



May 2020 Executive Committee Meeting

AGENDA

- | | | |
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| 1. CALL TO ORDER | | |
| 2. ROLL CALL | | |
| 3. APPROVAL OF AGENDA | Approve | |
| 4. APPROVAL OF APRIL 24, 2020 MINUTES | | |
| A. April 24, 2020 Meeting Minutes | Approve | Page 2 |
| 5. COMMUNITY SERVICES BLOCK GRANT (CSBG) RESOLUTION | | |
| A. Community Services Block Grant (CSBG) CARES | Approve | Page 3 |
| 6. PROGRAM COVID-19 OPERATION PLANS | | |
| A. Program COVID-19 Operational Plans | Information | Page 6 |
| 7. COVID-19 FUNDING RECOMMENDATION | | |
| A. Community Services Block Grant (CSBG) COVID-19 Funding | Approve | Page 21 |
| 8. CEO UPDATES | Information | |
| 9. ADJOURNMENT | | |



EXECUTIVE COMMITTEE MEETING
Friday, April 24, 2020
11:00 a.m.

MINUTES

1. CALL TO ORDER

Linda Hayes, Chair, called the meeting to order at 11:09 AM.

2. ROLL CALL

Roll was called. There was a quorum.

Committee members present:

Linda Hayes (Chair)
Daniel Martinez
Maiyer Vang
Richard Keyes
Charles Garabedian
Catherine Robles
Daniel Parra
Lisa Nichols

Committee Members Absent:

Barigye McCoy

Staff Present:

Emilia Reyes
Heather Brown

3. APPROVAL OF AGENDA

M/S/C –Keyes/Parra to approve the agenda. All in favor.

4. LEGAL SERVICES PROCUREMENT

The Committee recommends the following Commissioners to be part of the submissions review panel:

- Board Chair - *Linda Hayes*
- Pension Committee Chair - *Lisa Nichols*
- Finance Committee Chair - *Charles Garabedian*
- Audit Committee Chair - *Daniel Parra*

M/S/C –Parra/Vang to present this item for full board consideration. All in favor.

5. CEO UPDATES

Reyes reviewed the CEO Report. No action required.

6. ADJOURNMENT

Next meeting will be scheduled as needed.
Meeting adjourned at 11:27 AM.

EXECUTIVE COMMITTEE MEETING

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| Date: May 18, 2020 | Program: N/A |
| Agenda Item #: 5 | Director: N/A |
| Subject: Community Services Block Grant (CSBG) CARES | Officer: Michelle L. Tutunjian |

Recommended Action

Staff recommends the Executive Committee approve a resolution to accept \$2,558,138 in supplemental Community Services Block Grant (CSBG) funding from the California Community Services and Development (CSD) Department with contract # 20F-3649 as part of the Coronavirus Aid, Relief, and Economic Security (CARES) stimulus. The resolution would then be submitted to the Fresno EOC Board of Commissioners for approval.

Background

The \$2.2 trillion CARES stimulus package approved by Congress in March included \$1 billion in supplemental funding for the Community Services Block Grant (CSBG), which is the core funding for Fresno EOC and other Community Action agencies. The legislation dictated that the funding was separate from the regular annual allocation of CSBG and that the money was to be distributed utilizing the current existing funding methodologies. The federal legislation and guidance to the states says that local agencies will be able to carry over funds between fiscal years and agencies will have until September 30, 2022 to spend the funds. The initial letter from CSD said that all funds would have to be expended by May 30, 2022. We are working with officials in Sacramento and Washington DC to get further clarification on the issue. When we have received that clarification, it will be shared with the Board of Commissioners. The allowable activities will follow the same parameters of current CSBG guidelines.

Fiscal Impact

This additional funding will allow Fresno EOC to plan with its Board of Commissioners on how to have these funds make an impact either new initiatives or strengthening existing programs to help further the mission of the organization. It represents approximately a 35% increase over the regular annual CSBG allocation the agency receives.

Conclusion

The funds will offer a great opportunity to strengthen existing anti-poverty efforts in the agency as well as incubate new ideas, partnerships, and strategies going forward. By having two years to spend the funds, it allows for a thoughtful planning process to spend the funds in a way consistent with CSBG guidelines, community needs, and Fresno EOC' vision and values.

RESOLUTION

WHEREAS, Fresno Economic Opportunities Commissioners (EOC), not for profit 501 (c) 3 organization, was founded in 1965 as a Community Action Agency and is the designated anti-poverty agency for Fresno County; and

WHEREAS, Fresno EOC is dedicated to fighting poverty in the midst of plenty and helps over 120,000 Fresno County resident each year with more than 35 programs, including the Community Services Block Grant (CSBG); and

WHEREAS, Fresno County has been severely harmed by the COVID-19 cases and the local economy has shed tens of thousands of jobs in a matter of weeks and a County with one of the highest poverty rates in the state before the pandemic hit has seen needs soar astronomically in less than two months; and

WHEREAS, Fresno EOC has successfully operated CSBG since 1981 with a contract from the California Department for Community Services and Development (CSD) utilizing a full developed Community Needs Assessment process to govern spending and programmatic priorities in CSBG; and

WHEREAS Fresno has responded to community needs with a variety of public facing emergency services programs as well as programs providing services remotely where possible given limited resources in the face of such dire need;

WHEREAS, Fresno EOC is governed by a tri-partite 24 member Board of Commissioners that includes 1/3 from the low income or their duly elected representatives, 1/3 from elected officials in the community, and up to 1/3 from other groups in the community that share Fresno EOC's values and mission; therefore

BE IT RESOLVED that the Fresno EOC Board of Commissioners resolves to accept \$2,558,138 in supplemental Community Services Block Grant (CSBG) funding from the California Community Services and Development (CSD) Department with contract # 20F-3649 as part of the Coronavirus Aid, Relief, and Economic Security (CARES) stimulus.

This resolution is in full force and effect as of May 27, 2020

Linda Hayes, Board Chair

Emilia Reyes, Chief Executive Officer

EXECUTIVE COMMITTEE MEETING

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| Date: May 18, 2020 | Program: N/A |
| Agenda Item #: 6 | Director: N/A |
| Item: Program COVID-19 Operational Plans | Officer: N/A |

Background

The information presented below is intended to keep the Committee apprised of the COVID-19 program operations as of May 8, 2020.

General Overview

Fresno County is currently under 17 different orders—from the state, county and 15 cities—placed to protect the health and well-being of its residents. As each of these jurisdictions eases restrictions, Fresno EOC needs to be prepared to adapt to changing circumstances. A committee comprising administrative and program staff has been formed to coordinate a plan for resuming in-person operations (detailed at the conclusion of this report).

