

*Helping People. Changing Lives.*



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

**BOARD OF COMMISSIONERS MEETING**  
**EOC BOARD ROOM, SUITE 310**  
**WEDNESDAY, MAY 26, 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> April 28, 2004 meeting minutes	Stites	Approve	2
IV. <u>Executive Director's Report</u>	Palomino	Information	
V. <u>Executive Committee</u>	Stites	Approve	
A. May 12, 2004 meeting minutes			4
B. Compassion Capital Fund Demonstration Project			7
C. Babies First Outreach Services Contract Renewal			8
D. Local Conservation Corps			
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2. HHS RHY Transitional Living Program			
3. HHS RHY Street Outreach Program			
4. HHS OCS Community Food and Nutrition Prgm.			
5. HHS SAMHSA Drug/Alcohol and Mental Health Treatment Services			
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G. Office of Rural Assistance CSD Discretionary Funds			17
H. LCC Enterprise Operations Community Economic Development Proposal			19
VI. <u>Finance Committee Meeting</u>	Vang	Approve	
A. May 19, 2004 meeting minutes			20
B. Agency Wide Audit FY 2003	Kaku & Mersino	Accept	22
VII. <u>Pension Committee Meeting</u> May 6, 2004 meeting minutes	Saldana	Approve	23
VIII. <u>Strategy Committee Meeting</u>	Finley	Approve	
A. May 20, 2004 meeting minutes			25
B. 2004 Board Retreat Results			26
C. Core Value Statement			30

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IX.	<u>Advisory Boards</u>			
	A. LCC Advisory Committee	McCoy	Approve	31
	May 20, 2004 meeting minutes			
	B. SOUL Governing Council	Rodgers	Approve	35
	May 11, 2004 meeting minutes			

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

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

Commissioners	Term Expiration	Target Area or Appointing/Nominating Org.	1/28	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						
George Bleth	12/31/05	Area H	X	X	E	X						
Martin Castellano	12/31/05	Area C	X	E	X	E						
Ramon R. Dominguez	12/31/04	Area B	E	E	X	X						
Clyde Fannon	12/31/05	Area A	X	O	E	E						
Dr. Lee Farley	12/31/05	Community Colleges	X	X	X	E						
George A. Finley, Sr.	12/31/04	Board of Supervisors	X	X	X	X						
Charles Garabedian, Jr.	12/31/05	Malaga County Water District	X	X	E	X						
Theresa Hernandez	12/31/04	Foster Grandparents	E	X	X	X						
Myser Keels	12/31/04	Area E	O	O	O	O						
Jack Lara	12/31/04	Area F	E	O	E	E						
Marina Magdaleno	12/31/05	Board of Supervisors	X	X	X	E						
Rev. Paul McCoy	12/31/05	NAACP	X	O	X	E						
Vongsavanh Mouanoutoua	12/31/05	Lao Evangelical Church of Fresno	X	X	X	X						
Esther Padilla	12/31/04	CA Transplant Donor Network	E	O	E	X						
James Petty, Jr.	12/31/04	Housing Authority of Fresno	X	X	X	E						
Eugene Rico	12/31/05	Area G	X	E	E	X						
Jimi Rodgers	12/31/05	Association of Black Social Workers	E	X	O	E						
Jess Saldana	12/31/04	Area D	E	X	X	X						
Moses Stites	12/31/04	31st Assembly District	X	X	X	X						
Rev. E. Swillis	12/31/05	Mayor's Appointment	X	X	X	X						
Eva Torres	12/31/04	Valley Public Television	E	E	O	E						
Emilio Valle	12/31/04	Juvenile Court	X	E	X	X						
Peter Vang	12/31/04	30th Assembly District	X	E	X	X						
Present = X			16	13	15	14						
Absent = 0			1	5	3	1						
Excused = E			7	6	6	9						
Vacant = V			0	0	0	0						

(Rollcall.04)

**Fresno County Economic Opportunities Commission  
Board of Commissioners Meeting  
Wednesday, April 28, 2004  
MINUTES**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

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

**III. APPROVAL OF PREVIOUS MINUTES**

*M/S/C* – Finley/Rico to approve Board meeting minutes of March 24, 2004. All in favor.

**IV. EXECUTIVE DIRECTOR'S REPORT**

Palomino announced the following:

- LCC Director McLain-Lugowski presented a certificate of appreciation to corpsmember Taurus Johnson for his assistance in recovering EOC equipment.
- Sanctuary Director Ventresca will receive a Child Advocacy Award at the Comprehensive Youth Services 30<sup>th</sup> Anniversary Celebration Luncheon to be held on April 29, 2004 at Pardini's.
- The SOUL Fundraiser held on April 17, 2004 at the Good Company Players: 2<sup>nd</sup> Space Theater was a success.
- The County of Fresno annual Human Services Funding Process Hearings FY 2004-2005 are as follows:  
Foster Grandparents – May 4, 2004 at 8:25 p.m.  
Sanctuary – May 5, 2004 at 6:40 p.m.  
The location of the hearings will be at the Workforce Connection office located at Manchester Mall. Board members will be contacted prior to the meetings.

Information Technology (IT) Supervisor Doug Walthour gave a presentation on the IT Department. Palomino commended Walthour and his staff for their help and willingness to assist EOC staff.

**A. Head Start Year End Activity Report**

Board members were invited to attend the Head Start 2003-2004 end-of-year activities to be held on May 24<sup>th</sup>.

**V. EXECUTIVE COMMITTEE**

Finley requested item G) SACC FY 2003/2004 Self-review be pulled for discussion.

*M/S/C* – Swillis/Rico to approve the following with the exception of item G: A) April 14, 2004 meeting minutes, B) Foster Grandparents City of Fresno Social Services Funding application in the amount of \$12,900 for the period of October 1, 2004 – September 30, 2005, C) DOE Reauthorization refunding agreement with the Department of Community Services and Development (CSD) to run the DOE Weatherization Assistance Program in the amount of \$268,369 for the period of April 1, 2004 – January 31, 2005, D) Authorization to operate Head Start, Early Head Start and School Age Child Care Centers for FY 2004/2005 and approval to

submit annual renewal agreements to the California Department of Education – Child Nutrition Division-Child and Adult Care Food Program (CACFP), E.1) LCC Americorps Education Awards Program–Year 5 site agreement to the National Association of Service and Conservation Corps (NASCC) to enroll 62 full time equivalent LCC corpsmembers from April 1, 2004 – March 31, 2005. Total value of awards is \$294,875, E.2) LCC City of Clovis Weed Abatement sealed bid for weed abatement services to the City of Clovis on March 16, 2004, F.1) Sanctuary First Five Outreach and Education Services extension grant to First Five in the amount of \$6,855.97 for outreach and community education efforts to young parents, F.2) Sanctuary City of Fresno Social Service Funding grant for operations funding support of the Sanctuary Youth Shelter and Street Outreach programs in the amount of \$25,000 for the period of October 1, 2004 – September 30, 2005, F.3) Ratification of Sanctuary California Endowment Communities First Funding proposal requesting \$50,000 for a one-year planning project, and F.4) Sanctuary Mentoring Children of Prisoners application requesting funds in the amount of \$750,000 over three years (\$250,000 per year) to the Department of Health and Human Services. All in favor.

Finley expressed concern over information listed on the SACC Summary of Findings report on page 42, item IV.-C-10, Column 3. SACC Coordinator Ayer responded with a corrective action plan consisting of training at sites and a final in-service meeting with all staff on July 2, 2004. Discussion.

