



Program Planning & Evaluation Committee Meeting

November 9, 2021 at 5:00 p.m.

Zoom Link: <https://fresnoeoc.zoom.us/j/85778135420>

Meeting ID: 857 7813 5420

1-669-900-6833



PROGRAM PLANNING & EVALUATION COMMITTEE MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF SEPTEMBER 14, 2021 MINUTES

A. September 14, 2021 Program Planning and Evaluation Committee Meeting Minutes.	Approve	3
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4. SANCTUARY AND SUPPORT SERVICES

A. FY 2021 Continuum of Care Competition	Approve	6
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5. HEAD START 0-5

A. Program Update Report (PUR)	Approve	8
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6. TRAINING AND EMPLOYMENT SERVICES

A. AmeriCorps Senior Demonstration Program	Ratify	12
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7. WOMEN, INFANTS AND CHILDREN

A. Book for Kids Grant	Ratify	14
B. Program Monitoring Review	Information	16

8. STRATEGY AND RESOURCE DEVELOPMENT

A. Grant Tracker	Information	26
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9. PUBLIC COMMENTS

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

10. ADJOURNMENT

PROGRAM PLANNING AND EVALUATION COMMITTEE
Virtual – Board Effects – Zoom
Tuesday, September 14, 2021
5:00 p.m.

MINUTES

1. CALL TO ORDER

Linda R. Hayes, called the meeting to order at 5:08 p.m.

2. ROLL CALL

Roll was called and a quorum was established.

Committee Members (Zoom):

Linda R. Hayes
Amy Arambula
Catherine Robles

Staff (Zoom):

Emilia Reyes
Michelle L. Tutunjian
Heather Brown
Jack Lazzarini
Misty Gattie-Blanco
Cesar Lucio
Susan Lopez

Gilda Arreguin
Joseph Amader
Rosa Pineda
Nidia Davis
Kelsey McVey
Elionora Vivanco
Arthur Montejano

Absent:

Andrea Reyes
Brian King

3. APPROVAL OF MINUTES

August 24, 2021 Program Planning and Evaluation Committee Meeting Minutes.

Public Comments: None heard.

Motion by: Arambula **Second by:** Robles

Ayes: Arambula, Robles, Hayes.

Nays: None

4. SANCTUARY AND SUPPORT SERVICES

A. Homeless Youth Emergency Services and Housing Program.

Misty Gattie-Blanco, Sanctuary Director, provided an overview of the Homeless Youth Emergency Services and Housing Program application of the California Governor's Office of Emergency Services, Victim Services Branch, in the amount of \$2,250,000 over a five-year period, starting on January 1, 2022. Arambula inquired about the process to qualify for continuum of care. Gattie-Blanco explained the eligibility criteria.

5. SCHOOL OF UNLIMITED LEARNING

A. Elementary and Secondary School Emergency Relief III Expenditure Plan.

Susan Lopez, interim School of Unlimited Learning Principal, presented the Elementary and Secondary School Emergency Relief III Expenditure Plan in the amount of \$428,603 for the 2021-2022, 2022-2023, and 2023-2024 school years. Arambula inquired about the individualized instruction. Lopez explained the criteria to determine what students require personalized support.

Public Comments: None heard.

Motion by: Robles **Second by:** Arambula

Ayes: Arambula, Robles, Hayes.

Nays: None

6. HEAD START 0-5

A. Program Update Report (PUR)

Rosa Pineda, Head Start Early Care and Education Director, presented the Head Start 0 to 5, July 2021 Monthly Program Update Report. Robles inquired about enrollment carryover. Pineda responded waiting list includes carryover from previous months. Arambula inquired about the physical locations of two Head Start centers. Pineda provided specific locations.

Public Comments: None heard.

Motion by: Arambula **Second by:** Robles

Ayes: Arambula, Robles, Hayes.

Nays: None

B. Head Start Director

No questions were asked by the Committee.

Public Comments: None heard.

Motion by: Arambula **Second by:** Robles

Ayes: Arambula, Robles, Hayes.

Nays: None

C. 2020 Head Start 0-5 Budget Modification

No questions were asked by the Committee.

Public Comments: None heard.

Motion by: Arambula **Second by:** Robles

Ayes: Arambula, Robles, Hayes.

Nays: None

D. 2021 Head Start 0-5 Cost of Living Adjustment

No questions were asked by the Committee.

Public Comments: None heard.

Motion by: Arambula **Second by:** Robles

Ayes: Arambula, Robles, Hayes.

Nays: None

7. ENERGY SERVICES

A. 2022 Low Income Home Energy Assistance Program

Joe Amader, Energy Services Director, provided an overview of the 2022 Low Income Home Energy Assistance Program contract with the State of California, Department of Community Services and Development in the amount of \$10,426,205 for a 20-month period, beginning

November 1, 2021. Robles inquired about the area of service. Amader responded Fresno County. Arambula requested a breakdown showing allocation of funds per zip code in comparison with previous year. Amader will provide a report listing the information requested.

