



Finance Committee Meeting

November 10, 2021 at 12:00 p.m.

Zoom Link: <https://fresnoeoc.zoom.us/j/84290593410>

Meeting ID: 842 9059 3410

1-669-900-6833



FINANCE COMMITTEE MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF OCTOBER 13, 2021 MINUTES

A. October 13, 2021 Finance Committee Minutes	Approve	3
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4. FINANCIAL REPORTS: SEPTEMBER 2021

Approve

A. Agency Financial Statements		7
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B. Head Start Financial Status Report		11
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5. NON-COMPETITIVE PROCUREMENT

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6. HEALTH INSURANCE REPORT

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7. INVESTMENT REPORT

A. Investment Report	Information	18
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8. VARIANCE REPORTS

A. Transit Systems		19
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9. OTHER BUSINESS

Next meeting: Wednesday, December 8, 2021 at 12:00 PM

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).

11. ADJOURNMENT

FINANCE COMMITTEE MEETING
Wednesday October 13, 2021
12:00 p.m.

MINUTES

1. CALL TO ORDER

Charles Garabedian, Chair, called the meeting to order at 12:02 PM.

2. ROLL CALL

Roll was called and a quorum was established.

COMMITTEE MEMBERS	PRESENT	STAFF		
Charles Garabedian (chair)	✓	Jim Rodriguez		
Alysia Bonner	✓	Steve Warnes		
James Martinez	✓	Lucy Yang		
Itzi Robles	✓	Emilia Reyes		
		Isaiah Green		
		Karina Perez		
		Nidia Davis		

3. APPROVAL OF MINUTES

A. September 16, 2021 Finance Committee Minutes

Public comment: None heard.

Motion by: Bonner **Second by:** Martinez to approve the September 8, 2021 meeting minutes.

Ayes: Garabedian, Martinez, Robles, Bonner

Abstain: None.

Nayes: None heard

4. FINANCIAL REPORTS: August 2021

A. Agency Financial Statements

Jim Rodriguez, Chief Financial Officer, presented the statement of activities through August 2021. He stated the total revenue is \$84,560,498 million including \$20 million in-kind and net operating gain of \$523,931. Previous year revenues were \$83 million, slightly lower than this year. Operating expenses total \$83.8 million; Grant asset depreciation of \$184,526; and Net Surplus of \$523,931. Rodriguez mention about the increase in office expenses that Garabedian requested last time is mostly due to additional spending on technology. Most of the Interest Expense is from Access Plus Capital operations, with \$145,275 of the \$154,615 reported.

Rodriguez presented the statement of financial position at August 31, 2021. Cash balances are \$17,675,070; Receivable balances are \$19,372,374 of the Total Assets of \$66,867,629 about \$12 million higher than last year. Liability balances total \$35,949,956 about \$10.6 million higher than last year. The total of Liabilities and Fund balance is \$66,867,629. About 12 million higher than last year.

B. Head Start Financial status report:

Rodriguez presented Head Start Financial Status Report as of August 2021. Total Federal Expenditures is \$46,667,799 and 45% was spent. As noted in the staff report, this is prorated budget report for Head Start. The last contract ended on June 30, 2021 and the new contract will run from July 1 to December 31, 2021. About a third of the Head Start T&TA budget has been spent. Credit cards were used for staff training and ChildPlus software renewal. We recently received approval of our 1303 project to build at the Clinton and Blythe site. The delays have resulted in only 12% of the budget being used. These funds must be expended by December 31, 2021. There will be more activity coming through as there is still fund. Rodriguez presented, Early Head Start Financial status, about 36% of the budget has been spent. \$2.8 out of the \$7.8 and this is at a prorated at 8 months. The credit card usage was minimal for staff training.

Garabedian mentioned that the Infrastructure Committee duties are now combined with the Finance Committee. Committee membership to merge the two will be determined. The Finance Committee does have a vacant position right now.

Public comment: None heard.

Motion by: Robles **Second by:** Bonner to approve the Agency and Head Start financial reports presented.

Ayes: Garabedian, Martinez, Robles, Bonner

Nays: None heard

5. Stop Loss Coverage

Steve Warnes presented quotes received to continue the Stop Loss Coverage in 2022. The recommendation is to stay with the current carrier Voya. Our broker Alliant Employee Benefits marketed our plan and received bids from four companies. After negotiations, Voya lowered their initial quote to an amount that is lower than the current level. Though other companies

submitted competitive quotes, these came with strings attached which would increase the risk assumed by the Plan and could increase the overall costs paid.

