
FINANCIAL
STATUS REPORT

Susie Phillips, CWPC Treasurer informed delegates of the Monthly Financial Status Report for Head Start and Early Head Start. This report was mailed to delegates prior to tonight's meeting.

Ms. Phillips reported that the Monthly Financial Status Report shows all expenditures for the entire Head Start and Early Head Start programs for the month of October, 2005 and year-to-date.

Motion to approve the Monthly Financial Status Report for October 2005 was made by Andrea Muna and seconded by Maria Gastelum. Motion carried.

ADA REPORT

Ms. Olivas informed delegates at tonight's meeting of the October Average Daily Attendance (ADA) Report for Head Start-Preschool center base, Home Base and Early Head Start programs. The ADA Reports were distributed to delegates at tonight's meeting.

For October 2005 the ADA for Head Start-Preschool centers was at 87% which is above the recommended ADA rate of 85%. The ADA for Home Base was at 96% which is above the recommended ADA rate of 85%.

For October 2005 the overall ADA for Early Head Start is at 78% (includes HHS and First 5 funds). Analyses of all areas below the recommended 85% ADA have been done.

Ms. Olivas informed delegates to take this information back to their Local Policy Council at their center/home base areas and share with the parents.

Motion to approve the ADA Reports for October 2005 for Head Start-Preschool and Early Head Start was made by Carla Villegas and seconded by Maria Diaz. Motion carried.

2005-2006
CLUSTER
SYSTEM FOR
ELECTIONS

Maggie Godinez, Parent Involvement Coordinator informed delegates of the 2005-2006 Cluster System for elections for all areas. Voting will be by secret ballot, if there is more than one person nominated for office.

Ms. Mizumoto and Ms. Godinez explained the duties and responsibilities of the CWPC officers as each position were opened up to the floor.

Ms. Godinez requested the delegates complete the Committee Selection form prioritizing the committees on which they wish to serve. The Chairperson will then appoint the members based on their choices and the by-laws. All committee members will receive training before they take on their duties.

At this time, Patricia Villalobos, CWPC Chairperson arrived and Ms. Olivas turned over the meeting to her.

2005-2006
CWPC
OFFICER
ELECTIONS

Nominations were opened for **Chairperson**. The following persons were nominated: Jessica Chavez, Susie Phillips, Dora Williams, Virginia Reyes, Patricia Villalobos and Lucia Valadez.

Motion to close nominations and to accept Jessica Chavez, Susie Phillips, Dora Williams, Virginia Reyes, Patricia Villalobos and Lucia Valadez as candidates for Chairperson was made by Veronica Aguilar and seconded by Monica Escobar. Motion carried.

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

Susie Phillips (Firebaugh Center Base Delegate) was elected Chairperson.

Nominations were opened for **Vice-Chairperson**. The following persons were nominated: Dora Williams, Lucia Valadez and Jessica Chavez.

Motion to close nominations and accept Dora Williams, Lucia Valadez and Jessica Chavez as candidates for Vice-Chairperson was made by Rocio Madrigal and seconded by Melissa Bergman. Motion carried.

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

Lucia Valadez (Jefferson Center Base Delegate) was elected Vice-Chairperson.

At this point in the meeting, a "Door Prize" drawing was conducted. The following delegates received a Turkey:

Carmen Herrera, Fowler Home Base Delegate
Rachel Salinas, Early Head Start Delegate

Nominations were opened for **Secretary**. The following persons were nominated: Jessica Chavez and Kelly Torres.

Motion to close nominations and accept Jessica Chavez and Kelly Torres as candidates for Secretary was made by Dora Williams and seconded by Jennifer Summers. Motion carried.

Jessica Chavez (Dakota Circle Center Base Delegate) was elected Secretary.

Nominations were opened for **Treasurer**. The following person was nominated: Dora Williams.

Motion to close nominations and accept Dora Williams as candidates for Treasurer was made by Elena Torres and seconded by Maribeth Tamayo. Motion carried.

Dora Williams (Yosemite Center Base Delegate) was elected Treasurer.

Nominations were opened for **Sgt.-At-Arms**. The following person was nominated: Guadalupe Santillan.

