



# Bylaws Committee Meeting

February 23, 2022 at 5:00 p.m.

Zoom Link: <https://fresnoeoc.zoom.us/j/86227669495>

Meeting ID: 862 2766 9495

1-669-900-6833



## **BYLAWS COMMITTEE MEETING AGENDA**

**FEBRUARY 23, 2022 AT 5:00 P.M.**

### **1. CALL TO ORDER**

### **2. ROLL CALL**

### **3. APPROVAL OF NOVEMBER 11, 2021 MEETING MINUTES**

|  |                |          |
|--|----------------|----------|
| A. November 10, 2021 By-Laws Committee Meeting Minutes | <b>Approve</b> | <b>3</b> |
|--|----------------|----------|

### **4. TARGET AREA A SPECIAL ELECTION CANDIDATE**

|   |               |          |
|---|---------------|----------|
| A. Target Area A Special Election Candidate | <b>Accept</b> | <b>5</b> |
|---|---------------|----------|

### **5. 2022 EXPIRING TERMS**

|                        |                    |           |
|------------------------|--------------------|-----------|
| A. 2022 Expiring Terms | <b>Information</b> | <b>11</b> |
|------------------------|--------------------|-----------|

### **6. ELECTION MATERIALS**

|                       |                |           |
|-----------------------|----------------|-----------|
| A. Election Materials | <b>Approve</b> | <b>12</b> |
|-----------------------|----------------|-----------|

### **7. POLICIES AND PROCEDURES REVISIONS**

|                                      |                |           |
|--------------------------------------|----------------|-----------|
| A. Policies and Procedures Revisions | <b>Approve</b> | <b>21</b> |
|--------------------------------------|----------------|-----------|

### **8. 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).

### **9. ADJOURNMENT**

**BYLAWS COMMITTEE**  
**Virtual – Board Effects – Zoom**  
**Wednesday, November 10, 2021 at 5:00 PM**

**MINUTES**

**1. CALL TO ORDER**

Linda Hayes called the meeting to order at 5:01 PM.

**2. ROLL CALL**

**Present:** Catherine Robles, Oliver Baines, Charles Garabedian, Jimi Rodgers, Joe Lee and Linda Hayes.

**Absent:** Lisa Nichols.

**3. APPROVAL OF OCTOBER 6, 2021 MEETING MINUTES**

October 6, 2021 By-Laws Committee Meeting Minutes

Public Comment: None heard.

**Motion by:** Hayes **Second by:** Rodgers

**Ayes:** Catherine Robles, Oliver Baines, Joe Lee, Jimi Rodgers, and Linda Hayes.

**Nays:** None heard.

**4. TARGET AREA CANDIDATES**

Karina Perez, Chief of Staff, provided an overview of the Target Area Candidates nominees.

Public Comment: None heard.

**Motion by:** Hayes **Second by:** Baines

**Ayes:** Catherine Robles, Oliver Baines, Joe Lee, Jimi Rodgers, and Linda Hayes.

**Nays:** None heard.

**5. COMMUNITY SECTOR APPLICATIONS**

Perez provided an overview of the completed Community Sector applications.

The Community Sector application for Daniel Parra was considered incomplete; therefore, it was determined to disqualify his application.

Public Comment: None heard.

**Motion by:** Baines **Second by:** Hayes

**Ayes:** Catherine Robles, Oliver Baines, Charles Garabedian and Linda Hayes.

**Abstain:** Jimi Rodgers, and Joe Lee

**Nays:** None heard.

6. **TARGET AREA A SPECIAL BOARD ELECTION**

Perez proposed two optional timelines to hold a Special Election for Target Area A. After further discussion, the Bylaws Committee recommend to go with option 2.

Public Comment: None heard.

**Motion by:** Rodgers **Second by:** Hayes

**Ayes:** Catherine Robles, Oliver Baines, Charles Garabedian, Jimi Rodgers, Joe Lee, and Linda Hayes.

**Nayes:** None heard.

7. **PUBLIC COMMENTS**

None Heard.

No action required.

8. **ADJOURNMENT**



## BYLAWS COMMITTEE MEETING

|  |                              |
|--|------------------------------|
| <b>Date:</b> February 23, 2022                           | <b>Program:</b> N/A          |
| <b>Agenda Item #:</b> 4                                  | <b>Director:</b> N/A         |
| <b>Subject:</b> Target Area A Special Election Candidate | <b>Officer:</b> Emilia Reyes |

### Recommended Action

Staff recommends review and acceptance of candidate Alena Pacheco's application representing Target Area A.

### Background

At the November 10, 2021 Bylaws Committee Meeting, the Committee approved a Target Area A Special Election.

The last day of acceptance of nomination forms was Friday, February 11<sup>th</sup> and staff received one candidate application from Alena Pacheco.

Mrs. Pacheco's application is attached for the Committee's review.

### Fiscal Impact

None.

### Conclusion

If approved by the Committee, this item will move forward for full Board consideration at the March 23, 2022 Commission Meeting.

**From:** [pr@fresnoeoc.org](mailto:pr@fresnoeoc.org)  
**To:** [Elections](#); [Christopher Estep](#); [Karina Perez](#)  
**Subject:** New Target Area Rep nomination from website  
**Date:** Friday, February 11, 2022 6:26:02 AM

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**Fresno EOC IT Notice:**  
**External Message. Think before you click!**

**Name**

Alena M Pacheco

**Address**

[REDACTED]

[Map It](#)

**Target Area**

A

**Email Address:**

[REDACTED]

**Cellular Phone**

[REDACTED]

**Date of Birth**

[REDACTED]

**Age:**

[REDACTED]

**Current Work Position / Title / Name of Organization**

Please see attached resume.