*M/S/C – Finley/Rico to approve item G) SACC FY 2003/2004 Self-review. All in favor.*

#### **VI. FINANCE COMMITTEE**

*M/S/C – Finley/Rico to approve: A) April 21, 2004 meeting minutes, B) Financial Reports, and C) Contract Funding List. All in favor.*

#### **VII. ADVISORY BOARDS**

A. Safe Place/Shelter Advisory Board

*M/S/C – Finley/Rico to approve April 1, 2004 meeting minutes. All in favor.*

B. SOUL Governing Council

*M/S/C – Finley/Rico to approve April 13, 2004 meeting minutes. All in favor.*

#### **VIII. OTHER BUSINESS/PUBLIC COMMENT**

Stites called for other business/public comment.

- Attorney Moss briefed the board on personnel policies and procedures.
- A reminder that Saturday, May 8, 2004 is EOC Family Night at Grizzlies Stadium for board members wishing to attend.

#### **IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:55 p.m.

*M/S/C – Finley/Swillis to adjourn meeting at 7:55 p.m. All in favor.*

Respectfully submitted,

Roger Palomino  
Board Secretary

**EXECUTIVE COMMITTEE**  
**May 12, 2004, 12:00 p.m.**  
**Executive Conference Room**  
**MINUTES**

**I. Call to Order**

Chairperson Moses Stites called the meeting to order at 12:11 p.m.

**II. Roll Call**

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

Members Present: Moses Stites, Jess Saldana, Peter Vang, Tim Bakman, Theresa Hernandez, Eugene Rico

Staff Present: Roger Palomino, Paul C. White, Paul McLain-Lugowski, Lucianna Ventresca, Dennis Bachelor, Rob Weyant, Carolyn Moreno

**III. Approval of Previous Minutes-April 14, 2004**

*M/S/C – Saldana/Rico to approve April 14, 2004 meeting minutes. All in favor.*

**IV. Grant Applications/Contract Renewals**

**A. Compassion Capital Fund Demonstration Program**

White requested approval of the submission of a grant application to the Department of Health and Human Services in the amount of \$400,000 over a three-year period for training and technical assistance to small faith-based and community-based organizations.

*M/S/C – Rico/Saldana to approve submission of grant application to the Department of Health and Human Services in the amount of \$400,000 over a three-year period for training and technical assistance to small faith-based and community based organizations. All in favor.*

**B. Babies First Outreach Services Contract Renewal**

White recommended approval of the Babies First Outreach Services contract renewal with the Fresno County Human Services System, Maternal, Child and Adolescent Health (MCAH) Division in the amount of \$387,552 for the period of June 1, 2004 – May 31, 2005.

*M/S/C – Vang/Rico to approve Babies First Outreach Services contract renewal with Fresno County Human Services System in the amount of \$387,552 for the period of June 1, 2004 – May 31, 2005. All in favor.*

**C. Local Conservation Corps**

McLain-Lugowski requested approval of the following:

1. Housing Authority Building Maintenance Cooperative Agreement – Submission of a bid to the Housing Authority of the City and County of Fresno for public housing maintenance services. Value of bid is \$200,000 for one year of services.

*M/S/C – Rico/Saldana to approve submission of bid to the Housing Authority of the City and County of Fresno for public housing maintenance services. Value of bid is \$200,000 for one year of services. All in favor.*

2. San Joaquin River Conservancy Fire Break Services – Ratification of agreement with the San Joaquin River Conservancy to provide fire break and weed abatement services along the San Joaquin River between Highways 41 and 99. The agreement will be entered into for a one-year period. The value of the agreement is \$22,000.

*M/S/C – Vang/Rico to approve ratification of agreement with the San Joaquin River Conservancy to provide fire break and weed abatement services. The agreement will be for a one-year period. The value of the agreement is \$22,000. All in favor.*

D. Sanctuary Funding Applications

Ventresca Requested approval of the following:

1. HHS RHY Basic Center Program – Submission of a renewal application for the Basic Center Program in the amount of \$135,000 for the second year of funding under the three-year award for support of basic operations of the Youth Shelter. Year two will begin September 30, 2004.
2. HS RHY Transitional Living Program – Submission of a renewal application to support ongoing funding of the Sanctuary Transitional Living Center 1 in the amount of \$166,999 for the second year of the five-year award.
3. HHS RHY Street Outreach Program – Submission of an application for the Street Outreach Program in the amount of \$600,00 over a three-year period (\$200,000 per year). These funds will provide for basic staff and operation costs of the SOS program. Application deadline is June 11, 2004.
4. HHS OCS Community Food and Nutrition Program – Submission of a application in the amount of \$50,000 to provide food and grocery vouchers for homeless children and families served by the Street Outreach Program for a twelve month period. Application deadline is June 4, 2004.
5. HHS SAMHSA Drug/Alcohol and Mental Health Treatment Systems – Submission of a grant application for development of a comprehensive drug/alcohol and mental health treatment system for persons who are homeless. The application is being prepared in the amount of \$400,000 per year for five years. Application deadline is May 28, 2004.

*M/S/C – Saldana/Rico to approve: D.1) HHS RHY Basic Center Program application in the amount of \$135,000, D.2) HHS RHY Transitional Living Center 1 application in the amount of \$166,999, D.3) HHS RHY Street Outreach Program application in the amount of \$600,000 over a three-year period (\$200,000 per year), D.4) HHS OCS Community Food and Nutrition Program application in the amount of \$50,000, and D.5) HHS SAMHSA Drug/Alcohol and Mental Health Treatment Systems for homeless. Application is in the amount of \$400,000 per year for five years. All in favor.*

6. HUD TLC 3 Contract Finalization – Transitional Living Center 3 (TLC 3) project implementation and finalization with the U.S. Department of Housing and Urban Development (HUD). HUD approval should be granted within three weeks of submission with a completion date for the project by July 1, 2004.

*M/S/C – Rico/Vang to approve Transitional Living Center 3 implementation and finalization with the U.S. Department of Housing and Urban Development (HUD). All in favor.*

E. Transit Systems

Weyant requested approval of the following:

1. CVRC FY 2004/2005 Contract Extension – Extension of Transit Systems FY 2004/05 Central Valley Regional Center (CVRC) Contract Amendment NO. TRSP 01-015 for the period of July 1, 2004 – June 30, 2005. Amount not to exceed \$2,898,971.

*M/S/C – Rico/Saldana to approve extension of Transit Systems FY 2004/05 CVRC Contract Amendment No. TRSP 01-015 for the period of July 1, 2004 – June 30, 2005. Amount not to exceed \$2,898,971. All in favor.*

2. CALWORKS Contract Extension – Transit Systems six-month contract extension with the Fresno County CALWORKS program, not to exceed the amount of \$152,475 for the period of July 1, 2004 – December 31, 2004.

*M/S/C – Hernandez/Rico to approve Transit Systems six-month contract extension with the Fresno County CALWORKS program, not to exceed the amount of \$152,475 for the period of July 1, 2004 – December 31, 2004. All in Favor.*

V. United Way

Concerns were expressed regarding the United Way organization. Discussion followed.

*M/S/C – Saldana/Rico to approve staff to prepare and remit letter to United Way on behalf of the EOC Board. All in favor.*

**VI. Other Business**

Stites called for Other Business. There was none.

**VII. Adjournment** – There being no further business, the meeting was adjourned at 1:15 p.m.

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

Respectfully Submitted,

Moses Stites, Chairperson

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 12, 2004	<b>Program:</b>
<b>Agenda Item No.:</b> V.-B.	<b>Director:</b>
<b>Item:</b> Compassion Capital Fund Demonstration Program Grant	<b>Assistant Executive Director:</b> Paul C. White
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

To approve the submission of the Compassion Capital Fund Demonstration Program grant application in the amount of \$400,000 (\$320,000 in federal grant funds and \$80,000 in non-federal In-Kind match) to the Department of Health and Human Services, Administration for Children and Families, Office of Community Services. The grantee must provide in-kind match in the amount of 25% of the total federal funds awarded. The first year grant funding is on a competitive basis. The subsequent two years are noncompetitive for those organizations receiving grants in the first year.