Motion to close nominations and accept Guadalupe Santillan as candidates for Sgt.-At-Arms was made by Henry Ramirez and seconded by Andreas Muna. Motion carried.

Guadalupe Santillan (Selma Home Base Delegate) was elected Sgt.-At-Arms.

2005-2006
CWPC
OFFICER
ELECTIONS
(Cont.)

Nominations were opened for **Historian**. The following person was nominated:
Kelly Torres.

Motion to close nominations and accept Kelly Torres as candidates for Historian was made by Jessica Chavez and seconded by Guadalupe Mercado. Motion carried.

Kelly Torres (Mountain Area Home Base Delegate) was elected Historian.

SaRonn Mitchell, Family/Community Partnership/Parent Involvement Coordinator for Early Head Start explained that a representative from the Early Head Start program will also sit on the CWPC Executive Board. **Rachel Salinas** will be the representative for Early Head Start for the 2005-2006 school year.

At this period, Ms. Mizumoto extended gratitude of thanks to the outgoing CWPC Executive Board for the 2004-2005 school year for their dedication to the Head Start-Preschool and Early Head Start Programs. The following Executive Board members were present at tonight's meeting:

Patricia Villalobos	Chairperson
Anna Olivas	Vice-Chairperson
Lucia Valadez	Secretary
Susie Phillips	Treasurer
Rosario Cardenas	Historian
Liliana Munoz	Early Head Start

INSTALLATION
OF CWPC
OFFICERS

Ms. Mizumoto introduced the newly elected 2005-2006 CWPC Executive Board and congratulated all the officers and administered the oath of office to:

Susie Phillips	Chairperson
Lucia Valadez	Vice-Chairperson
Jessica Chavez	Secretary
Dora Williams	Treasurer
Guadalupe Santillan	Sgt.-At-Arms
Kelly Torres	Historian
Rachel Salinas	Early Head Start

All were congratulated with a round of applause. The passing of the gavel was conducted and Susie Phillips continued the meeting as newly elected Chairperson for the 2005-2006 school year.

LEGISLATIVE
UPDATE

Ms. Mizumoto informed delegates at tonight's meeting of the Legislative Update. She indicated that the latest Legislative Update is sent out to the centers and posted on the bulletin boards for parents review.

Senate and House Bills regarding Head Start was recently passed. Congress is debating about cutting programs that provide services to low-income families.

Friends of Head Start will keep you posted as more information develops in this area.

ANNOUNCE-
MENTS

Ms. Phillips made the following Announcements:

1. December 7, 2005 – CWPC Executive Board Meeting – Kings Canyon Head Start at 6:30 p.m.
2. December 14, 2005 – Next CWPC Meeting – Franklin Head Start-Preschool at 6:30 p.m.
3. December 19, 2005 – January 2, 2005 – Winter Break – No School

ADJOURNMENT

Motion to adjourn the meeting was made by Elena Torres and seconded by Rosario Cardenas. There being no further business to discuss, the meeting adjourned at 8:21 p.m.

Esther Lepe
Recording Secretary

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

December 14, 2005

- CALL TO ORDER The meeting was called to order at 6:34 p.m. by Susanna Phillips, CWPC Chairperson.
- ROLL CALL The roll was called by Lucia Valadez, CWPC Vice-Chairperson. The following members were present: Librada Miranda, Rosario Zafra, J. Butterfield, Maria Gallardo, Anita Corona, Melissa Bergman, Jennifer Summers, Jessica Chavez, Rachel Salinas, Ebony Taylor, Rocio Madrigal, Raquel Jacobo, Susie Phillips, Carmen Herrera, Sharon Williams, Marlen Adame, Her Vang, Stephanie Esquivel, Patti Alvarado, Viesha Marsaw, Lucia Valadez, Alicia Meza, Esau Meza, Pang Moua, Pedro Mazaniegos, Gaspar Lopez, Andrea Muna, Kelly Torres, Terri Granderson, Rebecca Carroll, Juanita Estrada, Fabiola Vite, Guadalupe Santillan, Monica Escobar, Renee Edwards and Rachel Carrillo.
- A quorum was not present at this time.
- Ms. Phillips informed delegates that due to a lack of quorum the meeting continued as informational. The delegates reviewed the minutes, personnel committee report and the financial status reports.
- At this time, a quorum was present and items were approved as follows:
- APPROVAL OF PREVIOUS MINUTES Motion to approve Minutes of November 16, 2005 was made by Andrea Muna and seconded by Guadalupe Santillan. Motion carried.
- EOC BOARD LIAISON REPORT Tito Lucero, EOC Board Liaison was unable to attend tonight's meeting due to the FCEOC Board of Commissioners Meeting being held tonight also.
- Motion to approve the EOC Board Minutes from October 26, 2005 was made by Jessica Chavez and seconded by Gaspar Lopez. Motion carried.
- COMMUNITY REPRESENTATIVE REPORTS No Community Representatives reports were given at tonight's meeting.
- PERSONNEL COMMITTEE REPORT Melissa Bergman, CWPC Personnel Committee Chairperson informed delegates at tonight's meeting of the Personnel Committee Report which is presented monthly to CWPC. Ms. Bergman reported approval was needed for hiring/firing/temporary appointment/transfer and resignations of Head Start and Early Head Start staff. This information was distributed to delegates at tonight's meeting.
- Motion to approve Personnel Committee Report for December 14, 2005 meeting, was made by Monica Escobar and seconded by Viesha Marsaw. Motion carried.

