



**Moses Stites**  
 Chairperson

**Roger Palomino**  
 Executive Director

**BOARD OF COMMISSIONERS MEETING**  
**EOC BOARD ROOM, SUITE 310**  
**WEDNESDAY, JANUARY 26, 2005, 7:00 P.M.**  
**AGENDA**

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. <u>Call to Order</u>	Stites		
II. <u>Roll Call</u>	Palomino		1
III. <u>Seating of Commissioners</u>	Stites	Approve	2
IV. <u>Approval of Previous Minutes</u> December 8, 2004 Meeting Minutes	Stites	Approve	3
V. <u>Executive Director's Report</u>	Palomino	Information	
VI. <u>Board Actions</u>	Stites	Approve	
A. CSBG Refunding			5
B. P. G. & E. Energy Partners Refunding			7
C. Health Services Title X 2005 Family Planning Refunding			8
D. LEGACI Grant Award			9
E. LIHEAP Refunding			10
F. Local Conservation Corps Applications			
1. City of Fresno CFD/LLMD Maintenance			13
2. County of Fresno Document Destruction and Recycling			14
G. Authorized Signatory Resolution			15
H. Risk Management Services			16
VII. <u>Advisory Boards</u>			
A. LCC Advisory Committee December 2, 2004 Meeting Minutes	McCoy	Approve	17
B. SOUL Governing Council	Rodgers	Approve	
1. December 14, 2004 Meeting Minutes			23
2. January 11, 2005 Meeting Minutes			25
VIII. <u>Committee Appointments</u>	Stites	Approve	handout
IX. <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.)			
X. <u>Adjournment</u> (Items listed as information still leaves the option for guidance/direction by the Board.)			

Commissioners	Term Expiration	Target Area or Appointing/Nominating Org.	1/26	2/23	3/23	4/27	5/25	6/22	9/28	10/26	11/16	12/14
Tim Bakman	12/31/05	14th Senatorial District										
George Bleth	12/31/05	Area H										
Martin Castellano	12/31/05	Area C										
Ramon R. Dominguez	12/31/06	Area B										
Clyde Fannon/Alt. Craig Knight	12/31/05	Area A										
Dr. Lee Farley	12/31/05	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.	12/31/05	Malaga County Water District										
Theresa Hernandez	12/31/06	Foster Grandparents										
Tito A. Lucero*	12/31/06	Head Start County Wide Policy Council										
Marina Magdaleno	12/31/05	Board of Supervisors										
Rev. Paul McCoy	12/31/05	NAACP										
Vongsavanh Mouanoutoua	12/31/05	Lao Evangelical Church of Fresno										
Esther Padilla	12/31/05	CA Transplant Donor Network										
Daniel Renteria*	12/31/06	Area F										
Eugene Rico	12/31/05	Area G										
Jimi Rodgers	12/31/05	Association of Black Social Workers										
Jess Saldana	12/31/06	Area D										
Moses Stites	12/31/06	31st Assembly District										
Rev. E. Swillis	12/31/05	Mayor's Appointment										
Peter Vang	12/31/04	30th Assembly District										
John Paul Youel*	12/31/06	Fresno County Housing Authority										
Present = X												
Absent = 0												
Excused = E												
Vacant = V												

\* = Pending 1/26/05 Board Meeting

(Rollcall.05)

Fresno County **Economic Opportunities Commission**

*Helping People. Changing Lives.*



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> January 26, 2005	<b>Item:</b> Seating of Commissioners
<b>Agenda Item No.:</b> III.	<b>Executive Director:</b> Roger Palomino
<b>Committee:</b> Board of Commissioners	<b>Board Chairman:</b> Moses Stites

**RECOMMENDED ACTION:**

Formally Seat Commissioners for a two-year term commencing January 1, 2005 to December 31,2006.

**Public Official Appointments**

Kathleen Fernandez

George A. Finley, Sr.

Moses Stites

**Appointing Body**

Juvenile Court

Board of Supervisors

31<sup>st</sup> Assembly District

**Community Sector Appointments**

Theresa Hernandez

Tito A. Lucero

Esther Padilla

John Youel

**Appointing Body**

Foster Grandparents

Head Start County-Wide Policy Council

California Transplant Donor Network

Housing Authority-City and County of Fresno

**Elected**

Ramon Dominguez

Pastor Rufus Fruge

Daniel Renteria

Jess Saldana

**Target Area**

B

E

F

D

**Fresno County Economic Opportunities Commission  
Board of Commissioners Meeting  
Wednesday, December 8, 2004  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by Board Chair Stites at 7:00 p.m.

**II. ROLL CALL**

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

Assistant Executive Director Mizumoto introduced recently-elected Head Start County-Wide Policy Council Chair James Jackson for school year 2004-2005.

Stites recognized Commissioners Jim Petty and Emilio Valle, who will complete their terms on December 31, 2004.

**III. APPROVAL OF PREVIOUS MINUTES**

*M/S/C – Finley/Magdalenito to approve Board Meeting Minutes of November 17, 2004. All in favor.*

**IV. BOARD ACTIONS**

*M/S/C – Finley/Magdalenito to approve/ratify the following: A.1) LCC Community Links Agreement with Richard Health & Associates in the amount of \$36,625 to provide education/referral of new Universal Lifeline Telephone Services (ULTS) for the period of 11/02/04 – 8/31/05, A.2) Ratify submission of LCC bid to the Housing Authority of the City and County of Fresno (District 3) fence painting in the amount of \$10,500, A.3) LCC submission of bid to the Housing Authority of the City and County of Fresno (District 5) re-grading 180,000 square feet of housing foundations in Huron in the amount of \$7,500, B) Sanctuary submission of application to the CA Department of Housing and Community Development - Emergency Housing Assistance Program (EHAP) in the amount of \$50,000, and C) School Age Child Care submission of the Continued Funding application FY 2005-2006 to the CA Department of Education in the amount of 931,273. All in favor with 1 abstention from Petty on items A.2 and A.3 due to a conflict of interest.*

**V. HEAD START/EARLY HEAD START COUNTY-WIDE POLICY COUNCIL**

*M/S/C – Hernandez/Finley to approve Head/Start Board Meeting Minutes of November 17, 2004. All in favor.*

**VI. SAFE PLACE/SHELTER ADVISORY BOARD**

*M/S/C – Magdaleno/Padilla to approve Safe Place/Shelter Advisory Board Meeting Minutes of December 2, 2004. All in favor.*

**VII. ELECTION OF OFFICERS**

Stites relinquished his seat and turned the meeting over to Petty to begin the election process and open the nominations. Swillis motioned all officers remain in the same capacity. Motion died. Election by each office followed.

