



Moses Stites
Chairperson

Roger Palomino
Executive Director

**BOARD OF COMMISSIONERS MEETING
EOC BOARD ROOM, SUITE 310
WEDNESDAY, APRIL 28, 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> March 24, 2004 meeting minutes	Stites	Approve	2
IV. <u>Executive Director's Report</u> A. Head Start Year End Activities	Palomino	Information	4
V. <u>Executive Committee</u> A. April 14, 2004 meeting minutes B. Foster Grandparents City of Fresno Social Services Funding C. DOE Reauthorization D. Head Start/Early Head Start/SACC 2003/2004 Child Care Food Program E. Local Conservation Corps 1. Americorps Education Awards Program-Year 5 2. City of Clovis Weed Abatement F. Sanctuary Funding Applications 1. First Five Outreach and Education Services 2. City of Fresno Social Services Funding 3. California Endowment Communities First Funding 4. Mentoring Children of Prisoners Application G. SACC Self-Review Summary FY 2003/2004	Stites	Approve	8 10 12 15 19 20 21 24 25
VI. <u>Finance Committee Meeting</u> A. April 21, 2004 meeting minutes B. Financial Reports C. Contract Funding List	Vang	Approve	44 46 49
VII. <u>Advisory Boards</u> A. Safe Place/Shelter Advisory Board February 19, 2004 meeting minutes B. SOUL Governing Council April 13, 2004 meeting minutes	Petty Rodgers	Approve Approve	52 54
VIII. <u>Other Business/Public Comment</u> (This portion of the meeting is reserved for persons wishing to address the Board on items within jurisdiction but not the agenda. Comments are limited to five minutes.)			
IX. <u>Adjournment</u> (Items listed as information still leaves the option for guidance/direction by the Board.)			

Commissioners	Term Expiration	Target Area or Appointing/Nominating Org.	1/28	2/25	3/24	4/28	5/26	6/23	9/22	10/27	11/17	12/08
Tim Bakman	12/31/05	14th Senatorial District	X	X	X							
George Bleth	12/31/05	Area H	X	X	E							
Martin Castellano	12/31/05	Area C	X	E	X							
Ramon R. Dominguez	12/31/04	Area B	E	E	X							
Clyde Fannon	12/31/05	Area A	X	O	E							
Dr. Lee Farley	12/31/05	Community Colleges	X	X	X							
George A. Finley, Sr.	12/31/04	Board of Supervisors	X	X	X							
Charles Garabedian, Jr.	12/31/05	Malaga County Water District	X	X	E							
Theresa Hernandez	12/31/04	Foster Grandparents	E	X	X							
Myser Keels	12/31/04	Area E	O	O	O							
Jack Lara	12/31/04	Area F	E	O	E							
Marina Magdaleno	12/31/05	Board of Supervisors	X	X	X							
Rev. Paul McCoy	12/31/05	NAACP	X	O	X							
Vongsavanh Mouanoutoua	12/31/05	Lao Evangelical Church of Fresno	X	X	X							
Esther Padilla	12/31/04	CA Transplant Donor Network	E	O	E							
James Petty, Jr.	12/31/04	Housing Authority of Fresno	X	X	X							
Eugene Rico	12/31/05	Area G	X	E	E							
Jimi Rodgers	12/31/05	Association of Black Social Workers	E	X	O							
Jess Saldana	12/31/04	Area D	E	X	X							
Moses Stites	12/31/04	31st Assembly District	X	X	X							
Rev. E. Swillis	12/31/05	Mayor's Appointment	X	X	X							
Eva Torres	12/31/04	Valley Public Television	E	E	O							
Emilio Valle	12/31/04	Juvenile Court	X	E	X							
Peter Vang	12/31/04	30th Assembly District	X	E	X							
Present = X			16	13	15							
Absent = 0			1	5	3							
Excused = E			7	6	6							
Vacant = V			0	0	0							

(Rollcall.04)

**Fresno County Economic Opportunities Commission
Board of Commissioners Meeting
Wednesday, March 24, 2004
MINUTES**

I. CALL TO ORDER

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

II. ROLL CALL

Assistant Executive Director Paul White called roll. A quorum was present.

III. RECOGNITION OF DR. LUCK AND MAURICE CASTILLO

Stites recognized former commissioners Dr. Emory Luck and Maurice Castillo for all of their contributions to the agency and for their many years of service.

IV. APPROVAL OF PREVIOUS MINUTES

M/S/C – Magdaleno/Finley to approve Board meeting minutes of February 25, 2004. All in favor.

V. SEATING OF COMMISSIONER MAGDALENO

M/S/C – Finley/Hernandez to accept the re-appointment of Commissioner Magdaleno. All in favor.

VI. EXECUTIVE DIRECTOR'S REPORT

No report.

VII. EXECUTIVE COMMITTEE

M/S/C – Finley/Petty to approve: A) March 17, 2004 meeting minutes, B.1) LCC DOC Annual Grant Renewal in the amount of \$1,307,529, B.2) LCC State Prop 12 Park Bond Project (Neighborhood Youth Center) grant revision application to the California Conservation Corps requesting \$156,000, B.3) LCC State Prop 40 Park Bond Project (Neighborhood Youth Center) proposal to the California Conservation Corps in the amount of \$1,240,910, B.4) LCC DOC State-wide Competitive Grant application to DOC to fund city-wide beverage container recycling initiative, B.5) LCC Property Purchase (Neighborhood Youth Center) to authorize Executive Director to negotiate and purchase property owned by the City of Fresno Redevelopment Agency, B.6) LCC Grizzlies Stadium Post Event Proposal to the Fresno Grizzlies baseball organization in the amount of \$179,856, C.1) Refugee Services ORR Micro-enterprise Development Program grant application renewal in the amount of \$280,156, and C.2) Refugee Services ORR Services for Recently Arrived Refugees application in the amount of \$200,000. All in favor.

VIII. FINANCE COMMITTEE

M/S/C – Hernandez/Saldana to approve: A) March 17, 2004 meeting minutes, B) Transit Systems Building Expansion, and C) COLA. All in favor.

IX. HUMAN RESOURCES COMMITTEE

M/S/C – Finley/ Mouanoutoua to approve: A) March 18, 2004 meeting minutes, and B) Stat Report. All in favor.

X. LCC ADVISORY COMMITTEE

M/S/C – Finley/ Mouanoutoua to approve February 19, 2004 meeting minutes. All in favor.

XI. OTHER BUSINESS/PUBLIC COMMENT

Stites called for other business/public comment.
Finley expressed concerns related to our Nielsen Avenue complex and proximity to the Crippen Site.

XII. ADJOURNMENT

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

M/S/C – Swillis/Hernandez to adjourn meeting at 8:02 p.m. All in favor.

Respectfully submitted,

Roger Palomino
Board Secretary

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: April 21, 2004	Program: Head Start-Preschool
Agenda Item No.: IV.-A.	
Item: Head Start-Preschool End-of-the-Year Activities Schedules	Assistant Executive Director: Naomi Quring-Mizumoto
Committee: Board of Commissioners	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Information item only.

BACKGROUND:

Attached are the schedules for the Head Start-Preschool end-of-year activities' schedules.

All home based activities will take place at their final group or class day socialization on various dates in May as noted. The centers' activities will all take place on May 24, 2004, the last day of school for this year.

These activities are designed to be a fun, relaxed celebration of the Head Start-Preschool children's educational/preschool accomplishments during the past 2003-2004 school year. As the children are only four or five years old, the focus of these activities is to keep them short and age appropriate, have them take place during the regular class time, and have the children involved in "showing off" what they have been learning throughout the year.

We welcome your attendance and participation at these Head Start-Preschool events.

**HEAD START HOME BASE
END-OF-THE-YEAR ACTIVITIES
2003-2004**

SITE	DATE & TIME	ACTIVITY	PLACE	HOME VISITOR
Clovis	5/11/04 – 10:00 AM	Group/Certificates	College Community	E.Gallegoa, V.Moua
Coalinga	5/20/04 – 10:00AM	Group/Certificates	Olsen Park	L.Melton, M.Plasencia
E. Fresno A	5/12'04 – 10:00Am	Group/Certificates	Holmes Park	J.Gurrola, P.Souvannarack, K.Herr, R.Hernandez
E. Fresno B	5/10/04 – 11:00Am	Group/Certificates	Calwa Park	G.Espindola, M.Zarate
E.F.B/Moqueda	5/10/04 – 12:00Pm	Group/Certificates	Mosqueda Center	E.Hernandez, O.Yang
Fowler	5/21/04 – 10:00Am	Group/Certificates	Fowler Park	S.Casillias, M.Aguilar
Highway City	5/17/04 – 11:00Am	Group/Certificates	Lyon's Park	V.Harris Ramirez, S.Thao G.Vasquez, L.Chavez
Kerman	5/17/04 – 10:00Am	Group/Certificates	Kirkoff Park	S.Avila,R.Salgado, M.Sierras, M.Sanchez
Kingsburg	5/21/04 – 11:00Am	Group/Certificates	Kingsburg Community Church	I.Sanchez, R.Rodriguez
Kings Canyon	5/10/04 – 10:00Am	Group/Certificates	Pildos Park	R.Bustamante, G.Pena, A.Saetern
Malaga	5/12/04 – 12:00Pm	Group/Certificates	Malaga Community	E.Rosas, M.Milan
Mendota	5/19/04 – 10:00Am	Group/Certificates	Rojas Pierce Park	A.Sanchez
Mountain Area	5/11/04 – 12:00Pm	Group /Certificates	Decuba's Home 27762 Twin Ponds (297-4070)	K.Stelzer
RC/Caruthers	5/13/04 – 12:00Pm	Group/Certificates	Savemart Tour Selma Park	O.Cejia, S.Chavez
Reedley	5/14/04 – 10:00Am	Group/Certificates	Pioneer Park	J.Garcia
Sanger	5/13/04 – 11:00Am	Group/Certificates	Greenwood Park	D.Silva, P.Martinez, L.Ureno
Sanger	5/14/04 – 12:00Pm	Group/Certificates	Greenwood Park	A.Casarez, K.Poundstone
Selma	5/21/04 – 12:00Pm	Group/Certificates	Shaffer Park	B.Rubio, M.Carvajal
West County	5/13/04 – 10:00Am	Group/Certificates	Laton Park	J.Tovar, D.Hernandez
West County	5/19/04 – 12:00Pm	Group/Certificates	Tranquility Park	A.Maria.Sanchez, E.Pallares
West County	5/20/04 – 12:00Pm	Group/Certificates	Laton Park	M.Martin, J.Valdez

FCEOC HEAD START - PRESCHOOL
EDUCATION SERVICES

End - Of - The - Year Activities for Children
May 24, 2004

Area II	Ceremonies @ (2) 10:30 a.m. & 2 p.m. Ext. Day @ 4:30 p.m. at center.
Brooks	Ceremonies @ 9:30, 10:30 a.m. & 1:30, 2:30 p.m. at center
Cantua	Ceremony @ 10 a.m. at center on May 21, 2004.
Caruthers	Ceremonies @ 9:30, 10:30 a.m. and 1:30 p.m. at center.
Cedarwood	Ceremonies @ 10:00 a.m. & 2:00 p.m. at center; Full day @ 4:30 at center.
Citrus	Ceremonies @ 10:30 a.m., 3 p.m.; Extended day @ 4 p.m.
Clovis	Ceremonies @ 10:15 a.m. & 2:30 p.m. at center.
College Community	Ceremonies @ 10:00 a.m. & 2:30 p.m. at center.
Firebaugh	Ceremonies @ 10:15 a.m. and 2 p.m. at center.
Franklin	Ceremonies @ 9 & 10:30 a.m., 1 & 2:30 p.m. @ center; Ext. day @ 3:30 p.m.
Funston	Ceremonies @ 10, (2) 10:30 a.m., 1:45, (2) 2:15 p.m.; Ext. day @ 3:30 p.m.
Garden Way	Ceremonies @ (2) 10:00 a.m. and (2) 2:30 p.m. at center.
Huron	Ceremonies @ 10:30 a.m. and 1:30 p.m. at center.
Ivy	Ceremonies @ (2) 10:15 a.m. & 1:30 p.m. @ Comm. Center. Extended day @ 4 p.m. in classroom.
Jefferson	Ceremonies @ 10:15 a.m. and 2:45 p.m. at center.
Kings Canyon	Ceremonies @ 8:30-10, 1:30-2; Ext. Day 5:30 p.m.
La Colonia	Ceremonies @ 9:30 and 10:00 a.m., 2 and 2:30 p.m. at center.
Madison	Ceremonies @ 9:30 and 10 a.m., 2 and 2:30 p.m. in school cafeteria.
Maple Vista	Ceremonies @ 10:00 a.m. and 2:30 p.m. in Church Social Hall.
Mendota	Ceremonies @ 10 a.m. and 2:30 p.m. at center.
Millbrook	Ceremonies @ 10 a.m. and 2 p.m. at center.
Molly Nevarez	Ceremonies @ 10 a.m. and 2:30 p.m. at center.
Mosqueda	Ceremonies @ 10:30 and 3 p.m. at center.
Mulberry	Ceremonies @ 10:15 a.m. and 2:30 p.m. at center.