MONTHLY
FINANCIAL
STATUS REPORT

Ms. Bergman informed delegates of the Monthly Financial Status Report for Head Start and Early Head Start. This report was mailed to delegates prior to tonight's meeting.

MONTHLY
FINANCIAL
STATUS REPORT
(Cont.)

Ms. Bergman reported that the Monthly Financial Status Reports shows all expenditures for the entire Head Start and Early Head Start programs for the month of November, 2005 and year-to-date.

Motion to approve the Monthly Financial Status Report for November 2005 was made by Ebony Taylor and seconded by Anita Corona. Motion carried.

ADA REPORT

Lucia Valadez, CWPC Vice-Chairperson informed delegates at tonight's meeting of the November 2005, 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 November 2005 the ADA for Head Start-Preschool centers was at 85% which is at the recommended ADA rate of 85%. The ADA for Home Base was at 96% which is above the recommended ADA rate of 85%.

For November 2005 the overall ADA for Early Head Start is at 78% (includes HHS and First 5 funds). Analyses of all areas below the recommended 85% ADA have been done.

Motion to approve the ADA Reports for November 2005 was made by Jennifer Summers and seconded by J. Butterfield. Motion carried.

COMMUNITY
REPRESENTATIVES
SELECTIONS/
RECOMMEND-

Mr. Phillips advised the delegates of the Community Representative Selections. This information was mailed to delegates prior to tonight's meeting.

The CWPC Executive Committee has recommended the list of community representatives as presented to serve on the CWPC for the 2005-2006 school year.

The agencies recommended are: Central Valley Regional Center (CVRC), FCEOC Women, Infants and Children (WIC), Supportive Services, Inc. and Exceptional Parents Unlimited (EPU).

Alternates are: Fresno County Department of Human Services System, Fresno County Library and Parent Engagement Center.

Motion to approve the CWPC Community Representative Selections as recommended by the CWPC Executive Committee, was made by Irene Gomez and seconded by Librada Miranda. Motion carried.

At this time, Wyoma Lewis, Family Community/Services Director informed delegates at tonight's meeting that Naomi Quiring-Mizumoto, Assistant Executive Director was unable to attend tonight's meeting due to the FCEOC Board of Directors meeting also being held tonight.

LEGISLATIVE
UPDATE

Ms. Lewis informed delegates of the latest Legislative Update. She indicated that we received word that the House voted to pass the Labor HHS Conference Report which would cut Head Start services to low-income children and families by \$11 million dollars. These cuts will effect Head Start and Early Head Start programs nationwide.

We will keep you posted about the latest Legislative Updates as information is received.

Ms. Phillips added that as delegates it is our responsibility to share information that is discussed at our CWPC meetings at the centers/home base areas.

ANNOUNCE-
MENTS

Kelly Torres made the following Announcements:

1. December 16, 2005 – Last Day of School
2. December 19, 2005 through January 2, 2006 – Winter Break
3. January 3, 2006 – Classes Resume
4. January 4, 2006 – Executive Board Meeting at Kings Canyon Head Start-Preschool at 6:00 p.m.
5. January 16, 2006 – Martin Luther King Jr. Holiday – No School
6. January 18, 2005 – Next CWPC meeting at Franklin Head Start-Preschool at 6:30 p.m.