**A. Chairman**

Swillis nominated Moses Stites, seconded by Magdaleno

*M/S/C – Magdaleno/Finley to close nominations and elect Moses Stites as Board Chair. All in favor.*

**B. First Vice Chairman**

Swillis nominated Jess Saldana, seconded by Petty.

*M/S/C – Petty/Bleth Padilla to close nominations and elect Jess Saldana as First Vice Chair. All in favor.*

**C. Second Vice Chairman**

Magdaleno nominated George Bleth, seconded by Garabedian. Swillis nominated Rev. Paul McCoy, seconded by Garabedian. A vote followed. After all ballots were counted, Bleth was elected.

*M/S/C – George Bleth elected as Second Vice Chair. All in favor*

**D. Treasurer**

Garabedian nominated Peter Vang, seconded by Petty.

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

**VIII. OTHER BUSINESS/PUBLIC COMMENT**

Stites called for other business:

- Palomino announced the board retreat on January 20-22, 2005 will be held at the same location as last year.
- Palomino gave thanks to Tito Lucero for serving as Head Start County-Wide Policy Council chair in 2004, and announced Lucero will begin reporting on Head Start as a EOC board member.
- Palomino invited the board members to attend the Christmas Party to be held on Friday, December 10, 2004.

Stites called for public comment:

- Stites commended Director Gary Joseph and staff for the Christmas dinner.

**IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:28p.m.

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

Respectfully submitted,

Roger Palomino  
Board Secretary

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> January 26, 2005	<b>Program:</b> Administration
<b>Agenda Item No.:</b> VI.-A.	<b>Item:</b> CSBG Funding
<b>Committee:</b> Board of Commissioners	<b>Executive Director:</b> Roger Palaomino

**RECOMMENDED ACTION:**

Staff recommends authorization to enter into a refunding agreement, contract number 05F-4611, with the California Department of Community Services and Development (CSD), for Community Service Block Grant (CSBG) funds in the amount of \$1,593,634, to fund agency-wide activities and services to eligible participants residing in Fresno County. The term of the contract is January 1, 2005 to December 31, 2005.

**BACKGROUND:**

Originally these funds were provided by the Office of Economic Opportunities (OEO) through the Economic Opportunities Act of 1964 to fund Community Action Agencies. Under the Reagan Administration, in the mid 1980's, the funds were block granted to the State and renamed Community Services Block Grant funds (CSBG). The funds are primarily used to supplement the Agency's activities and services by offsetting administrative and operational overhead costs.

The Agency's Community Action Plan (CAP) is a requirement of the CSBG funding. The CAP includes public hearings, needs assessments, and the estimated number of clients served by each program area. The number of clients served, including demographic information, is then reported semiannually to CSD, as required by the CSBG contract.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

**RESOLUTION**

WHEREAS, the State Community Services and Development Department has received Community Services Block Grant Funds pursuant to Government Code Section 12725 et seq., as amended, and 42 United State Code (USC) 9901 et seq., as amended,

WHEREAS, the State Community Services and Development Department has authorized 2005 funding in the amount of \$1,593,634 for Fresno County Economic Opportunities Commission (EOC) contract #05F-4611,

WHEREAS, the EOC Board of Commissioners has approved the acceptance of this contract at its January 26, 2005 board meeting;

NOW, THEREFORE, BE IT RESOLVED THAT Moses Stites, Board Chairman, Roger Palomino, Executive Director and/or George Egawa/Assistant Executive Director and/or Alma Kowalski, Assistant Executive Director are authorized as the officers to act on behalf of the EOC Board and sign all necessary documents, including any amendments, required to complete the contract and award process.

\_\_\_\_\_  
Moses Stites, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Roger Palomino, Executive Director and Board Secretary

\_\_\_\_\_  
Date

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> January 26, 2005	<b>Program:</b> Weatherization
<b>Agenda Item No.:</b> VI.-B.	<b>Program Director:</b> Dennis Bachelor
<b>Item:</b> 2005 P.G. & E. Energy Partners Program	<b>Assistant Executive Director:</b> George Egawa
<b>Committee:</b> Board of Commissioners	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Staff recommends authorization to enter into a refunding agreement with Pacific Gas & Electric (PG&E), 2005 Energy Partners Program (EPP) in the amount of \$1,008,040 to perform energy conservation services in collaboration with Sundowner Insulation Company. The term of the agreement is January 1, 2005 to December 31, 2005.

**BACKGROUND:**

Pacific Gas & Electric has tendered the Agency and Sundowner Insulation Company a contract to provide energy education and installation of energy conservation measures to 1,738 targeted low-income residences on the west side of Fresno County.

Richard Heath and Associates administers the contract on behalf of PG&E. The weatherization measures provided under the EPP are leveraged with State CSD Weatherization funds to maximize weatherization services to eligible low-income individuals and families. This contract is a contractual rollover that commenced in 2001.

