



Finance Committee Meeting

September 14, 2022 at 5:00 p.m.

Fresno EOC Board Room

1920 Mariposa Street, Suite 310

Fresno, CA, 93721



FINANCE COMMITTEE MEETING AGENDA

SEPTEMBER 14, 2022 AT 5:00 P.M.

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AUGUST 16, 2022 MINUTES

A. August 16, 2022 Finance Committee Minutes	Approve	3
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4. FINANCIAL REPORTS - JULY 2022

Approve

A. Agency Financial Statements		6
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B. Head Start Financial Status Report		10
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5. GIFT CARD POLICY

A. Gift Card Policy	Ratify	13
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6. NON-COMPETITIVE PROCUREMENT

A. Non-Competitive Procurements	Information	15
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7. HEALTH INSURANCE REPORT

A. Health Insurance Report	Information	17
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8. VARIANCE REPORTS

A. Variance Reports - Sanctuary and Support Services	Information	19
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9. OTHER BUSINESS

The next meeting is scheduled on October 12, 2022 at 5:00 p.m.

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
Tuesday, August 16th, 2022
5:30p.m.

MINUTES

1. CALL TO ORDER

Charles Garabedian, called the meeting to order at 5:33pm.

2. ROLL CALL

Roll was called and a quorum was established.

COMMITTEE MEMBERS	PRESENT	STAFF
Charles Garabedian (Committee Chair)	✓	Jim Rodriguez
Alysia Bonner	✓	Steve Warnes
James Martinez		Kevin Williams
Linda Hayes	✓	Cesar Lucio
Zina Brown- Jenkins	✓	
Itzi Robles	✓	
Alena Pacheco	✓	

3. APPROVAL OF MINUTES

A. July 13, 2022, Finance Committee Minutes

Public comment: None heard.

Motion by: Brown-Jenkins **Second by:** Hayes

Ayes: Bonner, Brown-Jenkins, Garabedian, Hayes, Robles, Pacheco

Nayes: None heard

4. FINANCIAL REPORTS: June 2022

A. Agency Financial Statements

B. Head Start Financial status report:

Jim Rodriguez, Chief Financial Officer, Went over Head Start Annual Budget \$17,319,131 Current Expenses \$1,192,059 YTD \$8,187,235 Balance remaining \$9,131,896 Credit Card Expenses: Credit Card statement dated 06/01/2022-06/30/2022 June 2022 expenses Total \$2,164.00 Also Jim Rodriguez presented that we are working on budget cost. Also AR went down in 2022 and Cash went up, 2021-2022 Differences Assets \$2,721,973.00 Liabilities \$3,156,753.00

Public comment: None heard.

Motion by: Hayes **Second by:** Robles

Ayes: Bonner, Hayes, Garabedian, Brown-Jenkins

Nayes: None heard

5. INSURANCE POLICY RENEWALS

Steve Warnes, Assistant Finance Director, provided information on the renewal insurance policies. Staff recommends Committee approval for full Board consideration. Steve presented for the period of July 1, 2022 to July 1, 2023 for a quoted premium of \$843,356

Public comment: None heard.

No action required.

6. Non-Competitive Procurement

Steve Warner, Assistant Finance Director provided a detail report Head Start. HS is under \$150,000.00 with no action. Lack of Vendor Commitment to supplies. Program said vendors don't want to be driving out to every center to deliver paper supplies. They have no Capacity to store over a Year Supply.

Public comment: None heard

No action required.

7. HEALTH INSURANCE REPORT

Steve Warnes, Assistant Finance Director, Presented the health insurance information January through June 2022. The plan has recorded \$5,485,250 of income and \$4,566,469 of expenses for the year: the fund balance has increased by \$918,781 and currently stands at \$4.8 million which would cover 5.5 months of average expenses. Plan income is 13% lower than the previous year: expenses are 16% lower at this time. One person has incurred costs that exceed the \$200k/yr deductible under out stop loss policy and we received \$14,586 in claims reimbursement during June. Four other individuals are on watch reports of those who have exceeded \$100k in claims paid for the year.

Public comment: None heard

No action required.