This policy is the insurance policy for the Plan; it is what keeps the Plan from paying out millions of dollars on an individual claim. The Stop Loss Policy has a \$200,000 deductible, so the agency will pay the first \$200,000 dollars toward any individual's claims during the year. Any claims beyond that amount will be reimbursed by Voya. The deductible for 2021 is \$200,000 and will be the same for 2022.

Itzi Robles asked if Voya had requested any lasers? Warnes answered that Voya will not impose any laser, all employee will be covered at the same \$200,000 deductible.

Public comment: none

Motion by: Robles **Second:** Bonner to approve obtaining the Stop Loss Coverage for 2022.

Ayes: Garabedian, Martinez, Robles, Bonner

Nays: None heard

6. Non-Competitive Procurement

There is none to report for Non-Competitive Procurement

Public comment: None.

Motion by: Martinez **Second by:** Robles to accept LED Green Light Equipment Leases

Ayes: Garabedian, Martinez, Robles, Bonner

Nays: None heard

7. Health Insurance Report

A. Health Insurance Report

Steve Warnes, presented the Health Insurance Plan report through August 31, 2021. The year began with a \$3,991,455 fund balance, which has now grown to \$4,832,447. The two largest expenses are health claims and prescription claims paid by the Plan. Health claim paid this year are \$4,382,000 and prescriptions paid are \$1,281,942. The Stop Loss Claim premium paid is \$799,975; offset by reimbursements of \$404,871 received. There are currently three individuals on our Stop Loss watch list. One has claims that have already exceeded the \$200,000 deductible threshold; two other have exceeded \$100,000.

Public comment: None heard

No action required.

8. Variance Reports

A. Administration services

Through August 2021, Administration is running a deficit of \$894,000. This is due to personnel costs from the additional positions that were added throughout Administration. There were additional technology solutions that were added this year such as Coupa, Cap60, Avanan, Asana, and Diligent. There were also higher expenses in Community Relations, Travel and Meeting costs compared to last year. Also causing a deficit is lower revenue. There has been less Indirect Cost Revenue claimed year-to-date and also lower claims of CSBG Revenue.

B. Advance Peace

- Through 29% of the contract period, approximately 25% of funding has been used. Most of the year-to-date savings are from Services & Supplies and Other.
- There are plans in place to fully utilize the funds in coming months in the following manner: Advance Peace Fellowship program will soon begin providing stipends and upcoming trips/events for participating fellows.

Public comment: None heard

No action required.

9 Other Business

- Next meeting: Wednesday, November 10, 2021 at 12:00pm

10. Public Comment

None.

11. ADJOURNMENT

Garabedian adjourned meeting at 12:30PM.

Respectfully submitted,

Charles Garabedian, Chair



FINANCE COMMITTEE MEETING

Date: November 10, 2021	Program: Finance
Agenda Item #: 4	Director: N/A
Subject: Financial Reports	Officer: Jim Rodriguez

Recommended Action

Staff recommends Committee approval for full Board consideration of the interim consolidated financial statements as of Year-to-Date September 2021 as well as approval of the financial status report for the Head Start 0-5 program as of Year-to-Date September 2021.

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. 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 September 30, 2021, the Agency had preliminary revenue of \$95,824,365 million, including \$25 million of in-kind contributions, and net operating gain of \$348,943. In comparison, the Agency had revenue of \$93,632,823 million including in-kind of \$24 million as of the corresponding period of the preceding year.

- (B) Head Start 0-5 Financial Status Report as of Year-to-Date September 30, 2021. Months January 2021 to June 2021 budget and actuals from the previous contract are combined with July 2021 to September 2021 from the new Head Start contract actuals and budget to provide a nine-month financial report of program operations. This also represented in the following percentages.

(C)

Program Area	% of budget	Notes
Head Start – Basic	51%	Personnel is underspent due to unfilled positions and a workforce re-organization beginning in July.
Head Start – Training & Technical Assistance (T&TA)	35%	COVID-19 impacted planned training.

Program Area	% of budget	Notes
Duration	12%	Funds are underspent due to due to the delay of the project approval from HHS. These funds are earmarked for the Clinton/Blythe modular building project. The funding is planned to be contractually obligate by the end of December 2021.
Early Head Start – Basic	40%	Personnel is underspent due to unfilled positions and a workforce re-organization beginning in July.
Early Head Start – T&TA	6%	COVID-19 impacted planned training.