After completion of a combustion appliance safety test weatherization measures may be installed. Measures to be installed in the home may include but are not limited to the following:

- Energy Education
- Ceiling Insulation
- Door Weatherstripping
- Water Heater Blanks
- Water Flow Restrictors
- Caulking
- Compact Fluorescent Light Bulbs
- Evaporative Cooler Repair and Replacement
- Energy Efficient Refrigerators
- Microwave Ovens



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> January 26, 2005	<b>Program:</b> Health Services Clinic
<b>Agenda Item No.:</b> VI.-C.	<b>Program Director:</b> Dennis Bachelor
<b>Item:</b> 2005 Title X Family Planning Program Contract	<b>Assistant Executive Director:</b> Paul C. White
<b>Committee:</b> Board of Commissioners	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Staff recommends authorization to enter into a refunding agreement with the California Family Health Council, Inc. (CFHC) in the amount of \$269,759 to provide family planning services to eligible participants living in Fresno County. The term of the agreement is January 1, 2005 to December 31, 2005.

**BACKGROUND:**

There are three components to the Family Planning Services Program, a) Basic Contraceptive Services (BCS) \$128,453, b) Male Services \$89,056, and c) Youth Health Initiative services \$52,250. Services will be provided as follows:

- Basic Contraceptive Services: Provides contraceptive services to special populations whose family income is 201%-150% of the federal poverty level. Basic contraceptive services will be provided to approximately 7000 eligible clients.
  - Partnering Plan: 35% of the funds will be used to develop and implement community partnerships to increase community knowledge of family planning services.
- Male Services: Provides family planning education and medical services to eligible Title X male clients.
- Youth Health Initiative: provides outreach to increase the number of youth ages 24 and under receiving reproductive health and STI screening services.

**ISSUE:**

The funding under this application shall be used for family planning services. Family planning means the process of establishing objectives for the number and spacing of children, and selecting means by which those objectives may be achieved. Family Planning services exclude abortions and services ancillary to abortion.

Fresno County **Economic Opportunities Commission**

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> January 3, 2005	<b>Program:</b> Special Projects
<b>Agenda Item No.:</b> VI.-D.	<b>Program Coordinator:</b> Vickie Hoyle
<b>Item:</b> Great Valley Center LEGACI Grant Award	<b>Executive Director:</b> Roger Palomino
<b>Committee:</b> Board of Commissioners	

**RECOMMENDED ACTION:**

Ratification of a grant award in the amount of \$13,500 from the Great Valley Center's LEGACI Program to administer a survey that will elicit information from Mendota residents to support development of micro-enterprise/cottage industries.

**BACKGROUND:**

The EOC Office of Rural Assistance (ORA) came into existence as a result of the agricultural freeze in the San Joaquin Valley during the winter of 1998. Local nonprofit organizations and government agencies worked together to address the numerous hardships many Valley families experienced due to the freeze. EOC became a significant player in coordinating relief efforts. Upon completion of the recovery phase of the freeze, organizations and agencies that had worked together decided to reorganize into a collaborative group to focus on serving rural communities in Fresno County. The Rural Communities Collaborative of Fresno County (RCCFC) was formed in May of 2000 with the EOC Office of Rural Assistance as the primary coordinator.

The current focus of effort of the ORA and the RCCFC is in addressing the challenges Western Fresno County is facing as a result of land retirement/fallowing, lack of water, and innovation in agricultural technology. The Office of Rural Assistance is engaged in a number of activities in support of western Fresno County economic development through the development and support on entrepreneurs and micro-enterprise.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> January 26, 2005	<b>Program:</b> LIHEAP
<b>Agenda Item No.:</b> VI.-E.	<b>Assistant Executive Director:</b> Alma Kowalski, George Egawa
<b>Item:</b> LIHEAP 2005 Contract	<b>Executive Director:</b> Roger Palomino
<b>Committee:</b> Board of Commissioners	

**RECOMMENDED ACTION**

To approve Priority Plans and the attached Board Resolution required to enter into a refunding agreement with the State of California Department of Community Services and Development (CSD) for the 2005 Low-Income Home Energy Assistance Program (LIHEAP).

**BACKGROUND**

The State of California Department of Community Services and Development (CSD) has tendered a contract for the 2005 LIHEAP program in the amount of \$1,631,915 of which \$1,071,099 is for weatherization services and \$560,816 is to provide administrative/program support to facilitate/authorize energy bill and wood/propane/oil payments for eligible low income individuals and families in Fresno County. \$936,580 (Fast Track) and \$1,337,943 (HEAP) in non-consideration funds are available through the State CSD for energy assistance for low-income Fresno County residents but are not part of this \$1,631,915 agreement. The weatherization services will be subcontracted to a licensed contractor, Sundowner Insulation Company.

**ISSUE**

**Weatherization Priority Plan**

Weatherization provides the following energy conservation services in the homes of eligible clients.

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| Outreach and Intake                   | Ceiling Insulation                   |
| Energy Education                      | Water Heater Blankets                |
| Safety Check of Combustion Appliances | Heating/Cooling unit repairs         |
| Waterflow Restrictor                  | Caulking of windows                  |
| Door Weatherstripping                 | Duct Leakage Tests                   |
| Glass Replacement – windows           | Compact Fluorescent Light Bulbs      |
| Minor Envelope Repair                 | Evaporative Cooler repair or replace |

First priority for weatherization services will be determined by a point system using a Weatherization Priority Worksheet. Those households with the highest points will be considered first, taking into consideration, energy burden, income, vulnerable

populations, weather related crisis, and life threatening emergencies. Geographic consideration will apply when units within proximity of each other are signed up. For example, a second household is identified within close proximity to a unit that already has high priority status.