Public Comments: None heard.

Motion by: Arambula **Second by:** Robles

Ayes: Arambula, Robles, Hayes.

Nays: None

B. ARPA LIHEAP PY 2021

Joe Amader, Energy Services Director, provided an overview of the American Rescue Plan Act Low-Income Home Energy Assistance Program (LIHEAP) Year 2021 contract with the State of California, Department of Community Services and Development in the amount of \$10,826,169 for a 20-month period, beginning August 1, 2021. Robles inquired about the heating and cooling assistance to clients. Amader explained the assistance provided. Arambula inquired about suspending service prioritization requirements. Amader explained the criteria to prioritize the requirements. Robles asked about the process to assist families with suspended services. Gilda Arreguin, LIHEAP Director explained the criteria to provide this type of assistance. Arambula requested a breakdown sharing the allocation of funds per zip code in comparison with previous year. Tutunjian responded implementation of this new funding begins in October 2021; therefore, zip code comparison cannot be provided at this time.

Public Comments: None heard.

Motion by: Arambula **Second by:** Robles

Ayes: Arambula, Robles, Hayes.

Nays: None

8. STRATEGY AND RESOURCE DEVELOPMENT

A. Grant Tracker

Kelsey McVey, Planning & Evaluation Manager, presented the Grant Tracker.

9. OTHER BUSINESS

The next meeting is scheduled on Tuesday, November 9, 2021.

10. PUBLIC COMMENTS

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

No public comments at this time.

11. ADJOURNMENT

The meeting was adjourned at 5:47 p.m.

Respectfully submitted,

Andrea Reyes
Chair



PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

Date: November 9, 2021	Program: Sanctuary and Support Services
Agenda Item #: 4A	Director: Misty Gattie-Blanco
Subject: FY 2021 Continuum of Care Competition	Officer: Michelle L. Tutunjian

Recommended Action

Staff recommends Committee approval for full Board consideration of seven (7) grant applications for a total of \$2,165,704 to the U.S. Department of Housing and Urban Development (HUD).

Background

The Continuum of Care (CoC) Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless; and to optimize self-sufficiency among those experiencing homelessness.

The applications are in response to the FY 2021 CoC Program Competition, in partnership with the Fresno Madera Continuum of Care (FMCoC). The Notice of Funding Availability was released on August 18, 2021, opening the competition, making available approximately \$2.6 billion to serve homeless people nationally. Applications are reviewed by the CoC's consultant prior to submission to HUD to assure alignment with local priorities and processes and to prepare the consolidated application for submission prior to the deadline of November 16, 2021.

The CoC's estimated Annual Renewal Demand is \$10,888,264 in funding to support existing housing and services for homeless households and \$102,000,000 for Domestic Violence Bonus funds. As in previous years, there is a requirement to rank all project applications into two Tiers. Tier 1 must equal 100% of the total Annual Reward Demand. FMCoC may choose/select projects to reallocate some or all funding to reduce homelessness.



Fiscal Impact

The following applications will be submitted to support projects over a 12-month period starting 2022-2023.

1. Project Phoenix - \$432,584
2. Project Hearth - \$296,306
3. Project Home Plate - \$274,870
4. Project Rise - \$242,996
5. HERO Team 2 expansion - \$525,000
6. Project Rise expansion – \$100,159
7. Project Sparrow - \$293,789

Conclusion

If approved by the Committee, this item will move forward for full Board consideration at the November 17, 2021, Commission meeting. Requested funds will support existing housing and services for homeless households and persons fleeing domestic violence.



PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING MEETING

Date: November 9, 2021	Program: Head Start 0 to 5
Agenda Item #: 5A	Director: Rosa M. Pineda
Subject: August 2021 Program Update Report (PUR)	Officer: Jack Lazzarini

Recommended Action

Staff recommends Committee approval for full Board consideration the Head Start 0 to 5 August Monthly Program Update Report.

Background

As per mandate, Head Start agencies provide monthly updates to the Board and Policy Council, written as required by the Head Start Act of December 12, 2007, Section 642 Powers and Functions of Head Start Agencies (d) Program Governance Administration, (2) Conduct of Responsibilities, (A) through (I).

Below is a reference to the requirement.

(2) Conduct of Responsibilities – Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and policy council, about program planning, policies, and Head Start agency operations. . .

The report includes all areas mandated by the Head Start Act, not reported elsewhere: (B) monthly program activity summaries; (C) program enrollment reports; (D) monthly reports of meals and snacks provided through the U.S. Department of Agriculture; (H) communication and guidance from the Secretary of Health and Human Services.

