

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
FOSTER GRANDPARENT PROGRAM (FGP) COMMUNITY ADVISORY GROUP (CAG)
Virtual**

<https://fresnoeoc.zoom.us/j/6753026561>

**Meeting ID: 675 302 6561
Phone Number (669) 900-6833
Friday, April 29, 2022
10:00 a.m. – 11:00 a.m.**

Agenda

| | <u>Presenter</u> | <u>Action</u> | <u>Page</u> |
|--|-------------------------|----------------------|--------------------|
| I. CALL TO ORDER | Leah Struck | | |
| II. ROLL CALL | Raquel Padia | | |
| III. APPROVAL OF MINUTES September 30, 2021 Meeting Minutes | Leah Struck | Approve | 2 |
| IV. CAG 2021-2022 ROSTER Introduction of new members | Leah Struck | Information | 5 |
| V. GOALS OF COMMUNITY ADVISORY GROUP (CAG) | Leah Struck | Information | |
| VI. FGP UPDATES: • October 2021- April 2022 | Leah Struck | Information | 6 |
| VII. REVIEW OF PROPOSED BYLAWS | Leah Struck | Discussion | 9 |
| VIII. FUNDRAISING | Leah Struck | Discussion | |
| IX. OTHER BUSINESS The next meeting is scheduled on Friday, September 30, 2022. | | | |
| X. PUBLIC COMMENT (This portion of the meeting is reserved for persons wishing to address the Advisory Group on items within jurisdiction but not on the agenda. Comments are limited to three minutes). | | | |
| XI. ADJOURNMENT | | | |

**FRESNO EOC FOSTER GRANDPARENT PROGRAM
COMMUNITY ADVISORY GROUP (CAG)
SEPTEMBER 30, 2021 at 10:00 a.m.**

MINUTES

I. CALL TO ORDER

Leah Struck called the meeting to order at 10:10 a.m.

II. ROLL CALL

Roll was called.

Committee Members (Zoom):

Margarita Cortez
Julia Fowler
Betty Brown
Yvonne Hernandez

Staff (Zoom):

Leah Struck
Raquel Padia
Esmeralda Roque
Cesar Lucio

Absent

Catherine Robles
Olga Ramirez

III. APPROVAL OF MINUTES

September 30, 2021 FGP Community Advisory Group Meeting Minutes

Motion by: Cortez **Second by:** Fowler

Ayes: Fowler, Cortez, Brown

Nays: None

IV. CAG ROSTER INTRODUCTIONS

Introduction of new member Yvonne Hernandez, Senior Center Director, the City of Fowler

New staff members from Head Start program

V. GOALS OF CAG

To gather input from station staff like Head Start.

Community participation for input on community trends and senior community needs.

Fundraising.

Ideas on retention and recognition of FGP volunteers.

Data sharing for grant reporting and applications.

VI. PROGRAM UPDATES

First and Second Quarter updates

- A.** FGP currently maintains 60 volunteers and three staff.
- B.** Grandparent volunteers were able to begin serving again over Zoom with the Head Start classrooms using Zoom during the spring semester. Central Unified Tilley Elementary school started accepting volunteers this fall. Fresno City College Disabled Students Program classes invited the existing volunteers to join by Zoom. AmeriCorps has approved the alternative work of taking classroom prep work home with the volunteer to complete then return to teachers. Some volunteers are participating in this activity. There stations such as Fresno Unified School District elementary schools, Boys & Girls clubs, and Marjaree Mason Center are not taking volunteers at this time.
- C.** The possibility of Head Start program requiring proof of COVID vaccine has been brought up. FGP is keeping track that other immunizations and TB tests are completed. TB testing for Head Start is every two years. FGP requires every four years for other sites.
- D.** The application for FGP grant renewal was submitted March 9, 2021 for the three-year period of July 1, 2021 - June 30, 2024. The application was approved and will continue for the full three years. The previous three-year grant ending June 30, 2021 had remaining funds due to not being able to place everyone in work assignments. AmeriCorps approved accessing those funds from July 1, 2021 - December 31, 2021 to continue to try to reach our goals and outcomes. We will continue to try to show more outcomes in the category of K-12 schools. Both grants will be run at the same time and tracked separately.
- E.** An opportunity to apply for an augmentation to this current funding through American Rescue Plan funding for addressing student learning loss due to COVID became available. FGP applied for \$65,000 and it was awarded. The proposal is to expand further into Madera County. We have contacted Madera Head Start director; she is interested but not accepting volunteers yet. We will continue to do outreach to other programs.
- F.** Another grant opportunity has opened through the American Rescue Plan funding Senior Demonstration Program. FGP will be applying with the proposal to expand even further into Madera County and contact the tribal communities and outreach to the Hmong community for recruitment of volunteer grandparents. If awarded this would start July 1, 2022.

