



Moses Stites
Chairperson

Roger Palomino
Executive Director

**BOARD OF COMMISSIONERS MEETING
EOC BOARD ROOM, SUITE 310
WEDNESDAY, MARCH 24, 2004, 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	Approve	1
III. <u>Recognition of Dr. Luck and Maurice Castillo</u>	Stites		
IV. <u>Approval of Previous Minutes</u> February 25, 2004 meeting minutes	Stites	Approve	2
V. <u>Seating of Commissioner Magdaleno</u>	Stites	Approve	
VI. <u>Executive Director's Report</u>	Palomino	Information	
VII. <u>Executive Committee</u>	Stites	Approve	
A. March 10, 2004 meeting minutes			4
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3. State Prop 40 Park Bond Project NYC			8
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C. Refugee Services			
1. ORR Micro-enterprise Development Program			12
2. ORR Services for Recently Arrived Refugees			13
VIII. <u>Finance Committee Meeting</u>	Vang	Approve	
A. March 17, 2004 meeting minutes			14
B. Transit Systems Building Expansion			16
C. COLA			17
IX. <u>Human Resources Committee</u>	Swillis	Approve	
A. March 18, 2004 meeting minutes			18
B. Stat Report			20
X. <u>LCC Advisory Committee</u> February 19, 2004 meeting minutes	McCoy	Approve	21
XI. <u>Other Business/Public Comment</u> (This portion of the meeting is reserved for persons wishing to address the Board on items within jurisdiction but not the agenda. Comments are limited to five minutes.)			
XII. <u>Adjournment</u> (Items listed as information still leaves the option for guidance/direction by the Board.)			

Commissioners	Term Expiration	Target Area or Appointing/Nominating Org.	1/28	2/25	3/24	4/28	5/26	6/23	9/22	10/27	11/17	12/08
Tim Bakman	12/31/05	14th Senatorial District	X	X								
George Bleth	12/31/05	Area H	X	X								
Martin Castellano	12/31/05	Area C	X	E								
Ramon R. Dominguez	12/31/04	Area B	E	E								
Clyde Fannon	12/31/05	Area A	X	O								
Dr. Lee Farley	12/31/05	Community Colleges	X	X								
George A. Finley, Sr.	12/31/04	Board of Supervisors	X	X								
Charles Garabedian, Jr.	12/31/05	Malaga County Water District	X	X								
Theresa Hernandez	12/31/04	Foster Grandparents	E	X								
Myser Keels	12/31/04	Area E	O	O								
Jack Lara	12/31/04	Area F	E	O								
Marina Magdaleno	12/31/05	Board of Supervisors	X	X								
Rev. Paul McCoy	12/31/05	NAACP	X	O								
Vongsavanh Mouanoutoua	12/31/05	Lao Evangelical Church of Fresno	X	X								
Esther Padilla	12/31/04	CA Transplant Donor Network	E	O								
James Petty, Jr.	12/31/04	Housing Authority of Fresno	X	X								
Eugene Rico	12/31/05	Area G	X	E								
Jimi Rodgers	12/31/05	Association of Black Social Workers	E	X								
Jess Saldana	12/31/04	Area D	E	X								
Moses Stites	12/31/04	31st Assembly District	X	X								
Rev. E. Swillis	12/31/05	Mayor's Appointment	X	X								
Eva Torres	12/31/04	Valley Public Television	E	E								
Emilio Valle	12/31/04	Juvenile Court	X	E								
Peter Vang	12/31/04	30th Assembly District	X	E								
Present = X			16	13								
Absent = 0			1	5								
Excused = E			7	6								
Vacant = V			0	0								

(Rollcall.04)

**Fresno County Economic Opportunities Commission
Board of Commissioners Meeting
Wednesday, February 25, 2004
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Board Chair Stites at 7:04 p.m.

II. ROLL CALL

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

III. APPROVAL OF PREVIOUS MINUTES

M/S/C – Magdaleno/Finley to approve Board meeting minutes of January 28, 2004. All in favor.

IV. HEAD START PRESENTATION

Mizumoto gave an expanded report on Head Start and Early Head Start programs.

V. EXECUTIVE DIRECTOR'S REPORT

Palomino reported on the following EOC funding developments:

- HHS Runaway/Homeless Youth awarded \$167,000 per year for a five-year period to the Sanctuary Transitional Living Center.
- The Sanctuary Transitional Living Center in collaboration with the County of Fresno applied for a supportive housing grant in the amount of \$1 million.
- Health Services programs were refunded for FY 2004 in the areas of Title X Basic Contraceptive Services, Teensmart, Youth Health Initiative and Male Services.

The Local Conservation Corps was recognized by the Central Valley Safety Society for their ability to reduce accident and injury claims by 41% in FY 2003. Palomino commended Local Conservation Corps staff Paul McLain-Lugowski, Michelle Tutunjian and John Echols for their efforts and dedication to the LCC programs.

Palomino announced a transfer in Executive Plaza property management services from James Hendricks & Associates to the Local Conservation Corp.