Oro Loma	Ceremony @ 10 a.m. at center on May 21, 2004.
Pinedale	Ceremonies @ 9:15 a.m. & 2:30 p.m. at center.
Ramacher	Ceremonies @ 10:00 a.m. and 2:00 p.m.; Extended day @ 4:30 p.m.
Reedley	Ceremony @ 4:30 p.m. at center.
Romain	Ceremonies @ 10 a.m. and 3 p.m. at center.
Roosevelt	Ceremonies @ 9 & 10 a.m. and 2 & 3 p.m. at center.
Sanger	Ceremonies @ 10 a.m. & 3 p.m. at center.
San Joaquin	Ceremonies combined between 9:00 - 12:30 at the park.
Washington	Ceremonies @ 10 a.m. and 3 p.m. at center.
Wesley	Ceremonies @ 9:30 a.m. and 2 p.m. at center.
Wilson	Ceremony @ 4:30 p.m. at center.
Yale	Ceremonies @ (2) 9:30 a.m. and (2) 2 p.m. at center.
Yosemite	Ceremonies @ 9:30 a.m., 1p.m. and 2:30 p.m. at center.

****Dates are subject to change without notice**

4/20/04 kn

EXECUTIVE COMMITTEE
April 14, 2004, 12:00 p.m.
Executive Conference Room
MINUTES

I. Call to Order

Chairperson Moses Stites called the meeting to order at 12:10 p.m.

II. Roll Call

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

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

Staff Present: Roger Palomino, Naomi Mizumoto, Paul McLain-Lugowski, Lucianna Ventresca, Roberta Ayer, Victoria Lopes, Carolyn Moreno

III. Approval of Previous Minutes-March 10, 2004

M/S/C – Swillis/Rico to approve March 10, 2004 meeting minutes. All in favor.

IV. Grant Applications/Contract Renewals

A. Foster Grandparents City of Fresno Social Services Funding

Lopes requested approval of the submission of a grant application to the City of Fresno for Social Services Funding in the amount of \$12,900 for the period of October 1, 2004 – September 30, 2005.

M/S/C – Swillis/Hernandez to approve submission of grant application to the City of Fresno for Social Services funding in the amount of \$12,900 for the period of October 1, 2004 – September 30, 2005. All in favor.

B. DOE Reauthorization

Palomino recommended approval to enter into a refunding agreement with the Department of Community Services and Development to run the Department of Energy (DOE) Weatherization Assistance Program in the amount of \$268,369 for the period of April 1, 2004 – January 31, 2005.

M/S/C – Swillis/Rico to approve to enter into a refunding agreement with the Department of Community Services and Development to run the DOE Weatherization Assistance Program in the amount of \$268,369 for the period of April 1, 2004 – January 31, 2005. All in favor.

C. Head Start/Early Head Start/SACC 2003-04 Child Care Food Program

Mizumoto requested authorization to operate Head Start, Early Head Start, and School Age Child Care Centers for 2003-04 FY, and approval to submit annual renewal agreements to the California Department of Education, Child Nutrition Division – Child and Adult Care Food Program (CACFP).

M/S/C – Saldana/Hernandez to authorize the operation of the Head Start, Early Head Start, and School Age Child Care Centers for 2003-04 FY, and approval to submit annual renewal agreements to the California Dept. of Education/Child Nutrition Division-Child and Adult Care Food Program (CACFP). All in favor.

D. Local Conservation Corps

McLain-Lugowski requested approval of the following:

1. Americorps Education Awards Program – Year 5 – Submission of the Site Agreement to the National Association of Service and Conservation Corps (NASCC) to enroll 62 full time equivalent Fresno Local Conservation Corps corpsmembers in NASCC's Education Awards Program from April 1, 2004 – March 31, 2005. Total value of the awards is \$294,875.

2. City of Clovis Weed Abatement – Ratify submission of a sealed bid for weed abatement services to the City of Clovis on March 16, 2004. The contract period and pricing will be in effect for one (1) year from date of submittal.

M/S/C – Swillis/Rico to approve: D.1) Americorps Education Awards Program Site Agreement to NASCC for a total amount of \$294,875, and to ratify D.2) City of Clovis Weed Abatement sealed bid to the City of Clovis on March 16, 2004. All in favor.

E. Sanctuary Funding Applications

Ventresca Requested approval of the following:

1. First Five Outreach and Education Services – Submission of an Extension Grant from First Five in the amount of \$6,855.97 for Sanctuary staff to continue outreach and community education efforts to young parents.
2. City of Fresno Social Service Funding – Grant submission to the City of Fresno in the amount of \$25,000 for operations funding support of the Sanctuary Youth Shelter and Street Outreach programs for the period of October 1, 2004 – September 30, 2005.
3. California Endowment Communities First Funding – Ratification of a proposal submitted to the California Endowment requesting \$50,000 for a one-year planning project to develop a community wide system of enhancing health and educational services to youthful offenders.

M/S/C – Swillis/Rico to approve: E.1) First Five Outreach and Education Services Extension Grant to First Five in the amount of \$6,855.97, E.2) City of Fresno Social Services Funding in the amount of \$25,00 for the period of October 1, 2004 – September 30, 2005, and ratification of E.3) California Endowment Communities First Funding proposal in the amount \$50,000 for a one-year planning project. All in favor.

4. Mentoring Children of Prisoners Application – Submission of grant application requesting funds in the amount of \$750,000 over three years (\$250,000 per year) to the Department of Health and Human Services.

M/S/C – Rico/Saldana to approve item E.4) Mentoring Children of Prisoners grant application in the amount of \$750,000 over three years (\$250,000 per year) to the Department of Health and Human Services. All in favor.

- F. SACC Self-Review Summary FY 2003/2004 – Ayer requested approval of the School Age Child Care Program FY 2003-2004 Self-review. Beginning June 1, 2004 the State of California requires an annual action plan.

M/S/C – Rico/Saldana to approve School Age Child Care FY 2003-04 Self-review. All in Favor.

V. Other Business

Palomino encouraged the committee to attend the upcoming fundraiser to be held on April 17 at the Good Company Players: 2nd Space Theatre beginning at 8:00 p.m. Proceeds will benefit SOUL.

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

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

Respectfully Submitted,

Moses Stites, Chairperson

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: April 14, 2004	Program: Foster Grandparent Program
Agenda Item No.: V.-B.	Director: Victoria Lopes
Item: City of Fresno Social Services Funding Grant Application	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff requests approval of the submission of a grant application to the City of Fresno for Social Services Funding in the amount of \$12,900 for a one (1) year period, October 1, 2004 through September 30, 2005.

BACKGROUND:

The City of Fresno Social Service Funding grant has been an important element of support for the Foster Grandparent Program for a number of years. The City funds are used for salaries and fringe benefits for additional staff support and operational costs. The City reserves the right to modify the funding level and other terms of the contract.

The Foster Grandparent Program, which has been funded for the last 33 years by the federal government (first through ACTION and now through the Corporation for National and Community Service); offers volunteer opportunities for older, low-income persons to provide love, non-judgmental guidance and tutoring to children with exceptional needs. The Corporation for National and Community Service provides funding for program management, volunteer costs and certain operational costs. The target population is three-fold: 1) low-income persons aged 60 and older; 2) children and youth from birth to age 21, who have been identified as "at-risk"; and 3) non-profit agencies who serve at-risk youth.

The goals of the program are to positively impact the physical and mental health of the low-income seniors and to improve the self-esteem and social interaction of at-risk youth.

ISSUES:

The application must be received by the City of Fresno May 14, 2004. The application requires a Board Resolution/Certification.

RESOLUTION/CERTIFICATION

WE THE BOARD OF DIRECTORS OF FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION DO HEREBY RESOLVE THAT ON, ___ April 28_____2004, THE BOARD REVIEWED THIS APPLICATION AND, FURTHERMORE, THE BOARD IN A PROPER MOTION AND VOTE APPROVED THIS APPLICATION FOR SUBMISSION TO THE **CITY OF FRESNO**.

FURTHERMORE, WE HEREBY CERTIFY THAT THE AGENCY MAKING THIS APPLICATION IS [1] NON-PROFIT.

Fresno County Economic Opportunities Commission

AGENCY NAME

1920 Mariposa Mall, Fresno, California 93721

ADDRESS

(559) 263-1000

TELEPHONE

DATED: _____

By: _____

President of the Board on behalf of the Board of Directors as named above.

THIS APPLICATION AND THE INFORMATION CONTAINED HEREIN ARE TRUE, CORRECT AND COMPLETE, TO THE BEST OF MY KNOWLEDGE.

Executive Director

PROPOSAL WRITTEN BY:

Victoria Lopes
Program

Program Director, Foster Grandparent

Name:

Title:

Relationship to project/service: EOC Staff Member

Fee Paid \$__0_____



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: April 14, 2004	Program: Weatherization
Agenda Item No.: V.-C.	Manager: Dennis Bachelor
Item: DOE Reauthorization	Assistant Executive Director: George Egawa
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff recommends approval to enter into a refunding agreement with the State of California Department of Community Services and Development (CSD) to run the 2004 Department of Energy (DOE) Weatherization Assistance Program, in the amount of \$268,369, for the period April 1, 2004 to January 31, 2005, which includes a Weatherization Priority Plan.

BACKGROUND:

CSD has tendered a contract for the 2004 DOE Weatherization program in the amount of \$268,369 to serve a projected 350 client households. The term of the agreement is from the date of board approval to January 31, 2005. The weatherization services will be subcontracted in collaboration with a licensed contractor, Sundowner Insulation Company. Services will be leveraged with our LIHEAP and PG&E Energy Partners program.

The following energy conservation services are available for the homes of eligible clients:

1. Scope of Service activities:
 - a. Outreach
 - b. Intake
 - c. Assessment
 - d. Health & Safety check of combustion appliances
 - e. Minor envelop repairs
 - f. Infiltration reduction
2. General Heat Waste Measures:
 - a. Evaporative cooler covers and air conditioner vent covers
 - b. Water heater blankets
 - c. Insulation of up to the first five feet of water pipes
 - d. Water flow restrictors
3. Energy Conservation Measures (climate zone 4)
 - a. Setback/smart thermostats
 - b. Attic Insulation
 - c. Floor Insulation

WEATHERIZATION PRIORITY PLAN

Assistance priority for weatherization services will be provided in the following hierarchal order:

1. Elderly households
2. Disabled households
3. Native American Indian households
4. Migrant Seasonal Farm worker households
5. Households with children under age 19

First priority shall be given to those households that have the lowest incomes and the highest energy cost in relation to income, taking into account family size,

Assistance limits will be targeted to completing Scope of Service activities, general heat waste measures and energy conservation measures of the above client dwellings prior to installing optional energy audit specified measures. Leverage of additional funds will be a secondary consideration. Other limits shall be in accordance with this contract in regards to amount of funds that can be expended for each measure and total dwelling.

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

RESOLUTION

WHEREAS, the Department of Community Services and Development (CSD) is designated to receive and administer the Department of Energy Weatherization Assistance Program Block Grant (DOE) FY 2004-2005 for the State of California.

WHEREAS, the State CSD under the DOE Block Grant Program has elected to award Fresno County Economic Opportunities Commission (FCEOC) Contract # 04C-1513 in the amount of \$268,369 for home weatherization assistance services.

WHEREAS, the FCEOC Board of Commissioners has accepted this award at their April 28, 2004 Board Meeting; and

NOW THEREFORE, BE IT RESOLVED THAT Moses Stites, Board Chairman, Roger Palomino, the Executive Director and/or Paul C. White, Assistant Executive Director and/or George Egawa, Assistant Executive Director are authorized as the officers to act on behalf of the FCEOC 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

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: April 14, 2004	Program: Head Start-Preschool, Early Head Start and School Age Child Care
Agenda Item No.: V.-D.	Director:
Item: 2003-2004 Child Care Food Program	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff recommends authorization to operate Head Start-*Preschool*, Early Head Start and School Age Child Care Centers for the 2003-2004 Fiscal Year and approval to submit annual renewal agreements to California Department of Education, Child Nutrition Division - Child and Adult Care Food Program (CACFP).

BACKGROUND:

On December 23, 1996, Head Start and School Age Child Care Programs were notified by the California Department of Education that changes in United States Department of Agriculture (USDA) guidelines necessitate additional information for annual renewal of current agreements for participation in the Child and Adult Care Food Program. Annual renewal submission by July 1 of each year.

The required Non-Profit information includes:

1. Articles of Incorporation with the Secretary of State Seal.
2. Bylaws including board adoption.
3. Names, addresses and phone numbers of board members (not the agency address and phone number.) According to federal and state laws, a majority of the board must be disinterested parties.
4. Board of Directors' minutes authorizing operation of day care center(s).
5. Board of Directors' minutes authorizing participation in CCFP and naming an authorized representative.

