



Finance Committee Meeting

March 9, 2022 at 12:00 p.m.

Zoom Link: <https://fresnoeoc.zoom.us/j/82079292753>

Meeting ID: 820 7929 2753

1-669-900-6833



FINANCE COMMITTEE MEETING AGENDA

MARCH 9, 2022 AT 12:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF FEBRUARY 23, 2022 MINUTES

A. February 23, 2022 Finance Committee Minutes	Approve	3
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4. FINANCIAL REPORTS

Approve

A. Agency Financial Statements –December 2021		7
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B. Head Start Financial Status Report –December 2021		11
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5. ENTERPRISE PERFORMANCE MANAGEMENT SYSTEM

A. Enterprise Performance Management System	Approve	14
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6. 2022 AGENCY BUDGET

A. 2022 Agency Budget	Approve	17
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7. NON-COMPETITIVE PROCUREMENT

A. Non-Competitive Procurements	Information	22
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8. HEALTH INSURANCE REPORT

A. Health Insurance Report	Information	23
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9. VARIANCE REPORTS

A. Program Variance Report	Information	25
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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, February 23, 2022
12:00 p.m.**

MINUTES

1. CALL TO ORDER

Charles Garabedian, Chair, called the meeting to order at 12:03 PM.

2. ROLL CALL

Roll was called and a quorum was established.

COMMITTEE MEMBERS	PRESENT	STAFF		
Charles Garabedian (chair)	✓	Jim Rodriguez	Karina Perez	
Alysia Bonner	✓	Steve Warnes	Jeff Davis	
James Martinez	✓	Emilia Reyes	Shawn Riggins	
Linda Hayes	✓	Michelle Tutunjian	Joseph Amader	
Zina Brown- Jenkins	✓	Jon Escobar	Lucy Yang	
Itzi Robles	✓	Rosa Pineda		
		Nidi Davis		

3. APPROVAL OF MINUTES

A. December 8, 2021 Finance Committee Minutes

Public comment: None heard.

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

Ayes: Martinez, Robles, Garabedian, Bonner, Hayes

Abstain: None.

Nays: None heard

4. FINANCIAL REPORTS: November 2021

A. Agency Financial Statements

Jim Rodriguez, Chief Financial Officer, presented Statement of Activities through November 2021. The Total Revenue and support for 11 months is \$116,200,449 compared to last years \$116,519,477. Total expenditures through November 2021 is \$115,716,777 leaving a \$483.673 surplus.

Jim Rodriguez presented the Statement of Financial Position at November 30, 2021. Some of the large balance items are Cash & investments, Accounts Receivable,

Property, Plant & Equipment and Notes receivable net. The total of fund balance is \$31,215,104 which is \$1,884,308 higher than last year.

B. Head Start Financial status report:

Head Start Financial Status Report as of November 30, 2021 total Federal Expenditures is \$46,667,799 and year-to-date expense is \$28,594,747. The balance remaining is \$18,073,051. Early Head Start, total federal Expenditures, is used 47% and for T&TA only 8% is being used. Head start Duration Start-up will be used for purchase of Modular buildings at the Clinton and Blythe location. Only 13% of the fund has been used to-date but it will be used quickly as there is a plan in place. Credit card usage is very minimal for November.

Public comment: None heard.

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

Ayes: Robles, Garabedian, Martinez, Bonner, Hayes, Jenkins

Nays: None heard

5. **2022 Health Services Sliding Fee Scale**

A. 2020 Health Service Sliding Fee Scale

Jane Thomas presented the 2022 health services sliding fee scale. She stated that the scale is used for clients who do not have insurance or do not qualify for the services at the clinic. It is based on the 2022 Federal guidelines.

Public comment: None heard.

Motion by: Bonner **Second by:** Hayes to accept the 2022 Health Services Sliding Fee Scale reports presented.

Ayes: Robles, Garabedian, Martinez, Bonner, Hayes, Jenkins

Nays: None heard

6. **Head Start 0 to 5 Modular Building Purchase**

A. Head Start 0 to 5 Modular Building Purchase

Jim Rodriguez presented, a modular purchase on Clinton and Blythe that was planned in 2019. He stated that this has been going on for over a year. The Form 1303 was recently approved so we can now move forward. Increased building materials costs, partially COVID related, will increase the cost of the project. Each Modular building has increased in cost by about \$200,000. Also, an additional \$50,000 for any potential increase. The work is expected to take through the late spring to finish.

Motion by: Bonner **Second by:** Hayes to accept the head start 0-5 modular building purchase.

Ayes: Robles, Garabedian, Martinez, Bonner, Hayes, Jenkins

Nays: None heard

7. Funding List

A. Funding list

Jim Rodriguez presented significant changes in awarded funding from prior periods for quarter 4 and quarter 3. As of January 1, 2022, total award funding is \$212.4 million.

Public comment: None heard

No action required.

8. Non-Competitive Procurement

A. Non- Competitive Procurement

Jim Rodriguez presented two Vendor for non-competitive procurement. The first one is Maxim Healthcare Staffing Services. This is use for AAC (African American Coalition that is short on staff on nurses during the pandemic for \$27,000. The second one is AIMS Center of Math and Science Education for Head Start. It is \$35,500 and the only company that provide this for Head Start.

Public comment: None heard

No action required.