**Home Energy Assistance Program & Energy Intervention Program Priority Plan**

The Home Energy Assistance Program (HEAP) and Energy Crisis Intervention Program (ECIP) provide the following assistance services throughout Fresno County:

Outreach	Coordination with the Community Services Department
Intake	Coordination with the Utility Companies
Needs Assessment	Coordination with Wood, Propane and Oil Venders
Client Education	

The HEAP and ECIP programs provide cash assistance with energy bills (electric, gas, wood, propane and oil) for eligible clients.

Federal laws require first priority for services to those households with the highest energy burden and that EOC factor in to its first priority for services, households with the following vulnerable populations: very young children (ages 5 and under), individuals with disabilities, and frail older individuals (ages 60 years or older).

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

**RESOLUTION**

WHEREAS, the Department of Community Services and Development (CSD) is designated to receive and administer the Low Income Home Energy Assistance Program grant (LIHEAP) for the State of California (Government Code Section 16367.5), and

WHEREAS, the State CSD, under the LIHEAP Block Grant Program has elected to award Fresno County Economic Opportunities Commission (EOC) Contract #05B-5313 in the amount of \$ 1,631,915 for home energy assistance and weatherization services, and

WHEREAS, the EOC Board of Commissioners has accepted this award on January 26, 2005.

NOW, THEREFORE, BE IT RESOLVED THAT Moses Stites, Board Chairman, Roger Palomino, Executive Director and/or George Egawa, Assistant Executive Director and/or Alma Kowalski, Assistant Executive Director are authorized as the officers to act on behalf of the EOC Board and sign all necessary documents, including any amendments, required to complete the contract and award process.

\_\_\_\_\_  
Moses Stites, Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Roger Palomino, Executive Director and Board Secretary

\_\_\_\_\_  
Date



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> January 26, 2005	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No.:</b> VI.-F.1	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> City of Fresno CFD/LLMD Maintenance	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Board of Commissioners	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

To approve the submission of a bid to the City of Fresno Public Works Department for landscape maintenance within Community Facilities Districts (CFD) and Landscape and Lighting Maintenance Districts (LLMD). Bid amount is \$635,356 for a one (1) year period of time. Bid includes roughly 2.5 million SF of site work, or 35% of total city landscape maintenance districts.

**BACKGROUND:**

Community Facilities Districts (CFD) and Landscape and Lighting Maintenance Districts (LLMD) include landscape buffers fronting residential and commercial property, typically the areas between public streets and sidewalks. Funding for the development and maintenance of these districts is authorized by the City Council, and paid by property owners.

**ISSUE:**

LCC has been assisting the City of Fresno with traffic median island maintenance for the past ten years, working with the City Parks Department, Tree Fresno, and now with the Public Works Department. The City has asked the LCC to submit a bid for Community Facilities Districts (CFD) and Landscape and Lighting Maintenance Districts (LLMD) maintenance. If approved, this contract would add approximately four new crews each consisting of a supervisor and four corpsmembers. LCC would provide turnkey services to the City of Fresno – labor, crew transit, equipment, supplies, chemical applications, and insurance. LCC has the organizational strength, managerial expertise, licenses, and tools to provide this service.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> January 26, 2005	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No:</b> VI.-F.2	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> County of Fresno Document Destruction and Recycling	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Board Of Commissioners	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

To approve the submission of a sealed bid for Document Destruction and Recycling Services to the County of Fresno. The County of Fresno Purchasing Department is the contract administrator of the project and will select the best price and most qualified firm for this service on January 28, 2005. If selected, EOC’s Local Conservation Corps would begin services for a three-year period, beginning March, 2005.

**BACKGROUND:**

Fresno County is soliciting document destruction and recycling services for all county offices, approximately 130 offices. The current three year contract has expired for these services. Bidders must complete the county’s Request for Proposal (RFP) for these services, including price and approved procedures.

**ISSUE:**

EOC’s Local Conservation Corps has been offering county-wide beverage container recycling services for the past twelve (12) years. This contract provides an opportunity to expand recycling services to include paper products. LCC has experience in document destruction and recycling, on a smaller scale. With this contract, the program would leverage some of the existing equipment and vehicles in stock, but would need to purchase additional equipment to meet the demand for this service, approximately 100 tons of confidential material per month. New equipment would include an industrial shredder, mobile compactor, and a 40 foot box truck with electric gate. Operations would be conducted at EOC’s H Street warehouse in a caged area of approximately 7,500 SF. The operations would not adversely impact EOC’s document storage needs. Our current recycling routes would be consolidated to accommodate both beverage container and paper recycling services. The project would use many of the LCC’s existing recycling staff, and would add 8-12 new corpsmember positions – primarily to haul product out of office buildings. All costs for new equipment, storage facility improvements (security cameras and alarm system), and personnel are reflected in EOC’s bid. EOC’s warehouse is equipped with dock access.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> January 26, 2005	<b>Program:</b> Executive Office
<b>Agenda Item No.:</b> VI.-G.	<b>Executive Director:</b> Roger Palomino
<b>Item:</b> 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 26th day of January 2005, 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 26, 2005.

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

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> January 26, 2005	<b>Program:</b> Finance
<b>Agenda Item No.:</b> VI.-H.	<b>Director:</b> Salam Mohammad
<b>Item:</b> Insurance Brokerage and Risk Management Services	<b>Assistant Executive Director:</b> George Egawa
<b>Committee:</b> Board of Commissioners	<b>Executive Director:</b> Roger Palomino

**RECOMMENDATION:**

Staff recommends that the Board authorize staff to negotiate a contract with Hilb Rogal & Hobbs (HRH) as the provider of Insurance Brokerage and Risk Management services for a three-year agreement renewed annually for proposed scope of services.

**BACKGROUND:**

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

The firms responding to the RFP were:

1. HRH Insurance
2. Marsh, Inc.
3. Driver-Alliant Insurance Services
4. Heffernan Insurance Brokers
5. Arthur J. Gallagher & Co.