Conclusion

If approved by the Committee, this item will move forward for full Board consideration at the November 17, 2021 Board of Commissioners Meeting.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF ACTIVITIES
For The Ninth Month Period Ended September 30, 2021 and 2020

	A	B	A - B	C	D	B - D
	BUDGET JAN - DEC 2020	ACTUAL SEPTEMBER 2021	BUDGET BALANCE REMAINING	ACTUAL JAN - DEC 2020	ACTUAL SEPTEMBER 2020	ACTUAL 2021 vs 2020 Differences
REVENUES AND SUPPORT						
GRANT REVENUE	\$ 82,029,680	\$ 52,434,990 64%	\$ 29,594,690	73,880,314	\$ 51,248,159	1,186,832
GRANT REVENUE - LENDING CAPITAL	-	-	-	438,674	-	-
CHARGES FOR SERVICES	16,426,275	14,823,385 90%	1,602,890	17,473,531	13,133,873	1,689,512
OTHER PROGRAM REVENUE	3,536,400	1,964,749 56%	1,571,651	3,147,836	2,453,076	(488,327)
CONTRIBUTIONS	69,685	253,261 363%	(183,576)	187,423	145,342	107,919
MISCELLANEOUS INCOME	219,265	157,487 72%	61,778	319,067	66,336	91,151
INTEREST & INVESTMENT INCOME	96,000	48,220 50%	47,780	138,432	102,206	(53,986)
AFFILIATE INTEREST INCOME	977,720	816,403 84%	161,317	938,448	709,916	106,487
RENTAL INCOME	1,256,595	223,327 18%	1,033,268	1,284,203	958,887	(735,561)
TOTAL CASH REVENUE	\$ 104,611,620	\$ 70,721,822 68%	\$ 33,889,798	\$ 97,807,928	\$ 68,817,795	1,904,027
IN KIND REVENUE	\$ 32,991,055	\$ 25,102,544 76%	\$ 7,888,511	22,057,737	\$ 24,815,029	287,515
TOTAL REVENUE & SUPPORT	137,602,675	95,824,365 70%	41,778,310	119,865,666	93,632,823	2,191,542
EXPENDITURES						
PERSONNEL COSTS	\$ 66,198,180	\$ 45,229,670 68%	\$20,968,510	59,374,528	\$ 44,134,298	1,095,372
ADMIN SERVICES	5,810,400	3,039,498 52%	2,770,902	4,977,874	3,602,717	(563,219)
PROFESSIONAL SERVICES - AUDIT	103,915	59,090 57%	44,825	83,844	59,592	(502)
CONTRACT SERVICES	11,712,675	6,084,069 52%	5,628,606	6,078,354	5,289,026	795,043
FACILITY COSTS	5,345,730	4,073,193 76%	1,272,537	5,646,226	4,259,922	(186,729)
TRAVEL, MILEAGE, VEHICLE COSTS	2,691,175	1,345,834 50%	1,345,341	1,550,013	1,279,034	66,800
EQUIPMENT COSTS	1,717,700	1,072,802 62%	644,898	1,163,027	765,659	307,143
DEPRECIATION - AGENCY FUNDED	345,000	200,635 58%	144,365	361,861	271,876	(71,241)
OFFICE EXPENSE	1,717,700	2,095,820 122%	(378,120)	3,551,960	2,009,013	86,806
INSURANCE	804,060	572,342 71%	231,718	736,437	549,408	22,935
PROGRAM SUPPLIES & CLIENT COSTS	7,625,880	6,027,898 79%	1,597,982	8,310,778	5,302,817	725,081
INTEREST EXPENSE	145,275	195,846 135%	(50,571)	209,247	159,477	36,369
OTHER COSTS	234,030	173,634 74%	60,396	438,275	60,200	113,433
TOTAL CASH EXPENDITURES	\$ 104,451,720	\$ 70,170,330 67%	\$ 34,281,390	92,482,424	\$ 67,743,039	2,427,291
IN KIND EXPENSES	\$ 32,991,055	\$ 25,102,544 76%	\$ 7,888,511	\$ 22,057,737	\$ 24,815,029	287,515
TOTAL EXPENDITURES	137,442,775	95,272,873 69%	42,169,901	114,540,161	92,558,067	2,714,806
OPERATING SURPLUS (DEFICIT)	\$ 159,901	\$ 551,492	\$ (391,592)	\$ 5,325,505	\$ 1,074,756	(523,264)
OTHER INCOME / EXPENSE						
TRANSIT GRANT ASSET DEPRECIATION		202,549	(202,549)	366,531	288,812	(86,263)
NET SURPLUS (DEFICIT)	\$ 159,901	\$348,943	(189,042)	\$ 4,958,974	\$ 785,944	(437,001)