**BACKGROUND:**

The Compassion Capital Fund provides funding for Intermediary Organizations to deliver training and technical assistance to small faith-based and community-based organizations. Intermediaries will assist these organizations to:

- increase their effectiveness
- enhance their ability to provide social services
- expand their organizations
- diversify their funding sources
- create collaboration to better serve those in need

The program goals will be further accomplished through the issuance of sub-awards by the funded intermediary organizations. Priority for sub-awards will be given to faith-based and community-based organizations implementing programs in the following areas:

- Homeless
- Elders in need
- At-risk youth
- Families in transition from welfare to work
- Intensive rehabilitation (substance abuse, prisoners, etc.)
- Marriage education and preparation

**ISSUE:**

EOC would conduct capacity-building training and technical assistance in the following areas:

- Strategic Planning
- Leadership Development
- Program Management
- Budget/Finance Management
- Outcome Measurement
- Grant Writing/Resource Development
- Collaboration
- Needs assessment

EOC would also provide sub-awards to approximately seven (7) faith-based and community-based organizations the first year and eight (7) sub-awards in each of the subsequent two years, totally twenty-four (21) sub-awards over the three-year period. The sub-awards would be for a maximum amount of \$40,000 with an expected average of \$25,000 each.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 12, 2004	<b>Program:</b> Babies First
<b>Agenda Item No.:</b> V.-C.	<b>Director:</b>
<b>Item:</b> Babies First Outreach Services Contract Renewal	<b>Assistant Executive Director:</b> Paul White
<b>Committee:</b> Executive	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

**Staff recommends approval of the Babies First Outreach Services Contract renewal with Fresno County Human Services System, Department of Community Health’s Maternal, Child and Adolescent Health Division (MCAH) for \$387,552 for the period June 1, 2004 through May 31, 2005.**

**BACKGROUND:**

Fresno County funds EOC’s Babies First Outreach Services to conduct street outreach activities in accordance with written protocols provided by County’s MCAH Program in specific census tracts to find pregnant women and link them with prenatal care, case coordination and case management services. Activities include, but are not limited to, door-to-door canvassing, street outreach to laundromats, corner markets, check-cashing locations, malls, and participation in local community events, such as, church or health fairs and block parties. The funding pays for a program coordinator and six (6) community health outreach workers.

**ISSUE:**

EOC’s Babies First program provides a valuable service to the community. Through the programs outreach activities we are able to locate women who are pregnant that do not have a physician. Because of getting this population of pregnant women into early and continuous prenatal care the Babies First program assist in reducing low birth weight babies and infant mortality, thereby improving birth outcomes. Additionally, we assist the women in accessing Medi-Cal, food stamps, WIC, energy assistance, food, and referral to public housing as well as other EOC services. The program is under contract to refer 600 pregnant women to MCAH for case coordination and case management. In contract year, 2002/2003 we referred 802, and in the current contract year, 2003/2004 we have referred 800 through April 2004.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 11, 2004	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No.:</b> V.-D.1	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> Housing Authority Building Maintenance Cooperative Agreement	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

RECOMMENDED ACTION:

To approve the submission of a bid to the Housing Authority of the City and County of Fresno (District 2) for public housing maintenance services. Value of the bid is approximately \$200,000 for one year of services.

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. As tenants vacate units, the Housing Authority contracts with vendors to clean, repair, and paint units to standards in preparation for the new resident family. The Housing Authority manages 9 complexes in District 2 with a total of 604 units.

ISSUE:

LCC staff initiated contact with the Housing Authority, offering to perform general building maintenance services on units managed by the Housing Authority. District 2, located in southwest Fresno, asked that the LCC provide a bid for services. Our bid – for painting, cleaning, repairs, and sprinkler system maintenance – has been accepted, pending execution of a Cooperative Agreement. A feature of our proposal includes subcontracting of cleaning services to Cooper’s Cleaning Service, owned and operated by Betty Cooper, a graduate of LCC’s *I’m the BOSS* microenterprise development program. LCC has the organizational strength, managerial expertise, and efficient tools to complete these projects to Housing Authority standards. The project will be managed under the Enterprise Operations Division of the LCC. We anticipate training approximately 12 corpsmembers in the building maintenance trades during the course of the year-long contract.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 11, 2004	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No.:</b> V.-D.-2	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> San Joaquin River Conservancy Fire Break Services	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

RECOMMENDED ACTION:

To ratify an agreement with the San Joaquin River Conservancy to provide fire break and weed abatement services along the San Joaquin River between Highways 41 and 99. The agreement will be entered into for a one-year period of time. The approximate value of the agreement is \$22,000.

BACKGROUND:

The San Joaquin River Conservancy has the responsibility to acquire and maintain land along the San Joaquin River. The Conservancy works to protect the natural scenic beauty of the San Joaquin River, as well as habitat native to the area.

ISSUE:

LCC staff was approached by the San Joaquin River Conservancy to provide a quote for fire break and weed abatement services. The LCC has the equipment and experience to perform this work as it holds similar contracts for such work with the Flood Control District and City of Clovis. Our efforts with the San Joaquin River Conservancy will help assure that the environmentally sensitive area along the stream beds is protected from fire. Approximately six corpmembers are assigned to this project, all of whom will become familiar with equipment used to perform this work.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 10, 2004	<b>Program:</b> Sanctuary Youth Project
<b>Agenda Item No.:</b> V.-E.1-5	<b>Director:</b> Lucianna Ventresca
<b>Item:</b> Funding Applications for Sanctuary Shelter/ TLC / Street Outreach programs	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

BOARD APPROVAL TO SUBMIT THE FOLLOWING APPLICATIONS to the U.S. Department of Health and Human Services; requesting funding support for Sanctuary Youth Shelter, Sanctuary Outreach to the Streets, and Transitional Living Program Operations, as follows:

**U.S. HHS: Runaway and Homeless Youth Programs (RHY)**

- 1) Basic Center Program funding renewal for our Sanctuary Youth Shelter in the amount of \$135,000;
- 2) Transitional Living Program funding renewal for our Sanctuary TLC-1 in the amount of 166,999 and;
- 3) Street Outreach Program NEW funding in the amount of \$600,000, representing a 3-year request of \$200,000 per year.

**U.S. HHS: Office of Community Service**

- 4) Community Food and Nutrition Program to provide food /food items to homeless youth and children in Fresno during a 12-month period, request amount is \$50,000.

**U.S. HHS: Substance Abuse and Mental Health Services Agency**

- 5) Development of a Comprehensive Drug/Alcohol and Mental Health Treatment Systems for Persons who are Homeless, in the amount of \$400,000 per year for 5-years.

**BACKGROUND:**

**U.S. HHS: Runaway and Homeless Youth Programs (RHY)**

*The Street Outreach Program.* The Sanctuary Outreach to the Streets (SOS) program has operated with Street Outreach Program funding through the Runaway and Homeless Youth Programs Division of the U.S. Department of Health and Human Services. Our current 3-year award expires on September 30, 2004. When an award period ends, we then are required to compete for the federal funds allocated to the Western United States region. These funds provide for basic staff and operation costs of the SOS program in the Sanctuary. Staff is developing a competitive application requesting the full funding amount of \$600,000 to meet the June 11, 2004 deadline.

*The Basic Center Program* of the HHS RHY programs will be eligible to begin its second year of funding under the new 3-year award, on September 30, 2004. This grant supports the basic operations of the Youth Shelter, in the amount of \$135,000.

*Transitional Living Center.* The Sanctuary Transitional Living Center recently acquired a five-year award (off the normal federal funding cycle) in the amount of \$166,999. Therefore, to assure we have ongoing funding for year two, a renewal application must be submitted.

Staff is working to meet the submission deadline for each of these applications, which are due June 15, 2004.