**List the reasons for your interest in Fresno EOC Board of Commissioners:**

I believe in the importance of advocating for programs that make a difference in the lives of all families, especially those struggling economically. I grew up in a struggling family and it was only with the help of caring people and access to programs like those of the EOC, that I was able to change the trajectory of my life. I would be honored to give back and help others as a member of the Board of Commissioners.

**Current / Past membership in organizations / community groups / affiliations:**

Please see attached resume.

**Please give a statement of qualifications / how you can contribute to Fresno EOC:**

I pride myself on being a values-driven professional with a passion for advancing equity & diversity, increasing civic engagement, and promoting economic resilience in marginalized communities. I am a collaborative and creative community advocate that can work effectively across political lines and I have a track record for spearheading multi-sector partnerships to advance long-term, strategic goals. I would utilize my years of experience to contribute to the mission of the EOC and continue the important community action work of transforming lives and bridging the gap for hard-working families in Fresno County.

**Reference 1:**

Katherine Soule, PhD  
Director of Cooperative Extension, University of California  
Youth, Families and Communities Advisor  
kesoule@ucanr.edu

**Reference 2:**

Angie Isaac  
Executive Director  
Jane Addams Community Development Corporation  
angieisaak1987@gmail.com

**Certification**

I agree to the following statement.

I certify under penalty of perjury that the above is true and I hereby declare my candidacy for a seat as a commissioner on the board of the Fresno Economic Opportunities Commission representing my target area (as entered above) and that:

- I am or will be 18 years of age or older by the date of the election;
- I reside in the Target Area for which I am running;
- I am not an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC;
- I have read and understand the Fresno EOC Commissioner Job Description and the Target Area Public Notice and have the capacity to serve;
- I understand that there is a mandatory training for new commissioners in January and a board retreat in March;
- I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
- I have not been convicted of or had a civil judgment rendered against me for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, for violation of federal and state antitrust statutes or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- I have not been indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses above; and
- I have not had any public transactions (federal, state or local) terminated for cause or default during the three years prior to the application.

**Signature****Date of Signature**

02/11/2022

## ALENA M. PACHECO



*I pride myself on being a values-driven professional with a passion for advancing equity & diversity, increasing civic engagement, and promoting economic resilience in marginalized communities. I am a collaborative and creative community advocate that can work effectively across political lines and I have a track record for spearheading multi-sector partnerships to advance long-term, strategic goals.*

### **Education**

|   |      |
|---|------|
| M.S. in Youth Development Leadership<br>Clemson University                          | 2020 |
| B.A. in Philosophy, Pre-Law, Magna Cum Laude<br>California State University, Fresno | 1993 |

### **Interdisciplinary Research Coordination Experience**

#### ***Financial Literacy for High School & College Youth*** 2020-2022

- Coordination of financial literacy program for high-school teens and young adults in urban, underserved areas. Collaboration with partners to deliver hands-on curriculum for students preparing to graduate and live on their own. Tracked student participation to study outcomes. Program included foster youth aging out of the system and transitionally housed young adults attending community college.

#### ***Creative and Ethical Leadership Case Study*** 2019

- Exploration of multi-year partnership between Fresno County 4-H and the Fresno EOC Street Saints after-school program. Evaluation of key challenges involved in building long-term sustainability of the rural/urban partnership and discussion of political and socio-cultural factors.

#### ***Diversity, Equity and Inclusion Action Plan*** 2018

- Research project to evaluate multicultural organizational development of Fresno County 4-H and propose ways to foster a more inclusive environment with urban partners. Examination of the programmatic structure of 4-H and evaluation of barriers to serving more diverse youth. Review of key practices of cultural diversity at the organizational level and discussion of current challenges within our programs.

### **Fund Development Experience**

|                      |   |           |
|----------------------|---|-----------|
| • Family Foundation  | \$ 63,000 Work-Based Mentoring Gift                   | 2019/2020 |
| • Chevron Gift       | \$ 25,000 Valley STEM 4-H Teen Teaching Academy       | 2019/2020 |
| • UCANR Grant        | \$ 21,600 Destination UC Fresno/Tulare Counties       | 2019/2020 |
| • UCANR Grant        | \$ 10,000 Walmart - Learn, Grow, Eat & Go!            | 2019/2020 |
| • Newhall Gift       | \$ 22,000 Gift for At-Risk Youth                      | 2018/2020 |
| • Chevron            | \$ 17,500 Gift for Fresno EOC Street Saints 4-H       | 2017/2019 |
| • UCANR              | \$ 10,000 Walmart - Learn, Grow, Eat & Go!            | 2018/2019 |
| • UCANR              | \$ 8,800 Opportunities Grant for Latino Outreach      | 2017/2018 |
| • County Board of Ed | \$ 6,000 Curriculum Gift for Fresno EOC Street Saints | 2017/2018 |



## **Programmatic Experience**

### **New Program Implementation including Stakeholder Collaboration**

#### **Research Coordinator, Community Education Specialist 3**

2020 - Present

#### **University of California, Youth Families and Children Statewide Programs**

- Coordinate research and direct delivery of Money Talks, financial literacy curriculum for under-served young adults. Develop pre and post assessment protocols and establish partnerships with community stakeholders to launch pilot.
- Founded Neighbors Helping Neighbors Thrive, Inc to promote community development and economic revitalization in underserved areas.
- Coordinated COVID-19 vaccination clinics in collaboration with Jane Addams CDC, Community Pharmacy Enhanced Services Network and University of California.