Palomino will be attending the annual NACAA Conference in Washington D.C. on March 2-5.

The Evaluation Summary from the 2004 Board Retreat was distributed to Board Members for review.

VI. BOARD ACTIONS

M/S/C – Swillis/Finley to approve the following with the exception of item A.1: A.2) LCC Wells Fargo Technical Assistance Grant in the amount of \$100,000, B.1) RCC Great Valley Legaci Program application in the amount of \$19,990, B.2) RCC California Works for Better

Health California Endowment/Rockefeller application in the amount of \$20,000, and C) Transit Systems FY 2004/05 FTA Grant application to the State of CA in the amount of \$374,400. All in favor.

Magdaleno asked if the October 14, 2004 date listed on agenda item VI.-A.1 under the "Recommended Action" category was correct. It was noted the year should read "2003".

M/S/C – Swillis/Finley to approve agenda item A.1) LCC Fresno Metropolitan Flood Control District Basic Maintenance Contract in the amount of \$95,031.46 with a correction under "Recommended Action" category to read October 14, 2003. All in favor.

VII. STRATEGY COMMITTEE

No action at this time.

VIII. FINANCE COMMITTEE

M/S/C – Finley/Swillis to approve : A) February 18, 2004 meeting minutes, B) Quarterly Financial Report, and C) Funding List. All in favor.

IX. PENSION COMMITTEE

M/S/C – Rodgers/Finley to approve February 12, 2004 meeting minutes. All in favor.

X. SOUL GOVERNING COUNCIL

M/S/C – Swillis/Saldana to approve: A) January 13, 2004 meeting minutes and B) February 10, 2004 meeting minutes. All in favor.

XI. OTHER BUSINESS/PUBLIC COMMENT

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

XII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Roger Palomino
Board Secretary

EXECUTIVE COMMITTEE
March 10, 2004, 12:00 p.m.
Executive Conference Room
MINUTES

I. Call to Order

Chairperson Moses Stites called the meeting to order at 12:08 p.m.

II. Roll Call

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

Members Present: Moses Stites, Jess Saldana, Rev. Paul McCoy, Peter Vang, Tim Bakman, Theresa Hernandez, Eugene Rico, Rev. E. Swillis

Staff Present: Roger Palomino, Alma Kowalski, Naomi Mizumoto, Dawn Cagle, Paul McLain-Lugowski, Lalo Acevedo, Carolyn Moreno

III. Head Start/Early Head Start PRISM Self-Assessment

Mizumoto presented the PRISM self-assessment questionnaire to the Executive committee. The committee was asked to fill out a questionnaire and return it to Head Start upon completion. Discussion.

IV. Grant Applications/Contract Renewals

A. Local Conservation Corps

McLain-Lugowski requested approval of the following :

1. DOC Annual Grant Renewal – Submission of a grant application for FY 2004/2005 to the Department of Conservation in the amount of \$1,307,529 for recycling services.

M/S/C – Swillis/McCoy to approve submission of grant renewal for FY 2004/2005 to the Department of Conservation in the amount of \$1,307,529 for recycling services. All in favor.

2. State Proposition 12 Park Bond Project–Neighborhood Youth Center – Submission of a revised grant application requesting \$156,000 from the California Conservation Corps for recreational improvements at the Neighborhood Youth Center child care facility.

M/S/C – Saldana/Vang to approve submission of revised grant application requesting \$156,000 from the California Conservation Corps for recreational improvements at the Neighborhood Youth Center child care facility. All in favor.

3. State Proposition 40 Park Bond Project–Neighborhood Youth Center – Submission of a proposal in the amount of \$1,240,910 to the California Conservation Corps for acquisition and development of the Neighborhood Youth Center.

M/S/C – Hernandez/Rico to approve submission of proposal in the amount of \$1,240,910 to the California Conservation Corps for acquisition and development of Neighborhood Youth Center. All in favor.

4. DOC State-wide Competitive Grant – Submission of an application to the Department of Conservation to fund a targeted city-wide beverage container recycling initiative.

M/S/C – Swillis/Rico to approve submission of an application to the Department of

Conservation to fund a targeted city-wide beverage container recycling initiative. All in favor.

5. Property Purchase–Neighborhood Youth Center – To authorize Executive Director to negotiate and purchase property owned by the City of Fresno Redevelopment Agency for the purpose of constructing a Neighborhood Youth Center. The Redevelopment Agency has expressed it is willing to offer the site to EOC at a appraised value of \$150,000.

M/S/C – Swillis/Rico to approve authorization for Executive Director to negotiate and purchase property owned by the City of Fresno Redevelopment Agency for the purpose of constructing a Neighborhood Youth Center. All in favor.

B. Refugee Services

Acevedo requested approval and submission of the following:

1. ORR Micro-enterprise Development Program Renewal – Renewal of a Refugee Micro-enterprise Development Program grant application in the amount of \$280,156 to the Department of Health and Human Services. The project period for this grant is 9/30/04 through 9/20/05.