9. Investment Report

A. Investment Report

Steve Warnes presented the agency's investment accounts as of December 31, 2021. The two account are Wells Fargo and Citibank with cash, bonds and stocks. The stocks were donated to the agency many years ago. Total for both of these accounts is \$4,133,964. This is on the state financial position. It is including in the cash investment. interest rate continues to drop.

Public comment: None heard

No action required.

10. Health Insurance Report

A. Health Insurance Report

Steve Warnes presented the health insurance information January through November 2021. The health insurance is at \$4.4 million which cover 4.8 months of average

expenditures. To date, contribution from programs and employees for 2021 is \$10,543,193 with \$10,126,846 expenses. The fund balance has increase \$416,000. There is no final number for December as of right now, but will follow up with the provider.

Linda Hayes ask, how the high number of year-end claims that will affect the fund. Warnes stated that there were some in December and January 2022. There is no number at the moment. But there is a Stop Loss in place to shield anything from the deductible.

Public comment: None heard

No action required.

11. Variance Report

- A. Energy Services
- B. Fresno Street Saints
- C. Local Conservation Corps

Charles Garabedian, ask if Fresno Street Saints will go on their own. Emilia Reyes stated that it is still in the process. A 6-month transition. Jim added that they are meeting with FSS on a monthly basic to transition them.

Public comment: None heard

No action required.

12. Other Business

- Next meeting: March 9th, 2022 @12:00pm

13. ADJOURNMENT

Garabedian adjourned meeting at 12:41PM.

Respectfully submitted,

Charles Garabedian, Chair



FINANCE COMMITTEE MEETING

Date: March 9, 2022	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 December 2021 as well as approval of the financial status report for the Head Start 0-5 program as of Year-to-Date December 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 December 31, 2021, the Agency had preliminary revenue of \$129,266,594 million, including \$30 million of in-kind contributions, and net operating gain of \$770,139. In comparison, the Agency had revenue of \$132,403,466 million including in-kind of \$33 million as of the corresponding period of the preceding year.

(B) Head Start 0-5 Financial Status Report as of Year-to-Date December 31, 2021. Months January 2021 to June 2021 budget and actuals from the previous contract are combined with July 2021 to December 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	67%	Personnel is underspent due to unfilled positions and a workforce re-organization beginning in July.
Head Start – Training & Technical Assistance (T&TA)	41%	COVID-19 impacted planned training.

Program Area	% of budget	Notes
Duration	20%	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	52%	Personnel is underspent due to unfilled positions and a workforce re-organization beginning in July.
Early Head Start – T&TA	9%	COVID-19 impacted planned training.

Conclusion

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

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF ACTIVITIES
For The Twelfth Month Period Ended December 31, 2021 and 2020

	A	B	A - B	C	D	B - D
	BUDGET JAN - DEC 2020	ACTUAL DECEMBER 2021	BUDGET BALANCE REMAINING	ACTUAL JAN - DEC 2020	ACTUAL DECEMBER 2020	ACTUAL 2021 vs 2020 Differences
REVENUES AND SUPPORT						
GRANT REVENUE	\$ 82,029,680	\$ 73,229,065 89%	\$ 8,800,615	74,823,714	\$ 74,823,714	(1,594,650)
GRANT REVENUE - LENDING CAPITAL	-	-	-	0	-	-
CHARGES FOR SERVICES	16,426,275	20,736,524 126%	(4,310,249)	17,799,259	17,799,259	2,937,265
OTHER PROGRAM REVENUE	3,536,400	2,644,649 75%	891,751	3,310,546	3,310,546	(665,897)
CONTRIBUTIONS	69,685	479,253 688%	(409,568)	395,425	395,425	83,827
MISCELLANEOUS INCOME	219,265	193,369 88%	25,896	356,294	356,294	(162,924)
INTEREST & INVESTMENT INCOME	96,000	91,840 96%	4,160	134,728	134,728	(42,889)
AFFILIATE INTEREST INCOME	977,720	1,114,397 114%	(136,677)	1,061,867	1,061,867	52,530
RENTAL INCOME	1,256,595	392,181 31%	864,414	1,285,846	1,285,846	(893,665)
TOTAL CASH REVENUE	\$ 104,611,620	\$ 98,881,277 95%	\$ 5,730,343	\$ 99,167,680	\$ 99,167,680	(286,403)
IN KIND REVENUE	\$ 32,991,055	\$ 30,385,317 92%	\$ 2,605,738	33,235,786	\$ 33,235,786	(2,850,469)
TOTAL REVENUE & SUPPORT	137,602,675	129,266,594 94%	8,336,081	132,403,466	132,403,466	(3,136,872)
EXPENDITURES						
PERSONNEL COSTS	\$ 66,198,180	\$ 61,045,361 92%	\$5,152,819	60,302,994	\$ 60,302,994	742,366
ADMIN SERVICES	5,810,400	5,386,426 93%	423,974	5,155,288	5,155,288	231,138
PROFESSIONAL SERVICES - AUDIT	103,915	46,780 45%	57,135	85,708	85,708	(38,928)
CONTRACT SERVICES	11,712,675	8,449,849 72%	3,262,826	9,365,282	9,365,282	(915,433)
FACILITY COSTS	5,345,730	5,415,635 101%	(69,905)	5,719,714	5,719,714	(304,079)
TRAVEL, MILEAGE, VEHICLE COSTS	2,691,175	2,034,024 76%	657,151	1,552,081	1,552,081	481,942
EQUIPMENT COSTS	1,717,700	2,169,886 126%	(452,186)	1,256,873	1,256,873	913,013
DEPRECIATION - AGENCY FUNDED	345,000	249,422 72%	95,578	360,817	360,817	(111,395)
OFFICE EXPENSE	1,717,700	2,776,073 162%	(1,058,373)	3,633,313	3,633,313	(857,241)
INSURANCE	804,060	765,671 95%	38,389	756,574	756,574	9,097
PROGRAM SUPPLIES & CLIENT COSTS	7,625,880	8,260,520 108%	(634,640)	7,580,436	7,580,436	680,083
INTEREST EXPENSE	145,275	305,726 210%	(160,451)	233,165	233,165	72,561
OTHER COSTS	234,030	1,205,765 515%	(971,735)	2,201,671	2,201,671	(995,906)
TOTAL CASH EXPENDITURES	\$ 104,451,720	\$ 98,111,138 94%	\$ 6,340,582	98,203,917	\$ 98,203,917	(92,779)
IN KIND EXPENSES	\$ 32,991,055	\$ 30,385,317 92%	\$ 2,605,738	\$ 33,235,786	\$ 33,235,786	(2,850,469)
TOTAL EXPENDITURES	137,442,775	128,496,455 93%	8,946,319	131,439,703	131,439,703	(2,943,248)
OPERATING SURPLUS (DEFICIT)	\$ 159,901	\$ 770,139	\$ (610,239)	\$ 963,763	\$ 963,763	(193,624)
OTHER INCOME / EXPENSE						
TRANSIT GRANT ASSET DEPRECIATION		251,972	(251,972)	366,531	366,531	(114,558)
NET SURPLUS (DEFICIT)	\$ 159,901	\$518,167	(358,266)	\$ 597,232	\$ 597,232	(79,065)

