



# Executive Committee Meeting

December 3, 2021 at 4:00 p.m.

Zoom Link: <https://fresnoeoc.zoom.us/j/88076508368>

Meeting ID: 880 7650 8368

1-669-900-6833



# EXECUTIVE COMMITTEE MEETING AGENDA

DECEMBER 3, 2021 AT 4:00 P.M.

<b>1. CALL TO ORDER</b>		
<b>2. ROLL CALL</b>		
<b>3. APPROVAL OF PREVIOUS MINUTES</b>	<b>Approve</b>	
A. February 22, 2021 Executive Committee Meeting Minutes		3
B. May 19, 2021 Special Executive Committee Meeting Minutes		5
C. September 16, 2021 Special Executive Committee Meeting Minutes		6
<b>4. 2022 CSBG BUDGET</b>		
A. 2022 CSBG Budget	<b>Approve</b>	7
<b>5. 2022 MEETING SCHEDULE</b>		
A. 2022 Meeting Schedule	<b>Approve</b>	10
<b>6. VACCINATION POLICY</b>	<b>Discussion</b>	
<b>7. STREET SAINTS</b>	<b>Discussion</b>	
<b>8. PUBLIC COMMENTS</b>		
<small>(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)</small>		
<b>9. ADJOURNMENT</b>		

**EXECUTIVE COMMITTEE MEETING**  
Monday, February 22, 2021  
5:00 p.m.

**MINUTES**

**1. CALL TO ORDER**

Linda Hayes, Chair, called the meeting to order at 5:07 PM.

**2. ROLL CALL**

**Present:** Linda Hayes, Charles Garabedian, Barigye McCoy, Daniel Martinez, Lisa Nichols, Catherine Robles

**Absent:** Jerome Countee, Maiyer Vang, Andrea Reyes

**3. APPROVAL OF NOVEMBER 12, 2020 MINUTES**

November 12, 2020 Executive Committee Meeting Minutes

Public Comment: None heard.

**Motion by:** McCoy **Second by:** Robles

**Ayes:** Linda Hayes, Charles Garabedian, Barigye McCoy, Daniel Martinez, Lisa Nichols, Catherine Robles

**Nays:** None heard.

**4. PUBLIC COMMENTS**

None Heard.

No action required.

**5. ACCOUNTING POLICIES AND PROCEDURES**

Jim Rodriguez, Chief Financial Officer, provide an overview of the updates made to the agency accounting policies and procedures to be in compliance with the Office of Head Start.

Public Comment: None heard.

**Motion by:** Garabedian **Second by:** Robles

**Ayes:** Linda Hayes, Charles Garabedian, Daniel Martinez, Lisa Nichols, Catherine Robles

**Nays:** None heard.

6. **CLOSED SESSION**

Ken Price, Legal Counsel, had no action to report out of closed session at this time.

7. **ADJOURNMENT**

**SPECIAL EXECUTIVE COMMITTEE MEETING**  
Wednesday, May 19, 2021  
5:00 p.m.

**MINUTES**

1. **CALL TO ORDER**

Linda Hayes, Chair, called the meeting to order at 5:07 PM.

2. **ROLL CALL**

**Present:** Linda Hayes, Charles Garabedian, Maiyer Vang, Andrea Reyes, and Daniel Martinez.

**Absent:** Barigye McCoy, Jerome Countee, Lisa Nichols, and Catherine Robles.

3. **CLOSED SESSION**

Ken Price, Legal Counsel, had no action to report out of closed session.

4. **PUBLIC COMMENTS**

None Heard.

No action required.

5. **ADJOURNMENT**

**SPECIAL EXECUTIVE COMMITTEE MEETING**  
Thursday, September 16, 2021  
12:00 p.m.

**MINUTES**

1. **CALL TO ORDER**

Linda Hayes, Chair, called the meeting to order at 12:05 PM.