The excluded information reported separately includes: (A) monthly financial reports including credit cards, (E) financial audit report, (F) annual Self-Assessment (G) community-wide strategic planning (Community Assessment) and the (I) Annual Program Information Report (PIR).

The August 2021 Program Update Report is attached for review.

Fiscal Impact

The County-Wide Policy Council and the Fresno EOC Board of Commissioners must have timely and accurate information in order to ensure programmatic and fiduciary accountability of Fresno EOC Head Start 0 to 5. The staff have implemented this report to provide information monthly for these purposes

Conclusion

If approved by the committee, this item will move forward for full board consideration. Head Start 0 to 5 will continue share accurate and current information to the governing body and policy council in order to provide optimal services to children and families in Fresno County.



**BOARD OF COMMISSIONERS
PROGRAM UPDATE REPORT
REPORT MONTH: AUGUST 2021**

I. Head Start 0 to 5

Program Information Summary:

1. The program is being proactive about safety for staff, children and families by continuing to adhere to the strict COVID-19. Protocols in place.
2. August 5, 2021 all staff attended the August Pre-service held at the Golden Palace in Fresno.
3. August 6, 2021 individual Service Area In-Service; which all staff participated in trainings tailored specific to their jobs.
4. August 20, 2021 New Employee Orientation attended by new employees.

II. Communication and Guidance from the United States Health and Human Services (HHS) Secretary:

On August 25, 2021, The Office of Head Start (OHS) provided the following information related to enrollment as follow up to ACF-PI-HS-21-04. OHS expects programs to work toward full enrollment and full comprehensive services, contingent upon U.S. Centers for Disease Control and Prevention (CDC) guidelines with state and local health department guidance, and in consideration of local school districts' decisions. On September 2021, OHS will begin reviewing monthly enrollment in the Head Start Enterprise System (HSES) and discuss program plans for moving to full enrollment. Programs should build toward full enrollment and provide comprehensive services for all enrolled children as soon as possible.

Beginning January 2022, OHS will reinstate pre-pandemic practices for tracking and monitoring enrollment. OHS will also resume evaluating which programs enter into the Full Enrollment Initiative in January 2022. All programs will start fresh, including those participating in the Full Enrollment Initiative prior to the pandemic. Reported enrollment for January 2022 is the first month of enrollment that OHS will evaluate for the under-enrollment process.

III. Early Head Start

Program Information Summary:

1. August 3rd and 4th all EHS Staff participated in an all Service Area training; presenters consisted of Fresno EOC HR staff and personnel from Fresno County Superintendent of Schools All 4Youth a Mental Health Resource Program.
2. EHS participated in the August Breastfeeding Celebration on August 10, 2021.
3. First Socializations for EHS took place August 13th and 27th.
4. August 25th Home Base EHS Services hosted two Medical Interns from Valley Children's Hospital. They received a summary of our Holistic Services rendered to families from Fresno County and were able to shadow Home Visits from our Highway City and Fresno City Urban Home Base area.
5. EHS staff received their first Local Parent Meeting trainings from our Family Services Team on August 30, 2021.
6. Center Base staff have reviewed trainings on active supervision, Creative Curriculum, Infant Environment Rating Scale (ITERS) and Classroom Assessment Scoring System (CLASS).

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 256; Monthly ADA: Center Base: 72.71%, Home Base: 90.32%

Wait List Total: 110

Analysis of all areas below the recommended 85% ADA, if any, has been done.

Total Early Head enrollment for August is 256. During the month of August, EHS Center Base continued to provide in-person services while EHS Home Base transitioned from virtual home visits to in-person home visits. Consequently, we experienced a significant decrease in parent participation as well as staff turnover with our EHS Home Base program option. To retain enrollment and parent participation, accommodations were made to meet the needs of parents, children and staff. Despite the recent increase of COVID-19 cases, we received a total of 175 online referrals from our Fresno EOC website and we participated in one community outreach event for the month of August. We continue to strategically work with our EHS partnerships, staff and parents to reach full enrollment.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 407 Lunches: 442 Snacks: 367

IV. Head Start

Program Information Summary:

1. August 12-13, 2021, children phased in at their center and took part in small activities to get to know the staff and classroom.
2. August 16, 2021, first day of classes for Center Base children with transportation and meals.
3. Franklin Head Start is having their windows replaced with energy efficient dual pane windows.
4. All center playgrounds have been assessed for Fibar (mulch) needs; Maintenance is going out and filling playground areas as needed.
5. August 27, 2021, ERSEA training was provided to our partners Fresno Unified School District and Fresno County Superintendent of Schools.



BOARD OF COMMISSIONERS PROGRAM UPDATE REPORT

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 1,073; Monthly ADA: Center Base 83.45%; Home Base: NA%

Wait List Total: 407

Analysis of all areas below the recommended 85% ADA, if any, has been done.