G. Grandparent Day Luncheon was held September 10, 2021 at Fresno EOC Neilson Conference Center. This was the first in person gathering since the shutdown. The event was well attended with 50% of volunteers in attendance.

H. Tech training continues on Zoom and Gmail. BingoCise activity is being coordinated with Rene Duarte from the Fresno County Health Department. This is ability appropriate exercise lead by Rene in person and now on Zoom. The FGP Support Group is held twice a month on Zoom for volunteers to participate and discuss stress and mental wellness and other concerns and to be able to support each other. An upcoming food distribution for the volunteers coordinated through Fresno EOC Community Services Gabby Romero is being planned possibly for October.

VII. OTHER BUSINESS

Ideas for fundraising including a FGP yard sale were discussed. Hernandez explained the City of Fowler Community Yard Sale they have once a year which she organizes. Possibilities include having a local community yard sale put on and either organize to have booth fees donated to FGP or FGP volunteers having an area/booth to sell their own items for donations.

A bake sale fundraiser was a second possibility discussed. Grandparent volunteers would bake items and selling within Fresno EOC. Lucio offered to work with Fresno EOC Communications Department to create flyers and posts. Orders for baked items could be made ahead of time then brought for pick up a certain day to have a table out in the area around Executive Plaza. There would also be some items available to buy that day. Struck proposed putting together an Ad Hoc committee among grandparents and Hernandez to begin planning.

Next CAG meeting will be April 29, 2022 at 10:00 a.m. via Zoom

VIII. PUBLIC COMMENT

None heard

IX. ADJOURNMENT

Meeting was adjourned at 10:55 a.m.

Respectfully submitted,
Leah Struck



Foster Grandparent Program

Leah Struck, Program Coordinator
 Jeff Davis, Training and Employment Services
 Division Director
 Michelle L. Tutunjian, Chief Operating Officer
 Emilia Reyes, Chief Executive Officer

COMMUNITY ADVISORY GROUP (CAG) 2021-2022 ROSTER

| Last Name | First Name | Organization/Occupation | Contact Information |
|-------------|------------|--|---|
| Brown | Betty | FGP Volunteer | Betty.brownfgp@gmail.com |
| Castillo | Amaris | Boys & Girls Club | Office: 559-266-3117 acastillo@BGClubfc.org |
| Cortez | Margarita | FGP Volunteer | Margarita.cortezfgp@gmail.com |
| Fowler | Julia | FGP Volunteer | Julia.fowlerfgp@gmail.com |
| Hernandez | Yvonne | City of Fowler Senior Center Director | Office: 559-834-3113 ext. 136 yhernandez@ci.fowler.ca.us |
| * McAlister | Bruce | Fresno EOC Board Commissioner | 559-259-5449 bruce.mcalister@fresnoeoc.org |
| Ramirez | Olga | Fresno EOC Head Start Family /Community Services Manager | Office: 559-263-1512 Olga.ramirez@fresnoeoc.org |
| Smallwood | Tashon | Fresno EOC Head Start Volunteer Services Coordinator | Office: 559-263-1211 Tashon.smallwood@fresnoeoc.org |

*** Person who will be reporting to the Fresno EOC Board.**

**FOSTER GRANDPARENT PROGRAM (FGP)
PROGRAM UPDATES
October 1, 2021 - April 29, 2022**

1. FGP currently has 55 active volunteers and two staff.
2. April 15, 2022 AmeriCorps announced The Federal budget increased the AmeriCorps Seniors funding level which will enable the increase of .15 cents to the current stipend amount. This will increase the stipend from \$3.00 an hour to \$3.15 an hour starting July 1, 2022.
3. FGP applied for and was awarded a grant of \$100,000 for the Next 50 Initiative to conduct The Senior Tech Club. This funding provides for a staff person designated as Training Specialist to continue and enhance the computer training already started in 2021. FGP also applied and was accepted for the Senior Planet pilot program that provides licensing of technology training curriculum. The Next 50 initiative funding and the Senior Planet curriculum is separate from the AmeriCorps Foster Grandparent Program. It is not an AmeriCorps related program. The Next 50 Initiative is private funding to support ways to enhance to lives of people over 50. We proposed teaching technology literacy as a way to do this. We will provide classes for our interested Foster Grandparents at the Neighborhood Youth Center which will be open to the public. There will be classes and workshops provided at Fowler Senior Center and possibly Mosqueda Community Center. Luciana Lopez has been hired as the Training Specialist. The 10 week class began April 12, 2022.
4. FGP was awarded an augmentation amount of \$65,000 through American Rescue Plan (ARP) funding to be added to the existing current grant. We will be recruiting added volunteers in areas not before served.
5. FGP was awarded the Senior Demonstration Program funding through AmeriCorps Seniors American Rescue Plan (ARP) funding of \$375,000 to be used over two years to address learning loss due to COVID. This will allow us to continue reaching areas that have not been served before with the emphasis of coordinating with tribal communities, communities with children and youth affected by the wildfires, far rural Fresno and Madera Counties and trying to recruit grandparent volunteers from the Hmong and Southeast Asian community in Fresno. Funding begins July 1, 2022. This finding will

