



## BOARD MEETING AGENDA

SEPTEMBER 30, 2020 at 6:00 p.m.

1. CALL TO ORDER
2. ROLL CALL
  - A. Roll Call - Page 4
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA Approve
5. APPROVAL OF JULY 23, 2020 MINUTES
  - A. July 23, 2020 Special Board Meeting Minutes - Page 5 Approve
6. TRANSFORMING AND INSPIRING Information
  - A. Fresno Street Saints Jones
  - B. Recognition Video Hutchings
7. 2020 SIGNATORY RESOLUTION
  - A. 2020 Signatory Resolution - Page 6 Reyes Approve
8. SOUL CONFLICT OF INTEREST
  - A. SOUL Conflict of Interest Code - Page 8 Tutunjian Approve
9. HEAD START QUALITY IMPROVEMENT PLAN (QIP)
  - A. Head Start Quality Improvement Plan (QIP) - Page 13 Rodriguez Approve
10. BOARD APPLICABILITY OF SUNSHINE LAWS
  - A. Board Applicability of Sunshine Laws - Page 29 Hayes Information
11. LEGISLATIVE REPORT
  - A. Legislative Report - Page 42 Jonasson Information
12. SUMMARY OF GRANT TRACKER
  - A. Summary of Grant Tracker - Page 45 Jonasson Information
13. CHIEF EXECUTIVE OFFICER'S REPORT
  - A. CEO Report - Page 47 Reyes Information

## **14. APPROVAL OF CONSENT AGENDA**

Any Commissioner may pull any Consent Item for discussion or separate vote

### **A. Program Planning and Evaluation Committee Items – August 11, 2020**

**Approve**

1. June 18, 2020 Program Planning and Evaluation Committee Meeting Minutes - Page 51
2. Community Services/Energy Services: 2020 CARES Act Program Contract - Page 55
3. COVID-19 Equity Project Budget - Page 62
4. Project Dawn - Page 63
5. Food Services: FY 2020-21 Food Services Agreements - Page 64
6. Gun Violence Reduction Initiative Proposals - Page 66
7. FY 2021 Head Start/Early Head Start Refunding Grant Application Package - Page 68
8. Harvest Project COVID-19 Testing - Page 72
9. LCC: COVID-19 Emergency Food Distribution Partnership - Page 74
10. SOUL: 2020-2021 Consolidation Application - Page 75

### **B. Finance Committee Items – August 12, 2020**

**Approve**

1. June 10, 2020 Finance Committee Meeting Minutes - Page 77
2. Financial Reports May and June 2020 - Page 81
3. WIC: Furniture Procurement - Page 91

### **C. Executive Committee Items – August 26, 2020**

**Approve**

1. May 18, 2020 Executive Committee Meeting Minutes - Page 92

### **D. Program Planning and Evaluation Committee Items – September 8, 2020**

**Approve**

1. August 11, 2020 Program Planning and Evaluation Committee Meeting Minutes - Page 94
2. FY 2021 Head Start/Early Head Start Continuation/Refunding Grant Application Package - Page 98
3. Head Start: County-Wide Policy Council Bylaws Revisions - Page 105
4. SOUL: Dashboard Alternative School Status Renewal Application - Page 115
5. SOUL: Learning Continuity and Attendance Plan - Page 118
6. Merck for Mothers Safer Childbirth Cities Initiative - Page 136
7. Risk Assessment Report - Page 137

### **E. Finance Committee Items – September 9, 2020**

**Approve**

1. August 12, 2020 Finance Committee Meeting Minutes - Page 143
2. Financial Reports July 2020 - Page 148

3. Head Start Attestation Report - Page 153

**F. Pension Committee Items – September 17, 2020**

**Approve**

1. May 21, 2020 Pension Committee Meeting Minutes - Page 168
2. Trustee Appointment - Page 172
3. 2019 Retirement Plan Audits - Page 174
4. Plan Financials and Investment Report - Page 203
5. Investment Fund Change - Page 208

**G. Human Resources Committee Items –  
September 21, 2020**

**Approve**

1. June 8, 2020 HR Committee Meeting Minutes - Page 212
2. 2021 Health Plan Rates - Page 215

**15. ADVISORY BOARDS**

**Accept**

- A. June 17, 2020 Head Start County-Wide Policy Council Minutes - Page 219
- B. June 18, 2020 Sanctuary Advisory Board Meeting Minutes - Page 225
- C. August 12, 2020 SOUL Governing Council Meeting - Page 227
- D. August 20, 2020 Local Conservation Corps Advisory Meeting Minutes - Page 230
- E. September 8, 2020 SOUL Governing Council Meeting - Page 240

**16. COMMISSIONERS' COMMENT**

**17. PUBLIC COMMENTS**

(This portion of the meeting is reserved for persons wishing to address the Board on items within jurisdiction but not on the agenda. Comments are limited to three minutes.)

**18. CLOSED SESSION**

**19. ADJOURNMENT**



## BOARD OF COMMISSIONERS ROLL CALL 2020

Commissioner	Term Expiration	Target Area or Appointing/Nominating Org.	1/22	2/26	4/3	4/10	4/29	5/27	6/24	7/23	9/30	10/28	11/18	12/16
ARAMBULA, AMY	Dec 2021	14 <sup>th</sup> Senatorial District	X	X	P	P	P	P	P	P				
BAINES, OLIVER	Dec 2020	16 <sup>th</sup> Congressional District	N/A	O	P	P	P	P	P	O				
BROWN-JENKINS, ZINA	Dec 2020	Head Start CWPC	X	X	P	P	P	O	O	P				
CID, AMPARO	Dec 2020	31 <sup>st</sup> Assembly District	X	X	P	P	O	P	P	P				
COUNTEE, JEROME	Dec 2021	SCCCD	P	P	P	P	P	O	O	P				
DE JESUS PEREZ, FELIPE	Dec 2021	Target Area A	X	O	P	P	P	P	O	O				
FRANKLIN, MISTY	Dec 2020	Target Area F	X	O	P	P	O	O	P	P				
GARABEDIAN, CHARLES	Dec 2021	Board of Supervisors	X	X	P	P	P	P	P	P				
HAYES, LINDA R.	Dec 2020	Target Area H	X	X	P	P	P	O	P	P				
ISAAK, ANGIE	Dec 2020	Juvenile Court	X	X	P	P	P	P	P	P				
JAIME-MILEHAM, LUPE	Dec 2020	Fresno County Superintendent of Schools	X	X	P	P	P	P	P	P				
KEYES, RICHARD	Dec 2021	Mayor's Appointment	X	X	P	P	P	P	P	P				
LEON, REY	Dec 2020	Target Area B	X	X	P	P	P	P	P	P				
MARTINEZ, DANIEL	Dec 2021	Target Area D	X	O	P	P	P	P	P	P				
McALISTER, PASTOR BRUCE	Dec 2020	West Fresno Faith Based-Organization	P	X	O	P	P	P	P	P				
McCOY, BARIGYE	Dec 2020	Board of Supervisors	X	P	O	O	P	P	O	O				
NICHOLS, LISA	Dec 2021	Target Area E	X	X	P	P	P	P	P	P				
PARRA, DANIEL T.	Dec 2020	Target Area C	X	X	P	P	P	P	P	P				
REYES, ANDREA	Dec 2020	Economic Development Corporation	N/A	N/A	N/A	N/A	N/A	P	O	O				
ROBLES, ITZI	Dec 2021	SEFCEDA	X	O	P	P	P	P	P	P				
ROBLES, CATHERINE	Dec 2021	Target Area G	X	X	P	P	P	P	P	P				
RODGERS, JIMI	Dec 2021	Association of Black Social Workers	X	O	P	P	P	P	P	P				
VANG, MAIYER	Dec 2021	Fresno Center for New Americans	X	O	P	P	P	P	P	O				
Present = X      Phone = P														
Absent = O														
Vacant = V      Excluded = N/A														

(ROLLCALL-2020)



**SPECIAL BOARD OF COMMISSIONERS MEETING****July 23, 2020****5:00 PM****MINUTES****1. CALL TO ORDER**

Linda Hayes, Chair, called the meeting to order at 5:10P.M.

**2. ROLL CALL**

Roll was called and a quorum was established.

**3. APPROVAL OF AGENDA**

*M/S/C – Keyes/Rodgers to approve the agenda as presented. All in favor.*

**4. APPROVAL OF June 24, 2020 MINUTES**

June 24, 2020 Board Meeting Minutes

*M/S/C – Robles/Parra to approve the meeting minutes with minor modifications. All in favor.*

**5. LEGAL SERVICES AGREEMENT**

Hayes, shared the agreement with Baker Manock & Jensen will be effective August 1, 2020 to provide legal services and represent Fresno EOC.

*M/S/C – Arambula/Parra to ratify the Legal Services Agreement. All in favor.*

**6. ADJOURNMENT**

*M/S/C – Keyes/Leon to approve meeting adjourned at 5:26 P.M. All in favor.*

Respectfully submitted,

Linda Hayes,  
Chair



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> N/A
<b>Agenda Item #:</b> 7	<b>Director:</b> N/A
<b>Subject:</b> 2020 Signatory Resolution	<b>Officer:</b> Emilia Reyes

### Recommended Action

Staff recommends approval of the 2020 Signatory Authorization Resolution to include the agency's new Chief Financial Officer, Jim Rodriguez.

### Background

The agency has previously adopted a Signatory Resolution where it authorizes the Board of Commissioners the ability to designate in its behalf appropriate staff members to bind the agency.

Effective June 8, 2020, Jim Rodriguez became the agency's Chief Financial Officer after Salam Nalia's retirement.

### Fiscal Impact

With this recommendation, Rodriguez will be authorized to execute any and all contracts and transactions deemed appropriate to fulfill the program operations of the agency.

### Conclusion

If the Board approves, Jim Rodriguez will be added to the Signatory Authorization resolution effective October 1, 2020.

## AUTHORIZED SIGNATORY RESOLUTION

**WHEREAS**, Fresno Economic Opportunities Commission is a private, nonprofit corporation, organized under Part 1, of Division 2, of Title 1, of the Corporations Code of the State of California, August 20, 1965; and

**WHEREAS**, the Board of Commissioners of Fresno Economic Opportunities Commission is vested with the authority to execute any and all contracts and transactions it deems appropriate to the mission of the agency; and

**WHEREAS**, the Board of Commissioners is authorized to designate in its behalf officers and agents duly entitled to bind the corporation to any and all contracts and transactions;

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Commissioners of Fresno Economic Opportunities Commission on this, the 30th of September 2020, hereby authorizes the Chairperson, Vice-Chair of the Board, Secretary of the Board/Chief Executive Officer, Chief Financial Officer, Enterprise Officer and Financial Officer to sign all grants, contracts and amendments, program documentation, fiscal documents, including loans, reports, and all other required documents necessary in fulfilling the program operations of the agency.

### AUTHORIZED SIGNATURES:

\_\_\_\_\_  
Linda Hayes, Board Chair

\_\_\_\_\_  
Emilia Reyes, Board Secretary/Chief Executive Officer

\_\_\_\_\_  
Mayer Vang, Board Vice Chair

\_\_\_\_\_  
Jim Rodriguez, Chief Financial Officer

\_\_\_\_\_  
Michelle Tutunjian, Chief Operating Officer

Approved at the meeting of the Board of Commissioners on September 30, 2020 and effective as of September 30, 2020.

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_ Attest \_\_\_\_\_

\_\_\_\_\_  
Emilia Reyes, Board Secretary



## FRESNO EOC BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> School of Unlimited Learning
<b>Agenda Item #:</b> 8	<b>Director:</b> Mark A. Wilson, Ed.D.
<b>Subject:</b> SOUL Conflict of Interest Code	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

Staff recommends approval of the Fresno EOC's Conflict of Interest Code for the School of Unlimited Learning Charter.

### Background

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard conflict-of-interest code and may be incorporated by reference in an agency's code. This regulation and the attached Appendices designating positions and establishing disclosure requirements shall constitute the conflict-of-interest code of the School of Unlimited Learning Charter School.

On March 5, 2019, Governor Gavin Newsom signed Senate Bill 126, requiring charter schools to comply with the same public records, open meeting, and conflict of interest laws as school districts and county offices of education. SB 126, went into effect on January 1, 2020, adds section 47604.1 to the California Education Code. Education Code section 47604.1 provides that charter schools and entities managing charter schools (defined as a nonprofit public benefit corporation that operates a charter school) are subject to the Ralph M. Brown Act (or the Bagley-Keene Open Meeting Act). It also prescribes specific rules regarding meeting locations and meeting content.

Finally, the new law subjects charter schools and entities managing charter schools to both Government Code section 1090 and the Political Reform Act of 1974. This means that charter school officials may not be financially interested in any contract made by them in their official capacity. They must also comply with all conflict prohibitions and reporting requirements of the Political Reform Act and must adopt a conflict of interest code. Unlike employees of school districts and county offices of education, a charter school employee may serve as a member of the charter school's governing board; however, the employee must abstain from voting on, influencing, or attempting to influence another member of the governing board regarding any matters uniquely affecting the member's employment with the charter school.

**Fiscal Impact**

Failure to adopt a Conflict of Interest Code for the School of Unlimited Learning Charter may result in the loss of the charter due to non-compliance with the aforementioned federal and state regulations.

**Conclusion**

This proposed Conflict of Interest Code and the attached Appendices designating positions and establishing disclosure requirements have been reviewed by the Agency and County Counsel. Once approved for adoption by Fresno County Board of Supervisor shall constitute the Conflict of Interest Code for School of Unlimited Learning Charter.

## CONFLICT-OF-INTEREST CODE FOR

### School of Unlimited Learning

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard conflict-of-interest code and may be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating positions and establishing disclosure requirements shall constitute the conflict-of-interest code of the **School of Unlimited Learning (Charter School)**.

The Form 700s for designated positions, other than the **Charter School's Governing Board Members** and the **Fresno EOC Chief Executive Officer**, shall be filed with the **Charter School**. The **Charter School's Governing Board Members** and **Fresno EOC Chief Executive Officer** are to file their original Form 700s directly with the Clerk of the Board for the Fresno County Board of Supervisors using the electronic filing system. If the Form 700s are not filed electronically, the paper Form 700 and waiver shall be filed with the **Charter School** and, upon receipt of these paper Form 700s with waivers, the **Charter School** shall make and retain a copy and forward the original to the Clerk of the Board of Supervisors.

The **Charter School** shall retain a copy of all electronically filed Form 700s, a copy of all paper Form 700s with waivers and the original Form 700s of designated positions and shall make the Form 700s available for public review, inspection, and reproduction. (Gov. Code section 81008.)

The provisions of all Conflict of Interest Codes and amendments thereto previously adopted by the Agency are hereby superseded.

## APPENDIX A

### Public Officials Who Manage Public Investments

It has been determined that positions listed below manage public investments **and will file a statement of economic interests pursuant to Government Code Section 87200**. These positions are listed for informational purposes only:

- None

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

## DESIGNATED POSITIONS

### Designated Positions

### Disclosure Categories

• Charter School Governing Board	1
• Fresno EOC Chief Executive Officer	1
• Chief Administrative Officer	1
• Chief Finance Officer	1
• Chief Operations Officer	1
• Charter School Principal	4,6
• Consultants/New Positions	*

\* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the disclosure requirements in this code subject to the following limitation:

The **Fresno EOC Chief Executive Officer** may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The **Fresno EOC Chief Executive Officer or his/her designee’s** determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Sec. 81008.)

## APPENDIX B DISCLOSURE CATEGORIES

Individuals holding designated positions must report their interests according to their assigned disclosure category(ies).

### Disclosure Category 1

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency; and investments and business positions in business entities, and income, including loans, gifts, and travel payments, from all sources.

### Disclosure Category 2

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

### Disclosure Category 3

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the agency.

### Disclosure Category 4

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division or department.

### Disclosure Category 5

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that filed a claim against the agency during the previous two years, or have a claim pending.

### Disclosure Category 6

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources of the type to request an entitlement to use agency property or facilities, including, but not limited to:

- a license
- utility permit
- station vendor permit





## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Head Start
<b>Agenda Item #:</b> 9	<b>Director:</b> Rebecca Heinricy
<b>Subject:</b> Head Start Quality Improvement Plan (QIP)	<b>Officer:</b> Jim Rodriguez

### Recommended Action

Staff recommends for full Board Approval the payment of any federal interest in Building A and resolution of any prior disallowed expenses.

### Background

The U.S. Department of Health and Human Services (HHS) – Administration for Children and Families (ACF) Head Start (HS) conducted monitoring in October 2019 resulting in deficiencies in three areas: internal control, budget, and facility reporting. To resolve this matter, Fresno EOC submitted a quality improvement plan (QIP) to address those items which was approved by HHS. An external auditor - Hudson, Henderson & Company – was engaged to review procedures in place, determine potential disallowed costs, and provide recommendations as presented in the Attestation Report as part of a previous agenda item.

Staff reviewed the Attestation Report and evaluated potential courses of action for resolving questioned costs given the findings. Regardless of the path taken, HHS would conduct its own review to determine the total disallowed costs to be recouped. Each option is summarized below.

1. Seek retroactive approval of the acquisition of Building A (1900 Mariposa Mall) and associated costs. Staff determined this option was cost prohibitive.
2. Dispute the basis of the questioned federal interest percentage and associated reduction in claimed costs like depreciation. Staff determined this option was cost prohibitive.
3. Pay the federal interest in building A and seek resolution of questioned costs. Staff determined this was the most cost-effective option.

Staff determined retroactive approval of the acquisition of Building A and disputing the basis of the federal interest contained would generate costs that outweigh any potential reduction in amounts owed to HHS. These costs would come in the form of additional legal fees, personnel time, and, in the case of Option 1, additional regulatory requirements

to be met such as environmental studies. These two options have the greatest potential to increase costs and extend the QIP period.

Staff recommends paying back the federal interest in Building A and resolving questioned costs is in the best interest of EOC and to recommend this course of action to the Board of Commissioners. The agency has the necessary information to arrive at a reasonable estimate of the total cost to be incurred. This option requires only that HHS complete its next round of monitoring and Staff negotiate with HHS thereafter, additional costs would be minimal and a swift resolution achieved.

### **Fiscal Impact**

The total fiscal impact will be determined by the results of additional monitoring to be completed by the Office of Head Start (OHS). OHS will conduct procedures to arrive at a final amount of any questioned costs to be recovered.

The amounts computed by the external auditor serve as a helpful guide. The total claimed questioned costs is computed to be \$411,662 by the external auditor. Similarly, the federal interest to be paid back is computed to be \$37,028. Taken together these result in a total cost estimate of \$448,690. However, the final amount will be determined by OHS upon completion of its procedures. Staff will keep the Board apprised of the outcome, any negotiations that take place, and any resultant liability as well as seek Board approval prior to agreeing to any settlement.

Pending Board approval and the outcome of OHS's audit, staff will begin negotiations for OHS to recover any prior disallowed costs as a reduction of future reimbursements over a reasonable period of time.

### **Conclusion**

Staff recommend that the Board of Commissioners authorize staff to work with HHS to close this monitoring process by determining the total federal interest and any prior disallowed costs to be recovered.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**

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**SCHEDULE OF OPERATING EXPENSES – HEAD START PROGRAM  
AND  
INDEPENDENT ACCOUNTANTS' REPORT**

**FOR THE YEARS ENDED  
DECEMBER 31, 1999 THROUGH 2019**

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## INDEPENDENT ACCOUNTANTS' REPORT

To the CFO and Board of Commissioners  
Fresno Economic Opportunities Commission

We were engaged to examine the schedules of operating expenses applicable to the Head Start Program of the Fresno Economic Opportunities Commission (the Fresno EOC) for the years ended December 31, 1999 through 2019. The Fresno EOC's management is responsible for presenting the schedule of operating expenses applicable to the Head Start Program in accordance with the Federal statutes, regulations and the terms and conditions of the Head Start and Early Head Start grants. Our responsibility is to express an opinion on the schedule of operating expenses applicable to the Head Start Program based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the schedule of operating expenses applicable to the Head Start Program are in accordance with the Federal statutes, regulations and the terms and conditions of the Head Start and Early Head Start grants, in all material respects. An examination involves performing procedures to obtain evidence about the schedules of operating expenses applicable to the Head Start Program. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the schedule of operating expenses applicable to the Head Start Program, whether due to fraud or error.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

In accordance with the retention policies of the Fresno EOC, all supporting evidence of expenditures for the years ended December 31, 1999 through 2012 have been destroyed. Fresno EOC's retention policy conforms with the Code of Federal Regulations form 2 CFR 200.333 Retention Requirements for Records. As such, we were unable to perform testing over operating expenses for the years ended December 31, 1999 through 2012.

Because of the limitation on the scope of our examination discussed in the preceding paragraph, the scope of our work was not sufficient to enable us to express, and we do not express, an opinion on whether the schedule of operating expenses applicable to the Head Start Program of the Fresno EOC for the years ended December 31, 1999 through 2019 is presented in accordance with Federal statutes, regulations and the terms and conditions of the Head Start and Early Head Start grants, in all material respects.

As discussed in Note 1, the grant schedule of the Fresno EOC is designated to present the financial position and transactions of the grant as previously noted, for the years ended December 31, 1999 through 2019. They do not purport to, and do not present fairly, the financial position of the Fresno EOC as of December 31, 1999 through 2019, the changes in its financial position, or, where applicable, its cash flows for the years then ended in conformity with account principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Our examination was conducted for the purpose of forming an opinion on the grant schedule as a whole. The supplementary information presented on pages 5, 6 and 7 are presented for purposes of additional analysis and is not a required part of the grant schedule. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the grant schedule.

The supplementary information has been subjected to the examination procedures applied in the examination of the grant schedule and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the grant schedule or to the grant schedule itself, and other additional procedures in accordance with attestation standards generally accepted in the United States of America. Because of the limitation on the scope of our examination as noted on the previous page, we do not express an opinion on the supplemental schedules referred to above.

HUDSON HENDERSON & COMPANY, INC.

*Hudson Henderson & Company, Inc.*

Fresno, California  
September 24, 2020

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
SCHEDULE OF OPERATING EXPENSES – HEAD START PROGRAM  
FOR THE YEARS ENDED DECEMBER 31, 1999 THROUGH 2019**

Year	Claimed Costs	Claimed Costs Questioned			Total	Audited Costs Accepted
		Disallowed Depreciation	Federal Interest % Depreciation Reduction	FEP Rent Reduction		
1999	\$ 18,518,823	\$ -	\$ (3,284)	\$ -	\$ (3,284)	\$ 18,515,539
2000	20,971,235	-	(4,083)	-	(4,083)	20,967,152
2001	22,803,534	-	(4,831)	-	(4,831)	22,798,703
2002	27,161,128	(942)	(5,220)	(9,662)	(15,824)	27,145,304
2003	26,004,904	(1,569)	(6,682)	(12,487)	(20,738)	25,984,166
2004	28,197,205	(1,715)	(6,873)	(8,006)	(16,594)	28,180,611
2005	28,271,932	(1,783)	(6,905)	(8,469)	(17,157)	28,254,775
2006	28,357,097	(21,468)	(7,257)	(7,903)	(36,628)	28,320,469
2007	28,665,415	(21,115)	(7,607)	(7,268)	(35,990)	28,629,425
2008	28,693,842	(20,837)	(7,915)	(7,010)	(35,762)	28,658,080
2009	29,441,769	(24,205)	(8,829)	(6,698)	(39,732)	29,402,037
2010	29,435,324	(25,572)	(9,809)	(8,202)	(43,583)	29,391,741
2011	31,286,138	(10,059)	(10,759)	(7,820)	(28,638)	31,257,500
2012	32,328,299	(10,554)	(10,894)	(8,679)	(30,127)	32,298,172
2013	30,938,295	(5,685)	(10,137)	3,520	(12,302)	30,925,993
2014	32,469,417	(7,777)	(9,814)	7,841	(9,750)	32,459,667
2015	32,826,823	(8,492)	(9,049)	7,864	(9,677)	32,817,146
2016	33,560,097	(9,094)	(9,690)	7,911	(10,873)	33,549,224
2017	35,174,419	(9,125)	(10,023)	7,868	(11,280)	35,163,139
2018	37,538,974	(8,439)	(10,247)	(9,562)	(28,248)	37,510,726
2019	38,330,076	-	-	-	-	38,330,076
	<u>\$ 620,974,746</u>	<u>\$ (188,431)</u>	<u>\$ (159,908)</u>	<u>\$ (66,762)</u>	<u>\$ (415,101)</u>	<u>\$ 620,559,645</u>

The accompanying notes are an integral part of the grant schedule.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
NOTES TO GRANT SCHEDULE**

**NOTE 1 – BASIS OF ACCOUNTING AND PRESENTATION**

Basis of Accounting: The Fresno Economic Opportunities Commission (the Fresno EOC) Head Start Program grant is accounted for as a governmental fund type, in which the current financial resources measurement focus and the modified accrual basis of accounting is used. Accounting for grant proceeds and expenditures using the modified accrual basis of accounting are recorded wherein revenues are recorded as received in cash, except that revenues, which are both measurable and available as a resource to operations of the current period, are accrued. These include amounts spent and not yet reimbursed. Expenditures are recognized when the liability is incurred.

Basis of Presentation: The accompanying grant schedule has been prepared from the latest contracts approved by the Office of Head Start, the annual federal financial reports and the Fresno EOC grant records in accordance with the Office of Head Start. This report represents only the Head Start Program and is not intended to present fairly the financial position and results of operation of the Fresno EOC, as a whole, or in conformity with accounting principles generally accepted in the United States of America.

**NOTE 2 – CONTINGENCIES**

The Fresno EOC has received federal and state funds for specific purposes that are subject to review and audit by the granting agencies. Although such audits and reviews could generate expenditure disallowances under terms of the grants, management believes that any required reimbursement will not be material.

**NOTE 3 – SUBSEQUENT EVENTS**

In compliance with accounting standards, management has evaluated events that have occurred after year-end to determine if these events are required to be disclosed in the grant schedule. Management has determined the events regarding the Novel Coronavirus require disclosure in accordance with accounting standards. On March 4, 2020, Governor Newsom issued an emergency proclamation declaring a State of Emergency in California due to the Novel Coronavirus (COVID-19). The COVID-19 outbreak is ongoing, and the ultimate geographic spread of the virus, the duration and severity of the outbreak and the economic and other actions that may be taken by governmental authorities to contain the outbreak or to treat its impact are uncertain. The ultimate impact of COVID-19 on the operations and finances of the Fresno EOC Head Start program is unknown.



**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**

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**SUPPLEMENTARY SCHEDULES**

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**SCHEDULE OF FRESNO EXECUTIVE PLAZA EXPENSES BY BUILDING – HEAD START PROGRAM**  
**FOR THE YEARS ENDED DECEMBER 31, 2003 THROUGH 2019**

<u>Year</u>	<u>Building A</u>	<u>Building B</u>	<u>Total</u>
2003	\$ 59,210	\$ 532,204	\$ 591,414
2004	38,349	344,699	383,048
2005	33,454	374,513	407,967
2006	15,289	340,136	355,425
2007	13,441	299,017	312,458
2008	14,080	300,234	314,314
2009	26,914	271,355	298,269
2010	41,128	329,117	370,245
2011	68,190	331,950	400,140
2012	106,390	356,655	463,045
2013	103,681	336,489	440,170
2014	115,694	354,700	470,394
2015	117,285	359,579	476,864
2016	117,149	359,160	476,309
2017	117,131	359,104	476,235
2018	147,482	281,577	429,059
2019	158,199	302,038	460,237
Total	<u>\$ 1,293,066</u>	<u>\$ 5,832,527</u>	<u>\$ 7,125,593</u>

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**SCHEDULE OF FRESNO EXECUTIVE PLAZA FEDERAL INTEREST BY BUILDING – HEAD START PROGRAM**  
**FOR THE YEARS ENDED DECEMBER 31, 1991 THROUGH 2020**

Building A						Building B					Total	
Year	Improve- ments	Mortgage Interest	Bond Issuance Cost	Total Costs	Federal Interest %	Improve- ments	Mortgage Interest	Bond Issuance Cost	Total Costs	Federal Interest %	Total Costs	Total Federal Interest %
1991	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ 12,762	\$ -	\$ 12,762	0.24%	\$ 12,762	0.24%
1992	-	-	-	-	0.00%	-	22,062	-	22,062	0.60%	22,062	0.60%
1993	-	-	-	-	0.00%	-	29,215	-	29,215	1.01%	29,215	1.01%
1994	-	-	-	-	0.00%	-	50,040	3,675	53,715	1.73%	53,715	1.73%
1995	-	-	-	-	0.00%	-	66,779	5,106	71,885	2.59%	71,885	2.59%
1996	-	-	-	-	0.00%	-	70,023	5,106	75,129	3.40%	75,129	3.40%
1997	-	-	-	-	0.00%	-	95,469	6,811	102,280	4.44%	102,280	4.44%
1998	-	-	-	-	0.00%	-	132,473	9,446	141,919	5.82%	141,919	5.82%
1999	-	-	-	-	0.00%	-	127,370	9,951	137,321	6.90%	137,321	6.90%
2000	-	-	-	-	0.00%	-	125,233	10,062	135,295	7.96%	135,295	7.96%
2001	-	-	-	-	0.00%	-	125,828	10,425	136,253	8.96%	136,253	8.96%
2002	-	-	-	-	0.00%	-	118,745	10,188	128,933	9.82%	128,933	9.82%
2003	-	12,000	12,402	24,402	0.21%	5,389	110,309	114,006	229,704	11.16%	254,106	11.38%
2004	-	5,349	109	5,458	0.26%	-	49,169	1,004	50,173	11.44%	55,631	11.70%
2005	-	3,127	347	3,474	0.28%	-	35,806	3,974	39,780	11.65%	43,254	11.94%
2006	-	1,233	-	1,233	0.29%	-	28,043	-	28,043	11.70%	29,276	11.99%
2007	-	948	-	948	0.29%	-	21,577	-	21,577	11.73%	22,525	12.03%
2008	-	674	-	674	0.30%	-	14,689	-	14,689	11.81%	15,363	12.11%
2009	-	721	-	721	0.29%	-	7,434	-	7,434	11.22%	8,155	11.51%
2010	-	118	-	118	0.29%	-	963	-	963	11.10%	1,081	11.39%
2011	-	-	-	-	0.28%	53,992	-	-	53,992	11.37%	53,992	11.65%
2012	-	-	-	-	0.28%	-	-	-	-	11.26%	-	11.54%
2013	-	-	-	-	0.28%	-	-	-	-	11.26%	-	11.54%
2014	-	-	-	-	0.28%	-	-	-	-	11.26%	-	11.54%
2015	-	-	-	-	0.28%	-	-	-	-	11.26%	-	11.54%
2016	-	-	-	-	0.28%	-	-	-	-	11.26%	-	11.54%
2017	-	-	-	-	0.28%	-	-	-	-	11.26%	-	11.54%
2018	-	-	-	-	0.28%	-	-	-	-	11.25%	-	11.53%
2019	-	-	-	-	0.28%	-	-	-	-	11.24%	-	11.52%
2020 to date	-	-	-	-	0.28%	-	-	-	-	11.14%	-	11.41%
<b>Total</b>	\$ -	\$ 24,170	\$ 12,858	\$ 37,028	0.28%	\$ 59,381	\$ 1,243,989	\$ 189,754	\$ 1,493,124	11.14%	\$ 1,530,152	11.42%

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**SCHEDULE OF FRESNO EXECUTIVE PLAZA FEDERAL INTEREST BUILDING EXPENSES**  
**FOR THE YEARS ENDED DECEMBER 31, 1991 THROUGH 2020**

Year	Total					Head Start				Non-Federal (Agency)				
	Acquisition	Improve-ments	Mortgage Interest	Bond Issuance Cost	Total	Improve-ments	Mortgage Interest	Bond Issuance Cost	Total	Acquisition	Improve-ments	Mortgage Interest	Bond Issuance Cost	Total
1991	\$ 4,988,858	\$ 841	\$ 243,100	\$ -	\$ 5,232,799	\$ -	\$ 12,762	\$ -	\$ 12,762	\$ 4,988,858	\$ 841	\$ 230,338	\$ -	\$ 5,220,037
1992	-	96,582	483,225	-	579,807	-	22,062	-	22,062	-	96,582	461,163	-	557,745
1993	-	23,145	476,850	-	499,995	-	29,215	-	29,215	-	23,145	447,635	-	470,780
1994	-	-	469,848	33,050	502,898	-	50,040	3,675	53,715	-	-	419,808	29,375	449,183
1995	-	-	462,188	33,050	495,238	-	66,779	5,106	71,885	-	-	395,409	27,944	423,353
1996	-	-	453,900	33,050	486,950	-	70,023	5,106	75,129	-	-	383,877	27,944	411,821
1997	-	-	444,975	33,050	478,025	-	95,469	6,811	102,280	-	-	349,506	26,239	375,745
1998	-	-	435,200	33,050	468,250	-	132,473	9,446	141,919	-	-	302,727	23,604	326,331
1999	-	170,669	422,733	33,050	626,452	-	127,370	9,951	137,321	-	170,669	295,363	23,099	489,131
2000	-	-	411,117	33,050	444,167	-	125,233	10,062	135,295	-	-	285,884	22,988	308,872
2001	-	-	398,650	33,050	431,700	-	125,828	10,425	136,253	-	-	272,822	22,625	295,447
2002	-	-	385,050	33,050	418,100	-	118,745	10,188	128,933	-	-	266,305	22,862	289,167
2003	-	5,389	375,715	388,311	769,415	5,389	122,309	126,408	254,106	-	-	253,406	261,903	515,309
2004	-	-	159,125	3,287	162,412	-	54,518	1,114	55,632	-	-	104,607	2,173	106,780
2005	-	-	115,817	12,877	128,694	-	38,933	4,321	43,254	-	-	76,884	8,556	85,440
2006	-	101,528	90,838	-	192,366	-	29,275	-	29,275	-	101,528	61,563	-	163,091
2007	-	81,634	70,230	-	151,864	-	22,525	-	22,525	-	81,634	47,705	-	129,339
2008	-	-	48,250	-	48,250	-	15,362	-	15,362	-	-	32,888	-	32,888
2009	-	673,254	24,745	-	697,999	-	8,155	-	8,155	-	673,254	16,590	-	689,844
2010	-	143,841	3,163	-	147,004	-	1,080	-	1,080	-	143,841	2,083	-	145,924
2011	-	169,740	-	-	169,740	53,992	-	-	53,992	-	115,748	-	-	115,748
2012	-	131,628	-	-	131,628	-	-	-	-	-	131,628	-	-	131,628
2013	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2014	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2015	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2016	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2017	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2018	-	8,763	-	-	8,763	-	-	-	-	-	8,763	-	-	8,763
2019	-	10,653	-	-	10,653	-	-	-	-	-	10,653	-	-	10,653
2020 to date	-	125,786	-	-	125,786	-	-	-	-	-	125,786	-	-	125,786
<b>Total</b>	<b>\$ 4,988,858</b>	<b>\$ 1,743,453</b>	<b>\$ 5,974,719</b>	<b>\$ 701,925</b>	<b>\$ 13,408,955</b>	<b>\$ 59,381</b>	<b>\$ 1,268,158</b>	<b>\$ 202,613</b>	<b>\$ 1,530,152</b>	<b>\$ 4,988,858</b>	<b>\$ 1,684,072</b>	<b>\$ 4,706,563</b>	<b>\$ 499,313</b>	<b>\$ 11,878,806</b>

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
SCHEDULE OF OPERATING EXPENSES – HEAD START PROGRAM –  
FRESNO EXECUTIVE PLAZA BUILDING A FEDERAL INTEREST ADJUSTMENT  
FOR THE YEARS ENDED DECEMBER 31, 1999 THROUGH 2019**

Year	Claimed Costs Questioned					Audited Costs Accepted
	Claimed Costs	Disallowed Depreciation	Federal Interest % Depreciation Reduction	FEP Rent Reduction	Total	
1999	\$ 18,518,823	\$ -	\$ (3,284)	\$ -	\$ (3,284)	\$ 18,515,539
2000	20,971,235	-	(4,083)	-	(4,083)	20,967,152
2001	22,803,534	-	(4,831)	-	(4,831)	22,798,703
2002	27,161,128	(942)	(5,220)	(9,662)	(15,824)	27,145,304
2003	26,004,904	(1,569)	(6,682)	(12,487)	(20,738)	25,984,166
2004	28,197,205	(1,715)	(6,873)	(8,006)	(16,594)	28,180,611
2005	28,271,932	(1,783)	(6,905)	(8,469)	(17,157)	28,254,775
2006	28,357,097	(21,468)	(7,257)	(7,903)	(36,628)	28,320,469
2007	28,665,415	(21,115)	(7,607)	(7,268)	(35,990)	28,629,425
2008	28,693,842	(20,837)	(7,915)	(7,010)	(35,762)	28,658,080
2009	29,441,769	(24,205)	(8,829)	(6,698)	(39,732)	29,402,037
2010	29,435,324	(25,572)	(9,809)	(8,202)	(43,583)	29,391,741
2011	31,286,138	(10,059)	(10,759)	(7,820)	(28,638)	31,257,500
2012	32,328,299	(10,554)	(10,894)	(8,679)	(30,127)	32,298,172
2013	30,938,295	(5,685)	(10,137)	3,520	(12,302)	30,925,993
2014	32,469,417	(7,777)	(9,814)	7,841	(9,750)	32,459,667
2015	32,826,823	(8,492)	(9,049)	7,864	(9,677)	32,817,146
2016	33,560,097	(9,094)	(9,690)	7,911	(10,873)	33,549,224
2017	35,174,419	(9,125)	(10,023)	7,868	(11,280)	35,163,139
2018	37,538,974	(8,439)	(10,247)	(9,562)	(28,248)	37,510,726
2019	38,330,076	-	-	-	-	38,330,076
	620,974,746	(188,431)	(159,908)	(66,762)	(415,101)	620,559,645
<b>Adjustment: Elimination of Federal Interest in Building A of the Fresno Executive Plaza</b>						
	-	-	3,439	-	3,439	3,439
<b>Adjusted Totals:</b>						
	<u>\$ 620,974,746</u>	<u>\$ (188,431)</u>	<u>\$ (156,469)</u>	<u>\$ (66,762)</u>	<u>\$ (411,662)</u>	<u>\$ 620,563,084</u>

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS  
FOR THE YEARS ENDED DECEMBER 31, 1999 THROUGH 2019**

**Finding 2019-001: Federal Interest Calculation**

Criteria:

Per the instructions in completing the SF-429 Federal Interest reporting form, line 41f, Real Property Cost, the total cost of the real property acquired is to include the purchase or acquisition price, plus any applicable improvements.

Condition:

It was noted that initial submissions and filings of the SF-429 Form, total costs for the calculation were based on total depreciation over the Federal Executive Plaza (FEP) properties charged as the basis, along with interest and bond amortization charges. In addition, per our review of the calculation as performed by the Fresno EOC, not all improvements of the property were properly included in the calculation, including those paid for by the Fresno EOC and/or the Head Start program.

Cause of Condition:

In review of the Fresno Economic Opportunities Commission (the Fresno EOC) procedures of the computation of the federal interest at the FEP, the calculation was to be based on total depreciation, along with interest and bond amortization charges.

Effect of Condition:

The Fresno EOC was deficient in performing the calculation in using the total depreciation expense cumulatively at the corresponding year-end and not the original purchase/acquisition price of the properties as well as not including all applicable improvements for the calculation of the federal interest.

Recommendation:

We recommend that management reperform the calculation, using the true purchase/acquisition costs plus any and all improvements, less any suite specific improvements as per Head Start program guidelines, made on the property to properly calculate the federal interest percentage applicable to the Head Start program. This was performed in conjunction with a prior agreed-upon-procedures agreement with our firm and was done without exception.

Management Response and Corrective Action Plan:

As noted in the recommendation above, the recalculation of the federal interest portion for Fresno Executive Plaza (FEP) has been recomputed as a result of the prior audit engagement. Any retroactive report filings to update the federal interest will be filed and communicated to the Board and Finance Committee.

**Finding 2019-002: FEP Fixed Asset Listing**

Criteria:

Federal awards require compliance with allowable activities and costs to ensure that only costs charged to the Head Start program actually benefit the program.

Condition:

It was noted in the FEP fixed asset listing from which depreciation was charged to the Head Start program, certain fixed assets were included in the listing for which a direct or indirect benefit was not present to the Head Start program.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS (CONTINUED)  
FOR THE YEARS ENDED DECEMBER 31, 1999 THROUGH 2019**

**Finding 2019-002: FEP Fixed Asset Listing (continued)**

Cause of Condition:

The Fresno EOC lacked proper internal controls and monitoring procedures to ensure that fixed assets being charged in the FEP fixed asset listing only included assets that can be allocated to all tenants, including Head Start, and not suite specific fixed assets that can't be allocated accordingly.

Effect of Condition:

As a result, depreciation and costs were overcharged to the Head Start program, resulting in unallowed costs being charged to the program.

Recommendation:

We recommend that management implement enhanced internal controls and monitoring procedures over the FEP fixed asset listing to ensure that only fixed assets with a benefit to the Head Start program are being charged to the Head Start program. Controls should include prevention measures as well as detection measures when assets are being purchased and recorded to properly identify fixed assets that will benefit the program, and only those fixed asset's depreciation is being charged to the Head Start program.

Management Response and Corrective Action Plan:

Management will conduct a review of its accounting procedures for fixed assets, including monthly monitoring by the Finance management team, especially as it relates to Head Start and any other federally funded program to identify assets that have been procured with federal funds to prevent any future misallocations of depreciation expenses. Updated accounting policies and procedures will be communicated to the Board and Finance Committee

**Finding 2019-003: Allocation Charges**

Criteria:

Federal awards require compliance with allowable activities and costs to ensure that only costs charged to the Head Start program actually benefit the program.

Condition:

It was noted during our examination that fixed assets that have a federal interest ownership percentage associated with them were not having depreciation reduced by that federal interest ownership percentage, resulting in excess depreciation and costs being charged to the Head Start program. It was also noted that Fresno EOC was not properly allocating square footage to the Head Start program, resulting in higher allocations of indirect costs associated with the Head Start program. Lastly, the Fresno EOC does not have proper documentation of approval with the Head Start program to be charging FEP expenses associated with Building A of the FEP.

Cause of Condition:

The Fresno EOC lacked proper internal controls and monitoring procedures to ensure that depreciation and the associated federal interest being charged from the FEP fixed asset listing, along with indirect cost allocations were properly charged to the Head Start program.

Effect of Condition:

As a result, depreciation and costs were overcharged to the Head Start program, resulting in unallowed costs being charged to the program. Also, without proper approval from the Head Start program for allocation of indirect expenses from Building A of the FEP, all prior expenses charged associated with Building A could be disallowed.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS (CONTINUED)  
FOR THE YEARS ENDED DECEMBER 31, 1999 THROUGH 2019**

**Finding 2019-003: Allocation Charges (continued)**

Recommendation:

We recommend that management implement enhanced internal controls and monitoring procedures over the federal interest and depreciation charges to ensure that correct expenses are being charged to the Head Start program. Controls should include prevention measures as well as detection measures when assets are being purchased, have a federal ownership percentage associated with them and recorded to properly identify depreciation and indirect charges that are properly allocated to the Head Start program. We also recommend that management work with the Head Start program to get proper retroactive approval of Building A of the FEP for allocation of indirect expenses associated with that portion of the FEP.

Management Response and Corrective Action Plan:

Management will ensure the Finance department receives the proper training to prevent misallocations of depreciation expense and other indirect costs. Trainings will be provided by an independent auditing firm and by Head Start's Technical Assistance team. In addition, Finance Committee members and future Finance Committee members will participate in training to ensure proper oversight is being conducted. Management will seek retroactive approval for prior year costs associated with Building A.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> N/A
<b>Agenda Item #:</b> 10	<b>Director:</b> N/A
<b>Subject:</b> Board Applicability of Sunshine Laws	<b>Board Chair:</b> Linda Hayes

### Background

The attached Memorandum analyzes the agency's applicability of State and Federal conflict of interest and sunshine laws. The agency's Legal Counsel, Kenneth Price, will be providing a brief overview during the Board Meeting.

Kenneth J. Price  
*Attorney at Law*  
kprice@bakermanock.com

## MEMORANDUM

**TO:** Linda Hayes, Chair  
Emilia Reyes, CEO  
Fresno County Economic Opportunities Commission

**FROM:** Kenneth J. Price  
Craig W. Armstrong

**DATE:** September 21, 2020

**RE:** Applicability of State and Federal conflict-of-interest and sunshine laws

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### ISSUE

Is the Fresno County Economic Opportunities Commission (“Fresno EOC”) subject to State or Federal conflicts-of-interest laws and sunshine laws (e.g., laws concerning open meetings and public access to records)?

### ANSWER

The legal analysis regarding the applicability of these laws to the Fresno EOC is complex. However, as discussed below, the Fair Political Practices Commission (“FPPC”) has concluded that Fresno EOC is subject to the Brown Act<sup>1</sup> and the Political Reform Act.<sup>2</sup> Entities subject to the Brown Act are also subject to California’s Public Records Act.<sup>3</sup> Additionally, as a community action agency, certain Fresno EOC board members, if not all, are likely subject to Government Code section 1090.<sup>4</sup> Also, as a recipient of CSBG funding, Fresno EOC is subject to the federal Freedom of Information Act.<sup>5</sup> Finally, as a result of operating SOUL Charter School, Fresno EOC is subject to the Brown Act, Public Records Act, Political Reform Act, and Section 1090, but only to the extent its activities are related to operating the charter school.

### ANALYSIS

#### A. The Political Reform Act

Every member, officer, employee, or consultant of a state or “local government agency” is a “public official” for purposes of the Political Reform Act.<sup>6</sup> In limited circumstances,

nonprofits can be deemed “local government agencies,” and members of those nonprofits can be deemed “public officials,” under the Act if the nonprofit meets the *Siegel* test.<sup>7</sup>

The *Siegel* test includes four questions: (i) Did the motivation for forming the entity originate with a local government agency; (ii) Is the entity substantially funded by, or is the primary source of funds, a local government agency; (iii) Was one of the principal purposes for forming the entity to provide services or undertake obligations which local government entities are legally authorized to perform or traditionally have performed; and (iv) Is the entity treated as a public entity by other statutory provisions?

In 2008, in response to a request from then Fresno City Councilmember Henry T. Perea for advice regarding the conflict of interest provisions of the Act, the FPPC issued an advice letter (the “2008 FPPC Advice Letter”), a copy of which is attached. The 2008 FPPC Advice Letter analyzed whether or not Fresno EOC<sup>8</sup> qualified as a “local government agency” under the *Siegel* test. The FPPC determined that, “if the majority of the [Fresno EOC’s] funding comes from government funds, then it is likely that the [Fresno EOC] is a local government agency pursuant to the test in *Siegel* for purposes of the Act.”<sup>9</sup> In reaching this conclusion, the FPPC stated that it relied upon “the organization’s general information and background,” including the fact that Fresno EOC was formed as a Community Action Agency created to further the goals of the federal Economic Opportunity Act of 1964. The FPPC further determined that Fresno EOC’s primary source of funds was from government agencies. The FPPC also considered the fact that Fresno EOC complied with the Brown Act<sup>10</sup> in conducting and noticing its meetings and that “one third of the [Fresno EOC’s] board members are public officials”; on this basis, the FPPC concluded: “[b]ased on application of [the] four [*Siegel*] factors, it appears the [Fresno EOC] is a local government agency for purposes of the Act.”

Based on the conclusion of the 2008 FPPC Advice Letter, Fresno EOC appears to be a “local public agency” for the purpose of the Act and, therefore, Fresno EOC is subject to the conflict of interest provisions contained therein. It must be noted, however, that the FPPC’s advice letters are not considered controlling authority in California courts and are based on the information provided and available to the FPPC at the time the advice is requested.<sup>11</sup>

## **B. California’s Brown Act and Public Records Act**

Nonprofit boards can become subject to the Ralph M. Brown Act<sup>12</sup> and Public Records Act<sup>13</sup> in essentially two ways: (i) by being created by a government entity to exercise government authority;<sup>14</sup> or (ii) by receiving funding from a government entity that has an elected board member serving as a board member on the nonprofit board so long as the elected official’s board appointed that member to the nonprofit board.<sup>15</sup>

### **a. “Created By” – Government Code section 54952(c)(1)(A)**

The first question to determine under this analysis is whether or not an “elected legislative body” delegated to Fresno EOC, a private nonprofit corporation, “authority that may be lawfully delegated.” The term “created by” has been interpreted broadly to include the mere

delegation of a legislative body's legal authority to a separate nonprofit corporation.<sup>16</sup> It appears Fresno EOC may be operating pursuant to such delegated authority, at least partially, as is permitted under both Federal and State law.

At the Federal level, 42 U.S.C. section 9901 et seq. authorizes a political subdivision of the State to designate a private, nonprofit corporation to be the "community action agency" in each area. At the State level, Government Code section 12750 et seq. authorizes the Director of California Community Services and Development Department (the "CSD"), a political subdivision of the State, to designate a private nonprofit agency to be the "community action agency" in a given area.

Based on the information available, it appears Fresno EOC may have been "created by" a government entity to exercise government authority. Specifically, it appears the CSD (possibly in conjunction with local government) has "delegated" Fresno EOC to be a Community Action Agency in the Fresno area to further the goals of the federal Economic Opportunities Act of 1964. The 2008 FPFC Advice Letter (discussed above), for example, states that Fresno EOC "was formed pursuant to the Economic Opportunities Act of 1964," that Fresno EOC "acts pursuant to the Economic Opportunity Act," and that Fresno EOC "was formed as a Community Action Agency, created to further the goals of the Economic Opportunity Act of 1964."<sup>17</sup> If that is the case, as a result of being delegated the authority to operate a local Community Action Agency, Fresno EOC would have arguably been "created" to "exercise authority" that the a political subdivision of the State is lawfully permitted to delegate pursuant to Government Code section 12750 et seq.<sup>18</sup> This would make EOC subject to the Brown Act and Public Records Act under Government Code section 54952(c)(1)(A). However, we do not have definitive evidence of this delegation.

**b. "Receives Funds From" – Government Code section 54952(c)(1)(B)**

Although somewhat unclear, it appears that Fresno EOC is not currently receiving funding from a local agency who has appointed a board member to serve as a Board member on the EOC Board as a full voting member. While Fresno EOC receives funding and enters into contracts with local agencies – the cities or the county, the boards of these governmental entities do not appear to take action to appoint their board members to the Fresno EOC board.<sup>19</sup> With regard to certain other members serving on the Board, although those members appear to be public officials of local government agencies, it is unclear whether or not those members' respective government agencies took actions to appoint those members on the Fresno EOC Board.<sup>20</sup> If Fresno EOC does receive funds in such circumstances, Government Code section 54952(c)(1)(B) could become applicable, causing Fresno EOC to be subject to the Brown Act and Public Records Act under this statute.

**C. Community Services Block Grant (CSBG) – (Federal sunshine requirements)**

As a recipient of Community Services Block Grant ("CSBG") program funds, Fresno EOC is subject to compliance with the federal Freedom of Information Act ("FOIA")<sup>21</sup> pursuant to state statute and regulation.<sup>22</sup>

Government Code section 12781(g) permits the California Department of Community Services and Development (“CSD”) to promulgate regulations applicable to entities that receive CSBG program funds. Specifically, Section 12781(g) permits CSD to develop “standards to ***ensure compliance by eligible entities with federal*** and state requirements ***for public access to records***, prohibition of partisan political activities, and nondiscrimination.”<sup>23</sup> CSD has established 22 C.C.R. § 100765, which provides that requests “to inspect or copy records regularly maintained by a grantee may do so after making a request. ***Information and records will be made available to the requestor in accordance with the Freedom of Information Act (5 U.S.C. 552).***”<sup>24</sup>

Fresno EOC receives CSBG funding. Pursuant to the above statute and regulation, Fresno EOC is subject to FOIA, at least to the extent a request is made for information pertaining to Fresno EOC’s CSBG funding. If Fresno EOC plans on following the California Public Records Act, the agency should adopt a records disclosure policy to ensure that it is complying with the both the federal and state laws.

#### **D. Government Code 1090**

Government Code section 12763, a statute applicable to community action agencies operating pursuant to the Federal Economic Opportunity Act of 1964, states as follows:

Consistent with Section 1090, no Member of the Legislature, or any state, county, district, judicial district, or city officer or employee who also serves on a tripartite board shall vote on a contract or other matter before a tripartite board, that would have a direct bearing on services to be provided by that member, officer, or employee, or any business or organization which that member, officer, or employee directly represents or that would financially benefit that member, officer, or employee, or the business or organization that the member, officer, or employee directly represents.<sup>25</sup>

However, because Government Code section 12763 is not entirely clear about Section 1090’s overall applicability to Fresno EOC, we must analyze whether or not Section 1090 may apply to Fresno EOC without regard to Government Code section 12763.

Courts and the Attorney General have analyzed the applicability of Section 1090 to a traditionally non-governmental agency under the “component” or “arm” of the government theory. In a 1982 Attorney General opinion (the “1982 AG Opinion”),<sup>26</sup> the Attorney General analyzed whether or not a nonprofit formed by a workforce agency was subject to, among other laws, the Political Reform Act and Section 1090. As part of its analysis, the Attorney General analyzed and determined that the nonprofit private industry council was a “component” or “arm” of the government, and that Section 1090 was applicable to officers of component entities: “[W]e conclude that an officer of an entity or its component, such as a private industry council

established jointly by a city and a county, is, for purposes of section 1090, either a city or a county officer.”<sup>27</sup>

In reaching its determination, the 1982 AG Opinion relied on the fact that “not only is a private industry council *established* and its *members appointed by a prime sponsor to participate with it in the fulfillment of its statutory function* of implementing job training and development programs [citation], the *prime sponsor also is ultimately responsible for the acts of the private industry council*.”<sup>28</sup> These criteria, although similar, are not exactly analogous to the criteria in the *Siegel* test under the Political Reform Act.