**U.S. HHS: Office of Community Services (OCS)- Food & Nutrition Programs-\$50,000**

The OCS has published notice that they are in the process of receiving new funding applications to meet the requirements of their Food and Nutrition Programs. The OCS Food and Nutrition Programs provides Food and Grocery Vouchers for homeless children and families served by our Street Outreach Program. We have received two previous awards, and hope to secure a new 12-month project. Staff is preparing the application to meet the June 4, 2004 due date.

**U.S. HHS: Substance Abuse & Mental Health Svcs. Agency(SAMHSA)- \$2 million**

The SAMHSA is the primary federal funding agency for mental health and substance abuse treatment programming. The current request for proposals requires the development of a "Comprehensive Drug/Alcohol and Mental Health Treatment Systems for Persons who are Homeless." It is the intent of this funding to enhance substance abuse and mental health treatment systems in communities where there are gaps in this service. This particular funding is focused upon treating homeless populations, who are hard to serve due to their transient behavior. Funding will include some infrastructure and foundation development for the project, although the majority of the funds are for direct services that are either outpatient or residential based. Staff is in the process of developing a program to meet the criteria of this proposal, particularly to address the homeless youth who frequent the streets, are unwilling to participate in a traditional treatment milieu, and whose substances use/abuse or mental health service needs prolong their homelessness. The application is being prepared in the amount of \$400,000 per year for 5-years, to meet the May 28, 2004 submission date.

**ISSUE:**

Ongoing funding is necessary for the Sanctuary Youth Project services to be sustained and to expand in areas of needed youth services.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 10, 2004	<b>Program:</b> Sanctuary Youth Project
<b>Agenda Item No.:</b> V.-E.-6	<b>Director:</b> Lucianna Ventresca
<b>Item:</b> Sanctuary TLC Contract Finalization	<b>Assistant Executive Director:</b> Alma Kowalski
<b>Committee:</b> Executive Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

BOARD APPROVAL for the Sanctuary Transitional Living Center 3 – project implementation and contract finalization with the U. S. Department of Housing and Urban Development (HUD).

**BACKGROUND:**

***The Sanctuary TLC-3 proposal*** (\$1,757,591) submitted in 2003 for HUD Supportive Housing funds was conditionally awarded for the implementation period of 2004-2007. The project was developed in collaboration with the County of Fresno Department of Children and Families and is intended to provide supportive services and transitional housing for homeless young adults specifically targeting those who are "aging out" of foster care with no safe alternative living situation. At capacity, program housing will consist of 30 apartment units (36 beds) in a 24/7 supervised apartment complex setting. While in residence, clients will initially receive basic needs assistance (food, clothing, and shelter), while their Independent Living skills are developed. Through case management services and life skills training, program participants will attain basic or higher education fulfillment, employment training, money management, parenting, and necessary counseling/health services to help them progress through phases of personal development. Length of program involvement is 24 months, including residential and aftercare; clients requiring longer-term program involvement may transition to a semi-independent TLC-2 program site prior to assuming independent living in the community.

***The HUD funding process*** is initiated with a conditional award/approval on funds, pending final submission of Technical Submission documentation that provides specific details on each operational component and proof of property site-control by the funded agency. Site control can be in the form of property owned by the grantee, or fully executed Lease Agreements which represent that the grantee has full and complete access to the property for the period of the funded project.

***The property*** that has been identified for this project is the Phoenix Apartment complex, located at 1105 E. Divisadero in Fresno, California, at the corner of College and Divisadero Streets. Funds from the U.S. Housing and Urban Development Supportive Housing Program will be utilized to lease up to and including all 32-units of this complex to administer the EOC Sanctuary Transitional Living Center 3 (TLC-3) program. The (EOC) agency standard Lease Agreement will be utilized, and each unit will have a separate Agreement. Lease rates are reimbursable by HUD at the FMR (Fair Market Rate) established for Fresno County, which are adjusted annually. The 32-unit complex units will be leased from the Underhill Investment Group, as they are remodeled and become available (30 residential units and 2 office units). An

Environmental Review has already been completed and the property is appropriate for this purpose. Prior to executing any lease arrangements, the Environmental Review and relevant site and budget documentation must be submitted to HUD for site approval. HUD will then review the Technical Submission and supporting documents for compliance with funding guidelines. Approval should be granted within 3 weeks of submission, assuming there are no discrepancies in site control and/or how funds are to be utilized. Upon approval of site and budgets, HUD will forward the grant contract for appropriate signatures, to be returned for HUD's final authorization. Once the grant contract is fully executed, the TLC-3 project may be implemented and site occupation may occur. It is intended that this process will be completed by July 1, 2004. The property owners are preparing the administrative office unit to meet program specifications to enable start-up with minimal operational delays. Since the leased property is in the process of being rehabilitated, TLC-3 will occupy units as they are completed and/or available.

**ISSUE:**

In order to meet the contractual requirements of this HUD grant, the agency must finalize and submit all Lease Agreements, Environmental Review documentation and the Technical Submission / HUD certifications within the next 2-3 weeks.

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 12, 2004	<b>Program:</b> Transit Systems
<b>Agenda Item No.:</b> V.-F.1	<b>Director:</b> Gary Joseph
<b>Item:</b> Contract Extension CVRC FY 2004/2005	<b>Assistant Executive Director:</b> Paul White
<b>Committee:</b> Executive	<b>Executive Director:</b> Roger Palomino

**Recommended Action**

**Staff recommends approval of the Transit System FY 2004/05 Central Valley Regional Center (CVRC) contract amendment No.TRNSP 01-015 for \$2,898,971. The amendment will extend the current contract for a one-year period.**

Background:

The CVRC helps individuals with developmental disabilities and children at risk by coordinating resources and collaborating with other agencies to develop best services for clients and family. As one of twenty one (21) California regional centers, the Fresno center serves as a fixed point of contact in the community to match clients with services which best support them through their lifetime.

FCEOC Transit Systems is a resource for the CVRC in that we have been providing para-transit service Monday through Friday under contract for twelve (12) consecutive years.

Issue:

Transit Systems is completing the last year of a three-year contract that will expire June 30, 2004. Due to the State budget crisis, the CVRC received a directive not to draw up new contracts for fiscal year 2004/05. They may however extend current contracts for a one-year period with the same terms and price.

Transit Systems is in a position, due to an increase in Local Transportation Funds (LTF), to continue the terms and the current rate.

The estimated total cost of the amended CVRC contract for the period July 1, 2004 through June 30, 2005 is not to exceed \$2,898,971.



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 12, 2004	<b>Program:</b> Transit Systems
<b>Agenda Item No.:</b> V.-F.2	<b>Director:</b> Gary Joseph
<b>Item:</b> Contract Extension CalWORKS Six Month Extension to 12/31/04	<b>Assistant Executive Director:</b> Paul White
<b>Committee:</b> Executive	<b>Executive Director:</b> Roger Palomino

**Recommended Action**

**Staff recommends approval of the Transit Systems 6 month Contract extension with Fresno County CalWORKS for \$152,475 for the period July 1, 2004 to Dec. 31, 2004.**

Background:

The Fresno County CalWORKS provides supportive services to it's clients to achieve independence from County support through the CalWORKS program. FCEOC Transit Systems has provided night transportation to CalWORKS clients since July 1, 2000. Transit Systems operates transportation service for this night service from 6:00 p.m. through 6:00 a.m. seven days per week.

Issue:

Transit Systems is nearing completion of its current contract ending June 30, 2004. Due to the State budget crisis, the Fresno County CalWORKS has asked Transit Systems to extend the current service contract for a six-month period ending December 31, 2004, at the same price and service level. Transit Systems is in a position, due to an increase in Local Transportation Funds (LTF), to continue the terms and the current rate.

The total cost to Fresno County CalWORKS for the six-month period July 2004 through December 31, 2004 estimated not to exceed \$152,475.