Total Head Start enrollment for August 2021 is 1073. Our first day of classes took place August 16, 2021 as regularly scheduled, whereas the CSPP Full Day/Full Year classes have been in operation since July 1, 2021. To support our ongoing recruitment and enrollment efforts, for the month of August we received 112 Head Start Online Referrals from our Fresno EOC website, 19 referrals from the Department of Social Services and we attended two Outreach and Community events. Although the State of California lifted its color-coded system in June of 2021, Fresno County has experienced a recent increase of COVID-19 cases. Nonetheless, with our new grant in place, we have strategically been working with our new partners and the onboarding of personnel across all service areas to continue with our full enrollment efforts.

Head Start Meals/Snacks:

Total Children: Breakfasts: 5,288 Lunches: 6,225 Snacks: 4,845

Submitted by:

Rosa M. Pineda
Early Care and Education Director

Nidia Davis
Program Support Director

(AUGUST 2021 BOARD PUR) CQ 09/20/21 ~ CWPC (2020-2021 (PUR (BOARD)) ~



PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

Date: November 9, 2021	Program: Training and Employment Services
Agenda Item #: 6A	Director: Jeff Davis
Subject: AmeriCorps Senior Demonstration Program	Officer: Michelle L. Tutunjian

Recommended Action

Staff recommends Committee ratification for full Board consideration of the Foster Grandparents Program (FGP) American Rescue Senior Demonstration Program (referred to American Rescue SDP) application in the amount of \$375,000.

Background


The American Rescue Plan Act of 2021 provides additional federal resources to AmeriCorps Seniors in order to assist communities in COVID-19 recovery. Under the AmeriCorps Rescue SPD, Fresno EOC's FGP will recruit 50 AmeriCorps Seniors, ages 55 and over, to serve as volunteers to assist with tutoring, mentoring, and the provision of social/emotional support for children and youth. Volunteer activities will be conducted in public schools, Head Start classrooms, and after school programs. FGP will provide services throughout Fresno and Madera counties in underserved areas with persistent poverty.

AmeriCorps Seniors anticipates approximately \$10,000,000 for FY 2022 American Rescue SDP awards. Estimated award amounts will vary, as determined by the scope of the project. AmeriCorps Seniors expects to make awards in the range of \$100,000 to \$500,000. Application submitted on October 18, 2021.

Fiscal Impact

Fresno EOC applied for \$375,000 in funding for a two-year project period commencing July 1, 2022.

Conclusion



If approved by the Committee, this item will move forward for full Board consideration at the November 17, 2021, Commission meeting. Funding will augment the existing FGP by increasing the total number of senior volunteers recruited and the number of children and youth served. Funding will support one (1) additional staff position. Notification of awards will be announced no later than by March 31, 2022.

PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

Date: November 9, 2021	Program: Women, Infants and Children
Agenda Item #: 7A	Director: Annette Thornton
Subject: Book for Kids Grant	Officer: Jack Lazzarini

Recommended Action

Staff recommends Committee ratification for full Board consideration of the Books for Kids Grant in the amount of \$166,914 submitted to the California Department of Public Health Women, Infants and Children Division (CDPH/WIC).

Background

This one-time grant is intended to improve child development and literacy by providing age and culturally appropriate books for young children of WIC families. Evidence has demonstrated that children from low-income families and/or dual language learners gain the most from early childhood literacy programs.

WIC will be using The First Partner's Summer Book Club list, featuring 23 books curated by the First Partner for children ages 3-5, Potter the Otter, as well as book recommendations from First 5 Fresno County.


Grant application was submitted to CDPH/WIC on September 15, 2021. CDPH/WIC approved the application on September 19, 2021. Budget Amendment was submitted to CDPH/WIC on September 28, 2021, to include this grant money into the current fiscal year, which began October 1, 2021.

Fiscal Impact

Funds will be used to purchase books and cover staff time in promoting and distributing books to families at all WIC sites. There are no cost-sharing or matching requirements.

Conclusion

If ratified by the Committee, the program will begin January 2022, and funds must be spent by June 30, 2022. The following data will be collected for CHDP/WIC report data: number of children reached; number of mono-lingual non-English speaking families



participating; number of books distributed and percent distributed by language; and, number of staff trained.



PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

Date: November 9, 2021	Program: Women, Infants & Children
Agenda Item #: 7B	Director: Annette Thornton
Subject: Program Monitoring Review	Officer: Jack Lazzarini

Background

The information presented below is intended to keep the Committee apprised of the Program Monitoring Review (PMR) results and corrective action plan.

The California Department of Public Health (CDPH), Women, Infants and Children (WIC) Division completed a biennial PMR on August 24, 2021. Reviews are typically done in person by State WIC staff. However, due to COVID-19 pandemic circumstances, USDA allowed the review to be completed using a virtual process.