M/S/C – Rico/Vang Rico to approve renewal of Micro-enterprise Development Program grant application in the amount of \$280,000 to the department of Health and Human Services for the period of 9/30/04 through 9/20/05. All in favor.

2. ORR Services for Recently Arrived Refugees – Ratify an application in the amount of \$200,000 to the Department of Health and Human Services to deliver services to refugee arrivals. The project period is 10/01/04 through 2/28/06. The application was submitted by 2/28/04.

M/S/C – Vang/Rico to approve ratification of an application in the amount of \$200,000 to the Department of Health and Human Services to deliver services to refugee arrivals for the period of 10/01/04 through 2/28/06. All in favor.

V. Other Business

Palomino informed the committee of the following:

- A. Annual Community Contributor’s Luncheon – To be held on Tuesday, March 16th from 12:00 –1:30 p.m. at the American Legion Building located at 3509 North First Street for community members, businessmen and volunteers who supported the Sanctuary in 2003.
- B. Health and Human Services (HHS) Monitoring – A monitoring visit of the Sanctuary by the Department of Health and Human Services is scheduled for March 23rd and 24th. A meeting prior to the monitoring visit will require attendance of board members.
- C. Annual “Empty Bowls” Dinner – This fundraising event will be held on Tuesday, March 16th. A portion of the proceeds will benefit the Sanctuary program.

Cagle provided union information to the committee. Discussion.

VI. Adjournment – There being no further business, the meeting was adjourned at 1:00 p.m.

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

Respectfully Submitted,

Moses Stites, Chairperson

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 10, 2004	Program: EOC/Local Conservation Corps
Agenda Item No.: VII.-B.1	Director: Paul McLain-Lugowski
Item: Department of Conservation Annual Grant Renewal	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To approve the submission of a grant application for Fiscal Year 04-05 in the amount of \$1,307,529 (plus cost of living adjustment) to the Department of Conservation for recycling services provided by the EOC Local Conservation Corps.

BACKGROUND:

Through the Division of Recycling, the Department of Conservation (DOC) administers the California Beverage Container Recycling and Litter Reduction Act, which governs the recycling of California Redemption Value (CRV) beverage containers. The goal of the Act is to achieve an 80% beverage container recycling rate in California. In an effort to increase beverage container recycling, the Department is seeking highly innovative proposals to collect significant volumes of CRV beverage containers in public venues.

ISSUE:

The LCC has operated a county-wide recycling program since 1993. The program is funded through unredeemed CRV beverage containers. Funds provided by this grant allow the LCC to assist the City and County of Fresno in meeting their AB 939 obligations. The LCC recycling program consists of several projects that offers the residents of Fresno County the opportunity to recycle at and away from home. Included in these projects are our Rural Curbside Project that allows the residents of Biola, Orange Cove, and Parlier the opportunity to recycle at home; our Schools Recycling Project which introduces recycling to students throughout the County; our Business Recycling Project targeting CRV generating businesses; and the Special Events Recycling which services special events and businesses/organizations in the High Sierra Mountains.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 8, 2004	Program: EOC/Local Conservation Corps
Agenda Item No.: VII.-B.2	Director: Paul McLain-Lugowski
Item: State Proposition 12 Park Bond Project - Neighborhood Youth Center	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To approve the submission of a revised grant application requesting \$156,000 from the California Conservation Corps for recreational improvements at the LCC Neighborhood Youth Center Child Care facility. Funds are authorized by the Safe Neighborhood Parks, Clean Water, Clean Air Coastal Protection Bond Act of 2000 (Proposition 12), and Public Resources Code Sections 14000 - 14406.

BACKGROUND:

The Safe Neighborhood Parks, Clean Water, Clean Air Coastal Protection Bond Act of 2000 (Proposition 12) was approved by California voters in November, 1999 and signed into law by Governor Davis on July 1, 2000. The Bond Act provides \$12.5 million for local conservation corps statewide, divided equally among the state's eleven local conservation corps. Funds must be used for capital improvements on park lands and cannot be used for routine maintenance of facilities.

ISSUE:

EOC's Local Conservation Corps is preparing an application to provide for recreation improvements at the proposed LCC Neighborhood Youth Center (NYC). Park bond funds will be used to complete a portion of the improvements during the next fiscal year (03-04).

The recreation improvements will consist of construction of a play yard and accompanying features, including playground equipment, landscaping, irrigation and turf, fibar pit, tricycle path, sidewalks, and fencing. The majority of the work will be performed by LCC crews. This funding is part of EOC's annual apportionment under the 2000 Bond Act.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 8, 2004	Program: EOC/Local Conservation Corps
Agenda Item No.: VII.-B.3	Director: Paul McLain-Lugowski
Item: State Proposition 40 Park Bond Project - Neighborhood Youth Center	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To approve the submission of a proposal in the amount of \$1,240,910 to the California Conservation Corps for acquisition and development of the LCC's Neighborhood Youth Center. Funds are authorized by the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 (Proposition 40).

BACKGROUND:

The California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 (Proposition 40) provides \$15 million for the acquisition, renovation and/or construction of environmental youth service centers operated by local conservation corps statewide.