Rachel Salinas, Early Head Start delegate thanked the Head Start and Early Head Start staff for the FCEOC Head Start-Preschool Parent Handbook and Community Resource Booklet for the 2005-2006 school year. The information provided in this handbook is very beneficial to her and the family.

ADJOURNMENT

There being no further business to discuss, motion to adjourn the meeting was made by Jessica Chavez and seconded by Her Vang. Motion carried. The business meeting adjourned at 7:00 p.m.

CWPC
ORIENTATION

The parents were given an Officer/Delegate Orientation packet and agenda and provided all general information as outlined.

Ms. Lewis also requested delegates at tonight's meeting to fill out the "CWPC Delegate Profile" form which is needed by staff to contact the delegates. This information is kept confidential.

Esther Lepe
Recording Secretary

**EOC/ Local Conservation Corps
Advisory Committee Meeting
Minutes
December 8, 2005 MEETING**

Gary Newmark, Chairperson	P	Frank Rodriguez	A
Fran Bergmann/Vickie Pontius	A/P	James Hackett, Vice- Chairperson/Kelly Woodard	A/A
Dr. Robert Fox/ Dr. Lee Farley	P/P	Susan Schneider	P
Katrina Edwards/Nadine Ramos	A/P		
Jerry Haynes/Randall Cooper/Heather Heinks	P/A/ A	Amber Adams	P
Michael Kempllin-YouthBuild Policy Chair	A	Pastor Rufus Fruge	A
Daron Turner- President, Corpsmember Council	P	Daniel Renteria	P

Staff: Paul McLain-Lugowski, LCC Director
Joseph Crown, General Manager Enterprise Operations
Shawn Riggins, Program Manager (Recycling)
Tom Zizzo, Program Manager (YouthBuild)
Stacie Santiago, AmeriCorps Program Manager
Joseph Salvatierra, Construction Manager
Alicia Garcia, Office Manager

I. WELCOME AND CALL TO ORDER

Mr. Gary Newmark, Vice Chairperson, called the meeting to order at 12:20 p.m. Roll was called, and guests, along with staff, introduced themselves. The meeting was held at the Local Conservation Corps office.

II. GUEST PRESENTATION

Paul McLain-Lugowski introduced the guest speaker, Joseph Crown, LCC General Manager for Enterprise Operations, to the Committee. Joseph Crown presented to the Committee a power point presentation on the progress of the construction of EOC's Neighborhood Youth Center (NYC), LCC's future headquarters, located at California and C streets. Phase I of the NYC construction began in October 2005 with clean up of the site. The engineers contracted with LCC to provide labor. Corpsmembers were assigned to work alongside the engineers learning the surveying trade, using GPS systems, computers, lasers and radar, etc., as well as learning the staking process. LCC has self-contracted to do \$500,000 worth of work including: the block wall footings, block wall fence, cyclone fence, minor grading, all curb and gutter, and concrete sidewalks. Corpsmembers are currently building the six-foot block wall. As the wall goes up, A-frame scaffolds are set up to keep the wall level and plump. Corpsmembers have learned to mix mortar to the correct consistency, set the mortar and lay the blocks correctly, all the while keeping safe on the job. During Phase Two construction, LCC crews will pour the concrete foundation, frame, sheet, and set interior plumbing.

Joseph Salvatierra, LCC Construction Manager, provided the Committee with a brief overview on the training he recently attended to become certified to teach a construction curriculum to corpsmembers. It takes approximately one school year to complete the training. Once corpsmembers complete the training they will receive a certificate of completion which prepares them for entry into an apprenticeship program. The certificate indicates that they are safety oriented, and know how to use power tools etc.

III. REVIEW AND APPROVAL OF MINUTES: AUGUST 18, 2005

MOTION APPROVED

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

Paul McLain-Lugowski, LCC Director, provided the members with an update of current and pending work training projects. Several projects in particular were highlighted. Shawn Riggins, Program Manager, informed the Committee that LCC is in the process of becoming certified to collect and dispose of “E” waste throughout Fresno County. The program is scheduled to begin in mid-January, 2006. LCC will be working with the Electronic Recyclers of America, based in Fresno, to provide services to local business, schools and at special events. Special events will be set up for private citizens to drop off their “e” waste 2-3 times per year. This service will be provided free of charge.