ISSUE:

If the above criterion is not met annually with each renewal agreement submission, renewal of the agreement will be denied and sponsor termination will be executed.

RESOLUTION

WHEREAS, The California Department of Education Child Nutrition Division has issued a request for authorization from current sponsors operating and providing child care services to children between the ages of birth and eighteen years of age, for reimbursement of funds by Child and Adult Care Food Program.

WHEREAS, the purpose of this reimbursement is to provide nutritious meals and/or snack supplements to children while in FCEOC Head Start centers, and covering associated cost of meal preparation and service.

WHEREAS, Fresno County Economic Opportunities Commission (FCEOC) is eligible to apply for renewal of the current contract by virtue of its operation of the FCEOC Head Start-*Preschool* Program which services children birth to five years of age in Fresno County.

WHEREAS, the FCEOC Board of Commissioners has accepted this authorization to operate Head Start-*Preschool* centers; and

NOW, THEREFORE, BE IT RESOLVED THAT the FCEOC Board of Commissioners authorizes staff to participate and submit a renewal contract to the Child and Adult Care Food Program administered by the California Department of Education. The FCEOC Board of Commissioners also authorizes Moses Stites, Board Chairperson and Roger Palomino, Executive Director, as the officers to act on behalf of FCEOC Board and sign all necessary documents, including any amendments, required to complete the agreement and reimbursement process.

Moses Stites, FCEOC Board Chairperson

Date

Roger Palomino, FCEOC Executive Director
And Board Secretary

Date

Ayes _____
Nays _____
Absent _____

RESOLUTION

WHEREAS, The California Department of Education Child Nutrition Division has issued a request for authorization from current sponsors operating and providing child care services to children between the ages of birth and eighteen years of age, for reimbursement of funds by Child and Adult Care Food Program.

WHEREAS, the purpose of this reimbursement is to provide nutritious meals and/or snack supplements to children while in FCEOC Early Head Start centers, and covering associated cost of meal preparation and service.

WHEREAS, Fresno County Economic Opportunities Commission (FCEOC) is eligible to apply for renewal of the current contract by virtue of its operation of the FCEOC Early Head Start Program which services children birth to three years of age in Fresno County.

WHEREAS, the FCEOC Board of Commissioners has accepted this authorization to operate Early Head Start child care centers; and

NOW, THEREFORE, BE IT RESOLVED THAT the FCEOC Board of Commissioners authorizes staff to participate and submit a renewal contract to the Child and Adult Care Food Program administered by the California Department of Education. The FCEOC Board of Commissioners also authorizes Moses Stites, Board Chairperson and Roger Palomino, Executive Director, as the officers to act on behalf of FCEOC Board and sign all necessary documents, including any amendments, required to complete the agreement and reimbursement process.

Moses Stites, FCEOC Board Chairperson

Date

Roger Palomino, FCEOC Executive Director
And Board Secretary

Date

Ayes _____
Nays _____
Absent _____

RESOLUTION

WHEREAS, The California Department of Education Child Nutrition Division has issued a request for authorization from current sponsors operating and providing child care services to children between the ages of birth and eighteen years of age, for reimbursement of funds by Child and Adult Care Food Program.

WHEREAS, the purpose of this reimbursement is to provide nutritious meals and/or snack supplements to children while in FCEOC School Age Child Care (SACC) centers, and covering associated cost of meal preparation and service.

WHEREAS, Fresno County Economic Opportunities Commission (FCEOC) is eligible to apply for renewal of the current contract by virtue of its operation of the FCEOC SACC Program which services children four to twelve years of age in Fresno County.

WHEREAS, the FCEOC Board of Commissioners has accepted this authorization to operate School Age Child Care centers; and

NOW, THEREFORE, BE IT RESOLVED THAT the FCEOC Board of Commissioners authorizes staff to participate and submit a renewal contract to the Child and Adult Care Food Program administered by the California Department of Education. The FCEOC Board of Commissioners also authorizes Moses Stites, Board Chairperson and Roger Palomino, Executive Director, as the officers to act on behalf of FCEOC Board and sign all necessary documents, including any amendments, required to complete the agreement and reimbursement process.

Moses Stites, FCEOC Board Chairperson

Date

Roger Palomino, FCEOC Executive Director
And Board Secretary

Date

Ayes _____
Nays _____
Absent _____

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: April 6, 2004	Program: EOC/Local Conservation Corps
Agenda Item No.: V.-E.1	Director: Paul McLain-Lugowski
Item: AmeriCorps Education Awards Program-Year 5	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To approve the submission of the Site Agreement to the National Association of Service and Conservation Corps (NASCC) to enroll 62 full time equivalent (FTE) Fresno Local Conservation Corps corpsmembers in NASCC’s Education Awards Program from April 1, 2004 through March 31, 2005.

BACKGROUND:

NASCC consists of the members of the nation’s service and conservation corps promoting growth, quality, and sustainability of corps. NASCC’s vision is for well-funded, high-quality corps serving every community. NASCC was established in 1985. Over the past 19 years, NASCC has grown to encompass 118 corps programs, both urban and rural, and has assisted in the birth of virtually all of these corps. NASCC currently operates a large multi-site AmeriCorps Education Awards Program for its member organizations funded by the Corporation for National Service. The Corporation operates AmeriCorps; the AmeriCorps Education Awards Program provides education awards for service hours completed by AmeriCorps members. AmeriCorps is a network of national service programs that engage more than 50,000 Americans each year in intensive service to meet critical needs in education, public safety, health, and the environment.

ISSUE:

EOC/Local Conservation Corps plans to submit a Site Agreement to NASCC’s AmeriCorps Education Program-Year 5 to enroll 62 eligible corpsmembers. The breakdown is as follows: 40 Full Time awards (for 1,700 hours of service), 30 Part Time awards (900 hours), 20 Quarter Time awards (450 hours), and 10 Minimum Time awards (300 hours). With the completion of service hours, corpsmembers will receive the corresponding education awards: \$4,725.00 for 1,700 hours; \$2,362.50 for 900 hours; \$1,250.00 for 450 hours; and \$1,000.00 for 300 hours. The total value of these awards for corpsmembers is \$294,875.

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: April 13, 2004	Program: EOC Local Conservation Corps
Agenda Item No.: V.-E.2	Director: Paul McLain-Lugowski
Item: City of Clovis Weed Abatement	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To ratify submission of a sealed bid for weed abatement services to the City of Clovis on March 16, 2004. The contract period and pricing will be in effect for 1 year from the date of submittal.

BACKGROUND:

LCC currently performs weed abatement services for the Fresno Metropolitan Flood Control District in 59 basins, within Fresno County. The City of Clovis published an RFP, soliciting bidders to provide pricing, equipment, and organizational capability.

ISSUE:

The initial cleanup will begin in May and continue through the end of June. Other cleanup assignments will follow the initial weed abatement period. The total value of the contract is unknown. However LCC proposed the following pricing, and was the lowest bidder:

- < \$40.00 per acre discing
- < \$100.00 per cubic yard for trash removal
- < \$100.00 per foot (diameter) for stump removal

LCC has the organizational strength, managerial expertise, and efficient tools to complete the project on time. This contract will be utilized to train young adult corpsmembers in the landscape/weed abatement field.

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: April 8, 2004	Program: Sanctuary Youth Shelter/Center
Agenda Item No.: V.-F.1,2,& 3	Director: Lucianna Ventresca
Item: Sanctuary Funding Applications	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Staff recommends approval for submission of three grant proposals requesting funding for agency services. Approval to submit:

- 1) An Extension grant (\$6,855.97) offered through the First Five program, for Sanctuary staff to continue outreach and community education efforts to young parents.
- 2) A grant submission to the City of Fresno in the amount of \$25,000 for operations funding support of the Sanctuary Youth Shelter and Street Outreach programs.
- 3) Ratification of a proposal submitted to the California Endowment requesting \$50,000 for a one-year planning project to develop a community-wide system of enhancing health and educational services to youthful offenders.

BACKGROUND:

- 1) A federal funded First Five outreach and education services grant was successfully fulfilled in January of 2004. This grant involved Sanctuary outreach staff providing direct outreach and community education efforts to young parents, child care givers, and guardians of children 0-5 years of age, regarding the benefits of reading, playing, and positive interaction with young children; and by Sanctuary staff training other agency Case Manager staff in the curriculum and documenting their provision of the information agency-wide. Other programs involved in this effort included WIC, SOUL, AFLP, Head Start, Sanctuary SOS, Shelter, and Local Conservation Corps Case Managers. EOC was notified on March 24th that due to our success with the prior award an extension would be available in the amount of \$6,855.97 (to continue our effort through August 31, 2004), through application submission meeting a due date of April 30, 2004.
- 2) The City of Fresno Social Services funding has supported the **EOC Sanctuary Youth Shelter/SOS** basic staffing for a number of years. The City of Fresno granted \$16,000 for the period October 1, 2003 to September 30, 2004. The EOC Sanctuary Youth Shelter and SOS provide essential emergency shelter and crisis intervention services for 1100 unduplicated youth (11-18 years old) per year. Funding provides for Home Care staff and Street Outreach operations. The shelter operation enhances the efforts of local law enforcement, community families, and decreases juvenile delinquency in Fresno. The application is due May 14, 2004. It is also necessary to submit a Board Resolution approving the submission to the City of Fresno. The resolution is attached for signature.
- 3) The California Endowment accepts and supports planning project applications under their Communities First funding options, and a \$50,000 planning project was submitted for their consideration on April 8, 2004. Agency Executive staff and Sanctuary program

staff have been meeting with community-agencies regarding the need to address a gap in services to youthful offenders. The planning grant requests funding to develop a community based collaborative to identify and design an infrastructure to improve the quality of physical and mental health services of juvenile offenders receiving county supported services. The framework of this proposal is to reform traditional health care delivery to keep young offenders from re-entering or further penetrating the juvenile justice system. While general discussions and forums regarding this issue have occurred, there has not been a coordinated effort locally to develop the infrastructure needed to systemically address the health concerns of these youth. Local partners are interested in furthering this effort, and key players have agreed to participate in the development of this strategy. This planning effort will develop the groundwork that will initiate this systemic change.

RESOLUTION/CERTIFICATION

WE THE BOARD OF DIRECTORS OF FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION DO HEREBY RESOLVE THAT ON, _____April 28, _____2004, THE BOARD REVIEWED THIS APPLICATION AND, FURTHERMORE, THE BOARD IN A PROPER MOTION AND VOTE APPROVED THIS APPLICATION FOR SUBMISSION TO THE **CITY OF FRESNO**.

FURTHERMORE, WE HEREBY CERTIFY THAT THE AGENCY MAKING THIS APPLICATION IS [1] NON-PROFIT.

Fresno County Economic Opportunities Commission
AGENCY NAME

1920 Mariposa Mall, Fresno , California 93721
ADDRESS

[559] 263-1000
TELEPHONE

DATED: _____

By:
President of the Board on behalf of the Board of Directors as named above.

THIS APPLICATION AND THE INFORMATION CONTAINED HEREIN ARE TRUE, CORRECT AND COMPLETE, TO THE BEST OF MY KNOWLEDGE.

Executive Director

PROPOSAL WRITTEN BY:
Lucianna Ventresca Director, Sanctuary Youth Programs
Name: Title:

Relationship to project/service: EOC Staff Member

Fee Paid \$__0_____

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: 4/14/2004	Program: Sanctuary
Agenda Item No.: V.-F.4	Program Director: Lucianna Ventresca
Item: Mentoring Children of Prisoners Grant	Assistant Executive Director: Alma Kowalski
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

To approve the submission of the Mentoring Children of Prisoners grant application requesting funds in the amount of \$750,000 over 3 years (\$250,000 per year) to the Department of Health and Human Services, Administration for Children and Families, Family and Youth Services Bureau. For the first and second year of the grant, grantees must provide 25% of the total federal funds awarded. In the third year of the grant, the grantee must account for 50% of the total project.

BACKGROUND:

Fresno County Economic Opportunities Commission (EOC) in collaboration with Cornerstone Church, West Fresno Faith Based Organization (non-profit network of eleven faith-based organizations serving southeast and west Fresno area residents) proposes to provide mentoring services to children of prisoners in Central California. The proposed mentoring services program will target children ages 4-15 years old of incarcerated parents within the California State Prison in Corcoran, Central California Women’s Facility and Valley State Prison for Women which are both in Chowchilla.

ISSUE:

This partnership will provide outreach and recruitment of incarcerated parents, custodial parents or caregivers, and their children. Internal partnerships with existing EOC programs will be accessed as a vehicle to enhance service. The program will be implemented using best practices established by the Amachi program in Philadelphia through partnerships with faith-based institutions in which volunteer mentors will be recruited from congregations. These funds will be used to pay for staff, training, and development of the program.