ISSUE:

EOC's Local Conservation Corps will submit a proposal to the California Conservation Corps detailing the use of its \$1,240,910 allocation for the LCC Neighborhood Youth Center. Funds will be used primarily for the Administration/Education Building which will house the LCC's administrative services, classrooms and offices for EOC's School of Unlimited Learning satellite, case management offices, and conference rooms. Funding will also support off-site improvements such as landscaping, parking, and sidewalks. Funds will be released July 1, 2004, subject to an approved state budget. The project provides outstanding opportunities to train corpmembers in the construction trades under the supervision of LCC construction supervisors.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 10, 2004	Program: EOC/Local Conservation Corps
Agenda Item No.: VII.-B.4	Director: Paul McLain-Lugowski
Item: DOC State-wide Competitive Grant Program	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To approve the submission of an application to the Department of Conservation to fund a targeted city-wide beverage container recycling initiative.

BACKGROUND:

Through the Division of Recycling, the Department of Conservation (DOC) administers the California Beverage Container Recycling and Litter Reduction Act, which governs the recycling of California Redemption Value (CRV) beverage containers. The goal of the Act is to achieve an 80% beverage container-recycling rate in California. In an effort to increase beverage container recycling, the Department is seeking innovative proposals to collect significant volumes of CRV beverage containers in public venues.

ISSUE:

The focus of this grant solicitation is the development of projects that would allow the public to “recycle away from home, specifically at business locations.” There is a need for recycling containers to be placed next to trash receptacles at many of the gas stations along State Route (SR) 99 and 41 running through the City of Fresno. Every day, thousands of motorists drive along these highways and many of them stop to refuel their vehicles. Many of these fueling stations offer “convenience” stores that sell CRV beverage containers to their customers. The LCC is proposing to purchase convenient and secure recycling containers to be placed at several major gas stations/truck stops along the portions of SR 99 and 41 running through the City of Fresno. The bins would be clearly marked and would utilize the Department of Conservation’s (DOC) recycling theme, “Recycling. It’s good for the bottle. It’s good for the can”. Our LCC crews would place and then service these receptacles for the participating stations.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 10, 2004	Program: EOC Local Conservation Corps
Agenda Item No.: VII.-B.5	Director: Paul McLain-Lugowski
Item: Property purchase - Neighborhood Youth Center (NYC)	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To authorize the EOC Executive Director to negotiate and purchase property owned by the City of Fresno Redevelopment Agency for the purpose of constructing a Neighborhood Youth Center (NYC) offering comprehensive youth development services operated by EOC’s Local Conservation Corps (LCC). The Redevelopment Agency has expressed it is willing to offer the site to EOC at its appraised value of \$150,000. The negotiated price will be included in a Disposition and Development Agreement which must be approved by the Fresno City Council.

BACKGROUND:

EOC’s Local Conservation Corps has been seeking expanded facilities for its youth development services. The LCC’s current facilities, located at 1371 Stanislaus Street, are inadequate to house the expanded services for youth corpsmembers the program has developed over the years. The LCC now enrolls approximately 250 corpsmembers per year (120 slots). The current facility lacks sufficient program space, office space, conference areas, and parking. Most of the LCC’s vehicles are being parked at EOC’s transit yard and these must soon be relocated again, due to expansion plans at the EOC Transit site.

ISSUE:

EOC’s Local Conservation Corps has secured funding for the purchase of 6.2 acres of Redevelopment property generally bordered by Freeway 99 (east), San Benito (north), C and Elm Streets (west), and Lorena Street to the south for the development of the Neighborhood Youth Center. Once constructed, the NYC facilities would provide space for the LCC satellite of EOC’s School of Unlimited Learning, vocational technical training facilities, recreational amenities including a gymnasium, and child care facilities. The center would serve as the administrative hub for the Local Conservation Corps, though many services would also be available to the general public, subject to scheduling. Plans are now being drawn for the center; construction is anticipated to begin in April, 2004.

Fresno County **Economic Opportunities Commission**

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: 3-18-04	Program: EOC Local Conservation Corps
Agenda Item No.: VII.-B.6	Director: Paul McLain-Lugowski
Item: Fresno Grizzlies Stadium- Post Event Clean-up	Assistant Executive Director: Alma Kowalski
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify the submission of a bid proposal by EOC's Local Conservation Corps (LCC) to the Fresno Grizzlies baseball organization in the amount of \$179,856 for cleanup services provided by the LCC following all Grizzlies baseball games for the 2004 season. The bid was submitted at the request of the Grizzlies management on March 16, 2004. Additional fees will be charged for any non-baseball events the LCC is asked to provide services for.

BACKGROUND:

LCC has provided the Fresno Grizzlies with cleanup services following their baseball games and non-baseball events the past two seasons. New Grizzlies management has expanded the stadium clean-up/recycling duties to include stadium janitorial functions.