### **Community Education Specialist 2**

2016 - 2020

#### **University of California, Cooperative Extension**

- Tasked with expanding 4-H programming to underserved, urban areas of Fresno County and improving collaboration with new community partners and funders.
- Launched 4-H Work-Based Mentoring program to give at-risk youth job experience and 21<sup>st</sup> Century skills needed to be successful in the workforce.
- Chartered first urban 4-H club in collaboration with the Fresno EOC Street Saints afterschool and summer enrichment program and launched Youth Advocates for Health teen-teaching program utilizing 4-H peer-reviewed curriculum with at-risk teens in low-income housing centers.
- Chartered Valley STEM 4-H Teen Teaching Academy in partnership with Valley STEM high school students to bring science to underserved elementary schools.
- Developed community partnerships with Bringing Broken Neighborhoods Back to Life, Cen-Cal Mentoring, Southwest Fresno Police Department, West Fresno Family Resource Center, Teens that Care, Fresno County Foster Care Oversight Committee and various city and county public service agencies focused on youth and families.

## **Professional Experience**

### **Political Disclosure and Civic Engagement**

#### **Campaign Treasury and Political Accounting**

2015 – Present

#### **DirectFile Online Political Disclosure, Fresno, CA**

- Launched Political Youth Academy to teach civic engagement and increase opportunities for marginalized youth to learn about and participate in local government while learning about campaign finance.
- Work with local and state elected officials to maintain compliance with the political reform act as it relates to campaign reporting. Clients include county supervisors, city council, school board trustees, state senate and assembly members and PAC's.
- In-depth knowledge of campaign filing requirements, fundraising guidelines and contributor database management. Experienced in major donor and campaign reporting deadlines. Specialize in assisting clients in resolving reporting issues with the Fair Political Practices Commission.

### **Director of Marketing & Staff Development**

2009 – 2013

#### **Nalchajian Orthodontics, Fresno, CA**

- Managed team of 25 as well as internal & external marketing programs; budgeting, tracking and referral development.
- Coordinated public relations, branding, advertising & print materials.
- Served as marketing speaker and representative for the office at national continuing education meetings.
- Assisted in the acquisition and transition of a 2<sup>nd</sup> office location.

**Director of Religious Education for Children & Teens**  
**St. Patrick's Church, Kerman, CA**

2005 – 2013

- Bilingual coordinator of religious education program with 300+ students annually, and volunteer teaching teams in both English and Spanish.
- Provided leadership to more than 50 volunteers, including recruitment, training and safe environment certification.
- Oversaw the educational component of more than 15 classes
- Responsible for securing adequate funding for the program and worked closely with office staff to prepare materials in both English and Spanish.

**Marketing Consultant, Self-Employed**  
**Core Communications, Kerman, CA**

1997 – 2005

- Coordinated national branding & identity development for orthodontists.
- Created training & web-based curriculum for marketing and education.
- Developed partnerships with national companies for sale of marketing materials.

**Account Manager**  
**Solutions by Design, Fresno, CA**

1996 – 1997

- Sales and marketing of national branding programs for orthodontists. Supervised print and web projects from creation to completion.
- Worked closely with clients, graphic designers and printing companies to create collateral materials.

**Treatment Coordinator**  
**Kubo Orthodontic Group, Fresno, CA**

1994 – 1996

- Responsible for integrating new patients into active treatment and working closely with general dental referral base. Also developed marketing materials.

**Education Coordinator**  
**California Pacific Medical Center, San Francisco, CA**

1993 – 1994

- Responsible for marketing materials and community education programs for The Cancer Center at California Pacific Medical Center in San Francisco.
- Worked with public health nurse to present educational programs on breast health to staff at corporations such as Gap and Levi Strauss.

**Professional Affiliations**

|                |  |
|----------------|--|
| 2022 – Present | Western Association of Chamber Executives    |
| 2019 – Present | California Political Treasurer's Association |
| 2018 – Present | City of Fresno Task Force on Youth and Jobs  |
| 2016 – Present | Bringing Broken Neighborhoods Back to Life   |
| 2016 – Present | 4-H Youth Development County Council         |
| 2013 – Present | Biola Chamber of Commerce                    |
| 2010 – Present | Kerman Chamber of Commerce                   |

**Other Skills**

Bilingual - Fluent in Spanish  
Carrot Principle Employee Motivation Training  
Myers-Briggs Type Indicator (MBTI) Training

**References Available Upon Request**

## BYLAWS COMMITTEE MEETING

|                                     |                              |
|-------------------------------------|------------------------------|
| <b>Date:</b> February 23, 2022      | <b>Program:</b> N/A          |
| <b>Agenda Item #:</b> 5             | <b>Director:</b> N/A         |
| <b>Subject:</b> 2022 Expiring Terms | <b>Officer:</b> Emilia Reyes |

### Background

The information presented below is intended to keep the Committee apprised on Commissioners expiring terms for 2022.

Commissioners will be notified by mail, email, phone call and text of their upcoming expiring term and receive a 90, 60 and 30 day reminders before application due date.

## Expiring Terms 2022

| COMMISSIONER            | REPRESENTS   |
|-------------------------|--|
| <b>Community Sector</b> |  |
| Zina Brown-Jenkins      | Head Start County Wide Policy Council                      |
| LeRoy Candler           | National Association for the Advancement of Colored People |
| Lupe Jaime-Mileham      | Fresno County Superintendent of Schools                    |
| Andrea Reyes            | Fresno Economic Development Corporation                    |
| <b>Public Sector</b>    |  |
| Amy Arambula            | 31st Assembly District                                     |
| Ed Avila                | Juvenile Court   |
| Oliver Baines           | 16th Congressional District                                |
| Barigye McCoy           | Board of Supervisors                                       |
| <b>Target Area</b>      |  |
| Rey Leon                | Target Area B  |
| Jewel Hurtado           | Target Area C  |
| Alysia Bonner           | Target Area F  |
| Linda Hayes             | Target Area H  |



## BYLAWS COMMITTEE MEETING

|                                    |                              |
|------------------------------------|------------------------------|
| <b>Date:</b> February 23, 2022     | <b>Program:</b> N/A          |
| <b>Agenda Item #:</b> 6            | <b>Director:</b> N/A         |
| <b>Subject:</b> Election Materials | <b>Officer:</b> Emilia Reyes |

### Recommended Action

Staff recommends Committee review and approval for full Board consideration of the Election Materials for 2022.