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: April 12, 2004	Program: School Age Child Care
Agenda Item No.: V.-G.	Director: Roberta A. Ayer
Item: Desired Results, SACC Self-Review Summary for FY 2003-04	Assistant Executive Director: Naomi Quiring-Mizumoto
Committee: Executive Committee	Executive Director: Roger Palomino

RECOMMENDED ACTION:

Approval of the School Age Child Care Program’s self-review report process for the 2003-2004 fiscal year as required by the State of California for all state child development contracts by June 1 of each year.

BACKGROUND:

In January 2002, the California Department of Education, Child Development Division (CDD), implemented a new system for evaluating child care programs funded through the state, called *Desired Results for Children and Families*. The Fresno County EOC-SACC program was required to implement this new evaluation system beginning with their new fiscal year 2002-03. Since April 2002, the program has been implementing the various components to this new system: (1) an annual self-study, (2) a Coordinated Contract Monitoring Review (CMR), and (3) receiving technical assistance to support best practices.

The Agency’s Self-Review Process requires various data sources be developed and conducted by each contracted program throughout the school year in order to arrive at the final step of Board approval for the final report. The nine SACC Site Supervisors, Child Care Coordinator, and Program Director conducted the following steps during this past 2003-04 year:

1. Developmental Profiles - The Site Supervisor did these on every child within 60 days of the child’s enrollment. These profiles are shared with parents at the parent/teacher conferences. A Group Data Summary was compiled and submitted to the Program Director.

2. Parent Surveys – Parents’ input was requested about the quality of the children’s care by staff, the classroom environment, the curriculum, and suggestions for improvement of the services. A summary of the findings was compiled and presented to each site’s Parent Advisory Committee, as well as, submitted to the Program Director for compilation on an overall program report.

3. A CMR instrument is conducted each year by a monitoring team as determined by the SACC program. This year (2003-04) the team consisted of the SACC program staff. After the monitoring was conducted, the reports were compiled by the Program Director and submitted on the *Agency Coordinated Compliance/Contract Monitoring Review (CCR/CMR) Summary of Findings* form for Board approval (Attachment A)

4. Program Action Plan – Using all of the above data sources, the SACC Program Director compiled the *Desired Results Program Action Plan* form for each of the two contracts we have with the State CDD (Attachment B). This report also requires Board approval.
5. School-Age Environmental Rating Scale (SACERS) – This year (January 2004) a monitoring team, consisting of the program staff, conducted the SACERS on nine sites. The SACERS Rating Scale profile scoring sheets were compiled and summarized by the Program Director on the *Environment Rating Scale Summary of Findings* Form, which requires Board approval (Attachment C).

The culmination of the SACC program's self-review is the presentation of the final draft documents that require Board approval: 1) Agency Coordinated Compliance/Contract Monitoring Review (CCR/CMR) Summary of Findings; 2) Desired Results Program Action Plan; 3) Environment Rating Scale Summary of Findings. These three documents are attached for your review and approval and must be submitted to the State Department of Education, Child Development Division, by June 1, 2004.

ISSUE:

The Annual Evaluation Plan for the SACC program is written and developed in order to maintain an ongoing Desired Results monitoring procedure. This reflects the program's self-review process to evaluate completion of the program goals and objectives. Monitoring of the program will be conducted on an annual basis in order to measure program quality and compliance with program requirements. Approval of the School Age Child Care self-evaluation report for the 2003-2004 fiscal year is required by the State Department of Education as part of the Desired Results evaluation system

**FCEOC
School Age Child Care
Flow Chart 2003-2004**

I	Site Supervisors begin Desired Results Developmental Profiles of Students September 15	→	Site Supervisors compile Developmental Profiles into a Group Data Summary of Profiles. Information to be used at Parent/Teacher Conference I and Parent Meeting I October 20-21	→	Site Supervisors submit Group Data Summary of Profiles to Program Director October 31				
II	Site Supervisors begin Environmental Rating Scale (SACERS) of each class, and makes corrections in centers as needed; Site Supervisors conduct Parent Meeting I with Parent Advisory Council I using Data Summary of Student Profiles September 15	→	Site Supervisors compile/complete (SACERS) Rating Scale Profile Scoring Worksheet October 20-24	→	Site Supervisors submit completed SACERS Profile Scoring Worksheets with Action Plan to Program Director November 10				
III	Site Supervisors conduct Parent/Teacher Conference I and distribute Parent Surveys November 3-21	→	Site Supervisors complete Parent Survey Summary of Findings; Parent Advisory Council Survey I Minutes and Agenda submitted to Program Director November 25	→	Site Supervisors submit Parent Survey of Summary of Findings to Program Director December 1				
IV	CCR/CMR Instrument conducted for both contracts of all centers by Program Director, Child Care Coordinator, and a Site Supervisor January 5-21	→	Program Director compiles results of CCR/CMR Instrument January 30	→	Program Director compiles Plan of Action Environmental Rating Scale - one for each contract January 30				
V	Site Supervisors conduct Parent/Teacher Conferences II, and Parent Council II to present results of CMR March 1-12	→	Site Supervisors summarize Minutes and Agendas of Parent Meetings with Parent Council II March 15	→	Site Supervisors submit Minutes and Agendas of Parent Meeting with Parent Council II to Program Director March 19				
VI	Program Director using all data sources to complete Program Action Plan – one for each contract March 31	→	Program Director submits all documents to Assistant Executive Director - Ms. Mizumoto April 2	→	Present SACC Desired Results Self Review to EOC Executive Committee/ Board Meeting for approval: 1) Agency Coordinate Compliance Summary of Findings 2) Desired Results Program Action Plan 3) Environment Rating Scale Summary of Findings April 14 – April 28				
VII	Program Director will write the Agency Annual Evaluation Plan for the Program Description Reflecting Agency Implementation of Desired Results Annual Agency Self Review, Evaluation of Self-Review, Completion of Goals and Objectives May 1-20	→	→	→	→	→	→	→	Program Director turn Plan into CDD by June 1 May 27

Agency Annual Report

SUBMIT TO: California Department of Education
 Child Development Division
 1430 N Street
 Sacramento, CA 95814

DIRECTIONS FOR COMPLETING AGENCY ANNUAL REPORT: For each contract, complete this report, the *Agency Coordinated Compliance/Contract Monitoring Review (CCR/CMR) Summary of Compliance Findings*, the *Environment Rating Scale Summary of Findings*, and the *Program Action Plan*. Mail the complete package to the California Department of Education, Child Development Division, by June 1st of each year.

AGENCY NAME FRESNO County Economic Opportunities Commission	CONTRACT TYPE GCTR - 2052	DATE AGENCY SELF-EVALUATION COMPLETED 3-01-04
NAME OF ANNUAL REPORT CONTACT PERSON AND TELEPHONE NUMBER Roberta A. Ayer (559) 263-1015	NUMBER OF CENTER- BASED SITES REVIEWED 3	NUMBER OF FAMILY CHILD CARE HOMES REVIEWED N/A
<p>ANNUAL REPORT PROCESS: Please use this space to describe how the annual report was compiled and who participated in the process. Specify the role of parents, staff, and your board in the self-evaluation process. Indicate the start and completion date of your self-evaluation and annual report process.</p> <p>The Program Director, Child Care Coordinator, and Site Supervisors conducted the self-evaluation. The Team evaluated each item of the CMR instrument. The self-evaluation began in January 2004, and completed March 2004.</p> <p>Trial documents and results of the School Age Child Care self-review were presented to the Economic Opportunities Commission Board on April 28, 2004 for approval.</p>		
STATEMENT OF COMPLETION I certify that an agency self-evaluation has been completed by this agency on the date specified above and that the appropriate review instrument(s) was/were used.	SIGNATURE	DATE
At least one board member who participated in the agency self-evaluation must sign this document.	SIGNATURE OF BOARD REPRESENTATIVE	DATE

Desired Results Program Action Plan

Agency/Center: Fresno County Economic Opportunities Commission
Program Type: GCTR
Contract Type: 2052
Planning Date: January 2004
Follow-up Date: March 2004

Planners: Roberta A. Ayer – Program Director
 (Name and Position)
Olivia Rodriguez – Child Care Coordinator
 (Name and Position)

<p>PROGRAM FINDINGS</p> <p>(WHAT YOU IDENTIFIED AS NEEDING IMPROVEMENT)</p>	<p>The staff was given two prior trainings regarding the CMR. However, the staff continues to have difficulty understanding what to do with the results of the Development Profile Summary of Findings of the children in their care on the weekly lesson plans.</p>
---	--

PROGRAM GOAL (WHAT YOU WANT TO ACCOMPLISH)	OBJECTIVES (HOW YOU WILL ACCOMPLISH THE GOAL)	EXPECTED COMPLETION DATE AND PERSONS RESPONSIBLE	FOLLOW-UP (CHANGES MADE, DATE COMPLETED)
<p>Curriculum should be age appropriate and a child interest based. It will be developed and implemented in each center for the ages within that program.</p>	<p>Curriculum and changes should be implemented as soon as possible, and the accountability will be reflected in the lesson plans for content that coincides with the direction developed in the action plans created by the center staff.</p> <p>This will be done by incorporating real life experiences using volume and linear games to expand math concepts, science projects based on the interest of the children, language development through sharing time with the children, and purchasing simple books that are age appropriate and child interest centered.</p>	<p>Site Supervisor and all center staff. Monthly reviews will be done and discussed at staff meetings. This will be on going and monitored in June 2004 by Child Care Coordinator.</p>	<p>On-going by all staff, some changes have been made and the direction can be changed as the curriculum evolves. Child Care Coordinator will do a review in at the Staff In-Service on July 2, 2004.</p>

Desired Results Program Action Plan

Agency/Center: Fresno County Economic Opportunities Commission
Program Type: GCTR
Contract Type: 2052
Planning Date: January 2004
Follow-up Date: March 2004

Planners: Roberta A. Ayer – Program Director
 (Name and Position)
Olivia Rodriguez – Child Care Coordinator
 (Name and Position)

<p>PROGRAM FINDINGS</p> <p>(WHAT YOU IDENTIFIED AS NEEDING IMPROVEMENT)</p>	<p>The Parent Advisory Committee or Council selected by the parents at each center has been established, but is not being held on a regular basis.</p>
---	--

PROGRAM GOAL (WHAT YOU WANT TO ACCOMPLISH)	OBJECTIVES (HOW YOU WILL ACCOMPLISH THE GOAL)	EXPECTED COMPLETION DATE AND PERSONS RESPONSIBLE	FOLLOW-UP (CHANGES MADE, DATE COMPLETED)
<p>The agenda and minutes presented by the Parent Advisory Committee or Council advises the Program Director/Site Supervisor on issues related to services to families and children, and considers recommendation and advice on operating the child care center and program.</p>	<p>Staff needs to schedule meetings with parents at each center on a regular basis to open the lines of communication with the parents, and to benefit the child care program for the families and children, by considering the advice it gives on the operation of the center and program.</p>	<p>April 2004 is expected completion date by Site Supervisor and Program Director.</p>	<p>A follow up will be in May 2004, with a meeting being held and agenda/minutes turned into Central Office.</p>

Desired Results Program Action Plan

Agency/Center: Fresno County Economic Opportunities Commission
Program Type: GCTR
Contract Type: 2052
Planning Date: January 2004
Follow-up Date: March 2004

Planners: Roberta A. Ayer – Program Director
 (Name and Position)
Olivia Rodriguez – Child Care Coordinator
 (Name and Position)

<p>PROGRAM FINDINGS</p> <p>(WHAT YOU IDENTIFIED AS NEEDING IMPROVEMENT)</p>	<p>The Notice of Action, Part 7, Reason for Action (Reason for Change), is not being completed during re-certification.</p>
---	---

PROGRAM GOAL (WHAT YOU WANT TO ACCOMPLISH)	OBJECTIVES (HOW YOU WILL ACCOMPLISH THE GOAL)	EXPECTED COMPLETION DATE AND PERSONS RESPONSIBLE	FOLLOW-UP (CHANGES MADE, DATE COMPLETED)
<p>The Notice of Action, Part 7, Reason for Action (Reason for Change), is not being completed during re-certification. It is vital that a change in income, family size, training, and hourly fee be documented in this section of the NOA.</p>	<p>Staff needs to be aware of changes in their parents' income, family size and training. A NOA must be done immediately upon being informed of a change at re-certification. An individual training will be done at the next site monitoring.</p>	<p>Completion date will be April 2004 by Child Care Coordinator.</p>	<p>Follow up will be May 2004.</p>

Desired Results Program Action Plan

Agency/Center: Fresno County Economic Opportunities Commission
Program Type: GCTR
Contract Type: 2052
Planning Date: January 2004
Follow-up Date: March 2004

Planners: Roberta A. Ayer – Program Director
 (Name and Position)
Olivia Rodriguez – Child Care Coordinator
 (Name and Position)

<p>PROGRAM FINDINGS</p> <p>(WHAT YOU IDENTIFIED AS NEEDING IMPROVEMENT)</p>	<p>Children need to express their thoughts and ideas by improving their writing skills.</p>
---	---

PROGRAM GOAL (WHAT YOU WANT TO ACCOMPLISH)	OBJECTIVES (HOW YOU WILL ACCOMPLISH THE GOAL)	EXPECTED COMPLETION DATE AND PERSONS RESPONSIBLE	FOLLOW-UP (CHANGES MADE, DATE COMPLETED)
<p>The children need to expand their interests in expressing themselves through the written language by establishing a writing area in every classroom.</p>	<p>A writing area will be established in more of the centers. There will be pencils, paper, etc. available to the children so writing skills can be expanded. A journal will be provided for every child to express its feelings, and can be used, as needed, by that child.</p>	<p>June 2004 by Site Supervisors and Child Care Coordinator.</p>	<p>Follow up July 2004.</p>

Agency Coordinated Compliance/Contract Monitoring Review (CCR/CMR) Summary of Findings

AGENCY NAME FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION CONTRACT TYPE GCTR – 2052

AGENCY CONTACT AND PHONE NUMBER ROBERTA A. AYER (559) 263-1015

PART I.