Applying this criterion to Fresno EOC, it is not obvious that the Attorney General or a court would conclude that Fresno EOC is a component or arm of the government. Fresno EOC is not a workforce board. Workforce boards are created by Federal statutes that also place responsibility on local governments (generally cities and counties) with respect to the boards so created. Although Fresno EOC does appear to have a history and relationship with local government, it is unclear whether that history and relationship is sufficient to find Fresno EOC a component of local government. Additionally, as opposed to the workforce entity analyzed in the 1982 AG Opinion, it cannot be said that either the County of Fresno or the City of Fresno—or any other local government—“is ultimately responsible for the acts of” Fresno EOC, as is the case for private industry councils/workforce boards.<sup>29</sup>

However, Fresno EOC acknowledges that it is a Community Action Agency created to further the goals of the federal Economic Opportunity Act of 1964. Fresno EOC’s Board is organized as a twenty-four (24) member tripartite Board of Commissioners under the auspices of the Economic Opportunity Act of 1964. Eight of those twenty-four members are public elected officials or their designee. As seen in the 2008 FPPC Analysis, at least under the *Siegel* factors, Fresno EOC’s status as a Community Action Agency formed for the purpose of furthering the goals of Federal statute was sufficient for the FPPC to find that Fresno EOC is a local government agency subject to the Political Reform Act’s conflict of interest provisions. It is possible—but not certain—that a court or the Attorney General reviewing the applicability of Section 1090 could reach the same conclusion. This is an open question of law.

#### **a. Conclusion**

Outside of Government Code section 12763, under current law and Attorney General opinion, Fresno EOC has a strong argument that Section 1090 does not apply. However, as the component-of-government question has not been directly addressed by the Attorney General or a court of law, and given the likely applicability of the Political Reform Act’s conflict of interest provisions to Fresno EOC, it is not inconceivable that a court or the Attorney General could conclude that Fresno EOC, as a Community Action Agency organized pursuant to the Equal Opportunity Act, is a component of government subject to Section 1090. This may be unlikely, but a dearth in the legal authorities on this specific topic makes this hard to predict.

**E. Senate Bill 126 (Charter Schools)**

Senate Bill 126 (2019) added Section 47604.1 to the Education Code to require charter schools and entities managing charter schools to comply with several state laws, including the Brown Act, Public Records Act, Political Reform Act, and Section 1090.<sup>30</sup> However, Section 47604.1 contains a limitation on the extent to which the governing body of an entity managing a charter school is subject to these laws:

***To the extent a governing body of a charter school or an entity managing a charter school engages in activities that are unrelated to a charter school, Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code, the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code), ... the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code), and the Political Reform Act of 1974 (Title 9 (commencing with Section 81000) of the Government Code) shall not apply with regard to those unrelated activities unless otherwise required by law.***<sup>31</sup>

Additionally, Section 47604.1 requires the school's governing board to limit its consideration at school board meetings to only those items related to the charter school: "A meeting of the governing body of a charter school to discuss items related to the operation of the charter school shall not include the discussion of any item regarding an activity of the governing body that is unrelated to the operation of the charter school."<sup>32</sup>

Fresno EOC operates the SOUL Charter School. By the plain language added to the Education Code by SB 126, Fresno EOC is subject to the enumerated laws highlighted above to the extent its activities are related to operating the school.

**CONCLUSION**

As discussed herein, with regard to public meetings and records laws, Fresno EOC appears to be subject to California's Brown Act and Public Records Act, and is certainly subject to the federal Freedom of Information Act concerning its CSBG funding. With regard to conflict of interest laws, it is likely that Fresno EOC is subject to the Political Reform Act and certain Fresno EOC board members, if not all, may be subject to Section 1090. As a result of operating SOUL Charter School, Fresno EOC is also subject to the Brown Act, Public Records Act, Political Reform Act, and Section 1090 to the extent its activities are related to operating the charter school.

KJP:CWA

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<sup>1</sup> Gov. Code § 54950 et seq.

<sup>2</sup> Gov. Code §§ 87100 - 87450.

<sup>3</sup> Gov. Code 6250 et seq.

<sup>4</sup> Gov. Code § 1090 et seq.

<sup>5</sup> 5 U.S.C. 552 et seq.

<sup>6</sup> Gov. Code §§ 87100 - 87450.

<sup>7</sup> *In re Siegel* (1977) 3 FPPC Ops. 62.

<sup>8</sup> Referred to in the 2008 FPPC Advice Letter as “FCEOC.”

<sup>9</sup> CA FPPC Adv. A-08-014 (Cal.Fair.Pol.Prac.Com.), 2008 WL 727038, at p.\*3.

<sup>10</sup> Gov. Code § 54950 et seq.

<sup>11</sup> For example, if the FPPC had been provided different or additional information (i.e., if Fresno EOC informed the FPPC that it did not follow the Brown Act, or if Fresno EOC informed the FPPC that government agencies were not its primary source of funds, for example), it is unclear whether or not the FPPC would have reached the same conclusion.

<sup>12</sup> Gov. Code § 54950 et seq.

<sup>13</sup> Gov. Code § 6250 et seq.

<sup>14</sup> Gov. Code § 54952(c)(1)(A).

<sup>15</sup> Gov. Code § 54952(c)(1)(B).

<sup>16</sup> See Cal. Att. Gen. Opinion No. 01-401.

<sup>17</sup> CA FPPC Adv. A-08-014 (Cal.Fair.Pol.Prac.Com.), 2008 WL 727038, at pp.\*1, 3; the letter also states that Fresno EOC is subject to the Brown Act; however, the letter’s statement that the Brown Act applies to Fresno EOC in made conclusory terms and the FPPC does not present a legal analysis supporting its conclusion that the Brown Act applies.

<sup>18</sup> Gov. Code § 54952(c)(1)(A).

<sup>19</sup> Currently those members are as follows: Amy Arambula, appointed by the Senator representing the 14th Senatorial District; Oliver Bains, appointed by the 16th Congressional District representative; Amparo Cid, appointed by the 31st Assembly District representative; Jerome Countee, appointed by the State Center Community College District; Angie Isaak, appointed by the Fresno County Superior Court presiding judge of the Juvenile Department; Charles Garabedian, Jr., appointed by the Fresno County Board of Supervisors; Richard Keyes, appointed by the Mayor of the City of Fresno; and Barigye McCoy, appointed by the Fresno County Board of Supervisors.

<sup>20</sup> We understand that Rey Leon is the Mayor of the City of Huron; Daniel Martinez is the Mayor of the City of Sanger; Daniel T. Parra is a City of Fowler Councilmember; and Felipe De Jesus Perez is a City of Firebaugh Councilmember. It is unclear whether or not they were appointed by their respective jurisdictions.

<sup>21</sup> 5 U.S.C. 552.

<sup>22</sup> Gov. Code § 12781; 22 C.C.R. § 100765.

<sup>23</sup> Gov. Code § 12781(g); emphasis added.

<sup>24</sup> 22 C.C.R. § 100765; emphasis added.

<sup>25</sup> Gov. Code § 12763.

<sup>26</sup> 65 Ops.Cal.Atty.Gen. 41, (1982).

<sup>27</sup> *Id.*

<sup>28</sup> 65 Ops.Cal.Atty.Gen. 41, (1982) at p. \*7.

<sup>29</sup> See the Workforce Innovation and Opportunity Act (WIOA) § 107(d)(12)(B)(i)(II), placing ultimate fiscal liability with local government.

<sup>30</sup> Ed. Code § 47604.1.

<sup>31</sup> Ed. Code § 47604.1(e).

<sup>32</sup> Ed. Code § 47604.1(f).



CA FPPC Adv. A-08-014 (Cal.Fair.Pol.Prac.Com.), 2008 WL 727038

California Fair Political Practices Commission

HENRY T. PEREA

FPPC File No. A-08-014

March 13, 2008

\*1 Henry T. Perea  
Councilmember  
Council District Seven  
Fresno City Council  
2600 Fresno Street, Room 2097  
Fresno, CA 93721-3600

**RE: Your Request for Advice**

Dear Mr. Perea:

This letter responds to your request for advice regarding the conflict-of-interest provisions of the Political Reform Act (the "Act") and is based on the facts presented; the Fair Political Practices Commission (the "Commission") does not act as a finder of fact when it renders advice.<sup>1</sup> (*In re Oglesby* (1975) 1 FPPC Ops. 71.) Additionally, we base our advice solely on the provisions of the Act and do not address the applicability, if any, of other conflict-of-interest laws such as common law conflict of interest or Government Code Section 1090. We urge you to contact your agency counsel regarding the application of these other conflict-of-interest laws, particularly Section 1090.

**QUESTION**

May you, as a Councilmember, participate in negotiations and decisions relating to the appropriation of public funding and the purchase of the Neighborhood Center/Gymnasium from the Fresno County Economic Opportunities Commission (FCEOC), a non-profit private corporation, which currently employs your wife?

**CONCLUSIONS**

It appears that the FCEOC is a local government agency, such that your wife's salary paid by the agency is not income for purposes of conflict of interest disqualification. However, you may still have to disqualify yourself if there is a personal financial effect on you or your wife.

**FACTS**

You are an elected member of the Fresno City Council. Your wife is employed by the Fresno County Economic Opportunities Commission (FCEOC), a non-profit 501(c)3 private corporation. Her income from the FCEOC has exceeded \$1,000 in the prior 12 months. The FCEOC was formed pursuant to the Economic Opportunities Act of 1964. One third of the board members are public elected officials, while another one third come from various public agencies and community groups; the final third are elected low-income target area representatives. The FCEOC acts pursuant to the Economic Opportunity Act. It provides services to the community, including vocational training, counseling, and education, counseling and treatment for juvenile offenders, and health and nutrition education, among others. It is also subject to the Brown Act.

The Fresno City Council is considering an appropriations resolution for \$2 million in Park Impact Fees for the purchase and use of a youth center and gymnasium. The purchase will be from the FCEOC.

As a member of the Fresno City Council, you will be asked to participate in the decision-making process regarding the appropriation and purchase.

## **ANALYSIS**

Section 87100 prohibits any public official from making, participating in making, or otherwise using his or her official position to influence a governmental decision in which the official has a financial interest. A public official has a "financial interest" in a governmental decision, within the meaning of the Act, if it is reasonably foreseeable that the governmental decision will have a material financial effect on one or more of the public official's economic interests. (Section 87103; Regulation 18700(a).) The Commission has adopted an eight-step standard analysis for deciding whether an individual has a disqualifying conflict of interest in a given governmental decision, which we apply to your question. (Regulation 18700(b)(1)-(8).)

### **Step One: Are you a public official for purposes of the Act?**

**\*2** Under the Act, a public official is "every member, officer, employee or consultant of a state or local government agency." (Section 82048.) As a member of the Fresno City Council, you are a public official.

### **Step Two: Are you making, participating in, or influencing a governmental decision?**

Because you will be called upon to consider governmental decisions relating to the appropriation of public funds and the purchase of the neighborhood center and gymnasium, you will be making, participating in making, or otherwise using your official position to influence a governmental decision. (Section 87100; Regulations 18702-18702.4.)

### **Step Three: What are your economic interests?**

The Act's conflict-of-interest provisions apply only to conflicts of interest arising from certain enumerated economic interests. These economic interests are described in Section 87103 and Regulations 18703-18703.5, inclusive:

- A public official has an economic interest in a business entity in which he or she has a direct or indirect investment of \$2,000 or more. (Section 87103(a); Regulation 18703.1(a).)
- A public official has an economic interest in a business entity in which he or she is a director, officer, partner, trustee, employee, or holds any position of management. (Section 87103(d); Regulation 18703.1(b).)
- A public official has an economic interest in real property in which he or she has a direct or indirect interest of \$2,000 or more. (Section 87103(b); Regulation 18703.2.)
- An official has an economic interest in any source of income, including promised income, totaling \$500 or more within 12 months prior to the decision. (Section 87103(c); Regulation 18703.3.)
- A public official has an economic interest in any source of gifts to him or her if the gifts total \$390 or more within 12 months prior to the decision. (Section 87103(e); Regulation 18703.4.)
- A public official has an economic interest in his or her personal expenses, income, assets, or liabilities, as well as those of his or her immediate family. This is commonly referred to as the "personal financial effects" rule. (Section 87103; Regulation 18703.5.)

There is one potential economic interest.

*Source of Income:* Under the Act, a source of income is defined as “a payment received, including but not limited to any salary, wage, [...] and including any community property interest in the income of a spouse.” (Section 82030(a)). Thus your wife's salary creates an economic interest for you in her employer if she has received \$1,000 or more from the employer.<sup>2</sup>

However, the Act also exempts from sources of income the following:

**Salary and reimbursement** for expenses or per diem, and social security, disability, or other similar benefit payments received from a state, local, or federal government agency and reimbursement for travel expenses and per diem received from a bona fide nonprofit entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. (Section 82030(b).)

\*3 Therefore, in order to determine whether the wages earned from the FCEOC are considered a source of income, we must first determine whether the FCEOC is a local government agency for the purposes of the Act. A non-profit corporate entity can be a government agency for the purposes of the Act. The issue was decided in *In re Siegel*, where the Commission applied a four-part test.

*Was the impetus for formation of the corporation originated with a government agency?*

According to the organization's general information and background, the FCEOC was formed as a Community Action Agency, created to further the goals of the Economic Opportunity Act of 1964. As with other similar organizations, one third of the board members are public elected officials, while another one third come from various public agencies and community groups. We have previously found this formation and structure to be sufficient to meet this factor in the *Siegel* test. (*Soldani* Advice Letter, No. A-94-042).

*Was it is substantially funded by, or its primary source of funds is, a government agency?*

The FCEOC has a budget of approximately \$114 million. It is funded by all levels of government, as well as donations, business, and user fees. The majority of their funding comes from the federal government; combined with local and state government funding, it appears that various government entities are the primary source of funds for the FCEOC.

*Is one of the principal purposes for which it is formed to provide services or undertake obligations which public agencies are legally authorized to perform and which, in fact, they traditionally have performed?*

The FCEOC acts pursuant to the Economic Opportunity Act. The services it provides include vocational training, counseling, and education, counseling and treatment for juvenile offenders, and health and nutrition education, among others.

*Is the Corporation treated as a public entity by other statutory provisions?*

You indicate that the FCEOC publicizes and holds its public meetings in accordance with the Brown Act. (Gov. Code, Sections 54950-54963.) Given this fact and that one third of the FCEOC's board members are public officials, we conclude that the FCEOC meets this factor of the *Siegel* test.

If the majority of the FCEOC's funding comes from government funds, then it is likely that the FCEOC is a local government agency pursuant to the test in *Siegel* for purposes of the Act. Because of this, the wages earned by your wife for her work with the FCEOC are probably not a source of income for the purposes of the Act.

Based on application of these four factors, it appears the FCEOC is a local government agency for purposes of the Act. Because of this, the wages earned by your wife for her work with the FCEOC are subject to the exception in Section 82030(b) and FCEOC is not a source of income for the purposes of the Act.

*Personal Financial Effect:* Finally, there is what is commonly referred to as a “personal financial effect.” A public official has an economic interest in his or her personal expenses, income, assets, or liabilities, as well as those of his or her immediate family. (Section 87103; Regulation 18703.5).

**Step Four: Is the economic interest directly or indirectly affected by the decisions?**

*Personal Financial Effect*

\*4 If there is any financial effect on the personal finances of a public official, they are deemed to be directly involved in a decision. It is presumed that any public official has an interest in his or her personal finances. Therefore, if there is an interest, it is directly affected by the decision.

**Step Five and Six: Will there be a material and foreseeable financial effect on the economic interest involved?**

Regulation 18705.5(a) provides that a reasonably foreseeable financial effect on a public official's personal finances is material if it is at least \$250 in any 12-month period.

Moreover, Regulation 18705.5(b) provides:

“(b) The financial effects of a decision which affects only the salary, per diem, or reimbursement for expenses the public official or a member of his or her immediate family receives from a federal, state, or local government agency shall not be deemed material, unless the decision is to hire, fire, promote, demote, suspend without pay or otherwise take disciplinary action with financial sanction against the official or a member of his or her immediate family, or to set a salary for the official or a member of his or her immediate family which is different from salaries paid to other employees of the government agency in the same job classification or position.”

Based on the facts provided to us, it is not foreseeable that your personal finances will be materially affected. You have stated that your wife is a salaried employee, who receives no payment per project and only receives bonuses as part of a set annual review. Her salary, and therefore your financial interest, is unlikely to be affected by this governmental decision.<sup>3</sup>

**Steps Seven and Eight: Are there any exceptions to the conflicts of interest rules?**

An official who otherwise has a conflict of interest in a decision may still participate under the “public generally” exception. This exception applies when the financial effect of a decision on a public official's economic interests is substantially the same as the effect on a significant segment of the public. The “legally required participation” rule applies when the official's participation in a governmental decision is legally required. (Section 87101; Regulation 18708.) You have not presented any facts indicating that these exceptions are applicable to your situation; therefore we do not address them here.

If you have other questions on this matter, please contact me at (916) 322-5660.

Sincerely,

Scott Hallabrin  
General Counsel  
By: Pamela Azar  
Legal Intern  
Legal Division

Footnotes

- 1 The Political Reform Act is contained in Government Code Sections 81000 through 91014. All statutory references are to the Government Code, unless otherwise indicated. The regulations of the Fair Political Practices Commission are contained in Sections 18110 through 18997 of Title 2 of the California Code of Regulations. All regulatory references are to Title 2, Division 6 of the California Code of Regulations, unless otherwise indicated.
- 2 Because an official has a one-half community property interest in a spouse's salary, the official has met the \$500 threshold once the spouse earns \$1000 or more.
- 3 When a public official who holds an office specified in section 87200 has a conflict of interest in a decision noticed at a public meeting, then he or she must: (1) immediately prior to the discussion of the item, orally identify each type of economic interest involved in the decision as well as details of the economic interest, as discussed in regulation 18702.5(b), on the record of the meeting; (2) recuse himself or herself; and (3) leave the room for the duration of the discussion and/or vote on the item. For closed sessions, consent calendars, absences and speaking as a member of the public regarding personal interests, special rules found in regulation 18702.5(c) and 18702.5(d) apply.

CA FPPC Adv. A-08-014 (Cal.Fair.Pol.Prac.Com.), 2008 WL 727038

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## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> N/A
<b>Agenda Item #:</b> 11	<b>Director:</b> N/A
<b>Subject:</b> Legislative Report	<b>Officer:</b> Elizabeth Jonasson

### Background

The information presented below is intended to keep the Board apprised of rapidly changing local, state and federal issues relevant to our agency.

### STATE

#### Watch List

The State of California released a new ranking system which applies criteria to each county to determine what activities and businesses are allowed to operate. Fresno county has very high infection rates and continues to be near the top of the list.

#### COVID-19 Actions

After announcing schools in Fresno County must remain closed to in person instruction, the California Department of Public Health released a framework for reopening schools ahead of the 2020–2021 school year as well as guidance for small group instruction. This new guidance affects SOUL's operation and potentially Street Saint's service delivery.

Governor Newsom announced \$600 million in funding for Project HomeKey which builds on the success of Project RoomKey for quarantining individuals experiencing homelessness, Project HomeKey will partner with localities to provide funding for the acquisition of different types of dwelling units including: hotels, motels, vacant apartment buildings, residential care facilities, and tiny homes. The program has 45 million dollars in philanthropic support to provide these individuals with services. Fresno County is leading the effort along with the Housing Authority and Fresno EOC Sanctuary and Support Services as a training provider around human trafficking.

Governor Newsom signed an executive order that extended the ability to temporarily halt the redemption of beverage containers. In response to the order, the recycling program run by our Local Conservation Corps voluntarily reduced hours in to reduce exposure to the public.

#### Budget

In June, the governor proclaimed a budget emergency which made additional resources available to combat the pandemic. This allows the State to dip into it's rainy day fund. Funding is crucial in combating this health crisis and as more becomes available it can be used in service to our clients and our communities either directly through us or other agencies.

## **FEDERAL**

Over the summer we invited Congressman Costa and Congressman Cox to our food Distributions to see the impact we are making in the Community. Congressman Costa toured the Food Express Bus and Congressman Cox helped at a food distribution in Parlier.

We collaborated with Congressman Cox's office to produce a video on nutrition featuring the Congressman, CAPK, our community garden and tips on stretching food budgets.

On August 27, Sanctuary and Support Services Director participated in a call with Congressman Jim Costa focused on local housing needs, current efforts and potential policy in this area.

### **Census**

In July, President Trump signed an executive order to remove undocumented immigrants from the population totals that are used for the apportionment of congressional representation. As Fresno County and the Central Valley have large populations of undocumented immigrants, the move would dilute the representation of our community in our government. It is largely seen as political move that would benefit areas of the country with less undocumented immigration. This comes after losing the court battle over the inclusion of a citizenship question on the census questionnaire.

In a related action, President Trump has sought to move the Census timeline up. Due to the pandemic, census officials requested the deadline to submit the population counts be extended from December 31, 2020 to April 30, 2021. All was proceeding according to that plan: enumerating activities would have continued until the end of October. However due to the recently proposed shift, they would have to rush to end the count by September 30 to have data in time for December 31. It is speculated that the shift is so that the current administration can have the data and start the apportionment process. This shift is being contested in court.

### **Supreme Court**

The U.S. Supreme Court ruled against the Trump Administration's attempt to end the DACA program. In a related action, a federal judge ordered the administration to start accepting new applications again.

### **Budget and Reauthorizations**

It is looking like CSBG (and other) reauthorizations won't happen this year, despite concrete support, simply due to the current context. A continuing resolution for FY2021- at 2020 levels- is an almost certainty until after the election in November. Once the

outcomes are decided each side will shift to leverage their current and new positions as best they can for spending authority.

The priority for advocacy for the Community Action Network in this committee continues to be to pass language that ensures eligibility at 200 percent of the federal poverty level for FY2021 CSBG funds, as was included for the supplemental CSBG funded. This language is in the current HEROES and HEALS bills. It is also in H.R. 7617, passed by the House, which includes increases for traditional Community Action Programs. These increases show our strong support.

H.R 7617, as passed by the House, is a \$1.3 trillion bill encompassing appropriations for major parts of the federal government for FY 2021, including CSBG, Head Start, LIHEAP, Weatherization. It includes:

- A \$10 million increase to CSBG for a total appropriation of \$750 million, and the same level of funding for both Community Economic Development (\$20.4 million) and Rural Community Facilities (\$10 million).
- A \$150 million increase for Head Start (135 million is for cost-of-living increases), for a total of \$10.76 billion.
- A 25 million increase for LIHEAP, for a total of \$3.76 billion.
- Emergency WAP funding of \$3.25 billion in addition to the regular WAP funding of \$310 million, an increase of \$5 million. Both emergency and regular WAP funding have \$5 million each set aside for training and technical assistance. The Emergency funding also includes a \$300 million dollar set-aside for an innovation fund.

## 2020 elections

Presidential candidate Joe Biden announced his vice presidential pick, California senator Kamala Harris. This will mean a lot more attention for California in the coming months.

## HEROES/HEALS ACT

Negotiations are still underway between the House and Senate on the next round of stimulus funding. Election politics are getting in the way of compromise. The specific language around CDBG small states distribution and 200% eligibility that the network has been able to include in both the HEROES and HEALS acts depends on Congress reaching a deal with those provisions included.

Here is a table that's helpful for comparison purposes: <https://www.cnet.com/personal-finance/cares-heals-and-heroes-acts-similarities-and-key-differences/>



## BOARD OF COMMISSIONERS INFORMATION ITEM

<b>Date:</b> September 30, 2020	<b>Program:</b> Planning and Evaluation
<b>Agenda Item #:</b> 12	<b>Director:</b> TBD
<b>Subject:</b> Summary of Grant Tracker	<b>Officer:</b> Elizabeth Jonasson

### Background

The information presented below is intended to inform the Board of the 2020 grant activities, results, and outcomes through August 2020.

A total of 50 grants have been submitted since the beginning of the year, of which 24 have been funded, 5 have been denied, and 21 are pending. This represents a high success rate, with 82.8% of grants funded this year.

The month of August had one of the highest monthly amounts awarded in 2020 at \$4,495,724, due in large part to the Harvest Project COVID-19 Testing proposal that was approved by the County of Fresno. Sanctuary and Support Services also received continuation funding, and both the grant application and a request for matching funds for the new Advance Peace Fresno program were approved in the combined amount of \$1,000,000.

The table below provides greater detail and a break down by month.

Month	# of Grants Submitted	# of Grants Approved	# of Grants Denied	# of Pending Grants	Amount Requested	Amount Awarded
January	5	1	0	4	\$28,008,148	\$100,000
February	12	1	2	13	\$3,094,247	\$100,000
March	6	8	1	10	\$3,035,466	\$5,184,946
April	7	2	1	14	\$2,936,939	\$1,201,723
May	7	4	0	17	\$731,000	\$797,000
June	6	2	0	21	\$8,659,624	\$30,000
July	5	2	0	23	\$9,860,000	\$115,000
August	2	4	1	21	\$3,395,724	\$4,495,724
<b>Total</b>	<b>50</b>	<b>24</b>	<b>5</b>	<b>21</b>	<b>\$59,721,148</b>	<b>\$12,024,393</b>

The table below provides the breakdown of grants funded in August 2020.

<b>Grant</b>	<b>Funding Source</b>	<b>Program</b>	<b>Amount</b>
Harvest Project COVID-19 Testing	Fresno County Department of Public Health	Food Services, Health and Dental Services, Sanctuary and Support Services, Transit Systems	\$3,295,724
California Violence Intervention Program	Board of State and Community Corrections	Advance Peace Fresno	\$925,000
The California Endowment Grant Proposal	The California Endowment	Advance Peace Fresno	\$75,000
HHS BCP Non-Competing Continuation Application	Department of Health and Human Services Basic Center Program	Sanctuary and Support Services	\$200,000
<b>Total</b>			<b>\$4,495,724</b>



## CEO REPORT

Wednesday, September 30, 2020

### **BACKGROUND**

The information presented below is intended to keep the Board apprised of the Chief Executive Officer and staff's community involvement on behalf of the Board.

### **COMMUNITY WIDE EFFORTS**

#### **Illuminate Our PRIDE Solidarity March**

As you may remember, we were planning our solidarity march in Downtown Fresno on June 27th. Out of an abundance of caution to prevent the spread of COVID, we moved to a virtual event. This was an energized event where our Sanctuary team was able to put the event together rather quickly. We had a successful event where panelists joined on zoom, and it was shared live on Facebook.

#### **COVID-19 Services**

Reaching our community's most vulnerable populations and providing critical services is what we do every day. We are now working to help bridge the COVID health service gap in our African American, Farmworker, and Immigrant and Refugee community members. Mentions: [Fresno County Newsroom](#), [Your Central Valley](#), [GVWire](#),

#### **COVID-19 Services for Farm Workers**

The Healthy Harvest/Cosecha Sana program provides much needed wrap-around services for farmworkers who have tested positive or have been exposed to someone who has tested positive for the novel coronavirus. We will soon be providing rapid testing on-site, and are currently providing transportation, food, and case management services to those in need.

Mentions: [Your Central Valley](#), [KMJ Now](#), [AgNet West KMPH](#), [Radio Bilingue](#)

#### **Advance Peace Fresno**

We have brought on Isaiah Green to support Advance Peace Fresno. With this program, we will offer mentorship, resources, and training to reduce Fresno's gun violence.

Mentions: [Fresno Bee](#) [GV Wire](#)

#### **Community Choice Energy Fresno**

Fresno EOC partnered with The Climate Center to discuss how Community Choice Energy could benefit Fresno. The webinar invited the public to discuss how the service could save local businesses and residents' energy in the long run. Mentions: [ABC30](#)

### **Free Meals for Kids**

Fresno EOC provided over 150,000 free grab-and-go meals for kids during the pandemic and over the summer in locations throughout Fresno County. The locations include the Food Express Bus locations and rural communities. Mentions: [ABC30](#), [ABC30 Follow-Up](#)

### **LGBTQ+ Virtual Services**

Fresno EOC LGBTQ+ Resource Center and Central Valley Against Human Trafficking are offering virtual services. Support groups and services are available via Zoom to provide support for participants. Mentions: [ABC30](#)

### **Legacy Common Food Express Bus**

On July 15, Congressman Jim Costa joined CEO Emilia Reyes and staff at a Food Express Bus stop in Legacy Commons.

Mentions: [Fresno Bee](#)

Emilia Reyes, CEO

Elizabeth Jonasson, Strategy and Communications Officer

Kristine Morgan, Marketing and Communications Manager

Jose Moreno, Communications Specialist II

### **Parlier Food Distribution**

On July 17, Congressman T.J. Cox joined Fresno EOC at our Parlier food distribution. Fresno EOC continues to provide food in rural communities to low-income families in need.

Elizabeth Jonasson, Strategy and Communications Officer

Kristine Morgan, Marketing and Communications Manager

Gabby Romero, Community Services Program Manager

Jon Escobar, Food Services Director

Jose Moreno, Communications Specialist II

### **DAWN – Development Across West Fresno Neighborhoods Initiative**

The DAWN Initiative will fund efforts to combat the coronavirus and underlying health conditions in West Fresno. General Fund Darling relocation set-aside and federal CARES Act funding will finance the initiative.

Mentions: [Business Journal](#)

### **Roadmap to Health**

We created a video in partnership with Congressman Cox's office and CapK with healthy eating tips, recommendations, and a short cooking demo, to help people during the pandemic. We are working on a partnership to produce additional videos.

Mentions: [Roadmap to Health Facebook](#)

### **Women's Equality Day**

We held a virtual event to celebrate Women's Equality Day on August 26. Panels participation and participation from leaders in our community such as District Attorney Lisa Smittcamp, Brandi Orth, Dr. Katherine Fobear, and myself. I was able to participant in an exciting panel regarding women in leadership. Sessions were available on zoom

for staff and also shared live on Facebook. You can visit our Facebook page for the day's recordings.

### **Supporting CREEK Fire Efforts**

On September 24<sup>th</sup> Fresno County Department of Public Health, Office of Emergency Services, requested support from our Local Conservation Corp for distribution efforts for Creek Fire residents. LCC will support distribution of water delivery to residents who are going back to their homes.

## **FRESNO EOC LEADERSHIP TEAM UPDATE**

### **RACE For Equity**

We have teamed up with R.A.C.E. (Results Achieved Through Community Engagement) for Equity to embark on a 12-month journey focusing on building a culture of inclusion with measurable outcomes for the well-being of our clients and community we serve. For more details, please read the CEO Connect dated September 22<sup>nd</sup>.

### **New Manager of Equity and Inclusion**

We welcome Kevin Williams on board as Manager of Equity and Inclusion to ensure equity is instilled in the fabric of all Fresno EOC programming with a focus on community-led partnership.

### **New Executive Director of Access Plus Capital**

We are happy to announce Tate Hill as the new Executive Director of Access Plus Capital. He has joined our agency leadership team. Hill brings 16 years of community development and business technical assistance experiences and 12 years in nonprofit management.

## **FRESNO EOC Donation update**

### **Amazon**

Amazon is donating new products regularly which are discontinued or have slightly damaged packaging for our agency to disperse to clients.

### **Bombas sock donation**

As you may remember from the last board meeting, Bombas made a generous donation of 2,000 pairs of socks to Sanctuary and Support services. As a follow-up, Bombas featured Fresno EOC on their social media account, sharing our mission to their followers.

Mentions: [Fresno EOC YouTube](#), [Bombas Facebook Page](#)

Elizabeth Jonasson, Strategy and Communications Officer

Latasha Marin, Sanctuary and Support Services Case Manager

### **BYD**

As we know, children-size masks are hard to find. BYD donated five (5) boxes of children-sized masks and hand sanitizer to be given out at rural food distributions. We thank them for this fantastic donation.

**Bank of America**

Masks are difficult to come by in some of our communities. Bank of America donated 46,000 masks for us to distribute to our Healthy Harvest participants. Thank you for looking out for our community.

**Shout out to the community donors**

We have had donors from all over the country, donating hand-sewn children's masks for our participants. Thank you for all of the care you take in creating these for our youngest population.

**PROGRAM PLANNING AND EVALUATION COMMITTEE**  
**Virtual – Board Effects – Zoom**  
**Thursday June 18, 2020**  
**12:00 Noon**

**MINUTES**

**1. CALL TO ORDER**

Richard Keyes, Chair, called the meeting to order at 12:04 PM.

**2. ROLL CALL**

Roll was called and a quorum was established.

**Committee Members (Zoom):**

Richard Keyes (Chair)  
Angie Isaak  
Amy Arambula  
Zina Brown-Jenkins

**Absent:**

Misty Franklin

**Board Members (Zoom):**

Linda Hayes

**Staff (Zoom):**

Michelle Tutunjian  
Elionora Vivanco  
Jon Escobar  
Gilda Arreguin  
Monty Cox  
Emilia Reyes  
Karina Perez  
Jane Thomas  
Elizabeth Jonasson  
Erin Bell  
Heather Brown

Misty Gattie-Blanco  
Jeff Davis  
Leah Struck  
David Wear  
Kathleen Shivaprasad  
Brian King  
Shawn Riggins  
Kip Bowmar  
Mark Wilson

**3. APPROVAL OF MINUTES**

May 12, 2020 Program Planning and Evaluation Committee Meeting Minutes

***M/S/C – Arambula/Isaak to approve the May 12, 2020 meeting minutes. All in favor.***

**4. EMPLOYMENT AND TRAINING SERVICES/FRESNO STREET SAINTS**

- A. 2020 Wells Fargo West Region Urban Economic Opportunity Grant Application  
Jeff Davis, E&T Director and Brian King, Fresno Street Saints Director shared the awarded submission of the joint Summer Internship Program and Summer Youth Employment and Leadership Program application in the amount of \$30,000 to Wells Fargo Foundation. Funding will serve 13 youth ages 18 -24 for the Summer Internship Program and 20 youth ages 16-20 for the Summer youth Employment and Leadership Program to gain comprehensive employment and leadership services.

***M/S/C – Arambula/Brown-Jenkins to ratify the 2020 Wells Fargo West Region Urban Economic Opportunity Grant Application. All in favor.***

- B. 2020 -2021 Fresno Regional Workforce Development Board Funding Award  
Davis, provided an overview of the 2020/2021 Workforce Connection Youth Adult Urban South Program was funded in the amount of \$1,159,164 to continue targeting the youth population.

## **5. FOOD SERVICES**

### **A. Meals on Wheels America COVID- 19 Fund**

Jon Escobar, Food Services Director, shared the grant submission of the Meals on Wheels America's COVID-19 in the amount of \$25,000. If awarded funding will help serve more client.  
**M/S/C – Brown-Jenkins/Isaak to ratify the Meals on Wheels America COVID- 19 Fund. All in favor.**

### **B. Summer Food Service Program**

Escobar, shared the Food Services Summer Program was approved to serve 110 sites during the summer but due to the COVID-19 less than 50% of this locations will participate. Funding will help to continue to serve meals to the youth 18 and younger from June 8, 2020 – August 7, 2020.

### **C. Proposal to Provide Food in Rural Cities**

Escobar, shared the submission of the fee-for-services proposal to The County of Fresno to provide meals to Selma, Kingsburg, and Fowler. The proposal included three meal options which include delivering frozen meals, shelf stable boxes, and drive through food distributions.

## **6. HEAD START 0-5**

### **A. 2019 – 2020 Self-Assessment Summary**

Kathleen Shivaprasad, Head Start 0 to 5 Director, provided an overview of the Annual Summary of Self-Assessment Review Decisions for the 2019-2020 school year, the report highlighted the following strengths:

1. Program Management and Quality Improvement
2. Education, Child Development and School Readiness
3. Health and Safety Program Services
4. Fiscal Infrastructure
5. Eligibility, Recruitment, Selection Enrollment and Attendance (ERSEAO)
6. Five year Program Goals.

**M/S/C – Isaak/Arambula to approve the 2019 – 2020 Self-Assessment Summary. All in favor.**

### **B. COVID-19 Planning Documents**

Shivaprasad, provided an overview and recommends approval for the COVID-19 planning documents to open for the Summer. The summer program will open on July 6<sup>th</sup> for children attending kindergarten in fall and special needs children. For the safety of the employees, children, and their parents they developed the following procedure and guidelines:

1. Infection Control Procedure
2. COVID-19 Health Check Guidelines for Children and Their Parents
3. Sanitation Schedule
4. COVID-19 Tooth Brushing Procedure
5. Stop the Spread of Germs Poster (Spanish and English)

**M/S/C – Isaak/Arambula to approve the COVID-19 Planning Documents. All in favor.**

### **C. Selection Criteria**

Shivaprasad, provided an overview and recommends approval of the revised Selection Criteria including the Adverse Childhood Experiences (ACEs) language.

**M/S/C – Arambula/Isaak to approve the Selection Criteria. All in favor.**

### **D. Program Update Reports - May, 2020**

Shivaprasad, provided an overview of the monthly program updated report mandated by the Head Start Act. The monthly reports on the following; HS/EHS activities, program enrollment, meals and snacks, communication and guidance from the Secretary of Health and Human Services.



## **7. HEALTH AND DENTAL SERVICES**

### **A. Proposal to Provide Mobile COVID-19 Testing**

Jane Thomas, Health and Dental Director, shared the submission proposal to the Fresno County Department of Public Health to provide mobile COVID-19 testing. The mobile will rotate to different locations, no appointments required, and fifteen minutes testing results. This will help prevent the spread of COVID-19.

**M/S/C** – Arambula/Isaak to ratify the Proposal to Provide Mobile COVID-19 Testing. All in favor.

## **8. LOCAL CONSERVATION CORPS**

### **A. Fatherhood FIRE**

Shawn Riggins, LCC Director, recommends approval to submit a proposal to the Department of U.S. of Health and Human Services for the Family Focus, Interconnected, Resilient, and Essential grant in the amount of \$1,500,00. If awarded funds will help father engagement activities, promote sustain healthy relationships, responsible parenting, and economic stability.

**M/S/C** – Isaak/Arambula to approve the Fatherhood FIRE. All in favor.

## **9. SANCTUARY AND SUPPORT SERVICES/FOOD SERVICES**

### **A. Emergency Food and Shelter Program**

Misty Gattie-Blanco, Sanctuary and Support Director, shared the submission of two applications to United Way of Fresno and Madera Counties for the Emergency Food and Shelter program, in the amount of \$25,000 for Phase 37(Sanctuary) and \$200,000 for Phase CARES (Food Services). Funds will help support during the COVID-19 pandemic with motel vouchers, food vouchers, rental assistance and utilities, and prepare meals.

**M/S/C** – Arambula/Isaak to ratify the Emergency Food and Shelter Program. All in favor.

## **10. SANCTUARY AND SUPPORT SERVICES/ ENERGY SERVICES/FRESNO STREET SAINTS**

### **A. City of Fresno CDBG**

Gattie-Blanco, King, and David Wear Energy Services Director, shared the joint application submission to the City of Fresno in the total amount of \$402,00. Sanctuary and Support Services applied for the Homeless Prevention, in the amount of \$72,000, Energy Services applied for the home repair and roofing assistance, in the amount of \$250,000, and Fresno Street Saints applied for the afterschool program for youth, in the amount of \$80,000.

**M/S/C** – Arambula/Isaak to approve the City of Fresno CDBG. All in favor.

## **11. SCHOOL OF UNLIMITED LEARNING**

### **A. 2020-2021 Preliminary Budget**

Mark Wilson, Chief Academic Officer/Principal, provided an overview of the submission of the 2020/2021 SOUL preliminary budget to Fresno unified School District.

**M/S/C** – Hayes/Isaak to ratify the 2020-2021 Preliminary Budget. All in favor.

### **B. COVID-19 Operations Report**

Wilson, recommends approval of the COVID-19 Operation written report for the SOUL Local Control Funding Formula.

**M/S/C** – Isaak/Arambula to approve the COVID-19 Operations Report. All in favor.

## **12. TRANSIT SYSTEMS**

### **A. Transportation Needs Assessment**

Michelle Tutunjian, Chief Operating Officer, stated for the honor of time if the committee members had any questions in regards to Transportation Needs Assessment to please feel free to ask Monty Cox, Transit Systems Director. Commissioner Arambula inquired if San Joaquin and Tranquility can be included to the rural cities. Cox responded yes.

**M/S/C** – Arambula/Isaak to ratify the Transportation Needs Assessment. All in favor.

**13. COMMUNITY SERVICES/ENERGY SERVICES**

A. LIHEAP Data

B. FGP Stipend Extended

Tutunjian, provided an overview and stated to please feel free to address any questions to Gilda Arreguin and David Wear. Commissioner Arambula inquired of the LIHEAP Data to expand outreach to the rural area.

**14. CALIFORNIA VIOLENCE INTERVENTION AND PREVENTION (CALVIP) GRANT**

Tutunjian, provided an overview of the submission proposal to the State of California Board of State and Community Corrections for the California Violence Intervention and Prevention grant in the amount of \$925,000.

*M/S/C – Isaak/Arambula to ratify the CALVIP Grant. All in favor.*

**15. OPERATIONAL UPDATE REPORT**

Tutunjian, provided an overview of the updated program operations staff survey.

**16. GRANT TRACKER**

No questions asked at this time.

**17. ACCESS PLUS CAPITAL FUND REPORT**

No questions asked at this time.

**18. OTHER BUSINESS**

The next meeting is scheduled on Tuesday, July 14, 2020 at noon.

**19. ADJOURNMENT**

The meeting was adjourned.

*M/S/C – Isaak/Arambula to approve meeting adjournment at 1:39 p.m. All in favor.*

Respectfully submitted,

Richard Keyes  
Chair

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Low Income Home Energy Assistance Program (LIHEAP), Energy Services
<b>Agenda Item #:</b> 14 – A – 2	<b>Director:</b> Gilda Arreguin, David Wear
<b>Item:</b> 2020 CARES Act Program Contract	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the 2020 CARES Act Program Contract #20U-2557. The State of California Department of Community Services and Development (CSD) has granted this contract in the amount of \$2,508,423 for the 10-month period of July 1, 2020 through April 30, 2021.

### Background

On May 8, 2020, the U.S. Department of Health and Human Services released funding under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which was signed into law on March 27, 2020. The CARES Act dollars distributed to California are intended to “prevent, prepare for, or respond to” the COVID-19 pandemic. CSD released the 2020 CARES Act Program, California’s share of the CARES Act Low-Income Home Energy Assistance Program (LIHEAP). The contract has two components: the weatherization services and utilities assistance services. Its goal is to assist eligible low-income households with EDD benefits from July 1, 2020 to April 30, 2021.

Energy Services Program will serve an estimated 45 households for weatherization services and an estimated 20 households for emergency heating & cooling services in Fresno County. The program provides free energy efficiency upgrades to low-income households to lower their monthly utility bills while also improving the health and safety of the household's occupants.

LIHEAP will serve an estimated 3,025 households with utility bill assistance to prevent utility disconnection through PG&E, Southern Edison, The Gas Company, and propane vendors with a one-time payment. LIHEAP continues to participate in resident meetings via Zoom with Fresno Housing Authority (FHA) low-income multi-family residential units in the city and rural communities of Fresno County.

**Fiscal Impact**

The 2020 CARES Act Program contract amount is \$2,508,423 from July 1, 2020 through April 2021.

**Conclusion**

With this contract, LIHEAP and Energy Services will be able to provide critical energy assistance to more low-income families affected most by the COVID-19 pandemic.

## 2020 LIHEAP CARES ALLOCATION SPREADSHEET

County/Service Territory	Contract Number	Direct Services								Total Contract Allocation
		Weatherization			AdminIstration/Assurance 16/ECIP/HEAP				Utility Assistance	
		Initial WX Program	Delayed WX Program	WX Program Subtotal	Allowable Admin	Allowable A16	ECIP/HEAP Program	Admin/A16/ ECIP/HEAP Subtotal	ECIP FT/HEAP G&E Program Subtotal	
1 Alameda County - Spectrum Community Services, Inc.	20U-2550	136,937	0	136,937	68,116	68,116	449,257	585,489	571,782	1,294,208
2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA										
Amador County		7,977	0	7,977	4,313	4,313	24,834	33,460	40,519	81,956
Calaveras County		11,801	0	11,801	6,381	6,381	45,439	58,201	51,240	121,242
Tuolumne County		22,305	0	22,305	12,062	12,062	80,406	104,530	102,334	229,169
Service Territory Total	20U-2551	42,083	0	42,083	22,756	22,756	150,679	196,191	194,093	432,367
3 Butte County - CAA of Butte County, Inc.	20U-2552	76,000	0	76,000	38,976	38,976	381,280	459,232	205,305	740,537
4 Colusa Service Territory - Glenn County Health and Human Services Agency										
Colusa County		4,808	0	4,808	3,056	3,056	15,086	21,198	32,057	58,063
Glenn County		6,831	0	6,831	4,342	4,342	23,444	32,128	43,539	82,498
Trinity County		5,075	0	5,075	3,226	3,226	39,814	46,266	9,954	61,295
Service Territory Total	20U-2553	16,714	0	16,714	10,624	10,624	78,344	99,592	85,550	201,856
5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	20U-2554	117,272	0	117,272	58,712	58,712	220,210	337,634	660,631	1,115,537
6 Del Norte County - Del Norte Senior Center, Inc.	20U-2555	23,115	0	23,115	13,686	13,686	117,342	144,714	92,198	260,027
7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency										
Alpine County		919	0	919	477	477	4,238	5,192	2,945	9,056
El Dorado County		65,246	0	65,246	33,796	33,796	300,476	368,068	208,805	642,119
Service Territory Total	20U-2556	66,165	0	66,165	34,273	34,273	304,714	373,260	211,750	651,175
8 Fresno County - Fresno County Economic Opportunities Commission	20U-2557	270,572	0	270,572	132,022	132,022	493,452	757,496	1,480,355	2,508,423
9 Humboldt Service Territory - Redwood CAA										
Humboldt County		57,016	0	57,016	29,897	29,897	189,519	249,313	261,716	568,045
Modoc Co. (WEATHERIZATION/ASSURANCE 16)		6,070	0	6,070	491	2,767	0	3,258	0	9,328
Service Territory Total	20U-2558	63,086	0	63,086	30,388	32,664	189,519	252,571	261,716	577,373
10 Imperial Service Territory - Campesinos Unidos, Inc.										
Imperial County		26,905	0	26,905	13,273	13,273	51,669	78,215	147,058	252,178
San Diego County - Area A		147,404	0	147,404	72,715	72,715	272,190	417,620	816,570	1,381,594
Service Territory Total	20U-2559	174,309	0	174,309	85,988	85,988	323,859	495,835	963,628	1,633,772
11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.										
Inyo County		6,114	0	6,114	4,090	4,090	46,292	54,472	17,122	77,708
Mono County		7,686	0	7,686	5,141	5,141	70,147	80,429	9,565	97,680
Service Territory Total	20U-2560	13,800	0	13,800	9,231	9,231	116,439	134,901	26,687	175,388
12 Kern County - Community Action Partnership of Kern	20U-2561	246,692	0	246,692	120,602	120,602	450,887	692,091	1,352,660	2,291,443
13 Kings County - Kings Community Action Organization, Inc.	20U-2562	33,440	0	33,440	18,623	18,623	101,934	139,180	181,217	353,837
14 Lake Service Territory - North Coast Energy Services, Inc.										
Lake County		32,849	0	32,849	16,075	16,075	117,807	149,957	122,615	305,421
Mendocino County		39,663	0	39,663	19,410	19,410	104,507	143,327	185,791	368,781
Napa County		16,465	0	16,465	8,057	8,057	44,590	60,704	75,923	153,092
Solano County		43,263	0	43,263	21,171	21,171	79,163	121,505	237,490	402,258
Sonoma County		69,210	0	69,210	33,869	33,869	197,558	265,296	309,001	643,507
Yolo County		34,554	0	34,554	16,909	16,909	80,930	114,748	171,976	321,278
Service Territory Total	20U-2563	236,004	0	236,004	115,491	115,491	624,555	855,537	1,102,796	2,194,337
15 Lassen County - Lassen Economic Development Corporation	20U-2564	17,860	0	17,860	11,172	11,172	141,097	163,441	30,973	212,274
Los Angeles County										
16 Area A - Maravilla Foundation	20U-2565	440,102	0	440,102	213,094	213,094	1,177,522	1,603,710	2,004,971	4,048,783
17 Area B - Pacific Asian Consortium in Employment	20U-2566	311,107	0	311,107	151,406	151,406	565,700	868,512	1,697,102	2,876,721
18 Area C - Long Beach Community Action Partnership	20U-2567	271,417	0	271,417	132,426	132,426	494,959	759,811	1,484,874	2,516,102
19 Madera County - Community Action Partnership of Madera County, Inc.	20U-2568	36,199	0	36,199	19,943	19,943	75,705	115,591	227,118	378,908

## 2020 LIHEAP CARES ALLOCATION SPREADSHEET

County/Service Territory	Contract Number	Direct Services							ECIP FT/HEAP G&E Program Subtotal	Total Contract Allocation
		Weatherization			Administration/Assurance 16/ECIP/HEAP					
		Initial WX Program	Delayed WX Program	WX Program Subtotal	Allowable Admin	Allowable A16	ECIP/HEAP Program	Admin/A16/ECIP/HEAP Subtotal		
20 Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)	20U-2569	0	0	0	12,644	12,644	53,735	79,023	161,202	240,225
21 Mariposa County - Mariposa County Human Services Department	20U-2570	13,972	0	13,972	9,313	9,313	86,609	105,235	57,740	176,947
22 Merced County - Merced County CAA	20U-2571	67,854	0	67,854	35,080	35,080	132,128	202,288	396,383	666,525
23 Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	20U-2572	0	0	0	5,043	2,767	49,288	57,098	38,726	95,824
24 Orange County - Community Action Partnership of Orange County	20U-2573	180,522	0	180,522	88,959	88,959	479,444	657,362	852,344	1,690,228
25 Placer Service Territory - Project GO, Inc.										
Nevada County		43,632	0	43,632	22,074	22,074	215,552	259,700	116,067	419,399
Placer County		51,405	0	51,405	26,006	26,006	152,372	204,384	238,325	494,114
Service Territory Total	20U-2574	95,037	0	95,037	48,080	48,080	367,924	464,084	354,392	913,513
26 Plumas Service Territory - Plumas Co. Community Development Commission										
Plumas County		13,022	0	13,022	8,456	8,456	105,889	122,801	24,838	160,661
Sierra County		2,355	0	2,355	1,530	1,530	18,444	21,504	5,202	29,061
Service Territory Total	20U-2575	15,377	0	15,377	9,986	9,986	124,333	144,305	30,040	189,722
27 Riverside County - Community Action Partnership of Riverside County	20U-2576	283,082	0	283,082	138,005	138,005	515,750	791,760	1,547,247	2,622,089
28 Sacramento Service Territory - Community Resource Project, Inc.										
Sacramento County		214,452	0	214,452	104,772	104,772	548,336	757,880	1,018,337	1,990,669
Sutter County		18,973	0	18,973	9,269	9,269	48,512	67,050	90,094	176,117
Yuba County		20,951	0	20,951	10,236	10,236	62,753	83,225	90,304	194,480
Service Territory Total	20U-2577	254,376	0	254,376	124,277	124,277	659,601	908,155	1,198,735	2,361,266
29 San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	20U-2578	0	0	0	6,487	6,487	27,570	40,544	82,708	123,252
30 San Bernardino County - Community Action Partnership of San Bernardino Co.	20U-2579	282,040	0	282,040	137,506	137,506	637,225	912,237	1,418,341	2,612,618
31 San Diego County - Area B - Metropolitan Area Advisory Committee	20U-2580	69,404	0	69,404	35,821	35,821	264,383	336,025	275,174	680,603
32 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	20U-2581	129,434	0	129,434	64,528	64,528	241,887	370,943	725,659	1,226,036
33 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	20U-2582	35,216	0	35,216	19,472	19,472	144,947	183,891	150,863	369,970
34 Santa Barbara Co. - Community Action Commission of Santa Barbara County	20U-2583	57,305	0	57,305	30,035	30,035	317,308	377,378	135,989	570,672
35 Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	20U-2584	0	0	0	59,252	59,252	251,820	370,324	755,456	1,125,780
36 Santa Cruz Service Territory - Central Coast Energy Services, Inc.										
Monterey County		72,977	0	72,977	35,703	35,703	133,494	204,900	400,480	678,357
San Francisco County		65,580	0	65,580	32,084	32,084	119,962	184,130	359,883	609,593
San Mateo County		56,499	0	56,499	27,641	27,641	103,350	158,632	310,051	525,182
Santa Cruz County		43,652	0	43,652	21,356	21,356	79,850	122,562	239,552	405,766
Marin County (WEATHERIZATION/ASSURANCE 16)		23,872	0	23,872	1,404	1,404	0	2,808	0	26,680
San Benito County (WEATHERIZATION/ASSURANCE 16)		9,193	0	9,193	541	541	0	1,082	0	10,275
Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)		137,890	0	137,890	9,320	9,320	20,557	39,197	0	177,087
Service Territory Total	20U-2585	409,663	0	409,663	128,049	128,049	457,213	713,311	1,309,966	2,432,940
37 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.										
Shasta County		58,573	0	58,573	29,857	29,857	237,965	297,679	211,025	567,277
Tehama County		24,899	0	24,899	12,692	12,692	101,158	126,542	89,706	241,147
Service Territory Total	20U-2586	83,472	0	83,472	42,549	42,549	339,123	424,221	300,731	808,424
38 Siskiyou County - Great Northern Services	20U-2587	42,033	0	42,033	22,732	22,732	182,539	228,003	161,875	431,911
39 Stanislaus County - Central Valley Opportunity Center, Incorporated	20U-2588	112,547	0	112,547	56,453	56,453	211,787	324,693	635,359	1,072,599
40 Tulare County - Community Services & Employment Training, Inc.	20U-2589	155,840	0	155,840	77,156	77,156	346,742	501,054	809,066	1,465,960
41 Ventura County - Community Action of Ventura County, Inc.	20U-2590	71,775	0	71,775	36,955	36,955	161,374	235,284	395,089	702,148
TOTALS		4,951,823	0	4,951,823	2,475,911	2,475,911	12,510,184	17,462,006	24,628,491	47,042,320

## 2020 LIHEAP CARES ALLOCATION SPREADSHEET

County/Service Territory	Initial WX Intake 8%	Initial WX Outreach 5%	Initial WX Training 5%	ECIP/HEAP Intake 8%	ECIP/HEAP Outreach 5%	ECIP/HEAP Training 2%	ECIP/HEAP EHCS 10%
1 Alameda County - Spectrum Community Services, Inc.	10,955	6,847	6,847	81,683	51,052	20,421	102,104
2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA							
Amador County	638	399	399	5,228	3,268	1,307	6,535
Calaveras County	944	590	590	7,734	4,834	1,934	9,668
Tuolumne County	1,784	1,115	1,115	14,619	9,137	3,655	18,274
Service Territory Total	3,366	2,104	2,104	27,581	17,239	6,896	34,477
3 Butte County - CAA of Butte County, Inc.	6,080	3,800	3,800	46,927	29,329	11,732	58,659
4 Colusa Service Territory - Glenn County Health and Human Services Agency							
Colusa County	385	240	240	3,771	2,357	943	4,714
Glenn County	546	342	342	5,359	3,349	1,340	6,698
Trinity County	406	254	254	3,981	2,488	995	4,977
Service Territory Total	1,337	836	836	13,111	8,194	3,278	16,389
5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	9,382	5,864	5,864	70,467	44,042	17,617	88,084
6 Del Norte County - Del Norte Senior Center, Inc.	1,849	1,156	1,156	16,763	10,477	4,191	20,954
7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency							
Alpine County	74	46	46	575	359	144	718
El Dorado County	5,220	3,262	3,262	40,742	25,464	10,186	50,928
Service Territory Total	5,294	3,308	3,308	41,317	25,823	10,330	51,646
8 Fresno County - Fresno County Economic Opportunities Commission	21,646	13,529	13,529	157,905	98,690	39,476	197,381
9 Humboldt Service Territory - Redwood CAA							
Humboldt County	4,561	2,851	2,851	36,099	22,562	9,025	45,124
Modoc Co. (WEATHERIZATION/ASSURANCE 16)	486	304	304	0	0	0	0
Service Territory Total	5,047	3,155	3,155	36,099	22,562	9,025	45,124
10 Imperial Service Territory - Campesinos Unidos, Inc.							
Imperial County	2,152	1,345	1,345	15,898	9,936	3,975	19,873
San Diego County - Area A	11,792	7,370	7,370	87,101	54,438	21,775	108,876
Service Territory Total	13,944	8,715	8,715	102,999	64,374	25,750	128,749
11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.							
Inyo County	489	306	306	5,073	3,171	1,268	6,341
Mono County	615	384	384	6,377	3,986	1,594	7,971
Service Territory Total	1,104	690	690	11,450	7,157	2,862	14,312
12 Kern County - Community Action Partnership of Kern	19,735	12,335	12,335	144,284	90,177	36,071	180,355
13 Kings County - Kings Community Action Organization, Inc.	2,675	1,672	1,672	22,652	14,158	5,663	28,315
14 Lake Service Territory - North Coast Energy Services, Inc.							
Lake County	2,628	1,642	1,642	19,234	12,021	4,808	24,042
Mendocino County	3,173	1,983	1,983	23,224	14,515	5,806	29,030
Napa County	1,317	823	823	9,641	6,026	2,410	12,051
Solano County	3,461	2,163	2,163	25,332	15,833	6,333	31,665
Sonoma County	5,537	3,461	3,461	40,525	25,328	10,131	50,656
Yolo County	2,764	1,728	1,728	20,232	12,645	5,058	25,291
Service Territory Total	18,880	11,800	11,800	138,188	86,368	34,546	172,735
15 Lassen County - Lassen Economic Development Corporation	1,429	893	893	13,766	8,604	3,441	17,207
Los Angeles County							
16 Area A - Maravilla Foundation	35,208	22,005	22,005	254,599	159,125	63,650	318,249
17 Area B - Pacific Asian Consortium in Employment	24,889	15,555	15,555	181,024	113,140	45,256	226,280
18 Area C - Long Beach Community Action Partnership	21,713	13,571	13,571	158,387	98,992	39,597	197,983
19 Madera County - Community Action Partnership of Madera County, Inc.	2,896	1,810	1,810	24,226	15,141	6,056	30,282

## 2020 LIHEAP CARES ALLOCATION SPREADSHEET

County/Service Territory	Initial WX Intake 8%	Initial WX Outreach 5%	Initial WX Training 5%	ECIP/HEAP Intake 8%	ECIP/HEAP Outreach 5%	ECIP/HEAP Training 2%	ECIP/HEAP EHCS 10%
20 Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)	0	0	0	17,195	10,747	4,299	21,494
21 Mariposa County - Mariposa County Human Services Department	1,118	699	699	11,548	7,217	2,887	14,435
22 Merced County - Merced County CAA	5,428	3,393	3,393	42,281	26,426	10,570	52,851
23 Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	0	0	0	7,041	4,401	1,760	8,801
24 Orange County - Community Action Partnership of Orange County	14,442	9,026	9,026	106,543	66,589	26,636	133,179
25 Placer Service Territory - Project GO, Inc.							
Nevada County	3,491	2,182	2,182	26,530	16,581	6,632	33,162
Placer County	4,112	2,570	2,570	31,256	19,535	7,814	39,070
Service Territory Total	7,603	4,752	4,752	57,786	36,116	14,446	72,232
26 Plumas Service Territory - Plumas Co. Community Development Commission							
Plumas County	1,042	651	651	10,458	6,536	2,615	13,073
Sierra County	188	118	118	1,892	1,182	473	2,365
Service Territory Total	1,230	769	769	12,350	7,718	3,088	15,438
27 Riverside County - Community Action Partnership of Riverside County	22,647	14,154	14,154	165,040	103,150	41,260	206,300
28 Sacramento Service Territory - Community Resource Project, Inc.							
Sacramento County	17,156	10,723	10,723	125,334	78,334	31,333	156,667
Sutter County	1,518	949	949	11,088	6,930	2,772	13,861
Yuba County	1,676	1,048	1,048	12,245	7,653	3,061	15,306
Service Territory Total	20,350	12,720	12,720	148,667	92,917	37,166	185,834
29 San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	0	0	0	8,822	5,514	2,206	11,028
30 San Bernardino County - Community Action Partnership of San Bernardino Co.	22,563	14,102	14,102	164,445	102,778	41,111	205,557
31 San Diego County - Area B - Metropolitan Area Advisory Committee	5,552	3,470	3,470	43,165	26,978	10,791	53,956
32 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	10,355	6,472	6,472	77,404	48,377	19,351	96,755
33 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	2,817	1,761	1,761	23,665	14,791	5,916	29,581
34 Santa Barbara Co. - Community Action Commission of Santa Barbara County	4,584	2,865	2,865	36,264	22,665	9,066	45,330
35 Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	0	0	0	80,582	50,364	20,146	100,728
36 Santa Cruz Service Territory - Central Coast Energy Services, Inc.							
Monterey County	5,838	3,649	3,649	42,718	26,699	10,679	53,397
San Francisco County	5,246	3,279	3,279	38,388	23,992	9,597	47,985
San Mateo County	4,520	2,825	2,825	33,072	20,670	8,268	41,340
Santa Cruz County	3,492	2,183	2,183	25,552	15,970	6,388	31,940
Marin County (WEATHERIZATION/ASSURANCE 16)	1,910	1,194	1,194	0	0	0	0
San Benito County (WEATHERIZATION/ASSURANCE 16)	735	460	460	0	0	0	0
Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)	11,031	6,895	6,895	1,645	1,028	411	2,056
Service Territory Total	32,772	20,485	20,485	141,375	88,359	35,343	176,718
37 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.							
Shasta County	4,686	2,929	2,929	35,919	22,450	8,980	44,899
Tehama County	1,992	1,245	1,245	15,269	9,543	3,817	19,086
Service Territory Total	6,678	4,174	4,174	51,188	31,993	12,797	63,985
38 Siskiyou County - Great Northern Services	3,363	2,102	2,102	27,553	17,221	6,888	34,441
39 Stanislaus County - Central Valley Opportunity Center, Incorporated	9,004	5,627	5,627	67,772	42,357	16,943	84,715
40 Tulare County - Community Services & Employment Training, Inc.	12,467	7,792	7,792	92,465	57,790	23,116	115,581
41 Ventura County - Community Action of Ventura County, Inc.	5,742	3,589	3,589	44,517	27,823	11,129	55,646
<b>TOTALS</b>	<b>396,144</b>	<b>247,597</b>	<b>247,597</b>	<b>2,971,096</b>	<b>1,856,935</b>	<b>742,773</b>	<b>3,713,870</b>



## RESOLUTION

WHEREAS, the Department of Community Services and Development (CSD) is designated to receive and administer the 2020 CARES Act Program for the State of California (Government Code Section 16367.5), and

WHEREAS, the State CSD, under the 2020 CARES Act Program has elected to award Fresno Economic Opportunities Commission (Fresno EOC) **Contract #20U-2557, in the amount of \$2,508,423** for low-income home energy assistance and weatherization services, and any subsequent amendments, and

WHEREAS, the Fresno EOC Board of Commissioners has accepted this contract on September 23, 2020.