8. INVESTMENT REPORT

Steve Warner, Assistant Finance Director, presented the investment report for June 30,2022. At this time the investment accounts held \$1,881,523 in Cash and \$1,567,964 in CDs. The average interest rate was 3%. Based on changes in the markets, we instructed Wells Fargo Advisors use the cash on hand to purchase a number of certificates and US Treasury notes with an array of maturity dates. The investments purchased have interest rates between 2.25% to 3.45% over 4 years.


Public comment: None heard

No action required.

9. VARIANCE REPORT:

Jim Rodriguez, Chief Financial Officer, Presented on two Programs Harvest Program, African American Coalition, Jim Rodriguez, Chief Financial Officer, Also said that both programs are performing to budget. Harvest Program : June 2022 at 51% and African American Coalition: is at 85% over all budget. Both performing to budget at 73% Until July 2023.

Public comment: None heard



No action required.

10. OTHER BUSINESS

Public comment: None heard

No action required.

11. PUBLIC COMMENTS

No public comments at this time.

12. ADJOURNMENT

Hayes adjourned meeting at 6:00PM

Respectfully submitted,

Charles Garabedian
Committee Chair



FINANCE COMMITTEE MEETING

Date: September 14, 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 July 2022 as well as approval of the financial status report for the Head Start 0-5 program as of Year-to-Date July 2022.

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 July 31, 2022, the Agency had preliminary revenue of \$57,941,305million, including \$19.6 million of in-kind contributions, and net operating loss of \$436,384. This deficit includes a minor recovery of \$59,000 from the prior month. In comparison, the Agency had revenue of \$59,577,159 million including in-kind of \$18.7 million as of the corresponding period of the preceding year.

(B) Head Start 0-5 Financial Status Report as of Year-to-Date July 31, 2022. This also represented in the following percentages.

Program Area	% of budget	Notes
Head Start – Basic	49%	Personnel is underspent due to unfilled positions
Head Start – Training & Technical Assistance (T&TA)	18%	Training planned for later this year

Program Area	% of budget	Notes
Duration	0%	\$4,669 spent year-to-date activity recorded.
Early Head Start – Basic	28%	Personnel is underspent due to unfilled positions.
Early Head Start – T&TA	6%	Training planned for later this year

Conclusion

If approved by the Committee, this item will move forward for full Board consideration at the October 26, 2022 Board of Commissioners Meeting.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF ACTIVITIES
For The Seventh Month Period Ended July 31, 2022 and 2021