2. **ROLL CALL**

**Present:** Linda Hayes, Charles Garabedian, Barigye McCoy, Andrea Reyes, Daniel Martinez and Lisa Nichols.

**Absent:** Jerome Countee, and Lisa Nichols.

3. **COVID-19 EMPLOYEE VACCINATION**

Emilia Reyes, Chief Executive Officer, shared President Biden announcement where all Head Start teachers and program staff will be required to be vaccinated, beginning January 2022.

Commissioners and staff engage in a discussion for the possibility to mandate all Fresno EOC employees to be vaccinated, to help ensure the health and safety of our employees, families, and the community. Upon further discussion, the Committee decided to schedule a Special Board Meeting for further discussion on the adoption of a draft policy.

No action required.

4. **PUBLIC COMMENTS**

None Heard.

No action required.

5. **ADJOURNMENT**

**EXECUTIVE COMMITTEE MEETING**

<b>Date:</b> December 3, 2021	<b>Program:</b> N/A
<b>Agenda Item #:</b> 4	<b>Director:</b> N/A
<b>Subject:</b> 2022 CSBG Budget	<b>Officer:</b> Emilia Reyes

**Recommended Action**

Staff recommends Executive Committee review and approval of the 2022 CSBG Budget for Contract #21F-4010 with the State of California Department of Community Services and Development (CSD). Contract is in the amount of \$1,905,650.00 for the period January 1, 2022 to May 31, 2023.

**Background**

The State of California Department of Community Services and Development (CSD) administers Community Services Block Grant (CSBG) funds allocated to states, by formula, by the federal Office of Community Services (OCS). CSBG funds are made available to Community Action Agencies in support of their mission to combat poverty in their targeted regions.

On November 17, 2021 the Board approved staff to move forward with submitting required documents by the December 6, 2021 deadline to receive the \$1,905,650.00. A proposed budget has been drafted for Executive Committee review.

CSBG funds will be prioritized to fully operationalize an agency-wide effort to develop an integrated data system and provide navigation family support to our clients. The integrated database system, CAP60, is now in place to centralize intake and referrals for our clients. CSBG investment will ensure that staff are trained to implement and develop the system to serve the urban and 2 rural hub communities. It will also allow Fresno EOC to customize the integrated data system. As Fresno EOC is the largest user of the CAP60 software system, the developers have been working with Fresno EOC to customize modules within the system. In addition to this, CAP60 primarily serves CAP agencies—therefore, the developers have been willing to customize the system to Fresno EOC’s needs knowing that these customizations can be rolled out to other CAP agencies as well.

Staff is also recommending CSBG funds be utilized to guarantee a liveable wage for staff making less than \$17 per hour. The pandemic has highlighted the immense income inequality in the United States, with lower income families facing a longer road to economic recovery. Guaranteeing a liveable wage is a way for Fresno EOC to make

immediate and tangible impacts on families considered part of the “working poor”— individuals who work, but do not make enough to meet all their needs. Closing the income inequality gap will not only shorten the road to recovery for low income families, but it will have an immediate impact on reducing the number of working poor.

## **Conclusion**

Staff recommends Committee review and approval of the 2022 CSBG Budget to submit by the December 6, 2021 deadline and to take for full Board ratification at the December Board Meeting.