Fresno County **Economic Opportunities Commission**

*Helping People. Changing Lives.*



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 21, 2004	<b>Program:</b> Special Projects
<b>Agenda item No.:</b> V.-G.	New Funding
<b>Item:</b> CSBG Funding-CSD Discretionary Funds	<b>Coordinator:</b> Vickie Hoyle
<b>Committee:</b> Board of Commissioners	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:** Approval of a grant award in the amount of \$60,000 received from the Department of Community Services and Development contract number 04F-4499.

**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 200,000 acres of land retirement by Westlands Water District. Funding from CSD will be used to develop innovative initiatives and programs to assist in the transformation of rural communities through community and economic development.

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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 mended; and

WHEREAS, the State Community Services and Development Department has authorized an allocation in the amount of \$60,000 for the period of April 1, 2004 through March 31, 2005 to Fresno County Economic Opportunities Commission via Contract #04F-4499;

WHEREAS, the EOC Board of Commissioners has approved the acceptance of the contract at its May 26, 2004 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 Paul C. White, 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

Fresno County **Economic Opportunities Commission**

*Helping People. Changing Lives.*



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 21, 2004	<b>Program:</b> EOC Local Conservation Corps
<b>Agenda Item No.:</b> V.-H.	<b>Director:</b> Paul McLain-Lugowski
<b>Item:</b> Enterprise Operations – A Community Economic Development Proposal	<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 grant proposal to the Administration for Children and Families, Office of Community Services (OCS), Community Economic Development Discretionary Grant program – Operational Projects in an amount of up to \$700,000 to organize Enterprise Operations, a diversified EOC business operated by the Local Conservation Corps under E Plus, EOC’s community development corporation. Furthermore, it is recommended that the EOC Board of Commissioners approve a contract in the amount of \$16,000 payable to Policy Management Associates, Inc. to prepare this application. This particular grant program is highly technical and competitive. Only 15-17 grants are expected to be approved this year. Policy Management Associates, Inc. specializes in preparing OCS applications; the majority of applications prepared by this firm over numerous years have been funded. Policy Management Associates, Inc. has reviewed our program concept with staff and is confident that this business idea will score well in the competition. The submission deadline is July 12, 2004

BACKGROUND:

OCS annually solicits grant proposals from Community Development Corporations (CDC) for businesses and commercial developments that create new jobs and improve communities. \$11 million is available nationwide in this competition this year.

ISSUE:

Enterprise Operations would become a non-profit business operated within Fresno County EOC’s Local Conservation Corps (LCC) under E Plus, EOC’s community development corporation. The business would create new jobs as an extension of the training operations for which the LCC was established. Enterprise Operations would help fund the development of LCC’s planned Neighborhood Youth Center as an economic development hub creating jobs for graduates of the Corps. Up to 70 jobs would be created over a two-year period of time including the construction trades, building and grounds maintenance, property management, and functions supporting the NYC, including teaching positions at SOUL, child care employees, supervisors, and administrative assistants. The majority of these jobs must be held by low-income individuals. These new jobs will be created through aggressive marketing of LCC services to public, private, and non-profit organizations in the Fresno area, beyond work entailed in the construction and operation of the NYC. The NYC is the hub of a major urban revitalization effort – the Elm Corridor. The area has empowerment zone status. Following initial capitalization of the business by OCS, Enterprise Operations would operate independent of public support. The LCC has demonstrated that it has the experience, equipment, and managerial expertise to effectively develop and operate the business, providing permanent employment for low-income individuals.

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION  
FINANCE COMMITTEE MEETING  
WEDNESDAY, MAY 19, 2004  
EXECUTIVE OFFICE CONFERENCE SUITE 300**

**MINUTES**

I. Peter Vang called the meeting to order at 12:37 p.m.

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

Members:	Staff:	Guest:
Peter Vang	George Egawa	Peter Mersino, CPA
Jim Petty	Salam Mohammad	
Gene Rico	Joe T. Martinez	
Theresa Hernandez		

III. Approval of previous minutes – April 19, 2004.

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

IV. Presentation of Agency-wide Single Audit by Kaku and Mersino, LLP for FY 2003:

Peter Mersino, CPA, of Kaku and Mersino, LLP, presented a draft of the Agency's audit report for the year ended December 31, 2003. Total assets are stated at \$28,975,284 with liabilities at \$14,827,249 and equity of \$14,148,035. Revenues and expenses for the year are at \$90,378,651 and \$90,158,029.

The Independent Auditors issued an unqualified report and expressed the opinion that the financial statements present fairly the Agency's financial position. The report on compliance and internal control to Government Auditing Standards also expressed compliance and no reportable conditions. Recommendations to minor findings on the management letter will be addressed.

Notes to the financial statements were reviewed by Mr. Mersino. Graphs for five-year revenue, revenue sources, and expense allocations were also presented. The Finance Committee expressed gratitude to the staff and auditors for a commendable job.

*M/S/C – (Rico/Hernandez) to accept the Agency's audit report as presented.*

V. Other Business:

The next meeting set for June 16, 2004 at 12:30 p.m.

VI. The meeting was adjourned at 1:09 p.m.

Respectfully submitted,

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Peter Vang, Chair

Fresno County **Economic Opportunities Commission**

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 26, 2004	<b>Program:</b> Finance
<b>Agenda Item No.:</b> VI.-B.	<b>Director:</b> Salam Mohammad
<b>Item:</b> Financial Audit FY2003	<b>Assistant Exec. Director:</b> George Egawa
<b>Committee:</b> Finance	<b>Executive Director:</b> Roger Palomino

**RECOMMENDATION:** The Finance Committee recommends to the Board the acceptance of the Agency-wide single audit as prepared by Kaku & Mersino for the calendar year ended December 31, 2003.

**BACKGROUND:** The Agency-wide financial audit under the Single Audit Act will be presented by the representatives of the CPA firm Kaku & Mersino, LLP.

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION  
PENSION COMMITTEE MEETING  
Thursday, May 6, 2004**

**MINUTES**

I. Call to Order

The meeting was called to order by Acting Chair, Moses Stites at 12:15 p.m.

II. Roll Call

Members Present:	Staff Present:	Others Present:
Moses Stites	Dawn Cagle	Dwayne Michael, Morgan Stanley
George Egawa	Salam Mohammad	Peter Mersino, CPA
Janet Berberian		Kaku and Mersino, LLP

A quorum was not present, meeting was held for information purposes only.

III. Minutes for February 12, 2004 meeting were presented.

IV. 2003 Audit Report by Kaku and Mersino, LLP

Peter Mersino of Kaku and Mersino, LLP, presented the 2003 Audit Report for the Pension Plan. The Net Assets Available amounted to \$12,146,737 and \$9,581,946 as of December 31, 2003 and 2002 respectively. Financial statements were presented in conformity with generally accepted accounting principles.

Acting chair, Stites requested staff to conduct a telephone poll of those members not present. Those members present accepted the audit report (the others members were polled). The 2003 audit report was accepted by telephone poll.

V. Quarterly Financial Reports

Mohammad presented an unaudited financial statement report as of March 31, 2004. The net assets available are \$12,949,513. The participant report indicated 947 participating employees in the Plan and 173 employees participating making voluntary contribution. There are 137 participants in the plan that have terminated employment and may request distributions at any time. Discussion.

VI. Investment Performance Reports

Michael presented a summary of the accounts, stating the return for the equity side consisting of 59% of the portfolio is up 4.9% and for the fixed income, consisting of 41% of the portfolio continues to have steady returns. Michael noted that the economy is getting better, but the

market is concerned about the reserve. Therefore, the bulk of the growth in equities should be the later part of the year. Discussion.

VII. There being no further business the meeting adjourned at 12:50 p.m.

Respectfully submitted,

Moses Stites, Acting Chair

**STRATEGY COMMITTEE MEETING**  
**Thursday, May 20, 2004**  
**MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by Chairman George Finley at 12:10 p.m.