NOW, THEREFORE, BE IT RESOLVED THAT Linda Hayes, Board Chair, Emilia Reyes, Chief Executive Officer and/or Michelle L. Tutunjian, Chief Operating Officer and/or Rebecca Heinrichy, Financial Officer and/or Jim Rodriguez, Chief Financial Officer are authorized as the officers to act on behalf of the Fresno EOC Board and sign all necessary documents, including any and all subsequent amendments, required to complete the contract and award process.

\_\_\_\_\_  
Linda Hayes, Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emilia Reyes, Chief Executive Officer and  
Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michelle L. Tutunjian, Chief Operating Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Rodriguez, Chief Financial Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rebecca Heinrichy, Financial Officer

\_\_\_\_\_  
Date

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> TBD
<b>Agenda Item #:</b> 14 – A – 3	<b>Director:</b> TBD
<b>Subject:</b> COVID-19 Equity Project Budget	<b>Officer:</b> Heather Brown

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the COVID-19 Equity Project Budget, which was executed on August 1, 2020 in the amount of \$1,648,671 for five months.

### Background

Fresno EOC is coordinating and subcontracting with Central Valley organizations to conduct outreach to African American community members, in an effort to address disparate impacts of the COVID-19 pandemic on Black residents in Fresno County. Outreach will include health education through testing, training, and media that is culturally and linguistically appropriate; medical investigation and contact tracing; and isolation and quarantine supports such as wellness checks and financial assistance.

### Fiscal Impact

The COVID-19 Equity Project Budget totals \$1,648,671 for the five-month period of August 1 through December 2020.

### Conclusion

Fresno EOC is committed to assisting those who are struggling most due to the COVID-19 pandemic and its impact on the African American population, including through support and resources for organizations best equipped to address the community's most pressing needs.

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> TBD
<b>Agenda Item #:</b> 14 – A – 4	<b>Director:</b> TBD
<b>Subject:</b> Project DAWN	<b>Officer:</b> Rebecca Heinrich

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of Project DAWN (Development Across West Fresno Neighborhoods), which was awarded \$1 million by the City of Fresno.

### Background

The DAWN Initiative will fund efforts to combat COVID-19 and underlying health conditions in West Fresno over a five-year period. West Fresno has been disproportionately affected by adverse environmental conditions, the ramifications of which continue to reveal themselves, most recently with COVID-19, with high rates of asthma, cardiovascular disease, high blood pressure, preterm birth, and infant mortality.

Fresno EOC will work with designated project partners, including Fresno City College, University of California San Francisco Pre-term Birth Initiative, and Inspiration Transportation, to implement the initiative. DAWN aims to reduce infant mortality, preterm birth rates and environmental risk factors in West Fresno through workforce development, infrastructure improvements and the creation of a women's clinic.

### Fiscal Impact

Fresno EOC will serve as the fiscal agent for Project DAWN, with a total administrative fee of \$100,000 over the life of the project. The remaining funds will be sub granted to project partners. The City is supporting the project with federal CARES Act funding and a reallocation of funds from the Darling Plant relocation project.

### Conclusion

The Fresno City Council approved this funding at the July 16, 2020 meeting. The initial project term will end August 1, 2025, with recruitment anticipated to take place the first six to 12 months.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Food Services
<b>Agenda Item #:</b> 14 – A – 5	<b>Director:</b> Jon Escobar
<b>Subject:</b> FY 2020-21 Food Services Agreements	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of multiple Food Service Agreements, totaling an estimated \$3,168,116 in revenue for the 2020-2021 fiscal year.

### Background

Fresno EOC Food Services has executed Food Service agreements (Attachment 1) with 16 internal and external partners for the 2020-2021 fiscal year. Due to COVID-19 regulations, five (of 16) partners are waiting for guidance from the State of California regarding how and when they will reopen. Food Services program provides a wide range of services including hot and cold meals, frozen meals, home meal delivery, and brown bag meals.

### Fiscal Impact

The Food Service Agreements will provide an estimated minimum of \$3,168,116 in revenue for the 2020-2021 fiscal year.

### Conclusion

Food Services continues to provide meals to as many clients as possible in this incredible time of need while remaining flexible to the needs of our partners.

# ATTACHMENT 1

## FOOD SERVICE RENEWAL AGREEMENTS

### 2020/2021

#	Name of Organization	Meal Types	Estimated Revenue
1	California Indian Manpower Consortium	Home Delivery Lunch	\$43,999.00
2	Chapter One Preschool	Lunch	\$57,000.00
5	Reading & Beyond Preschool	Breakfast, Lunch	\$68,000.00
6	Target 8 Advisory Council DBA Julia A. Lopez Child Development Center	Lunch	\$63,070.00
7	Tule River Indian Health Center, Inc.	Home Delivery Lunch	\$123,193.00
8	University High School	Lunch	TBD
9	Valley Caregiver Resource Center	Lunch	TBD
10	School Food Service Authority/SFA Sanctuary-Shelter	Breakfast, Lunch, Dinner, Brown Bag	\$25,000.00
11	School Food Service Authority/SFA School of Unlimited Learning	Breakfast, Lunch	TBD
12	Community Service & Employment Training, Inc.	Tulare County Congegate Lunch	
13	Community Service & Employment Training, Inc.	Tulare County Frozen Home Delivery	\$755,424.00
14	Fresno/Madera Area Agency on Aging (FMAAA) (1)	Fresno/Madera County COVID-19 homebound clients (July-Sept)	\$652,000.00
15	FMAAA (2)	Fresno/Madera County Frozen Home Delivery	\$977,170.00
18	Learn Academy	Lunch	
19	KCCOA	Frozen Meals	\$403,260.00
20	Inyo County Superintendent of Schools (Youthbuild Charter School)	Lunch	TBD
21	Head Start Current agreement expires Sept. 30, 2020	Breakfast, Lunch	MOU no longer required
			<b>\$3,168,116.00</b>



## **BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> September 30, 2020	<b>Program:</b> Planning and Evaluation
<b>Agenda Item #:</b> 14 – A – 6	<b>Director:</b> TBD
<b>Subject:</b> Gun Violence Reduction Initiative Proposals	<b>Officer:</b> Michelle L. Tutunjian

### **Recommended Action**

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of two proposals to support gun violence reduction: 1) The California Endowment for \$75,000 on July 31, 2020; and 2) The City of Fresno to provide support in an amount of up to \$300,000 per year for three years. Both proposals support the implementation of the Advance Peace Fresno program.

### **Background**

On June 5th, Fresno EOC submitted a proposal to the California Violence Intervention and Prevention (CalVIP) Grant Program to implement coordinated, community-based strategies for reducing gun violence through the creation of Advance Peace Fresno. The program would target individuals at highest risk of perpetuating gun violence and enroll them in a Peacemaker Fellowship, which includes daily contact and life coaching, assisting participants in creating a Life Management Action Plan (LifeMAP), social services navigation support, access to education and career programs (such as Valley Apprenticeship Connections, Local Conservation Corps, etc.), intergenerational mentoring, and program supports.

As the CalVIP grant application required a 1:1 match, Fresno EOC entered into discussions with and subsequently submitted a proposal to The California Endowment to contribute funds towards the program.

As part of the Advance Peace Fresno proposal, Fresno EOC is required to demonstrate the ability to provide 1:1 matching funds. A portion of Fresno EOC's matching funds (\$75,000) will be contributed by the California Endowment. In order to complete their funding process, the California Endowment requested that Fresno EOC submit narrative responses about the proposed Advance Peace Fresno program and a budget for the \$75,000.

## **Fiscal Impact**

Fresno EOC is requesting \$75,000 from The California Endowment to be spent over a 12-month period of the three-year CalVIP grant, for which awards are still pending.

In its CalVIP proposal, Fresno EOC requested \$925,000 from the State of California Board of State and Community Corrections (BSCC), and will provide \$925,000 in match if awarded funds. The remaining match amount will be funded by contributions from Fresno EOC, The City of Fresno, and Advance Peace.

## **Conclusion**

Implementation of Advance Peace Fresno is dependent on receipt of the CalVIP Grant. Award notices will be made prior to October 1, 2020.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 14 – A – 7	<b>Director:</b> Kathleen Shivaprasad
<b>Subject:</b> FY 2021 Head Start/Early Head Start Refunding Grant Application Package	<b>Officer:</b> Emilia Reyes

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of the draft of the Head Start 0 to 5, Fiscal Year (FY) 2021 Budget of \$41,700,206.

### Background

This budget will be submitted to Health and Human Services (HHS) as part of the FY 2021 Early Head Start/Head Start Continuation Grant Application package pending County-Wide Policy Council (CWPC) and Fresno EOC Board final approval at their September meetings. Deadline for submission to HHS is October 1, 2020. Notification for grant award will be prior to December 31, 2020.

The Head Start/Early Head Start Refunding Grant Application for FY 2020 (Year 6 of the funding cycle) includes the following budget components:

1. Basic Head Start Budget (G094122): \$36,345,974
2. Basic Early Head Start Budget (G094122): \$4,857,034
3. Head Start Training and Technical Assistance Budget (G094120): \$390,276
4. Early Head Start Training and Technical Assistance Budget (G094121): \$106,922

Head Start 0 to 5 is funded on an annual basis (January 1 through December 31) by the Department of Health and Human Services (HHS), Office of Head Start (OHS). The Head Start 0 to 5 is funded to serve economically challenged families and their children, including those with disabilities from birth to five-years-old. Through a coordinated interdisciplinary approach, the child's education, social development, nutrition, health (including physical, mental and dental), self-image and school readiness are enhanced.

### Basic Head Start/Early Head Start Program Budget Narrative (G094122):

The proposed FY 2021 Basic Head Start budget is \$36,345,974 for program operations including family literacy, disabilities and transition programs. Throughout urban and rural Fresno County, Head Start will serve a total of 2,750 children and families, which



2,114 of those are children in 109 center-based classes and 636 are children served in 17 home-base areas.

The proposed 2021 Basic Early Head Start budget is \$4,857,034 for program operations including disabilities. Throughout urban and rural Fresno County, Early Head Start will serve a total of 308 children and families year-round. Forty-six of those children are served in center-based classes and 262 are children or prenatal women served in home -based settings.

Annually, our program serves a minimum of 3,058 clients (including 33 prenatal women.) The proposed budgets support children to receive comprehensive services designed to support their developmental progression from pre-birth to kindergarten readiness. Based on parent preference and current community needs assessment, Fresno EOC's Head Start 0 to 5 program offers both center base and home base program options. In all cases, parents at centers and home-base areas self-determine program options.

Per federal mandate, at least 10% of all enrollments must be filled by children with disabilities. All personnel and fringe benefits costs, purchases of equipment, supplies, services, parent engagement costs, etc. in said budgets are in line with the Performance Standards, goals and objectives of the Fresno EOC Head Start 0 to 5 program.

The proposed Disabilities budget (G094122) for FY 2021, which is included in the Basic budget, is \$1,055,603. As our children with disabilities have special needs including psychological, educational, and physical needs, we will operate a program that meets those needs by obtaining the necessary professional services. We also propose to maintain the necessary support staff, as well as, appropriate training and supplies that are required to include children with disabilities in the classrooms.

The proposed Travel Budget (G094122) for FY 2021, which is included in the Basic Budget for FY2021 covers travel for two staff to National Head Start Association Conferences and totals \$10,977.

The proposed Literacy/Transition Budget (G094122) which is included in the Basic Budget or FY 2021 is \$204,164. These funds support family and child literacy and also provide connection between Head Start and the Unified School Districts where transitioning children will attend kindergarten.

#### Training and Technical Assistant Budget Narrative (G094120/G094121):

The proposed FY 2021 Head Start T&TA proposal is in the total amount of \$390,276. The proposed FY 2021 Early Head Start T&TA proposal is in the total amount of \$106,922. These funds are to provide training and technical assistance to Head Start/Early Head Start program staff, parents, and the Fresno EOC Board of

Commissioners in order to improve the quality of services provided to the children and families.

The needs for the training requested were determined from analyses of Community Assessment Outcomes, Program Information Report findings, requirements in Head Start Program Performance Standards, and the program's Self-Assessment monitoring.

### **Fiscal Impact**

These funds have a fiscal impact of \$41,700,206 which constitutes approximately 50% of Fresno EOC's budget and which represents over 50% of the agency's employees.

### **Conclusion**

Staff will present the 2021 Basic and TTA Budgets to the P&E Committee at their August 11, 2020 meeting, and to the CWPC at their August 16, 2020 meeting. Staff will present an updated budget for P&E approval at the September 8, 2020; for CWPC approval at the September 16, 2020 meeting and for final Board approval at the September 23, 2020 meeting. Submission of the final budgets to Region IX is on or before October 1, 2020.

**TOTAL HEAD START PROGRAM SUMMARY  
FOR FY 2021**

Grant Program	SALARY	FRINGE	TRAVEL	EQUIPMENT	SUPPLIES	CONTRACTUAL	OTHER	TOTAL DIRECT	TOTAL INDIRECT	TOTAL FEDERAL	NON FEDERAL	TOTAL FEDERAL & NON-FEDERAL
Central Administration	\$6,065,056	\$2,556,203	\$10,977	\$0	\$193,409	\$498,386	\$2,032,638	\$11,356,674	\$851,751	\$12,208,425	\$3,052,106	\$15,260,531
Disabilities	714,475	191,890	0	0	5,568	24,052	45,944	981,929	73,645	1,055,573	263,893	1,319,467
Center Base	9,806,628	4,389,946	0	0	323,939	0	1,776,041	16,296,554	1,222,243	17,518,796	4,379,699	21,898,495
Home Base	2,165,113	722,846	0	0	62,752	0	272,821	3,223,531	241,765	3,465,296	866,324	4,331,621
Literacy/Transition	129,262	39,702	0	0	2,525	245	18,178	189,912	14,243	204,155	51,039	255,194
Allocated Staff	686,785	182,678	0	0	0	0	0	869,463	65,210	934,674	233,668	1,168,341
Allocated Staff - CSPP	549,927	342,217	0	0	0	0	0	892,145	66,911	959,055	239,764	1,198,819
Total Head Start Basic	20,117,246	8,425,485	10,977	0	588,193	522,684	4,145,622	33,810,206	2,535,765	36,345,974	9,086,493	45,432,467
Total Head Start T&TA	0	0	0	0	42,960	468	319,619	363,047	27,229	390,276	97,569	487,845
Total Head Start Basic & T&TA	\$20,117,246	\$8,425,485	\$10,977	\$0	\$631,153	\$523,150	\$4,465,241	\$34,173,253	\$2,562,995	\$36,736,249	\$9,184,063	\$45,920,313

**TOTAL EARLY HEAD START PROGRAM SUMMARY  
FOR FY 2021**

Grant Program	SALARY	FRINGE	TRAVEL	EQUIPMENT	SUPPLIES	CONTRACTUAL	OTHER	TOTAL DIRECT	TOTAL INDIRECT	TOTAL FEDERAL	NON FEDERAL	TOTAL FEDERAL & NON-FEDERAL
Basic	\$3,058,209	\$699,659	\$0	\$0	\$113,693	\$66,173	\$389,038	\$4,326,772	\$324,508	\$4,651,280	\$1,162,820	\$5,814,100
T&TA	44,714	11,608	0	0	1,500	128	41,512	99,462	7,460	106,922	26,730	133,652
Total HS/EHS Basic & T&TA	\$3,102,923	\$711,267	\$0	\$0	\$115,193	\$66,301	\$430,550	\$4,426,234	\$331,968	\$4,758,202	\$1,189,550	\$5,947,752

**TOTAL HEAD START / EARLY HEAD START PROGRAM SUMMARY  
FOR FY 2021**

Grant Program	SALARY	FRINGE	TRAVEL	EQUIPMENT	SUPPLIES	CONTRACTUAL	OTHER	TOTAL DIRECT	TOTAL INDIRECT	TOTAL FEDERAL	NON FEDERAL	TOTAL FEDERAL & NON-FEDERAL
Basic Head Start-Preschool	\$20,117,246	\$8,425,485	\$10,977	\$0	\$588,193	\$522,684	\$4,145,622	\$33,810,206	\$2,535,765	\$36,345,974	\$9,086,493	\$45,432,467
Basic EHS	3,058,209	699,659	0	0	113,693	66,173	389,038	4,326,772	324,508	4,651,280	1,162,820	5,814,100
Total Basic HS & EHS	\$23,175,455	\$9,125,144	\$10,977	\$0	\$701,886	\$588,856	\$4,534,660	\$38,136,979	\$2,860,274	\$40,997,253	\$10,249,314	\$51,246,569
T&TA Head Start-Preschool	\$0	\$0	\$0	\$0	\$42,960	\$468	\$319,619	\$363,047	\$27,229	\$390,276	\$97,569	\$487,845
T&TA Early Head Start	44,714	11,608	0	0	1,500	128	41,512	99,462	7,460	106,922	26,730	133,652
Total HS & EHS T&TA	\$44,714	\$11,608	\$0	\$0	\$44,460	\$596	\$361,131	\$462,509	\$34,688	\$497,198	\$124,299	\$621,497
Grand Total HS/EHS Basic & T&TA	\$23,220,169	\$9,136,752	\$10,977	\$0	\$746,346	\$589,452	\$4,895,790	\$38,599,488	\$2,894,963	\$41,494,451	\$10,373,613	\$51,868,065

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Food Services, Health and Dental Services, Sanctuary and Support Services, Transit Systems
<b>Agenda Item #:</b> 14 – A – 8	<b>Director:</b> Jon Escobar, Jane Thomas, Misty Gattie-Blanco, Monty Cox
<b>Subject:</b> Harvest Project COVID-19 Testing	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the Harvest Project COVID-19 Testing proposal to the Fresno County Department of Public Health (FCDPH) on July 24, 2020 in the amount of approximately \$3,295,724.

### Background

The proposed project provides two teams of medical technicians who travel to various sites each day to conduct rapid COVID-19 testing for farmworkers in Fresno County. Testing site locations will be selected based where farmworkers reside and on employer requests to provide testing for their employees. Services will also be provided to farmworkers and other agriculture workers on a referral basis. For those who test positive or have been exposed, a 14-day quarantine in a hotel/motel room will be paid for by the California Office of Emergency Services (OES). Fresno EOC will provide transportation to and from the hotel/motel, food (up to three meals daily), and case management services.

On July 29, Fresno EOC received news from FCDPH that its proposal is being considered for funding to provide up to 10,000 tests and associated services. On August 3, Fresno EOC met with a representative from the Governor's Office of Emergency Services (OES) COVID-19 Task Force to discuss ways in which the task force can be of assistance to Fresno EOC in implementation of the Harvest Project proposal.

## **Fiscal Impact**

The Harvest Project COVID-19 Testing budget totals \$3,295,724.28 for administering 10,000 tests.

## **Conclusion**

This proposal is part of Fresno EOC's ongoing efforts to combat the effects of the COVID-19 pandemic among Fresno County's most vulnerable populations.

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Local Conservation Corps
<b>Agenda Item #:</b> 14 – A – 9	<b>Director:</b> Shawn Riggins
<b>Item:</b> COVID-19 Emergency Food Distribution Partnership	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of a contract between the Local Conservation Corps (LCC) and the Central California Community Food Bank in an amount not to exceed \$117,000.

### Background

On March 20, 2020, California Governor Gavin Newsom announced the California Conservation Corps (CCC), LCC, and AmeriCorps programs would be included in the state's COVID-19 emergency plan by helping to provide emergency services during the pandemic. One of the areas of service included was partnering with community food banks to deliver food to those in need.

Beginning in early April, LCC participated in several meetings with Central California Community Food Bank for a project to include 15 individuals (two supervisors, one full-time AmeriCorps member, and 12 corpsmembers) to assist with bagging food, inventory, and a customer drive-through line at the Food Bank warehouse.

Fresno County Board of Supervisors approved the Food Bank's internal budget request under the CARES grant the week of June 27, 2020. With that funding, the Food Bank subcontracted with Fresno EOC to contract an LCC crew to provide services proposed.

### Fiscal Impact

The contract between Fresno EOC and the Food Bank is for \$117,000 for the period of July 20, 2020 through September 30, 2020.

### Conclusion

The project began implementation on Monday, July 20, 2020. The crew schedule is Monday through Friday, five hours per day.

## **BOARD OF COMMISSIONERS MEETING**

<b>Date:</b> September 30, 2020	<b>Program:</b> School of Unlimited Learning
<b>Agenda Item #:</b> 14 – A – 10	<b>Director:</b> Mark A. Wilson, Ed.D.
<b>Subject:</b> 2020-2021 Consolidation Application	<b>Officer:</b> Michelle L. Tutunjian

### **Recommended Action**

The Program Planning and Evaluation Committee recommends approval for full Board consideration of the 2020-2021 Consolidated Application to provide categorical funding for the School of Unlimited Learning (SOUL).

### **Background**

The Consolidated Application is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs (e.g., Title I, Part A, Title IIA, Part A, and Title IV, Part A) to county offices, school districts, and charter schools throughout California. Every local educational agency (LEA) certifies the Spring release data collections to document participation in categorical programs and provide assurances to comply with legal requirements of each program. The Winter release of the application, certified in January of the following year, contains the LEA's entitlements for each funded program. Out of each state and federal program entitlement, LEA's allocate funds for indirect costs of administration for programs operated by the LEA and for programs operated at schools.

SOUL is eligible to receive Title I, Title II, and Title IV categorical funding for the 2020-2021 school year. To receive eligible categorical funding, SOUL is required to submit the 2020- 2021 Consolidated Application. Fresno EOC Board approval is required for submission of the application.

Based on guidance received from CDE, "In the 2020-21 Application for Funding data collection form in the Consolidated Application and Reporting System (CARS), a user may enter a future local governing board approval date up through 8/31/20 and be allowed to certify the form. If the local governing board approval date to be entered is beyond 8/31/20, then the user may enter that date and save the form, but the form cannot be certified until the actual future date that is beyond 8/31/20. Also, any applicable forms that are dependent on the 2020-21 Application for Funding form must be certified at the same time or after the 2020-21 Application for Funding is certified.

## Fiscal Impact

Consolidated Funding Source	Description	Estimated 2020/2021 Funding
Title I, Part A	Title I, Part A, Basic Grant, is a federal categorical program contained in the Consolidated Application. Its purpose is to ensure that all children have a fair and equal opportunity to obtain a high-quality education and reach, at a minimum, proficiency on the state content standards and assessments. The intent of this funding is to meet the educational needs of low-achieving students enrolled in the highest poverty schools.	\$ 60,000
Title II, Part A	Title II, Part A, Teacher and Principal Training and Recruiting is a federal categorical program contained in the Consolidated Application. It combines the former Title II Eisenhower Professional Development and Title VI Federal Class-Size Reduction into one program. The purpose of Title II is to increase the academic achievement of all students by helping schools and districts (1) improve teacher and principal quality through professional development and other activities and (2) ensure all teachers are highly qualified.	\$ 6,800
Title IV	Title IV, Part A, Subpart 1 Student Support and Enrichment funds are apportioned to local educational agencies (LEAs) to provide all students with access to a well-rounded education, improving school conditions for student learning, and improving use of technology in order to improve the academic achievement and digital literacy of all students. Title IV, Part A funds are allocated in the same proportion as to an LEA's prior year Title I, Part A allocation, with a minimum of \$10,000.	\$10,000
	<b>TOTAL ESTIMATED CONSOLIDATED FUNDING FOR 2020/2021</b> <b>(Estimated funding is based on 2019/2020 funding allocations)</b>	<b>\$ 76,800</b>

## Conclusion

The approved Application for Funding is due electronically to the CDE by August 17, 2020. Due to a release date of July 7, 2020, the Consolidated Application was not available for review/approval by the Fresno EOC Board of Commissioners in June 2020. The next Fresno EOC Board of Commissioner meeting will be held on September 23, 2020, after the August 17, 2020 deadline. Based on guidance from CDE, a delay in certification may result in a delay in funding, estimated at \$75,000.





**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



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14 – B – 2	<b>Director:</b> Steve Warnes
<b>Subject:</b> Financial Reports May and June 2020	<b>Officer:</b> Jim Rodriguez

### Recommended Action

Finance Committee recommends 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

	<b>A</b>	<b>B</b>	<b>A - B</b>	<b>C</b>	<b>D</b>	<b>B - D</b>
	<b>BUDGET JAN - DEC 2020</b>	<b>ACTUAL MAY 2020</b>	<b>BUDGET BALANCE REMAINING</b>	<b>ACTUAL JAN - DEC 2019</b>	<b>ACTUAL MAY 2019</b>	<b>ACTUAL 2020 vs 2019 Differences</b>
<b>REVENUES AND SUPPORT</b>						
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
<b>TOTAL CASH REVENUE</b>	<b>\$ 104,611,620</b>	<b>\$ 39,270,377 38%</b>	<b>\$ 65,341,243</b>	<b>\$ 93,002,332</b>	<b>\$ 39,012,647</b>	<b>257,730</b>
IN KIND REVENUE	\$ 32,991,055	\$ 13,730,115 42%	\$ 19,260,940	35,264,852	\$ 15,788,087	(2,057,972)
<b>TOTAL REVENUE &amp; SUPPORT</b>	<b>137,602,675</b>	<b>53,000,492 39%</b>	<b>84,602,183</b>	<b>128,267,184</b>	<b>54,800,734</b>	<b>(1,800,242)</b>
<b>EXPENDITURES</b>						
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)
<b>TOTAL CASH EXPENDITURES</b>	<b>\$ 104,611,620</b>	<b>\$ 38,483,118 37%</b>	<b>\$ 66,128,502</b>	<b>93,000,123</b>	<b>\$ 38,746,798</b>	<b>(263,680)</b>
IN KIND EXPENSES	\$ 32,991,055	\$ 13,730,115 42%	\$ 19,260,940	35,264,852	\$ 15,788,087	(2,057,972)
<b>TOTAL EXPENDITURES</b>	<b>137,602,675</b>	<b>52,213,233 38%</b>	<b>85,389,442</b>	<b>128,264,975</b>	<b>54,534,885</b>	<b>(2,321,652)</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ 787,259</b>	<b>\$ (787,259)</b>	<b>\$ 2,209</b>	<b>\$ 265,849</b>	<b>521,410</b>
<b>OTHER INCOME / EXPENSE</b>						
TRANSIT GRANT ASSET DEPRECIATION		(185,187)	185,187	(414,107)	(164,918)	(20,269)
<b>NET SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ 602,072</b>	<b>(602,072)</b>	<b>\$ (411,898)</b>	<b>\$ 100,931</b>	<b>501,141</b>

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

	2020	2019	Differences
<b>ASSETS</b>			
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
<b>TOTAL ASSETS</b>	<b>\$ 49,582,427</b>	<b>\$ 47,122,242</b>	<b>\$ 2,460,185</b>
<b>LIABILITIES</b>			
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)
<b>TOTAL LIABILITIES</b>	<b>\$ 22,686,851</b>	<b>\$ 21,073,428</b>	<b>\$ 1,613,423</b>
<b>FUND BALANCE</b>			
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)
<b>TOTAL FUND BALANCE</b>	<b>\$ 26,895,576</b>	<b>\$ 26,048,814</b>	<b>\$ 846,762</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 49,582,427</b>	<b>\$ 47,122,242</b>	<b>\$ 2,460,185</b>



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

	<b>A</b>	<b>B</b>	<b>A - B</b>	<b>C</b>	<b>D</b>	<b>B - D</b>
	<b>BUDGET JAN - DEC 2020</b>	<b>ACTUAL JUNE 2020</b>	<b>BUDGET BALANCE REMAINING</b>	<b>ACTUAL JAN - DEC 2019</b>	<b>ACTUAL JUNE 2019</b>	<b>ACTUAL 2020 vs 2019 Differences</b>
<b>REVENUES AND SUPPORT</b>						
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
<b>TOTAL CASH REVENUE</b>	<b>\$ 104,611,620</b>	<b>\$ 45,736,165 44%</b>	<b>\$ 58,875,455</b>	<b>\$ 93,002,332</b>	<b>\$ 45,785,256</b>	<b>(49,091)</b>
IN KIND REVENUE	\$ 32,991,055	\$ 17,064,160 52%	\$ 15,926,895	35,264,852	\$ 18,146,331	(1,082,171)
<b>TOTAL REVENUE &amp; SUPPORT</b>	<b>137,602,675</b>	<b>62,800,325 46%</b>	<b>74,802,350</b>	<b>128,267,184</b>	<b>63,931,587</b>	<b>(1,131,262)</b>
<b>EXPENDITURES</b>						
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)
<b>TOTAL CASH EXPENDITURES</b>	<b>\$ 104,611,620</b>	<b>\$ 44,935,192 43%</b>	<b>\$ 59,676,428</b>	<b>93,000,123</b>	<b>\$ 45,517,447</b>	<b>(582,255)</b>
IN KIND EXPENSES	\$ 32,991,055	\$ 17,064,160 52%	\$ 15,926,895	35,264,852	\$ 18,146,331	(1,082,171)
<b>TOTAL EXPENDITURES</b>	<b>137,602,675</b>	<b>61,999,352 45%</b>	<b>75,603,323</b>	<b>128,264,975</b>	<b>63,663,778</b>	<b>(1,664,426)</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ 800,973</b>	<b>\$ (800,973)</b>	<b>\$ 2,209</b>	<b>\$ 267,809</b>	<b>533,164</b>
<b>OTHER INCOME / EXPENSE</b>						
TRANSIT GRANT ASSET DEPRECIATION		(211,094)	211,094	(414,107)	(197,902)	(13,192)
<b>NET SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ 589,879</b>	<b>(589,879)</b>	<b>\$ (411,898)</b>	<b>\$ 69,907</b>	<b>519,972</b>

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

	2020	2019	Differences
<b>ASSETS</b>			
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
<b>TOTAL ASSETS</b>	<b>\$ 49,833,792</b>	<b>\$ 46,599,922</b>	<b>\$ 3,233,870</b>
<b>LIABILITIES</b>			
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)
<b>TOTAL LIABILITIES</b>	<b>\$ 23,030,463</b>	<b>\$ 20,668,619</b>	<b>\$ 2,361,844</b>
<b>FUND BALANCE</b>			
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)
<b>TOTAL FUND BALANCE</b>	<b>\$ 26,803,329</b>	<b>\$ 25,931,303</b>	<b>\$ 872,026</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 49,833,792</b>	<b>\$ 46,599,922</b>	<b>\$ 3,233,870</b>

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

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

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

<b>Credit Card Expenses: Credit card statement dated 6/1/20 - 6/30/20</b>			
<b>June 2020 expenses</b>			
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
<b>Personnel</b>	\$3,058,209	\$211,482	\$1,253,077	\$1,805,132	\$44,714	\$0	\$0	\$44,714
<b>Fringe Benefits</b>	699,659	71,291	455,758	243,901	11,608	-	-	11,608
<b>Total Personnel</b>	<b>3,757,868</b>	<b>282,773</b>	<b>1,708,835</b>	<b>2,049,033</b>	<b>56,322</b>	<b>-</b>	<b>-</b>	<b>56,322</b>
<b>Travel</b>	-	-	-	-	-	-	-	-
<b>Equipment*</b>	-	-	-	-	-	-	-	-
<b>Supplies</b>	113,693	3,166	26,055	87,638	1,500	-	-	1,500
<b>Contractual</b>	138,811	8,080	101,263	37,548	128	2	3	125
<b>Facilities / Construction</b>								
<b>Other:</b>								
<b>Food Cost</b>	10,638	1,285	7,332	3,306				
<b>Transportation</b>	3,371	417	1,982	1,389				
<b>Staff Mileage</b>	37,680	630	8,618	29,062				
<b>Field Trips, including Transportation</b>	-	-	-	-				
<b>Space</b>	77,171	11,442	69,681	7,490				
<b>Utilities / Telephone / Internet</b>	64,717	5,678	36,152	28,565				
<b>Publication/Advertising/Printing</b>	5,640	-	3,340	2,300				
<b>Repair/Maintenance Building</b>	77,482	486	5,545	71,937				
<b>Repair/Maintenance Equipment</b>	10,436	-	168	10,268				
<b>Property &amp; Liability Insurance</b>	20,007	1,534	9,206	10,801				
<b>Parent Involvement / CWPC</b>	4,630	-	570	4,060				
<b>Other Costs*</b>	4,628	-	1,046	3,582				
<b>Staff &amp; Parent Training</b>					41,512	1,500	2,437	39,075
<b>Total Direct Charges</b>	<b>\$4,326,772</b>	<b>315,489</b>	<b>\$1,979,792</b>	<b>\$2,346,980</b>	<b>\$99,462</b>	<b>\$1,502</b>	<b>\$2,440</b>	<b>\$97,022</b>
<b>Total Indirect Charges</b>	<b>\$324,508</b>	<b>\$23,661</b>	<b>\$148,484</b>	<b>\$176,024</b>	<b>\$7,460</b>	<b>\$113</b>	<b>\$183</b>	<b>\$7,277</b>
<b>Total Federal Expenditures</b>	<b>\$4,651,280</b>	<b>339,150</b>	<b>\$2,128,276</b>	<b>\$2,523,004</b>	<b>\$106,922</b>	<b>\$1,615</b>	<b>\$2,623</b>	<b>\$104,299</b>
% of Annual Budget Expended to Date			46%				2%	
<b>Non-Federal Share</b>	<b>\$1,162,820</b>	<b>\$84,788</b>	<b>\$532,069</b>	<b>\$630,751</b>	<b>\$26,730</b>	<b>\$404</b>	<b>\$656</b>	<b>\$26,075</b>

**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	



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14 – B – 3	<b>Director:</b> Jack Lazzarini
<b>Subject:</b> WIC Furniture Procurement	<b>Officer:</b> Jim Rodriguez

### Recommended Action

Finance Committee recommends 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.

**EXECUTIVE COMMITTEE MEETING  
Monday, May 18, 2020  
5:00 p.m.**

**MINUTES**

**1. CALL TO ORDER.**

Linda Hayes, Chair, called the meeting to order at 5:04 PM.

**2. ROLL CALL**

Roll was called. There was a quorum.

**COMMITTEE MEMBERS PRESENT:**

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

**BOARD MEMBERS PRESENT:**

Amy Arambula  
Michael Reyna  
Jimi Rodgers

**STAFF PRESENT:**

Karina Perez  
Ellie Vivanco  
Kathleen  
Shivaprasad  
Emilia Reyes  
Heather Brown  
Rebecca Heinricy  
Elizabeth Jonasson  
Michelle Tutunjian  
Mike Gracia  
Salam Nalia

**3. APPROVAL OF AGENDA**

*M/S/C – Garabedian/Vang to approve the agenda. All in favor.*

**4. APPROVAL OF APRIL 24, 2020 MINUTES**

*M/S/C – Garabedian/Vang to approve the April 24, 2020 meeting minutes. All in favor.*

**5. COMMUNITY SERVICES BLOCK GRANT (CSBG) RESOLUTION**

Michelle Tutunjian, Chief Operating Officer shared the resolution for the Community Services Block Grant (CSBG) contract in the amount of \$2,558,138 for the Coronavirus Aid, Relief, and Economic Security (CARES).

*M/S/C – Vang/Parra to approve the Community Services Block Grant (CSBG) Resolution. All in favor.*

**6. PROGRAM COVID-19 OPERATION PLANS**

Tutunjian, provided a reviewed report of the COVID-19 Program Operational update.

**7. COVID-19 FUNDING RECOMMENDATION**

Emilia Reyes, Chief Executive Officer, presented on the Community Services Block Grant (CSBG) COVID-19, award funded in the amount of \$2,558,125. Funds will be used on the following:

1. Agency Wide Needs to COVID-19 Response \$1,295,887
2. Program COVID-19 Resources & Supplies \$271,103
3. Direct Assistance to Individuals/families and navigation Support \$140,640



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

The Committee requested for a list of number of employees working in the front line during the COVID-19 to provide retro effectively March 16, 2020.

***M/S/C** – Vang/Parra to approve retro effectively March 16, 2020 to front line employees. All in favor.*

***M/S/C** – Garabedian/Nichols to approve the COVID-19 Funding Recommendation. All in favor.*

8. **CEO UPDATES**

Reyes reviewed the CEO Report. No action required

9. **ADJOURNMENT**

***M/S/C** – Garabedian/Keyes to adjourned the meeting at 6:01 PM.*

Respectfully submitted,

Linda Hayes,  
Chair

**PROGRAM PLANNING AND EVALUATION COMMITTEE**  
**Virtual – Board Effects – Zoom**  
**Thursday, August 11, 2020**  
**12:00 Noon**

**MINUTES**

**1. CALL TO ORDER**

Richard Keyes, Chair, called the meeting to order at 12:00 PM.

**2. ROLL CALL**

Roll was called and a quorum was established.

**Committee Members (Zoom):**

Richard Keyes (Chair)  
Angie Isaak  
Misty Franklin  
Amy Arambula

**Absent:**

Zina Brown-Jenkins

**Board Members (Zoom):**

Lupe Jaime-Mileham

**Staff (Zoom):**

Emilia Reyes  
Michelle Tutunjian  
Heather Brown  
Jim Rodriguez  
Rebecca Heinrich  
Elizabeth Jonasson  
Kathleen Shivaprasad  
Jon Escobar  
Misty Gattie-Blanco  
Monty Cox  
Gilda Arreguin  
David Wear  
Rosa Pineda  
Jane Thomas  
Tate Hill  
Mark Wilson  
Erin Bell  
Cesar Lucio

**3. APPROVAL OF MINUTES**

June 18, 2020 Program Planning and Evaluation Committee Meeting Minutes

***M/S/C – Isaak/Arambula to approve the June 18, 2020 meeting minutes. All in favor.***

**4. COMMUNITY SERVICES/ENERGY SERVICES**

**A. 2020 CARES Act Program Contract**

Gilda Arreguin, Community Services and LIHEAP Director, shared the awarded 2020 CARES Act Program Contract in the amount of \$2,508,423 from the State of California Department of Community Services and Development (CSD). Funding will serve an estimated 45 households for weatherization services and an estimated 20 households for emergency heating and cooling services in Fresno County through Energy Services. Funding will also serve an estimated 3,025 households with utility bill assistance to prevent utility disconnection through LIHEAP.

Commissioner Arambula inquired if assistance was only provided on a first-come-first-serve basis

or if priority was given to vulnerable populations. Arreguin responded that reaching rural areas was a priority.

**M/S/C** – *Isaak/Arambula to ratify the 2020 CARES Act Program Contract. All in favor.*

## **5. COVID-19 EQUITY PROJECT**

### **A. COVID-19 Equity Project Budget**

Heather Brown, Chief Administrative Officer, shared the COVID-19 Equity Project Budget, which was executed on August 1, 2020 in the amount of \$1,648,671 for five months. Fresno EOC is coordinating and subcontracting with Central Valley organizations to conduct outreach to African American Community members in an effort to address the disparate impact of the COVID-19 pandemic on Black residents. Arambula inquired about whether specific outcomes had been negotiated. Brown responded no. Arambula inquired whether future money would be provided by the City of Fresno. Emilia Reyes, CEO, responded that it was a possibility. Commissioner Jaime-Mileham inquired about how long it would take for EOC to execute subcontracts. Brown responded that it would occur within the week. Arambula requested a copy of the Scope of Work.

**M/S/C** – *Arambula/Franklin to ratify the COVID-19 Equity Project Budget. All in favor.*

## **6. FINANCIAL INDEPENDENCE INITIATIVE**

### **A. Project DAWN (Development Across West Fresno Neighborhoods)**

Jim Rodriguez, Chief Financial Officer, shared Project DAWN, which was awarded \$1 million from the City of Fresno. Fresno EOC will serve as the fiscal agent for the initiative aimed at combatting COVID-19 and underlying health conditions in West Fresno. Commissioner Arambula inquired whether the workforce component was linked to a specific career path. Brown responded that it included training for doulas through Fresno City College. Commissioner Keyes inquired how this program differed from previous efforts which struggled to produce results for the African American community. Brown responded that there are more intensive efforts surrounding the issue at this time, including Glow!, Best Babies Zone, and the Black Child Legacy Campaign. Arambula requested a list of project partners and a copy of the Scope of Work.

**M/S/C** – *Arambula/Isaak to ratify Project DAWN. All in favor.*

## **7. FOOD SERVICES**

### **A. FY 2020-21 Food Services Agreements**

Jon Escobar, Food Services Director, shared multiple Food Service Agreements, totaling an estimated \$3,168,116 in revenue for the 2020-2021 fiscal year. Food Services has executed agreements with 16 internal and external partners for the 2020-2021 fiscal year. Keyes inquired about delivery method. Escobar responded that the majority were individual frozen meals delivered to homes. Arambula inquired if transportation costs were prohibitive for contracts outside of Fresno County. Escobar responded yes, but that the issue was mitigated by delivering in bulk several times a week to the contracting agency, which would then deliver directly to homes.

**M/S/C** – *Isaak/Arambula to ratify FY 2020-21 Food Services Agreements. All in favor.*

### **B. Model Program Award**

Misty Gattie-Blanco, Sanctuary and Support Services Director, shared information regarding Food Services being awarded the Model Program Award through National Safe Place Network. The award recognizes agencies that have developed creative and innovative ways to improve service delivery to youth and their families. The award recognized the Food Express Bus, which has served over 106,300 meals during their summer, winter, and current routes.

## **8. GUN VIOLENCE REDUCTION INITIATIVE**

### **A. Gun Violence Reduction Initiative Proposals**

Erin Bell, Grant Writer, shared two proposals to support gun violence reduction: 1) The California Endowment for \$75,000 submitted on July 31, 2020; and 2) The City of Fresno to provide support in an amount of up to \$300,000 per year for three years. Both proposals support the

implementation of the Advance Peace Fresno program. Commissioner Isaak inquired and staff responded to how participants would be identified through Fresno Police Department. Reyes added how the agency will also work with the District Attorney. Arambula suggested also partnering with the Public Defender's Office. Arambula inquired if Fresno EOC was contributing CSBG funds towards the program; staff confirmed, \$125,000 allocated.

**M/S/C** – Isaak/Arambula to ratify the Gun Violence Reduction Initiative Proposals. All in favor.

## **9. HEAD START 0-5**

- A. FY 2021 Head Start/Early Head Start Refunding Grant Application Package  
Kathleen Shivaprasad, Head Start 0 to 5 Director, shared the draft Head Start 0 to 5 FY 2021 Budget of \$41,700,206. The budget will be submitted to Health and Human Services as a part of the FY 2021 Early Head Start/Head Start Continuation Grant Application package pending County-Wide Policy Council (CWPC) and Fresno EOC Board final approval at their September meetings. Arambula noted excel error in attachment. Arambula inquired about positions related to family community services and whether their responsibilities included helping families navigate services available to them. Reyes responded yes. Arambula inquired about why non-allocated administration was higher than the industry standard. Reyes responded that it ensured the program was holistic and able to provide wraparound services, making it a model program. Arambula stated she thought the dollar amount allocated to classroom supplies was low. Reyes responded that this was, in part, due to the implementation of Hatch Tablets, which reduced paper use. Shivaprasad also noted that centers do not restock manipulatives every year. Arambula inquired whether the amount allocated for rented space was the new number based on the Quality Improvement Plan. Heinrich responded yes.

**M/S/C** – Arambula/Isaak to approve the FY 2021 Head Start/Early Head Start Refunding Grant Application Package. All in favor.

- B. Shivaprasad shared information regarding an opportunity to apply for Head Start/Early Head Start Expansion and Early Head Start Expansion and Child Care Partnerships. Head Start 0 to 5 will apply for funding under the category of Early Head Start Child Care Partnerships, which if awarded, would enhance the quality of early care and education services.
- C. Shivaprasad shared information regarding the Program Update Report. The report includes monthly program activity summaries, program enrollment reports, monthly reports of meals and snacks provided through the USDA, and communication and guidance from the Secretary of Health and Human Services. Arambula noted the July Program Update Report was not attached.

## **10. HEALTH AND DENTAL/FOOD SERVICES/SANCTUARY AND SUPPORT SERVICES/TRANSIT SYSTEMS**

- A. COVID-19 Harvest Proposal  
Gattie-Blanco shared the Harvest Project COVID-19 Testing proposal in the amount of approximately \$3,295,724. The proposed project provides two teams of medical technicians who travel to various sites each day to conduct rapid COVID-19 testing for farmworkers in Fresno County. If positive for COVID-19, individuals are offered transportation to and from a hotel/motel, food (up to three meals daily), and case management services. Arambula inquired whether quarantine at a hotel was voluntary. Gattie-Blanco responded yes. Arambula inquired if hotels in rural areas would be included. Reyes responded that the State would identify hotels. Arambula inquired about the potential for false negatives with rapid tests. Reyes responded that Fresno EOC would provide a rapid test followed by a PCR test to account for false negatives.

**M/S/C** – Arambula/Isaak to ratify the COVID-19 Harvest Proposal. All in favor.

## **11. LOCAL CONSERVATION CORPS**

- A. COVID-19 Emergency Food Distribution Partnership  
Michelle Tutunjian, Chief Operations Officer, shared a contract between the Local Conservation Corps and the Central California Community Food Bank in an amount not to exceed \$117,000.

The project projects training opportunities and includes 15 individuals (two supervisors, one full-time AmeriCorps member, and 12 corpsmembers) to assist with bagging and inventory of food, and support at the Food Bank warehouse.

**M/S/C** – Arambula/Isaak to ratify the COVID-19 Emergency Food Distribution Partnership. All in favor.

**12. SCHOOL OF UNLIMITED LEARNING**

A. 2020-2021 Consolidated Application

Mark Wilson, SOUL Director, shared the 2020-2021 Consolidated Application to provide categorical funding for the School of Unlimited Learning. The Consolidated Application is used by the California Department of Education (CDE) to distribute categorical funds for various state and federal programs. SOUL is eligible for Title I, Title II, and Title IV categorical funding estimated to total \$76,800.

**M/S/C** – Arambula/Isaak to approve the 2020-2021 Consolidated Application. All in favor.

B. Remote Instruction Plan for 2020

Wilson provided information regarding the Fall 2020 remote instruction plan for SOUL. As a result of Fresno County being declared as one of 36 counties on the “watch list” due to increased cases of COVID-19, all schools in Fresno County will begin the year using solely remote instruction.

Therefore, SOUL will begin the academic year in a remote learning format with a comprehensive academic plan for each student.

**13. GRANT TRACKER**

No questions asked at this time.

**14. ACCESS PLUS CAPITAL FUND REPORT**

No questions asked at this time.

**15. OTHER BUSINESS**

A. Monty Cox, Transit Systems Director, provided a draft of updates to the Consolidated Transportation Service Agency (CTSA) Operations Program & Budget (OPB), which was revised per request of the Council of Governments to include the impacts of COVID-19. Arambula inquired about carryover amount. Cox responded that the carryover for the FY 2019-20 FY for Urban is \$532,845 and the carryover for Rural is \$95,300. Cox shared there will be an additional carryover in the FY 2020-21 totaling \$1,012,597 for Urban and \$166,269 for Rural. The Committee will receive the updated OPB at a future meeting.