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF FINANCIAL POSITION
As of September 30, 2021

	2021	2020	Differences
ASSETS			
CASH & INVESTMENTS	\$ 16,889,322	\$ 14,641,032	\$ 2,248,290
ACCOUNTS RECEIVABLE	18,437,198	10,506,979	7,930,219
PREPAIDS/DEPOSITS	355,864	223,609	132,255
INVENTORIES	159,673	183,132	(23,460)
PROPERTY, PLANT & EQUIPMENT	13,123,026	13,977,784	(854,758)
NOTES RECEIVABLE (net)	15,351,133	15,346,048	5,085
TOTAL ASSETS	\$ 64,316,216	\$ 54,878,584	\$ 9,437,632
LIABILITIES			
ACCOUNTS PAYABLE	\$ 4,331,674	\$ 2,920,821	\$ 1,410,853
ACCRUED PAYROLL LIABILITIES	2,532,930	3,040,879	(507,949)
DEFERRED REVENUE	3,755,004	1,159,407	2,595,597
NOTES PAYABLE	14,394,518	12,709,032	1,685,486
HEALTH INSURANCE RESERVE	4,922,545	3,403,469	1,519,076
OTHER LIABILITIES	3,735,805	2,295,127	1,440,678
TOTAL LIABILITIES	\$ 33,672,476	\$ 25,528,736	\$ 8,143,740
FUND BALANCE			
CURRENT OPERATING EARNINGS (YTD)	\$ 551,492	\$ 1,074,756	\$ (523,264)
UNRESTRICTED NET ASSETS	13,436,475	15,075,967	(1,639,491)
REVOLVING LOAN FUND	6,971,390	2,788,197	4,183,193
INVESTMENT IN GENERAL FIXED ASSETS	9,684,384	10,410,929	(726,546)
TOTAL FUND BALANCE	\$ 30,643,741	\$ 29,349,849	\$ 1,293,892
TOTAL LIABILITIES AND FUND BALANCE	\$ 64,316,216	\$ 54,878,584	\$ 9,437,632

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
September 30, 2021

Description	Head Start - Basic				Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$24,831,181	\$1,143,790	\$12,036,769	\$12,794,412				
Fringe Benefits	9,952,722	482,738	5,500,332	4,452,390				
Total Personnel	34,783,903	\$1,626,528	17,537,100	17,246,803				
Travel	8,233	-	-	8,233		-	-	-
Equipment*	-	-	-	-	-	-	-	-
Supplies	1,365,864	75,966	240,781	1,125,083	43,156	-	70,580	(27,424)
Contractual	1,829,846	99,744	1,011,908	817,938	468	-	-	468
Facilities /Construction								
Other:								
Food Cost	1,187,287	207,235	\$524,470	662,817				
Transportation	692,199	20,398	576,416	115,783				
Staff Mileage	214,831	5,100	105,708	109,123				
Field Trips, including Transportation	27,689	-	198	27,491				
Space	735,927	46,163	392,427	343,499				
Utilities / Telephone / Internet	676,423	149,615	597,458	78,964				
Publication/Advertising/Printing	56,057	290	7,585	48,472				
Repair/Maintenance Building	672,893	95,278	391,932	280,961				
Repair/Maintenance Equipment	78,225	6,691	137,350	(59,125)				
Property & Liability Insurance	169,843	15,287	115,194	54,648				
Parent Involvement / CWPC	84,788	187	3,974	80,813				
Other Costs*	114,600	9,221	83,335	31,265				
Staff & Parent Training					360,961	7,687	66,257	294,704
Total Direct Charges	42,698,605	\$2,357,703	21,725,835	20,972,770	\$404,585	7,687	136,837	\$267,748
Total Indirect Charges	\$3,969,194	\$212,193	\$1,955,325	\$2,013,869	\$27,228	\$691	\$12,315	\$14,913
Total Federal Expenditures	\$46,667,799	\$2,569,896	23,681,160	\$22,986,639	\$431,813	8,378	149,152	\$282,661
% of Annual Budget Expended to Date			51%				35%	
Non-Federal Share	\$11,176,017	\$777,569	\$3,221,035	\$7,954,982	\$107,953	\$2,094	\$37,288	\$70,665

Credit Card Expenses: Credit card statement dated 9/1/2021 - 9/30/2021
September 2021 expenses