The City of Fresno’s shelter in place mandate is effective through the end of May, and the state is encouraging essential workers to continue to work remotely if possible. During this time, many Fresno EOC operations have been able to successfully deliver services remotely. These functions will remain as such except where noted below.

All Fresno EOC operations are adhering to CDC and DPH guidance regarding health and safety measures (e.g., social distancing, face coverings, sanitation schedules, etc.) related to COVID-19.

Head Start/Early Head Start

Head Start 0 to 5’s implementation plan for continuation services during the COVID-19 shelter in place directive is to offer services to prenatal women, infants, toddlers, preschoolers and their families remotely for the duration of the suspension of onsite program services. The current remote services began on March 16, 2020 and are projected to continue through May 30, 2020. The current plan is for Head Start 0 to 5 staff, other than those who have their last day before layoffs on Friday, May 29, 2020, to return to work at their regular work sites, while observing social distancing, small group size and use of personal protective equipment. Head Start 0 to 5 is strategizing in order to reintegrate staff at the beginning of June. Plans will incorporate public health

recommendations such as small group sizes, social distancing, staggered schedules, and personal protective equipment.

Fresno EOC has defined the Child and Adult Care Food Program meal services as essential program services, and Early Head Start and Head Start center-based and home-based programs are providing enrolled clients with the components of five breakfasts, lunches, and snacks during once weekly site-based food distributions for Head Start and doorstep delivery services for Early Head Start. Staff are also facilitating monthly diaper distributions through program collaborations with Central California Food Bank and First 5 Fresno County.

Head Start 0 to 5 teachers and home visitors are providing each family with weekly curriculum packets designed to support each child's development and continue school readiness activities. All families receive Family Services and Health Services remotely. Online application and enrollment activities have continued in order to maintain full enrollment and recruit children for Program Year 2020-2021. Support Services staff have been engaged in arrangements for deep cleaning sites to remove all threat of COVID-19 infection.

Fiscal staff are working on the COLA and Quality Improvement applications for \$1,635,570, due to be submitted in the Head Start Enterprise System by May 15. Head Start 0 to 5 management is writing an application for \$1,575,306 to operate a summer enrichment program for upcoming kindergarteners and children with special needs. The summer program is intended to make-up for time lost to COVID-19. Fresno EOC Head Start 0 to 5 is also applying for supplemental funding to support unbudgeted expenses incurred due to the coronavirus pandemic. These funds are expected to cover COVID-19 expenses throughout FY2020. Using a formula based on our February enrollment numbers, the Office of Head Start provides \$886,820 as a supplement to Head Start 0 to 5's basic budget.

Staffing Plan

- Number of Staff Remote: Early Head Start 63; Head Start Staff 542
- Number of Staff Onsite: Variable – Some staff are reporting to sites once per week, if necessary, but not daily.
- Number of Staff Displaced: 0
- Number of Staff on LOA: 12

Narrative for Any Requested CSBG COVID-19 Stimulus Dollars: N/A, existing funding covers COVID-19 plan.

School of Unlimited Learning (SOUL)

For the remainder of the school year, Fresno EOC has implemented the following criteria for providing remote academic instruction through the School of Unlimited Learning (SOUL), which includes a schedule for student completion of assigned academic work packets.

SOUL is continuing to serve approximately 200 students remotely and staff are routinely reaching out to students to see if they have unmet needs. A letter was drafted and posted in English and Spanish on Fresno EOC's COVID-19 website explaining the plan for remote operation for the rest of the school year.

SOUL Graduation: SOUL's graduating class of over 50 students is one of the largest classes in SOUL's 22-year history. In order to accommodate SOUL students while strictly adhering to the established social distancing protocols, the graduation ceremony will be held between 9 a.m. and 3 p.m. for a consecutive three-day period (June 1 - June 3). Each graduate will be allowed to bring a maximum of 4 guests (no exceptions).

SOUL Summer School: There is a small number of seniors who need additional credits to complete their requirements for graduation. In June, a remote learning summer school program utilizing online curriculum will be offered to seniors who have been negatively impacted by the closure of adult education, as several students had been enrolled to earn additional credits toward graduation.

Staffing Plan

- Number of Staff Remote: 24
- Number of Staff Onsite: 0
- Number of Staff Displaced: 6
- Number of Staff on LOA: 1

Narrative for Any Requested CSBG COVID-19 Stimulus Dollars: SOUL requests funds to enable remote learning from June 7, 2020 through June 30, 2021. Beginning in the 2020-2021 school year, student laptops and internet access will be checked out to students who have no device or access from home. A recent survey found that approximately 25% of SOUL students have no home device or internet access. Ring Central licenses for SOUL teachers and support staff will ensure regular remote instruction and case management services.

For the 2020-2021 school year, SOUL plans to transition to Edgenuity's online academic curriculum as an alternative to books and work packets. The Edgenuity site license incorporates Edgenuity's MyPath for English Language Arts (ELA) and Math skill development software, NWEA integration, and full academic state-approved content (Math, ELA, Science, Social Studies, Electives, Career Technical Education and Social Emotional Learning courses).

Due to the reduction of State revenues caused by COVID-19, the California Department of Education has announced an anticipated 10% reduction in education funding for the 2020-2021 school year. SOUL can anticipate an estimated \$200,000 reduction in revenues for the 2020-2021 school year. To address the anticipated deficit, SOUL requests \$100,000 (5% of the deficit) from CSBG and \$100,000 from SOUL's fund balance.

June 1st – Seven Months only.

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| Remote Summer School Program for Seniors Affected by Closure (11 Teachers x avg. 7 Hrs/Week x \$30/Hr x 3 Weeks) | \$6,930 |
| Ring Central Licenses for 22 employees to conduct classes and case management services (avg. \$1,035/Month x 6 Months) | \$6,210 |
| Laptops for remote learning for 75 students (Avg. \$388/Laptop x 75) | \$29,100 |
| Internet Access for 75 students (Aug 1-Dec 31). \$30 one-time fee x 75 MIFI Devices, plus avg. \$38 Monthly charge per MIFI x 5 Months. | \$16,500 |

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| Online Edgenuity academic curriculum software for virtual learning for SOUL students for 2020/2021 Year | \$18,000 |
| CSBG Offset to contribute 5% of the anticipated 2020/2021 10% budget deficit | \$100,000 |
| Total School of Unlimited Learning (SOUL) | \$176,740 |

Fresno Street Saints

School Site Program: The Early Learning Center and some schools remain open to serve breakfast and lunch. The School Site Coordinator is available to assist as needed and respond to calls relating to safety concerns with transient populations.