### Background

Attached are the updated election materials for the 2022 Board Election to be updated on the Fresno EOC's website.

- ❖ Chronology of Board Election 2022 Dates
- ❖ Community Sector Public Notice
- ❖ Community Sector Representative Form
- ❖ Target Area Public Notice
- ❖ Target Area Representative Form
- ❖ Target Area Vote Registration Form

Registration and voter forms will be available on the Fresno EOC's website to be submitted electronically.

### Fiscal Impact

None.

### Conclusion

If approved by the Committee, this item will move forward for full Board consideration at the March 23, 2022 Commission Meeting.

## Chronology of Board Election 2022 Dates

|                         |   |
|-------------------------|---|
| Fri, 3/18               | Updated election materials uploaded to website.   |
| Fri, 5/20               | Press Release is released.  |
| Mon, 5/23               | Virtual Open House Video uploaded to website for prospective candidates   |
| Fri, 10/07              | Last day of acceptance of nomination forms for Community Sector Representatives and Target Area Candidates. (Organization appointing Community Sector Representative must submit an original resolution with the application, signed and dated within 60 days). |
| October                 | Ballots to target area-registered voters are mailed as registrations are received and verified.   |
| Thurs, 11/03            | Screening Committee meets to review Community Sector applications. 5:00p.m.   |
| Wed, 11/09              | Voter registration form deadline to vote in 2022 elections.   |
| Mon, 11/14 & Tue, 11/15 | Screening Committee Interviews Community Sector candidates starting.  |
| Thurs, 12/01            | Election Close Date.<br>Ballots can be hand-delivered by 5:00p.m. If mailed, ballots must be postmarked by December 1, 2022.  |
| Mon, 12/05              | Ballots Opened at 4pm in the Fresno EOC Board Room and Virtual Link provided for Public View.   |
| Wed, 12/14              | Present election and community sector selection results at the Board of Commissioners meeting for approval to seat as of January 1, 2023.   |
| January 2023            | New board members onboarding process start.   |

If mailed, forms must be postmarked by due date. If forms are hand-delivered they will be accepted until 5:00 pm on the due date. If forms are submitted via email they will be received until 11:59 pm on the due date.

Voters may register to vote at any time during the year. If registering to vote in this year's election your paperwork must be in by the deadline.

Dates and times subject to change.

## COMMUNITY SECTOR REPRESENTATIVES PUBLIC NOTICE

Fresno Economic Opportunities Commission (Fresno EOC) is seeking qualified nominations for Board Commissioners representing the Community Sector. There are four (4) openings commencing January 2023 for a two-year term.

Fresno EOC is governed by a twenty-four-member Board of Commissioners. One-third of the board consists of public officials, or their representatives, and one-third are elected members representing low-income persons. The remaining members are Business/Community Representatives. Their participation and involvement on the Board, its committees, and collaboration with community organizations, agencies, and groups are critical to Fresno EOC's efforts. In addition, their ability to help in developing public and institutional understanding of and support for the programs -- and the positive effects those programs can have on the community is very important. All board members serve on a voluntary basis.

### CANDIDATES FOR COMMUNITY SECTOR COMMISSIONERS

Community Sector Commissioners are representatives of business, industry, labor, religious, law enforcement, youth, education, social services, and/or multicultural organizations that can contribute or mobilize economic and human resources, ethnic and racial diversity and balance to the Commission as a whole, and is supportive of the mission and objectives of the Agency.

To qualify, the candidate must be 18 years or older, a resident of the target area, and neither an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC. Nominees must be individuals that are responsible, professional and capable; of good character and reputation; and have the understanding of and ability to perform board governance consistent with the agency's Articles of Incorporation and By-laws.

### NOMINATION PROCESS

Interested nominees must complete and submit the electronic [Community Sector Nomination Form](#). The form must be accompanied by a proof of age and a board-adopted resolution from the organization, agency, or group that is authorizing the nomination of the candidate. The resolution must be dated within 60 days of the due date and signed by an officer of the board other than nominee. If the organization is a public entity, a letter from an authorized official is required. The form, documentation and resolution/letter must be submitted/postmarked by **FRIDAY, OCTOBER 7, 2022**, by mail to "Fresno EOC Community Sector Representative Nominations", Post Office Box 992, Fresno, CA 93714, via email by 11:59 pm to [elections@fresnoeoc.org](mailto:elections@fresnoeoc.org) or in person by 4:00 pm at 1920 Mariposa Street, Ste. 300 Fresno, CA 93721.

### SELECTION

The Community Sector Screening Committee of the Fresno EOC Board of Commissioners shall review and screen all eligible nominations and forward the most qualified candidates to the Board to be ratified. The selected Business/Community Representatives will be seated at the January 2022 Board Meeting.

For further information, contact Karina Perez at (559) 263-1012 or e-mail at [elections@fresnoeoc.org](mailto:elections@fresnoeoc.org)

Fresno Economic Opportunities Commission, 1920 Mariposa Street, Suite 300, Fresno, CA 93721





# Fresno Economic Opportunities Commission

## COMMUNITY SECTOR REPRESENTATIVE NOMINATION FORM

This signed form and documentation must be submitted/postmarked by **OCTOBER 7, 2022** along with a resolution of support for this 2-year term from the agency, organization or group you are representing signed within 60 days of the due date. If the organization is a public entity, submit a letter from an authorized official.