PLEASE CHECK APPROPRIATE BOX BELOW:

Agency had 3 non-compliant findings in the CCR/CMR Instrument. (Then complete Part II, Columns 1-4 below).
(number)

Agency did not have any non-compliant findings in the CCR/CMR Instrument. (Do not complete Part II, Columns 1-4 below).

PART II.

Use the current year CCR/CMR Instrument to complete this form.

COLUMN 1 COMPLIANCE ITEM NUMBER	COLUMN 2 TITLE OF INDIVIDUAL RESPONSIBLE	COLUMN 3 SPECIFIC CORRECTIVE ACTIONS THAT HAVE BEEN RESOLVED OR WILL BE RESOLVED	COLUMN 4 DATE OF COMPLIANCE	
			COMPLETION DATE	ANTICIPATED COMPLETION DATE
IV – C-10	Child Care Coordinator & Program Director	The Site Supervisors do not understand how to develop and implement the CMR Summary of Findings into their weekly lesson plans. Their lesson plans do not reflect their findings. This will be reviewed at the Staff In-Service on July 2, 2004.	July 2004	June 2004
V - C-18	Site Supervisors at all sites & Program Director	A Parent Advisory Committee or Council selected by the parents has been established, but not being held on a regular basis. The agenda and minutes, as shown on the program calendar, have not been turned in to the Program Director. Evidence must be documented that a Parent Advisory Committee advises the Program Director and Site Supervisor on issues related to services to families and children, and consider recommendations and advice on operating the child care center and program.	May 2004	April 2004
VI - C-21	Site Supervisors at all sites & Child Care Coordinator	Notice of Action, Part 7, Reason for Action (Reason for Change), is not being completed during re-certification. It is vital that any change in income, family size, training, and hourly fee be documented in this section of the NOA. Individual trainings will be completed during the site monitoring.	March 2004	February 2004

Agency Annual Report

SUBMIT TO: California Department of Education
 Child Development Division
 1430 N Street
 Sacramento, CA 95814

DIRECTIONS FOR COMPLETING AGENCY ANNUAL REPORT: For each contract, complete this report, the *Agency Coordinated Compliance/Contract Monitoring Review (CCR/CMR) Summary of Compliance Findings*, the *Environment Rating Scale Summary of Findings*, and the *Program Action Plan*. Mail the complete package to the California Department of Education, Child Development Division, by June 1st of each year.

AGENCY NAME FRESNO COUNTY ECONOMIC OPPORTUNITES COMMISSION	CONTRACT TYPE GLTK 2012	DATE AGENCY SELF-EVALUATION COMPLETED 3/01/04
NAME OF ANNUAL REPORT CONTACT PERSON AND TELEPHONE NUMBER ROBERTA A. AYER (559) 263-1015	NUMBER OF CENTER-BASED SITES REVIEWED 6	NUMBER OF FAMILY CHILD CARE HOMES REVIEWED N/A
<p>ANNUAL REPORT PROCESS: Please use this space to describe how the annual report was compiled and who participated in the process. Specify the role of parents, staff, and your board in the self-evaluation process. Indicate the start and completion date of your self-evaluation and annual report process.</p> <p>The Program Director, Child Care Coordinator, and Site Supervisors conducted the self-evaluation. The team evaluated each item of the CMR instrument. The self-evaluation began in January 2004, and completed March 2004.</p> <p>Trial documents and results of the School Age self-review were presented to the Economic Opportunities Commission Board on April 28, 2004 for approval.</p>		
STATEMENT OF COMPLETION I certify that an agency self-evaluation has been completed by this agency on the date specified above and that the appropriate review instrument(s) was/were used.	SIGNATURE	DATE
At least one board member who participated in the agency self-evaluation must sign this document.	SIGNATURE OF BOARD REPRESENTATIVE	DATE

Desired Results Program Action Plan

Agency/Center: Fresno County Economic Opportunities Commission
Program Type: GLTK
Contract Type: 2012
Planning Date: January 2004
Follow-up Date: March 2004

Planners: Roberta A. Ayer – Program Director
 (Name and Position)
Olivia Rodriguez – Child Care Coordinator
 (Name and Position)

PROGRAM FINDINGS (WHAT YOU IDENTIFIED AS NEEDING IMPROVEMENT)	The staff was given two prior trainings regarding the CMR. However, the staff continues to have difficulty understanding what to do with the results of the Development Profile Summary of Findings of the children in their care on the weekly lesson plans.
--	---

PROGRAM GOAL (WHAT YOU WANT TO ACCOMPLISH)	OBJECTIVES (HOW YOU WILL ACCOMPLISH THE GOAL)	EXPECTED COMPLETION DATE AND PERSONS RESPONSIBLE	FOLLOW-UP (CHANGES MADE, DATE COMPLETED)
Curriculum should be age appropriate and a child interest based. It will be developed and implemented in each center for the ages within that program.	Curriculum and changes should be implemented as soon as possible, and the accountability will be reflected in the lesson plans for content that coincides with the direction developed in the action plans created by the center staff. This will be done by incorporating real life experiences using volume and linear games to expand math concepts, science projects based on the interest of the children, language development through sharing time with the children, and purchasing simple books that are age appropriate and child interest centered.	Site Supervisor and all center staff. Monthly reviews will be done and discussed at staff meetings. This will be on going and monitored in June 2004 by Child Care Coordinator.	On-going by all staff, some changes have been made and the direction can be changed as the curriculum evolves. Child Care Coordinator will do a review at the Staff In-Service on July 2, 2004.

Desired Results Program Action Plan

Agency/Center: Fresno County Economic Opportunities Commission
Program Type: GLTK
Contract Type: 2012
Planning Date: January 2004
Follow-up Date: March 2004

Planners: Roberta A. Ayer – Program Director
 (Name and Position)
Olivia Rodriguez – Child Care Coordinator
 (Name and Position)

PROGRAM FINDINGS (WHAT YOU IDENTIFIED AS NEEDING IMPROVEMENT)	The Parent Advisory Committee or Council selected by the parents at each center has been established, but is not being held on a regular basis.
--	---

PROGRAM GOAL (WHAT YOU WANT TO ACCOMPLISH)	OBJECTIVES (HOW YOU WILL ACCOMPLISH THE GOAL)	EXPECTED COMPLETION DATE AND PERSONS RESPONSIBLE	FOLLOW-UP (CHANGES MADE, DATE COMPLETED)
The agenda and minutes presented by the Parent Advisory Committee or Council advises the Program Director/Site Supervisor on issues related to services to families and children, and considers recommendation and advice on operating the child care center and program.	Staff needs to schedule meetings with parents at each center on a regular basis to open the lines of communication with the parents, and to benefit the child care program for the families and children, by considering the advice it gives on the operation of the center and program.	April 2004 is expected completion date by Site Supervisor and Program Director.	A follow up will be in May 2004, with a meeting being held and agenda/minutes turned into Central Office.

Desired Results Program Action Plan

Agency/Center: Fresno County Economic Opportunities Commission
Program Type: GLTK
Contract Type: 2012
Planning Date: January 2004
Follow-up Date: March 2004

Planners: Roberta A. Ayer – Program Director
 (Name and Position)
Olivia Rodriguez – Child Care Coordinator
 (Name and Position)

PROGRAM FINDINGS (WHAT YOU IDENTIFIED AS NEEDING IMPROVEMENT)	The Notice of Action, Part 7, Reason for Action (Reason for Change), is not being completed during re-certification.		
PROGRAM GOAL (WHAT YOU WANT TO ACCOMPLISH)	OBJECTIVES (HOW YOU WILL ACCOMPLISH THE GOAL)	EXPECTED COMPLETION DATE AND PERSONS RESPONSIBLE	FOLLOW-UP (CHANGES MADE, DATE COMPLETED)
The Notice of Action, Part 7, Reason for Action (Reason for Change), is not being completed during re-certification. It is vital that a change in income, family size, training, and hourly fee be documented in this section of the NOA.	Staff needs to be aware of changes in their parents' income, family size and training. A NOA must be done immediately upon being informed of a change at re-certification. An individual training will be done at the next site monitoring.	Completion date will be April 2004 by Child Care Coordinator.	Follow up will be May 2004.

Desired Results Program Action Plan

Agency/Center: Fresno County Economic Opportunities Commission
Program Type: GLTK
Contract Type: 2012
Planning Date: January 2004
Follow-up Date: March 2004

Planners: Roberta A. Ayer – Program Director
 (Name and Position)
Olivia Rodriguez – Child Care Coordinator
 (Name and Position)

PROGRAM FINDINGS (WHAT YOU IDENTIFIED AS NEEDING IMPROVEMENT)	Children need to express their thoughts and ideas by improving their writing skills.
--	--

PROGRAM GOAL (WHAT YOU WANT TO ACCOMPLISH)	OBJECTIVES (HOW YOU WILL ACCOMPLISH THE GOAL)	EXPECTED COMPLETION DATE AND PERSONS RESPONSIBLE	FOLLOW-UP (CHANGES MADE, DATE COMPLETED)
The children need to expand their interests in expressing themselves through the written language by establishing a writing area in every classroom.	A writing area will be established in more of the centers. There will be pencils, paper, etc. available to the children so writing skills can be expanded. A journal will be provided for every child to express their feelings, and can be used, as needed, by that child.	June 2004 by Site Supervisors and Child Care Coordinator.	Follow up July 2004.

Environment Rating Scale Summary of Findings

Agency/Center: Fresno County Economic Opportunities Commission **Planners:** Roberta A. Ayer – Program Director
Classroom/Family (Name and Position)
Child Care Home: _____
Contract Type: GLTK - 2012 Olivia Rodriguez – Child Care Coordinator
Planning Date: January 2004 (Name and Position)
Follow-up Date: March 2004

Use as many sheets as necessary to address key findings for all items scored below "4" (at the classroom/family child care home level) and/or all subscale averages below "4" (at the agency level)

ITEM (CLASSROOM/FAMILY CHILD CARE HOME LEVEL) OR SUB-SCALE AVERAGE (AGENCY LEVEL)	KEY FINDINGS FROM ENVIRONMENT RATING SCALE	ACTION STEPS (INCLUDE MATERIALS, TRAINING NEEDS AND ANY CHANGES TO SCHEDULES, SPACE AND SUPERVISION)	EXPECTED COMPLETION DATE AND PERSONS RESPONSIBLE	FOLLOW-UP (CHANGES MADE, DATE COMPLETED, TIME EXTENDED)
#18 Meals and snacks	Serve snacks as different age levels are dismissed from school and leave a table to accommodate small children at Wishon SACC.	Develop a schedule that reflects the dismissal of age groups from school. Child Care Coordinator held training with Site Supervisor on serving snack 2-3 times in the P.M. One table needs to be lowered to accommodate the smaller kindergarten and primary children.	Date of completion March 2004, by Child Care Coordinator.	Program Director and Child Care Coordinator monitored process of snack feeding patterns as children are dismissed from school. PM is served 2-3 times to accommodate dismissal from school. One table has been lowered for small children.
#23 Drama/theatre	Items to enhance the creativity of the children in drama/theatre were missing from the center, such as puppets, dress-up clothes, and foods for the kitchen area at Wishon SACC.	Purchase items needed to develop creativity. Items were purchased and set up to enhance kitchen/housekeeping area, such as multicultural dolls and play food items, dress-up clothes, and puppets.	Date of completion April 15, 2004 by Child Care Coordinator.	Program Director and Child Care Coordinator purchased items for dramatic play. Area to be shown in lesson plan on a weekly basis. Items were received and are in use.