LCC is currently operating a grant in partnership with the City of Clovis and Fresno Metropolitan Flood Control Irrigation District to collect waste tires. The first Waste Tire Amnesty Day was held last November 19th. Residents dropped off waste tires free of charge. Tires were then transported to a recycling facility in Los Banos. The goal is to collect 20,000 tires throughout the next three amnesty days.

Stacie Santiago, AmeriCorps Program Manager, provided the Committee with an update on the Fresno Safe and Proud Neighborhoods Program (FSPN). AmeriCorps members set up a call center to return phone calls to Fresno residents asking how they could help the victims of hurricane Katrina. AmeriCorps members returned phone calls and connected residents with the right organizations. Members also set up a database to match the needs identified by victims who had relocated to Fresno. In November, 27 AmeriCorps members graduated from the 2004-2005 program year. The 2005-2006 program year begun in September; 36 members are currently enrolled. Sue Carter, Corpsmember Development Specialist was hired during this quarter. Three AmeriCorps members were dispatched to Florida and Louisiana to work in the shelters for Katrina and Wilma victims. AmeriCorps members celebrated “Make A Difference Day” in October, and created and operated “Harvest Day Festival” for the Fresno Police Activities League (PAL). Members are currently working on Martin Luther King Jr. event plans which include replacing neighborhood watch signs and/or removing graffiti.

Joseph Crown, General Manager, informed the Committee that the Sunset Basin Jr. Golf Driving Range project was completed during this quarter and that a contract for grounds maintenance with the Housing Authority has been extended through 2007. This contract employs fifteen corpsmembers.

Paul McLain-Lugowski, LCC Director, introduced the next guest speaker, Jerry Haynes, Assistant Director of the City of Fresno Parks, Recreation, and Community Services Department. Mr. Haynes provided the committee with a brief update of the “S” Village project. “S” Village is a partnership of EOC and Spano Enterprises to develop an intergenerational village (seniors and family housing). A site for the project has yet to be identified and secured. The idea of the village is to create interdependence between seniors and families, and to provide job training, employment, an education, child care, and other services to the residents.

EOC Local Conservation Corps Projects (* indicates pending)	
01. City of Fresno Public Works - Traffic Medians and Islands Maintenance and Mowing	17 corpsmembers
02. City of Fresno Maintenance of LLMD and CFD	5 crews
03. *City of Fresno Parks Mowing	1 crew
04. *City of Fresno Medians Concrete Installation	1 crew