B. Arambula requested an update on the Head Start Summer Program and a report on Fresno EOC's COVID-19 projects.

C. The next meeting is scheduled on Tuesday, September 8, 2020 at noon.

**16. ADJOURNMENT**

The meeting was adjourned.

**M/S/C** – Isaak/Arambula to approve meeting adjournment at 1:19 p.m. All in favor.

Respectfully submitted,

Richard Keyes  
Chair



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 14 – D – 2	<b>Director:</b> Kathleen Shivaprasad
<b>Subject:</b> FY 2021 Head Start/Early Head Start Continuation/Refunding Grant Application Package	<b>Officer:</b> Emilia Reyes - CEO

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of the Head Start 0 to 5, Continuation/Refunding Application including Fiscal Year (FY) 2021 Budgets totaling \$41,700,206.

Head Start 0 to 5 is funded on an annual basis (January 1 through December 31) by the Department of Health and Human Services (HHS), Office of Head Start (OHS). Head Start 0 to 5 is funded to serve economically challenged families and their children, including those with disabilities from birth to five-years-old. Through a coordinated interdisciplinary approach, the child's education, social development, nutrition, health (including physical, mental and dental), self-image and school readiness are enhanced.

### Background

The application includes budget documents that will be submitted to HHS as part of the FY 2021 Early Head Start/Head Start Continuation/ Refunding Grant Application package pending County-Wide Policy Council (CWPC) and Fresno EOC Board final approval at the September meetings, respectively. Deadline for submission to HHS is October 1, 2020. Notification for grant award will be prior to December 31, 2020.

Continuation/Refunding Grant Application for FY 2021 (Year 6 of the funding cycle) includes the following budget components:

1. Basic Head Start Budget (G094122): \$36,345,974
2. Basic Early Head Start Budget (G094122): \$4,857,034
3. Head Start Training and Technical Assistance Budget (G094120): \$390,276
4. Early Head Start Training and Technical Assistance Budget (G094121): \$106,922

### Head Start/Early Head Start Program Budget Narrative (G094122):

Annually, our program serves a minimum of 3,058 clients (including 33 prenatal women.) The proposed budgets support children to receive comprehensive services

designed to support their developmental progression from pre-birth to kindergarten readiness. Based on parent preference and current community needs assessment, Fresno EOC's Head Start 0 to 5 program offers both center base and home base program options. In all cases, parents at centers and home-base areas self-determine program options.

The proposed FY 2021 Head Start Budget is \$36,345,974 for program operations including family literacy, disabilities and transition. Throughout urban and rural Fresno County, Head Start will serve a total of 2,750 children and families of which 2,114 of those are children in 109 center-based classes and 636 are children served in 17 home-base areas.

The proposed 2021 Basic Early Head Start Budget is \$4,857,034 for program operations including disabilities. Throughout urban and rural Fresno County, Early Head Start will serve a total of 308 children and families year-round. Forty-six of those children are served in center-based classes and 262 are children or prenatal women served in home-based settings.

Per federal mandate, at least 10% of all enrollments must be filled by children with disabilities. All personnel and fringe benefits costs, purchases of equipment, supplies, services, parent engagement costs, etc. in said budgets are in line with the Performance Standards, goals and objectives of the Fresno EOC Head Start 0 to 5.

The proposed Disabilities Budget (G094122) for FY 2021, included in the overall budget, is \$1,055,603. Our children with disabilities have special needs including psychological, educational, and physical needs. We provide training and supplies necessary for inclusion of children with disabilities in classrooms.

The proposed Literacy/Transition Budget (G094122) included in the Basic Budget for FY 2021 is \$204,164. These funds support family and child literacy. They also provide connection between Head Start and the Unified School Districts where transitioning children will attend kindergarten.

#### Training and Technical Assistant Budget Narrative (G094120/G094121):

The proposed FY 2021 Head Start T&TA budget is \$390,276. The proposed FY 2021 Early Head Start T&TA is \$106,922. These funds are to provide training and technical assistance to Head Start/Early Head Start program staff, parents, and the Fresno EOC Board of Commissioners to improve the quality of services provided to the children and families.

The needs for the training requested are determined from analyses of Community Assessment Outcomes, Program Information Report findings, requirements in Head Start Program Performance Standards, and the program's Self-Assessment monitoring.

The application includes the following additional components:

Community Assessment (CA):

For year 6, a strengths and needs assessment was conducted January through August as part of the Head Start 0 to 5 grant application process in order to determine need for Early Head Start/Head Start services in local communities throughout Fresno County.

Program Goals & Objectives:

Program Goals & Objectives for the sixth year of the grant cycle are included in the Continuation/Refunding Grant application. Detailed work plans which specify activities, time frames, staff responsibilities and evaluation for each year have been developed with staff and CWPC input. Staff have met throughout the past year to review and update the progress for each goal over the past school year. The updates will be presented to the CWPC at their September 16, 2020 meeting. Copies of the updated year six program goals and objectives are available upon request for Fresno EOC Board review.

School Readiness Goals:

The School Readiness goals were written for the five-year period of our funding cycle and amended to include a 6<sup>th</sup> year. The goals state children will demonstrate age appropriate positive: 1. approaches toward learning, 2. social behavior, emotional regulation and emotional well-being, 3. communication, language and emergent literacy skills, 4. general cognitive skills and 5. physical development and health.

These goals target behaviors will help children be successful in kindergarten and life when they transition to the K-12 system at age five. The goals document includes teaching and parenting strategies to support children's optimal development.

Head Start 0 to 5 aggregates child school readiness data using the Infant/Toddler Developmental Assessment (IDA) or the Desired Results Developmental Profile 2015, DRDP, three times a year, per federal mandate. Each child's developmental progression towards expected milestones is tracked. The expectations of our school readiness goals are aligned, as required, with the California State Infant/Toddler Learning and Development Foundations and the Early Learning Outcomes Framework (ELOF) of the Office of Head Start. The results of the aggregation of the data reveal program trends. Individual IDA/DRDP results are provided to the parent(s) at the time of their child's assessment and clarify whether or not the child needs additional interventions.

On September 16, 2020 the County-Wide Policy Council will review/approve the proposed Year Six School Readiness Goals & Objectives, pending Fresno EOC Board and HHS approval.



## Program Options

Staff have included the Program Options Charts, a required, part of the grant application, for review. These charts indicate whether slots at each site are funded as home base or center base opportunities.

## Fiscal Impact

The Head Start 0 to 5 Basic and Training and Technical Assistance Budgets have a fiscal impact of \$41,700,206 which constitutes approximately 50% of Fresno EOC's budget and funds over 50% of the agency's employees.

## Conclusion

Copies of the above documents are available upon request for Fresno EOC Board review. The CWPC Chair and the Board of Commissioners must sign documents certifying approval from their respective bodies, prior to submission of the Head Start 0 to 5, 2021 Continuation/Refunding Application and FY 2021 Basic and TTA Budgets. All components are due to the Administration and Families, Region IX, October 1, 2020.

**TOTAL HEAD START PROGRAM SUMMARY  
FOR FY 2021**

Page 1 of 3

Grant Program	SALARY	FRINGE	TRAVEL	EQUIPMENT	SUPPLIES	CONTRACTUAL	OTHER	TOTAL DIRECT	TOTAL INDIRECT	TOTAL FEDERAL	NON FEDERAL	TOTAL FEDERAL & NON-FEDERAL
Central Administration	\$6,065,056	\$2,556,203	\$10,977	\$0	\$193,410	\$498,386	\$2,032,638	\$11,356,676	\$851,751	\$12,208,427	\$3,052,107	\$15,260,534
Disabilities	714,475	191,890	0	0	5,568	24,052	45,944	981,929	73,645	1,055,573	263,893	1,319,467
Center Base	9,806,628	4,389,946	0	0	323,939	0	1,776,041	16,296,554	1,222,243	17,518,796	4,379,699	21,898,495
Home Base	2,165,113	722,846	0	0	62,752	0	272,821	3,223,531	241,765	3,465,296	866,324	4,331,621
Literacy/Transition	129,262	39,702	0	0	2,525	245	18,178	189,912	14,243	204,155	51,039	255,194
Allocated Staff	686,785	182,678	0	0	0	0	0	869,463	65,210	934,674	233,668	1,168,341
Allocated Staff - CSPP	549,927	342,217	0	0	0	0	0	892,145	66,911	959,055	239,764	1,198,819
Total Head Start Basic	20,117,246	8,425,485	10,977	0	588,194	522,684	4,145,622	33,810,208	2,535,766	36,345,974	9,086,494	45,432,468
Total Head Start T&TA	0	0	0	0	42,960	468	319,619	363,047	27,229	390,276	97,569	487,845
Total Head Start Basic & T&TA	\$20,117,246	\$8,425,485	\$10,977	\$0	\$631,154	\$523,150	\$4,465,241	\$34,173,255	\$2,562,995	\$36,736,249	\$9,184,063	\$45,920,313

**TOTAL EARLY HEAD START PROGRAM SUMMARY  
FOR FY 2021**

Grant Program	SALARY	FRINGE	TRAVEL	EQUIPMENT	SUPPLIES	CONTRACTUAL	OTHER	TOTAL DIRECT	TOTAL INDIRECT	TOTAL FEDERAL	NON FEDERAL	TOTAL FEDERAL & NON-FEDERAL
Basic	\$3,141,221	\$869,706	\$0	\$0	\$95,508	\$49,659	\$362,077	\$4,518,171	\$338,863	\$4,857,034	\$1,214,258	\$6,071,292
T&TA	46,449	12,240	0	0	1,126	128	39,519	99,462	7,460	106,922	26,730	133,652
Total HS/EHS Basic & T&TA	\$3,187,670	\$881,946	\$0	\$0	\$96,634	\$49,787	\$401,596	\$4,617,633	\$346,323	\$4,963,956	\$1,240,988	\$6,204,944

**TOTAL HEAD START / EARLY HEAD START PROGRAM SUMMARY  
FOR FY 2021**

Grant Program	SALARY	FRINGE	TRAVEL	EQUIPMENT	SUPPLIES	CONTRACTUAL	OTHER	TOTAL DIRECT	TOTAL INDIRECT	TOTAL FEDERAL	NON FEDERAL	TOTAL FEDERAL & NON-FEDERAL
Basic Head Start-Preschool	\$20,117,246	\$8,425,485	\$10,977	\$0	\$588,194	\$522,684	\$4,145,622	\$33,810,208	\$2,535,766	\$36,345,974	\$9,086,494	\$45,432,468
Basic EHS	3,141,221	869,706	0	0	95,508	49,659	362,077	4,518,171	338,863	4,857,034	1,214,258	6,071,292
Total Basic HS & EHS	\$23,258,467	\$9,295,190	\$10,977	\$0	\$683,702	\$572,343	\$4,507,698	\$38,328,379	\$2,874,629	\$41,203,008	\$10,300,752	\$51,503,760
T&TA Head Start-Preschool	\$0	\$0	\$0	\$0	\$42,960	\$468	\$319,619	\$363,047	\$27,229	\$390,276	\$97,569	\$487,845
T&TA Early Head Start	46,449	12,240	0	0	1,126	128	39,519	99,462	7,460	106,922	26,730	133,652
Total HS & EHS T&TA	\$46,449	\$12,240	\$0	\$0	\$44,086	\$596	\$359,138	\$462,509	\$34,689	\$497,198	\$124,299	\$621,497
Grand Total HS/EHS Basic & T&TA	\$23,304,916	\$9,307,430	\$10,977	\$0	\$727,788	\$572,939	\$4,866,836	\$38,790,888	\$2,909,318	\$41,700,206	\$10,425,051	\$52,125,257

## EXECUTIVE SUMMARY

Fresno EOC is the Grantee for the Early Head Start (EHS)/Head Start program in Fresno County. This Community Assessment (CA) for 2020 was conducted as required by Head Start Program Performance Standards (HSPPS)/Subpart A/§1302.11b. Its purpose is to identify: the number of children/pregnant women eligible for the program (including special populations such as children who have special needs or are homeless or in foster care), the number of those eligibles served in other child development programs, the education/health/social service needs of eligible children and their families, resources that do/could address those needs, and strengths of the community.

The CA is used to inform staff, Head Start County-Wide Policy Council and Board of Commissioners discussion and decisions about program options that best meet the needs of eligible children/families, service locations, needed services, current and future use of community resources, and development of policies related to service delivery.

Data sources for this CA included: the U.S. Census; reports from state and local agencies; interviews with representatives of a variety of programs such as public assistance, health, mental health, housing/homeless agencies; contacts with every school district and every funded child development program in the County; parent surveys; EHS/Head Start records; and discussions with EHS/Head Start staff.

Once again, the CA confirms there is a great need for the kind of comprehensive services and support the EHS/Head Start program provides children/families. However, although there has been little change in the needs of eligible children/families identified in the last several years, the COVID pandemic has had an almost incomprehensible impact on all aspects of life throughout the world and in Fresno County. The pandemic has increased numbers in poverty, greatly increased needs for economic assistance, food and other resources, and forced the sudden re-design of multiple aspects of EHS/Head Start program delivery.

### KEY FINDINGS

- ⇒ Children under age 5 are about 8.5% (73,329) of the County's population. That number has been decreasing and is expected to continue to decrease in the next few years.
- ⇒ Over half (53.5%) of County residents and 64% of children under 5 are Hispanic/Latino.
- ⇒ Almost half of County residents over age 5 speak a language other than English at home; of those, 43% report they speak English "less than very well."
- ⇒ About one in four adults 25 and older have less than a high school diploma; only about 9% have an AA degree and 14% have a BA degree.
- ⇒ While the County's chronic unemployment rate has been decreasing in recent years to about 7% overall in 2019, there are still wide differences throughout the County, ranging from about 21% in the Biola area to about 17% in Mendota and a little under 4% in Clovis.
- ⇒ Unemployment rates have skyrocketed as a result of the COVID pandemic. In spring 2020, Biola was at 39%, Mendota at about 33% and Clovis at 13%.
- ⇒ While some jobs that were lost during the pandemic will return when COVID is controlled, many have been lost permanently. Many workers will need training for new occupations.
- ⇒ About one in four (24%) County residents and about 2 in 5 (39%) of children under 5 lived in poverty during the period 2014-18.

⇒ As a result of the pandemic and job loss and reductions in hours or layoffs, the Nation's poverty rate increased about 25% from February to May 2020 with the rate for Black/African American and Hispanic/Latino rate increasing by 27% and 29% respectively. Fresno County poverty is expected to increase significantly, too.

⇒ The need for food, rent/utility, health insurance, economic and other social service assistance has increased as a result of the pandemic and economic downturn.

⇒ Over half (57%) of Fresno County renters spend more of their pre-tax income on housing. Income loss during the pandemic has caused low-income families more difficulty to afford rent. There is concern nationwide that there may be a rash of evictions in the near future.

⇒ Fresno County ranks 48<sup>th</sup> out of California's 58 counties for poor health outcomes (e.g., premature deaths, low birthweight) and 51<sup>st</sup> for poor health factors (e.g., obesity, STDs).

⇒ While EHS/Head Start children generally have adequate immunization rates, national experts report that large numbers of children have not received immunizations during the COVID crisis as routine health care has often been postponed.

⇒ About 18% of Fresno County children have experienced 2 or more Adverse Childhood Experiences (ACEs) and 30% have experienced one ACE. Professionals report that children - and adults - nationwide are exhibiting signs of stress, fear and anxiety as a result of the pandemic and need help now and in the future to deal with the emotions.

⇒ An estimated 15,906 Fresno County children under three are age- and income-eligible for Early Head Start and about 4,00 pregnant women are EHS-eligible. An estimated 953 of those children receive comprehensive services in other funded child development programs.

⇒ An estimated 9,211 Fresno County three and four-year-old children are age- and income eligible for Head Start. An estimated 2,188 of those receive comprehensive services in other funded child development programs throughout the County.

⇒ The demand for licensed child care, especially for infant care, greatly exceeds the supply.

⇒ The need for full-day subsidized child development services (estimated at about 87,000), especially for children under five, exceeds the availability (about 10.2% enrolled).

⇒ New regulations prompted by COVID make a number of changes (e.g., a maximum of 10 children/classroom) that will reduce the availability of on-site care/education for public and private centers. Some centers and family child care hoes have closed permanently.

⇒ COVID regulations required Fresno EOC Head Start to move to virtual delivery of center-based services from March to August 2020 and to limit numbers of children who receive in-classroom services for the 2020-21 year. Others will receive virtual learning.

⇒ Digital "connectivity" has become a greater issue for Fresno County residents since the start of the pandemic. Many EHS and Head Start families had no ability to connect to digital services.

⇒ The COVID pandemic has greatly increased difficulties for EHS/Head Start parents. They grapple with how to pay for food, rent and other living expenses for their families. They had to learn best practices to protect themselves and their children from COVID and find money to pay for related supplies. The switch to digital learning for their school-age children has been especially stressful as they have to oversee the child's education and try to help with learning on the internet. Many suffer from stress and anxiety.

⇒ Early Head Start and Head Start staff have been impacted by the pandemic - staff working from home, getting connected digitally, figuring out how to deliver required services in a very different way, keeping current on changing resources for families with greater needs, and learning and implementing regulations governing program services and contacts with others.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 14 – D – 3	<b>Director:</b> Nidia Davis, Program Support Director
<b>Subject:</b> County-Wide Policy Council Bylaw Revisions	<b>Officer:</b> Emilia Reyes, CEO

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of the revisions to the Head Start 0 to 5 County-Wide Policy Council (CWPC) Bylaws.

### Background

The CWPC Bylaws empower those we serve through familiarizing them with the rules of parliamentary procedure and teaching them to be active participants in the conduct of program business.

Annually, staff review the CWPC Bylaws. This year many updates were required to better align with the Head Start Program Performance Standards, and Robert's Rules of Order, to clearly define activities as Head Start 0 to 5.

At the July and August meetings, the CWPC membership heard the required first and second readings of the Bylaws, and voted to approve the changes in wording. Attached Bylaws document includes red underline is added language and blue strike through is deleted language.

The short-term outcome is to involve enrolled children's parents in meaningful program governance activities, while empowering them long-term with knowledge of Parliamentary Procedure and advocacy for their children and themselves.

### Fiscal Impact

Not applicable

### Conclusion

If approved, the revisions to the Bylaws will be implemented beginning in October, 2020 with the election of the new CWPC slate of officers. Board approval is required.



## HEAD START 0 TO 5 COUNTY-WIDE POLICY COUNCIL BYLAWS

### INTRODUCTION

Fresno ~~Economic Opportunities Commission (EOC)~~ Head Start ~~and Early Head Start~~ 0 to 5 understands the unique role and responsibility of serving young children in the community and their families. Staff recognize that the family is the child's first teacher and are committed to enhancing the relationship between parents/guardians and the teacher/home base educator/caregiver.

Fresno EOC ~~Head Start 0 to 5's Head Start and Early Head Start's~~ goals are to strengthen parents as individuals and as partners, offering support and information to enable them to perform leadership functions in their families and for the program. The County-Wide Policy Council (CWPC) is an example of an opportunity offered to parents to contribute to their child's educational experience.

The Fresno EOC Board of Commissioners established the County-Wide Policy Council to ensure maximum parent participation in the decision-making process for all- ~~Head Start 0 to 5 Head Start and Early Head Start~~ Service Areas and activities.

### ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be Fresno Economic Opportunities Commission ~~Head Start 0 to 5 (comprised of Early Head Start (EHS)/Early Head Start (HS) and braided programs)~~ County-Wide Policy Council ~~(CWPC)~~ herein referred to as County-Wide Policy Council.

### ARTICLE II. PURPOSE

To act on behalf of the ~~Head Start 0 to 5 Head Start/Early Head Start (EHS)~~ children and their families in Fresno County, and to participate in the process of making decisions regarding program planning and operations about the ~~Head Start 0 to 5 Head Start/Early Head Start p~~Program.

### ARTICLE III. MEMBERSHIP

#### Section 1. Membership

Membership shall be comprised of ~~Delegates from:~~

- A. ~~Head Start and Head Start 0 to 5 Parent Representatives EHS~~, both center base and home base options, operating in Fresno County.
- B. Community Representatives shall be comprised of individuals from businesses, public or private community organizations, civic and professional organizations as well as those who are familiar with resources and services for low-income children and families; that may include former parents of previously enrolled children.
- Five Fresno EOC Board Commissioners and one of which ~~that~~ serves as a liaison between the Fresno Economic Opportunities Commission Board and the County-Wide Policy Council!

#### Section 2. Composition

~~At least fifty one percent (51%) of Delegates- Representatives~~ must be parents or legal guardians of children currently enrolled in the ~~Head Start 0 to 5 Head Start/Early Head Start~~ program. There shall be

one (1) Fresno EOC Board Commissioner that serves as a liaison between the Fresno EOC Board and the County-Wide Policy Council. ~~There also shall be one EOC Board Commissioner that serves as a liaison between the Fresno Economic Opportunities Commission Board and the County Wide Policy Council. Community Representatives shall include representatives from businesses, public or private community organizations, civic and professional organizations as well as those who are familiar with resources and services for low income children and families, including for example, the parents of formerly enrolled children. Such Community Representatives~~ Delegates are not to exceed a total of four (4). The Community Representatives Delegates are to be selected by the Executive Board and approved by the CWPC at the a-regular monthly meeting in November.

### Section 3. Conflict of Interest

Members of the CWPC shall not have a conflict of interest with the Head Start 0 to 5 Fresno EOC Head Start/Early Head Start program.

Members of the CWPC shall not receive ~~compensation payment~~ for serving on the CWPC or for providing services to the Head Start/EHS Head Start 0 to 5 program. ~~except that m~~Members of the CWPC may receive reimbursement for ~~reasonable expenses incurred~~ mileage and childcare.

No Delegate Representative or Alternate Representative shall be a paid ~~staff member~~employee or immediate family member of ~~a Head Start/EHS~~an employee of Head Start 0 to 5 center base or home base program. Membership shall automatically terminate for any Representative who becomes ~~a paid a Head Start 0 to 5 Head Start or Early Head Start~~ employee.

### Section 4. Membership Election Process

All Fresno EOC ~~Head Start/EHS~~Head Start 0 to 5 centers and Home Base AreasCenter Base sites and Home Base areas will hold Local Parent ~~Committee M~~meetings (LPM) during the month ~~of September for Early Head Start and~~ of October for Head Start ~~and the month of September for EHS~~ to elect one (1) RepresentativeDelegate and one (1) Alternate to the CWPC. The following exception shall be made for centers with an enrollment of 100 or more children; they shall have a representation of two (2) RepresentativesDelegates and EHS Early Head Start shall have a representation of one (1) RepresentativeDelegate for every fifty families served.

Head Start 0 to 5 CWPC RepresentativesDelegates will be seated at the ~~first~~ CWPC meeting in October. New RepresentativesDelegates will be accepted during the year as vacancies occur, stated as per CWPC Bylaws Article III, Section ~~IX-VIII~~ of these By-LawsBylaws.

At the CWPC meeting in October, elections will be held to fill the positions of the CWPC Executive Board, which shall be comprised of:

- A. ~~s~~Six (6) elected officers, standing committee chairpersons (Article IV, Section 1. Officers Responsibilities, Line B), and
- B. ~~one~~One (1) elected officer or appointed EHS Representative ~~from: Early Head Start~~.

In an effort to include equal representation from all HS Head Start 0 to 5 centersCenter Base sites and all Home Base areas, the CWPC body will be assigned to a ~~Six seven~~ (67) Cluster System. Once an Executive Board officer position has been filled, no other Representative Delegate from that particular Cluster may ~~run or be~~ be nominated or run.

~~At During~~ the November CWPC Executive Board Meeting, ~~b~~Board ~~m~~Members will ~~nominate~~ select the four (4) Community Representatives ~~such as those stated referenced~~ in Article III Section I and II of the CWPC Bylaws.

At the CWPC Meeting in November, the RepresentativesDelegates will ~~elect~~ approve the four (4) Community Representatives Delegates.

## Section 5. Term of Office

All ~~Head Start~~ Head Start 0 to 5 /EHS CWPC ~~Representatives~~ Delegates shall be seated at the regular October meeting and serve a term of one (1) year. In order to maximize opportunities for parent engagement in program governance, Persons ~~Representatives~~ who have completed their three (3) one year terms (any 3 years combined) cannot serve on the CWPC in accordance with the Head Start Performance Standards 1301.3 d (3). Community Representatives ~~Delegates~~ shall be seated once elections have been conducted by the CWPC and they will serve a term of one (1) year from the date of election.

## Section 6. Resignation

Any member of the ~~Head Start~~ Head Start 0 to 5/EHS CWPC may resign by submitting a resignation, verbal or written, to the Chairperson or of the Head Start/Early Head Start CWPC and Head Start/Early Head Start Parent ~~Family~~ Engagement Staff.

## Section 7. Termination of Membership

A member may be removed by the Head Start 0 to 5 ~~Head Start/Early Head Start~~ CWPC with cause by two-thirds (2/3) vote of the remaining Head Start/Early Head Start CWPC members present and voting at any meeting of the ~~Head Start/Early Head Start~~ CWPC that have a quorum. present.

Termination of a Representative's membership begins when a CWPC Representative initiates a motion based on the information below, seconded by another Representative, and voted into effect by a quorum of the membership.

~~Grounds for termination of a Delegate~~ Grounds for termination ~~s~~ shall include but are not limited to:

- A. Inappropriate conduct while representing the CWPC.
- B. Representing personal interest over that of the welfare of children in the Head Start 0 to 5 ~~Head Start/Early Head Start~~ program.
- C. Conduct which can be considered harassment or dangerous while representing the CWPC.
- D. Not following the process for open communication as designated by the grantee.
- E. Destruction or theft of property.
- F. Any ~~derogatory~~ comments electronically posted by non-employees (all CWPC Representatives and volunteers), on Fresno EOC's websites, video or wiki postings on sites such as Facebook and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with Fresno EOC, and any violation of Volunteer Statement of Confidentiality, and Ethics that are deemed defamatory, obscene, proprietary or libelous.
- G. Breach of confidentiality

## Section 8. Representative Vacancy

As Representative v ~~vacancies~~ that occur, from time to time the Local Parent Meeting (LPM) will elect a new Representative for representation at the CWPC level. will be filled by election of a new Representative to fill the position by the Local Parent Committee for the site where the vacancy occurred.

## Section 9. CWPC Executive Board Vacancy



Should the vacancy be an elected - CWPC Executive Board member, the Chairperson will appoint a new officer. elections will be held to fill that position at the following CWPC meeting.

### **Section 10.~~IX~~.Appointed Members**

If a vacancy occurs in an appointed member's position, the CWPC Chairperson will appoint a new member.

### **Section 11~~I~~. Duties and Responsibilities of ~~Representatives~~Delegates**

The CWPC shall actively participate in all Head Start 0 to 5 Fresno EOC Head Start/Early Head Start CWPC monthly and community meetings to which they volunteered to serve and -must attend all Local Parent Committee Meetings (LPCLPM) meetings to report all CWPC information gathered at CWPC.

The CWPC shall approve and submit to the governing body decisions about each of the following activities (~~t~~Taken from the Head Start Reauthorization Act, Section 642(~~c~~2) (~~2D~~) (D) :

- A. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start 0 to 5 Head Start/Early Head Start program is responsive to community and parent needs.
- B. Program recruitment, selection, and enrollment priorities.
- C. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
- D. Budget planning for program expenditures, including policies for reimbursement and participation in CWPC activities.
- E. By~~L~~aws for the operation of the CWPC.
- F. Program personnel policies and decisions regarding the employment of program staff, consistent with the Head Start Act, Governing Body 642 paragraph-(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
- G. Developing procedures for how members of the CWPC of the Head Start 0 to 5 Head Start/Early Head Start program will be elected.
- H. Recommendations on the selection of delegate agencies and the service areas for such agencies.

### **Section 12. CWPC Voting**

Only the RepresentativeDelegates or their Alternates shall be voting members. Each CWPC Representative, Fresno EOC Board Representative, and Community Representative Policy Council member shall have one vote. The Chairperson shall vote only in the case of a tie or as outlined in Article IV Section 1: Officers Responsibilities, Chairperson-~~XIII~~ (A).

### **Section 13. Training and Orientation**

The Program Administrative Staff shall provide orientation and governance training, committee training and Representative training to CWPC RepresentativesDelegates, Fresno EOC Board Representatives, and/or Community Representatives in in all areas that are important to the best interest of the program's operation and continuity accordance with Head Start Program Performance Standards.

## ARTICLE IV. OFFICERS

### Section 1: Officers Responsibilities

The Officers of the ~~Head Start 0 to 5 Fresno EOC Head Start/Early Head Start~~ CWPC shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer, Sergeant-At-Arms, Historian and an appointed or elected EHS Representative which shall constitute the CWPC Executive Board.

#### Chairperson

- A. The Chairperson shall attend and preside at all regular CWPC Executive Board and CWPC meetings. The Chairperson shall be an ex-officio member of all committees. As an ex-officio member of all committees, the Chairperson may participate in all committees, but does not have voting rights. In the event all appointed Committee Members, ~~Representatives~~Delegates or past-appointed ~~C~~committee ~~M~~members (who have a child enrolled in the current year) are not present, then the CWPC Chairperson will be given voting rights. The Chairperson shall have such other ~~powers abilities~~ and ~~shall~~ perform other duties as ~~may be~~ assigned by the ~~Head Start 0 to 5 Fresno EOC Head Start/Early Head Start~~ CWPC, as well as such ~~powers abilities~~ and duties, which may be incidental to the office of the Chairperson, subject to the control of the CWPC.
- B. The Chairperson shall have the ~~power ability~~ to nominate and to appoint committees.
- C. The Chairperson may attend the Fresno EOC Board meetings (generally every fourth Wednesday of every month).
- D. The Chairperson shall receive copies of all designated correspondence from the Health Human Services (HHS) Regional Office related to ~~Head Start 0 to 5 Fresno EOC Head Start/Early Head Start~~.

#### Vice-Chairperson

- A. The Vice-Chairperson shall attend and preside at meetings in the absence of the Chairperson. ~~The Vice-Chairperson and shall exercise all the power and be responsible to conduct perform~~ all the duties of the Chairperson.
- B. The Vice-Chairperson ~~shall will~~ attend all regular CWPC meetings ~~and~~ CWPC Executive Board meetings. ~~He/She and~~ shall attend Fresno EOC Board meetings in the absence of Chairperson.

#### Secretary

- A. The Secretary shall attend all CWPC Executive Board and CWPC ~~Executive Board~~ meetings.
- B. The Secretary will ensure minutes are taken at all regular CWPC Executive Board and CWPC ~~Executive Board~~ meetings and proceedings of the CWPC.
- C. The Secretary shall take roll call at CWPC Executive Board and CWPC meetings ~~Executive Board meetings~~.

#### Treasurer

- A. The Treasurer shall attend all CWPC Executive Board and CWPC ~~Executive Board~~ meetings.

- B. The Treasurer shall be ~~empowered by the CWPC~~responsible to ~~pursue the~~communicate information regarding financial matters of the program and present the Financial Status Report at CWPC meetings.
- C. The Treasurer will assist staff in picking up childcare and mileage reimbursement forms at the end of all regular CWPC Executive Board and CWPC ~~Executive Board~~ meetings.

#### **Sergeant-~~At~~Arms**

- A. The Sergeant-~~At~~Arms shall attend all CWPC Executive Board and CWPC ~~Executive Board~~ meetings.
- B. The Sergeant-~~At~~Arms ~~shall be in charge of~~will assist in maintaining order at the CWPC Executive Board and CWPC ~~Executive Board~~ meetings.
- C. The Sergeant-at-Arms ~~He/She shall~~will greet members as they arrive at the meetings.

#### **Historian**

- A. The Historian shall attend all CWPC Executive Board and CWPC ~~Executive Board~~ meetings.
- B. The Historian shall ~~be responsible for reflecting~~report on past and current announcements of historical events of the ~~agency~~CWPC. The material will allow parents or legal guardians in the program to familiarize themselves with ~~the~~historical and current events of the program.
- C. ~~He/She~~The Historian shall ~~also collect and present~~read the “Announcements” from the Head Start 0 to 5 CWPC packet. The Historian will also collect and read any additional announcements from the Representatives at the CWPC meeting ~~the announcements from Head Start and Early Head Start.~~

#### **Elected or Appointed ~~EHS~~ Early Head Start (EHS) Representative**

- A. The ~~elected~~/appointed EHS Representative attends all CWPC Executive Board and CWPC ~~Executive Board~~ meetings.
- B. The ~~elected~~/appointed EHS Representative greets members as they arrive at the meetings.
- C. The ~~elected~~/appointed EHS Representative presents Average Daily Attendance (ADA) reports at CWPC meetings.

### **ARTICLE V. MEETINGS**

#### **Section I. ~~Time of~~ Frequency of Meetings**

The ~~Head Start 0 to 5 Fresno EOC Head Start/Early Head Start~~ CWPC shall meet monthly ~~on the third Wednesday of the month.~~

#### **Section 2. Special Meetings**

Special meetings of the ~~Fresno EOC~~Head Start 0 to 5 CWPC may be held at any time ~~on the call~~ of~~determined by~~ the Chairperson or by a ~~5~~five day written notice ~~of 1/3 of the CWPC’s membership.~~

#### **Section 3. Quorum**

A quorum shall be constituted by 51% of the CWPC’s membership.

The CWPC Executive Board shall act on behalf of the CWPC body in the summer months (June, July, and August) in the event there is no quorum of the general body.

#### **Section 4. Telephonic or Electronic Meeting**

Any ~~or all Head Start~~ Head Start 0 to 5/EHS CWPC members may participate in a CWPC meeting ~~of the Head Start/EHS CWPC~~ or a special committee meeting of the Head Start 0 to 5 Head Start/EHS CWPC, as applicable. ~~b~~ Participation can take place by telephone or by any other means of communication so long as all CWPC members who are participating in the meeting can hear all other CWPC members and can otherwise interact with such members. Such participation shall constitute presence in person at the meeting.

#### **Section 5. Absentees**

CWPC Executive Board or CWPC members are expected to attend each regularly scheduled meeting. Any member who is absent without good a reasonable cause from two (2) consecutive or any three (3) CWPC Executive Board or CWPC ~~Executive Board~~ meetings and no alternate is present shall surrender his/her seat as a CWPC Representative ~~Representative~~. The ~~CWPC Executive Board Parent Family Engagement Coordinator and Family Engagement/Staff Development Coordinator~~ has have the authority to determine the legitimacy of an excuse.

If a member cannot attend a meeting, notification must be made to the Parent Engagement Family Engagement staff ~~staff~~ prior to 4:00 p.m. on the scheduled date of the meeting. If the absence was due to an emergency, a call must be placed to the Parent Family Engagement staff within 48 hours after the scheduled CWPC Executive Board or CWPC meeting. A telephone call must be made in order to have the absence excused.

If any ~~Delegate Representative~~ misses more than two (2) consecutive meetings without good cause ~~reasonable cause~~, a Parent Family Engagement staff member will contact the Representative Representative regarding absences prior to termination of duty and new elections will be held within thirty (30) calendar days of notification to fill the vacant office.

- A. In the event that a vacancy of an elected officer of the Executive Board occurs during the months of June through September, the CWPC Chairperson will appoint for the remainder of the term.

### **ARTICLE VI. COMMITTEES**

#### **Section I. CWPC Executive Board**

- A. The CWPC Executive Board shall be comprised of six (6) elected officers, four (4) Standing Committee Chairpersons and one (1) EHS elected officer or if none elected, then one ~~a~~ Appointed Representative. The CWPC Executive Board shall reflect the demographics of the children in the program.
- B. The CWPC Executive Board shall meet prior to the CWPC's regular monthly meeting to prepare its Agenda, ~~generally the first (1<sup>st</sup>) Wednesday of each month.~~
- C. The CWPC Executive Board shall act on behalf of the CWPC body in the summer months (June, July, and August) in the event there is no quorum of the general body.
- D. ~~The CWPC Executive Board shall act on behalf of the CWPC body in the summer months (June, July, and August) in the event there is no quorum of the general body.~~
- E. D. The CWPC Executive Board shall act on The CWPC Executive Board shall act on behalf of the CWPC body on ~~interim~~ matters that cannot wait until the next CWPC meeting.

- ~~D.~~ E. The CWPC Executive Board shall perform such duties as ~~are~~ assigned ~~to it~~ by the CWPC.

## Section 2. Personnel Committee

- A. The Personnel Committee shall participate in the hiring/~~termination~~ process of Head Start 0 to 5 ~~Head Start/Early Head Start~~ Staff according to Fresno EOC's personnel practices and procedures.
- B. The Personnel Committee shall be composed of five (5) members and at least three (3) alternates.
- C. The Chairperson of the CWPC shall participate in the interview and hiring of the following four positions: Chief Executive Officer, Chief Financial Officer, Head Start Director 0 to 5, and ~~Human Resources~~ Chief Administrative Officer, and any other person in an equivalent position with the agency, as indicated on the Head Start Act Section 642 (c)(1)(E)(IX). In the absence of the Chairperson, the Personnel Committee Chairperson will represent the CWPC.
- D. All promotions, transfers, separations, and new hires will be presented as an Informational Item each month at the regular CWPC meeting.
- ~~E. The Personnel Committee shall be composed of five (5) members and at least three (3) alternates.~~

## Section 3. Parent Planning and Review Committee

- A. The Parent Planning and Review Committee shall meet to review ~~past Parent Trainings and School Readiness Goals and to make recommendations and assist~~ make recommendations in future ~~p~~Parent ~~t~~Trainings.
- B. This committee shall meet at least ~~once annually~~ once during the program year.

## Section 4. Budget and Finance Committee

- A. The Budget and Finance Committee shall meet to receive in-depth training on the annual budget ~~and to to~~ make recommendations to the Head Start 0 to 5 ~~Fresno EOC Head Start/Early Head Start~~ CWPC Executive Board.
- B. This committee shall meet at least once during the program year. ~~once annually.~~

## Section 5. Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Committee

- A. The ERSEA Committee shall meet to give input on recruitment and eligibility priorities.
- B. This committee shall meet at least ~~once annually~~ once during the program year.

## Section 6. Special Committees

With the approval of the Head Start 0 to 5 ~~Fresno EOC Head Start/Early Head Start~~ CWPC ~~Delegates~~ Representatives, the Chairperson may establish special committees.

## Section 7. Committee Make-Up

A maximum of five (5) Representatives ~~Delegates~~ with at least two (2) Alternates shall serve on each standing committee. Effort shall be made to include representation from Head Start 0 to 5 using the CWPC Election Cluster Chart. ~~each cluster area and Early Head Start.~~

## ARTICLE VII. PARLIAMENTARY PROCEDURES

### Section 1. Rules and Procedures

“Roberts Rules of Order, Revised” shall be the guide of parliamentary procedure of this CWPC.

## ARTICLE VIII. AMENDMENT OF BYLAWS

These Bylaws can be amended at any regular meeting of the ~~Head Start 0 to 5 Fresno EOC Head Start/Early Head Start~~ CWPC by a two-thirds vote if the amendment has been submitted in writing at the previous regular meeting. All amendments require Fresno EOC Board approval.

## ARTICLE IX. ADOPTION OF BYLAWS

These Bylaws have been adopted by a majority vote of the ~~Head Start 0 to 5 Head Start/Early Head Start~~ CWPC present on \_\_\_\_\_, 20\_\_\_\_ and EOC Board of Commissioners on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Fresno EOC ~~Head Start 0 to 5 Head Start/Early Head Start~~ CWPC Chairperson \_\_\_\_\_ Date

\_\_\_\_\_  
Fresno EOC Governing Board Chairperson \_\_\_\_\_ Date

<del>For Head Start</del> <b>For Fresno EOC Head Start 0 to 5 Use Only</b>	
<b>Revised and approved by CWPC Personnel Committee /CWPC</b>	<b>Approved by Fresno EOC Board of Commissioners</b>
[09/18/91] [10/10/95] [11/19/97] [8/15/01] [10/20/10] [12/18/13] [7/16/14].[10/21/15]	[9/25/91] [10/27/10] [9/24/14] [11/18/15]

(CWPC BYLAWS ~~2015~~ **2020**) ~~1/29/16~~ ~ BYLAWS ~

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> School of Unlimited Learning
<b>Agenda Item #:</b> 14 – D – 4	<b>Director:</b> Mark A. Wilson, Ed.D.
<b>Subject:</b> Dashboard Alternative School Status Renewal Application	<b>Officer:</b> Michelle Tutunjian

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration of SOUL's Dashboard Alternative School Status (DASS) Eligibility Renewal Form.

### Background

The DASS consists of modified methods of measurement for indicators that are aligned with the evaluation rubrics of the Local Control Funding Formula (LCFF) to evaluate the success or progress of schools serving high-risk students.

In 2013, California's accountability system significantly changed with the adoption of the LCFF. This accountability system, the California School Dashboard (Dashboard), contains state indicators and standards to help identify a school's strengths, weaknesses, and areas in need of improvement. The state indicators and standards were developed for traditional (non-alternative) schools, the State Board of Education (SBE) and stakeholders raised concerns that the state indicators and standards did not fairly evaluate the success or progress of alternative schools serving high-risk students.

As a result, the SBE directed the California Department of Education (CDE) to explore the development of modified methods applicable for alternative schools. At the May 2017 SBE meeting, the SBE approved the recommended participation process for the DASS program. The DASS replaces the previously administered Alternative Schools Accountability Model (ASAM) and holds alternative schools and alternative schools of choice accountable for modified methods of measurement for accountability indicators that will be incorporated in the Dashboard beginning with the Fall 2018 release.



Since October 2017, SOUL has been designated a DASS School. Every three years the DASS School must reapply for DASS designation. The DASS participation form is used by alternative schools of choice and charter schools to serve high-risk students. The DASS criteria requires the school to have an unduplicated count of at least 70 percent of the schools' total enrollment composed of the following high-risk student groups: expelled; suspended, wards of the court; pregnant and/or parenting; recovered dropouts; habitually truant or habitually insubordinate and disorderly; retained more than once in kindergarten through grade eight; credit deficient; gap in enrollment; high level of transiency; foster youth; homeless youth; or emotionally disturbed students.

## **Requirements to Applying for Redesignation as a DASS School**

### **Part One: Completing and Submitting the DASS Participation Form**

1. Review the DASS eligibility information located on the California Department of Education (CDE) Complete all the fields on the DASS Participation Form, an online survey which must be submitted prior to March 1, 2020. SOUL completed Part 1 on February 20, 2020.

### **Part Two: Submitting Supporting Documents**

The local district governing board or the charter school board must certify the school's enrollment meets the DASS criteria as an agenized board item.

**Note:** If the school's DASS eligibility was certified by the charter school board, a letter must be sent to the charter authorizing governing board notifying them of their DASS eligibility. A copy of the notification letter must also be submitted to the CDE. Requirement details include:

1. Obtaining signatures of the school principal, county or district superintendent or charter school administrator, and board president on the DASS Eligibility Certification Form; and
2. Submitting a copy of the board agenda and minutes to document the approval of the DASS eligibility certification.

All schools voluntarily participating in the DASS program are required to re-certify their high-risk student enrollments every three years (i.e., if a school is approved in 2016-17 to participate in the DASS program for the Fall 2017 Dashboard, this school must reapply in the 2019-20 to continue their participation in the DASS program for the Fall 2020 Dashboard). Due to COVID 19, the deadline was extended to September 4, 2020.

### **Fiscal Impact**

Although there is no fiscal impact, the loss of DASS certification would result in SOUL's designated high-risk student enrollment to be unfairly held to the same criteria as schools without majorities of high risk student populations, and inaccurately reflect the progress of SOUL's high risk students (e.g. credit-deficient, habitually truant, pregnant and parenting, homeless, and foster youth, which comprise 94% of SOUL's total enrollment.)

### **Conclusion**

If a school fails to re-certify its high-risk student enrollment or the school's enrollment of



high-risk students falls below 70 percent, the school will not be granted DASS eligibility. Schools to serve high-risk students, but are not explicitly required to do so in the California *Education Code*, are: (1) alternative schools of choice and (2) charter schools that serve high-risk students. These schools must have an unduplicated count of at least 70 percent of the school's total enrollment comprised of high-risk groups to be eligible. SOUL's unduplicated count of students as submitted on the online participation form on February 20, 2020, was 94%.

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> School of Unlimited Learning
<b>Agenda Item #:</b> 14 – D – 5	<b>Director:</b> Mark A. Wilson, Ed.D.
<b>Subject:</b> Learning Continuity and Attendance Plan	<b>Officer:</b> Michelle Tutunjian

### Recommended Action

The Program Planning and Evaluation Committee recommends approval for full Board consideration The Learning Continuity and Attendance Plan.

### Background

Senate Bill 98, approved by Governor Newsom on June 29, 2020, made several key changes to accountability requirements for 2020-21. These include the establishment of a new requirement – The Learning Continuity and Attendance Plan (LCP).

The purpose of the LCP is to describe how the School of Unlimited Learning (SOUL) has addressed and will continue to address the impacts of COVID-19 and maintain continuity of student learning in the coming year. SOUL's LCP includes plans for the following:

- Providing distance learning and, when public health conditions allow, in-person instruction;
- Measuring student progress and participation and address learning loss;
- Providing supports for English Learners, Foster Youth, Homeless Youth, Students with Unique Needs, and Low-income students;
- Ensuring access to devices and connectivity;
- Providing resources and supports to address student and staff mental health and social emotional well-being;
- Student and family engagement, as well as outreach to reengage students who are absent, unengaged, or at risk of learning loss;
- Providing school meals for students during distance learning and in-person instruction; and
- Increasing/improving services for English Learners, foster youth, homeless youth, and economically-disadvantaged students.

## **Stakeholder Engagement**

A draft of the LCP was reviewed by the following stakeholder groups for input:

- SOUL Governing Council (August 12)
- English Learning Advisory Committee (August 24)
- Parent Meetings (August 24 and August 31)
- SOUL Staff meetings (August 10 and August 31)

Parent and student surveys were conducted in May, 2020 and August 2020 to address the following:

- Need for student connectivity and devices;
- Student mental health and social emotional well-being;
- Student nutritional needs (i.e. participation in SOUL weekly meal distributions; and
- Increased Individualized services for English Learners, foster youth, homeless youth, and economically-disadvantaged students

A public hearing will be conducted on September 8, 2020, subsequent to which the LCP will be presented for final input at the SOUL Governing Council meeting.

## **Fiscal Impact**

The Plan must be approved and submitted prior to September 30, 2020, to ensure school funding.

## **Conclusion**

Board approval is required to adopt the LCP by September 30, 2020. No later than five days after approval, a school district must file the Plan with the local superintendent of schools, and County Office of Education (COE) must submit its Plan to the State Superintendent of Public Instruction. Consistent with reporting requirements, a charter school shall submit its LCP to its chartering authority and the COE. If the COE is the chartering authority, the charter school shall submit the Plan only to the COE.

# **The School of Unlimited Learning Charter High School Learning Continuity and Attendance Plan**

(Approved by SOUL Governing Council and Fresno EOC Planning and Evaluation Committee on September 8, 2020)

## **Introduction**

Senate Bill 98, approved by Governor Newsom on 6.29.20, made several key changes to accountability requirements for 2020-21. These include the establishment of a new requirement – The Learning Continuity and Attendance Plan

The purpose of Learning Continuity and Attendance Plan (LCP) is to describe how the School of Unlimited Learning has addressed and will continue to address the impacts of COVID-19 and maintain continuity of student learning in the coming year. SOUL's LCP includes plans for:

- Providing distance learning and, when public health conditions allow, in-person instruction;
- Measuring student progress and participation and address learning loss;
- Providing supports for English learners, foster youth, homeless youth, students with unique needs, and low-income students;
- Ensuring access to devices and connectivity;
- Providing resources and supports to address student and staff mental health and social emotional well-being;
- Student and family engagement, as well as outreach to re-engage students who are absent, unengaged, or at risk of learning loss;
- Providing school meals for students during distance learning and in-person instruction;
- Increasing/improving services for English Learners, foster youth, homeless youth, and economically-disadvantaged students.

The School of Unlimited Learning anticipates receiving additional funding under the Coronavirus Aid, Relief, and Economic Security (CARES) Act and associated funds. This includes \$49,088 from the Elementary and Secondary School Emergency Relief Fund (ESSER) and \$35,703 in Learning Loss Mitigation Funding (LLMF). LLMF dollars represent the total of funding from three sources: The Governor's Emergency Education Relief (GEER) fund, Coronavirus Relief (CR) fund, and the state's General Fund (GF). The School of Unlimited Learning also expects to receive \$311,525 in State Supplemental Grant Funding and \$342, 570 in Concentration Grant funding, some of which will be used to offset the COVID-related costs as outlined in this plan.

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# Learning Continuity and Attendance Plan (2020–21)

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
School of Unlimited Learning Charter School	Mark A. Wilson, Ed.D, Principal	<a href="mailto:Mark.wilson@fresnoeoc.org">Mark.wilson@fresnoeoc.org</a> 559-498-8543

## General Information

The COVID-19 pandemic has drastically altered the lives of our students, families, and staff. The unexpected closure of schools in March 2020 has impacted the physical, emotional, social, and educational needs of our students and caused high levels of stress and trauma to them and their families. The closure of schools has impacted many students and families by challenging their ability to access, not just education, but all basic services as well. The pandemic has impacted SOUL families through widespread unemployment and increased existing challenges such as food insecurity and access to technology/connectivity. Families and students have also been adversely affected by the physical separation from supports and services that are typically provided in-person at SOUL, such as personal and emotional health counseling, case management services, immediate referrals to services provided by Fresno EOC programs and community resources. Increased cases of depression have also been experienced by SOUL students due to the physical and social separation from the classroom and school community.

Whereas 70% of SOUL students learn through independent study, daily contact with SOUL classroom-based students has been disrupted.

SOUL's enrollment is predominately Hispanic, which comprise over 78% of the school's total enrollment. Other ethnic groups include African American (10%), White (8%), Asian (3%) and Native American (1%). Special populations enrolled at SOUL include 9% of students who receive Special Education services, 6% who are English Language Learners and 6% who are pregnant or parenting teens. An overwhelming majority of our students (96%) report family incomes that fall below the poverty line and are considered socio-economically disadvantaged by the State's definition.

SOUL has a significant population of at-risk students who have a history of truancy and social challenges. Over 60% of SOUL students are 11<sup>th</sup> and 12<sup>th</sup> graders who are significantly behind in credits due to a lack of resources necessary for their success. SOUL students are often characterized by the following:

- 90% have been identified as chronic truants
- 90% come from homes where the parent is unemployed or under employed
- 94% qualify for free and reduced meals
- 40% have parents that never completed high school
- 4% live in foster homes
- 8% are homeless

In developing the Learning Continuity and Attendance Plan, SOUL acknowledges the pandemic's disproportionate impacts on students and families who were already experiencing inequitable outcomes. These students include English Learners, Foster Youth, Homeless Youth, Students with Disabilities, and students of color.

On Friday, July 17, 2020 Governor Newsom declared Fresno County as one of 36 counties on a "watch list" due to increased cases of COVID-19. Consequently, all schools in Fresno County will begin the year using solely remote instruction. No onsite academic instruction will be allowed in the immediate future. Likewise, SOUL has begun the year in a remote learning format with a comprehensive academic plan for each student. However, as soon as Fresno County is removed from the watch list, SOUL has adopted a plan for onsite instruction, in accordance with all the safety protocols required by state, regional, and local criteria.

SOUL is committed to providing consistent, high-quality instruction and other services that meet the academic, social, and emotional needs of students and families. The implementation of remote learning and implementation of flexible modes of instruction during this pandemic have afforded SOUL a unique opportunity to reexamine how to provide academic and support services in a different manner. SOUL is committed to ensuring that our students, parents, and community stakeholders will provide a comprehensive plan, with flexibility to allow students to thrive in 2020-21 and in the years to come.

## **Stakeholder Engagement**

Engaging in outreach through phone calls, surveys, and virtual meetings with stakeholders provide staff valuable input to guide our school's planning and development of our Learning Continuity and Attendance Plan. SOUL's efforts to solicit stakeholder feedback began in April, 2020, when it became apparent that schools would not reopen for the remainder of the year. Since then, stakeholder feedback has continued to the present. In April 2020, all parents were contacted by SOUL staff to determine the availability of devices and connectivity to the internet, since SOUL finished the year holding virtual classes with its students. Information regarding connectivity and devices was also gathered in person in early May 2020 when students came to campus to pick up their academic work. In addition to gathering student technology need information, SOUL staff also conducted "wellness checks" on every family.

In May 2020, SOUL developed a reintegration Plan, which was shared with staff, students, parents, Fresno EOC staff, and the SOUL Governing Council. The integration plan provided a timeline for reopening schools, delineated the implementation of COVID safety protocols, and included the need for additional purchases of online curriculum, devices and wireless hotspots to ensure that all students had full access to remote instruction. In June 2020, SOUL staff contacted all parents by phone to discuss with them a limited onsite learning model which would allow smaller groups of students to attend smaller classes, pursuant to social distancing and PPE requirements. Parents were informed through follow-up phone calls from SOUL staff of the change from the onsite instruction plan to remote learning subsequent to the Governor's mandate to offer exclusively remote learning for the beginning of the 2020-2021 school year. Many parents voiced concerns over their child's need for additional academic services, meals, counseling, and direct instruction.

In August 2020, SOUL shared its remote instruction plan for Fall 2020 with the Governing Council, Fresno EOC Board of Commissioners, school staff, students, and parents. SOUL staff also held three virtual parent meetings, one of which was the English Learning Advisory Committee (in

Spanish) to discuss the draft of SOUL’s Learning Continuity and Attendance Plan. Stakeholder input from its stakeholders have been addressed and incorporated into in this plan.

On September 8, 2020, a public hearing was held to gather final input from SOUL stakeholders. Following the public hearing, the LCP was presented at the SOUL Governing Council and the Fresno Economic Opportunities Commission Planning and Evaluation Committee for review and approval.

#### A description of the options provided for remote participation in public meetings and public hearings.]

Since April 2020, SOUL has utilized RingCentral to conduct virtual meetings with all stakeholders. enabling remote participation by members and, where applicable, members of the public. A link for public hearings will be posted on the school website. In addition, Fresno EOC posts links for the public to access all Board and Committee meetings.

#### [A summary of the feedback provided by specific stakeholder groups.]

As previously stated, direct contact with parents and students, along with parent and student surveys denoted initial favorability with SOUL’s remote learning plan. Unlike other schools or districts, SOUL was successful in immediately providing academic work to students in March so that they would successfully complete their credits for Spring 2020. In fact, SOUL experienced it largest graduating class in its 22-year history. 100% of students completed work assignments in Spring 2020. After

#### [A description of the aspects of the Learning Continuity and attendance Plan that were influenced by specific stakeholder input.

