



AUGUST 12, 2020 FINANCE COMMITTEE MEETING

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA Approve
4. APPROVAL OF JUNE 10, 2020 FINANCE COMMITTEE MEETING MINUTES

A. June 10, 2020 Finance Committee Minutes

Approve Page 2
5. FINANCIAL REPORTS: MAY AND JUNE 2020

A. May & June 2020 Financial Reports and Supporting Docs..pdf

Accept Page 6
6. WIC FURNITURE PROCUREMENT

A. WIC Furniture Procurement Staff Report

Ratify Page 16
7. HHS HEAD START 0-5 MONITORING STATUS UPDATE

A. HHS Head Start 0-5 Monitoring Update Staff Report & Supportive Doc..pdf

Information Page 17
8. FUNDING LIST

A. Funding List & Supportive Doc..pdf

Information Page 39
9. HEALTH INSURANCE REPORT

A. Health Insurance Staff Report.pdf

Information Page 43
10. INVESTMENT REPORT

A. Investment Staff Report

Information Page 45
11. VARIANCE REPORTS

A. Variance Report & Supporting Docs.

Information Page 46
12. OTHER BUSINESS

NEXT MEETING: WEDNESDAY, SEPTEMBER 9, 2020 AT 12:00 PM
13. ADJOURNMENT



**FINANCE COMMITTEE MEETING
Fresno EOC
Wednesday, June 10, 2020
12:00 p.m.**

MINUTES

1. CALL TO ORDER

Charles Garabedian, Chair, called the meeting to order at 12:00 PM.

2. ROLL CALL

Roll was called and a quorum was established.

COMMITTEE MEMBERS	PRESENT	STAFF & GUESTS	
Charles Garabedian (chair)	✓	Emilia Reyes	Elizabeth Jonasson
Oliver Baines		Salam Nalia	Kathleen Shivaprasad
Amparo Cid	✓	Jim Rodriguez	Rosa Pineda
Michael Reyna	✓	Michelle Tutunjian	Janet Berberian
Itzi Robles	✓	Rebecca Heinricy	Jon Escobar
		Steven Warnes	Kerry Wiley
		Darlene Trujillo	Gilda Arreguin
		Arthur Montejano	Gabby Romero
		Susan Shiomi	Martha Zarate
		Karina Perez	Leah Struck
		Brian Henderson (external auditor)	

3. APPROVAL OF AGENDA

M/S/C –Cid/Reyna to approve the agenda. All in favor.

4. APPROVAL OF MINUTES

A. May 13, 2020 Meeting Minutes

M/S/C –Reyna/Cid to approve the May 13, 2020 meeting minutes. All in favor.

5. EXTERNAL AUDITOR QIP PROCEDURES

A. External Auditor QIP Procedures

Rebecca Heinricy, Financial Officer, presented the QIP report from Hudson, Henderson & Company, the external auditor contracted to provide an independent assessment of the Head Start 0-5 monitoring review's findings as well as to identify opportunities for improvement. Based on the external auditor's findings, Fresno EOC's previously reported 24% (as of 2018) and 21% (as of 2019) share of federal interest for the Head Start program now computes as

an 11% Federal interest. Heinricy also discussed the areas of potential disallowed costs that were identified and amount to \$533,431.

Brian Henderson, the external auditor, presented an overview of the work that was performed, the findings, and their recommendations. Hudson, Henderson & Company will be providing training to Finance staff on these areas on June 22, 2020. In response to a question from the Committee, Reyes clarified that the previous three options that were presented to the Board no longer apply and the potential disallowed costs are lower than originally anticipated.

M/S/C –Cid/Robles to approve external auditor QIP procedures. All in favor.

6. FINANCIAL REPORTS: APRIL 2020

A. Agency Financial Statements

Steve Warnes, Assistant Finance Director, presented the Statement of Activities for the four-month period ending April 30, 2020. Grant Revenue of \$22,650,858 is at 28% of the annual budget. Total Cash Revenue is at \$29,948,137; Personnel costs are the largest expense at \$20,876,192; Total Cash Expenditures are at \$29,947,446 which is 29% of the annual budget. Warnes noted that due to COVID-19, there could be a delay in invoicing from vendors.

Warnes presented the Statement of Financial Position as of April 30, 2020 which reported Total Assets of \$51,304,418 and Total Liabilities of \$25,939,276. Notes Receivable of \$14,962,850, and Notes Payable of \$13,186,523 are primarily related to Access Plus Capital operations.

B. Head Start Financial Status Report

Darlene Trujillo, Accounting Manager, presented the April 30, 2020 Head Start and Early Head Start Financial Status Reports:

<u>HS/EHS</u>	<u>Annual Budget</u>	<u>Expenses</u>	<u>% of Budget</u>
Head Start Basic	\$34,916,151	\$11,717,713	34%
Head Start T&TA	\$390,276	\$18,324	5%
Early Head Start Basic	\$4,651,280	\$1,414,818	30%
Early Head Start T&TA	\$106,922	\$511	0%

Expenses paid for via credit card were presented which include refunds for staff training and contract services facility repairs. There were no questions from the Committee.

M/S/C –Reyna/Cid to approve the financial reports presented. All in favor.

7. INSURANCE RENEWAL

A. Insurance Renewal

Heinricy presented the insurance policy renewal for the period of July 1, 2020 to July 1, 2021 for a total quoted premium of \$710,573 which is a 5.4% increase from the prior year's premium of \$674,058. The automobile policy premium is the largest increase (10%) mostly due to a 12% increase in fleet. Heffernan Insurance is the current insurance broker.

Insurance

Broker undergo a periodic RFP selection process.

M/S/C –Reyna/Cid to approve the insurance renewal. All in favor.

8. ACCOUNTING POLICY & PROCEDURES UPDATE

A. Accounting Policies and Procedures Update

Heinricy presented the updates to the Accounting Policies and Procedures which were in response to monitoring performed by USDA, and the U.S. Dept. of Health & Human Services ACF Head Start monitoring report. Updates also included recommendations from the external auditor. The changes were to the Purchasing, Property Plant and Equipment, Cost Allocation, and Financial Reporting Sections. Reyna noted that in Section III Purchasing, Procedure 7 (page 44 of the policies manual), the “is” should be corrected to “if” in the purchasing requirements table.

M/S/C –Reyna/Cid to approve the Accounting Policies and Procedures updates. All in favor.

9. HEAD START 0-5 CARRYOVER APPLICATION

A. Head Start 0-5 Carryover Application

Heinricy presented the carryover application for Head Start, Early Head Start, and Duration. The carryover request will allow projects budgeted in 2019 that were unable to be completed to be transferred into the corresponding component for 2020. These expenses must be obligated by December 31, 2020 and cannot be carried over to 2021 as that is the start of a new funding cycle. The Head Start carryover includes purchase of Hatch tablets. These tablets are specific to children and include curriculum. Kathleen Shivaprasad, the Head Start 0-5 Director, added that internet would be needed for the tablets. There are programs that low income families could qualify for that provide internet services at a low cost. Tablets would be taken home as loaners. The Early Head Start carryover budget includes the purchase of a modular building at Clinton & Blythe. The Head Start Duration carryover includes several projects at different sites.

M/S/C –Cid/Reyna to approve the Head Start 0-5 carryover application. All in favor.

INFORMATION ITEMS

10. HHS HEAD START 0-5 MONITORING STATUS UPDATE

A. HHS Head Start 0-5 Monitoring Status Update

Heinricy presented the status of the work performed for the QIP in response to the receipt of the Focus Area 2 monitoring review report for the Head Start 0-5 program. A chart to illustrate the progress made to date was included in the report.

11. NON-COMPETITIVE PROCUREMENT

A. Non-Competitive Procurement

Heinricy presented the non-competitive procurements which included Oliver Packaging & Equipment Company for the purchase of three compartment food containers for frozen meal delivery to seniors. The vendor is the manufacturer of the sealing machine and the trays can only fit their machine. The second non-competitive procurement was for Patton Air Conditioning for repairs needed at Sanctuary. Multiple vendors were contacted, but only one responded.

12. HEALTH INSURANCE REPORT

A. Health Insurance Report

Warnes presented the Health Insurance Fund Report as of April 30, 2020, which is at a reserve of \$3.1 million. There could be delays in claims due to COVID-19. A few individuals are being monitored for possibly reaching stop-loss. There is no CSBG budgeted to increase the Health Insurance Reserve this year, but CSBG funds are being used to cover 50% of the benefit

consultant costs.

13. VARIANCE REPORTS

A. Variance Reports

The variance reports for Food Distributions and Market Match, Foster Grandparent, and Tobacco programs were available and program staff were on hand for questions. Reyna inquired if there has been any promoting since the farmer's markets are now open. Gabby Romero, Community Services Program Manager, responded that they have been promoting the open markets and are working on adding it to the Fresno EOC website.

14. OTHER BUSINESS

Next meeting: Wednesday, August 12, 2020 at 12:00 PM. Heinrich added that the Committee would be notified if anything was needed for the Head Start QIP before the next meeting.

ADJOURNMENT

Meeting adjourned at 1:06 PM.

Respectfully submitted,

Charles Garabedian, Chair



FINANCE COMMITTEE MEETING

Date: August 12, 2020	Program: Finance
Agenda Item #: 5	Director: Steve Warnes
Subject: Financial Reports	Officer: Jim Rodriguez

Recommended Action

Staff recommends Committee acceptance for full Board consideration of Fresno EOC unaudited Financial Statements and the unaudited Financial Status Report for the Head Start 0-5 program as of May and June 2020.

Background

In accordance with the Agency's bylaws, the Finance Committee shall advise in the preparation and administration of the operating budget and oversee the administration, collection, and disbursement of the financial resources of the organization. Additionally, the Treasurer is to ensure the commissioners understand the financial situation of the organization, which includes ensuring financial statements for each month are available for each meeting of the Board of Commissioners. As such, the monthly financials for Fresno EOC (consolidated) and for Head Start are provided for review and acceptance.

Fiscal Impact

(A) Agency Statement of Activities and Statement of Financial Position:

As of May 31, 2020, the Agency had preliminary revenue of \$53.0 million, including \$13.7 million of in-kind contributions, and net operating surplus of \$787,259 which is primarily attributable to the utilization of grant funds in the amount of \$785,384 to issue loans through affiliate agencies. In comparison, the Agency had revenue of \$54.8 million including in-kind of \$15.8 million as of the corresponding period of the preceding year.

As of June 30, 2020, the Agency had preliminary revenue of \$62.8 million, including \$17.1 million of in-kind contributions, and net operating surplus of \$800,973 which is primarily due to the use of grant funding in the amount of \$799,782 to issue loans through affiliate agencies. In comparison, the Agency had revenue of \$63.9 million including in-kind of \$18.1 million as of the corresponding period of the preceding year.

(B) Head Start 0-5 Financial Status Report for the following areas:

- Head Start – Basic;
- Head Start – Training & Technical Assistance (T&TA)
- Early Head Start – Basic;
- Early Head Start – Training & Technical Assistance (T&TA)

A request to carryover funding from 2019 into 2020 has been submitted to HHS and is pending approval. The inclusion and separation of the Duration budget will occur following approval of the carryover request.

Head Start 0-5 has been awarded additional funding which is not reflected in the budgets for these May and June financial reports. These funds were received in amendment #2 to the notice of federal award as released on June 29, 2020. This amendment granted additional funding of \$1,635,577 for the cost-of-living adjustment (COLA) / quality improvement application and \$2,687,393 in one-time supplemental COVID-19 funding for a total increase of \$4,322,970.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF ACTIVITIES
For The Five Month Period Ended May 31, 2020 and 2019

	A	B	A - B	C	D	B - D
	BUDGET JAN - DEC 2020	ACTUAL MAY 2020	BUDGET BALANCE REMAINING	ACTUAL JAN - DEC 2019	ACTUAL MAY 2019	ACTUAL 2020 vs 2019 Differences
REVENUES AND SUPPORT						
GRANT REVENUE	\$ 82,029,680	\$ 28,530,698 35%	\$ 53,498,982	70,709,469	\$ 29,915,947	(1,385,249)
REVOLVING LOAN GRANT REVENUE	-	785,384	(785,384)	131,700	131,700	653,684
CHARGES FOR SERVICES	16,426,275	7,100,033 43%	9,326,242	15,660,620	5,966,021	1,134,012
OTHER PROGRAM REVENUE	3,536,400	1,735,088 49%	1,801,312	3,771,212	1,736,705	(1,617)
CONTRIBUTIONS	69,685	71,345 102%	(1,660)	343,482	250,507	(179,162)
MISCELLANEOUS INCOME	219,265	50,541 23%	168,724	218,354	81,490	(30,949)
INTEREST & INVESTMENT INCOME	96,000	28,516 30%	67,484	47,174	70,073	(41,557)
AFFILIATE INTEREST INCOME	977,720	406,224 42%	571,496	885,834	339,101	67,123
RENTAL INCOME	1,256,595	562,548 45%	694,047	1,234,487	521,103	41,445
TOTAL CASH REVENUE	\$ 104,611,620	\$ 39,270,377 38%	\$ 65,341,243	\$ 93,002,332	\$ 39,012,647	257,730
IN KIND REVENUE	\$ 32,991,055	\$ 13,730,115 42%	\$ 19,260,940	35,264,852	\$ 15,788,087	(2,057,972)
TOTAL REVENUE & SUPPORT	137,602,675	53,000,492 39%	84,602,183	128,267,184	54,800,734	(1,800,242)
EXPENDITURES						
PERSONNEL COSTS	\$ 66,198,180	\$ 25,895,411 39%	\$40,302,769	59,653,510	\$ 25,851,757	43,654
ADMIN SERVICES	5,810,400	2,054,099 35%	3,756,301	5,124,490	1,897,170	156,929
PROFESSIONAL SERVICES - AUDIT	103,915	33,578 32%	70,337	94,883	38,174	(4,596)
CONTRACT SERVICES	11,712,675	3,190,489 27%	8,522,186	8,459,184	3,463,160	(272,671)
FACILITY COSTS	5,345,730	2,222,651 42%	3,123,079	5,165,716	1,927,228	295,423
TRAVEL, MILEAGE, VEHICLE COSTS	2,691,175	832,914 31%	1,858,261	2,833,819	1,085,194	(252,280)
EQUIPMENT COSTS	1,717,700	355,923 21%	1,361,777	1,626,881	564,650	(208,727)
DEPRECIATION - AGENCY FUNDED	345,000	147,930 43%	197,070	342,955	137,306	10,624
OFFICE EXPENSE	1,877,600	603,110 32%	1,274,490	1,809,317	729,374	(126,264)
INSURANCE	804,060	311,367 39%	492,693	780,046	311,565	(198)
PROGRAM SUPPLIES & CLIENT COSTS	7,625,880	2,754,001 36%	4,871,879	6,806,341	2,611,527	142,474
INTEREST EXPENSE	145,275	44,582 31%	100,693	103,495	27,825	16,757
OTHER COSTS	234,030	37,063 16%	196,967	199,486	101,868	(64,805)
TOTAL CASH EXPENDITURES	\$ 104,611,620	\$ 38,483,118 37%	\$ 66,128,502	93,000,123	\$ 38,746,798	(263,680)
IN KIND EXPENSES	\$ 32,991,055	\$ 13,730,115 42%	\$ 19,260,940	35,264,852	\$ 15,788,087	(2,057,972)
TOTAL EXPENDITURES	137,602,675	52,213,233 38%	85,389,442	128,264,975	54,534,885	(2,321,652)
OPERATING SURPLUS (DEFICIT)	\$ -	\$ 787,259	\$ (787,259)	\$ 2,209	\$ 265,849	521,410
OTHER INCOME / EXPENSE						
TRANSIT GRANT ASSET DEPRECIATION		(185,187)	185,187	(414,107)	(164,918)	(20,269)
NET SURPLUS (DEFICIT)	\$ -	\$ 602,072	(602,072)	\$ (411,898)	\$ 100,931	501,141

