



Moses Stites
Chairperson

Roger Palomino
Executive Director

BOARD OF COMMISSIONERS MEETING
EOC BOARD ROOM, SUITE 310
WEDNESDAY, DECEMBER 8, 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		1
III. <u>Approval of Previous Minutes</u> November 17, 2004 Meeting Minutes	Stites	Approve	2
IV. <u>Board Actions</u>	Stites	Approve	
A. Local Conservation Corps Applications			
1. Community Links Agreement			4
2. Housing Authority Fence Painting			5
3. Housing Authority Site Grading-Huron			6
B. Sanctuary EHAP Application			7
C. SACC Continued Funding Application FY 2005-2006			9
V. <u>Head Start/Early Head Start County-Wide Policy Council</u> November 17, 2004 Meeting Minutes	Mizumoto	Approve	10
VI. <u>Safe Place/Shelter Advisory Board</u> December 2, 2004 Meeting Minutes	Petty	Approve	16
VII. <u>Election of Officers</u>	Stites	Approve	
A. Chairman			
B. First Vice Chairman			
C. Second Vice Chairman			
D. Treasurer			
VIII. <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.)			
IX. <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	X	X	E	X	X	X	E	
George Bleth	12/31/05	Area H	X	X	E	X	X	E	X	X	E	
Martin Castellano	12/31/05	Area C	X	E	X	E	E	X	E	E	X	
Ramon R. Dominguez	12/31/04	Area B	E	E	X	X	O	O	X	O	O	
Clyde Fannon/Alt. Craig Knight	12/31/05	Area A	X	O	E	E	E	X	X	X(Alt)	X(Alt)	
Dr. Lee Farley	12/31/05	Community Colleges	X	X	X	E	E	X	E	X	X	
George A. Finley, Sr.	12/31/04	Board of Supervisors	X	X	X	X	X	X	X	X	X	
Charles Garabedian, Jr.	12/31/05	Malaga County Water District	X	X	E	X	X	E	X	X	X	
Theresa Hernandez	12/31/04	Foster Grandparents	E	X	X	X	E	E	X	X	E	
Myser Keels	12/31/04	Area E	O	O	O	O	O	O	O	O	O	
Jack Lara	12/31/04	Area F	E	O	E	E	E	E	E	E	E	
Marina Magdaleno	12/31/05	Board of Supervisors	X	X	X	E	X	X	X	X	E	
Rev. Paul McCoy	12/31/05	NAACP	X	O	X	E	E	E	E	E	E	
Vongsavanh Mouanoutoua	12/31/05	Lao Evangelical Church of Fresno	X	X	X	X	X	X	E	X	X	
Esther Padilla	12/31/04	CA Transplant Donor Network	E	O	E	X	X	E	X	E	E	
James Petty, Jr.	12/31/04	Housing Authority of Fresno	X	X	X	E	E	X	X	X	E	
Eugene Rico	12/31/05	Area G	X	E	E	X	E	X	X	X	X	
Jimi Rodgers	12/31/05	Association of Black Social Workers	E	X	O	E	X	X	X	E	X	
Jess Saldana	12/31/04	Area D	E	X	X	X	X	X	X	X	X	
Moses Stites	12/31/04	31st Assembly District	X	X	X	X	X	X	X	X	X	
Rev. E. Swillis	12/31/05	Mayor's Appointment	X	X	X	X	X	X	X	X	X	
Eva Torres	12/31/04	Valley Public Television	E	E	O	E	O	O	O	V	V	
Emilio Valle	12/31/04	Juvenile Court	X	E	X	X	E	X	X	E	E	
Peter Vang	12/31/04	30th Assembly District	X	E	X	X	X	X	E	X	X	
Present = X			16	13	15	14	11	15	16	15	12	
Absent = 0			1	5	3	1	3	3	2	2	2	
Excused = E			7	6	6	9	10	6	6	6	9	
Vacant = V			0	0	0	0	0	0	0	1	1	

(Rollcall.04)

**Fresno County Economic Opportunities Commission
Board of Commissioners Meeting
Wednesday, November 17, 2004
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Board Chair Stites at 7:09 p.m.