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF FINANCIAL POSITION
As of December 31, 2021

	2021	2020	Differences
ASSETS			
CASH & INVESTMENTS	\$ 19,259,845	\$ 14,118,549	\$ 5,141,296
ACCOUNTS RECEIVABLE	16,690,834	17,070,108	(379,274)
PREPAIDS/DEPOSITS	384,001	369,700	14,301
INVENTORIES	168,362	145,399	22,963
PROPERTY, PLANT & EQUIPMENT	13,303,724	13,712,812	(409,088)
NOTES RECEIVABLE (net)	15,245,479	13,813,404	1,432,075
TOTAL ASSETS	\$ 65,052,244	\$ 59,229,972	\$ 5,822,272
LIABILITIES			
ACCOUNTS PAYABLE	\$ 2,976,467	\$ 4,546,524	\$ (1,570,057)
ACCRUED PAYROLL LIABILITIES	3,672,125	3,510,519	161,606
DEFERRED REVENUE	2,793,150	4,183,062	(1,389,911)
NOTES PAYABLE	15,772,373	10,263,039	5,509,334
HEALTH INSURANCE RESERVE	4,597,963	3,937,328	660,635
OTHER LIABILITIES	3,735,805	3,733,620	2,185
TOTAL LIABILITIES	\$ 33,547,884	\$ 30,174,091	\$ 3,373,793
FUND BALANCE			
CURRENT OPERATING EARNINGS (YTD)	\$ 770,139	\$ 963,763	\$ (193,624)
UNRESTRICTED NET ASSETS	13,426,519	15,000,725	(1,574,206)
REVOLVING LOAN FUND	7,866,934	2,788,197	5,078,737
INVESTMENT IN GENERAL FIXED ASSETS	9,440,769	10,303,197	(862,429)
TOTAL FUND BALANCE	\$ 31,504,360	\$ 29,055,881	\$ 2,448,479
TOTAL LIABILITIES AND FUND BALANCE	\$ 65,052,244	\$ 59,229,972	\$ 5,822,272

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
December 31, 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	\$1,874,569	\$16,220,934	\$8,610,247				
Fringe Benefits	9,952,722	670,208	7,198,695	2,754,027				
Total Personnel	34,783,903	\$2,544,777	23,419,628	11,364,275				
Travel	8,233	-	-	8,233		-	-	-
Equipment*	-	-	-	-	-	-	-	-
Supplies	1,365,864	25,433	452,064	913,800	43,156	-	70,908	(27,752)
Contractual	1,829,846	73,818	1,367,965	461,881	468	-	-	468
Facilities /Construction								
Other:								
Food Cost	1,187,287	\$7,103	\$610,816	576,471				
Transportation	692,199	49,123	850,999	(158,800)				
Staff Mileage	214,831	13,212	136,405	78,425				
Field Trips, including Transportation	27,689	-	861	26,827				
Space	735,927	46,852	531,679	204,248				
Utilities / Telephone / Internet	676,423	(108,445)	678,592	(2,169)				
Publication/Advertising/Printing	56,057	-	9,503	46,554				
Repair/Maintenance Building	672,893	14,841	449,839	223,053				
Repair/Maintenance Equipment	78,225	523	144,975	(66,750)				
Property & Liability Insurance	169,843	16,226	158,954	10,889				
Parent Involvement / CWPC	84,788	465	4,554	80,234				
Other Costs*	114,600	(149,230)	(48,426)	163,026				
Staff & Parent Training					360,961	5,974	89,813	271,148
Total Direct Charges	42,698,605	\$2,534,697	28,768,410	13,930,195	\$404,585	5,974	160,720	\$243,865
Total Indirect Charges	\$3,969,194	\$228,123	\$2,589,157	\$1,380,037	\$27,228	\$538	\$14,465	\$12,763
Total Federal Expenditures	\$46,667,799	\$2,762,820	31,357,567	\$15,310,232	\$431,813	6,512	175,185	\$256,628
% of Annual Budget Expended to Date			67%				41%	
Non-Federal Share	\$11,176,017	\$753,408	\$5,637,497	\$5,538,520	\$107,953	\$1,628	\$43,796	\$64,157
Credit Card Expenses: Credit card statement dated 12/1/2021 - 12/31/2021								
December 2021 expenses								
Program Supplies-Kitchen	\$	139	Walmart- program supplies kitchen					
Program Supplies-Classroom	\$	280	Target- program supplies classroom					
Parent Engagement Supplies	\$	465	Walmart- Parent Engagement supplies					
Subscription Expense	\$	90	Zoom - Head Start 1000 participants					
Security Services	\$	90	ADT Security-security services					
Contract Services-Facility Repair	\$	230	Azuga Fleet - Vehicle Tracking for Support Services Vehicles					
Program Supplies-Nutrition	\$	52	Foods Co- program supplies nutrition					
Telephone Conferencing	\$	850	Comcast- telephone conferencing					
	\$	2,196						