	A	B	A - B	C	D	B - D
	BUDGET JAN - DEC 2022	ACTUAL JULY 2022	BUDGET BALANCE REMAINING	ACTUAL JAN - DEC 2021	ACTUAL JULY 2021	ACTUAL 2022 vs 2021 Differences
REVENUES AND SUPPORT						
GRANT REVENUE	\$ 89,274,925	\$ 42,552,191 48%	\$ 46,722,734	75,775,853	\$ 43,964,581	(1,412,390)
GRANT REVENUE - LENDING CAPITAL	-	-	-	0	-	-
CHARGES FOR SERVICES	19,602,250	12,715,092 65%	6,887,158	19,289,932	12,632,567	82,525
OTHER PROGRAM REVENUE	2,854,250	1,586,151 56%	1,268,099	2,646,283	1,754,556	(168,405)
CONTRIBUTIONS	371,450	139,336 38%	232,114	473,779	253,563	(114,227)
MISCELLANEOUS INCOME	414,350	113,836 27%	300,514	467,114	134,864	(21,028)
INTEREST & INVESTMENT INCOME	82,650	25,210 31%	57,440	91,840	57,753	(32,542)
AFFILIATE INTEREST INCOME	1,400,100	548,926 39%	851,174	1,114,397	614,613	(65,687)
RENTAL INCOME	330,650	260,563 79%	70,087	392,181	164,664	95,899
TOTAL CASH REVENUE	\$ 114,330,625	\$ 57,941,305 51%	\$ 56,389,320	\$ 100,251,379	\$ 59,577,159	(1,635,855)
IN KIND REVENUE	\$ 39,041,040	\$ 19,592,388 50%	\$ 19,448,652	30,398,113	\$ 18,749,162	843,226
TOTAL REVENUE & SUPPORT	153,371,665	77,533,692 51%	75,837,973	130,649,492	78,326,321	(792,629)
EXPENDITURES						
PERSONNEL COSTS	\$ 69,972,550	\$ 35,914,990 51%	\$34,057,560	61,148,294	\$ 36,220,655	(305,665)
ADMIN SERVICES	7,040,225	3,574,039 51%	3,466,186	5,456,405	3,573,574	464
PROFESSIONAL SERVICES - AUDIT	0	0 0%	0	45,995	15,084	(15,084)
CONTRACT SERVICES	11,240,600	5,256,455 47%	5,984,145	7,769,507	5,384,850	(128,396)
FACILITY COSTS	6,093,175	3,260,045 54%	2,833,130	5,214,789	3,153,881	106,163
TRAVEL, MILEAGE, VEHICLE COSTS	1,772,345	1,736,825 98%	35,520	2,037,010	1,067,032	669,793
EQUIPMENT COSTS	946,775	971,126 103%	(24,351)	3,296,566	665,987	305,139
DEPRECIATION - AGENCY FUNDED	250,000	129,831 52%	120,169	249,442	170,569	(40,738)
OFFICE EXPENSE	3,129,400	1,611,470 51%	1,517,930	2,777,036	1,648,538	(37,068)
INSURANCE	755,250	469,450 62%	285,800	766,989	438,472	30,978
PROGRAM SUPPLIES & CLIENT COSTS	10,905,750	5,062,756 46%	5,842,994	8,566,603	5,304,754	(241,998)
INTEREST EXPENSE	267,900	197,258 74%	70,642	309,116	146,214	51,044
OTHER COSTS	994,600	193,443 19%	801,157	349,447	92,424	101,020
TOTAL CASH EXPENDITURES	\$ 113,368,570	\$ 58,377,688 51%	\$ 54,990,882	97,987,199	\$ 57,882,035	495,653
IN KIND EXPENSES	\$ 39,041,040	\$ 19,592,388 50%	\$ 19,448,652	\$ 30,398,113	\$ 18,749,162	843,226
TOTAL EXPENDITURES	152,409,610	77,970,076 51%	74,439,534	128,385,312	76,631,197	1,338,879
OPERATING SURPLUS (DEFICIT)	\$ 962,055	\$ (436,384)	\$ 1,398,439	\$ 2,264,180	\$ 1,695,124	(2,131,508)
OTHER INCOME / EXPENSE						
TRANSIT GRANT ASSET DEPRECIATION		123,657	(123,657)	251,972	166,502	(42,846)
NET SURPLUS (DEFICIT)	\$ 962,055	(\$560,041)	1,522,096	\$ 2,012,208	\$ 1,528,622	(2,088,663)

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF FINANCIAL POSITION
As of July 31, 2022

	2022	2021	Differences
ASSETS			
CASH & INVESTMENTS	\$ 21,512,791	\$ 17,288,447	\$ 4,224,344
ACCOUNTS RECEIVABLE	12,039,626	12,159,972	(120,346)
PREPAIDS/DEPOSITS	288,885	265,172	23,713
INVENTORIES	321,968	152,568	169,400
PROPERTY, PLANT & EQUIPMENT	12,833,260	13,427,429	(594,169)
NOTES RECEIVABLE (net)	17,454,858	15,949,336	1,505,523
TOTAL ASSETS	\$ 64,451,388	\$ 59,242,923	\$ 5,208,465
LIABILITIES			
ACCOUNTS PAYABLE	\$ 3,233,139	\$ 1,588,617	\$ 1,644,522
ACCRUED PAYROLL LIABILITIES	4,000,628	3,489,107	511,520
DEFERRED REVENUE	3,022,287	2,068,605	953,683
NOTES PAYABLE	15,649,575	15,669,292	(19,717)
HEALTH INSURANCE RESERVE	4,663,145	4,561,426	101,719
OTHER LIABILITIES	3,735,805	1,735,805	2,000,000
TOTAL LIABILITIES	\$ 34,304,579	\$ 29,112,851	\$ 5,191,728
FUND BALANCE			
CURRENT OPERATING EARNINGS (YTD)	\$ (436,384)	\$ 1,695,124	\$ (2,131,508)
UNRESTRICTED NET ASSETS	20,995,326	18,029,914	2,965,413
REVOLVING LOAN FUND	556,268	556,268	0
INVESTMENT IN GENERAL FIXED ASSETS	9,031,599	9,848,766	(817,167)
TOTAL FUND BALANCE	\$ 30,146,810	\$ 30,130,072	\$ 16,737
TOTAL LIABILITIES AND FUND BALANCE	\$ 64,451,388	\$ 59,242,924	\$ 5,208,465