Afterschool and Parks & Recreation Program: The afterschool program at Sunset Community Center remains suspended until further notice from the City of Fresno and the afterschool programs at apartment sites (Bigby Villa, Martin Luther King Square, and Hacienda) remain suspended until further notice from property management.

Community Outreach: Black Census outreach has been modified to virtual phone banking. TCC Energy Services outreach activities remain suspended until further notice. The TCC Community Garden consultant will provide upkeep of the garden until the program resumes. The Training Institute remains suspended until further notice. Fresno EOC Street Saints is currently working collaboratively with Youth Leadership Institute to develop a TCC Youth Leadership Cohort once school and education activities resume. Fresno EOC Street Saints has been approved as a vendor to provide case management services for the African American Academic Acceleration (A4) Initiative's summer school program when that service resumes up to \$30,000 for the summer 2020 program when and if it resumes.

Fresno EOC Street Saints has modified mentoring services previously provided at Fresno Unified School District sites to a remote delivery model. Staff is contacting parents and/or legal guardians of youth to determine if other Fresno EOC resources are needed and to gauge how the family is coping with distance learning. Fresno EOC Street Saints' team members are helping parents connect with appropriate school staff to get needed information and have questions answered.

Staffing Plan

- Number of Staff Remote: 5
- Number of Staff Onsite: 2
- Number of Staff Displaced: 0

Narrative for Any Requested CSBG COVID-19 Stimulus Dollars: Fresno EOC Street Saints requests funds to create a digital platform to continue providing enrichment services to youth. Street Saints is collaborating with the Youth Leadership Institute to develop a Transform Fresno curriculum, which encompasses elements of both leadership programs and incorporates additional content relating to advocacy and environmental and social justice. The curriculum will be designed by youth from both programs. Street Saints would like to purchase 12 laptops and internet access for students to participate in video-conferencing meetings related to curriculum design. The laptops will be used throughout their participation in the first cohort of the program while social distancing requirements remain in place.

In addition, Street Saints would also like to purchase 12 laptops and internet access for youth who lack necessary equipment to meet their educational demands. Understanding that many students are receiving laptops and tablets from Fresno Unified School District to aid with distance learning, Fresno EOC knows that some of the 400 youth the Street Saints program serves will not receive a device due to lack of information or access. For outreach projects that have previously involved face-to-face contact, such as the TCC Energy Services project, Street Saints is exploring how to make the application process solely online, while restructuring its workspace to accommodate social distancing practices for those who have restrictions and must come to the office.

Street Saints anticipates resuming its regular operation hours of 8:30 a.m. to 5:00 p.m. for office staff and summer enrichment program hours of 9:00 a.m. to 3:00 p.m. and 3:00 p.m. to 5:00 p.m. for its afterschool program in apartment center sites. The program will adhere to recommendations relating to the number of youth participants that can be safely accommodated in its centers.

June 1st – Seven Months only.

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| Laptops for remote learning for 24 students & youth (avg. \$388/Laptop x 24) | \$9,315 |
| Internet Access for 24 students. \$30 one-time fee x 24 MIFI Devices, plus avg. \$38 Monthly charge per MIFI x 7 Months. | \$7,105 |
| Total Fresno Street Saints | \$16,420 |

Women Infants and Children (WIC)

Fresno EOC WIC continues to serve over 26,000 participants throughout Fresno County. All WIC services are being provided remotely and by appointment only. Due to the high demand for new WIC card issuance and increased new client interest, WIC is experiencing longer than normal wait times. Participants are encouraged to contact WIC's Customer Care Center at (559) 263-1150 or access the website at www.fresnoeoc.org/WIC. Breast Feeding Support is provided virtually to moms in need of direct support via Zoom. Two International Board-Certified Lactation Counselors are providing this service working from home. Productivity and accountability measures are in place. Supervisors and administrative staff will be working from home and on-site, as needed, to uphold service functions. This plan will remain in place, and modified as necessary, based on guidance/directives from FCDPH and CDPH-WIC.

Staffing Plan

- Number of Staff Remote: 23
- Number of Staff Onsite: 51
- Number of Staff Displaced: 0
- Number of Staff on LOA: 1

Narrative for Any Requested CSBG COVID-19 Stimulus Dollars: N/A, existing funding anticipated to covering COVID-19 plan. Additional funding is expected to be released specific to COVID-19, which will require a contract amendment.

Health and Dental Services

Community Health Center: The clinic will be available for patient care and treatment but is offering limited appointments to meet health and safety standards set by the California Department of Public Health and Fresno County Department of Public Health. The public can call (559) 499-1690 to schedule an appointment. Patients are directed to call 911 in case of an emergency. Title X through Essential Access Health will continue to monitor and provide guidance to all family planning and reproductive health clinics.

CA PREP, PREIS, HEARTT: All staff are working remotely from home with assigned duties and activities recommended by the funders. All ongoing training and information updates are scheduled by the funders through webinars and video conferencing. Data collection and reporting are still required and entered into the State or Federal systems. All communications with staff and management are handled through email, text, phone call and video conferencing (Microsoft Teams and Zoom). All phone lines are available and will be answered by the designated staff. PREP and PREIS clients can call (559) 265-5501. HEARTT is suspended until further notice from schools.

Local Dental Pilot Project: The office is closed and is not available for walk-in clients and clinic day treatments. All staff are working remotely and are available to answer phone calls and will continue to case manage patients with their dental appointments and dental care needs. All Provider Relations Representatives will continue to case manage dental offices and their availability to treat patients. Most dental offices are only available for emergency services. To secure these services, the public may call (559) 457-7800.

School Based Sealant Program: All sealant services are suspended until further notice. Two FTE staff working remotely will continue to manage the over 2,000 patients recently screened for oral health care.

AFLP: All staff remotely working from home and are available to answer phone calls. All staff are making phone contacts in lieu of home visits with clients to cover PYD materials, and home visits are suspended until further notice. All ongoing training and updates are available through webinars. All staff are utilizing MCAH AFLP PYD protocol for documenting client contacts. Staff hold weekly conference calls for any updates and are communicating via phone, text or email as needed. Clients may call (559) 263-1395.

GLOW!: All scheduled cohorts are suspended until further notice. All snacks, groceries, and gas cards to be used by patients in the cancelled cohort are being delivered to the patients' homes. All staff are working remotely and connecting with clients on a regular basis. All data requirements and reporting are ongoing with GLOW! The funder communicates with staff via email.