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
December 31, 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	59,980	59,980	34,020
Supplies	366,376	-	4,864	361,512
Contractual	429,400	66,629	290,328	139,072
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	-	36,579	18,121
Staff & Parent Training	-	-	-	-
Total Direct Charges	2,001,636	\$126,609	\$391,750	\$1,609,886
Total Indirect Charges	\$0	\$0	\$0	\$0
Total Federal Expenditures	\$2,001,636	\$126,609	\$391,750	\$1,609,886
% of Annual Budget Expended to Date			20%	
Non-Federal Share	-	-	-	-

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
December 31, 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	\$231,659	\$2,406,960	\$1,812,024	\$22,357	\$0	\$24	\$22,333
Fringe Benefits	1,149,877	75,844	845,336	304,541	5,804	-	3	5,801
Total Personnel	5,368,861	307,503	3,252,296	2,116,565	28,161	-	27	28,134
Travel	-	-	-	-	8,449	-	-	8,449
Equipment*	-	-	-	-	-	-	-	-
Supplies	322,870	6,816	71,481	251,389	10,337	-	62	10,275
Contractual	602,898	8,296	118,915	483,983	18,827	-	-	18,827
Facilities /Construction	308,000	-	-	308,000				
Other:								
Food Cost	69,097	(414)	15,335	53,762				
Transportation	7,297	102	5,711	1,585				
Staff Mileage	53,840	3,208	19,525	34,315				
Field Trips, including Transportation	865	-	-	865				
Space	197,501	4,372	61,928	135,573				
Utilities / Telephone / Internet	109,859	13,593	109,955	(96)				
Publication/Advertising/Printing	15,320	-	29	15,292				
Repair/Maintenance Building	129,258	661	14,634	114,624				
Repair/Maintenance Equipment	10,475	-	4,784	5,691				
Property & Liability Insurance	34,107	2,514	23,994	10,113				
Parent Involvement / CWPC	7,327	321	1,513	5,815				
Other Costs*	51,737	608	16,983	34,754				
Staff & Parent Training					91,326	947	13,528	77,798
Total Direct Charges	\$7,289,310	347,578	3,717,080	\$3,572,230	157,100	\$947	13,618	\$143,482
Total Indirect Charges	\$527,177	\$31,282	\$334,537	\$192,640	\$9,778	\$86	\$1,226	\$8,552
Total Federal Expenditures	\$7,816,487	378,860	\$4,051,617	\$3,764,870	\$166,878	\$1,033	\$14,844	\$152,034
% of Annual Budget Expended to Date			52%				9%	
Non-Federal Share	\$1,954,122	\$103,999	\$1,574,597	\$379,525	\$41,719	\$258	\$3,711	\$38,008
Credit Card Expenses: Credit card statement dated 12/1/2021 - 12/31/2021 December 2021 expenses Program Supplies - Food Disposables \$ 80 Target- program supplies Program Supplies - Disposables \$ 664 Costco & Ernest Packaging- Program supplies Security Services \$ 29 ADT Security- security services Contract Services-Facility repair \$ 23 Azuga Fleet - Vehicle Tracking for Support Svcs Vehicles Parent Engagement Supplies \$ 375 Dollar Tree, Walmart- program supplies \$ 1,171								



FINANCE COMMITTEE MEETING

Date: March 9, 2022	Program: Finance
Agenda Item #: 5	Director: N/A
Subject: Enterprise Performance Management System	Officer: Jim Rodriguez

Recommended Action

Staff recommends Committee approval for full Board consideration of a 3-year agreement with the OneStream Software LLC for an Enterprise Performance Management (EPM) system, software license, and implementation at \$108,576 annually for three years and a one-time \$99,500 implementation fee for approximately \$425,000.