II. ROLL CALL

Executive Director Roger Palomino called roll. A quorum was not present.

III. FRESNO COUNTY RURAL TRANSIT AGENCY and GENERAL MANAGER JEFFREY WEBSTER

Stites commended the Fresno County Rural Transit Agency and General Manager Jeff Webster for 25 years of public transportation services to residents of rural Fresno County by way of a resolution.

IV. SOUL LEADERSHIP EVENT PRESENTATION

Director Ventresca, staff, and students made a presentation on the SOUL Youth Development and Leadership Conference held on September 17, 2004 at the Sanctuary.

Quorum present at 7:25 p.m.

V. APPROVAL OF PREVIOUS MINUTES

M/S/C – Saldana/Rico to approve Board meeting minutes of October 27, 2004. All in favor.

VI. EXECUTIVE DIRECTOR'S REPORT

Palomino announced the following:

- Board members were invited to attend the annual EOC Christmas Party on December 10, 2004 and the annual Board Retreat on January 20-22, 2005.
- EOC was recently awarded \$2.5 million for the Neighborhood Youth Center project to be located at California and C Streets. Palomino commended LCC Director McLain-Lugowski for his efforts.
- Dean Florez is holding a conference on Thursday, November 18, 2004 from 6:00 p.m.–9:00 p.m. in the EOC Board Room addressing the housing impact of the Westlands Land Retirement. Board members were invited to attend.

VII. BOARD ACTIONS

M/S/C – Swillis/Vang to approve/ratify the following: A) Congressman Dooley Recognition held on October 27, 2004 at Executive Plaza, B) Change the Workers Comp Insurance Carrier to Non-Profits United Workers Compensation Insurance Group, C.1) Ratify LCC City of Clovis Clean Up bid to the City of Clovis Fire Department in the amount of \$4,300, C.2) Ratify submission of LCC bid to the Housing Authority of the City and County of Fresno to service 550 public housing heating units for a total amount of \$3,850, C.3) Ratify LCC submission of bid to City of Fresno/Dept. of Parks and Recreation to prepare tot lot at the Jensen Sports Complex in the amount of \$10,500, C.4) Ratify LCC agreement with the City of Fresno/Dept. of Parks and Recreation for LCC participation as a subcontractor for construction of BMX bicycle and skate park at Mosqueda Community Center, C.5) Ratify LCC submission of proposal to the National Association of Service and Conservation Corps (NASCC) to be considered as a pilot site for NASCC's Youth Civic Justice Corps Program, D.1) Sanctuary grant application to Dyer Family Foundation in the amount of \$10,000, and D.2) Ratify Sanctuary application to the Pacific Service Credit Union Community Involvement Committee in the amount of \$14,000. All in favor.

VIII. PENSION COMMITTEE

M/S/C – Vang/Rodgers to approve November 4, 2004 meeting minutes. All in favor.

IX. OTHER BUSINESS/PUBLIC COMMENT

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

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:40p.m.

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

Respectfully submitted,

Roger Palomino
Board Secretary

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: December 1, 2004	Program: Local Conservation Corps
Agenda Item No.: IV.-A.1	Director: Paul McLain-Lugowski
Item: LCC Community Links Agreement	Assistant Director: Alma Kowalski
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To approve a Community Links Agreement between EOC and Richard Heath and Associates in the amount of \$36,625.00 to provide education and referral of new Universal Lifeline Telephone Services (ULTS) to customers living in Fresno County.

BACKGROUND:

The Moore Universal Telephone Service Act (AB 1348) enacted in September 1983 was to ensure the availability of affordable “basic local telephone service” to all qualifying low-income households in California. Participants in the Universal Lifeline Telephone Service (ULTS) program receive subsidized telephone service through their local telephone service provider at approximately half the cost of basic telephone service. The California Public Utilities Commission (CPUC) assumed responsibility for marketing the ULTS program in December 1997. Richard Heath and Associates, Inc. (RHA) is under contract with the CPUC to design and implement a public awareness and outreach program for ULTS. RHA is contracting with non-profit organizations, community based organizations and faith based organizations throughout the state to perform a variety of activities to educate and enroll eligible customers in the ULTS program. The Community Link grants will vary depending on the scope of proposed activities and successful completion of goals.