provide for 25-30 more volunteers in these areas and a second Volunteer Specialist staff person.

6. At the end of the previous three-year grant cycle ending December 31, 2021 there were leftover funds due to COVID restrictions preventing several volunteer stations from accepting volunteers. FGP proposed to AmeriCorps and was allowed to carry over these unexpended funds. This will provide more stipend hours for volunteers, a temporary clerical staff position for one year as well as assist with costs for volunteer mileage and health screenings and increases in costs of rent and staff.
7. FGP has been able to create an umbrella MOU agreement with Boys & Girls Clubs of Fresno County, which include all clubs to approach for placement.
8. Currently we have volunteers serving in Head Starts, Boys & Girls Clubs, Fresno City College Disabled Students Program classes, Youth Build Charter School, and we have a new MOU with Street Saints for the afterschool program at Sunset Center. They hope to be opening their previous afterschool sites at local apartment buildings which will open up other placement opportunities. We will be completing an MOU with Fresno EOC Soul School soon. Marjaree Mason Center has said that they are accepting volunteers again. We will be reaching out to renew and complete and MOU with them.
9. Contact with Big Sandy Rancheria in Auberry was made and coordination for an MOU with the group will include the placements for the Head Start and the Youth program located on the reservation. Outreach for volunteer grandparents will also be made in that area.
10. An MOU is being created with Madera County Superintendent of Schools for the preschool program sites. This would open a possible six classrooms in the City of Madera and one in Chowchilla.
11. A turkey dinner luncheon was held in November 2021 at the Fresno Nielson Center along with a food distribution coordinated by Gabby Romero with Fresno EOC Food Services food distributions. Each grandparent present received a frozen turkey along with three bags of food staples to take home.
12. Annual Years of Service Recognition Banquet Luncheon was held at Pardini's in December 2021. We were able to meet in person. Certificates, lapel pins, and gift bags were given out as well as 20 year award statues for those between 20-24 years of service. There were five volunteers that have serve 20 years and over.
13. Worked with Fresno EOC Communications to create 2 Story Time with Grandma videos and posted them to Fresno EOC FGP Facebook.

14. Project Linus contacted FGP to work together to distribute the blankets donated by the public to their project to give to children and youth in December 2021. The crocheted, quilted and fleeced knotted blankets are handmade then donated to Project Linus. They gave us 150 blankets to hand out to children. We were able to distribute to Cantua Creek and Firebaugh Head Starts, WIC baby showers for mothers, and the Central Valley Against Human Trafficking program for clients under 18 who have been assisted as victims. We hope to coordinate with them again in 2022.
15. Project Sunshine and AmeriCorps Senior director in Washington D.C., collaborated to create a partnership for AmeriCorps Senior programs across the US to get stipend hours to volunteer putting together activity kits that will go out to children in children's hospitals around the country. We received 40 boxes totaling 2000 kits to put together and ship back to Project Sunshine to send out to hospitals. FGP grandparents are completing those in April.
16. East Fresno Kiwanis Club reached out to FGP again. Last year they donated \$1000 for reading books for Franklin Head Start. Each of the 125 children attending this Head Start received three books. The grandparents were to read to these books to the children virtually. This was during the time classes and grandparents were servicing through Zoom. This year if Kiwanis follows through, books will be purchased for another set of Head Starts and hopefully the grandparents can read to them in person.



FRESNO EOC FOSTER GRANDPARENT PROGRAM COMMUNITY ADVISORY GROUP (CAG) BY-LAWS

The name of the Board will be known as the “Foster Grandparent Program Community Advisory Group,” hereinafter referred to as the Community Advisory Group. (CAG).

ARTICLE I. PURPOSE

Section 1: The Community Advisory Group shall review and make recommendations regarding the Foster Grandparent Program to the Fresno EOC Board. The review includes discussion of volunteer demographics, reported volunteer incidents, etc. which will be documented in CAG minutes.