Environment Rating Scale Summary of Findings

Agency/Center: Fresno County Economic Opportunities Commission **Planners:** Roberta A. Ayer – Program Director
Classroom/Family (Name and Position)
Child Care Home: _____
Contract Type: GCTR – 2052 Olivia Rodriguez – Child Care Coordinator/ Rosario Leon – Site Supervisor
Planning Date: January 2004 (Name and Position)
Follow-up Date: April 2004

Use as many sheets as necessary to address key findings for all items scored below "4" (at the classroom/family child care home level) and/or all subscale averages below "4" (at the agency level)

ITEM (CLASSROOM/FAMILY CHILD CARE HOME LEVEL) OR SUB-SCALE AVERAGE (AGENCY LEVEL)	KEY FINDINGS FROM ENVIRONMENT RATING SCALE	ACTION STEPS (INCLUDE MATERIALS, TRAINING NEEDS AND ANY CHANGES TO SCHEDULES, SPACE AND SUPERVISION)	EXPECTED COMPLETION DATE AND PERSONS RESPONSIBLE	FOLLOW-UP (CHANGES MADE, DATE COMPLETED, TIME EXTENDED)
#21 Music & Movement	Equipment shown in center not being utilized during class time at Cesar Chavez SACC. Music activities done with school activities on playground /auditorium at school.	Utilize equipment in classroom to use at large group time in the classroom. Play music at appropriate level during class time. Order CD/Tapes that are age appropriate for center.	Should be completed April 2004, by Child Care Coordinator and Site Supervisors.	Purchase CD/Tapes, and write on lesson plans. Child Care Coordinator will monitor in March 2004 for implementation.

Agency Coordinated Compliance/Contract Monitoring Review (CCR/CMR) Summary of Findings

AGENCY NAME FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION CONTRACT TYPE GLTK - 2012

AGENCY CONTACT AND PHONE NUMBER Roberta A. Ayer (559) 263-1015

PART I.

PLEASE CHECK APPROPRIATE BOX BELOW:

Agency had 5 non-compliant findings in the CCR/CMR Instrument. (Then complete Part II, Columns 1-4 below). (number)

Agency did not have any non-compliant findings in the CCR/CMR Instrument. (Do not complete Part II, Columns 1-4 below).

PART II.

Use the current year CCR/CMR Instrument to complete this form.

COLUMN 1 COMPLIANCE ITEM NUMBER	COLUMN 2 TITLE OF INDIVIDUAL RESPONSIBLE	COLUMN 3 SPECIFIC CORRECTIVE ACTIONS THAT HAVE BEEN RESOLVED OR WILL BE RESOLVED	COLUMN 4 DATE OF COMPLIANCE	
			COMPLETION DATE	ANTICIPATED COMPLETION DATE
III - C-6	Site Supervisors at Bethune and Ericson & Child Care Coordinator	Parents from Bethune and Ericson need to report any changes of income, family size, and training. This information is recorded on NOA and Training Verification Form. Information is updated during recertification, or as needed, throughout the year. A parent meeting will be scheduled for both centers to discuss these issues. An agenda and minutes will be turned in to Central Office. Training will be done with Site Supervisors on this issue.	April 2004	March 2004
III - C-8	Site Supervisor at McCardle & Child Care Coordinator	An updated Eligibility List needs to be reviewed and updated periodically before re-certification and during enrollment of a new child according to priority.	March 2004	February 2004
IV - C-10	Child Care Coordinator & Program Director	The Site Supervisor does not understand how to develop and implement the results of the CMR Summary of Findings into their weekly lesson plans. Their Lesson Plans do not reflect their findings. This will be reviewed at the Staff In-service on July 2, 2004.	July 2004	June 2004
V - C-18	Site Supervisors at all sites & Program Director	A Parent Advisory Committee or Council selected by the parents has been established, but is not being held on a regular basis. The agenda and minutes, as shown on the program calendar, have not been turned in to Program Director. Evidence must be documented that a Parent Advisory Committee advises the Program Director and Site Supervisor on issues related to services to families and children, and consider recommendations and advice on operating the child care center and program.	May 2004	April 2004

Agency Coordinated Compliance/Contract Monitoring Review (CCR/CMR) Summary of Findings

AGENCY NAME FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION CONTRACT TYPE GLTK - 2012

AGENCY CONTACT AND PHONE NUMBER Roberta A. Ayer (559) 263-1015

PART I.

PLEASE CHECK APPROPRIATE BOX BELOW:

Agency had 5 non-compliant findings in the CCR/CMR Instrument. (Then complete Part II, Columns 1-4 below). (number)

Agency did not have any non-compliant findings in the CCR/CMR Instrument. (Do not complete Part II, Columns 1-4 below).

PART II.

Use the current year CCR/CMR Instrument to complete this form.

COLUMN 1 COMPLIANCE ITEM NUMBER	COLUMN 2 TITLE OF INDIVIDUAL RESPONSIBLE	COLUMN 3 SPECIFIC CORRECTIVE ACTIONS THAT HAVE BEEN RESOLVED OR WILL BE RESOLVED	COLUMN 4 DATE OF COMPLIANCE	
			COMPLETION DATE	ANTICIPATED COMPLETION DATE
VI - C-21	Site Supervisors at Bethune, Ericson, Lane & Child Care Coordinator	Notice of Action, Part 7, Reason for Action (Reason for Change), is not being completed during recertification. It is vital that any change in income, family size, training, and hourly fee be documented in this section of the NOA. Individual trainings will be completed during the site monitoring at Bethune, Erickson and Lane.	April 2004	February 2004

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FINANCE COMMITTEE MEETING
WEDNESDAY, APRIL 21, 2004
EXECUTIVE OFFICE CONFERENCE SUITE 300**

MINUTES

I. Peter Vang called the meeting to order at 12:30 p.m.

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

Members:

Peter Vang

Jim Petty

Gene Rico

Theresa Hernandez

Staff:

Salam Mohammad

Joe T. Martinez

III. Approval of previous minutes – March 17, 2004.

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

IV. Quarterly Financial Reports:

(A) The Income Statement and Balance Sheet for the period ended March 31, 2004 and 2003 were presented. Revenues increased to \$23,194,460 from \$20,015,590 for the same period last year. Personnel costs increased from \$11,541,358 for the current period compared to \$10,417,579 for the prior period.

(B) Investment Report – Morgan Stanley. The report presented the activity for the period ended March 31, 2004 reflecting a period-end balance of \$3,015,728 and yield of approximately 1.4%.

M/S/C – (Petty/Rico) to approve the reports as presented.

V. Audit Reports / Status:

(A) HHS – Acceptance of Audit comments. Letter received March 12, 2004 from the Department of Health and Human Services expressed satisfactory resolutions on the Agency's response to their findings in the annual audit report for 2002 .

(B) HHS – Approval to dispose of vehicles. Letter received March 19, 2004 from the Department of Health and Human Services approving disposal of Head Start program vehicles.

(C) FCWIB – Employment & Training Programs. Letter dated March 29, 2004 from the Fresno County Workforce Investment Board related to the financial monitoring review for the program year 2003-2004. The letter expressed no reportable findings.

(D) CSD – Audit transmittal report. Letter dated February 11, 2004 from the Department of Community Services and Development regarding the 2002 audit report. The letter commented on the carry-over of LIHEAP program funds. No reportable findings were expressed.

M/S/C – (Rico/Petty) to accept the reports as presented.

VI. Information Items:

(A) Contact List – March 2004. The contract list reflected funding of \$112 million was presented.

(B) Health Insurance Finance Report. Fund balance of \$2.7 million was presented.

(C) Workers Compensation update. A verbal report providing details of workers compensation coverage for the 2004-05 was presented. It was mentioned that State Fund had initially presented a retroactive coverage but subsequently changed to guaranteed cost basis. Rates were also being obtained from Crum & Forster by Marsh, our risk managers. Discussion.

VII. Other Business:

Chairman Vang thanked member Petty for chairing the meeting on 3/17/04.

The next meeting was set for May 19, 2004 at 12:30 p.m.

VIII. The meeting was adjourned at 1:05 p.m.

Respectfully submitted,

Peter Vang, Chair

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: April 28, 2004	Program: Finance
Agenda Item No.: VI.-B.	Director: Salam Mohammad
Item: March 2004 Financial Reports	Assistant Exec. Director: George Egawa
Committee: Finance	Executive Director: Roger Palomino

RECOMMENDATION: The Finance Committee recommends the approval of the Agency's financial reports for the quarter ended March 31, 2004.

BACKGROUND: Attached is the Agency's unaudited Income Statement and Balance Sheet for the Quarter ended March 31, 2004. The Agency had revenues and support of \$23,194,460 and expenditures of \$23,104,566. Cash includes EOC funds at Morgan Stanley amounting to \$3.02 million, with 92% of the funds invested in government securities, mutual funds and Certificates of Deposit.

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
INCOME STATEMENT
For The Quarter Ended March 31,

	2004	2003	differences
REVENUES AND SUPPORT			
GRANT REVENUE	\$ 13,434,605	\$ 12,290,799	1,143,806
CHARGES FOR SERVICES	1,773,031	1,198,485	574,546
OTHER PROGRAM REVENUE	1,153,122	935,890	217,232
CONTRIBUTIONS	4,754	18,324	(13,570)
MISCELLANEOUS INCOME	107,997	21,682	86,315
INTEREST INCOME	34,289	25,396	8,893
DIVIDEND INCOME	1,318	1,504	(186)
UNREALIZED GAIN/LOSS	14,671	(2,188)	16,859
RENTAL INCOME	362,324	222,595	139,729
GAIN/LOSS ON SALE OF ASSETS	1,800	-	1,800
TOTAL CASH REVENUE	<u>\$ 16,887,911</u>	<u>\$ 14,712,487</u>	<u>2,175,424</u>
IN KIND REVENUE	\$ 6,306,549	\$ 5,303,103	1,003,446
TOTAL REVENUE & SUPPORT	<u>23,194,460</u>	<u>\$ 20,015,590</u>	<u>3,178,870</u>
EXPENDITURES			
PERSONNEL COSTS	\$ 11,541,358	\$ 10,417,579	1,123,779
CONTRACT SERVICES	1,980,930	1,253,237	727,693
FACILITY COSTS	937,025	540,445	396,580
TRAVEL, MILEAGE, VEHICLE COSTS	424,891	350,665	74,226
EQUIPMENT COSTS	250,157	528,988	(278,831)
OFFICE EXPENSE	287,474	185,399	102,075
INSURANCE	228,909	188,440	40,469
PROGRAM SUPPLIES & CLIENT COSTS	1,029,038	1,024,949	4,089
OTHER COSTS	118,235	158,103	(39,868)
TOTAL CASH EXPENDITURES	<u>\$ 16,798,017</u>	<u>\$ 14,647,805</u>	<u>\$ 2,150,212</u>
IN KIND EXPENSES	\$ 6,306,549	\$ 5,303,103	1,003,446
TOTAL EXPENDITURES	<u>23,104,566</u>	<u>19,950,908</u>	<u>\$ 3,153,658</u>
NET SURPLUS (DEFICIT)	<u>\$ 89,894</u>	<u>\$ 64,682</u>	<u>\$ 25,212</u>

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
BALANCE SHEET
As of March 31,**

	2004	2003	Differences
ASSETS			
CASH	\$ 6,250,241	\$ 7,062,282	(812,041)
ACCOUNTS RECEIVABLE	7,467,038	6,659,459	807,579
PREPAIDS/BOND COSTS/OTHER	555,839	835,653	(279,814)
INVENTORIES	47,769	47,697	72
PROPERTY, PLANT & EQUIPMENT	12,831,620	13,410,930	(579,310)
NOTES RECEIVABLE	401,484	300,059	101,425
INVESTMENTS	416,800	416,800	-
TOTAL ASSETS	<u>\$ 27,970,791</u>	<u>\$ 28,732,880</u>	<u>\$ (762,089)</u>
LIABILITIES			
ACCOUNTS PAYABLE	\$ 918,720	\$ 411,625	507,095
ACCRUED PAYROLL LIABILITIES	2,892,168	2,095,472	796,696
DEFERRED REVENUE	1,498,855	1,947,036	(448,181)
NOTES PAYABLE	898,046	1,483,457	(585,411)
FEP PAYABLE	2,967,614	4,475,000	(1,507,386)
HEALTH INSURANCE RESERVE	2,772,633	2,267,210	505,423
OTHER LIABILITIES	1,785,172	1,621,085	164,087
TOTAL LIABILITIES	<u>\$ 13,733,208</u>	<u>\$ 14,300,885</u>	<u>\$ (567,677)</u>
EQUITY			
CURRENT EARNINGS	\$ 89,894	\$ 64,682	25,212
CONTRIBUTED CAPITAL	2,924,374	2,921,012	3,362
UNRESTRICTED NET ASSETS	4,109,106	4,029,979	79,127
INVESTMENT IN GENERAL FIXED ASSETS	7,114,209	7,416,319	(302,110)
TOTAL EQUITY	<u>\$ 14,237,583</u>	<u>\$ 14,431,992</u>	<u>\$ (194,409)</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 27,970,791</u>	<u>\$ 28,732,877</u>	<u>\$ (762,086)</u>

Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.