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

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

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

Based on the written proposal, oral presentation and fee proposal, staff is recommending authorization to negotiate a contract with Hilb Rogal & Hobbs (HRH).

**EOC/ Local Conservation Corps  
Advisory Committee Meeting  
Minutes  
December 2, 2004 MEETING**

Reverend Paul McCoy, Chairperson (excused)	A	Gary Newmark, Vice Chairperson	P
Fran Bergmann	A	Michael McHatten	A
Dr. Robert Fox (excused)	A	Dr. Lee Farley	A
Myser Keels	A	Ricardo Perez	A
EOC Charter School Representative (excused)	A	Patrick Weimiller	A
Frank Rodriguez/ Ken Cobarrubias	A	Angel Farias - President, Corpsmember Council	A
Kelly Woodward/ James Hackett	A/A		

Staff: Paul McLain-Lugowski, LCC Director  
 John Echols, General Manager (Facilities and Assets)  
 Michelle L. Tutunjian, Assistant LCC Director  
 Joseph Crown, General Manager (Enterprise Operations)  
 Shawn Riggins, Program Manager (Recycling)  
 Erin Baber, Program Manager (YouthBuild)  
 Algernon O. Boyd, Corpsmember Development Facilitator  
 Alicia Garcia, Office Manager

Corpsmember Guest Speakers  
 Eriberto Cintora, LCC/YouthBuild Corpsmember  
 Aaron Lett, LCC/YouthBuild Corpsmember

I. WELCOME AND CALL TO ORDER

Mr. Gary Newmark, Vice Chairperson, called the meeting to order at 12:15 p.m. Roll was called, and guests, along with staff, introduced themselves. The meeting was held at the California Youth Authority (CYA) office.

II. REVIEW AND APPROVAL OF MINUTES: AUGUST 23, 2004 (INFORMATIONAL ITEM)

III. 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. Joseph Crown, General Manager-Enterprise Operations, provided the Committee with an overview of a contract with the City of Fresno to maintain the median islands. Currently, 16-20 corpsmembers and four crew supervisors are dispatched on a daily basis to maintain the median islands. On average, 104 miles of median islands are maintained by LCC crews on a quarterly basis. In addition to the general landscaping, the crews repair sprinkler heads and adjusts sprinkler timers. Corpsmembers learn how to operate heavy machinery and power equipment on the crew.

The LCC is being asked to bid a major construction project involving the capping of traffic median islands with decorative stamped concrete. The project involves the removal of plants, capping irrigation systems and capping the noses of the median islands with concrete.

John Echols, General Manager-Facilities and Assets, provided the Committee with an overview of the LCC's property management contract with EOC. LCC is now responsible for the property management for EOC and is currently training corpsmembers on building maintenance and janitorial duties. Property management is labor intensive. Crews work in the day and evening hours. The general cleaning, repairs and maintenance are done during the day shift and all janitorial duties are done during the evening shift.

Michelle L. Tutunjian, Assistant LCC Director, provided the Committee with an update of the Fresno Safe and Proud Neighborhoods (AmeriCorps) Program. The first FSPN members will be completing their term of service in December 2004. The recruitment and hiring for the second group will end on Friday, December 3<sup>rd</sup>. AmeriCorps is a national service program through which volunteers address community needs in education, health, public safety, and homeland security. The Fresno Safe and Proud Neighborhoods (FSPN) AmeriCorps Program is an all hazards approach to public safety, crime prevention, and strategies for improved homeland security in the Fresno community. Benefits to AmeriCorps members completing their tour of duty include: \$10,200 living allowance, \$4,725 education award, health care, deferment of student loans, CPR, first aid and Community Emergency Response Team (CERT) certificates.

Ms. Tutunjian also provided the Committee with an update on the Schools Energy Education (SEE) Program. The Program ended on December 1, 2004. In three months the crew planted trees in two migrant centers, in Merced County and Firebaugh, and educated the migrant families and their children about energy conservation. The crew utilized three mobile energy labs to demonstrate different uses of energy. The crew also conducted energy conservation presentations at 36 schools in Madera, Fresno and Merced Counties, reaching elementary, junior high, and high school students. All program goals were met.

Erin Baber, YouthBuild Program Manager, provided the members with an update of the YouthBuild Program. Since the last meeting, eleven (11) Youthbuild members have completed the program, and thirty-two (32) new members have been enrolled. YouthBuild corpsmembers are currently working on the rehabilitation of a home on Palm Avenue, which will be sold to a low-income family. They have also been involved on playground projects, and will be working on the median island project. YouthBuild corpsmembers spend two weeks (50% of the time) in the classroom and two weeks (50% of the time) on the construction site alternating every two weeks. Currently, the funding for YouthBuild has been coming through HUD. The LCC has received a funding commitment from the Department of Labor (DOL) for an additional fourteen (14) YouthBuild corpsmembers that will be starting next month. DOL funding will provide inmate transitional services to youth enrolled in YouthBuild.

#### IV. CORPSMEMBER DEVELOPMENT REPORT

Al Boyd, Corpsmember Development Facilitator, provided the members with an update on corpsmember development. Education is the main drive for corpsmember development, therefore, enrollment in an education component is required for all corpsmembers. The School of Unlimited Learning (SOUL) provides high school/GED courses. LCC is a satellite campus for Fresno City College (FCC). Currently, corpsmembers completed their first semester of Computer Literacy. English 252 will be offered by FCC in the spring.

The mentoring program has been in place for two years matching young people with professionals. Mentors spend time with corpsmembers talking about their careers and issues in their lives outside the work place. Recently, LCC received support from the Black Chamber of Commerce which sponsored ten (10) corpsmembers to attend the *Focus for Success Power Luncheon*. LCC plans to expand the mentoring program, and is in the process of approaching

the Hispanic Chamber of Commerce, Fresno Chamber of Commerce and the Asian Chamber of Commerce to recruit mentors to match corpsmembers with a mentor from these business groups.