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF FINANCIAL POSITION
As of May 31, 2020

	2020	2019	Differences
ASSETS			
CASH & INVESTMENTS	\$ 12,420,668	\$ 11,719,424	\$ 701,244
ACCOUNTS RECEIVABLE	7,026,752	8,594,321	(1,567,569)
PREPAIDS/DEPOSITS	143,915	105,044	38,871
INVENTORIES	159,124	156,844	2,280
PROPERTY, PLANT & EQUIPMENT	14,088,741	15,196,633	(1,107,892)
NOTES RECEIVABLE	15,743,227	11,224,776	4,518,451
TOTAL ASSETS	\$ 49,582,427	\$ 47,122,242	\$ 2,460,185
LIABILITIES			
ACCOUNTS PAYABLE	\$ 1,277,983	\$ 1,597,720	\$ (319,737)
ACCRUED PAYROLL LIABILITIES	2,532,299	2,742,905	(210,606)
DEFERRED REVENUE	1,021,382	1,218,999	(197,617)
NOTES PAYABLE	12,813,861	10,353,381	2,460,480
HEALTH INSURANCE RESERVE	3,457,762	3,155,558	302,204
OTHER LIABILITIES	1,583,564	2,004,865	(421,301)
TOTAL LIABILITIES	\$ 22,686,851	\$ 21,073,428	\$ 1,613,423
FUND BALANCE			
CURRENT OPERATING EARNINGS (YTD)	\$ 787,259	\$ 265,849	\$ 521,410
UNRESTRICTED NET ASSETS	13,024,547	12,261,966	762,581
REVOLVING LOAN FUND	2,788,196	2,366,895	421,301
INVESTMENT IN GENERAL FIXED ASSETS	10,295,574	11,154,104	(858,530)
TOTAL FUND BALANCE	\$ 26,895,576	\$ 26,048,814	\$ 846,762
TOTAL LIABILITIES AND FUND BALANCE	\$ 49,582,427	\$ 47,122,242	\$ 2,460,185

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF ACTIVITIES
For The Six Month Period Ended June 30, 2020 and 2019

	A	B	A - B	C	D	B - D
	BUDGET JAN - DEC 2020	ACTUAL JUNE 2020	BUDGET BALANCE REMAINING	ACTUAL JAN - DEC 2019	ACTUAL JUNE 2019	ACTUAL 2020 vs 2019 Differences
REVENUES AND SUPPORT						
GRANT REVENUE	\$ 82,029,680	\$ 33,216,608 40%	\$ 48,813,072	70,709,469	\$ 34,443,285	(1,226,677)
REVOLVING LOAN GRANT REVENUE	-	799,782	(799,782)	131,700	131,700	668,082
CHARGES FOR SERVICES	16,426,275	8,573,700 52%	7,852,575	15,660,620	7,794,303	779,397
OTHER PROGRAM REVENUE	3,536,400	1,820,594 51%	1,715,806	3,771,212	1,875,461	(54,867)
CONTRIBUTIONS	69,685	71,302 102%	(1,617)	343,482	256,043	(184,741)
MISCELLANEOUS INCOME	219,265	55,109 25%	164,156	218,354	149,213	(94,104)
INTEREST & INVESTMENT INCOME	96,000	28,590 30%	67,410	47,174	103,976	(75,386)
AFFILIATE INTEREST INCOME	977,720	501,280 51%	476,440	885,834	408,423	92,857
RENTAL INCOME	1,256,595	669,200 53%	587,395	1,234,487	622,852	46,348
TOTAL CASH REVENUE	\$ 104,611,620	\$ 45,736,165 44%	\$ 58,875,455	\$ 93,002,332	\$ 45,785,256	(49,091)
IN KIND REVENUE	\$ 32,991,055	\$ 17,064,160 52%	\$ 15,926,895	35,264,852	\$ 18,146,331	(1,082,171)
TOTAL REVENUE & SUPPORT	137,602,675	62,800,325 46%	74,802,350	128,267,184	63,931,587	(1,131,262)
EXPENDITURES						
PERSONNEL COSTS	\$ 66,198,180	\$ 30,389,390 46%	\$35,808,790	59,653,510	\$ 29,680,773	708,617
ADMIN SERVICES	5,810,400	2,383,450 41%	3,426,950	5,124,490	2,486,022	(102,572)
PROFESSIONAL SERVICES - AUDIT	103,915	41,404 40%	62,511	94,883	48,779	(7,375)
CONTRACT SERVICES	11,712,675	3,532,454 30%	8,180,221	8,459,184	4,151,347	(618,893)
FACILITY COSTS	5,345,730	2,589,610 48%	2,756,120	5,165,716	2,355,971	233,639
TRAVEL, MILEAGE, VEHICLE COSTS	2,691,175	883,399 33%	1,807,776	2,833,819	1,298,955	(415,556)
EQUIPMENT COSTS	1,717,700	385,692 22%	1,332,008	1,626,881	606,371	(220,679)
DEPRECIATION - AGENCY FUNDED	345,000	176,883 51%	168,117	342,955	164,830	12,053
OFFICE EXPENSE	1,877,600	682,617 36%	1,194,983	1,809,317	875,821	(193,204)
INSURANCE	804,060	376,686 47%	427,374	780,046	369,810	6,876
PROGRAM SUPPLIES & CLIENT COSTS	7,625,880	3,376,369 44%	4,249,511	6,806,341	3,317,777	58,592
INTEREST EXPENSE	145,275	71,406 49%	73,869	103,495	42,123	29,283
OTHER COSTS	234,030	45,832 20%	188,198	199,486	118,868	(73,036)
TOTAL CASH EXPENDITURES	\$ 104,611,620	\$ 44,935,192 43%	\$ 59,676,428	93,000,123	\$ 45,517,447	(582,255)
IN KIND EXPENSES	\$ 32,991,055	\$ 17,064,160 52%	\$ 15,926,895	35,264,852	\$ 18,146,331	(1,082,171)
TOTAL EXPENDITURES	137,602,675	61,999,352 45%	75,603,323	128,264,975	63,663,778	(1,664,426)
OPERATING SURPLUS (DEFICIT)	\$ -	\$ 800,973	\$ (800,973)	\$ 2,209	\$ 267,809	533,164
OTHER INCOME / EXPENSE						
TRANSIT GRANT ASSET DEPRECIATION		(211,094)	211,094	(414,107)	(197,902)	(13,192)
NET SURPLUS (DEFICIT)	\$ -	\$ 589,879	(589,879)	\$ (411,898)	\$ 69,907	519,972

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF FINANCIAL POSITION
As of June 30, 2020

	2020	2019	Differences
ASSETS			
CASH & INVESTMENTS	\$ 11,465,804	\$ 12,301,102	\$ (835,298)
ACCOUNTS RECEIVABLE	7,853,438	7,386,600	466,838
PREPAIDS/DEPOSITS	90,802	50,476	40,326
INVENTORIES	164,626	133,333	31,293
PROPERTY, PLANT & EQUIPMENT	13,953,120	15,093,069	(1,139,949)
NOTES RECEIVABLE	16,306,002	11,635,342	4,670,660
TOTAL ASSETS	\$ 49,833,792	\$ 46,599,922	\$ 3,233,870
LIABILITIES			
ACCOUNTS PAYABLE	\$ 1,394,138	\$ 2,330,676	\$ (936,538)
ACCRUED PAYROLL LIABILITIES	2,819,091	2,395,165	423,926
DEFERRED REVENUE	780,566	587,043	193,523
NOTES PAYABLE	12,813,861	10,308,940	2,504,921
HEALTH INSURANCE RESERVE	3,639,243	3,041,930	597,313
OTHER LIABILITIES	1,583,564	2,004,865	(421,301)
TOTAL LIABILITIES	\$ 23,030,463	\$ 20,668,619	\$ 2,361,844
FUND BALANCE			
CURRENT OPERATING EARNINGS (YTD)	\$ 800,973	\$ 267,809	\$ 533,164
UNRESTRICTED NET ASSETS	12,998,640	12,228,562	770,078
REVOLVING LOAN FUND	2,788,196	2,366,895	421,301
INVESTMENT IN GENERAL FIXED ASSETS	10,215,520	11,068,037	(852,517)
TOTAL FUND BALANCE	\$ 26,803,329	\$ 25,931,303	\$ 872,026
TOTAL LIABILITIES AND FUND BALANCE	\$ 49,833,792	\$ 46,599,922	\$ 3,233,870

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
May 31, 2020

Description	Head Start - Basic				Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$19,612,838	\$1,507,503	\$7,675,538	\$11,937,300				
Fringe Benefits	7,637,343	698,697	3,670,987	3,966,356				
Total Personnel	27,250,181	\$2,206,200	11,346,525	15,903,656				
Travel	10,977	-	15	10,962	-	-	-	-
Equipment*	-	-	-	-	-	-	-	-
Supplies	586,152	20,330	115,192	470,960	43,156	(0)	105	43,051
Contractual	863,268	96,202	499,091	364,177	468	12	29	439
Facilities / Construction								
Other:								
Food Cost	986,535	12,812	431,160	555,375				
Transportation	580,105	58,014	226,321	353,784				
Staff Mileage	217,507	9,704	78,741	138,766				
Field Trips, including Transportation	34,783	-	-	34,783				
Space	748,831	64,496	332,185	416,646				
Utilities / Telephone / Internet	498,258	0	132,587	365,671				
Publication/Advertising/Printing	42,168	847	4,653	37,515				
Repair/Maintenance Building	366,935	13,947	127,307	239,628				
Repair/Maintenance Equipment	28,509	(4,857)	8,673	19,836				
Property & Liability Insurance	154,446	11,357	56,784	97,662				
Parent Involvement / CWPC	75,048	67	9,957	65,091				
Other Costs*	36,437	1,994	22,120	14,317				
Staff & Parent Training					319,424	7,451	24,375	295,049
Total Direct Charges	\$32,480,140	\$2,491,112	13,391,310	\$19,088,830	\$363,048	7,462	\$24,508	\$338,540
Total Indirect Charges	\$2,436,011	\$186,833	\$1,004,348	\$1,431,663	\$27,228	\$560	\$1,838	\$25,390
Total Federal Expenditures	\$34,916,151	\$2,677,945	14,395,658	\$20,520,493	\$390,276	8,022	\$26,346	\$363,930
% of Annual Budget Expended to Date			41%				7%	
Non-Federal Share	\$8,729,038	\$669,486	\$3,598,915	\$5,130,123	\$97,569	\$0	\$6,587	\$90,982

Credit Card Expenses: Credit card statement dated 5/1/20 - 5/31/20
May 2020 expenses

Staff Training	\$	2,250	California HS Association - 2020 Managers & Directors Virtual Training
Program Supplies-Medical	\$	1,909	Supreme Medical Fulfillment - baby wipes; face masks
Contract Services - Facility Repairs	\$	2,709	City of Fresno Development Services- permit fees for installation of playground and stripe parking lot
Contract Services - Facility Repairs	\$	230	Azuga Fleet -vehicle tracking for maintenance support vehicles
Contract Services - Facility Repairs	\$	5,040	Manager Plus - annual contract renewal
	\$	12,138	

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
May 31, 2020

Description	Early Head Start - Basic				Early Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$3,058,209	\$210,800	\$1,041,595	\$2,016,614	\$44,714	\$0	\$0	\$44,714
Fringe Benefits	699,659	73,773	384,467	315,192	11,608	-	-	11,608
Total Personnel	3,757,868	284,573	1,426,062	2,331,806	56,322	-	-	56,322
Travel	-	-	-	-	-	-	-	-
Equipment*	-	-	-	-	-	-	-	-
Supplies	113,693	10,229	22,889	90,804	1,500	-	-	1,500
Contractual	138,811	29,935	93,183	45,628	128	0	1	127
Facilities / Construction								
Other:								
Food Cost	10,638	366	6,047	4,591				
Transportation	3,371	248	1,565	1,806				
Staff Mileage	37,680	1,519	7,988	29,692				
Field Trips, including Transportation	-	-	-	-				
Space	77,171	12,068	58,239	18,932				
Utilities / Telephone / Internet	64,717	6,831	30,474	34,243				
Publication/Advertising/Printing	5,640	0	3,340	2,300				
Repair/Maintenance Building	77,482	982	5,059	72,423				
Repair/Maintenance Equipment	10,436	(0)	168	10,268				
Property & Liability Insurance	20,007	1,535	7,672	12,335				
Parent Involvement / CWPC	4,630	0	570	4,060				
Other Costs*	4,628	(94)	1,046	3,582				
Staff & Parent Training					41,512	463	937	40,575
Total Direct Charges	\$4,326,772	348,193	\$1,664,303	\$2,662,469	\$99,462	\$464	\$939	\$98,523
Total Indirect Charges	\$324,508	\$26,115	\$124,823	\$199,685	\$7,460	\$34	\$70	\$7,390
Total Federal Expenditures	\$4,651,280	374,308	\$1,789,126	\$2,862,154	\$106,922	\$498	\$1,009	\$105,913
% of Annual Budget Expended to Date			38%				1%	
Non-Federal Share	\$1,162,820	\$93,577	\$447,281	\$715,539	\$26,730	\$124	\$252	\$26,478