Moses Stites
Chairperson

Roger Palomino
Executive Director

Date: April 28, 2004	Program: Finance
Agenda Item No.: VI.-C.	Director: Salam Mohammad
Item: Funding List as of March 31, 2004	Assistant Exec. Director: George Egawa
Committee: Finance	Executive Director: Roger Palomino

RECOMMENDATION:

This is an informational item only.

BACKGROUND:

The following represents an updated Contract Funding Listing for the Agency as of March 31, 2004 totaling \$112.301 million.

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FUNDING AS OF 3/31/04**

PROGRAM	FUNDING SOURCE	CONTRACT YEAR		AMT
ADOLESCENT FAMILY LIFE PROGRAM/ASPPP	COUNTY HSS	Jul-03	Jun-04	545,770
BABIES FIRST	COUNTY DHS	Jun-03	May-04	387,552
COMMUNITY SERVICES BLOCK GRANT	STATE-CSD	Jan-04	Dec-05	1,638,508
COVERING KIDS & FAMILIES	ROBERT WOOD JOHNSON	Sep-03	Aug-05	125,000
DISCRETIONARY - CONSORTIUM	STATE-CSD	Jul-03	Jun-04	60,000
E & T AREA 1 YOUTH - IN-SCHOOL	FCWIB	Jul-03	Jun-04	2,465,341
E & T INCARCERATED YOUTH	FCWIB	Jul-03	Jun-04	420,251
E & T WIA ADULT	FCWIB	Jul-03	Jun-04	915,190
E & T WIA DISLOCATED ADULT	FCWIB	Jul-03	Jun-04	695,569
ENERGY PARTNERS	P G & E	Jan-04	Dec-04	714,000
ENTERPRISE + INC - IDA	HHS	Oct-99	Sep-04	86,879
FAMILY PLANNING	CFHC-TITLE X / 3RD PART	Jan-04	Dec-04	569,697
FAMILY PLANNING - YHI	CFHC	Jan-04	Dec-04	50,000
FAMILY PLANNING - MALE SERVICES	CFHC	Jan-04	Dec-04	89,056
FAMILY PLANNING - TeenSMART	CFHC	Jan-04	Jun-06	300,000
FAMILY PLANNING - INTERN PROGRAM	CFHC	Jan-04	May-04	6,000
FOOD SERVICE	OUTSIDE SALES	Jul-03	Jun-04	541,270
FOOD SERVICE (COMMUNITY FOOD & NUTRITION)	CALIFORNIA/NEVADA CAP	Jan-04	Dec-04	4,000
FOOD SERVICE	CAFÉ EOC & DAKOTA DINEF	Jan-04	Dec-04	122,926
FOOD SERVICE	HEADSTART	Jan-04	Dec-04	881,539
FOOD SERVICE (SUMMER LUNCH)	USDA	Jun-04	Sep-04	142,089
FOOD SERVICE	CITY OF FRESNO	Oct-03	Sep-04	37,024
FOOD SERVICE	SANCTUARY	Jan-04	Dec-04	21,147
FOOD SERVICE	SOUL	Jan-04	Dec-04	60,724
FOOD SERVICE	FMAAA	Jul-03	Jun-04	565,562
FOSTER GRANDPARENTS	CNCS	Jan-04	Dec-04	353,046
FOSTER GRANDPARENTS	COUNTY OF FRESNO - DH	Oct-03	Sep-04	8,010
FOSTER GRANDPARENTS	CITY OF FRESNO	Oct-03	Sep-04	12,900
FOSTER GRANDPARENTS	UNITED WAY	Oct-03	Sep-04	5,000
HEAD START	USDA	Oct-03	Sep-04	937,739
HEADSTART (Includes Early Headstart)	HHS	Jan-04	Dec-04	28,287,552
HEADSTART	IN-KIND	Jan-04	Dec-04	7,071,888
EARLY HEADSTART	FIRST 5 CALIFORNIA	Jul-03	Jun-05	2,000,000
LCC- AMERICORPS	OPR/Governor's Office on S	Jan-03	Mar-04	238,592
LCC - CESAR CHAVEZ DAY OF SERVICE	OPR/Governor's Office on S	Mar-03	Mar-04	52,095
LCC- FEE FOR SERVICE	VARIOUS	Jan-04	Dec-04	802,671
LCC-JOLI	HHS	Sep-02	Sep-05	700,000
LCC- CCC: Park & Recreation	CA CONSERVATION CORP	Jul-03	Jun-04	156,000
LCC- CCC: Corpsmember Development	CA CONSERVATION CORP	Jul-03	Jun-04	64,604
LCC-MURRAY HAYDEN URBAN PARKS	STATE PARKS & REC.	Jul-01	Jun-09	1,572,000
LCC-YOUTHBUILD Marjoree Mason	HUD	Mar-02	Apr-04	500,000
LCC-YOUTHBUILD CURE/HABITAT	HUD	Oct-03	Mar-06	700,000
LOCAL CONSERVATION CORPS	STATE DOC-RECYCLING	Jul-03	Jun-04	1,307,529
LIHEAP - WEATHERIZATION AND HEAP	STATE CSD	Jan-03	Mar-04	1,524,470
LIHEAP - IN KIND	PG & E	Jan-03	Mar-04	2,141,711
LIHEAP - WEATHERIZATION AND HEAP	STATE CSD	Jan-04	Dec-04	333,124
LIHEAP - IN KIND	PG & E	Jan-04	Dec-04	965,259
DOE WEATHERIZATION	STATE CSD	Apr-03	Jan-04	255,900
ORANGE COVE IDA	HHS	Sep-02	Sep-07	80,000
REFUGEE SERVICES - MICROENTERPRISE	HHS	Sep-03	Sep-04	241,487
REFUGEE SERVICES-IDA	HHS	Oct-99	Sep-04	1,337,461
SANCTUARY - D.O. EDUC.	USDA	Oct-03	Sep-04	15,600
SANCTUARY	SISTERS OF ST JOSEPH	Mar-03	Feb-04	37,790
SANCTUARY	FANSLER FOUNDATION	Oct-03	Sep-04	83,251
SANCTUARY	UNITED WAY	Oct-03	Sep-04	30,000
SANCTUARY	FIRST 5 CALIFORNIA	Jul-02	Feb-04	41,135
SANCTUARY-COMMUNITY FOOD	HHS	Oct-03	Sep-04	50,000
SANCTUARY - BASIC CENTER	HHS	Oct-03	Sep-04	135,000
SANCTUARY - RUNAWAY AND HOMELESS	HHS	Oct-03	Sep-04	100,000

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION
FUNDING AS OF 3/31/04**

PROGRAM	FUNDING SOURCE	CONTRACT YEAR		AMT
SANCTUARY - TITLE 1	FUSD	Jul-03	Jun-04	19,000
SANCTUARY - TITLE XX	COUNTY HSS	Jul-03	Jun-04	45,241
SANCTUARY-SOC SERV - HRAB	COUNTY HSS	Oct-03	Sep-04	54,600
SANCTUARY-SOCIAL SERVICES	CITY	Oct-03	Sep-04	19,950
SANCTUARY-ESG	CITY	Jul-03	Jun-04	49,392
SANCTUARY-ESG	COUNTY HSS	Jul-03	Jun-04	102,801
SCHOOL AGE CHILD CARE	STATE-DEPT OF EDUCAT	Jul-03	Jun-04	543,804
SCHOOL AGE CHILD CARE/FBG	USDA	Jul-03	Jun-04	28,000
SCHOOL AGE CHILD CARE/FBG	PARENT FEES	Jul-03	Jun-04	65,000
SCHOOL AGE CHILDCARE/FED. BLOCK GRAN	STATE-DEPT OF EDUCAT	Jul-03	Jun-04	389,453
S.A.C.C. RENOVATION & REPAIR	STATE-DEPT OF EDUCAT	Jun-02	Jun-04	25,000
S.A.C.C. OTO INSTRUCTIONAL MAT.	STATE-DEPT OF EDUCAT	Jun-02	Jun-04	3,419
S.A.C.C. OTO MB 03-03	STATE-DEPT OF EDUCAT	Jun-03	Jun-04	5,307
S.A.C.C. OTO INSTRUCTIONAL MAT.	STATE-DEPT OF EDUCAT	Jul-03	Jun-04	3,417
SCHOOL OF UNLIMITED LEARNING	STATE D.O. EDUCATION	Jul-03	Jun-04	1,065,140
SCHOOL OF UNLIMITED LEARNING	SUMMER SCHOOL	Jul-03	Jun-04	115,000
SCHOOL OF UNLIMITED LEARNING	FUSD-LOTTERY	Jul-03	Jun-04	18,000
SCHOOL OF UNLIMITED LEARNING	FUSD-PROPERTY TAX	Jul-03	Jun-04	123,000
SCHOOL OF UNLIMITED LEARNING - FACILITIE	STATE DEPT OF EDUCATI	Jul-03	Jun-04	60,000
SCHOOL OF UNLIMITED LEARNING-SPECIAL E	STATE DEPT OF EDUCATI	Jul-03	Jun-04	20,000
SCHOOL OF UNLIMITED LEARNING - DIGITAL I	STATE DEPT OF EDUCATI	Jul-03	Jun-04	4,400
SCHOOL OF UNLIMITED LEARNING - TITLE FUI	DEPT OF EDUCATION	Jul-03	Jun-04	34,000
SCHOOL OF UNLIMITED LEARNING - MATERIA	STATE DEPT OF EDUCATI	Jul-03	Jun-04	3,500
SCHOOL OF UNLIMITED LEARNING - ENERGY	STATE DEPT OF EDUCATI	Jul-03	Jun-04	3,500
SCHOOL OF UNLIMITED LEARNING - USDA	CA DEPT OF EDUCATION	Oct-03	Sep-04	19,000
SCHOOL OF UNLIMITED LEARNING	DONATIONS	Jul-03	Jun-04	5,500
SENIOR SITE MANAGEMENT	FMAAA	Jul-03	Jun-04	18,000
SUBSTANCE ABUSE REGION 8	COUNTY HSS	Jul-03	Sep-04	214,996
SUBSTANCE ABUSE REGION ELKHORN	COUNTY HSS	Jul-03	Sep-04	93,751
SUBSTANCE ABUSE REGION 2	COUNTY HSS	Oct-03	Sep-04	94,271
TEEN CONNECTION	STATE-DEPT OF HEALTH	Jul-03	Jun-04	136,000
TOBACCO	STATE-DEPT OF HEALTH	Jul-00	Jun-05	595,843
TOBACCO	SAN JOAQUIN VALLEY HE	Jul-01	Jun-04	103,450
TRANSIT SYSTEMS	FTA 5310	Jul-03	Jun-04	380,420
TRANSIT SYSTEMS	SENIOR CITIZENS VILLAG	Jul-03	Jun-04	5,700
TRANSIT SYSTEMS	FMAAA	Jul-03	Jun-04	50,109
TRANSIT SYSTEMS	STATE LTF - TDA 4.5 Fund	Jul-03	Jun-04	980,477
TRANSIT SYSTEMS	SPECIAL TRIPS/DONATIOI	Jul-03	Jun-04	25,500
TRANSIT SYSTEMS	CVRC	Jul-01	Jun-04	8,232,351
TRANSIT SYSTEMS	COURT SCHOOL	Jul-03	Jun-04	40,860
TRANSIT SYSTEMS	ST AGNES / ADHC	Jul-03	Jun-04	110,218
TRANSIT SYSTEMS	FOOD DELIVERY (ALL)	Jul-03	Jun-04	249,000
TRANSIT SYSTEMS	SUNNYSIDE HIGH MEDIC/	Jul-03	Jun-04	35,100
TRANSIT SYSTEMS	HEADSTART PUPIL	Jul-03	Jun-04	603,000
TRANSIT SYSTEMS	NIKKEI	Jul-03	Jun-04	10,000
TRANSIT SYSTEMS	FCRTA	Jul-03	Jun-04	723,524
TRANSIT SYSTEMS	H/S JANITORIAL	Jul-03	Jun-04	250,000
TRANSIT SYSTEMS	MASTEN	Jul-03	Jun-04	37,188
TRANSIT SYSTEMS	FRESNO CO. CALWORKS	Jul-03	Jun-04	302,515
TRANSIT SYSTEMS	COG PLANNING GRANT	Jul-03	Jun-04	50,000
TRANSITIONAL LIVING CENTER-ESG	CITY	Jul-03	Jun-04	13,334
TRANSITIONAL LIVING CENTER #1	HUD	Jul-02	Jun-05	541,708
TRANSITIONAL LIVING CENTER #2	HUD	Nov-03	Oct-06	855,126
WOMEN, INFANTS AND CHILDREN	STATE-DEPT OF HEALTH	Oct-02	Sep-05	11,440,282
WOMEN, INFANTS AND CHILDREN	STATE-DEPT OF HEALTH	Oct-03	Sep-04	19,696,050

#####

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

I. CALL TO ORDER

LeeAnn Parry called the meeting to order at 12:08 p.m.