### Applicant Information

Full Name: \_\_\_\_\_  
*Last First M.I.*

Home Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State Postal Code*

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Organization Representing

Organization Name \_\_\_\_\_ # Years as a Fresno  
County Resident \_\_\_\_\_

Organization Address: \_\_\_\_\_  
*Street Address City State Postal Code*

### This signed nomination form may be submitted in the following ways:

|  |  |   |
|--|--|---|
| <b>By Mail:</b><br>Postmarked by due date                              | <b>By E-Mail:</b><br>By 11:59 PM on the due date | <b>Hand Delivered:</b><br>By 5:00 PM on the due date              |
| Fresno EOC Elections Office<br>Post Office Box 992<br>Fresno, CA 93714 | Elections@Fresnoeoc.org                          | Fresno EOC<br>1920 Mariposa Street, Suite 300<br>Fresno, CA 93721 |

### Employment

Employer: \_\_\_\_\_ Job Title \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address City State Postal Code*

*\*Please attach resume to this application\**

### Qualifications

Briefly explain why are you interested in serving on the EOC Board of Commissioners?

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List your current and past membership in organizations / community groups / affiliations.

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How will the organization and you be an asset to Fresno EOC?

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List the reasons your organization is interested in Fresno EOC Board of Commissioners:

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### References

Reference 1:

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reference 2:

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Disclaimer and Signature

*I certify under penalty of perjury that the above is true and that:*

- *I am or will be 18 years of age or older by the date of my appointment;*
- *I am not an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC;*
- *I have read and understand the Fresno EOC Commissioner Job Description and have the capacity to serve;*
- *I understand that there is a mandatory training for new commissioners in January and a board retreat in March;*
- *I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;*
- *I have not been convicted of or had a civil judgment rendered against me for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, for violation of federal and state antitrust statutes or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
- *I have not been indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses above; and*
- *I have not had any public transactions (federal, state or local) terminated for cause or default during the three years prior to the application.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MUST ATTACH A RESOLUTION OF SUPPORT FROM THE AGENCY/ORGANIZATION/GROUP PROPOSE TO REPRESENT.**



## TARGET AREA REPRESENTATIVES PUBLIC NOTICE

Fresno Economic Opportunities Commission (Fresno EOC) is holding elections for Board Commissioner Representatives of low-income Target Areas [B](#), [C](#), [E](#), & [H](#), to serve for a two-year term commencing January 2023.

Fresno EOC is governed by a twenty-four-member Board of Commissioners. One-third of the board consists of public officials or their representatives, and one-third are members of business and community groups. The remainder must be democratically elected to represent low-income residents and groups. Representatives are a fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels are critical to Fresno EOC's efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs -- and the positive effects those programs can have on the community. All board members serve on a voluntary basis.

### CANDIDATES FOR TARGET AREA COMMISSIONERS

To qualify, candidates must be 18 years or older, a resident of the target area, and neither an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC. Qualified candidates must be individuals that are responsible, professional and capable; of good character and reputation; sympathetic to the mission and objectives of Fresno EOC; will act as a representative of the poor; and can govern the affairs of the Agency consistent with its Articles of Incorporation and Bylaws.

### NOMINATION PROCESS

Interested candidates must complete and submit an electronic [Representative Nomination Form](#) along with documentation of your age and residency. The form and documentations must be submitted/postmarked by **FRIDAY, OCTOBER 7, 2022**, by mail to "Fresno EOC Target Area Nominations", Post Office Box 992, Fresno, CA 93714, via email by 11:59 pm to [elections@fresnoeoc.org](mailto:elections@fresnoeoc.org) or in person by 5:00 pm at 1920 Mariposa Street, Ste. 300 Fresno, CA 93721.

### ELECTIONS

Elections will be by mail-in or in-person ballot only. Ballots will be mailed out starting in October as [registration forms](#) are received and validated. Completed ballots must be postmarked by **Thursday, December 1, 2022** or submitted in person by 5:00pm to the Fresno EOC Internal Audit office at 1920 Mariposa Street, Suite 300, Fresno, CA 93721. Emails and faxes will not be accepted. Results of the election will be posted after December 14, 2022. The newly elected Commissioners will be seated at the January 2023 Board Meeting.

### REGISTRATION TO VOTE

To qualify to vote in the Fresno EOC Target Area Representative Elections, you must be 18 years or older and a resident of the target area in which you wish to vote. To register the electronic [Voter Registration Form](#) must be submitted by **WEDNESDAY, NOVEMBER 9, 2022**, or postmarked and mail to "Voter Registration", Post Office Box 992, Fresno, CA 93714, via email by 11:59 pm to [elections@fresnoeoc.org](mailto:elections@fresnoeoc.org) or in person by 5:00 pm at 1920 Mariposa Street, Ste. 300 Fresno, CA 93721.

For further information, contact Karina Perez at (559) 263-1012 or e-mail at [elections@fresnoeoc.org](mailto:elections@fresnoeoc.org)

Fresno EOC, 1920 Mariposa Street, Suite 300, Fresno, CA 93721



# Fresno Economic Opportunities Commission

## TARGET AREA REPRESENTATIVE NOMINATION FORM

This signed form and documentation must be submitted/postmarked by **OCTOBER 7, 2022** along with documentation of your age and residency.

### Applicant Information

Full Name: \_\_\_\_\_  
*Last First M.I.*

Home Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State Postal Code*

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Target Area: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H

See [Target Area Map](#), if you aren't certain which Target Area you live in.