Credit Card Expenses: Credit card statement dated 5/1/20 - 5/31/20

May 2020 expenses

Staff Training (Including meeting costs)	250	California HS Association - 2020 Managers & Directors Virtual Training
Office Supplies	64	Amazon.com - adapter charger
Program Supplies - Classroom	1,614	Costco Whse - diapers; baby wipes
Program Supplies - Medical	1,909	Supreme Medical Fulfillment - baby wipes and face masks
Contract Services-Facility repair	23	Azuga Fleet - vehicle tracking for maintenance support vehicles
	\$ 3,859	

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
June 30, 2020

Description	Head Start - Basic				Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$19,612,838	\$1,004,916	\$8,680,454	\$10,932,384				
Fringe Benefits	7,637,343	636,111	4,307,098	3,330,245				
Total Personnel	27,250,181	\$1,641,027	12,987,552	14,262,629				
Travel	10,977	-	15	10,962	-	-	-	-
Equipment*	-	-	-	-	-	-	-	-
Supplies	586,152	16,749	131,941	454,211	43,156	-	105	43,051
Contractual	863,268	41,062	540,153	323,115	468	5	34	434
Facilities / Construction								
Other:								
Food Cost	986,535	7,486	438,646	547,889				
Transportation	580,105	1,548	227,868	352,237				
Staff Mileage	217,507	6,269	85,010	132,497				
Field Trips, including Transportation	34,783	-	-	34,783				
Space	748,831	66,528	398,712	350,119				
Utilities / Telephone / Internet	498,258	(47,937)	84,650	413,608				
Publication/Advertising/Printing	42,168	(0)	4,653	37,515				
Repair/Maintenance Building	366,935	6,497	133,804	233,131				
Repair/Maintenance Equipment	28,509	-	8,673	19,836				
Property & Liability Insurance	154,446	11,739	68,523	85,923				
Parent Involvement / CWPC	75,048	-	9,957	65,091				
Other Costs*	36,437	13,209	35,329	1,108				
Staff & Parent Training					319,424	1,975	26,350	293,074
Total Direct Charges	\$32,480,140	\$1,764,177	15,155,487	\$17,324,653	\$363,048	1,980	\$26,489	\$336,559
Total Indirect Charges	\$2,436,011	\$132,314	\$1,136,662	\$1,299,349	\$27,228	\$149	\$1,987	\$25,241
Total Federal Expenditures	\$34,916,151	\$1,896,491	16,292,149	\$18,624,002	\$390,276	2,129	\$28,476	\$361,800
% of Annual Budget Expended to Date			47%				7%	
Non-Federal Share	\$8,729,038	\$474,123	\$4,073,037	\$4,656,001	\$97,569	\$532	\$7,119	\$90,450

Credit Card Expenses: Credit card statement dated 6/1/20 - 6/30/20			
June 2020 expenses			
Staff Training	\$	1,175	Teachstone Training - Teaching Pyramid Reauthorization; Trainer Recertification; Reliable Observer Recertification
Program Supplies - Classroom	\$	1,040	Barnes & Noble - children's books for classroom supplies
Contract Services-Facility repair	\$	223	City of Fresno Development Services - electrical plan fees for 2625 E. Shields
Contract Services-Facility repair	\$	230	Azuga Fleet - vehicle tracking for support maintenance vehicles
	\$	2,668	

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
June 30, 2020

Description	Early Head Start - Basic				Early Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$3,058,209	\$211,482	\$1,253,077	\$1,805,132	\$44,714	\$0	\$0	\$44,714
Fringe Benefits	699,659	71,291	455,758	243,901	11,608	-	-	11,608
Total Personnel	3,757,868	282,773	1,708,835	2,049,033	56,322	-	-	56,322
Travel	-	-	-	-	-	-	-	-
Equipment*	-	-	-	-	-	-	-	-
Supplies	113,693	3,166	26,055	87,638	1,500	-	-	1,500
Contractual	138,811	8,080	101,263	37,548	128	2	3	125
Facilities / Construction								
Other:								
Food Cost	10,638	1,285	7,332	3,306				
Transportation	3,371	417	1,982	1,389				
Staff Mileage	37,680	630	8,618	29,062				
Field Trips, including Transportation	-	-	-	-				
Space	77,171	11,442	69,681	7,490				
Utilities / Telephone / Internet	64,717	5,678	36,152	28,565				
Publication/Advertising/Printing	5,640	-	3,340	2,300				
Repair/Maintenance Building	77,482	486	5,545	71,937				
Repair/Maintenance Equipment	10,436	-	168	10,268				
Property & Liability Insurance	20,007	1,534	9,206	10,801				
Parent Involvement / CWPC	4,630	-	570	4,060				
Other Costs*	4,628	-	1,046	3,582				
Staff & Parent Training					41,512	1,500	2,437	39,075
Total Direct Charges	\$4,326,772	315,489	\$1,979,792	\$2,346,980	\$99,462	\$1,502	\$2,440	\$97,022
Total Indirect Charges	\$324,508	\$23,661	\$148,484	\$176,024	\$7,460	\$113	\$183	\$7,277
Total Federal Expenditures	\$4,651,280	339,150	\$2,128,276	\$2,523,004	\$106,922	\$1,615	\$2,623	\$104,299
% of Annual Budget Expended to Date			46%				2%	
Non-Federal Share	\$1,162,820	\$84,788	\$532,069	\$630,751	\$26,730	\$404	\$656	\$26,075

Credit Card Expenses: Credit card statement dated 6/1/20 - 6/30/20
June 2020 expenses

Office Supplies	1,596	Office Depot & Amazon.com - flash drives; office supplies
Computer Supplies	31	Amazon.com - surface pro charger
Contract Services-Facility repair	23	Azuga Fleet - vehicle tracking for maintenance support vehicles
	\$ 1,649	



FINANCE COMMITTEE MEETING

Date: August 12, 2020	Program: Finance
Agenda Item #: 6	Director: Jack Lazzarini
Subject: WIC Furniture Procurement	Officer: Jim Rodriguez

Recommended Action

Staff recommends Committee ratification for full Board consideration of the purchase of office furniture from Tangram in the amount of approximately \$183,125 for the Women, Infant, and Children's office located on Kings Canyon Road in Fresno which is being relocated due to needing additional space to serve the client demand at this center.

Background

Approval was obtained from WIC to relocate the Kings Canyon Road WIC office in Fresno to a larger location that is also on Kings Canyon Road. This relocation requires a new reconfiguration of the office space and furnishings. An RFP for these services was released on 2/5/2020 on the Fresno EOC website, sent directly to four local vendors, and promoted on WIC's Facebook page. The only bid received was from Tangram with another three bidders declining to bid either in writing or verbally. The bid pricing includes relocation and use of existing useable furnishings, new additional furnishings to cover the expanded space, installation costs, shipping, and taxes. This procurement was previously brought to the Finance Committee as an information item on May 13, 2020 due to being a non-competitive procurement. However, Board approval for the purchase in excess of \$150,000 was not sought at that time.

Fiscal Impact

Funding for this relocation and furniture cost has been budgeted within the 2019 – 2020 operating expense line items of the WIC budget. The current fiscal year ends September 30, 2020. State WIC office has provided their approval to proceed with this procurement.

Conclusion

Ratification of this action will allow WIC to furnish their new facility within the current budget period so that WIC may continue to provide quality services to our clients and to meet the client demand for services within this area.



FINANCE COMMITTEE MEETING

Date: August 12, 2020	Program: Head Start
Agenda Item #: 7	Director: Kathleen Shivaprasad
Subject: HHS Head Start 0-5 Monitoring Update	Officer: Jim Rodriguez

Background

The information presented below is intended to keep the Board apprised on the status of the work performed for the Quality Improvement Plan in response to the receipt of the Focus Area 2 monitoring review report for the Head Start 0-5 program.

U.S. Department of Health and Human Services (HHS) – Administration for Children and Families (ACF) Head Start conducted a follow-up review on the Focus Area 2 monitoring during the week of October 15-18, 2019. A quality improvement plan (QIP) was submitted to HHS for the three noted deficiencies involving the facilities cost associated with the 1900/1920 Mariposa Mall property, commonly referred to as Fresno Executive Plaza (FEP), and the reporting of Federal Interest therein. The three areas cited are internal control, budget, and facility reporting.

Approval of the QIP dated February 14, 2020 was received from the Regional Office dated February 24, 2020. The initial corrective action period was approved for an extension to December 31, 2020.

The following actions have occurred since the QIP was presented in June 2020:

- Staff met with Head Start Region IX representatives on June 11 to discuss progress to date, review findings from the external auditor, and determine next steps. Region IX representatives acknowledged the progress made and asked for further clarification on if Fresno EOC would seek retroactive approval of the Federal Interest within the 1900 building and/or resolve any questioned costs.
- Following the above meeting, staff applied for and was granted an extension to the corrective period from July 20, 2020 to December 31, 2020. The extension would allow for additional review of costs associated with the FEP, completion of comprehensive training, and selecting the best course of action for the agency.
- Staff entered into a new engagement with the independent auditor, Hudson, Henderson & Company (HHC), to examine operating expenses applicable to the Head Start Program for the years 1999 – 2019 for the FEP in accordance with

attestation standards. Their procedures are to provide documentation of any questioned/disallowed costs.

- Staff meet with HHC's staff on a weekly basis to discuss progress on the new procedures. Work is expected to be completed no later than August 31, 2020.
- Monthly QIP status updates continue to be submitted to HHS on the 14th of each month.
- Staff met with Region IX representatives on July 30, 2020 to discuss the new QIP timeline and progress. The representatives affirmed that progress on the QIP is noted.
- Staff submitted the final Head Start Financial Status Report (SF-425) for 2019 on August 3, 2020. As a reminder, a request to carryover \$3,532,786 of funding shown in the 2019 unobligated balance in to the 2020 program year has been submitted. Staff also submitted the semi-annual SF-425 for 2020 on July 30, 2020. Copies of the submitted reports are available.

The QIP status update will next be submitted to Region IX on August 14, 2020.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Grantee Name	Fresno County Economic Opportunities Commission	Plan Start Date	01/23/2020
Grant Award Number	09CH010290	Plan End Date	12/31/2020

Area of Deficiency

Description of Incident	Underlying/ Root Causes <i>Why do we think this happened?</i>	Actions taken to address this specific incident <i>What were some immediate actions taken?</i> <i>What did we do that specifically addressed this incident?</i>
<p>“Grantee did not implement internal controls to ensure, maintain, comply, evaluate, and monitor compliance with terms and conditions of the federal award.”</p>	<ul style="list-style-type: none"> • Documentation of reporting policies and procedures. • Role of CEO, Board, Internal Audit in monitoring / oversight. 	<ul style="list-style-type: none"> • Obtain Training and Technical Assistance (T&TA) from Region IX for Board Roles and Responsibilities for Head Start grantees. • Weekly meetings with CEO, Financial Officer, and Head Start 0-5 Director will occur to review progress status with Quality Improvement Plan (QIP). • Review draft of QIP with Region IX Program and/or Fiscal Specialists on February 12, 2020. Incorporate feedback into draft. Continue to hold frequent conversations with Region IX personnel on status of QIP. • Request clarification on timing of 2019 carryover requests for pending facility projects to allow for timely obligation and liquidation of 2020 grant funds if an extension is requested for the SF-425 reporting. • Submit January 20, 2020 monitoring review letter and report from HHS along with the current draft of the QIP to Finance Committee on February 13, 2020 and then to the Board on February 26, 2020. Monthly status update on the QIP will be provided to the Board by the CEO. Head Start board representative will report out to the County-Wide Policy Council (CWPC). • Update the Agency’s Organizational Chart so the Head Start 0 – 5 Director reports directly to the Chief Executive Officer. • Request Region IX approval to extend the Final SF-425 closeout reporting and liquidation period for the 2019 grant year to ensure allocated costs within the “Other” line item associated with the facility cost pool for 1900/1920 Mariposa Mall are in alignment with outcome of QIP.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Description of Incident	Underlying/Root Causes	Actions taken to address this specific incident
Continued from prior page		<ul style="list-style-type: none">• Procure and contract with an independent, third party Certified Public Accounting (CPA) firm, who has no prior work history with Fresno EOC, to review the current facility cost allocation pool methodology for accuracy of allocations and to identify areas of enhancement.• Review the organizational structure of financial duties associated with the Head Start grant and assess possible restructuring of duties.• Review available financial training opportunities available on Uniform Guidance and Head Start regulations for Head Start financial staff based on restructuring of financial duties among staff. Determine if the pending Fiscal Initiative training at Region IX anticipated in May 2020 will align with these training needs.• External CPA firm to provide training and technical assistance to Finance Office personnel based on outcome of their agreed upon procedures• Review the Accounting Policies and Procedure Manual - Section X Financial Reporting Procedures for needed additions and/or updates.• External auditor will present recommendations to the Board of Commissioners.• Update documentation of procedures used in the computation of the Federal Interest based on recommendations received from the external auditors.• Document monitoring and oversight procedures for reporting.• Discuss and negotiate with Region IX representatives any items for resolution based on the results of external auditor recommendations.• Obtain Board approval for any necessary updates to the Accounting Policies and Procedures Manual.• Board approval for final QIP status in December 16, 2020 Board meeting.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Actions Taken to Strengthen Systems Program-wide