EOC Local Conservation Corps Projects (* indicates pending)	
05. Head Start Grounds Maintenance Project	4 corpsmembers
06. Executive Plaza Grounds Maintenance	4 corpsmembers
07. Executive Plaza Janitorial	3 corpsmembers
08. Department of Conservation Recycling Program	28 corpsmembers
09. DOC CALCC GIS/GPS Project	Several corpsmembers
10. *DOC competitive application – partnership with CSUF	
11. County DOC per capita (collection in schools)	1 crew
12. "E" Waste Recycling Certification	1 crew
13. California Conservation Corps	6 corpsmembers
14. YouthBuild (HUD) CURE/Habitat	16 corpsmembers
15. YouthBuild USA/AmeriCorps NYC (yr 2)	12 corpsmembers
16. YouthBuild/Home Depot Partnership (Community enhancements)	
17. YouthBuild IDA	All corps eligible
18. YouthBuild USA Gates Foundation	YB corpsmembers
19. YouthBuild/SHE/RHED Biola project	2 crews
20. YouthBuild USA – DOL – Inmate Transition Program (yr 1-2)	22 corpsmembers
21. YouthBuild/SHE (HUD) 05	20 corpsmembers
22. YouthBuild USA Capacity Building Initiative	
23. *YouthBuild USA non-construction training demonstration project	
24. LIHEAP	Several Crews
25. National Association of Service and Conservation Corps - Ed Award Only	90 awards
26. Fresno Safe and Proud Neighborhoods (AmeriCorps) (06)	40 corpsmembers
27. "I'm the BOSS" (Business Opportunities for Sustained Success) - entrepreneurial training	20-30 corpsmembers
28. NYC – OCS Job Creation Proposal (Enterprise Operations Division)	72 new jobs
29. Wells Fargo Loan Fund	Entrepreneurial training
30. Neighborhood Youth Center (Park Bond Prop 12 Murray-Hayden)	LCC and Contractor
31. Prop 12 and 40 Formula - Neighborhood Youth Center	Several crews
32. Urban Parks (04) NYC	Crews/contractor
33. Sunset Basin Jr. Golf course/driving range	1 crew
34. Universal Lifeline Telephone Services	1 crew
35. Inmate Transition Support Services	90 clients
36. Enterprise Operations (moving, document management - storage, shredding, recycling)	crews, as needed
37. Housing Authority Vacancy Preparation	1 crew
38. Housing Authority Districts Maintenance and Improvement Services	Several Crews
39. Housing Authority Cooler/Heater Servicing	1 crew
40. Housing Authority Districts Grounds Maintenance	Several crews
41. Metro Flood Control Basin Maintenance (undeveloped Unit A) Years 1,2,3 (9/03 – 8/06)	Several Corpsmembers
42. *Metro Flood joint partner park projects (Fairgrounds, Manchester Center, Hughes/McKinley, Adams School)	Several crews
43. Metro Flood Control Basin grading	1 crew
44. *S Village	
45. E-rate discount telecommunications	
46. *Ludwick Foundation	
47. CIWMB Waste Tire Collection Program (FID, Clovis, FMFCD)	1 crew
48. Fresno Irrigation District (03-05) cleanup	1 crew
49. FID 80-acre cleanup/grading	1 crew
50. *NASCC Youth Civic Justice Corps	Numerous cms
51. Jensen Sports Complex (installation of two tot lots)	1 crew

EOC Local Conservation Corps Projects (* indicates pending)	
52. Mosqueda Park BMX/Skate Park construction (Prop 40 City of Fresno)	Several Crews
53. Governor's Discretionary Funds (EOC/LCC and CALCC)	
54. City of Clovis weed abatement bid (2005)	1 crew
55. City of Clovis deconstruction (several sites)	1 crew
56. City of Clovis Park Development	1 crew
57. Self Help Enterprises Vineyard Removal (Madera)	1 crew
58. Self Help Enterprises Vineyard Removal (Biola)	1 crew
59. EOC 15% WIA Incarcerated Youth Project	Eligible Youth Referrals

V. CORPSMEMBER DEVELOPMENT REPORT

Shawn Riggins, Program Manager, informed the Committee that elections for the Corpsmember Council took place in November. The Council consists of a President, Vice-President, Secretary and Treasurer. The Council serves as the voice of the corpsmembers and the liaison between corpsmembers and LCC staff. Shawn Riggins introduced Daron Turner, Corpsmember Council President, who provided the Committee with an update on corpsmember activities. The Council is currently involved in the planning of the Holiday Party, which will be held on December 16 at the Fresno Fairgrounds agriculture building. All corpsmembers are invited to participate and bring their children. Toys will be distributed to all corpsmembers' children registered for Toys-For-Tots. During the Thanksgiving holiday, the Council distributed turkeys to all corpsmembers and staff. The Council is planning a fundraiser to sponsor more activities for the corpsmember population. Daron Turner informed the Committee that he has been at the LCC for approximately one year. He started working on the ponding basins and is currently working on a recycling crew. Daron plans to go back to school and finish his degree in Anthropology.