### This signed nomination form may be submitted in the following ways:

|  |  |   |
|--|--|---|
| <b>By Mail:</b><br>Postmarked by due date                              | <b>By E-Mail:</b><br>By 11:59 PM on the due date | <b>Hand Delivered:</b><br>By 5:00 PM on the due date              |
| Fresno EOC Elections Office<br>Post Office Box 992<br>Fresno, CA 93714 | Elections@Fresnoeoc.org                          | Fresno EOC<br>1920 Mariposa Street, Suite 300<br>Fresno, CA 93721 |

### Employment

Employer: \_\_\_\_\_ Job Title \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address City State Postal Code*

*\*Please attach resume to this application\**

### Qualifications

Briefly explain why are you interested in serving on the EOC Board of Commissioners?

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List your current and past membership in organizations / community groups / affiliations.

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Please give a statement of qualifications/how you can contribute to Fresno EOC (This will be included on the ballot. You may use a separate sheet if necessary.)

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If you wish to translate your statement to Spanish and/or Hmong, please provide it here (otherwise staff will translate your statement.)

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### References

Reference 1:

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reference 2:

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Disclaimer and Signature

*I certify under penalty of perjury that the above is true and hereby declare my candidacy for a seat as a commissioner on the board of the Fresno Economic Opportunities Commission representing target area \_\_\_\_ (fill in target area letter) and that:*

- *I am or will be 18 years of age or older by the date of the election;*
- *I reside in the Target Area for which I am running;*
- *I am not an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC;*
- *I have read and understand the Fresno EOC Commissioner Job Description and the Target Area Public Notice and have the capacity to serve;*
- *I understand that there is a mandatory training for new commissioners in January and a board retreat in March;*
- *I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;*
- *I have not been convicted of or had a civil judgment rendered against me for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, for violation of federal and state antitrust statutes or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
- *I have not been indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses above; and*
- *I have not had any public transactions (federal, state or local) terminated for cause or default during the three years prior to the application.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MUST ATTACH DOCUMENTATION OF AGE AND RESIDENCY.** (i.e. copy of driver's license. No P.O. Box allowed)



# Fresno Economic Opportunities Commission

## TARGET AREA VOTER REGISTRATION FORM

In order to vote in the Fresno EOC Target Area election, you must register, be 18 years or older and be a resident of the designated Target Area. Voters may register to vote at any time during the year. If registering to vote in this year's election your paperwork must be in by **NOVEMBER 9, 2022**.

### Voter Information

Full Name: \_\_\_\_\_  
Last First M.I.

Home Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State Postal Code

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Target Area: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H

See [Target Area Map](#), if you aren't certain which Target Area you live in.

### This signed nomination form may be submitted in the following ways:

|  |  |   |
|--|--|---|
| <b>By Mail:</b><br>Postmarked by due date                              | <b>By E-Mail:</b><br>By 11:59 PM on the due date | <b>Hand Delivered:</b><br>By 5:00 PM on the due date              |
| Fresno EOC Elections Office<br>Post Office Box 992<br>Fresno, CA 93714 | Elections@Fresnoeoc.org                          | Fresno EOC<br>1920 Mariposa Street, Suite 300<br>Fresno, CA 93721 |

This election will be by mail-in or in-person paper ballot only. Once the registration form is received and validated, eligible voters will be mailed ballots with a return envelope to their mailing address. The ballot must be returned sealed, in the self-addressed envelope no later than 5:00pm or postmarked by **DECEMBER 1, 2022**.

### Disclaimer and Signature

*I certify under penalty of perjury that the above is true. I hereby register to vote in the Fresno Economic Opportunities Commission Target Area Election and that:*

- I am or will be 18 years of age or older by the date of the election;
- I reside in the Target Area for which I am registering to vote.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## BYLAWS COMMITTEE MEETING

|   |                              |
|---|------------------------------|
| <b>Date:</b> February 23, 2022                    | <b>Program:</b> N/A          |
| <b>Agenda Item #:</b> 7                           | <b>Director:</b> N/A         |
| <b>Subject:</b> Policies and Procedures Revisions | <b>Officer:</b> Emilia Reyes |

### Recommended Action

Staff recommends Committee review and approval for full Board consideration of the updated Board's Policies and Procedures.

### Background

The agency's Legal Counsel, Kenneth Price, has updated the following Policies and Procedures to align with our updated Bylaws and Brown Act requirements.

- ❖ Procedures for Election of Officers
- ❖ Procedures for Committee Appointments
- ❖ Policy and Procedure for Removal of a Commissioner

### Fiscal Impact

None.

### Conclusion

If approved by the Committee, this item will move forward for full Board consideration at the March 23, 2022 Commission Meeting.



## **FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION POLICIES AND PROCEDURES FOR ELECTION OF OFFICERS**

These Policies and Procedures for Election of Officers are intended as a guide to an orderly, fair, and open Board of Commissioner election of officer process for the Fresno Economic Opportunities Commission.

### **ELECTION DATE AND CANDIDATE NOTIFICATION**

Elections will be held at the annual meeting of the January meeting of the Board of Commissioners, which occurs in January unless postponed pursuant to the Article VIII, Section 1 of the Bylaws. Members of the Board who are interested in being considered as an officer should notify the Board Secretary of their interest at least 14 calendar days before the January meeting. Any Commissioner may nominate a candidate by notifying the Secretary. Nominees shall be contacted by the Secretary or his designee to confirm the nominee's acceptance of the nomination. This information will be distributed to Board members prior to the January meeting. If an officer position is vacant, that position may be filled at the next regular or special Board of Commissioners' meeting so long as such action does not violate the notice requirements in the Ralph M. Brown Act.