Key Element:	Internal Controls				
Intended Outcome:	Assess and Strengthen Internal Controls				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Obtain Training and Technical Assistance (T&TA) Region IX for Board Roles and Responsibilities for Head Start grantees.	March 13, 2020	Emilia Reyes	T&TA to be provided at Board Retreat March 13, 2020 as requested through Region IX.	Sign-in sheets will be utilized to document those in attendance.	Complete - training held on March 13, 2020.
Weekly meetings with CEO, CFO, Financial Officer, Head Start 0-5 Director, and Finance Manager – Special Projects will occur to review progress status with QIP.	February 5, 2020 through December 31, 2020	Emilia Reyes, Rebecca Heinricy, Shivaprasad, Jim Rodriguez, Arthur Montejano	Quality Improvement Plan.	Sign-in sheets will be utilized to document those in attendance.	First meeting was held February 5, 2020. Meeting continue.
Review draft of QIP with Region IX Program and/or Fiscal Specialists on February 12, 2020. Incorporate feedback into draft. Continue to hold frequent conversations with Region IX personnel on status of QIP.	February 12, 2020	Andrea Harvey, Joanna Chan, Emilia Reyes, Rebecca Heinricy, and Kathleen Shivaprasad	Quality Improvement Plan.	Sign-in sheet for call.	Complete -- QIP was approved by Region IX per letter dated February 24, 2020.
Request clarification on timing of 2019 carryover requests for pending facility projects to allow for timely obligation and liquidation of 2020 grant funds if an extension is requested for the SF-425 reporting.	February 12, 2020	Emilia Reyes, Rebecca Heinricy, and Kathleen Shivaprasad	Guidance from Region IX Program and Fiscal Specialists	Meeting call sign-in sheet 2/12/2020.	Complete- Guidance received – Can submit carry-over using Interim SF-425.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Submit January 20, 2020 monitoring review letter and report from HHS along with the current draft of the QIP to Finance Committee on February 13, 2020 and then to the Board on February 26, 2020. Monthly status update on the QIP will be provided to the Board by the CEO. Head Start board representative will report out to the CWPC.	Finance Committee on February 13, 2020; Board meeting on February 26, 2020 and forward.	Emilia Reyes and Rebecca Heinrichy	Committee meeting packets.	Committee meeting packets and meeting minutes.	On-going- Report and QIP provided via Finance Committee on February 13, 2020 with CEO update to Board on February 26, 2020. Updates continue.
Update the Agency's Organizational Chart so the Head Start 0 – 5 Director reports directly to the Chief Executive Officer.	February 24, 2020	Emilia Reyes and Heather Brown	CEO has knowledge and experience within the areas of early childhood education and fiscal.	Organization Chart	Complete - reporting structure updated as of February 17, 2020.
Request Region IX approval to extend the Final SF-425 closeout reporting and liquidation period for the 2019 grant year to ensure allocated costs within the "Other" line item associated with the facility cost pool for 1900/1920 Mariposa Mall align with outcome of QIP.	February 26, 2020	Emilia Reyes, Rebecca Heinrichy, and Kathleen Shivaprasad	Guidance from Region IX Program and Fiscal Specialists	Letter to request the extension based on potential adjustment to "Other" fiscal line item.	Complete- liquidation and SF-425 extension granted to July 31, 2020.
Procure and contract with an independent, third party Certified Public Accounting (CPA) firm, who has no prior work history with Fresno EOC, to review the current facility cost allocation pool methodology for accuracy of allocations and to identify areas of enhancement.	Week of March 2 nd . Week of July 7 th .	Emilia Reyes, Jim Rodriguez, Rebecca Heinrichy, Arthur Montejano		Contract	Update – The CPA firm completed their first set of procedures. Fresno EOC entered into a new contract with them to complete an updated, expanded set of procedures.
Review the organizational structure of financial duties associated with the Head Start grant and assess possible restructuring of duties.	March 27, 2020	Emilia Reyes and Heather Brown, Rebecca Heinrichy, and Kathleen Shivaprasad	Consult peer Head Start programs for suggestions as to structure of fiscal personnel.	Organization Chart; Job Descriptions	Complete -- Two managers and one accountant have been hired.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Review available financial training opportunities available on Uniform Guidance and Head Start regulations for Head Start financial staff based on restructuring of financial duties among staff. Determine if the pending Fiscal Initiative training at Region IX anticipated in May 2020 will align with these training needs.	April / May 2020	Select Head Start financial staff and/or program leadership.	Trainers to be determined	Training Agenda	T&TA requests reviewed on March 4, 2020. CEO, Financial Officer, and several staff have completed the OHS Region IX Fiscal Institute webinar series.
External CPA firm to provide training and technical assistance to Finance Office personnel based on outcome of their agreed upon procedures.	September 2020	Applicable Finance Office and Head Start personnel	External Auditor guidance	Sign-in sheets will be utilized to document those in attendance.	Rescheduled – Will take place upon completion of external auditor's procedures.
<u>One member of the Board of Commissioners will participate in the staff training and technical assistance provided by the External CPA firm based on outcome of their agreed upon procedures</u>	<u>September 2020</u>	<u>At least one member of the Board of Commissioners including a member of the Finance Committee</u>	<u>External Auditor guidance</u>	<u>Sign-in sheets will be utilized to document those in attendance.</u>	<u>Pending results of external auditor's procedures</u>
Review the Accounting Policies and Procedure Manual - Section X Financial Reporting Procedures for needed additions and/or updates.	June 10, 2020	Rebecca Heinrich	External Auditor guidance	Board Agenda item and minutes	Complete –changes were presented to the Finance Committee on June 10 th and approved by the full Board on June 24 th .
External auditor will present recommendations to the Board of Commissioners.	June 10, 2020 & October 28 <u>September 23, 2020</u>	External Auditor; Emilia Reyes,	External Auditor guidance	Board Agenda item and minutes	In progress – Presentation made at June 10 th Finance Committee. A follow-up training / presentation will be held.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Update documentation of procedures used in the computation of the Federal Interest based on recommendations received from the external auditors.	October 28, 2020	Rebecca Heinricy	External Auditor guidance	Federal Interest / SF-429 Procedures	Updated – Will incorporate updates from new external auditor's procedures.
Document monitoring and oversight procedures for reporting.	June 10, 2020 (Finance Committee) and June 24, 2020 (Board)	Emilia Reyes, Rebecca Heinricy, Susan Shiomi, Arthur Montejano	Review if T&TA would be beneficial.	Monitoring Procedures	Complete – Monitoring Procedures were approved by the board on June 24 th .
Discuss and negotiate with Region IX representatives any items for resolution based on the results of external auditor recommendations.	As needed, but by November 6, 2020	Board Chair, Emilia Reyes, Jim Rodriguez, Rebecca Heinricy, Kathleen Shivaprasad, Arthur Montejano, Region IX representatives	Guidance from Region IX program and fiscal specialists.	Letters and supporting documents.	Updated – Initial meeting was held on June 10 th . Based on the discussion, Fresno EOC has engaged the auditor for new set of procedures calculating historical costs and potential disallowed costs as well as the federal interest in the FEP.
Obtain Board approval for any necessary updates to the Accounting Policies and Procedures Manual.	June 10, 2020 / June 24, 2020; November 18, 2020	Board of Commissioners; Emilia Reyes	Board meeting packet	Policies and Procedures	Board approved updates to the Manual on June 24 th . Future approval, as needed.
Obtain Board approval final QIP status and Corrective Actions in November 18, 2020 Board meeting.	November 18, 2020	Board of Commissioners; Emilia Reyes	External auditor recommendations	SF-429	Updated – QIP will be approved and submitted timely within the new deadline.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Summary of progress towards outcome:

Fresno EOC/Head Start staff met with representatives from Region IX on June 10, 2020 to discuss progress toward completion of the QIP, addressing deficiencies and resolution. Fresno EOC received an extension of the corrective action period from July 21, 2020 to December 31, 2020 on July 1, 2020. Prior to the extension, the Board of Commissioners Finance Committee received an update on the audit of depreciation and federal interest for the Fresno Executive Plaza (FEP) as calculated by the external auditor. Additional procedures are being performed by the external auditor. Following completion of the additional procedures, training will occur for applicable staff and Board members prior to the presentation of the findings to the full Board of Commissioners.

DRAFT

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Area of Deficiency

Description of Incident	Underlying/ Root Causes <i>Why do we think this happened?</i>	Actions taken to address this specific incident <i>What were some immediate actions taken?</i> <i>What did we do that specifically addressed this incident?</i>
<p>“Grantee continued to charge facility costs to the federal award that were not properly allocated. The grantee’s Fresno Executive Plaza (FEP) facility cost pool that was implemented for the FEP facility resulted in charges to the federal grant for costs that were not incurred specifically for the federal award and expenses that did not directly benefit the Head Start program.”</p>	<ul style="list-style-type: none"> • Utilization cost pool for the allocation of facility costs for the Fresno Executive Plaza location. • Assessment of space utilization within the Fresno Executive Plaza. • Depreciation not adjusted for Federal Share of facility. • Inclusion of building improvements within the cost pool. • Allocation of space in 1900 Building A occupied starting July 2003 (prior to mortgage pay-off in June 2010) without receiving advance approval from HHS. 	<ul style="list-style-type: none"> • Submit January 20, 2020 monitoring review letter and report received from HHS along with the initial draft of the QIP to Finance Committee meeting on February 13, 2020 and then to the Board meeting on February 26, 2020. Monthly status update on the QIP will be provided to the Board by the CEO. The Head Start board representative will report out to the County-Wide Policy Council. • Assess proper inclusion of each fixed asset that is depreciating within the facility cost pool as of January 2019 onward and adjust allocation of depreciation as necessary. • Compute the reduction in depreciation allocated to Head Start on assets with Federal Interest from January 2019 to current and make appropriate adjustments to the cost allocation prior to close out of the 2019 grant. Update square footage rate computation to establish a unique rate for Head Start 0-5 spaces that incorporates this adjustment. • Perform a walk-thru of the 1900/1920 facility to verify the accuracy of the occupancy of the 1900/1920 buildings and note any areas where space utilization may be shared. Document and adjust any items noted. • Procure and contract with an independent, third party Certified Public Accounting (CPA) firm, who has no prior work history with Fresno EOC, to review the current facility cost allocation pool methodology for accuracy of allocations and to identify areas of enhancement. • Compute the Federal Interest generated with the 1900 Building A for evaluation as potential disallowed cost. • Review available financial training opportunities available on Uniform Guidance and Head Start regulations for Head Start financial staff based on restructuring of financial duties among staff. Determine if the pending Fiscal Initiative training at Region IX anticipated in May 2020 will align with these training needs. • External CPA firm to provide training and technical assistance to Finance Office personnel based on outcome of their agreed upon procedures.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Description of Incident	Underlying/Root Causes	Actions taken to address this specific incident
Continued from prior page		<ul style="list-style-type: none">• Review the Accounting Policies and Procedure Manual - Section VIII Cost Allocation for needed additions and/or updates.• Review facility cost pool procedure step-by-step outline for the Fresno Executive Plaza facility cost pool allocation process for needed additions and/or updates.• External auditor will present recommendations to the Board of Commissioners.• Assess proper inclusion of each fixed asset that is depreciating within the facility cost pool for periods prior to January 2019. Compute estimate for potential disallowed costs.• Compute the reduction for depreciation allocated to Head Start on assets with Federal Interest prior to January 2019.• Discuss and negotiate with Region IX representatives any items for resolution based on the results of external auditor recommendations.• Obtain Board approval for any necessary updates to the Accounting Policies and Procedures Manual.• Obtain Board approval for final QIP status in December 31, 2020 Board meeting.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Actions Taken to Strengthen Systems Program-wide

Key Element:	Accountability for funds, property, and other assets				
Intended Outcome:	Ensure adequate accountability is maintained within financial records				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Submit January 20, 2020 monitoring review letter and report received from HHS along with the initial draft of the QIP to Finance Committee meeting on February 13, 2020 and then to the Board meeting on February 26, 2020. Monthly status update on the QIP will be provided to the Board by the CEO. The Head Start board representative will report out to the County-Wide Policy Council.	Finance Committee on February 13, 2020; Board meeting on February 26, 2020 and forward.	Emilia Reyes and Rebecca Heinrichy	Committee meeting packet.	Committee meeting packets and meeting minutes.	On-going- Report and QIP provided via Finance Committee on February 13, 2020 with CEO update to Board on February 26, 2020. Updates continue..
Assess proper inclusion of each fixed asset that is depreciating within the facility cost pool as of January 2019 onward and adjust allocation of depreciation as necessary.	February 3, 2020 to February 28, 2020.	Rebecca Heinrichy, Darlene Trujillo, and Kristy Fung.	Fixed Asset and general ledger records.	Journal Entries and supporting documents	Complete. Any depreciation within the FEP facility cost pool for site specific improvements were removed.
Compute the reduction in depreciation allocated to Head Start on assets with Federal Interest from January 2019 to current and make appropriate adjustments to the cost allocation prior to close out of the 2019 grant. Update square footage rate computation to establish a unique rate for Head Start 0-5 spaces that incorporates this adjustment.	February 3, 2020 to February 28, 2020.	Rebecca Heinrichy and Darlene Trujillo,	Fixed Asset and SF-429 computation records	Journal Entry and supporting documents.	Adjustments have been computed and captured.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Perform a walk-thru of the 1900/1920 facility to verify the accuracy of the occupancy of the 1900/1920 buildings and note any areas where space utilization may be shared. Assess and adjust any items noted.	February 11, 2020	Kathleen Shivaprasad, Kerry Wiley, Darlene Trujillo, Susan Shiomi, and Mary Xiong	Facility occupancy worksheet and observation checklist.	Observation checklist	Completed walk-through and adjusted square footage.
Procure and contract with an independent, third party Certified Public Accounting (CPA) firm, who has no prior work history with Fresno EOC, to review the current facility cost allocation pool methodology for accuracy of allocations and to identify areas of enhancement.	Week of March 2 nd . Week of July 7 th .	Emilia Reyes, Rebecca Heinricy, Jim Rodriguez, Arthur Montejano		Contract	Update – The CPA firm completed their first set of procedures. A new contract was issued to update and expand a set of procedures.
Compute the Federal Interest generated with the 1900 Building A for evaluation as potential disallowed cost.	March - September 2020	Rebecca Heinricy, Darlene Trujillo, External Auditor, Jim Rodriguez, Arthur Montejano	Supporting square footage occupancy worksheets.	Supporting computation worksheets.	Updated - Will be computed following completion of the external auditor's new procedures.
Present updated Federal Interest computations for 1900 Building A to the Board of Directors	September 23, 2020	Rebecca Heinricy, Darlene Trujillo, External Auditor, Jim Rodriguez, Arthur Montejano	External auditor's report and calculations	External auditor's report and calculations	Pending completion of auditor's procedures
Review available financial training opportunities available on Uniform Guidance and Head Start regulations for Head Start financial staff based on restructuring of financial duties among staff, including the pending Fiscal Initiative training at Region IX anticipated in May 2020.	April / May 2020	Select Head Start financial staff and/or program leadership. Jim Rodriguez	Trainers to be determined	Training Agenda – CEO, Financial Officer, and Accounting Managers attended Fiscal Initiative training.	T&TA requested on March 4, 2020. Staff completed the OHS Region IX Fiscal Institute webinar series. CFO training being coordinated.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
External CPA firm to provide training and technical assistance to Finance Office personnel based on outcome of their agreed upon procedures.	September 2020	Applicable Finance Office personnel	External Auditor guidance	Sign-in sheets will be utilized to document those in attendance.	Rescheduled – Will take place upon completion of external auditor's procedures.
<u>One member of the Board of Commissioners will participate in the training and technical assistance provided by the External CPA firm based on outcome of their agreed upon procedures</u>	<u>September 2020</u>	<u>At least one member of the Board of Commissioners including a member of the Finance Committee</u>	<u>External Auditor guidance</u>	<u>Sign-in sheets will be utilized to document those in attendance.</u>	<u>Pending results of external auditor's procedures</u>
Review Accounting Policies and Procedure Manual - Section VIII Cost Allocation for needed additions and/or updates.	June 10, 2020 ; June 24, 2020	Rebecca Heinrichy	External Auditor guidance	Board Agenda item and minutes	Complete – The Board of Directors approved proposed changes on June 24 th .
Review facility cost pool procedure step-by-step outline for the Fresno Executive Plaza facility cost pool allocation process for needed additions and/or updates.	October 2020	Rebecca Heinrichy and Darlene Trujillo	External Auditor guidance	Facility cost procedure	Updated – Facility cost pool procedures will be updated upon completion of the external auditor's new procedures.
External auditor will present recommendations to the Board of Commissioners.	June 10, 2020 & October 28 <u>September 23, 2020</u>	External Auditor; Emilia Reyes	External Auditor guidance	Board Agenda item and minutes	In progress – The External Auditor will present results at the June 10 th Finance Committee. A second presentation will take place upon completion of the new procedures.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Assess proper inclusion of each fixed asset that is depreciating within the facility cost pool for periods prior to January 2019. Compute estimate for potential disallowed costs.	August 31, 2020	Rebecca Heinricy and Darlene Trujillo, External Auditor, Jim Rodriguez, Arthur Montejano	Fixed Asset Module records	Fixed Asset records and general ledger.	Update - An external auditor has been contracted to review all costs associated with the facility cost pool as well as other operating expenses; as part of their procedures, the auditor will calculate potential disallowed costs.
Compute the reduction for depreciation allocated to Head Start on assets with Federal Interest prior to January 2019.	August 31, 2020	Rebecca Heinricy and Darlene Trujillo, External Auditor, Jim Rodriguez, Arthur Montejano	Fixed Asset records, general ledger, and Federal Interest computation.	Federal Interest computation worksheet and fixed asset records.	Update - An external auditor has been contracted to review all costs associated with the FEP as well as other operating expenses; as part of their procedures, the auditor will calculate Federal Interest as well as depreciation.
Present updated Federal Interest computations for 1900 Building A to the Board of Directors	September 23, 2020	Rebecca Heinricy, Darlene Trujillo, External Auditor, Jim Rodriguez, Arthur Montejano	External auditor's report and calculations	External auditor's report and calculations	Pending completion of auditor's procedures