On July 17, 2020, when it appeared inevitable that SOUL would begin the year using a remote instructional model, there was widespread concern among classroom based students and parents with respect to the lack of onsite instruction and daily student/teacher contact. Independent study students and parents, accustomed to once-per-week contact, did not express great concern about the remote learning issues. In subsequent meetings with parents and students, SOUL staff discovered a growing number of students suffering from depression, stress, and isolation brought about by the pandemic. Since the first week of the school year, SOUL staff contact has contacted every student and parent for feedback into the new school year. Overall, parents were satisfied with the schedule of daily learning activities and the one on one instruction with their child’s teachers. Initial login problems were resolved and students were able to access their curriculum and other online software to complete their weekly assignments. Some parents of previous classroom-based students requested an increase in “whole class” time, such as a weekly “homeroom” period where students could interact beyond academics. Parents also voiced concerns about having several children at home trying to engage in distance learning at the same time in limited space. Concerns expressed by SOUL’s Governing Council and Fresno EOC Board of Commissioners included the following:

- What is the dosage and duration of the online instruction with the students?
- Will there be a hybrid of asynchronous and live instruction?
- Did the SOUL teacher receive any training regarding effective virtual instruction?
- Is SOUL using a specific platform such as Canvass, Blackboard, etc.?
- Will the student receive meals during this period?
- How can we best support our special needs students?

All of the concerns and issues brought forth by stakeholders have been addressed in this plan



A description of aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.

The specific stakeholder input received since April 2020 to the present has served to guide our Learning Continuity and Attendance Plan. Parent and student input through personal phone contact and surveys prioritized a need for SOUL to provide regular online contact with teachers; increased resources to address student emotional and social well-being; and if and when possible, to provide face-to face support and counseling at the school site. Community stakeholder and staff input has called for resources such as providing school meals, mental and personal counseling, and additional academic support for special populations, including English learners, special education, foster students, homeless students, and low-income student. Stakeholder input has influenced the following aspects of SOUL Learning Continuity and Attendance Plan: development of clear expectations for daily and weekly instruction, which include scheduled tutorial time, differentiated instruction for EL students, a virtual homeroom period once per week, and one to one virtual meetings with the student’s teacher of record. A learning hub will be available to students outside in the SOUL courtyard who need to come to campus for additional academic and non-academic support and counseling. Fresno County Health Department has agreed to allow special education students on campus one at a time to hold IEP meetings and discuss learning strategies with their teachers. In all cases, all established COVID 19 protocols will be strictly adhered to, including Plexiglas shields, masks, and social distancing. To support parents in providing assistance to their own child’s’ learning, SOUL’s remote learning plan includes specific expectations for weekly communication from SOUL staff to students and families. Ring Central links for live instruction, content to be taught, criteria by which student success will be measured, and a description of assignments and due dates. Ongoing communication with parents is intended to provide parents some of the key information and tools they need to support students in meeting goals. Teachers and support staff are also expected to be available to students and family members outside of scheduled instructional time. Since parents need clear expectations of what they should expect from distance learning, SOUL parent meetings will now be held twice per month at two different times to accommodate maximum parent participation.

## Continuity of Learning

### In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

Through mid-July, SOUL was planning to begin the 2020-2021 school year by implementing a hybrid mode, with students spending portions of the day/week at the school site to receive in-person instruction and complete the remaining of their weekly learning in a remote setting with teacher support. Due to the complexity of assigning various subjects to students simultaneously, SOUL has incorporated its Independent Study model of assigning one class at a time to each student, with specific guidelines for successfully completing the course within a specific timeframe. This model has proven to be more successful with SOUL students over the years. For the parents of classroom-based students, direct instruction is a priority, as it provides meaningful interaction with teachers and helps to mitigate learning loss, particularly for those groups of students who are most likely to be disproportionately impacted by school closures. On July 17<sup>th</sup>, the Governor of California held a press

conference and declared that all schools on the COVID “watch list “would need to begin the 2020/2021 school year using a distance learning model since school sites would be closed. While current health conditions do not permit delivery of in-person instruction, SOUL is continuing to plan blended learning models so it will be prepared to bring students back as soon as it is safe to do so. SOUL will continue to align decision-making to public health experts at the state and county level and to orders and guidance provided by Governor Newsom.

**Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]**

Description	Total Funds	Contributing
<p>To ensure that students, staff, and family entering the school site and staff working at the school site are minimizing the spread of respiratory droplets while on campus, the following equipment and supplies were purchased.</p> <ul style="list-style-type: none"> <li>• Personal Protective Equipment:</li> <li>• Face coverings for staff, student, parents, and anyone who needs one upon entering the school site;</li> <li>• Thermometers to screen temperatures of students or any non-staff member who visits the campus;</li> <li>• Gloves;</li> <li>• Hand Sanitizer which contains a minimum of 60% alcohol solution;</li> <li>• Handwashing Stations for locations where sink access is insufficient;</li> <li>• Disinfecting materials for routine use to disinfect high-touch surfaces;</li> <li>• Signage, Posters, and Floor Decals: Visual cues throughout the school site to maximize social distancing, help to direct traffic flow, minimize interactions between and among staff, students and parents, and identify specific entry/exit points. Visuals will also reinforce face covering and hand washing protocols.</li> </ul>	\$24681.3	Y
<ul style="list-style-type: none"> <li>• Plexiglas dividers to provide barriers at all staff desks where a minimum of six feet of social distancing is not possible.</li> </ul>	\$4995.75	Y
Total	\$ 29,677.05	

**Distance Learning Program**

**Continuity of Instruction**

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA’s plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

Each SOUL support staff member will be assigned a group of students, whom they will call the day before their assigned teacher appointment and the day after to determine whether students need additional resources, such as tutoring, to complete the assigned work. Support staff will call parents once every week to determine if parents are monitoring child's academic progress, identify family needs, and make referrals to community resources when needed.

Students with special needs (SPED) and English Learners (EL), along with their parents will receive additional weekly support from bilingual teachers and support staff. Academic support through modified or differentiated instruction will be provided by all teachers of SPED and EL students. Additional online resources, such as Listenwise, will be assigned to all EL students. Learning Hubs will be created for all students as needed for face-to-face assistance in an outdoor setting with appropriate PPE in place and following all State, county, and local safety guidelines.

All students will complete an NWEA pre-test in both ELA and Math during the first two weeks of instruction. These assessments are administered online in sessions scheduled by the assigned teacher for either individual or small group completion. These assessments are given three times per year to monitor student learning progress.

## **Access to Devices and Connectivity**

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

SOUL anticipates that much of the 2020-2021 school year will be via distance learning. In anticipation of this inevitability, SOUL has prioritized access to devices and connectivity for all students. One week prior to the beginning of the school year, SOUL staff distributed student laptops and wireless hotspots to all students. A survey from Spring 2020 indicated that 80% of SOUL students lack sufficient technology to access online learning. To date, SOUL provided 150 computers and 150 routers/hotspots to students who do not have a device or internet access.

## **Pupil Participation and Progress**

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

Students will have a minimum of one hour, one-on-one direct instruction and assessment each week with an assigned teacher via phone or video calls. During these meetings, teachers will review the online work the student has completed and will provide instruction on lessons that were not completed with an adequate grade. Teachers will review time spent online via Edgenuity reports and will review the Activity Log generated by the student. Collaboration Corner/discussion boards will be used to engage students and determine the overall level of learning that students have mastered during the week. Synchronous tutorial hours and classroom lessons will be offered throughout the week to encourage student participation and to provide additional assistance to students who prefer different modalities of learning to supplement the online curriculum.

Support staff will be assigned to each student for social/emotional support and monitoring. Students and parents will be contacted throughout the week to help students stay motivated, to encourage students to complete their work, to troubleshoot potential barriers to learning, and to help parents monitor and support student learning.

### Interim Assessments.

SOUL acutely recognizes the disproportionate impact of distance learning on English Learners, students with disabilities, students with learning or attention issues, economically disadvantaged students, foster children, and homeless youth. To accurately assess learning status and monitor growth, SOUL utilizes NWEA's Measures of Academic Progress (MAP) assessments at the beginning of the year, mid-year, and in the Spring. The MAP Language Arts and Math assessments provide an accurate indicator of a student's academic success as determined by their reading and math fluency. Assessment results are used by teachers to provide intervention activities, such as Edgenuity's My Path curriculum, which generates an individualized, prescriptive learning path in language arts and math for all students functioning below grade level. These 'diagnostic screeners' allow teachers to conduct more detailed analysis of individual student progress on identified learning standards. Where a student demonstrates significant gaps in a specific skill or cluster of skills, additional and targeted support can be provided. This might include differentiated instruction during live or synchronous instructional minutes and/or provision of tiered intervention support through small group or individual opportunities.

## Distance Learning Professional Development

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

SOUL has identified a clear need for staff, students and families to be trained in all aspects of distance learning, including basic keyboarding, accessing websites, Google classroom, and virtual parent meetings. SOUL's 2020-2021 professional development plan will focus on strategies needed to deliver high-quality distance learning instruction. To date, teachers have received training on how to navigate through the Edgenuity Core curriculum program, which includes the monitoring of student academic progress. Teachers have also been given additional training on using the NWEA Measures of Academic Progress to assess students remotely. Future trainings will include additional specific strategies to enhance student engagement and participation in online learning. Additional training will focus on engaging parents and families as partners in student learning. Ongoing Ring Central training will be held throughout the year to maximize virtual class sessions through the use of simultaneous breakout groups and student presentations during whole class instruction. Regular teacher collaboration plays a significant role in supporting the distance learning program and professional development. Ongoing professional learning will be offered throughout the school year to support achievement of SOUL's Charter and WASC goals.

## Staff Roles and Responsibilities

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

Teachers will work both onsite and remotely to provide academic instruction to SOUL students. Edgenuity's online curriculum will be used with all students. Teachers will utilize Google Docs and other online resources in addition to Edgenuity's core academic curriculum to share information, conduct assessments, and monitor student progress. SOUL students will be assigned one or two courses at a time, as opposed to overloading them with five subjects, which is counterproductive for remote learning. SOUL's instructional plan engages students five days per week, through personal phone calls, one-on-one virtual meetings and tutorials, and virtual whole class direct instruction using Ring Central.

Emails will be used to conduct weekly “progress checks. Students will be required to create and post their weekly work logs on School Pathways, SOUL’s student information system.

Each SOUL support staff member will be assigned a group of students, whom they will call the day before their assigned teacher appointment and the day after to determine whether students need additional resources, such as tutoring, to complete the assigned work. Support staff will call parents once every week to determine if parents are monitoring child’s academic progress, identify family needs, and make referrals when appropriate. Teachers are responsible for maintaining a weekly record documenting a student’s daily activities, both synchronous and asynchronous. All teachers and support staff will contact their student and parent/guardian on a regular basis to follow up on student progress and determine whatever needs a family may have.

All staff supporting students with disabilities will continue in their roles and performing their broad responsibilities, with modifications to reflect the distance context. SOUL’s guidance Counselor Coordinator, who is the liaison with Fresno Unified’s Special Education Department, will set up and attend virtual or face to face IEP meetings.

Recognizing a greater need for interaction with families during COVID, each SOUL staff member has been assigned a cohort of students and parents to contact at least once a week or more if necessary.

SOUL’s social work interns will work collaboratively under the direct supervision of SOUL’s Guidance Counselor Coordinator to participate in virtual and face =to- face counseling sessions with the students and their parents to address needed supportive services.

#### Instructional Minutes

The school’s distance learning model has necessitated that teachers closely monitor instructional minutes as well as student attendance for virtual class meetings.

A classroom-based student’s attendance is determined solely on being present or absent from class. Conversely, Independent Study student attendance is monitored by a weekly work log, which requires a parent signature. Parents assist in monitoring student daily work. In distance learning, teachers monitor student instruction in a variety of ways:

1. Submission of online Edgenuity assignments
2. Attendance in virtual classroom settings
3. Daily activity log that students submit on School Pathways, the school’s student information system
4. Required participation on Edgenuity discussion
5. Continued submission of Independent Study weekly work logs for all students.

Teachers are responsible for maintaining a weekly record documenting a student’s daily activities, both synchronous and asynchronous. All teachers and support staff will contact their students and parent/guardian on a regular basis to follow up on student progress and determine whatever needs a family may have.

## Supports for Pupils with Unique Needs

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.].

SOUL fully understands that the school closure has had an impact on all students, and has disproportionately affected English learners, students with disabilities, students with learning or attention issues, economically disadvantaged students, foster children, and homeless youth with the unanticipated, swift transition to remote learning. To address the impact of special population students, special needs (SPED), English Learners (EL) and their parents will receive additional weekly support from bilingual teachers and support staff. Academic support through modified or differentiated instruction will be provided by all teachers of SPED and EL students. Additional online resources, such as Listenwise, will be assigned to all EL students

Realizing that remote learning will be a challenge for many SOUL students, SOUL is exploring the implementation of a "Learning Hub" outside its facility to support students who need extra academic, social, and emotional support. The SOUL Learning Hub would be set up outside under canopies in SOUL's backyard space to provide in-person tutoring and counseling where students could schedule time to receive additional assistance from a teacher or talk with support staff. SOUL would strictly adhere to all established COVID-19 protocols, such as masks, Plexiglas barriers, hand sanitizer (or gloves if preferred) and cleaning of surfaces between student contacts

## Actions Related to the Distance Learning Program [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Whether the instructional delivery model is in-person or remote, students lacked sufficient technology to gain access to the curriculum. The following expenditures were made to address the lack of student devices and internet access.		
Devices: Purchase student laptops, licenses, other software, and materials made available for all students who need a device to access distance learning at home.	\$81,082	Y
Additional Technology to Support Distance Learning: Purchase of student Wi-Fi hotspots and laptops/devices for staff.	16,384	Y
Online Curriculum: Purchase of Edgenuity online curriculum site license.	18,000	Y
Communication with Students/Parents: Purchase of Ring Central accounts for all staff.	3,597	Y



## Pupil Learning Loss

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

Throughout the year, regular benchmark assessments in both ELA and Math will allow teachers at SOUL to monitor student learning on an ongoing basis, and identify the rate at which they are making progress toward regaining their learning loss. As previously stated, NWEA's Measures of Academic Progress (MAP) are administered to all students at the beginning of the year, mid-year, and in the spring. The ELA and Math assessments provide an accurate indicator of a student's academic success as determined by their reading and math fluency. Assessment results are used by teachers first to determine how much students are recouping their learning loss and then to provide intervention activities, such as Edgenuity's My Path curriculum, which generates an individualized, prescriptive learning path in language arts and math for all students functioning below grade level. Where a student demonstrates significant gaps in a specific skill or cluster of skills, additional and targeted support can be provided. All teachers have scheduled tutorial hours to provide, online or face-to-face to provide additional resources to students who are struggling.

## Pupil Learning Loss Strategies

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

The primary means to address student learning loss is through direct instruction. Students are assigned core-curriculum through Edgenuity's standards-aligned, UC approved online curriculum, which can prove challenging to students. Mirroring our Independent Study instructional model, every student has been scheduled an hour of one-to-one instruction with their teacher each week to address learning needs. When possible, students can attend a face-to-face learning hub session in the back courtyard of the school, utilizing all COVID protocols to maintain a safe learning environment. Teachers provide students intervention instruction when needed. One additional teacher is assigned to special population students to oversee intervention strategies and student progress.

## Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

The effectiveness of the services and supports provided to address learning loss will be monitored throughout the year. Ongoing assessments of student progress will include quarterly benchmark assessments for Math and ELA, successful completion of coursework, participation in all online classes, attendance at tutorials, progress in intervention instruction, and increases in MAP scores.

## Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
NWEA Measures of Academic Progress (MAP)	\$2,448	Y
Edgenuity's My Path Intervention Prescriptive Curriculum (included in Edgenuity site License)	Incl.	Y

## Mental Health and Social and Emotional Well-Being

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

SOUL has prioritized the creation of socially, emotionally, and physically safe and nurturing environments for students. To effectively support the social and emotional well-being of students and staff during the school year, a myriad of services has been put into place. Teachers maintain near daily contact with students and address academic and non-academic needs. All teachers have been trained in the Success for Life curriculum over the past four years, and make referrals to our Guidance Counselor Coordinator for additional assistance to students who suffer from COVID-related depression, stress, isolation, or anxiety. Once per week, a special hour is designated as a homeroom where students check in and discuss nonacademic topics. This provides many students the needed socialization and interaction with other students that is not available to them during the school closure. By prioritizing student safety and managing stress, teacher and support staff can support the well-being and long-term academic success of students. SOUL has discovered that frequent contact with parents and students (being available, listening compassionately) helps to mitigate feelings of isolation and depression. Each teacher has a daily checklist which provides students needed routines and structure. Through weekly phone calls to parents, SOUL staff functions as a vital support system and facilitates further two-way communication. Ongoing conversations with students about healthy sleeping, eating, and exercise contribute to more positive mental health. Weekly staff meetings and daily communication among staff contributes to positive emotional and social well-being. SOUL staff has always worked as a team in all of its activities. It is one of the strengths of the school. Positive teamwork contributes to positive emotional health and social well-being.

## Pupil and Family Engagement and Outreach

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not is not engaging in instruction and is at risk of learning loss.]



SOUL relies on parents as major stakeholders, engaging them in meaningful and valuable dialogs about their children’s learning experiences at home, as well as their family situation. Weekly “wellness check” calls to parents provide valuable feedback on how their children are progressing at home. SOUL’s family-centered approach focuses on the family’s personal/mental health, nutritional and other needs. SOUL staff make referrals to resources within Fresno EOC or the community to address the needs. SOUL social work interns are available to follow up with families, and support staff set up virtual meetings or phone calls with students. SOUL administration has scheduled three parent meetings per month, two in English and one in Spanish, to accommodate parents’ schedules and to maximize parent participation.

## School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

SOUL offers free meals to all students. Once per week, a designated time is set aside for students and their parents to pick up at the school site a week’s worth of meals, which include both breakfast and lunch. Each week, support staff checks with parents to determine who plans to pick up the meals. In cases where transportation is not possible or parents are working, SOUL staff can deliver the meals to the student’s home. Although SOUL students reside in more than 17 zip codes throughout the Fresno Metropolitan area, the food pickups are consistent and appreciated by all parents and students. It also provides SOUL staff a brief moment to interact with both student and parent as they drive up to receive their meal.

## Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary

Section	Description	Total Funds	Contributing
School Nutrition	Nutrition Services Materials and Supplies: Additional materials needed to provide meals during school closures Includes outdoor canopies and PPE devices to distribute meals	\$ 2,100	Y
Mental Health and Social and Emotional Well-Being	Maintain existing staffing to provide students and families a centralized access point for support services including, but not limited to, counseling referrals, mental health/behavioral consultations, suicide risk response and intervention, attendance interventions. Existing staff will also address mental health needs, in particular the trauma experienced or exacerbated as a result of the COVID pandemic.	\$120,000	Y

Pupil and Family Engagement and Outreach	Maintain existing staffing to support total parent engagement. Provide outreach to unreachable or unmotivated students.  Use Ring Central to hold virtual synchronous classes, parent meetings, tutorial services, and personal counseling. Outdoor canopies and PPE devices (including Plexiglas shields) will be used to hold face-to face counseling or other parent/student meetings.	\$100,000  Incl.	Y
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## Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment Based on the Enrollment of Foster Youth, English Learners, and Low-Income students
5%	95% of SOUL students are either Foster Youth, English Learners, and Low-Income students

### Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

SOUL Students who receive accommodations through a 504 Plan will be supported by their assigned teacher. Accommodations that are needed to support the student's education through distance learning will be provided to the student and parents, as needed, by the teachers and support staff. 504 Plans will be reviewed and updated, as appropriate, when school re-opens, or as requested by a parent/guardian.

Students who receive special education services will continue to receive their designated IEP supports, modifications and accommodations. Consultation services will be seamlessly provided through Fresno Unified, with IEP meetings to be conducted virtually and assessments to be completed in person following the CDC guidelines. Access to a school psychologist will be available on an as needed basis to support the students who have social/emotional obstacles creating barriers to learning due to the school closure. When school resumes normal operations, the IEP team will consider the impact of the school closure on each student and whether an updated IEP is warranted due to a decline in student skills or lack of progress, such revisions will be made.

English Language Learners (ELs) will continue to receive academic support from their assigned teacher. This support will be individualized to meet the needs of the student, based on the ELPAC assessment data that has been recorded, as well as previous classroom performance, and

teacher input. Additionally, a designated teacher will be assigned to provide supplemental support to the EL students in the areas of reading, writing, listening, and speaking through online learning activities and virtual or in-person tutoring on a weekly basis. The two teachers, along with a case manager will provide support to students and their families by phone or virtual video sessions.

Foster and homeless youth are assigned to a mentor/case manager who maintains consistent communication with the student. Ongoing assessments of the student's living situation helps ensure that a lack of resources does not become a barrier to learning. Food distributions, mentoring, community referrals and emergency shelters are utilized to enhance the academic success of foster and homeless youth as well as providing a consistent, positive connection outside of their often unstable living situation.

[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

Over 94% of all SOUL students are either English language learners, foster youth, homeless, or low income. SOUL's comprehensive service delivery system is designed to meet the needs of all students. Additional resources for English language learner include additional teacher support to provide increased intervention activities to ensure that students have the support they need to successfully complete their required and elective courses. Additional services for foster youth, homeless youth and low income students and families have been described above and include increased outreach to all families through weekly phone calls, additional parent meetings, and increased referrals to community resources,

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> N/A
<b>Agenda Item #:</b> 14 – D – 6	<b>Director:</b> N/A
<b>Subject:</b> Merck for Mothers Safer Childbirth Cities Initiative	<b>Officer:</b> Heather Brown

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration a proposal submitted on August 24, 2020 to Merck for Mothers for a grant in an amount up to \$1 million over 3 years to participate in the Safer Childbirth Cities Initiative. Fresno EOC would serve as the fiscal agent for this partnership.

### Backgrounds

The Safer Childbirth Cities Initiative aims to support community-based organizations (CBOs) in U.S. cities with a high burden of maternal mortality and morbidity. Ten cities were selected as a part of the first cohort, and Merck for Mothers is seeking organizations for a second cohort. Selected organizations will receive funding to develop and implement tailored solutions to reduce maternal mortality and morbidity and promote health equity in their communities.

Fresno EOC will serve as the fiscal agent for the proposed project focused on improving equity in birth outcomes for African American women and low-income Latina, Hmong, and other women of color. The grant, if funded, would support three project components: 1) wraparound services provided to participants in the Glow! Prenatal Care program, 2) a toolkit for obstetricians and other providers focused on African American cultural needs for high-risk pregnancies, and 3) the implementation of a centralized referral and care coordination system to support reporting county-wide data by programs involved in an integrated home visitation network.

### Fiscal Impact

Fresno EOC will provide services and act as the fiscal agent and will subcontract with GLOW Partners including; Reading and Beyond, Social Solutions, BLACK Wellness & Prosperity Center, West Fresno Family Resource Center, and Fresno Cradle to Career. The total grant amount is \$1 million.

### Conclusion

Awards begin in Quarter 1 of 2021, with a grant period of 3 years. Six awards are expected nationally, with communities from California being one of the geographical areas of interest.

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Planning and Evaluation
<b>Agenda Item #:</b> 14 – D – 7	<b>Director:</b> TBD
<b>Subject:</b> Risk Assessment Report	<b>Officer:</b> Elizabeth Jonasson

### Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration Fresno EOC's Risk Assessment Report, which was submitted to the California Department of Community Services and Development (CSD) on August 27, 2020.

### Background

Community Action Agencies are required to complete an organization-wide, comprehensive risk assessment every two years and report it to their governing board as a part of CSBG Organizational Standards submitted to CSD.

To satisfy this standard, in 2020, Fresno EOC utilized a risk assessment tool called My Risk Assessment, which evaluates risk assessment management basics, governance risk, facilities and building security, human resources and employment practices, financial reporting and internal controls, contracts, client and participant safety, transportation, technology and privacy risk management, special events, crisis management and business continuity planning, volunteer risk management, and funding and resource development. The tool asked staff to answer a series of yes or no questions to assess risk in each of these areas.

The final report generated allows Fresno EOC to identify and rank risks, identify gaps in risk management, and action steps to strengthen risk management in the agency. Recommendations provided are standardized across agencies and do not account for individual agency or program needs. They are intended as suggestions.

### Fiscal Impact

There is no fiscal impact. The My Risk Assessment tool is provided by the Community Action Partnership (CAP) free of charge.

### Conclusion

Organizational Standards were due to CSD by August 31, 2020. The Risk Assessment Executive Summary attached details recommendations for the agency.

# **Risk Assessment Executive Summary**

## **Risk Management Basics**

This segment of the executive summary contains recommendations related to Risk Management Basics, including the assignment of responsibility for risk management, risk oversight, and risk committees.

## **Governance Risk**

This segment of your executive summary contains priority recommendations to strengthen your board.

- See the full report for suggestions to increase the engagement and dialogue during Finance Committee presentations.

## **Facilities and Building Security**

This section of your executive summary contains priority recommendations based on your answers to the questions in the Facilities and Building Security Module.

- Developing up-to-date evacuation plans for all of your facilities should be a top priority. See the full report for the key elements to include in your evacuation plans.
- Consider developing a clear, bomb threat policy for your agency. See your full report for additional resources.
- We recommend that you consider adopting a sign in/sign out log policy for your facilities.
- Consider the value of requiring ID badges for all visitors. Explore affordable options and possible barriers to implementation. Solicit input from staff prior to implementing a new badge policy.

## **Human Resources and Employment Practices**

This section of your executive summary notes priority recommendations based on your answers to the questions in the Human Resources and Employment Practices module.

- You indicated that your agency has not identified who is a 'disqualified person' under IRS regulations. We recommend that you learn more about this topic, determine whether your organization is required to comply with these regulations, and take steps to ensure compliance. See the full report for resources on this topic.

## **Financial Reporting and Internal Controls**

- See your full report for suggestions to improve financial reporting. Remember to also review Category 8 (Financial Operations and Oversight) of the COE Developed CSBG Organizational Standards to make sure that your team fully understands these expectations for community action agencies. As indicated in the narrative introduction, "The fiscal bottom line of Community Action is not isolated from the mission, it is a joint consideration."

- See the full report for tips and resources on financial forecasting.
- In order to be more effective with financial monitoring, start by using the budgeting process to create benchmarks for financial progress. Follow up by having the executive team and board (or just the finance committee) review financial reports related to cash flow and financial conditions at your organization.

## Contracts

This section of your executive summary features priority recommendations related to contracts and your nonprofit's contracting processes.

- Incorporated entities answer for their debts and liabilities. When your agency is asked to indemnify another, you are being asked to agree in advance of an incident to pay for the debts or liability of another party. As a general rule, an organization *receiving* a service should *not agree* to indemnify (or name as an additional insured) the organization *providing* a service.

Obtaining legal review of all significant contracts prior to execution should be a priority as you evolve risk management practices in your agency.

## Client and Participant Safety

This section of your executive summary contains priority recommendations based on your answers to the questions in the Client and Participant Safety module.

- We recommend that you update your organization's policies to include specific instructions about appropriate and inappropriate hugging. For example, hugs should never be offered or given to meet the caregiver's needs, and hugs should only be from the side, over the shoulders, and never from the front.

We recommend that you revisit your policy and practices with regard to ensuring that program staff have access to the information they need to assist clientele.

## Transportation

This section of your executive summary contains priority recommendations based on your answers to the questions in the Transportation module.

You indicated that your organization provides or sponsors transportation services or owns (or leases) vehicles. The following transportation issues were identified as concerns during the assessment. Look to the full report for details.

- Your organization may be directly or vicariously liable when volunteers or employees operate a vehicle on behalf of your organization. The conditions for each situation and the proper procedures are addressed in the full report.
- Rented, hired or borrowed vehicles can create some of the same exposures as vehicles that are owned by your organization. Be sure that you have policies governing the use of these vehicles and familiarize yourself with the insurance coverage guidelines in your operating area (state, region).

- Creating a transportation risk management statement will provide an initial step toward richer risk management of transportation in your organization. The statement serves as a guide in creating other important items like policies or training programs.
- Utilizing a transportation provider highlights the intersection of transportation risks and the risk of using contractors to provide services. We recommend having a procedure in place to vet your providers in order to ensure they provide the services you need in a manner that is consistent with your own internal transportation guidelines.
- Remember that cargo is not typically covered under regular vehicle policy. Check with your broker to see if you have the appropriate policy for coverage (usually inland marine coverage).

## Technology and Privacy Risk Management

This section of your executive summary contains priority recommendations based on your answers to the questions in the Technology and Privacy Risk Management module.

- We recommend that you adopt a Bring Your Own Device Policy that clarifies what agency information may and must never be accessed on personal devices, including whether employees may access Personally Identifiable Information (PII) on their personal devices.
- You indicated that your agency does not have a data breach plan in place. We recommend that you address this gap as soon as possible. See the full report for this module for information on key components in a plan, as well as hyperlinks to NYS and other state breach notification laws.

## Special Events

This section of your executive summary contains priority recommendations based on your answers to the questions in the Special Events module.

- Hosting special events may require risk management efforts not normally associated with the normal operations of your organization. Be sure to consider the various components of the event and risks associated with these components. Doing so will help the event be successful and have a positive impact for your organization.
- Designate one person as 'safety officer' for your special event in order to provide risk management oversight.
- Documentation is critical to clarify expectations when working with other entities. Get agreements in writing when other parties are involved.
- You should be taking the necessary steps to address spectator safety as a part of your event.
- Waivers may not be necessary for every special event activity, but you should consider using waivers for your events as a part of the overall documentation strategy.
- Providing alcohol at a special event raises concerns related to both the service requirements as well as managing guests who have consumed alcohol. Review the full report for concerns specific to alcohol at special events.



- Vehicle operating and insurance concerns need to be addressed if you are transporting event participants yourself or by contracting an outside service.
- Verify that the documentation and procedures used for accident reporting is consistent with the requirements of your organization and those of any insurance providers for the event itself.

## Crisis Management and Business Continuity Planning

This section of your executive summary contains priority recommendations based on your answers to questions in the Crisis Management and Business Continuity Planning module.

- To increase your confidence with respect to crisis planning, review the gaps in your crisis management plan identified in your full report for this module.
- We recommend conducting a thorough review of your crisis communications plan within the next six months. See the full report for additional crisis communications tips.
- We recommend that you establish a timetable and appoint a small task force to assemble existing components of business continuity planning into a true BCP.

## Volunteer Risk Management

This section of your executive summary offers priority recommendations based on your answers to the questions in the Volunteer Risk Management module.

- We recommend that you resolve to apply a consistent, documented process to guide the screening and selection of volunteers. Recognize that a consistent process related to the risks of volunteer service should be used with respect to all positions, or with respect to similar positions. For example, if you require reference checks for sensitive volunteer roles, you should require that references be checked and documented *prior* to the placement of a volunteer in a sensitive role. Staff members who refuse to follow your process should not be permitted to continue in screening roles, or offered additional training and support to help them follow your policies and process.
- Although there are no federal laws or regulations that prohibit a nonprofit from permitting or inviting exempt, salaried staff to also serve as 'volunteers,' an employer should never coerce or require its staff to volunteer, and any work that is substantially related to the staff member's primary role should not be described as volunteer service. Non-exempt, hourly staff must be paid for every hour worked. Extreme caution should be used before asking a non-exempt employee to volunteer. See the full report for additional information on this topic.
- You indicated that some, but not all, volunteers undergo an orientation prior to serving. We recommend that you require an onboarding or orientation process for all volunteers. Doing so increases the likelihood that volunteers will serve safely and effectively. In cases where it is difficult or impossible to provide an orientation, closer supervision or periodic in-service training should be provided.
- Consider developing a volunteer handbook as a way to share important policies with your volunteers.

# Fundraising and Resource Development

This section of your executive summary contains priority recommendations based on your answers to the questions in the Fundraising and Resource Development module.

- Accepting individual donations without a process for managing the attendant risks can lead to problems for your organization. See the full report for possible risks and advice on how to manage individual donors.
- Planning for the possibility that an individual donor will walk away from your nonprofit is sound risk management. See the report for insight on the reasons some donors walk away, and four tips for reducing the likelihood and potential impact of losing a major individual donor.
- You indicated that your nonprofit doesn't have a process for managing the risk of unhappy or disgruntled donors. See the full report for tips on reducing the risk of unhappy donors, and also resources on turning a grumpy donor into a grateful one.
- Nonprofits that have minimal experience with government contracts may be caught off guard and unprepared for some of the risks associated with such funding, including inadequate funding for infrastructure, late payment/reimbursement, and complex reporting requirements. Thoughtfully consider the range of risks and 'what ifs' before you seek any government contract.
- You indicated that your nonprofit has not adopted goals with respect to the diversification of funding sources. Perhaps your agency has a single, highly reliable source of funding. Or your revenue streams have been judged adequately diverse. See the full report for a few risk tips related to the goal of diversifying funding sources.



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

**MINUTES**

**1. CALL TO ORDER 0:00:10**

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

**2. ROLL CALL 0:00:11**

Roll was called and a quorum was established.

COMMITTEE MEMBERS	PRESENT	STAFF & GUESTS	
Charles Garabedian (chair)	✓	Emilia Reyes	Heather Brown
Oliver Baines		Jim Rodriguez	Michelle Tutunjian
Amparo Cid		Rebecca Heinricy	Elizabeth Jonasson
Michael Reyna	✓	Steven Warnes	Jack Lazzarini
Itzi Robles	✓	Darlene Trujillo	Kathleen Shivaprasad
		Thelma Harrison	Jane Thomas
		Monica Moua	

**3. APPROVAL OF AGENDA**

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

**4. APPROVAL OF MINUTES**

A. June 10, 2020 Meeting Minutes

*M/S/C –Reyna/Robles to approve the June 10, 2020 meeting minutes. All in favor.*

**5. FINANCIAL REPORTS: MAY 2020 AND JUNE 2020**

A. Agency Financial Statements

**May 2020:**

Steve Warnes, Assistant Finance Director, presented the Statement of Activities for the five-month period ending May 31, 2020. Warnes reported Grant Revenue of \$28,530,698 is at 35% of the annual budget with 42% of the year complete. Total Cash Revenue is at \$39,270,377 is 38% of the annual budget; In-kind revenue is at \$13,730,115 is 42% of annual budget; Personnel costs are the largest expense at \$25,895,411; and Total Cash Expenditures are at \$38,483,118 which is 37% of the annual budget. Warnes noted that COVID-19 and new grant funding are impacting where we stand financially in annual budget as some grants have reduced activities while we have received new funding in other areas. Warnes also notes in-kind continues to hold, primarily coming from WIC and LiHeap vouchers.

Warnes presented the Statement of Financial Position as of May 31, 2020 which reported Cash and investments of \$12,420,668; Accounts Receivable \$7,026,752; Property, Plant, and Equipment of

\$14,088,741 (slight decrease from \$15 million from previous year); Notes Receivable of \$15,743,227 (mostly Access Plus Capital receivables from borrowers); Notes Payable of \$12,813,861 (primarily used to fund Access Plus Capital's notes receivables)

**JUNE 2020:**

Warnes presented the Statement of Activities for the six-month period ending June 30, 2020. Warnes reported Grant Revenue of \$33,216,608 is at 40% of annual budget; Total Cash Revenue of \$45,736,165; In-Kind revenue of \$17,064,160 is at 52% annual budget (In-Kind revenue is higher than budgeted due to serving WIC clients in excess of our awarded caseload); Total Revenue and Support is \$62,800,325; Personnel Costs are \$30,389,390 is 46% annual budget (In June personnel costs typically experience a drop due to Head Start Summer break); Total Cash Expenditures \$44,935,192 is 43% budget. Appropriately, in-kind expenses and revenues match. Head Start is eligible for a waiver of non-federal share (in-kind) as HHS recognizes COVID-19 restricts the ability to attain the non-federal share requirements. Upon inquiry by Commissioner Reyna, discussion took place about the impact of COVID-19 related projects, funding, and general operations.

Heinricy responded to Reyna's inquiry about the \$1.2 million drop in grant revenue from the prior year, that this decrease is a cumulative impact to grant revenue from multiple sources. CEO, Emilia Reyes noted that additional revenue has been awarded but will not be reflected in the financials until later in the years as the projects begin in July and August (i.e. Fresno County Equity Project).

Warnes presented the Statement of Financial Position as of June 30, 2020 which reported Cash and Investments of \$11,465,804; Accounts Receivable of \$7,853,438; Property, Plant, and Equipment of \$13,953,120; Notes Receivable of \$16,306,002; and Notes Payable of \$12,813,861.

Warnes notes the Notes Receivable and Notes Payable are monitored for COVID-19 impact. Access Plus Capital offered clients a one-month waiver of payment for April. Other sources of payments and grant funding were also received by SBA, City, County to help business to sustain their operations.

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

**B. Head Start Financial Status Report**

Darlene Trujillo, Accounting Manager, presented the May 31, 2020 Head Start and Early Head Start Financial Status Reports:

HS/EHS	Annual Budget	Expenses	% of Budget
Head Start Basic	\$34,916,151	\$14,395,658	41%
Head Start T&TA	\$390,276	\$26,346	7%
Early Head Start Basic	\$4,651,280	\$1,789,126	38%
Early Head Start T&TA	\$106,922	\$1,009	1%

Expenses paid for via credit card were presented which include staff training, program supplies, office supplies, and/or contract services.

Trujillo also presented the June 30, 2020 Head Start and Early Head Start Financial Status Reports:

HS/EHS	Annual Budget	Expenses	% of Budget
Head Start Basic	\$34,916,151	\$16,292,149	47%
Head Start T&TA	\$390,276	\$28,476	7%
Early Head Start Basic	\$4,651,280	\$2,128,276	46%
Early Head Start T&TA	\$106,922	\$2,623	2%

Expenses paid for via credit card were presented including supplies and fleet tracking software.

Heinricy noted that HHS has been supportive of program operations during COVID-19 and has continued funding the program as well as the program is making all efforts to continue providing services to our children and families to the greatest extent possible within the current environment. Additional funding was received from HHS as of June 29, 2020 which are not yet reflected in these budget amounts. These funds are for cost-of-living increase, quality improvement, and one-time supplemental COVID-19 funding which included funds for summer operations. Funds recently released total \$4,322,970. The Head Start financials as of June 2020 align with the SF-429 semi-annual fiscal report submitted to Head Start at the end of July.

*M/S/C –Reyna/Robles to approve the Head Start financial reports presented. All in favor.*

## **6. WIC FURNITURE PROCUREMENT 0:21:55**

### **A. WIC Furniture Procurement**

Jim Rodriguez, Chief Financial Officer, presented the Tangram furniture order of \$183,125 for the Women, Infant, and Children's office located on Kings Canyon Road in Fresno. Relocation is needed due to the need for additional space to serve the increasing client demand at this center. Since the order is over \$150,000 board ratification is needed to proceed with this procurement. Reyna requested a line-item break-out for the WIC office furniture purchases to provide more understanding of what furniture will be acquired.

*M/S/C –Reyna/Robles to approve the purchase of office furniture. All in favor.*

## **7. HHS HEAD START 0-5 MONITORING STATUS 0:26:27**

### **1. HHS Head Start 0-5 Monitoring Status**

Rodriguez presented status updates for the three areas of concern cited by HHS: internal controls, budget, and facility reporting. Rodriguez states progress continues to be made. 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, review findings from external auditor, and determine next steps.
- Staff applied for and was granted an extension to the corrective period from July 20, 2020 to December 31, 2020.
- Staff extended the agreement for services with the independent auditor, Hudson, Henderson, and Company (HHC).
- Staff meet with HHC's staff on a weekly basis. Work is expected to be completed by the end of August.
- Staff met with Region IX representatives on July 30, 2020 to discuss the new QIP timeline and progress.
- Staff submitted the final Head Start Financial Status Report (SF-425) for 2019 on August 3, 2020. A request to carryover \$3,532,786 of funding in the 2019 unobligated balance in to the 2020 program year has been submitted.
- Rodriguez notes policies and procedures will once again be updated in October, as needed, based on HHC's recommendations and findings. He noted HHC is expected to present their recommendations for Fresno EOC in September to the Finance Committee and full Board on September 23, 2020. HHS will also be providing a training session for staff and commissioners at a date to be determined in September.

Reyna sought clarification on the continued engagement of the auditors. Rodriguez clarified that the engagement of HHC has been expanded to fully resolve all three areas of deficiency cited in the HHS report. CEO Reyes stated the external auditors will ensure that there is no conflict of interest with the auditing process and the proposed corrective actions, the auditors are the ones doing the work, not Fresno EOC staff. Also, their work will ensure that there is complete information available for HHS to review.

Reyna asks whether policies have been implemented yet. Emilia Reyes and Jim Rodriguez stated some policies have been updated and some will be updated following the review from HHC. Rodriguez said the goal is to have HHC's work finished so there is ample time to share it with HHS for review and discussion. Everything should be complete by December 31, 2020.

## **8. FUNDING LIST**

### **A. Funding List**

Heinricy presented the funding list of \$169.3 million as of July 1, 2020 in comparison to the report as of April 2020 at \$167 million and the report as of July 1, 2019 of \$169.6 million. Heinricy reminds committee these amounts do reflect full grant periods and do not represent funding for a 12-month period. The contract list includes 32 programs, 61 funding sources, 140 contracts, and 59 funding projects.

Changes from in award funding from previous quarter include:

1. Increases in funding for 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.
2. Funding expiration from LIHEAP 2019 funding cycle of \$8,695,020.

Heinricy notes that the LIHEAP 2020 funding is still available and the LIHEAP 2021 funding is expected to be received in October. The LIHEAP CARES ACT funding of \$2.5 million will also be included in the next report. It is noted that the loan funding for Access Plus Capital is now at the \$20 million mark.

Discussion took place regarding Fresno Street Saints operations as well as regarding newly awarded funding from the County of Fresno.

## **9. HEALTH INSURANCE REPORT**

### **B. Health Insurance Report**

Warnes presented the Health Insurance Report as if June 30, 2020. There is a positive growth in the fund reserve with contributions from programs and employees totaling \$6,262,567. There is a significant decrease in health claims from April to May from \$937,674 to \$283,515 due to the impact of one significant claim in April 2020. Total expenses for June are \$791,748. Total number of employees enrolled holds steady at 906.

Warnes notes changes in health and dental claims paid could be due to timing issues, such as health claim delays, from the health insurance company or Covid-19-related issues, such as closed offices and limited services. Warnes noted July health claims paid were around \$600,000 and the dental claims increased to approximately \$69,000 as more dental offices are resuming services.

## **10. INVESTMENT REPORT**

### **C. Investment Report**

Warnes presented the Investment Report as of June 30, 2020 which reported Total Cash and & Cash Equivalents of \$295,133 of which \$261,127 was within the Citibank (pledged) account due to a CD which was called early. Total Investments of \$4,143,411 less unrealized gains of \$126,102 equal the General Ledger balance of \$4,017,310.

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.

Warnes notes that CDs may be called early. Due to the current economic conditions, Fresno EOC should expect to see lower rates available. As a result, CDs with shorter terms, are being utilized so that funds can be re-invested once interest rates begin to increase.

Discussion took place regarding the process of CDs being called by the bank, the utilization of CDs to obtain insurance on these funds to protect the agency funds from loss, and the current investment policy's restrictions on investment options available. Garabedian suggested reviewing the investment policy to potentially allow for increased earnings potential on these funds.

## **11. VARIANCE REPORT**

### **D. Variance Report**

Heinricy presented the Variance Report for Health and Dental Services for June 2020. Heinricy notes this is one of the first years that Health and Dental will not be utilizing CSBG funding. There is some impact on the budget variances due to COVID-19 such as travel and conferences utilization being low as well as some noted savings from personnel vacancies.

## **12. OTHER BUSINESS**

Garabedian noted a concern about having sufficient internet infrastructure within all our communities to handle all the remote learning such as what is being done in Head Start. He noted this may not be within Fresno EOC's control as it is more of a county and local matter.

Next meeting: Wednesday, September 9, 2020 at 12:00 PM.

## **13. ADJOURNMENT**

Meeting adjourned at 1:06 PM.

Respectfully submitted,

Charles Garabedian, Chair

*M/S/C –Reyna/Robles to adjourn the meeting. All in favor.*



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14 – E – 2	<b>Officer:</b> Rebecca Heinricy
<b>Subject:</b> Financial Reports July 2020	<b>Officer:</b> Jim Rodriguez

### Recommended Action

Finance Committee recommends acceptance for full Board consideration of the unaudited consolidated Financial Statements as of July 2020 as well as acceptance of the unaudited Financial Status Report for the Head Start 0-5 program as of July 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 that 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 July 31, 2020, the Agency had preliminary revenue of \$70.5 million, including \$18.3 million of in-kind contributions, and net operating surplus of \$999,659 which is primarily due to the use of grant funding in the amount of \$924,559 to issue loans through affiliate agencies. In comparison, the Agency had revenue of \$72.6 million including in-kind of \$20.5 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.



**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**STATEMENT OF ACTIVITIES**  
For The Seven Month Period Ended July 31, 2020 and 2019

	<b>A</b>	<b>B</b>	<b>A - B</b>	<b>C</b>	<b>D</b>	<b>B - D</b>
	<b>BUDGET JAN - DEC 2020</b>	<b>ACTUAL JULY 2020</b>	<b>BUDGET BALANCE REMAINING</b>	<b>ACTUAL JAN - DEC 2019</b>	<b>ACTUAL JULY 2019</b>	<b>ACTUAL 2020 vs 2019 Differences</b>
<b>REVENUES AND SUPPORT</b>						
GRANT REVENUE	\$ 82,029,680	\$ 37,726,013 46%	\$ 44,303,667	72,714,521	\$ 38,706,145	(980,132)
GRANT REVENUE - LENDING CAPITAL	-	924,559	(924,559)	1,780,014	131,700	792,859
CHARGES FOR SERVICES	16,426,275	9,939,570 61%	6,486,705	15,536,578	9,490,644	448,926
OTHER PROGRAM REVENUE	3,536,400	2,130,981 60%	1,405,419	4,053,787	1,992,136	138,845
CONTRIBUTIONS	69,685	66,826 96%	2,859	326,248	281,889	(215,063)
MISCELLANEOUS INCOME	219,265	72,677 33%	146,588	421,727	185,322	(112,645)
INTEREST & INVESTMENT INCOME	96,000	64,275 67%	31,725	182,609	90,339	(26,064)
AFFILIATE INTEREST INCOME	977,720	526,305 54%	451,415	957,410	481,037	45,268
RENTAL INCOME	1,256,595	744,129 59%	512,466	1,242,500	725,919	18,210
<b>TOTAL CASH REVENUE</b>	<b>\$ 104,611,620</b>	<b>\$ 52,195,335 50%</b>	<b>\$ 52,416,285</b>	<b>\$ 97,215,394</b>	<b>\$ 52,085,131</b>	<b>110,204</b>
IN KIND REVENUE	\$ 32,991,055	\$ 18,344,124 56%	\$ 14,646,931	36,675,481	\$ 20,539,491	(2,195,367)
<b>TOTAL REVENUE &amp; SUPPORT</b>	<b>137,602,675</b>	<b>70,539,459 51%</b>	<b>67,063,216</b>	<b>133,890,875</b>	<b>72,624,622</b>	<b>(2,085,163)</b>
<b>EXPENDITURES</b>						
PERSONNEL COSTS	\$ 66,198,180	\$ 33,776,171 51%	\$32,422,009	59,653,341	\$ 33,679,557	96,614
ADMIN SERVICES	5,810,400	2,640,900 45%	3,169,500	5,030,645	2,725,145	(84,245)
PROFESSIONAL SERVICES - AUDIT	103,915	47,197 45%	56,718	95,682	52,970	(5,773)
CONTRACT SERVICES	11,712,675	3,927,821 34%	7,784,854	9,007,254	4,681,613	(753,792)
FACILITY COSTS	5,345,730	3,171,860 59%	2,173,870	5,132,385	2,791,739	380,121
TRAVEL, MILEAGE, VEHICLE COSTS	2,691,175	1,032,057 38%	1,659,118	2,903,445	1,568,575	(536,518)
EQUIPMENT COSTS	1,717,700	517,816 30%	1,199,884	1,568,644	688,163	(170,347)
DEPRECIATION - AGENCY FUNDED	345,000	210,782 61%	134,218	342,955	198,023	12,759
OFFICE EXPENSE	1,877,600	1,314,280 70%	563,320	1,804,779	964,512	349,768
INSURANCE	804,060	435,774 54%	368,286	761,139	417,941	17,833
PROGRAM SUPPLIES & CLIENT COSTS	7,625,880	3,877,952 51%	3,747,928	6,841,159	3,833,475	44,477
INTEREST EXPENSE	145,275	196,597 135%	(51,322)	144,274	52,042	144,555
OTHER COSTS	234,030	46,469 20%	187,561	654,290	121,464	(74,995)
<b>TOTAL CASH EXPENDITURES</b>	<b>\$ 104,611,620</b>	<b>\$ 51,195,676 49%</b>	<b>\$ 53,415,944</b>	<b>93,939,992</b>	<b>\$ 51,775,219</b>	<b>(579,543)</b>
IN KIND EXPENSES	\$ 32,991,055	\$ 18,344,124 56%	\$ 14,646,931	36,675,481	\$ 20,539,491	(2,195,367)
<b>TOTAL EXPENDITURES</b>	<b>137,602,675</b>	<b>69,539,800 51%</b>	<b>68,062,875</b>	<b>130,615,473</b>	<b>72,314,710</b>	<b>(2,774,910)</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ 999,659</b>	<b>\$ (999,659)</b>	<b>\$ 3,275,402</b>	<b>\$ 309,912</b>	<b>689,747</b>
<b>OTHER INCOME / EXPENSE</b>						
TRANSIT GRANT ASSET DEPRECIATION		(237,000)	237,000	(414,107)	(231,437)	(5,563)
<b>NET SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ 762,659</b>	<b>(762,659)</b>	<b>\$ 2,861,295</b>	<b>\$ 78,475</b>	<b>684,184</b>

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

	2020	2019	Differences
<b>ASSETS</b>			
CASH & INVESTMENTS	\$ 13,912,000	\$ 12,521,932	\$ 1,390,068
ACCOUNTS RECEIVABLE	8,099,687	7,497,210	602,477
PREPAIDS/DEPOSITS	300,935	188,293	112,642
INVENTORIES	169,619	131,587	38,032
PROPERTY, PLANT & EQUIPMENT	14,244,974	14,960,618	(715,644)
NOTES RECEIVABLE (net)	16,052,584	11,691,008	4,361,576
<b>TOTAL ASSETS</b>	<b>\$ 52,779,799</b>	<b>\$ 46,990,648</b>	<b>\$ 5,789,151</b>
<b>LIABILITIES</b>			
ACCOUNTS PAYABLE	\$ 1,531,265	\$ 2,677,275	\$ (1,146,010)
ACCRUED PAYROLL LIABILITIES	2,906,229	2,795,294	110,935
DEFERRED REVENUE	672,545	517,145	155,400
NOTES PAYABLE	12,720,964	10,268,442	2,452,522
HEALTH INSURANCE RESERVE	3,256,715	2,858,142	398,573
OTHER LIABILITIES	1,583,564	2,004,865	(421,301)
<b>TOTAL LIABILITIES</b>	<b>\$ 22,671,282</b>	<b>\$ 21,121,163</b>	<b>\$ 1,550,119</b>
<b>FUND BALANCE</b>			
CURRENT OPERATING EARNINGS (YTD)	\$ 999,659	\$ 309,912	\$ 689,747
UNRESTRICTED NET ASSETS	15,757,722	12,195,325	3,562,397
REVOLVING LOAN FUND	2,788,196	2,366,895	421,301
INVESTMENT IN GENERAL FIXED ASSETS	10,562,940	10,997,353	(434,413)
<b>TOTAL FUND BALANCE</b>	<b>\$ 30,108,517</b>	<b>\$ 25,869,485</b>	<b>\$ 4,239,032</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 52,779,799</b>	<b>\$ 46,990,648</b>	<b>\$ 5,789,151</b>

Fresno Economic Opportunities Commission  
Head Start/Early Head Start Financial Status  
Monthly Report  
July 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
<b>Personnel</b>	\$21,816,613	\$715,821	\$9,396,275	\$12,420,338				
<b>Fringe Benefits</b>	7,995,804	320,003	4,627,101	3,368,703				
<b>Total Personnel</b>	<b>29,812,417</b>	<b>\$1,035,824</b>	<b>14,023,376</b>	<b>15,789,041</b>				
<b>Travel</b>	10,977	-	15	10,962	-	-	-	-
<b>Equipment*</b>	-	-	-	-	-	-	-	-
<b>Supplies</b>	1,166,188	616,188	748,129	418,059	43,156	-	105	43,051
<b>Contractual</b>	1,067,572	73,303	613,456	454,116	468	-	34	434
<b>Facilities / Construction</b>								
<b>Other:</b>								
<b>Food Cost</b>	1,040,745	251,013	689,659	351,086				
<b>Transportation</b>	580,105	53,323	281,191	298,914				
<b>Staff Mileage</b>	219,774	1,277	86,287	133,487				
<b>Field Trips, including Transportation</b>	34,783	-	-	34,783				
<b>Space</b>	748,831	66,930	465,642	283,189				
<b>Utilities / Telephone / Internet</b>	498,258	126,774	211,424	286,834				
<b>Publication/Advertising/Printing</b>	42,168	10,326	14,979	27,189				
<b>Repair/Maintenance Building</b>	471,703	40,000	173,804	297,899				
<b>Repair/Maintenance Equipment</b>	97,900	443	9,116	88,784				
<b>Property &amp; Liability Insurance</b>	154,446	-	68,523	85,923				
<b>Parent Involvement / CWPC</b>	78,859	346	10,302	68,557				
<b>Other Costs*</b>	36,657	11,303	46,632	(9,975)				
<b>Staff &amp; Parent Training</b>					319,424	3,250	29,600	289,824
<b>Total Direct Charges</b>	<b>\$36,061,383</b>	<b>\$2,287,049</b>	<b>17,442,536</b>	<b>\$18,618,847</b>	<b>\$363,048</b>	<b>3,250</b>	<b>\$29,739</b>	<b>\$333,309</b>
<b>Total Indirect Charges</b>	<b>\$2,701,311</b>	<b>\$171,528</b>	<b>\$1,308,190</b>	<b>\$1,393,121</b>	<b>\$27,228</b>	<b>\$243</b>	<b>\$2,230</b>	<b>\$24,998</b>
<b>Total Federal Expenditures</b>	<b>\$38,762,694</b>	<b>\$2,458,577</b>	<b>18,750,726</b>	<b>\$20,011,968</b>	<b>\$390,276</b>	<b>3,493</b>	<b>\$31,969</b>	<b>\$358,307</b>
% of Annual Budget Expended to Date			48%				8%	
<b>Non-Federal Share</b>	<b>\$9,690,674</b>	<b>\$614,644</b>	<b>\$4,687,681</b>	<b>\$5,002,993</b>	<b>\$97,569</b>	<b>\$873</b>	<b>\$7,992</b>	<b>\$89,577</b>

**Credit Card Expenses: Credit card statement dated 7/1/20 - 7/31/20**  
**July 2020 expenses**

Program Supplies - Kitchen	\$	308	Dollar Tree - kitchen gadget and baking supplies
		2,575	J&E Restaurant Supply - baking & serving bowls
		8,695	The Webstaurant Store- mixing bowls, knives, platters, tongs, pitcher, slicers
Program Supplies - Classroom		523	Walmart-puzzles, books, paint, wood craft, flower seeds, glue sticks, etc.
Contract Services-Facility repair		230	Azuga Fleet - vehicle tracking of maintenance fleet
	\$	12,331	

Fresno Economic Opportunities Commission  
Head Start/Early Head Start Financial Status  
Monthly Report  
July 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
<b>Personnel</b>	\$3,242,979	\$229,849	\$1,482,926	\$1,760,053	\$44,714	\$0	\$0	\$44,714
<b>Fringe Benefits</b>	736,872	77,696	533,454	203,418	11,608	-	-	11,608
<b>Total Personnel</b>	<b>3,979,851</b>	<b>307,544</b>	<b>2,016,379</b>	<b>1,963,472</b>	<b>56,322</b>	<b>-</b>	<b>-</b>	<b>56,322</b>
<b>Travel</b>	-	-	-	-	-	-	-	-
<b>Equipment*</b>	-	-	-	-	-	-	-	-
<b>Supplies</b>	312,185	91,858	117,913	194,272	1,500	-	-	1,500
<b>Contractual</b>	147,811	8,239	109,502	38,309	128	-	3	125
<b>Facilities / Construction</b>								
<b>Other:</b>								
<b>Food Cost</b>	10,638	1,536	8,867	1,771				
<b>Transportation</b>	3,371	397	2,379	992				
<b>Staff Mileage</b>	37,680	1,010	9,628	28,052				
<b>Field Trips, including Transportation</b>	-	-	-	-				
<b>Space</b>	77,171	11,442	81,123	(3,952)				
<b>Utilities / Telephone / Internet</b>	67,717	6,357	42,509	25,208				
<b>Publication/Advertising/Printing</b>	5,640	29	3,369	2,271				
<b>Repair/Maintenance Building</b>	77,482	1,247	6,792	70,690				
<b>Repair/Maintenance Equipment</b>	18,150	-	168	17,982				
<b>Property &amp; Liability Insurance</b>	20,007	-	9,206	10,801				
<b>Parent Involvement / CWPC</b>	4,630	50	621	4,009				
<b>Other Costs*</b>	7,628	2,747	3,793	3,835				
<b>Staff &amp; Parent Training</b>					41,512	-	2,437	39,075
<b>Total Direct Charges</b>	<b>\$4,769,961</b>	<b>432,456</b>	<b>\$2,412,248</b>	<b>\$2,357,713</b>	<b>\$99,462</b>	<b>\$0</b>	<b>\$2,440</b>	<b>\$97,022</b>
<b>Total Indirect Charges</b>	<b>\$357,746</b>	<b>\$32,435</b>	<b>\$180,919</b>	<b>\$176,827</b>	<b>\$7,460</b>	<b>\$0</b>	<b>\$183</b>	<b>\$7,277</b>
<b>Total Federal Expenditures</b>	<b>\$5,127,707</b>	<b>464,891</b>	<b>\$2,593,167</b>	<b>\$2,534,540</b>	<b>\$106,922</b>	<b>\$0</b>	<b>\$2,623</b>	<b>\$104,299</b>
% of Annual Budget Expended to Date			51%				2%	
<b>Non-Federal Share</b>	<b>\$1,281,927</b>	<b>\$116,223</b>	<b>\$648,292</b>	<b>\$633,635</b>	<b>\$26,730</b>	<b>\$0</b>	<b>\$656</b>	<b>\$26,075</b>

**Credit Card Expenses: Credit card statement dated 7/1/20 - 7/31/20**

**July 2020 expenses**

Office Supplies	\$	161	Amazon - tab dividers, classification folders
Supplies - Classroom		72	Amazon - glue sticks, stickers, feathers, picture frames, etc
Supplies - Disposable		1,614	Costco - Diapers, various sizes
Printing		1,167	Office Depot - Program calendars
Grand Socialization		54	Discount School Supply - white poster board
Contract Services-Facility repair		23	Azuga Fleet - vehicle tracking of maintenance fleet
	\$	3,091	



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Head Start
<b>Agenda Item #:</b> 14 – E – 3	<b>Director:</b> Rebecca Heinricy
<b>Subject:</b> Head Start Attestation Report	<b>Officer:</b> Jim Rodriguez

### Recommended Action

Finance Committee recommends acceptance for full Board consideration of the following Attestation Report from Hudson, Henderson & Company, Inc. for the agreed upon procedures associated with the Head Start 0-5 Quality Improvement Plan.