ISSUE:

EOC's Local Conservation Corps has the capacity and managerial depth to manage this project efficiently within budget. The LCC will utilize this contract to train young adult corpsmembers in the janitorial field. The contract is expected to last one year.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date:	Program: Refugee Services
Item Number: VII-C.1	Assistant Executive Director: Alma Kowalski
Item: Refugee Micro-enterprise Development Program Renewal	Program Director: Lalo Acevedo

RECOMMENDATION:

To approve the renewal of a Refugee Micro-enterprise Development Program (RMDP) grant application in the amount of \$280,156 for the term of one year to the Department of Health and Human Services Office of Refugee Resettlement (ORR). The project period for this grant is 9/30/2004 through 9/20/2005.

BACKGROUND:

The Department of Health and Human Services Office of Refugee Resettlement (ORR) issued a letter dated January 30, 2004 to EOC requesting a continuation application for FY 2004 (9/30/04-9/29/05) in the amount of \$241,487. The increase (\$280,156) is done with the understanding that FCEOC could request revolving loan funds beyond the first year's limit of \$50,000, and in anticipation of the new Hmong refugees due to arrive next year. The RMDP continuation application is for the 2nd year of a four-year grant.

EOC's Refugee Micro-enterprise Development Program will utilize ORR funds to assist 22 clients in obtaining loans for business startup or expansion. RMDP provides micro-loans and technical assistance to eligible low-income refugees who want to start or expand their own business.

Submission deadline is March 24, 2004.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 10, 2004	Program: Services for Recently Arrived Refugees
Agenda Item No.: VII-C.2	Director: Lalo Acevedo
Item: Office of Refugee Resettlement Services for Recently Arrived Refugees Application	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDATION:

To ratify the submission of an application in the amount of \$200,000 to the Department of Health and Human Services, Office of Refugee Resettlement (ORR) to deliver services to unanticipated refugee arrivals.

BACKGROUND:

Under this announcement ORR invited applications that proposed seventeen-month projects for a minimum of 100 refugees annually. This grant program is intended to provide services that respond to the needs of new refugee populations shortly after arrival into the community. The project period is October 1, 2004 through February 28, 2006. The application was submitted by the February 28, 2004 deadline.

It is anticipated that anywhere from 500-1,500 Hmong refugees will resettle in Fresno County based on research from Catholic Charities of Fresno (CCF). EOC is partnering with CCF, a National Voluntary Resettlement Agency, to provide emergency and non-emergency supportive services (i.e., shelter, clothing, food, WIC, refugee micro-loans, Head Start health, placement with host family, etc.) to approximately 500 new Hmong refugees due to arrive in Fresno County in November 2004 or earlier. The program seeks to provide services to the new Hmong refugees where linguistically or culturally appropriate services do not exist. The program will also facilitate the transition of the new Hmong arrival toward self-sufficiency.

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FINANCE COMMITTEE MEETING
WEDNESDAY, MARCH 17, 2004
EXECUTIVE OFFICE CONFERENCE SUITE 300**

MINUTES

I. Jim Petty called the meeting to order at 12:30 p.m.

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

Members:	Staff:
Jim Petty	Salam Mohammad
Gene Rico	Joe T. Martinez
Theresa Hernandez	

III. Approval of previous minutes – February 18, 2004.

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

IV. Approve Transit System’s Building Expansion:

Staff recommendation to approve a contract with Danco Construction Co. for the construction of the Transit System’s maintenance and wash facility was presented. The Council of Governments (COG) has approved the use of carryover funds for the construction.

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

V. Cost of Living Adjustment:

A recommendation to approve the cost of living adjustment (COLA) at the rate of 3% to be effective April 1, 2004 was presented. The COLA adjustment will increase cost to the programs, excluding Headstart, of approximately \$512,907.

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

VI. Audit Reports / Status:

(A) Fresno County Workforce Investment Board – A final determination letter dated February 2, 2003 was presented. The letter expressed satisfactory conclusion to all concerns except minor finding. The minor finding has been satisfied by the adjustment of costs from 02-03 period to 03-04 period.

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

VII. Other Business:

The next meeting set for April 21, 2004 at 12:30 p.m.

VIII. The meeting was adjourned at 12:44 p.m.

Respectfully submitted,

Jim Petty, Acting Chair

Fresno County **Economic Opportunities Commission**

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 24, 2004	Program: Transit Systems
Agenda Item No.: VIII.-B	Director: Gary Joseph
Item: Transit Systems Building Expansion	Assistant Exec. Director: Paul White
Committee: Finance	Executive Director: Roger Palomino

RECOMMENDATION:

Finance Committee recommends approval of Danco Construction Co. for the contract to furnish and erect two (2) pre-engineered steel buildings and accessories for the Transit System's maintenance and wash facility.

BACKGROUND:

The board approved at its November 19, 2003 meeting for the funding of the expansion of the maintenance and wash facility at the Nielsen Avenue complex.