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Discuss and negotiate with Region IX representatives any items for resolution based on the results of external auditor recommendations.	November 2020	Board Chair, Emilia Reyes, Rebecca Heinrich, Region IX representatives	Guidance from Region IX program and fiscal specialists.	Letters and supporting documents.	Updated – Initial meeting was held on June 10 th . Based on the discussion had, EOC has engaged the auditor for new set of procedures calculating historical costs and potential disallowed costs as well as the federal interest in the FEP.
Obtain Board approval for any necessary updates to the Accounting Policies and Procedures Manual.	June 24, 2020	Board of Commissioners; Emilia Reyes	Board meeting packet	Policies and Procedures	Scheduled for presentation.
Obtain Board approval for final QIP status in June 24 November 18, 2020 Board meeting.	June 24 November 18, 2020	Board of Commissioners; Emilia Reyes	External auditor recommendations	SF-429	Scheduled

Summary of progress towards outcome:

Fresno EOC/Head Start staff met with representatives from Region IX on June 10, 2020 to discuss progress toward completion of the QIP, addressing deficiencies and resolution. Fresno EOC received an extension of the corrective action period from July 21, 2020 to December 31, 2020 on July 1, 2020. The work being performed by the external auditor was expanded to thoroughly review historical costs charged to Head Start and calculate potential disallowed costs. The external auditor will meet regularly throughout the completion of their procedures with Jim Rodriguez, CFO. Following completion of the additional procedures, training will occur for applicable staff and Board members prior to the presentation of the findings to the full Board of Commissioners.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Area of Deficiency

Description of Incident	Underlying/ Root Causes <i>Why do we think this happened?</i>	Actions taken to address this specific incident <i>What were some immediate actions taken?</i> <i>What did we do that specifically addressed this incident?</i>
<p>“The grantee did not accurately record a notice of federal interest and did not accurately report the amount of federal interest on the Real Property Status Report (SF-429) for the Fresno Executive Plaza (FEP) property located at 1900 and 1920 Mariposa Mall, Fresno, California.”</p>	<ul style="list-style-type: none"> Methodology used for computing Federal Interest as reported SF-429 Reliance on alternate supporting documents prior to 1999 due to unavailability of general ledger. Space in 1900 Building A was occupied starting July 2003, which was prior to mortgage pay-off in June 2010, without receiving advance approval from HHS. Role of CEO, Board, and Internal Audit in monitoring / oversight not clearly documented. 	<ul style="list-style-type: none"> Procure and contract with an independent, third party Certified Public Accounting (CPA) firm, who has no prior work history with Fresno EOC, to review the current facility cost allocation pool methodology for accuracy of allocations and to identify areas of enhancement. Weekly meetings with CEO, Financial Officer, and Head Start 0-5 Director will occur to review progress status with QIP Submit January 20, 2020 monitoring review letter and report received from HHS along with the initial draft of the QIP to Finance Committee meeting on February 13, 2020 and then to the Board meeting on February 26, 2020. Monthly status update on the QIP will be provided to the Board by the CEO. The Head Start board representative will report out to the County-Wide Policy Council (CWPC). Compute the Federal Interest generated with the 1900 Building A for evaluation as potential disallowed cost. External CPA firm to provide training and technical assistance to Finance Office personnel based on outcome of their agreed upon procedures. External auditor will present recommendations to the Board of Commissioners. Compute the reduction for depreciation allocated to Head Start on assets with Federal Interest prior to January 2019 based on occupancy percentage and Federal Interest share. Update computation of federal interest for the FEP facility incorporating recommendations from the external auditor. Review allocation of interest, bond amortization, and mortgage principal across all occupants and their funding sources to ensure Federal Share and Non-Federal Share are accurately reported.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Description of Incident	Underlying/Root Causes	Actions taken to address this specific incident
Continued from prior page		<ul style="list-style-type: none">• Update documentation of procedures used in the computation of the Federal Interest based on recommendations received from the external auditors.• Obtain Board approval for any necessary SF-429 revision and final QIP status in December 16, 2020 Board meeting.• Amend and file, if necessary, revised SF-429 report via Online Data Collection (OLDC) within GrantSolutions.gov based upon CEO and Board approval.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Actions Taken to Strengthen Systems Program-wide

Key Element:	Reporting				
Intended Outcome:	Ensure reporting is completed accurately and timely				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Procure and contract with an independent, third party Certified Public Accounting (CPA) firm, who has no prior work history with Fresno EOC, to review the current facility cost allocation pool methodology for accuracy of allocations and to identify areas of enhancement.	Week of March 2 nd . Week of July 7th.	Emilia Reyes, Rebecca Heinrichy, Jim Rodriguez, Arthur Montejano		Contract	Update – The CPA firm completed their first set of procedures. Fresno EOC entered into a new contract with them to complete an updated, expanded set of procedures.
Weekly meetings with CEO, CFO, Financial Officer, Head Start 0-5 Director, and Finance Manager – Special Projects will occur to review progress status with QIP	February 5, 2020 through December 31, 2020	Emilia Reyes, Rebecca Heinrichy, Kathleen Shivaprasad, Jim Rodriguez, Arthur Montejano	Quality Improvement Plan.	Sign-in sheets will be utilized to document those in attendance.	First meeting was held February 5, 2020. Meeting continue.
Submit January 20, 2020 monitoring review letter and report received from HHS along with the initial draft of the QIP to Finance Committee meeting on February 13, 2020 and then to the Board meeting on February 26, 2020. Monthly status update on the QIP will be provided to the Board by the CEO. The Head Start board representative will report out to the CWPC.	Finance Committee on February 13, 2020; Board meeting on February 26, 2020 and forward.	Emilia Reyes and Rebecca Heinrichy	Committee meeting packets.	Committee meeting packets and meeting minutes.	On-going- Report and QIP provided via Finance Committee on February 13, 2020 with CEO update to Board on February 26, 2020. Updates continue.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Compute the Federal Interest generated with the 1900 Building A for evaluation as potential disallowed cost.	March – September 2020	Rebecca Heinricy, Darlene Trujillo, External Auditor, Jim Rodriguez, Arthur Montejano	Supporting square footage occupancy worksheets.	Supporting computation worksheets.	Updated – External auditor will compute federal interest as well as potential disallowed costs.
Present updated Federal Interest computations for 1900 Building A to the Board of Directors	September 23, 2020	Rebecca Heinricy, Darlene Trujillo, External Auditor, Jim Rodriguez, Arthur Montejano	External auditor's report and calculations	External auditor's report and calculations	Pending completion of auditor's procedures
External CPA firm to provide training and technical assistance to Finance Office personnel based on outcome of their agreed upon procedures.	September 2020	Applicable Finance Office personnel	External Auditor guidance	Sign-in sheets will be utilized to document those in attendance.	Rescheduled – Will take place upon completion of external auditor's procedures.
One member of the Board of Commissioners will participation in the training and technical assistance provided by the External CPA firm based on outcome of their agreed upon procedures	September 2020	At least one member of the Board of Commissioners including a member of the Finance Committee	External Auditor guidance	Sign-in sheets will be utilized to document those in attendance.	Pending results of external auditor's procedures
External auditor will present recommendations to the Board of Commissioners.	June 10, 2020 & October 28 September 23, 2020	External Auditor; Emilia Reyes	External Auditor guidance	Board Agenda item and minutes	In progress – The External Auditor will present results at the June 10th Finance Committee. A second presentation will take place upon completion of the new procedures.

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Compute the reduction for depreciation allocated to Head Start on assets with Federal Interest prior to January 2019.	August 31, 2020	Rebecca Heinricy and Darlene Trujillo, External Auditor, Jim Rodriguez, Arthur Montejano	Fixed Asset records, general ledger, and Federal Interest computation.	Federal Interest computation worksheet and fixed asset records.	Update - An external auditor was contracted to review all costs associated with the FEP as well as other operating expenses; as part of their procedures, the auditor will calculate Federal Interest as well as depreciation.
Present updated Federal Interest computations for 1900 Building A to the Board of Directors	September 23, 2020	Rebecca Heinricy, Darlene Trujillo, External Auditor, Jim Rodriguez, Arthur Montejano	External auditor's report and calculations	External auditor's report and calculations	Pending completion of auditor's procedures
Update computation of federal interest for the FEP facility incorporating recommendations from the external auditor.	September 30, 2020	Rebecca Heinricy and Darlene Trujillo, External Auditor, Jim Rodriguez, Arthur Montejano	External Auditor guidance	Federal Interest computation worksheet and supporting documents	Update – To be reviewed following external auditor's review.
Review allocation of interest, bond amortization, and mortgage principal across all occupants and their funding sources to ensure Federal Share and Non-Federal Share are accurately reported.	June 17, 2020	Rebecca Heinricy, Darlene Trujillo, Susan Shiomi, Mary Xiong, Jim Rodriguez, External Auditor	Occupancy records, general ledger, and facility cost allocation rate history.	Facility cost pool allocation historical documents and general ledger.	This analysis has been prepared and further review and research into impact is on-going.
Update documentation of procedures used in the computation of the Federal Interest based on recommendations from the external auditors.	October 28, 2020	Rebecca Heinricy, External Auditor, Jim Rodriguez, Arthur Montejano	External Auditor guidance	Federal Interest / SF-429 Procedures	In progress

Program Improvement Plan

Updated August 2020

Finance Committee approval 2/13/2020; Board approval 2/26/2020; Region IX approval 2/24/2020

Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Obtain Board approval for any necessary SF-429 revision and final QIP status in June 24, 2020 Board meeting <u>November 18, 2020</u> .	<u>November 18, 2020</u>	Board of Commissioners; Emilia Reyes, Jim Rodriguez	External recommendations auditor	SF-429	<u>Updated – QIP will be approved and submitted timely within the new deadline.</u>
Amend and file, if necessary, revised SF-429 report via Online Data Collection (OLDC) within GrantSolutions.gov based upon CEO and Board approval.	<u>December 11, 2020</u>	Emilia Reyes; Rebecca Heinrich; Darlene Trujillo; Jim Rodriguez	External recommendations auditor	SF-429	<u>Updated – SF-429 will be approved and filed timely within the new deadline.</u>

Summary of progress towards outcome:

Based on the June 10, 2020 conversation with Region IX on the QIP status, Fresno EOC submitted a request for extension of the corrective action period from July 21, 2020 to December 31, 2020. The request was granted on July 1, 2020. Fresno EOC expanded the contract with the external auditor to thoroughly review historical costs charged to Head Start and calculate potential disallowed costs. All reports will be filed incorporating the independent accountant's recommendations.



FINANCE COMMITTEE MEETING

Date: August 12, 2020	Program: Finance
Agenda Item #: 8	Officer: Rebecca Heinricy
Subject: Funding List	Officer: Jim Rodriguez

Background

The information presented below is intended to keep the Board aware of the funding that is currently awarded to the Agency.

As of date	July 1, 2020 Current	April 1, 2020 Prior Quarter	July 1, 2019 Prior year
Awarded funding:	\$169.3 million	\$167.0 million	\$169.6 million

Changes from in awarded funding from the previous quarter include:

Increases in funding: Head Start 0-5 - \$4,322,970; CSBG (CARES, Discretionary) - \$2,682,242; FMAAA COVID-19 - \$1,319,790; Health (County funding - Sealant; Home visitor) - \$1,070,000; Transit meal delivery - \$536,720; GLOW! - \$550,000; LCC Proposition 68 - \$465,357; Rural tobacco - \$336,054;

Funding expiration: LIHEAP 2019 funding cycle - \$8,695,020

The contract list contains the following:

- 32 Programs
- 61 Funding Sources
- 140 Contracts
- 59 Funding Periods

The funding received specifically for the purpose of loan issuance, which is approximately \$20 million, is also presented.