Tattoo Removal Clinic: All services are suspended until further notice. The funder communicates with the Program Director via phone, text, and email.

Health and Dental Services is providing health supplies including masks, gloves, hand sanitizer and Personal Protective Equipment (PPE) to all Fresno EOC Programs providing direct services to clients.

The Health and Dental outreach team assists with food distribution and the Food Express Bus at 5 stops launched on April 9th for COVID-19 to feed kids. These activities are coordinated by the Food Services Program and Emergency Service Program.

Staffing Plan

- Number of Staff Remote: 36
- Number of Staff Onsite: 3
- Number of Staff Displaced: 1
- Number of Staff on LOA: 2

Narrative for Any Requested CSBG COVID-19 Stimulus Dollars: N/A, existing funding covers COVID-19 plan.

Employment & Training

Beginning on March 18th, the Workforce Connection Young Adult Program developed and implemented plans to continue all program operations remotely. Remote operations include utilizing the Fresno EOC IT Department to establish a direct linkage allowing staff to have all direct office telephone calls be automatically routed to their personal cell phone. This will ensure ongoing communication with the public and customers serve. Additionally, ongoing case management and case file maintenance services are being provided through the internet-based CalJobs system, the provision of online work preparedness instruction is being facilitated through Zoom, and the provision of job development and job referral services is being done through e-mail and texting services. Finally, program staff developed an online program to continue eligibility determination and new enrollment services. Collectively, these efforts are ensuring that there will be no disruption of services for customers. E&T has recently launched the Summer Internship Program and is currently accepting online applications. The deadline for the submission of applications is June 19, 2020, with selection of interns to take place by June 26, 2020. Any high school graduate who is 18 to 24 years old and living in Fresno County can apply. E&T is seeking to fill 25 slots with each intern receiving approximately 150 hours of paid work experience. Work site placement will vary dependent on future work designation restrictions.

Valley Apprenticeship Connections (VAC): Commencing March 18th, VAC operations were suspended with staff utilizing accrued sick leave and vacation to offset hours not worked. However, as of Monday, March 30th, a modified work schedule was developed and implemented for staff opting to accept. Under this modified work schedule, staff have created an online pre-apprenticeship training instructional plan. Instruction is being provided utilizing Google Platform. This plan will ensure the current cohort of students being served will have the ability to successfully complete their last phase of training. Going forward, this same plan will be utilized to enroll and provide online instructional training for new cohorts of students being recruited. The plan also included the assignment of necessary laptops and the provision of internet services to all customers needing these resources.

Under the Phase 3 Work to Work Transition Plan, all Valley Apprenticeship Connections (VAC) Program staff will be moving to a modified work schedule. This schedule will include all staff working in office and/or assigned to out-of-the-office activities. Customer office meetings will be scheduled through appointments only to minimize the number of customers accessing the office at a given time. In order to minimize face-to-face contact, a continuation of virtual services and activities implemented and currently being utilized will continue.

Staffing Plan

- Number of Staff Remote: 20
- Number of Staff Onsite: 0
- Number of Staff Displaced: 3

Narrative for Any Requested CSBG COVID-19 Stimulus Dollars: VAC – Fresno County EDC funding will be dependent on the number of students enrolled in cohorts. The executed contract ceiling is \$375,000 for the year (50 students x \$7,500). Currently, Probation and SCCC contracts have enough funds to cover the staff's modified work schedule. VAC is requesting the purchase of 30 MIFI Devices in order to provide internet access to 30 students. In addition, VAC is requesting to purchase one Zoom Licensed Account in order to implement the online pre-apprenticeship training instruction plan due to COVID-19. Employment & Training is also requesting to purchase one Zoom Licensed Account to conduct Staff virtual meetings due to COVID-19. All requested purchases are in alignment with furthering the achievement of the Fresno EOC adopted Careers Strategic Goal.

June 1st – Seven Months only.

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| Internet Access for 30 students. \$30 one-time fee x 30 MIFI Devices, plus avg. \$38 Monthly charge per MIFI x 7 Months. | \$8,880 |
| Two Zoom Licensed Accounts (avg. \$17/Month x 2 accounts x 7 Months) | \$235 |
| Total Employment & Training | \$9,115 |

Local Conservation Corps (LCC)

LCC's offices remain closed to the public during the COVID-19 pandemic. LCC is currently operating on a reduced schedule focusing on those programs listed as essential, which are Recycling and YouthBuild Construction. No more than 10 staff are allowed in the building at one time. A small number of LCC corpsmembers are currently working along with Crew Supervisors. The Friant Buyback Center, located at 17108 N. Friant Road, and is open to the public Tuesday to Friday from 8:30 am to 3:00 pm, paying cash for CRV bottles and cans. Recycling crews also pick-up electronic waste (TVs, computer monitors, etc.) from residents, but do not enter the home. LCC crews will also pick up a maximum of nine (9) used tires from residents. The public can call (559) 264-1048 and set an appointment for both.

An LCC staff member is working on the U.S. Census, including posting information on social media, and participating in phone banking activities. Through the partnership with the Fresno WDB and Reedley College, the LCC is currently exploring opportunities to provide chainsaw training for the CalFire Forestry Project after Reedley College was unable to do so. If an instructor is identified, instruction may begin in late May. Two (2) LCC staff are working onsite under the TCC Solar program, working on the billing of units previously installed and planning for projects once services resume.

LCC is slowly beginning to reintroduce Fee-for-Service work based on recent urgent requests from the City of Fresno and Fresno Housing Authority. Social distancing and safety practices will be maintained. Based on guidance from the City of Fresno and

State of California, the LCC will begin phasing in work shifts as needed, while still following all safety recommendations.

Fresno EOC Work Opportunities for Corpsmembers: Through Fresno EOC, LCC has been able to provide temporary work opportunities for seven LCC corpsmembers. Four corpsmembers have been placed at Fresno EOC Food Services to assist in the bagging of food for distributions. Another three have been placed at the Executive Office to assist the Facilities Department with daily tasks.

Stipends for Out-of-Work LCC Corpsmembers: LCC requested and received approval from the California Conservation Corps (CCC) to reallocate funding under its Non-Residential Grant program (which provides funding for corpsmember support services) to provide stipends for non-working corpsmembers. A total of \$16,020 has been reallocated to provide stipends over four (4) pay periods. Each corpsmember not assigned to a work crew received a stipend of \$75 for pay periods April 3 and April 17. For the periods of May 1 and May 15, corpsmembers have and will receive a stipend of \$50.