Section 2: The Community Advisory Group shall serve as a liaison between the Foster Grandparent Program and other businesses and agencies.

Section 3: The Community Advisory Group shall assist in the development and enhancement of the Foster Grandparent Program’s public image.

Section 4: The Community Advisory Group shall recruit and maintain a Group membership to ensure the best service to the Foster Grandparent Program.

ARTICLE II. MEMBERSHIP

Section 1: The membership of the Community Advisory Group shall include members of the business community, public agencies, Fresno EOC Foster Grandparent Program volunteers and residents of the community-at-large that are concerned with youth. These members may include:

- a) Fresno EOC Agency Commissioner(s)
- b) AmeriCorps Fresno EOC Foster Grandparent Program Volunteers
- c) Public agencies providing services in:
- d) Education, Health, Social Services, Human Services, Outreach and Gerontology
- e) Seniors from the community-at-large and/or from the Foster Grandparent Program.
- f) Other individuals or organization representatives who possess skills, interests and/or resources which will aid the Community Advisory Group in fulfilling its purpose.

g) The Community Advisory Group shall give equal opportunity for membership, Group participation without regard to race, religion, color, creed or national origin, sex, age, disabilities or sexual preferences to all persons otherwise qualified.

Section 2: There shall be a minimum of five members on the Community Advisory Group.

Section 3: If a member is unable to attend two (2) regularly scheduled meetings with in a calendar year, then their seat on the Community Advisory Group will be reviewed for replacement.

Section 4: The Foster Grandparent Program Coordinator and staff shall serve as an ex-officio-member of the Community Advisory Group.

ARTICLE III. MEETINGS

Section 1: The Community Advisory Group shall meet twice a year and as needed. The first of these meetings shall be the annual meeting. The time and place of any meeting shall be determined by the Program Coordinator. By agreement of the membership via e-mail, the meeting may be held by teleconference. Additional emergency meetings will be determined by the needs of the program.

ARTICLE IV. ATTENDANCE AND TERMINATION OF MEMBERSHIP

Members who miss two consecutive meetings shall be contacted by the Community Advisory Group to determine if there is a need to replace the member. If so, the Foster Grandparent Program Coordinator shall arrange for the replacement of the Committee member. Members who may find it necessary to resign their position shall notify the Fresno EOC Foster Grandparent Program Coordinator of their intention at least thirty days prior to the next scheduled meeting.

ARTICLE V. MEMBERS AND TERM OF OFFICE

Section 1: Committee Chair and Secretary shall be elected during the last meeting of each calendar year. Committee Chair and Secretary will be elected by a simple CAG member majority vote.

Section 2: Each elected Committee Chair and Secretary shall serve for a period of one year and may be re-elected following a one-year lapse between terms.

Section 3: Community Advisory Group vacancies shall be filled by nominations from the floor and a majority vote at the next scheduled meeting. Voting: A quorum will consist of a simple majority of appointed members, present at the meeting. A minimum of one active appointed FGP Volunteer must be present during a quorum. During the absence of a quorum, informational items will be discussed without a vote.

ARTICLE VI: DUTIES & RESPONSIBILITIES OF THE COMMITTEE

Section 1: Foster Grandparent Coordinator shall secure community participation in local project operation by establishing a Community Advisory Group or a similar organizational structure with a membership that includes people:

- a) Knowledgeable of human and social needs of the community;
- b) Competent in the field of community service, volunteerism and children's issues;
- c) Capable of helping the sponsor meet its administrative and program responsibilities including fund-raising, publicity and programming for impact;
- d) With interest in and knowledge of the capability of older adults; and
- e) Of a diverse composition that reflects the demographics of the service area.

Section 2: Fundraising, Community Partnership & Volunteer Development

The committee shall be responsible for the development of an annual fundraising, community partnership, and marketing strategy.

ARTICLE VI. DUTIES & RESPONSIBILITIES OF THE MEMBERS

The members of the Community Advisory Group shall include the Program Coordinator, Volunteer Specialist, and Program Assistant (Intern).

Section 1: Program Coordinator

The Program Coordinator shall designate the date, time and place of all meetings and affairs of the Community Advisory Group, at which he/she shall preside. He/she shall also be authorized to appoint subcommittees to undertake special tasks.

Section 2: Volunteer Specialist

The Volunteer Specialist at the request of the Program Coordinator or in the event of The Program Coordinator absence shall perform any and all duties of the Program Coordinator.

Section 3: Program Assistant (Intern)

The Program Assistant shall be responsible for insuring the recording and maintenance of the minutes and records of the Community Advisory Group, which shall include a current membership listing. The Program Assistant insures that all notices are distributed to all members.