As a reminder, the above amounts reflect full grant award periods and do not represent funding for a 12-month period. The schedules also include in-kind contributions / awards.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
FUNDING AS OF 7/1/20**

PROGRAM	FUNDING SOURCE	CONTRACT YEAR		AMOUNT	SUBTOTAL
1 ACCESS PLUS CAPITAL - SBA Microloan Technical Assistance Program	U.S. Small Business Administration	Jul-20	Jun-21	213,982	
2 ACCESS PLUS CAPITAL - Go Biz	CA Governor's Office	Oct-19	Sep-20	135,550	
3 ACCESS PLUS CAPITAL- Heron Foundation COVID-19 via Fresno EOC	Heron Foundation	May-20	Apr-22	200,000	
4 ACCESS PLUS CAPITAL - Wells Fargo SOSB	Wells Fargo	Apr-20	Apr-21	40,000	
5 ACCESS PLUS CAPITAL - Wells Fargo COVID19	Wells Fargo	Apr-20	Apr-21	368,247	
6 ACCESS PLUS CAPITAL - JP Morgan Chase	JP Morgan Chase	Dec-18	Dec-21	300,000	
7 ACCESS PLUS CAPITAL - JP Morgan Chase Pro Neighborhoods	JP Morgan Chase	Dec-18	Dec-21	2,550,000	3,807,779
8 CENSUS - Geographic Downtown Fresno	County of Fresno	Dec-19	Oct-20	20,000	
9 CENSUS - Geographic East Dakota	County of Fresno	Dec-19	Oct-20	20,000	
10 CENSUS - Demographic 0-5 Hub	County of Fresno	Dec-19	Oct-20	20,000	
11 CENSUS - Demographic LGBTQ Hub	County of Fresno	Dec-19	Oct-20	20,000	
12 CENSUS - City of Fresno	City of Fresno	Mar-20	Oct-20	100,000	
13 CENSUS - SJVHF	The Center at Sierra Health Foundation	Jan-20	Aug-20	30,000	210,000
14 COMMUNITY SERVICES BLOCK GRANT	State Community Services & Development	Jan-20	May-21	1,911,934	
15 COMMUNITY SERVICES BLOCK GRANT - Discretionary	State Community Services & Development	Jan-20	May-21	32,000	
16 COMMUNITY SERVICES BLOCK GRANT - CARES Act	State Community Services & Development	Mar-20	May-22	2,592,952	4,536,886
17 COMMUNITY SERVICES -FOSTER GRANDPARENTS	Corporation for National and Community Service	Jul-20	Jun-21	386,408	
18 COMMUNITY SERVICES -2020 LIHEAP (Cash Assistance)	State Community Services & Development	Oct-19	Jun-21	1,648,489	
19 COMMUNITY SERVICES -2020 LIHEAP (In-kind)	PG&E	Oct-19	Jun-21	4,418,585	
20 COMMUNITY SERVICES -2020 DAP	State Community Services & Development	Oct-19	Dec-20	151,902	
21 COMMUNITY SERVICES - Sisters of St. Joseph Food Distribution	Sisters of St. Joseph Health Care Foundation	Jul-20	Jun-21	75,000	
22 COMMUNITY SERVICES - Cal Fresh Outreach Project	Kaiser Permanente	Oct-19	Sep-20	95,000	
23 COMMUNITY SERVICES - TOBACCO CAM PROJECT	County of Fresno Department of Public Health	Sep-19	Jun-21	200,000	
24 COMMUNITY SERVICES - RURAL TOBACCO	State - Department of Health	Jul-20	Jun-25	1,111,054	8,086,438
25 E&T - URBAN AREA YOUNGER YOUTH	Fresno Regional Workforce Investment Board (FRWIB)	Jul-20	Jun-21	1,159,164	
26 E&T - VALLEY APPRENTICESHIP CONNECTIONS	Fresno County EDC	May-20	Sep-20	375,000	
27 E&T - VALLEY APPRENTICESHIP CONNECTIONS	County of Fresno - Probation	May-18	Apr-21	792,000	
28 E&T - VALLEY APPRENTICESHIP CONNECTIONS	State Center Community College District	May-19	Mar-21	200,000	2,526,164
29 FRESNO STREET SAINTS - FUSD	Fresno Unified School District	Jul-20	Jun-21	373,378	
30 FRESNO STREET SAINTS - Chevron	Chevron	Sep-17	Dec-20	17,500	
31 FRESNO STREET SAINTS - California Calla	California Calls	Jul-20	Jul-20	11,439	
32 FRESNO STREET SAINTS - CDBG	City of Fresno	Oct-19	Sep-20	25,000	
33 FRESNO STREET SAINTS - Kings Estate	Kings View Estate	Jan-19	Dec-20	21,600	
34 FRESNO STREET SAINTS - Training Institute	Union Pacific Foundation	Oct-19	Sep-20	14,400	
35 FRESNO STREET SAINTS - After School Program	Rite Aid Foundation	Oct-19	Sep-20	20,000	
36 FRESNO STREET SAINTS - TCC Community Garden	City of Fresno	Aug-15	Apr-24	98,000	
37 FRESNO STREET SAINTS-Transformative Climate Communities Program	City of Fresno (Strategic Growth Council)	May-19	May-21	105,367	686,684
38 FOOD SERVICE	Third Party - Home Bound Meals	Jan-20	Dec-20	2,221,130	
39 FOOD SERVICE	Third Party - Catering	Jan-20	Dec-20	574,000	
40 FOOD SERVICE	CAFÉ EOC	Jan-20	Dec-20	123,000	
41 FOOD SERVICE	Intercompany - Fresno EOC Head Start	Jan-20	Dec-20	1,400,000	
42 FOOD SERVICE	Intercompany - Fresno EOC- Sanctuary	Jul-20	Jun-21	16,000	
43 FOOD SERVICE	Intercompany - Fresno EOC- SOUL	Jul-20	Jun-21	7,250	
44 FOOD SERVICE	Intercompany Catering	Jul-20	Jun-21	19,250	
45 FOOD SERVICE	FMAAA - FFS	Jul-20	Jun-21	30,875	
46 FOOD SERVICE	USDA - At Risk	Oct-19	Sep-20	214,798	
47 FOOD SERVICE	USDA - Summer & Winter Meals	Oct-19	Oct-20	280,000	
48 FOOD SERVICE	FMAAA - COVID MEALS	Mar-20	Sep-20	1,343,790	
49 FOOD SERVICE	Fee for service / MOU contracts	Jul-20	Jun-21	798,375	7,028,468
50 CALIFORNIA STATE PRESCHOOL	USDA	Oct-19	Sep-20	14,000	
51 CALIFORNIA STATE PRESCHOOL	Parent Fees	Jul-20	Jun-21	125	
52 CALIFORNIA STATE PRESCHOOL	State - Department of Education	Jul-20	Jun-21	1,038,741	
53 HEAD START / EARLY HEAD START	Fresno County Superintendent of Schools - Sierra Health Grant	Mar-20	Sep-20	40,000	
54 HEAD START / EARLY HEAD START	USDA	Jan-20	Dec-20	1,634,015	
55 HEAD START / EARLY HEAD START	US Department of HHS	Jan-20	Dec-20	44,387,599	
56 HEAD START / EARLY HEAD START	IN-KIND	Jan-20	Dec-20	10,016,157	57,130,637
57 HEALTH & DENTAL SERVICES - ADOLESCENT FAMILY LIFE PROGRAM	CDPH-MCAH	Jul-20	Jun-23	1,791,999	
58 HEALTH & DENTAL SERVICES	Essential Access Health-Title X	Apr-20	Mar-21	260,000	
59 HEALTH & DENTAL SERVICES	Third Parties	Apr-20	Mar-21	686,834	
60 HEALTH & DENTAL SERVICES - CA PREP	State - Department of Health	Jul-18	Jun-21	1,200,000	
61 HEALTH & DENTAL SERVICES - Digital Initiative for Youth	US Department of HHS through UCSF	Oct-16	Sep-21	1,308,762	
62 HEALTH & DENTAL SERVICES- DTI-(Local Dental Pilot Program)	US Department of Public Health	Jul-17	Dec-20	5,124,010	
63 HEALTH & DENTAL SERVICES - Glow! Group Prenatal Care	First 5 of Fresno County	Sep-19	Jun-23	550,000	
64 HEALTH & DENTAL SERVICES - School Based Sealant	County of Fresno	Dec-19	Jun-22	520,000	
65 HEALTH & DENTAL SERVICES - In-Home Care Services	County of Fresno	Jul-20	Jun-22	550,000	11,991,605
66 LCC-California Endowment- Corpsmember Supportive Services	California Endowment	Feb-13	Dec-20	15,000	
67 LCC-YOUTHBUILD/AmeriCorps 19-20	Corporation for National and Community Service	Aug-19	Aug-20	159,905	
68 LCC-YOUTHBUILD/AmeriCorps 18-19	Corporation for National and Community Service	Aug-18	Aug-20	140,050	
69 LCC-Prop 1 San Joaquin River Parkway	Wildlife Conservation Board State of CA	Oct-16	Feb-21	959,934	
70 LCC- CCC Proposition 68	California Conservcacion Corps (CCC)	May-19	Apr-21	304,466	
71 LCC -CCC Proposition 68 Phase II	California Conservcacion Corps (CCC)	May-20	Dec-21	489,357	
72 LCC-DCC RECYCLING CYCLE 34	CALRECYCLE	Jul-19	Jun-21	1,761,778	
73 LCC-BUY BACK CENTER	Friant Buy Back Center	Jan-19	Dec-20	70,000	
74 LCC-YOUTHBUILD DEPARTMENT OF LABOR	US Department of Labor Employment and Training Administration	Sep-17	Dec-20	1,100,000	

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
FUNDING AS OF 7/1/20**

PROGRAM	FUNDING SOURCE	CONTRACT YEAR		AMOUNT	SUBTOTAL
75 LCC-YOUTHBUILD DEPARTMENT OF LABOR	US Department of Labor Employment and Training Administration	Jan-20	Apr-23	1,500,000	
76 LCC-Fresno County Workforce Investment Board	Fresno Regional Workforce Investment Board (FRWIB)	Feb-20	Aug-20	80,000	
77 LCC-FFS Dental Clinic Health Service Yard Maintenance	Intercompany - Fresno EOC Health Services	Jan-20	Dec-20	4,303	
78 LCC-FFS Franklin Head Start Yard Maintenance	Intercompany - Fresno EOC Head Start	Jan-20	Dec-20	19,200	
79 LCC-FFS RDA	City of Fresno-Successor Agency to RDA	Jul-20	Jul-20	1,416	
80 LCC-Facility Rental	Office of The County of Fresno Public Defender	Feb-18	Dec-20	3,240	
81 LCC-Transformative Climate Communities Program	City of Fresno (Strategic Growth Council)	May-19	May-21	1,521,582	
82 LCC-CCC ACTIVE TRANSPORTATION PROGRAM	California Conservcotion Corps (CCC)	Sep-18	Dec-20	271,428	
83 LCC-California Community Reinvestment Grant	State of California	Oct-19	Sep-21	300,000	
84 LCC- YOUTHBUILD CALIFORNIA CHARTER SCHOOL	YBCSC	Jul-20	Jun-21	125,000	8,826,659
85 SANCTUARY - Human Trafficking Victim Assist.(HV) Program	CalOES Victim Services and Public Safety Branch	Apr-20	Mar-21	476,190	
86 SANCTUARY - OVC	U.S. Department of Justice	Oct-18	Sep-21	774,999	
87 SANCTUARY - OVC for Minor Victims	U.S. Department of Justice	Oct-19	Sep-22	499,998	
88 SANCTUARY - Slave 2 Nothing	Slave 2 Nothing Foundation	May-19	no end date	30,000	
89 SANCTUARY - Slave 2 Nothing	Slave 2 Nothing Foundation	Jun-20	no end date	30,000	
90 SANCTUARY - SOUL Rental Income	Intercompany	Jul-20	Jun-21	67,159	
91 SANCTUARY - Shelter Donations	Donations	Jan-20	Dec-20	12,000	
92 SANCTUARY - Shelter Basic Center	US Department of HHS	Oct-18	Sep-21	600,000	
93 SANCTUARY - Shelter	USDA	Jul-20	Jun-21	1,200	
94 SANCTUARY - Shelter	City of Fresno	Dec-19	Dec-20	368,000	
95 SANCTUARY - Shelter Homeless Youth Emergency Services Pilot	CalOES Victim Services and Public Safety Branch	Apr-17	Mar-22	2,500,000	
96 SANCTUARY - Shelter County Homeless Youth Service	County of Fresno	Jul-19	May-21	327,884	
97 SANCTUARY - Shelter City HEAP Youth Services	City of Fresno	Jul-19	Jun-21	300,000	
98 SANCTUARY - MAP	County of Fresno	Nov-19	Jun-21	284,529	
99 SANCTUARY - LGBTQ HAF	Health Access Foundation	Jan-20	Aug-20	15,000	
100 SANCTUARY - HT Rise Up	Public Health Institute	Aug-19	Aug-20	20,000	
101 SANCTUARY - LGBTQ Rise Up	Public Health Institute	Aug-19	Aug-20	20,000	
102 SANCTUARY - SOS	Central Valley Community Foundation	Jan-15	Dec-20	30,000	
103 SANCTUARY - SOS Donations	Donations	Jan-20	Dec-20	36,500	
104 SANCTUARY - PHOENIX	US Department of HUD	Sep-19	Aug-20	396,523	
105 SANCTUARY - PROJECT HEARTH	US Department of HUD	Oct-19	Sep-20	280,322	
106 SANCTUARY - PROJECT HOMESTEAD	US Department of HUD	Oct-19	Sep-20	260,976	
107 SANCTUARY - HERO Team 2	US Department of HUD	Sep-19	Aug-20	525,000	
108 SANCTUARY - Home Plate	US Department of HUD	Sep-19	Aug-20	344,126	
109 SANCTUARY - Bridge to Home 1	US Department of HUD	Oct-19	Sep-20	465,677	
110 SANCTUARY - Bridge to Home 2	US Department of HUD	Oct-19	Sep-20	116,747	
111 SANCTUARY - PROJECT RISE	US Department of HUD	Oct-19	Sep-20	306,142	
112 SANCTUARY - Client Rental Income	Clients	Sep-19	Aug-20	24,000	9,112,972
113 SCHOOL AGE CHILD CARE/FEDERAL BLOCK GRANT	USDA	Jul-20	Jun-21	2,715	
114 SCHOOL AGE CHILD CARE/FEDERAL BLOCK GRANT	Parent Fees	Jul-20	Jun-21	1,250	
115 SCHOOL AGE CHILD CARE/FEDERAL BLOCK GRANT	State - Department of Education	Jul-20	Jun-21	571,080	
116 SCHOOL OF UNLIMITED LEARNING	State - Department of Education ADA	Jul-20	Jun-21	1,719,168	
117 SCHOOL OF UNLIMITED LEARNING	State - Department of Education EPA	Jul-20	Jun-21	339,642	
118 SCHOOL OF UNLIMITED LEARNING	FUSD -- Property Tax	Jul-20	Jun-21	181,625	
119 SCHOOL OF UNLIMITED LEARNING	FUSD-Federal Lottery Funding	Jul-20	Jun-21	37,260	
120 SCHOOL OF UNLIMITED LEARNING	Federal - Department of Education - Title Grants	Jul-20	Jun-21	65,100	
121 SCHOOL OF UNLIMITED LEARNING	USDA	Jul-20	Jun-21	28,500	
122 SCHOOL OF UNLIMITED LEARNING	State - Department of Education-Mandate Block Grant	Jul-20	Jun-21	8,437	
123 SCHOOL OF UNLIMITED LEARNING	State - Department of Education-CARES Funding	Jul-20	Jun-21	49,806	
124 SCHOOL OF UNLIMITED LEARNING	Stanley Spano Donation	Jul-17	Jun-22	100,000	
125 SCHOOL OF UNLIMITED LEARNING	Donations & Miscellaneous	Jul-20	Jun-21	13,000	3,117,583
126 TRANSIT SYSTEMS	State Local Transportation Funds - TDA 4.5 Funds	Jul-20	Jun-21	1,700,477	
127 TRANSIT SYSTEMS	Donations / Special Trips	Jul-20	Jun-21	85,000	
128 TRANSIT SYSTEMS	Central Valley Regional Center	Sep-16	Aug-20	3,071,000	
129 TRANSIT SYSTEMS	Food Delivery (all)	Jul-20	Jun-21	700,000	
130 TRANSIT SYSTEMS	Intercompany - Fresno EOC Head Start	Jul-20	Jun-21	769,000	
131 TRANSIT SYSTEMS	Intercompany - Fresno EOC Head Start (Janitorial)	Jul-20	Jun-21	230,000	
132 TRANSIT SYSTEMS	County of Fresno - CalWorks	Jul-20	Jun-21	403,620	
133 TRANSIT SYSTEMS	Fresno Council of Governments Planning Grant	Jul-20	Jun-21	50,000	
134 TRANSIT SYSTEMS	Taxi Script	Jul-20	Jun-21	28,000	
135 TRANSIT SYSTEMS	County of Fresno - Dept of Behavioral Health	Jul-20	Jun-21	200,000	
136 TRANSIT SYSTEMS	Madera County Transit (5 year contract)	Jul-19	Jun-24	5,067,508	12,304,605
137 WEATHERIZATION - 2017- DOE	State Community Services & Development	Jun-18	Dec-20	1,074,179	
138 WEATHERIZATION - 2019- Solar DAP	State Community Services & Development	Jun-19	Dec-20	2,500,000	
139 WEATHERIZATION - 2020- Liheap	State Community Services & Development	Oct-19	Jun-21	2,764,202	
140 WEATHERIZATION - 2020- DAP	State Community Services & Development	Oct-19	Dec-20	227,853	
141 WEATHERIZATION - City of Fresno (CDBG)	City of Fresno	Jul-18	Dec-20	285,000	
142 WEATHERIZATION - ENERGY PARTNERS	RHA, INC (P G & E)	Jan-20	Dec-20	825,000	
143 WEATHERIZATION - Transformative Climate Communities Program	City of Fresno (Strategic Growth Council)	May-19	May-21	1,856,429	9,532,663
144 WOMEN, INFANTS AND CHILDREN	State - Department of Health	Oct-18	Sep-22	6,086,141	
145 WOMEN, INFANTS AND CHILDREN	State - Department of Health	Oct-18	Sep-22	24,328,080	30,414,221
				<u>169,313,364</u>	<u>169,313,364</u>