Background

Currently, the process for collecting data from our numerous programs is manual, complicated and time consuming. Our current accounting, budgeting and reporting complexities have outpaced our current financial tools. The Finance Department at minimum accounts for 40 programs that have 91 funding sources and 245 contracts, all with differing lengths of contract terms, differing fiscal years and reporting requirements. The Finance Department relies on the timely submittal of program reports and the tracking of those reports are difficult and disconnected. When preparing annual reports or financial reports for audits, the finance department seeks data from numerous systems or from spreadsheets maintained in various areas of the agency. Financial consolidation and the monthly close process is also lengthy and cumbersome which leads to difficulties to report in a timely manner and plan for budgets.

Due to the challenges described above, staff released an RFP on February 2, 2022. We received one formal response and two quotes to our RFP.

The purpose of the EPM is designed to integrate data from numerous sources to provide analysis of workforce, program and financial performance with a centralized data warehouse. The implementation of the EPM will allow us to collect data from our

programs and combine it with fiscal and workforce data to create performance reporting that reflects the impact and utilization of resources.

Also, the benefits of the EPM will allow us the ability to analyze and forecast our agency needs so we can better prepare for growth, increasing our inputs (funding dollars) and outputs (community service) while making more informed business and program decisions, and ultimately improving the lives of our employees and the community we serve.

In the long-term we will accomplish the following:

- Workforce planning
- Grants planning
- Revenue and Expense planning
- Integration of agency-wide business and program solutions
- Account reconciliation data and templates
- Key Performance Indicators (KPI's)
- Dashboard visualization reporting

Fiscal Impact

Below is OneStream's quote from their RFP response. The costs will be allocated from multiple funding sources: such as expiring CSBG CARES funds, agency funds or with third-party financing. The quote below is based on a three-year agreement and a one-time implementation fee.

Payment Description	Year 1	Year 2	Year 3	Total
Annual License	\$108,576	\$108,576	\$108,576	\$325,728
Implementation Fee	\$99,500	-	-	\$99,500
Total	\$208,076	\$108,576	\$108,576	\$425,228

Cost savings expected by implementing the EPM will provide benefits of time reduction and in the following areas:

- Planning management and administration
- Planning Execution
- Account Reconciliations
- Reporting and Analysis
- Monthly Closing Process
- External Audit

Conclusion

The implementation milestones will be accompanied with a deeper insight of our agency's activities. Because the system provides task and audit trails, we can create automated workflows for commonly performed tasks. Reporting will become automated and provided on a schedule for top-level, program-level, audit, and external review. Our team will continue to learn how to use the software beyond the initial implementation via the EPM company's online trainings and resources.

Although the initial implementation focuses on the areas noted above, the EPM is capable of additional data integrations, tax planning, capital expenditure planning, cash planning, task managing, forecasting, analysis dashboards, etc. As we become more familiar with the system, the Finance Department can utilize these additional features to mature the financial oversight of the entire agency. An EPM system was chosen because it is designed to handle an agency that has complicated financial reporting requirements and has the scalability to continue to meet those requirements far into the future.

If approved by the Committee, this item will move forward for full Board consideration at the March 23, 2022, Commission Meeting. If the agreement is approved, the implementation will begin with the OneStream consulting team in the second quarter of 2022.



FINANCE COMMITTEE MEETING

Date: March 9, 2022	Program: Finance
Agenda Item #: 6	Director: N/A
Subject: 2022 Agency Budget	Officer: Jim Rodriguez

Recommended Action

Staff recommends Board approval of the 2022 consolidated agency budget.

Background

As a matter of best practice, the Agency's consolidated annual budget is brought to the Board via the Finance Committee for approval. This 2022 agency budget is incorporated into the monthly financial reports to assist with monitoring and review of the actual to budget status.

Fiscal Impact

The consolidated annual budget presented is comprised of several sources of revenue of approximately \$114,000,000 and operating expenses of approximately \$113,000,000 resulting in a net surplus of \$1,000,000. In addition, there is budgeted amount of In-Kind Donations of approximately \$39,000,000.

Conclusion

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

Fresno Economic Opportunities Commission
2022 Consolidated Agency Budget

	<u>2022 Budget</u>	<u>% of budget</u>	<u>Access Plus Capital</u>	<u>Food Distribution</u>	<u>Employment & Training/VAC</u>	<u>Fresno Executive Plaza</u>
REVENUES AND SUPPORT						
Grant Revenue	\$86,980,050	76.1%	\$1,757,250	\$121,050	\$1,478,750	\$0
Fee for Service Revenue	\$19,602,250	17.1%	\$795,800	\$38,200	\$386,200	\$0
Other Revenue	\$5,082,000	4.4%	\$1,705,050	\$0	\$0	\$106,250
Donation Contributions	\$371,450	0.3%	\$150,000	\$0	\$25,000	\$0
TOTAL REVENUES AND SUPPORT	\$114,330,625	98%	\$4,408,100 #	\$159,250	\$1,889,950	\$106,250
EXPENSES						
Personnel Costs	\$69,972,550	61.7%	\$1,858,950	\$119,750	\$1,400,450	\$2,800
Admin Services	\$7,040,225	6.2%	\$195,450	\$17,200	\$132,700	\$9,550
Contract Services	\$11,240,600	9.9%	\$632,550	\$0	\$2,250	\$0
Facility Costs	\$6,093,175	5.4%	\$54,350	\$1,300	\$246,100	\$68,800
Out-of-County/Out-of-State Travel	\$51,600	0.0%	\$0	\$0	\$0	\$0
Travel, Mileage, & Vehicle Costs	\$1,720,745	1.5%	\$47,095	\$2,150	\$8,350	\$200
Equipment Costs	\$1,196,775	1.1%	\$22,500	\$450	\$11,000	\$17,100
Office Expense	\$3,129,400	2.8%	\$84,500	\$1,300	\$24,950	\$2,550
Insurance Expense	\$755,250	0.7%	\$10,500	\$250	\$9,350	\$5,050
Program Supplies & Client Costs	\$10,905,750	9.6%	\$334,400	\$16,850	\$54,800	\$200
Other Costs	\$1,262,500	1.1%	\$552,100	\$0	\$0	\$0
TOTAL EXPENSES	\$113,368,570	100%	\$3,792,395 #	\$159,250	\$1,889,950	\$106,250
IN-KIND TRANSACTIONS						
Non-Cash Revenue	\$39,041,040		\$0	\$0	\$0	\$0
Non-Cash Expenses	(\$39,041,040)		\$0	\$0	\$0	\$0
TOTAL IN-KIND TRANSACTIONS	\$0		\$0 #	\$0	\$0	\$0
NET SURPLUS/(DEFICIT)	\$962,055		\$615,705 #	\$0	\$0	\$0