The following bids were received for the two buildings:

<u>Bidder</u>	<u>Bid</u>
Hedman	\$176,500
Danco	\$175,625
Valley Steel	\$179,000

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 24, 2004	Program: Human Resources
Agenda Item No.: VIII.-C	Director: Dawn Cagle
Item: Cost of Living Adjustment-2004	Assistant Exec. Director: George Egawa
Committee: Finance	Executive Director: Roger Palomino

RECOMMENDATION: Finance Committee recommends approval of cost of living adjustment (COLA) at the rate of 3% to be effective April 1, 2004.

BACKGROUND: Through a survey of various agencies and governmental indices, as per the following table, we have determined an average COLA of 3.15% for 2004. The 3% COLA will increase cost to programs, excluding Headstart, of approximately \$512,907. This increase includes the increase in wages and an estimated increase in employee benefits.

**COLA SURVEY
March 2004**

<u>Agency/Resource</u>	<u>Increase</u>
Council of Governments	3.0%
Housing Authorities	2.3%
State of California	5.0%
Consumer Price Index	2.3%
Average	3.15%
Recommended Rate	3.00%

**Fresno County Economic Opportunities Commission
HUMAN RESOURCES COMMITTEE**

**March 18, 2004 – 12:00 Noon
Human Resources Office Conference Room**

Minutes

- I. The meeting was called to order by Theresa Hernandez at 12:15 p.m.
- II. Roll Call

Members present: Theresa Hernandez Vongsavanh Mouanoutoua
Charles Garabedian Emilio Valle

Staff present: George Egawa Dawn Cagle
- III. Approval of Previous Minutes, April 9, 2003

M/S/C (Garabedian/Hernandez) to approve minutes as presented.
- IV. Stat Report
A statistical report was presented covering the areas of Worker's Compensation injuries from 2000 to present, new hires and terminations for 2003, agency turnover rate, open positions for 2003 and Ethnicity and Gender data. Discussion.
- V. Management Training Series
A list of management training sessions for 2004 provided by the Human Resources Staff was reviewed. The classes are provided to assist management staff in dealing with Human Resources issues. The sessions included: 2004 Labor Law Update, Worker's Compensation/Safety Training, Attendance Issues, Human Resources Paperwork, Recruitment Process, How to Deal With Unacceptable Employee Behavior, Time Management, Workplace Violence, How to Conduct an Investigation.
- VI. Staff Relations Activities
Staff relations activities were reviewed and included the following:
 - A. Wellness Activities – developed to encourage employees towards a healthy lifestyle. The activities include a "Walking Buddy" program, Weight Watchers at Work, a health fair and walk and flu shots for employees at no cost.
 - B. Planned Events –
EOC Softball Team to begin March 25
Employee Appreciation March 25
Family Day at the Ball Park May 8
Poker Walk on the Mall and Wellness Fair May 19th and 20th respectively
- VII. Paperless Systems
The Human Resources and Finance Offices are reviewing systems to assist in becoming less paperwork intensive. The new HR system will allow management staff to receive reports and email notifications on important employee information. A new "Ecount Card" is available to employees as an alternative to direct deposit pay method. The Agency Intranet was launched in

January to provide important information and communication throughout the agency. Discussion.

VIII. Union Solicitation

The SEIU is soliciting at our Head Start centers. Federal law prohibits Head Start recipients from assisting, promoting or deterring union organizing. As such, it is Head Start's position that it is neutral with respect to union organizing. Discussion.

IX. Personnel Policy and Procedure Manual

The Personnel Policy and Procedure Manual has been updated to include new laws and human resources best practices.

M/S/C (Garabedian/Valle) to ratify the Executive Director's approval of the updated Personnel Policy and Procedure Manual.

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

Respectfully submitted,

Theresa Hernandez, Acting Chair

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: March 18, 2004	Program: Human Resources
Agenda Item No.: IX.-B	Director: Dawn Cagle
Item: Stat Report	Assistant Executive Director: George Egawa
Committee: Human Resources	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Information item for review.

BACKGROUND:

The following are statistical data for your review

New Hire/Terminations/Turnover Rate

Total number of employees as of December 31, 2003 1,111

Total New Hires	January - December	320
Total Terminations	January - December	240

Annual Turnover Rate for 2003:	17.3%
Annual Turnover Rate not including temporary employees:	14.0%

Open Positions

Open Positions for 2003: 100

EEO Data

Agency	Fresno County (+/-)		
<u>ETHNICITY</u>			
Caucasian	18.3%	39.7%	-21.7%
African American	12.3%	5.0%	+ 7.3%
Hispanic	56.1%	44.0%	+12.1%
Asian	12.3%	8.0%	+ 4.3%
Native American	0.2%	0.8%	- .6%
<u>GENDER</u>			
Female	78.5%	50.1%	+28.4%
Male	21.5%	49.9%	-28.4%

Worker's Compensation

The number of injuries from the year 2000 to 2003 have continued to decrease.