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
FUNDING AS OF 7/1/20**

PROGRAM	FUNDING SOURCE	CONTRACT YEAR		AMOUNT	SUBTOTAL
LOAN FUNDING					
1 Access Plus Capital- Citibank Loan	Citibank	Jan-19	Dec-23	700,000	
2 Access Plus Capital - Hollister	City of Hollister	Jul-15	Jun-21	265,639	
3 Access Plus Capital - CDFI Fund	U.S. Department of the Treasury	Oct-18	Sep-21	750,000	
4 Access Plus Capital - CDFI Fund	U.S. Department of the Treasury	Dec-19	Dec-22	714,000	
5 Access Plus Capital - BBVA	BBVA USA	Oct-19	Oct-29	700,000	
6 Access Plus Capital - Beneficial State Bank	Beneficial State Bank	Jun-17	Jun-21	1,000,000	
7 Access Plus Capital- Farmers & Merchants Bank	F & M Bank	Apr-19	Apr-24	1,000,000	
8 Access Plus Capital - Fresno First Bank	Fresno First Bank	Oct-17	Nov-21	500,000	
9 Access Plus Capital - COIN	Rabobank/Mechnics Bank	Nov-14	Nov-24	1,000,000	
10 Access Plus Capital - COIN	Pacific Western Bank	May-15	Nov-20	1,000,000	
11 Access Plus Capital - COIN	Wells Fargo	Nov-14	Nov-24	500,000	
12 Access Plus Capital - EQ2	Union Bank	Apr-15	May-25	500,000	
13 Access Plus Capital	Wells Fargo	Jun-19	Jun-24	200,000	
14 Access Plus Capital - EQ2	Wells Fargo	Sep-11	Sep-21	250,000	
15 Access Plus Capital- EQ2 DCC	Wells Fargo	Oct-16	Oct-26	750,000	
16 Access Plus Capital - EQ2	Tri Counties Bank	Aug-18	Aug-23	2,000,000	
17 Access Plus Captial - SBA Microloan Program 2	US Small Business Administration	Jul-12	Jul-22	750,000	
18 Access Plus Capital - SBA Microloan Program 3	US Small Business Administration	Jul-13	Jul-23	1,250,000	
19 Access Plus Capital - SBA Microloan Program 4	US Small Business Administration	Jul-16	Jul-26	1,250,000	
20 Access Plus Capital - USDA Rural Microenterprise Assistance Program	US Department of Agriculture	Dec-10	Dec-30	500,000	
21 Access Plus Capital - USDA Intermediary Relending Program	US Department of Agriculture	Jun-14	Jun-44	500,000	
22 Access Plus Capital - USDA Intermediary Relending Program	US Department of Agriculture	Sep-16	Sep-46	500,000	
23 Access Plus Capital - Rabobank	Rabobank/Mechnics Bank	May-17	May-22	1,500,000	
24 Access Plus Capital - CAFI	Community Action Financial Institute	Jul-17	Jul-24	350,000	
25 Access Plus Capital - CAFI	Community Action Financial Institute	Apr-18	Mar-25	100,000	
26 Access Plus Capital - SBA Intermediary Lending Pilot Program	US Small Business Administration	Aug-11	Aug-31	1,000,000	19,529,639
				19,529,639	19,529,639



FINANCE COMMITTEE MEETING

Date: August 12, 2020	Program: Finance
Agenda Item #: 9	Director: Rebecca Heinricy
Subject: Health Insurance Report	Officer: Jim Rodriguez

Background

The information presented below is intended to keep the Board apprised on the financial status of the Agency's health insurance plan.

As of June 30, 2020, the health insurance reserve is at \$3.6 million, which covers approximately 3.8 months of average expenditures. To date, contributions from programs and employees for 2020 total \$6,262,567 while the Fund paid out \$5,377,669 in expenses. The health insurance report is included for reference.

Changes to the health insurance plan in 2018 through 2020 include:

- Effective January 2018: 10% increase in Employer and Employee premiums, increase in select co-pays, and a discount for completion of a wellness visit.
- Effective January 2019: 5% increases in Employer and Employee premiums, and increase the coverage of preventive dental procedures from 80% to 100%.
- Effective January 2020: 4% overall increase in Employer premiums and 22% overall increase in Employee premiums. Wellness plan now has the same annual deductible but will have a 25% discounted employee premium. The employee + child and employee + children tiers were consolidated.

The following presents a sample of the 2020 monthly health insurance premium tier rates. There are additional tiers depending on type of coverage selected.

	Agency	Employee (Discounted)	Total Premium
Employee Only	\$ 590	\$ 90	\$ 680
Family	\$ 1,220	\$ 210	\$ 1,430

FRESNO EOC
HEALTH INSURANCE FUND REPORT
 THROUGH JUNE 30, 2020

	2020						2019				
	January	February	March	April	May	June	YTD totals Jan - Jun	Mo. Avg. Prev 12 mos	YTD totals Jan - Jun	Annual Jan - Dec	Annual Mo. Avg Jan - Dec
Beginning Fund Balance	2,754,344	2,787,832	3,259,086	3,478,571	3,148,975	3,457,762					
<u>Income</u>											
Agency Contributions	764,269	926,323	936,853	910,416	898,686	892,243	5,328,790	841,463	4,782,441	9,551,207	795,934
Additional Agency Contr.	0	0	0	0	0	0	0	14,103	97,736	266,968	22,247
Employee Contributions	169,247	254,529	172,963	171,034	85,018	80,986	933,777	142,045	863,096	1,633,863	136,155
Total Income	933,516	1,180,852	1,109,816	1,081,450	983,704	973,229	6,262,567	997,611	5,743,273	11,452,038	954,336
<u>Expenses</u>											
Health Claims Paid	522,608	294,706	439,030	937,674	283,515	500,940	2,978,473	574,217	3,298,833	7,210,969	600,914
Dental Claims Paid	40,011	64,322	54,514	47,659	23,110	16,494	246,110	49,573	355,625	704,388	58,699
Prescriptions Paid	199,983	169,145	217,113	247,094	191,765	100,191	1,125,291	217,229	1,074,156	2,555,607	212,967
Vision Claims Paid	10,011	11,476	7,284	5,770	4,031	6,968	45,540	8,261	61,714	115,300	9,608
Stop Loss Premiums	112,415	113,050	114,712	115,206	114,710	114,673	684,766	108,876	624,003	1,245,746	103,812
Stop Loss Claims	(41,994)	0	0	0	0	0	(41,994)	(70,582)	(80,236)	(885,228)	(73,769)
Life Insurance Premiums	14,653	14,707	14,787	14,751	14,769	4,751	78,418	13,804	86,732	173,967	14,497
Pinnacle	14,626	14,610	15,207	15,224	14,901	14,867	89,435	14,618	85,339	171,324	14,277
Blue Cross	15,155	15,156	15,715	15,671	15,599	15,564	92,860	15,168	88,198	177,354	14,780
Benefits Consultant	7,722	7,722	7,722	7,721	7,749	7,750	46,386	10,324	77,500	155,000	12,917
Employee Assist. Program	1,876	1,877	1,876	1,877	1,876	1,877	11,259	1,877	11,252	22,511	1,876
Preferred Chiropractors	783	783	787	787	784	782	4,706	648	3,068	6,139	512
Other Expenses	2,179	2,044	1,584	1,613	2,108	1,671	11,199	1,953	13,661	25,900	2,158
ACA Fees	0	0	0	0	0	5,220	5,220	1,870	3,588	20,807	1,734
Total Expenses	900,028	709,598	890,331	1,411,047	674,917	791,748	5,377,669	947,835	5,703,433	11,699,785	974,982
Current Fund Activity (net)	33,488	471,254	219,485	(329,597)	308,787	181,481	884,898	49,776	39,840	(247,747)	(20,646)
Ending Fund Balance	2,787,832	3,259,086	3,478,571	3,148,975	3,457,762	3,639,243	3,639,243				
<u>Enrollment</u>											
Employee only-Traditional	349	347	338	333	330	326		337		314	
High-Deduct	44	40	40	42	43	44		42		23	
Family coverage-Traditional	448	452	465	469	468	469		462		502	
High-Deduct	29	31	31	31	30	30		30		11	
Dental coverage only	39	38	35	35	37	37		37		41	
Temp/On Call Plan	0	0	0	0	0	0		0		1	
Total employees enrolled	909	908	909	910	908	906		908		893	
Total dependants covered											
Average contributions per employee	1,027	1,300	1,221	1,188	1,083	1,074		1,098		1,069	
Average expenses per employee	990	781	979	1,551	743	874		1,043		1,092	

Estimated # months funded: 3.8

FINANCE COMMITTEE MEETING

Date: August 12, 2020	Program: Finance
Agenda Item #: 10	Director: Rebecca Heinricy
Subject: Investment Report	Officer: Jim Rodriguez

Background

The information presented below is intended to keep the Board apprised on the status of the Agency's investment accounts.

As of June 30, 2020, the Agency holds these investments to 1> maintain cash funding items such as the health insurance reserve and accrued vacation liability and 2> provide pledged collateral from Fresno EOC for Access Plus Capital's \$700,000 loan from Citibank.

	Wells Fargo	Citibank (pledged)	Total
Cash & Cash Equivalents	\$ 34,006	\$ 261,127	\$ 295,133
Corporate Fixed Income	272,990	-	272,990
Certificates of Deposit (CD)	3,046,348	514,878	3,561,226
Stocks	14,063	-	14,063
Total	\$ 3,367,407	\$ 776,005	\$ 4,143,411
Minus unrealized gains on CDs	111,224	14,878	126,102
General Ledger balance	\$ 3,256,182	\$ 761,127	\$ 4,017,310

Total annual interest earned on these fixed income investments is \$95,209 providing an average rate of 2.60%. Interest rates received on the Corporate Fixed Income investments range between 3.5% and 4.5%. These are long term holdings with maturity dates after 2022. The Certificates of Deposit have interest rates between 0.9% and 3.5%; and a tiered maturity date structure to provide for both shorter term maturities and longer investments past 2023.

The funds at Self-Help Federal Credit Union are returning 1.26% interest.



FINANCE COMMITTEE MEETING

Date: August 12, 2020	Program: Finance
Agenda Item #: 11	Director: Rebecca Heinrich
Subject: Variance Report	Officer: Jim Rodriguez

Background

The information presented below is intended to keep the Board apprised on the fiscal status of selected program(s) within the Agency that are routinely shared with Program Directors and Executive staff.

The prepared financial analysis reports and/or requested updates for the program(s) listed below are included for informational purposes.

- Health & Dental Services

FINANCE OFFICE INTEROFFICE MEMO

DATE: AUGUST 4, 2020
TO: JANE THOMAS
CC: EMILIA REYES, MICHELLE TUTUNJIAN, JIM RODRIGUEZ, SUSAN SHIOMI
FROM: REBECCA HEINRICY
SUBJECT: HEALTH & DENTAL SERVICES VARIANCE REPORT – JUNE 2020

Adolescent Family Life Planning (AFLP):

Revenue: Funding from California Department of Public Health is budgeted at \$538,046 for the period of July 1, 2019 to June 30, 2020.