Nominations can be made from the floor at the time of the election. In such instances, nominees must confirm their willingness to let their name stand. In cases where the member is physically or electronically present, this can the nominee's expression of willingness shall be done verbally. In instances where the member is not present, the nominator must provide a written statement from the nominee agreeing to their nomination.

**Commented [KJP1]:** Should the policy be changed to eliminate nominations from the floor? Otherwise, what is the point of the 14-day notice? If so, perhaps that 14-day notice requirement should be eliminated.

### **BALLOTS**

Only incumbents and confirmed nominees shall appear on the ballot. Space shall be provided on the ballot for write in candidates as well as nominations made immediately prior to the vote. All votes shall occur via voice vote in a manner consistent with the Ralph M. Brown Act.

### **VOTING**

The Secretary shall preside over the voting portion of the election.

The Secretary will announce the names of those individuals who have already put their name forward.

The nominations shall be opened to the floor and any regular commissioner may nominate another regular commissioner as a candidate for office.

Nominations do not require a second, only the nominee's consent.

The Secretary will ask for additional nominations for all positions in the order of Chair, First Vice Chair, Second Vice Chair and Treasurer, before closing nominations for all elected offices and then proceed with the election

The Secretary states,



"\_\_\_\_\_ has been nominated for Chair, are there further nominations for Chair?" (Pause).  
"\_\_\_\_\_ has been nominated for First Vice Chair, are there further nominations for First Vice Chair?" (Pause) ~~and so forth.~~

This procedure is used for each office.

The Secretary then says,  
"Are there further nominations for any of these offices?" (Pause) "Hearing none, I declare the nominations closed.

Candidates will be offered an opportunity to speak to the Board, but will not be required to do so. The Chair will ask, "Does any candidate wish to address the Board?"

### ONE NOMINEE FOR OFFICE

The Secretary will state, "Being that there is but one nominee for some offices, ~~the ballot vote for that office may be dispensed with and the election held by voice vote~~ the Board shall take action to elect \_\_\_\_\_ to the position of \_\_\_\_\_. Do I have a motion? Do I have a second? Any Board member comment? Any public comment? The vote occurs. ~~Is there any objection to this procedure?~~" (Pause) "Hearing none, the following are presented for election \_\_\_\_\_ for Chair, \_\_\_\_\_ for First Vice Chair, etc." After all offices have been presented say the following: "All those in favor say aye, those opposed say no."

~~The Secretary states, "The ayes have it and you have elected the following officers." (The Secretary restates names and offices.)~~

Officers are elected by a majority vote of those present, providing the quorum as stated in the bylaws has been met.

~~If a member requests a vote by ballot for any office, the request must be recognized and voted upon without debate.~~

### TWO OR MORE NOMINEES FOR OFFICE

When there are two or more nominees for an office, the election shall be held by ~~ballot~~ voice vote, each member stating their preferred candidate. If no candidate obtains 50% + 1 of those Commissioners present, the two Commissioners receiving the highest number of votes for that office shall participate in a runoff. The Commissioner receiving the highest number of votes shall be elected for that office. ~~Even if only one name is presented for office, the secretary should have ballot slips available because there is the possibility that nominations will be presented from the floor.~~

### BALLOT VOTE

~~When there are two or more nominees for an office, the election is held by ballot.~~

~~A. The Secretary and a designee will distribute, collect, and count the ballots. Ballots may also be collected in a ballot box.~~

~~B. A count is taken of all present commissioners. This count will determine the number of ballots to be tallied.~~



~~C. The ballots will be counted in a manner which allows the entire board to observe.~~

~~D. Improper ballots are counted to determine the number of votes cast, but are not applied as a vote for or against any nominee. Ballots are considered improper if:~~

- ~~1. They are blank;~~
- ~~2. They are unintelligible;~~
- ~~3. They contain the name of a nominee who is not a member; or~~
- ~~4. Two or more filled out ballots are folded together. These are recorded as one improper vote.~~

~~E. In the event a tie vote occurs, this will be announced and there will be one more vote. If the vote is still tied, the tie will be broken by a random "coin toss". ~~Tie votes cannot be broken by the vote of the Chair. If another vote is necessary, the voting members must be recounted to establish the number of ballots to be tallied. If a member eligible to vote was not present when the original ballot was cast but arrives in time for another vote, the member is entitled to vote.~~~~

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~~F. The results of the voting are reported by the Secretary, as follows:~~

~~Number of members eligible to vote \_\_\_\_\_~~  
~~Number of votes cast \_\_\_\_\_~~  
~~Number needed to elect \_\_\_\_\_~~  
~~(Nominee) \_\_\_\_\_ Received \_\_\_\_\_~~  
~~(Nominee) \_\_\_\_\_ Received \_\_\_\_\_~~

~~A. This procedure is repeated for each contested office. The Secretary announces who has been elected to office. Unless requested, the Secretary does not have to announce the number of votes cast for each nominee, but the complete Tellers Report must be recorded in the minutes. Following the announcement of the vote, the Secretary shall destroy the ballots.~~

~~G.~~

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~~H. It is permissible to use these two procedures in one election by using voice vote for uncontested offices and a ballot for those that have two or more nominees.~~

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## PROXY/ABSENTEE BALLOTS

~~Commissioners not attending the meeting in person, but joining in by phone or other electronic means at the time of the election, may cast their vote by voice during the voice vote process or by sending a text message to the Secretary.~~

~~Commissioners unable to attend in person or by phone may request an absentee ballot. The request must be made in writing, by hand or email, to the Secretary no later than 5 days before the election. The written request must document the reason for their absence and inability to participate in the meeting via phone. Commissioners that choose to exercise this option may not nominate or vote for a commissioner nominated for an office from the floor and are limited to selecting between the commissioners who have expressed their desire to serve previously.~~