The LCC men's basketball team is undefeated. The team participated in the Annual YouthBuild Basketball Tournament in Los Angeles last May, and won first place. LCC's basketball team entered into the YMCA Adult Mens League for the first time and won the tournament. The team participated in the California Conservation Corps Unity Games in Sacramento last October and won first place there, as well. The basketball team offers corpsmembers the opportunity to develop self esteem and a sense of team work outside the work place.

Paul McLain-Lugowski provided the members with an update of the Neighborhood Youth Center (NYC). Mr. McLain-Lugowski informed the Committee that LCC has outgrown its current facility and staff has been working for approximately three years to develop and fund the new campus which will be located at California and C Streets in southwest Fresno. LCC received funding of \$2.5 million through the Urban Parks Bond Act of 2001 program towards the construction of the building, and is scheduled to break ground in Spring, 2005.

#### V. GUEST SPEAKER

Paul McLain-Lugowski introduced the guest speaker, Ms. Roxy Shultz to the Committee. Ms. Shultz is a Parole Agent for the California Youth Authority (CYA). Ms. Shultz provided the Committee with an overview of the CYA. Juveniles are committed to CYA after the County has exhausted all resources and/or a very serious crime has been committed. The Parole Agent's role is to contact the family and explain to the parents what they can expect from the CYA. Currently, the CYA has nine institutions and three camps. Once a young person is committed, he/she is sent to a clinic for an assessment to review their history. The philosophy of the justice system is rehabilitation. Once a young person is assessed, they are referred to the specialized unit based on their individual needs. Units are individual dorm rooms, typically rooms are shared. Each unit has a counselor, with a caseload of 10-12 who monitors the wards treatment program. In addition to treatment, education is a priority. Many young people have special education needs. Every institution has a school with credentialed staff who offer instruction based on an Individual Education Plan (IEP). The CYA provides treatment, training, and education and transition services. Once a parolee is released, the parolee must follow the instructions of the Parole Agent and must be engaged in education, vocational training or be employed.

The next speaker, Aaron Lett, YouthBuild Corpsmember, shared with the Committee that he came to the LCC with hopes of getting a job because he had applied at several other places and was not hired. He often received an interview, but once the employer heard of the felony on his record they would not consider hiring him. Mr. Lett thought there was no hope of obtaining employment. Mr. Lett heard about the LCC program from his cousin and was told that LCC believed in giving people a second chance; his felony record would not prevent him from enrollment in the LCC. Mr. Lett applied to the LCC program and completed a five-day orientation. During the orientation, he learned about the programs LCC had to offer and how he would benefit. He could get paid, learn job skills, work towards obtaining a high school diploma and start up his own auto detailing business through the LCC's "I'm the B.O.S.S" Program. Currently, Mr. Lett is enrolled in LCC's YouthBuild Program.

Eriberto Cintora, YouthBuild Corpsmember, shared with the Committee how he learned about the LCC. Mr. Cintora is a parolee from the California Youth Authority (CYA). His Parole Officer referred him to the LCC YouthBuild Program. He is assigned to a crew doing demolition work and is enrolled in school earning credits towards his high school diploma. Mr. Cintora stated

that he is learning many different skills he did not have, and has learned how to save money on electricity and phone bills. He would like to encourage any CYA released parolees that want a fresh start to accept the help that is available to them at LCC.

VI. WORK TRAINING PROJECTS, CURRENT GRANT PROPOSALS, & THOSE PENDING ACTION

EOC Local Conservation Corps Projects (* indicates pending)	
01. City of Fresno Public Works - Traffic Medians and Islands Maintenance and Mowing	17 corpsmembers
02. Head Start Grounds Maintenance Project	4 corpsmembers
03. Executive Plaza Grounds Maintenance	4 corpsmembers
04. Executive Plaza Janitorial	3 corpsmembers
05. EOC Property Management (currently Executive Plaza, Sanctuary, and LCC)	Crews, as needed
06. Department of Conservation Recycling Program	28 corpsmembers
07. DOC CALCC GIS/GPS Project	Several corpsmembers
08. *County DOC per capita (subcontract)	1 crew
09. California Conservation Corps	6 corpsmembers
10. YouthBuild (HUD) CURE/Habitat	16 corpsmembers
11. YouthBuild USA/AmeriCorps NYC	16 corpsmembers
12. YouthBuild/Home Depot Partnership (Community enhancements)	
13. YouthBuild IDA	All corps eligible
14. *YouthBuild USA Gates Foundation	YB corpsmembers
15. *YouthBuild/SHE/RHED Biola project	2 crews
16. YouthBuild USA – DOL – Inmate Transition Program	
17. *YouthBuild/SHE (HUD) 05	2 crews
18. YouthBuild USA Capacity Building Initiative	
19. *YouthBuild USA non-construction training demonstration project	
20. LIHEAP	Several Crews
21. National Association of Service and Conservation Corps - Ed Award Only	90 awards
22. Fresno Safe and Proud Neighborhoods (AmeriCorps) (04)	21 corpsmembers
23. Fresno Safe and Proud Neighborhoods (AmeriCorps) expansion (04-05)	40 corpsmembers
24. Sanctuary Janitorial	1 crew
25. Metro Flood Control Basin Maintenance (undeveloped Unit A) Year 1&2	Several Corpsmembers
26. *Metro Flood joint partner park projects (Fairgrounds, Manchester Center, Hughes/McKinley, Adams School)	Several crews
27. Fresno Irrigation District (03-05) \$11,700 per month	1 crew
28. "I'm the BOSS" (Business Opportunities for Sustained Success) - entrepreneurial training	20-30 corpsmembers
29. *NYC – OCS Job Creation Proposal (Enterprise Operations Division) re-apply 05	72 new jobs
30. *Wells Fargo Loan Fund	Entrepreneurial training
31. Enterprise Operations (moving, document management - storage, shredding, recycling)	crews, as needed
32. Neighborhood Youth Center (Park Bond Prop 12 Murray-Hayden)	LCC and Contractor
33. Prop 12 and 40 Formula - Neighborhood Youth Center	Several crews
34. Urban Parks (04) NYC	Crews/contractor
35. *NYC Youth Soccer and Recreation Development Program	Crews/contractor
36. *NYC Urban Parks and Healthy Communities Program	Crews/contractor
37. Sunset Basin Jr. Golf course/driving range	1 crew
38. Universal Lifeline Telephone Services	1 crew
39. Inmate Transition Support Services	90 clients
40. *ADA Fresno Adult School	construction crews
41. Schools Energy Education Program (SEE)	1 crew

