

BOARD OF COMMISSIONERS MEETING
Nielsen Conference Center
3110 W Nielson Avenue, Fresno, CA 93706
December 18, 2019
6:00 PM

MINUTES

I. **CALL TO ORDER**

Linda Hayes, Board Chair, called the meeting to order at 6:50 PM

II. **ROLL CALL**

Roll was called and there was a quorum.

The attendance roster was modified.

M/S/C – Keyes/Parra to amend the roll call as discussed. All in favor.

III. **PLEDGE OF ALLEGIANCE**

IV. **APPROVAL OF AGENDA**

M/S/C – Garabedian/Arambula to approve the agenda as presented. All in favor.

V. **APPROVAL OF PREVIOUS MINUTES**

November 20, 2019 Meeting Minutes

M/S/C – Arambula/Garabedian to approve the meeting minutes. All in favor.

VI. **SEATING OF COMMISSIONERS**

M/S/C – Leon/Garabedian to ratify the election/selection results as presented. All in favor.

VII. **PRESENTATION OF BOARD PLAQUES**

Retiring commissioners were not in attendance. Plaques will be mailed.

VIII. **COMMITTEE REPORTS**

M/S/C – Reyna/Isaak to pull B.1, C.2., D.2.b.,d.,e.,f.,i. and approve the following:

A. Audit Committee Meeting

1. December 11, 2019 Meeting Minutes
2. Rural consolidated Transportation Services Agency
3. Urban Consolidated Transportation Services Agency

B. Finance Committee Meeting

- ~~1. December 12, 2019 Meeting Minutes~~
2. Financial Report: September & October 2019
 - a. Agency Financial Statements
 - b. Head Start Financial Status Report
3. Workers Compensation Insurance Renewal
4. Health Insurance Stop Loss Renewal

C. Infrastructure Committee Meeting

1. December 9, 2019 Meeting Minutes

- ~~2. Head Start 0 to 5~~
 - ~~a. Clinton/Blythe Head Start Center Construction Award Contract~~
 - ~~b. Fresno/Shields Head Start Center Construction Award Contract~~
 - ~~c. Land Purchase for Brooks Head Start Center~~

- D. Planning and Evaluation Committee Meeting
 - 1. November 12, 2019 Meeting Minutes
 - 2. December 11, 2019 Meeting Minutes
 - a. Energy Services
 - Transform Fresno Project Expansion Proposal
 - ~~b. Food Services~~
 - ~~Learn Academy/Beach Cities Food Services Agreement~~
 - c. Health and Dental Services
 - The Renewal Awards
 - ~~d. Local Conservation Corps~~
 - ~~Active Transportation Program Augmentation Grant Application~~
 - ~~e. Local Conservation Corps/Sanctuary and Support Services~~
 - ~~Homeless Emergency Aid Program—Homeless Employment Program Application~~
 - ~~f. Rural Tobacco Education Program~~
 - ~~2020-2025 Rural Tobacco Education Program~~
 - g. Strategy and Communications
 - i. Transform Fresno Direct Outreach Community Partner
 - ii. Transform Fresno Event Coordination Community Partner
 - iii. Transform Fresno Media and Communications Community Partner
 - h. Transit Systems
 - i. VW Mitigation Trust Fund: Zero-Emission School Bus Application
 - ii. VW Mitigation Trust Fund: Zero-Emission Shuttle Bus Application
 - ~~i. Women, Infants, and Children~~
 - ~~Catalyzing Retention Efforts in WIC (CREW)~~

VIII. B.1. Finance Committee Meeting - December 12, 2019 Meeting Minutes
 Reyna requested an overview of the Health Insurance Report and Line of Credit usage. Angus discussed that our goal is to have \$3 million in our health insurance fund. With the increase in employee share, effective in January 2020, and the savings from the new Rx plan we should reach that goal. Heinrich shared that the line of credit agreement language was changed to add that requested funds would be directly deposited to the agency bank account. Also signatories were changed to position titles instead of actual names. The line was increased to \$2.4 million. She added that even though we have accessed the line of credit to cover delayed WIC payments, the agency is in stable financial condition.