### Background

The U.S. Department of Health and Human Services (HHS) – Administration for Children and Families (ACF) Head Start (HS) conducted monitoring in October 2019 that resulted in deficiencies in three areas: internal control, budget, and facility reporting. In response, Fresno EOC submitted a quality improvement plan (QIP) to address those items. As part of the QIP – which was accepted by HHS – an external auditor, Hudson, Henderson & Company (HHC), was contracted to provide an independent assessment of areas of deficiencies, provide verification of the financial impact, and to identify opportunities for improvement.

Following completion of the original procedures, Fresno EOC staff met with HHS Region IX representatives to discuss the findings. Resulting to extend the QIP corrective action period through December 31st to allow for the completion of additional procedures to determine the final dollar amount of the proposed questioned costs and to compute the amount of generated federal interest. Staff entered into a new agreement with HHC to conduct the procedures in accordance with attestation standards. The full Attest Report is included for the committee's review and representative(s) from Hudson, Henderson & Company will provide a presentation of the work performed, their findings, and recommendations.

Additionally, the external auditor(s) will also provide training to applicable staff on the findings and recommendations contained within their report. Commissioners are encouraged to participate in this training as well.

## **Fiscal Impact**

Based on the external auditor's findings, several areas for potential questioned costs have been identified and quantified. The total claimed questioned costs, excluding any potential questioned cost associated with the generation of Federal Interest in building A (1900), is computed to be \$415,101.

The analysis on the potential for any additional Federal Interest to have been generated by other federally funded programs within this space was found to be immaterial.

## **Recommendations & Training**

As part of their procedures, HHC identified several areas for improving Fresno EOC processes. Staff will receive training on these recommendations and methods for implementation in the second half of September. They include:

- Reperforming the calculation for federal interest using the true purchase/acquisition cost plus any and all improvements, less any suite specific improvements (note: this has been completed as described in the report);
- Updating and enhancing internal controls and monitoring procedures over the fixed asset listing to ensure that fixed assets, and their resulting benefit, are charged appropriately; and,
- Updating and enhancing internal controls and monitoring procedures to assign a federal ownership percentage to assets when they are purchased to properly identify associated depreciation.

A member of the Board of Commissioners, preferably from the Finance Committee, will also be included in the staff training as requested by the Office of Head Start.

## **Conclusion**

Acceptance and implementation of the external auditors' report regarding the areas of deficiency identified within the HHS Head Start monitoring report is a critical step in closing out the monitoring cycle. Staff intend to use these findings to consult with the Board of Commissioners the best course of action to close the monitoring cycle.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**

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**SCHEDULE OF OPERATING EXPENSES – HEAD START PROGRAM  
AND  
INDEPENDENT ACCOUNTANTS' REPORT  
FOR THE YEARS ENDED  
DECEMBER 31, 1999 THROUGH 2019**

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## INDEPENDENT ACCOUNTANTS' REPORT

To the CFO and Board of Commissioners  
Fresno Economic Opportunities Commission

We were engaged to examine the schedules of operating expenses applicable to the Head Start Program of the Fresno Economic Opportunities Commission (the Fresno EOC) for the years ended December 31, 1999 through 2019. The Fresno EOC's management is responsible for presenting the schedule of operating expenses applicable to the Head Start Program in accordance with the Federal statutes, regulations and the terms and conditions of the Head Start and Early Head Start grants. Our responsibility is to express an opinion on schedule of operating expenses applicable to the Head Start Program based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the schedule of operating expenses applicable to the Head Start Program are in accordance with the Federal statutes, regulations and the terms and conditions of the Head Start and Early Head Start grants, in all material respects. An examination involves performing procedures to obtain evidence about the schedules of operating expenses applicable to the Head Start Program. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of schedule of operating expenses applicable to the Head Start Program, whether due to fraud or error.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

In accordance with the retention policies of the Fresno EOC, all supporting evidence of expenditures for the years ended December 31, 1999 through 2012 have been destroyed. Fresno EOC's retention policy conforms with the Code of Federal Regulations form 2 CFR 200.333 Retention Requirements for Records. As such, we were unable to perform testing over operating expenses for the years ended December 31, 1999 through 2012.

Because of the limitation on the scope of our examination discussed in the preceding paragraph, the scope of our work was not sufficient to enable us to express, and we do not express, an opinion on whether the schedule of operating expenses applicable to the Head Start Program of the Fresno EOC for the years ended December 31, 1999 through 2019 is presented in accordance with Federal statutes, regulations and the terms and conditions of the Head Start and Early Head Start grants, in all material respects.

As discussed in Note 1, the grant schedule of the Fresno EOC are designated to present the financial position and transactions of the grant as previously noted, for the years ended December 31, 1999 through 2019. They do not purport to, and do not present fairly, the financial position of the Fresno EOC as of December 31, 1999 through 2019, the changes in its financial position, or, where applicable, its cash flows for the years then ended in conformity with account principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Our examination was conducted for the purpose of forming an opinion on the grant schedule as a whole. The supplementary information presented on pages 5, 6 and 7 are presented for purposes of additional analysis and is not a required part of the grant schedule. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the grant schedule.

The supplementary information has been subjected to the examination procedures applied in the examination of the grant schedule and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the grant schedule or to the grant schedule itself, and other additional procedures in accordance with attestation standards generally accepted in the United States of America. Because of the limitation on the scope of our examination as noted on the previous page, we do not express an opinion on the supplemental schedules referred to above.

HUDSON HENDERSON & COMPANY, INC.

*Hudson Henderson & Company, Inc.*

Fresno, California  
September XX, 2020

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**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
SCHEDULE OF OPERATING EXPENSES – HEAD START PROGRAM  
FOR THE YEARS ENDED DECEMBER 31, 1999 THROUGH 2019**

Claimed Costs Questioned						
Year	Claimed Costs	Disallowed Depreciation	Federal		FEP Rent Reduction	Total
			Interest % Depreciation Reduction			
1999	\$ 18,518,823	\$ -	\$ (3,284)	\$ -	\$ (3,284)	\$ 18,515,539
2000	20,971,235	-	(4,083)	-	(4,083)	20,967,152
2001	22,803,534	-	(4,831)	-	(4,831)	22,798,703
2002	27,161,128	(942)	(5,220)	(9,662)	(15,824)	27,145,304
2003	26,004,904	(1,569)	(6,682)	(12,487)	(20,738)	25,984,166
2004	28,197,205	(1,715)	(6,873)	(8,006)	(16,594)	28,180,611
2005	28,271,932	(1,783)	(6,905)	(8,469)	(17,157)	28,254,775
2006	28,357,097	(21,468)	(7,257)	(7,903)	(36,628)	28,320,469
2007	28,665,415	(21,115)	(7,607)	(7,268)	(35,990)	28,629,425
2008	28,693,842	(20,837)	(7,915)	(7,010)	(35,762)	28,658,080
2009	29,441,769	(24,205)	(8,829)	(6,698)	(39,732)	29,402,037
2010	29,435,324	(25,572)	(9,809)	(8,202)	(43,583)	29,391,741
2011	31,286,138	(10,059)	(10,759)	(7,820)	(28,638)	31,257,500
2012	32,328,299	(10,554)	(10,894)	(8,679)	(30,127)	32,298,172
2013	30,938,295	(5,685)	(10,137)	3,520	(12,302)	30,925,993
2014	32,469,417	(7,777)	(9,814)	7,841	(9,750)	32,459,667
2015	32,826,823	(8,492)	(9,049)	7,864	(9,677)	32,817,146
2016	33,560,097	(9,094)	(9,690)	7,911	(10,873)	33,549,224
2017	35,174,419	(9,125)	(10,023)	7,868	(11,280)	35,163,139
2018	37,538,974	(8,439)	(10,247)	(9,562)	(28,248)	37,510,726
2019	38,330,076	-	-	-	-	38,330,076
	<u>\$ 620,974,746</u>	<u>\$ (188,431)</u>	<u>\$ (159,908)</u>	<u>\$ (66,762)</u>	<u>\$ (415,101)</u>	<u>\$ 620,559,645</u>

The accompanying notes are an integral part of the grant schedules.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
NOTES TO GRANT SCHEDULE**

**NOTE 1 – BASIS OF ACCOUNTING AND PRESENTATION**

Basis of Accounting: The Fresno Economic Opportunities Commission (the Fresno EOC) Head Start Program grant is accounted for as governmental fund type, in which the current financial resources measurement focus and the modified accrual basis of accounting is used. Accounting for grant proceeds and expenditures using the modified accrual basis of accounting are recorded wherein revenues are recorded as received in cash, except that revenues, which are both measurable and available as a resource to operations of the current period, are accrued. These include amounts spent and not yet reimbursed. Expenditures are recognized when the liability is incurred.

Basis of Presentation: The accompanying grant schedule has been prepared from the latest contracts approved by the Office of Head Start, the annual federal financial reports and the Fresno EOC grant records in accordance with the Office of Head Start. This report represents only the Head Start Program and is not intended to present fairly the financial position and results of operation of the Fresno EOC, as a whole, or in conformity with accounting principles generally accepted in the United States of America.

**NOTE 2 – CONTINGENCIES**

The Fresno EOC has received federal and state funds for specific purposes that are subject to review and audit by the granting agencies. Although such audits and reviews could generate expenditure disallowances under terms of the grants, management believes that any required reimbursement will not be material.

**NOTE 3 – SUBSEQUENT EVENTS**

In compliance with accounting standards, management has evaluated events that have occurred after year-end to determine if these events are required to be disclosed in the grant schedules. Management has determined the events regarding the Novel Coronavirus require disclosure in accordance with accounting standards. On March 4, 2020, Governor Newsom issued an emergency proclamation declaring a State of Emergency in California due to the Novel Coronavirus (COVID-19). The COVID-19 outbreak is ongoing, and the ultimate geographic spread of the virus, the duration and severity of the outbreak and the economic and other actions that may be taken by governmental authorities to contain the outbreak or to treat its impact are uncertain. The ultimate impact of COVID-19 on the operations and finances of the Fresno EOC Head Start program is unknown.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**

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**SUPPLEMENTARY SCHEDULES**

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**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**SCHEDULE OF FRESNO EXECUTIVE PLAZA EXPENSES BY BUILDING – HEAD START PROGRAM**  
**FOR THE YEARS ENDED DECEMBER 31, 2003 THROUGH 2019**

<u>Year</u>	<u>Building A</u>	<u>Building B</u>	<u>Total</u>
2003	\$ 59,210	\$ 532,204	\$ 591,414
2004	38,349	344,699	383,048
2005	33,454	374,513	407,967
2006	15,289	340,136	355,425
2007	13,441	299,017	312,458
2008	14,080	300,234	314,314
2009	26,914	271,355	298,269
2010	41,128	329,117	370,245
2011	68,190	331,950	400,140
2012	106,390	356,655	463,045
2013	103,681	336,489	440,170
2014	115,694	354,700	470,394
2015	117,285	359,579	476,864
2016	117,149	359,160	476,309
2017	117,131	359,104	476,235
2018	147,482	281,577	429,059
2019	158,199	302,038	460,237
Total	<u>\$ 1,293,066</u>	<u>\$ 5,832,527</u>	<u>\$ 7,125,593</u>

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**SCHEDULE OF FRESNO EXECUTIVE PLAZA FEDERAL INTEREST BY BUILDING – HEAD START PROGRAM**  
**FOR THE YEARS ENDED DECEMBER 31, 1991 THROUGH 2020**

Building A							Building B					Total	
Year	Improve- ments	Mortgage Interest	Bond Issuance Cost	Total Costs	Federal Interest %		Improve- ments	Mortgage Interest	Bond Issuance Cost	Total Costs	Federal Interest %	Total Costs	Total Federal Interest %
1991	\$ -	\$ -	\$ -	\$ -	0.00%		\$ -	\$ 12,762	\$ -	\$ 12,762	0.24%	\$ 12,762	0.24%
1992	-	-	-	-	0.00%		-	22,062	-	22,062	0.60%	22,062	0.60%
1993	-	-	-	-	0.00%		-	29,215	-	29,215	1.01%	29,215	1.01%
1994	-	-	-	-	0.00%		-	50,040	675	53,715	1.73%	53,715	1.73%
1995	-	-	-	-	0.00%		-	66,779	5,106	71,885	2.59%	71,885	2.59%
1996	-	-	-	-	0.00%		-	70,469	6,811	75,129	3.40%	75,129	3.40%
1997	-	-	-	-	0.00%		-	102,280	9,446	102,280	4.44%	102,280	4.44%
1998	-	-	-	-	0.00%		-	141,919	9,951	141,919	5.82%	141,919	5.82%
1999	-	-	-	-	0.00%		-	137,321	10,062	137,321	6.90%	137,321	6.90%
2000	-	-	-	-	0.00%		-	135,295	10,062	135,295	7.96%	135,295	7.96%
2001	-	-	-	-	0.00%		-	136,253	10,425	136,253	8.96%	136,253	8.96%
2002	-	-	-	-	0.00%		-	118,745	10,188	128,933	9.82%	128,933	9.82%
2003	-	12,000	12,402	24,402	0.21%		5,389	110,309	114,006	229,704	11.16%	254,106	11.38%
2004	-	5,349	109	5,458	0.26%		-	49,169	1,004	50,173	11.44%	55,631	11.70%
2005	-	3,127	347	3,474	0.28%		-	35,806	3,974	39,780	11.65%	43,254	11.94%
2006	-	1,233	-	1,233	0.29%		-	28,043	-	28,043	11.70%	29,276	11.99%
2007	-	948	-	948	0.29%		-	21,577	-	21,577	11.73%	22,525	12.03%
2008	-	674	-	674	0.30%		-	14,689	-	14,689	11.81%	15,363	12.11%
2009	-	721	-	721	0.29%		-	7,434	-	7,434	11.22%	8,155	11.51%
2010	-	118	-	118	0.29%		-	963	-	963	11.10%	1,081	11.39%
2011	-	-	-	-	0.28%		53,992	-	-	53,992	11.37%	53,992	11.65%
2012	-	-	-	-	0.28%		-	-	-	-	11.26%	-	11.54%
2013	-	-	-	-	0.28%		-	-	-	-	11.26%	-	11.54%
2014	-	-	-	-	0.28%		-	-	-	-	11.26%	-	11.54%
2015	-	-	-	-	0.28%		-	-	-	-	11.26%	-	11.54%
2016	-	-	-	-	0.28%		-	-	-	-	11.26%	-	11.54%
2017	-	-	-	-	0.28%		-	-	-	-	11.26%	-	11.54%
2018	-	-	-	-	0.28%		-	-	-	-	11.25%	-	11.53%
2019	-	-	-	-	0.28%		-	-	-	-	11.24%	-	11.52%
2020	-	-	-	-	0.28%		-	-	-	-	-	-	-
to date	-	-	-	-	0.28%		-	-	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 24,170</b>	<b>\$ 12,858</b>	<b>\$ 37,028</b>	<b>0.28%</b>		<b>\$ 59,381</b>	<b>\$ 1,243,989</b>	<b>\$ 189,754</b>	<b>\$ 1,493,123</b>	<b>11.14%</b>	<b>\$ 1,530,151</b>	<b>11.42%</b>

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
SCHEDULE OF FRESNO EXECUTIVE PLAZA FEDERAL INTEREST BUILDING EXPENSES  
FOR THE YEARS ENDED DECEMBER 31, 1991 THROUGH 2020**

Year	Total				Head Start				Non-Federal (Agency)					
	Acquisition	Improve-ments	Mortgage Interest	Bond Issuance Cost	Total	Improve-ments	Mortgage Interest	Bond Issuance Cost	Total	Acquisition	Improve-ments	Mortgage Interest	Bond Issuance Cost	Total
1991	\$ 4,988,858	\$ 841	\$ 243,100	\$ -	\$ 5,232,799	\$ -	\$ 12,762	\$ -	\$ 12,762	\$ 4,988,858	\$ 841	\$ 230,338	\$ -	\$ 5,220,037
1992	-	96,582	483,225	-	579,807	-	22,062	-	22,062	-	96,582	461,163	-	557,745
1993	-	23,145	476,850	-	499,995	-	29,215	-	29,215	-	23,145	447,635	-	470,780
1994	-	-	469,848	33,050	502,898	-	50,040	3,675	53,715	-	-	419,808	29,375	449,183
1995	-	-	462,188	33,050	495,238	-	66,779	5,106	71,885	-	-	395,409	27,944	423,353
1996	-	-	453,900	33,050	486,950	-	70,023	5,106	75,129	-	-	383,877	27,944	411,821
1997	-	-	444,975	33,050	478,025	-	95,469	6,871	102,340	-	-	349,506	26,239	375,745
1998	-	-	435,200	33,050	468,250	-	132,473	8,946	141,419	-	-	302,727	23,604	326,331
1999	-	170,669	422,733	33,050	626,452	-	127,370	9,951	137,321	-	170,669	295,363	23,099	489,131
2000	-	-	411,117	33,050	444,167	-	125,233	10,062	135,295	-	-	285,884	22,988	308,872
2001	-	-	398,650	33,050	431,700	-	125,828	10,425	136,253	-	-	272,822	22,625	295,447
2002	-	-	385,050	33,050	418,100	-	118,745	10,062	128,807	-	-	266,305	22,862	289,167
2003	-	5,389	375,715	388,311	769,415	5,389	122,309	10,062	132,371	-	-	253,406	261,903	515,309
2004	-	-	159,125	3,287	162,412	-	122,309	10,062	132,371	-	-	104,607	2,173	106,780
2005	-	-	115,817	12,877	128,694	-	38,933	4,321	43,254	-	-	76,884	8,556	85,440
2006	-	101,528	90,838	-	192,366	-	122,309	10,062	132,371	-	101,528	61,563	-	163,091
2007	-	81,634	70,230	-	151,864	-	122,309	10,062	132,371	-	81,634	47,705	-	129,339
2008	-	-	48,250	-	48,250	-	122,309	10,062	132,371	-	-	32,888	-	32,888
2009	-	673,254	24,745	-	697,999	-	122,309	10,062	132,371	-	673,254	16,590	-	689,844
2010	-	143,841	3,163	-	147,004	-	122,309	10,062	132,371	-	143,841	2,083	-	145,924
2011	-	169,740	-	-	169,740	53,992	122,309	10,062	132,371	-	115,748	-	-	115,748
2012	-	131,628	-	-	131,628	-	122,309	10,062	132,371	-	131,628	-	-	131,628
2013	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2014	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2015	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2016	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2017	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2018	-	8,763	-	-	8,763	-	-	-	-	-	8,763	-	-	8,763
2019	-	10,653	-	-	10,653	-	-	-	-	-	10,653	-	-	10,653
2020	-	-	-	-	-	-	-	-	-	-	-	-	-	-
to date	-	125,786	-	-	125,786	-	-	-	-	-	125,786	-	-	125,786
Total	\$ 4,988,858	\$ 1,743,453	\$ 5,974,719	\$ 701,925	\$ 13,408,955	\$ 59,381	\$ 1,268,158	\$ 202,613	\$ 1,530,152	\$ 4,988,858	\$ 1,684,072	\$ 4,706,563	\$ 499,313	\$ 11,878,806



**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS  
FOR THE YEARS ENDED DECEMBER 31, 1999 THROUGH 2019**

**Finding 2019-001: Federal Interest Calculation**

Criteria:

Per the instructions in completing the SF-429 Federal Interest reporting form, line 41f, Real Property Cost, the total cost of the real property acquired is to include the purchase or acquisition price, plus any applicable improvements.

Condition:

It was noted that initial submissions and filings of the SF-429 Form, total costs for the calculation were based on total depreciation over the Federal Executive Plaza (FEP) properties charged as the basis, along with interest and bond amortization charges. In addition, per our review of the calculation as performed by the Fresno EOC, not all improvements of the property were properly included in the calculation, including those paid for by the Fresno EOC and/or the Head Start program.

Cause of Condition:

In review of the Fresno Economic Opportunities Commission (the Fresno EOC) procedures of the computation of the federal interest at the FEP, the calculation was to be based on total depreciation, along with interest and bond amortization charges.

Effect of Condition:

The Fresno EOC was deficient in performing the calculation in using the total depreciation expense cumulatively at the corresponding year-end and not the original purchase/acquisition price of the properties as well not including all applicable improvements for the calculation of the federal interest.

Recommendation:

We recommend that management reperform the calculation, using the true purchase/acquisition costs plus any and all improvements, less any suite specific improvements as per Head Start program guidelines, made on the property to properly calculate the federal interest percentage applicable to the Head Start program. This was performed in conjunction with a prior agreed-upon-procedures agreement with us, and was done without exception.

Management Response and Corrective Action Plan:

As noted in the recommendation above, the recalculation of the federal interest portion for Fresno Executive Plaza (FEP) has been recomputed as a result from the prior audit engagement. Any retroactive report filings to update the federal interest will be filed and communicated to the Board and Finance Committee.

**Finding 2019-002: FEP Fixed Asset Listing**

Criteria:

Federal awards require compliance with allowable activities and costs to ensure that only costs charged to the Head Start program actually benefit the program.

Condition:

It was noted in the FEP fixed asset listing from which depreciation was charged to the Head Start program, certain fixed assets were included in the listing for which a direct or indirect benefit was not present to the Head Start program.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS (CONTINUED)  
FOR THE YEARS ENDED DECEMBER 31, 1999 THROUGH 2019**

**Finding 2019-002: FEP Fixed Asset Listing (continued)**

Cause of Condition:

The Fresno EOC lacked proper internal controls and monitoring procedures to ensure that fixed assets being charged in the FEP fixed asset listing only included assets that can be allocated to all tenants, including Head Start, and not suite specific fixed assets that can't allocated accordingly.

Effect of Condition:

As a result, depreciation and costs were overcharged to the Head Start program, resulting in unallowed costs being charged to the program.

Recommendation:

We recommend that management implement enhanced internal controls and monitoring procedures over the FEP fixed asset listing to ensure that only fixed assets with a benefit to the Head Start program are being charged to the Head Start program. Controls should include prevention measures as well as detection measures when assets are being purchased and recorded to properly identify fixed assets that will benefit the program, and only those fixed assets are being charged depreciation to the Head Start program.

Management Response and Corrective Action Plan:

Management will conduct a review of its accounting procedures for fixed assets, including monthly monitoring by the Finance management team, especially as it relates to Head Start and any other federally funded program to identify assets that have been procured with federal funds to prevent any future misallocations of depreciation expenses. Updated accounting policies and procedures will be communicated to the Board and Finance Committee

**Finding 2019-003: Allocation Charges**

Criteria:

Federal awards require compliance with allowable activities and costs to ensure that only costs charged to the Head Start program actually benefit the program.

Condition:

It was noted during our examination that fixed assets that have a federal interest ownership percentage associated with them were not having depreciation reduced by that federal interest ownership percentage, resulting in excess depreciation and costs being charged to the Head Start program. It was also noted Fresno EOC was not properly allocating square footage to the Head Start Program, resulting in higher allocation of indirect costs associated with the Head Start program. Lastly, the Fresno EOC does not have proper documentation of approval with the Head Start program to be charging FEP expenses associated with Building A of the FEP.

Cause of Condition:

The Fresno EOC lacked proper internal controls and monitoring procedures to ensure that depreciation and the associated federal interest being charged from FEP fixed asset listing, along with indirect cost allocations were properly charged to the Head Start program.

Effect of Condition:

As a result, depreciation and costs were overcharged to the Head Start program, resulting in unallowed costs being charged to the program. Also, without proper approval from the Head Start program for allocation of indirect expenses from Building A of the FEP, all prior expenses charged associated with Building A could be disallowed.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS (CONTINUED)  
FOR THE YEARS ENDED DECEMBER 31, 1999 THROUGH 2019**

**Finding 2019-003: Allocation Charges (continued)**

Recommendation:

We recommend that management implement enhanced internal controls and monitoring procedures over the federal interest and depreciation charges to ensure that correct expenses are being charged to the Head Start program. Controls should include prevention measures as well as detection measures when assets are being purchased, have a federal ownership percentage associated with them and recorded to properly identify depreciation and indirect charges that are properly allocated to the Head Start program. We also recommend that management work with the Head Start program to get proper retroactive approval of Building A of the FEP for allocation of indirect expenses associated with that portion of the FEP.

Management Response and Corrective Action Plan:

Management will ensure the Finance department receives the proper training to prevent misallocations of depreciation expense and other indirect costs. Trainings will be provided by an independent auditing firm and by Head Start's Technical Assistance team. In addition, Finance Committee members and future Finance Committee members will participate in training to ensure proper oversight is being conducted. Management will seek retroactive approval for prior year costs associated with Building A.

## PENSION COMMITTEE MEETING

Fresno EOC

Thursday, May 21, 2020

12:00 PM

### MINUTES

**1. CALL TO ORDER**

Lisa Nichols, Chair, called the meeting to order at 12:03 PM.

**2. ROLL CALL**

Roll was called and a quorum was established.

<b>Committee Members:</b>	<b>Present</b>	<b><u>Presenters and Others Present:</u></b>	
Lisa Nichols, Chair	✓	<b><u>Guest Presenter(s):</u></b>	<b><u>Staff Presenters:</u></b>
Oliver Baines		Fred Hamsayeh - RBG	Rebecca Heinrich
Felipe De Jesus Perez		Lloyd Engleman – RBG	Annabelle Gamez
Daniel Martinez	✓		Mike Garcia
Jimi Rodgers	✓		Steve Warnes
<b><u>Trustees:</u></b>			
Emilia Reyes	✓		
Salam Nalia	✓		
<b><u>Employee Representatives:</u></b>			
Janet Berberian	✓		
Baldev Birk	✓		

**3. APPROVAL OF AGENDA**

**M/S/C** – Nalia/Rodgers to approve the May 21, 2020 agenda. All in favor.

**4. APPROVAL OF MINUTES**

A. February 20, 2020 Meeting Minutes

**M/S/C** – Reyes/Nalia to approve the February 20, 2020 meeting minutes. All in favor.

**5. PLAN FINANCIALS AND INVESTMENT REPORT:** As of March 31, 2020

Heinrich presented the Plan financial reports for each of the three plans. These reports are compiled using information available from the Transamerica plan sponsor website, RBG reports, and Transamerica quarterly reports. The interest rate for the Standard Stable Asset Fund II is 2.4% for the upcoming

quarter of April to June 2020, which is a decrease of 0.15% from the prior quarter.

Heinricy presented the Quarterly Activity Reconciliation report as of March 31, 2020. The balance for all three plans at the beginning of the quarter totaled \$42 million and the balance at the end of the quarter was lower totaling \$36 million. Combined quarterly activity for the three plans includes \$562,493 in contributions, \$5,670,674 decrease in value, and \$827,574 in withdrawals from a total of 77 distributions (65 from the Pension 401(a), 9 from the 403(b), and 3 from the 457(b) plan).

Heinricy also presented the Annual Activity Reconciliation report, which reports balances on April 1, 2019 of \$38 million compared to the balances on March 31, 2020 of \$36 million. Combined activity over the year for the three plans includes \$2.6 million in contributions, \$1.7 million decrease in value, and \$2.8 million in withdrawals.

Heinricy presented the Retirement Plan Summary Report, which presents all funds within the investment line up and for each fund the total dollars invested, participant count, and ranking score. The majority of the Plan funds are invested within the Target Date Series which is selected based on which year the participant will reach their retirement age of 65 years. Heinricy highlighted the recent shift in the Target Date Series was timely as it brought more protection to our participant's assets against downside market risk.

Using RBG's 12 point ranking scale, Heinricy noted that two funds: American Beacon Bridgeway Large Cap Value Instl and Eaton Vance High Income Opportunities have now been ranked "6" and Invesco Equity and Income R6 was ranked "4". Recommendations to change / remove funds from the investment line up will likely be brought to the Committee for approval next quarter. Employees can adjust their fund investment allocation at any time. RBG will continue monitoring all funds with increased frequency in this time of increased volatility due to COVID-19. Berberian commented that the ranking of the investments within the lineup is very helpful to participants.

Engleman highlighted that considerable market share has been recovered as of the date of this meeting. For instance, the Pension plan balance of \$31.2 million as of 3/31/2020 is now at almost \$34 million. Engleman also emphasized that participants are encouraged to have a long-term investment strategy. Upon inquiry, Engleman noted that in the evaluations of fund items such as manager performance and longevity, risk position, benchmark data, and market conditions/exposures.

**M/S/C** – *Rodgers/Nalia to approve the plan financials and investment report as presented. All in favor.*

## INFORMATION ITEMS

### 6. RETIREMENT PLAN DEMOGRAPHICS: As of March 31, 2020

The following demographics were provided as information to the Committee:

	401(a) (Pension)	403(b)	457(b)
Total Balance	\$31,237,714	\$3,986,505	\$793,039
Participants with balances	1,035	438	6
Non-Terminated with balances	859	416	3
Terminated with < \$5,000	36	8	0

There were 11 new participant enrollments into the 403(b) plan during the quarter.

The largest participant group by age remains the 41-55 age bracket with a highest participation rate from total eligible for the 403(b) plan seen in the younger age brackets. The majority of the 403(b) accounts have balances less than \$20,000; however, this aligns with the fact that most employees enrolled into the 403(b) plan within the past couple of years.

### 7. INVESTMENT PERFORMANCE SUMMARY

The Investment Performance Summary report is made available by RBG and was presented as information to the Committee. The report provides greater detail on fund ranking and performance. Hamsayeh noted that COVID-19 has had an impact on the performance of many funds depending on in which market segments they are invested. For instance, the tech industry had a strong performance due to many companies shifting to remote operations and need to invest in technology to support that effort.

Engleman and Hamsayeh provided details on the switch in the Target Date series made to better align the risk tolerance of our participants with the investment choices offered. The new PIMCO target date series employs a lower equity exposure than was the case with the T Rowe Price series. This will improve the downside risk, especially for individuals nearing retirement.

### 8. CARES ACT

Heinricy presented the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was signed into law on March 27, 2020. Certain provisions of the Act must be adopted by retirement plans while others were made optional at the discretion of plan sponsors.

Mandatory Plan Impacts:

- Required Minimum Distributions (RMDs) are waived for 2020.
- Participants with outstanding 403(b) loans may request to have repayments due between March 27, 2020 and December 31, 2020 suspended for a period of one year. Interest will continue to accrue on the full loan balance.

#### Employer Elected Options:

- Fresno EOC has elected to allow qualified individuals under age 59 1/2 to access retirement funds with our being subject to early withdrawal penalties that would normally apply. Eligible individuals are those who have been diagnosed with Covid-19 or SARS-CoV-2, those with a spouse or dependent with such diagnosis, or those experiencing adverse financial consequences due to reduced working hours due to such virus or disease. Such distributions are available only until 12/31/20. One such distribution has been processed to date.
- Fresno EOC opted not to elect allowing 403(b) participants to receive loan amounts up to a higher maximum amount of 100% of their vested amount or \$100,000 due to a historical lack of loan repayments resulting in deemed distributions.

A summary flyer on the CARES Act provisions is available to employees on the Transamerica website. Upon inquiry of how employees are contacted about the CARES act, Heinrich noted that the information was sent by Transamerica based on the communication preference selected by the participant.

RGB also requested that participants interested in making a withdrawal consult with them first so that they can provide recommendations on how best to proceed for the individuals' circumstances.

#### **9. EDUCATION UPDATE**

Gamez said that education efforts for the quarter included webinars, Zoom meetings, recorded video sessions. Additionally, online appointments for the participants are available with local representative Ryan Louie. Some of the topics available thru videos and webinars are "Market Volatility" and "How to Access TransAmerica Website". New topics are available every week and session are recorded for future accessibility. Information is being provided to employees via the PayDay Communications and through the Fresno EOC Intranet.

Hamsayeh mentioned that video available via links has been the format utilized for education to help reach the most participant in a safe manner during a COVID-19 environment. Engleman commented that employees are making the good decisions during these unprecedented times in that there is not a lot of shifting or moving funds. Employees appear to be focusing on a long-term investment strategy rather than reacting to the current conditions in the short-term. He emphasized that RGB is always available to assist participants.

#### **10. OTHER BUSINESS**

Next meeting: Thursday, August 27, 2020 at 12:00 PM.

#### **11. ADJOURNMENT**

Meeting adjourned at 12:50 PM.  
Respectfully submitted,

Lisa Nichols, Chair



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14 – F – 2	<b>Officer:</b> Rebecca Heinricy
<b>Subject:</b> Trustee Appointment	<b>Trustees:</b> Emilia Reyes

### Recommended Action

Pension Committee recommends approval for full Board consideration of an updated Resolution to include Jim Rodriguez, CFO, in the authorization to act as a signatory on behalf of the Board of Commissioners as pertains to the operations of Agency's retirement plans as well as appointing Jim Rodriguez as Trustee on behalf of the retirement plans.

### Background

A resolution passed by the Board in January 2016 Board authorize the Chief Executive Officer, Chief Financial Officer, and Human Resources Officer to act as signatories for the retirement plans. With the hiring of a new Chief Financial Officer (CFO), the existing signatory resolution and trustee appointment for the Agency's retirement plans require updating. Emilia Reyes, Chief Executive Officer, is also appointed to serve as Trustee for the retirement plans. In addition, Heather Brown, Chief Administrative Officer, is an authorized signatory for the retirement plans.

### Fiscal Impact

Naming of Trustees for the Agency's retirement plans will ensure on-going management and administration of the retirement plans are performed, or delegated, including:

- Administration of the plans in accordance with the documents and instruments governing the plan.
- Administration of the plans for the exclusive benefits of the participants and their beneficiaries.
- Performing duties in accordance with the standard of care established under ERISA, of a prudent person acting in a like capacity.
- Diversification of plan investments in order to minimize the risk of large losses.
- Monitoring to ensure the plan does not engage in "prohibited transactions" as defined in ERISA.
- Valuation of qualified plan assets at least annually at "fair market value."



## RESOLUTION

**WHEREAS**, Fresno County Economic Opportunities Commission doing business as Fresno Economic Opportunities Commission is a private, nonprofit corporation, organized under Part 1, of Division 2, of Title 1, of the Corporations Code of the State of California, August 20, 1965; and

**WHEREAS**, the Board of Commissioners of Fresno Economic Opportunities Commission is vested with the authority to provide oversight of the activities of the retirement plans within the Agency; and

**WHEREAS**, the Board of Commissioners is authorized to designate in its behalf officers and agents duly entitled to bind the corporation to any and all contracts and transactions;

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Commissioners of Fresno Economic Opportunities Commission on this, the 23rd day of September, 2020, hereby resolves that Emilia Reyes, Chief Executive Officer, and/or Jim Rodriguez, Chief Financial Officer, and/or Heather Brown, Human Resources Officer, are authorized as the officers to act on behalf of the Fresno EOC Board to sign all necessary documents pertaining to the operations of Agency's retirement plans, including any withdrawal, loan, transfer, elections change, or distribution request from a participant, as required. It is also resolved that Emilia Reyes, Chief Executive Officer, and/or Jim Rodriguez, Chief Financial Officer are duly authorized to serve as Trustees for the retirement plans.

### AUTHORIZED SIGNATURES:

\_\_\_\_\_  
Emilia Reyes, Chief Executive Officer; Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Rodriguez, Chief Financial Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Heather Brown, Human Resources Officer

\_\_\_\_\_  
Date

Approved at the meeting of the Board of Commissioners on September 23, 2020 and effective as of July 6, 2020.

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_ Attest \_\_\_\_\_

\_\_\_\_\_  
Emilia Reyes, Board Secretary



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14 – F – 3	<b>Officer:</b> Rebecca Heinrich
<b>Subject:</b> 2019 Retirement Plan Audits	<b>Trustees:</b> Emilia Reyes; Jim Rodriguez

### Recommended Action

Pension Committee recommend acceptance of the independent audits for full Board consideration of the Pension Plan and 403(b) Plan as prepared by Kaku & Mersino for the years ended December 31, 2019 and 2018.

### Background

Peter Mersino of Kaku & Mersino will present the Pension Plan audit including the supplemental information required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974.

The 403(b) plan is also now subject to ERISA which requires completion of an annual audit. This is the fourth year that there has been an audit performed for the 403(b) plan.

### Fiscal Impact

Audits will be completed and submitted by the October 15<sup>th</sup> deadline for both plans.

**FRESNO ECONOMIC  
OPPORTUNITIES COMMISSION  
PENSION PLAN**

**FINANCIAL STATEMENTS**

For the Years Ended  
December 31, 2019 and 2018

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION  
PENSION PLAN**

FOR YEARS ENDED DECEMBER 31, 2019 and 2018

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**KAKU & MERSINO, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITORS' REPORT**

To the Pension Committee  
Fresno Economic Opportunities Commission

We were engaged to audit the accompanying financial statements of Fresno Economic Opportunities Commission Pension Plan, which comprise the statements of net assets available for benefits as of December 31, 2019 and 2018, and the related statement of changes in net assets available for benefits for the year then ended December 31, 2019, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on conducting the audit in accordance with auditing standards generally accepted in the United States of America. Because of the matter described in the Basis for Disclaimer of Opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion.

**Basis for Disclaimer of Opinion**

As permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 3, which was certified by State Street Bank and Trust Company for years ended December 31, 2019 and 2018, the trustee of the Plan, except for comparing the information with the related information included in the financial statements and supplemental schedules. We have been informed by the plan administrator that the trustee holds the Plan's investment assets and executes investment transactions. The plan administrator has obtained a certification from the trustee as of and for the years ended December 31, 2019 and 2018, that the information provided to the plan administrator by the trustee is complete and accurate.

### **Disclaimer of Opinion**

Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion. Accordingly, we do not express an opinion on these financial statements.

### **Other Matter**

The supplemental schedule of Schedule of Assets (Held at End of Year) as of December 31, 2019 is required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 is presented for the purpose of additional analysis and is not a required part of the financial statements. Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we do not express an opinion on the supplemental schedule referred to above.

### **Report on Form and Content in Compliance With DOL Rules and Regulations**

The form and content of the information included in the financial statements and supplemental schedule, other than that derived from the information certified by the trustee, have been audited by us in accordance with auditing standards generally accepted in the United States of America and, in our opinion, are presented in compliance with the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974.

*Kaku + Mersino, LLP*

KAKU & MERSINO, LLP

August 20, 2020

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**PENSION PLAN**  
**STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS**  
**DECEMBER 31, 2019 and 2018**

	<u>2019</u>	<u>2018</u>
<b><u>ASSETS</u></b>		
Investments at fair value		
Mutual funds	\$ 36,428,808	\$ 30,376,024
Investments at contract value	<u>384,198</u>	<u>377,453</u>
Total Investments	<u>36,813,006</u>	<u>30,753,477</u>
Receivables		
Employer contributions	<u>69,999</u>	<u>65,312</u>
Total Receivables	<u>69,999</u>	<u>65,312</u>
Total Assets	<u>36,883,005</u>	<u>30,818,789</u>
<b><u>LIABILITIES</u></b>		
Accounts payable	<u>-</u>	<u>-</u>
Total Liabilities	<u>-</u>	<u>-</u>
Net assets available for benefits	<u><u>\$ 36,883,005</u></u>	<u><u>\$ 30,818,789</u></u>

The accompanying notes are an integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**PENSION PLAN**  
STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS  
FOR THE YEAR END DECEMBER 31, 2019

**ADDITIONS TO NET ASSETS ATTRIBUTED TO:**

Investment income	
Net appreciation	
in fair value of investments	\$ 5,816,332
Interest	10,339
Dividends	789,800
	<u>6,616,471</u>
Less investment expenses	<u>(93,236)</u>
	<u>6,523,235</u>
Employer Contributions	<u>1,669,098</u>
Total additions	<u>8,192,333</u>

**DEDUCTIONS TO NET ASSETS ATTRIBUTED TO:**

Benefits paid to participants	2,054,365
Administrative expenses	<u>73,752</u>
Total deductions	<u>2,128,117</u>
Net increase	6,064,216

**Net assets available for benefits**

Beginning of year	<u>30,818,789</u>
End of year	<u><u>\$ 36,883,005</u></u>

The accompanying notes are an integral part of the financial statements.



**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**PENSION PLAN**  
NOTES TO FINANCIAL STATEMENTS

**Note 1 – Description of Plan**

The following brief description of the Fresno Economic Opportunities Commission Pension Plan (Plan) is provided for general information only. Participants should refer to the plan agreement for more complete information.

General

The Plan is a defined contribution plan covering eligible employees of Fresno Economic Opportunities Commission (Fresno EOC). It is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA). The Plan was initially adopted on December 30, 1980. The Plan was amended and restated on April 1, 2016.

Contributions

Fresno EOC contributes to the Plan an amount equal to five percent of each eligible employee's compensation during the Plan year.

Pension Benefits

Fresno EOC contributions to the Plan are credited to each employee's account. The balance in each employee's account is 100% non-forfeitable. The amount in an employee's account is the total which can be paid to the employee at retirement, termination, or in the event of total or permanent disability. Employees may elect to receive their pension benefits in the form of a qualified survivor annuity.

If employees are not married or if employees have validly waived the joint and survivor form of benefit, then the benefit can be paid as follows:

- a. Voluntary contributions made by employees shall be distributed within thirty days after such participant's employment is terminated and a distribution is requested.
- b. Employer contributions can be distributed under one of the following methods:
  - i. By payment in lump sum within thirty days after such participant's employment is terminated and a distribution is requested, or
  - ii. By payment in monthly, quarterly, or annual installments over a fixed reasonable period of time, not exceeding the life expectancy of the participant, or the joint life expectancy of the participant and his designated beneficiary, or the stated dollar value of the beneficiary's account.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**PENSION PLAN**  
NOTES TO FINANCIAL STATEMENTS

**Note 1 – Description of Plan (Continued)**

Death and Disability Benefits

If an active employee ceases to participate in the Plan by reason of total or permanent disability, the Plan benefits accrued shall be paid in the same manner as a retirement benefit.

If an active employee dies before normal retirement age, the accrued benefit and death benefits payable under any policies of life insurance held for the employee's benefit shall be paid to the surviving spouse in the form of a qualified pre-retirement survivor annuity. If the qualified pre-retirement survivor annuity has been effectively waived, accrued benefits shall be paid to the designated beneficiary in monthly payments over the beneficiary's life expectancy, or in a lump sum if the employee previously elected this form of benefit payment.

**Note 2 – Summary of Accounting Policies**

Basis of Accounting

The financial statements of the Plan are prepared under the accrual method of accounting.

Use of Estimates

The preparation of financial statements in conformity of generally accepted accounting principles requires the plan administrator to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results may differ from those estimates.

Risks and Uncertainties

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amounts reported in the statement of net assets available for benefits.

Payments of Benefits

Benefits are recorded when paid.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**PENSION PLAN**  
NOTES TO FINANCIAL STATEMENTS

**Note 2 – Summary of Accounting Policies (Continued)**

Investment Valuation and Income Recognition

Investments are reported at fair value, except for fully benefit-response investment contracts, which are reported at contract value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Net appreciation includes the plan's gains and losses on investments bought and sold as well as held during the year.

**Note 3 – Information Prepared and Certified by Trustee**

The following information included in the accompanying financial statements and supplemental schedule was obtained from data that has been prepared and certified to as complete and accurate by the trustees:

	<u>2019</u>	<u>2018</u>
Investments	\$ 36,813,006	\$ 30,753,477
Investment income:		
Net appreciation in fair value of investments	\$ 5,816,332	
Interest	10,339	
Dividends	789,800	

**Note 4 – Plan Termination**

Although it has not expressed any intent to do so, Fresno EOC has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event of Plan termination, participants will remain 100 percent vested in their accounts.

**Note 5 – Subsequent Events**

Management has evaluated subsequent events through August 20, 2020, the date the financial statements were available to be issued. On March 11, 2020, the World Health Organization declared the outbreak of a coronavirus (COVID-19) a pandemic. As a result, economic uncertainties have arisen which are likely to negatively impact net assets available for benefits. Other financial impact could occur though such potential impact is unknown at this time.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**PENSION PLAN**  
NOTES TO FINANCIAL STATEMENTS

**Note 6 – Fair Value Measurements**

The Plan's investments are reported at fair value in the accompanying statement of net assets available for benefit. The methods used to measure fair value may produce an amount that may not be indicative of net realization value or reflective of future fair values. Furthermore, although the Plan believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The fair value measurement accounting literature establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels: Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets and have the highest priority, Level 2 inputs consist of observable inputs other than quoted prices for identical assets, and Level 3 inputs have the lowest priority. The Plan uses appropriate valuation techniques based on the available inputs to measure the fair value of its investments.

*Level 1 Fair Value Measurements:* The fair value of mutual funds is based on actual quoted prices in active markets for identical securities (mark-to-market).

The following tables set forth, by level within the fair value hierarchy, the Plan's investments at fair value as of December 31, 2019 and 2018:

	<u>Fair Value Measurements at Reporting Date Using:</u>	
	<u>Fair Value</u>	<u>Quoted Prices in Active Markets For Identical Assets (Level 1)</u>
<u>December 31, 2019</u>		
Mutual Funds	<u>\$ 36,428,808</u>	<u>\$ 36,428,808</u>
Total	<u>\$ 36,428,808</u>	<u>\$ 36,428,808</u>
<u>December 31, 2018</u>		
Mutual Funds	<u>\$ 30,376,024</u>	<u>\$ 30,376,024</u>
Total	<u>\$ 30,376,024</u>	<u>\$ 30,376,024</u>

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**PENSION PLAN**  
NOTES TO FINANCIAL STATEMENTS

**Note 7 - Guaranteed Investment Contract**

The Plan entered into a fully benefit-responsive guaranteed investment contract with an insurance company. The insurance company maintains the contributions in a general account. The account is credited with earnings on the underlying investments and charged for participant withdrawals and administrative expenses. The guaranteed investment contract issuer is contractually obligated to repay the principal and a specified interest rate that is guaranteed to the Plan.

Because the guaranteed investment contract is fully benefit-responsive, contract value is the relevant measurement attribute for that portion of the net assets available for benefits attributable to the guaranteed investment contract. The guaranteed investment contract is presented on the face of the statement of net assets available for benefits at contract value. Contract value, as reported to the Plan by the insurance company, represents contributions made under the contract, plus earnings, less participant withdrawals and administrative expenses. Participants may ordinarily direct the withdrawal or transfer of all or a portion of their investment at contract value. The guaranteed investment contract does not permit the insurance company to terminate the agreement prior to the scheduled maturity date.

There are no reserves against contract value for credit risk of the contract issuer or otherwise. The contract value of the investment contract at December 31, 2019 and 2018, was \$384,198 and \$377,453, respectively.

Certain events limit the Plan's ability to transact at contract value with the insurance company. Such events include the following: (a) amendments to the plan documents (including complete and partial plan termination or merger with another plan) or (b) bankruptcy of the plan sponsor or plan sponsor events that cause significant withdrawal from the plan. The Plan administrator does not believe that any events that would limit the Plan's ability to transact at contract value with Plan participants or the issuer are probable of occurring.

The guaranteed investment contract does not permit the insurance company to terminate the agreement prior to the scheduled maturity date.

**Note 8 – Tax Status**

The Internal Revenue Service has determined and informed Fresno EOC by letter dated January 3, 1994, that the Plan and related trust are designed in accordance with applicable sections of the Internal Revenue Code. The Plan has been amended since receiving the determination letter. However, the Plan administrator and the Plan's tax counsel believe that the Plan is designed and is currently being operated in compliance with the applicable provisions of the Internal Revenue Code. The Plan's returns are subject to examination by federal and state taxing authorities, generally for three and four years, respectively, after they are filed.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**PENSION PLAN**  
**SCHEDULE OF ASSETS (HELD AT YEAR END)**  
**DECEMBER 31, 2019**

EIN No.: 94-1606519, Plan No. 001  
Schedule H, Line 4i - Schedule of Assets

(a)	(b) Identity of Issuer, Borrower, Lessor or Similar Party	(c) Description of Investment, Including Maturity Date, Rate of Interest, Par or Maturity Value	(e) CURRENT VALUE
	Standard	Standard Stable Asset Fund II	\$ 384,198
		<b>Insurance Company/General Account Total</b>	<b>384,198</b>
	American Beacon	American Beacon Bridgeway Large Cap Value Instl	57,971
	American Beacon	American Beacon Intn'l Equities Instl	171,515
	American Funds	American Funds New Perspective R6	176,432
	American Funds	American Funds New World R6	4,911
	Calvert	Calvert Small Cap I	28,237
	Calvert	Calvert US Large Cap Core Responsible Index I	19,488
	Eaton Vance	Eaton Vance High Income Opportunities I	3,014
	Fidelity	Fidelity Total Bond	407,100
	Goldman Sachs	Goldman Sachs Intl Small Cap Insights I	481
	Invesco	Invesco Equity and Income R6	28,373
	JP Morgan	JPMorgan Mid Cap Growth R6	114,015
	Pax World	Pax World Global Envrnmntl Markets Instl	32,125
	PIMCO	PIMCO Income Instl	45,325
	PIMCO	PIMCO Foreign Bond (Hedged) Instl	35,986
	PIMCO	PIMCO StocksPLUS Small Instl	52,811
	State Street	State Street Instl US Govt Money Market Premier	60
	T. Rowe Price	T. Rowe Price QM US Small-Cap Growth Equity	54,199
	T. Rowe Price	T. Rowe Price Retirement 2020	12,073,777
	T. Rowe Price	T. Rowe Price Retirement 2025	4,620,858
	T. Rowe Price	T. Rowe Price Retirement 2030	5,583,927
	T. Rowe Price	T. Rowe Price Retirement 2035	4,513,921
	T. Rowe Price	T. Rowe Price Retirement 2040	3,722,086
	T. Rowe Price	T. Rowe Price Retirement 2045	2,202,457
	T. Rowe Price	T. Rowe Price Retirement 2050	823,234
	T. Rowe Price	T. Rowe Price Retirement 2055	218,275
	T. Rowe Price	T. Rowe Price Retirement 2060	24,602
	Transamerica	Transamerica Large Core R4	13,862
	Vanguard	Vanguard 500 Index Adm	669,654
	Vanguard	Vanguard Growth Index Adm	68,496
	Vanguard	Vanguard LifeStrategy Conservative Growth	99,389
	Vanguard	Vanguard Mid Cap Value Index Adm	201,197
	Vanguard	Vanguard Small Cap Value Index Adm	116,955
	Vanguard	Vanguard Strategic Equity	760
	Vanguard	Vanguard Total International Stock Index Adm	243,315
		<b>Mutual Funds Total</b>	<b>36,428,808</b>
		<b>TOTAL PLAN ASSETS</b>	<b>\$ 36,813,006</b>

\* Indicates Party-In-Interest to the Plan

**KAKU & MERSINO, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

August 20, 2020

To the Trustees of the  
Fresno Economic Opportunities  
Commission Pension Plan

We have conducted a DOL limited-scope audit of the financial statements of the Fresno Economic Opportunities Commission Pension Plan for the years ended December 31, 2019 and 2018, and have issued our report thereon dated August 20, 2020. As permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 3 to those financial statements. Because of the significance of the information that we did not audit, we are unable to, and have not, expressed an opinion on those financial statements and supplemental schedules as a whole. We did, however, audit the form and content of the information included in the financial statements and supplemental schedules, other than that derived from the information certified by the trustee in accordance with auditing standards generally accepted in the United States of America and found them to be presented in compliance with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated February 26, 2020. Professional standards also require that we communicate to you the following information related to our audit.