Education: The YouthBuild Charter High School is currently operating under a “distance learning” model for the remainder of the school year. No classes will be offered onsite. The LCC is currently planning a YouthBuild Charter online celebration for graduates via Zoom. The tentative date for the ceremony is June 25th.

Staffing Plan

- Number of Staff Remote: 5
- Number of Staff Onsite: 13 (LCC Base and In the Field)
- Number of Displaced: 5
- Number of Staff on LOA: 1

Narrative for Any Requested CSBG COVID-19 Stimulus Dollars: LCC is requesting to purchase vehicle deep cleaning and office cleaning solutions, as well as one Zoom Licensed Account to conduct virtual meetings with staff and clients due to COVID-19. In addition, LCC is requesting to purchase three laptops which can be used for staff working remotely.

June 1st – Seven Months only.

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| Vehicle Deep Cleaning and Office Cleaning Solutions | \$3,000 |
| Zoom Licensed Account (avg. \$17 monthly charge x 7 Months) | \$120 |
| 3 laptops for staff (avg. \$788/Laptop x 3) | \$2,365 |
| Total Local Conservation Corps (LCC) | \$5,485 |

Energy Services

Energy Services is still operating under the shelter in place order that was extended through May 31st. The program is working closely with the Department of Community Services and Development (CSD) the primary funder for Energy Services. Energy Services is providing CSD with weekly program operational updates. In-coming calls from clients will be answered remotely and applications received electronically or through the mail will continue to be processed. Requests for emergency heating and

cooling or water heater repairs or replacements will be given priority and this essential service is currently being provided to clients.

Return to work transition: Before the office is re-opened, Energy Services will implement agency PPE, sanitation, and safe practices guidelines. Signage is in place to help remind staff, clients, and visitors to always maintain social distancing. The results from the Fresno EOC Online Staff Survey, will be evaluated to determine the program staff that are available to work on-site or remotely. When the order is lifted, any clients requiring in-person assistance will be required to obtain an appointment time to ensure social distancing is maintained. After the shelter-in-place order is lifted, installation of weatherization services will resume, observing established safe working practices. Energy Services staff who perform home assessments and inspections will adhere to PPE and other safety guidelines. A client COVID-19 health related questionnaire will be completed when home visits are allowed to be re-scheduled. Administrative support services including processing applications, invoices and program reporting activities will be completed both on-site and remotely.

Staffing Plan

- Number of Staff Remote: 5
- Number of Staff Onsite: 5
- Number of Staff Displaced: 8

Narrative for Any Requested CSBG COVID-19 Stimulus Dollars: N/A – Funding covers program plan.

Community Services

These programs are currently operating remotely. Low-Income Home Energy Assistance Program (LIHEAP): Locations are closed to the public. Special intake/outreach events are also cancelled until further notice. The staff are working remotely to process applications, enter applications to the front-end system (Hancock), transfer files to CSD for payment to CPUCs, send pledge applications to the appropriate CPUC, send letters, mail applications/correspondence, and answer any questions on the phone and via LIVE Chat. All LIHEAP mailed correspondence letters to clients include a Census flyer, including invoices that are being processed remotely with the Finance Department. PG&E, SoCal Gas and Southern Edison have activated protective protocol and safety actions. The program is also providing CSD with weekly program operational updates.

Rural and Urban Tobacco Education Programs: Offices are closed, and all face-to-face community outreach activities are cancelled. Staff are working remotely by communicating about Tobacco Free Momentum through social media outlets by providing tips, surveys, and links to resources that will connect the community with collaboration with Fresno County Tobacco Department and California Tobacco Control Program. The California Tobacco Control Program (CTCP) has organized and prioritized the scope of work activities that need to be completed for the Rural Tobacco contract ending June 30, 2020.

Foster Grandparents Program: The Foster Grandparents Program received emergency approval to provide stipends to all 63 of its current Foster Grandparents during the COVID-19 pandemic.

Staffing Plan

- Number of Staff Remote: 16
- Number of Staff Onsite: 1
- Number of Staff Displaced: 2
- Number of Staff on LOA: 1

Narrative for Any Requested CSBG COVID-19 Stimulus Dollars: N/A, existing funding covers COVID-19 plan.

Public Emergency Programs

Food Services

Food Services is currently preparing and delivering meals in conjunction with Transit Systems in four counties (Fresno, Kings, Madera, and Tulare) across five different programs: Head Start and Early Head Start, Fresno Madera Area Agency on Aging (FMAAA), the Community Services Employment and Training (CSET) Program in Tulare, COVID-19 meals for those previously served by congregate meals and private pay customers. Additionally, Food Services is working with FMAAA to provide a completely new service, case management, as part of its existing contract. This would involve providing staff to conduct intake, wellness checks, and follow-up phone calls with these additional clients. For more information about meals provided by program through Food Services and Transit Systems, please see the outcome data below. All five of the programs had a tremendous ramp-up period from March 16-31. The Food Express Bus also began providing grab-and-go meal bags for youth at five different urban locations on Monday, April 6th, 2020 and will continue until August 7th when summer break ends. Through a partnership with internal programs (Transit, Sanctuary and Support Services, Health and Dental Services, and Employment and Training) and an external partner (The Fresno Center), the Food Express Bus has been able to provide two meals a day to between 4,000 and 8,000 youth per week while also providing census information to these families. For a specific schedule of locations, please see Fresno EOC's COVID-19 website. Food Services is currently preparing to submit an application to the CDE to provide free meals in up to 90 physical locations throughout Fresno County to youth 18 and under during the summer break beginning June 8th and ending August 7th.

Staffing Plan

- Number of Staff Remote: 1
- Number of Staff Onsite: 60
- Number of Staff Displaced: 7
- Number of Staff on LOA: 1

Narrative for Any Requested CSBG COVID-19 Stimulus Dollars: Food Services is requesting to purchase boxes for meal delivery, additional shipping fees, and 21 tablets for existing staff (drivers) in order to respond to increase in services due to COVID-19. Tablets will streamline the day-to-day operations and therefore increase efficiencies.