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
July 31, 2022

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	\$17,319,131	\$326,157	\$8,513,392	\$8,805,739				
Fringe Benefits	7,609,718	184,019	3,547,184	4,062,534				
Total Personnel	24,928,849	\$510,176	12,060,577	12,868,272				
Travel	-	-	-	-	12,928	-	-	12,928
Equipment*	-	-	-	-	-	-	-	-
Supplies	493,392	20,232	492,470	922	25,000	-	-	25,000
Contractual	2,572,586	49,568	667,884	1,904,702	15,948	-	-	15,948
Facilities /Construction								
Other:								
Food Cost	776,852	\$19,041	\$251,318	525,534				
Transportation	514,239	12,083	383,383	130,856				
Staff Mileage	100,000	8,062	58,102	41,898				
Field Trips, including Transportation	3,201	-	-	3,201				
Space	690,855	63,904	335,975	354,880				
Utilities / Telephone / Internet	519,515	41,075	392,011	127,504				
Publication/Advertising/Printing	54,991	-	1,731	53,260				
Repair/Maintenance Building	89,246	3,221	146,163	(56,917)				
Repair/Maintenance Equipment	9,600	2,063	7,348	2,252				
Property & Liability Insurance	108,016	-	82,583	25,433				
Parent Involvement / CWPC	48,195	-	5,323	42,872				
Other Costs*	573,667	4,861	385,867	187,800				
Staff & Parent Training	3,091	71	686	2,405	243,213	2,819	53,933	189,280
Total Direct Charges	31,486,295	\$734,355	15,271,422	16,214,873	\$297,089	2,819	53,933	\$243,156
Total Indirect Charges	\$2,683,810	\$66,092	\$1,374,428	\$1,309,382	\$26,738	\$254	\$4,854	\$21,884
Total Federal Expenditures	34,170,105	\$800,447	16,645,850	\$17,524,255	\$323,827	3,073	58,787	\$265,040
% of Annual Budget Expended to Date			49%				18%	
Non-Federal Share	\$6,834,021	\$106,126	\$2,099,246	\$4,734,775	\$64,765	\$768	\$14,697	\$50,068

Credit Card Expenses: Credit card statement dated 7/1/2022 -7/31/2022
July 2022 expenses

Staff Training (including meeting costs)	\$	100	WESTED Center for child & Family - recertifications
Staff Training Supplies	\$	98	Walmart - Pre-service snack items
Program Supplies - Arts & Crafts	\$	974	Walmart - classroom supplies
Program Supplies - Classroom	\$	287	Target - adaptive items, toys. Sippy cups, and books
CPR Training	\$	525	America Red Cross- CPR and first aid training
Contract Services-Facility Repair	\$	230	Azuga Fleet - Vehicle Tracking for Support Services Vehicles
	\$	2,213	

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
July 31, 2022

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*	280,467	-	-	280,467
Supplies	447,000	-	4,669	442,331
Contractual	-	-	-	-
Facilities /Construction	-	-	-	-
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*	419,300	-	-	419,300
Staff & Parent Training	-	-	-	-
Total Direct Charges	\$1,146,767	\$0	\$4,669	\$1,142,098
Total Indirect Charges	\$86,008	\$0	\$0	\$86,008
Total Federal Expenditures	\$1,232,775	\$0	\$4,669	\$1,228,106
% of Annual Budget Expended to Date			0%	
Non-Federal Share	-	-	-	-