PMR includes evaluation of health and nutrition services; breastfeeding and customer services; civil rights; staff training and support; referrals, health linkages, integration and outreach; program integrity practices; WIC Card security; participant certification; program administration; and the Farmers' Market Nutrition Program. Numerous documents were sent electronically, and 35 WIC participant electronic files were randomly selected by State WIC staff for review.

This PMR is the first to be conducted after implementation of our new WIC Web Information System Exchange (WISE) computer system, pandemic policy modifications, and teleworking, which involved a wide learning curve for staff navigating remote technology in their home environment.

The PMR revealed the following four areas requiring corrective action:

1. One record was missing the required Know Your Rights and Responsibilities form which must be retained in the family record at initial and subsequent certifications.
2. One record was missing the Self Declaration Statement form when the applicant did not provide one or more required proofs for eligibility.
3. Seven newly hired staff failed to complete initial mandatory trainings within three months of employment.
4. One staff did not have a current Conflict of Interest statement on file, which must be signed once every three years.

Fiscal Impact

None

Conclusion

A Corrective Action Plan (CAP) must identify actions and time frames necessary to resolve the Areas for Required Action, including quality improvement efforts planned for monitoring staff and procedures to ensure finding are resolved. The CAP has been written and implemented (see attached draft), and must be submitted to CDPH/WIC by December 4, 2021.



TOMÁS J. ARAGÓN, M.D., Dr.P.H
Director and State Public Health Officer

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

October 5, 2021

Ms. Annette Thornton, R.D.
WIC Director
Fresno Economic Opportunities Commission
1920 Mariposa Street
Fresno, CA 93721

Dear Ms. Thornton:

The California Department of Public Health Women, Infants and Children Division (CDPH/WIC) completed a biennial program monitoring review of your agency on August 24, 2021. Circumstances related to the COVID-19 pandemic prevented us from completing this review in person. In accordance with a waiver received from USDA, we were able to complete our review using a virtual process. We appreciate your flexibility in adapting to this new process and your ability to submit numerous documents electronically.

This letter provides the results of the review completed by Paula Etcheberry, your agency's Nutrition Consultant.

Areas for Required Action

The program monitoring review revealed the following four areas that require corrective action:

1. Our review of a sample of participant certifications found that in one record the *Know Your Rights and Responsibilities* (R&R) form was not present in WIC WISE as required in the WIC Policy and Procedures Manual, eWPPM 260-40. At initial certification and each subsequent recertification, local agency staff must ensure that the following requirements are met:
 - a. The family representative/caretaker reads the R&R form, watches the R&R section of the Welcome to WIC Video, or has the R&R form read to them by LA staff.
 - b. The electronic R&R is retained in WIC WISE.



CDPH Women, Infants and Children (WIC) Division
3901 Lennane Drive MS 8600 Sacramento, CA 95834
P.O. Box 997375 MS 8600 Sacramento, CA 95899-7375
(916) 928-8500 [Division Website](http://www.wicworks.ca.gov) (www.wicworks.ca.gov)



2. Our review of a sample of participant certification records found one instance where the Self Declaration Statement (SDS) was not present in WIC WISE as required. Whenever an applicant or participant is given a 30-day short certification because one or more of the required proofs for program eligibility was not provided, an SDS must be created, signed, and saved in the WIC WISE record.
3. Our review of your agency's Staff Profile found seven staff who failed to complete all their initial mandatory trainings within the timeframe required by their hire date. Per Exhibit A, the Scope of Work section of the Contract, all newly hired staff must complete the four mandatory trainings—Code of Conduct, Civil Rights, Drug and Alcohol, and National Voter Registration Act—within three months of employment.
4. Our review of your agency's Staff Profile found one staff who did not have a current conflict of interest statement on file. Per WPPM 150-10, all staff must sign a *California WIC Program Employee Conflict of Interest Statement* upon employment and once every three years

Corrective Action Plan

Your corrective action plan (CAP) addressing the areas for required action is **due within 60 days** of the date on this letter. In order to comply with federal regulations, we are unable to grant extensions to the CAP deadline.

Please organize your CAP as follows:

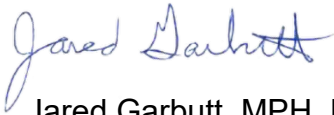
- Title the correspondence "Program Monitoring Corrective Action Plan"
- Address the CAP to your Nutrition Consultant
- Format the CAP on agency letterhead and include the submission date
- List the finding and then provide your response
- Include a plan of action that identifies the actions and time frames necessary to resolve the Areas for Required Action
- Include the quality improvement efforts you have planned for monitoring your staff and/or procedures to ensure that the findings are resolved

Ms. Annette Thornton
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October 5, 2021

For additional details on completing your CAP, you may access the document, *Guidance for Writing Your Corrective Action Plan*, at the CDPH WIC SharePoint site on the Program Monitoring page.