II. ROLL CALL

Members Present:

Chris Maldonado Alt. rep, Comm. Based Agency
True Vue, SOS Americorp- Youth Rep
Jim Petty, EOC Board Commissioner
Sandy Davis, Public Agency/Human Services
LeeAnn Parry, Health Rep./Kaiser
Beverly Raine - Community Business/ Chair
Shelley McKenry, Business Rep
Deborah Vaoloardo, TLC Youth Representative
Shannon Gonzalez, SOS Americorp Youth Rep
Jackie Hunter, SOS Americorp Youth Rep
Tim Welch, Business Rep./Union Bank
Director
Kikki Vernon, Optimist Club
Pam Georgeson, Community Business Rep
Trish Studt, Education Rep
Christina Tate, SOS Representative
Silva Ogden, CSF Intern

Absent:

Shannon Mathis, Public Agency Rep./PGE
Shirley Sanchez, Rape Counseling Services
Manual Vidal, F.U.S.D. Educational Rep

Excused

Roger Palomino, EOC Executive Director
Alma Kowalski, EOC Assistant Executive

Dr. Chris Perkins, Health Rep

Staff Present:

Lucianna Ventresca, Sanctuary Director
Katrina Edwards, Program Coordinator
Joe Martinez, Safe Place Coordinator
Julio Delcid, Peer Outreach Worker
Angie Garcia, TLC Supervisor
Marilyn Wheeler, Board Assistant
Tanya Tatum, Supervisor Home Care staff
Victor Salazar, Supervising Case Manager for SOS
Mica Vargas, Supervisor Case Management
RonKeisha Wood, Shelter Case Manager

Guest Present:

III. APPROVAL OF MINUTES

December minutes approved as read. Petty/McKenry M/S/C

IV. PROGRAMS IN REVIEW

A) Shelter Program

Lucianna Ventresca provided an overview of the Shelter Incidents and Client demographics for the months of November through February in which 263 unduplicated clients were served. She clarified specific incidents and demographic breakdowns as it is related to the information distributed.

There have been some modifications to the shelter structure. Laurel Johnson recently left her position, and with this position vacancy it has allowed for an internal review of the operations and services offered and provides for some restructuring of services available to our clients. There are three areas of concentration in the restructuring; A pilot program consisting of a direct-service therapeutic component that will be accessible to our clients through an on-site family resource Coordinator. The shelter management is in the process of meeting with Fresno County Human Services Victim staff through Child Protective Services (CPS). This collaboration will allow the Shelter to receive clients through CPS or the Foster care unit to provide emergency housing and services. The Shelter is in the process of computerizing the intake system, currently all data is documented manually through the home care staff.

The Health and Human System Federal monitors visited the Shelter and overall were pleased with their on-site review of the organization and operations. The Board discussed information provided.

B) Safe Place Program

Joe Martinez distributed statistics, projects and activities for the Safe Place Program during the months of January through March.

Program Highlights: Established 3 new Safe Place sites at Little Caesar's Pizza in Fresno, bringing the total of Safe Place sites to 145. Received a Youth Development Grant from Phillip Morris Foundation. Participated in CSU Fresno Community Partners Forum among 85 non-profit organizations. Partnered with Youth Services Network Office and submitted a workshop proposal for the California Coalition for Youth Conference. Joe Martinez was elected as the Area 6 Representative to serve on the Board of the California Coalition for Youth. The Sanctuary celebration of National Safe Place Week occurred by having an assembly at the Sanctuary site and a walk and rally at Fresno City Hall. About 20 organizations participated in the events. This month, and during the Safe Place week we also held the annual EOC Sanctuary's Contributors Luncheon to honor all of the individuals, business and corporations that so generously contribute to the Sanctuary programs.

Special recognition goes to Grandparent Gonzalo Hernandez who was nominated for the Annual Foster Grandparent Volunteer of the Year Award. Macy's of Fresno has been nominated for the Governor's Award for Volunteer Service in the community.

Upcoming Outreach Activities: The Safe Place outreach team will attend five Health Faires at FUSD High school. Joe Martinez and Lucianna Ventresca will be presenting to CSU Fresno Civic Education Conference about the EOC Sanctuary's services and working with at-risk youth. In partnership with the U.S. Forest Service, Camp Sanctuary will host a week-long camp, the "Camp Sanctuary-Great Outdoors" which will include a safety faire at Grizzlies Stadium and an overnight camp out.

C) Transitional Living Center/Voucher Program

Angie Garcia presented the statistical information distributed for both the TLC 1 and TLC 2 programs. In January additional units were available at TLC 2 resulting in 3 clients transitioning from TLC 1 into TLC 2. In February the Fresno Bee printed an article on the Transitional Living programs. As a result of the article, there were about 14 phone calls inquiring about TLC programs and what's available for the Homeless youth in our community. With TLC 3 opening soon, the Sanctuary in partnership with Fresno County Human services will be able to provide for those clients that are aging out of the Foster Care system and qualify as homeless to receive services.

D) Street Outreach

Victor Salazar reported on the statistical information distributed for the SOS program during the months of December through February. With a full staff SOS now has two teams on the streets and this provides a consistent staffing pattern for providing sack lunches, case management and other related services. SOS has also been able to maintain higher numbers of clients involved with the SOS Recreational Activities Group (RAG) program. The Board discussed the information provided.

V. OTHER BUSINESS

Lucianna Ventresca distributed a ballot for nominations of Advisory Board officers. The members were asked to vote and the results will be emailed to them before the next meeting.

A motion was made to change the date of the next meeting to Tuesday, June 1, 2004 at 12:00 noon due to a conflict on June 3rd with the EOC SOUL school graduation ceremony.
M/S/C Petty/Vernon

VI. MEETING ADJOURNED

The meeting adjourned at 1:10 p.m. Petty/Parry M/S/C

EOC SCHOOL OF UNLIMITED LEARNING GOVERNING COUNCIL MEETING

EOC Human Resources Training Room #125
Tuesday, April 13, 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.

	Present /Excuse /Absent				Present /Excuse /Absent				Present /Excuse /Absent			
Voting Members				Non-Voting Members				Staff				Guests
Tim Bakman		X						Lucianna Ventresca	X			
Rosylin Bessard Ed.D	X							Alma Kowalski	X			
Helen Sullivan		X						Roger Palomino	X			
Louise Symonds	X							Al Boyd	X			
Mike Petrovich Ph.D	X							Paul McLain-Lugowski	X			
Mae Rogers, Ed.D.			X									
Ed Bailey	X											
Paula Harris	X											
Jeanne Starks		X										
Terry Allen Ed.D.	X											
EOC Commissioner Jimi Rodgers		X										
Stephen Powers, Ph.D. SOUL Administrator	X											
Student Representatives			X									
Americorp			X									
Courtney Griffin, Staff Rep.	X											
Luis Baca Teacher	X											
Rena Failla, Staff Rep.	X											
Parent Representative Tina Richardson			X									

III. Approval of Minutes February minutes approved as read. M/S/C Symonds/Harris

IV. Administrator Report - Stephen Powers, Ph.D.

Stephen Powers presented demographic information on enrollments, attendance, academic highlights, activities, and updates for each site. Student enrollment within the seated component at the Sanctuary site is 98. Enrollments for the Independent Study sites are: the Executive Plaza 105 and the Local Conservation Corps 52. The Average Daily Attendance (ADA) continues to increase each month as the number of enrollments in the Independent Study component expands. The average daily attendance when divided by the student enrollment for the month of February was very good at 85.3%. The Council discussed the information presented.

Dr. Powers told of the highlights and activities of the month. The Theater II class performed in the Rogue Performance Festival under the stage name of "All Too Real Players." They received 3 offers from audience members to perform at other venues. The Theater II class and their teacher, Marcel

Nunis, were commended for their dedication and work. SOUL had its OPEN HOUSE on Thursday, March 25th, with over 25 families attending the event. The school has hired a new case manager, Cecelia Gonzalez.

SOUL students and staff participated with LCC and Habitat for Humanity in a Cesar Chavez Ceremony at the Crossroads subdivision. SOUL Graduation will be on Thursday, June 3rd in the old Wilson Theater building. The SOUL fundraiser is Saturday, April 17th with the 2nd Stage Theater production of "PROOF." EOC solicited a sponsor and Mr. Darius Assemi of Granville Homes Inc. graciously agreed to underwrite the cost of the event.

The school PROM will be at CLUB ONE on Saturday, April 24th, from 5:30 – 11:00. Bids are \$15 for a single and \$30 for a couple. Each bid includes entrance to the prom and a dinner. In sports, girls and guys basketball seasons are finished and the last sport of the school year has started, Mushball.

Physical Education testing is scheduled for Wednesday and Thursday mornings, April 14th and 15th. The state mandated STAR tests will be administered to SOUL students within a 3-week window. Biology and history students will be assessed on Tuesday and Wednesday, April 20th and 21st. English/Language Arts and Math tests will be administered on Tuesday, Wednesday, and Thursday, April 27th, 28th, and 29th. All student makeup tests will be given during the 3rd week. Finally, the TABE post test will be administered to all students on Thursday, May 20th. There was some discussion about the school's Positive School Climate trip to Yosemite National Park. If a student takes the STAR tests and the TABE test plus meets minimum requirements for attendance, behavior, and academics they are eligible for the trip to Yosemite.

V. Old Business

- A. Mrs. Kowalski requested that the Governing Council delay the selection of alternates. Staff will be recommending to the By-Laws committee that the language regarding alternates be changed to "may have an alternate" from "shall have an alternate" since some Governing Council members are rarely absent and do not feel the need to appoint one. The Council agreed to delay action.
- B. The annual Governing Council fundraiser is Saturday, April 17th at 2nd Stage Theatre. The event is being underwritten by Mr. Darius Assemi of Granville Homes Inc.

VI. Other Business

- A. Board Composition:
M/S/C - Bessard/Bailey to remove the Americorps Representative as a voting member of the council and create a seat for the Director of the Sanctuary Youth Shelter and Director of the Local Conservation Corps. There was some discussion regarding potential conflict of interest. Staff explained that they did not foresee any conflicts and that the charter petition and SOUL By-Laws call for EOC staff representation. The present Director of Sanctuary Youth Shelter, Lucianna Ventresca and Director of Local Conservation Corps, Paul McLain-Lugowski will fill the seats as voting members. All in favor.
- B. Dr. Powers stated that the school has been approved for a 3-year SB 740 Funding Determination at 100% revenue. California Department of Education (CDE) requires all charter schools that have an independent study component to complete a Funding Determination financial worksheet. If the charter school falls below certain predetermined percentages in funds used for instructional materials and salaries paid to credentialed teachers, CDE could withhold up to 30% of the charter school's ADA revenues for the school year.
- C. Dr. Allen, reporting for the Curriculum Committee, stated that a matrix had been devised for all subjects SOUL has listed in the school's Student/Parent/Teacher handbook. Mathematics has been addressed with the purchase of Accelerated Math. English/Language Arts is currently being reviewed and being purchased. History is a little out of date, but it will be reviewed the next school year. The only concern is that a foreign language – Spanish is not offered. Hopefully this will be addressed in the next school year. Dr. Allen also mentioned the UC Merced building staff are

always looking to display students' works of art and encouraged the school's art teacher to look for student work that would qualify for display. M/S/C Harris/Failla to accept report, all in favor.

- D. The Nomination Committee was selected to submit a slate of candidates for each office to the Governing Council. The committee is comprised of Dr. Mike Petrovich and Dr. Stephen Powers. The committee will meet prior to the May Governing Council meeting. M/S/C Allen/Failla
- E. The By-Laws Committee and Finance Committee are required to report to the Governing Council at the May meeting. The committees will meet prior to next month's meeting. The By-Laws Committee must provide the Governing Council a minimum of two weeks notice of any proposed changes to the By-Laws, therefore the committee will need to meet and develop information no later than April 27th.

VII. Public Comment

Rosilyn Bessard, Ed.D. addressed the council at this time to give the members some up-to-date information from Fresno Unified School District:

- A. Two charter schools had their charter petitions approved this school year through FUSD
 - 1. A KIPP school, which will be a 5th – 8th grade traditional school. They will add a grade level each school year until they reach 12th grade.
 - 2. Valley Prep Academy, an independent study school with grades K-12.
- B. The FUSD alternative education department is asking the FUSD Board of Trustees to allow a charter school assigned to them. They can visit the school and get to know the school on a personal basis.
- C. There is some concern by FUSD board members that the loss of ADA in FUSD could be attributed to charter schools. Rosilyn said the district data shows families in FUSD are moving out of the district to Central Unified, Clovis Unified, and other school districts close to Fresno and this has an impact on the enrollments.
- D. FUSD data shows the district in declining enrollment and charter schools are in expanding enrollment.
- E. The Charter Compliance Review report for all FUSD charter schools will be required in the spring semester.

VIII. Adjourn Meeting

Meeting was adjourned by Dr. Petrovich at 9:25 a.m.

Respectfully submitted by: Terry Allen, Ed.D.