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Fresno Economic Opportunities Commission Pension Plan are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during year ending December 31, 2019. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated August 20, 2020.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### *Other Information in Documents Containing Audited Financial Statements*

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Trustees and management of Fresno Economic Opportunities Commission Pension Plan and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "Kaku & Mersino, LLP". The signature is written in a cursive, flowing style.

KAKU & MERSINO, LLP



**FRESNO ECONOMIC OPPORTUNITIES  
COMMISSION 403(B) PLAN**

FINANCIAL STATEMENTS

DECEMBER 31, 2019 and 2018

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(B) PLAN**  
DECEMBER 31, 2019 and 2018

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**KAKU & MERSINO, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITORS' REPORT**

To the Administrative Committee of  
the Fresno Economic Opportunities Commission 403(b) Plan

**Report on the Financial Statements**

We were engaged to audit the accompanying financial statements of Fresno Economic Opportunities Commission 403(b) Plan, which comprise of the statements of net assets available for benefits as of December 31, 2019 and 2018, and the related statements of changes in net assets available for benefits for the year ended December 31, 2019, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Plan management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on conducting the audit in accordance with auditing standards generally accepted in the United States of America. Because of the matter described in the Basis for Disclaimer of Opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion.

**Basis for Disclaimer of Opinion**

As permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 3, which was certified by State Street Bank and Trust Company, the custodian of the Plan, except for comparing the information with the related information included in the financial statements and supplemental schedules. We have been informed by the plan administrator that the custodian holds the Plan's investment assets and executes investment transactions. The plan administrator has obtained a certification from the custodian as of and for the years ended December 31, 2019 and 2018, that the information provided to the plan administrator by the custodian is complete and accurate.

## **Disclaimer of Opinion**

Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we have not been able to obtain sufficient, appropriate audit evidence to provide a basis for an audit opinion. Accordingly, we do not express an opinion on these financial statements.

## **Other Matter**

The supplemental schedule of Schedule of Assets (Held at End of Year), which is the responsibility of plan management, is presented for the purpose of additional analysis and is not a required part of the financial statements but is required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974. Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we do not express an opinion on the supplemental schedule referred to above.

## **Report on Form and Content in Compliance With DOL Rules and Regulations**

The form and content of the information included in the financial statements and supplemental schedule, other than that derived from the information certified by the custodian, have been audited by us in accordance with auditing standards generally accepted in the United States of America and, in our opinion, are presented in compliance with the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974.

KAKU & MERSINO, LLP

Handwritten signature in cursive script that reads "Kaku & Mersino, LLP".

August 20, 2020

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(B) PLAN**  
**STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS**  
**DECEMBER 31, 2019 and 2018**

	<u>2019</u>	<u>2018</u>
<b><u>ASSETS</u></b>		
Investments at fair value	\$ 4,014,230	\$ 2,612,919
Investments at contract value	<u>329,232</u>	<u>289,266</u>
Total Investments	<u>4,343,462</u>	<u>2,902,185</u>
Receivables		
Participant contributions	39,060	33,948
Notes receivable from participants	24,279	18,390
Other receivables	<u>235</u>	<u>157</u>
Total Receivables	<u>63,574</u>	<u>52,495</u>
Total Assets	<u>4,407,036</u>	<u>2,954,680</u>
<b><u>LIABILITIES</u></b>		
Accounts payable	<u>-</u>	<u>-</u>
Total Liabilities	<u>-</u>	<u>-</u>
Net assets available for benefits	<u><u>\$ 4,407,036</u></u>	<u><u>\$ 2,954,680</u></u>

The accompanying notes are an integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(B) PLAN**  
**STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS**  
**FOR THE YEAR END DECEMBER 31, 2019**

**ADDITIONS TO NET ASSETS ATTRIBUTED TO:**

Investment income	
Net appreciation in fair value of investments	\$ 590,302
Interest	8,180
Mutual funds dividends	80,843
	<u>679,325</u>
Less investment expenses	<u>(9,650)</u>
	669,675
Interest income on notes receivable from participants	1,310
Contributions	
Participants'	953,320
Rollovers	76,864
Transfers to the Plan	<u>10,809</u>
Total additions	<u>1,711,978</u>

**DEDUCTIONS TO NET ASSETS ATTRIBUTED TO:**

Benefits paid to participants	248,000
Administrative expenses	<u>11,622</u>
Total deductions	<u>259,622</u>
Net increase	1,452,356

Net assets available for benefits:

Beginning of year	<u>2,954,680</u>
End of year	<u><u>\$ 4,407,036</u></u>

The accompanying notes are an integral part of the financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(B) PLAN**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1. DESCRIPTION OF PLAN**

The following description of the Fresno Economic Opportunities Commission 403(b) Plan (Plan) provides only general information. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

*General.* The Plan is a 403(b) tax deferred annuity plan covering eligible employees of Fresno Economic Opportunities Commission. Non excludable employees may join the Plan as soon as administratively feasible after date of hire. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

*Contributions.* Participants may contribute pretax annual compensations and after-tax contributions up to the dollar limit defined by the Internal Revenue. Participants may also "rollover" a distribution from a qualified retirement plan of a previous employer. Participants direct the investment of their contribution into various investment options offered by the Plan.

*Participant Accounts.* Each participant account is credited with the participant's contribution and allocations of plan earnings, and charged with an allocation of administrative expenses. Allocations are based on participant vested account balances in proportion to the balances of all participants' accounts.

*Vesting.* The value of individual accounts attributable to participant contributions is fully and immediately vested.

*Notes Receivable from Participants.* Participants may borrow from their vested account balance a minimum of \$1,000 up to a maximum equal to lesser of \$50,000 or 50% of their account balance. The notes are secured by the balance in the participant's account. Principal and interest loan repayments are made directly by the participants via coupon payments.

*Payment of Benefits.* Federal law restricts withdrawals of salary reduction amounts. These amounts may not be withdrawn before age 59½ unless the withdrawal is made on account of death, disability or termination of employment. In addition, withdrawals of salary reduction contributions are allowed for financial hardships.

*Forfeited Accounts.* No forfeited amounts, as participants are fully and immediately vested.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(B) PLAN**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 2. SUMMARY OF ACCOUNTING POLICIES**

Basis of Accounting

The financial statements of the Plan have been prepared under the accrual method of accounting.

Use of Estimates

The preparation of financial statements in conformity of generally accepted accounting principles requires the plan administrator to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results may differ from those estimates.

Notes Receivable from Participants

Notes receivable from participants are measured at their unpaid principal balances plus any accrued but unpaid interest. Delinquent participant notes are reclassified as distributions based on the terms of the Plan document. Accordingly, no allowance for loan losses are recorded.

Investment Valuation and Income Recognition

Investments are reported at fair value, except for fully benefit-response investment contracts, which are reported at contract value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Net appreciation includes the plan's gains and losses on investments bought and sold as well as held during the year.

Payments of Benefits

Benefits are recorded when paid.



**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(B) PLAN**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 3. INFORMATION PREPARED AND CERTIFIED BY TRUSTEE**

The following information included in the accompanying financial statements and supplemental schedule was obtained from data that has been prepared and certified to as complete and accurate by the custodian:

	<u>2019</u>	<u>2018</u>
Investments	\$ 4,343,462	\$ 2,902,185
Investment income:		
Net appreciation in fair value of investments	\$ 590,302	
Interest	8,180	
Dividends	80,843	
Interest income on notes receivable	1,310	

**NOTE 4. FAIR VALUE MEASUREMENTS**

The Plan's investments are reported at fair value in the accompanying statement of net assets available for benefit. The methods used to measure fair value may produce an amount that may not be indicative of net realization value or reflective of future fair values. Furthermore, although the Plan believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The fair value measurement accounting literature establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels: Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets and have the highest priority, Level 2 inputs consist of observable inputs other than quoted prices for identical assets, and Level 3 inputs have the lowest priority. The Plan uses appropriate valuation techniques based on the available inputs to measure the fair value of its investments.

*Level 1 Fair Value Measurements:* The fair value of mutual funds is based on actual quoted prices in active markets for identical securities (mark-to-market).

Fair Value Measurements at Reporting Date Using:

	<u>Fair Value</u>	Quoted Prices in Active Markets For Identical Assets (Level 1)
<u>December 31, 2019</u>		
Mutual Funds	<u>\$ 4,014,230</u>	<u>\$ 4,014,230</u>
Total	<u>\$ 4,014,230</u>	<u>\$ 4,014,230</u>
<u>December 31, 2018</u>		
Mutual Funds	<u>\$ 2,612,919</u>	<u>\$ 2,612,919</u>
Total	<u>\$ 2,612,919</u>	<u>\$ 2,612,919</u>

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(B) PLAN**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 5. TAX STATUS**

403(b) plans currently are not required to submit plans to the Internal Revenue Service for determination. However, the plan administrator believes that the Plan was designed and is currently being operated in compliance with the applicable sections of the Internal Revenue Code. The Plan's returns are subject to examination by federal and state taxing authorities, generally for three and four years, respectively, after they are filed.

**NOTE 6. RISKS AND UNCERTAINTIES**

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amounts reported in the statement of net assets available for benefits.

**NOTE 7. PLAN TERMINATION**

Although it has not expressed any intent to do so, Fresno Economic Opportunities Commission has the right under the Plan to terminate the Plan subject to the provisions of ERISA.

**NOTE 8. SUBSEQUENT EVENTS**

Management has evaluated subsequent events through August 20, 2020, the date the financial statements were available to be issued. On March 11, 2020, the World Health Organization declared the outbreak of a coronavirus (COVID-19) a pandemic. As a result, economic uncertainties have arisen which are likely to negatively impact net assets available for benefits. Other financial impact could occur though such potential impact is unknown at this time.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(B) PLAN**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 9. GUARANTEED INVESTMENT CONTRACT**

The Plan entered into a fully benefit-responsive guaranteed investment contract with an insurance company. The insurance company maintains the contributions in a general account. The account is credited with earnings on the underlying investments and charged for participant withdrawals and administrative expenses. The guaranteed investment contract issuer is contractually obligated to repay the principal and a specified interest rate that is guaranteed to the Plan.

Because the guaranteed investment contract is fully benefit-responsive, contract value is the relevant measurement attribute for that portion of the net assets available for benefits attributable to the guaranteed investment contract. The guaranteed investment contract is presented on the face of the statement of net assets available for benefits at contract value. Contract value, as reported to the Plan by the insurance company, represents contributions made under the contract, plus earnings, less participant withdrawals and administrative expenses. Participants may ordinarily direct the withdrawal or transfer of all or a portion of their investment at contract value. The guaranteed investment contract does not permit the insurance company to terminate the agreement prior to the scheduled maturity date.

There are no reserves against contract value for credit risk of the contract issuer or otherwise. The contract value of the investment contract at December 31, 2019 and 2018, was \$329,232 and \$289,266, respectively.

Certain events limit the Plan's ability to transact at contract value with the insurance company. Such events include the following: (a) amendments to the plan documents (including complete and partial plan termination or merger with another plan) or (b) bankruptcy of the plan sponsor or plan sponsor events that cause significant withdrawal from the plan. The Plan administrator does not believe that any events that would limit the Plan's ability to transact at contract value with Plan participants or the issuer are probable of occurring.

The guaranteed investment contract does not permit the insurance company to terminate the agreement prior to the scheduled maturity date.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION 403(B) PLAN**  
**SCHEDULE OF ASSETS (HELD AT END OF YEAR)**  
**FOR THE YEAR END DECEMBER 31, 2019**

EIN No 94-1606519, Plan No. 002  
Schedule H, Line 4i - Schedule of Assets

(a)	(b) Identity of Issuer, Borrower, Lessor or Similar Party	(c) Description of Investment, Including Maturity Date, Rate of Interest, Par or Maturity Value	(e) CURRENT VALUE
	Standard	Standard Stable Asset Fund II	\$ 329,232
		<b>Insurance Company/General Account</b>	<b>329,232</b>
	American Beacon	American Beacon Bridgeway Large Cap Value Instl	36,634
	American Beacon	American Beacon Intn'l Equities Instl	78,516
	American Funds	American Funds New Perspective R6	68,599
	American Funds	American Funds New World R6	8,626
	Calvert	Calvert Small Cap I	17,425
	Calvert	Calvert US Large Cap Core Responsible Index I	15,629
	Eaton Vance	Eaton Vance High Income Opportunities I	2,573
	Fidelity	Fidelity Total Bond	91,875
	Goldman Sachs	Goldman Sachs Intl Small Cap Insights I	6,357
	Invesco	Invesco Equity and Income R6	9,327
	JP Morgan	JPMorgan Mid Cap Growth R6	44,400
	Pax World	Pax World Global Envrnmntl Markets Instl	20,436
	PIMCO	PIMCO Income Instl	24,019
	PIMCO	PIMCO Foreign Bond (Hedged) Instl	10,652
	PIMCO	PIMCO StocksPLUS Small Instl	9,796
	State Street	State Street Instl US Govt Money Market Premier	4
	T. Rowe Price	T. Rowe Price QM US Small-Cap Growth Equity	19,030
	T. Rowe Price	T. Rowe Price Retirement 2020	722,375
	T. Rowe Price	T. Rowe Price Retirement 2025	322,007
	T. Rowe Price	T. Rowe Price Retirement 2030	477,491
	T. Rowe Price	T. Rowe Price Retirement 2035	458,029
	T. Rowe Price	T. Rowe Price Retirement 2040	566,209
	T. Rowe Price	T. Rowe Price Retirement 2045	238,744
	T. Rowe Price	T. Rowe Price Retirement 2050	134,887
	T. Rowe Price	T. Rowe Price Retirement 2055	62,076
	T. Rowe Price	T. Rowe Price Retirement 2060	18,105
	Transamerica	Transamerica Large Core R4	8,374
	Vanguard	Vanguard 500 Index Adm	262,569
	Vanguard	Vanguard Growth Index Adm	60,227
	Vanguard	Vanguard LifeStrategy Conservative Growth	24,707
	Vanguard	Vanguard Mid Cap Value Index Adm	58,392
	Vanguard	Vanguard Small Cap Value Index Adm	46,523
	Vanguard	Vanguard Strategic Equity	4,436
	Vanguard	Vanguard Total International Stock Index Adm	85,181
		<b>Mutual Funds Total</b>	<b>4,014,230</b>
	* Participants	Notes Receivable with interest rates of 4.50% to 6.50%	24,279
		<b>TOTAL PLAN ASSETS</b>	<b>\$ 4,367,741</b>

\* Indicates Party-In-Interest to the Plan

**KAKU & MERSINO, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

August 20, 2020

To the Trustees of the  
Fresno Economic Opportunities  
Commission 403(B) Plan

We have conducted a DOL limited-scope audit of the financial statements of the Fresno Economic Opportunities Commission 403(B) Plan for the years ended December 31, 2019 and 2018, and have issued our report thereon dated August 20, 2020. As permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 3 to those financial statements. Because of the significance of the information that we did not audit, we are unable to, and have not, expressed an opinion on those financial statements and supplemental schedules as a whole. We did, however, audit the form and content of the information included in the financial statements and supplemental schedules, other than that derived from the information certified by the trustee in accordance with auditing standards generally accepted in the United States of America and found them to be presented in compliance with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated February 26, 2020. Professional standards also require that we communicate to you the following information related to our audit.

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Fresno Economic Opportunities Commission 403(B) Plan are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during year ending December 31, 2019. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated August 20, 2020.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### *Other Information in Documents Containing Audited Financial Statements*

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Trustees and management of Fresno Economic Opportunities Commission 403(B) Plan and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "Kaku & Mersino, LLP". The signature is written in a cursive, flowing style.

KAKU & MERSINO, LLP



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14 – F – 4	<b>Officer:</b> Rebecca Heinrich
<b>Subject:</b> Plan Financials and Investment Report	<b>Trustees:</b> Emilia Reyes; Jim Rodriguez

### Recommended Action

Pension Committee recommend approval of the retirement plan financial reports for full Board consideration of the quarter ending June 30, 2020.

### Background

In accordance with the Agency's bylaws, the Pension Committee will review and approve quarterly financial reports and investment performance reports of the retirement plans. Additionally, the Committee is to provide employees with a diversified slate of investment options and make changes to the funds offered as needed. As such, the below financial reports pertaining to the retirement plans are presented for approval.

### Fiscal Impact

The following reports, which are compiled from information made available by Transamerica and RBG, will be presented:

- A. Quarterly Activity Reconciliation
- B. Annual Activity Reconciliation
- C. Plan Summary Report with Investment Ranking

**Note:** The interest rate for deposits received between 07/01/2020 and 09/30/2020 is 2.4% on an annualized basis for Standard Stable Asset Fund II, which is unchanged from the prior quarter.

**Fresno EOC**  
**Retirement Plan Employer Report -- Quarterly Activity Reconciliation**  
**as of June 30, 2020**

<b>Category</b>	<b>401(a)</b>	<b>403(b)</b>	<b>457(b)</b>	<b>All Plans</b>
BEGINNING BALANCE April 1, 2020	\$31,237,714	\$3,986,505	\$793,039	\$36,017,258
CONTRIBUTION	473,557	222,832	4,385	700,774
CHANGE IN VALUE	4,220,556	563,620	60,455	4,844,631
WITHDRAWAL	(509,209)	(52,944)	(5,400)	(567,553)
DISTRIBUTION FEES	(200)	(25)	-	(225)
LOAN SETUP & MAINTENANCE FEE	-	(188)	-	(188)
LOAN PRINCIPAL	-	1,502	-	1,502
LOAN INTEREST PAID	-	203	-	203
LOAN ISSUED	-	(6,500)	-	(6,500)
ADMINISTRATIVE FEES	(50,770)	(6,517)	(578)	(57,866)
CONVERSION ASSETS	-	-	-	-
MANAGED ADVICE FEE	(1,180)	(359)	-	(1,539)
<b>ENDING BALANCE June 30, 2020</b>	<b>\$35,370,467</b>	<b>\$4,708,131</b>	<b>\$851,900</b>	<b>\$40,930,499</b>

<b># Distributions within Quarter</b>	<b>57</b>	<b>13</b>	<b>3</b>	<b>73</b>
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**Plan Balance by Source:**

Employee After-Tax/Roth Contribution	\$ 1,835,856	\$ 428,369	\$ -	\$ 2,264,225
Employee Pre-Tax Contribution / Deferred	-	3,985,414	722,995	4,708,409
Employer Contributions	33,534,611	6	128,905	33,663,522
Rollover	-	294,342	-	294,342
<b>Total</b>	<b>\$35,370,467</b>	<b>\$4,708,131</b>	<b>\$851,900</b>	<b>\$40,930,498</b>



**Fresno EOC**  
**Retirement Plan Employer Report -- Annual Activity Reconciliation**  
**as of June 30, 2020**

<b>Category</b>	<b>401(a)</b>		<b>403(b)</b>		<b>457(b)</b>		<b>All Plans</b>
BEGINNING BALANCE July 1, 2019	\$	34,890,410	\$	3,710,687	\$	783,302	\$ 39,384,399
CONTRIBUTION		1,555,812		1,092,702		62,537	2,711,052
CHANGE IN VALUE		1,581,703		164,965		31,942	1,778,610
WITHDRAWAL		(2,484,829)		(229,518)		(21,600)	(2,735,947)
DISTRIBUTION FEES		(1,840)		(961)		-	(2,802)
LOAN SETUP & MAINTENANCE FEE		-		(575)		-	(575)
LOAN PRINCIPAL		-		6,816		-	6,816
LOAN INTEREST PAID		-		1,142		-	1,142
LOAN ISSUED		-		(14,000)		-	(14,000)
ADMINISTRATIVE FEES		(177,413)		(21,692)		(4,281)	(203,385)
CONVERSION ASSETS		11,524		1		-	11,525
MANAGED ADVICE FEE		(4,900)		(1,435)		-	(6,336)
ENDING BALANCE June 30, 2020	\$	35,370,467	\$	4,708,131	\$	851,900	\$ 40,930,499

**Fresno EOC**  
**Retirement Plan Summary Report**  
as of June 30, 2020

Fund Name	Ticker Symbol	401(a) Pension			403(b)			457(b)			Ranking (12 point maximum)
		Fund Amount	Percentage	Participant Count	Fund Amount	Percentage	Participant Count	Fund Amount	Percentage	Participant Count	
State Street Instl US Govt Money Market Premier	GVMXX	\$66.58	0.00%	0	\$4.53	0.00%	0	\$0.00	0.00%	0	-
Standard Stable Asset Fund II		\$876,917.57	2.47%	63	\$355,700.03	7.55%	38	\$181,388.06	21.29%	1	-
Fidelity Total Bond	FTBFX	\$343,135.21	0.97%	62	\$102,917.40	2.18%	62	\$0.00	0.00%	0	9
PIMCO Income Instl	PIMIX	\$12,848.16	0.03%	14	\$22,271.09	0.47%	25	\$211,324.41	24.80%	2	6 A
Eaton Vance High Income Opportunities I	EIHIX	\$2,932.67	0.00%	2	\$2,654.23	0.05%	9	\$0.00	0.00%	0	6 B
PIMCO Foreign Bond (USD-Hedged) I	PFORX	\$42,910.65	0.12%	39	\$11,168.41	0.23%	29	\$0.00	0.00%	0	9
Invesco Equity and Income R6	IEIFX	\$85,613.91	0.24%	40	\$10,266.62	0.21%	26	\$0.00	0.00%	0	4 E
American Beacon Bridgeway Large Cap Value Instl	BRLVX	\$62,469.55	0.17%	56	\$36,913.46	0.78%	61	\$0.00	0.00%	0	6 E
Calvert US Large Cap Core Rspnb Idx I	CISIX	\$11,768.20	0.03%	3	\$18,275.70	0.38%	10	\$0.00	0.00%	0	11
Vanguard 500 Index Admiral	VFIAX	\$512,633.70	1.44%	68	\$272,517.34	5.78%	68	\$0.00	0.00%	0	11
Vanguard Growth Index Adm	VIGAX	\$74,710.39	0.21%	5	\$79,321.79	1.68%	16	\$0.00	0.00%	0	9
Vanguard Mid-Cap Value Index Admiral	VMVAX	\$150,397.13	0.42%	62	\$55,533.21	1.17%	61	\$0.00	0.00%	0	12
Vanguard Strategic Equity Inv	VSEQX	\$673.69	0.00%	2	\$4,113.05	0.08%	7	\$0.00	0.00%	0	5 C
JPMorgan Mid Cap Growth R6	JMGMX	\$119,554.28	0.33%	60	\$61,728.82	1.31%	64	\$0.00	0.00%	0	12
Vanguard Small Cap Value Index Admiral	VSIAX	\$116,514.65	0.32%	60	\$40,923.28	0.86%	61	\$0.00	0.00%	0	11
Calvert Small Cap I	CSVIX	\$231.16	0.00%	1	\$3,705.31	0.07%	8	\$0.00	0.00%	0	11
PIMCO StocksPLUS Small Institutional	PSCSX	\$28,300.02	0.08%	20	\$6,761.36	0.14%	34	\$0.00	0.00%	0	10
T. Rowe Price QM U.S. Smll-Cap Grth Eqty	PRDSX	\$65,939.74	0.18%	45	\$25,469.36	0.54%	44	\$0.00	0.00%	0	9
American Beacon Intl Equities Instl	AAIEX	\$155,258.61	0.43%	60	\$72,680.77	1.54%	61	\$0.00	0.00%	0	7
American Funds New Perspective R6	RNPGX	\$215,551.33	0.60%	62	\$77,440.29	1.64%	63	\$0.00	0.00%	0	12
Pax World Global Envrnmntl Markets Instl	PGINX	\$31,033.81	0.08%	50	\$22,876.37	0.48%	58	\$0.00	0.00%	0	8
Vanguard Total Intl Stock Index Admiral	VTIAX	\$226,609.60	0.64%	60	\$89,172.01	1.89%	60	\$0.00	0.00%	0	11
Goldman Sachs Intl Sm Cap Insights Instl	GICIX	\$420.74	0.00%	1	\$6,145.33	0.13%	7	\$0.00	0.00%	0	11
American Funds New World R6	RNWGX	\$4,875.48	0.01%	2	\$9,104.36	0.19%	8	\$0.00	0.00%	0	12

Fund Name	Ticker Symbol	401(a) Pension			403(b)			457(b)			Ranking (12 point maximum)
		Fund Amount	Percentage	Participant Count	Fund Amount	Percentage	Participant Count	Fund Amount	Percentage	Participant Count	
PIMCO RealPath Blend 2025 Institutional	PPZRX	\$4,553,922.60	12.87%	106	\$366,763.70	7.79%	39	\$0.00	0.00%	0	11
PIMCO RealPath Blend 2030 Institutional	PBPNX	\$5,321,508.81	15.04%	128	\$545,422.66	11.58%	51	\$0.00	0.00%	0	11
PIMCO RealPath Blend 2035 Institutional	PDGZX	\$4,432,214.91	12.53%	144	\$505,214.57	10.73%	57	\$0.00	0.00%	0	11
PIMCO RealPath Blend 2040 Institutional	PVPNX	\$3,635,160.73	10.27%	130	\$583,929.16	12.40%	53	\$7,710.68	0.90%	1	11
PIMCO RealPath Blend 2045 Institutional	PVQNX	\$2,124,950.35	6.00%	130	\$247,078.52	5.24%	51	\$0.00	0.00%	0	10
PIMCO RealPath Blend 2050 Institutional	PPQZX	\$831,280.73	2.35%	93	\$151,210.19	3.21%	37	\$0.00	0.00%	0	9
PIMCO RealPath Blend 2055 Institutional	PRQZX	\$265,155.87	0.74%	76	\$90,762.38	1.92%	39	\$0.00	0.00%	0	6
PIMCO RealPath Blend Income Institutional	PBRNX	\$10,963,289.10	30.99%	153	\$801,987.04	17.03%	39	\$437,351.16	51.33%	3	9
T. Rowe Price Personal Strat Growth	TRSGX	\$131.19	0.00%	1	\$31.38	0.00%	1	\$0.00	0.00%	0	9
Vanguard LifeStrategy Cnsvr Gr Inv	VSCGX	\$101,487.23	0.28%	3	\$28,066.85	0.59%	3	\$14,126.96	1.65%	1	9
<b>Total</b>		\$ 35,370,468.35	100%		\$ 4,708,130.57	100%		\$ 851,901.27	100%		

**Note:** Funds will be reviewed for replacement if their rankings are 6 or below for four of the last six quarterly reporting cycles. All funds are being monitored at this point.

<b>A</b> - This fund received a ranking of a "6" or lower for the first time within the last six consecutive quarters and will continue to be monitored. Ranking was impacted by expense ratio computations.
<b>B</b> - This fund received a ranking of a "6" or lower for the second time within the last six consecutive quarters and will continue to be monitored. Fund was impacted by holdings in the gaming, retail and banks & thrifts sectors as well as overweight position in a global movie theater operator.
<b>C</b> - This fund received a ranking of a "6" or lower for the third time within the last six consecutive quarters but one quarter was back in March 2019. Fund will continue to be monitored. Unfavorable selection in health care (+19.5%) and information technology (+26.9%) negatively impacted performance.
<b>D</b> - This fund received a ranking of a "6" or lower for the fourth time within the last six consecutive quarters. This is the first ranking of "6" since the quarter ending September 2019. This fund has scored a "9" in the past three quarters. This fund is part of the Target Dates series at PIMCO.
<b>E</b> - These funds are being recommended for replacement in a separate Agenda item.

% of Participants invested at least partially  
within Target Date Funds

78%

76%

17%



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Finance
<b>Agenda Item #:</b> 14 – F – 5	<b>Officer:</b> Rebecca Heinricy
<b>Subject:</b> Investment Fund Change	<b>Trustees:</b> Emilia Reyes; Jim Rodriguez

### Recommended Action

Pension Committee recommend approval for full Board consideration for the replacement of American Beacon Bridgeway Lg Cp Value R5 – BRLVX with Vanguard Equity-Income Adm-VEIRX and the replacement of Invesco Equity and Income R6 - IEIFX with American Funds American Balanced R6- RLBGX. Also recommended is the addition of PIMCO RealPath Blend 2060 Instl – PRBMX.

### Background

RBG routinely monitors and evaluates the various investment options contained within the retirement plan fund lineup. This review is shared with the Agency on a routine basis. This review includes 12 evaluation criteria which are used to rank to each fund's management and performance. These factors are:

<u>Criteria</u>	<u>Threshold</u>
1. Return 1Yr	In top 50% of peer group
2. Return 3Yr	In top 50% of peer group
3. Return 5Yr	In top 50% of peer group
4. Expense Ratio	In bottom 50% of peer group
5. Manager Tenure	In Highest 50% of peer group
6. R-Squared 5Yr	Greater than or Equal to 80.0%
7. Beta 3Yr	Between 0.75 and 1.15
8. Beta 5Yr	Between 0.75 and 1.15
9. Info Ratio 3Yr	Greater than 0%
10. Info Ratio 5Yr	Greater than 0%
11. Up-Down Capture 5Yr	Greater than Zero
12. Style Consistency (RBSA)	Less than 29

Using this 12 criteria review, evaluation scores at six (6) or below for at least four of the last six quarters are monitored for potential action.

## **Fiscal Impact**

Fund lineup selection is a critical fiduciary duty for our retirement plans. Funds are being recommended for replacement based on constant monitoring by RGB, our contracted investment advisory firm, with the goal of including funds with a documented history of strong and stable performance over time that are appropriate for the demographics of our plan participants.

Due to consistently low rankings and underperformance against its peer large cap value funds, American Beacon Bridgeway Lg Cp Value R5 – BRLVX is being recommended for removal and replacement by Vanguard Equity-Income Adm-VEIRX. Fund BRLVX has been ranked as a six (6) since September 2019. The replacement Vanguard Equity-Income VEIRX has consistently been ranked as a 12.

Also due to consistently low rankings, Invesco Equity and Income R6 -IEIFX is being recommended for removal and replacement by American Funds American Balanced R6-RLBGX. Fund IEIFX has been ranked as a six (6) or lower since September 2018. In contract, the replacement American Funds American Balanced – RLBGX has been ranked between a nine (9) and an eleven (11).

The addition of PIMCO RealPath Blend 2060 Instl – PRBMX will allow for participants born in or after 1995 to be more appropriately mapped to a target date fund with a risk tolerance aligned with their projected retirement date.

Once approved, Transamerica will be notified of this change in investment fund. Then, all employees will be notified about the pending change in the investment funds. Funds will be transferred over into the designated replacement funds. If desired, a participant may also opt, at their discretion, to move their assets in this fund elsewhere within the plan.

# Fresno EOC 401(a) Plan Fund Criteria



INVESTMENT	MGR PEER	STYLE	5 YR R-SQ CAT	1 YR PEER	3 YR PEER	5 YR PEER	5 YR UP/DN CAT	3 YR INFO CAT	5 YR INFO CAT	3 YR BETA CAT	5 YR BETA CAT	NET EXP	SCORE OF 12
<b>Large Value</b>													
R American Beacon Bridgeway Lg Cp Val R5	16.68	16.98	97.18	-13.52	-1.00	2.52	98.35 /109.29	-0.70	-0.61	1.15	1.11	0.73	6
P Vanguard Equity-Income Adm	16.51	10.52	97.24	-5.45	4.44	7.15	94.27 /80.77	0.84	0.81	0.87	0.87	0.18	12
Russell 1000 Value TR USD	-	-	100.00	-8.84	1.82	4.64	100.00	0.00	0.00	1.00	1.00	-	-
Peer Group Median (50th Percentile)	8.46	-	96.37	-8.18	1.82	4.20	97.96 /99.70	0.01	-0.12	0.99	0.99	0.89	-
<b>Large Blend</b>													
Calvert US Large Cap Core Rspnb Idx I	3.50	5.76	99.22	11.56	12.18	10.95	101.77 /99.71	1.07	0.36	0.98	0.99	0.24	11
Vanguard 500 Index Admiral	4.18	1.52	99.82	7.47	10.69	10.69	98.93 /97.24	0.07	0.30	0.97	0.98	0.04	11
S&P 500 TR USD	-	-	100.00	7.51	10.73	10.73	100.00	0.00	0.00	1.00	1.00	-	-
Peer Group Median (50th Percentile)	8.17	-	96.91	5.27	8.88	9.00	93.51 /100.18	-0.75	-0.65	0.97	0.98	0.81	-
<b>Large Growth</b>													
Vanguard Growth Index Admiral	25.52	3.36	99.34	24.77	18.04	14.92	99.06 /104.07	-0.72	-0.74	1.01	1.02	0.05	9
Russell 1000 Growth TR USD	-	-	100.00	23.28	18.99	15.89	100.00	0.00	0.00	1.00	1.00	-	-
Peer Group Median (50th Percentile)	9.76	-	94.38	19.02	16.46	13.51	93.80 /106.29	-0.82	-0.81	0.99	1.00	0.92	-
<b>Mid-Cap Value</b>													
Vanguard Mid-Cap Value Index Admiral	13.88	9.66	98.67	-11.82	-0.02	3.61	98.16 /96.93	0.28	0.14	0.99	0.99	0.07	12
Russell Mid Cap Value TR USD	-	-	100.00	-11.81	-0.54	3.32	100.00	0.00	0.00	1.00	1.00	-	-
Peer Group Median (50th Percentile)	8.58	-	96.23	-12.47	-1.30	2.19	98.47 /103.91	-0.23	-0.35	1.00	1.01	0.99	-

Fund Color: A = To Be Added P = Proposed R = To Be Replaced W = On Watch List

Score Legend:

Pass	Fail
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# Fresno EOC 401(a) Plan Fund Criteria



INVESTMENT	MGR PEER	STYLE	5 YR R-SQ CAT	1 YR PEER	3 YR PEER	5 YR PEER	5 YR UP/DN CAT	3 YR INFO CAT	5 YR INFO CAT	3 YR BETA CAT	5 YR BETA CAT	NET EXP	SCORE OF 12
<b>Allocation - 30 to 50% Equity</b>													
Vanguard LifeStrategy Cnsvr Gr Inv	25.77	2.48	96.43	5.95	6.01	5.65	90.09 / 105.54	-1.40	-1.24	0.99	1.00	0.12	9
Morningstar Conservative Target Risk	-	-	100.00	6.40	5.28	4.65	100.00	0.00	0.00	1.00	1.00	-	-
Peer Group Median (50th Percentile)	7.34	-	89.32	2.94	4.23	4.29	91.37 / 134.13	-1.24	-1.05	1.17	1.16	0.93	-
<b>Allocation - 50 to 70% Equity</b>													
R Invesco Equity and Income R6	17.18	7.43	87.64	-3.11	2.06	4.33	100.68 / 148.05	-1.33	-0.78	1.33	1.31	0.39	4
P American Funds American Balanced R6	21.51	7.36	97.11	6.62	7.81	8.15	97.60 / 98.68	-0.74	-0.17	0.97	0.98	0.26	9
Morningstar Moderate Target Risk	-	-	100.00	3.70	5.89	6.00	100.00	0.00	0.00	1.00	1.00	-	-
Peer Group Median (50th Percentile)	7.80	-	94.93	3.34	5.27	5.40	91.85 / 116.52	-1.28	-1.11	1.07	1.08	0.94	-
<b>Allocation - 70 to 85% Equity</b>													
T. Rowe Price Spectrum Mod Gr Allc	9.17	7.70	94.24	3.03	6.85	7.14	92.02 / 107.25	-1.00	-0.83	1.01	1.02	0.79	9
Morningstar Aggressive Target Risk	-	-	100.00	-0.81	5.44	6.38	100.00	0.00	0.00	1.00	1.00	-	-
Peer Group Median (50th Percentile)	8.07	-	94.86	1.37	4.97	5.37	86.17 / 111.69	-1.52	-1.35	1.02	1.03	1.01	-
<b>Foreign Large Value</b>													
American Beacon International Eq R5	26.35	10.87	93.55	-13.80	-3.77	-1.44	93.87 / 96.07	0.05	-0.05	1.01	0.96	0.73	7
MSCI ACWI Ex USA Value NR USD	-	-	100.00	-15.26	-3.95	-1.25	100.00	0.00	0.00	1.00	1.00	-	-
Peer Group Median (50th Percentile)	8.26	-	92.34	-10.81	-3.71	-1.12	92.48 / 92.51	0.08	0.06	0.99	0.94	1.05	-
<b>Foreign Large Blend</b>													
Vanguard Total Intl Stock Index Admiral	11.91	7.62	98.32	-4.09	1.09	2.42	99.31 / 98.61	-0.02	0.08	1.03	1.00	0.11	11
MSCI ACWI Ex USA NR USD	-	-	100.00	-4.80	1.13	2.26	100.00	0.00	0.00	1.00	1.00	-	-
Peer Group Median (50th Percentile)	6.17	-	94.21	-4.60	0.46	1.63	93.92 / 96.68	-0.19	-0.15	1.00	0.97	0.93	-

Fund Color: A = To Be Added P = Proposed R = To Be Replaced W = On Watch List

Score Legend:

Pass	Fail
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as of 06/30/20

**HUMAN RESOURCES COMMITTEE MEETING**  
**Fresno EOC Board Room 310**  
**June 8, 2020**  
**5:00 PM**

**CALL TO ORDER**

Committee Chair, Barigye McCoy, called the meeting to order at 5:03 PM.

**ROLL CALL**

Roll was called and a quorum was established.

**Commissioners Present by phone:** Barigye McCoy, Jimi Rodgers, Lupe Jaime Mileham, Maiyer Vang

**Commissioners Absent:** Felipe De Jesus Perez

**Others Present by phone:** Amy Arambula, Annabelle Gamez, Connie Vang, Elizabeth Johnson, Emilia Reyes, Heather Brown, Karina Perez, Melissa Soto, Michael Garcia, Michelle Tutunjian, Vanessa Schneider, Kathleen Shivaprasad

**APPROVAL OF AGENDA**

*M/S/C – M. Vang/Rodgers to approve the agenda as presented. All in favor.*

**APPROVAL OF PREVIOUS MINUTES**

A. May 11th , 2020 Meeting Minutes – Page 2

*M/S/C –Rodgers/M. Vang to approve the May 11th, 2020 meeting minutes. All in favor.*

**Recruitment**

**A. Job Posting as of May 28, 2020 - Page 6**

Garcia went over the recruitment flyer. The open positions are Case Manager, Community Outreach Specialist, Loan Processing Analyst, Assistant Teacher/ Caregiver, Business Development Specialist, Teacher/ Caregiver, Credit Underwriter, Solar Installer III, and Driver in Training. Garcia added that there were recent hires, such as the Chief Financial Officer and an Accountant Manager.

**HR Metrics**

**A. Staff Report HR Metrics – May 2020 – Page 9**

Schneider noted that there has been an added measure onto the HR Scorecards in the Employee Relations & Engagement Section, which is a turn over tracker. An important benefit of keeping track of turn over in Fresno EOC is that it can be compared to the turnover rate in the nation. These data can be found on the monthly federal report called the Job Openings and Labor Turnover Survey (JOLTS). Schneider stated that as of today, the JOLTS released the data from March, and that the data for April would be released by tomorrow. As a result, the HR Scorecard of May compares the turnover rate of Fresno EOC in March of 2019 and 2020 to the JOLTS in March of 2019 and 2020. In 2019, Fresno EOC had a turnover rate of 1.21% versus the JOLTS at 2.90%. In 2020, Fresno EOC had a turnover rate of .78% versus the JOLTS at 6.90%. Schneider stated that the rates of turnover for Fresno EOC were substantially lower compared to other similar companies across the nation. Schneider added that in March 2020, these numbers were severely impacted by COVID-19. Regardless, Fresno EOC has been able to maintain employees through out the ordeal.

Schneider moved onto the Talent Section and stated that there had been an increase in the average days to hire. This was expected due to many positions becoming remote and processes changing. Even so, there were 5 new hires, and 1 of the 5 was a rehire. Schneider mentioned that the Talent Team felt it was beneficial to highlight the number of employees who return to the agency.



Schneider briefly went over the Training & Development Section. 7 training videos were created with a total of 402 views. In addition, there was a total of 23 Board Effect trainings.

Mileham and M. Vang positively reviewed the HR scorecard and thanked HR staff for creating the cards.

## **QUARTERLY REPORTS**

### **A. Legal- Page 10**

## **POLICY UPDATES**

### **A. Policy Update- Page 11**

Garcia stated that Policy 5100 and Policy 6030 were created and Policy 7060 was revised to address issues that may arise due to a pandemic or other unforeseen event.

### **B. 5100 Remote Work and Access Guidelines- Page 12**

Garcia announced that Policy 5100 is a new policy that establishes remote work and access guidelines. Garcia briefly mentioned that HR used the framework of the IT policy for remote work and access guidelines, and modernized the policy to fit for all employees who must work remotely. Garcia stated that Attorney Paul Bauer has reviewed this policy.

### **C. 6030 Infection Disease Control- Page 16**

Garcia announced that Policy 6030 is a new policy that establishes guidelines and protocols during an infectious disease outbreak. Eight sections in this policy are as follows: 1) Preventing the spread of infectious diseases. 2) Personal Protective Equipment, 3) Limiting Travel, 4) Telecommuting, 5) Staying home when ill, 6) Requests for medical information and/or documentation, 7) Confidentiality of medical information, and 8) Social distancing guidelines for workplace infectious disease outbreaks.

### **D. 7050 Layoffs and Furloughs- Page 19**

Garcia noted that Policy 7060 establishes a fair and consistent procedure for determining and notifying employees of pending layoffs, and that this policy has been revised to include the term, "furloughs." Garcia stated that furloughed employees are essentially employees that have been downsized to the point where there are no hours scheduled; however they are not separated from the company. Garcia mentioned that benefits can be paid out to furloughed employees, and that their medical insurance to this point in time is still maintained. This allows them an avenue in which they can pay their monthly premiums.

Rodgers asked if employees would be checked for their temperature. Garcia responded that Fresno EOC has screening tools for employees before they integrate back into their physical worksite. Reyes added that all HS staff, parents, and children will be temperature checked before going back on site.

*M/S/C –M. Vang/Rodgers to approve the policies as presented. All in favor.*

## **COMPENSATION- DEFINING TOTAL COMPENSATION**

### **A. TOTAL Compensation – Page 21**

Gamez gave a presentation on defining total compensation. Gamez stated that total compensation looks at the base wage, benefits that contribute to work/life balance, and the entire health & wellness benefit package. Gamez emphasized that it is important for Fresno EOC to define total compensation because it can show how Fresno EOC values their employees, and can also be used as a retention tool for current employees and a recruitment tool for future prospective employees. Gamez noted that a complete benefit package may be valued up to 52% of an employee's pay. A goal of HR is to be able to communicate overall total compensation value to current and future staff through ADP. With ADP, there is the capability of having all of the data in one place to disseminate and create a total compensation statement.

Gamez stated that a survey will be sent to the HR Committee via email. The survey will be used to assist the development of a Compensation Strategy and Pay Philosophy for Fresno EOC. The goal is that by the next HR Committee Meeting, HR can present a sample draft that includes the feedback that was received in the survey.

Rodgers asked why some employees opt out of the benefits package. Gamez responded that when employees provide that information, the most common reason is that they have other coverage.

## **UNION NEGOTIATIONS UPDATE- L39 & ATU**

### **A. Union Negotiations- Page 22**

Garcia briefly went over L39 & ATU. Garcia mentioned that ATU has unionized and bargained for the Transit Systems yard in Fresno, and that several negotiation sessions have taken place with the expiration of the ATU contract at the end of April 2020. Language proposals from ATU are currently under consideration. While ATU has made an economic proposal calling for significantly higher wages during the next three years, ATU has agreed with Fresno EOC to delay further discussion about economic language until approximately November 2020. This delay has been due to COVID-19. A negotiation session focused on non-economic and day-to-day situations arising under COVID-19 is scheduled on June 12<sup>th</sup>, 2020.

Garcia stated that L39 has sought wage increases for a different term or time than the ATU contract. Fresno EOC has sought to maintain parity between the two contracts due to identical job positions and the harm of “leap frogging” between the two unions’ contracts on Fresno EOC. They are currently at a stand still. No negotiation sessions are currently scheduled since the ATU contract has expired and Fresno EOC is unable to converse upon economic language during COVID-19 and its effects on existing Fresno EOC service contracts. Negotiation session schedules are to be determined.

### **ANNOUNCEMENTS/ ADJORNMENT**

*Meeting was adjourned at 6:25 P.M. The next meeting is scheduled for Monday, July 20th, 2020 at 5:00 P.M.*

Respectfully submitted,  
Barigye McCoy  
Chair

## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> September 30, 2020	<b>Program:</b> Human Resources
<b>Agenda Item:</b> 14 – G – 2	<b>Director:</b> N/A
<b>Subject:</b> 2021 Health Plan Rates	<b>Officer:</b> Michael Garcia

### Recommendation

The Human Resources (HR) Committee reviewed and approved for full Board consideration the 2021 Health Plan Rates.

### Background

Fresno EOC's 2021 Health Plan rate updates keep up with rising health care costs and to continues to gradually adopt strategies reflecting industry standards and best practices.

Fresno EOC offers the following Health Plan options to benefit eligible employees:

- Traditional PPO Plan
  - with Wellness Incentive
  - without Wellness Incentive
- High Deductible Health Plan (HDHP) with HSA (Health Savings Account)
- Sub On-Call Plan
- Vision (included with all Health Plans)
- Dental with Medical
- Dental Only

Health care costs are continually on the rise and after a detailed analysis of our plan by our insurance broker Alliant, they are projecting a 12.7% increase in overall health care plan costs for 2021, This represents an increase in funding by approximately \$1.4M as shown below.

Alliant Initial Analysis	
2020 Current Total Plan Cost	\$11,305,186
2021 Projected Total Plan Cost	\$12,739,342
<b>Difference</b>	(\$1,434,156)
<b>%age</b>	12.7%

For comparison, fully insured health plan costs are projected to increase by 23 to 28% in 2021.

## Agency Cost Share Structure Goal for Employer/Employee

Last year the Board approved the strategy to gradually streamline towards the following Employer (ER) and Employee (EE) cost share structure for all health plans. This goal has been factored into the review for 2021.

- Traditional PPO      80% ER - 20% EE
- Wellness Incentive   85% ER - 15% EE
- HDHP                    85% ER - 15% EE

## Two Year Historical Reference of Increases:

- Plan Year 2019 – ER contributions increased by 3.8%. EE monthly premium contributions increased from 2.5 - 7%.
- Plan Year 2020 – ER contributions increased by 5%. EE monthly premium contributions increase from 1.2 - 5.5%.

## Fresno EOC Reserve Position:

- Fresno EOC Reserve Position as of July 31, 2020, was \$3,256,715.
- In May 2020, Alliant conducted an Incurred But Not Reported (IBNR) study. Highlight of results are below:

- IBNR study performed by Alliant actuarial department estimates the reserve for self-funded insurance programs should be as follows:

	Recommended IBNR Reserve	% of Annual Paid Claims	IBNR Months Covered	Total Reserve per Employee
Medical	\$1,079,000	15.3%	1.83	\$1,266.63
Prescription Drug	\$130,000	4.7%	0.57	\$152.96
Dental	\$34,000	5.3%	0.64	\$38.49
Vision	\$11,000	10.6%	1.28	\$12.71
<b>Total</b>	<b>\$1,254,000</b>	<b>11.9%</b>	<b>1.43</b>	<b>\$1,470.79</b>

\* Estimated IBNR reserve is rounded and does not include terminal administrative expenses.

\*\* Estimated IBNR reserve is rounded and includes 5.0% additional risk margins.

- Alliant's reserve recommendation would be an amount sufficient to accommodate the IBNR study plus 10-20% for claims fluctuations. This should be reviewed annually and adjusted accordingly. Alliant recognizes every organization may set their reserve amount based on several different factors including risk tolerance.
- IBNR study accounts for claims lag but does not account for any cushion for multiple high dollar claims potentially hitting the plan at the same time while not reaching the per claim stop loss deductible of \$175k.

## Health Plan Rate Changes

- Changes to the Employer/Agency Health Plan 2021 monthly contributions are as follows:

2021 EMPLOYER/AGENCY MONTHLY CONTRIBUTIONS		
MEDICAL W/DENTAL		
COVERAGE CATEGORY	Current Contribution	2021 Contribution
EE Only	\$590.00	\$594.00
Employee + Child(ren)	\$1150.00	\$1074.00
Employee + Family	\$1220.00	\$1428.00
Employee + Spouse	\$1150.00	\$1194.00

- These changes will increase Employer/Agency contributions by approximately 5.6%, Based on current enrollment, the above increases will generate an estimated \$519,840 annually.

- Changes to Employee Health Plan monthly premium rates for 2021 are as follows:

2021 EMPLOYEE MONTHLY PREMIUMS						
COVERAGE CATEGORY	TRADITIONAL PPO		WELLNESS INCENTIVE		HDHP PLAN	
	Current Premium	2021 Premium	Current Premium	2021 Premium	Current Premium	2021 Premium
EE Only	\$120.00	\$138.00	\$90.00	\$108.00	\$72.00	\$72.00
Employee + Children	\$222.00	\$252.00	\$168.00	\$192.00	\$132.00	\$132.00
Employee + Family	\$282.00	\$336.00	\$210.00	\$258.00	\$162.00	\$174.00
Employee + Spouse	\$246.00	\$282.00	\$186.00	\$210.00	\$144.00	\$144.00

- These changes would increase Employee premiums by an average of 16.1%. Increases would vary between \$18 - \$54/month depending on coverage category. Based on current enrollment, the above increases would generate an estimated \$273,024.
- HDHP plan rates and cost share structure would remain the same except for family coverage, which will increase by \$12/month. This provides an affordable option while promoting health care consumerism.
- Health plan rates changes illustrated above will result in the following cost share structure for Employer/Employee.

Avg. Cost Share (ER/ EE)		
Traditional	Wellness	HDHP
81.0%/ 19.0%	84.8%/ 15.2%	89.2%/ 10.8%

## Alliant Market Benchmark Data

Market benchmark data provided by Alliant displays Fresno EOC 2020 employee monthly premium contribution and 2021 rates compared to benchmarks.



## Fiscal Impact

The changes to employer contributions and employee premiums will generate an estimated \$792,864, which represents a 7.2% overall increase to our health care plan cost. Although, this is below Alliant's projected amount, Fresno EOC's reserves would be able to subsidize any actualized costs above the amount generated by the 2021 plan rate increases. The ability to utilize reserves if needed, reduces any further financial impact on Agency programs and employees in 2021.

**COUNTY-WIDE POLICY COUNCIL  
MINUTES**

**June 17, 2020**

<b>CALL TO ORDER</b>	The meeting was called to order at 6:04 p.m. by Manuel Camarillo, CWPC Chairperson via Zoom Call.
<b>ROLL CALL</b>	<p>The roll was called by Jalyssa Jenkins, CWPC Secretary. The following delegates were present:</p> <p>Manuel Camarillo, Gustavo Arevalos, Jalyssa Jenkins, Carlos Lopez, Candace Lilies, Yessenia Magallon, Vanessa Gonzalez, Mashona Buma, Lisett Rodriguez, Marisol Villa, Sandra Guerrero, Antonio Basilio, Alexy Obezo, Rosie Gutierrez-Diaz, William Trigueros, Michelle Haaland, Zina Brown-Jenkins, Michael Reyna, Lupe Jaime-Mileham and Jimi Rodgers. A quorum was present.</p> <p>Manuel Camarillo, CWPC Chairperson, informed delegates at tonight's meeting that only Executive Board members can make a motion and second on Action Items and vote.</p> <p>As per the Fresno EOC Head Start and Early Head Start CWPC By-Laws under Section III: <u>Quorum:</u> The CWPC Executive Board shall act on behalf of the CWPC body in the summer months (June, July and August) in the event there is no quorum of the general body.</p> <p>At this time, Manuel Camarillo, CWPC Chairperson, informed delegates that tonight's Agenda has been revised to add Action Item: F. FY 2019 Proposed Budget Carryover Early Head Start</p> <p><u>Motion</u> to add Action Item: F. FY 2019 Proposed Budget Carryover Early Head Start was made by Carlos Lopez and seconded by Gustavo Arevelos. Motion carried.</p>
<b>APPROVAL OF PREVIOUS MINUTES</b>	<p><u>Motion</u> to approve the May 20, 2020 CWPC Minutes as written and read was made by Gustavo Arevalos and seconded by Carlos Lopez. Motion carried.</p>
<b>COMMUNITY REPRESENTATIVE REPORTS</b>	No Community Representative Reports were given at tonight's meeting.
<b>FRESNO EOC COMMISSIONERS' REPORT</b>	<p>Zina Brown-Jenkins, Fresno EOC Commissioner, informed delegates at tonight's meeting of the April 29, 2020 Fresno EOC Board minutes. This information was mailed to delegates prior to tonight's meeting.</p> <p>Ms. Brown-Jenkins shared an item from the April 29, 2020 EOC Board Meeting:</p> <p><u>Transforming and Inspiring:</u> Gustavo Arevalos and Daisy Estrella shared their experiences and expressed their gratitude for the services provided to their children.</p> <p>Michael Reyna shared that at the last meeting the Quality Improvement Plan was discussed and more Information will be shared later tonight.</p> <p><u>Motion</u> to approve the Fresno EOC Commissioners' Minutes from April 29, 2020 was made by Jalyssa Jenkins and seconded by Yessenia Magallon. Motion carried.</p>

## PERSONNEL COMMITTEE REPORT

Yessenia Magallon, CWPC Personnel Committee Chairperson, informed delegates of the Personnel Committee Report, which is presented monthly to CWPC. This information was distributed to delegates at tonight's meeting.