ISSUE:

The EOC/Local Conservation Corps was previously funded during the 2003-2004 contract period for 8 (eight) months, received additional funding for 2 (two) months (September and October), and has been asked to participate in the next phase of the program for the new contract year beginning November 2, 2004.

The LCC education and referral program will be directed primarily to clients of several existing EOC programs. The emphasis will be on reaching small groups, individuals (door-to-door) and attendees of community events, using personal contact by trained staff and corpsmembers. LCC will be responsible for the following activities: 1.) Presentations to groups and/or individuals that inform each recipient of the ULTS program, verified by signature, and 2.) Assist individuals with or without phone service to contact the ULTS Call Center for transfer to a carrier to enroll in Universal Lifeline Telephone Services. Including community events, our campaign has the capacity to reach over 3,000 individuals during the ten (10) month program period. The ULTS outreach campaign Agreement begins November 2, 2004 and ends August 31, 2005.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: December 1, 2004	Program: EOC Local Conservation Corps
Agenda Item No.: IV.-A.2	Director: Paul McLain-Lugowski
Item: Housing Authority Fence Painting	Assistant Executive Director: Alma Kowalski
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION

To ratify the submission of a bid to the Housing Authority of the City and County of Fresno (District 3) to paint 7,000 lineal feet of rod iron fence. The total contract amount is \$10,500. (7,000 X \$1.50 / ft)

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 is required to maintain its units per federal requirements, including the maintenance of the fencing and grounds.

ISSUE

LCC was awarded a contract to provide fence painting services for 7,000 lineal feet of rod iron fence located at Tulare Street and Pottle Avenue. The project began November 30, 2004 and is expected to be completed three weeks from that date. One crew supervisor and eleven YouthBuild corpsmembers are assigned to the project.

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Chairperson

Roger Palomino
Executive Director

Date: December 1, 2004	Program: EOC Local Conservation Corps
Agenda Item No.: IV.-A.3	Director: Paul McLain-Lugowski
Item: Housing Authority Site Grading - Huron	Assistant Executive Director: Alma Kowalski
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION

To approve the submission of a bid to the Housing Authority of the City and County of Fresno (District 5) to re-grade approximately 180,000 square feet of exposed housing foundations in Huron, CA. The total bid amount is \$7,500.

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 is required to maintain its units per federal requirements, including grounds maintenance.

ISSUE

LCC submitted a formal bid on November 29, 2004 to provide site-grading services for 180,000 square feet of exposed housing foundations located in Huron, CA. If awarded, the project will begin December 20, 2004 and is expected to be completed within two weeks. One crew supervisor and eight YouthBuild corpsmembers will be assigned to the project.

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Chairperson

Roger Palomino
Executive Director

Date: December 3, 2004	Program: Sanctuary Youth Shelter / TLC
Agenda Item No.: IV.-B.	Director: Lucianna Ventresca
Item: Emergency Housing Assistance Program	Assistant Executive Director: Alma Kowalski
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION:

RECOMMENDATION:

Staff requests that the Board approve the submission of one application for \$50,000, or the maximum amount allowed, to the Local Designated Board / California Department of Housing and Community Development - Emergency Housing and Assistance Program. Further, it is requested that the Board approve the attached (required) Resolution, which must be submitted with the application.

BACKGROUND:

The State Department of Housing and Community Development released a Notice of Funding Availability (NOFA) for emergency and transitional living shelters for homeless populations. The Local Designated Board of Fresno County, is the designated local entity who requests, reviews and approves local applications for EHAP State of California funding. Based upon the needs for homeless populations, the Local Emergency Shelter Strategy is published by the Local Board and is utilized to determine prioritized funding. The Local Board has released the RFP and staff is working on an application to meet the requirements within. The EHAP funding is critical to the TLC 1 operation as it provides necessary vouchers for emergency housing, and is used to address major deferred maintenance items at the complex. An agency may submit only one application. The Sanctuary has received EHAP funding during previous years.