If you need technical assistance or have any questions about the virtual program monitoring review process, please contact your Nutrition Consultant.

Sincerely,

A handwritten signature in blue ink that reads "Jared Garbutt".

Jared Garbutt, MPH, RD, Chief
Bay and Central Section, Local Services Branch
Women, Infants and Children (WIC) Division
California Department of Public Health

Attached: Program Monitoring Review Summary Table

cc: Ms. Emilia Reyes
Chief Executive Officer
Fresno Economic Opportunities Commission
Emilia.Reyes@fresnoeoc.org

Program Monitoring Review Summary Table	
Number of Required Actions	Four
Repeat Required Actions	None
Site Reviewed	Onsite Checklist for Site #005 completed by agency staff and submitted for review.
Program Monitoring Reviewer	Paula Etcheberry
LA Staff at Exit Meeting	Annette Thornton, Stephanie Buelna, Julie Casillas
CAP Due Date	December 4, 2021
Areas of Program Review	<p>Our program monitoring review included health and nutrition services; breastfeeding and customer services; civil rights; staff training and support; referrals, health linkages, integration and outreach; program integrity practices; WIC Card security; participant certification; program administration; and the Farmers' Market Nutrition Program.</p> <p>Fiscal management review items such as travel and per diem reimbursement rates and employee time studies, are completed by the Office of the State Controller and addressed under a separate letter.</p>

1920 Mariposa St., Suite 330
Fresno, CA 93721

Program Monitoring Visit Corrective Action Plan

October 28, 2021

To Paula Etcheberry:

In response to the October 5, 2021, Letter of Findings (LOF) from our August 24, 2021, Program Monitoring Review, the following Corrective Action Plan (CAP) is being submitted. The CAP includes Area of Required Action (ARA), Corrective Action, Timeline and Monitoring (including frequency and expected outcome). File audit form is attached in the email.

ARA	Corrective Action	Timeline	Monitoring	
			Methodology	Expected Outcome
<p>1. One participant certification record was missing the <i>Know Your Rights and Responsibilities</i> (R&R) form in WIC WISE, as required in the WIC Policy and Procedures Manual, eWPPM 260-40. At initial certification and each subsequent recertification, local agency staff must ensure that the following requirements are met:</p> <p>a. The family representative/caretaker reads the R&R form, watches the R&R section of the Welcome to WIC Video, or has the R&R form read to them by LA staff.</p> <p>b. The electronic R&R is retained in WIC WISE.</p>	<p>-Retrain staff on the three acceptable ways to provide R&R to clients, the importance of collecting the signature, and how to retain an electronic copy by generating the R&R in WIC WISE or scanning the form into WIC WISE</p>	<p>-Completed at Staff in-service October 27, 2021</p>	<p>-RD supervisors or trainer will complete at least one certification observation per quarter per WNA to ensure the R&R is read, viewed in the video, or the participant reads the R&R themselves.</p>	<p>-90% accuracy of observation form with 100% compliance of completing & retaining R&R.</p>
			<p>-Perform monthly file audits using an agency-developed scoring sheet to ensure we have a signature for the R&R. Staff</p>	<p>-90% compliance with 0-20% error rate on file audit form with 100% compliance of retaining R&R</p>

	-Staff not meeting this requirement will be retrained on the importance of providing the R&R, the three acceptable methods, and saving electronic copy.	-Planned to be ongoing from November 17, 2021,	will complete one file audit and the RD supervisor will complete another. A total of 20 file audits will be completed and scored per WNA per year. The RD supervisor will discuss the file audit findings with the staff.	-File Audit and observations scores to be included in staff performance evaluations
2. One participant certification record was missing the Self Declaration Statement (SDS) in WIC WISE as required. Whenever an applicant or participant is given a 30-day short certification because one or more of the required proofs for program eligibility was not provided, an SDS must be created, signed, and saved in the WIC WISE record.	- Retrain on the importance of providing the self-declaration to participants if placed on a 30-day short certification including where to find the SDS form and how to sign in WIC WISE.	-Planned Staff in-service November 17, 2021	Perform monthly file audits using an agency-developed scoring form to ensure SDS is created, signed and saved in WIC WISE when applicable. Supervisor will complete one audit for each staff, and assign staff to complete one file audit for a past certification the staff completed.	-90% accuracy of file audit form with 100% compliance of completing & retaining SDS.
3. Seven staff failed to complete all their initial mandatory trainings within the timeframe required by their hire date. Per Exhibit A, the Scope of Work section of the Contract, all newly hired staff must complete the four mandatory trainings—Code of Conduct, Civil Rights, Drug and Alcohol, and National Voter Registration Act—within three months of employment.	-Review policy WPPM 190-00 with the trainer. Point out the required time frame for staff does not include new hire requirements of 90 days. Emphasize need to cross-reference policies WPPM 190-10 Alcohol and Drug Abuse Training reads and WPPM 190-20 Civil Rights Training although	-Completed October 1, 2021	-Review and update State WIC Staff Profile excel spread sheet after each staff training session.	-100% complete prior to PMR