VIII. C.2. Leon asked if there were any rural Head Start projects. Shivaprasad, HS 0-5 Director, shared that a new site for La Colonia in Parlier is underway. It will be part of a new development project in the city.

Shivaprasad explained how the program decides to expand. We take a look at the Community Assessment that is done to determine where expansion opportunities exist. The Office of Head Start has to open an RFP for expansion sites. Lately H.S. has been focused on expanding hours, not slots and sites. The Assessment will be shared with Commissioners.

Arambula asked where parking was at the Fresno/Shields Head Start site. That site will have street parking only.

VIII. D.2.b. Food Services - Learn Academy/Beach Cities Food Services Agreement
A question was asked about the feasibility of serving such a small school population. Food Services Director, Jon Escobar, shared that we serve a senior center and Head Start site in the same area so it is not out of the way. Enrollment is now up to 5 and is expected to increase.

VIII. D.2.d. Local Conservation Corps - Active Transportation Program Augmentation Grant Application
LCC Director, Shawn Riggins explained that because of the tight timeframe for submittal, there was no rural outreach done for this project. LCC has partnerships with several rural communities.

VIII.D.2.e. Local Conservation Corps/Sanctuary and Support Services - Homeless Emergency Aid Program – Homeless Employment Program Application
No further discussion.

VIII.D.2.f. Rural Tobacco Education Program - 2020-2025 Rural Tobacco Education Program
Community Services Director, Gilda Arreguin, gave a brief overview and update of the Rural Tobacco Education Program.

VIII.D.2.i. Women, Infants, and Children - Catalyzing Retention Efforts in WIC (CREW)
WIC Director, Jack Lazzarini, discussed the project. We will work with the State to determine the best locations for the pop ups. The temporary locations will not just be used for intake but actual services will be provided for clients.

There was discussion around the diaper distribution project and client education.

M/S/C – Garabedian/Leon to approve the pulled items. All in favor.

IX. ADVISORY BOARDS

- A. Head Start County Wide Policy Council
 - 1. November 20, 2019 Meeting Minutes
 - 2. November Program Update Report
- B. SOUL Advisory Board
 - December 10, 2019 Meeting Minutes

M/S/C –Garabedian/Isaak to accept the Advisory Board minutes as presented. All in favor.

X. CHIEF EXECUTIVE OFFICER'S REPORT

- A. Additional Signatory Authorization Resolution
- B. 2020 Board Training
- C. Strategic Goals Report
- D. Grant Tracker

Angus distributed and shared an Administrative Impact report covering his tenure in office.

M/S/C –Garabedian/Leon to approve the Signatory Authorization. All in favor.

XI. STAFF ANNOUNCEMENTS

- A. Local Conservation Corps - Youthbuild Charter School Of California Graduation
- B. Sanctuary and Support Services - Save Around Coupon Book

XII. COMMISSIONERS' COMMENTS

Vang expressed concern for the safety of our students and families and asked about the security procedures when parents volunteer for Head Start. Director Shivaprasad explained the procedure. Staff confirmed that parents are never left alone with students, there is always a staff member present.

Robles congratulated and thanked the Internal Audit department for a well-run election process.

Isaak shared that this is the 17th year of Santa's Village. She thanked LCC for all the work they do to help with the project.

Jaime-Mileham acknowledged the retirement of Chief Programs Officer, Naomi Quiring-Mizumoto.

XIII. PUBLIC COMMENTS

Misty Gattie-Blanco shared that the LGBTQ Center will be on the 2020 Art Hop Map

XIV. EXECUTIVE SESSION

M/S/C –Parra/Keyes to enter Closed Session at 8:10 PM. All in favor.

M/S/C –Reyna/Garabedian to approve the Conflict of Interest Form as discussed. All in favor.

M/S/C –Rodgers/Leon to appoint Michelle Tutunjian as Interim Chief Executive Officer beginning January 1, 2020 until the incoming CEO takes office. All in favor.

M/S/C – Rodgers/Leon to leave Closed Session at 9:40 PM. All in favor.

XV. ADJOURNMENT

M/S/C – Leon/Jaime-Mileham to adjourn. All in favor.

Meeting adjourned at 9:40 PM.

Respectfully Submitted,

Brian Angus, Board Secretary