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
July 31, 2022

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	\$3,674,250	\$173,365	\$1,223,631	\$2,450,619	\$0	\$0	\$0	\$0
Fringe Benefits	1,134,842	52,385	412,863	721,979	-	-	-	-
Total Personnel	4,809,092	225,750	1,636,494	3,172,598	-	-	-	-
Travel	-	-	-	-	16,898	-	-	16,898
Equipment*	-	-	-	-	-	-	-	-
Supplies	285,800	1,883	58,260	227,540	19,173	-	-	19,173
Contractual	1,016,132	8,755	74,788	941,344	26,526	-	-	26,526
Facilities /Construction	-	-	-	-				
Other:								
Food Cost	70,350	4,959	12,726	57,624				
Transportation	9,536	449	5,458	4,078				
Staff Mileage	70,000	3,649	15,095	54,905				
Field Trips, including Transportation	1,730	-	-	1,730				
Space	194,615	4,374	30,623	163,992				
Utilities / Telephone / Internet	130,004	4,552	47,086	82,918				
Publication/Advertising/Printing	27,500	-	1,316	26,184				
Repair/Maintenance Building	42,919	-	10,925	31,994				
Repair/Maintenance Equipment	48,845	-	1	48,844				
Property & Liability Insurance	38,202	-	13,738	24,464				
Parent Involvement / CWPC	7,747	301	493	7,254				
Other Costs*	158,887	966	11,799	147,088				
Staff & Parent Training	2,277	16	2,416	(139)	96,459	-	9,584	86,875
Total Direct Charges	6,913,636	255,656	1,921,219	\$4,992,417	159,056	-	9,584	\$149,472
Total Indirect Charges	\$621,944	\$25,876	\$172,910	\$449,034	\$14,315	\$0	\$863	\$13,452
Total Federal Expenditures	\$7,535,580	281,532	\$2,094,129	\$5,441,451	\$173,371	-	\$10,447	\$162,924
% of Annual Budget Expended to Date			28%				6%	
Non-Federal Share	\$1,507,116	\$96,133	\$888,928	\$618,188	\$34,674	\$0	\$2,612	\$40,731

Credit Card Expenses: Credit card statement dated 7/1/2022 -7/31/2022
July 2022 expenses

Contract Services-Facility Repair	\$	23	Azuga Fleet - Vehicle Tracking for Support Services Vehicles
	\$	-	
	\$	23	



FINANCE COMMITTEE MEETING

Date: September 14, 2022	Program: Finance
Agenda Item #: 5	Director: N/A
Subject: Gift Card Policy	Officer: Jim Rodriguez

Recommended Action

Staff recommends Committee approval for full Board consideration of adopting the ratification of the Gift Card Policy.

Background

This policy will be an agency-wide policy and apply to all administrative and program areas. This will ensure that all gift cards received and distributed through the Agency and its programs are maintained in a standardized manner that protects the asset as a negotiable item.

A key benefit of this policy can be used to support programs that distribute gift cards to eligible clients.

Fiscal Impact

The financial impact will vary and be based on approved administrative and programs budgets.

Conclusion

If ratified by the Committee, this item will move forward for full Board consideration at the October 26 Board of Commission Meeting. This approval will allow all areas of the agency to use the policy for any given program.

POLICY – GIFT CARD POLICY

PURPOSE: To ensure that all gift cards received and distributed through the Agency and its programs are maintained in a manner that protect the asset as a negotiable item.

POLICY: It is the policy of Fresno EOC that all Agency and program procured gift cards will be maintained in a secured location when not actively being used per the procedures below. Gift cards will be audited when first received and periodically audited thereafter. Sign in/out sheets and audit logs will be maintained for reference. The Agency will, to the best of its ability, deter any procured gift cards from being used to purchase tobacco and/or alcohol products.

PROCEDURES:

I. PROCEDURE GUIDELINES

- A. Once ordered in accordance with relevant procurement procedures, gifts cards will either be shipped directly to the Agency, program, or picked up from the purchase location by an approved Agency employee.
- B. Gift cards will be taken to the location they are to be secured and will be audited as noted below:
 - 1) Cards will be counted to ensure they match the packing list and/or the invoice amount.
 - 2) Any discrepancies will be noted and reviewed for resolution.
 - 3) Date, card numbers, card types, and the initials of two employees auditing the cards will be entered into an audit sheet which will remain with the cards until they are depleted then retained for audit purposes.
- C. Gift cards may then be sorted into batch sizes deemed appropriate by the distributing program.
- D. These batches may be numbered for distribution purposes.
- E. Each batch will have an accompanying audit sheet that must be completed as cards are distributed. The batch audit sheet will contain the following information:
 - 1) Date, card numbers, card types, amount per card, check box if issued, and initials of issuer.
- F. Once cards have been audited and prepared for issuance, an authorized program representative will go to the secured location in which the gift cards are stored.
- G. The employee will be issued the cards/batches in an amount appropriate for the event/issuance and will complete the gift card sign out log which will contain the following information:
 - 1) Date, Name of employee taking cards, Signature, Program, number of cards issued, batch number (if applicable), Initials of employee issuing cards out.
 - 2) If cards are returned, a new line on the sign out form will be used, and all applicable information noted above will be entered including the number of cards returned by the employee. A note should be added explaining the return if necessary.
 - 3) The batch audit log should accompany any of the returned cards for reissuance.
- H. When issuing gift cards to eligible clients, the batch audit sheet should be updated to reflect which cards have been distributed. It may be necessary to complete a separate form either manually or in a central intake system to ensure clients receiving the cards qualify based on the funding source eligibility requirements.
- I. If the gift cards are kept for longer than a two-week period, a weekly audit sheet should be maintained by the overseeing Agency employee and secondary employee, preferably an employee working in a separate department. The audit sheet should have the following information:
 - 1) Date, Number of batches (cards per batch should be indicated on the sheet), Number of loose cards, Total cards, Total amount, and the initials of both employees verifying the count.
- J. Once the inventory of cards has been depleted, the documentation will be forwarded to the funding source if required and maintained in accordance with accounting policies for audit purposes.



FINANCE COMMITTEE MEETING

Date: September 14, 2022	Program: Finance
Agenda Item #: 6	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
Alfonso W. Tucker, Ed.D.	Advance Peace - To provide consultation in the manner of life skills and mental health education to staff and clients. To provide an informative connection between the staff, client, and the community. To conduct research and provide in-service training for the improved relationships between staff, the community, and the Fresno Police Department.	\$115,200 per year	One source of supply is available in Fresno County.
Synergy Companies Inc.	Sanctuary and Support Services - Transitional Shelter at 1046 T Street, Fresno is a 16 unit apartment complex. The bathrooms located at the bottom level have suffered severe damage due to plumbing issues that occurred in the upstairs units. Toilets are continually overflowing and clients are not reporting it to staff causing molds and damage to the ceiling, walls, and floors of the downstairs units.	\$92,675.00	An emergency exists that does not permit delay. Due to the health and safety of the clients and staff.
Save Mart Supermarkets	Finance/CSBG CARES - To expend remaining funds before the end of the contract period 8/31/22. With CSD's approval, it was determined that gift cards could be purchased and distributed to the eligible clients by the end of the contract period. It was required that we utilize a known vendor that could produce 1,174 cards in a short period of time and also provide numerous outlets for our clients to get groceries as conveniently as possible.	\$293,500.00	One source of supply is available, an emergency exists that does not permit delay. Save Mart was able to provide gift cards needed, a custom note printed on each card that required it not be used for alcohol or tobacco products and have it ready for pickup in less than one week. Save Mart met the requirements we had.



FINANCE COMMITTEE MEETING

Date: September 14, 2022	Program: Finance
Agenda Item #: 7	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 July 30, 2022, the health insurance reserve is at \$4.6 million, which covers approximately 5.4 months of average expenditures. Contributions from programs and employees for 2022 total \$6,149,364 while the Fund paid out \$5,411,109 in expenses.

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 2022. Rates vary depending on the type of coverage tier selected.

	Agency	Employee (Wellness Incentive)	Total Premium
Employee(EE) Only	\$ 600	\$ 108	\$ 708
EE +Child(ren)	\$ 1,086	\$ 195	\$ 1,281
EE + Family	\$ 1,442	\$ 258	\$ 1,700
EE + Spouse	\$ 1,206	\$ 216	\$ 1,422