	<p>both contain wrong information: "all new staff receives the required training within the first year of employment"</p> <p>State WIC is in process of updating the policies to be consistent with the Scope of Work in our Contract.</p> <p>WPPM 190-30 National Voters Registration Act accurately reads "within 3 months of hire for new staff."</p> <p>Code of Ethics refers to WPPM 150-10 Conflict of Interest and WPPM 120-10 Access to and Security of Confidential Information. Both policies do not specify training requirements. However, funding contract specifies mandatory trainings for new hires.</p> <p>-Plan to begin mandatory training with all required paperwork and required training before starting the WNA training or any other training.</p>			
<p>4. One staff did not have a current conflict of interest statement on file. Per WPPM 150-10, all staff must sign a California WIC Program Employee Conflict of Interest Statement upon employment and once every three years.</p>	<p>-Review policy WPPM 150-10 "sign a COI statement upon employment and once every LA contract cycle." with the trainer.</p> <p>-Plan to begin training with all required</p>	<p>-Completed October 1, 2021</p> <p>-Planned for next group of new hires</p>	<p>-Review and update State WIC Staff Profile excel spread sheet after each staff training session.</p>	<p>-100% complete prior to PMR</p>

	<p>paperwork and required training first before starting the WNA training or any other training.</p> <p>-Put a calendar reminder in outlook on repeat every three years for two weeks before the due date to ensure we complete conflict of interest forms on time.</p>	<p>-Planned to be added after new staff are hired</p>		
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With current staff shortage, supervisors have been fulfilling WNA duties with less time to conduct observations/file audits. After filling WIC Nutrition Assistants (WNA) vacancies and Floating Supervisor vacancy, increasing the number of file audits conducted by supervisors and/or implementing a peer review will be considered. Training logs, observation records, and file audit forms will be available for review at our next PMR. Thank you.

Sincerely,

Annette Thornton, RD
WIC Program Director



PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

Date: Tuesday, November 9, 2021	Program: Strategy & Resource Development
Agenda Item #: 8A	Director: Kelsey McVey
Subject: Grant Tracker	Officer: Heather Brown

Background

The information presented in the Grant Tracker is intended to keep the Board apprised of the program grant activity for Fresno EOC.

**Fresno Economic Opportunities Commission
Grant Tracker
Tuesday, November 2, 2021**

FUNDED							
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Date of Notice	Amount Awarded
8/24/2021	Health Services	Oral Health Mini Grant	County of Fresno Dept of Public Health	\$180,000	9/22/2021	9/24/2021	\$90,000
	Provide oral health literacy to pregnant people and the general Fresno County population.						
7/16/2021	Foster Grandparents	Flexible Support Grant	NextFifty Initiative	\$100,000	9/22/2021	10/20/2021	\$100,000
	Enhance and expand technology training for 60 FGP volunteers and an additional 100 older adults						
8/30/2021	Food Services	Food for Life Grant	Kaiser Permanente	\$25,000	9/22/2021	9/30/2021	\$25,000
	Funding to support monthly food distributions in Firebaugh, Mendota, Orange Cove and Parlier						
5/4/2021	Sanctuary and Support Services	Mentoring Services	Dept of Justice JDP	\$625,000	5/26/2021	10/25/2021	\$625,000
	Provide mentoring services to youth at risk of opioid use						
6/21/2021	Sanctuary and Support Services	Basic Center Program	Health & Human Services	\$600,000	6/23/2021	10/1/2021	\$600,000
	Funding to operate the Sanctuary Youth Shelter, including necessities, case managed services and day-to-day operations for 200-250 youth annually						

NOT FUNDED						
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Date of Notice
2/26/2021	Advance Peace Fresno	Visionary Freedom Fund	Andrus Family Fund	\$44,000	3/24/2021	9/28/2021
	Fund stipends and emergency resources for Peacekeepers, as well as professional development for staff.					
6/29/2021	Health Services	California Wellness Foundation Letter of Inquiry	California Wellness Foundation	\$600,000	8/10/2021	10/13/2021
	Provide oral health education for seniors in assisted living and skilled nursing facilities.					
10/7/2020	Street Saints	Homework Center Proposal	The Artist Tree	\$60,000	10/13/2020	The Artist Tree was not granted license by the City of Fresno
	Establish an afterschool tutoring program at the Hinton Center for up to 90 kids/day, five days/week. (Competitive - new)					
6/21/2021	Sanctuary and Support Services	Street Outreach	Health & Human Services	\$450,000	6/23/2021	10/1/2021
	Prevention and intervention services to runaway, homeless, and street youth who have been subjected to, or are at-risk of being subjected to sexual abuse, prostitution, sexual exploitation, and severe forms of trafficking					