**II. ROLL CALL**

Paul White called roll. Quorum Present.

Present: George Bleth, George Finley, Dr. Farley, Martin Castellano.

Excused: Vongsavanh Mouanoutoua

Staff: Paul White, Dennis Bachelor, Lola Mireles

**III. MINUTES**

**M/S/C** – Bleth/Farley to approve November 14, 2003 Strategy Committee meeting minutes. All in favor.

**IV. AGENCY CORE VALUES REPORT**

A. 2004 Board Retreat Results

**M/S/C** – Bleth/Farley to approve 2004 Board Retreat Results Report as submitted. All in favor.

B. Value Statement

Discussion regarding the core value statements as they relate to EOC's mission statement. Consensus of committee members that the key words and concepts developed at the Board Retreat are captured in the core value statement and driven by EOC's mission statement.

**M/S/C** – Farley/Martin to approve value statement as submitted and present to full board for review and approval at next board meeting. All in favor.

**V. OTHER**

No other business.

**VI. ADJOURNMENT**

There being no further business, the meeting was adjourned.

**M/S/C** – Bleth/Farley to adjourn the meeting at 12: 30 p.m. All in favor

Respectfully submitted,  
George Finley, Sr.  
Chairman

Fresno County **Economic Opportunities Commission**

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**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 20, 2004	<b>Program:</b>
<b>Agenda Item No.:</b> VIII.-B.	<b>Director:</b>
<b>Item:</b> 2004 Board Retreat Results	<b>Assistant Executive Director:</b> Paul C. White
<b>Committee:</b> Strategy Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION:**

Accept and approve the results of the 2004 Board Retreat.

**BACKGROUND:**

At the 2004 Board Retreat, “du.mor.n.oh4”, Commissioners and staff members broke into seven teams as Mr. Richard Keyes facilitated a variety of discussions centered on core values.

**ISSUE:**

The following are the value statements each group developed in their discussions. The value statements marked with ➤ are the results of the group’s first draft brainstorming session. The groups were asked to prioritize the list in order of importance. The value statements marked with ❖ are the group’s two most important value statements.

**DU.ERS.2.DAY**

- ❖ We believe in a free, strong, community that is committed to the healthy development of individuals and families.
- ❖ We support partnerships that encourage dignity, respect, and ethical standards in the stewardships of public resources and advocacy.
  - We believe that we must participate in public policy decisions that affect our need to expand and strengthen our networking resources available to our customers.
  - We commit to bettering the community through helping individuals.
  - We value community partnerships.
  - We believe in public advocacy for those in need.
  - We believe in the collaboration of all entities that enhance and influence communities.
  - We believe that for communities to thrive families may be empowered and self-sufficient.

## SOUL.TRAIN

- ❖ We value and respect individual and family dignity.
- ❖ We are committed to providing guidance, and resources for families and individuals to help achieve self-sufficiency.
  - We believe core values include but not limited to punctuality, responsibility, honesty, trustworthiness, and respect for others.
  - We believe that we must participate in public policy decisions that affect our community.
  - We believe in the humane treatment of low-income people.
  - We believe with assistance individuals can develop the skill to become self-sufficient.

## 2.GET-R.OUI.KAN

- ❖ We believe in empowering people to make positive change.
- ❖ We believe people have the ability to make positive changes.
  - We believe in influencing public policy to improve the lives of low-income families. We commit to the necessary resources needed to assist low-income people.
  - We believe we have the resources available to empower low-income families.
  - We value our boards, employees, and customers.
  - We believe in total commitment to the community well-being.
  - We believe in total dedication to ensure community economic self-sufficiency and well-being.
  - We commit to supporting all families.
  - We care about low-income disadvantaged and un-empowered individuals.

## DRVN.2.SRV

- ❖ We are committed to empower people to help themselves gain the tools of self-sufficiency.
- ❖ We are committed to advocate and collaborate with partners and stakeholders to advocate our resources to better serve our customers.
  - We believe that progress can be made when people of good will organize themselves to make it happen.
  - We believe everyone has the right to a standard of living adequate for the health and well-being of himself and of his family, including food, clothing, housing, education, and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, old age or other lack of livelihood in circumstances beyond his control.
  - EOC values dedication and self-determination to making a positive difference in our community.
  - EOC believes in open communication and values a high level of professionalism.
  - EOC is committed to building partnerships and innovative methods of advancement.

## PEOPLE-R.I.T.

- ❖ We believe in empowering low-income people to lead better lives.
- ❖ We value collaboration with community agencies, which will allow the enhancement of services to our customers.
  - We believe in the collaboration of all entities that enhance and influence communities.
  - We believe that for communities to thrive families communities to thrive families must be empowered and self-sufficient.
  - We commit to treating all people humanely.
  - We believe in empowering people.
  - We commit to helping people develop skills and knowledge to become self-sufficient.
  - We believe in helping low-income families and individuals who want to become self-sufficient.
  - We commit to utilizing all available resources to help people.

## ET.LFT.HOME

- ❖ We value the independence of individuals' ability to work, to have decent and affordable housing, and to be motivated.
- ❖ We believe in a continuum of services that focus on empowering individuals to become self-sufficient.
  - We commit to empower through learning.
  - We commit to helping families and individuals fairly and with compassion towards them.
  - We will offer services with dignity. We will exhaust all available resources to help our clients.
  - We are committed to helping clients be self-sufficient.
  - We are committed to the values that reinforce community empathy.
  - We believe in the economic improvement of people in need.
  - We believe that we can commit to providing knowledge and resources to empower individuals and families that we care about and value, to become self-sufficient.
  - We are committed to see that all low-income individuals have food, clothing, and shelter.
  - We are committed to influence public policy to provide equal opportunity for all people.
  - We are committed to communicating and working cooperatively with our colleagues in order to best serve our clients.

## JUST-DU.IT

- ❖ Humanity: We believe that every individual is worthy of respect and dignity.
- ❖ Empowerment: We believe everyone has the capacity to achieve and lead self-sufficient lives.
- ❖ Community: We care about promoting an active, safe, and thriving community through shared goals and collaborative resources.

- We value all people.
- Spirituality
- We believe in all-inclusive value of all people.
- We believe in staying focused on goals.
- We believe in working toward our goals.
- We believe in helping others in a dignified way.
- We commit to respectfully serve our clients.
- We believe in the capacity of individuals to improve their lives.

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## RECAP

At the final session the groups were asked to give one-word values they believed needed to be included in the Agency's value statement. Vicki Lopes recorded the words as each group called out their group's list. The following is the list of one-word values the groups thought should be included in the agencies value statement.

Empowerment  
Self-Sufficiency  
Collaboration & Partnerships  
Clients/Customers/Stakeholders  
Advancement/Progress  
Community  
Advocacy  
Innovation/Technology  
Dignity/Respect  
Ethical Standards, Professionalism  
Knowledge  
Family  
Individuals  
Environment  
Humanity  
Diversity  
Compassion  
Equality  
Creativity  
Spirituality



**Moses Stites**  
Chairperson

**Roger Palomino**  
Executive Director

<b>Date:</b> May 20, 2004	<b>Program:</b>
<b>Agenda Item No.:</b> VIII.-C.	<b>Director:</b>
<b>Item:</b> Core Value Statement	<b>Assistant Executive Director:</b> Paul C. White
<b>Committee:</b> Strategy Committee	<b>Executive Director:</b> Roger Palomino

**RECOMMENDED ACTION**

Approve the Fresno County Economic Opportunities Commission’s Core Value Statement.

**BACKGROUND**

The outcome of the 2004 Board Retreat resulted in key one-word values that the Board directed staff to develop into Core Value Statements for the Agency. At the direction of the Executive Director, the management team provided input into the creation of the Agency’s Core Values. The following are the Agency’s Core Value Statements:

**We Value:**

...our clients, who are treated with respect, dignity, and compassionate understanding.