# 2022 CSBG Budget

	<b>2022 Budget Amount</b>	<b>2021 Budget Amount</b>
<b>I. Programs</b>		
a. Livable Wages	449,826	
b. Infrastructure	211,143	171,021
c. Curriculum	41,000	
<b>I. Programs Sub-Total</b>	<b>701,969</b>	<b>171,021</b>
<p>The pandemic has highlighted the immense income inequality so staff is recommending CSBG funds be utilized to guarantee a liveable wage for staff making less than \$17 per hour.</p>		
<b>II. Agency Wide Priorities</b>		
a. Equity & Inclusion	22,000	
b. Integrated Data System & Navigation	193,675	1,131,980
c. Financial Diversification		
c. COVID-19	200,000	
d. Communication		
e. Infrastructure	97,712	57,007
f. Human Capital	92,500	
g. Strategic Planning	87,500	
<b>II. Agency Wide Priorities Sub-Total</b>	<b>693,387</b>	<b>1,188,987</b>
<p>The integrated database system, CAP60, is now in place to centralize intake and referrals for our clients. CSBG investment will ensure that staff are trained to implement and develop the system to serve the urban and 2 rural hub communities.</p>		
<b>III. Administrative</b>		
a. Administrative Personnel	510,294	551,926
<b>III. Administrative</b>	<b>510,294</b>	<b>551,926</b>
<p>Administrative expenses includes the CEO (25%) needed to ensure less than 50% is allocated to Head Start, CFO (20%) needed to ensure less than 50% is allocated to Head Start, CAO (15%), COO (15%), HR Officer (15%), Strategy Officer (20%) higher due to ICR not being able to fund Agency outreach efforts, Financial Officer (25%), Assistant Finance Officer (10%), Chief of Staff (15%), Internal Audit Director (10%), IT Director (10%), Senior Network Manager (10%), Communications Manager (20%), Accounting Manager (20%), Assistant to CEO (15%), Internal Auditor (10%), Marketing /Communication Specialist (20%).</p>		
<b>Total CSBG Budgeted Amount</b>	<b>1,905,650</b>	<b>1,911,934</b>
<b>Total CSBG Awarded Amount</b>	<b>1,905,650</b>	
<b>Net</b>	<b>0</b>	
Percentage of Funds Allocated to Program	73%	71%
Percentage of Funds Allocated to Adminis	27%	29%



### EXECUTIVE COMMITTEE MEETING

<b>Date:</b> December 3, 2021	<b>Program:</b> N/A
<b>Agenda Item #:</b> 5	<b>Director:</b> N/A
<b>Subject:</b> 2022 Board Meeting Schedule	<b>Officer:</b> Emilia Reyes

#### Recommended Action

Staff recommends Executive Committee review and approval of the regular Commission Meeting Schedule for calendar year 2022.

#### Background

As stated in the agency’s Bylaws, the regular meetings of the Board shall be shall not exceed six (6) times per year, generally on the fourth Wednesday of the month.

Attached is a tentative schedule chart dates for the Board, Committees and Advisory Board Meetings. The newly appointed Chair for each Committee and Advisory Board will have the ability to modify the meeting schedule to fit his/her schedule.

All meetings will be held through zoom unless otherwise noted on the agenda.

#### Fiscal Impact

None.

#### Conclusion

If the Committee approves, this item will move forward for full Board consideration at the December Board Meeting to be effective January 1, 2022.



## Board of Commissioners 2022 Meeting Schedule

Month	Audit	Board	Bylaws	Finance	HR/Pension	P&E	HeadStart	Foster Grandparent	LCC	Sanctuary	SOUL	Access Plus
Time	12:00	6:00	5:00	12:00	5:00	5:00	6:30	10:00	12:00	12:00	8:30	12:00
January		26					11					20
February			2	9	22	10	1		16		8	17
March	2	23		9		10	1			10	8	17
April				13		14	5	29			5	21
May		25	4	11	16	12	3		18		10	19
June	1			8		9	7			9		16
July				13		14	5					21
August		24	3	10	15	11	TBD		17			18
September				14		8	TBD	30		8	*13	15
October		26		12		13	TBD				11	20
November	2		3	9	21	10	TBD		16			17
December	7	14		6		8	TBD			8	13	15

**Meeting Locations**

All meetins will be held through Zoom until further notice.

\*SOUL Governing Council Meeting on Tuesday, September 13th from 10:30 a.m. - 12:00 p.m.

**Frequency of Meetings:**

- Audit: Quarterly
- Board: Every other month - typically on the 4th Wednesday of the month
- Bylaws: Quarterly
- Finance: 2nd Wednesday of the month
- HR/Pension: Quarterly
- P&E: 2nd Thursday of the month
- Access Plus Capital: 3rd Thursday of the month