~~Once a request is received and approved, an absentee ballot for each of the offices will be issued to the commissioner along with an envelope. They will place their marked ballots inside the envelope, seal and sign it. The commissioner must pick up and deliver their ballot in person in the Internal Auditor's office at least one day prior to the election. The Secretary will then open the envelope in front of the board at the meeting and count the ballots with the rest of the ballots to ensure confidentiality.~~

~~Should a Commissioner submit an absentee ballot and subsequently attend the meeting, the Commissioner may choose to have their absentee ballot discarded and vote in the regular manner.~~

~~Proxy ballots are not allowed.~~



## **POLICIES AND PROCEDURES FOR COMMITTEE APPOINTMENTS**

These ~~P~~olicies and ~~P~~rocedures for Committee Appointments are intended ~~as a guide to~~ provide for an orderly, fair, and open Board of Commissioner's Committee Appointment process.

### **STANDING COMMITTEES**

The following standing committees are established by the Fresno EOC by-laws, which specify each committee's composition:

Audit, Bylaws, Executive, Finance, Human Resources, ~~Pension~~, and Program Planning and Evaluation.

### **AD-HOC COMMITTEES AND ADVISORY BOARDS**

The following additional committees and advisory boards have also been established that have the designated number of representatives from the board:

- Facilities/Infrastructure – 5 board members
- Community Action Fund – 7 board members
- EPlus – 5 board members
- Community Development Financial Institution (CDFI) – ~~4-1~~ board members, ~~2 elected each year by the EOC board~~
- Foster Grandparents Community Advisory Group – 3 board members
- Head Start Policy Council – 3 board members
- LCC Advisory Committee – 3 board members
- Sanctuary Advisory Committee – 3 board members
- SOUL Governing Council – 3 board members

The board may, at its leisure, form and disband ad-hoc committees and advisory boards.

### **APPOINTMENT**

In January, the Board Chair through the CEO shall send a request to all commissioners for his/her/~~their~~ committee preferences. Commissioners are ~~expected~~ strongly encouraged to participate by being to be on at least two committees or advisory boards. The standing committees shall have a representative from each of the three sectors.

The Board Chair will make the appointments to the committees as well as designate the Committee Chairs.

The committee assignments will be approved by the full board during a board meeting in either February or March.

### **TERM**

Committee members will serve a one-year term from ~~February to February~~ March to March. Should a committee member leave the board in December after the end of his/her term, the remaining members of the committee remain empowered to carry out the work of the committee.

**Commented [KJP1]:** yes.

**Commented [KP2]:** Does it have to be approved?

**Commented [KJP3]:** With this new meeting schedule, we may not be having February Board meetings.



## **POLICY AND PROCEDURE FOR REMOVAL OF A COMMISSIONER FOR INCAPACITY, CAUSE OR NEGLIGENCE OF DUTIES**

### **PURPOSE**

The purpose of this ~~Ppolicy and Procedure for Removal of a Commission~~ is to define the process for removal of Commissioners for reasons stated in Article VII Section 4 of the bylaws, ~~other than Excessive Absences~~. Commissioners are expected to attend and participate in all Board meetings and their designated committee meetings, ~~either in person or via conference call/electronic meeting technology~~. ~~Commissioners are expected to follow conflict of interest and confidentiality policies.~~

### **POLICY**

Any Commissioner ~~can bring forth to the Bylaws Committee~~ shall have standing to a petition the Board of Commissioners for removal of a Commissioner based upon a violation of Article VII Section 4 of the bylaws, ~~to be heard by the Committee~~. In the case of excessive absences, Public Sector members or their representatives shall not be removed by the Board of Commissioners. The Chair, by and through the CEO, shall communicate any cause for removal to the designating official or board, who shall have sole authority to remove such Public Sector Commissioner. This exception to removal due to excessive absences shall not apply to Target Area and Community Sector Commissioners.

### **PROCEDURE**

The Commissioner proposed to be removed shall be given an opportunity to be heard, either orally or in writing, at a hearing to be held by the Bylaws Committee.

Following the hearing, the Bylaws Committee shall decide whether or not the petition for removal shall proceed to the Board of Commissioners based on the grounds for removal set forth in the bylaws. The recommendation of the Bylaws Committee shall be referred to the Board, at the next regular meeting, for final decision. The Board of Commissioners may remove a Commissioner upon a majority vote of a quorum ~~is required to remove a Commissioner~~. The decision by the Board of Commissioners shall be final.

### **NOTIFICATION PROCEDURE**

Any notice under this Policy and Procedure shall be sent by First Class Mail, return receipt requested, to the most recent address of the Commissioner as shown on the corporation's records, setting forth the reasons of the removal. The notice to the Commissioner of his or her proposed removal shall state the date, time and place of the hearing before the Bylaws Committee. Such notice shall be sent at least 15 days before the proposed hearing date ~~of the Bylaws Committee~~.

The Secretary of the Board will utilize the Commissioner's email address to notify the member via email after the notification letter has been mailed. The notification letter will be attached.

### **APPEAL/DEFENSE PROCESS**

~~The Commissioner will have the opportunity to defend his/her position by appeal, or can agree to termination via resignation of the position in writing.~~



~~The Commissioner will be granted 10 days to respond in writing to the termination action by the Board. If the Commissioner chooses to appeal the termination action, the appeal must be made in writing within the 10 day time limit. The Commissioner may also request a face to face meeting with the Executive Committee to defend his/her position.~~

~~The Executive Committee will consider the merits of the appeal and vote whether to reverse the decision and reinstate the member prior to the next regular scheduled Board meeting.~~