FRESNO EOC
HEALTH INSURANCE FUND REPORT
 THROUGH JULY 31, 2022

	2022							2021				
	January	February	March	April	May	June	July	YTD totals Jan-July	Mo. Avg. Prev 12 mos	YTD totals Jan-July	Annual Jan - Dec	Annual Mo. Avg Jan - Dec
Beginning Fund Balance	3,924,890	4,630,015	4,924,112	5,029,013	5,045,154	4,876,546	4,888,986					
Income												
Agency Contributions	749,413	758,654	755,467	750,894	751,039	745,686	522,582	5,033,735	728,759	5,751,151	9,462,526	788,544
Additional Agency Contr.	-	-	-	-	-	-	-	-	1,925	116,291	139,391	11,616
Employee Contributions	272,264	183,405	184,139	91,630	136,132	106,527	141,532	1,115,629	153,316	1,153,939	1,878,108	156,509
Total Income	1,021,677	942,059	939,606	842,524	887,171	852,213	664,114	6,149,364	884,001	7,021,381	11,480,024	956,669
Expenses												
Health Claims Paid	45,828	261,032	452,022	424,469	754,547	404,660	494,840	2,837,398	625,568	3,966,957	8,636,378	719,698
Dental Claims Paid	48,572	48,419	46,036	52,864	42,132	39,150	51,459	328,632	46,793	418,255	651,135	54,261
Prescriptions Paid	63,172	164,239	159,985	183,076	89,710	218,405	175,165	1,053,752	151,835	1,120,977	1,889,246	157,437
Vision Claims Paid	2,294	7,225	5,496	7,785	6,957	6,833	6,648	43,238	7,563	72,465	119,983	9,999
Stop Loss Premiums	99,403	110,026	113,810	100,722	102,002	98,344	102,137	726,444	101,327	702,345	1,191,823	99,319
Stop Loss Claims	-	-	-	-	-	14,586	-	14,586	(130,470)	(274,209)	(1,593,495)	(132,791)
Life Insurance Premiums	12,739	12,709	12,687	12,731	12,648	12,639	11,870	88,023	12,373	94,079	154,529	12,877
Pinnacle	12,904	13,111	13,267	13,319	13,215	13,232	13,111	92,159	13,114	99,988	165,198	13,767
Blue Cross	13,637	13,790	13,906	13,944	13,829	13,848	13,714	96,668	13,629	103,024	169,907	14,159
Benefits Consultant	12,083	12,083	12,083	12,083	9,502	12,083	12,083	82,000	9,715	48,417	83,000	6,917
Employee Assist. Program	1,877	1,877	1,877	1,877	1,876	1,877	1,746	13,007	1,866	13,136	22,518	1,877
Preferred Chiropractors	889	899	906	909	901	903	894	6,301	899	6,917	11,406	951
TeleDoc	2,524	2,552	2,574	2,581	2,560	2,563	2,538	17,892	1,491	0	-	-
Other Expenses	630	-	56	23	5,900	650	3,750	11,009	2,586	19,714	39,742	3,312
ACA Fees	-	-	-	-	-	-	-	-	-	5,219	5,219	435
Total Expenses	316,552	647,962	834,705	826,383	1,055,779	839,773	889,955	5,411,109	858,290	6,397,284	11,546,589	962,216
Current Fund Activity (net)	705,125	294,097	104,901	16,141	(168,608)	12,440	(225,841)	738,255	25,711	624,097	(66,564)	(5,547)
Ending Fund Balance	4,630,015	4,924,112	5,029,013	5,045,154	4,876,546	4,888,986	4,663,145	4,663,145				
Enrollment												
Employee only-Traditional	248	250	252	254	254	254	247		257		279	
High-Deduct	84	78	80	81	78	83	84		69		53	
Family coverage-Traditional	344	353	353	353	350	348	347		359		395	
High-Deduct	34	37	40	39	39	37	37		34		32	
Dental coverage only	34	38	41	42	42	42	42		38		34	
Temp/On Call Plan	1	1	-	-	-	-	-		1		1	
Total employees enrolled	745	757	766	769	763	764	757		757		795	
Average contributions per employee	1,371	1,244	1,227	1,096	1,163	1,115	877		1,167		1,204	
Average expenses per employee	425	856	1,090	1,075	1,384	1,099	1,176		1,133		1,211	

Estimated # months funded: 5.4



FINANCE COMMITTEE MEETING

Date: September 14, 2022	Program: Sanctuary and Support Services
Agenda Item #: 8	Director: Misty Gattie-Blanco
Subject: Variance Reports	Officer: Michelle L. Tutunjian

Background

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

The following prepared financial analysis reports will be presented on behalf of Sanctuary and Support Services projects:

- **LGBTQ+ Resource Center:**
 - Two contracts were extended through September 2022 and are currently underspent with a well-developed plan to expend funds at the end of the contract.
- **Central Valley Against Human Trafficking:**
 - One contract received a 12-month no-cost extension to continue operations with cost savings due to personnel vacancies.
 - Remaining contracts are on track with spending.
- **Homeless Services:**
 - One contract, Basic Center Program, is underspent due to lack of clients and has been approved by the Board of Commissioners to be voluntarily reallocated at the end of September 2022.
 - Remaining contracts are on track with spending or slightly underspent due to savings in rental assistance and personnel vacancies.