EOC Local Conservation Corps Projects (* indicates pending)	
42. *City Districts infrastructure repairs (NNLB)	Several crews
43. *Roeding Business Park cleanup	Several crews
44. Calwa Park Development Project	1 crew
45. Storyland/Playland Walk of Fame	1 crew
46. Housing Authority Vacancy Preparation	1 crew
47. Housing Authority District-wide services (concrete, fencing, painting, cleaning, repairs, flooring)	
48. Housing Authority Cooler Servicing and Exchange Project (+30 for \$4,300 Oct, 04)	1 crew
49. *Housing Authority Heater Servicing and Exchange Project (\$8 per unit – 550 units)	1 crew
50. Housing Authority District 3 Iron Fence Painting (7,000 lineal feet)	1 crew
51. *PGE vegetation management (settlement)	Several crews
52. *USDA rural housing rehabilitation	1 crew
53. *Boys and Girls Club (Rotary, LCC renovation)	1 crew
54. *Prop 50 CRMP and RCD Projects	Several Crews
55. *S Village	
56. *CDFI	
57. California Teleconnect Fund (EOC)	
58. *Ludwick Foundation	
59. *CIWMB Waste Tire Collection Program (FID, Clovis, FMFCD)	1 crew
60. *FID 80-acre cleanup/grading	1 crew
61. *Ag water Quality grant – Prop 50 (FID) \$47 million	Several crews
62. *Median Islands – Madera	Several crews
63. *NASCC Youth Civic Justice Corps (needs to go to the Board)	Numerous corpsmembers
64. Herndon and Rialto site cleanup (Clovis)	1 crew
65. *Los Gatos/Coalinga Mineral Springs Parks Maintenance – County Parks	
66. Jensen Sports Complex (installation of two tot lots)	1 crew
67. *Mosqueda Park BMX/Skate Park construction (Prop 40 City of Fresno)	Several Crews
68. City of Huron Site Grading	1 crew
69. *West County Cities Satellite – Housing Authorities (Huron, Mendota, Kerman)	
70. City of Fresno pool resurfacing	1 crew
71. *State DWP Urban Streams Prop 40 (FID)	

## VII. COMMUNITY SERVICE ACTIVITY REPORT

DATE:	EVENT	HOW MANY ATTENDED
8/27/04	Fresno Calwa Community Outreach Services Summer Sizzlers-ULTS/LIHEAP Booth	1 Staff & 1 Corpsmember
8/28/04	Community Safe Haven & Family Resource Center-7 <sup>th</sup> Annual Community Picnic-ULTS/LIHEAP Booth	1 Staff & 3 Corpsmembers
9/10/04	Fresno Calwa Community Outreach Services Summer Sizzlers-ULTS/LIHEAP Booth	1 Staff & 3 Corpsmembers
9/011/04	Calwa 3 <sup>rd</sup> Annual Block Party-ULTS/LIHEAP Booth	1 Staff & 4 Corpsmembers
9/17/04	Tree Fresno "Grecian Gala" Globe-Trotting Dinner-Transportation services	Staff 2 2 Corpsmembers
9/18/04	Mosqueda Center "Kids Just Wanna Have Fun" Children's Festival-ULTS/LIHEAP Booth & YouthBuild recruitment	2 Staff & 4 Corpsmembers
9/23/04	Reedley Workforce Connection One-Stop "Fall 2004 Job Fair	2 Staff & 4 Corpsmembers
9/24/04	First Annual What's Popping Youth Development & Leadership Conference/Workshops/SOUL School	1 Staff
9/25/04	Region I Park Smoke Out- LIHEAP & ULTS Booth	1 Staff & 3 Corpsmembers

9/25/04 – 9/26/04	Fresno Historical Society Civil War Reenactment at Kearney Park Recycling Collection	4 Staff & 9 Corpsmembers
9/29/04	Firebaugh Migrant Center SEE Program Tree Planting	
10/01/04	6 <sup>th</sup> Annual Downtown Association Art Gala – Assist with set-up, clean-up and collect recyclables	1 Staff & 5 Corpsmembers
10/02/04	3 <sup>rd</sup> Annual Tehipite Community Pride Festival-YouthBuild Recruitment Booth	1 Staff
10/08/04	Colonel Allensworth State Historic Park Rededication- Assist with clean-up	1 Staff 3 corpsmembers
10/19/04	Fresno Organizations Active in Disaster-Table Top Disaster Exercise	1 Staff & 1 Corpsmember
10/23/04	Fresno Zoo ZooBoo-Recycling & LIHEAP Booth	1 Staff & 2 Corpsmembers
10/23/04	Make a Difference Day-AmeriCorps (smoke detector installation and human needs drive)	2 Staff & 16 Corpsmembers
10/23/04	Our Lord and Savior Health Fair-LIHEAP & ULTS Booth	1 Staff & 2 Staff
10/24/04	Keenan Community Center Health Fair in Huron- LIHEAP & ULTS Booth	1 Staff & 2 Corpsmembers
10/28/04	Red Ribbon Haunted House-Orange Cove, Set up and room decoration	1 Staff & 3 Corpsmembers

Meeting Adjourned 1:25 p.m. by Gary Newmark, Vice Chairperson,

Respectfully Submitted,

Paul McLain-Lugowski  
EOC Local Conservation Corps Director

BDJAN05 EOC LCC ADVISORY MINUTES DEC 04

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

EOC Human Resources Training room Suite 125  
Tuesday, December 14, 2004

**MINUTES**

- I. Meeting called to order by Michael Petrovich, Ph.D. at 8:10 a.m.
- II. Roll call facilitated by Dr. Michael Petrovich.