Fresno Economic Opportunities Commission
2022 Consolidated Agency Budget

	Fresno Street Saints	Foster Grandparent	Food Services	Head Start 0-5	Health Services	LCC
REVENUES AND SUPPORT						
Grant Revenue	\$85,375	\$551,400	\$2,675,650	\$43,362,100	\$3,095,000	\$4,720,900
Fee for Service Revenue	\$234,300	\$0	\$5,090,600	\$0	\$1,005,250	\$468,900
Other Revenue	\$0	\$0	\$1,438,150	\$0	\$0	\$0
Donation Contributions	\$3,950	\$0	\$104,950	\$0	\$0	\$0
TOTAL REVENUES AND SUPPORT	\$323,625	\$551,400	\$9,309,350	\$43,362,100	\$4,100,250	\$5,189,800
EXPENSES						
Personnel Costs	\$219,850	\$389,200	\$2,882,400	\$30,674,800	\$2,270,100	\$2,636,150
Admin Services	\$26,775	\$23,250	\$352,200	\$3,428,450	\$373,600	\$263,550
Contract Services	\$41,250	\$0	\$1,005,200	\$4,865,650	\$100,150	\$352,050
Facility Costs	\$2,125	\$5,000	\$138,050	\$1,170,450	\$210,000	\$243,650
Out-of-County/Out-of-State Travel	\$0	\$1,000	\$0	\$0	\$0	\$18,050
Travel, Mileage, & Vehicle Costs	\$1,150	\$4,150	\$25,000	\$229,400	\$77,000	\$99,900
Equipment Costs	\$8,725	\$600	\$124,700	\$255,250	\$38,150	\$116,000
Office Expense	\$11,550	\$42,500	\$80,750	\$511,150	\$157,400	\$58,500
Insurance Expense	\$850	\$400	\$18,900	\$206,700	\$26,250	\$105,900
Program Supplies & Client Costs	\$11,350	\$84,600	\$4,668,000	\$2,020,250	\$847,600	\$1,296,050
Other Costs	\$0	\$700	\$50	\$0	\$0	\$0
TOTAL EXPENSES	\$323,625	\$551,400	\$9,295,250	\$43,362,100	\$4,100,250	\$5,189,800
IN-KIND TRANSACTIONS						
Non-Cash Revenue	\$0	\$0	\$295,000	\$10,550,740	\$0	\$0
Non-Cash Expenses	\$0	\$0	(\$295,000)	(\$10,550,740)	\$0	\$0
TOTAL IN-KIND TRANSACTIONS	\$0	\$0	\$0	\$0	\$0	\$0
NET SURPLUS/(DEFICIT)	\$0	\$0	\$14,100	\$0	\$0	\$0

Fresno Economic Opportunities Commission
2022 Consolidated Agency Budget

	Energy Services	Sanctuary & Youth Services	SOUL	Transit	WIC	African American Coalition
REVENUES AND SUPPORT						
Grant Revenue	\$11,445,550	\$3,593,400	\$3,062,850	\$2,412,700	\$6,197,750	\$611,100
Fee for Service Revenue	\$0	\$1,209,350	\$0	\$3,191,650	\$0	\$50,000
Other Revenue	\$0	\$224,400	\$12,950	\$1,482,600	\$0	\$0
Donation Contributions	\$0	\$76,550	\$0	\$0	\$0	\$0
TOTAL REVENUES AND SUPPORT	\$11,445,550	\$5,103,700	\$3,075,800	\$7,086,950	\$6,197,750	\$661,100
EXPENSES						
Personnel Costs	\$5,670,300	\$2,620,100	\$1,978,300	\$4,428,350	\$4,779,700	\$343,200
Admin Services	\$819,700	\$324,150	\$162,750	\$284,700	\$511,750	\$60,100
Contract Services	\$2,491,000	\$548,700	\$268,800	\$94,900	\$0	\$152,700
Facility Costs	\$1,867,550	\$1,001,550	\$247,750	\$110,000	\$477,300	\$40,400
Out-of-County/Out-of-State Travel	\$0	\$7,450	\$1,000	\$0	\$0	\$0
Travel, Mileage, & Vehicle Costs	\$57,950	\$59,550	\$5,250	\$1,068,150	\$15,000	\$250
Equipment Costs	\$257,550	\$32,900	\$29,600	\$31,700	\$35,000	\$650
Office Expense	\$162,950	\$83,250	\$176,050	\$109,350	\$166,600	\$30,400
Insurance Expense	\$38,100	\$27,200	\$14,950	\$239,650	\$15,000	\$1,000
Program Supplies & Client Costs	\$80,450	\$343,050	\$177,600	\$387,900	\$197,400	\$32,400
Other Costs	\$0	\$55,800	\$13,750	\$0	\$0	\$0
TOTAL EXPENSES	\$11,445,550	\$5,103,700	\$3,075,800	\$6,754,700	\$6,197,750	\$661,100
IN-KIND TRANSACTIONS						
Non-Cash Revenue	\$8,835,350	\$0	\$0	\$0	\$19,059,950	\$0
Non-Cash Expenses	(\$8,835,350)	\$0	\$0	\$0	(\$19,059,950)	\$0
TOTAL IN-KIND TRANSACTIONS	\$0	\$0	\$0	\$0	\$0	\$0
NET SURPLUS/(DEFICIT)	\$0	\$0	\$0	\$332,250	\$0	\$0