VI. COMMUNITY SERVICES ACTIVITY REPORT

DATE:	EVENT	HOW MANY ATTENDED
8/06/05	Kaiser Permanente's "Neighbors in Health" Health Fair/ULTS Booth	1 Staff 1 Corpsmember
8/11/05	Fresno Fulton Mall-Fulton Plaza Thursdays/Provided recycling services	3 Staff 6 Corpsmembers
8/18/05	Fresno Fulton Mall-Fulton Plaza Thursdays/Provided recycling services	3 Staff 6 Corpsmembers
8/25/05	Fresno Fulton Mall-Fulton Plaza Thursdays/Provided recycling services	3 Staff 6 Corpsmembers
9/01/05	Fresno Fulton Mall-Fulton Plaza Thursdays/Provided recycling services	3 Staff 6 Corpsmembers
9/10/05	California State University - Fresno Tailgate/Provided recycling services	4 Staff 11 Corpsmembers
9/11/05	10 th Annual Children's Festival 2005/ULTS Booth	1 Staff 2 Corpsmembers
9/16/05 to 9/18/05	Mexican Independence Celebration - Downtown Fresno/Provided recycling services	3 Staff 7 Corpsmembers
9/24/05	Southwest Police Dept. Weed & Seed/True Vine Community Church & West Fresno Health Care Coalition "Bring Broken Neighborhoods Back to Life" Block Party/ULTS booth	1 Staff 2 Corpsmembers
9/24/05 9/25/05	City of Clovis/Clovis Fest/Provided recycling services	3 Staff 7 Corpsmembers
9/27/05	California State University - Fresno Tailgate/Provided recycling services	4 Staff 11 Corpsmembers
10/11/05	EOC Early Head Start Health Fair/ULTS Booth	1 Staff 2 Corpsmembers
10/08/05 10/09/05	Civil War Reenactment at Kearny Park/Clean up, and provided recycling services	3 Staff 10 Corpsmembers
10/15/05	California State University - Fresno Tailgate/Provided recycling services	4 Staff 9 Corpsmembers

DATE:	EVENT	HOW MANY ATTENDED
10/21/05	John Muir Elementary School Multi-Cultural Celebration/ULTS Booth	1 Staff 2 Corpsmembers
10/21/05	Police Activities League Harvest Festival	AMC Corpsmembers32
10/22/05	Fresno Zoo - ZooBoo/Provided recycling services and recycling education	1 Supervisor 2 Corpsmembers
10/22/05	Fresno's 2005 Make a Difference Day	2 Staff
10/22/05	California State University-Fresno Independent Living Program Fourth Annual Kick-Off/ULTS Booth	1 Staff 2 Corpsmembers
10/23/05	7 th Annual Huron Health Fair/ULTS Booth	1 Staff 2 Corpsmembers
10/27/05	City of Orange Cove/Sheriff's Department Haunted House/Assisted with set-up and clean-up	2 Staff 6 Corpsmembers
10/28/05	Biola Raisin Harvest Parade and Festival/ULTS booth, and provided recycling services and recycling education	2 Staff 4 Corpsmembers
11/05/05	California State University - Fresno Tailgate/Provided recycling services	4 Staff 8 Corpsmembers
11/10/05	California State University - Fresno Tailgate/Provided recycling services	4 Staff 6 Corpsmembers

Meeting Adjourned 1:04 p.m. by Gary Newmark, Vice Chairperson.

Respectfully Submitted,

Paul McLain-Lugowski
EOC Local Conservation Corps Director

Sanctuary SafePlace Outreach & Shelter Operations Advisory Board
Thursday, December 1, 2005
12:00 – 1:30 p.m.

MINUTES

I. CALL TO ORDER

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

II. ROLL CALL

Members Present:

Beverly Raine, *Chair*, Business Rep
LeeAnn Parry, *Vice Chair*, Health Rep
Tom Nino, *Secretary*, Social Services Rep
Kathleen Fernandez, EOC Commissioner
Al Galvez, Business Rep
Pam Georgeson, Business Rep
Shelley McHenry, Business Rep
Dr. Chris Perkins, Health Rep
Jim Petty, Rural Business Rep
Shirley Sanchez, Social Services Rep
Chris Esqueda, *SOS AmeriCorps*, Youth Rep
Mackenzie Johnson, *SOS AmeriCorps*, Youth Rep
Jessica Valverde, *TLC resident*, Youth Rep

Members Excused:

Trish Studt, Education Rep

Members Absent:

Sandy Davis, Public Agency/Social Services Rep
Tim Welch, Business Rep

Guests Present:

Melissa Diaz, TLC Intern
Julia Childs, PG&E
Steve Coleman, Contactor

Staff Present:

Katrina Edwards, Interim Project Director
Joe Martinez, SafePlace Coordinator
Marilyn Wheeler, Board Assistant