Fresno Economic Opportunities Commission
Sanctuary Services
Variance Report Summary

Program	Project/Contract No.	Contract Period	Reporting Period	Program Costs	Budget	Remaining Budget	Remaining Budget %
Sanctuary - Homeless Youth Emergency Services Pilot Program	HY21028596	4/1/22-3/31/27	7/31/2022	\$111,131	\$2,375,000	\$2,263,869	95%
Sanctuary - BCP	90CY7380-01	9/30/21-9/29/22	7/31/2022	\$148,200	\$200,000	\$51,800	26%
Sanctuary - Shelter Bridge Housing -County	A-19-337	7/1/21-6/30/23	7/31/2022	\$150,768	\$327,884	\$177,116	54%
Sanctuary - Shelter Bridge Housing -City	80315	7/1/24-6/30/23	7/31/2022	\$91,817	\$242,153	\$150,336	62%
Sanctuary - FCC HOPE	87150	7/1/22-6/30/24	7/31/2022	\$4,185	\$500,000	\$495,815	99%
Sanctuary - County HOPE	A-21-0268	7/1/22-6/30/24	7/31/2022	\$17,014	\$260,290	\$243,276	93%
Sanctuary Housing - Project Phoenix	CA1090L9T142007	9/1/21-8/31/22	7/31/2022	\$321,918	\$432,584	\$110,666	26%
Sanctuary Housing - Project Hearth	CA1481L9T142005	10/1/21-9/30/22	7/31/2022	\$226,725	\$296,306	\$69,581	23%
Sanctuary Housing - Project HomePlate	CA1568L9T142004	9/1/21-8/31/22	7/31/2022	\$167,073	\$366,494	\$199,421	54%
Sanctuary Housing - Project Hero Team 2	CA1570L9T142004	9/1/21-8/31/22	7/31/2022	\$363,740	\$525,000	\$161,260	31%
Sanctuary Housing - Project Rise	CA1761L9T142002	11/1/21-10/31/22	7/31/2022	\$184,168	\$323,995	\$139,827	43%
Sanctuary - Human Trafficking Victim Assistance Program	HV21018596	4/1/22-3/31/33	7/31/2022	\$143,451	\$666,666	\$523,215	78%
Sanctuary - HT OVC Minors	2019-VM-BX-0010	10/1/19-9/30/23	7/31/2022	\$235,208	\$499,998	\$264,790	53%
Sanctuary - HT OVC Housing	15POVC-21-GG-03954-HT	10/1/21-9/30/24	7/31/2022	\$44,267	\$594,316	\$550,049	93%
Sancutary - HT Slave 2 Nothing	80380	5/1/19 - no end date	7/31/2022	\$26,891	\$30,000	\$3,109	10%
Sanctuary - HT Slave 2 Nothing Emergency Apartment	80382	5/1/20 - no end date	7/31/2022	\$30,150	\$70,000	\$39,850	57%
Sanctuary - LGBTQ OVC Mentoring	15PJDP-21-GG-02740-MENT	10/1/21-9/30/24	7/31/2022	\$25,642	\$625,000	\$599,358	96%
Sanctuary - LGBTQ Rise Up	80032	9/1/21 - no end date	7/31/2022	\$23,637	\$40,000	\$16,363	41%
Sanctuary - LGBTQ Youth Substance Used Disorder Prevention Program	GA20SUD011	3/1/20-11/30/22	7/31/2022	\$615,936	\$1,000,000	\$384,064	38%
Sanctuary - LGBTQ MAT Stimulant Prevention	CA21MAT131	7/1/21 - 9/29/22	7/31/2022	\$50,879	\$100,000	\$49,121	49%
Sanctuary - LGBTQ YOR	80035	3/1/21 - 9/29/22	7/31/2022	\$177,181	\$441,509	\$264,328	60%
Sanctuary - LGBTQ ACEs	80037	5/1/21-6/30/22	7/31/2022	\$13,488	\$58,000	\$44,512	77%
Totals				\$3,173,469	\$9,975,195	\$6,801,726	68%