...our employees, who are appreciated and treated with fairness.

...excellence in leadership, with high ethical standards to guide social change and innovation.

...diversity in our community that empowers low-income persons to be dynamic, thriving, and self-sufficient.

...partnerships and collaborative relationships with those who share our vision.

...advocacy for public policies that benefit our clients and community.

EOC/ LOCAL CONSERVATION CORPS  
 ADVISORY COMMITTEE MEETING  
 MINUTES  
 MAY 20, 2004 MEETING

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

Staff: Paul McLain-Lugowski, LCC Director  
 Michelle L. Tutunjian, Special Projects Coordinator  
 Joseph Crown, Enterprise Operations Coordinator  
 Alicia Garcia, Office Manager  
 Shawn Riggins, Program Manager (Recycling)  
 Algernon O. Boyd, Corpsmember Development Facilitator  
 Elida Carrillo, Crew Supervisor (ULTS/HEAP)

I. WELCOME AND CALL TO ORDER

Mr. Gary Newmark, Vice Chairperson, called the meeting to order at 12:10 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: FEBRUARY 19, 2004

Motion approved.

III. GUEST SPEAKER

Paul McLain-Lugowski introduced the guest speaker, Mr. Ken Cobarrubias, to the Committee. Mr. Cobarrubias is a Project Manager for the Housing Authorities, District II in Southwest Fresno. Mr. Cobarrubias provided the Committee with an overview of the recent partnership developed with the LCC. The Housing Authorities, District II, has over five hundred units of low-income public housing under management. One of Mr. Cobarrubias' responsibilities is to insure that units are repaired and ready when tenants move out. Usually, there are about one hundred move-outs per year in this district. The Housing Authorities has in the past hired several contractors to provide repairs, painting, and cleaning. Mr. Cobarrubias stated that the Housing Authorities wanted to deal with a single contractor for all services and was delighted to be introduced to the LCC which has ability to mobilize trained crews for this work. The Housing Authorities has several other districts and anticipates that its contract with the LCC could expand as confidence in the work of the LCC grows.

Joseph Crown, Enterprise Operations Coordinator, informed the Committee that the LCC is currently working on three units for the Housing Authorities. Mr. Crown also stated that the LCC would be submitting bids to repair and rehabilitate some of 60 units recently acquired by the Housing Authorities. This project provides training for

corpsmembers in an array of fields. Workings on just one unit corpsmembers learn how to replace electrical outlets, electrical switches, chip out broken ceramic tile, replace ceramic and vinyl tile, and paint. Cooper's Cleaning Service, an LCC *I'm the BOSS* success, will be LCC's sub-contractor for all the cleaning needs.

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. Shawn Riggins, Recycling Program Manager provided the Committee with an overview of the DOC CALCC GIS/GPS proposal. This proposal would provide each corps state-wide with GPS equipment to track and monitor recycling accounts and bin placements to improve efficiency and track collection volumes. Corpsmembers would be exposed to this new technology which is increasingly important in job markets.

An update was provided on a recent Cesar Chavez grant project featuring improvements at the Habitat for Humanity Crossroads housing development. The LCC worked in partnership with Habitat for Humanity and SOUL School students to install an irrigation system at Crossroads. Committee members were presented with a copy of the program and a commemorative event t-shirt.

Elida Carrillo, Crew Supervisor then provided the Committee with an update on the Universal Lifeline Telephone Service program (ULTS). LCC reached over 5,000 people during the period of September 2003 through May 2004. Corpsmembers conducted 30-minute presentations at the WIC office five days per week from 8:00 a.m. to 3:30 p.m. Presentations were also conducted at all EOC Head Start Centers and at community events throughout Fresno County. This was an outreach project to inform the community of the 50% discount rate telephone service available to low-income residents through ULTS. Corpsmembers have learned communication skills, public speaking, customer service and how to deal with irate customers. Corpsmembers just completed two days of training on data entry into the CLASS system, and the importance of entering the data accurately.

Michelle Tutunjian, LCC Special Projects Coordinator, provided the Committee with an overview of the Storyland/Playland Walk of Fame project. The LCC worked with Channel 24, Simon Marketing and the Rotary Club to market a program to help raise money for Storyland/Playland. Bronze plaques, Stars and Footprints, are sold to individuals and private business. These plaques are inserted into the concrete from the entrance of Playland and throughout the park. The kickoff took place in mid April; the LCC crew does all the demolition work, sets up forms, places the plaques, and pours the concrete.

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

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) & Polygon structures	1 crew

EOC Local Conservation Corps Projects (* indicates pending)	
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. *SaveMart Center cleanup	Several crews
12. California Conservation Corps	6 corpsmembers
13. YouthBuild (HUD) Marjaree Mason Center/CURE	16 corpsmembers
14. YouthBuild (HUD) CURE/Habitat	16 corpsmembers
15. *YouthBuild USA/AmeriCorps NYC	16 corpsmembers
16. YouthBuild/Home Depot Partnership (Community enhancements)	
17. LIHEAP	Several Crews
18. Shelter Outreach Services - SOS AmeriCorps	20 Corpsmembers
19. National Association of Service and Conservation Corps - Ed Award Only	90 awards
20. Cesar Chavez Day of Service and Learning (CURE/Habitat/SOUL)	1 crew
21. Fresno Safe and Proud Neighborhoods (AmeriCorps)	21 corpsmembers
22. *Fresno Safe and Proud Neighborhoods (AmeriCorps) expansion	40 corpsmembers
23. Sanctuary Janitorial	1 crew
24. Metro Flood Control Basin Maintenance (undeveloped Unit A)	Several Corpsmembers
25. *Metro Flood joint partner park projects (Fairgrounds, Manchester Center, Hughes/McKinley, Adams School)	Several crews
26. Fresno Irrigation District	1 crew
27. Job Opportunities for Low-Income Individuals (entrepreneurial training)	20-30 corpsmembers
28. *Wells Fargo Loan Fund	Entrepreneurial training
29. Enterprise Operations (moving, document management - storage, shredding, recycling)	crews, as needed
30. Neighborhood Youth Center (Park Bond Prop 12 Murray-Hayden)	LCC and Contractor
31. Prop 12 and 40 Formula - Neighborhood Youth Center	Several crews
32. *Murray-Hayden (04) NYC	Crews/contractor
33. *Urban Parks (04) NYC	Crews/contractor
34. Sunset Basin Jr. Golf course/driving range	1 crew
35. Universal Lifeline Telephone Services	1 crew
36. Inmate Transition Support Services	90 clients
37. *ADA Fresno Adult School	construction crews
38. *Schools Energy Education Program (SEE)	1 crew
39. *City Districts infrastructure repairs	pending
40. *Roeding Business Park cleanup	pending
41. City of Clovis Weed Abatement	1 crew
42. Calwa Park Development Project	1 crew
43. Storyland/Playland Walk of Fame	1 crew
44. Housing Authority Prep for Rental	1 crew
45. San Joaquin River Conservancy (river bed maintenance services)	1 crew
46. *YouthBuild USA Capacity Building Initiative	pending

#### V. CORPSMEMBER DEVELOPMENT REPORT

Mr. Boyd informed the Committed that the LCC basketball team won the 1<sup>st</sup> place trophy at the Third Annual YouthBuild Tournament held in Los Angeles, CA., on May 7, 2004.

Mr. Boyd introduced Decory Lee, Corpsmember Council President. Decory explained to the Committee that the Corpsmember Council is planning a fundraiser in the near future.

The Council plans to have a car wash in an effort to raise funds to pay for corpsmember summer activities.