Staff Training (Including meeting costs)	\$	4,122	Training CPS Human resources Services, CVMD, Teachstone
Staff Training (Including meeting costs)	\$	1,341	Lodging Caesars hotel - Childplus scramble
Staff Training (Including meeting costs)	\$	213	Airfare Southwest Airline - Childplus scramble
Staff Training (Including meeting costs)	\$	490	Employee Development - Ominia group
Subscription	\$	90	Zoom - subscription for 1000 participants
Prepaid-Allocated Costs	\$	1,001	Premier Food Safety-Ca Food Handler Card Certification
Contract Services-Facility repair	\$	230	Azuga - vehicle tracking maintenance
Program Supplies-Nutrition	\$	44	Walmart Nestle, Nido lactose-ease toddler milk
Telephone Conferencing	\$	1,435	Comcast Business-for La Colonia HS
	\$	8,967	

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
September 30, 2021

Description	Head Start - Duration Start-Up/Operations			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$0	-	-	\$0
Fringe Benefits	-	-	-	-
Total Personnel	\$0	\$0	\$0	\$0
Travel	-	-	-	-
Equipment*	94,000	-	-	94,000
Supplies	366,376	-	4,380	361,996
Contractual	429,400	68	220,274	209,126
Facilities /Construction	1,057,160	-	-	1,057,160
Other:				
Food Cost	-	-	-	-
Transportation	-	-	-	-
Staff Mileage	-	-	-	-
Field Trips, including Transportation	-	-	-	-
Space	-	-	-	-
Utilities / Telephone / Internet	-	-	-	-
Publication/Advertising/Printing	-	-	-	-
Repair/Maintenance Building	-	-	-	-
Repair/Maintenance Equipment	-	-	-	-
Property & Liability Insurance	-	-	-	-
Parent Involvement / CWPC	-	-	-	-
Other Costs*	54,700	31,625	23,075	31,625
Staff & Parent Training	-	-	-	-
Total Direct Charges	2,001,636	\$31,693	\$247,729	\$1,753,907
Total Indirect Charges	\$0	\$0	\$0	\$0
Total Federal Expenditures	\$2,001,636	\$31,693	\$247,729	\$1,753,907
% of Annual Budget Expended to Date			12%	
Non-Federal Share	-	-	-	-

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
September 30, 2021

Description	Early Head Start - Basic				Early Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$4,218,984	\$152,702	\$1,871,056	\$2,347,928	\$22,357	\$0	\$24	\$22,333
Fringe Benefits	1,149,877	53,601	653,451	496,426	5,804	-	3	5,801
Total Personnel	5,368,861	206,304	2,524,507	2,844,354	28,161	-	27	28,134
Travel	-	-	-	-	8,449	-	-	8,449
Equipment*	-	-	-	-	-	-	-	-
Supplies	322,870	6,691	48,340	274,530	10,337	-	-	10,337
Contractual	602,898	9,029	96,030	506,868	18,827	-	7	18,820
Facilities /Construction	308,000	-	-	308,000				
Other:								
Food Cost	69,097	7,462	17,601	51,496				
Transportation	7,297	857	4,967	2,329				
Staff Mileage	53,840	3,353	10,993	42,847				
Field Trips, including Transportation	865	-	-	865				
Space	197,501	5,266	47,023	150,478				
Utilities / Telephone / Internet	109,859	22,644	80,998	28,861				
Publication/Advertising/Printing	15,320	-	29	15,292				
Repair/Maintenance Building	129,258	2,426	11,546	117,712				
Repair/Maintenance Equipment	10,475	376	4,784	5,691				
Property & Liability Insurance	34,107	2,614	16,900	17,207				
Parent Involvement / CWPC	7,327	20	1,192	6,135				
Other Costs*	51,737	1,109	14,842	36,894				
Staff & Parent Training					91,326	1,380	9,804	81,522
Total Direct Charges	\$7,289,310	268,153	2,879,752	\$4,409,558	157,100	\$1,380	\$9,838	\$147,262
Total Indirect Charges	\$527,177	\$24,134	\$259,178	\$267,999	\$9,778	\$124	\$885	\$8,893
Total Federal Expenditures	\$7,816,487	292,287	\$3,138,930	\$4,677,557	\$166,878	\$1,504	\$10,723	\$156,155
% of Annual Budget Expended to Date			40%				6%	
Non-Federal Share	\$1,954,122	\$185,389	\$897,049	\$1,057,072	\$41,719	\$376	\$2,681	\$39,039

Credit Card Expenses: Credit card statement dated 9/1/2021 - 9/30/2021
September 2021 expenses