The application submission deadline is January 6, 2005 and requires an approved Board Resolution for submission.

ISSUE:

Ongoing funding is necessary for the EOC Sanctuary Transitional Living Centers to 1) address necessary funding gaps in the projects operational costs, and 2) it provides required matching funds to the HUD Supportive Housing grant/contract.

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Moses Stites
Chairperson

Roger Palomino
Executive Director

BOARD RESOLUTION

WHEREAS:

- A. The State of California, Department of Housing and Community Development, Division of Community Affairs, issued a Notice of Funding Availability (NOFA) for the Emergency Housing and Assistance Program (EHAP) (Round #EHAP-XII); and
- B. The Fresno County Economic Opportunities Commission is a nonprofit corporation or local government agency which is eligible and wishes to apply for and receive an EHAP grant;

NOW THEREFORE BE IT RESOLVED THAT:

- 1. The Board of Directors of the Fresno County Economic Opportunities Commission hereby authorizes the EOC Executive Director or/ Assistant Executive Director to apply for an EHAP grant in an amount not more than the maximum amount permitted by the NOFA , and in accordance with the program statute, Regulations, and the Fresno/Madera Continuum of Care Strategy to address homelessness.
- 2. If the grant application authorized by this Resolution is approved, the Fresno County Economic Opportunities Commission hereby agrees to use the EHAP funds for eligible activities in the manner presented in the application as approved by the Department and in accordance with the program statute (Health and Safety Code Section 50800-50806.5) and Regulations (Title 25, Division 1, Chapter 7, Subchapter 12, Sections 7950 through 7976 of the California Code of Regulations), and Chapter 52, Statutes of 2000, and the Standard Agreement.
- 3. If the grant application authorized by this Resolution is approved, the EOC Executive Director or the EOC Assistant Executive Director, is authorized to sign the Standard Agreement and any subsequent amendments with the Department for the purposes of this grant.

PASSED AND ADOPTED at a regular meeting of the Fresno County Economic Opportunities Commission this ____ day of _____, 2004, by the following vote:

AYES:

ABSTENTIONS:

NOES:

ABSENT:

SIGNATURE: _____
EOC Board Chairperson

ATTEST: _____

Fresno County **Economic Opportunities Commission**

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Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: December 8, 2004	Program: School Age Child Care
Agenda Item No.: IV.-C.	Program Director: Roberta Ayer
Item: Continued Funding Application for School Age Child Care FY 2005-2006	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTIONS:

Staff recommends the submission of the Continued Funding application for the School Age Child Care Program for fiscal year 2005-2006. The deadline for submission is December 6, 2004.

BACKGROUND:

We were notified November 19, 2004 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 349 children per day. The centers are open 246 days per year from 7-8 am and 2-6 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 \$909,357; the total contract for this will be \$931,273.

Deadline for submission of the application is December 6, 2004.