Expenses: Grant expenses are \$505,759, which is 94% of budget. Personnel costs account for 80% of the total budget. Project period is complete.

Observations: Overall, this program operated slightly under budget primarily due to the impact of COVID-19 on travel and travel related costs. Line item variances within a category are permitted as long as the combined budget for the category is not exceeded.

CA Prep Program:

Revenue: Funding from California Department of Public Health is budgeted at \$400,000 and is from July 1, 2019 to June 30, 2020. This grant works to decrease teenage pregnancy, to create clinical linkages to participants for family planning, and to increase community support in the development of healthy youth and their reduction of risky sexual behaviors.

Expenses: YTD expenses are \$368,608, which is 92% of budget. Project period is complete.

Observations: Overall, this program is operated slightly below budget in personnel due to the elimination of one health educator position during the year and general expense due to the impact of COVID-19.

Dental Transformation Initiative (DTI):

Revenue: Grant award from Fresno County Department of Public Health is for a grant period of three and a half years from July 1, 2017 – December 31, 2020 and is for approximately \$5,124,010. Funding allocated for the period of January 1, 2019 – December 31, 2019 is \$1,474,477. The purpose of this grant is to provide dental education and outreach services to Medi-Cal children between the ages of 0-20 years old.

Expenses: YTD grant expenses are \$636,857, which is 40% of the 2020 budget. Program period is 50% complete.

Observations: Overall, this program is currently operating slightly under budget. Cost savings is primarily due to personnel vacancies during the year and the impact of COVID-19. Funds are anticipated to be fully utilized.

Dental Sealant Grant:

A grant was awarded by the County of Fresno's Department of Public Health to implement a school-based sealant program of \$520,000 for a grant period from January 7, 2020 through June 30, 2022.

Expenses: YTD grant expenses are \$81,643, which is 63% of the budget. Program period is complete.

Observations: Overall, this program operated slightly under budget as this new project began operations during this first 6-month funding cycle. Funds not utilized during this initial term will be carried forward into the next fiscal period.

PREIS – Digital Initiative for Youth (DIY) Program:

Revenue: Grant award from the Family & Youth Services Bureau's Adolescent Pregnancy Prevention Program is for a grant period of five years from September 30, 2016 – September 30, 2021 and is for approximately \$1.4 million. Funding allocated for the period of September 30, 2019 – September 29, 2020 is \$266,692. The purpose of this grant is to implement and evaluate effective educational services to prevent teen pregnancy among the targeted youth population.

Expenses: YTD grant expenses are \$160,055, which is 60% of the budget. Program period is 75% completed.

Observations: Overall, this program is operating slightly below budget. While utilities is in excess of the year-to-date budget, this overage is offset by other line items which are under budget. Current year funding is anticipated to be fully utilized.

GLOW! Group Prenatal Care:

Revenue: Funding from First 5 Fresno County for \$150,000 is awarded for the period from September 1, 2019 to June 30, 2020. Fresno EOC is providing \$75,000 of leveraged funding towards this project utilizing CSBG (split between 2019 and 2020).

Expenses: YTD grant expenses are \$42,362, which is 28% of the budget. Program period is completed.

Observations: Grant is in its first period of operation which impacted the enrollment of clients. Additionally, COVID-19 impacted the program and the rate of expenditure. Funding not utilized during this period is available for carryover into this next year.

Health Clinic – Title X:

Revenue: The Title X funding for April 2019 – March 2020 is \$260,000. Revenue from non-grant sources such as F-PACT, insurance, agency funds, and patient fees are budgeted at \$686,834 for a combined budget of \$946,834. Due to the increase in funding, CSBG support is not anticipated. Year-

to-date (YTD) revenue from Title X is \$59,767 or 23% of budget while revenue from other sources is approximately \$86,963 which is 13% of budget.

Expenses: YTD expenses for Title X are \$59,767 and the remainder of expenses are \$86,963 which is 18% of budget. Project period is 25% completed. Expenses are primarily: personnel, contracted medical personnel, medical supplies, rent, and indirect costs.

Observations: A budget modification to incorporate a budget for office supplies will be submitted. Overall, this program is currently operating under budget but is forecasted to utilize all funding.

AFLP Program
Monthly Progress Report

As of 6/30/2020

Program Period: July 1, 2019 - June 30, 2020

Project ID # 86000

CONTRACT TIME LAPSED:

100%

	ANNUAL BUDGET	Y-T-D ACTUAL	BALANCE	Variance
TOTAL REVENUE	538,046	505,759	32,287	94%
Expenditures:				
Salaries	310,804	302,964	7,840	97%
Fringe	117,577	115,778	1,799	98%
1. TOTAL PERSONNEL	428,381	418,742	9,639	98%
2. OPERATING EXPENSES				
1. Travel	22,584	8,439	14,145	37%
2. Training	450	1,180	(730)	262%
3. General Expense	8,010	10,298	(2,288)	129%
4. Communication/Software	3,480	5,441	(1,961)	156%
5. Space/Rent Lease	19,467	14,145	5,322	73%
7. Audit	645	565	80	88%
3. OTHER COSTS				
2. Educational Materials	4,164	3,176	988	76%
3. Outreach Materials	3,550	3,135	415	88%
4. Client Support Materials	5,500	3,022	2,478	55%
5. Participant Travel/Transportation	4,332	975	3,357	23%
4. INDIRECT	37,483	36,640	843	98%
Total Non-Personnel	109,665	87,017	22,648	79%
Total Expenditures	538,046	505,759	32,287	94%

CA Prep Program
Monthly Progress Report
As of 6/30/2020

Program Period: July 1, 2019 - June 30, 2020

Project ID # 97500

CONTRACT TIME LAPSED:

100%

	ANNUAL BUDGET	Y-T-D ACTUAL	BALANCE	Variance
REVENUE:				
TOTAL REVENUE	400,000	368,608	31,392	92%
Expenditures:				
Salaries	213,630	204,320	9,310	96%
Fringe	72,548	63,125	9,423	87%
1. TOTAL PERSONNEL	286,178	267,445	18,733	93%
2. OPERATING EXPENSES				
1. Travel	6,500	2,938	3,562	45%
2. Training	1,000	800	200	80%
3. General Expense	25,256	17,161	8,094	68%
4. Space/Rent Lease	26,160	28,206	(2,046)	108%
5. Audit Expense	480	439	41	91%
3. OTHER COSTS				
1. Incentives for Completers	11,500	11,500	(0)	100%
4. INDIRECT	42,927	40,117	2,810	93%
Total Non-Personnel	113,822	101,163	12,660	89%
Total Expenditures	400,000	368,608	31,392	92%

Dental Transformative Initiative (DTI)

Monthly Progress Report

As of 6/30/2020

Program Period: January 1, 2020 - December 31, 2020

Project ID # 97150

CONTRACT TIME 50%

	ANNUAL BUDGET	Y-T-D ACTUAL	BALANCE	Variance
REVENUE	1,576,203	636,857	939,346	40%
PERSONNEL				
Salaries	863,255	371,775	491,480	43%
Fringes	343,797	123,282	220,515	36%
TOTAL PERSONNEL	1,207,052	495,057	711,995	41%
OPERATING EXPENSES				
Facility Rental	93,600	42,000	51,600	45%
Office Supplies	12,000	4,582	7,418	38%
Communications	25,200	14,885	10,316	59%
Program Supplies	12,000	0	12,000	0%
Office Furniture	1,500	0	1,500	0%
EQUIPMENT				
Laptops	2,800	0	2,800	0%
TRAVEL	46,000	5,979	40,021	13%
OTHER COSTS				
Training	3,400	-	3,400	0%
INDIRECT COSTS	172,651	74,355	98,296	43%
Total Expenditures	1,576,203	636,857	939,346	40%

School Based Sealant Program
Monthly Progress Report
 As of 6/30/2020

Program Period: January 1, 2020 - June 30, 2020

Project ID # 97160

CONTRACT TIME LAPSED:

100%

	ANNUAL BUDGET	Y-T-D ACTUAL	BALANCE	Variance
TOTAL REVENUE	130,000	81,643	48,357	63%
Expenditures:				
Salaries	65,424	44,011	21,413	67%
Fringe	16,356	10,707	5,649	65%
Payroll Accrual				
TOTAL PERSONNEL	81,780	54,718	27,062	67%
OPERATING EXPENSES				
1. Space/Rent	8,000	5,000	3,000	63%
2. Communications	4,304	870	3,434	20%
3. Printing	1,600	0	1,600	0%
4. Office Supplies	6,208	5,509	699	89%
5. Travel	5,035	182	4,853	4%
OTHER COSTS				
1. Laptops	2,500	1,604	896	64%
2. Audit Expense	128	81	47	64%
INDIRECT	20,445	13,679	6,766	67%
Total Non-Personnel	48,220	26,925	21,295	56%
Total Expenditures	130,000	81,643	48,357	63%

Remaining balance of \$48,357 will be carried forward into the next year.

Fresno County Economic Opportunities Commission**Program: PREIS Grant****Contract Term: 10/1/2019 - 9/30/2020****Project # 97100****Monthly Variance as of: Jun-20****Period Complete: 75%**

Budget Category	Budget	YTD Actual	Budget Balance	Actual- % used of Budget
Revenue	266,692	160,055	106,637	60%
TOTAL	\$ 266,692	\$ 160,055	\$ 106,637	60%
Salary & Fringe:				
Salaries	143,777	95,902	47,875	67%
Fringe/Benefits	47,220	27,900	19,320	59%
TOTAL	\$ 190,997	\$ 123,802	\$ 67,195	65%
Operational Expenses				
Out of State Travel	6,000	4,829	1,171	80%
Training/conference Fees	1,000	-	1,000	0%
Office Supplies	2,000	1,371	629	69%
Facility Rent	15,840	3,214	12,626	20%
Security System	1,800	503	1,297	28%
Utilities	3,200	4,333	(1,133)	135%
Telephone/Internet	7,832	1,802	6,030	23%
Janitorial & Supplies	2,600	1,096	1,504	42%
Insurance	1,128	91	1,037	8%
Audit	309	178	131	58%
Mileage	4,000	1,828	2,172	46%
Leased Copier	2,000	-	2,000	0%
Incentives	8,000	5,682	2,318	71%
Food for Participants	2,000	173	1,827	9%
TOTAL	\$ 57,709	\$ 25,099	\$ 32,610	43%
Indirect Charges:				
Admin.	17,986	11,154	6,832	62%
TOTAL	\$ 17,986	\$ 11,154	\$ 6,832	62%
TOTAL COSTS	\$ 266,692	\$ 160,055	\$ 106,637	60%

GLOW Program
Monthly Progress Report
 As of 6/30/2020

Program Period: September 1, 2019 - June 30, 2020

Project ID # 93520

CONTRACT TIME LAPSED:

100%

	ANNUAL BUDGET	Y-T-D ACTUAL	BALANCE	Variance
TOTAL REVENUE	150,000	42,362	107,639	28%
Expenditures:				
Salaries	61,390	24,499	36,891	40%
Fringes	16,557	7,194	9,363	43%
TOTAL PERSONNEL	77,947	31,692	46,255	41%
OPERATING EXPENSES				
1. Facilities Cost	4,974	1,730	3,244	35%
2. Operatinal Supplies Expense	2,247	0	2,247	0%
3. Training/Travel	4,492	299	4,193	7%
PROGRAM EXPENSES				
Material and Supplies	49,875	5,688	44,187	11%
INDIRECT (7.5%)	10,465	2,952	7,513	28%
Total Non-Personnel	72,053	10,669	61,384	15%
Total Expenditures	150,000	42,362	107,639	28%

Remaining funds will be carried forward into the next year.

Title X
Monthly Progress Report
As of 6/30/2020

Program Period: April 1, 2020 - March 31, 2021

Project ID # 95100

CONTRACT TIME LAPSED:

25%

	ANNUAL BUDGET	Y-T-D ACTUAL	BALANCE	Variance
Title X Revenue	260,000	59,767	200,233	23%
Expenditures:				
Salaries	154,419	38,544	115,875	25%
Fringe	42,315	12,010	30,305	28%
Payroll Accrual				
TOTAL PERSONNEL	196,734	50,554	146,180	26%
OTHER COSTS				
1. Consultants	15,290	67	15,223	0%
2. Duplication and Printing	1,000	-	1,000	0%
3. Health Education Supplies	1,907	-	1,907	0%
4. Travel	2,027	-	2,027	0%
5. Lease/Rental	12,923	4,981	7,942	39%
6. Other Expenses	12,000	-	12,000	0%
INDIRECT	18,119	4,165	13,954	23%
Total Non-Personnel	63,266	9,213	54,053	15%
Total Expenditures	260,000	59,767	200,233	23%

Family Planning
Monthly Progress Report
As of 6/30/2020

Program Period: April 1, 2020 - March 31, 2021

Project ID # 95000

CONTRACT TIME LAPSED:

25%

	ANNUAL BUDGET	Y-T-D ACTUAL	BALANCE	Variance
REVENUE:				
General Fund(Agency Fund)	2,000	-	2,000	0%
Family Pact Fee for Service	539,710	82,702	457,008	15%
Medi-Cal	22,000	877	21,123	4%
Patient Fees	52,000	1,991	50,009	4%
Private Health Insurance	30,000	1,393	28,607	5%
Other Third-Party Payers	41,124	-	41,124	0%
TOTAL REVENUE	686,834	86,963	599,871	13%
Expenditures:				
Salaries	282,918	22,728	260,190	8%
Fringe	87,328	8,238	79,090	9%
TOTAL PERSONNEL	370,246	30,966	339,280	8%
PATIENT CARE & EQUIPMENT				
1. Clinical Services	79,400	19,500	59,900	25%
2. Equipment	5,000	-	5,000	0%
OTHER COSTS				
1. Consultants	5,013	97	4,916	2%
2. Medical Supplies	66,000	4,200	61,800	6%
3. Office Supplies	-	1,642	(1,642)	
4. Duplication and Printing	2,000	-	2,000	0%
5. Health Education Supplies	9,804	-	9,804	0%
6. Utilities and Communication	24,000	3,552	20,448	15%
7. Travel	2,400	166	2,234	7%
8. Lease/Rental	33,037	10,037	23,000	30%
9. Other Expenses	42,068	10,743	31,325	26%
INDIRECT	47,866	6,060	41,806	13%
Total Non-Personnel	316,588	55,997	260,591	18%
Total Expenditures	686,834	86,963	599,871	13%