VI. COMMUNITY SERVICES ACTIVITY REPORT

DATE:	EVENT	HOW MANY ATTENDED
3/06/04	13 <sup>th</sup> Annual Migrant Mini-Conference	1 Staff & 12 corpsmember
3/25/04 & 3/26/04	Fresno County EOC/Head Start-Preschool County-Wide Parent Training Conference	1 Staff & 1 Corpsmember
3/27/04	Centro La Familia Advocacy Services Inc., /Firebaugh Senior Center Community Health Fair	1 Staff & 2 Corpsmembers
4/16/04	Jumpstart Kids Day 2004/AmeriCorps	2 Staff & 13 Corpsmembers
4/17/04	Freshen Up Fresno	1 Staff & 8 Corpsmembers
4/16-18/04	Fresno State University Vintage Days 2004/ULTS Booth (literature and recycling)	5 Staff & 12 Corpsmembers
4/24/04	Children's Services Network Sunshine Day	3 Staff & 13 Corpsmembers
4/25/04	Fresno Earth Day	2 Staff & 10 Corpsmembers
5/01/04	Roosevelt High School 2 <sup>nd</sup> Annual Southeast Asian Educational Conference for Parents, Students, and Educators-ULTS booth	1 Staff & 2 Corpsmembers
5/08/04	Trolley Creek Park Tree Planting	3 Supervisors & 4 Corpsmembers
5/14/04	CA Refugee Awareness Month Celebration/Asian Village, assist with set up	1 Staff & 4 Corpsmembers
5/14/04	Third Annual YouthBuild Basketball Tournament/Los Angeles, CA	2 Staff & 11 Corpsmembers

The meeting concluded with a special farewell cake for the Committee in recognition of Nannette Smejkal, City of Fresno Parks and Recreation Director, who has resigned to accept a similar position in the City of Reno.

Meeting Adjourned 12.50 p.m. by Gary Newmark, Vice Chairperson,

Respectfully Submitted,

Paul McLain-Lugowski  
EOC Local Conservation Corps Director

## EOC SCHOOL OF UNLIMITED LEARNING GOVERNING COUNCIL MEETING

EOC Human Resources Training Room #125  
Tuesday, May 11, 2004

### MINUTES

**I. Meeting called to order by Michael Petrovich, Ph.D. at 8:05 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			
Rosylin Bessard Ed.D	X							Roger Palomino	X			
Helen Sullivan	X							Al Boyd	X			
Louise Symonds	X											
Mike Petrovich Ph.D	X											
Mae Rogers Ed.D.	X											
Ed Bailey			X									
Paula Harris	X											
Jeanne Starks	X											
Terry Allen Ed.D.	X											
Jimi Rodgers EOC Commissioner		X										
Stephen Powers Ph.D. SOUL Administrator	X											
Student Representative	X											
Lucianna Ventresca, Dir. Sanctuary Shelter	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 Representative			X									

**III. Approval of Minutes**      April minutes approved as read.      M/S/C Bessard/Starks

**IV. Principal's Report**

Stephen Powers 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 100 and the Local Conservation Corps 46. The Average Daily Attendance (ADA) continues to increase each month as the number of enrollments in the Independent Study component expands. The Council discussed the information presented.

Dr. Powers reported on the highlights and activities of the month:

-The Theater II class performed once again under the stage name of "All Too Real Players." They performed for the Circle of Friends preschool students.

-Fifty-seven SOUL students and guests attended the SOUL prom 'A Night To Remember'. The prom was at Club One. The SOUL fundraiser was well attended on Saturday, April 17<sup>th</sup> at the 2<sup>nd</sup> Stage Theater production of "PROOF."

-On May 19<sup>th</sup>, Mr. Palomino and a committee comprised of SOUL staff will meet again to develop enhancements to SOUL case management and support services.

-Our students who took the CHSEE performed very well. Out of 38 students, 17 passed for a 45% pass ratio. The closest FUSD charter school was at 39%.

-SOUL Graduation will be on Thursday, June 3<sup>rd</sup> in the old Wilson Theater building.

-In sports, the last sport of the school year has started, Mushball.

## V. Old Business

### A. Fundraiser Update:

The Governing Council's Second Space Theatre Fundraiser had cleared \$2,195.17. Mrs. Kowalski, Assistant Director of EOC said there were some funds still in Employment & Training that needed to be collected and sent to SOUL so the total will be higher. The event being underwritten by Darius Assemi made it possible for all ticket sales to go towards profit. Dr. Petrovich asked if the Governing Council wanted reserve a play during the Christmas season for next year. There was some discussion about contributors who support Agency fundraisers were more comfortable with a fundraiser in April or May rather than during the Christmas season when there are other activities the agency solicits for. There was concensus by the council to look at having the fundraiser in April again. Details will be discussed when the council reconvenes. A letter of thanks will be sent to Mr. Assemi from Dr. Petrovich on behalf of the council. The SOUL Prom uncovered costs \$260.

### B. Nomination Committee Report:

Dr. Petrovich and Dr. Powers contacted the existing officers and asked if they would be willing to continue their duties as officers for an additional school year. All three officers agreed.

### C. Election of Officers:

The nomination committee recommended that the council to approve the following slate of officer candidates for the 2004-2005 SOUL Governing Council:

Chairperson – Michael Petrovich, Ph.D.  
Vice-Chairperson – Louise Symonds  
Secretary – Terry Allen, Ed.D.

M/S/C Bessard/McLain-Lugowski

### D. Finance Committee Report:

Lucianna Ventresca, on behalf of the finance committee, presented the school's first and second interim financial reports. Both of these reports had previously been submitted to Fresno Unified School District. Both reports show no financial irregularities. The finance committee asked the council to accept both financial reports.

M/S/C McLain-Lugowski/Allen

### E. By-Laws Committee Report:

Louise Symonds, on behalf on the by-laws committee, presented the suggested changes to the Governing Council By-Laws. The by-laws committee asked the council to accept the suggested

changes as follows:

Article IV Section 3 – change ‘shall’ to ‘may’

Article VI Section 1 – delete ‘*School*’ in both places the word appeared.

Article VI Section 5 – add a 5<sup>th</sup> process for removing an officer:

‘5. An officer may give written notice to the Council to voluntarily vacate the office responsibility/position, in which the removal need only be accepted at a regular meeting.’

Article VII Section 2 – delete ‘*School*.’

M/S/C Ventresca/Harris

In reference to Article IV Section 3, staff will provide council members who want to appoint an alternate with a form to do so at the next council meeting. Alternates must be approved by the Governing Council and EOC Board.

## VI. Other Business

- A. Dr. Powers presented a list of the dates and times for the Governing Council meetings for the 2004-2005 school year.
- B. Dr. Powers presented the schedule for SOUL summer school at each of the school sites. The Sanctuary site will conduct one 6 week session, Monday – Thursday, from 8:00 – 1:00. Both the Executive Plaza and Local Conservation Corps independent study sites will conduct for 2 sessions of 5 weeks each, Monday – Friday.

## VII. Public Comment

Rosilyn Bessard, Ed.D. addressed the council to provide members information from Fresno Unified School District:

1. She commended the council for placing in the new charter petition the idea of adding the elementary grades to the charter. There is a need for a charter school to offer an additional choice to parents of elementary aged children. She also pointed out that independent study is not for elementary-aged students – which was agreed upon by all.
2. She is receiving many calls from various groups/individuals interested in starting a charter school through FUSD.
3. Three charter schools had their charter petitions approved this school year through FUSD
  - a. A KIPP school, which will be a 5<sup>th</sup> – 8<sup>th</sup> grade traditional school. They will add a grade level each school year until they reach 12<sup>th</sup> grade.
  - b. Valley Prep Academy, an independent study school with grades K-12.
  - c. Rio Vista High School, an independent study school offering 9-12.

There was discussion about the possibility of adding the elementary grades to SOUL, future discussion will take place regarding this.

## VIII. Adjourn Meeting

Meeting was adjourned.

M/S/C Allen/Bakman

Respectfully submitted by: Terry Allen, Ed.D.