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

November 17, 2004

- CALL TO ORDER The meeting was called to order at 6:40 p.m. by Tito Lucero, CWPC Chairperson.
- ROLL CALL The roll was called by Dina Ripley, CWPC Vice-Chairperson. The following members were present: Melissa Mota, Amritpal Lehra, Maria Diaz, Maria Herrera, Alejandra Gonzalez, Bobbie Rheude, Vang Pao Xiong, Ivonne Velasquez, James Jackson, Nicole Hansen, Ebony Taylor, Maricela Bautista, Severiana Miranda, Urania Portillo, Susie Phillips, Angelina Saldana, Anna Olivas, Patricia Flores, Patricia Villalobos, Rosario Cardenas, Rosalinda Solis, Wesley Flowers, Trinidad Holguin, Lucia Valdez, Magdalena Aguilera, Chris Williams, Cinthia Hernandez, Barbara Castaneda, Christina Andrews, Alys Hernandez, Nellie Lopez, Alyson Scheletewitz, Enriqueta Vasquez, Margot Duran, Katie Thao, Anna Ochoa, Gricelda Villa, Lucia Rodriguez, Maggie Moreno, Maria Salas, Jose Alcaraz, Patricia Olivas, Emma Garcia, Maria Gonzales, Corina Martinez, Erica Reynaga, Rachel Salinas, Maria Nieves, Anita Walton, Tito Lucero, Dina Ripley Maria Campos, Martha Villa, Gloria Gurriola, and Pamela Fontanilla. A quorum was present.
- APPROVAL OF PREVIOUS MINUTES Motion to approve Minutes of October 20, 2004 was made by Nellie Lopez and seconded by Susie Phillips. Motion carried.
- COMMUNITY REPRESENTATIVE REPORTS No Community Representative Reports were given at tonight's meeting.
- PERSONNEL COMMITTEE REPORT Pamela Fontanilla, CWPC Family/Community Services and Parent Involvement Committee Chairperson informed delegates at tonight's meeting of the Personnel Committee Report. Ms. Fontanilla 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.
- Motion to approve Personnel Committee Report for the November 17, 2004 meeting was made by Anna Olivas and seconded by Melissa Mota. Motion carried.
- MONTHLY FINANCIAL STATUS REPORT Ms. Ripley 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. Ripley 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, 2004 and year-to-date.
- Motion to approve the Monthly Financial Status Report for October 2004 was made by James Jackson and seconded by Chris Williams. Motion carried.

ADA REPORT

Gloria Gurrola, CWPC Program Planning & Review Committee Chairperson 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 program. The ADA Reports were distributed to delegates at tonight's meeting.

The ADA for Head Start-Preschool centers was at 81% which is below the ADA of 85%. The ADA for Home Base was at 95% which is above the recommended ADA of 85%.

For October 2004 the overall ADA for Early Head Start is at 84% (includes HHS and First 5 funds). Analyses of all areas below the recommended 85% ADA have been done.

Naomi Quiring-Mizumoto, Assistant Executive Director 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 Report for October 2004 for Head Start-Preschool and Early Head Start was made by Patricia Flores and seconded by Erica Reynaga. Motion carried.

BOARD
LIAISON
RECOMMEN-
DATION

Ms. Mizumoto informed delegates at tonight's meeting of the Board Liaison Recommendation for the Fresno County Economic Opportunities Commission (FCEOC) Board of Commissioners. The EOC Board oversees all programs in the agency.

The EOC Board is comprised of twenty-four (24) members and it is divided up in three (3) sections. Eight (8) members are elected from various target areas throughout the county. Eight (8) members are appointed by public elected officials (legislative positions). The other eight (8) are Community Sector Representatives. The EOC board positions are served in two year terms. This past year there were four vacancies created due to expiration of terms.

Tito Lucero applied for the position of Community Sector Representative and last month the EOC Board approved his application to be a member of the EOC Board and a representative to the CWPC for a two (2) year term.

Mr. Lucero will act as a Liaison by reporting on the CWPC to the EOC Board and in return he will be reporting to the CWPC on the EOC Board meetings.

It is be being recommended at tonight's meeting that an Agenda Line Item be added to the CWPC Agenda to read "EOC Board of Commissioners Report".

Motion to add EOC Board of Commissioners Report as a line item to the CWPC Agenda was made by Maria Herrera and seconded by Alyson Schletewitz. Motion carried.

In addition, Mr. Lucero has also been selected to be a Parent Ambassador for the California Head Start Association (CHSA).

Mr. Lucero informed delegates at tonight's meeting that he will be working as a representative for parents in the Head Start Program.

At this time, Wyoma Lewis, Family/Community Services Director welcomed delegates to tonight's meeting. She introduced the Parent Involvement staff to the delegates. Maggie Godinez is the new Parent Involvement Coordinator to the Head Start-Preschool program. Melvia Johnson and Elvia Alvarez, Parent Involvement Assistants were also introduced to the delegates.