Fresno Economic Opportunities Commission
2022 Consolidated Agency Budget

	Advance Peace	CSBG Funding	Administration
REVENUES AND SUPPORT			
Grant Revenue	\$522,100	\$1,958,500	\$1,623,500
Fee for Service Revenue	\$65,000	\$0	\$7,067,000
Other Revenue	\$0	\$0	\$112,600
Donation Contributions	\$11,000	\$0	\$0
TOTAL REVENUES AND SUPPORT	\$598,100	\$1,958,500	\$8,803,100
EXPENSES			
Personnel Costs	\$396,100	\$1,091,450	\$6,210,600
Admin Services	\$54,350	\$0	\$0
Contract Services	\$80,200	\$24,700	\$580,500
Facility Costs	\$3,050	\$3,050	\$202,700
Out-of-County/Out-of-State Travel	\$5,600	\$0	\$18,500
Travel, Mileage, & Vehicle Costs	\$700	\$0	\$19,500
Equipment Costs	\$0	\$33,500	\$181,400
Office Expense	\$16,950	\$174,000	\$1,234,700
Insurance Expense	\$1,200	\$0	\$34,000
Program Supplies & Client Costs	\$39,950	\$134,300	\$178,600
Other Costs	\$0	\$497,500	\$142,600
TOTAL EXPENSES	\$598,100	\$1,958,500	\$8,803,100
IN-KIND TRANSACTIONS			
Non-Cash Revenue	\$0	\$0	\$300,000
Non-Cash Expenses	\$0	\$0	(\$300,000)
TOTAL IN-KIND TRANSACTIONS	\$0	\$0	\$0
NET SURPLUS/(DEFICIT)	\$0	\$0	\$0

FINANCE COMMITTEE MEETING

Date: March 9, 2022	Program: Finance
Agenda Item #: 7	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
			No non-competitive purchases to report



FINANCE COMMITTEE MEETING

Date: March 9, 2022	Program: Finance
Agenda Item #: 8	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 December 31, 2021, the health insurance reserve is at \$4.6 million, which covers approximately 5.1 months of average expenditures. Contributions from programs and employees for 2021 total \$11,475,830 while the Fund paid out \$10,869,321 in expenses. COVID-related claims costs funded by our CSBG CARES grant, total \$139,391. 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: Tele-health service was added and 1% increase in Employer premiums and an average 8% increase to Employee premiums.

This table presents a sample of the monthly health insurance premium rates for 2021. Rates vary depending on the type of coverage tier 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 DECEMBER 31, 2021