	<u># of Injuries</u>	<u>Average/Month</u>
2000 # of Injuries (January – December)	160	13.3
2001 # of Injuries (January – December)	141	11.8
2002 # of Injuries (January - December)	117	9.8
2003 # of Injuries (January – December)	108	9.0

**EOC/ LOCAL CONSERVATION CORPS
ADVISORY COMMITTEE MEETING
MINUTES
FEBRUARY 19, 2004 MEETING**

Reverend Paul McCoy, Chairperson	P	Gary Newark, Vice Chairperson (excused)	A
Fran Bergmann	P	Michael McHatten (excused)	A
Alice Rodriguez	A	Nanette Smejkal (excused)	A
Dr. Robert Fox	P	Dr. Lee Farley	P
Myser Keels	A	Ricardo Perez	P
Steve Powers	P	Ray Villa	A
Frank Rodriguez	A	DeJohn Williams - President, Corpsmember Council	P
Kelly Woodward/ James Hackett	A/P		

Staff: Paul McLain-Lugowski, LCC Director
Michelle L. Tutunjian, Special Projects Coordinator
Joseph Crown, Enterprise Operations Coordinator
Alicia Garcia, Office Manager
Rebecca Moncivais, Program Manager (AmeriCorps)
Shawn Riggins, Program Manager (Recycling-Grizzlies)
Renee Jackson, Program Manger (YouthBuild)
Algernon O. Boyd, Corpsmember Development Facilitator

I. WELCOME AND CALL TO ORDER

Reverend Paul McCoy, 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.

II. REVIEW AND APPROVAL OF MINUTES: NOVEMBER 20, 2003

Motion approved.

III. GUEST SPEAKER

Algernon O. Boyd introduced the guest speaker, Ms. Jean Kennedy, to the Committee. Ms. Kennedy is a professor at Fresno City College in the Social Science Department. Ms. Kennedy provided the Committee with an overview of her participation in the LCC Mentoring Club. The mentoring club helps young people see the value of asking for help, seeking advise from others, and observe how mentors present themselves. The Club also provides young people with problem solving techniques and conflict management skills for the day-to-day relationships that they build. Ms. Kennedy has two mentees, Ms. Melanie Rivera and Ms. Drena Scott, who are invited to attend meetings and functions with her to see other professionals and learn how to present themselves in professional settings. This experience will enable the mentees to feel comfortable and begin networking to find the pathway that may lead them to a career.

IV. WORK TRAINING PROJECTS

Paul McLain-Lugowski provided the members with an update of current and pending work training projects. Several projects in particular were highlighted. LCC is responsible for the Executive Plaza Property Management including property maintenance and repairs. Joseph Crown, Enterprise Operations Coordinator, provided the Committee with a brief overview of the project. LCC crews are given the opportunity to respond to selected calls for maintenance and repairs for training purposes. For example, LCC crews will have the opportunity to install new decks over the next three years (150,00 Sq. Ft.), which involves tearing down the old plywood, re-sheeting and applying epoxy. The project has great potential for learning, work training, and teaching corpsmembers industry-based standards.

Mr. McLain-Lugowski informed the Committee on the application submitted to the Governor's Office for Service and Volunteerism for funding to expand the Fresno Safe and Proud Neighborhoods (AmeriCorps) Program. This funding links LCC with many program partners including the Fresno Citizens Corps. This is a homeland security initiative. Corpsmember activities include door-to-door neighborhood canvassing in each of the five policing districts city wide to distribute emergency preparedness literature, changing smoke alarms, painting addresses on the curbs of households, all in an effort to increase the emergency response time, safety and security of local residents. The corpsmembers are also participating in after school programs with Care Fresno. Care Fresno delivers its services in large apartment complexes in high crime neighborhoods throughout the city. Mr. McLain-Lugowski introduced Rebecca Moncivais, AmeriCorps Program Manager, who provided a brief overview of the Fresno Safe and Proud Neighborhoods Program. The program began on January 5, 2004. The corpsmembers completed a two week orientation. During the orientation corpsmembers completed 20 hours of Community Emergency Response Team (CERT) training.

Mr. McLain-Lugowski informed the Committee that LCC has entered into a month-to-month contract with the Fresno Irrigation District for one year as a pilot project. LCC crews will be cleaning out debris from canals throughout the city.

Joseph Crown provided the Committee with an overview of the enterprise operations projects which include document shredding and recycling services. Currently LCC is providing these services to EOC programs. LCC will be providing document shredding services to Valley Demographics and Fresno Unified School District. Once documents are shredded, the product is placed in a compactor bundled and recycled.

Shawn Riggins informed the Committee that LCC entered into a partnership with Sunset Waste in January 2004 to provide curbside recycling services to the city of Parlier. LCC also provides recycling services to the City of Orange Cove and Biola.

Mr. McLain-Lugowski provided the Committee with an update on the Inmate Transition Services Program. Four local organizations are providing community transition support (case management) services for sentenced offenders participating in the County Sheriff's Detention Program Services. LCC offers the corps model as a way of integrating inmates into mainstream society with a combination of workshops, work crews, and case management to assist them with housing, financial matters and job placement. Currently, there are 21 individuals participating in the LCC program. The goal of the program is to reduce recidivism.