June 1st – Seven Months only.

| | |
|--|----------|
| Boxes for meal delivery (\$2.45/ea. x avg. 950 Boxes/Month x 7 Months) | \$16,293 |
|--|----------|

| | |
|---|-----------------|
| Additional COVID-19 Shipping Fees for Food | \$1,500 |
| 21 Tablets for Staff (avg. \$388/Tablet x 21) | \$8,150 |
| Total Food Services | \$25,943 |

Transit Systems

Transit Systems worked very closely with Food Services to ramp up the five programs that provide home-delivered meals to clients in four counties in the Central Valley (Fresno, Kings, Madera, and Tulare). The programs are as follows: Head Start and Early Head Start, Fresno Madera Area Agency on Aging (FMAAA), the Community Services Employment and Training (CSET) Program in Tulare, COVID-19 meals for those previously served by congregate meals, and private pay customers. In addition to those five programs, Transit Systems has continued to operate the Madera Transit System throughout Madera County both with fixed-route and on-demand services; the Department for Social Services (DSS) Cal-Works Program, which provides rides to employment for clients; and the Taxi Script Program, which provides rides for seniors to medical appointments. For more specific information about Transit services provided, please see the outcome data below.

Staffing Plan

- Number of Staff Remote: 4
- Number of Staff Onsite: 63
- Number of Staff Displaced: 39 (*staff are included in CVRC contract and continue to get paid during COVID-19 by sponsor agency*)
- Number of Staff on LOA: 8

Narrative for Any Requested CSBG COVID-19 Stimulus Dollars: Transit Systems is requesting to purchase additional security including cameras, motion detectors, security guard, lights for maintenance shop, fence replacement, and electric gate in order to safeguard assets. This need for additional security is due to a recent increase in vandalism during the COVID-19 outbreak.

June 1st – Seven Months only.

| | |
|--|-----------------|
| Security (Additional Security Cameras and Motion Detectors and Guard - avg. \$616/Month) | \$4,315 |
| Tree Removal (Tree Blocking Camera View) | \$3,000 |
| Fence Replacement by Vacant lot (cost estimate provided by local fence company. Installation includes 468' of wrought iron rails 6' high. Replacement needed to prevent future vandalism (FEMA trailer was stolen on May 11, 2020) | \$10,000 |
| Lighting for Maintenance Shop | \$5,000 |
| Electric Gate for Security | \$4,000 |
| Total Transit Systems | \$26,315 |

Sanctuary & Support Services

Sanctuary Transitional Shelter & Youth Bridge Housing are continuing operations as usual. Sanctuary received three FEMA trailers to be used for any COVID-19 positive

Shelter clients and is working with the city and the county to identify ideal parking for trailers. Fresno County is assuming all responsibility for sanitation services for trailers. Outreach continues as well. Sanctuary is working with other agencies in a community effort to move as many homeless individuals into shelter as possible. As most shelters are full, outreach is working to keep contact with identified homeless individuals to assist with other needs (i.e. hygiene supplies, food) while they remain on the streets. Housing Services is providing remote case management to their current clients who are already housed, and are remotely assisting clients who are able to move into their apartments to get them off the streets.

CVAHT is continuing to provide remote case management for clients, trauma response as needed, and virtual support groups for survivors. CVAHT has also been providing training virtually including HT101 and partnering with LGBTQ for trainings. The LGBTQ+ Resource Center is closed for drop-in services but is offering daily support groups virtually. Security cameras and an alarm were installed in the center due to multiple break-ins after closure of the center. Training of the new MAP staff has started so that those services can begin soon. In addition to items needed to ensure a safe work environment when staff return to work, CVAHT and Housing could require flexing schedules for staff to avoid overlapping in shared offices. For more information about Sanctuary and Support Services, please see the program outcome data below.

Staffing Plan

- Number of Staff Remote: 12
- Number of Staff Onsite: 19
- Number of Staff Displaced: 2
- Number of Staff on LOA: 2

Narrative for Any Requested CSBG COVID-19 Stimulus Dollars: Sanctuary is requesting to purchase security services for LGBTQ+ Resource Center and alarm installation at facility. Sanctuary is also requesting to purchase 4 MIFI devices to provide Internet Access to 4 Transitional Shelter Clients.

June 1st – Seven Months only.

| | |
|---|-----------------|
| Security Patrols with CIS - \$45/per day; Security Alarm System, includes motion detectors - \$45/per Month monitoring) | \$9,900 |
| Internet Access for 4 Sanctuary Transitional 4 Shelter Clients \$30 one-time fee x 4 MIFI Devices, plus avg. \$38 monthly charge per MIFI x 7 Months. | \$1,185 |
| Total Sanctuary & Support Services | \$11,085 |

Community Services Food Distribution

Community Services Food Distribution worked closely with community partners and determined there were primary locations with unmet needs. As a result, food distributions were scheduled in Parlier on the first and third Friday of the month beginning on March 27th and in Cantua Creek on the third Monday of the month beginning March 30th. To provide more services to other rural communities, three additional locations were identified. Food distributions will take place in Fowler on the

first Wednesday of each month beginning May 6th, in Del Rey on the second Monday of each month beginning May 11th, and in Orange Cove on the third Tuesday of each month beginning May 19th. These food distributions are all contactless, drive-through sites.

Staffing Plan

- Number of Staff Remote: 2
- Number of Staff Onsite: 0
- Number of Staff Displaced: 0

Narrative for Any Requested CSBG COVID-19 Stimulus Dollars: During COVID-19, projects have moved from Community Services to Food Services (see Food Services CSBG COVID-19 Stimulus Dollars request).

NOTE: Program Requested CSBG COVID-19 Stimulus Dollars above do not include related costs for Health and Safety (personal protective equipment).

Fresno EOC 2020 Census Outreach Update

Fresno EOC staff continue to use phone banking, chat, social media, Fresno EOC Poverty Fighters newsletter, flyer distribution and collaboration with partners to encourage community members to respond to the 2020 Census. These activities allow staff to do more outreach work remotely and limit their contact with the public. The following are additional ways Fresno EOC is working to accomplish a complete count:

- **Social Media and Digital Advertising** Communications staff began the process of using geofencing advertising to target specific hard-to-count areas in Fresno in need of additional support. This method of digital advertising reaches people within virtual boundaries. Fresno EOC began receiving data for geofencing on May 6. As boundaries are drawn within low-response rates, ads will reach people on their devices, directing them to fill out their census. Staff continue to add areas and ads to target hard-to-count populations while analyzing self-response rates from the U.S. Census Bureau.

Staff are also developing and promoting additional multilingual census content on social media. Fresno EOC programs have identified individuals who speak other languages such as, Spanish, Hmong, Tagalog, Punjabi, and American Sign Language. Identified staff will guide the Communications department as they develop culturally relevant census messaging for paid advertisements.

After the success of Make Fresno Count Day, Fresno EOC continues to work with 0-5 partners in Fresno County. The event reached 17,631 users and 16,635 views on Fresno EOC's Facebook page and Fresno EOC WIC's page alone. This event has led to another effort to organize 0-5 census ambassadors in rural and hard-to-count communities. These census ambassadors would encourage other parents of young children to fill out their census form, while using their social media platforms. Staff are working with partners on how they can support projects like these and maximize resources.