III. APPROVAL OF MINUTES

September minutes approved as read. M/S/C Galvez/Georgeson

IV. APPROVAL OF RECOMMENDED REVISIONS TO THE BY-LAWS

Katrina shared with the board at the September meeting that the EOC commissioners recommended changes be made to the by-law revisions. The requested changes required additional language to justify why an officer would be considered for removal from office. The executive committee met and reviewed Article IV, Section 5, and Article VI, Sections 5 and 6, then drafted recommended changes. These revisions were reported to the full Advisory Board for consideration, review, and discussion. Upon approval, the by-laws will be forwarded to the EOC Board of Commissioners for final approval to implement. A motion was made to approve the by-laws as amended. M/S/C Petty/ Sanchez

V. INTERIM PROJECT DIRECTOR'S REPORT

A) Nominations for 2006 Advisory Board Officers

Staff will be compiling a slate of nominations for the 2006 Advisory Board officers at and after the December meeting. At the February meeting, the nominations will be presented to the Advisory Board to vote on. If by-laws are approved as revised, future year's nominations will be accepted in November, voted on in December, and the new officers will assume their positions in January. In addition, the Law Enforcement representative seat currently needs to be filled. Beverly Raine and Katrina will coordinate on recruitment of possible Law Enforcement candidates to fill this seat.

B) Status of Attaining Board Member Statements & Fingerprint Clearances

Katrina reminded Board members to please sign and return the Board of Directors statement identifying they have received the booklet (Facts you Need to Know Group Home Board of Directors) and to also have their fingerprints completed as soon as possible to meet licensing requirements.

C) Status of Grant Application & Donation Request Submissions

Katrina provided the Board with a list of grant applications submitted, which identified the awarded funding applications. The Sanctuary recently received \$10,000 from Granville Homes to purchase supplies for the Street Outreach program, and \$5,000 from the ~~47~~ Esno

Arts Council – Community Enrichment Program to be used for theater improvements.

D) Responses to Questions Posed at September Meeting

Katrina reported to the Board that all Shelter staff would be attending a Medications training by mid December. Also, reasons for past denials were clarified in regards to the Shelter's service capacity and licensing requirements. Additionally, a new service denial procedure has been implemented to ensure supervisor approval and proper documentation is attained for all denials.

E) Program Activity Reports & Service Updates

Katrina reported on the program service activities and demographic information for September and October. Historically, the number of clients served in the Shelter during the fall and winter months increases due to the inclement weather.

Due to maintenance issues, two TLC 1 apartments were temporarily unavailable, resulting in a slight decrease in clients served during the last two months; however, the issue has been resolved and the program is functioning at full capacity. After the 16-month "ramp up" of the TLC 3 program, all residential units in the facility have now been secured under Agency lease and the program is functioning at full capacity.

Joe Martinez reported on the SafePlace Outreach events, the Fresno County Substance Abuse and Alcohol Outreach project accomplishments, recent special recognitions, and upcoming events.

- Currently, there are 156 SafePlace locations throughout the County of Fresno.
- Twenty groups (totaling 648 youth) participated in Substance Abuse presentations, including youth from the Shelter, TLC's, Street Outreach, School of Unlimited Learning, and County ILP.
- On Wednesday, November 23, the annual Sanctuary Thanksgiving Luncheon was held, serving more than 250 SOUL students and families, TLC residents, LCC members and Sanctuary program staff.
- On Saturday, December 3, the 12th annual Making Spirits Bright event will be held at Susan B. Anthony Elementary School from 12noon to 3:00pm.

VI. OTHER BUSINESS

Beverly Raine shared with the Board members that invoices will be sent for Membership Fees during the month of December and due by March 2006.

In celebration of the Christmas holiday, boxes of See's Truffles were distributed to Board members in appreciation for their dedication and support to EOC and the Sanctuary Youth Project.

VII. NEXT MEETING DATE & PROPOSED AGENDA ITEMS

The next Sanctuary SafePlace Outreach and Shelter Operations Advisory Board meeting is scheduled for February 2, 2006 from 12:00noon – 1:30pm in the EOC Board Room.

VIII. MEETING ADJOURNED

The meeting adjourned at 1:03 p.m. M/S/C

Respectfully submitted,
Tom Nino, Secretary