EOC Local Conservation Corps Projects (* indicates pending)	
01. City of Fresno/Tree Fresno - Traffic Medians and Islands Maintenance	16 corpsmembers
02. Head Start Grounds Maintenance Project	4 corpsmembers
03. Executive Plaza Grounds Maintenance	4 corpsmembers
04. Executive Plaza Janitorial	3 corpsmembers
05. Executive Plaza Property Management	Crews, as needed
06. Housing Authority Cooler Servicing	1 crew
07. Replacement and retrofitting of 40 regional playgrounds (city/schools) & Poligon structures	1 crew
08. *Department of Conservation Recycling Program	28 corpsmembers
09. *DOC CALCC GIS/GPS proposal	Several corpsmembers
10. *DOC FLCC Competitive proposal - Gas stations	1 crew
11. Downtown Stadium Cleanup & Recycling	1 crew
12. *SaveMart Center cleanup	Several crews
13. California Conservation Corps	6 corpsmembers
14. Youth Build (HUD) Marjaree Mason Center/CURE	16 corpsmembers
15. YouthBuild (HUD) CURE/Habitat	16 corpsmembers
16. *YouthBuild Gates Foundation (enhancements)	
17. *YouthBuild USA/AmeriCorps NYC	16 corpsmembers
18. YouthBuild/Home Depot Partnership (Community enhancements)	
19. LIHEAP	Several Crews
20. Shelter Outreach Services - SOS AmeriCorps	20 Corpsmembers
21. National Association of Service and Conservation Corps - Ed Award Only	90 awards
22. Cesar Chavez Day of Service and Learning (CURE/Habitat/SOUL)	1 crew
23. Fresno Safe and Proud Neighborhoods (AmeriCorps)	21 corpsmembers
24. *Fresno Safe and Proud Neighborhoods (AmeriCorps) expansion	40 corpsmembers
25. Sanctuary Janitorial	1 crew
26. *PGE vegetation management	1 crew
27. *Panoche/Silver Creek CRMP vegetation removal	1 crew
28. Metro Flood Control Basin Maintenance (undeveloped Unit A)	Several Corpsmembers
29. *Metro Flood joint partner park projects (Fairgrounds, Manchester Center, Hughes/McKinley, Adams School)	Several crews
30. Fresno Irrigation District	1 crew
31. Job Opportunities for Low-Income Individuals (entrepreneurial training)	20-30 corpsmembers
32. *Wells Fargo Loan Fund	Entrepreneurial training
33. *Wells Fargo Technical Assistance Grant	Entrepreneurial training
34. *Enterprise Operations (moving, document management - storage, shredding, recycling)	crews, as needed
35. Neighborhood Youth Center (Park Bond Prop 12 Murray-Hayden)	LCC and Contractor
36. Prop 12 and 40 Formula - Neighborhood Youth Center	Several crews

EOC Local Conservation Corps Projects (* indicates pending)	
37. *Murry-Hayden (04) NYC	Crews/contractor
38. *Urban Parks (04) NYC	Crews/contractor
39. *USDA Rural Housing Rehabilitation	1 crew
40. Sunset Basin Jr. Golf course/driving range	1 crew
41. Universal Lifeline Telephone Services	1 crew
42. Inmate Transition Support Services	90 clients
43. *ADA Fresno Adult School	construction crews
44. *Orange Cove School Age Child Care - playground	1 crew
45. *Schools Energy Education Program (SEE)	1 crew

V. CORPSMEMBER DEVELOPMENT REPORT

Mr. Boyd introduced DeJohn Williams, Corpsmember Council President. DeJohn has been working at the LCC for approximately five months. He was elected recently. He explained to the Committee that he has been contacting vending machine distributors and researching the possibility of adding more vending machines to the LCC site, as a means of fund-raising for the Corpsmember Council. The funds raised are used to pay for holiday dinners and purchase raffle prizes for corpsmembers at these events. DeJohn mentioned that Paul McLain-Lugowski asked him to stay late many nights while he was working on the Neighborhood Youth Center grant and asked many questions regarding the need for a new center in this area and what services the youth need. DeJohn stated that he enjoyed the field trip to the Conservation Corps State Museum in San Luis Obispo, and found it very educational. DeJohn has completed his high school diploma courses and is scheduled to graduate in May 2004.

VI. COMMUNITY SERVICES ACTIVITY REPORT

DATE	EVENT	HOW MANY ATTENDED
11/21/03	FSU Football Tailgate-Recycling Collection	4 Staff & 12 Corpsmembers
11/22/03	LCC Basketball vs. Lemoore Naval Station	2 Staff & 10 Corpsmembers
12/10/03	Holiday Community Agency Fair	1 Staff & 3 Corpsmembers
12/13/03	Del Rey Christmas Parade-LIHEAP and ULTS Booth	1 Staff & 2 Corpsmembers
1/19/04	Martin Luther King March	2 Staff & 14 Corpsmembers
2/11/04	Fresno City College Spring Volunteer Faire	2 Staff

Meeting Adjourned 1:16 p.m. by Chairman McCoy

Respectfully Submitted,

Paul McLain-Lugowski
EOC Local Conservation Corps Director