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

III. **Approval of Minutes**      October minutes approved as read.      M/S/C Bessard/Symonds

IV. **Principal's Report**

Lucianna Ventresca presented demographic information on enrollments, attendance, academic highlights, activities, and updates. Student enrollment within the seated component at the Sanctuary site is 88. Enrollments for the Independent Study sites are: the Executive Plaza 94, Local Conservation Corps 54 and the Asian Village 27. The Council discussed the information presented.

Sam Hairston introduced 5 SOUL seniors that worked for the County of Fresno Clerks Office as student poll workers for the November 2004 elections. Our students will honored today, December 14, 2004 at the Board of Supervisors meeting for meeting the criteria of having the highest number of students being selected to work from one school, and carrying a 2.5 GPA. The award, a United States Flag that has flown over the State Capitol Building,

Upcoming changes: A Lead Case Manager position will be identified, and expansion of Career Center activities with more access for the students. Youth Leadership Institute, a national youth development group will be joining forces with the Sanctuary in January working with our students to implement different segments of youth leadership training. The school Year Book is in progress, members were encouraged to purchase Ad space. During the January SOUL Governing Council meeting we will be taking a council picture.

A curriculum committee will be organized this spring in preparation for next school year. A vocational

education grant through the Gates Foundation is in the developmental process. This program is targeted to begin next school year with possibly of a pilot program occurring this summer

The annual Thanksgiving Luncheon was a great success – Thank you to all of the Governing Council members that attended and helped serve the students and their families

**V. Other Business**

Roger Palomino thanked the Council members for their commitment and involvement with EOC and the School Of Unlimited Learning over the past year. He shared that he had attended a meeting on local public education issues. Public education needs a greater connection to the school administrators, teachers, community leaders, parents and youth in our local neighborhoods in order to provide a more supportive educational system. The council discussed how EOC has to continue to expand and refine the charter school model, with implementing a vocational education component. The council would like to provide the parents with an opportunity to discuss these issues possibly in an evening meeting.

**VI. Public Comment**

No public comments were made.

**VII. Adjourn Meeting**

Meeting was adjourned at 9:25 M/S/C Rodgers/Bessard

Respectfully submitted by: Terry Allen, Ed.D.

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

EOC Human Resources Training room Suite 125  
Tuesday, January 11, 2005

**MINUTES**

- I. Meeting called to order by Michael Petrovich, Ph.D. at 8:10 a.m.
- II. Roll call facilitated by Dr. Michael Petrovich.

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

- III. **Approval of Minutes** December minutes approved as read. M/S/C Rodgers/Bailey

**IV. Principal's Report**

Lucianna Ventresca presented demographic information on enrollments, attendance, academic highlights, activities, and updates. Student enrollment within the seated component at the Sanctuary site is 106. Enrollments for the Independent Study sites are: the Executive Plaza 85, Local Conservation Corps 51 and the Asian Village 25. The Council discussed scheduling the next few meetings at some of the other SOUL sites. **The February meeting will be held at the Asian Village site 4903 E. Kings Canyon Ste #241.**

The student body participated in a school wide Ice Skating field trip before the holiday break and the staff shared with the Council that it was a great success, and a very positive activity for the students.

Lucianna shared with the Council that Premier Studio would publish the school yearbook this year. This company will provide the school with a color yearbook and an approximate savings of \$1800.00 from last year price. Council members were encouraged to submit Ads as this will help offset the cost and make the yearbooks more affordable for students to purchase. The Council members posed for the Council picture to be placed in the student yearbook for 04-05.

The Governing Council student representatives Elva Avila and David Rodriguez shared that on Friday, January 14, 2005, Councilwoman Cynthia Sterling will be meeting with the student leadership committee. The meeting will focus upon Leadership Development in a community, a question and answer opportunity for students and Ms. Sterling and so the students can propose her assistance be provided in attaining school crosswalk street signage, speed zones, and crosswalk lines painted in front of the Youth Center/School. At the general presentation she will be speaking to the SOUL student body at an assembly honoring Martin Luther King. The council discussed the information presented.

School Operations Updates: As of the end of fall semester, 14 students graduated. Congratulations graduates! Most will return to officially "walk" for graduation ceremony in June. Staff office movement has begun this process should be complete by the first week in February. The national youth development organization, Youth Leadership Institute, has established their new office at the Sanctuary. An "opening" event will be held early in February.

**V. Other Business**

Agenda items to be discussed at the February meeting: scheduling an evening parent meeting, updating the membership to include the college membership seat and updating the curriculum committee.

On Friday, January 14, 2005 at 11:00 am a Ribbon Cutting Ceremony for the Sanctuary Transitional Living Center 3 (TLC -3). TLC-3 is a partnership between FCEOC Sanctuary and Fresno County children mental health services. This program is designed to facilitate youth ageing out of Foster care who have no family to return to.

**VI. Public Comment**

Mr. Bailey invited the members to attend the 20<sup>th</sup> annual Martin Luther King celebration.

**VII. Adjourn Meeting**

Meeting was adjourned at 9:08 M/S/C Bailey/Starks

Respectfully submitted by: Terry Allen, Ed.D.