2004-2005
CLUSTER
SYSTEM FOR
ELECTIONS

Ms. Lewis explained the election's "cluster" system process representing all areas. Voting will be by secret ballot, if there is more than one person nominated for office.

Ms. Lewis explained the duties and responsibilities of the CWPC officers.

Ms. Lewis 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.

2004-2005
CWPC
OFFICER
ELECTIONS

Nominations were opened by **Chairperson**. The following persons were nominated: James Jackson, Wesley Flowers and Anna Olivas.

Motion to close nominations and to accept James Jackson, Wesley Flowers and Anna Olivas as candidates for Chairperson was made by Rosalinda Solis and seconded by Ivonne Velasquez. Motion carried.

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

James Jackson (College Community Center Base Delegate) was elected Chairperson.

Nominations were opened for **Vice-Chairperson**. The following persons were nominated: Susie Phillips, Wesley Flowers, Magdalena Aguilera and Anna Olivas.

Motion to close nominations and to accept Susie Phillips, Wesley Flowers, Magdalena Aguilera and Anna Olivas as candidates for Vice-Chairperson was made by Nellie Lopez and seconded by Patricia Flores. Motion carried.

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

Wesley Flowers (Ivy Center Base Delegate) was elected Vice-Chairperson.

Nominations were opened for **Secretary**. The following person was nominated: Barbara Castaneda.

Motion to close nominations for Secretary was made by Nellie Lopez and seconded by Magdalena Aguilera. Motion carried.

Motion to accept Barbara Castaneda as Secretary was made by James Jackson and seconded by Anna Olivas. Motion carried.

Barbara Castaneda (La Colonia Center Base Delegate) was elected Secretary.

Nominations were opened for **Treasurer** the following persons were nominated:
Susie Phillips and Rosario Cardenas.

Motion to close nominations and to accept Susie Phillips and Rosario Cardenas as candidates for Treasurer was made by Alyson Schletewitz and seconded by Maria Diaz. Motion carried.

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

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

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

Motion to close nominations for Sgt.-At-Arms was made by Barbara Castaneda and seconded by Maria Gonzales. Motion carried.

Motion to accept Rosario Cardenas as Sgt.-At-Arms was made by Erica Reynaga and seconded by Magdalena Aguilera. Motion carried.

Rosario Cardenas (Highway City Home Base Delegate) was elected Sgt.-At-Arms.

Nominations were opened for **Historian**. The following persons were nominated:
Urania Portillo.

Motion to close for Historian was made by Patricia Flores and seconded by Margot Duran. Motion carried.

Motion to accept Urania Portillo for Historian was made by Rosalinda Solis and seconded by Ivonne Velasquez. Motion carried.

Urania Portillo (East Fresno Home Base B Delegate) was elected Historian.

Mr. Lucero also explained that a representative from the Early Head Start program will also sit on the CWPC Executive Board. Nicole Hansen will be the representative for Early Head Start for the 2004-2005 school year.

At this period, Ms. Mizumoto extended a gratitude of thanks to the outgoing CWPC Executive Board for the 2003-2004 school year for their dedication to the Head Start-Preschool Program. The following Executive Board members were present at tonight's meeting:

Tito Lucero	Chairperson
Dina Ripley	Vice-Chairperson
Maria Campos	Secretary
Rosa Flores	Treasurer
Martha Villa	Historian
Gloria Gurrola	Program Planning & Review Committee Chairperson
Pamela Fontanilla	Family/Community Services & Parent Involvement Committee Chairperson

INSTALLATION
OF CWPC
OFFICERS

Ms. Mizumoto introduced the newly elected 2004-2005 CWPC Executive Board and congratulated all the officers and administered the oath of office to:

James Jackson	Chairperson
Wesley Flowers	Vice-Chairperson
Barbara Castenda	Secretary
Susie Phillips	Treasurer
Rosario Cardenas	Sgt.-At-Arms
Urania Portillo	Historian
Nicole Hansen	Early Head Start

All were congratulated with a round of applause. The passing of the gavel was conducted and James Jackson continued the meeting as the newly elected Chairperson for the 2004-2005 school year.