- **Rural Outreach** While Fresno EOC and other agencies move to remote and online outreach, Rural Fresno County needs more support getting households counted. Huron, San Joaquin, Tranquility, Cantua Creek and Firebaugh are among the rural

communities with low self-response rates. For example, San Joaquin has a self-response rate of 6.5%. In comparison, Fresno County's self-response rate is at 55.9%. To assist these areas, Fresno EOC Communications department plans to train 1-2 interns from Employment and Training to do census outreach. These interns will be tasked with encouraging households in low-response areas to fill out their census in collaboration with agency programs and partners already working in these areas.

Return to On-site Work Plan

The Agency has formed a team coordinate a safe and health-protective plan to resume on-site operations when it is feasible to do so. The team is comprised of administrative and program staff who in turn seek feedback from their peers to maximize input and thus effectiveness.

Where the task, funding source or other reasons require in person work, Fresno EOC is preparing to ensure we have adequate safety procedures and supplies in place. Some of these measures are currently in place for our programs that continue to provide direct service. These include additional protective equipment as well as signage and cleaning supplies. Consideration has also been given to rotations and expanded hours to minimize the amount of people in one place.

Policies and Procedures are also being revised to contemplate our current and changing regulatory landscape. These include updates to our existing policies to include furloughs for example, but also creating new ones to address working from home. As the team continues to meet, plans will solidify so we are prepared for returning to in person work.

Fresno EOC Overview of Emergency Services Due to COVID-19

Data from April 1 - 30, 2020



EXECUTIVE COMMITTEE MEETING

| | |
|---|----------------------|
| Date: Friday, April 10 ,2020 | Program: CSBG |
| Agenda Item #: 7 | Director: N/A |
| Item: Community Services Block Grant (CSBG) COVID-19 Funding | Officer: N/A |

Recommended Action

Review and approve the revised plan for the award amount of \$2,558,135 million CSBG (Community Services Block Grant) COVID-19 Funding Budget (\$1,295,887 Agency-Wide Needs to COVID-19 Response, \$271,103 Program COVID-19 Resources & Supplies, \$140,640 Direct Assistance to Individuals/Families and Navigation Support, and \$850,505 Reserve for Future COVID-19 Response)

Background

Congress passed a COVID-19 Stimulus Package on March 27, 2020, which includes a \$1 billion increase for CSBG. This is standalone money and will not be part of the 2020 CSBG funding. This gives Fresno EOC an additional \$2,558,135 million to provide support and services addressing COVID-19 in our community.

At the Friday, April 3rd Commission Special Meeting, the board requested staff to bring forward a comprehensive plan for the anticipated COVID-19 (CSBG) Funding. During the Commission Special Meeting on April 10th, staff submitted a draft plan for consideration. The board accepted the plan and authorized the Executive Committee to finalize guidelines, eligibility and criteria for the award amount.

The original plan included funding to support rural small businesses as well as direct cash assistance for families. Since the April meetings, other funding has become available to meet those needs, which allows Fresno EOC to adjust the previous allocation of funds. The County of Fresno announced a \$5,000,000 grant program to assist rural small businesses to be administered by the Fresno Economic Development Corporation and Access Plus Capital. Additionally, the United Way has enacted a program to provide direct cash assistance to members of the undocumented community. Governor Newsom announced a \$125 million partnership to support undocumented immigrants with direct cash assistance. To mitigate duplication of services, Fresno EOC is adjusting the allocation of the CSBG CARES to other essential efforts/initiatives.

On Wednesday, May 13, 2020, the Department of Community Services and Development held a CARES Supplemental Funding Webinar to provide guidance on the

use of funds. The start date of the funds will be retroactive as of January 2020 to May 31, 2022.

Based on the guidance and current community efforts, the majority of the funds are being shifted to improve the agency's capacity to serve our clients, ensure the health and safety of employees and clients, and increase the amount of funding held in reserve to be prepared for the potential second wave of the pandemic:

1. Agency Wide Needs to COVID-19 Response \$1,295,887

a. Compensate Frontline Workers due to COVID-19 crisis \$587,369 -

Employees in Food Services, Transit and Sanctuary Services are interacting with the public on a daily basis. We are providing employees with personal protective equipment and would like to compensate the frontline workers for their continued dedication and commitment to serve on our community during this crisis starting March 16, 2020 and for the duration of the crisis (projected 12 months). Below are three options for consideration.

| | | | | | |
|---|------------------|--------------------|-------------------|------------------------|---------------------------|
| Staff working in positions with potential public contact | 129 | | | | |
| Est. Total Bi-Weekly Hours | 9,675 | | | | |
| Est. Fringe | 16.75% | | | | |
| | | | | | |
| Est. Biweekly Impact | Base Rate | Fringe Est. | Total Est. | Payroll Periods | Twelve Month Total |
| Additional \$1 per hour | \$9,675 | \$1,621 | \$11,296 | 26 | \$293,685 |
| Additional \$2 per hour | \$19,350 | \$3,241 | \$22,591 | 26 | \$587,369 |
| Additional \$3 per hour | \$29,025 | \$4,862 | \$33,887 | 26 | \$881,054 |

b. Medical Contributions for Displaced Workers \$174,408 – Fresno EOC will be maintaining the medical insurance contributions of 78 (current number) of displaced workers. Workers will be asked to repay the agency through payroll deduction when they return to work. The cost for those contributions is:

| | |
|--|---------------------------------|
| Medical Insurance Contributions | Estimated cost per month |
| Employee Contribution | \$16,614 |
| Employer Contribution | \$70,590 |
| Total | \$87,204 |
| Monthly | X 2 |
| Total for April and May 2020 | \$174,408 |

- c. **Information Technology \$239,110** – The agency was not equipped to handle the transition from on-site to remote work. The following equipment, licensing and software upgrades would allow the agency to work more efficiently during and after the crisis.

| | |
|---|------------------|
| Financial System Upgrade – which will allow for easier on-line management | \$51,210 |
| EndPoint Protection Software | \$6,000 |
| LogMeIn Remote Software | \$19,200 |
| Network, backup and disaster recovery system | \$155,000 |
| MS Windows 2019 License and Microsoft Remote | \$5,700 |
| Secure Dropbox Installation | \$2,000 |
| Total | \$239,110 |

- d. **Staff Training and Technical Assistance \$65,000** – Reliance on technology and remote working to offer direct services will require training and technical assistance for staff so clients can continue to receive the high quality, compassionate and responsive services they have come to enjoy from Fresno EOC in a virtual format. Approximately \$50,000 is requested to provide on-going training to 1,000 employees. Staff is also recommending **Mental Health** First Aid at Work training. The program teaches participants how to notice and support individuals who may be experiencing a **mental health** or substance use concern or crisis and connects them with the appropriate resources. Approximately \$15,000 is being requested for these efforts.
- e. **Personal Protective Equipment (PPE) & Healthy and Safety Supplies - \$230,000** - The health and safety of our staff and clients is paramount. Therefore, staff recommends an agency-wide budget of \$230,000 (an average of approximately \$200 per staff member annually) for healthy and safety supplies (including personal protective equipment) for the fiscal year.