Staff Training	\$	608	CVMD - staff training
Staff Training	\$	237	Lodging Caesars hotel- Childplus scramble
Staff Training	\$	27	Southwest airline - airfare Childplus scramble
Staff Training	\$	210	Omnia group - Employee Development
Office Supplies	\$	222	Amazon -charger, toner cartridges
Program Supplies - Kitchen	\$	584	Home Depot- GE dishwasher
Program Supplies - Disposables	\$	717	Target- baby consumables supplies
Contract Services-Facility repair	\$	23	Azuga Fleet - vehicle tracking maintenance
	\$	2,627	

FINANCE COMMITTEE MEETING

Date: November 10, 2021	Program: Finance
Agenda Item #: 5	Director: N/A
Subject: Non-Competitive Procurements	Officer: Jim Rodriguez

Background

The information presented below is intended to keep the Committee apprised on any procurements made through a non-competitive procurement process.

In accordance with the Accounting Policies and Procedures Manual, Noncompetitive Procurements are “special purchasing circumstances, in which competitive bids are not obtained. Noncompetitive procurement (purchases and contracts) are only permissible in the following circumstances (2 CFR 200.320 [f]):

- An emergency exists that does not permit delay,
- Only one source of supply is available,
- If the awarding agency expressly authorizes noncompetitive proposals in response to a written request from the Agency,
- Or after solicitation of a number of sources, competition is determined to be inadequate.

The key requirement for the use of noncompetitive procurement is that the other methods of procurement are not feasible and one of the above circumstances exists.” A report on the non-competitive procurement awards is to be made to the Board of Commissioners.

The agency also follows the following guidelines:

- Purchases from \$10,000 to \$150,000 require three written quotes and may be approved by the CEO.
- Purchases greater than \$150,000 require formal bid procedures and require approval from the Board.
- Purchases greater than \$10,000 without the required quotes or bids must be disclosed to the Board.

Vendor	Purpose	Amount	Justification
Shift Yes, LLC- Galen Emanuele	Head Start - Trainer/speaker for the Annual In-Service held on Oct. 8, 2021.	\$13,983.58	Galen Emanuele is the only trainer/speaker who will focus on creating an exceptional "Yes, And" culture to improve communication, performance, and engagement. This topic is unique to the trainer.



FINANCE COMMITTEE MEETING

Date: November 10, 2021	Program: Finance
Agenda Item #: 6	Director: N/A
Subject: Health Insurance Report	Officer: Jim Rodriguez

Background

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

As of September 30, 2021, the health insurance reserve is at \$4.9 million, which covers approximately 5.7 months of average expenditures. To date, contributions from programs and employees for 2021 total \$8,755,672 while the Fund paid out \$7,824,581 in expenses. COVID-related claims costs funded by our CSBG CARES grant, total \$116,291. A budget amendment is being prepared which would increase the funds available for this area.

Changes to the health insurance plan in 2020 through 2022 include:

- Effective January 2020: 4% overall increase in Employer premiums and 22% overall increase in Employee premiums. Wellness plan now has the same annual deductible but will have a 25% discounted employee premium. The employee + child and employee + children tiers were consolidated.
- Effective January 2021: 6% increase in Employer premiums and an average 16% increase to Employee premiums.
- Effective January 2022: Add tele-health service and 1% increase in Employer premiums and an average 8% increase to Employee premiums.
- Below table presents a sample of the 2021 monthly health insurance premium tier rates. Rates vary depending on the type of coverage selected.

	Agency	Employee (Wellness Incentive)	Total Premium
Employee(EE) Only	\$ 594	\$ 108	\$ 702
EE +Child(ren)	\$ 1,074	\$ 192	\$ 1,266
EE + Family	\$ 1,428	\$ 258	\$ 1,686
EE + Spouse	\$ 1,194	\$ 210	\$ 1,404