At this time, Mr. Lucero stated that it has been an honor to serve as CWPC Chairperson and gave thanks to the Executive Board for their dedication to the program. Mr. Lucero also recited a poem he composed.

SITE UPDATES

Ms. Mizumoto reported to delegates at tonight's meeting of the Site Updates for Mulberry, Firebaugh, Garden Way, Argyle/Shield, Sanger and College Community.

Mulberry Head Start: At this particular site we are experienced a difficult time in filling the slots (40) for the Mulberry Head Start program.

Firebaugh Head Start: Currently looking for land to put a relocatable building on. Currently the facility is inadequate.

Garden Way Head Start: Have received notification from the church board indicating that Head Start would need to vacate this facility by May 2005. Actively looking for another facility for Garden Way.

Argyle/Shield: Looking into this former child development center facility as a new site to serve children 0-5 years of age.

Yokomi Elementary School: The Fresno Unfired School District has shown an interest in having a Head Start center at the Yokomi Elementary School in conjunction with our partnership with Fresno First 5. Plans at this school include a preschool and a learning center.

Sanger: Developer in the City of Sanger is interested in having a Head Start program in their housing development complex.

College Community Head Start: The church will be expanding their facilities and has included Head Start in their plans.

ANNOUNCE-
MENTS

Gloria Gurrola, CWPC Program Planning and Review Committee Chairperson made the following Announcements:

ANNOUNCE-
MENTS (Cont.)

The city of Kerman will be holding its Kerman's 8th Annual Night Christmas Parade entitled the "The Pageantry of Lights" on December 11th at 6:00 p.m. in downtown Kerman. All are invited to attend the parade.

1. December 1, 2004 – CWPC Executive Board Meeting - Kings Canyon Head Start at 6:30 p.m.
2. December 15, 2004 - Next CWPC Meeting - Franklin Head Start-Preschool at 6:30 p.m.

Helen Jackson, Volunteer Services Coordinator informed delegates at tonight's meeting that good quality used toys have been donated to the Head Start Program by a special lady. Delegates were invited to select toys for their children.

Ms. Mizumoto briefly informed delegates at tonight's meeting of the latest legislative update received from the CHSA regarding funding for the Head Start Program.

ADJOURNMENT

Motion to adjourn the meeting was made by Barbara Castenda and seconded by Maria Gonzales. There being no further business to discuss, the meeting adjourned at 8:30 p.m.

Esther Lepe
Recording Secretary

The Sanctuary Safe Place Outreach & Shelter Operations Advisory Board
Thursday, December 2, 2004
12:00 – 1:00 p.m.

MINUTES

I. CALL TO ORDER

LeeAnn Parry called the meeting to order at 12:20 p.m.

II. ROLL CALL

Members Present:

Al Galvez, Public Agency Rep./PGE
Manual Vidal, F.U.S.D. Educational Rep
LeeAnn Parry, Health Rep./Kaiser
Pam Georgeson, Community Business Rep Based Agency
Tom Nino, Families First
True Vue, SOS Americorp- Youth Rep
Irene Ramirez, SOS Americorp - Youth Representative
Adrienne Hildenbrand, TLC Representative
Jim Petty, EOC Board Commissioner

Absent:

Shelley McKenry, Business Rep
Sandy Davis, Public Agency/Human Services
Tim Welch, Business Rep./Union Bank
Beverly Raine - Community Business/ Chair
Shirley Sanchez, Exec. Director RCS

Staff Present:

Lucianna Ventresca, Sanctuary Director
Katrina Edwards, Program Coordinator
Joe Martinez, Safe Place Coordinator
Roger Palomino, EOC Executive Director
Alma Kowalski, EOC Assistant Executive Director
Marilyn Wheeler, Board Assistant

Excused

Dr. Chris Perkins, Health Rep
Trish Studt, Education Rep
Kikki Vernon, Optimist Club