2. **Program COVID-19 Resources & Supplies - \$271,103**

- a. **School of Unlimited Learning (SOUL) \$176,740** - Refer to the Program Operational Plan in agenda item six for justification.

| | |
|---|----------|
| Remote Summer School Program for Seniors Affected by Closure (11 Teachers x avg. 7 Hrs/Week x \$30/Hr x 3 Weeks) | \$6,930 |
| Ring Central Licenses for 22 employees to conduct classes and case management services (avg. \$1,035/Month x 6 Months) | \$6,210 |
| Laptops for remote learning for 75 students (Avg. \$388/Laptop x 75) | \$29,100 |
| Internet Access for 75 students (Aug 1-Dec 31). \$30 one-time fee x 75 MIFI Devices, plus avg. \$38 Monthly charge per MIFI x 5 Months. | \$16,500 |

| | |
|---|------------------|
| Online Edgenuity academic curriculum software for virtual learning for SOUL students for 2020/2021 Year | \$18,000 |
| CSBG Offset to contribute 5% of the anticipated 2020/2021 10% budget deficit | \$100,000 |
| Total School of Unlimited Learning (SOUL) | \$176,740 |

- b. **Fresno Street Saints \$16,420** - Refer to the Program Operational Plan in agenda item six for justification.

| | |
|--|-----------------|
| Laptops for remote learning for 24 students & youth (avg. \$388/Laptop x 24) | \$9,315 |
| Internet Access for 24 students. \$30 one-time fee x 24 MIFI Devices, plus avg. \$38 Monthly charge per MIFI x 7 Months. | \$7,105 |
| Total Fresno Street Saints | \$16,420 |

- c. **Employment and Training \$9,115** - Refer to the Program Operational Plan in agenda item six for justification.

| | |
|--|----------------|
| Internet Access for 30 students. \$30 one-time fee x 30 MIFI Devices, plus avg. \$38 Monthly charge per MIFI x 7 Months. | \$8,880 |
| Two Zoom Licensed Accounts (avg. \$17/month x2 accounts x 7 months) | \$235 |
| Total Employment & Training | \$9,115 |

- d. **Local Conservation Corps (LCC) \$5,485** - Refer to the Program Operational Plan in agenda item six for justification.

| | |
|---|----------------|
| Vehicle Deep Cleaning and Office Cleaning Solutions | \$3,000 |
| Zoom Licensed Account (avg. \$17 monthly charge x 7 Months) | \$120 |
| 3 laptops for staff (avg. \$788/Laptop x 3) | \$2,365 |
| Total Local Conservation Corps (LCC) | \$5,485 |

- e. **Food Services \$25,943** – Refer to the Program Operational Plan in agenda item six for justification.

| | |
|--|-----------------|
| Boxes for meal delivery (\$2.45/ea. x avg. 950 Boxes/Month x 7 Months) | \$16,293 |
| Additional COVID-19 Shipping Fees for Food | \$1,500 |
| 21 Tablets for Staff (avg. \$388/Tablet x 21) | \$8,150 |
| Total Food Services | \$25,943 |

- f. **Transit \$26,315** - Refer to the Program Operational Plan in agenda item six for justification.

| | |
|--|---------|
| Security (Additional Security Cameras and Motion Detectors and Guard - avg. \$616/Month) | \$4,315 |
| Tree Removal (Tree Blocking Camera View) | \$3,000 |

| | |
|---------------------------------|-----------------|
| Fence Replacement by Vacant lot | \$10,000 |
| Lighting for Maintenance Shop | \$5,000 |
| Electric Gate | \$4,000 |
| Total Transit Systems | \$26,315 |

- g. Sanctuary and Support Services \$11,085** – Refer to the Program Operational Plan in agenda item six for justification.

| | |
|---|-----------------|
| Security Patrols with CIS - \$45/per day; Security Alarm System, includes motion detectors - \$45/per Month monitoring) | \$9,900 |
| Internet Access for 4 Sanctuary Transitional 4 Shelter Clients \$30 one-time fee x 4 MIFI Devices, plus avg. \$38 monthly charge per MIFI x 7 Months. | \$1,185 |
| Total Sanctuary & Support Services | \$11,085 |

3. Direct Assistance to Individuals/Families and Navigation Support - \$140,640

As a Community Action Agency, we play a critical role in serving low-income individuals and families throughout Fresno County. Given the high unemployment rate, more families are experiencing economic hardship and instability. Anticipating more individuals and families needing our agency's resources and support, staff recommends developing a navigation team. The purpose of the navigation team is to decrease fragmentation of care, coordinate services and guide families seeking social services. The role of the navigator is to ensure that any family with a need will receive timely assistance. This is most effective through one-on-one contact with the family online and through phone calls. The following is the breakdown of expenses to administer the services:

| | |
|--------------------|--|
| Navigation Support | 3 employees x \$3,750 monthly average minimum wage x 12 months = \$135,000 |
| Equipment | 3 laptops/tablets x \$1,520 average cost = \$4,560 |
| | 3 air cards x \$30 monthly cost x 12 months = \$1,080 |

4. Reserve Fund for Future COVID-19 Response - \$850,505

Staff recommends setting aside approximately 33% of the funds for future COVID-19 Response. This allows the agency to be prepared for potential impacts and other unforeseen costs due to the pandemic. As you know, the agency has a self-funded health benefit plan along with a stop-loss policy. The stop-loss insurance covers claims in excess of \$175,000. EOC is responsible for high dollar claims up to that amount.

The changing nature of the pandemic, including ever-evolving guidelines, makes this conservative allocation prudent.

Conclusion

If approved, staff will begin to implement the plans outlined above to ensure continued, timely provision of services to our community. Staff will continue to identify ways to use CSBG CARES Funding to serve our community throughout this unprecedented crisis.

If not approved, our agency will be limited in providing safe, secure and timely services for the community, during this unprecedented pandemic.