Ms. Magallon reported approval was needed for hiring/separation/job descriptions, personnel actions of Early Head Start and Head Start staff, as well as eligibility lists created.

Motion to approve Personnel Committee Report for June 17, 2020 was made by Gustavo Arevalos and seconded by Carlos Lopez. Motion carried.

## MONTHLY FINANCIAL STATUS REPORTS

Jalyssa Jenkins, CWPC Secretary, informed delegates of the Monthly Financial Status Report for Early Head Start and Head Start programs for April 2020. These reports were mailed to delegates prior to tonight's meeting.

Ms. Jenkins reported that the Monthly Financial Status Reports show all expenditures for the entire Early Head Start and Head Start programs for the month of April 2020 and year-to-date.

Motion to approve the Monthly Financial Status Reports for April 30, 2020 for Early Head Start and Head Start was made by Candace Lilies and seconded by Jalyssa Jenkins. Motion carried.

## ADA REPORTS

Jalyssa Jenkins, CWPC Secretary, informed delegates of the May 2020 Average Daily Attendance (ADA) Report for the Early Head Start and Head Start Center Base (Duration and CSPP Full Day/Full Year) programs. These reports were mailed to delegates prior to tonight's meeting.

For May 2020, the overall ADA for Early Head Start is at 94.1%; the total program is currently 100% enrolled.

The Center Base program ADA for May 2020 is 44%. The year-to-date Center Base program ADA for August 2019 to May 2020 is 78%. The total Center Base enrollment is at 99.7%.

The Home Base (HB) program ADA for May 2020 is 90%. The year-to-date Home Base program ADA for August 2019 to May 2020 is 83%. Total Home Base enrollment is at 97.6%.

Note: For Head Start Center Base and Home Base programs, as we continue with shelter-at-home orders due to COVID-19, staff are working from home and are enrolling children by using our ChildPlus software for incoming online referrals. Ongoing recruitment also continues as we received 93 online referrals for the month of May 2020.

Motion to approve the ADA Reports for Early Head Start, Head Start Center Base and Home Base for March 2020 was made by Carlos Lopez and seconded by Gustavo Arevalos. Motion carried.

## HEAD START 0 TO 5 COVID-19 PLANNING DOCUMENTS

Kathleen Shivaprasad, Head Start Director 0 to 5, informed delegates at tonight's meeting of the Head Start 0 to 5 COVID-19 Planning Documents. This information was mailed to delegates prior to tonight's meeting.

Ms. Shivaprasad informed delegates that we are preparing to operate our Head Start Summer Program and a soft opening of Head Start centers that will include children in the classrooms and distance learning services. We have created the following Head Start 0 to 5 COVID-19 Planning documents for the health and safety of the children, staff and families:

- Infection Control Procedure
- COVID-19 Health Check Guidelines for Children and Their Parents/Guardians
- Guidelines for Short-Term Medical Exclusion
- COVID-19 Exclusion Flow Chart for Child Care
- Sanitation Schedule
- COVID-19 Tooth Brushing Procedure
- Stop the Spread of Germs
- COVID-19 Guidance for Physical Distancing in Special Circumstances



**HEAD START 0 TO 5  
COVID-19 PLANNING  
DOCUMENTS (Cont.)**

Staff recommends approval of the Head Start 0 to 5 COVID-19 Planning Documents regarding operation of center-based programs with health and safety of the children, their parents and staff as the primary concerns.

Since March 16, Head Start 0 to 5 has been operating program services remotely. In accordance with our agency's emphasis on serving Fresno's low income community with the most effective programming possible, we desire to offer the option of onsite center-based services for families needing care for their children, so the parents can work/attend school and/or provide school readiness opportunities for their children.

Head Start 0 to 5 has a short-term goal that the procedures in these documents will safely support the reintegration of staff into on-site center-based service delivery with the safe participation of infants, toddlers, preschoolers and their families. Our long term goal is safe operation of on-site program services in spite of the COVID-19 pandemic.

On the first of June the Office of Head Start informed us that they had awarded supplemental funding to Fresno EOC Head Start 0 to 5 in the amount of \$2,687,300 as COVID-19 One Time Funds. These funds were provided according to a formula providing approximately \$875 per enrolled child and were awarded to all programs throughout the nation regardless of whether or not they had applied for Coronavirus Aid, Relief and Economic Security (CARES) Act Funding Summer Program and COVID-19. Early Head Start's allocation is \$270,673 and Head Start received \$2,416,627. These funds are to support the summer program and be applied to one time COVID-19 funding needs throughout the pandemic.

If approved, Head Start 0 to 5 will begin reintegration of on-site program delivery with Head Start Summer Program services and will monitor the health and safety of children, parents, and staff participating in these sessions.

After a question and answer period, motion to approve the Head Start 0 to 5 COVID-19 Planning Documents was made by Jalyssa Jenkins and seconded by Gustavo Arevalos. Motion carried.

**HEAD START 0 TO 5  
CARRYOVER APPLICATION**

Kathleen Shivaprasad, Head Start Director 0 to 5, informed delegates of the Head Start 0 to 5 Carryover Application. This information was mailed to delegates prior to tonight's meeting.

Ms. Shivaprasad shared the following:

Staff recommends approval of the submission of Head Start 0 to 5 Carryover Application requesting transfer of \$3,526,560 from 2019 for Head Start Basic, Early Head Start Basic, and Duration for projects that were unable to be completed within 2019 into the corresponding component for 2020.

Head Start requires prior approval to be requested and received in order to carryover unobligated funds from one year into the next year for use. Such carryover requests are allowed to support the completion of projects that were approved for the year that has ended but that were not able to be obligated that year.

A carryover funding request is required to allow for completion of projects initially budgeted within 2019 and the expenditure of these funds. If the carryover request is not granted, then these funds will be not be able to be spent. The following provides a detailed of funds being requested for carryover by area:

<b>HEAD START BASIC:</b>	<b>\$ 907,150</b>
<b>EARLY HEAD START BASIC:</b>	<b>\$ 624,000</b>
<b>DURATION:</b>	<b>\$ 2,001,638</b>
1. Fairmont	
2. Dakota Circle	\$ 175,825
3. Clinton/Blythe	\$ 288,435
4. Shields	\$ 879,026
5. Former Tilley	\$ 266,475
	<b>\$ 391,875</b>

**HEAD START 0 TO 5  
CARRYOVER APPLICATION**

Upon approval of the CWPC and Fresno EOC Board, the Carryover Application will be submitted to HHS for approval. Once the Carryover request is approved, then the projects may be obligated. As 2020 is the last year in the Head Start Five Year Grant Cycle, it is critical that all funds must be obligated by December 31, 2020. The liquidation deadline will be March 31, 2021 unless an extension is requested and granted.

After a brief question and answer period, motion to approve the 0 to 5 Head Start Carryover Application, was made by Yessenia Magallon and seconded by Carlos Lopez. Motion carried.

**EARLY HEAD START/  
HEAD START PROGRAM  
2019-2020 SELF-  
ASSESSMENT SUMMARY  
RESULTS**

Kathleen Shivaprasad, Head Start Director 0 to 5, informed delegates of the Early Head Start/Head Start Program 2019-2020 Self-Assessment Summary Results. This information was mailed to delegates prior to tonight's meeting.

Staff recommends approval of the Self-Assessment Results for the 2019–2020 Program Year.

As mandated by the Head Start Program Performance standards Fresno EOC Head Start 0 to 5 performs an annual Self-Assessment using ongoing data from throughout the program year. In November, February and April staff, with parent and Board Commissioners invited to participate, compile and analyze the data for the program year to date. Together they identify strengths and areas for improvements and prescribe actions to be taken for mid-course corrections, when necessary.

In May the data from the three earlier reviews (of both quantitative and qualitative data) are incorporated into one final document called the Annual Summary of Self-Assessment Review Decisions. This document is provided to the County-Wide Policy Council and the Fresno EOC Board of Commissioners, and to the Chief Executive Officer for approvals. Strengths that are outlined were defined as beyond the mandates, no areas of noncompliance were discovered, and areas for continuous improvement to better support the program were identified.

There is no direct fiscal impact; however, ongoing Self-Assessment is a federal mandate and failure to comply could result in Health and Human Services defunding the program for non-compliance.

Once fully approved the document will be submitted to Region IX Head Start Leadership.

Motion to approve the Early Head Start/Head Start Program 2019-2020 Self-Assessment Summary Results was made by Gustavo Arevalos and seconded by Jalyssa Jenkins. Motion carried.

**PROPOSED REVISIONS  
FOR HEAD START  
2020-2021 EDUCATION  
SERVICES PLANS  
(CENTER BASE/HOME BASE)**

Anitra Graves, Interim Education Services Manager and Guadalupe Zuniga, Home Base Services Director informed of the Proposed Revisions for Head Start 2020-2021 Education Services Plans for Center Base and Head Start. This information was mailed to delegates prior to tonight's meeting.

Ms. Graves and Ms. Zuniga indicated that information was compiled from the Family Outcomes Survey, which Head Start parents completed in Spring 2020. The Education Service Plans were reviewed and approved at the Local Education Committee and LPC meetings. Overall, minor changes have been made on the Education Service Plans for Center Base and Home Base such as dates; parent's names, type of program model, integration of School Readiness Goals, etc.

During the COVID-19 shelter-at-home we are able to provide services via Microsoft Teams and Zoom.

Motion to approve the Proposed Revisions for Head Start 2020-2021 Education Services Plans for Center Base and Home Base was made by Vanessa Gonzalez and seconded by Gustavo Arevalos. Motion carried.

**FY 2019 PROPOSED  
BUDGET CARRYOVER FOR  
EARLY HEAD START**

At this point, Kathleen Shivaprasad, Head Start Director 0 to 5, realized that this item was presented earlier this evening for approval. Ms. Shivaprasad shared the verbiage was updated in the explanation of the Head Start 0 to 5 Carryover Application.

Ms. Shivaprasad apologized for the error and to disregard this duplicate agenda.

At this time, Manuel Camarillo asked that Gustavo Arevalos, CWPC Vice-Chairperson to take over meeting.

**2019-2020 EARLY HEAD  
START SCHOOL READINESS  
GOALS 2<sup>ND</sup> AGGREGATION  
OF DATA**

Stephanie Lambrecht, Early Head Start Child Development Coordinator and Christina Coble, Early Head Start Child Development Site Coordinator, informed delegates at tonight's meeting of the 2019-2020 Early Head Start School Readiness Goals 2<sup>nd</sup> Aggregation of Data. This information was mailed to delegates prior to tonight's meeting.

Ms. Lambrecht and Ms. Coble shared that in Early Head Start, infants and toddlers are assessed three (3) times annually also using the Infant/Toddler Developmental Assessment (IDA) for home based and Desired Results Development Profile (DRDP) for center based. Child Care Results-Analytics aggregates and summarizes each time for Early Head Start as well.

Approaches to Learning  
Social & Emotional Development  
Language and Literacy Development  
Cognition, Including Math and Science  
Physical Development - Health  
Physical Development

Ms. Lambrecht and Ms. Coble shared that the statistics from the 2<sup>nd</sup> Aggregation data indicate how the Early Head Start children scored during the months of December 2019 through March 2020

**2019-2020 HEAD START  
SCHOOL READINESS 3<sup>RD</sup>  
AGGREGATION OF DATA**

Anitra Graves, Interim Education Services Manager and Guadalupe Zuniga, Home Base Services Director, informed delegates of the 2019-2020 Head Start School Readiness 3<sup>rd</sup> Aggregation Data. This information was mailed to delegates prior to tonight's meeting.

Ms. Graves and Ms. Zuniga informed delegates that, like Early Head Start, Head Start is required by the Office of Head Start to establish School Readiness Goals using the five (5) Essential Domains:

Approaches to Learning  
Social & Emotional Development  
Language and Literacy Development  
Cognition  
Perceptual, Motor and Physical Development

Ms. Graves shared that children are assessed using the DRDP in early fall, winter and spring. The statistics from the 3<sup>rd</sup> Aggregation of data indicates that the center base and home base children have improved in their School Readiness Goals scores.

At this time, Manuel Camarillo re-connected into the meeting.

**EARLY HEAD START/  
HEAD START MONTHLY  
PROGRAM UPDATE REPORT  
(PUR)**

Kathleen Shivaprasad, Head Start Director 0 to 5, Rosa M. Pineda, Assistant Director – Head Start and Stephanie Lambrecht, Early Head Start Child Development Coordinator informed delegates of the Early Head Start/Head Start Monthly Program Update Report (PUR). This information was mailed to delegates prior to tonight's meeting.

As mandated by the Office of Head Start, all Early Head Start and Head Start Programs are to comply with a Monthly Program Information Report to the CWPC.

**EARLY HEAD START/  
HEAD START MONTHLY  
PROGRAM UPDATE REPORT  
(PUR) (Cont.)**

The monthly report covers the following areas: Program Information Summary, Communication and Guidance from the HHS Secretary, Wait List Totals, and Meals/Snacks Totals for Children, for the Early Head Start and Head Start program.

**FAIRMONT NAME CHANGE  
TO ANDY HERNANDEZ  
HEAD START**

Rosa M. Pineda, Assistant Director – Head Start, informed delegates at tonight's meeting that the new Fairmont facility will be re-named Andy Hernandez Head Start.

Ms. Pineda shared that Andy Hernandez worked in the Head Start Program as a Program Advisor and advanced to Education Services Director. Mr. Hernandez was well known and respected in the community. Mr. Hernandez retired in 2012 and passed away in 2016. We would like to have the honor of re-naming the center as Andy Hernandez Head Start.

**QUALITY IMPROVEMENT  
PLAN (QIP)**

Kathleen Shivaprasad, Head Start Director 0 to 5, informed delegates of the Quality Improvement Plan (QIP) in response to our Federal Review in 2019. We are requesting an extension of the Quality Improvement Plan deadline date of July 21, 2020. There remains a concern with the usage of Building A (1900) at the Executive Plaza. Additional information on the QIP will be provided at the July CWPC meeting.

**ANNOUNCEMENTS**

Candace Lilies, CWPC Historian, made the following Announcements:

- A. July 15, 2020 – Next CWPC Meeting via Zoom at 6:00 p.m.

**ADJOURNMENT**

There being no further business to discuss, motion to adjourn meeting was made by Jaylssa Jenkins and seconded by Candace Lilies. Motion carried.

The meeting adjourned at 8:59 p.m.

Submitted by:

Esther Lepe  
Recording Secretary

Fresno EOC Sanctuary and Support Services  
Sanctuary Advisory Board Meeting Minutes  
Thursday, June 18, 2020

**MINUTES**

Tom Nino, Chair <i>Social Services Representative</i>	P	Cynthia Cervantes <i>Health Representative</i>	X
Amparo Cid Fresno EOC Commissioner	X	<i>Law Enforcement - Open</i>	N/A
Amy Arambula <i>Fresno EOC Commissioner</i>	P	<i>Business Representative - Open</i>	N/A
Felipe De Jesus Perez Fresno EOC Commissioner	X	<i>Sanctuary Representatives (Varies)</i>	X
Michael Reyna <i>Fresno EOC Commissioner</i>	P		

P = Present, A = Absent, X = Excused Absence

Staff Present:

Emilia Reyes, Chief Executive Officer  
Misty Gattie-Blanco, Sanctuary Director  
Jennifer Cruz, LGBTQ+ Manager

Chrystal Streets, Housing Services Manager  
Sarah Johnston, CVAHT Manager  
Anita Ponce, Program Assistant

**I. CALL TO ORDER**

The meeting was called to order by Tom Nino, Chair, at 2:05 p.m.

**II. ROLL CALL**

There was no quorum established

**III. APPROVAL OF AGENDA**

*Tabled*

**IV. APPROVAL OF PREVIOUS MINUTES**

March 5, 2020 Meeting Minutes - *Tabled*

**V. PROGRAM ACTIVITY REPORTS**

*Tabled*

Previously emailed (A-D) and distributed to the committee.

- A. Permanent Housing
- B. Shelters
- C. Youth Bridge Housing
- D. Outreach and Navigation
- E. Central Valley Against Human Trafficking (CVAHT)

Gattie-Blanco reiterated all of our programs are in operation, just modified due to COVID-19. Reyna inquired if staff have enough PPE when they go out to the field and are we providing clients with any masks. Gattie-Blanco informed the committee the programs ordered enough masks for staff and have purchased some masks for clients who are in need and have requested. Johnston shared her team has been working hard in minimizing contact even with trauma response by calling ahead to vendors, dropping off food utilizing Food Services, Outreach staff, etc.

## **VI. INFORMATION ITEMS**

### Grant Tracker

Gattie-Blanco gave the committee an overview of the Grant Tracker and shared we are currently applying for diversion services funds for ages 18-24 years old.

Johnston shared CVAHT CalOES was funded for 12 months and current funding cycle has been extended for an additional 3 months due to COVID-19.

Reyna inquired if there was a new hire for MAP Point and if they are working remotely, Gattie-Blanco confirmed there was a new hire, is working remotely but has also attended in-person training from other MAP Point providers.

Reyna asked who the MAP Point partners are, Gattie-Blanco shared Kings View is the named provider and the partners include Centro La Familia, Poverello, and Fresno EOC. All providers have separate contracts with Fresno County.

### Accomplishments and Challenges

Gattie-Blanco shared Outreach is continuing to work and see an average of 35 homeless persons per day, informing them of which Shelters are available and provide some type of service. Outreach staff are also serving on Fresno EOC Food Bus along with Health and Dental and Employment and Training.

Gattie-Blanco shared because most of our Safe Place partners are not open during COVID, we are keeping an up to date location list on the website. In addition, Gattie-Blanco did provided a Safe Place training, through Zoom, for all staff serving on Fresno EOC Food Bus because it is a Safe Place location.

Transitional Shelter and Youth Build Housing are operating during this time. We continue to work with Fresno County for CBG Bridge Housing and have daily/weekly calls scheduled. Streets is working with the Health Department for COVID screening at Shelters. A challenge has been lost HUD funding and moving 18 households by September 30<sup>th</sup>.

Central Valley Against Human Trafficking funding has been awarded. Two clients who were in Emergency Housing for six months have found housing. CVAHT has been hosting virtual webinars, trainings and survival groups.

LGBTQ+ services have also moved virtually hosting various support groups and

### Legislative Updates

The Civil Rights Act now protects LGBTQ individuals; a web-link was provided for details of ruling.

Arambula also shared the DACA decision.

Johnston shared all HT legislation was put on hold due to COVID-19 except for CalOES.

## **VII. ANNOUNCEMENTS/UPCOMING EVENTS**

Gattie-Blanco noted upcoming events and highlighted Sanctuary's LGBTQ+ Resource Center "Illuminate Our Pride" Solidarity March.

MEETING ADJOURNED at 2:50 PM

Respectfully Submitted,  
Misty Gattie-Blanco  
Sanctuary Director

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

On-Line through Ring Central  
**Special Informational Meeting**  
Wednesday, August 12, 2020

**MINUTES**

**I.** Meeting called to order by Jeanne Starks at 2:00 p.m.

**II.** Roll call facilitated by Terry Allen

<b>Voting Members</b>	Present	Excused	Absent	<b>Non-Voting Members</b>	Present	Excused	Absent	<b>Staff</b>	Present	Excused	Absent	<b>Guests</b>
Michael Allen, Community Rep	X							Michelle Tutunjian	X			
Terry Allen, Ed.D., Retired Teacher Rep	X							Emilia Reyes		X		
Zina Brown-Jenkins, EOC Commissioner			X									
Jeff Davis, Director Employ & Training	X											
Felipe De Jesus Perez			X									
Corinne Florez, Community Rep	X											
Misty Franklin, EOC Commissioner			X									
Lupe Jaime-Mileham	X											
Larry Metzler, Cultural Arts Rotary Interact Club		X										
Mike Petrovich Ph.D, Retired Men Hlth Rep		X										
Chuck Riojas, Community Member	X											
Jimi Rodgers, EOC Commissioner	X											
Jeanne Starks, <b>Chair</b> , Retired Law Enf Juv Prob	X											
Benita Washington, FSU Social Worker Rep		X										
Parent Rep Maria Amaro Morales	X											
Alt Parent Rep:												
Student Rep's (2)												
Rena Failla, Staff Rep	X											
Courtney Griffin, Staff Rep	X											
Sam Hairston, Career	X											
Joseph Turner, Teacher Rep	X											
Mark A Wilson, Principal	X											

**III SOUL Fall 2020 Remote Learning Plan**

Dr. Wilson thanked the council members for joining the Ring Central Video meeting. He shared the Remote Instruction Plan for Fall 2020 and the council member discussion the various agenda items presented. A survey from Spring 2020 indicated that 80% of SOUL students lack sufficient technology to access online learning. To date, SOUL has 120 laptop computers and 120 hotspot routers for students to check out if they do not have a device or internet access.

Each teacher will be assigned 15 students to provide one on one virtual instruction through Ring Central. Support staff will assist teachers with phone calls to students and parents during the week in regards to the students' academic progress or to identify additional resources such as tutoring or other services that can provide support to our students and their families.

Dr. Wilson reported that SOUL teachers have received training for our online curriculum Edgenuity. Our EL and special needs students will receive additional weekly support from bilingual teachers, support staff, modified or differentiated instruction and additional online curriculum through ListenWise.

During the first two weeks of school, all students will complete the Fall NWEA Measures of Academic Progress in Language Arts and Math, and assigned elective credits. In addition to the core and elective courses offered to the students Dr. Wilson would like to get the students involved virtually in the SOUL Interact Club, Fresno EOC Employment and Training and Electrician pre apprenticeship course through the Building Trades.

Courtney Griffin mentioned that staff will be addressing appropriate Ring Central video etiquette and dress code with students as part of the student/parent orientation. Courtney also shared that he is checking into providing a week's worth of breakfast and lunch meals to our families. He is also letting families know of available food through the FUSD district schools and community resources.

SOUL leadership will conduct virtual schoolwide meetings monthly with parents. Additionally, the English Learning Advisory Committee (ELAC) meetings will also be held monthly to keep apprised of student's progress,

Rena reported on SOUL exploring the implementation of a "Learning Hub" outside in SOUL's backyard. The SOUL Learning Hub would provide support to students who need extra academic, social, and emotional support during a time when remote learning can be a challenge. This learning opportunity will provide students with in-person tutoring, counseling, or additional assistance from their assigned teacher or support staff.

SOUL recently updated the Reintegration Plan which delineates Phase II criteria. No students or parents will be allowed inside the building until Fresno County is released from the State watch list, and SOUL enters into Phase III. Students will be scheduled to pick up instructional materials, devices and hotspot routers outside to avoid crowding. All staff will strictly adhere to established COVID-19 protocols and Fresno County Health Department guidelines. SOUL'S COVID-19 Safety Plan will be reviewed with staff upon their return to work on August 10.

In regards to Fiscal impact, SOUL has been very fortunate, the California Department of Education has agreed to fund a school based on 2019-2020 P-2 Average Daily Attendance (ADA) count. Fortunately for SOUL, our 2019-2020 P-2 ADA was at its highest since 2014. SOUL has developed a detailed instruction accounting system, which includes tracking of all student online course progress, student attendance at individual and whole class meetings, student participation in discussion boards, and the student completion of online weekly progress reports. The CSBG CARES ACT helped purchase 120 laptops and 120 wireless hot spot routers to accommodate technology and on line curriculum.

SOUL's 2019-2020 Graduation Ceremony was the most emotional 3 days and 19 hours of commemoration SOUL has ever had. The graduation was held at SOUL in the Theater and each of our graduates and their families enjoyed the individualized celebration honoring their child. Each student received as a gift from SOUL a package of graduation pictures and parents were allowed to take unobstructed pictures of their child.

WASC will be doing a virtual visit of SOUL in October to meet the 1-day visit requirements of our accreditation.

#### **IV. Other Business**

The Governing Council meetings are scheduled to be held on the 2<sup>nd</sup> Tuesday of each month, however, changing the time might allow for greater participation in the meetings. Marilyn Wheeler will contact council members to inquiry about a suitable time to hold the virtual council meetings. The next meeting will be held on Tuesday, September 8, 2020, the time to be announced.

#### **V. Public Comment**

None at this time



**VI. Adjournment of Meeting**

The Governing Council meeting adjourned the at 3:28 pm.

Submitted by Terry Allen ED.,D.

**FRESNO EOC/LOCAL CONSERVATION CORPS  
MEETING OF THE LOCAL CORPS ADVISORY COMMITTEE  
1805 E. California Avenue - Fresno, CA93706**

**12:00 p.m. Thursday, August 20, 2020  
(VIA ZOOM)**

I. Welcome and roll call:

II. Update on past four months of COVID-19

Guest Speaker: Shawn Riggins will provide a brief overview of the Central California Food Bank COVID-19 Emergency Project.

Background: On March 20, 2020, California Governor Gavin Newsome announced the California Conservation Corps (CCC), Local Conservation Corps (LCC), and AmeriCorps programs would be included in the state's COVID-19 emergency plan, by helping provide emergency services during the pandemic. One of the areas of service mentioned was partnering with community food banks to deliver food to those in need.

Beginning in early April, the LCC has participated in discussions with the Central California Community Food Bank for a project to include 15 individuals (2 supervisors, 1 full-time AmeriCorps member, and 12 corpsmembers) working at the food bank to assist with the bagging of food, inventory, and assistance with a customer drive-through line at the Food Bank warehouse. The crew will work Monday – Friday, for five hours per day.

The County Board of Supervisors approved the Food's Bank's internal budget request under the CARES grant the week of June 27, 2020. The Food Bank will use a portion of this budget to contract with the LCC.

The contract between the LCC and the Food Bank is for \$117,000 for the period of July 20–September 30, 2020.

**ACTION ITEMS**

III. Review and Approval of Minutes (August 19, 2019 & February 20, 2020)..... Page 2

**INFORMATION ITEMS**

IV. Work Training Projects, current proposals, & those pending action..... Page 5

V. Corpsmember/Student Development Report..... Page 7

ADVISORY COMMITTEE ROSTER..... Page 10

MEETING ADJOURNED

NEXT SCHEDULED MEETINGS: November 20, 2020, FEBRUARY 18, 2021, MAY 20, 2021, AUGUST 19, 2021

**Fresno EOC/Local Conservation Corps  
Advisory Committee  
February 20, 2020**

James Hackett, Chairperson	A	Lisa Nichols	A
Francisco Del Rincon	A	Sharon Weaver	A
Angie Isaak, Vice-Chairperson	A	LCC/YouthBuild Senate Council President Or Representative	A
Daniel Martinez	P		

**Staff:**

Shawn Riggins, LCC Director  
Michelle L. Tutunjian, Enterprise Officer  
Elisa Sgambellone, Senior Services Manager  
Caroline Garcia, YouthBuild Program Manager  
Daniel Palomera, Solar Manager  
Joshua Soleno, Public Lands Specialist - Public Lands Conservation & Trail  
Lee Xiong, CalCRG Specialist

Guest: Blake Konczal, Executive Director, Fresno WIB

Corpsmembers/Participants: Anna Espana, Oscar Camacho, Esteban Razo

**I. WELCOME AND CALL TO ORDER**

Shawn Riggins, LCC Director, called the meeting to order at 12:10 p.m.; roll call was called. The meeting was held at the Local Conservation Corps office.

**GUEST SPEAKER(S):**

Joshua Soleno, LCC Public Lands Specialist, provided an overview of LCC's partnership with the Fresno WIB and Reedley College in launching the Central Valley Forestry Corps. Joshua stated that the goal of the program is to provide education and hands-on training in forestry practices, by focusing on fuel load reduction (removing material which can contribute to a fire), focusing on the strategic removal of grasses, shrubs, and trees to restore and maintain ecosystems and limit the negative impacts of wildfires. The project is the result of several years of discussion among project partners, including reaching out to elected officials for possible funding opportunities. The program was designed to address serious environmental issues in the State of California resulting from the impact of climate change.

The 20-week program consists of three phases: Phase 1 consists of four weeks at LCC where participants' training includes: work readiness/intro to forestry, and participant expectations. Participants will receive case management services, personal and professional guidance, resume building, OSHA 10, First-Aid/CPR, NWCG S-212 certificates, along with high heat awareness training, injury and illness prevention training, leadership development and team building. Phase 2 will take place at Reedley College for eight weeks of Didactic/Field Training. Transportation to and from Reedley College is provided by EOC's Transportation Department. Phase 3 consists of eight weeks back at LCC for paid field application/hands on training, which will take place at the YMCA Camp Sequoia Lake.

Program goals includes:

- Safe educational and hands-on training; relevant to the current wants and needs of the employers of the industry.
- Professional and personal development guidance from experienced leaders in the industry.
- Job placement assistance to participants, post-program.
- Meet the expectations of an entry level position within the forestry industry.

Participants trained under this program will assist the state in improving the efficiency and safety of wildfire suppression. Quick Fact: The cost of property and environmental damage in California attributed to wildfires in 2018 was \$400 Billion.

Blake Konczal, Executive Director, Fresno WIB, stated that the program recently received funding in the amount of \$1,675,200 from Cal Fire to fund additional cohorts. The Goal is to train 125 people in the next two years.

## II. CHAIRPERSON SELECTION

No Quorum – Item tabled for next meeting.

## III. REVIEW AND APPROVAL OF MINUTES:

No Quorum – Item tabled for next meeting.

## IV. WORK TRAINING PROJECTS

A detailed list of work training projects was distributed at the meeting along with the Advisory Committee agenda packet. Several projects were highlighted. Shawn Riggins provided a brief update on LCC's activities/events since last Committee meeting as follows:

Shawn Riggins stated that LCC was awarded a second consecutive YouthBuild grant in the amount of \$1.5 million dollars. LCC is currently in the planning phase of the grant period and in the next two years, 84 young people will participate in the YouthBuild program. Participants will receive construction and a segment will receive health care training.

In addition, LCC received the National Corps Center of Excellence Accreditation from The Corps Network. To become accredited, a Corps must undergo an in-depth review of its general operations, youth programming operations, governance standards, financial management practices, and risk management guidelines. The process involves a site visit as well as a thorough assessment of the Corp's administrative documents and policies. Accreditation lasts for five years.

Shawn also stated that Fresno EOC applied for a Homeless Grant and LCC is partnering with EOC's Sanctuary program to train fifteen individuals over the next seventeen months. Participants will be paid \$13/hour.

Lee Xiong, Cal CRG Specialist, provided an update on the Cal CRG program. Lee stated that she has created a database to capture all participant services. She has also worked on partner MOU's. Cal CRG program focuses on providing legal aid services through a partnership with the County of Fresno Public Defender's Office which is located onsite. The grant also provides substance abuse counseling services in partnership with DSE Consulting Services, and mental health services.

Caroline Garcia provided an update on the YouthBuild program. Caroline stated that students enrolled in the current grant will transition out of the program by June 2020. She also provided an update for the YouthBuild AmeriCorps program. AmeriCorps is an education award that students can earn while participating in LCC programs. All field work hours go towards the education award. Corpsmembers can earn an education award in the amount of \$2,321.00, which can be used for post-secondary education, for 675 hours of work. Caroline stated that the construction crew is between construction sites at this time. In January the LCC/YouthBuild program was recognized nationally by YouthBuild USA because all of LCC's tracks make an impact on the community. LCC's YouthBuild Program was also recognized by Bringing Broken Neighborhoods Back To Life for its commitment and support to their program.

Daniel Palomera provided an update on the solar project. Daniel stated that the crew is finishing up its 5<sup>th</sup> solar installation and has completed 20 weatherization jobs. There have been some challenges in finding qualified homes for solar panels because the homes must have a good roof and the electrical panel must up to date. He has been working with EOC's Energy Services to assist homeowners with electrical upgrades and/or roof replacements through the City of Fresno. Daniel also reported that Paco Ybarra, former solar program participant, has recently obtained a job in the solar industry.

Daniel introduced Anna Espana, LCC Corpsmember, who has been working on the solar project. She stated that all corpsmembers at LCC are supported in school and training, and that she appreciates the opportunity to work and earn money while working towards her high school diploma.

Shawn stated that LCC is part of EOC's census outreach efforts. Beginning in March, people from the community will be able to come in the LCC to fill out census information utilizing computers located in the front lobby. He stated that staff is also conducting outreach during the monthly food distributions at LCC.

Shawn reported that LCC just completed the US Bureau of Reclamation (B-REC) project last December. The funders were very impressed with the work and want to award a second contract for additional work.

## V. CORPSMEMBER/STUDENT DEVELOPMENT REPORT

In the interest of time this item was not covered.

### Community Service Events

A detailed list was distributed at the meeting along with the Advisory Committee agenda packet.

Meeting Adjourned 1:15 p.m.

Respectfully Submitted,  
Shawn Riggins, Director  
Fresno EOC Local Conservation Corps

Fresno EOC Local Conservation Corps Projects					
CURRENT					
	PRC CODE	GRANT/ CONTRACT	SPONSOR	TYPE OF WORK	# CREWS/ CORPSMEMBERS (CMS)
1.	BF	Contract	City of Fresno Redevelopment Agency	5 <sup>th</sup> District Court of Appeal Landscape Maintenance	1 crew
2.	B	Contract	Fresno EOC Head Start	Grounds Maintenance Project	2 cms
3.	ACDG	Grant	CalRecycle Recycling Program CRV Beverage Containers Oil Recycling , Tire Recycling "E" Waste Recycling FY 2019/2020 & FY 2020/2021	Recycling services  E" waste collection/recycling	30 (50/50) cms
4.	ACG	Grant	Friant buyback center	Purchase CRV	1 crew
5.	CG	Contract	Enterprise Operations	Moving, document management - storage, shredding, recycling	Crews, as needed
6.			NYC - E-rate discount	Telecommunications discount	
7.		MOU	YouthBuild Charter School of California	High school diploma courses	Ongoing
8.		Donation	Dyer Family Foundation Donation	Support Services	Ongoing
9.	A-C	Grant	California Endowment	Support Services	Ongoing
10.	ACDG	Grant	City of Madera Waste Tire Project	Tire Recycling	Crews, as needed
11.	ACDG	Grant	City of Fresno Waste Tire Project	Tire Recycling	Crews, as needed
12.	ACFI	Grant	Proposition 1 - San Joaquin River Conservancy	Invasive Species Removal	2 crews
13.	G	Grant	YouthBuild DOL/ETA 2017-2019	Low - Income home construction & Certified Registered Central Service Technician (CRCST) Training	66 cms (over 2 years)
14.	G	Grant	YouthBuild DOL/ETA 2019 -2023 (New funding)	Low - Income home construction & Certified Registered Central Service Technician (CRCST) Training	84 cms (over 2 years)
15.	B	Contract	Fresno EOC Dental Clinic	Grounds Maintenance Project	1 crew
16.	ABCH	Grant	State of California SB 1 Active Transportation Program	Trail Construction/Repair	1 crew
17.	GE	Grant	YouthBuild USA/AmeriCorps 2018-2019	Education Awards	38
18.	GE	Grant	YouthBuild USA/AmeriCorps 2019-2020	Education Awards	38
19.	G	Grant	The Transformative Climate Communities (TCC) Project.	Construction (170 homes for weatherization services & 130 homes for solar system installation	2 crews
20.		Grant	State of CA - California Conservation Corps Proposition 68	Capital improvement (ADA compliant elevator in PML Voc Ed Center)	1 Crew
21.	AC	Grant	Fresno Area Workforce Investment Forestry Corps (partnership with Fresno WIB & Reedley College) (New funding)	Training - cutting down dead trees from the Sequoia Kings Canyon National Park	25 participants
22.		Grant	California Community Reinvestment Grants Program (Cal CRG (New funding)	Supportive Services (legal and substance abuse)	
23.		Grant	City of Fresno Homeless Training Project New (New funding)	Basic Landscaping/Weeding	15 Participants
24.		Grant	US Census Grant	Outreach & Education	

Fresno EOC Local Conservation Corps Projects					
25.	AC	Grant	CalFire Funded Forestry Corps Project (partnership with Fresno WIB & Reedley College) (New funding)	Training - cutting down dead trees from the Sequoia Kings Canyon National Park	75 Participants
26.	E	Contract	COVID-19 Emergency Central California Food Bank Project	Sorting/bagging food for distribution to the community	12 Corpsmembers
		Grant	State of CA – California Conservation Corps Proposition 68	Development of second floor in the PML Voc Ed Center	1 Crew
PENDING					
	PRC CODE	GRANT/ CONTRACT	SPONSOR	TYPE OF WORK	# CREWS/ CORPSMEMBERS (CMS)
27.	ABCDI	Grant	US Department of the Interior Bureau of Reclamation- 2020	Land Management and Conservation Work on Central Valley Lands	1 crew
28.		Grant	US Dept. of Health & Human Services Administration for Children and Families Office of Family Assistance	Fatherhood- Family-focused, Interconnected, Resilient, and Essential, (Fatherhood FIRE)	200 Participants (\$1.5 million)
29.		Grant	California Conservation Corps Non Residential Program 2020-2021.	Corpsmember Support	
COMPLETED					
	PRC CODE	GRANT/ CONTRACT	SPONSOR	TYPE OF WORK	# CREWS/ CORPSMEMBERS (CMS)
30.		Contract	Habitat for Humanity Fresno County	Water Efficient Landscaping Project COMPLETED JAN. 2018	2 crews
31.	BD	Contract	Fresno Housing Authority Grounds Maintenance	Grounds Maintenance COMPLETED FEB. 2018	1 crew
32.		Contract	High Sierra Volunteer Trail Crew, Inc.	Environmental Reclamation Services (marijuana field clean-up) COMPLETED FEB. 2018	5 cms
33.		Contract	North Fork Rancheria of Mono Indians of California	Fire Prevention Services COMPLETED MARCH 2018	1 crew
34.	AFI	Contract	State of California – Natural Resources Agency Dept. of Parks & Recreation – San Joaquin River Conservancy/Spano Property	Fire prevention and weed abatement COMPLETED APRIL 2018	1 crew
35.		Grant	California Conservation Corps 2017 - 2018	Corpsmember Support COMPLETED APRIL 2018	
36.	AC	Contract	San Joaquin River Parkway and Conservation Trust, Inc.	Weed abatement services COMPLETED MAY 2018	1 crew
37.	BCE	Contract	Self Help Enterprises (SHE)	Temporary Water Tank Service Calls COMPLETED JUNE 2018	1 crew
38.		Contract	Local Government Commission	Water Efficient Landscaping COMPLETED JULY 2018	1 crew
39.	B	Contract	City of Fresno Redevelopment Agency	5 <sup>th</sup> District Court of Appeal Landscape color change COMPLETED JUNE 2018	1 crew
40.		Contract	High Sierra Volunteer Trail Crew, Inc.	Environmental Reclamation Services (marijuana field clean-up) COMPLETED AUG. 2018	1 Crew
41.	ABCH	Contract	National Park Service Sequoia/Kings Canyon National Parks – Summer 2018	Trail Construction COMPLETED AUG. 2018	7 cms
42.		Grant	2017 AHEAD – College & Career Center	POST-SECONDARY EDUCATION COMPLETED MARCH 2019	
43.			Corps Network 2017 - 2018 Ed Awards	Education Awards COMPLETED APRIL 2019	20
44.	AFI	Contract	State of California – Natural Resources Agency Dept. of Parks & Recreation – San Joaquin River Conservancy/Spano Property	Fire prevention and weed abatement COMPLETED APRIL 2019	1 crew

Fresno EOC Local Conservation Corps Projects					
45.		Grant	California Conservation Corps Non Residential Program 2018 - 2019	Corpsmember Support COMPLETED JUNE 2019	
46.		Contract	Fresno EOC Transit Services –	Weed Abatement Services COMPLETED JULY 2019	1 crew
47.		Contract	Fresno Housing Authorities – F Street Lot and Glenn Avenue Lot	Weed Abatement Services COMPLETED AUGUST 2019	1 crew
48.	GE	Grant	YouthBuild USA/AmeriCorps 2017-2018	Education Awards COMPLETED AUGUST 2019	38
49.	ACDG	Grant	CalRecycle Recycling Program CRV Beverage Containers Oil Recycling, Tire Recycling E-Waste Recycling FY 2018-2019	Recycling services E” waste collection/recycling COMPLETED DEC. 2019	30 (50/50) cms
50.	ABCDI	Contract	State of California Department of Water Resources	Tree and Brush Clearing Project for ADA Recreational Facility Access Construction COMPLETED NOV. 2019	1 crew
51.	ABCDI	Grant	US Department of the Interior Bureau of Reclamation	Land Management and Conservation Work on Central Valley Lands COMPLETED DEC. 2019	1 crew
52.	F	Contract	Fresno Housing Authorities – Barstow Lot	Fire prevention/Weed Abatement Services COMPLETED MAY 2020	1 crew
53.	F	Contract	Fresno Housing Authorities – Kingsburg Property	Fire prevention/Weed Abatement Services COMPLETED MAY 2020	1 crew
54.	F	Contract	Fresno EOC Transit Services –	Fire prevention/Weed Abatement Services COMPLETED JUNE 2020	1 crew
55.		Contract	Fresno EOC Transit Services –	Ground Leveling Services COMPLETED JUNE 2020	1 crew
56.		Grant	California Conservation Corps Non Residential Program 2019-2020	Corpsmember Support COMPLETED JUNE 2020	
57.	AFI	Contract	State of California – Natural Resources Agency Dept. of Parks & Recreation – San Joaquin River Conservancy/Spano Property	Fire prevention and weed abatement COMPLETED JUNE 2020	1 crew

## VI. CORPSMEMBER DEVELOPMENT REPORT

Recommendation: Information only

Background:

Corpsmembers are required to participate in continuing education options at the Local Corps as a condition of their enrollment. High school diploma classes are available through the YouthBuild Charter School of California and college classes are available on-site through credentialed instructors assigned by State Center Community College District. Although the classes are intended for our corpsmembers, they are open to the entire community. Life skills classes are available to YouthBuild Fresno students on a by-weekly basis and available to all corpsmembers during the school summer and winter break annually.

The LCC/YouthBuild Charter School Senate Council provides corpsmembers with the opportunity to participate fully in the development of additional services and programs members may deem important to their experience and growth at the Corps.



## Activity:

The YouthBuild Charter School of California (YCSC) continues to provide the high school education component, Life Skills, and Leadership Development for LCC. Currently 30 students are enrolled.

- March 16, 2020 - Due to the COVID-19 pandemic, YCSC suspended in-person classes through the end of the 2019 – 2020 academic year and switched to a distance learning model. Students completed classwork and submitted assignments to teachers via the school's Schoology program and email.
- March- August 2020 - The Central Valley Forestry Corps began training of its first cohort, with 9 participants that completed the program, four have been employed in the private fuels management and logging industry. Staff is actively recruiting 20 participants for the second cohort, which will begin September 14th. As of August 14th eight zoom recruitment orientations have been completed with 10 participants registered for cohort two.
- June 25, 2020 - Five corpsmember students and full-time classroom-based students earned their high school diploma from YCSC.
- August 10, 2020 - YCSC classes resumed via distance learning. The first two weeks students will attend a YCSC Mental Toughness Orientation to learn about expectations, etiquette/netiquette, and meet YCSC staff and peers.
- A total of 66 participants were enrolled YouthBuild DOL-ETA 2017-2020 program, 34 were job placed and/or enrolled in college, 23 earned their high school diploma while enrolled in the program. Currently in the follow up phase as of June 30, 2020.
- The 2018-2019 YouthBuild AmeriCorps Program is active, 35 slots were awarded, 33 reduced half time and two (2) full time positions. LCC received an additional 10 half time slots for a total of 43. One Full time member is active and two (2) reduced half time members are suspended. Currently 27 members have completed and earned their education awards.
- The 2019-2020 YouthBuild AmeriCorps Program is active, was awarded 31 reduced half time (RHT) slots, 2 half time (HT) slots, and 2 FT slots. Currently 25 members are enrolled in a RHT slot and two in HT slots. Both full time positions will not be filled. All other slots have been filled
- The AA/NA meetings have been suspended until further notice due to COVID-19.

## COMMUNITY SERVICE EVENTS FEBRUARY 16, 2020 – AUGUST 19, 2020

DATE:	EVENT	HOW MANY ATTENDED
2/20/20	Fresno EOC/Local Conservation Corps "New Beginnings AA Meeting"	6 Community Members
2/21/20	Save Mart Center "Blake Shelton Concert"/Recycling Services	1 Staff 3 Corpsmembers
2/22/20	Save Mart Center "California State University, Fresno Basketball Game"/Recycling Services	1 Staff 3 Corpsmembers
2/25/20	Fresno EOC/Local Conservation Corps "New Beginnings AA Meeting"	7 Community Members

DATE:	EVENT	HOW MANY ATTENDED
2/27/20	Fresno EOC/Local Conservation Corps "New Beginnings AA Meeting"	8 Community Members
2/29/20	Save Mart Center "Miranda Lambert Concert"/Recycling Services	1 Staff 3 Corpsmembers
3/01/20	Save Mart Center "KoRn & Breaking Benjamin Event"/Recycling Services	1 Staff 3 Corpsmembers
3/03/20	Fresno EOC/Local Conservation Corps "New Beginnings AA Meeting"	7 Community Members
3/06/20	Fresno EOC/Local Conservation Corps "New Beginnings AA Meeting"	6 Community Members
3/06/20 - 3/08/20	Save Mart Center "Monster Jam"/Recycling Services	1 Staff 3 Corpsmembers
3/07/20	Fresno EOC/Local Conservation Corps NYC Community Food Distribution	1 Staff 8 Corpsmembers
3/10/20	Fresno EOC/Local Conservation Corps "New Beginnings AA Meeting"	3 Community Members
3/12/19	Fresno EOC/Local Conservation Corps "New Beginnings AA Meeting"	7 Community Members
	Big Sandy Rancheria - Free Recycling Collection Event (Waste Tire Amnesty, light bulbs, batteries)	2 Staff 3 Corpsmembers
	MARCH 13 - JULY 10 - NO ACTIVITIES DUE TO COVID-19	
7/11/20	Fresno EOC/Local Conservation Corps NYC Community Food Distribution	1 Staff 2 Corpsmembers
8/14/20	EOC/Local Conservation Corps & West Fresno Family Resource Centers' 18 <sup>th</sup> Annual Back To School Drive By School Supply Distribution	1 Staff 3 Corpsmembers

# FRESNO EOC/LOCAL CONSERVATION CORPS (LCC)

Emilia Reyes, Chief Executive Officer

Michelle L. Tutunjian, Enterprise Officer

Shawn Riggins, LCC Director

## ADVISORY COMMITTEE ROSTER

Name	Title	Agency	Phone	Fax	Address
Hackett, James Chairperson	Program Supervisor	Dept. of Employment and Temporary Assistance	493-0495	253-9200	jhackett@co.fresno.ca.us
Clark, David	Dean of Instruction for Division C - Agriculture & Natural Resources, Business, Industrial Technology	Reedley College	638-0300ext. 3361		995 N Reed Ave, Reedley, CA 93654
Del Rincon, Frank	Vice-President	Northern California Allan Company	559-264-4804		2525 S. Sunland Ave Fresno, California 93725 fdelrincon@allancompany.com
VACANT	Registrar/Counselor	YouthBuild Charter School of California	263-8931		1805 E. California Avenue Fresno, CA 93706
Franklin, Misty	EOC Commissioner	Fresno County EOC	559 430-7753		2567 S. Lily Ave Fresno, CA 93706 misty.franklin@outlook.com
Isaak, Angie	EOC Commissioner	Fresno County EOC	(559) 621- 6110 C: 287.4474 Text		P.O. Box 3466 Clovis, CA 93613 angie.isaak@fresno.gov
LCC/YCSC Corpsmember /Student	LCC/YB Charter School Senate Council President & YouthBuild Policy Council Chair	Local Conservation Corps	264-1048	264-1004	1805 E. California Avenue Fresno, CA 93706
Martinez, Daniel	EOC Commissioner	Fresno County EOC	559 974-1836		2950 Sterling Ave Sanger, CA 93657 martinez-daniel@comcast.net
Lisa Nichols	EOC Commissioner	Fresno County EOC	C: 577.9793 Text		1100 E. Church Ave Fresno, CA 93706 Lisa.Nichols@fresnounified.org lisanchls1@gmail.com
Robles, Itzi	EOC Commissioner	Fresno County EOC	559 231-3280		4815 E. Yale Fresno, CA 93703 itzijrobles@gmail.com
Staff Member		County of Fresno Public Defender's' Office	(559) 600- 3546		2135 Fresno St., Ste. 100 Fresno, CA 93721
Weaver, Sharon	Executive Director	San Joaquin River Parkway and Conservation Trust, Inc.	559-248-8480 X105	559-248- 8474	11605 Old Friant Road, Fresno, CA 93730 sweaver@riverparkway.org

# FRESNO EOC SCHOOL OF UNLIMITED LEARNING

## GOVERNING COUNCIL MEETING

On-Line through Ring Central  
Tuesday, September 8, 2020

### MINUTES

**I.** Meeting called to order by Jeanne Starks at 10:00 a.m.

**II.** Roll call facilitated by Terry Allen

<b>Voting Members</b>	Present	Excused	Absent	<b>Non-Voting Members</b>	Present	Excused	Absent	<b>Staff</b>	Present	Excused	Absent	<b>Guests</b>
Michael Allen, Community Rep			X					Michelle Tutunjian	X			
Terry Allen, Ed.D., Retired Teacher Rep	X							Emilia Reyes	X			
Zina Brown-Jenkins, EOC Commissioner			X									
Jeff Davis, Director Employ & Training	X											
Felipe De Jesus Perez			X									
Corinne Florez, Community Rep	X											
Misty Franklin, EOC Commissioner			X									
Lupe Jaime-Mileham	X											
Larry Metzler, Cultural Arts Rotary Interact Club			X									
Mike Petrovich Ph.D, Retired Men Hlth Rep	X											
Chuck Riojas, Community Member			X									
Jimi Rodgers, EOC Commissioner	X											
Jeanne Starks, <b>Chair</b> , Retired Law Enf Juv Prob	X											
Benita Washington, FSU Social Worker Rep	X											
Parent Rep Maria Amaro Morales			X									
Alt Parent Rep:												
Student Rep's (2) Ezequel Ayala,	X		X									
Alternative Student Rep												
Rena Failla, Staff Rep	X											
Courtney Griffin, Staff Rep	X											
Sam Hairston, Career	X											
Joseph Turner, Teacher Rep	X											
Mark A Wilson, Principal	X											

### **III Approval of Minutes**

The May 12, 2020 and August 12, 2020 minutes were approved as read. M/S/C Washington/Rodgers

A motion was made to officially and formally nominated Ezequiel Ayala to the Governing Council as the student representative. M/S/C Wilson/Allen

### **IV. Dashboard Alternative School Status (DASS)**

The Dashboard Alternative School Status (DASS) consist of modified methods measurement for indicators that are aligned with the evaluation rubrics of the Local Control Funding Formula (LCFF) to evaluated the success of progress of schools that serve high-risk students. Since October 2017 SOUL has been designated a DASS school, every three years the DASS school must reapply for re-designation. The DASS criteria requires the school to have an unduplicated count of at least 70 % of the schools' enrollment composed of the following high-risk student groups: expelled, suspended, wards of the court, pregnant and/or parenting, recovered dropouts, habitually truant or habitually insubordinate and disorderly, retained more than once in kindergarten through grade eight, credit deficient, gap in enrollment, high level of transience, Foster Youth, Homeless Youth, or emotionally disturbed students. A motion was made to approve the DASS Eligibility Renewal Form. M/S/C Florez/Rodgers

## **V. Local Continuity Attendance Plan (LCP)**

The purpose of the Learning Continuity and Attendance Plan (LCP) is to describe how the School of Unlimited Learning has addressed and will continue to address the impacts of COVID-19 and maintain continuity of student learning in the coming year. The SOUL's LCP includes plans for:

- Providing distance learning and when the public health conditions allow in person instruction
- measuring student progress, participation and address learning loss
- providing supports for English Learners, Foster Youth, Homeless Youth, students with Unique needs and low income students
- ensuring access to devices and connectivity
- providing resources and supports to address student and staff mental health and social emotional well-being, student and family engagement
- providing school meals for students and increasing/improving services for English Learners, foster youth, homeless youth, and economically-disadvantaged students.

The council discussed the information shared. A motion was made to approve the LCP. M/S/C Rodgers/Washington

## **VI. Student Parent Handbook**

The Student Parent Handbook has been updated for the 2020-2021 school year. The Remote Learning Plan has been added to the handbook along with a statement concerning COVID-19: *In lieu of the challenges and changes presented by COVID-19, some school policies and procedures are not applicable during the Fall 2020 semester and have been temporarily omitted*, however, it was presented and discussed to reinstate those policies and procedures and just gray them out until school is allowed to reopen. The Handbook will be brought back to the Governing Council next month with the revisions. A motion was made to approve the Student Parent Handbook. M/S/C Allen/Florez

## **VII. SOUL Update**

SOUL's demographic information for the school enrollment and updates as reflected on the Principal's report were reviewed by the council. Additional items discussed:

- Rena Failla introduced Andrea Madrigal-Garcia SOUL's new social work intern from Fresno State.
- SOUL is providing 5 breakfasts and 5 lunches to each student requesting them on a weekly basis. Normally meal distribution is on Monday's unless there is a holiday.
- Jeff Davis shared that he is looking forward to another successful year with SOUL in work base learning opportunities and placing students in a healthy and safe work environment.
- Dr. Wilson is planning to meet with the Interact students to begin planning meetings and activities.

## **VIII. Other Business**

The next Governing Council meeting will be held on Tuesday, October 13, 2020 from 10:00am-11:30am. The By-Laws, Finance and Membership sub-committees will report at the October meeting.

## **IX. Public Comment**

None at this time

## **X. Adjournment of Meeting**

A motion was made to adjourn the Governing Council meeting at 11:23 am. M/C/S Allen/Florez

Submitted by Terry Allen ED.,D.