Guest Present:

David Soto, TLC CM Intern
Jesus Rodriquez, Safe Place

III. APPROVAL OF MINUTES

April and October minutes approved as read. Petty/Nino M/C/S

IV. PROGRAMS IN REVIEW

A) Shelter Program

Lucianna Ventresca reported on the Executive Membership committee meeting. This committee is meeting and reviewing the Advisory Board structure in relation to the By-Laws, and looking how to restructure the Board so as to effectively maximize the community membership involvement. The committee has proposed three new sub-committees; a Youth sub-committee, would provide a platform in which 5 youth Board representatives (from a subcommittee of 15 youth represented from all Sanctuary SOUL programs) could present items of concern or need from a Youths prospective that need solutions, or to comment on programs. The Issues sub-committee would address issues presented from Sanctuary staff and problematic operations needing resolutions. The Fundraising/Foundation Development committee would facilitate two main responsibilities 1) coordinate and advise staff on fundraising activities and marketing strategies and 2) research the development of a foundation for the Sanctuary. The Executive Membership committee will meet before the next meeting to finalize the proposed changes for review, in preparation for approval at the March meeting. Advisory members discussed the information provided.

Lucianna provided a summary of the Shelter Incidents and Client demographics for the months of October and November. Due to a reduction of funds the Street Outreach program has been restructured from two 5 member teams, to a single outreach team. The number of clients have been maintained at 45. The SOS recreation activities have continued to provide a hot meal and various activities for the clients. On Saturday nights, SOS began a recreation program "leadership institute for teens (LIFT)" to help meet the needs of the neighborhood children. The Board reviewed the information presented.

B) Transitional Living Center/Voucher Program

Katrina Edwards reported on the TLC programs. She distributed an organizational chart to detail the operational flow of staff. TLC 1 is in the process of upgrading all of the living units and office areas of the apartment complex, such as linoleum, carpet and paint. All of the TLC's programs are close to capacity and have a waiting list of clients. TLC 3 opened November 15, 2004 with it's first placements. By Spring it should be at full capacity. The Advisory Board members were invited to the TLC 3 grand opening to be held in January – an invitation will be forthcoming.

C) Safe Place Program

Joe Martinez distributed statistics, projects and activities for the Safe Place Program during the months of October and November.

Program Highlights: More than 300 children and families attended the annual Halloween event at the Sanctuary, At the 5th Annual Mule Train event with Terronez Middle School approximately 5,000 pounds of goods were donated. The Sanctuary Safe Place participated in two major fundraising events including the Macy's Benefit Shopping Day and the American Eagle Outfitters.

Upcoming Outreach Activities: The 11th Annual Making Spirits Bright Luncheon at Webster Elementary December 4, United Way Toys for Tots Campaign, Macy's Fresno Star Tree Campaign.

Tim Bakman, our EOC Board Commissioner and SOUL Governing Council representative has been nominated for the Annual Community Service Award presented by Blue Cross of California for his service to the EOC Sanctuary.

V. OTHER BUSINESS

Jim Petty concludes his term as an EOC Executive Board Commissioner member but has agreed to remain as a Sanctuary Safe Place and Shelter Operations Advisory Board member as a Rural Business Representative. The Board members expressed their great appreciation of Mr. Petty's commitment to the program and willingness to continue on this Board.

Lucianna Ventresca presented the Advisory Board with a calendar of meeting dates. A motion was made to approve the 2005 calendar meeting dates. M/S/C Galvez,/Petty Upon revising the By-Laws the Advisory Board will discuss members having the option to have an alternate and the minimum required meetings members must attend.

The Annual Thanksgiving Luncheon was a great success. Approximately 300 students, clients and families attended. In addition, the SOS program was able to feed about 67 homeless families.

Lucianna Ventresca wished all the members a Merry Christmas and a happy, healthy new year...and shared that she looked forward to seeing them at the next meeting, to be held January 6, 2005.

VI. MEETING ADJOURNED

The meeting adjourned at 1:00 p.m.