PENDING GRANTS						
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Expected Date of Notice
4/12/2021	Advance Peace Fresno	General Proposal	City of Fresno	\$920,000	5/26/2021	Not specified
	Hire 4 additional Neighborhood Change Agents and 4 additional Peace Keepers					
4/12/2021	Advance Peace Fresno	Congressional Earmark Proposal	USDOJ	\$300,000	5/26/2021	Not specified
	Request was submitted through Congressman Costa's office					
8/6/2021	Advance Peace Fresno	Self Development of People	Presbyterian Mission on the Self Development of People	\$15,000	9/22/2021	Not specified
	Provide support for basic needs of fellows, including housing, food and transportation					

PENDING GRANTS						
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Expected Date of Notice
3/15/2021	Energy Services	Energy Efficiency Grant Program	Energy Upgrade California	\$20,000	3/24/2021	Not specified
	Outreach to rural and urban Fresno County residents through direct and indirect methods about energy efficiency benefits and best practices.					
9/21/2020	Head Start 0 to 5	Early Head Start Expansion and EHS-Child Care Partnership Grant	Department of Health and Human Services, Office of Head Start	\$944,092	9/30/2020	Not specified
	Open new EHS center at Clinton and Blythe, serving 16 infants and toddlers, and partner with three Family Child Care Homes to provide wraparound services to an additional 12 infants and toddlers. (Competitive - new)					
8/6/2021	LCC	Proud Parenting Grant Program	Board of State & Community Corrections	\$100,000	11/18/2021	Not specified
	Provide parenting education for corps members and partner with AFLP for young parents needing extra support, provide substance abuse and anger management consulting for participants as needed					
8/9/2021	LCC	Recover Up	Families & Workers Fund	\$1,900,000	9/22/2021	Not specified
	Funds to add a Guaranteed Income component to the existing Central Valley Forestry Corps project which will provide monthly stipends to enrolled participants for a 12-month period.					
4/15/2021	Sanctuary and Support Services	Fresno Rotary Grants	Fresno Rotary	\$15,000	5/26/2021	8/1/2021
	Purchase and installation of new double paned windows at the Sanctuary Shelter					
4/30/2021	Sanctuary and Support Services	Housing Assistance Grants for Victims of Human Trafficking	Dept of Justice OVC	\$594,316	5/26/2021	Not specified
	Provide transitional and short term housing to victims of human trafficking					
5/5/2021	Sanctuary and Support Services	Services for Victims of Human Trafficking	Dept of Justice OVC	\$800,000	5/26/2021	Not specified
	Provide trauma-informed support services, including legal services, for victims of human trafficking					

PENDING GRANTS						
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Expected Date of Notice
10/12/2021	Sanctuary and Support Services, Food Distributions and Training & Employment	Food Assistance, Homeless Support and Youth Internships	CVS Health	\$75,000	10/22/2021	12/1/2021
	If awarded, the \$75,000 request would be broken up into \$30,000 to fund facility improvements at Sanctuary's T Street location, \$25,000 to fund Food Distributions, and \$20,000 to fund four T&E youth interns.					
11/2/2021	Sanctuary and Support Services	Foundation Grant	Slave 2 Nothing Foundation	\$30,000	11/17/2021	Not specified
	Emergency safe housing, food and support services for victims of human trafficking					
7/26/2021	Strategy & Resource Development	CSBG CARES Act Rapid Cycle Impact Project	Administration of Children and Families	\$250,000	9/22/2021	Prior to Oct 2021
	Provide 30 families with children enrolled in Head Start Huron with monthly supplemental incomes for a 12-month period					
10/7/2020	Street Saints	Homework Center Proposal	Bank of America	\$60,000	10/13/2020	Not specified
	Establish an afterschool tutoring program at the Hinton Center for up to 90 kids/day, five days/week. (Competitive - new)					
11/13/2020	Street Saints	Youth Services	City of Fresno	\$661,030	12/16/2020	After 12/9/20
	Partnership with Faith in the Valley and Fresno Barrios Unidos to provide paid internships, park clean up and afterschool programming.					
3/24/2021	Transit Systems	FTA Section 5310 Elderly & Disabled Specialized Transit	Fresno COG	\$533,238	4/16/2021	April/May 2021
	For the purchase of six (6) passenger vehicles with ADA equipment to replace vehicles purchased between 2007-2008					