FRESNO EOC
HEALTH INSURANCE FUND REPORT
 THROUGH SEPTEMBER 30, 2021

	2021												2020		
	January	February	March	April	May	June	July	August	September	October	November	December	YTD totals	Mo. Avg.	Annual Mo.
	Jan - Sep	Prev 12 mos	Jan - Sep	Jan - Dec	Avg	Jan - Dec									
Beginning Fund Balance	3,991,455	4,258,187	4,659,792	4,938,787	4,828,846	4,834,254	4,819,499	4,620,766	4,832,447	4,922,545	4,922,545	4,922,545			
Income															
Agency Contributions	868,403	858,194	852,325	847,093	842,960	870,509	611,667	755,946	686,194				7,193,291	815,968	7,461,608
Additional Agency Contr.	51,529	64,762	-	-	-	-	-	-	-				116,291	15,105	226
Employee Contributions	283,963	176,373	181,307	94,977	187,274	98,212	131,833	129,029	163,122				1,446,090	154,957	1,342,420
Total Income	1,203,895	1,099,329	1,033,632	942,070	1,030,234	968,721	743,500	884,975	849,316	0	0	0	8,755,672	986,031	8,804,254
Expenses															
Health Claims Paid	500,161	302,551	362,387	686,188	616,262	920,707	578,700	415,044	416,235				4,798,235	538,996	4,494,284
Dental Claims Paid	65,934	67,225	51,751	50,080	72,754	52,746	57,765	70,902	40,219				529,376	56,523	397,733
Prescriptions Paid	210,323	158,769	169,885	143,418	169,456	114,954	154,172	160,965	141,169				1,423,111	144,933	1,666,743
Vision Claims Paid	12,742	9,468	7,580	14,869	10,131	9,664	8,010	9,669	7,843				89,976	9,681	71,756
Stop Loss Premiums	89,987	101,367	106,729	103,446	101,789	103,240	95,787	97,630	107,965				907,940	103,749	1,024,963
Stop Loss Claims	0	0	0	0	0	(271,090)	(3,119)	(130,662)	(6,284)				(411,155)	(44,606)	(69,628)
Life Insurance Premiums	14,000	13,799	13,676	13,548	13,654	13,056	12,346	12,064	12,047				118,190	13,350	131,404
Pinnacle	14,462	14,514	14,393	14,410	14,324	14,306	13,579	13,198	13,059				126,245	14,094	133,627
Blue Cross	14,970	14,933	14,822	14,840	14,747	14,728	13,984	13,555	13,388				129,967	14,587	139,175
Benefits Consultant	6,917	6,917	6,917	6,917	6,917	6,917	6,917	6,917	6,917				62,253	7,130	69,673
Employee Assist. Program	1,877	1,877	1,877	1,877	1,877	1,877	1,877	1,877	1,877				16,893	1,877	16,889
Preferred Chiropractors	1,005	1,003	995	996	990	989	939	910	899				8,726	916	7,033
Other Expenses	4,785	5,300	3,625	1,422	1,925	1,382	1,276	1,225	3,884				24,824	2,420	15,762
ACA Fees	0	0	0	0	0	0	0	0	0				0	0	5,220
Total Expenses	937,163	697,723	754,637	1,052,011	1,024,826	983,476	942,233	673,294	759,218	0	0	0	7,824,581	863,649	8,104,633
Current Fund Activity (net)	266,732	401,606	278,995	(109,941)	5,408	(14,755)	(198,733)	211,681	90,098	0	0	0	931,091	122,382	699,621
Ending Fund Balance	4,258,187	4,659,792	4,938,787	4,828,846	4,834,254	4,819,499	4,620,766	4,832,447	4,922,545	4,922,545	4,922,545	4,922,545	4,922,545		
Enrollment															
Employee only-Traditional	294	287	288	290	293	293	280	271	267					285	330
High-Deduct	57	56	57	58	57	52	50	51	50					54	41
Family coverage-Traditional	416	421	414	413	408	412	390	377	373					403	463
High-Deduct	37	37	36	35	33	33	30	28	28					33	28
Dental coverage only	31	36	35	35	35	35	33	34	35					34	36
Temp/On Call Plan	0	1	1	1	1	1	1	1	1					1	0
Total employees enrolled	835	838	831	832	827	826	784	762	754	0	0	0	810	810	898
Total dependants covered															
Average contributions per employee	1,442	1,312	1,244	1,132	1,246	1,173	948	1,161	1,126					1,217	1,103
Average expenses per employee	1,122	833	908	1,264	1,239	1,191	1,202	884	1,007					1,066	988

Estimated # months funded: 5.7



FINANCE COMMITTEE MEETING

Date: November 10, 2021	Program: Finance
Agenda Item #: 7	Director: N/A
Subject: Investment Report	Officer: Jim Rodriguez

Background

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

As of September 30, 2021, the Agency holds these investments to 1> maintain cash funding items such as the health insurance reserve and accrued vacation liability and 2> provide pledged collateral from Fresno EOC for Access Plus Capital's \$700,000 loan from Citibank.