	2021												2020		
	January	February	March	April	May	June	July	August	September	October	November	December	YTD totals	Mo. Avg.	Annual Mo.
	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec	Jan - Dec
Beginning Fund Balance	3,991,455	4,258,187	4,659,793	4,938,789	4,828,849	4,834,257	4,819,503	4,615,551	4,827,232	4,971,030	4,823,671	4,461,546			
Income															
Agency Contributions	868,403	858,194	852,325	847,093	842,960	870,509	611,667	755,946	686,195	752,967	750,954	765,313	9,462,526	788,544	10,059,937
Additional Agency Contr.	51,529	64,762	-	-	-	-	-	-	-	23,100	-	-	139,391	11,616	65,197
Employee Contributions	283,963	176,373	181,307	94,977	187,274	98,212	131,833	129,029	163,122	88,770	171,728	167,325	1,873,913	156,159	1,755,815
Total Income	1,203,895	1,099,329	1,033,632	942,070	1,030,234	968,721	743,500	884,975	849,317	864,837	922,682	932,638	11,475,830	956,319	11,880,949
Expenses															
Health Claims Paid	500,161	302,551	362,387	686,188	616,263	920,707	578,700	415,044	416,235	892,636	1,177,006	1,180,568	8,048,446	670,704	6,164,003
Dental Claims Paid	65,934	67,225	51,751	50,080	72,754	52,746	57,765	70,902	40,219	52,798	35,787	33,174	651,135	54,261	546,628
Prescriptions Paid	210,323	158,769	169,885	143,418	169,456	114,954	154,172	160,965	88,664	160,081	123,572	155,152	1,809,411	150,784	1,982,823
Vision Claims Paid	12,742	9,468	7,580	14,869	10,131	9,665	8,010	9,670	7,843	6,742	6,295	7,467	110,482	9,207	97,955
Stop Loss Premiums	89,987	101,367	106,729	103,446	101,789	103,240	95,787	97,630	107,965	101,400	89,405	93,078	1,191,823	99,319	1,362,007
Stop Loss Claims	0	0	0	0	0	(271,090)	(3,119)	(130,662)	(6,284)	(250,673)	(207,354)	(724,313)	(1,593,495)	(132,791)	(193,741)
Life Insurance Premiums	14,000	13,799	13,676	13,548	13,654	13,056	12,346	12,064	12,047	12,010	11,955	12,374	154,529	12,877	173,408
Pinnacle	14,462	14,514	14,393	14,410	14,324	14,306	13,579	13,198	13,059	13,008	12,990	12,955	165,198	13,767	176,507
Blue Cross	14,970	14,933	14,822	14,840	14,747	14,728	13,984	13,555	13,388	13,351	13,313	13,276	169,907	14,159	184,255
Benefits Consultant	6,917	6,917	6,916	6,917	6,917	6,916	6,917	6,916	6,917	6,916	6,917	6,916	83,000	6,917	92,979
Employee Assist. Program	1,877	1,876	1,877	1,876	1,877	1,876	1,877	1,876	1,877	1,876	1,877	1,876	22,518	1,877	22,518
Preferred Chiropractors	1,005	1,003	995	996	990	989	939	910	898	896	894	891	11,406	951	9,299
Other Expenses	4,785	5,300	3,625	1,422	1,924	1,382	1,276	1,225	2,692	1,154	12,150	2,807	39,742	3,312	19,976
ACA Fees	0	0	0	0	0	0	5,219	0	0	0	0	0	5,219	435	5,220
Total Expenses	937,163	697,722	754,636	1,052,010	1,024,826	983,475	947,452	673,294	705,519	1,012,196	1,284,807	796,221	10,869,321	905,777	10,643,836
Current Fund Activity (net)	266,732	401,607	278,996	(109,940)	5,408	(14,754)	(203,952)	211,681	143,798	(147,359)	(362,125)	136,417	606,509	50,542	1,237,113
Ending Fund Balance	4,258,187	4,659,793	4,938,789	4,828,849	4,834,257	4,819,503	4,615,551	4,827,232	4,971,030	4,823,671	4,461,546	4,597,963	4,597,963		
Enrollment															
Employee only-Traditional	294	287	288	290	293	293	280	271	267	265	263	260		279	330
High-Deduct	57	56	57	58	57	52	50	51	50	49	52	52		53	41
Family coverage-Traditional	416	421	414	413	408	412	390	377	373	373	369	369		395	463
High-Deduct	37	37	36	35	33	33	30	28	28	29	30	31		32	28
Dental coverage only	31	36	35	35	35	35	33	34	35	34	35	35		34	36
Temp/On Call Plan	0	1	1	1	1	1	1	1	1	1	1	1		1	0
Total employees enrolled	835	838	831	832	827	826	784	762	754	751	750	748		795	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	1,152	1,230	1,247		1,203	1,103
Average expenses per employee	1,122	833	908	1,264	1,239	1,191	1,208	884	936	1,348	1,713	1,064		1,140	988

Estimated # months funded: 5.1



FINANCE COMMITTEE MEETING

Date: March 9, 2022	Program: Health Services
Agenda Item #: 9	Director: Jane Thomas
Subject: Program Variance Report	Officer: Jim Rodriguez

Background

The information presented below is intended to keep the Committee apprised on the actual-to-budget performance on various programs throughout the agency with reporting on a rotational basis. A summary report is attached by program and/or contract. Financial reports have been prepared for the following programs:

- Rural Tobacco
- Adolescent Family Life Program
- California Personnel Responsibility Program
- School Based Sealant Program
- Glow! Group Prenatal Care Contractor Network
- In Home Care Services
- Personal Responsibility Education Program

Program Director(s) will be available to answer questions on the above mentioned programs.

Variance Report Summary
Health Services

Program	Project/Contract No.	Contract Period	Reporting Period	Program Costs	Budget	Remaining Budget	Remaining Budget %
Rural Tobacco	20-10380	7/1/21-6/30/22	Through 1/31/2022	\$85,539	\$212,668	\$127,129	60%
Adolescent Family Life Program (AFLP)	20-10580	7/1/21-6/30/22	Through 1/31/2022	\$232,117	\$597,333	\$365,216	61%
California Personnel Responsibility Program (CA PREP)	21-10392	7/1/21-6/30/22	Through 1/31/2022	\$213,958	\$400,000	\$186,042	47%
School Based Sealant Program	A-21-401	7/1/21-6/30/22	Through 1/31/2022	\$110,170	\$218,592	\$108,422	50%
Glow! Group Prenatal Care Contractor Network	201920-1704	7/1/21-6/30/22	Through 1/31/2022	\$85,884	\$210,000	\$124,116	59%
In Home Care Services	A-20-406	7/1/21-6/30/22	Through 1/31/2022	\$143,400	\$275,000	\$131,600	48%
Personal Responsibility Education Program (PREIS)	9756sc	10/1/20-3/31/22	Through 1/31/2022	\$293,465	\$297,785	\$4,320	1%