	Wells Fargo	Citibank (pledged)	Total
Cash & Cash Equivalents	\$ 1,318,371	\$ 23,511	\$ 1,341,882
Corporate Bonds	284,956	-	284,956
Government Bonds	-	-	-
Certificates of Deposit (CD)	1,795,488	754,678	2,550,166
Stocks	16,150	-	16,150
Total	\$ 3,414,965	\$ 778,189	\$ 4,193,154
Minus unrealized gains on CDs	59,713	4,678	64,391
General Ledger balance	\$ 3,355,252	\$ 773,511	\$ 4,128,763

Total annual interest earned on these fixed income investments is \$65,422 providing an average rate of 2.40%. Interest rates received on the Corporate Fixed Income investments range between 3.5% and 4.5%. These are long-term holdings with maturity dates after 2022. The Certificates of Deposit have interest rates between 0.05% and 3.5%; and a tiered maturity date structure to provide for both shorter-term maturities and longer investments past 2023. Investments with very low interest rates also have very short maturity schedules.

The funds at Self-Help Federal Credit Union are returning 0.22% interest.



FINANCE COMMITTEE MEETING

Date: November 10, 2021	Program: Transit Systems
Agenda Item #: 8	Director: Thomas Dulin
Subject: Variance Report	Officer: Jim Rodriguez

Background

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

The following prepared Variance Report will be presented:

- Transit Systems
 - Through 58% of the contract period, approximately 37% of funding has been used. Most of the year to date savings are from personnel costs, utilities, and office supplies.
 - There are plans in place to fully utilize the funds in coming months in the following manner: Transit Systems program will soon implement the ATU Union wage increases, hire additional drivers, support staff, and lease new fleet vehicles from Enterprise Fleet Management.

Jan - Jul 2021 Variance Report	JAN-JUL COMBINED BUDGET	JAN - JULY 2021 ACTUALS	REMAINING BUDGET	PERCENTAGE USED
CATEGORIES			58%	37.0%
OPERATING REVENUE				
CONTRACT REVENUE	\$3,704,750	\$2,071,534	\$1,633,215	55.9%
CONTRACT REVENUE AUGMENTATION	(\$250)	\$0	(\$250)	0.0%
TDA / LTF 4.5 FY22	\$1,436,428	\$1,495,911	(\$59,483)	104.1%
LTF CARRYOVER FY 21	\$1,192,713		\$1,192,713	0.0%
LTF CARRYOVER FY 20	\$644,999		\$644,999	0.0%
TOTAL OPERATING REVENUE	\$6,978,640	\$3,567,445	\$3,411,194	160.1%
NON-EOC AGENCY MATCH FUNDS *	\$275,001	\$0		
OPERATING EXPENSES				
DIRECT OPERATING EXPENSES				
A. Service Contracts - FCRTA Augmentation	\$200,000	\$200,000	\$0	0.0%
B. Direct Operating Costs			\$0	
(1) Fuel	\$341,084	\$200,268	\$140,816	58.7%
(2) Maintenance/Registration	\$377,794	\$134,783	\$243,011	35.7%
(3) Depreciation/Interest/Vehicles	\$1,328	\$2,467	(\$1,139)	185.8%
(4) Insurance	\$244,533	\$84,700	\$159,833	34.6%
(5) Uniform Costs	\$2,978	\$209	\$2,768	7.0%
(6) Radio Service	\$12,919	\$5,766	\$7,153	44.6%
TOTAL DIRECT OPER EXPENSES	\$1,455,636	\$628,193	\$827,444	43.2%
TRANSIT PERSONNEL				
A. Drivers	\$1,493,711	\$ 738,339.49	\$ 755,371.29	49.4%
B. Supervision/Dispatch/Admin.	\$297,021	\$ 146,617.74	\$ 150,403.14	49.4%
C. Fringe Benefits	\$1,033,192	\$ 472,494.82	\$ 560,697.13	45.7%
TOTAL PERSONNEL EXPENSES	\$2,823,924	\$1,357,452	\$1,466,472	48.1%
ADMINISTRATION				
A. Fresno EOC Administration	\$344,832	\$18,486	\$326,346	5.4%
B. Telephone/Utilities	\$135,521	\$7,116	\$128,405	5.3%
C. Supplies	\$35,820	\$3,454	\$32,367	9.6%
D. Miscellaneous	\$720,195	\$26,080	\$694,114	3.6%
TOTAL ADMIN EXPENSES	\$1,236,369	\$55,136	\$1,181,233	4.5%
TOTAL OPERATING EXPENSES	\$5,515,929	\$2,040,781	\$3,475,148	37.0%